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**THE JHALAWAR HOSPITAL AND MEDICAL COLLEGE
SOCIETY, JHALAWAR**

(A Body registered at No. 318 on 8.8.2007 under the Societies Registration Act,
1958)

**The Jhalawar Hospital and Medical College Personnel's
(Recruitment and other Conditions) Employment Rules, 2017**

**Section - I
Recruitment Rules.**

**Section – II
Conduct, Discipline and Appeal Rules.**

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**JHALAWAR HOSPITAL AND MEDICAL COLLEGE SOCIETY,
JHALAWAR**
(A Body registered at No.318 on 8.8.2007 under the Societies Registration Act , 1958)
(Recruitment and other Conditions Rules)

No. F. ()JHMCS/Estt/2016

Jaipur, dated

NOTIFICATION

In exercise of the powers conferred by Sub-Rule (o) of Rule 12 of the “ Rules and Regulations of the Jhalawar Hospital and Medical College Society, Jhalawar” the Jhalawar Hospital and Medical College Society hereby makes the following rules regulating recruitment to post (s) in, and other conditions of service of persons appointed in connection with the affairs of the Society, namely :-

**SECTION-I.
RECRUITMENT RULES.**

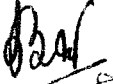
**PART -I
GENERAL**

1. **Short title, commencement and application.-** (1) These Rules may be called the Jhalawar Hospital and Medical College Personnel’s (Recruitment and other Conditions) Employment Rules, 2017.
(2) They shall come into force from the date of their official publication.
(3) They shall apply to entire personnel appointed by the Society to the post(s) in connection with the affairs of the Society.
2. **Definitions.-** In these rules, unless the context otherwise requires.-
 - (a) **“Appointing Authority”** means the Chairman Jhalawar Hospital & Medical College Society, in respect of the posts included in the Administrative Wing, Clinical Wing and Non-clinical Wing and the Chairman Executive Committee, Jhalawar Hospital & Medical College Society in respect of the posts included in General Wing of Schedule-I or any other officer to whom such powers in this behalf may be delegated by the Society by a general or special order on such conditions as it may deem proper in respect of any post.
 - (b) **“Approved List”** means the list containing names of the persons approved by the Society for appointment on deputation, appointment by direct recruitment/promotion under the provisions of these rules.
 - (c) **“Chairman ”** means the Chairman of Board of the Jhalawar Hospital and Medical College Society appointed under rule 19 (a) (b) Rules and Regulations, of the Society;
 - (d) **“Appointing Authority”** Means the recruitment board constituted by the governing body under rule 19 of the Rules and Regulations, of the Society;

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- (e) **Committee** means the Committee referred to in rule 23 of these rules.
- (f) **Principal** means the person possessing the qualification and experience prescribed by MCI for the post and appointed as such by the Society;
- (g) **Direct Recruitment** means the recruitment made in accordance with the procedure prescribed in Part IV of these rules;
- (h) **District Collector** means the person appointed by the Government to the post of District Collector, Jhalawar from time to time;
- (i) **Governing Council / Governing Board/Governing Body** means the Governing Council constituted under rule 4(i) of the Rules and Regulations of the Society;
- (j) **Government** means the Government of Rajasthan;
- (k) **MCI** means Medical Council of India;
- (l) **Medical Superintendent** means the person possessing the qualification and experience prescribed by MCI for the post and appointed as such by the Society;
- (m) **Member of the Service** means a person appointed to a post in the service under the provisions of these rules or the rules or orders superseded by these rules;
- (n) **Recruitment Board** means the Recruitment Board referred to in rule 19 of these rules;
- (o) **Schedule** means the schedule(s) appended to these rules;
- (p) **Service** means the Jhalawar Hospital and Medical College Service consisting of the posts as mentioned in Schedule-I;
- (q) **Service or Experience** wherever prescribed in these Rules as a condition for promotion from one Service to another or within the Service from one category to another or to senior post(s), in the case of a person holding a lower post eligible for promotion to higher post shall include the period for which the person has continuously worked on such lower post after regular selection in accordance with the provisions of these rules;

Provided that experience of a person who is in position on 1st of April of the year of selection either from the list prepared under the Review and Revision or with the approval of the Competent Authority designated as such by the Society as also in a fresh case and is selected against a clear vacancy available on 1st of April of the year of selection in continuation of such of the urgent temporary appointment, shall be counted from 1st of April of the year of selection irrespective of the date of meeting of the Departmental Promotion Committee;


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Note- Absence during service e.g. training, leave and deputation etc., which are treated as "duty" under the rules of the Society, shall also be counted as service for computing experience or service required for promotion;

- (r) "Society" means "Jhalawar Hospital and Medical College Society, Jhalawar",
- (s) "State" means the State of Rajasthan;
- (t) "Substantive Appointment" means an appointment made under the provisions of these Rules to a substantive vacancy after due selection by any of the methods of recruitment prescribed under these rules and includes an appointment on probation or as a probationer followed by confirmation on completion of the probationary period;

Note- Due selection by any of the methods of recruitment prescribed under these Rules shall include recruitment either on initial constitution of the Service or in accordance with the provisions of any rules promulgated by the Society, except an urgent temporary appointment;

- (u) "Vice Chairman" means the person appointed as such by the Governing Council from time to time; and
- (v) "Year/Official Year" means the year from 1st April to 31st March.

3. **Interpretation.**— Interpretation made by the Administrative Department shall be final.

PART – II CADRE

4. **Composition and strength of the Employment.**—

(1)(i) Governing Council shall consist of Chairman and Members as mentioned below :

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| (a) Principal Secretary Medical Education | : Chairman |
| (b) Special Secy. M.E./ Joint Secy. M.E. | : Vice Chairman |
| (c) Divisional Commissioner Kota | : Member |
| (d) MD, RMSC, M&H Jaipur | : Member |
| (e) Collector, Jhalawar | : Member |
| (f) Addl. Director (Adm.) M.E. | : Convener |
| (g) Registrar, RUHS, Jaipur | : Member |
| (h) Principal, Jhalawar Medical College | : Member |
| (i) Superintendent, SRG Hospital | : Member |
| (j) Joint Director, M&H, Zone Kota | : Member |
| (k) CM&HO, Jhalawar | : Member |
| (l) Distt. Education Officer, Jhalawar | : Member |
| (m) Treasury Officer, Jhalawar | : Member |
| (n) Deputy Registrar, Co-op-societies, Jhalawar | : Member |
| (o) MD, RSRDC, Jaipur | : Spl. Invitee Member |

(ii) Executive Council shall consist of following members mentioned below:

- | | |
|---|------------|
| (a) Collector, Jhalawar | : Chairman |
| (b) Principal, Jhalawar Medical College | : Member |

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- (c) Superintendent, SRG Hospital, Jhalawar : Member Secretary
 (d) Treasury Officer, Jhalawar : Member

- (2) The Service shall consist of four wings viz. Administrative Wing, Clinical Wing, Non Clinical Wing and General Wing. The right of promotion shall be confined to each wing.
- (3) The names/nature of posts in each wing shall be as mentioned in column No.2 of Schedule-I.
- (4) The strength of the post(s) in each grade shall be such as may be determined by the Society from time to time;

Provided that the Society shall -

- (a) take prior permission for creation of any posts whether permanent or temporary from Government of Rajasthan; and
- (b) leave unfilled or hold in abeyance or abolish any post permanent or temporary from time to time without thereby entitling any person to any claim or compensation.

5. Initial constitution of the service.- The service shall consist of-

- (a) all persons recruited to the post (s) included in the Service before the commencement of these rules in Schedule-I; and
- (b) all persons recruited to the service in accordance with the provisions of these rules, except an urgent temporary appointment under rule 27.

PART -III
RECRUITMENT

6. Methods of Recruitment.- (1) Recruitment to the post(s) in the Service after the commencement of these rules shall be made by the following methods in proportion as indicated in column No. 3 and 4 of Schedule-I, namely-

- (a) by direct recruitment in accordance with the procedure prescribed in Part-IV of these rules; and
- (b) by promotion in accordance with the procedure prescribed in Part-V of these rules.
- (c) By lateral entry for Medical Teaching Faculties (other than General Wing). As per MCI Norms.

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Recruitment to the service by the aforesaid methods shall be made in such a manner that the persons appointed to the service by each method do not at any time exceed the percentage laid down in the rules/Schedule of the total cadre strength as sanctioned for each category, from time to time:

Provided that if the Appointing Authority is satisfied in consultation with the Governing Board, where necessary, that suitable persons are not available for appointment by either method of recruitment in the proportion so indicated in a particular year, appointment by the other method in relaxation of the prescribed proportion, may be made in the same manner as specified in these rules.

- (3) The Governing Board of the society may at any time when the situation so warrants, fill up any post on deputation in accordance with the terms and conditions of deputation, applicable to the state government employee sent on deputation. Maximum tenure of deputation, however, shall be of 5 years or till 6 months before the age of superannuation in the parent cadre, whichever is earlier; and
- (4) The Society may, at any time when the situation so warrants, fill up any post by re-employment of the retired personnel. The re-employment of teaching staff shall not continue beyond the age of 70 years and for re-employment of non teaching staff the maximum age shall be 65 years. Such re-employed person shall be paid consolidated salary minus pension. In case such person is CPF retiree, in his case pension equivalent of CPF shall be reduced from the consolidated salary. The re-employment shall be made after approval of the Governing Board.
- (5) The employee of society are not allowed to work/deputation outside society for period beyond 6 months. If he/she work/deputed outside society beyond 6 months any such period will not be counted in seniority. If somebody works/deputed outside society beyond 2 years (cumulative) his//her services will deemed to terminated from society.

7. Reservation of vacancies for the Scheduled Castes, the Scheduled Tribes, the Backward Classes, Special Backward Classes, Woman candidates :- Reservation of vacancies for the Scheduled Castes, the Scheduled Tribes, the Backward Classes, Special Backward Classes, Woman candidates shall be in accordance with the rules/orders issued by the Government from time to time and in force at the time of recruitment i.e. by direct recruitment and by promotion, as the case may be.

8. Nationality.- A candidate for appointment to the Super Specialties Services may be of any origin and for all remaining cadre citizen of India subject to law of Government of India applicable in this respect.

9. Determination of vacancies.- (1) Subject to the provisions of these Rules, the Appointing Authority shall determine on 1st April every year the actual number of vacancies occurring during the year.

(2) Where a post is to be filled in by a single method as prescribed in the rules or schedule, the vacancies so determined shall be filled in by that method.

(3) Where a post is to be filled in by more than one method as prescribed in the rules or Schedule, the apportionment of vacancies determined under sub-rule (1) above to each such method shall be done maintaining the prescribed-proportion for the overall number of posts already filled in. If any fraction of vacancies is left over after apportionment of the vacancies in the manner prescribed above, the same shall be apportioned to the quota of various methods prescribed in a continuous cyclic order giving precedence to the promotion quota.

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(4) The Appointing Authority also determine the vacancies of earlier years year-wise which were required to be filled in by promotion, if such vacancies were not determined and filled earlier in the year which they were required to be filled in.

10. Age.- A candidate for direct recruitment (teaching staff) to the post (s) in the service must have attained the minimum age of 20 years and the upper age limit shall not exceed the age as prescribed by MCI. The Age requirement for direct recruitment of Non-teaching staff would be in accordance with the rules/orders issued by the government from time to time.

11. Academic and Technical Qualifications and Experience- A candidate to the post(s) specified in Schedule-I, shall possess-

- (i) the qualifications and experience as prescribed in column No. 5 and column No 7 of Schedule-I respectively and subject to the conditions laid down by MCI wherever requires and
- (ii) working knowledge of Hindi written in Devnagri scripts.

Provided that the person who has appeared or is appearing in the final year examination of the course which is the requisite educational qualification for the post as mentioned in the rules or schedules for direct recruitment, shall be eligible to apply for the post but he/she shall have to submit the proof of having acquired the requisite educational qualification to the appropriate selection agency before final step of selection.

12. Character.- The character of a candidate for direct recruitment to the service must be such as to qualify him/her for employment in the service. He / she must produce a certificate of good character from the Principal/Academic Officer of the School or University or College in which he/she was last educated and two such certificates written not more than six months prior to the date of application from two responsible persons not connected with his/her School or College or University and not related to him/her.

Note: In case any dispute decision of Jhalawar Hospital & Medical College Society shall be final.

13. Physical Fitness.- A candidate for direct recruitment to the Service must be in good mental and bodily health and free from any mental and physical defect likely to interfere with the efficient performance of his/her duties as a member of the service and if selected, must produce a certificate to the effect from a Medical Authority notified by the Society for the purpose. The Appointing Authority may dispense with production of such certificate in the case of a candidate who is already serving in connection with the affairs of the State/Society, if he/she has already been medically examined for the previous appointment and the essential standards of medical examination of the two posts held by him/her are to be comparable for efficient performance of duties of the new post(s) and his/her age has not reduced his/her efficiency for the purpose.

14. Employment of irregular or improper means.- A candidate, who is or has been declared by the Governing Board or the Appointing Authority, as the case may be, guilty of impersonation or of submitting fabricated document or documents which have been tampered with or of making statements which are incorrect or false or of suppressing material information or of using or attempting to use unfair means in the examination or

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interview or otherwise resorting to any other irregular or improper means for obtaining admission to the examination or interview, may in addition to rendering himself liable to criminal prosecution, be debarred either permanently or for a specified period-

- (a) by the Governing Board or the Appointing Authority, as the case may be, from admission to any examination or appearance at any interview held by the Governing Board or the Appointing Authority for selection of candidates; and
- (b) by the Appointing Authority from employment under Government.

15. Canvassing.- No recommendation for direct recruitment either written or oral other than that required under these rules shall be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his/her candidature by any means may disqualify him/her for recruitment.

PART - IV **PROCEDURE FOR DIRECT RECRUITMENT**

16. Inviting Applications.- Applications for direct recruitment to the post(s) in the service shall be invited by the Appointing Authority by advertising the vacancies to be filled, in such a manner as may be deemed fit by it. The advertisement shall contain full information regarding the nature and duties of the posts, qualifications, experience and age limit required, reservation of vacancies for various categories at the ceilings prescribed by the Government, pay and other relevant information; namely selection by "Written test" etc.

17. Form of Application.- The application shall be made in the form approved by the Appointing Authority and obtainable from the Office of the Appointing Authority on payment of such fee, if any, as the Appointing Authority may, from time to time, fix.

18. Application Fee.- (1) A candidate for direct recruitment to a post in the service shall pay the fees fixed, from time to time, by the Governing Board or the Appointing Authority, as the case may be, in such manner as may be indicated by them/it.

(2) No claim for refund of the examination fee shall be entertained nor the fee shall be held in reserve for any other examination, except when the advertisement is cancelled for any reason by the Appointing Authority, in which case an amount, as may be deemed justified, shall be deducted before the refund is made.

19. Scrutiny of Applications.- The Appointing Authority shall scrutinize the applications received by it and require, as many candidates qualified for appointment under these rules as seem to it desirable, to appear before the Recruitment Board consisting of the following, for interview or both:

(a) **for the posts encadred in the Administrative Wing, Clinical Wing and Non-clinical Wing as listed in Schedule-I:**

- | | | |
|----|--|----------------|
| 1. | Chairman of the Society or any member thereof nominated by the Chairman. | : Chairperson. |
| 2. | Vice Chairman or its nominee | : Member |
| 3. | Two Experts/Specialists to be nominated by the Society. | : Member. |

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4. Convener, Jhalawar Hospital & Medical College : Member Secretary
- (b) for the posts encadred in the General Wing as listed in Schedule-I-
1. Chairman Executive Committee, Jhalawar : Chairperson.
 2. Two Experts to be nominated by the : Member.
Chairman Executive Committee, Jhalawar.
 3. Principal/Superintendent. : Member Secretary

20. Recommendations.- (1) The Recruitment Board, constituted under rule shall prepare a list of the candidates whom it considers suitable for appointment to the post(s) concerned and arrange in the order of merit of the candidates as disclosed by the aggregate marks. If two or more of such candidates obtain equal marks in the aggregate, the Board shall rank higher to the elder candidate.

Note: Schemes and Syllabi of the competitive examinations for the posts of Executive Assistant-II, Technical Staff and Accountant-II shall be as contained in Schedule-II, Schedule-III and Schedule-IV respectively.

(2) The Recruitment Board shall forward such list(s) to the Appointing Authority containing names of candidates in order of merit as mentioned in the list up to the number of vacancies intimated to it by the Appointing Authority till the date of finalization of the selection process, who in turn will put it up to the Society for the administrative approval:

Provided that the candidates(s) belonging to the Scheduled Castes/Scheduled Tribes/Backward Classes/Special Backward Classes who get placement in the merit list as a result of special concessions given to them by the Society, shall be counted against the reserved vacancies determined for the respective reserved category.

(3) The Recruitment Board may, to the extent of 50% of the vacancies finally intimated to it, keep names of suitable candidates on the reserve list and may, on requisition, recommend names of such candidates in the order of merit to the Appointing Authority within one year from the date on which the original list was forwarded by it to the Appointing Authority. Requisition for name(s) from the reserve list shall be sent by the Appointing Authority to the Recruitment Board indicating the category to which the vacancy relates so as to ensure filling up of the quota prescribed for each category.

21. Disqualification for Appointment.- (1) No candidates shall be eligible for appointment who has been declared disqualified by Competent Court for the purposes of Employment under society.

22. Selection by the Appointing Authority.- Subject to the provisions of Rule 7, the Appointing Authority shall select candidates who stand highest in the order of merit in the list prepared under rule 20:

Provided that inclusion of a candidate's name in the list confers no right to appointment unless the Appointing Authority is satisfied after such inquiry as may be considered necessary that such candidate is suitable in all other respects for appointment to the post concerned

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PART -V
PROCEDURE FOR RECRUITMENT AND PROMOTION

23. Constitution of the Departmental Promotion Committee.- The committee shall be as follow :-

(a) for the posts encadred in the Administrative Wing, Clinical Wing and Non-clinical Wing as listed in Schedule-I:

- | | | |
|----|--|--------------------|
| 1. | Chairman Executive Committee, Jhalawar | : Chairperson |
| 2. | Principal | : Member |
| 3. | Medical Superintendent | : Member |
| 4. | Head of Department
in the concerned Specialty | : Member Secretary |

(b) for the posts encadred in the General Wing as listed in Schedule-I:

- | | | |
|----|---|----------------|
| 1. | Convener, Jhalawar Hospital & Medical College | : Chairperson. |
| 2. | Principal | : Member |
| 3. | Medical Superintendent | : Member |
| | Secretary | |

Note: (i) In case selection is for a post being held by an Officer who is within the **Zone of Consideration** for regular promotion and a member of the Committee as well, he/she shall not participate in the meeting of the Committee.

(ii)(a) The Zone of consideration of persons eligible for promotion shall be as under


Number Of vacancies	Number of eligible persons to be considered
(a) for one vacancy	five eligible persons
(b) for two vacancies	eight eligible persons
(c) for three vacancies	ten eligible persons
(d) for four or more vacancies	three times the number of vacancies

(b) where the number of eligible persons for promotion to higher post is less than the number specified above, all the persons so eligible shall be considered.

24. Criteria, Eligibility and Procedure for Promotion.- 1. For Medical Teachers Promotion policy will be based on MCI Norms. On promotion fixation benefit equal to one annual increase shall be allowed.

II. On completion of 10 years service by the non-teaching staff of grade-II, they will be designated as grade-I on the same post and allowed fixation benefit equal to one annual increase on promotion. This promotion will be in lieu of ACP-I.

III. The Governing Body may issue instruction for provisionally dealing with the promotions, appointments or other auxiliary matters in an equitable and fair manner of persons who may be under suspension, or against whom departmental proceedings is under progress, at the time promotions are considered to a post to which they are eligible would have been eligible but for such suspension or pendency of such enquiry or proceedings.


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25. Promotion under the Assured Career Progression (ACP) Scheme.- (1) Notwithstanding anything contained in rule 24, holders of the posts of Assistant Professor, Associate Professor and Professor shall be granted promotions under the Assured Career Progression Scheme respectively to the posts of Associate Professor, Professor and Senior Professor, as under:

S. No.	Promotion under ACP Scheme		Number of years of regular service required for promotion
	From	To	
1.	Assistant Professor	Associate Professor	By promotion from amongst substantively appointed Assistant Professors of the concerned specialty who have acquired experience as prescribed by MCI for promotion to the said post.
2.	Associate Professor	Professor	By promotion from Associate Professors of the concerned specialty who have acquired experience as prescribed by MCI for promotion to the said post.
3.	Professor	Senior Professor	By promotion from Professors of the concerned specialty who have acquired experience as prescribed by MCI for promotion to the said post.

- (2) Promotion under ACP Scheme shall be granted irrespective of vacancy. The staff under General Wing shall be granted II & III ACP after completion of 20 & 30 years service respectively. On grant of II and III ACP equal to one annual increase shall be allowed for each ACP.
- (3) For the purpose of this rule, regular service means and includes service by a person on the appointment after regular selection in accordance with the provisions contained in these rules for the post. The period of service rendered on ad-hoc/urgent temporary basis shall not be counted as the regular service. In other words, the period of service which is countable for seniority shall only be counted as regular service. A regular employee of the society, if he works on deputation to other institutes outside the society, for more than six months, such period shall not be counted for promotion purposes.
- (4) Members of the service who are entitled for benefit of ACP Scheme (Administrative Wing, Clinical Wing & Non Clinical Wing of Schedule -I) shall not be eligible to seek promotion under the provisions of rule 24 of these rules. On grant of ACP fixation benefit equal to one annual increase shall be allowed.
- (5) The Appointing Authority shall on 1st April of every year prepare a list of the eligible members of the service for ACP during the year who possess the qualifications and experience prescribed for the respective post in Column No.5 and 7 of Schedule-I. Service record of preceding 5 years shall be taken in to consideration for granting ACP, as if it is a case of promotion.
- (6) The Committee constituted under rule 23 shall screen the persons for adjudging their suitability for granting benefit under ACP Scheme.
- (7) Senior Demonstrator- Senior Demonstrator shall be granted promotion to Assistant Professor after completion of 4 years of service and fulfilling the qualification for Assistant Professor as per MCI norms subject to vacancy of the post of assistant professor.