


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

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

1.	Name of Post:	Sr. Assistant
2.	Number of Post:	12 (Twelve)
3.	Classification:	Class-III
4.	Scale of Pay:	Rs.10300-34800+Rs.4400 Grade Pay
5.	Whether selection post or non-selection post:	Non-Selection
6.	Age for direct recruitment:	Not applicable.
7.	Minimum educational and other qualifications required for direct recruitment:	Not applicable.
8.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotee:	Not applicable.
9.	Period of probation if any:	Two year 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.
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 promotion, failing which by secondment.
11.	In case of recruitment by promotion, deputation/transfer, grade from which promotion/deputation/transfer is to be made:	By promotion from amongst the Junior Assistants / Junior Office Assistant (IT) of HIMURJA subject to possessing of. requisite educational qualification of 10+2 with ten years regular service or regular combined with continuous adhoc service rendered, if any, as

		<p>Junior Assistant combined with Junior Officer Assistant (IT).</p> <p>The seniority will be reckoned from the date of placement of the incumbent(s) as Junior Assistant.</p> <p>Provided that only those incumbents who have qualified typing test as prescribed for Junior Office Assistant (IT) will be considered for promotion to the post of Senior Assistant.</p>
	<p>Provided that for the purpose of promotion every employee shall have to serve at least one term in the Tribal/Difficult areas subject to adequate number of post(s) available in such areas:</p> <p>Provided further that the proviso (I) supra shall not be applicable in the case of those employees who have five years or less service, left for superannuation.</p> <p>Provided further that Officers/Officials who have not served at least one tenure in Tribal/difficult area shall be transferred to such area strictly in accordance with his/her seniority in the respective cadre.</p> <p><u>Explanation I</u>:-For the purpose of proviso I supra the "term" in Tribal/Difficult areas shall mean normally three years or less period of posting in such areas keeping in view the administrative requirements and performance of the employee.</p> <p><u>Explanation II</u>:- For the purpose of proviso I supra the Tribal/Difficult Areas shall be as prescribed by the State Government.</p>	
12.	If a Departmental Promotion Committee exists, what are its compositions?	<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>
13.	Circumstances under which the H.P. Public Service Commission is to be consulted in making recruitment;	Not applicable.
14.	Essential requirement for a direct appointment:	Not applicable
15.	Selections for appointment to post by direct recruitment:	Not applicable.

15(A)	Terms & conditions for 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.


CHIEF EXECUTIVE OFFICER
HIMURJA, SHIMLA-171 009.