



HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
(A State Govt. undertaking)



**आज़ादी का
अमृत महोत्सव**

Registered office : Vidyut Bhawan, HPSEBL, Shimla-171004
(H.P.)

GST No. : HPSEBL 02 AACCH4894EHZB

Telephone Number : 0177-2803600, 2801675 (Office),
2813563 (Fax)

Corporate Identity Number : U40109HP2009SGC031255

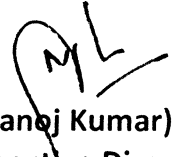
Website address : www.hpseb.in

Email : md@hpseb.in & dirt@hpseb.in

NOTIFICATION

In exercise of the power under Articles-71 (i) (xi) of the Articles of Association of HPSEB Limited read with all other enabling provisions contained in Memorandum of Association and the Electricity Act, 2003, the Himachal Pradesh State Electricity Board Limited is pleased to update the Recruitment & Promotion Regulations for the post of **Junior Office Assistant (Information Technology) Class-III (Non-Gazetted) Ministerial Services** (as per Annexure-A). The Recruitment & Promotion Regulations notified earlier vide No. HPSEBL/(SECTT)/R&E/106-10/2020-35945-36125 dated 23.09.2020 is hereby repealed.

This regulation shall come into force with immediate effect.


(Manoj Kumar)
Executive Director (Pers.),
HPSEBL, Vidyut Bhawan,
Shimla-4.


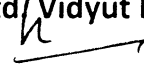
No.HPSEBL (SECTT)/R&E/106-10/22-23- 59977-60197 Dated:-13.9.22

Copy of above is forwarded to the following for information and taking further necessary action at their end please:-

1. The Managing Director, H.P. Power Corp. Ltd; Him-Fed Building BCS Shimla-6.
2. The Managing Director HPPTCL, near old MLA Qtr. Panjari, Tutikandi Shima-5.
3. The Managing Director BVPCL, Jogindernagar, District Mandi (H.P.).
4. All the Chief Engineers in HPSEBL.
5. The Chief Electrical Inspector, HPSEBL, Kasumpti, Shimla-9.
6. The Spl.Secretary MPP & (Power) to the Govt. of (H.P.)
7. The Chief Engineer, NJPC, Chamera, Hydel Project, Dalhousie.
8. The Director (Personnel), SJVNL, Shakti Sadan, Corporate Office, Complex, Shanani, Shimla-6.

Contd.P-2-


9. The Chief Accounts Officer / Chief Auditor, HPSEBL, Shimla-4.
10. The Secretary H.P. Regulatory Commission, Khalini Shimla.
11. The Resident Audit Officer, HPSEB. Ltd. Shimla-4.
12. The Dy. Secretary (Law) HPSEB. Ltd. Vidyut Bhawan, Shimla-4.
13. All the Superintending Engineers in HPSEBL.
- ✓ 14. The Superintending Engineer (IT), HPSEBL, Shimla-4, for uploading the same on the Board's Website .
15. The Secretary, Forum for Redressal of Grievances, HPSEBL, Kasumpti, Shimla-9.
16. The Dy. Director (Personnel)/PRO in Board Sectt. HPSEB. Ltd.
17. All the Dy. Secretary / Under Secretary in the Board's Sectt.
18. All the Sr. Executive Engineers / Resident Engineers in HPSEBL.
19. All the Section Officers in the Board's Sectt.
20. The Company Secretary, HPSEBL, Vidyut Bhawan, Shimla-4, w.r.to **agenda item No.21.21.**
21. Guard file of this section.


Executive Director (Pers.),
HPSEB. Ltd/Vidyut Bhawan,
Shimla-4. 

"ANNEXURE-A"

**RECRUITMENT AND PROMOTION REGULATIONS FOR THE POST
JUNIOR OFFICE ASSISTANT (INFORMATION TECHNOLOGY)**

1.	Name of the post	:	Junior Office Assistant (Information Technology)
2.	Number of posts	:	1224
3.	Classification & Cadre	:	Class-III(Non-Gazetted) Ministerial Services
4.	Scale of pay	:	<p>(i) Pay Scale for regular incumbent (s):</p> <p>Pay band of Rs 20600-65500 corresponding pay matrix applicable w.e.f. 1.1.2016 (on H.P. Govt. Pattern)</p> <p>(ii) Pay Band Rs. 38100-120400 (Level-10) of HP Civil Services (Revised Pay) Rule, 2022. Grade Pay to be given to the 50% of the total number of posts of Junior Office Assistant (IT) in the cadre after minimum 5 years of regular service as Junior Office Assistant (IT) in the cadre and the incumbent(s) of this post shall be designated as Junior Assistant by placement.</p> <p>(iii)Emoluments for Contract Employee(s) shall be fixed amount equal to 60% (sixty percent) of the first cell of the applicable level of the pay matrix of the correspondence cadre of employees appointed / working on a regular basis.</p>
5.	Whether selection or non selection post	:	Non-Selection
6.	Age for direct recruitment.	:	Between 18 to 45 years.


 Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government/ Boards/ Corporations including those who have been appointed on adhoc or on contract basis.

Provided further that if a candidate appointed on adhoc or on contract had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such on adhoc or on Contract basis appointment.

Provided further that upper age limit is relaxable for Scheduled Castes/ Scheduled Tribes/ Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government.

Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies, who happened to be Government Servants before absorption in Public Sector Corporations/ Autonomous Bodies at the time of initial constitution of such Corporations/ Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/ Autonomous Bodies who were/ are subsequently appointed by such Corporations/ Autonomous Bodies and who are/ were finally absorbed in the service of such Corporations/ Autonomous Bodies after initial constitution of the Public Sector Corporation/ Autonomous Bodies.

Note :- (1) Age limit for direct recruitment will be reckoned on the first day of the year in which the post(s) is/are advertised for inviting applications or notified to the Employment Exchanges , as the case may be..



7.	Minimum Educational and other qualifications required for direct recruits.	<p><u>(a) Essential Qualification(s)</u></p> <p>(i) Should have passed 10+2 Examination from a recognized Board of School Education/University.</p> <p>OR</p> <p>Matriculation from recognized Board of School Education with one / two year's Diploma / Certificate from an Industrial Training Institute (ITI) in Information Technology (IT) & Information Technology Enabled Sectors (ITES) as notified by Director General of Employment & Training (Govt. of India) from time to time or three years Diploma in Computer Engineering / Computer Science / IT from a Polytechnic as approved by All India Council for Technical Education (AICTE):</p>
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		<p>(ii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi:</p> <p>Provided that visually impaired persons selected/ recruited under 1% quota will be exempted from acquiring Diploma in Computer Science/Computer Application/ Information Technology and passing of typing test instead they shall be imparted necessary basic training including computer training course by the Department concerned through Composite Regional Centre (CRC), Sundernagar or National Institute for the visually Handicapped (NIVH), Dehradun or Composite Training Centre (CTC), Ludhiana. They shall have to complete the above training for which three chances will be afforded. If the incumbent fails to qualify the same his/ her services shall be terminated. However, the incumbents already in the service shall be afforded sufficient number of chances to complete the aforesaid training :</p> <p>Provided further that differently abled person who are otherwise qualified to hold clerical post as certified being unable to type, by the Medical Board, may be exempted from passing the typing test.</p> <p>Explanation:- The term, " differently abled persons" does not cover visually impaired persons or persons who are hearing impaired but cover only those whose physical disability/ deformity permanently prevents them from typing.</p> <p>The above criteria for grant of exemption from passing the typing test shall also be applicable to the Skill test Norms on Computers.</p> <p>(b) <u>Desirable Qualification(s):-</u></p> <p>Knowledge of customs manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the Pradesh.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees.	Not-applicable.

9.	Period of probation, if any.	<p>(a) Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.</p> <p>(b) No probation in case of appointment on contract basis.</p>
10.	Method of recruitment whether by direct recruitment or by promotion, deputation, transfer and the percentage of posts to be filled in by various methods.	100% by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.
11.	In case of recruitment by promotion/ secondment/ transfer, grade(s) from which promotion /secondment/ transfer is to be made.	Not applicable.
12.	If a Departmental Promotion Committee exists, what is its composition?	As may be constituted by the HPSEBL from time to time.
13.	Circumstances under which the HPPSC is to be consulted in making recruitment.	As required under the Law.
14.	Essential requirements for direct recruitment.	<p>A Candidate for appointment to any service or post must be a citizen of India.</p> <p>Note:-A Candidate shall be eligible for appointment to above if, he/she passed Matriculation and 10+2, as the case may be from the School/Institution situated within Himachal Pradesh.</p> <p>Provided this condition shall not apply to Bonafide Himachalis</p>
15.	Selection for appointment to post by direct recruitment	Selection for appointment to the post in the case of direct recruitment shall be made on the basis of merit of written examination having 70% syllabus, relating to Computer Science/ Computer application/ Information Technology (IT)/ Information Technology

		Enabled Sectors (ITES)/Information Practices (IP) followed by appended to these rules and practical test or skill test, the standard/ syllabus, etc' of which, will be determined by the Himachal Pradesh Staff Selection Commission/ other recruiting agency/ authority, as the case may be".
15-A	Selection for appointment to the post by Contract appointment.	<p>Note-withstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and condition given below:-</p> <p><u>(I) CONCEPT:</u></p> <p>(a) Under this policy, the Junior Office Assistant (Information Technology) in HPSEBL will be engaged on contract basis initially for one year, which may be extendable on year to year basis:</p> <p>Provided that for extension/renewal of contract period on year to year basis the concerned HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his/her period of contract is to be renewed /extended.</p> <p>(b) The Executive Director (Personnel), HPSEBL after obtaining the approval of the Board to fill up the vacant post(s) on contract basis will place the requisition with the concerned recruiting agency i.e. Himachal Pradesh Staff Selection Commission, Hamirpur.</p> <p>(c) The selection will be made in accordance with the eligibility conditions prescribed in these R&P Rules.</p> <p><u>(II) CONTRACTUAL EMOLUMENTS:</u></p> <p>The Junior Office Assistant (Information Technology) appointed on contract basis will be paid consolidated fixed amount equal to 60% (sixty percent) of the first cell of the applicable level of the pay matrix of the corresponding cadre of employees appointed / working on a regular</p>

basis.

(III) APPOINTING/DISCIPLINARY AUTHORITY.

The Executive Director (Personnel), HPSEBL will be the appointing & disciplinary authority.

(IV) SELECTION PROCESS.:

Selection for appointment to the post in the case of contract appointment shall be made on the basis of written examination having 70% syllabus relating to Computer Science/computer Application/ information Technology (IT)/ Information Technology Enabled Sectors (ITES)/ Information Practices (IP) followed by appended to these rules and practical test or skill test the standard/syllabus, etc. of which, will be determined by the Himachal Pradesh Staff Selection Commission Hamirpur/Other recruiting agency/ authority, as the case may be".

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As may be constituted by Himachal Pradesh Staff Selection Commission, Hamirpur from time to time .

(VI) AGREEMENT:

After selection of a candidate, he/she shall sign an agreement as per Appendix-"II" appended to these rules.

(VII) TERMS AND CONDITIONS.

(a) The contractual appointee will be paid fixed contractual amount equal to 60% (sixty percent) of the first cell of the applicable level of the pay matrix of the corresponding cadre of employees appointed / working on a regular basis for further extended years and no other allied benefits such as senior/selection scales etc. will be given.

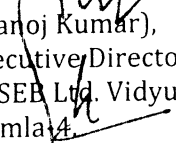
(b) "The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case of performance/

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	<p>conduct of the contract appointee is not found satisfactory. In case the contract appointee is not satisfied with the termination orders issued by the Appointing Authority, he/she may prefer an appeal before the Appellate Authority who shall be higher in rank to the Appointing authority, with in a period of 45 days, from the date on which a copy of termination orders is delivered to him/her."</p> <p>(c) The Contract appointee will be entitled for one day casual leave after putting one month service, 10 days medical leave and 5 days special leave, in a calendar year. A female contract with less than two surviving children may be granted maternity leave for 180 days. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of the number of children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Government Medical Officer. A contract employee shall not be entitled for Medical Reimbursement & LTC etc. No leave of any other kind except above is admissible to the contract appointee.</p> <p>Un-availed casual leave, medical leave and special leave can be accumulated up to the calendar year and will not be carried forward for the next calendar year." and</p> <p>(d) Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the contract. However, in exceptional cases where the circumstances for un- authorized absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while considering his/her case for regularization but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the contract appointee shall not be entitled for contractual amount for</p>
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		<p>this period of absence from duty:</p> <p>Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.</p> <p>(e) An official appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.</p> <p>(f) " Selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in the case of a Gazetted Government servant and by Government Medical Officer in the case of a Non- Gazetted Government servant. In case of women candidates who are to be appointed against post carrying hazardous nature of duties, and in case they have to complete a period of training as a condition of service, such woman candidate, who as a result of tests is found to be pregnant of twelve weeks standing or more shall be declared temporarily unfit and her appointment shall be held in abeyance until the confinement is over. Such woman candidate be re-examined for medical fitness six weeks after the date of confinement, and if she is found fit on production of medical fitness certificate from the authority as specified above, she may be appointed to the post kept reserved for her.";and</p> <p>(g) Contract appointee will be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counterpart official at the minimum of pay scale.</p> <p>(h) Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules & Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointee. The Employees Group Insurance Scheme as well as EPF/GPF will also not be applicable to contract appointee(s).</p>
16.	Reservation.	<p>The appointment to the service shall be subject to the orders regarding reservation in the service for Scheduled Caste/ Scheduled Tribes /Other</p>

		Backward Classes/ other categories of persons issued by the Himachal Pradesh Government from time to time.
17	Departmental Examination:	Not applicable.
18.	Powers to relax.	Where the Board is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing may relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).


 (Manoj Kumar),
 Executive Director (Pers.),
 HPSEB Ltd. Vidyut Bhawan,
 Shimla.