

ANNEXURE: B-XIX
(Referred to in Bye-Laws 5.1)

**RECRUITMENT & PROMOTION RULES FOR THE POST OF DRIVER IN HIMURJA
(H.P. ENERGY DEVELOPMENT AGENCY)**

1.	Name of Post:	Driver
2.	Number of Post:	8 (Eight)
3.	Classification:	Class-III
4.	Scale of Pay:	(i) <u>Pay Band for regular incumbent(s):</u> Pay Band Rs.5910- 20200+Rs.2000 Grade Pay. (ii) <u>Emoluments for Contract Employee(s):</u> Rs.7910/- as per details given in Col. 15-A.
5.	Whether Selection post or Non-Selection post:	Non-Selection
6.	Age for Direct recruitment:	Between 18 to 45 years:
7.	Minimum educational and other qualifications required for direct recruitment:	Essential Qualification(s): (i) Matric from a recognized Board of School Education. (ii) Must possess valid driving licence for plying of heavy/light vehicles in hilly terrain. Desirable Qualification(s): Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the Pradesh.
8.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotee:	Not applicable. Education Qualification: Yes, as prescribed against Column No. 11 below.

9.	Period of probation if any:	<p>(i) 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.</p> <p>(ii) No probation in case of appointment on contract basis, tenure basis, re-employment after superannuation and absorption.</p>
10.	Method of recruitment whether by direct recruitment or by contract or by promotion/transfer and the percentage or vacancies to be filled in by various method:	100% By Direct recruitment on a regular basis or by recruitment on contract basis, as the case may be, failing which on secondment basis.
11.	In case of recruitment by promotion, deputation/transfer, grade from which promotion/deputation/transfer is to be made:	Not applicable.
12.	If a Departmental Promotion Committee exists, what are its compositions?	Not applicable.
13.	Circumstances under which the H.P. Public Service Commission is to be consulted in making recruitment:	As required under the Law.
14.	Essential requirement for a direct appointment:	A candidate for appointment to any service or post must be a Citizen of India.
15.	Selections for appointment to post by direct recruitment:	Selection for appointment to the post in the case of direct recruitment shall be made on the basis of merit of written examination covering the syllabus of driving, maintenance skill of vehicle and Motor Vehicle Act etc., the standard of which, will be determined by the concerned recruiting authority, followed by evaluation as specified in Appendix-I appended to these rules followed by practical test for driving and maintenance skill of the candidates. The Departmental Recruitment Committee for practical test shall comprise of at least two persons from amongst Motor Vehicle Inspector, Assistant Engineer (Mechanical), Himachal Pradesh Public

		Works Department (HPPWD) and Manager/Foreman of HRTC in addition to the nominee(s) of appointing Authority. Passing of practical test shall be mandatory.
15(A)	Terms & conditions for Contract appointment:	<p>Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below:</p> <p>(I) CONCEPT:</p> <p>(a) Under this policy Driver in HIMURJA. Will be engaged on contract basis initially for a period of one year, which may be extendable on year to year basis.</p> <p>(b) Provided that for extension/renewal of contract period on year to year basis the CEO, HIMURJA 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.</p> <p>(b) The CEO, HIMURJA after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruiting agency i.e. Himachal Pradesh Staff Selection Commission, Hamirpur.</p> <p>(c) The selection will be made in accordance with the eligibility conditions prescribed in these Rules.</p> <p>(II) CONTRACTUAL EMOLUMENTS:</p> <p>The Driver appointed on contract basis will be paid consolidated fixed contractual amount @ Rs.7910/-P.M (which shall be equal to minimum of the pay band + grade pay). An amount of Rs.237 (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.</p>

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(III) APPOINTMENT/ DISCIPLINARY AUTHORITY:

The Chief Executive Officer, HIMURJA will be the 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 covering the syllabus of driving, maintenance skill of vehicle and Motor Vehicle Act etc., the standard of which, will be determined by the concerned recruiting authority, followed by evaluation as specified in Appendix-I appended to these rules, followed by practical test for driving and maintenance skill of the candidates. The Departmental Recruitment Committee for practical test shall comprise of at least two persons from amongst Motor Vehicle Inspector, Assistant Engineer (Mechanical), Himachal Pradesh Public Works Department (HPPWD) and Manager/ Foreman of HRTC in addition to the nominee(s) of appointing Authority. Passing of practical test shall be mandatory.

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENT:

Selection will be made after recommendation of the Selection Committee constituted as under:-

- 1. Project Director-cum-Dy.CEO: Chairman
- 2. Project Manager: Manager
- 3. Accounts Officer: Manager

Any other member to be nominated by the Chief Executive Officer.



(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.7910/- 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.37/- (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.
- (c) The contract appointee will be entitled for one day causal leave after putting one month service, 10 day's Medical Leave and 5 day's 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 will be admissible during the contract appointee.

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1. Project Director-cum-Dy.CEO: Chairman
2. Project Manager: Manager
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Any other member to be nominated by the Chief Executive Officer.

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. Contract appointee shall not be entitled for salary 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.

- (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 from Govt./Registered Medical Practitioner. Women candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for fitness from an authorized Medical Officer/Practitioner.
- (g) Contract appointee will be entitled to TA/DA if required to go on tour in

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		<p>connection with his/her official duties at the same rate as applicable to regular counterpart officials at the minimum of pay scale.</p> <p>(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 EPF/GPF will also not be applicable to contract appointee(s).</p>
16.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/ Scheduled Tribes/ Backward Class / Other categories of persons issued by the H.P. Govt. from time to time.
17.	Departmental examination:	Not applicable.
18.	Power to relax:	Executive Committee, HIMURJA shall have the power to relax any of the provision of these rules on recommendation of the Service Committee.


CHIEF EXECUTIVE OFFICER
HIMURJA, SHIMLA-171 009.