



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
Telephone No. 0172-5023426

E-mail: dsgenl@hpgcl.org.in

From

Dy. Secy./General,
HPGCL, Panchkula.

To

XEN/Rectt.-cum-LNO,
HPGCL, Panchkula.

Memo No. Ch-82/HPGC/GB-546(I)/7020

Dated: 22.12.2022

Subject: Filling up the vacant posts of Group-C & D in HPGCL by direct recruitment.

Please reference your office memo no. Ch-79/HPGCL/Rectt.273/575 dated 20.12.2022 on the subject noted above.

In this context, a copy of Recruitment and Promotion Policy of the following posts are enclosed herewith as detailed below :-

Sr. No.	Name of the post	Office order no.	Enclosed as Annexure
Group-C			
1.	Plant Attendant	90/CE/Admn. dated 20.06.2014	Annexure-1
2.	Operator Gr-1	40/CE/Admn. dated 18.04.2013	Annexure-2
3.	Technician	90/CE/Admn. dated 20.06.2014	Annexure-1
4.	Store Munshi	148/REG-128 dated 19.06.1992	Annexure-3
5.	Assistant Store Keeper	148/REG-128 dated 19.06.1992	Annexure-3
6.	Analyst	40/GB/CS-232 dated 10.05.2018	Annexure-4
7.	Driver-cum-Pump Operator	35/CE/Admn. dated 8.5.2018	Annexure-5
8.	Fireman	35/CE/Admn. dated 8.5.2018	Annexure-5
9.	JE/Civil	40/CE/Admn. dated 18.04.2013	Annexure-2
10.	Operator (Hydel)	89/CE/Admn. dated 20.06.2014	Annexure-6
11.	Foreman-II (Hydel)	40/CE/Admn. dated 18.04.2013	Annexure-2
12.	Plant Attendant (Hydel)	89/CE/Admn. dated 20.06.2014	Annexure-6
13.	LDC (Field)	193/CE/Admn. dated 12.07.2019	Annexure-8
14.	Jr. Scale Stenographer	40/CE/Admn. dated 18.04.2013	Annexure-2
15.	Steno Typist	134/CE/Admn. dated 25.02.2016	Annexure-9
16.	Section Officer	137/CE/Admn. dated 29.10.2013	Annexure-10
17.	Divisional Accountant	137/CE/Admn. dated 29.10.2013	Annexure-10
18.	Accounts Clerk	137/CE/Admn. dated 29.10.2013	Annexure-10
19.	ALWO	127/REG-112 dated 8.11.1991	Annexure-11
Group-D			
1.	Peon (Field)	193/CE/Admn. dated 12.07.2019	Annexure-8
2.	Helper (Thermal)	42/CE/Admn. dated 11.05.2018	Annexure-12
3.	Helper (Hydel)	40/CE/Admn. dated 18.04.2013	Annexure-2

DA/As above.

Dy. Secy./Genl.,
HPGCL, Panchkula.

CC:

XEN/IT, HPGCL, Panchkula, to upload the above Recruitment & Promotion policies of Group-C & D posts on HPGCL website.



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. 70 /CE/Admn./ 2014

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, CI-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 :

Analys* :

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.

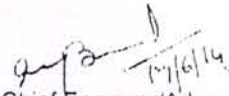
Dy. Chief Chemist

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

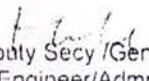

Chief Engineer/Admn
HPGCL, Panchkula

Endst. No. Ch- 801 (G113) HPGCL-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&CAOs 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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AN ISO: 9001, ISO: 14001 &
OHSAS: 18001 COMPANY
HPGCL

HARYANA POWER GENERATION CORPORATION LTD

Regd. Office: C-7, Ujala Bhawan, Sector-6, Panchkula
Ph. No. 0172-5023425, Fax No. 0172-5023434

Dated:- 18.04.2013

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

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 :-

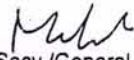
Sr. No.	Name of Post	Amended qualification for Direct Recruitment
1.	AE (Electrical)	<p>a) Bachelor Engineering degree or equivalent from any Indian/Foreign University/ Institute duly recognized by All India Council of Technical Education with a minimum 60% marks in respect of General category and 55% marks of SC category candidates of Haryana domicile in any one of the following disciplines:</p> <p>i) Electrical/Electrical and Electronics Engineering. ii) Electronics/Electronics & Communication/ Electronics & Telecommunication/ Electronics & Electrical Communication Engineering.</p> <p>b) Must have passed Hindi/Sanskrit upto Matric standard. Note: Recruitment from streams at i & ii will be decided on the basis of need at the time of each recruitment.</p> <p>For Mechanical Trade (for HPGCL)</p> <p>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.</p> <p>i) Mechanical Engineering or equivalent. b) Must have passed Hindi/Sanskrit upto Matric standard.</p> <p>For Instrumentation Trade (for HPGCL)</p> <p>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.</p> <p>i) Instrumentation/ Instrumentation and Control/Instrumentation Technology or equivalent. b) Must have passed Hindi/Sanskrit upto Matric standard.</p> <p>AE/IT for HPGCL (under AE/Elect Cadre)</p> <p>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.</p>
2.	AE (Civil)	<p>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.</p>
3.	J.E./Civil	<p>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.</p>
4.	Operator-I	<p>FOR ELECTRICAL TRADE (for HPGCL)</p> <p>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.</p> <p>FOR MECHANICAL TRADE (for HPGCL)</p> <p>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.</p> <p>FOR ELECTRONICS & COMMUNICATION TRADE (for HPGCL)</p> <p>a) 3 years Diploma in Electronics/ Electronics & Communication/ Electronics & Telecommunication/ Electronics & Electrical Communication Engineering. 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 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 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 80% 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 ELELCTRICAL TRADE (for HPGCL)</p> <p>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 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 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 ELELCTRONICS & COMMUNICATION TRADE (for HPGCL)</p> <p>a) 3 years Diploma in Electronics/ Electronics & Communication/ Electronics & Telecommunication/ Electronics & Electrical Communication Engineering.</p> <p>Or 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 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 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 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 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 for SC 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/Gen

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.

5.41

REGULATION SECTION

HARYANA STATE ELECTRICITY BOARD

NOTIFICATION

THE 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 ELECY. BOARD,
PANCHKULA



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: U45207HR1978GC033517
website: www.hpgcl.org.in

Telephone No. 0172-5023425

Fax No. 0172-5022434

ANNX-4

Office Order No. 40/G.B/CS-232/W-2

Dated:- 10/05/2018

In exercise of powers conferred under section -56 (3) (vi) of Haryana Electricity Refo ms 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

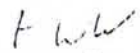
- 5.1 100% posts shall be filled up by promotion on seniority-cum-merit basis from Chemist having 4 (four) years service.

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.


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


5.52

Endst. No. CH.13/HPGCL/GB/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/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.


HARYANA POWER GENERATION CORPORATION LIMITED

 AN ISO:9001, ISO:14001 & OHSAS:18001 CERTIFIED COMPANY
 Road Office: C-7, URJA BHAWAN, SECTOR-6, PANCHKULA
 Corporate Identity Number: U45207HR1997SGC033517

HPGCL

Telephone No.0172-5023425

website: www.hpgcl.org.in

Fax No.0172-5022434

Office Order No. 35/CE/Admn

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.

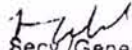
7.2 In the event the departmental employee are not available the post may be filled-up by direct recruitment from the persons who possess pre-Engineering or other equivalent qualification with Diploma in Station Officers and Instructors course from National Fire Service College, Nagpur. Preference shall 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-118/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

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:-

- 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.
- 60% by promotion from Skilled Helpers having 7 yrs experience.

Operator (Hydel)

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

- 50% posts shall be filled up by promotion from Operator (Hydel) who possess three years diploma in Engg. with 4 years experience as Operator.
- 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.

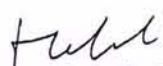

19/6.
Chief Engineer/Admn.
HPGCL, Panchkula

Endst. No. Ch- 80 /GB/ 14 PSL - 377

Dated : 20.06.2014

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

- All Chief Engineer's in HPGCL.
- All FA&CAO's in HPGCL
- Company Secretary, HPGCL, Panchkula
- 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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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. 67 ICE/Admn./HPGCL/CS-261

Dated:- 06.08.2018

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 Sr. No. B-7 of the Recruitment & Promotion Policy for the Thermal staff notified vide office order no.70/CE/Admn. dated 29.12.2004 to the extent as under:-

- B Maintenance Staff
7. Foreman Grade-II
- a) The existing quota posts under thirty-five percent meant for direct recruitment is hereby deleted.
- b) 30% posts shall be filled up by promotion seniority cum merit basis from amongst feeder cadres Foreman Grade-III, Foreman Grade-IV, Technician Grade-I, Technician and Helper possessing the qualification of BE/AMIE in Electrical/Mechanical/Electronics Engineering or three years Diploma holder in engineering provided they have three years service experience on the above post in the HPGCL. The ranking list in respect of eligible employees shall be prepared on 1st January of each year with cut of date of 31st December and shall be valid for one year. The interse-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 employees is same, the interse-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.
- c) 70% shall be filled up by promotion from Foreman Grade-III who are matriculates and ITI two years course or above technical qualification with 4 years experience/service as such. However, for Foreman Grade-III, who are Matriculates and ITI one year course, the experience/length of service required would be 5 years.

This issues in pursuance to the decision taken by Board of Directors, HPGCL in its meeting held on 22.06.2018.

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

Endst. No. Ch.- 153 /HPGCL/GB/ CS-261 / 1010

Dated:- 06.08.2018

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. Secretary, BBMB, Chandigarh.
4. LR/HPUs, Panchkula.
5. Company Secretary, HPGCL, Panchkula w.r.t. his office memo no.Ch.1/CS/HPGCL/114BM dated 30.07.2018 (agenda item no.114.39).
6. SE/Technical (HQ)/FTPS in HPGCL.
7. All FA & CAOs at HPGCL projects.
8. All Dy. Secy./Under Secy./Admn. Officers in HPGCL.

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

CC:-

1. SPS to Director/Technical/Generation, HPGCL, Panchkula.
2. 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-8, 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

Indst. No. Cq.133/CyB/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.

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

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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

Dated: 25.02.2016

Office Order No. 137 /CE/Admn.

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:-
 - A) 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:-
 - i) Computer Fundamentals
 - ii) Operation of Internet/E-mail
 - iii) MS Office (MS Word, Excel and Power Point)
 - (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 11 WPM. 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.
 - (d) 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:-
 - i) Computer Fundamentals
 - ii) Operation of Internet/E-mail
 - iii) MS Office (MS Word, Excel and Power Point)
 - (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 11 WPM. 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.
 - (d) 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 /Ch 7/HPGCL/ENG/2186/169

Dated : 25.02.2016

action :-

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

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, Generation/Finance, HPGCL



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 - 5022434

ANNX-10

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:-

- Bachelors Degree in Commerce with at least 50% marks from any University recognized by the State Govt. of Haryana.
- Hindi / Sanskrit upto Matric Standard.
- Having working knowledge of computer covering the following topics:
 - Computer Fundamentals.
 - Operation of Internet/ E-Mail.
 - 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:-

- Bachelors Degree in Commerce with at least 60% marks from any University recognized by the State Govt. of Haryana.
- Must have passed Hindi / Sanskrit upto Matric Standard.
- Having working knowledge of computer covering the following topics :
 - Computer Fundamentals.
 - Operation of Internet/ E-Mail.
 - 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:

- 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.

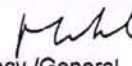

Chief Engineer/Admn.,
HPGCL, Panchkula

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/HPUs, 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 STATE ELECTRICITY BOARDREGULATION
SECTION

NOTIFICATION

THE 8TH. November, 1991

No. 127 /REG-112 In exercise of powers conferred under Clause (C) of Section-79 of Electricity (Supply) Act, 1948 and all other enabling powers in this behalf, the Haryana State Elec. Board is pleased to lay down the Recruitment and Promotion Policy in respect of following categories of employees of Industrial Relations Wing of the Board

1.0 LABOUR WELFARE SUB INSPECTOR

1.1 The post of Labour Welfare Sub Inspector shall be filled-up by direct recruitment from amongst the persons, who possess the following qualifications/experience:-

- a) Graduate from any University recognized by the State Government of Haryana.
- b) Diploma in Industrial Relations and Personnel Management from any University/Institution recognised by the State Government of Haryana.
- c) Hindi upto Matric Standard.
- d) Preference shall be given to those who possess previous experience in Labour Welfare and Industrial Relations.

2.0 ASSTT. LABOUR WELFARE OFFICER

2.1 The post of Assistant Labour Welfare Officer shall be filled-up by promotion from amongst the Labour Welfare Sub Inspectors on seniority-cum-merit basis, who possess the following qualifications/experience:-

- a) Graduate from any University recognized by the State Government of Haryana.
- b) Post Graduate Diploma in Industrial Relations and Personnel Management from any University/Institution recognised by the State Government of Haryana.
- c) Hindi upto Matric Standard.
- d) At least 3 years experience as Labour Welfare Sub Inspector.

2.2 In the event of non-availability of eligible Departmental candidate (s), the posts shall be filled-up by direct recruitment/transfer from amongst the candidates possessing the following qualifications:-

- a) Graduate from any University recognized by the State Government of Haryana.
- b) LL.B. (Professional) from any University.
- c) Post Graduate Diploma in Industrial Relations and Personnel Management from any University/Institution recognised by the State Government of Haryana.
- d) Hindi upto Matric Standard.
- e) At least 4 years experience as Labour Welfare Sub Inspector in Labour Welfare/Industrial Relations in Government/Semi-Government/Private Industry employing not less than 500 workers.

3.0 LABOUR WELFARE OFFICER/INDUSTRIAL RELATIONS OFFICER

3.1 The post shall be filled-up by promotion from amongst the Asstt. Labour Welfare Officers on seniority-cum-merit basis, possessing the following qualifications / experience:-

- a) Graduate from any University recognized by the State Government of Haryana.
- b) Post Graduate Diploma in Industrial Relations and Personnel Management from any University/Institution recognised by the State Government of Haryana.
- c) 3 years experience as Asstt. Labour Welfare Officer.
- d) Hindi upto Matric Standard.

3.2 In the event of non-availability of eligible departmental candidates, the posts shall be filled-up by direct recruitment/transfer from persons who possess the following qualifications/experience:-

- a) Graduate from any University recognized by the State Government of Haryana.
- b) LL.B. (Professional) from any University recognised by the State Govt. of Haryana.
- c) Post Graduate Diploma in Industrial Relations or Personnel Management from any University/Institution recognised by the State Govt. of Haryana.
- d) Hindi upto Matric Standard.
- e) 5 years experience in Labour Welfare Industrial Relations in Government/Semi-Government/Private Industry employing not less than 500 employees.

3.3 NOTE:- The promotions/appointments of all Labour Welfare Officers including the existing ones, shall be notified to State Govt. (Labour Deptt.) in term of Rule-5 (3) of the Punjab Welfare Officer Recruitment and Conditions of Service Rules, 1952 which is appended as Annexure-'A' to this notification.

4.0 UNDER SECRETARY (INDUSTRIAL RELATIONS-CUM-LABOUR WELFARE) :

4.1 The post shall be filled-up by promotion from amongst the Labour Welfare Officers on seniority-cum-merit basis, possessing the following qualifications/experience:-

- a) Graduate from any University recognized by the State Government of Haryana.
- b) Post Graduate Diploma in Industrial Relations and Personnel Management from any University/Institution recognised by the State Govt. of Haryana.
- c) LL.B. (Professional) from any University recognised by the State Govt. of Haryana.
- d) Hindi upto Matric Standard.
- e) 5 years experience as Labour Welfare Officer.

4.2 In case, eligible departmental candidates are not available for promotion, the post shall be filled-up by direct recruitment/transfer from persons, possessing the qualifications with 8 years experience as Labour Welfare Officer in

Government/Semi-Govt./Private Industry employing not less than 1500 employees as required in case of 4.1 above.

NOTE: The term 'Industry' shall have the same connotation as under Industrial Disputes Act, 1947.

RESERVATION :

Nothing contained in foregoing general provisions shall, in any way affect the reservation of filling up 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. The above policy supersedes all earlier Regulations, Rules, Orders and instructions issued by the Board from time to time.

Sd/-
SECRETARY
HARYANA STATE ELEC. BOARD,
PANCHKULA

**HARYANA POWER GENERATION CORPORATION LIMITED**

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

Read 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

AMMX-12

Office Order No. 112 /CE/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.

2.25