

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

RECRUITMENT & PROMOTION RULES FOR THE POST OF STENO TYPIST IN HIMURJA (H.P. ENERGY DEVELOPMENT AGECCNY)

1.	Name of Post:	Steno Typist
2.	Number of Post:	1 (One)
3.	Classification:	Class-III
4.	Scale of Pay:	<u>Pay Band for regular incumbents:-</u> i) Rs.5910-20200+Rs. 2000 Grade pay ii) Rs.10300-34800+Rs. 3200 Grade Pay [After 2 years of regular service] iii) <u>Emolument for Contract Employees:-</u> Rs.7910/- per month 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:

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 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 Corporation and Autonomous Bodies who happened to be Government Servant before absorption in Public Sector Corporations/Autonomous Bodies at the time of initial constitution of such Corporation/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/ were finally absorbed in the service of such Corporations/Autonomous Bodies after initial constitution of the Public Sector Corporations/Autonomous Bodies.

Note: - 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.

7.	Minimum educational and other qualifications required for direct recruitment:	<p>(a) <u>Essential Qualification(s):</u></p> <p>(g) Should have passed 10+2 examination from a recognized Board of School Education.</p> <p>(ii) Must possess the following speed in short-hand and typing on computer in both languages i.e. English and Hindi at the time of initial appointment:-</p> <p><u>Speed in Shorthand:</u> English: 60 wpm Hindi: 60 wpm</p> <p><u>Speed in Typing on Computer:</u> English: 25 wpm Hindi: 25 wpm</p> <p>Provided that at the time of initial recruitment the candidate shall have to pass shorthand test in either of the language i.e. in Hindi or English at the prescribed speed:</p> <p>Provided further that the candidates will have to pass typing test in both the languages at the time of initial recruitment:</p> <p>Provided further that the incumbent having passed shorthand in one language, at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language within a period of three years from the date of appointment. The appointment letter of such candidate who does not qualify the shorthand test in second language shall contain the specific condition that he shall have to pass the test in shorthand in second language within a period of three years and if he qualifies the test in shorthand test in second language within a period of three years he will be eligible to draw his annual increment from due dates and the candidate who qualifies the said test after three years will be eligible to draw first increment only from the date of qualifying the prescribed test.</p>
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8.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees:	Not applicable.
9.	Period of probation if any:	<p>[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.</p> <p>[b] 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 regular basis or by recruitment on contract basis, as the case may be.
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/ Confirmation Committee exists, what is 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 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 <u>Appendix-I</u> 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.
15(A)	Terms & conditions for 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, the Steno Typist 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>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>

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

(II) CONTRACTUAL EMOLUMENT:

The Steno Typist appointed on contract basis will be paid consolidated contractual amount @ Rs.7910/- per month (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 emolument for the subsequent year(s) will be allowed, if contract is extended beyond one year.

(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 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 APPOINTMENT:

As may be considered by the concerned recruiting agency i.e. H.P. Staff Selection Commission Hamirpur from time to time.

(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 of Rs.7910/- per month (which shall be equal to minimum of the Pay Band+Grade Pay). The contract appointee will be entitled for increase in contractual amount @ Rs.234/- (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.

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.

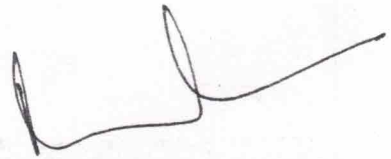
Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.

- (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 connection with his/her official duties at the same rate as applicable to regular counterpart officials at the minimum of pay scale.

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		(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).
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.