

HARYANA STATE ELECTRICITY BOARD

REGULATION SECTION

OFFICE ORDER 39/REG-93

DATED: 27.04.89

The Haryana State Electricity Board is pleased to lay down the following Recruitment and Promotion Policy in respect of Class-I, II & III employees of Public Relations Wing in the Board:-

1. Chief Public Relations Officer (Rs. 3000/4500+Rs.250/- S.P. (Class-I Post)).

The post of Chief Public Relations Officer, shall be filled-up by promotion from amongst the existing Public Relations Officer, who possess qualifications and experience mentioned below on seniority- cum-merit basis:-

- a) Graduate from a recognized University.
- b) Diploma in Journalism/Public Relations from a recognized Institution/University
- c) Eight years experience as Public Relations Officer.
- d) Capability of writing articles, features, and press notes in English and Hindi.

In case suitable persons are not available for promotion, the post may be filled-up by direct recruitment from the persons who possess qualifications and experience as under:-

- a) M.A. English or Hindi or any Social Science.
- b) Diploma in Journalism/Public Relations from a recognized Institution/University.
- c) Must have passed Hindi upto Matric standard.
- d) Fifteen years practical experience in Journalism/Public Relations. This 15 years experience should include 8 years experience in a Supervisory capacity.
- e) Capability of writing articles, features and press notes in English and Hindi and production of house journal or publicity literature, organising exhibitions, audio visuals and cultural programmes.
- f) Experience should also be in handling publicity campaigns and mass media in a Govt./Semi Govt. Organisation or a reputed news agency or a public relations consultancy firm.
- g) Age should not be less than 35years and more than 45 years. Upper/Lower age limits may be relaxed in the case of an exceptionally qualified and experienced persons.

2. Public Relations Officer (Rs. 2000/3200) (Class-II Post).

- i) 70% posts shall be filled-up by direct recruitment from the persons who possess the qualifications and experience mentioned below:-

- a) Graduate from a recognized University.
 - b) Diploma in Journalism/Public Relations from a recognized Institution/University.
 - c) Must have passed Hindi upto Matric standard.
 - d) 5 years practical experience in Journalism/Public Relations after acquiring academic and professional qualifications.
 - e) Capability of writing press notes, features and articles in English and Hindi and also production of house journal and publicity literature, organising exhibitions, audio visuals and cultural programmes.
 - f) The experience should also be in handling publicity campaigns and mass media in a Govt./Semi Govt. Organisation or a reputed news agency or a public relations consultancy firm.
 - g) Age should not be more than 35years. The upper/lower age may be relaxed in the case of an exceptionally qualified and experienced persons.
- ii) 30% posts shall be filled-up by promotion from the existing Editing Assistants on seniority-cum- merit basis who possess the following qualifications and experience:-
- a) Graduate from a recognized University.
 - b) Must have passed Hindi upto Matric standard.
 - c) Should have 3 years service as Editing Assistant.
 - d) Capability of writing articles, features and press notes in English and Hindi.

3. Editing Assistants (Rs. 1600/2660) (Class-III Post).

The post of Editing Assistants shall be filled-up by promotion from the existing Publicity supervisors on seniority-cum- merit basis who possess the following qualifications and experience:-

- a) Graduate from a recognized University.
- b) Diploma in Journalism/Public Relations from a recognized Institution/University.
- c) Must have passed Hindi upto Matric standard.
- d) Should have 4 years service as Publicity supervisor.

If suitable person/ persons, are not available for promotion to this post, it may be filled-up by direct recruitment from the persons who possess qualifications and experience as under:-

- a) Graduate from a recognized University.
- b) Diploma in Journalism/Public Relations from a recognized Institution/University.
- c) Must have passed Hindi upto Matric standard.

- d) 4 years practical experience of editing/proof reading after acquiring proscribed academic/ professional qualifications mentioned above. He should have a thorough knowledge of printing processes.
- e) Age should not be more than 30 years.
- f) Preference to those who possess experience of writing articles/ features/ press notes in English and Hindi.

4. Publicity supervisors (Rs. 1400/2600) (Class-III Post).

The post of Publicity supervisors shall be filled-up by direct recruitment from the persons who possess the following qualifications and experience:-

- a) Graduate from a recognized University.
- b) Diploma in Journalism/Public Relations from a recognized Institution/University.
- c) Must have passed Hindi upto Matric standard.
- d) Must has fluency in Hindi and English.
- e) Age should not more than 30 years.

Preference to persons with experience in Journalism/Public Relations.

5. Art Executive (Rs. 2000/3200) (Class-II Post).

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

Essential qualification:-

- i) Matriculation from a recognized Board/ Institution/University.
- ii) Must have passed Hindi upto Matric standard.
- iii) 5 years Diploma /Degree in commercial Art in 1st Division from Govt. college of Arts, Chandigarh or equivalent Diploma/ Degree recognized by the Haryana Government.

Desirable qualifications:-

- i) B.A. in Fine Arts from a recognized University/ Institution.
- ii) Diploma in Public Relations from a recognized Institution/University recognized by the Haryana Government.

Experience:

Minimum 3 years experience after obtaining diploma in Commercial Arts in an advertising agency of repute or Govt./Semi Govt. Organisation as a Commercial Artist. He should also have a thorough knowledge of printing processes, organising exhibitions and craft work.

Age should not more than 30 years.

6. **Senior Photographer (Rs. 1600/2660) (Class-III Post):**

The post shall be filled-up by promotion from the post of Jr. Photographer subject to the condition that he has put in at least two years service as Jr. Photographer .

If a suitable departmental person is not available for promotion the post may be filled-up by direct recruitment from the persons who are matriculate with Hindi and 5 years practical experience of printing and developing of films. Preference shall be given to persons who possess diploma in Photography from a Institution recognized by the Haryana Government and those who can handle video Camera and can process Video Films. Age for direct recruitment shall not be more than 30 years.

7. **Junior Photographer (Rs. 1200/2040) (Class-III Post):**

The post shall be filled-up by direct recruitment from the persons who are matriculate with Hindi having 3 years practical experience of printing and developing of films. Preference shall be given to persons who possess a diploma in Photography from a Institution recognized by Haryana Government and who can handle Video Camera and process the video films.

Age should not be more than 30 years.

8. **Film Projector Operator (Rs. 1200/2040) (Class-III Post):**

The post shall be filled-up by direct recruitment from the persons who are matriculate with Hindi possess a diploma of Cinema Operation from a recognized Institution and one year practical experience in the job Age for direct recruitment shall not be more than 30 years.

In order to avoid stagnation a projector Operator who has put in 20 years service in the Board as Projector Operator shall be designated as Sr. Project Operator and granted the scale of Publicity Supervisor.

Reservation:-

Nothing contained in the foregoing general provisions shall in anyways affect the reservation of filling of posts (or vacancies) wherever applicable and earmarked for members of scheduled Castes and Backward Classes which shall be governed by special instructions issued by the State Govt. and adopted by the Board from time to time in pursuance of Article-16 (4) of the Constitution of India.

Sd/-
SECRETARY
HARYANA STATE ELEC. BOARD,
PANCHKULA

Endst. No. Ch-81/Reg-93

Dated 27.4.89

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

1. General Manager, PTPS, HSEB, Panipat.
2. Legal Remembrance, HSEB, Panchkula.
3. All Chief Engineers in HSEB.
4. Chief Public Relation Officer, HSEB, Panchkula.
5. All Dy. Secretaries in HSEB.
6. All Unser Secretaries/ Admn., Officers in HSEB.
7. All Sectional Head in HSEB.
8. Sr. PS to Chairman/ MT(OP), (G&P) and MFC/ PA to Secretary Addl. Secretary, HSEB, Panchkula.
9. Under Secretary/General (Meeting Section), HSEB, Panchkula, w.r.t. his memo No.646/M-316(15) Dt. 31.3.89.

Sd/-
Under Secretary/C&R,
For Secretary, HSEB, Panchkula.

Endst. No. Ch-81/Reg-93

Dated 27.4.89

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

1. Sh. Ram Lal Sharma, Part Time Member, V&PO Raina, Distt. Sirsa.
2. Sh. Dharam Singh Punia, Part Time Member, V&PO Satrod Khurd, Distt. Hisar.
3. Sh. Harbans Singh, Part Time Member, Vill. Ram Nagar Farm, P.O. Churhni Jattan, Teh. Shahbad, Distt. Kurukshetra.

Sd/-
Under Secretary/C&R,
For Secretary, HSEB, Panchkula.