



HPGCL
AN ISO: 9001, ISO: 14001 &
ISO: 45001 COMPANY

HARYANA POWER GENERATION CORPORATION LTD

Regd. Office: C-7, Urja Bhawan, Sector-6, Panchkula
Corporate Identity Number: U45207HR1997SGC033517

Website: www.hpgcl.org.in
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From

Dy. Secy./General,
HPGCL, Panchkula.

To

Under Secy./Recruitment,
HPGCL, Panchkula.

Memo No. Ch-218/HPGC/GB-546(I)/1429

Dated: 13.06.2025

Subject: Filling up the various vacant posts in HPGCL by direct recruitment quota.

Please refer your office Endst. no. Ch-94/HPGCL/Rectt.273/Vol-I/84 dated 04.06.2025 on the subject noted above.

In this context, a copy of recruitment and promotion policies of the following posts in HPGCL are enclosed herewith as detailed below :-

Sr. No.	Name of the post	Office order no.	Enclosed as Annexure
1.	Accounts Clerk	137/CE/Admn. dated 29.10.2013	Annexure-1
2.	Divisional Accountant		
3.	Section Officer		
4.	LDC (Field)	193/CE/Admn. dated 12.07.2019	Annexure-2
5.	LDC (HO)	194/CE/Admn. dated 12.07.2019	Annexure-3
6.	Jr. Scale Stenographer	40/CE/Admn. dated 18.04.2013	Annexure-4
7.	Steno Typist	134/CE/Admn. dated 25.02.2016	Annexure-5
8.	UDC (Field)	193/CE/Admn. dated 12.07.2019	Annexure-2
9.	UDC (HO)	194/CE/Admn. dated 12.07.2019	Annexure-3
10.	JBT Teacher	73/REG-105 dated 08.08.1990 read with Notification no. 95/REG-105 dated 04.04.1991	Annexure-6
11.	B.Ed. Teacher		
12.	Pharmacist	Notification no. 55/REG-96 dated 01.03.1990	Annexure-7
13.	JE/Civil	122/CE/Admn. dated 10.09.2015	Annexure-8
14.	Operator (Hydel)	89/CE/Admn. dated 20.06.2014	Annexure-9
15.	Foreman-II (Hydel)	40/CE/Admn. dated 18.04.2013	Annexure-4
16.	Plant Attendant (Hydel)	89/CE/Admn. dated 20.06.2014	Annexure-9
17.	Operator-I	40/CE/Admn. dated 18.04.2013	Annexure-4
18.	Technician	90/CE/Admn. dated 20.06.2014	Annexure-10
19.	Plant Attendant		
20.	Analyst	40/GB/CS-232/V-I dated 10.05.2018	Annexure-11
21.	Assistant Store Keeper	148/REG-128 dated 19.06.1992	Annexure-12
22.	Store Munshi		
23.	DCPO (Fire Brigade Driver-cum-Pump Operator)	35/CE/Admn. dated 08.05.2018	Annexure-13
24.	Fireman		
25.	Helper/Hydel	40/CE/Admn. dated 18.04.2013	Annexure-4
26.	Helper	42/CE/Admn./GB/HPG/ENG-G-196 dated 11.05.2018	Annexure-14
27.	Peon (Head Office)	194/CE/Admn. dated 12.07.2019	Annexure-3
28.	Peon (Field)	193/CE/Admn. dated 12.07.2019	Annexure-2

Further, a copy of common instructions applicable on the Recruitment and Promotion Policies of HPGCL are also enclosed as **Annexure-15**, detailed below :

- Memo no. Ch-71/HPGCL/CS-262/Vol-I/2079 dated 21.05.2019 regarding eligibility of candidates possessing higher education than those laid down as minimum qualification.
- Office order no. 52/CE/Admn./GB/CS-262 dated 18.03.2016 and Office order no.34/CE/Admn./Genl. dated 16.02.2016 regarding weightage of experience and relaxation in age.

Contd...2.....

- iii) Office order no. 380/CE/Admn. dated 18.04.2023 regarding Hindi / Sanskrit subject and lower / upper age limit for entry into Govt. service etc.

DA/As above.


(Varun Kumar)
Dy. Secy./Genl.,
HPGCL, Panchkula.

Endst. No. Ch- 218 /GB/HPGC-546(Vol-I)/ 1429

Dated 13 .06.2025

A copy of the above is hereby forwarded to XEN/IT, HPGCL, Panchkula with a request to update the link provided as "Filling up the vacant posts in HPGCL by direct recruitment" with the above said memo on HPGCL website.


(Varun Kumar)
Dy. Secy./Genl.,
HPGCL, Panchkula.

CC:

PA to Chief Engineer/Admn., HPGCL, Panchkula.



AN ISO: 9001, ISO: 14001 &
OHSAS: 18001 COMPANY
HPGCL

HARYANA POWER GENERATION CORPORATION LTD

Regd. Office: C-7, Urja Bhawan, Sector-6, Panchkula

Ph. No. 0172 - 5023425, Fax No. 0172 - 502434

Office Order No. 137/CE/Admn./GB/CS-254

Dated: 29.10.2013

A. In exercise of powers conferred under section -56 (3) (vi) of Haryana Electricity Reforms Act, 1997 read with Electricity Act, 2003 and all enabling powers in this behalf, HPGCL is pleased to frame a comprehensive Recruitment and Promotion Policy for Accounts Cadre in HPGCL as detailed below, by superseding all previous policies or amendments:-

1.0 Accounts Clerk :

- 1.1 The post shall be filled up by direct recruitment from persons having the following qualifications:-
 - a) Bachelors Degree in Commerce with at least 50% marks from any University recognized by the State Govt. of Haryana.
 - b) Hindi / Sanskrit upto Matric Standard.
 - c) Having working knowledge of computer covering the following topics :
 - i) Computer Fundamentals.
 - ii) Operation of Internet/ E-Mail.
 - iii) MS Office (MS Word, Excel & Power Point).
- 1.2 The incumbent, so appointed, shall be on probation for a period of two years from the date of joining.
- 1.3 If the work and conduct of the incumbent so appointed, during the probation period is not satisfactory, then the services of such incumbent shall be dispensed with without assigning any reason and without any notice.
- 1.4 The seniority of Accounts clerk, so appointed, shall be determined in accordance with the merit list prepared at the time of their selection.
- 1.5 The seniority of such directly recruited Accounts Clerk(s) who qualify the Departmental SAS Part-I examination within five years shall remain intact. However, in case the Accounts Clerk(s) fail to qualify the Departmental SAS Part-I examination within the prescribed period of five years, for the promotion to the post of Divisional Accountant, inter-se ranking of such Accounts Clerk(s) shall be determined according to their passing of SAS-I examination.

Junior Accountant :

5 Nos. posts of Junior Accountants are hereby abolished.

2.0 Divisional Accountant :

- 2.1 50% posts shall be filled up by direct recruitment from the persons having the following minimum qualifications:-
 - i) Bachelors Degree in Commerce with at least 60% marks from any University recognized by the State Govt. of Haryana.
 - ii) Must have passed Hindi / Sanskrit upto Matric Standard.
 - iii) Having working knowledge of computer covering the following topics :
 - a) Computer Fundamentals.
 - b) Operation of Internet/ E-Mail.
 - c) MS Office (MS Word, Excel & Power Point)
- 2.2 An incumbent so recruited, shall be on probation for a period of 2 years from the date of joining.
- 2.3 The incumbent, so appointed as Divisional Accountant, shall have to pass the Departmental Accounts Examination of SAS part-I (conditional / entry level exam) within two years or in 3 successive chances whichever is later from the date of their joining failing which his services, shall be terminated/dispensed with after the expiry of the prescribed period or chances, without notice and without assigning any reason.
However, the number of chances can be extended by Whole Time Directors in rare and exceptional cases up to 5 chances and the Board of Directors up to 7 chances on case to case basis. If an incumbent fails to pass the prescribed exam in stipulated period/chances the increment falling due to him on the expiry of that period will be withheld and will not be granted with retrospective effect on his passing the examination and his probationary period shall also be extended accordingly.
- NOTE:- On Departmental SAS-I Exam being held, an Divisional Accountant shall be considered to have availed of chance even though, he may not appear for it. However, an examination held within six months of the date of recruitment, shall not be included in the three chances referred above.
- 2.4 Only after qualifying the entry level Departmental SAS Part-I examination, the directly recruited Divisional Accountant would be eligible to appear for Departmental Examination of SAS Part-II.
- 2.5 Remaining 50% posts, shall be filled up by promotion as under:
 - (a) 40% posts (i.e. 80% of promotional quota), shall be filled up by promotion from Accounts Clerks having passed Departmental Examination (SAS Part-I) as prescribed by the Corporation and have completed 5 years of service.

- b) 10% (i.e. 20% of promotional quota) posts shall be filled up by promotion from Accounts Clerks on seniority basis from amongst who could not pass Departmental Examination (SAS Part-I) as prescribed by the Corporation but have completed 10 years of satisfactory service as Accounts Clerk.
- 2.6 The incumbent promoted as Divisional Accountant shall remain on probation for a period of one year from the date of his promotion.
- 2.7 a) The seniority in case directly recruited Divisional Accountants shall be determined in accordance with the merit list prepared at the time of their selection.
b) In case of promoted Divisional Accountants, the seniority shall be determined in order of their promotion as Divisional Accountant, in case two or more Divisional Accountants promoted on one day, their seniority shall be determined on the basis of their inter-se-seniority as Accounts Clerk.
c) In case any of the directly recruited Divisional Accountants from one batch joins then such batch of direct Divisional Accountants shall be senior to all those Divisional Accountants promoted on or after the date of selection.
- 2.8 The seniority of such Divisional Accountants who qualify the Departmental SAS Part-II examination within five years shall remain intact. However, in case, the Divisional Accountant(s) fail to qualify the Departmental SAS Part-II examination within the prescribed period of five years, inter-se ranking of the Divisional Accountant(s) for promotion to the post of Section Officer shall be determined according to their passing of SAS-II examination.

3.0 Section Officer:

- 3.1 (a) 50% posts shall be filled up by direct recruitment from persons having M.Com from any university recognized by Govt. of Haryana with minimum 60% marks in respect of General category and 55% marks of SC category candidates of Haryana domicile.

Or

Graduate with minimum 60% marks in respect of General Category and 55% marks of SC category candidates of Haryana domicile and having certificate in Integrated Professional Competence Course (IPCC) Chartered Accountant (Intermediate) from the Institute of Chartered Accountants of India with 3 years experience.

(b) Must have passed Hindi / Sanskrit upto Matric Standard.

(c) Computer Eligibility Test would be conducted.

- 3.2 An incumbent so recruited, shall be on probation for a period of 2 years from the date of joining.

He shall have to qualify the Departmental Accounts Examination of Section Officer (Directly recruited) within a period of two years or in 3 successive chances whichever is later from the date of their joining as Section Officer, failing which his services, shall be terminated/dispensed with after the expiry of the prescribed period or chances, without notice and without assigning any reason.

However, the number of chances can be extended by Whole Time Directors in rare and exceptional cases up to 5 chances and the Board of Directors up to 7 chances on case to case basis. If an incumbent fails to pass the prescribed exam in stipulated period/chances the increment falling due to him on the expiry of that period will be withheld and will not be granted with retrospective effect on his passing the examination and his probationary period shall also be extended accordingly.

NOTE:- On The Departmental Accounts Examination of Section Officer (Directly recruited) being held, an Section Officer shall be considered to have availed of chance even though, he may not appear for it. However, an examination held within six months of the date of recruitment/promotion, shall not be included in the three chances referred above.

- 3.3 Remaining 50% posts, shall be filled up by promotion as under:-
i) 40% (i.e. 80% of the promotional quota posts) from the Divisional Accountant having passed Departmental Accounts Examination (SAS) as prescribed by the Corporation and have completed 5 years service OR
ii) 10% (i.e. 20% of the promotional quota posts) from the Divisional Accountant on seniority basis who could not pass Departmental Accounts Examination (SAS) as prescribed by the Corporation and have completed 15 years of satisfactory service as Divisional Accountant.

- 3.4 The incumbent so promoted as Section officer shall remain on probation for a period of one year from the date of his promotion.

- 3.5 a) The seniority in case of direct recruited Section Officer shall be determined in accordance with the merit list prepared at the time of their selection.
b) In case of promoted Section Officer, the seniority shall be determined in order of their promotion as Section Officer, in case two or more Section Officer promoted on one day, their seniority shall be determined on the basis of their inter-se-seniority as Divisional Accountant.
c) In case any of the directly recruited Section Officer from one batch joins then such batch of direct Section Officers shall be senior to all Section Officers promoted on or after the date of selection.

4.0 Accounts Officer:

- 4.1 50% posts of Accounts Officer shall be filled up by direct recruitment from the persons having the following qualifications:-

Person having qualification of CA from the Institute of Chartered Accountants of India or CMA from institute of Cost Accountants of India (Earlier ICWAI) with 2 year post qualification experience in Supervisory capacity after passing the said examination.

Must have passed Hindi / Sanskrit upto Matric Standard.

Should have working knowledge of computer covering the following topics :

- i) Computer Fundamentals.
- ii) Operation of Internet/ E-Mail.
- iii) MS Office (MS Word, Excel & Power Point).

4.2 The incumbent, so appointed, shall be on probation for a period of 2 years from the date of appointment.

4.3 An incumbent have to qualify the Departmental Accounts Examination prescribed for directly recruited Account Officer (conditional / entry level exam) within a period of two years or 3 successive chances, whichever is later, from the date of their appointment as Accounts Officer, failing which his services, shall be terminated/dispensed with after the expiry of the prescribed period or chances, without notice and without assigning any reason. However, the number of chances can be extended by Whole Time Directors in rare and exceptional cases up to 5 chances and the Board of Directors up to 7 chances on case to case basis. If an incumbent fails to pass the prescribed exam in stipulated period/chances the increment falling due to him on the expiry of that period will be withheld and will not be granted with retrospective effect on his passing the examination and his probationary period shall also be extended accordingly.

NOTE:- 1. On Departmental Accounts Examination for the directly recruited Accounts officer being held, an Accounts Officer shall be considered to have availed of chance even though, he may not appear for it. However, an examination held within six months of the date of recruitment/ promotion, shall not be included in the three chances referred above.

2. Accounts officer directly recruited shall not be considered for the promotion unless he qualify the conditional/ entry level examination.

4.4 If the work and conduct of the incumbent so appointed as Accounts Officer, during the probation period is not satisfactory, then the services of such incumbent shall be dispensed with without assigning any reason and without any notice.

4.5 Remaining 50% posts shall be filled up by promotion from amongst the Section Officers on seniority-cum-merit basis having 03 years service on regular basis as Section Officer and have qualified the SAS examination or the examination prescribed for the directly recruited section officers.

4.6 The incumbent, so promoted, shall be on probation for a period of 1 year from the date of promotion.

4.7 The seniority of directly recruited Accounts Officers and Section officer on promotion to the post of Accounts Officer shall be determined from the date of appointment or promotion on the post of Accounts officer. In case the date of appointment and promotion coincide, the directly recruited A.O. shall be placed above in seniority.

5.0 Sr. Accounts officer:

5.1 The posts shall be filled up by promotion from amongst Accounts officers on seniority-cum-merit basis having 02 years service on regular basis as Accounts Officer.

5.2 The incumbent, so promoted, shall be on probation for a period of 1 year from the date of promotion.

5.3 The competent authority can also increase or decrease the probation period.

6.0 Chief Accounts Officer / Financial Advisor:

6.1 The posts shall be filled up from amongst Sr. Accounts Officer on seniority-cum-merit basis having 4 years service on regular basis as Sr. Accounts Officer.

6.2 The incumbent, so promoted, shall be on probation for a period of 1 year from the date of promotion.

6.3 The competent authority can also increase or decrease the probation period.

B. Since the exams have either not been held or HPGCL officials / officers could not avail the opportunity to appear in the exams because of ambiguity so arisen due to amendment in policy in 2009 following is decided as one time measure:-

- (i) Accounts Clerks may be provisionally promoted under the new policy to the post of Divisional Accountant as per seniority and availability of promotional posts, with the stipulation that they shall qualify the promotional exam of departmental SAS-I within 03 chances or 2 years whichever is later. However, in case such an employee fails to qualify the exams even in 03 special chances, he will be reverted back and his seniority for promotion under qualified quota shall be determined from the date of passing the relevant exam.
- (ii) Divisional Accountants promoted as well as directly recruited in 2007 and 2008 batch may be provisionally promoted to the post of Section Officer under the new policy as per seniority and availability of promotional posts with the stipulation that they shall qualify.

- (a) Departmental SAS-II Exam within the 03 chances or 2 years whichever is later, in case of those Divisional Accountants who have already qualified the departmental SAS-I exam. However, in case such an employee fails to qualify the exams even in such special chances, they will be reverted back and their seniority for promotion under qualified quota shall be determined from the date of passing the relevant exam.
- (b) Departmental SAS-I&II within the 06 chances or 4 years whichever is later in case of those Divisional Accountants who have not even qualified the SAS-I exam. However, in case such an employee fails to qualify the exams even in such special chances, they will be reverted back and considered in the unqualified quota or in case qualify later on their seniority for promotion under qualified quota shall be determined from the date of passing the relevant exam.
- (iii) Accounts officers directly recruited prior to 2012 may be provisionally promoted under the new policy to the post of Senior Accounts Officer with the stipulation that they shall qualify the Departmental Accounts Examination prescribed for the directly recruited Accounts officers within 3 chances or 2 years whichever is later. However, in case they fail to qualify the exams even in such special chances, they will be reverted back and will not be considered for further promotion.
- (iv) The seniority of such Accounts clerks or Divisional Accountants who qualify the relevant examination within stipulated special chances/ period shall remain intact.
- (v) The period from 28.10.2009 i.e since the amended policy came into existence till the issuance of this revised policy, i.e. 29.10.2013 may be treated as if during this period the condition of exams was scrapped.

This issues in pursuance to the decision taken by Board of Directors, HPGCL in its meeting held on 21.10.2013.


Chief Engineer/Admn.,
HPGCL, Panchkula

Endst. No. 1322/HPGC/GB-254

Dated: 29.10.2013

A copy of the above is forwarded to the following for information and necessary action:-

1. All Chief Engineers in HPGCL.
2. Secretary, BBMB, Chandigarh.
3. LR/HPU, Panchkula.
4. All FA/CAOs in HPGCL.
5. Company Secretary, HPGCL, Panchkula w.r.t. his office memo no Ch-10/CS/HPGCL/93BM dated 22.10.2013.
6. All Dy. Secy./Under Secy. in HPGCL.


Dy. Secy./General
for Chief Engineer/Admn.,
HPGCL, Panchkula

CC:-

1. SPS to Managing Director, HPGCL, Panchkula.
2. Sr. PS. to Director/Tech., HPGCL, Panchkula.


HARYANA POWER GENERATION CORPORATION LIMITED

AN ISO:9001, ISO:14001 & OHSAS:18001 CERTIFIED COMPANY

Regd. Office: C-7, URJA BHAWAN, SECTOR-6, PANCHKULA.

Corporate Identity Number: U45207HR1997SGC033517

 website: www.hpgcl.org.in

HPGCL

Telephone No. 0172-5023425

Fax No. 0172-5022434

Office Order No. 193/CE/Admn.

Dated:- 12/7/19

In exercise of powers conferred under section -56 (3) (vi) of Haryana Electricity Reforms Act, 1997 read with Electricity Act, 2003 and all enabling powers in this behalf, HPGCL is pleased to frame a comprehensive Recruitment and Promotion Policy for Ministerial Establishment for Field Office Cadre in HPGCL as detailed below, by superseding all previous policies or amendments:-

1.0 Peon (Field)

- 1.1 100% posts shall be filled up by direct recruitment from the persons having Matric from any Board recognized by the Government of Haryana.
- 1.2 Must have passed Hindi or Sanskrit upto Matric Standard.
- 1.3 Minimum age should not be less than 18 years and the Upper/Maximum Age will be as per instructions issued by the State Govt. from time to time.
- 1.4 The incumbent, so appointed shall be on probation for a period of two years including training period from the date of joining. If the work and conduct during the probationary period is not found satisfactory, the services of the incumbent may be terminated without assigning any reason.
- 1.5 Such directly recruited Peons shall be given training as per the training policy in the regular pay scale to be allowed by the Corporation from time to time. The competent authority may increase or decrease the training period.
- 1.6 In the case of members appointed by direct recruitment the seniority shall be determined in accordance with the merit list prepared at the time of their selection.
- 1.7 The weightage of experience & relaxation in age to the contractual workers engaged by any Power Utility would be given in terms of State Government instructions issued from time to time.

2.0 Havildar (Field)

By Promotion from amongst the Peons/Chowkidars (Field) on seniority-cum-merit basis. The incumbent after promotion shall be on probation for a period of one year.

3.0 Lower Division Clerk (Field)

3.1 75% posts shall be filled-up by direct recruitment from amongst persons having the following qualifications:-

- a) Graduate with atleast 60% marks for general category/other category candidates and 55% marks for SC category candidates of Haryana Domicile from any University recognized by the Government of Haryana.
- b) Must have passed Hindi /Sanskrit upto Matric standard or in higher education.
- c) Should have passed the State Eligibility Test in Computer Appreciation & Application (SETC) in terms of State Government instructions issued from time to time.
- d) Minimum age should not be less than 18 years. The Upper/Maximum Age will be as per instructions issued by the State Govt. from time to time.

3.1.2 The directly recruited LDCs shall remain on training for a period of 6 months or as prescribed by the Corporation from time to time. The training period may be curtailed by the appointing authority if the exigencies of work so require. The trainee would get regular pay scale plus allowances as admissible from time to time during the training period.

3.1.3 The incumbent, so appointed, shall be on probation for a period of two years including training period from the date of joining. If his/her work and conduct during the probationary period is not found satisfactory, the services of the incumbent may be terminated without assigning any reason.

3.2 25% posts of LDCs shall be filled up by the appointment/promotion from amongst the Class-IV employees (Peons, Havildars, Safai Karamcharies, Malies and Chowkidars etc.) on seniority-cum-fitness basis who are having the qualification 10+2/10+2 (Vocational) examination from Education Board recognized by the Govt. of Haryana with the following conditions and has completed 5 years regular service:-

- a) The State Eligibility test in Computer Appreciation and Application (SETC) should be cleared within one year from the date of his/her promotion as LDC

in terms of State Government instructions issued time to time, failing which he/she would be reverted to his/her original post.

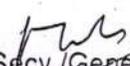
- 3.2.1 The official who have joined the Corporation Services prior to issuance of this order shall have to qualify test in type-writing in Hindi/English at the speed of 25/30 W.P.M. respectively within one year of his promotion. In case, a promote fails to qualify the prescribed test within the stipulated period, he/she shall not be allowed any annual increment till passing of the said test. However, no reversion will be made on lower post from which he/she was promoted as LDC. The benefits of all increments earned but not allowed due to non passing of test will be allowed from the date of passing of the prescribed test. The benefits of increment, so allowed, be given towards pay fixation only and no arrear will be paid for the period during which he/she could not qualify the test.
- 3.2.2 If the officials available mentioned above are to be promoted and are not available for consecutive years those vacancies may be diverted to direct recruitment.
- 3.2.3 The names of the officials will be entered in the ranking list on seniority cum fitness basis from the date they complete the twin conditions i.e. passing of 10+2 exams and completion of five years regular service. Such ranking list shall be prepared/updated in the 1st week of August of each year and shall be valid for one year.
- 3.3 The weightage of experience & relaxation in age to the contractual workers engaged by any Power Utility would be given in terms of State Government instructions issued from time to time.
- 4.0 Upper Division Clerk (Field)
- 4.1 25% posts shall be filled-up by direct recruitment from amongst the candidates who possess the following qualifications:-
- Bachelor Degree in Commerce with atleast 60% marks for general category/other category candidates and 55% marks for SC category candidates of Haryana Domicile from any University recognized by the Government of Haryana.
 - Must have passed Hindi/Sanskrit up to Matric Standard or in higher education.
 - Should have passed the State Eligibility Test in Computer Appreciation and Application (SETC) in terms of State Government instructions issued time to time.
 - Minimum age should not be less than 18 years. The Upper/Maximum Age will be as per instructions issued by the State Govt. from time to time.
- 4.1.2(a) A direct recruitee UDC's (under 25% quota) shall have to qualify the Departmental Accounts Examination for Ministerial Establishment conducted by Corporation within a period of two years or within 4 successive chances, whichever is later.
- If an official fails to pass the DAE exams within the stipulated period as given above, the increments falling due to him on expiry of that period, will be withheld and will not be granted with retrospective effect on his passing the exam i.e. DAE and his probationary period is deemed to be extended accordingly. Such official, shall loose his/her original seniority if he/she fails to qualify the test within the stipulated period as mentioned above. The benefits of increment on passing the test in extended chances, so allowed will be given towards notional pay fixation only and no arrears will be paid for the period during which he/she could not qualified the DAE.

On passing the exam i.e. DAE he/she will, with effect from the date following that on which the DAE ended, be entitled to the rate of pay which would have been admissible to him, had his increment not been withheld for his failure to pass the DAE. However, such a candidate would be taken to have cleared test, on the date of declaration of result & his/her seniority shall be re-fixed from the date of declaration of result of DAE whichever is later.
 - The permission to clear DAE within extended period of one year would be granted by the Managing Director, HPGCL.
 - In case of any unavoidable/exceptional circumstances the permission for availing chances to clear DAE after three years (as per clause (a) & (c)) can be further extended by 2 years by the Whole Time Directors, HPGCL.
 - Even after availing all chances i.e. including extended three years as permissible under clause (c & d) above, if an official fails to qualify the aforesaid DAE, the Corporation may dispense with his/her services and such removal from services, shall not be considered as a penalty within the meaning of HSEB/HPGCL Employees (Punishment & Appeal Regulations) applicable in the Corporation.
- 4.1.3 The directly recruited UDCs shall remain on training for a period of 6 months or as prescribed by the Corporation from time to time. The training period, may be curtailed by the appointing authority if the exigencies of work so require. The trainee would get

The incumbent, so appointed, shall be on probation for a period of two years including training period from the date of joining. If his/her work and conduct during the probationary period is not found satisfactory, the services of the incumbent may be terminated without assigning any reason.

- 4.1.4 In case of members appointed by direct recruitment, the seniority shall be determined in accordance with the merit list prepared at the time of their selection.
- 4.2 50% posts shall be filled up by promotion from amongst LDCs on seniority-cum-merit basis having passed the departmental Examination for Ministerial Establishment prescribed by the Corporation. The ranking list of LDCs for their promotion as UDC would be prepared on the basis of date of passing the Departmental Accounts Examination.
- 4.3 25% posts shall be filled up by promotion from amongst LDCs on seniority-cum-merit basis having 6 years regular service for Matriculates and 3 year service for Graduate as such who have not qualified the Departmental Accounts Examination Ministerial Establishment prescribed by the Corporation.
- a) In case, the vacancy under 25% share quota arises and to be filled up from the amongst the candidates from both the categories i.e. Matriculate or Graduate, the posts shall be filled from the eligible candidates who fulfills the requisite condition at the time of considering the promotion case. (e.g. in case, no Matriculate LDCs completed 6 years service at the time of considering the promotion case, then Graduate LDCs having requisite experience of 3 years shall be considered for promotion)
- 4.4 The weightage of experience & relaxation in age to the contractual workers engaged by any Power Utility would be given in terms of State Government instructions issued from time to time.
- 4.5 For promotion to the post of UDC, the seniority of LDCs appointed by recruitment/promotion shall be determined from the date of passing the Departmental Examination for Ministerial Establishment, prescribed by the Board from time to time.
- 5.0 Assistant (Field)
- 5.1 100% posts of Assistants (Field) shall be filled up by promotion amongst UDCs on seniority-cum-merit basis, having three years service as UDC (Field) for qualified UDCs (Field) and 12 years service as LDC/UDC (Field) for unqualified LDC/UDC (field) including minimum three years service as UDC Field).
- 5.2 The inter-se-ranking list of UDCs, appointed by direct recruitment or by promotion, shall be drawn from the date of passing the Departmental Exam. prescribed by the Board/Corporation for their further promotion to the post of Assistant.
- Note: a) The UDC who qualify the Departmental Accounts Examination within stipulated period of 2 years or 4 chances whichever is later will not lose their original seniority and the inter-se-seniority shall be kept intact.
b) The extended chances allowed to the official, if any by the competent authority after availing the prescribed 4 chances would not make him or her eligible for regaining the seniority deemed date promotion.
- 6.0 Deputy Superintendent (Field)
- 100% posts shall be filled up by promotion on seniority-cum-merit basis from Assistant (Field) having five years service and passed DAE examination.
- 7.0 Superintendent (Field)
- 100% posts shall be filled up by promotion on seniority-cum-merit basis from Deputy Superintendent (Field) having one year service as Dy. Supdt and passed DAE examination.
- 8.0 Administrative Officer
- 100% posts shall be filled up by promotion on seniority-cum-merit basis from Superintendent (Field) having one year service as Superintendent and passed DAE examination.

NOTE: The above amendments shall be applicable with prospective effect only. The seniority lists already circulated shall not be disturbed on the basis of ibid revised recruitment & promotion policy.


Dy. Secy./General
for Chief Engineer/Admn.,
HPGCL, Panchkula

Endst. No. *Cg.133/CgB/CS-262/2267*

Dated: *12/7/19*

A copy of the above is forwarded to the following for information and necessary action:-

1. All Chief Engineers in HPGCL.
2. Secretary, BBMB, Chandigarh.
3. LR/HPUs, Panchkula.
4. All FA/CAOs in HPGCL.
5. Company Secretary, HPGCL, Panchkula
6. All Dy. Secy./Under Secy. in HPGCL.

[Signature]
Dy. Secy./General
for Chief Engineer/Admn.,
HPGCL, Panchkula

CC:-

- i. SPS to Managing Director, HPGCL, Panchkula.
- ii. Sr. PS. to Director/Generation, HPGCL, Panchkula.
- iii. PS to Chief Engineer/Admn. HPGCL, Panchkula


HARYANA POWER GENERATION CORPORATION LIMITED

AN ISO:9001, ISO:14001 & OHSAS:18001 CERTIFIED COMPANY

Regd. Office: C-7, URJA BHAWAN, SECTOR-6, PANCHKULA.

Corporate Identity Number:- U45207HR1997SGC033517

 website: www.hpgcl.org.in

HPGCL

Telephone No.0172-5023425

Fax No.0172-5022434

Office Order No. 192/CE/Admn.

Dated:- 12/7/19

In exercise of powers conferred under section -56 (3) (vi) of Haryana Electricity Reforms Act, 1997 read with Electricity Act, 2003 and all enabling powers in this behalf, HPGCL is pleased to frame a comprehensive Recruitment and Promotion Policy for Ministerial Establishment for Head Office Cadre in HPGCL as detailed below, by superseding all previous policies or amendments:-

1.0 Peon

- 1.1 100% posts shall be filled up by direct recruitment from the persons having Matric from any Board recognized by the Government of Haryana.
- 1.2 Must have passed Hindi or Sanskrit upto Matric Standard.
- 1.3 Minimum age should not be less than 18 years and the Upper/Maximum Age will be as per instructions issued by the State Govt. from time to time.
- 1.4 The incumbent, so appointed shall be on probation for a period of two years including training period from the date of joining. If the work and conduct during the probationary period is not found satisfactory, the services of the incumbent may be terminated without assigning any reason.
- 1.5 Such directly recruited Peons shall be given training as per the training policy in the regular pay scale to be allowed by the Corporation from time to time. The competent authority may increase or decrease the training period.
- 1.6 In the case of members appointed by direct recruitment the seniority shall be determined in accordance with the merit list prepared at the time of their selection.
- 1.7 The weightage of experience & relaxation in age to the contractual workers engaged by any Power Utility would be given in terms of State Government instructions issues time to time.

2.0 Havildar

By Promotion from amongst the Peons/Chowkidars on seniority-cum-merit basis. The incumbent after promotion shall be on probation for a period of one year.

3.0 Lower Division Clerk

- 3.1 75% posts shall be filled-up by direct recruitment from amongst persons having the following qualifications:-
 - a) Graduate with atleast 60% marks for general category/other category candidates and 55% marks for SC category candidates of Haryana Domicile from any University recognized by the Government of Haryana.
 - b) Must have passed Hindi /Sanskrit upto Matric standard or in higher education.
 - c) Should have passed the State Eligibility Test in Computer Appreciation & Application (SETC) in terms of State Government instructions issued from time to time.
 - d) Minimum age should not be less than 18 years. The Upper/Maximum Age will be as per instructions issued by the State Govt. from time to time.
- 3.1.2 The directly recruited LDCs shall remain on training for a period of 6 months or as prescribed by the Corporation from time to time. The training period may be curtailed by the appointing authority if the exigencies of work so require. The trainee would get regular pay scale plus allowances as admissible from time to time during the training period.
- 3.1.3 The incumbent, so appointed, shall be on probation for a period of two years including training period from the date of joining. If his/her work and conduct during the probationary period is not found satisfactory, the services of the incumbent may be terminated without assigning any reason.
- 3.2 25% posts of LDCs shall be filled up by the appointment/promotion from amongst the Class-IV employees (Peons, Havildars, Safai Karamcharies, Maies and Chowkidars etc.) on seniority-cum-fitness basis who are having the qualification 10+2/10+2 (Vocational) examination from Education Board recognized by the Govt. of Haryana with the following conditions and has completed 5 years regular service:-
 - a) The State Eligibility test in Computer Appreciation and Application (SETC) should be cleared within one year from the date of his/her promotion as LDC

in terms of State Government Instructions issued time to time, failing which he/she would be reverted to his/her original post.

- 3.2.1 The official who have joined the Corporation Services prior to issuance of this order shall have to qualify test in type-writing in Hindi/English at the speed of 25/30 W.P.M. respectively within one year of his promotion. In case, a promotee fails to qualify the prescribed test within the stipulated period, he/she shall not be allowed any annual increment till passing of the said test. However, no reversion will be made on lower post from which he/she was promoted as LDC. The benefits of all increments earned but not allowed due to non passing of test will be allowed from the date of passing of the prescribed test. The benefits of increment, so allowed, be given towards pay fixation only and no arrear will be paid for the period during which he/she could not qualify the test.
- 3.2.2 If the officials available mentioned above are to be promoted and are not available for consecutive years those vacancies may be diverted to direct recruitment.
- 3.2.3 The names of the officials will be entered in the ranking list on seniority cum fitness basis from the date they complete the twin conditions i.e. passing of 10+2 exams and completion of five years regular service. Such ranking list shall be prepared/updated in the 1st week of August of each year and shall be valid for one year.
- 3.3 The weightage of experience & relaxation in age to the contractual workers engaged by any Power Utility would be given in terms of State Government instructions issued from time to time.

4.0 Upper Division Clerk

4.1 25% posts shall be filled-up by direct recruitment from amongst the candidates who possess the following qualifications:-

- a) Bachelor Degree in Commerce with atleast 60% marks for general category/other category candidates and 55% marks for SC category candidates of Haryana Domicile from any University recognized by the Government of Haryana.
- b) Must have passed Hindi/Sanskrit up to Matric Standard or in higher education.
- c) Should have passed the State Eligibility Test in Computer Appreciation and Application (SETC) in terms of State Government instructions issued time to time.
- d) Minimum age should not be less than 18 years. The Upper/Maximum Age will be as per instructions issued by the State Govt. from time to time.

4.1.2(a) A direct recruitee UDC's (under 25% quota) shall have to qualify the Departmental Accounts Examination for Ministerial Establishment conducted by Corporation within a period of two years or within 4 successive chances, whichever is later.

- b) If an official fails to pass the DAE exams within the stipulated period as given above, the increments falling due to him on expiry of that period, will be withheld and will not be granted with retrospective effect on his passing the exam i.e. DAE and his probationary period is deemed to be extended accordingly. Such official, shall loose his/her original seniority if he/she fails to qualify the test within the stipulated period as mentioned above. The benefits of increment on passing the test in extended chances, so allowed will be given towards notional pay fixation only and no arrears will be paid for the period during which he/she could not qualified the DAE.

On passing the exam i.e. DAE he/she will, with effect from the date following that on which the DAE ended, be entitled to the rate of pay which would have been admissible to him, had his increment not been withheld for his failure to pass the DAE. However, such a candidate would be taken to have cleared test, on the date of declaration of result & his/her seniority shall be re-fixed from the date of declaration of result of DAE whichever is later.

- c) The permission to clear DAE within extended period of one year would be granted by the Managing Director, HPGCL.
- d) In case of any unavoidable/exceptional circumstances the permission for availing chances to clear DAE after three years (as per clause (a) & (c)) can be further extended by 2 years by the Whole Time Directors, HPGCL.
- e) Even after availing all chances i.e. including extended three years as permissible under clause (c & d) above, if an official fails to qualify the aforesaid DAE, the Corporation may dispense with his/her services and such removal from Services, shall not be considered as a penalty within the meaning of HSEB/HPGCL Employees (Punishment & Appeal Regulations) applicable in the Corporation.

4.1.3 The directly recruited UDCs shall remain on training for a period of 6 months or as prescribed by the Corporation from time to time. The training period, may be curtailed by the appointing authority if the exigencies of work so require. The trainee would get

regular pay scale plus allowances as admissible from time to time during the training period.

The incumbent, so appointed, shall be on probation for a period of two years including training period from the date of joining. If his/her work and conduct during the probationary period is not found satisfactory, the services of the incumbent may be terminated without assigning any reason.

4.1.4 In case of members appointed by direct recruitment, the seniority shall be determined in accordance with the merit list prepared at the time of their selection.

4.2 50% posts shall be filled up by promotion from amongst LDCs on seniority-cum-merit basis having passed the departmental Examination for Ministerial Establishment prescribed by the Corporation. The ranking list of LDCs for their promotion as UDC would be prepared on the basis of date of passing the Departmental Accounts Examination.

4.3 25% posts shall be filled up by promotion from amongst LDCs on seniority-cum-merit basis having 6 years regular service for Matriculates and 3 year service for Graduate as such who have not qualified the Departmental Accounts Examination Ministerial Establishment prescribed by the Corporation.

a) In case, the vacancy under 25% share quota arises and to be filled up from the amongst the candidates from both the categories i.e. Matriculate or Graduate, the posts shall be filled from the eligible candidates who fulfills the requisite condition at the time of considering the promotion case. (e.g. in case, no Matriculate LDCs completed 6 years service at the time of considering the promotion case, then Graduate LDCs having requisite experience of 3 years shall be considered for promotion)

4.4 The weightage of experience & relaxation in age to the contractual workers engaged by any Power Utility would be given in terms of State Government instructions issued from time to time.

4.5 For promotion to the post of UDC, the seniority of LDCs appointed by recruitment/promotion shall be determined from the date of passing the Departmental Examination for Ministerial Establishment, prescribed by the Board from time to time.

5.0 Assistant

5.1 100% posts of Assistants shall be filled up by promotion amongst UDCs on seniority-cum-merit basis, having three years service as UDC for qualified UDCs and 12 years service as LDC/UDC for unqualified LDC/UDC including minimum three years service as UDC.

5.2 The inter-se-ranking list of UDCs, appointed by direct recruitment or by promotion, shall be drawn from the date of passing the Departmental Exam. prescribed by the Board/Corporation for their further promotion to the post of Assistant.

Note: a) The UDC who qualify the Departmental Accounts Examination within stipulated period of 2 years or 4 chances whichever is later will not lose their original seniority and the inter-se-seniority shall be kept intact.

b) The extended chances allowed to the official, if any by the competent authority after availing the prescribed 4 chances would not make him or her eligible for regaining the seniority deemed date promotion.

6.0 Deputy Superintendent

100% posts shall be filled up by promotion on seniority-cum-merit basis from Assistant having five years service and passed DAE examination.

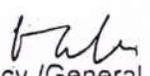
7.0 Superintendent

100% posts shall be filled up by promotion on seniority-cum-merit basis from Deputy Superintendent having one year service as Dy. Supdt. and passed DAE examination.

8.0 Under Secretary

100% posts shall be filled up by promotion on seniority-cum-merit basis from Superintendent having one year service as Superintendent and passed DAE examination.

NOTE: The above amendments shall be applicable with prospective effect only. The seniority lists already circulated shall not be disturbed on the basis of ibid revised recruitment & promotion policy.


Dy. Secy./General
for Chief Engineer/Admn.,
HPGCL, Ranchkula

Endst. No. *Ch. 132/Ans/CS-262/2266*

Dated: *12/7/19*

A copy of the above is forwarded to the following for information and necessary action:-

1. All Chief Engineers in HPGCL.
2. Secretary, BBMB, Chandigarh.
3. LR/HPUs, Panchkula.
4. All FA/CAOs in HPGCL.
5. Company Secretary, HPGCL, Panchkula
6. All Dy. Secy./Under Secy. in HPGCL.

File
Dy. Secy./General
for Chief Engineer/Admn.,
HPGCL, Panchkula

CC:-

- i. SPS to Managing Director, HPGCL, Panchkula.
- ii. Sr. PS. to Director/Generation, HPGCL, Panchkula.
- iii. PS to Chief Engineer/Admn. HPGCL, Panchkula



AN ISO: 9001, ISO: 14001 &
OHSAS: 18001 COMPANY
HPGCL

HARYANA POWER GENERATION CORPORATION LTD

Head Office: C-7, Uria Bhawan, Sector-6, Panchkula

Ph. No. 0172 - 5023425, Fax No. 0172 - 5022434

Office Order No. 40 /CE/Admn./GB/CS-263

Dated:- 18.04.2013

In exercise of powers conferred under Section 56 (3) (vi) of Haryana Electricity Reforms Act, 1997 read with Electricity Act, 2003 and all other enabling powers in this behalf, HPGCL is pleased to make the following amendments in qualifications in the Recruitment and Promotion policy for direct recruitment in respect of the posts detailed below :-

Sr. No.	Name of Post	Amended qualification for Direct Recruitment
1.	AE (Electrical)	a) Bachelor Engineering degree or equivalent from any Indian/Foreign University/ Institute duly recognized by All India Council of Technical Education with a minimum 60% marks in respect of General category and 55% marks of SC category candidates of Haryana domicile in any one of the following disciplines: i) Electrical/Electrical and Electronics Engineering. ii) Electronics/Electronics & Communication/ Electronics & Telecommunication/ Electronics & Electrical Communication Engineering. b) Must have passed Hindi/Sanskrit upto Matric standard. Note: Recruitment from streams a) & ii) will be decided on the basis of need at the time of each recruitment.
		For Mechanical Trade (for HPGCL) a) Bachelor Engineering Degree or equivalent from any Indian/Foreign University/ Institute duly recognized by All India Council of Technical Education with a minimum 60% marks in respect of General category and 55% marks for SC category candidates of Haryana domicile in the following discipline. i) Mechanical Engineering or equivalent. b) Must have passed Hindi/Sanskrit upto Matric standard.
		For Instrumentation Trade (for HPGCL) a) Bachelor Engineering Degree or equivalent from any Indian/Foreign University/ Institute duly recognized by All India Council of Technical Education with a minimum 60% marks in respect of General category and 55% marks for SC category candidates of Haryana domicile in the following discipline. i) Instrumentation/ Instrumentation and Control/Instrumentation Technology or equivalent. b) Must have passed Hindi/Sanskrit upto Matric standard.
		AE/IT for HPGCL (under AE/Elect Cadre) a) Bachelor of Engineering Degree or equivalent from any Indian/Foreign University/ Institute duly recognized by All India Council of Technical Education with a minimum 60% marks in respect of General category and 55% marks for SC category candidates of Haryana domicile in Computer Science/ Information Technology. b) Must have passed Hindi/Sanskrit upto Matric standard.
2.	AE (Civil)	a) Bachelor Degree in Civil Engineering or equivalent from any Indian/Foreign University /Institute duly recognized by All India Council of Technical Education with a minimum 60% marks in respect of General category candidates and 55% marks of SC category candidates of Haryana domicile. b) Must have passed Hindi/Sanskrit upto Matric standard.
3.	J.E./Civil	a) 3 years diploma OR Bachelor degree In Civil Engineering from any Institute/Board/University recognized by the Government of Haryana with a minimum 60% marks in respect of General category candidates and 55% marks of SC category candidates of Haryana domicile. b) Must have passed Hindi/Sanskrit upto Matric standard. c) Computer Eligibility Test would be conducted.
4.	Operator-I	FOR ELECTRICAL TRADE (for HPGCL) a) 3 years Diploma in the Electrical Engineering, or Bachelor Degree in Electrical engineering from any Institute/Board/University recognized by the Government of Haryana with a minimum 60% marks in respect of General category candidates and 55% marks of SC category candidates of Haryana domicile. b) Must have passed Hindi/Sanskrit upto Matric standard. c) Computer Eligibility Test would be conducted.
		FOR MECHANICAL TRADE (for HPGCL) a) 3 years Diploma in Mechanical Engineering, or Bachelor Degree in Mechanical engineering from any Institute/Board/University recognized by the Government of Haryana with a minimum 60% marks in respect of General category candidates and 55% marks of SC category candidates of Haryana domicile. b) Must have passed Hindi/Sanskrit upto Matric standard. c) Computer Eligibility Test would be conducted.
		FOR ELECTRONICS & COMMUNICATION TRADE (for HPGCL) a) 3 years Diploma in Electronics/ Electronics & Communication/ Electronics & Telecommunication/ Electronics & Electrical Communication Engineering. Or

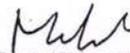
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		<p>Bachelor Degree in Electronics/ Electronics & Communication/ Electronics & Telecommunication/ Electronics & Electrical Communication Engineering from any Institute/Board/University recognized by the Government of Haryana with a minimum 60% marks in respect of General category candidates and 55% marks of SC category candidates of Haryana domicile.</p> <p>b) Must have passed Hindi/Sanskrit upto Matric standard.</p> <p>c) Computer Eligibility Test would be conducted.</p>
		<p>FOR INSTRUMENTATION & CONTROL TRADE (for HPGCL)</p> <p>a) 3 years diploma in Instrumentation/ Instrumentation and Control/ Instrumentation Technology or equivalent or</p> <p>Bachelor Degree in Instrumentation/ Instrumentation and Control/ Instrumentation Technology or equivalent from any Institute/Board/University recognized by the Government of Haryana with a minimum 60% marks in respect of General category candidates and 55% marks of SC category candidates of Haryana domicile.</p> <p>b) Must have passed Hindi/Sanskrit upto Matric standard.</p> <p>c) Computer Eligibility Test would be conducted.</p>
5.	Assistant Chemist	<p>a) B.Sc. from any Institute/ Board/ University recognized by the Govt. of Haryana with qualifying percentage of marks in respect of General category as 60% and for SC categories of Haryana domicile at 55% and also having with 2 years experience.</p> <p>b) Must have passed Hindi/Sanskrit upto Matric standard.</p> <p>Note: Chemistry should be one of the subjects in B.Sc. degree.</p>
6.	Foreman Gr.-II	<p>FOR ELECTRICAL TRADE (for HPGCL)</p> <p>a) 3 years Diploma in the Electrical Engineering, or</p> <p>Bachelor Degree in Electrical engineering from any Institute/Board/University recognized by the Government of Haryana with qualifying percentage of marks in respect of General category 60% and for SC categories of Haryana domicile at 55%.</p> <p>b) Must have passed Hindi/Sanskrit upto Matric standard.</p> <p>FOR MECHANICAL TRADE (for HPGCL)</p> <p>a) 3 years Diploma in the Mechanical Engineering, or</p> <p>Bachelor Degree in Mechanical engineering from any Institute/Board/University recognized by the Government of Haryana with qualifying percentage of marks in respect of General category 60% and for SC categories of Haryana domicile at 55%.</p> <p>b) Must have passed Hindi/Sanskrit upto Matric standard.</p>
		<p>FOR ELECTRONICS & COMMUNICATION TRADE (for HPGCL)</p> <p>a) 3 years Diploma in Electronics/ Electronics & Communication/ Electronics & Telecommunication/ Electronics & Electrical Communication Engineering.</p> <p>Or</p> <p>Bachelor Degree in Electronics/ Electronics & Communication/ Electronics & Telecommunication/ Electronics & Electrical Communication Engineering from any Institute/Board/University recognized by the Government of Haryana with qualifying percentage of marks in respect of General category 60% and for SC categories of Haryana domicile at 55%.</p> <p>b) Must have passed Hindi/Sanskrit upto Matric standard.</p> <p>FOR INSTRUMENTATION & CONTROL TRADE (for HPGCL)</p> <p>a) 3 years diploma in Instrumentation/ Instrumentation and Control/ Instrumentation Technology or equivalent or</p> <p>Bachelor Degree in Instrumentation/ Instrumentation and Control/ Instrumentation Technology or equivalent from any Institute/Board/University recognized by the Government of Haryana with qualifying percentage of marks in respect of General category 60% and for SC categories of Haryana domicile at 55%.</p> <p>b) Must have passed Hindi/Sanskrit upto Matric standard.</p>
7.	Foreman Gr.-II (Hydel)	<p>FOR MECHANICAL TRADE (for HPGCL)</p> <p>a) 3 years Diploma in Mechanical Engineering or</p> <p>Bachelor Degree in Mechanical engineering from any Institute/Board/University recognized by the Government of Haryana with qualifying percentage of marks in respect of General category 55% and for SC categories of Haryana domicile at 50%.</p> <p>b) Must have passed Hindi/Sanskrit upto Matric standard.</p>
8.	Operator (Hydel)	<p>FOR ELECTRICAL TRADE (for HPGCL)</p> <p>a) 3 years Diploma in Electrical Engineering or</p> <p>Bachelor Degree in Electrical engineering from any Institute/Board/University recognized by the Government of Haryana with qualifying percentage of marks in respect of General category 60% and for SC categories of Haryana domicile at 55%.</p> <p>b) Must have passed Hindi/Sanskrit upto Matric standard.</p> <p>FOR MECHANICAL TRADE (for HPGCL)</p> <p>a) 3 years Diploma in Mechanical Engineering or</p> <p>Bachelor Degree in Mechanical engineering from any Institute/Board/University recognized by the Government of Haryana with qualifying percentage of marks in respect of General category 60% and for SC categories of Haryana domicile at 55%.</p> <p>b) Must have passed Hindi/Sanskrit upto Matric standard.</p>
9.	Junior Draftsman	<p>Matric with 2 years ITI Certificate in Draftsman trade with minimum 2 years experience in a reputed firm/organization after having obtained the said certificate.</p> <p>OR</p> <p>3 years Diploma in Architecture Assistantship with a minimum 60% marks in respect of General category candidates and 55% marks of SC category candidates of Haryana domicile.</p> <p>b) Must have passed Hindi/Sanskrit upto Matric standard.</p> <p>c) Computer Eligibility Test would be conducted.</p>
10.	Section Officer	<p>(a) Must have passed Master's degree in Commerce in first division from any University recognized by the Government of Haryana with a minimum 60% marks in respect of General category candidates and 55% marks of SC category candidates of Haryana domicile.</p> <p>OR</p>

		Graduate with a minimum 60% marks in respect of General category candidates and 55% marks of SC category candidates of Haryana domicile and having certificate in Integrated professional Competence Course (IPCC) Chartered Accountant (Intermediate) from their Institute of Chartered Accountants of India with 3 years experience. b) Must have passed Hindi or Sanskrit upto Matric standard. c) Computer Eligibility Test would be conducted.
11.	Upper Divisional Clerk	a) Bachelor Degree in Commerce with atleast 60% marks for general category and 55% marks for SC category candidates of Haryana Domicile from any University recognized by the Government of Haryana. b) Must have passed Hindi /Sanskrit upto Matric standard. c) Computer Eligibility Test would be conducted.
12.	Lower Divisional Clerk	a) Graduate with a minimum 60% marks in respect of General category candidates and 55% marks of SC category candidates of Haryana domicile from any University recognized by the Government of Haryana. b) Must have passed Hindi /Sanskrit upto Matric standard. c) Computer Eligibility Test would be conducted.
13.	Jr. Scale Stenographer	a) Graduation with a minimum 60% marks in respect of General category candidates and 55% marks of SC category candidates of Haryana domicile from any University recognized by the Government of Haryana. b) Short hand test in English at the speed of 100 wpm and transcription thereof at the speed of 20 wpm. The passage shall contain 300 words time for transcription 15 minutes and duration of piece shall be 3 minutes. c) Short hand test in Hindi at the speed of 80 wpm and transcription thereof at the speed of 15 wpm. The passage shall contain 240 words time for transcription 16 minutes and duration of piece shall be 3 minutes. d) 8% mistakes in English/Hindi shorthand transcription are allowed. e) Must have passed Hindi /Sanskrit upto Matric standard. f) Computer Eligibility Test would be conducted.
14.	Steno-typist	a) 10+2/10+2 (Vocational) with atleast 60% marks or equivalent and above for general category (for Ex-Serviceman 10+2 only) and 55% marks for SC category candidates of Haryana Domicile or Graduate from any Board/University recognized by the Government of Haryana. b) Short hand test in English at the speed of 80 wpm and transcription thereof at the speed of 15 wpm. The passage shall contain 240 words time for transcription 16 minutes and duration of piece shall be 3 minutes. c) Short hand test in Hindi at the speed of 64 wpm and transcription thereof at the speed of 11 wpm. The passage shall contain 192 words time for transcription 17 1/2 minutes and duration of piece shall be 3 minutes. d) 8% mistakes in English/Hindi shorthand transcription are allowed. e) Must have passed Hindi /Sanskrit upto Matric standard. f) Computer Eligibility Test would be conducted.
15.	Helper (Hydel)	Matriculation from any Board recognized by the Govt. of Haryana with a minimum 60% marks in respect of General category candidates and 55% marks of SC category candidates of Haryana domicile.

The other terms & conditions of the existing Recruitment and Promotion policies for the posts detailed above shall remain the same.

This issues in pursuance to the decision taken by the Board of Directors, HPGCL in its meeting held on 15.03.2013.

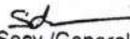

Dy. Secy./General
for Chief Engineer/Admn.,
HPGCL, Panchkula

Endst. No. 495/HPGCL/Genl

Dated:- 18 Apr 2013

Copy of the above is forwarded to the following for information and necessary action.

1. MD, HVPNL, Panchkula.
2. All Chief Engineers in HPGCL.
3. LR/HPU, Panchkula.
4. All FA & CAOs in HPGCL.
5. All Dy./Under Secy. in HPGCL.
6. SE/Technical (HQ), HPGCL, Panchkula.


Dy. Secy./General
for Chief Engineer/Admn.,
HPGCL, Panchkula.

CC:-

1. SPS to Managing Director, HPGCL, Panchkula.
2. SPS to Chief Operating Officer (FM), HPGCL, Panchkula.
3. SPS to Director/Technical, HPGCL, Panchkula.
4. SPS to Director/Generation, HPGCL, Panchkula.
5. PS to Chief Engineer/Admn., HPGCL, Panchkula.

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HARYANA POWER GENERATION CORPORATION LIMITED
 Regd. Office: C-7, Urja Bhawan, Sector-6, Panchkula – 134109
 Corporate Identity Number:U45207HR1997SGC033517

Website: www.hpgcl.gov.in
 Ph. No. 0172-5023429

Email: d.k.dua@hpgcl.gov.in
 Fax No. 0172-5064018

Office Order No. 137 /CE/Admn.

Dated: 25.02.2016

In exercise of powers conferred by Clause-C under section 79 of the Electricity Supply Act-1948 read with Haryana Electricity Reforms Act, 1997 read with Electricity Act, 2003 & all other enabling powers in this behalf, the Haryana Power Generation Corporation Limited is pleased to make the following amendments in the Recruitment & Promotion Policy in respect of Stenographers circulated vide office order No.33(A)/REG-61 dated 12.01.2007 for the post of Steno Typist as under:-

- I- 50% posts shall be filled by Direct Recruitment from the persons having following qualifications:-
- 10+2/10+2(vocational) 2nd Division or equivalent and above (for Ex-service man 10+2 only) or graduate from any Board/University recognized by the Government of Haryana with working knowledge of computer covering the following topics:-
 - Computer Fundamentals
 - Operation of Internet/E-mail
 - MS Office (MS Word, Excel and Power Point)
 - Shorthand test in English at the speed of 80 WPM and transcription thereof at the speed of 15 WPM. The passage shall contain 240 words. Time for transcription 10 minutes and Duration of piece shall be 3 minutes.
 - Shorthand test in Hindi at the speed of 64 WPM and transcription thereof at the speed of 11 WPM. The passage shall contain 192 Words. Time for transcription 17.5 Minutes and duration of piece shall be 3 minutes.
 - 8% mistakes in English/Hindi shorthand transcription are allowed.
 - Must have passed Hindi/Sanskrit upto Matric standard.
- II- 50% posts shall be filled by appointment from LDCs/ DEOs working in HPGCL who have completed two years regular service and having qualified following departmental stenography test to be conducted by the department and having working knowledge of computer covering with the following topics:-
- Computer Fundamentals
 - Operation of Internet/E-mail
 - MS Office (MS Word, Excel and Power Point)
- Shorthand test in English at the speed of 80 WPM and transcription thereof at the speed of 15 WPM. The passage shall contain 240 words. Time for transcription 10 minutes and Duration of piece shall be 3 minutes.
 - Shorthand test in Hindi at the speed of 64 WPM and transcription thereof at the speed of 11 WPM. The passage shall contain 192 Words. Time for transcription 17.5 Minutes and duration of piece shall be 3 minutes.
 - 8% mistakes in English/Hindi shorthand transcription are allowed.
 - Must have passed Hindi/Sanskrit upto Matric standard.

NOTE: The LDC/DEOs once selected/appointed to the post of Steno typist can not come back in his original cadre in any circumstances.

A departmental selection committee (to be constituted with the approval of MD, HPGCL for the purpose) will recommend the officials for promotion by holding departmental stenography test as prescribe above.

This issues with the approval of ACS (Power)-cum-Chairman, HPGCL.

Superintending Engineer /Admin
HPGCL, Panchkula

Endst. No. ⁴⁸⁴ /Ch47/HPGCL/ENG/2186/169

Dated: 25.02.2016

Copy of the above is forwarded to the following for information and necessary action :-

1. All Chief Engineer's in HPGCL.
2. Company Secretary, HPGCL, Panchkula
3. CoF/CoA, HPGCL, Panchkula
4. All FA&CAO's in HPGCL
5. LR/HPUs, Shakti Bhawan, Sector-6, Panchkula
6. All Dy. Secy's/Under Secy's, HPGCL

Superintending Engineer /Admin
HPGCL, Panchkula

CC:-

OSD/Tech. to Managing Director, HPGCL, Panchkula
SPS to Director/Technical operation/finance, HPGCL, Panchkula

3-

5.45

HARYANA STATE ELECY. BOARD

NOTIFICATION

THE 8TH AUGUST 1990

No. 73 /REG-105 In exercise of the powers conferred under Clause (c) of section-79 of the Electricity (supply) Act, 1948 and all other enabling powers in this behalf, the Haryana State Eelec. Board is pleased to make the following Recruitment and Promotion Policy for its Teaching staff:-

1.0 NURSERY TRAINED TEACHER

1.1 The post shall be filled-up by direct recruitment from amongst candidates possessing the following qualifications:-

- (a) Matric Ist Division with English as one of the elective subject or Pre-University/BA Part-I or II or equivalent qualifications with Matric Ist Division or Graduate with Matric 2nd Division.
- (b) One year Nursery Training certificate from Haryana Education Department or equivalent qualifications recognised by the Haryana Education Department.
- (c) The candidate should not be less than 17 years and more than 30 years of age.

1.2 In case, the persons possessing qualifications stated under para 1.1 above, are not available for filling-up the post of Nursery Trained Teacher, such post shall be filled-up by direct recruitment from the persons possessing the qualifications as stated under para-2.0 below.

2.0 J.B.T. TEACHER

The post shall be filled-up by direct recruitment from amongst candidates possessing the following qualifications:-

- (a) Matric Ist Division with English as one of the elective subject or Pre-University/B.A. Part-I or II or equivalent qualifications with Matric Ist Division or Graduate with Matric 2nd Division.
- (b) 2 years J.B.T. Diploma/Certificate from Haryana Education Department or equivalent qualification, recognised by Haryana Education Department.
- (c) The candidate should not be less than 17 years and more than 30 years of age.

3.0 TEACHER (HINDI)

The post shall be filled-up by direct recruitment from amongst candidates, who possess the following qualifications:-

- (a) Matric Ist Division with Hindi as one of the elective subject or Pre-University/BA Part-I or II or equivalent qualifications with Matric Ist Divn. or Graduate with Matric 2nd Division.
- (b) Prabhakar (Honours in Hindi) from a recognised University.

- (c) A Diploma/Certificate in Language Teaching (Oriental Training) in Hindi, conducted by Haryana Education Department or equivalent qualifications recognised by Haryana Education Department.
- (d) The candidate should not be less than 17 years and more than 30 years of age.

4.0 TEACHER (SANSKRIT)

The post shall be filled-up by direct recruitment from amongst candidates, who possess the following qualifications:-

- (a) Shastri (Honours in Sanskrit) from a University recognised by Haryana Government.
- (b) He should possess Diploma/Certificate in Language Teaching (Oriental Training) in Sanskrit conducted by Haryana Education Department or an equivalent qualifications recognised by Haryana Education Department.
- (c) The candidate should not be less than 17 years and more than 30 years of age.

5.0 ART & CRAFT TEACHER

The post shall be filled-up by direct recruitment from amongst the candidates, who possess the following qualifications:-

- (a) Matric Ist Division with English as one of the elective subject or Pre-University/BA Part-I or II or equivalent qualification with Matric Ist Division or Graduate with Matric 2nd Division.
- (b) He should possess a Diploma/Certificate of 2 years in Art & Craft Teaching conducted by Haryana Industry/Industrial Training Department or equivalent qualification recognised by Haryana Education Department.
- (c) The candidate should not be less than 17 years and more than 30 years of age.

6.0 P.T.I.

The post shall be filled-up by direct recruitment from amongst candidates, who possess the following qualifications:-

- i) (a) Matric Ist Division with English as one of the elective subject or Pre-University/BA Part-I or II or equivalent qualifications with Matric Ist Divn. or Graduate with Matric 2nd Division.
- (b) Certificate in Physical Education from Haryana Education Department or equivalent qualifications recognised by Haryana Education Department.

OR

- (a) Matric Ist Division with English as one of the elective subject or Pre-University/BA Part-I or II or equivalent qualification with Matric Ist Division or Graduate with Matric 2nd Division.

- (b) Certificate in Physical Training under the National Disciplinary scheme.
- ii) The candidate should not be less than 17 years and more than 30 years of age.

OR

FOR EX-SERVICEMAN ONLY

- (a) Middle standard with 1st Division.
- (b) Certificate in Physical Education, subject to the proviso that Army P.T. Instructors successfully complete a Re-Orientation Course for 4 months duration at Lakhmi Bhai National College of Physical Education, Gwalior.
- (c) The candidate should not be more than 45 years of age.

7.0 HEAD TEACHER/HEAD TEACHERESS (PRIMARY SCHOOL)

The post shall be filled-up by promotion from amongst all JBT Teachers serving in Haryana State Elec. Board on seniority-cum-merit basis provided he/she has put in at least 8 years service as such.

8.0 SOCIAL STUDY MASTER/MISTRESS/MATH MASTER/ MISTRESS AND SCIENCE MASTER/MISTRESS

- 8.1 50% posts of the above categories, shall be filled-up by direct recruitment in the manner given below:-

8.1.1 SOCIAL STUDY MASTER/MISTRESS

The posts shall be filled-up by direct recruitment from amongst candidates, who possess the following qualifications:-

- i) B.A. Education with IInd Division from Govt. College of Education, Kurukshetra with any of two of the following subjects in B.A. in addition to English:-
 - (a) History (b) Economics (c) Geography
 - (d) Political Science (e) SociologyB.A. IInd Division (with English) and any two of the above mentioned subjects with BT/BEd. from recognised University.

OR

MA IInd Division in one of the subjects mentioned above with BT/BEd from the recognised University.

- ii) Knowledge of Hindi upto Matric Standard.
- iii) The candidate should not be less than 17 years and more than 30 years of age.

8.1.2. MATH MASTER/MISTRESS

The post shall be filled-up by direct recruitment from amongst those persons, who possess following qualifications:-

- i) B.A. 2nd Division or B.Sc. 1st Division with Math and B.Ed/B.T. from a recognised University.

OR

B.A. 2nd Division/B.Sc. 1st Division from Govt. College of Education Kurukshetra.

- ii) Maths as one of the elective subjects.
- iii) Knowledge of Hindi upto Matric Standard.
- iv) The candidate should not be less than 17 years and more than 30 years of age.

8.1.3. SCIENCE MASTER/MISTRESS

The post shall be filled-up by direct recruitment from amongst candidates, who possess the following qualifications:-

- i) B.Sc. 1st Division and B.Ed./B.T. from recognised University with any of the two following subjects:-
 - (a) Physics
 - (b) Chemistry
 - (c) Botony
 - (d) Zoology.

OR

B.Sc. (with 1st Division) Education from College of Education Kurukshetra.

OR

M.Sc. 2nd Division with B.T./B.Ed. from recognised University.

- ii) Knowledge of Hindi upto Matric Standard.
- iii) The candidate should not be less than 17 years and more than 30 years of age.

8.1.4. HOME SCIENCE MISTRESS

The post shall be filled-up by direct recruitment from amongst candidates, who possess the following qualifications:-

- i) B.Sc. 1st Division in Home Science with B.Ed./B.T.

OR

B.A. 2nd Division with Home Science as one of the elective subject in BA and BEd./BT from a recognised University.

OR

M.Sc. Home Science 2nd Division with B.T./B.Ed. from recognised University.

- ii) Knowledge of Hindi upto Matric Standard.
- iii) The candidate should not be less than 17 years an more than 30 years of age.

8.1.5. MUSIC MASTER

The post shall be filled-up by direct recruitment from amongst candidates, who possess the following qualifications:-

- i) B.A. IInd Division.
- ii) Instrumental/Vocal Music as one of the elective subjects in B.A. with B.Ed./B.T. from recognised University.

OR

B.A. IInd Division from Pryag Sangeet Samiti, Allahabad with B.Ed./B.T.

- iii) Knowledge of Hindi upto Matric Standard.
- iv) The Candidate should not be less than 17 years and more than 30 years of age.

8.1.6. ART & CRAFT MASTER

The post shall be filled-up by direct recruitment from amongst candidates, who possess the following qualifications:-

- i) B.A. IInd Division or M.A.
- ii) Art & Craft as one of the elective subjects and B.Ed/B.T.
- iii) Knowledge of Hindi upto Matric Standard.
- iv) The candidates should not be less than 17 years and more than 30 years of age.

8.1.7. AGRICULTURE MASTER

The post shall be filled-up by direct recruitment from amongst candidates, who possess the following qualifications:-

- i) B.Sc. (Agriculture) Ist Division with B.Ed/B.T. or M.Sc. (Agriculture) B.Ed/B.T.
- ii) Hindi upto Matric Standard.
- iii) The candidate should not be less than 17 years and more than 30 years of age.

8.2 50% posts of the categories mentioned in Clause 8.0 shall be filled-up by selection through Selection Committee or by appointment from amongst the J.B.T. Teachers in the service of the Board, who possess the prescribed qualifications.

9.0 HEAD MASTER/MISTRESS (MIDDLE SCHOOL)

9.1 The post shall be filled up either by promotion from amongst existing B.Ed. Masters/Mistress in the Board on seniority-cum-merit basis, provided he/she has put-in 5 years service as such or by deputation/transfer from amongst the Head Masters/Mistresses in the service of Haryana Government and working as Head Masters in Middle Schools for a period not exceeding 3 years, at a time.

9.2 HEAD MASTER/MISTRESS (HIGH SCHOOL)

The post shall be filled-up either by promotion from amongst Head Master/Mistresses working in Middle Schools of the Board on seniority-cum-merit basis provided he/she has put in at least 2 years service as such OR by deputation/ transfer from amongst Head Masters/Mistresses in the service of Haryana Govt. and working as Head Masters/Mistresses in High School for a period not exceeding 3 years at a time.

10.0 It is clarified that the personnel working in the Board possessing higher qualifications viz. B.Ed/M.Ed etc., but working against the lower posts viz. JBT etc., shall be allowed to continue as such to avoid their termination but they shall have no right to claim any post in the higher cadre as a matter of right and the higher qualification shall not entitle them to wages other than those of the post against which they are working.

- 11.0 The appointment to the above posts shall be made by the Secretary/Additional Secretary on the recommendations of a Committee constituted for the purpose. The Secretary/Additional Secretary shall also be the cadre controlling authority.
- 12.0 As a one time measure the existing adhoc Teachers working in H.S.E.B. Schools, shall be considered for adjustment/appointment against the regular sanctioned posts within a period of six months after their screening by a Committee. It is further provided that the service put in by any of such teacher with H.S.E.B. or in a school recognised by the State/Central Government, shall count for experience only and for relaxation of age to the extent of service rendered in HSEB. No other relaxation envisaged in policy for direct recruitment, shall be granted.
- 13.0 In the matters of disciplinary proceedings, pay and allowances and other matters connected with their services, they shall be governed by respective rules and regulations of the Board.
- 14.0 RESERVATION
Nothing contained in this Policy, shall affect reservation and other concessions required to be provided for Scheduled Caste, Backward Classes, Ex-Serviceman, Physically Handicapped persons or any other Class of the category of person in accordance with the orders issued by the Govt. in this regard and adopted by the Board from time to time.
- 15.0 SAVINGS
In case of any matter not covered by the above, the same shall be referred to the Board for its decision.

SECRETARY,
HARYANA STATE ELECY. BOARD,
PANCHKULA.

HARYANA STATE ELECY. BOARD

NOTIFICATION

THE 4TH APRIL, 1991

No. 95 /REG-105 In exercise of the powers conferred under Clause (c) of section-79 of the Electricity (supply) Act, 1948 and all other enabling powers in this behalf, the Haryana State Elec. Board hereby makes the following substitutions in the Recruitment and Promotion Policy notified vide Notification No. 73/Reg-105 dt. 8-8-90:-

- (1) Sub-Para (a) of Para-1.1 stands substituted and read as follows:-
Matric with English as one of the elective subjects or Pre-University/BA Part-I or II or equivalent examination or Graduate.
- (2) Sub-Para (a) of Para-2.0 stands substituted and read as follows:-
Matric with English as one of the elective subjects or Pre-University/BA Part-I or II or equivalent or Graduate.
- (3) Sub-Para (a) of Para-3.0 stands substituted and read as follows:-
Matric with Hindi as one of the elective subjects or Pre-University/BA Part-I or II or equivalent examination or Graduate.
- (4) Sub Clause (a) of Para 5.0 stands substituted and read as follows:-
Matric with English as one of the elective subjects or Pre-University/BA Part-I or II or equivalent qualification or Graduate.
- (5) Clause (a) of Sub-Para (i) of Para-6.0 stands substituted and read as follows:-
 - (a) Matric with English as one of the elective subjects or Pre-University/BA Part-I or II or equivalent Examination or Graduate.

OR

Matric with English as one of the elective subjects or Pre-University/BA Part-I or II or equivalent Examination or Graduate.

- (6) Sub-Para (i) of Para-8.1.1 stands substituted and read as follows:-
BA Education from Govt. College of Education, Kurukshetra with any one of the following subjects in BA in addition to English:-
 - (a) History
 - (b) Economics
 - (c) Geography
 - (d) Political Science
 - (e) Sociology

OR

BA with English and any two of the above mentioned subjects with BT/B.Ed from recognised University; or

OR

MA in one of the subjects mentioned above with BT/B.Ed from recognised University.

- (7) Sub Para (i) of Para 8.1.2 stands substituted and read as follows:-
BA or B.Sc. with Math and B.Ed/BT from a recognised University;

OR

BA/B.Sc. from Govt. College of Education Kurukshetra.

- (8) Sub Para (i) of Para-8.1.3. stands substituted and read as follows:-
B.Sc. and B.Ed/BT from recognised University with any one of the following subjects:-
(a) Physics (b) Chemistry (c) Botony
(d) Zoology.
- OR
- B.Sc. Education from Govt. College of Education, Kurukshetra.
- OR
- M.Sc. with BT/B.Ed from recognised University.
- (9) Sub Para (i) of Para 8.1.4. stands substituted and read as follows:-
B.Sc. in Home Science with B.Ed/BT.
- OR
- BA with Home Science as one of the elective subjects in B.A. and B.Ed/B.T. from a recognised University.
- OR
- M.Sc. Home Science with B.Ed/BT from recognised University.
- (10) Sub Para (1) of Para 8.1.5 stands substituted and read as follows:-
(i) B.A.
(ii) Instrumental/Vocal Musical as one of the elective subjects in BA with B.Ed/BT from a recognised University.
- OR
- BA from Paryag Sangeet Samiti Allahabad with B.Ed/BT.
- (11) Sub Para (i) of Para-8.1.6 stands substituted and read as follows:-
B.A. or M.A.
- (12) Sub Para (i) of Para 8.1.7 stands substituted and read as follows:-
B.Sc. Agriculture with B.Ed/BT or M.Sc (Agriculture) with B.Ed/BT.
2. The above substitution shall take effect w.e.f. 8.8.1990.

SECRETARY,
HSEB, PANCHKULA.

HARYANA STATE ELEC. BOARD

NOTIFICATION

THE 1st March, 1990

No. 55/REG-96 In exercise of the powers conferred under Clause (c) of Section-79 of the Electricity (Supply) Act, 1948 and all other enabling powers in this behalf the HSEB is pleased to make the following Recruitment and promotion policy in respect of Medical Service:-

1.0 CHIEF MEDICAL OFFICER

The post shall be filled-up by promotion from amongst Sr. Medical Officers on seniority-cum-merit basis and having rendered at least 4 years service as such.

2.0 SENIOR MEDICAL OFFICER

The post shall be filled-up by promotion from amongst Medical Officers on seniority-cum-merit basis, and having rendered at least 8 years service as such.

3.0 MEDICAL OFFICER

The post shall filled-up by direct recruitment from persons, having the following qualifications and experience:-

- (a) MBBS or an equivalent degree from any University recognised by the Medical Council of India.
- (b) Having been registered as Medical Practitioner with Haryana State Medical Council or any other Medical Council in India.

3.2 The post may also be filled-up by transfer/deputation of Medical Officers in service of the State Govt. or an undertaking of State Govt./Central Govt. and having the above said qualification.

4.0 PHARMACIST

The post shall be filled-up by direct recruitment from amongst persons, having the following qualifications and experience:-

- (a) Matriculation or equivalent examination with science from Haryana Education Board or any other Education Board or University recognised by the State Government of Haryana.
- (b) Having a Diploma in Pharmacy from an Institution recognised by the State Government of Haryana.
- (c) Hindi upto Matric standard.

Note: - The persons having higher qualifications and experience will be preferred.

5.0 LABORATORY TECHNICIAN

The post shall be filled-up by direct recruitment from persons having the following qualifications and experience:-

- (a) Matriculation or equivalent examination with science from Haryana Education Board or any other Education Board or University recognised by the State Government of Haryana.
- (b) Diploma in Medical Laboratory technology or B.Sc. in Medical Technology from any Institution recognised by the State Government of Haryana.
- (c) Hindi upto Matric standard.

6.0 SANITARY INSPECTOR

The post shall be filled-up by direct recruitment from persons having following qualifications and experience:-

- (a) Matriculation or equivalent examination with Hindi from Haryana Education Board or any other Education Board or University recognised by the State Government of Haryana.
- (b) A Multi Purpose Health worker (Male) Certificate from any Institution recognised by the State Government of Haryana.

7.0 STAFF NURSE

The post shall be filled-up by direct recruitment from persons having following qualifications and experience:-

- (a) Matriculation or equivalent examination with Hindi from Haryana Education Board or any other Education Board or University recognised by the State Government of Haryana.
- (b) Having 'A' Grade Nurses Certificate and registered with Haryana Nurses Registration Council.

8.0 RESERVATION

Nothing contained in these Regulations shall affects reservation wherever applicable and other concessions required to be provided for scheduled castes/Backward Classes/Ex-Serviceman etc. in accordance with the instructions/orders issued by the Govt. in this regard and adopted by the Board from time to time.

Sd/-
SECRETARY,
HARYANA STATE ELECY. BOARD,
PANCHKULA.

HARYANA POWER GENERATION CORPORATION LTD

Regd. Office: C-7, Uria Bhawan, Sector-6, Panchkula

Ph. No. 0172 - 5023425, Fax No. 0172 - 5022434

AN ISO: 9001, ISO: 14001 &
OHSAS: 18001 COMPANY
HPGCL

Office Order No. 122/ICE/Admn./GB/CS-263

Dated:- /D.09.2015

In partial modification to office order No.62/CE/Admn./GB/CS-263 dated 28.05.2015, the qualification in the Recruitment & Promotional policy for direct recruitment in HPGCL in respect of the following categories of posts is hereby amended to the extent as under:-

Sr. No.	Name of Post	Qualification
1.	AE/Electrical Cadre	
	AE(Electrical)	a) Full-Time Bachelor of Engineering Degree or equivalent Degree from a University duly recognized by Central Government or a State Government with a minimum 60% marks in respect of General category & other category candidates and 55% marks in respect of SC category candidates of Haryana domicile, in any one of the following disciplines: i) Electrical/ Electrical & Electronics Engineering. b) Must have passed Hindi/ Sanskrit upto matric standard.
	AE with Electronics Engineering qualification within the Cadre of AE/Electrical (in HPGCL)	a) Full-Time Bachelor of Engineering Degree or equivalent Degree from a University duly recognized by Central Government or a State Government with a minimum 60% marks in respect of General category & other category candidates and 55% marks in respect of SC category candidates of Haryana domicile, in any one of the following disciplines: i) Electronics/ Electronics & Communication/ Electronics & Telecommunication/ Electronics & Electrical Communication Engineering. b) Must have passed Hindi/ Sanskrit upto matric standard.
	AE with Mechanical Engineering qualification within the Cadre (in HPGCL)	For Mechanical Trade a) Full-Time Bachelor of Engineering Degree or equivalent Degree from a University duly recognized by Central Government or a State Government with a minimum 60% marks in respect of General category & other category candidates and 55% marks in respect of SC category candidates of Haryana domicile, in the following disciplines: i) Mechanical Engineering b) Must have passed Hindi/ Sanskrit upto matric standard.
	AE with Instrumentation Engineering qualification within the Cadre (in HPGCL)	For Instrumentation Trade a) Full-Time Bachelor of Engineering Degree or equivalent Degree from a University duly recognized by Central Government or a State Government with a minimum 60% marks in respect of General category & other category candidates and 55% marks in respect of SC category candidates of Haryana domicile, in any one of the following disciplines: i) Instrumentation/ Instrumentation and Control/Instrumentation Technology. b) Must have passed Hindi/ Sanskrit upto matric standard.
	AE with IT Engineering qualification within AE /Electrical Cadre in all Utilities	AE/IT a) Full-Time Bachelor of Engineering Degree or equivalent Degree from a University duly recognized by Central Government or a State Government in Computer Science & Engineering/ Information Technology with a minimum 60% marks in respect of General category & other category candidates and 55% marks in respect of SC category candidates of Haryana domicile. b) Must have passed Hindi/ Sanskrit upto matric standard.
2.	AE(Civil)	a) Full-Time Bachelor Degree in Civil Engineering or equivalent Degree from a University duly recognized by Central Government or a State Government with a minimum 60% marks in respect of General category & other category candidates and 55% marks in respect of SC category candidates of Haryana domicile. b) Must have passed Hindi/ Sanskrit upto matric standard.

3.	JE/Civil	<p>a) Full-Time 3 years diploma in Civil Engineering from any institute recognized by AICTE or by a State Board of Technical Education with a minimum 60% marks in respect of General category candidates, and 55% marks in respect of SC category candidates of Haryana domicile.</p> <p>OR</p> <p>Full-Time Bachelor Degree Civil Engineering or equivalent Degree from a University duly recognized by Central Government or a State Government with a minimum 60% marks in respect of General category candidates and 55% marks in respect of SC category candidates of Haryana domicile.</p> <p>b) Must have passed Hindi/ Sanskrit upto matric standard.</p>
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The other terms & conditions of the existing Recruitment and Promotion policies for the posts detailed above shall remain the same.

This issues in pursuance to the decision taken by the Board of Directors, HPGCL in its meeting held on 30.07.2015.


 Dy. Secy./General
 for Chief Engineer/Adm.
 HPGCL, Panchkula

Endst. No. *Ch-26/GB/CS-263/3640*

Dated:- 10.09.2015

Copy of the above is forwarded to the following for information and necessary action.

1. CE/Admn., HVPNL, Panchkula.
2. All Chief Engineers in HPGCL.
3. LR/HPU, Panchkula.
4. Company Secretary, HPGCL, Panchkula w.r.t. his office memo no.Ch.1/CS/HPGCL/102BM dated 24.08.2015.
5. All Dy./Under Secy./Admn. officers, in HPGCL.
6. SE/Technical (HQ), HPGCL, Panchkula.
7. XEN/HR&IT, HPGCL, Panchkula with request to upload the same on HPGCL website.

- s.d. -
 Dy. Secy./General
 for Chief Engineer/Admn.,
 HPGCL, Panchkula.

CC:-

1. SPS to Managing Director, HPGCL, Panchkula.
2. SPS to Director/Technical, HPGCL, Panchkula.
3. SPS to Director/Generation, HPGCL, Panchkula.
4. PS to Chief Engineer/Admn., HPGCL, Panchkula.

HARYANA POWER GENERATION CORPORATION LIMITED

Regd. Office: C-7, URJA BHAWAN, SECTOR-6, PANCHKULA.

Corporate Identity Number:- U45207HR1997SGC033517

website: www.hpgcl.gov.in

Telephone No.0172-5023425

Fax No.0172-5022434

Office Order No. 89 /CE/Admn./ 80

Dated: 20.06.2014

In exercise of powers conferred under section 56(3) (VI) of Haryana Electricity Reforms Act, 1997 read with Electricity Act, 2003 & all other enabling powers in this behalf, the Haryana Power Generation Corporation Limited is pleased to make the following amendments in the Recruitment & Promotion Policy for the employees working in Hydel Projects notified vide office order no. 165/PS/CE-Admn./M&P dated 28.11.2000 & office order No.88/CE/Admn. dated 29.8.2011/9.9.2011 and any other modification/amendment thereof:-

Hydel Staff (Operation Side)**Plant Attendant**

The post of Plant Attendant shall be filled up as under:-

- i) 40% posts of Plant Attendant shall be filled up by direct recruitment from the persons having Matric with two years ITI course in Fitter, Electrician, Electronics & Communication and Instrumentation & Control as minimum qualification.
- ii) 60% by promotion from Skilled Helpers having 7 yrs experience.

Operator (Hydel)

- i) 50% posts of Operator (Hydel) shall be filled up by direct recruitment from persons who possess Matric with three years Diploma in Engg.
- ii) 50% posts shall be filled by promotion from Plant Attendant as under:-
 - a) 50% posts shall be filled up by promotion from Plant Attendant who possess Matric with 12 years experience as Plant Attendant.
 - b) 50% posts shall be filled up by promotion from Plant Attendant who possess Matric with 2 years ITI with 8 years experience as Plant Attendant.

Junior Engineer/Generation

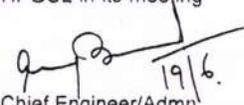
The post of JE/Generation shall be filled up as under:-

- a) 50% posts shall be filled up by promotion from Operator (Hydel) who possess three years diploma in Engg. with 4 years experience as Operator.
- b) 50% posts shall be filled up by promotion from Operator(Hydel) who possess minimum qualification of Matric with 2 years ITI with 6 years experience as Operator.

Note: 1. The seniority of FM-I/JE/Generation working at Hydel shall be determined from the issuance of promotion orders and shall be inserted in the seniority of Foreman-I/JE/Generation of HPGCL as a whole. In case, the promotion orders of Foreman-I/JE/Generation are issued on the same day, then the Foreman-I/JE-Generation promoted from Thermal shall be placed first.

2. The qualification of Matric for promotion as Plant Attendant/Technician is relaxed for the existing Helpers/ Skilled Helpers.

This issues in pursuance of the decision taken by the Board of Directors of HPGCL in its meeting held on 15.05.2014.

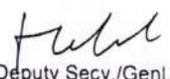

19/6.
Chief Engineer/Admn.
HPGCL, Panchkula

Endst. No. Ch- 801 /GB/ 14 PSL - 377

Dated : 20.06.2014

Copy of the above is forwarded to the following for information and necessary action :-

1. All Chief Engineer's in HPGCL.
2. All FA&CAO's in HPGCL
3. Company Secretary, HPGCL, Panchkula
4. LR/HPUs, Shakti Bhawan, Sector-6, Panchkula


Deputy Secy./Genl.
for Chief Engineer/Admn.
HPGCL, Panchkula

CC:-

1. OSD/Tech. to Managing Director, HPGCL, Panchkula
2. SPS to Director/Technical/Generation/Finance, HPGCL, Panchkula


HARYANA POWER GENERATION CORPORATION LIMITED

Regd. Office: C-7, URJA BHAWAN, SECTOR-6, PANCHKULA.

Corporate Identity Number:- U45207HR1997SGC033517

 website: www.hpgcl.gov.in

HPGCL

Telephone No.0172-5023425

Fax No.0172-5022434

Office Order No. 90 /CE/Admn./ 80 L

Dated: 20.06.2014

In exercise of powers conferred under section 56(3) (VI) of Haryana Electricity Reforms Act, 1997 read with Electricity Act, 2003 & all other enabling powers in this behalf, the Haryana Power Generation Corporation Limited is pleased to make the following amendments in the Recruitment & Promotion Policy of employees working in Thermal Power Projects notified vide office order No.2845/Cadre dated 27.05.1985 and further modified vide office order No.2878/Cadre 07.08.1985 read with notification Nos.59/REG-137 dated 14.03.1990, Ch.9/REG-120/L1/A dated 03.02.1999, office order No.70/CE/Admn. dated 29.12.2004, office order No.9/CE/Admn./Cadre dated 15.9.2005 & office order No.89/CE/Admn. dated 29.8.2011/9.9.2011 and any other modification/amendment thereof:-

A. Operation Staff:
Plant Attendant

The post of Plant Attendant is to be filled up as under:-

- i) **80% posts** of Plant Attendant shall be filled up by direct recruitment from the persons having Matric with two years ITI course in Fitter, Electrician, Electronics & Communication and Instrumentation & Control as minimum qualification.
- ii) **20% Posts** of Plant Attendant shall be filled up by promotion from Helpers who are having Matric + 2 years ITI course in fields such as Fitter, Electrician, Electronics & Communication and Instrumentation & Control etc. and 3 yrs experience as such.

Junior Engineer/Generation

The post of JE/Generation shall be filled up as under:-

- i) **80% posts** shall be filled up by promotion from Operator Grade -I who possess three years diploma in Engg. with 4 years experience/ service as such.
- ii) **20% posts** shall be filled up by promotion from Operator Grade-I who possess minimum qualification of Matric with 2 years ITI in fields such as Fitter, Electrician, Electronics & Communication and Instrumentation & Control etc. with six (6) years experience OR Matric with Boiler Competency 1st class certificate, with six (6) years experience.

B. Maintenance Staff :
Technician:

The post of Technician shall be filled up as under:-

- i) **70% post** of Technician shall be filled up by direct recruitment from the persons having Matric with two years ITI course in Fitter, Electrician, Electronics & Communication and Instrumentation & Control as minimum qualification.
- ii) **30% posts** by promotion from Helper who are Matriculate with 3 years experience as such.

Technician Grade-I

The post of Technician Grade-I shall be filled up 100% by promotion from Technician having 4 years experience.

Note: The qualification of Matric for promotion as Technician & Matric with 2 years ITI for promotion as Plant Attendant is relaxed for the existing Helpers.

C. Chemical Laboratory Staff :
Analyst :

The word "fresh" in the qualification for direct recruitment of Analyst is hereby deleted.

Assistant Chemist :

The post of Assistant Chemist shall be filled up 100% by promotion from Sr. Analyst persons having 4 years experience / service as such

Chemist

The word "fresh" in the qualification for direct recruitment of Chemist is hereby deleted.
50% posts of Chemist shall be filled up by promotion from Asstt. Chemist having 5 years experience

Dy. Chief Chemist

100% posts shall be filled up by promotion on seniority-cum-merit basis from Chemist having 4 years experience.

Chief Chemist

100% posts shall be filled up by promotion on seniority-cum-merit basis from Dy. Chief Chemist having 4 years experience.

This issues in pursuance of the decision taken by the Board of Directors of HPGCL in its meeting held on 15.05 2014


17/6/14
Chief Engineer/Admn
HPGCL, Panchkula

Endst. No. Ch- 801 / 013 / HPGCL - 377

Dated : 2nd .06.2014

Copy of the above is forwarded to the following for information and necessary action :-

1. All Chief Engineer's in HPGCL.
2. All FA&CAO's in HPGCL.
3. Company Secretary, HPGCL, Panchkula
4. LR/HPUs, Shakti Bhawan, Sector-6 Panchkula


Deputy Secy/Genl.
for Chief Engineer/Admn.
HPGCL, Panchkula

CC-

OSD/Tech. to Managing Director, HPGCL, Panchkula
SPS to Director/Technical/Generation/Finance, HPGCL, Panchkula

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HPGCL

HARYANA POWER GENERATION CORPORATION LIMITED

AN ISO:9001, ISO:14001 & OHSAS:18001 CERTIFIED COMPANY

Regd. Office: C-7, URJA BHAWAN, SECTOR-4, PANCHKULA

Corporate Identity Number: UH52074RBL1978GC033517

 website: www.hpgcl.org.in

Telephone No. 0172-5023425

Fax No. 0172-5022434

Office Order No. 40/GB/CS-232/2018

Dated:- 10/05/2018

In exercise of powers conferred under section -56 (3) (vi) of Haryana Electricity Reforms Act, 1997 read with Electricity Act, 2003 and all enabling powers in this behalf, HPGCL is pleased to frame a comprehensive Recruitment and Promotion Policy for Chemical Cadre in HPGCL as detailed below:-

1.0 Analyst

- 1.1 100% posts shall be filled up by direct recruitment from the persons having B.Sc. with 60% marks or equivalent CGPA (Chemistry, Physics & Mathematics) in respect of General/other category candidates and 55% marks or equivalent CGPA for SC candidates of Haryana domicile from any University recognized by the Government of Haryana.

2.0 Sr. Analyst

- 2.1 100% posts shall be filled up by promotion from eligible analysts with 04 (four) years service as such.

3.0 Assistant Chemist

- 3.1 100% posts shall be filled up by promotion from Sr. Analysts having 4 (four) years service as such.

4.0 Chemist

- 4.1 50% posts of Chemist shall be filled up by direct recruitment with the qualification as -

a) M. Sc. (Chemistry) with 60% marks and one year experience in Chemical stream in any industry in supervisory capacity

OR

b) B. Tech (Chemical Engineering) with 60% marks and one year experience in Chemical stream in any industry in supervisory capacity.

- 4.2 50% posts of Chemists shall be filled up by promotion from the Assistant Chemist having 4 (four) years service as such.

5.0 Dy. Chief Chemist

- 5.1 100% posts shall be filled up by promotion on seniority-cum-merit basis from Chemist having 4 (four) years service.

6.0 Chief Chemist

- 6.1 100% posts shall be filled up by promotion on seniority-cum-merit basis from Dy. Chief Chemist having 6 (six) years service.

NOTE: All other provisions regarding age, weightage for experience etc.etc. shall be applicable as per prevailing instructions of HPGCL issued time to time.

This issues with the approval of Board of Directors, HPGCL in its meeting held on 28th March, 2018.

F. K. S.
Dy. Secy./General
for Chief Engineer/Admn
HPGCL, Panchkula

Endst. No. CH.13/HPGCL/G.B/CS-232/N-I/642

Dated: 10/05/2018

A copy of the above is forwarded to the following for information and necessary action:-

1. All Chief Engineers in HPGCL.
2. Secretary, BBMB, Chandigarh.
3. LR/HPU, Panchkula.
4. All FA/CAOs in HPGCL.
5. Company Secretary, HPGCL, Panchkula
6. All Dy. Secy./Under Secy. in HPGCL.


Dy. Secy./General
for Chief Engineer/Admn.
HPGCL, Panchkula

CC:-

1. SPS to Managing Director, HPGCL, Panchkula.
2. Sr. PS. to Director/Tech., HPGCL, Panchkula.

REGULATION
SECTIONHARYANA STATE ELECTRICITY BOARDNOTIFICATIONTHE 19th JUNE, 1992

No. 148/REG-128 In exercise of the powers conferred by Clause (c) of Section-79 of the Electricity (Supply) Act, 1948 and all other enabling powers in this behalf the HSEB is pleased to make the following revised Recruitment & Promotion Policy in respect of Store Keeping staff:-

1.0 STORE ATTENDANT

The posts shall be filled-up from amongst the workcharge Dailywage store Mates working under C.O.S. on seniority-cum-merit basis (regular Store mates already working would be redesignated as Store Attendant).

2.0 STORE MUNSHI

2.1 50% Posts shall be filled up by promotion from amongst the Stores Attendants on seniority-cum-merit basis provided he has two years experience of Store Attendant and Matriculates with Hindi/English.

2.2 (a) 50% posts shall be filled by direct recruitment from amongst the candidate (s) who possess a qualification 10+2 or equivalent examination from Education Board/University recognized by the Govt. of Haryana.

(b) Passed Hindi upto 10th Standard.

3.0 ASSISTANT STORE KEEPER

3.1 50% posts shall be filled up by promotion from amongst the regular store Munshies on seniority-cum-merit basis provided he has 4 years service as Store Munshi and having Matriculate qualification.

3.2 (a) 50% posts shall be filled up by direct recruitment from amongst the candidate (s) having qualification Graduation Degree in Science/Arts/Commerce with minimum 2nd Division from any University recognized by the Govt. of Haryana.

(b) Passed Hindi upto 10th standard.

3.3 The officials, shall qualify the departmental Accounts Exam. as prescribed by the Board from time to time.

3.4 (a) The ranking list of ASKs for their promotion as store Keeper would be prepared on the basis of the date of passing the Departmental Accounts Examination.

(b) The directly recruited ASK shall have to qualify the D.A. Exam. within a period of 2 years of the date of joining service as ASK. In case, one fails to qualify the said Exam. within the prescribed period the second annual increment shall not be released to him till he passes the examination.

4.0 STORE KEEPER

The posts shall be filled up by promotion from amongst the ASK on seniority cum-merit basis provided he has 4 years service as ASK and has qualified the Departmental Accounts Examination.

5.0 HEAD STORE KEEPER

The posts shall be filled up by promotion from amongst the Store Keepers on seniority-cum-merit basis provided he has 4 years service as Store Keeper.

6.0 STOCK VERIFIER

The posts shall be filled up by promotion from amongst the Head Store Keeper on seniority-cum-merit basis provided he has 2 years service as Head Store Keeper.

7.0 ASSTT. STORE OFFICER

The posts shall be filled up by promotion from amongst the stock Verifier on seniority-cum-merit basis. The cadre of Asstt. store officer and Chief Store Keeper is amalgamated into that of Asstt. store officer i.e. hence-forth C.S.Ks. would be redesignated as A.S.O.

8.0 RESERVATION

Nothing contained in the Policy, shall affect the reservation of filling of posts (on vacancies) ear-marked for the member of SC/Tribes and B.Cs and Handicapped persons, which will be governed by special instructions issued by the State Govt. from time to time and adopted by the Board in pursuance of Article-16 (4) of the constitution of India.

9.0 The above policy supersedes the provisions specified in O/o No. 891/NGE/G-26/L-17 dt. 07-10-78 and other relevant orders/instructions issued on the subject by the Board from time to time.

Sd/-
SECRETARY,
HARYANA STATE ELEC. BOARD,
PANCHKULA

 HPGCL	HARYANA POWER GENERATION CORPORATION LIMITED AN ISO:9001,ISO:14001 & OHSAS:18001 CERTIFIED COMPANY <u>Regd. Office: C-7, URJA BHAWAN, SECTOR-8, PANCHKULA,</u> <u>Corporate Identity Number: U45207HR1997SGC033517</u> website: www.hpgcl.org.in	Telephone No.0172-5023425 Fax No.0172-5022434
	Office Order No. 35/CE/Amn Dated:- 8.5.2018	

Office Order No. **35/CE/Amn**

Dated:- **8.5.2018**

In exercise of powers conferred under section -56 (3) (vi) of Haryana Electricity Reforms Act, 1997 read with Electricity Act, 2003 and all enabling powers in this behalf, HPGCL is pleased to frame a comprehensive Recruitment and Promotion Policy for Fire Fighting Staff in HPGCL as detailed below:-

1.0 Fire Brigade driver cum Pump Operator

1.1 100% posts shall be filled up by direct recruitment from the persons having Educational/Technical qualification and Physical requirement as under:-

a) Educational/Technical qualifications

- i) Matric with Hindi/Sanskrit & Science from recognized University/Board.
- ii) 05 weeks Firemen training from the Institution recognized by the Govt. of Haryana for that purpose.
- iii) Heavy Vehicle Driving License.

b) Physical Requirement (tested by the recruiting agency before selection of the candidate)

(i) Physical fitness/Standard

- i.) Minimum Height 5'-7" (without shoes)
- ii) Chest 32"-34"
- iii) Eye Sight 6/6 (without glasses)
- iv) Weight not less than 54 Kg. (without shoes and clothes.)

(ii) Physical Tests

- i) Should be able to swim and dive in water.
- ii) Capable of running a distance of 100 Meters in one minute with atleast a load of 50 Kg. on both shoulders.
- iii) Capable to climb a rope or a vertical pipe to a height of atleast 3 meters from the ground level.
- iv) Should not be colour blind.

2.0 Fireman

2.1 100% posts shall be filled up by direct recruitment from the persons having Educational/Technical qualification and Physical requirement as under:-

a) Educational/Technical qualifications

- i) Matric with Hindi/Sanskrit & Science from recognized University/Board
- ii) 5 weeks Fireman training from the Institution recognized by the Govt. of Haryana for that purpose.

b) Physical Requirement (tested by the recruiting agency before selection of the candidate)

i) Physical fitness/Standard

- i.) Minimum Height 5'-7" (without shoes)
- ii) Chest 32"-34"
- iii) Eye Sight 6/6 (without glasses)
- iv) Weight not less than 54 Kg. (without shoes and clothes.)

ii) Physical Tests

- i) Should be able to swim and dive in water.
- ii) Capable of running a distance of 100 Meters in one minute with atleast a load of 50 Kg. on both shoulders
- iii) Capable to climb a rope or a vertical pipe to a height of atleast 3 meters from the ground level.
- iv) Should not be colour blind.

3.0 Sr. Fireman

3.1 100% posts shall be filled up by promotion from the Fireman/Fire Brigade driver-cum-Pump Operators on the joint seniority and seniority-cum-merit basis, provided they possess atleast 08 years service as Fire Brigade Driver/Fireman and having 05 weeks Fireman Training Course from the Institution recognized by the Government of Haryana for that purpose.

3.2 In the event, the departmental employee(s) are not available, the post may be filled-up by direct recruitment from amongst the persons, who have possess the Sub-Fire Officer's course from National Fire Service college, Nagpur or any Institution recognized by the Govt. of Haryana for that purpose. The candidate possess at least 2 years experience as Fireman/Fire brigade Driver-cum-Fire Pump Operator in any Regular Fire Service Organization.

4.0 Assistant Fire Operator

4.1 50% Posts shall be filled-up by promotion from amongst Senior Fireman on seniority-cum-merit basis provided they possess atleast 07 years service as Senior Fireman.

4.2 In case, no Senior Fireman is having 07 years service, then the post of Assistant Fire Operator may be filled up from amongst Senior Fireman who are having total 15 years or more service as Senior Fireman & Fireman

4.3 50% posts shall be filled up by promotion on seniority-cum-merit basis from amongst the feeder cadres namely, Fireman, Fire Brigade Driver-cum-Pump Operator and Sr. Firemen possessing the qualification of Sub Fire Officers Course from National Fire Service College, Nagpur or any institution recognized by the Govt. of Haryana for that purpose provided they have 10 years service on the above posts in HPGCL. The ranking list in respect of eligible employees shall be prepared on 1st January of each year with cut off date of 31st December and shall be valid for one year. The inter-se-seniority of eligible employees in the ranking list shall be determined according to scale of pay last drawn, with the employee drawing higher scale of pay being ranked senior. If scale of pay drawn by two or more employee is same, the inter-se-seniority shall be determined according to length of service from the date of initial appointment on regular basis and if such services are also of similar length then the older employee shall rank senior to the younger employee.

5.0 Fire Operator

5.1 The post shall be filled-up by promotion from amongst the Assistant-Fire-operators on seniority-cum-merit basis, provided they have atleast 3 years service as Assistant Fire Operator and possess Sub Fire Officer's Course Diploma/Certificate from National Fire Service college, Nagpur or any Institution recognized by the Govt. of Haryana for that purpose.

5.2 In the event, the department employee(s) are not available, the posts may be filled-up by direct recruitment from amongst the candidate, who possess the qualification of Graduation from a recognized University and have passed Sub-Fire Officer's course from National Fire Service College, Nagpur or from any Institution recognized by the Government of Haryana with 2 year service as Assistant Fire Operator in any regular Fire Service Organization.

6.0 Assistant Fire Officer

6.1 100% posts shall be filled up by promotion amongst the Fire Operator on seniority-cum-merit basis having atleast 04 years service as Fire Operator and possess Sub Fire Officer's Course Diploma/Certificate from National Fire Service college, Nagpur or any Institution recognized by the Govt. of Haryana for that purpose.

6.2 In the event the departmental employee(s) are not available the posts may be filled-up by direct recruitment from amongst the candidate who possess the minimum qualification of Graduation from a recognized University and have passed Sub-Fire Officer's course from National Fire Service College, Nagpur, or from any Institution recognized by the Government of Haryana with atleast 4 year service as Fire operator/supervisory post in regular Fire Service Organization

7.0 Fire Officer

7.1 100% posts shall be filled up by promotion amongst the Assistant Fire Officer on seniority-cum-merit basis, provided they have atleast 03 years service as Assistant Fire Officer.

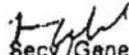
7.2 In the event the departmental employee are not available the post may be filled-up by direct recruitment from the persons who possess pre-Engineering or other equivalent qualification with Diploma in Station Officers and Instructors course from National Fire Service College, Nagpur. Preference shall be given to those having advanced Diploma in Divisional Officers Course from National Fire Service College, Nagpur and having atleast 3 year service on the post of Assistant Fire Officer

8.0 Chief Fire Officer

8.1 100% shall be filled up by promotion amongst the Fire Officer on seniority-cum-merit basis provided they have atleast two years service as Fire Officer.

NOTE: All other provisions regarding age, weightage for experience etc.etc. shall be applicable as per prevailing instructions of HPGCL issued time to time.

This issues with the approval of Board of Directors, HPGCL in its meeting held on 28th March, 2018.

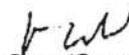

Dy. Secy./General
for Chief Engineer/Admn.,
HPGCL, Panchkula

Endst. No. Ch. 46/HPGCL/CS-112/L/629

Dated: 8.5.2018

A copy of the above is forwarded to the following for information and necessary action:-

1. All Chief Engineers in HPGCL.
2. Secretary, BBMB, Chandigarh.
3. LR/HPUs, Panchkula.
4. All FA/CAOs in HPGCL.
5. Company Secretary, HPGCL, Panchkula
6. All Dy. Secy./Under Secy. in HPGCL.


Dy. Secy./General
for Chief Engineer/Admn.,
HPGCL, Panchkula

CC -

1. SPS to Managing Director, HPGCL, Panchkula.
2. Sr. PS. to Director/Tech., HPGCL, Panchkula.

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HARYANA POWER GENERATION CORPORATION LIMITED

AN ISO:9001, ISO:14001 & OHSAS:18001 CERTIFIED COMPANY

Regd. Office: C-7, URJA BHAWAN, SECTOR-6, PANCHKULA.

Corporate Identity Number:- U45202HR1997SGC013517

 website: www.hpgcl.gov.in

HPGCL

Telephone No.0172-5023425

Fax No.0172-5022434

Office Order No. 42 ICE/Admn./GB/HPG/ENG-G-196/

Dated:- 11.05.2018

In exercise of powers conferred under Section 56 (3) (vi) of Haryana Electricity Reform Act, 1997 read with Electricity Act, 2003 and all other enabling powers in this behalf, the Haryana Power Generation Corporation Limited is pleased to make the following amendment in Clause A (ii) of the Recruitment & Promotion Policy for Technical Non-Gazetted Staff for the post of Helper (Thermal) issued vide office order no.89/CE/Admn. dated 29.08.2011/09.09.2011 to the extent as under:-

A. Common for Operation and Maintenance:-
ii) Helper (Thermal):-

- i) 70% posts shall be filled up by direct recruitment from the persons possessing Matric with Hindi/Sanskrit qualifications.
- ii) 30% posts shall be filled up from amongst Peon (HO/Field) by change of cadre possessing Matric (qualification) with 2 years service and working in HPGCL.

Note:- i) Consent from the existing Peons working in HO as well as Field possessing qualification prescribed for the post of Helper & are willing to change their cadre from Peon to Helper (Thermal) shall be obtained.

ii) Thereafter, a joint seniority list of Peons (HO & Field) shall be prepared for change of cadre as Helper (Thermal) by taking into considering date of joining in HPGCL. If the date of joining is same then the older in age will be considered senior for that purpose.

iii) The change in cadre will be subject to the following terms & conditions:-

- a) That the official will have no claim of seniority of Peon (HO/Field) once his/her cadre has changed to Helper.
- b) That the official will be placed at the tail end of the seniority list in the Helper Thermal Cadre.
- c) That the official will not be entitled to draw any allowance attached with the post of Peon (HO/Field).
- d) That the official have no lien on the post of Peon (HO/Field).
- e) That the above option is final and the official will not change his/her option later at any stage.
- f) An undertaking will be obtained from the official concerned on above lines.

This issues in pursuance to the decision taken by Board of Directors, HPGCL in its meeting held on 28.03.2018.

Dy. Secy./Genl.
for Chief Engineer/Admn
HPGCL, Panchkula

Endst. No. Ch.- 70/HPGCL/GB/HPG/ENG-G-196/ 646

Dated:- 11.05.2018

A copy of above is forwarded to the following for information and further necessary action:-

1. All Chief Engineers in HPGCL.
2. Controller of Finance/Accounts, HPGCL, Panchkula
3. LR/HPUs, Panchkula.
4. Company Secretary, HPGCL, Panchkula w.r.t. his office memo no.Ch.1/CS/HPGCL/113BM dated 07.05.2018 (agenda item no.113.42).
5. SE/Technical (HQ)/FTPS in HPGCL.
6. All FA & CAOs at HPGCL projects.
7. All Dy. Secy./Under Secy./Admn. Officers in HPGCL.
8. XEN/IT, HPGCL, Panchkula w.r.t. upload the same on HPGCL website

Dy. Secy./Genl.
for Chief Engineer/Admn
HPGCL, Panchkula

CC:-

1. OSD/Tech. to MD, HPGCL, Panchkula.
2. SPS to Director/Technical/Generation, HPGCL, Panchkula.
3. PS to Chief Engineer/Admn., HPGCL, Panchkula



HPGCL
ANISO:9001,ISO:14001 &
IGSAS:18001 COMPANY

HARYANA POWER GENERATION CORPORATION LIMITED

Regd. Office: C-7, URJA BHAWAN, SECTOR-6, PANCHKULA.

Corporate Identity Number:- U45207HR1997SGC033517

website: www.hpgcl.org.in

Telephone No.0172-5023425

Fax No.0172-5022434

From

Chief Engineer/Admn.,
HPGCL, Panchkula.

To

1. The Director Medical Services, HPUs, Panchkula.
2. All Chief Engineers in HPGCL.
3. COF/COA, HPGCL, Panchkula.
4. LR, HPUs, Panchkula.
5. SE/Technical (HQ), HPGCL, Panchkula.
6. SE/FTPS, HPGCL, Faridabad.
7. All FAs & CAOs at HPGCL projects.
8. All Dy. Secy./Under Secy./Admn. Officers in HPGCL

Memo No. Ch. 71 /HPGCL/CS-262/Vol.-II 2019

Dated: 21.05.2019

Subject: Minimum qualifications for a post, eligibility of candidates possessing higher education than those laid down as minimum- Adoption of State Govt. instructions.

The State Government instructions no. 34/93/78-5-GS-I dated 16.06.1979 and further reiterated vide letter no.10/4/2015-3GSII dated 25.03.2016 regarding minimum qualification for a post, eligibility of candidates possessing higher education than those laid down as minimum is hereby adopted and circulated in HPGCL for strict compliance.

This issues in pursuance to the decision taken by Whole Time Directors, HPGCL (in circulation), Panchkula.

DA/ As above.

- sd
Dy. Secy./Genl.
for Chief Engineer/Admn.,
HPGCL, Panchkula.

Endst. No. Ch. 71 /HPGCL/CS-262/Vol.-II 2019

Dated:-21.05.2019

A copy of above is being forwarded to the following for information and necessary action please.

1. Company Secretary, HPGCL, Panchkula
2. XEN/IT, HPGCL, Panchkula for uploading the same on HPGCL website.

DA/As above

sd
Dy. Secy./Genl.,
for Chief Engineer/Admn.,
HPGCL, Panchkula.

Endst. No. Ch. 71 /HPGCL/CS-262/Vol.-II 2019

Dated:-21.05.2019

A copy of above is being forwarded to Under Secretary/GA, HVPNL, Panchkula w.r.t. his office endst. no.Ch.110/REG-18/L dated 23.04.2019 for information and necessary action please.

DA/As above

sd
Dy. Secy./Genl.,
for Chief Engineer/Admn.,
HPGCL, Panchkula.

CC:-

1. OSD/Tech. to MD, HPGCL, Panchkula.
2. SPS to Director/Technical/Generation, HPGCL, Panchkula.
3. PS to Chief Engineer/Admn., HPGCL, Panchkula.

No. 34/93/78-5-GS-I.

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners, Ambala and Hissar Divisions; all Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana.
2. The Registrar, Punjab and Haryana High Court, Chandigarh.
Dated, Chandigarh, the 16th June, 1979.

Subject:— Minimum qualifications for a post, eligibility of candidates possessing higher qualifications than those laid down as minimum.

Sir,

I am directed to refer to the subject noted above and to state that a question had come up for consideration by the Government whether a person possessing qualifications higher than those prescribed for a post, but not those actually prescribed for it, should be considered eligible for such a post. The matter has carefully considered and it has been decided that if a candidate possesses higher qualifications in the same line and has passed such higher examination in the same division or class as prescribed for the minimum qualifications applicable to a particular post, then he should be considered for eligible for that post.

2. To illustrate, if the minimum educational qualification prescribed for a post is Matric First Division and if candidates with higher qualifications, such as Higher Secondary or B.A. have applied for it, then such candidates as have passed the higher examination in the First Division would be eligible although they may not have passed the Matric Examination in the First Division.

Yours faithfully,

Sd/-

Under Secretary General Administration,
for Chief Secretary to Government, Haryana.

A copy is forwarded to the Financial Commissioner, Revenue & Development, Haryana and all Administrative Secretaries to Government, Haryana, for information and necessary action.

Sd/-

Under Secretary General Administration,
for Chief Secretary to Government, Haryana.

To

1. The Financial Commissioner, Revenue & Development, Haryana,
2. All Administrative Secretaries to Government, Haryana.

U.O. No. 34/93/78-5GS-I,

dated, Chandigarh, the 16th June, 1979.

HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
(IN GENERAL SERVICES-II BRANCH)

No. 10/4/2015-3GSII

From

Chief Secretary to Government Haryana

To

- 1 All the Administrative Secretaries to the Government of Haryana.
- 2 All the Head of Department, Haryana.
- 3 All the Commissioners, Ambala, Hisar, Rohtak & Gurgaon Division
- 4 The Registrar, Punjab and Haryana High Court, Chandigarh.
- 5 All the Managing Directors / Chief Administrators of Boards / Corporations / Public Undertaking in Haryana.
- 6 All the Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Dated Chandigarh the 25th March, 2015

Subject:- Minimum qualifications for a post, eligibility of candidates possessing higher qualifications than those laid down as minimum.

Sir/Madam,

I am directed to invite your attention to the Haryana Government instructions issued vide letter No. 34/93/78-5GS-I, dated 16.06.1979 in which it was decided that if a candidate possesses higher qualifications in the same line as prescribed in the minimum qualifications applicable to a particular post, then he should be considered as eligible for that post. It has come to the notice of the Government that the provisions of these instructions are not being followed in an appropriate manner while sending the requisition to HSSC / HPSC for the posts in question.

2. After due consideration, it has again been decided that if a candidate possesses higher qualifications in the same line as prescribed in the minimum qualifications applicable to a particular post, then he should be considered as eligible for that post. It is, therefore, directed that the provision, that if a candidate possesses higher qualifications in the same line as prescribed in the minimum qualifications applicable to a particular post, then he should be considered as eligible for that post, be inserted in the Service Rules and if not inserted in the Service Rules, then it should be clarified in the requisitions being sent to HSSC/HPSC. These instructions should be followed meticulously

3. This may also be brought to the notice of all concerned.

Yours faithfully

Mehar Singh
Under Secretary Protocol
for Chief Secretary to Government Haryana.



HPGCL

HARYANA POWER GENERATION CORPORATION LIMITED

AN ISO:9001,ISO:14001 & OHSAS:18001 CERTIFIED COMPANY

Regd. Office: C-7, URJA BHAWAN, SECTOR-6, PANCHKULA.

Corporate Identity Number:- U45207HR1997SGC033517

website: www.hpgcl.gov.in

Telephone No.0172-5023425

Fax No.0172-5022434

Office Order No. 52/CE/Admn./GB/CS-262

Dated:- 18.03.2016

In continuation to office order no. 34/CE/Admn./Genl. dated 16.02.2016 vide which Recruitment & Promotion Policies of the technical and clerical posts meant for direct recruitment to be filled up through HSSC was amended to allow age relaxation and weightage of experience to the contractual workers engaged by any Power Utility, it has now been decided to allow the benefit also to all Non-Technical posts meant for direct recruitment to be filled up through HSSC.

Accordingly, the Recruitment & Promotional Policies for Technical & Non-Technical posts meant for direct recruitment to be filled up through HSSC are hereby amended to the extent as under:-

1. The relaxation in age and weightage of experience to the contractual workers in any Power Utility be given by HSSC while making recruitment of all **Technical & Non-Technical posts** for HPGCL.

i) **Weightage of Experience**

One percent mark for each completed year of service in the respective category be granted subject to a maximum of eight percent with the rider that the qualifying service should have been in any Power Utility in the same capacity.

ii) **Relaxation in Age**

One year of age relaxation for each completed year of service in the respective category be granted subject to a maximum of 5 years with the rider that the qualifying service should have been in any Power Utility.

The others terms & conditions of office order no. 34/CE/Admn./Genl. dated 16.02.2016 shall remains same.

This issues with the approval of ACS/Power-cum-Chairman, HPU.

sd
SE/Admn.,
for Chief Engineer/Admn.,
HPGCL, Panchkula

Endst. No. Ch-60/HPGCL/GB/CS-262/406

Dated: 18.03.2016

Copy of the above is forwarded to the following for information and necessary action:-

1. All Chief Engineers in HPGCL.
2. Chief Engineer/Admn., HVPNL/DHBNL/UHBNL
3. COA/COF, HPGCL, Panchkula
4. SE/Technical(HQ), HPGCL, Panchkula.
5. SE/FTPS, HPGCL, Faridabad.
6. All FA &CAOs at HPGCL projects.
7. All Dy. Secy./Under Secy./Admn. Officers in HPGCL.
8. XEN/HR&IT, HPGCL, Panchkula for uploading the same on HPGCL website.

sd
Dy. Secy./Genl.
for Chief Engineer/Admn.,
HPGCL, Panchkula

CC:-

1. OSD/Tech. to Managing Director, HPGCL, Panchkula.
2. SPS to MD, HVPNL/DHBNL/UHBNL.
3. SPS to Director/Finance/Technical/Generation, HPGCL, Panchkula.
4. PS to Chief Engineer/Admn., HPGCL, Panchkula.


HARYANA POWER GENERATION CORPORATION LIMITED

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HPGCL

Telephone No.0172-5023425

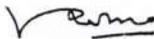
Fax No.0172-5022434

Office Order No. 34/CE/Admn./Genl.
Dated:- 16.02.2016

In supersession of office order No. 21/CE/Admn./Genl. dated 01.02.2016, office order No. 26/CE/Admn./Genl. dated 05.02.2016 and office order no. 27/CE/Admn./Genl. dated 09.02.2016, HPGCL is pleased to amend the Recruitment & Promotion Policies of the technical and clerical posts meant for direct recruitment to be filled up through HSSC, to the extent as under:-

1. The relaxation in age and weightage of experience to the contractual workers in any Power Utility be given by HSSC while making recruitment of the clerical and the technical posts for HPGCL.
 - i) **Weightage of Experience**
One percent mark for each completed year of service in the respective category be granted subject to a maximum of eight percent with the rider that the qualifying service should have been in any Power Utility in the same capacity.
 - ii) **Relaxation in age**
One year of age relaxation for each completed year of service in the respective category be granted subject to a maximum of 5 years with the rider that the qualifying service should have been in any Power Utility.
2. Following criteria for the recruitment/ selection of these Class-III posts be followed by HSSC as per instructions of the State Government vide memo no. 42/204/2014-5GSI dated 13.07.2015:-
 - a) The interview marks weightage will be 12% of the total marks.
 - b) The written exam shall be of 80% weightage of the total marks.
 - c) The weightage of experience shall be to the extent of 8% as given in para 1(i) above.

This issues with the approval of Managing Director, HPGCL.


 SE/Admn.,
 for Chief Engineer/Admn.,
 HPGCL, Panchkula

Endst. No. Ch- 56/HPGCL/GB/CS-262/ 237
Dated:- 16.02.2016

Copy of the above is forwarded to the following for information and necessary action:-

1. All Chief Engineers in HPGCL.
2. Chief Engineer/Admn., HVPNL/DHBNL/UHBNL.
3. COA/COF, HPGCL, Panchkula
4. SE/Technical(HQ), HPGCL, Panchkula.
5. SE/FTPS, HPGCL, Faridabad.
6. FA & CAOs at HPGCL projects.
7. All Dy. Secy./Under Secy./Admn. Officers in HPGCL.
8. XEN/HR&IT, HPGCL, Panchkula w.r.t. upload the same on HPGCL website.


 Dy. Secy./Genl.,
 for Chief Engineer/Admn.,
 HPGCL, Panchkula

CC:-

1. OSD/Tech. to MD, HPGCL, Panchkula.
2. SPS to MD, HVPNL/DHBNL/UHBNL.
3. SPS to Director/Finance/Technical/Generation, HPGCL, Panchkula.
4. PS to Chief Engineer/Admn., HPGCL, Panchkula.



AN ISO 9001, ISO: 14001 &
ISO: 45001 COMPANY

HARYANA POWER GENERATION CORPORATION LTD

Reqd. Office: C-7, Urja Bhawan, Sector-6, Panchkula
Corporate Identity Number: U45207HR1997SGC033517

E-mail: dsqenl@hpgcl.org.in

Telephone No. 0172-5023426

Office Order No. 380/CE/Admn.

Dated: 18 .04.2023

In exercise of powers conferred under Section 56(3) (vii) of Haryana Electricity Reforms Act, 1997 read with Electricity Act, 2003 and other enabling powers in this behalf, HPGCL is pleased to incorporate following clauses in the Recruitment and Promotion Policies of different cadres of HPGCL -

- i) Must have passed Hindi or Sanskrit upto Matric standard or in higher education as per the State Govt instruction dated 24 08 2009
- ii) Fixation of lower age (18 years) and upper age (42 years) limit for entry into Govt. service or to compete for regular recruitment in addition to the age relaxation under various circumstances as per the Govt of Haryana Notification No 22/06/2021-1GS-II dated 03 02 2021

This issues with the ex-post facto approval of Board of Directors, HPGCL in its 134th meeting held on 22.03.2023.

— sd —

Dy. Secy /General,
For Chief Engineer/Admn.,
HPGCL, Panchkula

Endst. No. Ch-89 /GB/CS-270 / 7433

Dated: 18 .04.2023

A copy of the above is forwarded to the following for information and necessary action:-

1. All Chief Engineers in HPGCL.
2. Controller of Accounts / Finance, HPGCL, Panchkula
3. Company Secy HPGCL, Panchkula w r t agenda item No 13423
4. All FA & CAOs HPGCL.
5. L R. HPUs, HPGCL, Panchkula.
6. All Dy. Secy./Under Secy./Admn Officer in HPGCL.
7. XEN/IT, HPGCL, Panchkula. It is requested to host this office order on the website of HPGCL.

— sd —

Dy. Secy /Genl
for Chief Engineer/Admn
HPGCL, Panchkula

CC:

1. SPS to Chairman, HPUs, Panchkula.
2. OSD/Tech. to M.D., HPGCL, Panchkula
3. SPS to Director/Generation, HPGCL, Panchkula.
4. SPS to Director/Finance, HPGCL, Panchkula
5. SPS to Director/Technical HPGCL Panchkula
6. PS to Chief Engineer/Admn., HPGCL Panchkula