



OFFICE ORDER NO. 38 /HPSEBL(SECTT.)/2024-

Dated:- 02-02-2024

The Governor of Himachal Pradesh was pleased to order re-organization of HPSEBL operation wings and creation of Hamirpur Zone and to create new office of the Chief Engineer (OP) Hamirpur at Hamirpur vide its notification No. MPP-F(10)-32/2023 dated 13.12.2023 vide which four (4) Nos. Multitask Workers were notified in the O/o Chief Engineer (OP) Hamirpur Zone, which shall be engaged on Daily wages on the minimum wages @ Rs. 375/- per day as notified by Govt. of HP vide notification of dated 17.05.2022. The HPSEBL is pleased to notify the following "Recruitment Scheme for Appointment of 04 in Nos Multitask Workers" in the office of the CE(OP) Hamirpur Zone, HPSEBL at Hamirpur .

The incumbent is to be selected / appointed by the committee constituted for the purpose.

- The person selected will be designated as Multi Task Worker (MTW) on (D/W)
- The Chief Engineer (OP) Hamirpur Zone will be the Controlling Officer of these MTWs.

1. **Objectives:-**

- To provide Multi Task workers in office of the CE (OP) Hamirpur Zone, HPSEBL, Hamirpur.
- To provide an opportunity for the eligible unemployed candidates to earn livelihood at local level.

2. **Eligibility:-** Only such candidate will be eligible to apply for post of Multi Task Worker, who is :-

- Citizen of India.
- Bonafide Himachal.
- Of a sound mind.
- No family member of the candidate should be in any kind of Government/PSU/Board job.
- Have never been involved in any act of criminal nature.
- Medically fit to perform strenuous manual work.
- Permanent resident of the village/Gram Panchayat/Urban local body of the area, located in Operation Circle, HPSEBL, Hamirpur.

3. **Educational Qualification:-** The candidate should have a minimum qualification of Tenth Pass (10<sup>th</sup>) from a School/Institution situated within Himachal Pradesh. The Condition of passing 10<sup>th</sup> from Himachali School shall not be applicable to Bonafide Himachali.

**Desirable:-** Knowledge of custom, manners and dialects of Himachal Pradesh.

4. **Age Criteria:-** The candidate shall be between the age of 18 and 45 years as on 01-01-2024.

5. **Advertisement/Notification of Vacancies:-** The Chief Engineer(OP) Hamirpur Zone, HPSEBL, Hamirpur, will invite the application on prescribed format from desirous candidates permanent residents in the area of Superintending Engineer (Operation) Circle, HPSEBL, Hamirpur for recruitment to the post of Multi Task worker by advertisement through notice board of sub-division/division & circle, issuing copies to Gram Panchayats falling in the sub-division, one vernacular newspaper having maximum local circulation and ensuring wide publicity.
6. **Applications:-** The candidates will have to apply for appointment as Multi Task Worker on prescribed format, alongwith self-attested photocopies of certificates to the SE(OP) Circle, HPSEBL, Hamirpur who will compile all the applications received on or before the prescribed last date. The documents attached by the desirous candidates with application form shall be verified with the originals certificates at the time of counseling.

**List of documents required to be attached with application form:-**

- 1) Aadhar Card (for identify proof and Residence proof),
- 2) Certificate of Age proof (Matric Certificate)
- 3) Certificate of Himachali Bonafide (Issued by SDO (C)/Tehsildar/Naib Tehsildar).
- 4) Certificate to the effect that no family member of the candidate in Government/Board/PSU job (Issued by SDO ©/Tehsildar/Naib Tehsildar).
- 5) Social Category (SC/ST/OBC/EWS) Certificate (Issued by SDO (C)/Tehsildar/Naib Tehsildar).
- 6) Class 10<sup>th</sup> Mark Sheet/certificate of passing- educational qualification.
- 7) BPL Certificate (if applicable) (Issued by the concerned Gram Panchayat on the prescribed format with reference number and date of issuance duly signed by concerned Panchayat Secretary/Sahayak and countersigned by concerned Gram Panchayat Pradhan and attested by the BDO concerned and in case of Urban area by Commissioner in Municipal corporation, Executive Officer in Municipal Council, Secretary in Nagar Panchayats).
- 8) Diploma/Certificate in Computer Course/Application (minimum of six month duration) from the institution recognized by GoHP.

7. **Selection Criteria:-**

1. The Selection Committee shall judge the suitability of the candidates purely on merit. The Chairman/Member Secretary of the committee will keep complete record of the selection process.

**The Selection Committee shall be as under:**

- |   |                    |
|---|--------------------|
| i) Superintending Engineer (OP) Circle Hamirpur                 | - Chairman         |
| ii) Sr. Executive Engineer (Elect.) o/o SE (OP) Circle Hamirpur | - Member           |
| iii) Section Officer, o/o SE(OP), Circle Hamirpur               | - Member Secretary |

2. The selection will be purely specific to O/o CE(OP) Hamirpur Zone only.
3. In the selection process, marks shall be awarded to the candidates out of 10 marks.

The distribution of marks shall be as under:-

1.	<b>Academic Marks</b> {Percentage of marks obtained in 10 <sup>th</sup> class to be calculated out of 4 marks, for example, a candidate getting 50% marks in 10 <sup>th</sup> class examination will be given 2 marks (50x0.040=2)}	4 Marks
2.	Having Diploma/Certificate in Computer Course/Application (minimum of six month duration) from the institution recognized by GoHP.	01 Mark
3.	Belonging to SC/ST/OBC/EWS on production/ submission of certificate as prescribed by Govt. of Himachal Pradesh from time to time.	01 Mark
4.	<b>Proficiency Test:</b> (General awareness about computer, typing knowledge, printing work and awareness about HPSEBL)	04 Marks
<b>Total Marks</b>		<b>10 Marks</b>
Candidate shortlisted on the basis of above process shall finally be selected on the production of Medical fitness by a medical board of a Govt. of HP Medical institution.		

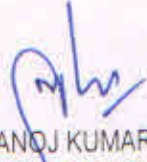
8. **Declaration of Result:-** Based on all relevant certificates and distribution of marks given above, a merit list shall be drawn and candidates will be offered appointment as per merit subject to the verification of all information and certificates against the original.
9. **Waiting List:-** For every selected candidate, a waiting list of two candidates will be prepared on merit. The waiting list will be valid for one year after the selection process is over. Waiting list candidates may be appointed if the selected candidate does not join the duty within stipulated time period or he/she leaves the job within one year of appointment.
10. **Leave entitlement:-** One casual leave will be admissible to the Multi Task Worker after putting in one month's continuous service. Total casual leave admissible to the Multi Task Worker will not exceed 12 in a year. The Multi Task worker will also be entitled to 5 days leave in a year on ground of illness provided same is certified by a registered medical practitioner. No other kind of leave will be admissible to the Multi Task Worker. Continuous absence beyond a week from duty without approval of the concerned officer shall automatically lead to the termination of the services of the Multi Task Workers.
11. **Right to claim Regular Appointment:-** The candidates appointed as multi Task Workers will have no right, claim for regularization as regular employee of the State Government.
12. **Terms and Conditions of service:-**
- The selected incumbent will be paid daily @ Rs. 375/- per day.
  - The SE (Works) O/o CE (OP) Hamirpur Zone, will prepare a weekly chart of quantifiable work responsibility given to the Multi Task Worker. However, he shall have the liberty of changing the weekly work assignment midcourse depending upon change in need/exigencies.
  - The quarterly reporting shall elucidate the work output of the Multi Task Worker as per weekly work assigned to them by the DDO.

- d) Unsatisfactory performance may result in termination of appointment by passing an order. The process of termination shall however not be completed unless at least 2 notices have been served upon the incumbent on a specific charge and there has been no improvement in service delivery.

13. **Role and responsibilities:-** As HPSEBL is highly IT leveraged company with future ERP/Smart metering/e-billing dependent working. Hence following will be the role and responsibilities of MTWs.


- a) All work assigned relating to o/o Chief Engineer (OP) Hamirpur Zone.
- b) Miscellaneous unskilled and semiskilled jobs such as physical/manual work, IT/Computer related tasks assistance to staff of HPSEBL, Upkeep of office, Office work etc.
- c) Any other duties assigned by controlling offices.

The HPSEBL shall have the right to relax/amend any of the terms & conditions/provisions mentioned in the above scheme/policy in public interest.

  
(MANOJ KUMAR) HAS,  
Executive Director(Pers.),  
H.P. State Electricity Board Ltd.  
Vidyut Bhawan, Shimla-4

NO.HPSEBL(SECTT.)HRD /2-12/2024- **74254-70** Dated:- **02-2-2024**  
Copy of above is forwarded following for information and taking necessary action please.

- 1) The Pr. Secretary(MPP& Power) Govt. of Himachal Pradesh Shimla-2
- 2) The Joint Secretary-cum-PS/Spl.PS/PSs to the Chairman/Managing Director /Directors/Executive Director(Pers.) in the Board Secretariat.
- 3) The Chief Engineer(OP) Hamirpur Zone ,HPSEBL, Hamirpur.
- 4) The Chief Accounts Officer, F&A Wing, HPSEBL, Shimla
- 5) The Superintending Engineer(OP) Circle, HPSEBL, Hamirpur .
- 6) The Superintending Engineer(IT) for uploaded the same in the Official website of the HPSEBL.
- 7) The Under Secretary(NGE)/SO(NGE) in the administrative Wing of the Board Secretariat .
- 8) The above named of officers of the committee for compliance.
- 9) Guide file.

  
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