



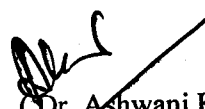
Number (CIN)
GST No.
Telephone No.
Website Address
Email

: U40109HP2009SGC031255
: HPSEBL02AACCH4894EHZB
: 0177-2803600,2801675(Office),2658984(Fax)
: www.hpseb.com
: cmd@hpseb.in & directorfa@hpseb.in.

“NOTIFICATION”

In exercise of the powers conferred under Article-71(i) (xi) of the Articles of Association of HPSEB Ltd. read with the other enabling provisions contained in Memorandum of Association and the Electricity Act, 2003 the Himachal Pradesh State Electricity Board Limited is pleased to amend and update the Recruitment & Promotion Regulations for the post of **Junior Office Assistant (Information Technology) Class-III (Non-Gazetted) Ministerial Service** as per Annexure-A & Appendix I & II attached. The Recruitment & Promotion Regulations for the post of **Junior Office Assistant (Information Technology) Class-III (Non-Gazetted) Ministerial Service.R&P** Regulations earlier notified by this office vide notification No. HPSEB (SECTT)/R&E/106-10/2015-80979-81199 dated 18-3-2015 are hereby repealed.

This notification will be applicable with immediate effect.


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

No.HPSEBL(SECTT)/R&E/106-10/2020- 35945-36125 Dated:- 23-9-2020
Copy forwarded for information and necessary action to:-

1. The Managing Director H.P. Power Corpn. Ltd. Shimla-5.
2. The Managing Director HPTCL, Barowalia House Khalini Shimla-2.
3. All the Chief Engineer in HPSEB Ltd./ (i/c MD BVPC Jogindernagar)
4. The Chief Accounts Officer/Chief Auditor, F&A wing, HPSEB Ltd., Shimla-4.
5. All the Superintending Engineers in HPSEB Ltd.
6. The Superintending Engineer (IT) HPSEB Ltd., Shimla for uploading the HPSEB Ltd.web site.
7. All the Deputy /Under Secretaries/Section Officers in the Sectt. of HPSEB Ltd
8. The Secretary Consumer Grievances Redressal Forum (CGRF) HPSEB Ltd.,Kasumpti, Shimla-9.
9. All the Sr. Executive Engineers/Resident Engineers in HPSEB Ltd.
10. Deputy Director (Personnel)/Deputy Director Public Relation Officer, HPSEBL, Shimla-4.
11. Meeting Cell.
12. Guard File.

DA: As above.


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

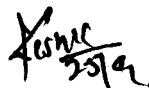
IT Cell HPSEBL V.B. Shimla-4

Sr. EE/ASE (IT-I)

Sr EE/ASE (IT-II)

APS/STENO

Upload the web site


25/9

Annexure-A

Recruitment & Promotion Rules for the posts of Junior Office Assistant (Information Technology), Class-III (Non- Gazetted), Ministerial Services.

1.	Name of Post :	Junior Office Assistant (Information Technology)
2.	Number of Posts :	As sanctioned by the HPSEB from time to time.
3.	Classification :	Class-III (Non-Gazetted) Ministerial Services
4.	Scale of Pay :	(i) <u>Pay Scale for regular incumbents:</u> Pay Band 5910-20200/- + 1950/-Grade Pay. (ii) <u>Emoluments for Contract Employees:</u> Rs.7860/-as per details given in Col. No. 15-A.
5.	Whether "Selection" post or "Non-Selection" Post :	Not applicable
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 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/her such adhoc or contract appointment:

Provided further that upper age limit is relaxable for Scheduled Castes/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:

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 Bodies after initial constitution of the Public Sector Corporations/Autonomous Bodies.

Note: 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 recruit(s):	(a) <u>ESSENTIAL QUALIFICATION(S)</u> : (i) Should have passed 10+2 examination from a recognized Board of School Education /University OR 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): (ii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi. 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 HPSEBL 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: Provided further that "differently abled persons" who are otherwise qualified to hold
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		clerical post as certified being unable to type, by the Medical Board, may be exempted from passing the typing test. 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. The above criteria for grant of exemption from passing the typing test shall also be applicable to the Skill Test Norms on Computers. (b) <u>DESIRABLE QUALIFICATION (S):</u> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
* A Candidate shall be eligible for appointment to above if, he/she has passed Matriculation and 10+2, as the case may be from the School/Institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachalis.		
8	Whether age and educational qualification (s) prescribed for direct recruits will apply in the case of the promotee(s):	Not Applicable.
9.	Period of Probation, if any :	(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 case of appointment on contract basis.
10	Method(s) of recruitment, whether by direct recruitment or by promotion /secondment/ transfer and the percentage of post(s) 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/ Confirmation Committee exists, what is its composition?	As may be constituted by the HPSEB from time to time.
13	Circumstances under which the Himachal Pradesh Public Service Commission (HPPSC). is to be consulted in making recruitment:	As required under the Law.
14	Essential requirement for a direct recruitment:	A candidate for appointment to any service or post must be a Citizen of India.
15	Selection for appointment to the post by direct recruitment:	"Selection for appointment to the post in the case of contract appointment 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 evaluation as specified in Appendix-I 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:	Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:- (I) <u>CONCEPT</u> (a) Under this policy, the Junior Office Assistant (Information Technology) in HPEBL 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/her period of contract is to be renewed/ extended.

(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.

(c) The selection will be made in accordance with the eligibility conditions prescribed in these R&P Rules.

(II) CONTRACTUAL EMOLUMENTS:

The Junior Office Assistant (Information Technology) appointed on contract basis will be paid consolidated fixed contractual amount @ Rs. 7860/- per month (which shall be equal to minimum of the pay band + grade pay). An amount of Rs. 235/- (3% of the minimum of pay band + grade pay of the post) as annual increase in contractual emoluments for the subsequent year(s) will be allowed, if contract is extended beyond one year.

(III) APPOINTING /DISCIPLINARY AUTHORITY

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

(IV) SELECTION PROCESS:

"Selection for appointment to the post in the case of contract appointment 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 evaluation as specified in Appendix-I 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 the 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 @ Rs.7860/- per month (which shall be equal to minimum of the pay band +grade pay). The contract appointee will be entitled for increase in contractual amount @ 235/-(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 the performance/conduct of the contract appointee is not found satisfactory. In case the contract appointee is not satisfied with the termination order issued by the appointing authority, he /she may prefer an appeal before the appellate authority who shall be higher in rank to the appoint authority, within a period of 45 days from the date on which a copy of termination order is delivered to him/her

		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.", and (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 officials 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 appointees. 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 orders regarding reservation in the service for Scheduled Castes/Scheduled Tribes/ Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government from time to time.
17	Departmental Examination:	Not Applicable



		(c) The contract appointee will be entitled for one day's casual leave after putting one month service, 10 days medical leave and 5 days special leave, in a calendar year. A female contract appointee 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 surviving 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 and LTC etc. No leave of any other kind except above is admissible to the contract appointee. 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 and (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 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
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18	Power to Relax:	Where the HPSEB Ltd., is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the Himachal Pradesh Public Service Commission, relax any of the provision(s) of these rules with respect to any class or category of person(s) or post (s).
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 (Dr. A.K Sharma),
 Executive Director(Personnel),
 HPSEBL, Vidyut Bhawan,
 Shimla-4.

APPENDIX-I

1.	<u>WRITTEN TEST</u> {Percentage of marks obtained in written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.5 marks}.	85 marks
2.	Evaluation of candidate to be made in the following manner:- i) Weightage for the minimum educational qualification, prescribed in the Recruitment & Promotion Rules. =2.5 Marks {Percentage of marks obtained in the educational qualification would be multiplied by 0.025. For example, an individual has secured 50% marks in the required educational qualification, he/she will be allowed 1.25 marks ($50 \times 0.025 = 1.25$)} ii) Belonging to notified Backward Area or Panchayat, as the case may be. =01 Mark iii) Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority. =01 Mark iv) Non-employment Certificate to the effect that none of the family members is in Government/Semi-Government service. =01 Mark v) Differently abled persons with more than 40% impairment/disability/infirmity. =01 Mark vi) NSS (atleast one year)/certificate holders in NCC/ The Bharat Scout and Guide/Medal winner in National Level sports competitions. =01 Mark vii) BPL family having annual income (from all sources) below R40,000/-or as prescribed by the Govt. from time to time. =02 Marks viii) Widow/divorced/destitute/single woman. =01 Mark ix) Single daughter/Orphan =01 Mark x) Training of atleast 6 months duration related to the post applied for from a recognized University/ Institution. =01 Mark xi) Experience upto a maximum of 5 years in Govt./Semi-Govt. Organization relating to the post applied for (0.5 marks only for each completed year) =2.5 Marks	15 marks

Appendix-II

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

This agreement is made on this.....day of _____ in the Year... ..Between
Sh/Smt./Km.....S/o/ D/o. Shri.....
R/o.....

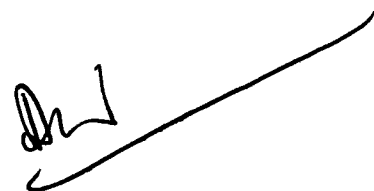
..... Contract appointee (hereinafter called the FIRST PARTY), AND The Himachal Pradesh State Electricity Board Ltd. through...(Designation of the Appointing Authority)HPSEBL (here-in-after the SECOND PARTY).

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 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.”.
4. The contractual appointee will be entitled for one day's casual leave after putting one month's service. 10 day's medical leave and 5 days special leave, in a calendar year. A female contract appointee 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. Contract employees shall not be entitled for medical re-imbursement and LTC etc. No leave of any other kind except above is admissible to the contract appointee

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 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.'
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)
(Signature of the FIRST PARTY)

2.
.....
.....

(Name and Full Address)

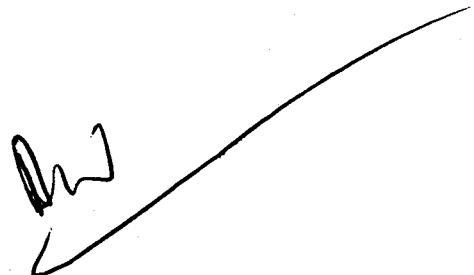
IN THE PRESENCE OF WITNESSES:

1.
.....
.....

(Name and Full Address)
(Signature of the SECOND PARTY)

2.
.....
.....

(Name and Full Address)

A handwritten signature, possibly reading 'DW', is followed by a long, sweeping diagonal line that extends from the bottom right towards the center of the page.