

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

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

1.	Name of Post:	<b>Private Secretary</b>
2.	Number of Post(s):	1 (One)
3.	Classification:	Class-I
4.	Scale of Pay:	Rs.15600-39100+Rs.5400 Grade Pay
5.	Whether "Selection" post or "Non-Selection" post:	Selection
6.	Age for direct recruitment:	18 to 45 years.
7.	Minimum educational and other qualifications required for the direct recruit(s):	Not applicable.
8.	Whether age and educational qualification prescribed for direct recruit(s) will apply in the case of the promotee(s):	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 the competent authority in special circumstances and for reasons to be recorded in writing.
10.	Method(s) of recruitment, whether by direct recruitment or by promotion/secondment, transfer and the percentage of post(s) to be filled by various methods:	By promotion, failing which, on secondment basis from amongst the employees working under State Government Department/Boards/Corporation/Autonomous Bodies etc. in the equivalent Grade/identical pay scale, subject to fulfillment of eligibility criteria as per R&P Rules.
11.	In case of recruitment by promotion/secondment/ transfer, grade from which promotion, secondment/ transfer is to be made:	By promotion from amongst the Personal Assistant possessing five years regular service or regular combined with continuous adhoc service rendered, if any, in the grade, failing which, by promotion from amongst the Personal Assistant possessing 14 (Fourteen) years regular service or regular combined with continuous adhoc service, if any, as Personal Assistant and Senior Scale Stenographer combined which shall also include 02 (Two) years essential service as Personal Assistant, failing both by



		<p>promotion from amongst the Personal Assistant possessing 19 (Nineteen) years regular service or regular combined with continuous adhoc service, if any, as Personal Assistant, Senior Scale Stenographer &amp; Junior Scale Stenographer combined which shall also include 02 (Two) years essential service as Personal Assistant, failing which, by promotion from amongst the Personal Assistant possessing 24(Twenty four) years regular service or regular combined with continuous adhoc service, if any, as Personal Assistant, Senior Scale Stenographer, Junior Scale Stenographer &amp; Steno Typist combined which shall also include 02 (Two) years essential service as Personal Assistant, failing all, on secondment basis from amongst the incumbents working in the identical Pay Scale in H.P. Govt. Department/ Autonomous Bodies/ Corporations/ Boards.</p>
12.	If a Departmental Promotion Committee exists, what is its composition?	<p>Chief Executive Officer: Chairman  Project Director-cum-Dy.CEO: Member  Project Manager: Member  Any other member to be nominated by the Chief Executive Officer.</p>
13.	Circumstances under which the H.P.P.S.C. is to be consulted in making recruitments:	As required under the Law.
14.	Essential requirements for a direct recruitment:	As in Col. No. 7.
15.	Selection for appointment to post by direct recruitment:	Not applicable.
15(A)	Selection for appointment to the post by contract appointment:	Not Applicable.
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.