

RAJYA VOKKALIGARA SANGHA

Vokkaligara Sangha Industrial Training Institute, Sriganthadakavalu, Bengaluru

No.RVS/ITI/C&R-8/2019-20

Bengaluru,
Dated: 20 May, 2020.

NOTIFICATION

Whereas the Administrator of the Rajya Vokkaligara Sangha appointed by the State Government under section 27(A) of the Karnataka Societies Registration Act, 1960 intending to frame Cadre & Recruitment Rules for Vokkaligara Sangha Industrial Training Institute, Sriganthadakavalu, Bengaluru published a copy of the Draft Rules in the Notice Board and website of Rajya Vokkaligara Sangha Head Office and that of the said Institution in Notification No.RVS/ITI/C&R-8/2019-20 dated:11.12.2019 inviting objections and suggestions from the persons likely to be affected thereby within 30 days from the date of publication of the notification;

Whereas the said notification was made available to the public on 11.12.2019;

And whereas, no objections and suggestions have been received in respect of the said draft rules;

Now, therefore, the Administrator, Rajya Vokkaligara Sangha in exercise of the powers conferred under Sub-section (9) of Section 8 of the bye-laws of Rajya Vokkaligara Sangha hereby makes the following rules, namely:-

RULES

1. Title and Commencement:

- (i) These Rules be called the Vokkaligara Sangha Industrial Training Institute, (Cadre and Recruitment) Rules, 2019.
- (ii) They shall come into force from the date of publication in the notice board of the Rajya Vokkaligara Sangha Head Office and that of the Vokkaligara Sangha Industrial Training Institute, Sriganthadakavalu, Bengaluru.

2. Application:

- (1) These Rules shall apply to the persons appointed on regular basis to the service of the Vokkaligara Sangha Industrial Training Institute, Sriganthadakavalu, Bengaluru.
- (2) They shall not apply to Persons appointed on Temporary basis.

3. Method of Recruitment and minimum qualification:

(i) The establishment of Vokkaligara Sangha Industrial Training Institute shall consist of such category of posts as specified in Column-2 of **Schedule-I** annexed, their number, the method of recruitment and minimum qualification shall be as indicated in Columns-3, 4 and 5 thereof respectively.

(ii) Rajya Vokkaligara Sangha being a private Society registered under the Karnataka Societies Registration Act, 1960, has not notified/adopted so far any standard scale of pay for different Cadres working in various Institutions under the Sangha. Sanction of Pay Scales necessarily depends on the policy of the Management and its financial resources & constraints from time to time. Though the standard format of Cadre & Recruitment Rules requires indicating Scale of Pay against each of the sanctioned posts included in the Schedule-I, the same has been excluded for the reason mentioned above.

(iii) The category of posts and their numbers included in Schedule-I shall be the sanctioned cadre strength for the institution. Henceforth, creation of any additional post/s in any cadre shall be on receipt of proposal from the Head of the Institution justifying such creation. The Executive Committee after considering the necessity for the same shall approve the proposal and administrative order sanctioning the additional posts shall be issued by Rajya Vokkaligara Sangha Head Office. The additional posts so created shall be included in the sanctioned cadre strength of the respective cadre within 6 months from the date of creation by amending the C & R Rules.

(iv) Similarly, creation of a new post which is inevitable and not included in Schedule-I shall also be based on the proposal from the Head of the Institution justifying such creation and approved by the Executive Committee after considering the necessity for the same and administrative order shall be issued by Rajya Vokkaligara Sangha Head Office along with prescribing the method of recruitment. New post shall not be filled without prescribing the method of recruitment. The new posts so created shall be included in the Cadre & Recruitment Rules within 6 months from the date of creation.

(v) The additional posts/new posts to be created as per Sub-Rule (iii) & (iv) above shall be in accordance with the staffing pattern and with in the limit prescribed by the Apex Body.

(vi) The pooled posts for the purpose of seniority, promotion and inter-institutional transfers etc. from Vokkaligara Sangha Industrial Training Institute and other institutions of Rajya Vokkaligara Sangha shall be as indicated in **Schedule-II** annexed..

(vii) The present incumbents who are working on permanent basis against such of the posts in the Institution, which are not included in Schedule-I shall continue with the designation and conditions of service coterminous with their service. Thereafter, those posts shall stand abolished and the posts included in Schedule-I only shall continue to operate in the Institution.

4. Definition:- In these rules, unless the context otherwise requires,

- (1) "Sangha" means Rajya Vokkaligara Sangha.
- (2) "Office Bearers" means and includes President and such of the office bearers as defined in Section 7 (1) (a) of the bye-laws of Sangha.
- (3) "Executive Committee" means and includes persons elected from the Members of the Rajya Vokkaligara Sangha as per the Bye-law.
- (4) "Administrator" means the person appointed by the State Government as Administrator of Rajya Vokkaligara Sangha, under the Karnataka Societies Registration Act, 1960.
- (5) "CEO" means Chief Executive Officer of Rajya Vokkaligara Sangha.
- (6) "Appointing Authority in relation to teaching and non-teaching posts" means the Executive Committee of Rajya Vokkaligara Sangha.
- (7) "Permanent/Regular Employee" means a person appointed against sanctioned permanent/ substantive post after satisfactory completion of the probation period.
- (8) "Temporary Employee" means a person appointed temporarily against a sanctioned post in the exigencies of Vokkaligara Sangha Industrial Training Institute, Srii Gandhadakavalu, Bengaluru but not appointed regularly as per the rules of recruitment.
- (9) "Institute" means Vokkaligara Sangha Industrial Training Institute, Srii Gandhadakavalu, Bengaluru.
- (10) "Post/s in the Institute" means the posts specified in Schedule-I to these Rules.
- (11) "Pooled Posts" means posts which are pooled as common category posts for the purpose of seniority, promotion and inter-institutional transfers in Vokkaligara Sangha Industrial Training Institute and other Institutions of Rajya Vokkaligara Sangha as per Schedule-II.
- (12) "Board of Selection" means the various Boards of Selection prescribed in these rules for different category of posts.
- (13) "Teaching Faculty" means Junior Training Officer Posts sanctioned to Vokkaligara Sangha Industrial Training Institute.
- (14) "Apex Body" means Director General of Employment and Training, New Delhi.
- (15) "State" means the State of Karnataka.

Other terms not specifically defined in these Rules shall have the same meaning assigned to them in the guidelines issued by the Director General of Employment and Training, New Delhi and as are prescribed by the State Government/ Department of Industrial Training and Employment, Karnataka to the extent applicable to Vokkaligara Sangha Industrial Training Institute, Sriganthadakavalu, Bengaluru from time to time.

5. Appointment of Staff:

All posts whether permanent or on Temporary basis shall be filled by the Executive Committee based only on the proposal from the Head of the Institution and after considering the necessity for the same subject to the provisions of these Rules. No recruitment shall be made beyond the sanctioned cadre strength in Schedule-I.

6. Teaching Faculty and Student Intake:

i) The Director General of Employment and Training, New Delhi has issued guidelines prescribing admissible Staff for an Industrial Training Institute. These guidelines shall be applicable to Vokkaligara Sangha Industrial Training Institute, Sriganthadakavalu, Bengaluru.

ii) As per these guidelines, the standard staffing pattern for teaching faculty and non-teaching staff on the basis of Units in each Trade shall be appointed. The Vokkaligara Sangha Industrial Training Institute, Sriganthadakavalu, Bengaluru, is offering courses in Fitter Trade, Electrician Trade and Electronic Mechanic Trade with 2 Units in each course (I Year (Junior) & II Year (Senior)). Accordingly, Teaching and Non-Teaching Staff are prescribed for Vokkaligara Sangha Industrial Training Institute, Sriganthadakavalu, Bengaluru on the basis of number of Units and included in Schedule-I.

iii) The amendments/revised regulations issued by the Apex Body from time to time shall be made applicable to the Institution subject to the approval and adoption of the same by the Management.

7. Time –Table for Instructional and Supervisory Staff:

(i) A weekly time-table should be chalked out for each of the instructional and supervisory staff including Training officer, Allied Trade Instructor, Vocational Instructor(Practical), Vocational Instructor(Theory, Workshop Calculation & Science and Engineering Drawing) specifying the exact duties they will be expected to carry out on each working day. The aim should be to fully utilize every available hour.

(ii) The Instructional and other Supervisory Staff shall work for 7 hours per day.

The total teaching hours per Trade shall be 40 hours each for Junior and Senior batches in a week. The work load for the Principal and teaching staff including direct teaching, practicals and other activities like Work-shop Calculation & Science, Engineering Drawing, Employability skills, Extra-curricular activity is prescribed as follows:-

Faculty	Teaching hours/week
Principal	6 hours teaching
Junior Training Officer (Trade Theory & Trade Practical)	6 hours teaching 33 hours practicals
Junior Training Officer (Workshop Calculations & Science & Engineering Drawing)	36 hours

8. Direct Recruitment:-

The Appointing Authority if found necessary to fill up any vacancy shall take steps to invite application from the eligible candidates by advertising the existing vacancies in Leading Newspapers in the State both in Kannada & English and such other media of publication as deemed fit, by specifying the category of posts, number of vacancies, conditions of eligibility and method of recruitment etc.

9. Board of Selection:

The following Boards of selection is prescribed for the purpose of making selection of candidates eligible for appointment.

i) **For Selection of Teaching Faculty:**

a) The President, Rajya Vokkaligara Sangha.	Chairman
b) A nominee from Government ITI through the Commissioner/ Director, Department of Industrial Training and Employment.	Member
c) A representative from Government Tool Room & Training Centre.	Member
d) Chief Executive Officer, Rajya Vokkaligara Sangha.	Member
e) Principal, Vokkaligara Sangha Industrial Training Institute, Sriganthadakavalu.	Member-Secretary

Quorum: The quorum for the Board of Selection shall be 3 members of the above out of which one member shall be from either b) or c)

ii) For the posts of non-teaching and other posts:

a) The President, Rajya Vokkaligara Sangha.	Chairman
b) A nominee of Commissioner/ Director, Department of Industrial Training & Employment in the rank of a Gazetted Officer.	Member
c) An expert in the field of Administration in the rank of a retired Group-A Officer of Central Government/State Government.	Member
d) A nominee of Registrar of Co-operative Societies in Karnataka.	Member
e) Chief Executive Officer, Rajya Vokkaligara Sangha.	Member
f) Principal, Vokkaligara Sangha Industrial Training Institute, Sriganthadakavalu, Bengaluru.	Member
g) Administrative Officer, Rajya Vokkaligara Sangha Head Office.	Convener

Quorum: The quorum for the meeting shall be 4 members of the above out of which 1 member shall be from d) and other member shall be from either/ and b) or c).

10. Selection of Eligible Candidates:

i) The Board of selection after adopting the prescribed procedure shall prepare a final select list from among the candidates who have applied for appointment and forward the same to the Appointing Authority.

ii) The method of selection should ensure selection of the best talent and selection procedure for Teaching Faculty shall include adoption of the criteria and procedures as specified in **Schedule-III**.

iii) In respect of Non-Teaching and all other posts, the selection procedure prescribed in Rajya Vokkaligara Sangha Head Office C & R Rules, 2019 shall be followed.

11. Appointment of Candidates:

i) The candidates whose names are included in the final select list made available by the Board of Selection may be appointed by the Executive Committee after conducting necessary medical examination and verification of education qualification certificates.

ii) If a candidate, upon issue of the order of appointment, does not report for duty within the stipulated time limit, his/her appointment shall be treated as cancelled. The next candidate in the order of merit to be appointed against the vacancy. If the next candidate also does not report for duty, then the vacancy shall be notified as a fresh vacancy to be filled in the next or subsequent recruitment.

12. Probation:

i) All employees appointed on regular basis to the service of Vokkaligara Sangha Industrial Training Institute, Sriganthadakaval, Bengaluru, shall be on probation for a period of Two Years. The employee appointed shall have to complete probation period in the service of the institution to which the appointment is made.

ii) The period of probation may for the reasons to be recorded in writing, be extended by the Appointing Authority for such period as it may deem fit.

iii) The Appointing Authority shall on the expiry of two years period/extended period, declare the probationary period to have been satisfactorily completed by the concerned employee on the basis of performance.

iv) An employee whose probationary period is not declared for unsatisfactory performance or for any other misconduct during the period of probation shall be liable for termination at any time without any prior notice.

13. Promotion :

i) The appointing authority if found necessary to fill up a vacancy in the promotion quota within the sanctioned strength in the respective category of posts as per the C & R Rules, shall consider promotion of eligible employee against such vacancy.

ii) The procedure specified in **Schedule-IV** shall be adopted for effecting promotion.

14. Seniority:

(1) Seniority list shall be prepared for each of the cadre and published every year as on 1st January.

(2) For preparation of the seniority list the guidelines prescribed in Schedule-IV shall be followed.

15. Time bound advancement scheme:

(i) The employees working in such of the category of posts where no promotion opportunity is available according to the C & R Rules, shall be sanctioned an additional increment after completion of 10, 15, 20, 25 and 30 years respectively, subject to a maximum of total 5 increments in the service period in the scale of pay drawn by them. The additional increment at the rate equivalent to the last drawn annual increment shall be added to the Basic Pay and considered for other allowances.

(ii) The eligibility of employees for sanctioning additional increments shall be determined in the same manner as that of promotion.

(iii) In respect of employees who are having promotional avenues but who do not get promotion due to non-availability of vacancies, the existing Time Bound Advancement Scheme shall continue to operate.

16. Application of other Rules:

All the Rules, for the time being in force regulating the conditions of service of Employees in Vokkaligara Sangha Industrial Training Institute, Sriganthadakavalu, Bengaluru made or deemed to have been made by the Appointing Authority in so far as they are not inconsistent with the provisions of these Rules, shall apply to the persons appointed under these Rules.

17. Interpretation:

In case of any doubt or difficulty in implementing any of the provisions of these rules, the Executive Committee shall interpret these rules in consultation with the Legal Officer, Rajya Vokkaligara Sangha Head Office and the decision of the Executive Committee shall be final and binding.

By Order and in the name of
the Administrator,



(B.Siddaiah)

**Chief Executive Officer,
Rajya Vokkaligara Sangha.**

To:

1. The Principal Secretary to Government, Co-operation Department, M.S.Building, Bengaluru.
2. The Secretary to Government, Skill Development, Entrepreneurship and Livelihood Department, Viakasa Soudha, Bengaluru.
3. The Registrar of Co-operative Societies in Karnataka, No.1, Ali Asker Road, Bengaluru.
4. Commissioner, Department of Industrial Training and Employment, Kousalya Bhavan, Near Diary Circle, Banneraghatta Road, Bengaluru.
5. Director, Department of Industrial Training and Employment, Kousalya Bhavan, Near Diary Circle, Banneraghatta Road, Bengaluru.
6. Administrator, Rajya Vokkaligara Sangha, K.R.Road, V.V.Puram, Bengaluru.
7. Principal, Vokkaligara Sangha Industrial Training Institute, Sriganthadakavalu, Outer Ring Road, Magadi Main Road, Bengaluru-560 091.
8. Notice Board of Rajya Vokkaligara Sangha Head Office.
9. Notice Board of Vokkaligara Sangha Industrial Training Institute, Sriganthadakavalu, Outer Ring Road, Magadi Main Road, Bengaluru-560 091.
10. Office File/Spare copies.