

RAJYA VOKKALIGARA SANGHA

K.R.Road, V.V.Puram, Bengaluru

No.RVS/HO/C&R-1/2019-20

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 Rajya Vokkaligara Sangha Head Office, published a copy of the Draft Rules in the Notice Board and Website of the Sangha in Notification No.RVS/HO/C&R-1/2019-20 dated 4.12.2019 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 04.12.2019;

And whereas, the objections and suggestions received in respect of the said draft rules have been considered by the Administrator of Rajya Vokkaligara Sangha;

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 Rajya Vokkaligara Sangha Head Office, Bengaluru (Cadre and Recruitment) Rules, 2019.
- (ii) They shall come into force from the date of publication in the Head Office notice board of the Sangha Head Office.

2. Application:

- (1) These Rules shall apply to the persons appointed on a regular basis to the service of the Rajya Vokkaligara Sangha Head Office.
- (2) They shall not apply to Persons appointed on temporary basis.

3. Method of Recruitment and minimum qualification:

(i) The establishment of Rajya Vokkaligara Sangha Head Office, Bengaluru shall consist of such category of posts as specified in Column-2 of the **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 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 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 post so created shall be included in the Cadre & Recruitment Rules within 6 months from the date of creation.

(v) The posts as common cadre posts for the purpose of seniority, promotion and inter-institutional transfers etc. from Rajya Vokkaligara Sangha Head Office and other Institutions of the Sangha shall be as indicated in **Schedule-II** annexed.

(vi) 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.

(vii) The posts of Stenographers created in Schedule-I of Rajya Vokkaligara Sangha Head Office is for the purpose of taking down the proceedings of the Executive Committee meetings, other meetings and also General Body Meeting of the Sangha. Therefore, the incumbents shall continue in the Meeting Section and discharge the duties assigned by the Office bearers and Chief Executive Officer of the Sangha. The incumbents in excess of the sanctioned posts working on permanent basis in Rajya Vokkaligara Sangha and other Institutions of Sangha shall continue in the existing post coterminous with their service. Thereafter, the post of Stenographers shall be limited to the sanctioned posts as per Schedule-I.

(viii) The Computer Operators who are working on permanent basis in Rajya Vokkaligara Sangha Head Office and other Institutions of the Sangha shall continue with their present pay and grade in the existing posts coterminous with their service. Thereafter, the post of Computer Operators shall stand abolished. The post of Computer Operators shown in Schedule-II is for the purpose of inter-institutional transfers from Rajya Vokkaligara Sangha only and none of the other parameters mentioned in Rule 3(v) above shall apply to this category of posts.

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

- 1) "Sangha" means Rajya Vokkaligara Sangha.
- 2) "Member" means a person who having been admitted to the membership of the Sangha in accordance with the bye-laws thereof and whose name prevail in the membership list.
- 3) "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.
- 4) "Executive Committee" means and includes persons elected from the members of the Rajya Vokkaligara Sangha as per the bye-law.
- 5) "Administrator" means the person appointed by the State Government as Administrator of Rajya Vokkaligara Sangha, under the Karnataka Societies Registration Act, 1960.
- 6) "CEO" means Chief Executive Officer of Rajya Vokkaligara Sangha.
- 7) "Appointing Authority in relation to the sanctioned posts" means the Executive Committee of Rajya Vokkaligara Sangha.

- 8) "Permanent/Regular Employee" means a person appointed against permanent/substantive post after satisfactory completion of the probation period.
- 9) "Temporary Employee" means a person appointed temporarily against a sanctioned post in the exigencies of the Rajya Vokkaligara Sangha Head Office but not appointed regularly as per the rules of recruitment.
- 10) "Institutions" means all the institutions established and maintained by the Rajya Vokkaligara Sangha (both aided and un-aided).
- 11) "Post/s in the Rajya Vokkaligara Sangha Head Office Bengaluru" means the posts specified in Schedule-I to these Rules.
- 12) "Pooled Posts" means posts which are pooled as common cadre posts for the purpose of seniority, promotion, and inter-institutional transfers in Rajaya Vokkaligara Sangha Head and other institutions of the Sangha as per Schedule-II.
- 13) "Board of Selection" means the Board of Selection prescribed in these rules.
- 14) "Registrar" means; Registrar of Co-operative Societies in Karanataka as per Karnataka Societies Registration Act, 1960.
- 15) "State" means the State of Karnataka.

Other terms not specifically defined in these Rules shall have the same meaning assigned to them as prevailing in the bye-laws of Rajya Vokkaliara Sangha, Karnataka Societies Registration Act, 1960 and as are prescribed by the State Government to the extent applicable to Rajya Vokkaligara Sangha Head Office from time to time.

5. Appointment of Staff:

All posts whether permanent or on temporary basis shall be filled by the Executive Committee baed only on the proposal from the Chief Executive Officer of the Sangha 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 of these Rules.

6. Staff requirement - pattern:

(i) In order to carry out the objectives enunciated in the Memorandum of Association, the Rajya Vokkaligara Sangha has established professional institutions such as Medical, Engineering, Dental, Nursing, Pharmacy, Physiotherapy Colleges etc. and other academic institutions like, Law College, Degree Colleges, Pre-University Colleges and also High School and Primary School. Rajya Vokkaligara Sangha is also running free Hostels for the students of the community at various places.

(ii) For the purpose of effective administration and over all control of the affairs of the various institutions maintained by the Rajya Vokkaligara Sangha, and for implementing development works, there is a need for setting up an administrative machinery in the Head Office with supporting Units such as Administration, Accounts, Audit, Legal, Estate Branch and Workshop etc. These Units have been created in the Head Office of the Rajya Vokkaligara Sangha with cadre strength as per the work-load and requirement.

7. Direct Recruitment:-

(i) 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 it deem fit, by specifying the category of posts, conditions of eligibility, method of selection and number of vacancies etc.

(ii) For filling up the posts of First Division Assistants in Rajya Vokkaligara Sangha Head Office and other Institutions (excluding Grant-in-aid Institutions) in the ratio of 40 : 60 by Direct Recruitment and Promotion respectively, the vacancies in a cycle of 10 points shall be operated in the following manner:-

(a) Direct Recruitment Points: 1, 4, 7, 10.

(b) Promotion Points : 2, 3, 5, 6, 8, 9.

For subsequent vacancies, the cycle to be repeated..

8. Board of Selection:

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

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| a) The President, Rajya Vokkaligara Sangha. | Chairman. |
| b) Chief Executive Officer, Rajya Vokkaligara Sangha. | Member |
| c) A nominee of Registrar of Co-operative Societies in Karnataka. | Member |
| d) An expert in the Technical field in the rank of a Retired Superintending Engineer and above from State Government/recognized institution (for selection of Engineering staff only). | Member |
| e) A nominee from Govt. ITI through the Commissioner/ Director, Department of Industrial Training and Employment (For selection of technical staff other than Engineering cadre). | Member |
| f) An expert in the field of Administration in the rank of a retired Group-A Officer of Central Government/State Government. | Member |
| g) Administrative Officer, Rajya Vokkaligara Sangha Head Office. | Convener |

Quorum: The quorum for the meeting shall be 5 members of the above out of which one member shall be as in c) above and one member shall be either from d) or e) or f) according to the category of post.

9. 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 shall include adoption of the criteria and procedure as specified in **Schedule- III.**

10. 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.

11. Probation:-

i) All employees appointed on regular basis to the service of Rajya Vokkaligara Sangha Head Office shall be on probation for a period of Two Years. The employee appointed shall have to complete the 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 the 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.

12. 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.

13. Seniority:

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

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

(iii) However, for the posts included in Schedule-II in Rajya Vokkaligara Sangha Head Office and all other Institutions of the Sangha a Common seniority list shall be maintained in the Rajya Vokkaligara Sangha Head Office.

14. 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.

15. Application of other Rules:

All the Rules, for the time being in force regulating the conditions of service of Rajya Vokkaligara Sangha Head Office 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.

16. 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 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 Registrar of Co-operative Societies in Karnataka, No.1, Ali Asker Road, Bengaluru.
3. Administrator, Rajya Vokkaligara Sangha, K.R.Road, V.V.Puram, Bengaluru.
4. Notice Board of Rajya Vokkaligara Sangha Head Office.
5. Office File/Spare copies.