

HARYANA POWER GENERATION CORPORATION LIMITED

Notification
12th January, 2007



No. 33(A)/REG-61 in exercise of the powers conferred by clause-C of Section 79 of the Electricity (Supply) Act, 1948 read with Haryana Electricity Reforms Act, 1997 and all other enabling powers in this behalf, the Haryana Power Generation Corporation Limited is pleased to make following amendments in the Recruitment and Promotion Policy in respect of the following categories:-

1. Steno-Typist

The post will be filled up by direct recruitment out of the persons having the following qualifications:-

- (i) 10+2/10+2(Vocational) 2nd Division or equivalent and above (for Ex-serviceman 10+2 only) or graduate from any Board/University recognized by the Government of Haryana with working knowledge of computer covering the following topics:-
 - a) Computer Fundamentals
 - b) Operation of Internet/E-mail
 - c) MS Office (MS Word, Excel and Power Point)
- (ii) (a) 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.
 - (b) Shorthand test in Hindi at the speed of 64 WPM and transcription thereof at the speed of 11WPM. The passage shall contain 192 Words. Time for transcription 17.5 minutes and duration of piece shall be 3 minutes.
 - (c) 8% mistakes in English/Hindi shorthand transcription are allowed.
- iii) Must have passed Hindi /Sanskrit upto Matric standard.

EXPLANATION:

The candidates are required to pass English shorthand & type test, Hindi Shorthand and Type test and attain basic proficiency in word processing on Computer before they are appointed in Corporation's service.

In case, there are large number of vacancies and a few candidates qualify a Shorthand/Type test both in English/Hindi and basic proficiency on computer, then the candidates who qualify shorthand/type test only in English Language, may be appointed as Steno-typist subject to the condition that they shall have to qualify shorthand/type test in Hindi language and attain basic proficiency in word processing on computer, within probation period of two years. In case, one fails to qualify the said test of Hindi language and basic proficiency in word processing on computer within the prescribed probation period, his/her annual increments shall be stopped till he/she qualifies in Hindi Shorthand/type test and attain basic proficiency in word processing on computer.

NOTE:

The LDCs working in the Corporation will also be eligible to apply for direct recruitment to the post of Steno-typist provided he has completed one year continuous regular service. However on his/her selection/appointment in the cadre of Steno-typist he/she will be assigned seniority as per merit position of the ranking list of Steno-typists. He/she will also give an option in writing whether to change his cadre or not at the time of confirmation. Till he/she is confirmed in a line, he/she will retain his seniority on both sides.

2.0 Jr. Scale Stenographer

- (i) 50% posts shall be filled up by promotion from amongst the Steno-typists who qualifies the Departmental Tests in English and either in Hindi or attain basic proficiency in Word processing on Computer and have completed minimum one year continuous service as Steno-Typist.
- (ii) In case of non-availability of person(s) for promotion, the remaining posts will be diverted to direct recruitment.
- (iii) The direct recruits shall have to qualify the shorthand type test both in English/Hindi and basic proficiency in word processing on computer to be considered by the Selection Committee/HPGCL as the case may be, before their appointment in the Corporation.

- (iv) 50% posts will be filled up by direct recruitment from amongst the candidates who possesses the following qualification:-
- i) Graduation with at least 50% marks from any University recognized by the Govt. of Haryana with working knowledge of computer covering the following topics.
 - a) Computer Fundamentals
 - b) Operation of Internet/E-mail
 - c) MS Office (MS Word, Excel and Power Point)
 - ii) (a) Shorthand test in English at the speed of ~~70~~¹⁰⁰ WPM and transcription thereof at the speed of ~~30~~³⁰ WPM. The passage shall contain ~~300~~³⁰⁰ words. Time for transcription ~~15~~¹⁵ minutes and Duration of piece shall be 3 minutes.
 - (b) Shorthand test in Hindi at the speed of ~~80~~⁸⁰ WPM and transcription thereof at the speed of ~~15~~¹⁵ WPM. The passage shall contain ~~240~~²⁴⁰ Words. Time for transcription ~~16~~¹⁶ minutes and duration of piece shall be 3 minutes.
 - (c) 8% mistakes in English/Hindi shorthand transcription are allowed.
- iii) Must have passed Hindi /Sanskrit upto Matric standard

Provided further that only those Steno-typist shall be eligible to sit in the test who have completed 1 year' service as such.

EXPLANATION

The direct recruits are required to pass English, Hindi Shorthand and Type Test and Computer proficiency in word processing to be considered by the Selection Committee/HPGCL as the case may be, before they are appointed in Corporation's service.

In case, there are large number of vacancies and few candidate(s) qualify a Shorthand/Type test in English, Hindi, and computer proficiency then the candidates, who qualify shorthand/type test only in English Language, may be appointed as Jr. Scale Stenographer, subject to the condition that he/she shall have to qualify shorthand/ type test in Hindi language and attain proficiency in word processing on computer, within probation period of two years.

In case, one fails to qualify the said test of Hindi language and computer proficiency in word processing within the prescribed probation period, his/her annual increments shall be stopped till he/she qualifies the Hindi Shorthand/type test, and attains basic proficiency in word processing on computer he/she will not be promoted till qualifies the above tests.

- ii) However, Corporation's existing Steno-typists (as on the date of issue of this notification) who are appointed/ promoted as Jr. Scale Stenographer shall have to qualify Shorthand Type test in English and Hindi or proficiency in word processing on computer for their appointment/promotion as Jr. Scale Stenographer. //

3.0 Senior Scale Stenographer

- i) The post shall be filled up by promotion from amongst the Junior Scale Stenographers on seniority cum merit basis provided he/she has put in 3 years service as such.
- ii) Those existing Jr. Scale Stenographers(as on the date of issue of this notification) who have neither qualified Hindi Stenography/Type Test nor attained basic proficiency in word processing on computers may be allowed to be promoted as Sr. Scale Stenographer with the condition that they will have to qualify Hindi Shorthand/Type test or will attain basic proficiency in word processing on computers within a period of 1 year from the date of promotion, failing which their increments will be stopped and they shall not be considered for promotion as PA till they qualify Hindi Stenography/Type test or attain basic proficiency in word processing on computers to be certified by the HPGCL or the Institutes recognized by the HPGCL, Panchkula and Junior eligible persons will be promoted as PA and the senior persons will lose seniority accordingly.

4.0 Personal Assistant

The post shall be filled up by promotion from amongst the Sr. Scale Stenographers on seniority-cum-merit basis provided he /she has put in 2 years service as such.

5.0 **Private Secretary**

The post shall be filled up by promotion from amongst the Personal Assistants on seniority-cum-merit basis provided he/she has put in 2 years service as such.

6.0 **Sr. Private Secretary**

The post shall be filled up by promotion from amongst the Private Secretaries on seniority-cum-merit basis provided he/she has put in 2 years service as such.

7.0

Those existing Sr. Scale Stenographers (as on the date of issue of this notification) who have neither qualified Hindi Stenography/Type Test nor attained basic proficiency in word processing on computers within the prescribed period of 5 years (as per provisions contained in the old regulations) may be allowed to be promoted as P.A. with the condition that they will have to qualify Hindi shorthand/type test or attain basic proficiency in Word processing on Computers within a period of 1 year from the date of promotion failing which their increments already stopped after 5 years during promotion from Junior Scale Stenographer to Sr. Scale Stenographer, will remain stopped unless they qualify the Hindi Stenography/type test or basic proficiency in computer within one year from the date of promotion as PA and they shall not be considered for promotion as PS and Jr. eligible persons will be promoted as PS and the Sr. Persons will lose seniority accordingly

Note:

Existing steno-typists, Jr. Scale Stenographers, Sr. Scale Stenographers will be given an opportunity to have 6 months training of shorthand/type in Hindi in the Hindi Cell of Corporation Secretariat. The persons residing outside Panchkula may get training from Private Institute(s)/Open Market at their own expenses, if they like. Hindi Shorthand/type test will be conducted under the supervision of Chief Hindi Officer (Hindi Cell), HVPNL, Panchkula. Those who have already qualified such test will be exempted provided documentary proof having passed test from Corporation's Hindi Cell or any institute(s) recognized by the Haryana Govt. is given.

8.0

The existing stenographers (Jr. Scale as well as Sr. Scale) who have qualified the test in shorthand/type in Hindi language at the time of initial recruitment/appointment in the erstwhile HSEB/Corporation, shall be exempted from the test in shorthand/type in the said language at any stage.

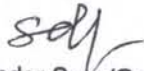
9.0

Nothing contained in the policy, shall affect the reservation of filling of post (or vacancies) ear marked for the members of the Scheduled Castes (Tribes and Backward Classes, which will be governed by special instructions issued by the State Govt. from time to time and adopted by the Board/Nigam in pursuance of Article 16(4) of the Constitution of India.

The proficiency in word processing on computer will be conducted by CE/Admn., HPGCL, Panchkula. The training of Hindi stenography will also be imparted by the Chief Hindi Officer, HVPNL, Panchkula, if the candidate intends to have departmental training.

The above notification supersedes all the previous orders/Instructions issued by the erstwhile HSEB/Corporation from time to time.

This issues in pursuance of the decision taken by the Board of Directors, HPGCL HPGCL, in its meeting held on 12.12.2006.


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

Endst.No. Ch-28/CE/Admn./REG-61

Dated 12.1.2007

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

1. All Chief Engineers in HPGCL.
2. All FA&CAO in HPGCL.
3. Company Secretary, HPGCL, Panchkula w.r.t. his office memo No. Ch-6/CS/HPGCL/51M dated 18.12.2006.

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4. The I.G. V&S, HVPNL, Panchkula.
 5. LR, HVPNL, Panchkula.
 6. The DMS. Haryana Power Utilities, Panchkula.
 7. Member Power, BBMB, Chandigarh.
 8. Secretary, BBMB, Chandigarh.
 9. All Deputy Secretaries/Under Secretaries in HPGCL.
 10. SE/Admn. HVPNL, Panchkula.
 11. SE/Admn. UHBVNL, Panchkula.
 12. SE/Admn. DHBVNL, Hisar.

CC:

1. PS to Financial Commissioner & Principal Secretary, Govt. of Haryana, Power Department to Govt. of Haryana (Power Department).
2. Sr.PS to MD, HPGCL, Panchkula.
3. PS to Chief of Operations, HPGCL, Panchkula.
4. PS to Director/Projects, HPGCL, Panchkula.
5. PS to Chief Engineer/Admn. HPGCL, Panchkula.

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