

HIMACHAL PRADESH STATE ELECTRICITY BOARD

"NOTIFICATION"

In exercise of the powers conferred by Section 79(C) read with Section 15 of Electricity (Supply) Act, 1948 (Act. No. 34 of 1948) and all other enabling provisions under the Electricity Act 2003, the Himachal Pradesh State Electricity Board is pleased to reframe the Recruitment & Promotion Regulations for the post of Steno Typist and re-notify the same as per "Annexure" attached to this notification. Consequent upon this re-notification, the Recruitment & Promotion Regulations for the post of Steno Typist notified vide notification endst. No. HPSEB (Sectt.)106-10/75-59814-904 dated 29th October, 1975 and as amended from time to time stands repealed.

These regulations shall come into force with immediate effect.


Secretary
H.P. State Electricity Board,
Shimla-171004

No: HPSEB(Sectt)/R&E/106-10/2008- 98547-767

Dated: 12-11-08

Copy forwarded for information and necessary action to:-

1. The Managing Director, HPPC Ltd., Himfed Bhawan, Shimla-5.
2. The Managing Director, BVPC Ltd. Jogindernagar.
3. All the Chief Engineers in HPSEB.
4. The Chief Accounts Officer/Chief Auditor, F&A wing, HPSEB, Shimla-4.
5. The Director (Personnel) Satluj Jal Vidyut Nigam, Shimla.
6. All the Superintending Engineers/ Director (Designs) in HPSEB.
7. All the Sr. Executive Engineers/Resident Engineers in HPSEB.
8. All the Deputy Secretaries/Under Secretaries in HPSEB.
9. The Deputy Directors(IR)/(Pers.)/LAOs/PO/PRO in HPSEB.
10. Addl. Secretary-cum- Special Private Secretary to Chairman, HPSEB.
11. All the Special/Sr. Private Secretaries to Members/Secretary in Board's Secretariat.
12. All Addl. Under Secretaries/Section Officers in Board's Secretariat.
13. Meeting Section of this office w. r. to WTM's agenda item No.365.03.


Secretary
H.P. State Electricity Board,
Shimla-171004

Paragut 13/1
Sr. Asst.

HIMACHAL PRADESH STATE ELECTRICITY BOARD

RECRUITMENT AND PROMOTION REGULATIONS FOR THE POST OF STENO TYPIST

1.	Name of the post	:	Steno Typist.
2.	Number of posts	:	81 or as to be increased/ decreased from time to time.
3.	Classification	:	Class-III
4.	Scale of pay	:	Rs. 3480-6500
5.	Whether selection or non-selection	:	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 daily wages or on adhoc or on contract basis.

Provided further that if a candidate appointed on daily wages basis or on adhoc or on contract basis 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 adhoc or contract 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/ Board.

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.

- i) 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.
- ii) Age and experience in the case of direct recruitment, relaxable at the discretion of the Board in case the candidate is otherwise well qualified.

7	Minimum Educational and other Qualification required for direct recruits.	:-	i) 10+2 second division (55% marks) OR Graduate in second Division ii) Should have completed "O" level computer course from a recognized computer institute Or should have completed course on computer concepts of AICTE & Department of Information Technology of Govt. Of India from DOAACC Society. iii) Should possess minimum speed of 60 words per minute in English and Hindi Short hand & 30 words per minute in English & Hindi typewriting.
8	Whether age and educational qualifications prescribed for direct recruits will apply in cases of the promotees.	:-	AGE: - Not applicable. Educational Qualification: N.A.
9	Period of probation, if any.	:-	Two years subject to such further extension for a period not exceeding one year as may be ordered by appointing authority in special circumstances for reasons to be recorded in writing.
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) 100% by direct recruitment or on contract basis through the concerned recruiting agency i.e. the ILPSSSB OR through Departmental Selection Committee.
11	In case of recruitment by promotion, deputation, transfer, grades from which promotion/ deputation/transfer is to be made.	:-	N.A.
12	If a Departmental Promotion Committee exists, what is its composition?	:-	Class-III Departmental Promotion committee as constituted by the Board from time to time.
13	Circumstances under which the HPPSC is to be consulted in making recruitment.	:-	Not applicable.
14	Essential requirements for direct recruitment.	:-	A candidate for appointment to any service or post must be citizen of India.

15.	Selection for appointment to post by recruitment	Selection for appointment (regular) to the post in the case of direct recruitment shall be made on the basis of viva-voce test if the Board or other recruiting authority to be authorized/nominated by the Board as the case may be, so consider necessary or expedient by a written test or practical test, the standard / syllabus etc. of which will be determined by the Board or by the recruiting authority as the case may be.
15. (A)	Selection for appointment to the post of Contract appointment	(a) Selection on contract basis shall be made either by the concerned recruiting agency i.e. the HPSSSB or Departmental selection Committee as the case may be. (b) The Secretary after obtaining the approval of the WIM of the Board to fill up the vacant posts on contract basis will place requisition with Recruiting Agency for advertising or will advertise the same in two leading news papers and invite application from the candidates having the prescribed qualifications and fulfilling the other eligibility conditions as prescribed in these Rules, as the case may be. (c) Candidate selected for appointment on contract basis will be initially appointed for one year which will be extended depending upon requirement of the services of such appointees and further subject to high standard of work conduct and performance of such appointees. However, their services may be terminated even prior to his completion of contract period by issuing of one month notice or payment of one month wages in lieu of the notice, if their services are not required due to non availability of work, for which principle of first come last go shall be followed. Their services may also be terminated during the contract period if their conduct and performance is not found satisfactory for which notice with due opportunity of being heard shall be given. (d) Contract appointees shall be paid fixed emoluments per month as Basic Pay+ Dearness Pay, if any, of the post or as prescribed by the Board from time to time.

		(e) Contract appointee so selected under these Rules will not have any right to claim regularization of permanent absorption in HPSEB. (f)(i) The appointment is liable to be terminated in case the performance / conduct of the contract appointee is not found good. (ii) Contract appointee will be entitled for one day casual leave after putting one month service. This leave can be accumulated upto one year. No leave of any other kind is admissible to the contract appointee. He/she shall not be entitled Medical Reimbursement & LTC etc. Only Maternity Leave will be given as per rules. (iii) Unauthorized absence from the duties without the approval of the controlling officer shall automatically lead to the termination of the contract. Contract appointee shall not be entitled for wages for the period of absence from duty. (iv) Contract appointments will be made against vacant posts in difficult and tribal areas or the office jobs as per requirement. Transfer of contract appointee will not be permitted from one place to another. However, at the time of renewal of contract if any such appointee can be appointed at different place or office on administrative grounds. (v) Selected candidate will have to submit a certificate of his/her fitness from a Govt./Registered Medical Practitioner. Women candidate pregnant beyond 12 weeks will be considered temporarily unfit till the confinement is over. The women candidates will be re-examined for the fitness by an authorized Medical Officer/ Practitioner.
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		(vi) Contract appointee will be entitled to TADA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular staff members. (vii) After selection of a candidate for appointment, he shall have to sign an agreement as prescribed by the Board from time to time. (viii) For the assessment of work, annual performance report will be maintained. The performance reports will form the basis of assessment by the committee to make recommendations for regular appointment after completion of 2 years contractual service. (ix) Their services may also be terminated during the contract period if their conduct and performance is not found satisfactory for which notice with due opportunity of being heard shall be given.
16.	Reservation	: The appointment to the service shall be subject to the orders regarding reservation in the service for Scheduled Caste/ Scheduled Tribes/ Backward Classes/ other categories of persons as issued by the Board from time to time.
17.	Departmental Examination	: NA
18.	Power to relax	: In the matter of granting relaxation in qualification/experience and length of service as provided in these regulations, competent authority shall be the Board [WTM].


 Secretary,
 H.P. State Electricity Board,
 Shimla-171004.

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HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED

NOTIFICATION

The HPSEB Ltd. is pleased to order following amendments in Column No.7 of the R&P Regulations to the post of Steno Typist notified vide notification No. HPSEB (SECTT) R&E/106-10/2008-98547-767 dated 12.11.2008 and as amended from time to time.

Column: 7.

Minimum Educational and other Qualification required for direct recruits.

i) 10+2 Second Division (55% marks) or Graduate in Second Division. ii) Should have completed "O" level computer course from a recognized computer institute or should have completed course on computer concepts of AICTE & Department of Information Technology of Govt. of India, from DOAACC Society. iii) Should possess minimum speed of 60 words per minute in English and Hindi Shorthand & 30 words per minute in English & Hindi typewriting.	(a) ESSENTIAL QUALIFICATION: (i) Should have passed 10+2 examination or its equivalent from a recognized Board of School Education/University. (ii) Should possess following speed in shorthand and typewriting in both languages i.e English and Hindi at the time of initial appointment:- <table><tr><th colspan="2"><u>Speed in Shorthand</u></th></tr><tr><th><u>English</u></th><th><u>Hindi</u></th></tr><tr><td>60 WPM</td><td>60 WPM</td></tr><tr><th colspan="2"><u>Speed in typewriting</u></th></tr><tr><th><u>English</u></th><th><u>Hindi</u></th></tr><tr><td>25 WPM</td><td>25WPM</td></tr></table> (iii) Should have the knowledge of word processing in computer as prescribed by the recruiting authority. (b) DESIRABLE QUALIFICATION Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.	<u>Speed in Shorthand</u>		<u>English</u>	<u>Hindi</u>	60 WPM	60 WPM	<u>Speed in typewriting</u>		<u>English</u>	<u>Hindi</u>	25 WPM	25WPM
<u>Speed in Shorthand</u>													
<u>English</u>	<u>Hindi</u>												
60 WPM	60 WPM												
<u>Speed in typewriting</u>													
<u>English</u>	<u>Hindi</u>												
25 WPM	25WPM												

This order shall be applicable with immediate effect.

27/11/08
Executive Director (Pers.)
HPSEB Ltd. Vidyut Bhawan,
Shimla-4

No. HPSEB(SECTT)/R&E/106-9/2012- 26815-27035 Dated:- 12.6.12.

Copy forwarded to the following for information and necessary action:-

1. The Managing Director, H.P. Power Corpn. Panjri, Tutikandi, Shimla-5.
2. The Managing Director, BVPCL, Jogindernagar, Distt. Mandi.
3. The Managing Director, HPTCL, Barowalia House, Khalini, Shimla-2.
4. All the Chief Engineers in HPSEB Ltd.
5. The Chief Accounts Officer/Chief Auditor, HPSEB Ltd., Shimla-4.
6. The Director (Personnel), SJVNL, Himfed Building, Shimla-9.
7. The Superintending Engineer (IT), HPSEB Ltd. Shimla-4 for uploading the above notification on HPSEB Ltd. web site.
8. The Resident Audit Officer, HPSEB Ltd., Shimla-4.
9. The Land Acquisition Officer, HPSEB Ltd., Mandi.
10. The Dy. Secretary (Law), HPSEB Ltd., Shimla-3.
11. The Addl. Secretary-cum-PS to Chairman-cum-Managing Director, HPSEB Ltd., Shimla-4.
12. All the Superintending Engineers in HPSEB Ltd.
13. All the Spl. Private Secretary/Sr. P.S. /P.S. to CMD/Directors/Executive Director (Pers) in Board Sectt. in HPSEB Ltd.
14. All the Addl. Secy./Dy. Secy./Under Secy. in Board Sectt. HPSEB Ltd.
15. The Secretary, Forum for Redressal of Grievances HPSEB Ltd., Consumer Kasumpti, Shimla-9.
16. All the Sr. Executive Engineers/Resident Engineers in HPSEB Ltd.
17. The Dy. Director (Personnel/PR) & PO in Board Sectt. HPSEB Ltd.
18. All the Section Officers in Board Sectt. HPSEB Ltd.
19. Librarian, HPSEB Ltd., Shimla-4.
20. Guard File.

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