



**H.P. POWER TRANSMISSION CORPORATION LIMITED
(A State Government Undertaking)**

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HPPTCL POLICY STATEMENT ON MANPOWER RECRUITMENT

Preamble:

HPPTCL's precious Assets would be its Human Resources. HPPTCL would, therefore, pick-up best talented manpower, nurture and develop this resource up to its maximum potential to ensure efficiency, effectiveness and success of the Organization. HPPTCL also resolves to ensure manpower availability at the right time, in right number and with the objective of ensuring their optimum and effective utilization. HPPTCL has also resolved to create conducive environment where each individual develops to its maximum potential and contributes to the organizational development.

Keeping the above objective in view, HPPTCL hereby makes the following policy statements to be called 'HPPTCL Recruitment Policy and Procedure' to govern, regulate and facilitate recruitment of Personnel in the Corporation.

1.0 Preliminary:

- 1.1 This policy statement and the rules and procedure made hereunder will be applicable to recruitment and selection of employees of all classes and categories irrespective of whether they are against regular, temporary or trainee posts, unless specifically stated otherwise.
- 1.2 In accordance with the decision of the Government, employees will be taken from HPSEB or its successor organizations if candidates with required qualifications and experience are available. Recruitment or deputation/secondment from other

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sources will be considered only if personnel are not available or forth coming from HPSEB or its successor.

2.0 Human Resources Planning:

- 2.1 With reference to the tasks and targets laid down for the Company and with reference to specific individual targets for different divisions and projects of the Company, each division and department will review the manpower requirement for the following financial year to determine the requirement of manpower both in qualitative and quantitative terms.
- 2.2 Based on the requirement of the additional manpower of the individual department, the detailed manpower plan for the financial year will be prepared by the Human Resource Development Department, in the Corporate Personnel Department for the Company as a whole giving specific details of each new post other than the casual posts with justification thereof and its manpower plan will form a part of the overall Human Resource Budget of the Company. While drawing up the Human Resource Budget, each department will indicate the cost of additional manpower required.
- 2.3 Annual Human Resource Budget including the additional manpower requirement along with all relevant details and estimated cost involved for all the divisions/projects will form a part of the Annual Human Resource Budget to be submitted for approval of the Board of Directors.
- 2.4 On approval by the Board, the Human Resource Plan will constitute sanction for creation for posts including post of trainees and form the general basis of manpower recruitment during the financial period.
- 3.0 Creation of posts:
 - 3.1 Specific sanction for each new post from the competent authority will be necessary for initiation of action for filling the post and the competent authority will issue the necessary

sanction depending on the requirement from time to time during the year within the approved budget sanction and manpower plans subject, however, to policies and directives that will be issued by the Board of Directors.

- 3.2 The competent authority for creation of posts and approving appointments within the approved budget to such post will be as follows. The competent authority will be referred to hereinafter as the appointing authority.

Posts

- a) Top post of General Manager and above
- b) All posts other than those included in (a) above.
- c) Executive trainee/Supervisory trainee and Artisan trainees/Supervisor category

Appointing Authority

Board of Directors
 MD/Director (Projects)
 Or officer delegated the power to act as Appointing Authority
 -do-

- 3.3 The appointing authority will have the flexibility to re-allocate posts as between various functions under his control subject to overall provisions in the budget.

4.0 Job title, job specifications, role outline and pay scales:

- 4.1 Job specifications indicating the eligibility requirement in terms of minimum educational and/or professional qualifications, length, nature, quality of experience, upper age limit etc. and a general outline of the role and responsibility will be laid down in respect of each job title along with pay scales. These will be issued by the Corporate Personnel Department from time to time with the approval of the Managing Director/ Director (Projects).

- 4.2 No appointment shall be made to any post in the Company unless the person fulfills the minimum eligibility requirement and conforms to the specifications prescribed for the post except where general relaxations are made in the cases of reserved vacancies for the candidates belonging to SC, ST, Ex-servicemen and other special categories. MD/Director (Projects) will be authorized in special and exceptional cases, to grant relaxation in the prescribed specification where the appointing authority is satisfied that such relaxation is relaxation in the interest of the Company.

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0 Induction Levels:

- 5.1 During the formative stage of company, recruitment in the initial years may take place at all levels of organizational hierarchy.
- 5.2 At the appropriate stage of the growth of the Organization, recruitment will be restricted, by and large, to the induction levels as specified below so as to ensure that career growth prospects of the existing employees are in no way impaired.

Artisan Trainees

- W 3

Diploma/Supervisory Trainees

- S 1

Engineer/Officer Trainees (*)

- E 2

The Corporation will also engage apprentice in various trades for a period of one year as per scheme approved by the board from time to time.

- Preference in appointments will be given to candidates belonging to project affected families, areas, zones etc. as per R&R policy of HPPTCL.

(*)The induction level for executives, 75% posts will be filled up by Direct Recruitment and 25% posts will be filled up by promotion from S-2 & above level. For engineering executives, diploma in respective trade is mandatory for promotion to executive level. Similarly, other executives shall also be eligible only if they acquire minimum qualification prescribed for direct recruits.

- 5.3 Infusion of new blood to the executive, supervisory and artisan cadres will be through the respective training schemes under which training based on specific requirement of the Company will be imparted to the fresh Engineering graduates, diploma holders and ITI's. In non-technical disciplines also, trainees will be trained for Executive, Supervisory cadres.

6.0 Agencies for recruitment:

All recruitment to the executive cadre inclusive of executive trainees will be centralized in the Corporate Personnel Department.

- 2 Arrangement for executive trainees will be made by Corporate Personnel Department. Arrangement for non-executive trainees will also be responsibility of the Corporate Personnel Department after the training module is approved by the Corporate Personnel Division.
- 6.3 Corporate personnel department may manage the entire recruitment themselves or may assign the work to any other agency like the H.P. Public Service Commission or H.P. Subordinate Selection Board or any institute or specialized agency.

7.0 Recruitment Sources:

- 7.1 For executive cadre including executive trainees, selection will be made on 'All India Basis' and for that purpose, the posts will be notified through press advertisements, company notice boards and/or circulars issued to Government departments and Public Sector Undertakings where suitable candidates of the required expertise are expected to be available or through internal recruitment i.e. by issuing circular in HPSEBL and HPPTCL if suitable candidates are available.
- 7.2 In respect of recruitment to non-executive posts in the Workmen category up to the level of W6, all vacancies will be notified to the Employment Exchanges of the state in which the Project is located as per the terms of Employment Exchange (Compulsory Notification of vacancies) Act, 1959.
- 7.3 In respect of recruitment to non-executive posts above W6 level, recruitment will be made from the region comprising the State in which the division/project/establishment concerned is located and for this purpose notification for filling up the vacancies will be issued in the newspapers and also to the Employment Exchanges of the region in addition to the notice board of the company.

In addition to the above, induction of executives and specialist non-executives may be made as deemed necessary and appropriate by the appointing authority from one or more of the following sources: -

- a) Deputation from Central/State Governments/Electricity Boards and Public Sector Organizations where suitable personnel on terms offered by the company may be available.
- b) Campus interview and recruitment to the posts at the induction level of executive trainees from reputed Engineering/Management Institutions.
- c) Candidates located through personal contacts and talent survey only in respect of posts requiring specialist knowledge and expertise and/or exceptional qualification and merit subject to the approval by the MD/Director (Projects).

8.0 Selection from within:

- 8.1 Provided further that internal candidate employees will be eligible for consideration to the higher grade subject to fulfillment of minimum eligibility requirement and other criteria prescribed from time to time and subject further to the condition that no vigilance and/or disciplinary case is pending against him.

9.0 SC/ST/Ex-Servicemen, displaced persons etc.:

- 9.1 As per rules/ policies issued by the State Government from time to time.

10.0 Application formalities:

- 10.1 No appointment will be made in the company except on the basis of an application giving details and particulars as may be prescribed from time to time.

- 10.2 For all recruitment, application should be in the prescribed form. However, applications on plain paper may also be resorted to whenever necessary, keeping in view the urgency for manning the post and the lead time involved. In such cases, the candidate

will be required to submit an application on the prescribed form at the time of interview.

10 Forwarding the applications of candidates from Government Public Undertakings:

11.1 HPPTCL will accept application only if they are forwarded through proper channel in respect of persons employed in Central and State Governments and in those Public Undertaking whose rules provide for carry-forward of gratuity, PF, Leave and other benefits of transfer on movement to another organization/Public Sector with the consent of both the Organizations concerned.

12.0 Requisition for manpower:

12.1 Head of the department will forward their manpower requirement to the concerned Personnel Department through the respective competent authority competent to sanction creation of posts indicating there in the last date by which placement of personnel is desired for different posts keeping in view the normal lead time for recruitment.

12.2 The requirement will be examined with reference to the sanctioned manpower. Personnel Department will decide whether the post(s) can be filled:

- a) Out of personnel from other Departments/Units/Approved Selection Panels already available.
- b) Inter-functional adjustment of posts.
- c) Redeployment of surplus staff.
- d) Trainees recruited through various training schemes.

13.0 Processing of applications:

13.1 All applications received against a specific notification/ advertisement will be subject to a preliminary scrutiny by the Personnel Department, who will ensure that:

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all applications are duly completed and accompanied by the prescribed application fee.

b) age of the applicant is within the prescribed limit.

c) in case of applications from reserved categories, application is accompanied by certificate to that effect from the Competent Authority.

13.2 Personnel Department will list applications and forward them to the concerned department for scrutiny with a view to selecting for test/interview. Only those candidates who are considered suitable in terms of qualification, experience, nature and quality of technical knowledge, professional expertise required for each specific post.

13.3 On completion of the screening by the concerned department, the Head of the Department will forward to the Personnel Department a list of candidates considered eligible for test/interview, spelling out clearly the criteria adopted for screening and the basis of rejection of application in each case.

13.4 The applications will be screened by a duly authorized Officer nominated by the Head of the Department.

13.5 After the applications are finally screened, Personnel Department will prepare a final list of eligible candidates indicating levels for which the candidate should be called for interview, keeping in view the reserved vacancies and special relaxation for candidates belonging to SC/ST etc. and this shortlist after approval by the competent authority or the officer to whom powers are delegated will form the basis for candidates to be called for selection test and/or interview.

14.0 Selection procedure and constitution of Selection Board:

14.1 Personnel Department will decide applying various selection techniques like trade test, written test, group discussions etc.

14.2 Selection will be made only on recommendation by a duly constituted Selection Board/Committee.

Selection to executive cadre including executive trainees will be made on the recommendations of the HPPTCL Central Selection Board, which will be constituted as follows:-

- a. Chairman- to be nominated by MD/Director (P)
- b. Government Representative – Member
- c. Subject matter Specialist – Member
- d. P&A Representative – Member

Chairman of the Selection Board will be the member from (a) above or in his absence in special cases, Chairman of the Corporation or any of his nominees not below the rank of General Manager.

14.4 All appointment to posts in various non-executive categories including supervisory trainees and other trainees will be made on the basis of recommendations of Selection Committees constituted for the purpose, which must include representatives from the following sources at the appropriate executive level depending on the post.

- a. Chairman- to be nominated by MD/Director(P)
- b. Government Representative – Member
- c. Subject matter Specialist – Member
- d. P&A Representative – Member
- e) SC/ST representatives, wherever required –Member

14.5 The Selection Board/Committees will be constituted by the Personnel Department in each case with the approval of the appointing authority.

14.6 Honorarium may be made to members of Selection Board/Committee from outside the organization, as per rules framed by the Corporate Personnel Department from time to time.

15.0 Selection Board:

15.1 The short listed candidates will be called upon to undergo selection process which may consist of:

- a) an interview by the Selection Board or
- b) a test and/or group discussion followed by an interview by the Selection Board.
- c) an elimination test and/or group discussion followed by interview of only those candidates, who qualify in test/group discussion.

15.2 The call letters to the candidates for appearing for the interview will be mailed at least 10 clear days before the date of interview through certificate of posting.

15.3 Personnel Department will make following documents available to the Selection Board:

- a) a copy of the advertisement/notification.
- b) a copy of the Bio-data of each candidate.
- c) applications in original.
- d) wherever available, appraisal reports of the candidates.
- e) results of test held prior to interview.

15.4 The personnel department apart from participating in the Selection Board, will have the following specific responsibilities:

- a) Briefing the members of the Selection Board on the specific requirements, responsibilities and remuneration for each post, approximate number of suitable candidates to be selected and empanelled for immediate and future requirements and any other matter connected with the selection.
- b) While the technical members will judge the suitability of the candidates in terms of knowledge, skill, expertise and professional competence, the Personnel representative will be responsible to call the attention of the Board to the attitudinal, motivational and personality aspects relating to the job requirement.

The Selection Board, after taking into account qualification, experience, result of test/group discussion, if any, and performance at the interview relating to skill, professional competence and overall personality factors, will assign the final ranking based on consensus to each candidate considered suitable and recommend a panel of names of candidates in order of merit on the basis of ranking so assigned. For reserved categories, separate panels will be drawn.

15.8 The Selection Board while making its recommendations, may also indicate remarks regarding accelerated promotion to the next higher grade in exceptional candidates, who are too senior to start afresh, in the grade selected and not senior enough for selection to the higher grade for reasons of internal company policy, area/areas of specialization where the candidate would be best suited and any other recommendations/remarks considered relevant in respect of any candidate.

16.0 Operation of Select Panel:

16.1 The panel of candidates as recommended by the Selection Board will be approved by the appointing authority where-after it will remain valid for initial period of one year. This can be extended by the appointing authority at his discretion for a further period of six months.

16.2 Based on the approved panel, the Personnel Department will issue offer of appointment in the order given in the panel depending on the number of posts sanctioned by the appointing authority from time to time. However, the candidates belonging to SC/ST etc. and other reserved categories will be given priority in appointment, as per the instructions of the Government from time to time.

17.0 Appointment Letter:

17.1 Personnel Department will issue appointment letters in the prescribed format in duplicate along with requisite proforma such as Attestation Form, Declaration, Character Certificate, SC/ST certificate etc. and the candidate will be expected to

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return one copy of the contract of appointment duly accepted and signed by him. The appointment letter will indicate the last date by which the candidate must join the company failing which the offer of appointment will deem to have been withdrawn, unless extension of the last date has been granted by the appointing authority.

17.2 All new appointments in the organization will be on the basis of a probation period of 1 year after which the candidate will be confirmed after successfully completing this period and after being assessed for suitability. During probation period any candidate can be removed/dismissed by giving 15 days notice. He can also resign by giving 15 days notice.

17.3 After confirmation all candidates whether regular or on contract can be removed or dismissed only after giving 3 months notice. They can also resign by giving 3 months notice.

18.0 Health Standards:

All appointment will be subject to the medical examination by the Company's authorized Medical Officer, as per medical fitness standard prescribed by the Company from time to time. However, candidates joining from other Public Sector Undertakings and Government Department who have been examined and declared fit at the time of appointment will be exempted from Company's medical examination.

19.0 Formalities at the time of joining:

19.1 At the time of joining, the candidate will be required to give following documents to the Personnel Department:-

- a) Joining Report.
- b) A written undertaking regarding his marital status, immovable property and hometown and employment of spouse.
- c) Medical fitness certificate.
- d) Bio-data on the prescribed application form.