

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

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

1.	Name of post	Peon
2.	Number of posts	27 (Twenty Seven)
3.	Classification	Class-IV
4.	Scale of pay	(i) Pay Band for regular incumbents:- Rs. 4900-10680+1300 Grade Pay. (ii) Emoluments for Contract Employees:- Rs.6200/- as per details given in Col.15-A.
5.	Whether selection post or non-selection post	N.A.
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 the 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 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.

Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Govt. Servants before absorption in Public Sector Corporations/Autonomous Bodies shall be allowed age concession in the 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/ where finally absorbed in the service of such Corporations/ Autonomous Bodies after initial constitution of the Public Sector Corporations/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.
2. Age and experience in the case of direct recruitment are relaxable at the discretion of the Recruiting Authority in case the candidate is otherwise well qualified.

7.	Minimum educational and other qualification required for the direct recruitment	<p>Essential Qualification:-</p> <p>Should have passed Matriculation Examination from a recognized Board of School Education/ Institution.</p> <p>Provided that visually impaired persons who have crossed the age of 35 (Thirty Five) years, competing under 1% quota reserved for visually impaired persons will be exempted from prescribed educational qualification.</p> <p>Desirable Qualification:-</p> <p>Knowledge customs, manners and dialects of H.P. and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
8.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees	Not Applicable.
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 for 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 promotion/ deputation, transfer and the percentage of vacancies to be filled by various methods:	100% by direct recruitment on a regular basis or by recruitment on Contract basis, as the case may be, failing which by transfer/secondment basis.

le

11.	In case of recruitment by promotion/ deputation/ transfer, grade from which promotion, deputation, transfer to be made	By transfer/secondment basis from amongst the incumbents of this post working in the identical pay scale from other H.P. Government Departments.
12.	If a Departmental promotion committee exists, what is its composition	Not applicable.
13.	Circumstances under which the HPPSC is to be consulted in making recruitments	As required under the Law.
14.	Essential requirements for direct recruits.	A candidate for appointment to any service or post must be citizen of India.
15.	Selection 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 prescribed educational qualification followed by evaluation as specified in <u>Appendix-I</u> appended to these rules.
15 (A)	Selection for appointment to the post by contract appointment	<p>Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:-</p> <p>(I) <u>CONCEPT:</u></p> <p>(a) Under this policy Peon in HIMURJA will be engaged on contract basis initially for one year. Which may be extendable on year to year basis.</p> <p>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 Chief Executive Officer, HIMURJA after obtaining the approval of the Government to fill up the posts on contract basis will advertise the details of the vacant posts in at least two leading news papers and invite applications from candidates having the prescribed qualification and</p>

le

[Signature]

		<p>fulfilling the other eligibility conditions as prescribed in these Rules.</p> <p>(c) The selection will be made in accordance with the eligibility conditions prescribed in these Rules.</p> <p>(II) CONTRACTUAL EMOLUMENT:</p> <p>The Peon appointed on contract will be paid consolidated contractual amount @ Rs.6200/- P.M. (which shall be equal to minimum of the Pay Band+Grade Pay). An amount of Rs.186/- (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> <p>(III) APPOINTMENT/ DISCIPLINARY AUTHORITY:</p> <p>The CEO, HIMURJA will be the appointing and disciplinary authority.</p> <p>(IV) SELECTION PROCESS:</p> <p>Selection for appointment to the post in the case of contract appointment shall be made on the basis of merit of prescribed educational qualification followed by evaluation as specified in Appendix-I appended to these rules.</p> <p>(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:</p> <p>Selection will be made after recommendation of the Selection Committee constituted as under:-</p> <p>Project Director-cum-Dy.CEO: Chairman Project Manager: Member Accounts Officer: Member</p> <p>Any other member to be nominated by the Chief Executive Officer.</p> <p>(VI) AGREEMENT:</p> <p>After Selection of a candidate, he/ she shall sign an agreement as per Annexure-'II' appended to these rules.</p>
--	--	--


lc

(VII) TERMS AND CONDITIONS:

- (a) The contractual appointee will be paid fixed contractual amount @ Rs.6200/- 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.186/- (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) Contract Appointee will be entitled for one day 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 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 forwarded for the next calendar year.

		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 H.P. Government 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-171 002.

