

PREFACE

Amended

Recruitment is most vital operative function of Human Resource Management which makes it possible to obtain potential personnel to carry out the continued organizational tasks. It is a process of searching for prospective employees to occupy actual or anticipated positions in the Organization for continuous growth.

HPPTCL has well defined Recruitment Rules titled 'Policy Statement on Manpower Recruitment' detailing various provisions for making recruitment. This Manual has been devised strictly as per the provisions of the Recruitment Rules providing various processes and procedures to be applied while making recruitment.

This manual containing various recruitment and selection activities defined under following five sections:-

Section – I: General: Describes rule positions and main features of the HPPTCL Recruitment Rules.

Section – II: Recruitment: Describes various pre-recruitment activities, such as, publication/notification of vacancies, screening of applications, calling candidates for selection etc.

Section – III: Selection: Describes activities relating to holding of Written Test, Interviews, Making of Panels and Release of offers.

Section – IV: Joining: Describes activities pertaining to joining, induction and placement of new entrants.

Section – V: Standard Job Specifications in respect of Executives.

Interpretation & Amendments

SECTION – I : GENERAL

1.0 OBJECTIVES:

Recruitment activities are centralized at Corporate Centre and are undertaken by Corporate Recruitment Cell. However,

with the prior approval of the Appointing Authority, recruitment to non-executive posts may be carried out by Project Personnel Department also. Objective of this Manual is to provide step by step processes and procedures for the guidance of the officials making recruitment. The user of this Manual should be well familiar with the provisions of HPPTCL Recruitment Rules for its effective use.

2.0 SCOPE OF COVERAGE:

- 2.1 Various processes and procedures laid down in the manual shall apply to the appointments by Direct Recruitment initiated by the HPPTCL either through open advertisement and/or from within the organization and/or Employment Exchanges as required under Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.
- 2.2 The process of direct recruitment if is made through H.P. Public Service Commission (HPPSC) and H.P. Subordinate Services Selection Board, Hamirpur (HPSSSB), then the entire recruitment process shall be followed by them as per their procedure for recruitment.
- 2.3 These provisions will not apply to recruitment on casual or contract basis for specific assignment and period. Recruitment of Consultants and appointment on absorption basis shall also be outside the purview of these provisions and shall be guided by the relevant rules applicable from time to time.

3.0 DEFINITIONS :

- (i) 'Organization' means HPPTCL, includes Corporate/Coordination Offices/Projects/Units under its administrative control.
- (ii) 'Recruitment Rules' means HPPTCL Recruitment Rules titled 'Policy Statement on Manpower Recruitment' to govern, regulate and facilitate recruitment in the Organization.
- (iii) 'Appointing Authority' means authorities competent to make and approve appointments to the posts within the approved manpower budget as referred to at Clause 3.2 of the Recruitment Rules and also in delegation of

Powers.

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- (iv) 'Posts' means a position duly created and approved by the Appointing Authority for making appointment.
- (v) 'Job Specifications' means the eligibility requirements in terms of educational / professional qualifications, length and nature of experience and age criteria in respect of each post as indicated in Job Specifications Manual for Executives, Supervisors and Workmen.
- (vi) 'Standard Designations' means the designations as given in Job Specification to which recruitment will be made.
- (vii) 'Pay' means Basic Pay plus Dearness Allowance.

4.0 SOURCES OF RECRUITMENT:

4.1 Recruitment shall be in adherence to the overall manpower budget and will be made only against the sanctioned posts. Once the manpower requirement is finalized, recruitment process starts with advertisement/notification of posts depending upon the source of recruitment i.e. from Open Market and/or through Employment Exchanges/ from within the organization.

4.2 Following will be the sources of recruitment:-

Posts	Source
(i) Post in the Executive Cadre including Executive Trainees (E2 to E9)	• By advertisement on All India Basis. • Through internal recruitment.
(ii) Posts in Non-Executive Cadre in the Workmen Categories up to W-6 Level including Trainees.	• By Notification to all the Employment Exchanges of the State in which the Project is located. • By notification to Central Employment Exchanges/Local Press if it is felt that sufficient number of

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Posts	Source
	reserved category candidates may not be available in the State where the Project is located.
(iii) Posts in Non-Executive Cadre other than those at (ii) above.	• By notification to the Regional Employment Exchanges. • By advertisement in the Newspapers. • From outside the Region if it is felt that suitable candidates in adequate number will not be available within the Region.

5.0 RESERVATION & ROSTERS FOR SC/ST & OBC :

5.1 As per rules issued by the State Government from time to time.

6.0 RELAXATIONS & CONCESSIONS TO SC/ST/OBC:

6.1 As per notifications, instructions & rules issued by the State Government from time to time.

7.0 RESERVATION & CONCESSIONS TO PHYSICALLY HANDICAPPED:

7.1 As per notifications, instructions & rules issued by the State Government from time to time.

8.0 RESERVATION TO EX-SERVICEMEN:

8.1 As per notifications, instructions & rules issued by the State Government from time to time.

SECTION - II : RECRUITMENT

9.0 PLANNING FOR ADVERTISEMENT:

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Posts to be filled from Open Market will be advertised giving full information regarding the nature and duties of the post, qualifications, experience and age limit and other relevant information in leading newspapers and HPPTCL Website. If the selection process comprises Written Test, the same may be clearly indicated in the advertisement.

The cut-off date for qualification, experience and age will be the closing date for receipt of applications. In such cases where candidates expecting their final results are to be allowed should be clearly indicated in the advertisement, subject to the obtaining of prescribed percentage of marks. Full advertisement along with Format of the application will be hosted on the official Website of the organization to be downloaded by the candidates for use.

10.0 WINDOW ADVERTISEMENT:

As the advertisement of posts involves huge expenditure, it is desirable to resort to Window Advertisement in order to curtail the expenditure. While the full advertisement will be uploaded on the Corporation website, a Window Advertisement may be carried out in the leading National/Regional dailies giving brief description of the posts proposed to be filled up advising the applicants to refer to the full advertisement on the website of the Corporation. The Window Advertisement is also got to be approved from MD/Director (Projects) from time to time.

11.0 PUBLICATION OF ADVERTISEMENT:

11.1 Draft advertisement will be approved by the Appointing Authority along with estimated budget before publication in the media. The clause of sending the applications through ordinary post accompanied with application fee may invariably be mentioned in the advertisement. Depending upon the targeted candidates, the advertisement will be published in the national /regional newspapers. For recruitment on All India Basis, the advertisement will be published in 2 or 3 leading newspapers with wide range of publicity. On receipt of bills from the advertising agency, the bills will be certified for payment.

11.2 One copy of the advertisement should be circulated to the State Electricity Boards. A copy should also be put up on the Organizations' Notice Boards in its offices under Corporate

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Centre and Project Offices. A copy should also be sent to agencies for Physically Handicapped/Ex-Servicemen as the case may be. The entire notification alongwith application format should also be hosted on the official website of the organization.

12.0 NOTIFICATION TO THE EMPLOYMENT EXCHANGES :

12.1 Posts meant to be filled through Employment Exchanges under Employment Exchange (Compulsory Notification of Vacancies) Act, 1959, will be sent to all the Employment Exchanges in Himachal Pradesh or to the Regional/Central Employment Exchanges, as the case may be, giving full details as required in the prescribed requisition form.

13.0 RECEIVING/REGISTRATION OF APPLICATIONS :

13.1 Once the posts are advertised in the press or requisition sent to Employment Exchanges, proper arrangement for receiving applications will be made. Each applicant will be given a distinct registration/roll number alongwith date of receipt.

13.2 Registration of applicants will involve the following steps:-

- ☐ Opening of applications and segregating on the basis of posts and category of candidates.
- ☐ Giving registration/roll number with date.
- ☐ Segregation of postal orders / demand drafts and sending them to Finance for necessary action.
- ☐ Data entry of applications.

13.3 Registration of applications should be completed within fortnight from the closing date. Depending upon the quantum of applications, the work of registration may be assigned to outside agencies i.e. HPPSC or HPSSSB or some specialized Agency.

14.0 SCREENING OF APPLICATIONS:

14.1 Once the data entry of applications is over, screening of applications will be done on the as per the advertised job specifications with no deviations. Preliminary screening will be done by a person in the Recruitment Department, which

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will also be seen by the concerned executive in the department for the final scrutiny. It will be ensured that the candidate meets the following criteria:-

- He/She is within the prescribed age limit i.e. as per the State Govt. policy, notification or rules.
- He/She has the prescribed educational/professional qualification for the post.
- He/She has total and next below level experience for the post, if required.
- He/She has enclosed prescribed application fee.
- Whether He/She belongs to Project Affected Family/Area/District/Zone or bonafide Himachali etc.
- Any other criteria as prescribed such as desirable qualification for all the various categories may be given as Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in Himachal Pradesh.

14.2, Candidates found meeting the prescribed job specification should be shortlisted as eligible in the relevant column. Similarly, those not meeting the specifications should be shown accordingly. In such a situation, reasons in brief for disqualification be recorded. Reserved category candidates who may have applied against General posts may also be considered subject to their meeting prescribed criteria against General posts without relaxation admissible to them.

14.3 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 interview.

15.0 PROPOSAL FOR HOLDING OF WRITTEN TEST / INTERVIEW :

15.1 Screening of applications being completed, a proposal will be made seeking approval of the Appointing Authority for holding of Written Test, if any, and Interview of the candidates found eligible for the post in the final screening. The proposal will be accompanied by a list of eligible candidates to be called for Test/Interview clearly indicating the post for which

they are to be considered alongwith screening sheet and applications of such candidates. Date, venue and time of Test/Interview will be proposed.

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10.0 WRITTEN EXAMINATION :

The induction at Trainee level in different cadre will be through Written Test consisting of General Ability and the respective Subject. The minimum required percentage in the prescribed qualification will be 55% in engineering disciplines for SC/ST/ Internal Candidates and 60% in engineering disciplines for others for recruitment of all types of Trainees in Engineering trade. The minimum required percentage in the prescribed qualification will be 50% in other trades for SC/ST/ Internal Candidates and 55% in for others for recruitment of all types of Trainees in Executive and Jr. Officer. For Workmen level the percentage may be fixed as per requirement with the approval of Director (Projects).

Note: If the number of applications received is less than 50 in any discipline, the holding of Written Test will not be economical and the selection in such discipline will be carried out Interview carry weightage of 15% with the approval of Director (Projects) and alongwith that the academic qualification shall carry weightage of 85%. If the Selection Interview Committee feels, they may conduct a short Written Test which will be part of Interview process.

16.1 Generally, subject to the prescribed qualifying marks in the Test, 05 candidates will be called against one post from the Merit List. The number of candidates may be extended not beyond 07 with the prior approval of the appointing authority.

16.2 The procedure to be followed for holding Written Test is given below:-

16.2.1 Syllabus for Written Test:

The Syllabus to be followed for various subjects/disciplines will be as under:-

- (i) Engineering Discipline: The syllabus of Indian Engineering Services (UPSC) will be followed for setting the question paper for the test. However, comments of HODs of respective subject will be

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obtained for any addition/deletion in the syllabus.

- (ii) Other Discipline: The syllabus for other discipline is to be devised by Recruitment in association with the respective Department from time to time.

Note: The disciplines in which Recruitment is to be made, the syllabus of the same should be hosted on HPPTCL official Website along with advertisement and format for the reference of the candidates.

16.2.2 Question Paper Setting:

The question paper as per the details in Para 16.0 will be made by involving reputed institutions like IIT's/NIT's preferably located outside H.P. the test will be conducted in Shimla by HPPTCL or any other place as decided by the Competent Authority. It will be a Multiple choice type test. The question paper for Supervisory and Workmen category will be made through the Institutes/Sr. Faculty Members of repute with the approval of Director (Projects) from time to time.

16.2.3 Question Paper Printing:

Normally the responsibility of printing of Question Paper will be entrusted to the agency for setting of question papers and in case the same is not possible due to shortage of time or any other reason, a team of two officer, one from Recruitment and one from other department will be constituted by name with the approval of Director (Projects) who will be responsible for printing of required number of question papers and also maintaining the secrecy. In such a situation, the agency setting the questions will be directed to handover the questions in the form of proper question paper in a sealed cover containing one set of hard copy and one CD which will be collected from them by authorized representative of HPPTCL. The same sealed cover will be opened in Printing press in the presence of all the members nominated who will sign on the sealed cover and record that the seal found intact and opened in their presence. The signature of the Director/Owner of the press will be obtained. All the codel formalities of printing of confidential matter will be followed without any lapse.

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In order to maintain the confidentiality, the job can be done on Single Tender basis by maintaining proper account or/alternatively through the agency shortlisted by HPPTCL, for its printing work on the rates quoted by them. The printing of question papers in appropriate quantity should be ready atleast four days before the date of the Written Test. The name of Printing Press will be kept secret and same press will not be used more than two times in a block of five years.

10.2.4 Data Processing and Issuance of Roll Number & Call Letters:

The Head of Recruitment Section will be responsible for initiating the proposal for engagement of external agency for data processing as and when required. The due care should be taken to allocate Roll Number, Date and Centre of Exam, Time, etc., besides issuing of Call Letters to eligible candidates to the address of communication indicated by them in application format giving 15-20 clear days before the date of the Written Test.

10.2.5 Conduct of Exam:

The conduct of Written Test at any Venue will be joint responsibility of the Superintendent of the Venue and HPPTCL Observers. The Recruitment Section will initiate the proposal of nominating HPPTCL Observers to each Venue atleast one week prior to the date of Written Test and also arrange briefing session of Observer with Director (Projects). The manual indicating Important Telephone Numbers, Venue Address, Role & Responsibility of Observer, Instructions to the Invigilators, Regulation at the Venue, etc. will be handed over to HPPTCL Observer one day prior to the briefing session with Director (Projects).

Each centre will have atleast one Observer. One officer will be made overall Incharge of the examination. Flying Squads will be constituted as per requirement. Observers will initial and stamp each Answer Sheet. Only candidates with valid Admission Cards with photographs will be allowed. In case a candidate reaches wrong centre, he may be sent to his centre if time permits. In genuine cases Observers may allow the candidate to appear in examination in the same centre if there is no time. No outsider will be allowed in the centre and full strictness will be observed. Scientific calculator may be

allowed. No mobile phones will be allowed in the Examination Hall.

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After examination, the Answer Sheet will be sealed in envelopes in the examination hall with signatures of Observers and Invigilators on the envelope. Thereafter, the envelopes will be sealed in a locker/steel almirah in HPPTCL Office in the presence of atleast four HPPTCL Executives.

16.2.6 Evaluation of Answer Sheet:

Evaluation of Answer Sheet will be done within one week of the test. This will be done by a team consisting of HPPTCL Executives approved by Director (Projects) in a closed hall/room. Entry of no other persons or exit would be allowed while the marking is being done. An independent person preferably retired Session Judge or Judicial Officer of above rank will preside over the evaluation work and will sign the final result sheet. Full security will be provided for this purpose. The answer sheets will be subject to 20% sample rechecking by HPPTCL Senior Officers of Sr. Manager and above rank.

16.2.7 Declaration of Result:

Subject to the minimum percentage and number of posts (1:5), the successful candidates will be called for Interview within three weeks from the date of the Written Test.

17.0 CONSTITUTION OF SELECTION BOARD / COMMITTEE:

17.1 Constitution of Selection Board/Committee for the Interviews will be as under:-

i) Board for selection in Executive cadre including Trainees:-

Chairman	• Chairman- to be nominated by MD/Director(P)
Member	• Govt. Representative • Subject matter specialist • P&A Representative

ii) For Selection in Non-Executive Cadre including Trainees.

Chairman	Chairman- to be nominated by MD/Director(P)
Member	- Govt. Representative - Subject matter specialist - P&A Representative

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17.2 Selection Board/Committee for interviewing candidates constituted as provided above will be proposed for approval of the Appointing Authority. Any change in composition of the Selection Committee at a later stage may invariably be approved by the Appointing Authority. The names of the members will be kept confidential.

18.0 DESPATCH OF CALL LETTERS:

18.1 On approval of the proposal for holding the Interview on a scheduled date, Call-Letters advising eligible candidates for appearing in the Personal Interview with HPPTCL Selection Committee may be sent well in time so as to ensure that candidates get sufficient time for planning journeys and making other relevant arrangements/preparations. Generally, it should be/ is to 20 clear days before the date of Interview. In exceptional cases, the time gap may be reduced but in no case it should be less than 15 days.

18.2 Call Letter should be accompanied by Personal Resume form specifically indicating the following: -

- ☐ Post to which a candidate is being considered for Interview with area, such as, General Manager , Assistant Personnel Officer, Jr. Officer (IT&C), Jr. Steno Typist (English), etc.
- ☐ Venue of Interview.
- ☐ Scale of Pay of that posts, if required.
- Date and Time of Interview.
- ☐ Documents/certificates in support of qualification, experience, age, caste, etc. for verification during Interview.

- III Mode of class for travel for the purpose of reimbursement of travelling allowances, if applicable.

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Note: A special mention that the candidates are being considered for the post provisionally should invariably be there in the Interview Call-Letters so as to have a room for elimination of candidates who do not possess the required job requirements.

19.0 INTIMATION TO THE INTERVIEW/SELECTION COMMITTEE MEMBERS:

- 19.1 After confirming the availability of the members of the Selection Committee, they should be informed in writing about the Interview with date, venue and time. They should clearly be informed about the rate of honorarium for their association in the selection proceedings.

20.0 PREPARATION FOR INTERVIEW:

- 20.1 Between the time of despatch of Call-Letters and date of Interview, there are certain preparations to be made with regard to synopsis of information pertaining to candidate to be interviewed. The Synopsis of a particular candidate will be placed in a folder to be handed over to the Interview Committee alongwith other details.

SECTION – III : SELECTION

- 21.0 Once the pre-recruitment activities as mentioned in Section-II are over, the process of selection, most important of the recruitment processes, starts. The following method are used for selection of the candidates -

21.1 Selection for Executive Trainees: ✓

The candidates who are declared successful in Written Test which carry weightage of 85% are further required to appear in Group Discussion or Interview carrying weightage of 15%. However, the overall marks of Written Test will be 100 (80% questions from subject and 20% questions of General Ability, i.e. Logical Reasoning, Intelligence Test, etc) and Selection board will award marks for Group Discussion or Interview out of 15 marks. The number of questions may be increased after the approval of Appointment Authority.

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2 Selection for Other Trainees:

Other than Executive Trainees, the selection will be on the basis of Written Test carrying weightage of 85% and Interview carrying weightage of 15%. However, the overall marks of Written Test will be 100 (80% questions from subject and 20% questions of General Ability, i.e. Logical Reasoning, Intelligence Test, etc) and Selection board will award marks for Group Discussion or Interview out of 15 marks. The number of questions may be increased after the approval of Appointment Authority.

21.3 Where there is no written test the breakup of marks will be as follows:

- Marks in qualifying exams-60%
- Extra relevant qualifications(based on marks)-10%
- Relevant experience (3 marks for each year)-15%
- Interview-15%

Desirable qualification for all the categories/posts: Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in Himachal Pradesh.

21.4 Receiving of Candidates and Verification of Documents:

It is during interview when a candidate first comes into real contact with the organization. They should be properly received on their arrival and seated at the pre-appointed place/room. A welcome notice may preferably be placed at the main gate with a staff of Recruitment Cell having relevant information about the interview to guide the candidates. Arrangement for drinking water and tea will also be made. Representative of Recruitment Cell will address them welcoming to the interview.

21.5 After the preliminaries being over, the verification of documents for ensuring their candidature for interview will start. As this is the last opportunity to ascertain their eligibility, verification should be done with utmost care with respect to advertised educational/professional qualifications, experience, age and caste as the case may. Those found meeting the prescribed conditions based on the verification

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will be allowed to appear in Group Discussion or Interview. The official doing verification should invariably sign the Personal Resume or scrutiny form of the candidate while clearing him for Interview or otherwise.

21.6 Those not in a position to produce documentary evidence for their claim to the post, but where the personnel representative is satisfied about his candidature, may be allowed for Interview against an undertaking to furnish required documents within a fortnight.

21.7 At any point of time, at least three candidates will be kept ready for interview.

22.0 CRITERIA FOR ASSESSMENT:

22.1 Group Discussion:

The Selection Committee will judge the candidates in Group Discussion and award marks for the skills of communications, originality in thoughts, initiative and team spirit exhibited in the Group Discussions.

22.2 Personal Interview:

The Selection Committee will judge the candidates in Personal Interview on depth of knowledge in respective discipline, leadership qualities, adaptability, physical agility, and experience, aptitude for project, value and communication skills.

23.0 PRINCIPLE OF EMPANELMENT:

23.1 The final merit list will be drawn on the basis of the following principles:

For Executive Trainees:

- i. Marks obtained in Written Test will carry 85% weightage (Total marks 100).
- ii. Marks obtained in Group discussion or Personal Interview will carry 15% weightage (Total marks 15).

Based on the above criteria, final merit list will be drawn for

empanelling the candidates for selection.

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For Other Trainees:

- i. Marks obtained in Written Test will carry the weightage of 85%.
- ii. Marks obtained in Group discussion or Personal Interview will carry the weightage of 15%.

Based on the above criteria, final merit list will be drawn for empanelling the candidates for selection.

23.2 Selection for the Posts other than Trainees:

The marks obtained in Personal Interview will be taken as a basis for drawing final merit and empanelling the candidates for selection.

23.3 General Conditions of Empanelment:

- (i) No candidate securing overall less 50% marks will be empanelled. SC/ST candidates will be required to secure at least 40% marks for their empanelment. However, in exceptional cases relaxation may be given as per the approval from the BOD from time to time.
- (ii) Empanelment will be made in order of merit.
- (iii) In case of a tie in the overall marks, the order will be decided on the basis of dates of birth, followed by Govt. guidelines in case of further references.

24.0 OPERATION OF SELECTION PANEL :

24.1 Panel once drawn is valid for an initial period of one year which can be extended with prior approval of Appointing Authority for another period of six months for reasons to be recorded in writing. Relevant panel will be operated in order of merit as per the number of posts notified in the advertisement. Each time recruitment is proposed, this will need approval of the Appointing Authority.

25.0 ISSUANCE OF OFFER OF APPOINTMENT:

25.1 Offer of appointment from the panel will be released in order of merit with the approval of Appointing Authority. For this

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The Corporate Recruitment Cell will make a proposal with reference of the advertisement number, name & category of the candidate, post, scale of pay and place of posting of his posting etc. The proposal will be accompanied by personal resume of the candidate and a copy of relevant select panel. The letter of appointment will have mention the detailed terms and conditions of appointment of the candidate.

- 25.2 Once the offer of appointment is issued to a candidate, a Personal File will be created for him. All relevant papers pertaining to his appointment will be kept in it.
- 25.3 Offer of appointment will be issued to the candidate at his mailing address furnished by him in his personal resume. The candidate will be allowed joining time of 15 days and if required, an advice to convey his acceptance or otherwise to offer of appointment within 07 days, may be mentioned. If no intimation is received within this time frame, Management may consider withdrawing and cancelling the appointment made to him.
- 25.4 On the request of the candidate, Management may consider to allow suitable extension to the candidates in joining time.
- 25.5 If the candidate does not respond, his offer of appointment will formally be closed with the approval of the Appointing Authority and the decision of withdrawal and cancellation of offer be invariably sent to the concerned candidate. Thereafter, a replacement offer to the next candidate in the respective panel may be offered with the approval of the Appointing Authority.

26.0 FIXATION OF PAY ON INITIAL APPOINTMENT :

The initial basic pay of a new entrant shall be fixed at the minimum of the scale of the post to which he is appointed, except the cases of pay protection at intermediate/higher level recruitment which will be dealt as per Pay Fixation rules of the HPPTCL.

SECTION – IV: JOINING

- 27.1 Once the candidate has confirmed his joining, he will report for joining to the concerned authority within the scheduled/extended period of joining at the pre-determined

location. Normally, all joining will be accepted at Corporate Recruitment Cell. His joining may be accepted subject to the following conditions: -

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- ☐ He has to produce a relieving certificate from his previous employer, if in employment.
- ☐ Medical fitness certificate from the prescribed authorities. As provided in Recruitment Rules, if he was in employment with Government Department/PSUs, no such requirement will be insisted upon. However, he will have to produce a statement from his previous employer that during his appointment there, he had been declared medically fit.
- ☐ Certificate in the prescribed proforma in support of his claim to belong to SC/ST/OBC category. However, even if there is a doubt about his caste, he may be allowed to join provisionally and at a later date the office will write to the concerned authorities for certification of his caste. The candidate will not be denied joining on this account.
- ☐ Attestation Form duly filled. The specific attention be paid whether he has ever been convicted under the Court of Law, if so, he will not be allowed joining.

27.2 If the candidate fulfils the above conditions, he will be given a set of papers required to be filled by him on joining.

27.3 On completion of joining formalities, his joining report will be accepted by allocating him an identification numbers will be attached to him for the tenure of his employment in the organization. His joining report will be signed by an executive so authorized in the Recruitment Section.

28.0 INDUCTION AND PLACEMENT:

28.1 The newly joined employee will be inducted to the concerned department. A representative of the Recruitment Section alongwith his papers will escort him to the concerned Head of the Department.

28.2 Recruitment Department in consultation with Corporate Training Department will chalk out an orientation programme for a suitable duration during which the new entrant will be introduced to the functioning of various departments before his placement in the department for which he has been

recruited.

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TRANSFER OF RECORDS:

Once the placement of the new entrant is done, the Recruitment Department will forward relevant documents to the Establishment Section for maintaining and regulating his appointment with the organization. Following papers may be forwarded to Establishment Section: -

- ☐ Copy of offer of appointment.
- ☐ Personal Resume.
- ☐ Copies of Educational/Professional Certificates.
- ☐ Medical Certificate.
- ☐ Attestation Forms.
- ☐ Caste Certificate.
- ☐ Home Town Declaration.
- ☐ Any other documents which may be required in the Establishment Section.

29.2 The proposals/approvals pertaining to his appointment, review in his terms of appointment, etc. will not be parted with. These will remain with the Recruitment Department itself.

30.0 SECRECY & CUSTODY OF RECORDS:

31.1 Recruitment is a very sensitive issue and should be carried out with abundant care / precaution and utmost secrecy. Constitution of Selection Board, preparation of Merit List, Issuance of Offers, etc. are highly confidential and no information should be given on these issues. However, once the approval for issue of offer is received, information about a candidate getting an offer or not can be given.

32.1 All relevant papers will be kept under lock and key in the Recruitment Section in the charge of the sectional head. Incidental records, such as, applications, test papers, etc. will be maintained for a period of two years after the selection is made and thereafter destroyed with the approval of the

appointing Authority. Screening Sheets and various proposals pertaining to recruitment and selection panels will be maintained without time bar.

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33.0 STATISTICS :

- 33.1 Proper statistics as regards post notified, number of applications received, number of SC/ST/OBC, PH, Ex-Servicemen, Minorities & Women among them and those selected may be compiled and kept handy for furnishing various reports/returns.
- 33.2 Similarly, details of expenditure incurred on a particular recruitment, such as, expenditure on account of advertisement, holding of test (if any), TA, honorarium, hospitality, etc., should be compiled and record maintained.

34.0 REPORTS & RETURNS:

34.1 After the recruitment and selection is over, following periodic reports and returns are required to be furnished to the concerned authorities:-

- ☐ Quarterly return to the Employment Exchanges.
- ☐ Quarterly return regarding recruitment of Minorities.
- ☐ Half Yearly return regarding recruitment of Physically Handicapped.
- ☐ Half Yearly return regarding recruitment of Ex-Servicemen.
- ☐ Annual return regarding recruitment of SC/ST/OBC.

35.0 SCHEDULE FOR RECRUITMENT :

35.1 Schedule of various activities starting from advertisement of posts till issuance of offers and joining of candidates will be worked out in advance and adhered to. Normally, the entire process should be completed within a period of three months as per the following schedule:-

Preparation and approval of draft advertisement	Within 5 days
Release of Advertisement	Within 15 days
Receipt of Applications	Within 25 or 30 days

Processing of Applications/Despatch of Call Letters	Within 15 days
Interview	Within 20 days
Release of Offers	Within 5 days

35.2 All out effort will be made to complete the recruitment processes as per the above schedule within the scheduled period of three months.

SECTION - V

JOB SPECIFICATIONS FOR RECRUITMENT OF EXECUTIVES

36.0 In 'HPPTCL' there are eight levels in 'Executive Category' from E2 to E9, i.e. from the level of Executive to Executive Director. During the formative stage of HPPTCL, the recruitment in the initial years shall be done at all levels. After the commissioning of HPPTCL and undertaking the new projects, the career growth prospects of existing employees can be ensured only by restricting the recruitment at induction level, i.e. Executive E2 level. The induction at intermediate level during the construction phases of new projects may be made with the approval of Appointing Authority. The job specifications for the recruitment of executives will be as under:-

36.1 The job specifications i.e. Level, Total Post Qualification Experience, Upper Age Limit will be as per the details shown in the following Table:-

LEVELS	DESIGNATION	MINIMUM POST-QUALIFICATION RELEVANT EXECUTIVE EXPERIENCE	UPPER AGE LIMIT
E-9	Executive Director	25 yrs. out of which at least 02 yrs in the immediate lower grade/scale	55
E-8	General Manager	21 yrs out of which at least 2 yrs in the immediate lower grade/scale	55
E-7A	Addl. General Manager	16 yrs out of which at least 2 yrs in the immediate lower grade/scale	50

	Dy. General Manager	13 yrs out of which at least 3 yrs in the immediate lower grade/scale	50
	Sr. Manager	10 yrs out of which at least 3 yrs in the immediate lower grade/scale	45
E-5	Manager	12 yrs out of which at least 3 yrs in the immediate lower grade/scale	45
E-4	Dy. Manager	4 yrs out of which at least 3 yrs in the immediate lower grade/scale	35
E-3	Assistant Officer/AE/Executive	1 Yr after acquiring requisite professional qualification	35
E-2	Officer/Engineer/Executive	No Experience (Induction level)	30
E-1	Asstt. Officer/A.E.	1 yr after acquiring requisite professional qualification	45

Note: Pay Scales as approved by MOP (GOHP) from time to time corresponding to the levels shown above will be mentioned in the advertisement, as well as in the offers of appointment. In case final Scales are not approved, Adhoc Scales will be indicated.

36.2 The qualification requirements are shown in the following Table for induction of ETs and Executives at intermediate level in different disciplines:-

Sr. No	Discipline	Qualification
1.	Personnel & Administration	Graduate with MBA/ MSW/ Post Graduate Diploma with specialization in Personnel/HR/ or equivalent will be the main qualification.
2.	Publication Relations	Graduate with Post Graduate Diploma in Journalism or Public Relations or Mass Communications OR equivalent from recognised University / Institute.

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	Vigilance	Graduate Degree in Law from a recognised University/Institute with 2 years experience
	Official Language	Post Graduate Degree in Law from recognised University/Institute.
	Medical	Post-Graduate Degree in Hindi with English as a subject in the Degree Examination from a recognised University / Institute.
	Company Secretary	MBBS / MD recognised by MCI.
		Graduate and qualified Company Secretary with membership of the Institute of the Company Secretary of India. Graduate Degree in Law or MBA will be preferred.
	Finance & Accounts	CA/ICWA/MBA with specialization in Finance will be the main qualification. However, on specific requirement we may induct Master Degree in Financial Control / ICFA from a recognised University / Institute. One or more out of the above mentioned qualifications may be indicated in the advertisement as per requirement.
9.	Information Technology	B.E. / B. Tech. (Computer Science / Computer Engg.) / MCA /BE/B.Tech any with 1 year PG Diploma in Computer Sciences
10.	Industrial Safety	Degree in Engineering (Civil / Mechanical / Electrical) with Diploma in Industrial Safety recognised under Industrial Safety/Factory's Act.
11.	Environment	B.Tech/B.E. (Environment Engineering/ Environment Science/BE with 1 year PG Diploma in Environment
12.	Relief & Rehabilitation	BE in Rural Engineering or Equivalent

Geology	M.Sc. (Geology / Applied Geology / Geophysics) with Engineering Geology as the main subject or M.Sc. in Engineering Geology from recognized Institute of India
Engineering Disciplines	Degree in respective Engineering discipline from a recognized University / Institute of India
- Civil	
- Electrical	
- Mechanical	
- Electronics &	
Communication &	
- Control &	
Instrumentation	

Note: (i) For internal candidates AMIE in relevant Engineering discipline will be considered as recognized qualification.

(ii) For internal candidates, there is no age bar and the minimum qualifying percentage of marks will also be relaxed by 5% as applicable to external applicants.

36.3. The induction at E2 level will be through Written Test, Group Discussion or Personal Interview. However, the requirement of minimum percentage of marks in prescribed qualification for the induction of all discipline Executives / Trainees will be 55% in engineering disciplines for SC/ST/ Internal Candidates and 60% in engineering disciplines for others for recruitment of all types of Trainees in Engineering trade and in case of internal recruitment deserving candidates will be given time to complete their education qualification.

The requirement of minimum percentage of marks in prescribed qualification for the induction of Executives as well as Trainees/ Apprentices for SC/ST/ Internal Candidates will be 50% and in other than engineering trades 55% for other categories including General category candidates for recruitment of all types of Trainees in Executive and Jr. Officer and in case of internal recruitment deserving candidates will be given time to complete their education qualification.

Relaxation in upper age limit shall be given to internal candidates as approved by the BOD from time to time.

36.4 Reservation and relaxation in age for SC/ST/OBC/PH will be

applicable as per the Government Directives.

Relaxation in experience for SC/ST will be given by one year where experience requirement is 3 years or more.

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17.6 INTERPRETATION & AMENDMENTS:

Managing Director/Director (Projects) will be authorized in special and exceptional cases to grant relaxation in prescribed specifications where the Appointing Authority is satisfied that such relaxation is in the interest of HPPTCL. In case of any doubt arising with regard to any of the above provisions and in the cases uncovered by these rules, the final authority of interpretation will vest in the Board of Directors/ Managing Director whose decision will be final.

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