

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

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

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| 1. | Name of Post: | Statistical Assistant |
| 2. | Number of Post: | 1 (One) |
| 3. | Classification: | Class-III |
| 4. | Scale of Pay: | i) <u>Pay Band for regular incumbent(s):</u> Rs.10300-34800+Rs.3800 Grade Pay ii) <u>Pay Band after two years of regular service:</u> Rs.10300-34800+Rs.4400 Grade Pay iii) <u>Emoluments for Contract employee(s):</u> Rs.14100/- as per detail 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: | a) <u>ESSENTIAL QUALIFICATION :</u> B.Com. or B.Sc. (Non-Medical)/ B.A. with Economics/ Mathematics/ Statistics as one of the subjects from recognized University. b) <u>DESIRABLE QUALIFICATION(S):</u> i) Minimum 3 years' experience in the field of collection and compilation of statistical data. ii) Higher qualification in any of the above subjects. iii) Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh. |

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| 8. | Whether age and educational qualification prescribed for direct recruits will apply in the case of promotee: | Age: Not applicable. Educational Qualification: Yes, As prescribed in Column No.7(a) above. |
| 9. | Period of probation if any: | <u>Direct recruitment:</u> (a) 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. (b) No probation in case of appointment on contract basis, tenure basis, re-employment after superannuation and absorption. |
| 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 direct recruitment on a regular basis or by recruitment on contract basis, as the case maybe. |
| 11. | In case of recruitment by promotion, deputation/transfer, grade from which promotion/deputation/transfer is to be made: | By promotion from amongst Junior Assistant/ Junior Office Assistant (IT) with 10 years regular service or regular combined with continuous adhoc services as such and having requisite qualification as per Col. No.7, failing which by direct recruitment or by secondment/ transfer from a incumbent already working in identical pay scale and fulfilling essential qualifications prescribed in Col.7. Provided that for the purpose of promotion a combined seniority list of eligible Junior Assistant/ Junior Office Assistant (IT) on the basis of their length of service without disturbing their cadre wise inter-se-seniority shall be prepared. |
| 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. 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. | | |

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| | <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/ Confirmation Committee exists, what is 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: | 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. | <p>Selection for appointment to the post in the case of direct recruitment shall be made on the basis of merit of written examination followed by evaluation as specified in Appendix-I appended to these rules, or if the Himachal Pradesh Public Service Commission or other recruiting agency/ authority, as the case may be, so considers necessary or expedient on the basis of merit of written examination followed by evaluation as specified in Appendix-I appended to these Rules, preceded by a screening test (objective type) or practical test or skill test or physical test, the standard/ syllabus, etc. of which, will be determined by the Himachal Pradesh Public Service Commission/ other recruiting agency/ authority, as the case maybe.</p> |
| 15(A) | Terms & conditions for Contract appointment: | Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:- |

(I) CONCEPT:

- (a) Under this policy the Statistical Assistant in HIMURJA (H.P. Energy Development Agency) will be engaged on contract basis initially for one year, which may be extendable on year to year basis.

Provided that for extension/renewal of contract period on year to year basis the concerned HOD 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.

- (b) The Chief Executive Officer, 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.

- (c) The selection will be made in accordance with the eligibility conditions prescribed these rules.

(II) CONTRACTUALEMOLUMENTS:

The Statistical Assistant appointed on contract basis will be paid consolidated fixed contractual amount @ Rs.14100/-P.M (which shall be equal to minimum of the Pay Band + Grade Pay). An amount of Rs. 423/- (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.

(III) APPOINTING/DISCIPLINARY AUTHORITY:

The Head of the Department (Designation of the appointing authority) will be the appointing & 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 followed by evaluation as specified in Appendix-I appended to these rules, or if considered necessary or expedient on the basis of merit of written examination followed by evaluation as specified in Appendix-I appended to these rules, preceded by a screening test (objective type) or practical test or skill test or physical test, the standard/ syllabus, etc. of which, will be determined by the concerned recruiting agency i.e. Himachal Pradesh Staff Selection Commission Hamirpur.

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As may be constituted by the concerned recruiting agency/ Himachal Pradesh Staff Selection Commission, Hamirpur, from time to time.

(VI) TERMS AND CONDITIONS:

- (a) The contractual appointee will be paid fixed contractual amount @ Rs.14100/- 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. 423/- (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's casual leave after putting one month's 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-imburement 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 forward for the next calendar year.

- (d) Unauthorized absence from the duty 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. However, the contract appointee shall not be entitled for contractual amount for this 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) 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 counterpart official at the minimum of pay scale.

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| | <p>(f) Selected candidate will have to submit a certificate of his/her fitness from a Government/ Registered Medical Practitioner. Women candidate pregnant beyond 12 weeks' will stand temporarily unfit till the confinement is over. The women candidate shall be re-examined for fitness from an authorized Medical Officer/ Practitioner.</p> <p>(g) 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 counterpart official 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 as EPF/GPF will also not be applicable to contract appointee(s).</p> |
| 16. | <p>Reservation:</p> <p>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.</p> |
| 17. | <p>Departmental examination:</p> <p>Not applicable.</p> |
| 18. | <p>Power to relax:</p> <p>Executive Committee, HIMURJA shall have the power to relax any of the provision of these rules on recommendation of the Service Committee.</p> |


CHIEF EXECUTIVE OFFICER
HIMURJA, SHIMLA-171 003.