

	HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED.
	(A State Govt. Undertaking)
Registered Office	: Vidyut Bhawan, Kumar House, Shimla-171004.
Number (CIN)	: U40109HP2009SGC031255
GST No.	: HPSEBL 02AACCH4894EHZB
Telephone No.	: 0177-2803600,2801675(Office),2658984(Fax)
Website Address	: www.hpseb.com
Email	: cmd@hpseb.in & directorfa@hpseb.in .

NOTIFICATION

In exercise of the power conferred under Article-71 of the Articles of Association of HPSEB Ltd. 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 **HPSEBL Assistant Store Keeper Class-III (Non Gazetted) Recruitment & Promotion Regulations as per Annexure-A**. The R&P Rules notified vide No. HPSEB/(SECTT)/106-15/R&E/91-94157-377 dated 22-07-91/30-7-91 and with latest amendment notified vide notification No. HPSEBL/(Sectt)/R&E/106-15/18-38690-940 dated 27-7-2018 are hereby repealed.

This notification will be applicable prospectively from the date of issue of notification.


(Dr. Ashwani Kumar Sharma)
Executive Director (Personnel),
HPSEBL, Vidyut Bhawan,
Shimla-4.

No.HPSEBL(SECTT)/R&E/106-15/2020- 9055-9215 Dated:- 8-3-6-2020
Copy of above is forwarded for information and necessary action to:-

1. The Managing Director H.P. Power Corpn. Ltd. Himfed Building, BCS Shimla-5.
2. The Managing Director HPTCL, Himfed Building Panjri, Near MLA Hostel, Tutikandi, Shimla.
3. The Chief Electrical Inspector, H.P. Govt. Kasumpti, Shimla-9.
4. All the Chief Engineer in HPSEB Ltd./(i/c MD BVPC Jogindernagar)
5. The Chief Accounts Officer/Chief Auditor, F&A wing, HPSEB Ltd., Shimla-4.
6. The Director, Himurja, SDA Complex, Kasumpti Shimla-9.
7. All the Superintending Engineers in HPSEB Ltd.(i/c SE,IT).
8. The Secretary, Consumers Grievances Redressal Forum (CGRF) HPSEB Ltd.,Kasumpti, Shimla-9.
9. All the Sr. Executive Engineer/Resident Engineer in HPSEBL Ltd.
10. Deputy Director (Personnel)/Jt. Director (Public Relation), HPSEBL, Shimla-4.
11. All the Deputy /Under Secretaries/Section Officers in the Sectt. of HPSEB Ltd.
12. The Company Secretary, HPSEBL, Shimla-4.
13. Guard File.


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


8/6/20

ANNEXURE-A

RECRUITMENT AND PROMOTION REGULATIONS-2020 FOR THE POST OF ASSISTANT STORE KEEPER CLASS-III (NON GAZETTED)

1.	Name of the post	:	Assistant Store Keeper
2.	Number of posts	:	112 or as sanctioned by the HPSEB Ltd. from time to time.
3.	Classification & Cadre	:	Class -III (Non-Gazetted)(State Cadre)
4.	Scale of pay	:	(i) Rs-5100-10680+1700 Grade Pay. (ii) Emoluments for contract employee (s) Rs.____/- as per detail given in Column No.15-A.
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 basis had become over-age on the date he was appointed as such, he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such adhoc or contract appointment.

Provided further that upper age limit is relax able for Scheduled Caste/Scheduled Tribes/ Other backward classes and other categories of persons to the extent permissible under the general or special order (s) of the Himachal Pradesh Government/ HPSEB Ltd.

Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servant 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 Corporation/Autonomous Bodies and who are/were finally absorbed in the service of such Corporations/Autonomous 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 or as the case may be.

7.	Minimum Educational and other qualifications required for direct recruits.	<u>(I) Essential.</u> (i) 10+2 or its equivalent from recognized Institute/Board/University. (ii) One Year Diploma in Computer Application from a University/Institute recognized by the HP State Govt. or Central Govt. <u>(II) Desirable</u> Knowledge of customs manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the State.	
* Candidate shall be eligible for appointment to above post if, he/she has passed Matriculation and 10+2 from the School/Institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachalies.			
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.	I) Direct Recruitment (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. (b) No probation in the case of appointment on contract basis, tenure basis, re-employment after superannuation and absorption.	II) By Promotion (a) Two year or the period of probation prescribed for the direct recruitment to the post, if any, in the case of promotion from one, group to another e.g. Class-II to Class-I. (b) No probation in the case of promotion from one grade to another but within the same Class of posts e.g. from Class-III to Class-III.
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.	(i) 50% by direct recruitment on regular basis or contract basis or daily wages as the case may be. (ii) 50% by promotion from amongst Store Helper having minimum 4 Years regular service as Store Helper and possessing Minimum Matric or its equivalent Qualification.	

11.	In case of recruitment by deployment/appointment from existing incumbents is to be made.	Not applicable.
12.	If a Departmental Promotion Committee exists, what is its composition?	Selection Committee/ Departmental Promotion Committee as 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.	A Candidate for appointment to any service or post must be a citizen of India.
15.(i)	Selection for appointment to post by direct recruitment	Selection on Regular/Contract/Daily wages basis shall be made by the HPSEB Ltd. or through the prescribed recruiting agency including Departmental Recruitment Committee constituted by the Board from time to time.
15(ii)	Selection for appointment to the post by Daily Wages appointment.	(i) Selection on Daily Wages basis shall be made by the HPSEB Ltd. or through the prescribed recruiting agency including departmental Recruitment Committee constituted by the board from time to time. (ii) The daily wages appointee shall be paid daily rate as approved by Govt. of H.P. and further adopted by HPSEBL from time to time. (iii) The Daily Wages appointee shall be entitled for 3 National Holidays 26th January, 15th August & 2nd October including one weekly off i.e. Sunday. No other holidays will be admissible.
15-A	Selection for appointment to the post by Contract appointment.	(I) CONCEPT: a) Under this policy the Assistant Store Keeper in HPSEBL will be engaged on contract basis initially for one year, which may be extendable on year to year basis: 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 period of contract is to be renewed /extended. (b) POST FALLS WITHIN THE PURVIEW OF HPPSC/HPSSC:: The Executive Director (Personnel) HPSEBL after obtaining the approval of the WTDs/BOD, to fill up the vacant posts on contract basis will place the requisition with the concerned recruiting agency i.e. Himachal Pradesh Public Service Commission /Himachal Pradesh Staff Selection

Commission, Hamirpur.

(C) POST FALLS OUT OF THE PURVIEW OF HPPSC/HPSSC:-

The Executive Director (Personnel) HPSEBL after obtaining the approval of the WTDs/BOD to fill up the vacant posts on contract basis will advertise the details of the vacant posts in at least two leading newspapers and invite applications from candidates having the prescribed qualification and fulfilling the other eligibility conditions as prescribed in these rules.

(d) The selection will be made in accordance with the eligibility conditions prescribed in these rules;

(II) CONTRACTUAL EMOLUMENTS:

The Assistant Store Keeper appointed on contract basis will be paid consolidated fixed contractual amount @ Rs. _____/- PM (which shall be equal to minimum of the pay band + grade pay). An amount @ Rs. _____/- (3% ● of the minimum of pay band + grade pay of the post) as annual increase in contractual emoluments for the subsequent years(s) will be allowed, if contract is extended beyond one year.

III) APPOINTING/DISCIPLINARY AUTHORITY.

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

IV) SELECTION PROCESS.

(a) FOR POST(S) FALLING WITHIN THE PURVIEW OF HPPSC/HPSSC:

Selection for appointment to the post in case of contract appointment will be made on the basis of interview/personally test or if concerned necessary or expedient on the basis of interview/personality test preceded by a screening test (objective type)/ written test of practical test or physical test, the standard/syllabus etc. of which will be determined by the concerned recruiting agency i.e. Himachal Pradesh Public Service Commission/Himachal Pradesh Staff Selection Commission, Hamirpur.

(b) FOR POSTS(S) FALLING OUT OF THE PURVIEW OF HPPSC/HPSSC:

Selection for appointment to the post in case of contract appointment will be made on the basis of interview/personally test or if concerned necessary or expedient on the basis of interview/personality test preceded by a screening test (objective type)/ written test or practical test or physical test, the standard/syllabus etc. of which will be determined by the concerned recruiting authority.

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

(a) FOR POST(S) FALLING WITHIN THE PURVIEW OF HPPSC/HPSSC:-

As may be constituted by the concerned recruiting agency i.e. Himachal Pradesh Public Service Commission/Himachal Pradesh Staff Selection from time to time.

((b) FOR POST(S) FALLING OUT SIDE THE PURVIEW OF HPPSC/HPSSC.

As may be considered by the concerned recruiting authority from time to time.

(VI) AGREEMENT:

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

(VII) TERMS AND CONDITIONS.

(a) The contractual appointee will be paid fixed contractual amount @ Rs. _____/P.M.(which shall be equal to minimum of the pay band+ grade pay). The contract appointee will be entitled for increase in contractual amount @ Rs _____/-(3% of minimum of the pay band +grade pay of the post) 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/ 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."

(c) The Contract appointee will be entitled for one day casual leave after putting one month service. However, the contract appointee will also be entitled for 180 days maternity leave, 10 days medical leave and 5 days special leave. A female contract appointee shall also be entitled for surviving children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Government Medical Officer. He/She shall not be entitled for Medical Reimbursement & LTC etc. No

leave of any other kind except above is admissible to the contract appointee:

Provided that the un-availed casual leave, medical leave and special leave can be accumulated upto the calendar year and will not be carried forward for the next calendar year.

(d) Unauthorized absence from the duties 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 this period of absence from duty:

Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.

(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.

(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."

(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.

(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 Board 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 relax any of the provisions of these Rules in respect of any class or category of persons or posts, the competent authority shall be the Board of Directors of the HPSEBL.


 (Dr. Ashwani Kumar Sharma),
 Executive Director (Pers.),
 HPSEB Ltd. Vidyut Bhawan,
 Shimla-4. 

Annexure-"B"

Form of contract/agreement to be executed between the(Assistant Store Keeper) and the Himachal Pradesh State Electricity Board Ltd. through (Designation of the Appointing Authority).

This agreement is made on this.....day ofin the Year.....Between
Sh/Smt./Km.....S/o/D/o.Shri..... R/O Vill.....

..... Contract appointee (hereinafter called the FIRST PARTY), AND The Himachal Pradesh State Electricity Board Ltd. through (Designation of the Appointing Authority)HPSEBL (here-in-after the SECOND PARTY) Whereas, the Second Party has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a (Name of the post) on contract basis on the following terms & conditions:-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a (Name of the post) for a period of one year commencing on day of.....and ending on the day of..... It is specifically mentioned and agreed upon by both the parties that the contract of the..... FIRST PARTY with SECOND PARTY shall ipso- facto stand terminated on the last working day i.e. on..... And information notice shall not be necessary.
Provided that for further extension/renewal of contract period the HOD shall issue a certificate that the service and conduct of the contract appointee was satisfactory during the year and only then the period of contract is to be renewed/extended.
2. The contractual amount of the FIRST PARTY will be Rs P.M..
3. 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 , 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."
4. Contractual----- (Name of the post) will be entitled for one day's casual leave after putting one month service. However, the contract appointee will also be entitled for 180 days Maternity Leave, 10 days Medical Leave and 5 days special leave. A Female contract appointee shall also be entitled for maternity leave not acceding 45 days (irrespective of the number surviving children) during the entire service, in case of miscarriage including abortion , on production of medical certificate issued by the authorized Government Medical He/She shall not be entitled for Medical Reimbursement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.
Provide that the un-availed Casual Leave, Medical Leave and Special Leave can be accumulated upto the calendar year and will not be carried forward for the next calendar year.
5. 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 the period of

absence from duty.

Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.

6. An official appointed on contract basis who have completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
7. "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 regnant 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."
8. Contract appointee shall 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 counter-part Officers/Officials at the minimum of the pay scale.
9. The Employees Group Insurance Scheme as well as EPF/GPF will not be applicable to the contractual appointee(s).

In witness the FIRST PARTY AND SECOND PARTY have herein to set their hands the day, month and year first above written.

IN THE PRESENCE OF WITNESSES:

1.
.....
.....
(Name and Full Address)
 2.
.....
.....
(Name and Full Address)
- (Signature of the FIRST PARTY)

IN THE PRESENCE OF WITNESSES:

1.
.....
.....
(Name and Full Address)
 2.
.....
.....
(Name and Full Address)
- (Signature of the SECOND PARTY)