

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
(A State Government Undertaking)

NOTIFICATION

In exercise of the powers conferred under Article-71 of the Articles of Association of HPSEB, Limited 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 make the Recruitment and Promotion Rules for the post of Company Secretary (Class-I-Gazetted), Ministerial Services as per Annexure attached.

These regulations shall come into force with immediate effect.

(Rohit Jamiwal)
Executive Director (Personnel),
HPSEBL, Vidyut Bhawan,
Shimla-4.

No..HPSEBL (SECTT)/R&E/106-10/2014-

42951-43151

Dated:- 13-8-15

Copy forwarded for information and strict compliance to:-

1. The Managing Director, H.P. Power Corpn. Ltd. Panjri, Tutikandi Shimla.
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 Electrical Inspector, HPSEBL, Kasumpti, Shimla-9.
6. The Chief Accounts Officer/Chief Auditor, HPSEB Ltd., Shimla-4.
7. The Director (Personnel), SJVNL, Himfed Building, Shimla-9.
8. The Superintending Engineer (IT), HPSEB Ltd. Shimla-4 for uploading the above notification on HPSEB Ltd. web site.
9. The Resident Audit Officer, HPSEB Ltd., Shimla-4.
10. The Land Acquisition Officer, HPSEB Ltd., Mandi.
11. The Dy. Secretary (Law), HPSEB Ltd., Shimla-3.
12. All the Superintending Engineers in HPSEB Ltd.
13. The Spl. Private Secretary/Sr. P.S./P.S. to Chairman/Managing Director /Directors / Executive Director (Pers) in Board Sectt. in HPSEB Ltd.
14. All the Addl. Secty./Dy. Secty./Under Secty. in Board Sectt. HPSEB Ltd.
15. The Secretary, Forum for Redressal of Grievances HPSEB L, 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 Section Officers in Board Sectt. HPSEB Ltd.
19. Meeting Section w.r.t Agenda Item No.11.02.
20. Guard File.

(Rohit Jamiwal)
Executive Director (Personnel),
HPSEBL, Vidyut Bhawan,
Shimla-4.

Manager
Sd/-

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
(A State Government Undertaking)

**RECRUITMENT AND PROMOTION REGULATIONS FOR THE POST OF
Company Secretary**

1.	Name of the post	:	Company Secretary.
2.	Number of posts	:	One.
3.	Classification & Cadre	:	Class-I (Gazetted)
4.	Scale of pay	:	Rs. 16650-39100+5800 GP
5.	Whether selection or non selection post	:	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 basis 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 such 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/ HPSEB Ltd.

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.

(2) Age and experience in the case of direct recruitment are relaxable at the discretion of the HPSEB Ltd. in case the candidate is otherwise well qualified.

7.	Minimum Educational and other qualifications required for direct recruitment.	(a) <u>Essential Qualification</u> (i) <u>Graduate from a recognized University</u> (ii) Membership of the Institute of Company Secretaries of India for at least 3 year. (b) <u>Experience:-</u> Two year experience of working as Company Secretary after acquiring the qualification in a Corporation, Company, Board or any organization of the Govt. of India /State Govt. or in a Private Company of repute. (C) <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 State
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.	Two years subject to such further extension for a period not exceeding one year as may be ordered by appointing authority in special circumstances and reasons to be recorded in writing
10.	Method of recruitment whether by direct recruitment or on contract basis or by promotion, deputation, transfer and the percentage of posts to be filled in by various methods.	(i) 100% by direct recruitment on regular basis or on Contract basis through H.P. Public Service Commission or on secondment basis from existing incumbents who fulfill the requisite qualification /criteria.
11.	In case of recruitment by promotion, deputation, transfer grades from which promotion/ deputation is to be made.	Not applicable. However, deputation/secondment may be accepted from an officer with equivalent qualification experience working in GOHP/GOI/State Govt. owned boards/corporation or companies with the approval of competent authority of HPSEBL.
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 H.P.P.S.C is to be consulted in making recruitment.	As required under the Law.

14.	Essential requirement for a direct recruitment.	As mentioned in Sr.No.7. However an applicant must be a citizen of India.
15.	Selection for appointment to post by direct recruitment	Selection for appointment to the post in the case of direct recruitment will be made on the basis of test (if required) to be got conducted through an agency or an authority as the case may be as approved by the HPSEBL.
15 (A)	Selection for appointment to the post by Contract appointment.	(a) Selection on contract basis shall be made through the H.P Public Service Commission (HPPSC) or through the prescribed recruiting agency including Departmental Recruitment Committee constituted by the HPSEBL from time to time. (b) The cadre controlling authority Executive Director (Personnel) after obtaining the approval of the Board of Directors (BOD) of the HPSEBL to fill up the vacant posts on contract basis will place requisition with recruiting agency. (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 the 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 consolidated fixed contractual amount per month (which shall be equal to minimum of the Pay Band+ Grade Pay). An amount of 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 and prescribed by the HPSEBL from time to time. (e) Contract appointee so selected under these Rules will not have any right to claim regularization or permanent absorption in HPSEBL. f(i) The appointment is liable to be terminated in case the performance/ conduct of the contract appointee is not found good.

(ii) The Contract appointee shall be entitled for one day's casual leave after putting one month service. A female contract appointee will also be granted 135 days Maternity Leave. The contract appointee shall also be entitled 10 days Medical Leave and 5 days special leave in a calendar year. He/ She shall not be entitled for Medical Re-imbursement and LTC etc. No leave of any other kind except above would be 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.

(iii) 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 unauthorized absence from duties 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 duties.

Provided that he /she shall submit the certificate of illness/ fitness issued by the medical officer as prevailing instructions of the Govt.

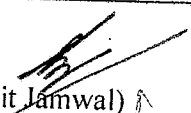
(iv) Contract appointments may be made against vacant posts in difficult and tribal areas or the office jobs as per requirement. An official appointed on contract basis who have completed three years tenure at one place of posting will be eligible for transfer on need based basis against vacant or contract employee where ever required on administrative grounds.

(v) The contract appointee 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.

(vi) 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 staff members.

(vii) After selection of a candidate for appointment, he shall have to sign an agreement as prescribed by the HPSEBL from time to time.

		(viii) For the assessment of work, annual performance report will be maintained. (ix) 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. They will be entitled for emoluments etc. as detailed in this column.
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:	As decided by the HPSEB Ltd from time to time.
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 with respect of any class or category of persons or posts, the competent authority shall be the Board of Directors of the HPSEBL.


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