



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



**आजादी का  
अमृत महोत्सव**

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

Corporate Identity Number : U40109HP2009SGC031255

GST No. : HPSEBL 02 AACCH4894EHZB

Website address : [www.hpseb.in](http://www.hpseb.in)

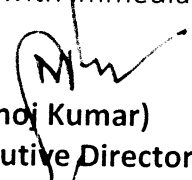
Telephone Number : 0177-2803600, 2801675 (Office),  
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**\*NOTIFICATION\***

In exercise of the power under Articles-71(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 (Accounts) Class-III (Non Gazetted) Accounts Services** (as per Annexure-A). The Recruitment & Promotion Regulations notified earlier vide No. HPSEBL/(SECTT)/R&E/106-10/2015-78725-945 dated 23.01.2016 is hereby repealed.

This regulation shall come into force with immediate effect.

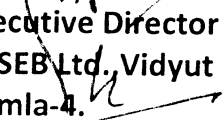
  
(Manoj Kumar)  
Executive Director (Pers.),  
HPSEBL, Vidyut Bhawan,  
Shimla-4

**No. HPSEBL (SECTT)/R&E/106-10/22-23- 60198-418 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, Chamara, Hydel Project, Dalhousie.
8. The Director (Personnel), SJVNL, Shakti Sadan, Corporate Office, Complex, Shanan, Shimla-6.

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.21.23.
21. Guard file of this section.

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

**"ANNEXURE-A"**  
**RECRUITMENT AND PROMOTION REGULATIONS FOR THE POST OF**  
**JUNIOR OFFICE ASSISTANT (ACCOUNTS)**

1.	Name of the post	:	<b>Junior Office Assistant (Accounts)</b>
2.	Number of posts	:	<b>376</b>
3.	Classification & Cadre	:	Class-III (Non-Gazetted) Ministerial Services
4.	Scale of pay	:	<p>Pay Scale for regular incumbent (s):</p> <p>(i) 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. <b>38100-120400</b> (Level-10) will be allowed as per H.P. Civil services (Revised Pay) Regulation, 2022. The Grade Pay to be given to the 50% of the total number of posts of Junior Office Assistant (Accounts) in the cadre after minimum 5 years of regular service as Junior Office Assistant (Accounts) in the cadre and the incumbent(s) of this post shall be designated as Junior Assistant (Accounts) by placement.</p> <p><b>(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.</b></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 relax able 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 / HPSEBLtd.

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><b>(a) <u>Essential Qualification(s)</u></b></p> <p>(i) B.Com from a recognized University.</p> <p>Note: Candidate having M.Com qualification must have passed B.Com at graduation level.</p> <p><b>(b) <u>Desirable Qualification(s):-</u></b></p> <p>(i) Knowledge of customs manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the Pradesh.</p> <p>(ii) Training and proficiency in use of accounting software like Talley/SAP/ERP .</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotes.	Not-applicable.

9.	Period of probation, if any.	<p><b>(a) Two years subject</b> 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>(b)</b> No probation in the case of appointment on contract basis, tenure basis, re-employment after superannuation and absorption.</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/Contract/Outsourcing basis.
11.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation is to be made.	Not applicable.
12.	If a Departmental Promotion Committee exists, what is its composition?	As may be constituted by the HPSEB 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><b>Note:-A Candidate shall be eligible for appointment to above post if, he/she passed Matriculation and 10+2, as the case may be from the School/Institution situated within Himachal Pradesh.</b></p> <p><b>Provided this condition shall not apply to Bonafide Himachalis.</b></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 and/or practical test or skill test or physical test, the standard/syllabus etc. will be determined by the Himachal Pradesh Public Service Commission/Himachal Pradesh Staff

		Selection Commission Hamirpur/other recruiting agency/authority, as the case may be.
15-A	Selection for appointment to the post by Contract appointment.	<p><b>Note-withstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and condition given below:-</b></p> <p><b><u>(I) CONCEPT:</u></b></p> <p><b>(a)</b> Under this policy, the <b>Junior Office Assistant (Accounts)</b> 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>(b)</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><b>(d)</b> The selection will be made in accordance with the eligibility conditions prescribed in these R&amp;P Rules.</p> <p><b><u>(II) CONTRACTUAL EMOLUMENTS:</u></b></p> <p><b>The Junior Office Assistant (Accounts)</b> appointed on contract basis will be paid 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. <b>However</b> annual increase in contractual emoluments for the subsequent years(s) will be allowed, if contract is</p>

	<p>extended beyond one year.</p> <p><b><u>(III) APPOINTING/DISCIPLINARY AUTHORITY.</u></b></p> <p>The Executive Director (Personnel), HPSEBL will be the appointing &amp; disciplinary authority.</p> <p><b><u>(IV) SELECTION PROCESS.:</u></b></p> <p>Selection for appointment to the post in the case of contract appointment recruitment shall be made on the basis of merit of written examination and/or practical test or skill test or physical test, the standard/syllabus etc. will be determined by the Himachal Pradesh Public Service Commission/Himachal Pradesh Staff Selection Commission Hamirpur /other recruiting agency/authority, as the case may be.</p> <p><b><u>(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:</u></b></p> <p>As may be constituted by Himachal Pradesh Staff Selection Commission, Hamirpur from time to time.</p> <p><b><u>(VI) AGREEMENT:</u></b></p> <p>After selection of a candidate, he/she shall sign an agreement as per Appendix-"II" appended to these rules.</p> <p><b><u>(VII) TERMS AND CONDITIONS.</u></b></p> <p>(a) The contractual appointee will be paid fixed contractual amount contractual 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 no other allied benefits such as senior/selection scales etc. will be given.</p>
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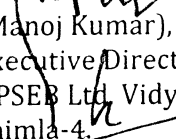
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	<p>(b) "The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case of performance/ conduct of the contract appointee is not found satisfactory. In case the contract appointee is not 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 &amp; 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</p>
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	<p>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 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</p>
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		scale.  (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).
16.	Reservation.	The appointment to the service shall be subject to the orders regarding reservation in the service for Scheduled Caste/ Scheduled Tribes /Other 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-4.