

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

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

1.	Name of Post:	Assistant Public Relation Officer
2.	Number of Post:	01 (One)
3.	Classification:	Class-II
4.	Scale of Pay:	Pay Matrix Level – 12 Cell – 1 Rs. 43000/-
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:	<b>Essential:-</b> B.A./B.Sc./B.Com. with Degree or Diploma in Journalism & Mass Communication from a recognized University/Institution with 3 years experience of journalism in a reputed concern.  <b>Desirable:-</b> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in H.P. Experience in writing articles etc.
8.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotee:	For promotion, the education qualification prescribed for direct recruitment will apply.
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:	By promotion, failing which by direct recruitment or on secondment basis.
11.	In case of recruitment by promotion, deputation/transfer, grade from which promotion/deputation/transfer is to be made:	By promotion from Senior Assistants working in HIMURJA who possess 6 years regular service or regular combined with continuous adhoc service in the cadre and possessing qualification as prescribed for direct recruitment, failing which by direct recruitment on regular basis or by recruitment on contract basis as the case may be, failing both on secondment basis.
<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:	As required under the Law.
14.	Essential requirement for a direct appointment:	As in Col. No.7

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 written test and interview.
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