RAJASTHAN CO-OPERATIVE DAIRY FEDERATION LTD.,
15-UNIARA GARDENS, JAIPUR-302004.

No. *RCDF/Estt./F*.2(1)/80/8717-755. *Dated* : 27-9-80

In exercise of the powers conferred by Section 21 of the Bye-Laws of Rajasthan Co-operative Dairy Federation Ltd., the Board of Directors of RCDF in their 15th meeting held on 20/21.6.80 have resolved to approve the Rajasthan Co-operative Dairy Federation Ltd. Employees (Supervisory) Recruitment and Promotion Regulations, 1980 vide Regulations No. 15(6). This resolution has further been confirmed in the 16th meeting of the Board held on 12th August, 1980.

This Service Regulation is hereby notified to come into force with immediate effect.

Sd/-
(N.R. Bhasin)
Managing Director

Copy to :-

1. General Manager; JMSS/Dairy Plant, Jodhpur/Bikaner.
2. Manager, Dairy Plant, Alwar/Ajmer.
3. Dy. Manager, Cattle Feed Plant, Tabiji (Ajmer), Nadbai (Bharatpur).
4. Manager, Western/Uttari Rajasthan Milk Producers' Co-operative Union Ltd., Jodhpur/Bikaner.
5. Manager /Project Officer,
   District Milk Producers' Co-operative Union Ltd.,
   Ajmer/Alwar/Bhilwara/Jaipur/Sawai Madhopur/Udaipur/Kota/Bharatpur
6. Project Officer, Spear Head Team, Siker-Jhunjhunu/Hanumangarh Junction/Pali.
7. Project Officer, Exotic Cattle Breeding Farm/Semen Bank, Bassi.
8. Manager/Incharge, Chilling Centre, Bhilwara/Malpura/Dausa/Kotputali
9. Secretary/Director (T)/Comptroller/Manager (M)/Manager (SAHP)/Manager (Plant)/Project Analyst/IDO/T.O./XEN/Personnel Officer, RCDF, Jaipur.
10. Liaison Officer, New Delhi, (RCDF).

Managing Director

RAJASTHAN CO-OPERATIVE DAIRY FEDERATION LIMITED
15-UNIARA GARDENS, JAIPUR-302004.

The Board of Directors of Rajasthan Co-operative Dairy Federation in their 15th meeting held on 20-21st June, 1980 constituted a sub-committee vide resolution No.15(6) for finalization and approval of the Rajasthan Co-operative Dairy Federation Employees (Supervisory) Recruitment and Promotion Rules, 1980.

In exercise of the powers conferred by the Board of Directors, the committee met on 17th July, 1980 and formulated and approved the RCDF Employees (Supervisory) & Promotion Rules, 1980 which are appended to herewith (pages-4) along with schedule I, II, III.

Sd/-
(N.R. Bhasin)
MD, RCDF

Sd/-
(Miss A.K. Ahuja)
DS (Finance)

RAJASTHAN CO-OPERATIVE DAIRY FEDERATION EMPLOYEES (SUPERVISORY) STAFF CONDITIONS OF RECRUITMENT AND PROMOTION

CHAPTER-I

(1). These regulations may be called "The Rajasthan Co-operative Dairy Federation Employees (Supervisory Staff) conditions of Recruitment and Promotion Regulations, 1980.

(2). These regulations shall apply to employees of the Federation other than the following :- a) Officers on deputation to the Federation, and

b)Employees employed on contract or work charge basis.

(3). The terms used in these regulations will bear the same meaning as is assigned to them in "The Rajasthan Co-Operative Dairy Federation Employees Service Regulations, 1980.

(4). These regulations will come into force with immediate effect.

CHAPTER-II

CUNDITIONS OF RECRUITMENT AND PROMOTION

(5). The Board of the Federation shall prescribe the number of the posts, in each category, given in the schedule annexed to these rules, required for different unites under the control of the federation.

(6). The posts created from time to time will be filledup in the following manner :-

a) by direct recruitment

b)by promotion

c) by employing persons on deputation from the Central or State Government or any State or Public Sector Undertaking, and

d)by contract

e) by absorption of such employees who have worked at least for three years on any post on deputation in the Corporation/Federation.

If any employee working on deputation on any post desires his permanent absorption on that post in order to opt for the services of the Federation, the Establishment Committee of the Federation shall consider his claim keeping in view the record of service of the incumbent total number of posts created and vacant in that category and overall interest of the Federation. The Establishment Committee shall assign necessary seniority to such applicant after taking into consideration various aspects of the matter.

Provided further that such percentage of total number of posts in each category for direct recruitment and promotion shall be kept reserved for scheduled caste and scheduled tribe's candidates as are kept reserved by the Government of Rajasthan for its own employees from time to time.

(7). The ratio of direct recruitment and promotion of employees in the service of the Federation and qualifications and experience required for various posts will be in accordance with the "Schedule" appended and modified from time to time.

(8). Direct Recruitment

The age of the candidates for direct recruitment will be as per the schedule appended. Board of Federation will decide the age for direct recruitment for new posts as and when created.

(9). (a) Promotion

In respect of first promotion to higher post promotion of eligible persons will be made on the basis of seniority cum merit. Second promotion shall be made purely on the basis of merit and performance.

(b) Seniority lists for each category of employees will be prepared and maintained.

(c) Merit of employees will be judged on the following basis:

(i) Capacity to do hard work with sincerity, honesty, objectivity and result orientation.

(ii) Originality of thinking to increase productivity and efficiency in the organization.

(iii) Sense of alertness combined with courage, initiative and decision making power, tact and organising capacity.

(iv) Previous record of service.

(d) While considering promotions on the basis of merit with due regard to seniority, list of senior most employees eligible for promotion, not exceeding five times the number of vacancies, will be taken into consideration.

(e) The Departmental Promotion Committee to consider the cases of promotion of employees shall consist of three members comprising of two Directors of the Federation and Managing Director of the Federation in case of officers. For other categories, committee including Secretary of the Federation shall consider the cased of promotion.

(10). Probation

Persons recruited directly on any post and employees promoted from one post to any higher post shall be placed on probation for a period of one year from the date of such appointment which may be extended at the discretion of the appointing authority. The official/officer promoted to a higher post can be reverted under the order of the competent authority without notice or assigning any reasons thereof any time during the probationary period.

The Services of the candidates appointed through direct recruitment can be terminated during the period of probation without assigning reason if the work is not found satisfactory.

(11). Confirmation

A probationer shall be confirmed in his appointment at the end of his period of probation if :-

(a)He has undergone such training as the Board may from time to time specify.

(b)He has passed the departmental examination/test if so required.

(c)The Appointing Authority is satisfied that his integrity is unquestionable and that he is otherwise fit for confirmation.

(12). Seniority

Amongst the persons recruited in the same year, the promotees will rank senior to those who will be appointed by direct recruitment. Amongst the promotees those who are appointed on the basis of seniority cum merit will rank senior to those who are appointed on the basis of merit with due regard to seniority. The interse seniority of those appointed on the basis of merit will be in accordance with their relative seniority in the lower cader.

(13). Age of Retirement

The age of retirement shall be 55 years.

CHAPTER-III

Miscellaneous provisions

(14) Nothing contained in these Regulations shall invalidate any order made or action taken by the Board or any of its officers in accordance with any other provision of Law, Regulation, Office order or procedure prescribed by the Board or management prior to commencement of these rules.

(15) If any doubt or difficulty arias in interpreting these regulations, or in giving effect to them or if any lacuna, inconsistency or anomaly is discovered in their application, it shall be open to the Board to issue general instructions for the purpose of removing such doubt, lacuna, inconsistency or anomaly.

SHCEDULE-I; EMPLOYEES WORKING AT HEADQUARTERS OF RCDF

SI. NO.	Description of the post and pay scale	Source of recruitment	Qualifications for Minimum experience & Direct recruitment	Post from which appointment by promotion is to be made	Minimum experience & q
1	2	3	4	5	6	7
Group-A						
1	Comptroller (1500-1900)	On deputation or direct recruitment	Accounts Service.	…	…	
2	Secretary (1500-	On		…	…	

	1900)	deputation or direct recruitment		
3	Project Analyst (1500-1900)	Direct recruitment	Master's Degree in Economics /Statistics or Business Administration. Knowledge of modern technique of project analysis. Atleast 5 years experience on a post requiring application of modern technique of project analysis. Age : Preferably below 45 years	…
1	2	3	4	5
4	Manager Project (1550-1900)	Direct Recruitment	Degree in Engineering, preferably Machanical, Electrical or Dairy Technology. At least seven years experience of operation and maintenance of milk processing dairy plant. Age : Preferably below 45 years.	…
5	Manager Marketing (1550-1900)	Direct recruitment	High Second class degree or a post graduate in Arts /Science /Commerce/Engineering. At least 5 years experience preferably in the line of dairy products and food processing industry and be familiar with all aspects of modern marketing management including demand	… … …

			forecasting, marketing research, sales development and promotion etc. Desirable: Post Graduate degree or diploma in Business Management. Age : Preferably below 45 years.	
1	2	3	4	5
6	Manager (Special Animal Husbandry Dev. Programme.) (1550-1900)	Direct Recruitment	Post Graduate degree in Veterinary Science, Animal Husbandry or Dairy Science. Minimum 10 years experience on posts connected with Animal Husbandry or Dairy Science. Desirable : Experience of preparation of Animal Husbandry Project. Age preferably below 45 years.	…
7	Manager (Frozen Semen Bank)(1550-1900)	Direct recruitment	Degree in Veterinary Science followed by Masters Degree in Animal Breeding / Artificial Insemination/Reproduction physiology. Thorough knowledge of frozen semen technology. At least 7 years experience of working in A.I. and frozen semen technology. Age preferably below 45 years.	…
8	Institutional Dev.	Direct	A Veterinary degree in Animal	...

		Officer (1550-1900)	recruitment or deputation.	Husbandry/Dairy Science/ Agriculture Cooperative followed by Masters Degree in Registrar status.		
Extension / Extension.						
1	2		3	4	5	6 7
Group-B						
1	Animal Nutritionist … (1150-650)		Recruitment	Doctorate degree in Animal Nutrition. Direct years experience of research in Animal Nutrition including period spend in research for the degree. Age : Preferably below 40 years.	5 …	… …
2	Animal Breeder … (1150-1650)		recruitment	Doctorate degree in Animal Breeding Direct years experience in research/field work involving animal genetics including period spent in research for the degree. Age preferably below 40 years.	5 …	… …
3	Fodder Agronomist ... (1150-1650)		recruitment	Masters degree in Agronomy. Minimum Direct years experience of fodder development work. Age : Preferably below 40 years.	5 ...	...

4	Project Officer (Exotic Cattle Farm)(1150-1650)	Direct recruitment	Degree in Veterinary Science, Animal Husbandry or Dairy Science. 5 years Breeding experience in the management of cattle breeding farm/cattle development	... ...

1	2	3 4 5 6	7
	work. Desirable : Post Graduate degree in Animal breeding. Experience of managing exotic cattle. Age : preferably below 40 years.		

5	Project Officer (Frozen Semen Bank)	Direct recruitment	Degree in Veterinary Science, or Dairy Science or equivalent qualification. 5 (1150-1650) years experience in cattle development work including A.I. programme. Desirable : Post Graduate degree in Animal Breeding/Gynaecology and A.I. Age : Preferably below 40 years.	… … …
6	Executive Engineer (Civil Engineer)(1150-1650)	Deputation or direct recruitment	P.W.D. or Housing Board.	... ...
7	Dy. Manager (Projects)(1150-1650)	direct recruitment	Degree in Mechanical or Electrical Engineering with at least 5 years experience of erection and installation of	... ...

			dairy plants. Age : Preferably below 40 years.		
1	2	3	4	5	6
	Group-C				
1	Asstt. Project Officer (Animal Health) (750-1350)	Direct Recruitment	Degree in Veterinary Science. Two years experience of preferably on the post of Veterinary Assistant Surgeon. Age : Preferably below 35 years.		
2	Asstt. Project Officer (A.I./Semen Bank)(750-1350)	Direct recruitment	Degree in Veterinary Science Preference Masters Degree in Animal Breeding / Gynaecology / A.I. Two years experience preferably in A.I. age preferably below 35 years.		
3	Assistant Agronomist (750-1350) recruitment	Direct	Masters degree in Agronomy with two years experience of Fodder development. Age : preferably below 35 years.		
4	Asstt. Engineer (Civil)(750-1350)	50%Direct recruitment or on deputation. 50% promotion	A First Class Degree in Civil Engineering or Degree in Civil Engineering with 7 years experience	P.W.D. or Housing Board	Jr. Engineer with 2 years experience in design and or construction work. Age : Preferably below 35 years.

SCHEDULES

APPENDIX-I

APPENDIX-II

SCHEDULE-II : Employees working in Units of RCDF-Dairy Plant, Chilling Centre and Feed Mills.

S. NO.	Description of the post and pay scale	Source of recruitment	Qualifications for Direct recruitment	Post from which appointment by promotion is to be made	Mini & q
1	2 3	4	5	6	
Group-A					
1	General Manager (1700-2600)	100%Direct recruitment	Degree in Dairy Science (Dairy Technology) or a degree in Engineering preferably in Mechanical Electrical, or Dairy Engineering with atleast 10 years experience in the operation of a dairy plant out of which 3 years experience should as Chief Executive of a large liquid Milk dairy or product factory.	…	

SCHEDULE-II : Employees working in Units of RCDF-Dairy Plant, Chilling Centre and Feed Maxing Mills.

1	2	3	4	5	6	7
2	Manager (Rs. 1920-2500)	Direct 50% Promotion preferably Dairy 50%	50% Degree in Engineering ... Years experience on a post in Group-B	Degree in Engineering in Mechanical, Electrical or Dairy Technology or Masters Degree in Dairy Engineer.	Post of Shift Manager / Technologist or Dairy Engineer.	
				engineering with at least 7 years experience of operation maintenance of milk processing dairy plant. Age : Preferably below 45 years.		
				Group-B		
				A good degree in Dairy Technology. At least 5 years experience in a modern dairy plant in a responsible position. Age : Preferably below 40 years.		
1.	Shift Officer / Dy. Manager / Dairy Technologist. (1150-1650)	Direct 50% Promotion Centre Group ‘C’ 50%	Technician Assistant, Chilling years ...	A degree in Dairy Technology. At least 5 years experience in a responsible position. Age : Preferably Group ‘C’.	Dairy Manager Group ‘C’	

1	2	3	4	5	6	
2	Dairy Engineer (Rs. 1500-2250)	Direct 75% Promotion 25%	A good degree in Engineering A degree in Engineering ... preferably in Mechanical/ Electrical or Masters degree in Dairy engineering from a Univ. / Institute at least 5 years experience in planning, execution, design, installation of a processing plant. Age : Preferably below 40 years. 10 years experience in Group ‘C’.		Dairy Engineer ‘C’	Prefer Electri degree from a least 5 worki Diplor Electri
3	Quality Control / A good Masters Degree in ...	Direct 75%	A good Masters degree in		Quality Control Officer	

	Officer (1150-1650)	Promotion Assistant. 75% Group-	Dairy Chemistry / Bio Dairy Chemistry/ Bio-chemistry / Dairy Micro Chemistry/ Dairy biology with minimum 5 years experience in sampling and analysis of milk and milk products. Age : Preferably Below 40 years	Technical (Quality Control	Micro experi
1	2 3	4	5	6	7
4	Dy. Manager, Feed Mixing Plant (1150-1650)	Direct Recruitment 100%	Degree in Engineering or Master degree in Business Administration, or Animal Nutrition. 5 years experience in Food or Animal feed processing Plant. Age : Preferably Below 40 years	...	
Group-C					
1	Accounts Officer (750-1350)	Direct 100%	An Associated Chartered / Cost Accountant. Preferably 2 years experience of handling financial account, internal audit, taxation, costing. Age : Preferably below 35 years.	...	
2	Asstt. Engineer (Mechanical) / Refrigeration Engineering (Rs.1000-1860) Experience of	Direct 50% Promotion 50%	Degree in Mechanical Engineering or Master's Degree in Dairy Engineering preferably with 2 years working experience. Age : below 35	Dairy Technician / Diploma Refrigeration Operator Foreman. with 7 years	on the

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mentioned in column 6.

1	2	3	4	5	6	7
3	Asstt. Engineer (Electrical) (Rs. 1000-1860)	Direct Promotion 50%	Degree in Electrical Engineering or Master's Degree in Dairy Engineering preferably with 2 years experience. Age : below 35 years.	Diploma in Electrical / Engineering with 7 years working on	Electrical ...	Dairy Technician / Refrigeration Operator Foreman. experience of the post of mentioned in column 6.
4	Quality Control Officer (Gr. II) (750-1350)	Direct Recruitment 100%	Masters Degree in Dairy Chemistry or Dairy Microbiology / Biochemistry preferably with 2 years experience. Age : Preferably below 35 years.			…
5	Technical Asstt (750-1350)	Direct Recruitment 100%	Degree in Dairy Science (Technology) preferably with 2 years experience. Age : Preferably below 35 years.			… …
6	Manager, Chilling Centre (750-1350)	Direct Recruitment 100%	Degree in Dairy Technology with 1 year experience in milk processing plant or IDD with 5 years practical experience of milk Processing. Age : Preferably below 35 years.			… …

1	2	3	4	5	6	7
7	Production Engineer (750-1350)	Direct Recruitment 100%	B.E. in Mechanical / Electrical Engineering, 2 years operational experience in a factory. Age : below 35 years.			…
8	Animal Nutrition Officer (750-1350)	Direct Recruitment 100%	M.V.Sc. in Animal Nutrition. Age : Preferably below 35 years.			… ...

SCHEDULE-III : Employees working in Milk Producers Co-operative Unions

S. NO.	Description of the post	Post from which recruitment required for promotion	Source of recruitment	Minimum qualification Direct recruitment appointment by promotion is to be made	Qualifications for
1	2		3	4	5
Group-A					
1	Manager Project Officer (Procurement and Input) (1550-1900)		Direct recruitment 50% Promotions of 50%	Degree in Dairy Science /Vety. Science or Degree in Veterinary Science / Animal Husbandry or equivalent qualification. At least 7 years experience of working in a program dealing with cattle development organization of milk collection in a responsible position.	
	Desirable: Post Graduate Degree in Dairy Science or Animal Husbandry. Experience of organizing milk producers co-operative societies and providing technical inputs for milk production enhancement on co-operative basis. Age: Preferably below 45 years.				

1	2		3	4	5
Group-A					
1	Manager Project Officer (Procurement and Input) (1550-1900)		Direct recruitment 50% Promotions of 50%	Degree in Dairy Science /Vety. Science or Degree in Veterinary Science / Animal Husbandry or equivalent qualification. At least 7 years experience of working in a program dealing with cattle development organization of milk collection in a responsible position.	
	Desirable: Post Graduate Degree in Dairy Science or Animal Husbandry. Experience of organizing milk producers co-operative societies and providing technical inputs for milk production enhancement on co-operative basis. Age: Preferably below 45 years.				
Group-B					

2	Project Officer Asstt. Project Officer (Farmers Organization) (1150-1650)	Direct Degree in Veterinary Science / Animal Degree in Veterinary Science / recruitment Husbandry or Dairy Science. 5 years (Farmers Organization) Animal Husbandry or Dairy 50% experience in the organization of Promotions livestock and farmers Co-operatives 50% Desirable: Experience of organization of milk producers co-operatives Age : Preferably below 40 years.		
1	2	3	4	5
3	Project Officer Asstt. Project Officer (Input & Semen Bank) (1150-1650)	Direct Degree in Vety. Science. 5 years Degree in Veterinary 5 years recruitment experience in cattle development work. (A.I./ Animal Health.) experience in A.I. /Animal 50% Desirable: (1) Post Graduate Degree in Promotions Animal Husbandry (2) Experience of 50% managing exotic cattle. Age: Preferably below 40 years.		
4	Project Officer Asstt. Project Officer (Training) (1150-1650)	Direct Degree in Veterinary Science / Animal Degree in Veterinary Science / recruitment Husbandry or Dairy Science or equivalent 50% qualification. 5 years experience of Promotions training and VEWs. Age : Preferably 50% below 40 years.		(Training)
5	Project Officer (SAHP) (1150-1650)	Direct Degree in Veterinary Science or Animal Asstt. Project Officer recruitment Husbandry and 5 years experience in 50% Animal Husbandry or Dairy Development Promotions Programme involving contacts with 50% farmers. Age: Preferably below 40 years.		
	Group-C			
6	Asstt. Project Officer (Animal Health) (750-1050)	Direct 100% Degree in Veterinary Science with 2 years experience on the post of Veterinary Assistant Surgeon or Stipendiary Graduate with one year experience. Age: Preferably below 40 years.		…
1	2	3	4	5	6
7	Asstt. Project Officer (A.I.) (750-1050)	Direct 100%	Degree in Veterinary Science Preference Masters Degree in Animal Breeding / Gynecology / A.I. 2 years experience in A.I. or Stipendiary Graduate with 1 year experience. Age: Preferably below 35	…

year s.				
8	Asstt. Project Agriculture Assistant / Officer (Farmers Organization) (750-1050)	Direct 75% Graduate with 5 years Promotions 25%	Degree in Veterinary Science / Animal Husbandry or Dairy Science with 2 years Dairy experience of working on the experience or Stipendiary Graduate with 1 year experience. Age : Preferably below 35 years.	
9	Asstt. Project Agriculture Assistant Officer (Training) (750-1050)	Direct 90% Agriculture Graduate with 5 years Promotions 10%	Degree in Veterinary Science / Animal Husbandry or Dairy Science with 2 years experience or Stipendiary Graduate with 1 year experience. Age : Preferably below 35 years.	
10	Asstt. Fodder Agriculture Assistant (Agronomist)(750-1350)	Direct 75% M.Sc. (Agriculture) in Promotions 25%	M.Sc. (Agriculture) in Agronomy or Forage production. Experience : 2 years experience in fodder production. Age : Preferably below 35 years. Assistant	
11	Stipendiary Graduate	Direct 100%	Degree in Veterinary Science / Animal Husbandry / Dairy Science / Dairy Technology with 60% marks or equivalent. Age : Preferably below 28 year s.	…

SCHEDULE-II

S. NO.	Description of the post and pay scale	Source of recruitment	Qualifications for Direct recruitment	Post from which appointment by promotion is to be made promotion	Mini & q
1	2 3	4	5	6	
	Group-A				
1	Director On deputation Administration	…	…	…	
2	Head, Division of Animal Husbandry (1700-2200)	…	Degree in Veterinary Science or Animal Husbandry followed by Masters Degree in any branch of Animal Husbandry at least 10 years experience of organizing cattle development programme in a responsible capacity Desirable : Doctorate Degree in Animal Breeding. Experience of organizing cattle development programme through Farmers Organization.	Managers	
1	2	3 4 5 6	7		
3	Head, Division of Projects (1700-2000)	…	Degree in Electrical or Mechanical or Marine Engineering. At least 10 years experience in designing/ erection /maintenance of dairy plants or similar food processing plants in a responsible capacity.	Managers …	
4	Head, Division of Production (1700-	…	Degree in Dairy Science / Dairy Technology. At least 10	Managers …	

2200)		years experience of working in responsible position in large size composite Dairy Plants in production and quality control.

*The posts will be filled by promotion/selection on the basis of Seniority cum-maritform amongst officers possessing the requisite qualification (Column 4) failing which these would be filled through direct recruitment.