

NADIAD MUNICIPALITY

Rules for recruitment, promotion and conditions of Service of employees of Nadiad Municipality :-

(Sanctioned by Director of Municipalities order No. RL^S Nadiad, 1567 dated 3-2-1984)

1. **Short Title** :- These rules may be called the Nadiad Municipality Recruitment Promotion and Conditions of Service of Employees Rules.
2. **Definition**:- (1) In these rules unless the context otherwise requires
 - (i) 'Act' means the Gujarat Municipalities Act, 1963
 - (ii) "Municipality" means the Nadiad Municipality.
 - (iii) "Post" means a post in the Nadiad Municipality.
 - (iv) "Selection Committee" means a committee constituted under these rules.

2. All other words and expressions used in these rules but not defined shall have the meaning assigned to them in the Act.

3. **Qualification regarding citizenship etc. for appointment** :-

A Subject to the provisions of these rules and subject to the orders of the State Government in this behalf no person shall be appointed to any post unless he is

- (a) a citizen of India, or
- (b) a subject of Sikkim, or
- (c) a subject of Nepal, or
- (d) a subject of Bhutan, or
- (e) a tibetan refugee who came over to India before the 1st January, 1962 with the intention or permanently settling in India or
- (f) A person of Indian origin who has migrated from Pakistan, Burma, Ceylon and East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly known as Tanganyika and Zanzibar)

Provided that a candidate belonging to a category specified in clause (c), (d), (e) or (f) must be a person in whose favour a certificate of eligibility had been given by Government and where the candidate belongs to category specified in clause (f), the certificate of eligibility shall be valid only for a period of one year from the date of his appointment beyond which he can retained in service only if, he obtained the citizenship of India.

B. A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview and he may also provisionally appointed to a post subject to his producing the requisite eligibility certificate within such time as may be allowed by appointing authority.

C. No person shall be appointed to any post.

- (i) If he was dismissed for misconduct from service under any local authority, Government or a Co-operative Society registered or deemed to be registered under the Gujarat Co-operative Societies Act 1961, or

- (ii) If he was convicted of an offence which in the opinion of the appointing authority involves moral turpitude; or
- (iii) If he has more than one wife living, and in case of a woman, if she has married a person having already a wife living.
- (iv) No person shall be appointed to any post (i) if he/she is not possessing prescribed educational qualification as prescribed in the Establishment Schedule of this Municipality. (ii) If he/she has not completed 18 years of age and has completed 25 years of age, but the candidate for the technical post, who has completed 35 years of age.

Provided that age limit mentioned in this Rule shall not be applicable to posts mentioned below, but the age of the person appointed directly on any of the following posts shall not be less than 35 years and more than 40 years.

Chief Officer, Dy Chief Officer, Health Officer, Muni Engineer.

- D. Every applicant for appointment to a post shall be required to declare whether he or she, as the case may be, is married and if so, in the case of a male applicant, whether he has more than one wife living and in the case of a female applicant, whether she is married to person having already a wife living. In the event of such declaration being found incorrect after appointment, the applicant shall be liable to be removed from the service.

4. Evidence of Good Character :

An appointment to any post otherwise than by promotion of a person already in the Service of the Municipality shall be subject to the production of such evidence of good character as may be required by the Municipality.

- 4. (a) No person shall be allowed to resume duties of his appointment until, he produces sound proof of age i.e. Birth Certificate or School Leaving Certificate. No affidavit or Medical Certificate shall be accepted as a proof of age.

5. Physical Fitness :

No person shall be appointed to a post unless he is physically fit and produces a medical certificate specified in Form "A" appended to these rules signed by a Medical Officer duly authorised for the purpose.

6. Qualifications as regards age, education, experience and manner of appointment to a post:-

- (1) The appointment to a post shall be made in such manner such as direct selection, promotion or by transfer.
- (2) The age limit prescribed for any post may be relaxed by the appointing authority in the case of candidate belonging to a Schedule Caste or Scheduled Tribe to the extent of five years where the prescribed age limit does not exceed forty years and to the extent of three years where the prescribed age limit exceed forty years and in the case of candidate who is physically handicapped the age limit may be relaxed by the said authority upto ten years beyond the age limit prescribed for the post provided that such physically handicapped candidate is otherwise found fit for the post and satisfies the other qualifications with regard to education and experience laid down for such post.

...3...

- (3) The prescribed age limit should be reckoned with reference to the date of the commencement of continuous service whether officiating, temporary work charged and not with reference to the date of subsequent appointment in the case of candidate promoted to permanent establishment after continuous officiating temporary or work charged service.

Explanation-

In the case of a candidate who is below the prescribed age limit at the time he/she enters service in a temporary or officiating capacity but has crossed the age limit at the time of confirmation the question of relaxation of age limit would not arise, unless there is a break in service.

7. Appointment by Direct Recruitment :-

- (1) When appointment to a post is required to be made by direct recruitment, the municipality shall invite applications by announcing the same in Gujarati News Paper having wide circulation in the area. Such announcement in the News paper shall state the age, experience, qualifications, required to be possessed by the candidates and the number of posts to be filled in.
- (2) Where no qualifying examination is prescribed by rules, the Selection Committee shall hold the interview of such of the candidates as are eligible for the appointment to the post :-

Provided that in any case where the number of applications for the post are substantially larger than the number of vacancies to be filled in, the Selection Committee may call for interview minimum 5 and maximum 15 for each vacant post eligible for appointment as it may consider necessary having regard to the number of vacancies, the educational qualification, the percentage of marks obtained and previous experience of such candidates.

- (3) Selection Committee shall be comprised of the following office bearers and officers of the Municipality.

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|--------------|--------------------|--|
| 1. President | 2. Vice-President. | 3. Chairman of the respective committee. |
| | 4. Chief Officer | 5. Head of respective department |

8: Interview

Suitability of the candidates called for interview shall be assessed by the Selection Committee on the basis of the personality of the candidates extra curricular activities educational qualification, previous experience, knowledge of municipal administration, general knowledge and the suitability of the candidates for the post in general :-

Appointment by the promotion :-

1. No employee of the Municipality shall be entitled to a promotion to a higher post on the ground only of seniority. No employees of a municipality shall be promoted to a higher post unless in addition to the seniority such employee is found to be suitable on merit for such promotion.
2. Where an appointment to any post is to be made by promotion the Selection Committee shall consider the educational and other qualification and

confidential reports of the concerned employee and recommend the name of the employee who is considered to be fit for promotion by the committee to the appointing authority.

The Selection Committee may recommend supersession of an employee who is apparently not found to be suitable on merit to discharge the duties and responsibilities of the higher post and whose appointment is likely to affect adversely the efficiency of the work assigned to that post.

3. In case when the vacancy is to be filled in by promotion the Chief Officer shall notify the post to be filled in and a circular to that effect shall be forwarded to all Head of Departments for circulation of the same amongst all the employees under their control.

10. Reservation of posts for Scheduled castes, Scheduled Tribes etc

- (1) The percentage of the vacancies to be reserved in the municipal service for the appointment of the members of Scheduled Castes, Scheduled Tribes, socially and educationally backward class communities, shall be such as may be specified by the state Government from time to time in this behalf

The post so reserved shall be filled in by appointing candidate/candidates belonging to castes other than Scheduled Castes and Scheduled Tribes in cases where suitable candidates of Scheduled Castes and Scheduled Tribes is/are not available, with the approval of the Director of Municipalities.

- (2) The president is hereby empowered at his own motion and considering recommendation of the Chief Officer and Head of the Dept...to transfer any employee, except Muni Engineer, Health Officer Resident Medical Officer, Lady Doctor to any post equivalent to the post possessed by the employee to be transferred.
- (3) The President and the Chief officer jointly shall make general transfer of the majority of employees to their equivalent posts at the interval of every three years

11. Seniority List :-

The Chief Officer shall prepare and publish the Seniority List every Year in the month of March The same will be maintained by the Accountant. Any objection for any entry in the Seniority List can be submitted by the affected employees within a period of 15 days from the date of its publication.

12. Duties of Person appointed :-

A person appointed to a post shall ordinarily perform the duties attached to the post to which he is appointed The Chief officer, may, however, entrust to such person such other duties as the Chief Officer may deem necessary in the interest of the municipal administration.

13. Probation :-

A person appointed to post shall be on probation for a period of six months which may be extended for a period not exceeding one year for reasons to be recorded in writing The appointment of a probationer shall be terminated if he is not found fit or suitable to hold post.

(A)

14. The appointment of a person to a post shall be subject to the understanding that the person appointed shall abide by all municipal rules in force from time to time and such person shall give an undertaking in Form B appended to these rules.

15. Conditions of Service of municipal Servants :-

(1) The Bombay Civil Services Rules, 1959, the Gujarat Civil Services (Conduct) Rules, 1971 and the Gujarat Civil Services (Discipline and Appeal) Rules 1971 for the time being in force shall, subject to such modifications as may be made by the Director of municipalities, apply to the employees of the Municipality.

(2) The pay scales, qualification and experience and other conditions of service of the employees of the municipality not prescribed in these rules shall be such as may be prescribed by rules by the Municipality with the approval of the competent authority.

16. Applications for any post for direct recruitment shall be considered only if it is made in prescribed application form prepared by the Chief Officer.

17. Daily wages :-

No person other than a manual labour required for carrying out a work departmentally shall be employed by Municipality.

FORM-A

(See Rule - 5)

Form of the Medical Certificate of Fitness

I hereby certify that I have examined Shri..... a candidate for employment in the Municipal Service and have not found any disease (communicable or otherwise) constitutional wickness or physical infirmity except.....

I do not consider this a disqualification for employment in the office of Nadiad Municipality.

Mark of Identification :
Impression of left hand thumb

Medical Officer
Haridas Hospital Nadiad

FORM-B

I..... hereby give and undertaking that I shall abide by all the rules of the Nadiad Municipality during the period I shall be in the service of Nadiad Municipality.

Signature.....