

1. Employment and Service Conditions

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1.1 Recruitment & Promotion

1.1.1 POLICY STATEMENT ON MANPOWER RECRUITMENT

Preamble:

HPPCL's precious assets would be its Human Resources. HPPCL would, therefore, pick-up best talented manpower, nurture and develop this resource upto its maximum potential to ensure efficiency, effectiveness and success of the Organization. HPPCL also resolves to ensure manpower availability at the right time, in right number and with the objective of ensuring their optimum and effective utilization. HPPCL 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, HPPCL hereby makes the following policy statements to be called 'HPPCL 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 sources will be considered only if personnel are not available or forthcoming 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.

| <u>Posts</u> | <u>Appointing Authority</u> |
|---|-----------------------------|
| a) Top post of General Manager and above | Board of Directors |
| b) All posts other than those included in (a) above. | Director (P) |
| c) Executive trainee/Supervisory trainee & Artisan trainees | Director (P) |

- 3.3 The appointing authority will have the flexibility to re-appropriate 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 (Personnel).
- 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 (Personnel) 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.

5.0 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 0 |
| Engineer/Officer Trainees (*) | - E 0 |

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 HPPCL.

(*)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-4 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:

- 6.1 All recruitment to the executive cadre inclusive of executive trainees will be centralized in the Corporate Personnel Department.
- 6.2 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 HPSEB and HPPCL 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.
- 7.4 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 (personnel).

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.

11.0 Forwarding the applications of candidates from Government Public Undertakings:

11.1 HPPCL 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 therein 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:

- a) 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.
- 14.3 Selection to executive cadre including executive trainees will be made on the recommendations of the HPPCL 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.

15.7 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 whereafter 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 alongwith requisite proforma such as Attestation Form, Declaration, Character Certificate, SC/ST certificate etc. and the candidate will be expected to 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.
 - e) Attested copies of certificates and testimonials.
 - f) A character certificate from a Gazetted Officer.

1.1.2 DIRECT RECRUITMENT PROCEDURES MANUAL

PREFACE

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.

HPPCL 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:-

- | | | |
|------------------------------|---------------------|--|
| <u>Section – I:</u> | General: | Describes rule positions and main features of the HPPCL Recruitment Rules. |
| <u>Section – II:</u> | Recruitment: | Describes various pre-recruitment activities such as publication/notification of vacancies, screening of applications, calling candidates for selection etc. |
| <u>Section – III:</u> | Selection: | Describes activities relating to holding of Written Test, Interviews, Making of Panels and Release of offers. |
| <u>Section – IV:</u> | Joining: | Describes activities pertaining to joining, induction and placement of new entrants. |
| <u>Section – V:</u> | | 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 HPPCL 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 HPPCL 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 HPPCL, includes Corporate/Co-ordination Offices/Projects/Units under its administrative control.
- (ii) 'Recruitment Rules' means HPPCL 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.
- (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 (E0 to E9) | <ul style="list-style-type: none"> • By advertisement on All India Basis. • Through internal recruitment. |

| Posts | Source |
|--|---|
| (ii) Posts in Non-Executive Cadre in the Workmen Categories upto W-6 Level including Trainees. | <ul style="list-style-type: none"> • 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 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. | <ul style="list-style-type: none"> • 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:

9.1 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 HPPCL Website. If the selection process comprises Written Test, the same may be clearly indicated in the advertisement.

- 9.2 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 (Personnel) 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 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 along-with 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 along-with 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.

14.0 SCREENING OF APPLICATIONS:

14.1 Once the data entry of applications is over, screening of applications will be done as per the advertised job specifications with no deviations. Preliminary screening will be done by a person in the Recruitment Department, which 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 then 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 along-with screening sheet and applications of such candidates. Date, venue and time of Test/Interview will be proposed.

16.0 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 (Personnel).

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 (Personnel) and along-with 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 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 HPPCL 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 preferably located outside H.P. the test will be conducted in Shimla by HPPCL 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 (Personnel) 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 (Personnel) 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 HPPCL. 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 codal formalities of printing of confidential matter will be followed without any lapse.

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 HPPCL, for its printing work on the rates quoted by them. The printing of question papers in appropriate quantity should be ready at-least 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.

16.2.4 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.

16.2.5 Conduct of Exam:

The conduct of Written Test at any Venue will be joint responsibility of the Superintendent of the Venue and HPPCL Observers. The Recruitment Section will initiate the proposal of nominating HPPCL Observers to each Venue at-least one week prior to the date of Written Test and also arrange briefing session of Observer with Director (Personnel). 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 HPPCL Observer one day prior to the briefing session with Director (Personnel).

Each centre will have at-least one Observer. One officer will be made overall In-charge 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.

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 HPPCL Office in the presence of at-least four HPPCL 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 HPPCL Executives approved by Director (Personnel) 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 HPPCL 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 | <ul style="list-style-type: none">• Chairman- to be nominated by MD/Director(P) |
| Member | <ul style="list-style-type: none">• Govt. Representative• Subject matter specialist• P&A Representative |

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

| | |
|----------|---|
| Chairman | <ul style="list-style-type: none">• Chairman- to be nominated by MD/Director(P) |
| Member | <ul style="list-style-type: none">• Govt. Representative• Subject matter specialist• P&A Representative |

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 HPPCL 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 (HRD), 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.
- Mode of class for travel for the purpose of reimbursement of travelling allowances, if applicable.

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 dispatch 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 along-with 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 methods 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.

21.2 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 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.

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 purpose, Corporate Recruitment Cell will make a proposal giving 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 HPPCL.

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: -
- 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 along-with 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.

29.0 TRANSFER OF RECORDS:

29.1 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.

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 'HPPCL' there are ten levels in 'Executive Category' from E0 to E9, i.e. from the level of Executive to Executive Director. During the formative stage of HPPCL, the recruitment in the initial years shall be done at all levels. After the commissioning of HPPCL 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 Trainee-E0 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:-**

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 QUALIFICATION EXECUTIVE EXPERIENCE | POST-RELEVANT | 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 | 24 yrs out of which at least 2 yrs in the immediate lower grade/scale | | 55 |
| E-7A | Addl. General Manager | 21 yrs out of which at least 2 yrs in the immediate lower grade/scale | | 50 |
| E-7 | Dy. General Manager | 18 yrs out of which at least 3 yrs in the immediate lower grade/scale | | 50 |
| E-6 | Sr. Manager | 15 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 | 9 yrs out of which at least 3 yrs in the immediate lower grade/scale | | 45 |
| E-3 | Sr. Officer/ Engineer | 6 yrs out of which at least 3 yrs in the immediate lower grade/scale | | 45 |
| E-2 | Officer/ Engineer | 3 yrs after acquiring requisite professional qualification. | | 45 |
| E-1 | Asstt. Officer/A.E. | 1 yr after acquiring requisite professional qualification | | 45 |
| E-O | Executive Trainee. | No experience. | | 45 |

Note: Pay Scales as approved by Board of Directors 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:-

| | Name of the post | Qualification |
|----|--|---|
| A. | A.E.(Electrical) | Full Time B.E./B.Tech. (Electrical) and B.E./B.Tech. (Electrical and Electronics)/ M.Tech (E)/PGD in Hydro Power Plant engineering from a recognized University / Institute of India |
| B. | Personnel & Administration | Full time Graduate with MBA (HR/Personnel) or equivalent (Full time degree PGDM from IIM's is also equivalent.) |
| | Engineering Disciplines - Civil - Mechanical | Full time Degree in respective Engineering discipline/ M.Tech (C/M)/PGD in Hydro Power Plant engineering from a recognised University / Institute of India |
| | Disciplines other than that mentioned at A, and B. | Full time Degree in respective disciplines |

36.3 The induction at E0 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 Executive 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 Executive Trainees will be 50% in other than engineering trades for SC/ST/ Internal Candidates and 55% for other categories 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.

Relaxation of 5 years in upper age limit shall be given to candidates belonging to Project Affected Families/ Districts as approved by the BOD in its 13th meeting by the Board of Directors vide resolution no. 13.30 regarding Relaxation in age of candidates belonging to Project Affected Areas held on 1.12. 2008.

Relaxation in age and qualification may be given to deserving personnels who have completed Apprenticeship in HPPCL.

36.4 Reservation and relaxation in age for SC/ST/OBC/PH will be applicable as per the Government Directives.

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

37.0 INTERPRETATION & AMENDMENTS:

Managing Director/Director (Personnel) 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 HPPCL. 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.

1.2 Promotion

1.2.1 POLICY REGARDING PROMOTION OF EXECUTIVES

1.0 PHILOSOPHY & OBJECTIVES:

- 1.1 HPPCL subscribes to the philosophy to generating growth from within and in pursuance thereof, endeavors to achieve synchronization of the goals and objectives of the organization with the aspirations for growth and development of the individual employees.
- 1.2 In order to facilitate the fulfillment of the growth expectations, HPPCL will strive to create and sustain an environment conducive to effective and efficient functioning of the executives in their roles and responsibilities and to provide the necessary scope and facilities for development of technical and managerial skills and capabilities through training, job rotation, job enlargement and job enrichment. Accordingly, executives are expected to avail fully of the developmental opportunities, as mere reliance on length of service may not be sufficient to meet fully their growth aspirations.
- 1.3 Consistent with the Company philosophy, HPPCL lays down here- under the Promotion Policy for the executives of the Corporation, with the following as the objectives:
 - I. To motivate and enthuse executives for better and more effective performance by rewarding them with promotions to positions of higher responsibility commensurate with their merit, ability and contribution towards the achievement of the organizational goals and objectives.
 - II. To lay down clear and unambiguous principles to regulate promotion of executives to avail higher positions consistent with the requirements of the Company.
 - III. To ensure uniformity, consistency and fairness in the promotion of company executives.
 - IV. To communicate to the executives the requirements of performance, merit and other conditions pre-requisite to promotion.

2.0 SCOPE COVERAGE:

- 2.1 This Statement of Company Policy will be applicable to employees in the executive category for promotion up-to level borne on the regular rolls of HPPCL.
- 2.2 The Policy Statement will not be applicable to executives who are appointed for a limited tenure, superannuated persons reappointed in the Company's service and to other executives appointed on a purely casual or temporary basis.
- 2.3 Executives in whose cases a clause in the terms of initial appointment explicitly provides for eligibility for consideration for promotion after completion of a specified period of service in the grade in which the executive initially joins the Corporation will be excluded from the purview of this policy statement as such cases already get covered under Policy Statement on Manpower recruitment.
- 2.4 Executives who are on deputation to HPPCL or who retain lien on the service of the parent organization will not be covered by this policy statement.
- 2.5 HPSEB executives working on deputation basis in HPPCL shall also not be covered by this policy statement.
- 2.6 The executives of HPPCL on deputation to other PSUs/Autonomous Bodies/ Government shall be entitled for proforma promotion in HPPCL. The promotion will be effective only after the executive reverts back to HPPCL.

3.0 GENERAL PRINCIPLES:

- 3.1 Promotion of executives to positions in next higher grades will be on the basis of seniority, merit, grade service, efficiency, suitability and vacancy up-to promotion from E6 to E7 grade and below. For promotion from E7 to E7A and above, merit in the interview with selection committee will form the basis.
- 3.2 Executive levels up-to E7A will be aggregated in the following clusters:-
 - E1/E2/E3 – Junior Management.
 - E4/E5 – Middle Management (M1)
 - E6 – Middle Management (M2)
 - E7/E7A – Sr. Management (SM1)

EXPLANATORY NOTE

Section will be headed by a middle management level i.e., M1 level executive.

A Division will be headed by an executive at the level of E6 level i.e., M2. A Division may consist of one or more sections.

Several Divisions will form a group to be headed by SM1 level executive called the Group Head.

3.2.1 Promotion of executives within one cluster of grades shall be on the basis of combined sanction for all posts in the cluster, after due recommendations of DPC. Promotion from one cluster to another cluster will take place only, if vacancy exists in the higher cluster.

3.3 The executives due for promotion up-to the level E7A will be considered for promotion twice in a year i .e. with effect from the 1st of January and 1st of July every year. In cases where promotions are coupled with transfers, the same will come into effect only upon the employee taking charge at the new place of posting.

3.4 It would be essential to acquire a qualification equivalent to degree in engineering for an executive who possesses only diploma in engineering qualification, to be promoted beyond the grade of Manager (E5).

3.5 For Promotion beyond E5 in non-technical disciplines the essential qualifications shall be as under: -

| S. N. | Functions | Qualifications |
|--------------|---------------------------|---|
| 1. | Personnel & Admn. | Graduate with MBA (HR/Personnel) or equivalent (Full time degree PGDM from IIM's is also equivalent.) |
| 2. | Official Language (Hindi) | Post graduate degree in Hindi with English as a subject in the degree examination from a recognized university /Institute. |
| 3. | Public Relations | Graduate with Post Graduate Diploma in Journalism or Public Relations or Mass Communication from recognized University/institute. |
| 4. | Finance | ACA/FCA, AICWA/FICWA/MBA Finance from a recognized University/institute. |
| 5. | Law | Degree in law from a recognized university/institute |

| | | |
|----|-------------------|--|
| 6. | Company Secretary | Graduate with ACS from a recognized University/Institute. |
| 7. | Geology | M.Sc. Geology, M.Sc (Applied Geology)/M.Sc. (Geo-physics) with Engineering Geology as the main subject, from a recognized University/Institute |
| 8. | EDP | Bachelor degree in Computer Engineering/MCA or equivalent from a recognized Univ./Institute. |

Note:

I.Executives in PR discipline who do not possess prescribed qualification as indicated above shall be considered for promotion up-to E5 after putting in four years service in the same grade and qualifying departmental examination.

II.Promotion beyond E5 will be considered only if PR Executives possess either the prescribed qualification or an MBA in which one of the courses/papers shall be Marketing Communication and Advertisement Management.

3.5.1 If an executive, who is already working in a position beyond E2 level and does not possess prescribed qualification as stipulated under para 3.4 and 3.5, is also required to pass the departmental examination for further promotion upto E5 level.

Note: Once an Executive secures qualifying marks in a paper(s) is not further required to appear in the same paper(s). Executives are required to appear only in the left-out paper(s) in the subsequent departmental examination. However Executives should qualify in all papers taken together in a maximum of four attempts.

3.6 The probation of an Executive on promotion shall commence from the date of promotion.

3.7 Employee in Sports, Library and Secretarial discipline will be given option for merging in P&A discipline and can be considered on fulfillment of following:

a) Having worked satisfactorily for at-least two years in P&A Department after obtaining prescribed qualification.

- b) Out of 3 preceding AAR's at-least 2 should have been rated Very Good.
- c) Merger option is to be exercised between S4 to E3 level.

3.8 Executive of PR, OL & Law discipline will not be considered for merger.

3.9 The following will be the highest levels in OL, PR, Law, Library, Sports & Secretarial disciplines.

| Discipline | Level |
|-----------------|-------|
| OL | E6 |
| PR & Law | E7A |
| Library, Sports | E5. |
| Secretarial | E5 |

3.10 Executive, who had been promoted from Supervisory Grade to E1 under clause 3.2.1 of Statement of Company Policy regarding Promotion of Supervisors , shall not be promoted beyond E2 level unless he acquires prescribed qualification or qualify department examination within six year of promotion.

4.0 ELIGIBILITY PERIOD:

4.1 In view of the fact that merit, efficiency and suitability can be meaningfully determined on the basis of assessment of performance and potential over a reasonable period, there shall be a minimum period of service in a grade, to be called the "Eligibility Period": and only those executives who complete the minimum period so prescribed will be eligible for consideration for promotion to the next higher grade.

4.2 Eligibility period shall be as under:

| Category | Period |
|---|----------|
| Executive possessing prescribed qualification | 3 years |
| Executive not possessing prescribed qualification | 4 years |
| Executives of Library & Sports | 4 years |
| Secretarial Discipline | 4 years. |

4.3 In case where company's selection board during the interview has found a candidate suitable for a post higher than his eligibility for the post and has given promotion commitment in exceptional cases, D (P)/BOD will be competent to relax the eligibility period for promotion and promote the employee as per the commitment for promotion.

5.0 STANDARD DATES FOR PROMOTION:

5.1 To enable promotions being effected in a planned and rational manner and to ensure that anomalies and unavoidable widening of inter-se differences are kept down to the minimum, promotion of executives to available vacancies in grades up-to E7 to E7A will normally be made effective from standard date/dates.

5.2 While determining the eligibility period, the seniority weightage granted to an executive, as laid down in the terms of appointment, will be taken into account.

5.3 Executive in the grade of E7 and below, who are found fit for promotion will be considered for promotion effective from the standard dates, as mentioned below:

a) Executives who complete the eligibility period as on 1st January shall be considered for promotion from 1st January; and

b) Executives who complete eligibility period as on 1st July shall be considered for promotion from 1st July.

c) An executive who has been considered by DPC(s) and is not found suitable for promotion will become due to be considered from next year from the date arrived at as per sub para (a) & (b) above i.e. One full year will be added to his eligibility date every time he/she is dropped by DPC.

d) Executives, who were not promoted due to non availability of vacancies, will be considered by DPC from immediate next standard date. However, candidates will have to compete with the new batch and merit shall be drawn by the DPC by considering the factors as envisaged herein.

6.0 PERFORMANCE APPRAISAL:

- 6.1 The Performance Appraisal System in operation for the employees of the company, as modified from time to time, will generally provide the basis for determination of merit, efficiency, potential and suitability of employees for promotion to the next higher grades.
- 6.2 The appraisal year shall be the calendar year for the executives. Targets will be set by the controlling officers for all the subordinates during the last quarter of the preceding year. A copy of the targets so set will be sent to the concerned P&A Deptt., and the Annual appraisal/ Assessment Report format shall be same as prescribed from time to time. In respect of executives who have been transferred on deputation to other organizations, the concerned Personnel Deptt. shall maintain and obtain annual appraisal report. The authorities and procedure for annual assessment shall be as per HPPCL rules.
- 6.3 Where more than 6 months of the appraisal year has elapsed at the time of consideration of an executive for promotion, a Special Performance Report for the part year may be obtained, which will be taken into consideration along-with the reports of the previous years. Once the special report is followed and replaced by the usual annual report, the special report will no longer be taken into consideration. Performance Appraisal Report for any period of less than 6 months in an appraisal year will not be taken into consideration for the purpose of promotion. However, where two or more reports are written in any appraisal year by reason of an executive being posted under different reporting/countersigned officers, a single rating for the year will be determined by the Departmental Promotion Committee.
- 6.4 The Appraisal System will be on a 5-point scale, as defined in the Appraisal formats. For the purpose of promotion to the next higher grades upto the grade E6 to E7 and below the ratings given in the Annual Appraisal/Assessment Reports shall be converted into points, as under, subject to overall assessment by moderation committee.

| Rating | Points rating for 3 years eligibility | Points rating for 4 years eligibility. |
|---------------------|---------------------------------------|--|
| Exceptional | 15 | 11.25 |
| Very effective | 12 | 09 |
| Effective Competent | 09 | 6.75 |
| Average | 06 | 4.5 |
| Not satisfactory | Nil | Nil |

6.4.1. In case, the MD is the Accepting Authority and incumbent of the MD post ceases to be in employment, the Reviewing Officer will be treated as the Accepting Authority. Where the Accepting Authority is other than MD and such incumbent ceases to be in employment, the next higher authority will be treated as the Accepting Authority. If the incumbent of Reporting/Reviewing authority ceases to be in employment the next higher authority will be considered Reporting/Reviewing authority. On superannuation/resignation the acceptance of Annual Appraisal Report shall be done within one month from the date of superannuation/resignation.

6.5.1 COMMUNICATION OF ADVERSE REMARKS:

In the event of the overall assessment being 'un-satisfactory/not-satisfactory' communication will be issued to the concerned Executive within one month of the report being counter-signed by the counter-signing authority. For this, the counter signing authority will send back the report to the reviewing officers for issuing the necessary communication to the concerned Executive. The communication issued by the reporting/reviewing officer will contain all details and specific facts and figures substantiating the adverse remarks. The identity of the superior officer need not be disclosed.

6.5.2 The appraisee concerned will be asked to give his comments on the communication issued. The appraisee should give his comments within one month of the receipt of the communication. The adverse report along-with comments of the appraisee will be examined by the counter-signing authority, in consultation with the reporting and reviewing officers, who will record his final decision along-with reasons. In case the adverse remarks have been recorded by the counter-signing authority, an officer senior to the counter signing authority in consultation with the countersigning authority and the reviewing officer shall record the final decision along-with reasons. The final decision will be taken within one month of the receipt of the comments/representation of the Appraisee. Wherever, the reporting/reviewing counter-signing officer is MD, his decision regarding expunction/retention of the adverse comments after due examination of the explanation submitted by the appraisee will be final.

- 6.5.3 The final decision will be communicated to the appraisee with regard to:
- The earlier assessment being retained. **Or**
 - After due consideration the earlier remarks are expunged and the same being noted in the appraisal form.

7.0 GRADE SERVICE:

- 7.1 The points for grade service i.e. service rendered by the executive in their respective grades upto the level E6 and below shall be as under;

| Grade service | Points rating for promotion | |
|-----------------|---|-----------------------------|
| | From E1 to E2, E2 to E3 , E3 to E4 and E4 to E5 | From E5 to E6 and E6 to E7. |
| 3 years | 18 | 9 |
| 4 years | 20 | 11 |
| 5 years | 22 | 13 |
| 6 years & above | 25 | 15 |

8.0 CRITERIA FOR PROMOTION TO NEXT HIGHER GRADE:

- 8.1.1 CRITERIA FOR PROMOTION FROM E1 TO E2, E2 TO E3, E3 TO E4 AND E4 TO E5 LEVEL.

Factors which are to be taken into account for determining the suitability for promotion of an executive in the above grades and the weightages thereof will be as under;

| Factors | Maximum Points |
|--|----------------|
| Performance Appraisal Rating (For last 3/4 years) | 45 |
| Grade Service | 25 |
| DPC | 30 |

- 8.1.1(a) 30 marks to be allotted by DPC will be allocated in the following manner:

| | |
|----------------------------------|----|
| Professional/Technical knowledge | 10 |
| Extraordinary task completed | 10 |
| Executive like qualities | 05 |
| General reputation | 05 |

8.1.1(b) In case an Executive has been transferred from one station to another station after completing 3 years at one station because of any reason whatsoever, attributable to the Executive, the transfer is not effected five marks will be deducted from the 30 to be allotted by the DPC.

8.1.2 Points for performance appraisal ratings will be as per para 6.4 and for grade service will be as per para 7.1.

8.1.3 The "Qualifying Points" for "Promotability" will be 75.

8.2 For promotion from E5 to E6 and E6 to E7 grade.

8.2.1 Factors which are to be taken into account for determining the suitability for promotion of an executive in the above grades and the weightages thereof will be as under;

| Factors | Maximum Points |
|------------------------------|-----------------------|
| Performance Appraisal Rating | 45 |
| Grade Service | 15 |
| DPC | 40 |

8.2.1(a) 40 marks to be allotted by DPC will be allocated in the following manner:

| | |
|----------------------------------|----|
| Professional/Technical knowledge | 20 |
| Extraordinary task completed | 10 |
| Officer like qualities | 05 |
| General reputation | 05 |

8.2.1(b) In case an Executive has been transferred from one station to another station after completing 3 years at one station because of any reason whatsoever, attributable to the Executive, the transfer is not effected five marks will be deducted from the 40 to be allotted by the DPC.

8.2.2 Points for performance appraisal ratings will be as per para 6.4 and for grade service will be as per para 7.1.

8.2.3 The "Qualifying Points" for "Promotability" will be 75.

8.3 Promotion from E7 to E7A Grade:

8.3.1 The promotion in the above grades will be done based on the merit list drawn by selection committee through consensus, comprising of all the full time functional Directors with MD as Chairman of selection committee.

8.4 For promotions up to E7 level, SC/ST candidates shall be given preference as per the Government guidelines issued from time to time.

9.0 CONSTITUTION AND ROLE OF DEPARTMENTAL PROMOTION COMMITTEE (FOR PROMOTION UPTO E7 GRADE) AND SELECTION COMMITTEE (FOR PROMOTION FROM E7 TO E7A GRADE):

9.1 For the purpose of promotion of executive to the next higher grade up to E7 grade, a Departmental Promotion committee (DPC) shall be constituted, with the approval of Director (Personnel)/MD as under :-

a. For promotion in the executive cadre from E1 to E5 grade :-

- 1) Director (Personnel)
- 2) Concerned Director for the employee
- 3) Another Director of the Corporation
- 4) SC/ST representatives.

b. For promotions in the executive cadre from E5 to E6 and above :-

- 1) Managing Director
- 2) Director (Personnel)
- 3) Concerned Functional Director
- 4) SC/ST representatives.

The concerned GM or HOD may be invited by DPC for clarifications if any but will not form a part of DPC.

9.1.1 The DPC will be held every year in the month of April. The DPC will consider the suitability or otherwise of the eligible executives for promotion to the next higher grade, on the basis of their qualifications, Appraisal Reports, Grade Service, interview (wherever applicable) and other documents/records available in the personal files which may have a bearing on their being considered for promotions.

9.1.2 The DPC will also interview the eligible executives for promotion from E3 to E4, E4 to E5, E5 to E6 and E6 to E7 grades with a view to ascertain their suitability for the next higher position.

9.1.3 The DPC shall take into consideration the Performance Appraisal Reports including Special Performance Report, if any, for the last 3/4 years. In case, an executive is not promoted in the first / subsequent DPCs the next DPC will consider the best 3/4 Performance Appraisal Report out of the reports for the last 4/5 years.

9.1.4 The points secured by each eligible executive from the Performance Appraisal Reports, Grade Service and points awarded by DPC will be aggregated. Those executives who have been found suitable for promotion will be ranked in order of merit. Where the aggregate of the points is the same, they will be ranked in the order of seniority, as per the following criteria:

- a) Length of service in a grade from the date of joining inclusive of seniority weightage, if any or from the date of promotion in HPPCL.
- b) Merit position in the selection panel where date of joining is the same or the merit position in the DPC minutes where date of promotion is the same.

9.1 For promotion of executives from E7 to E7A grade, selection committee will be formed with the approval of D(P)/MD, as under:

- a) MD as chairman of the committee.
- b) All other full time functional Directors -Members.
- c) SC/ST representative (if required).

The selection committee, based on the performance in the interview, will rank the suitable executives in the order of merit by a consensus.

9.3 The panel of the selected executives, in the order of merit drawn by the Departmental Promotion Committee/Selection Committee will be submitted to the competent authority for approval. The competent authority shall be the appointing authority of the respective posts/levels.

9.4 The promotion orders shall be issued by the Corporate HRM Division after approval of the appointing authority.

10.0 RESERVATION FOR SC/ST:

10.1 The directives of the Govt. of India with regard to reservation of posts for SC/ST employees in the matter of promotion, as issued from time to time, will be followed in HPPCL also.

11. DEBARRING:

11.1 An Executive whose Annual Confidential Report/Performance Appraisal for any year during the minimum eligibility period is rated 'Unsatisfactory/Not Satisfactory' will not be considered for promotion to the next higher grade by the DPC.

11.2 An Executive who has been awarded minor punishment will be debarred for a period of one year from the effective date of punishment order from consideration for promotion. However, when an enquiry is prolonged for more than two years from the date of issue of charge sheet and such delay is not attributable to the Executive and as a consequence of enquiry leads to award of censure, then in that event the Executive shall not be debarred for promotion for more than two years from the date of his/her eligibility. No Executive who has been awarded three/more minor punishments in the same calendar year or major punishment shall be considered for promotion for the next two years from the effective date of the last punishment order. However Executives will be considered by DPC for promotion immediately on the next standard date of promotion as soon as the period of Currency of punishment is over, subject to completion of eligibility period.

11.3 Any Executive who has been on EOL for a period of 30 days or more in a year or 90 days in 3 consecutive years will not be considered for promotion, unless such leave is on medical grounds. Further, impact of EOL (other than on medical grounds) shall be as under:

- a) If EOL during the eligibility period is less than or equal to 30 days, the same will have no effect on the eligibility date for promotion.
- b) If EOL during the eligibility period is more than 30 days and less than or equal to 60 days, the eligibility period will be extended by six months.
- c) If EOL during the eligibility period is more than 60 days and less than or equal to 90 days, the eligibility period will be extended by one year.

- d) If EOL during the eligibility period is more than 90 days and less than or equal to 120 days, the eligibility period will be extended by one year and six months. If the EOL during the eligibility period is more than 120 days, the eligibility period will be extended by two years. The maximum effect of EOL on extension of eligibility period in a grade will be two years.
- e) If EOL is for less than six months in the assessment period, the assessment may be considered as representative of the whole assessment period.

11.4 No Executive under suspension or against whom disciplinary or vigilance proceedings have been instituted shall be promoted until he is unconditionally reinstated or exonerated. In case of unconditional reinstatement or exoneration, he will be allowed promotion with retrospective effect, but the financial benefit accruing due to promotion will be allowed with effect from the date of issuance of promotion orders only and no arrears will be payable on this account, unless specifically mentioned otherwise in the promotion order. DPC proceedings shall be kept in sealed cover. In light of the judgment of Hon. Supreme Court in case of Union of India etc. Vs. K.V. Janaki Raman (AIR1991SC2010), the sealed cover procedure be adopted in following circumstances:

- i. Executive under suspension.
- ii. Executive in respect of whom a charge sheet has been issued and the disciplinary Proceedings are pending; and
- iii. Executive in respect of whom prosecution for a criminal charge is pending.

The procedure and guidelines as communicated by Department of Personal & Training vide OM dated 14th September' 1992. be adhered.

11.5 Other conditions for debarring employees from promotions as laid down by the Govt. of India/Company from time to time will be followed.

12.0 GENERAL:

12.1 All clarifications/doubts relating to this policy may be referred to the Corporate HRM Division and the decision of Director (Personnel) shall be final and binding in this regard. Minor modifications/alterations/additions in rules can be made by D(P)/MD.

12.2 The management reserves the right to modify, cancel, add or amend any of the provisions of the policy at any time.

13.0 APPEAL:

An executive who is aggrieved by an order of promotion on the ground that he has been superseded may appeal or represent his case to the MD through proper channel. Representations/appeal must be submitted within 45 days of the date of notification of promotion with sufficient evidence and justification. Flimsy appeals may lead to reprimand against the Executive.

NOTE : MD may intervene under following circumstances

1. There is improper interpretation or application of rules.
2. The ACRs have not been recorded in fair manner and there is sufficient ground for proving biased recording.
3. DPC has not given marks in a fair manner and there is a sufficient ground to prove bias.
4. MD under above circumstances in consultation with Director (Personal) and after recording the reasons in writing may constitute a fresh DPC and refer the case to fresh DPC or order a particular years ACRs to be treated as null and void in which case ACRs for a year preceding the year under consideration will be considered or expunge certain remarks if they can be attributed to a particular superior officer where remarks by the other officers are absolutely different.

1.2.2 POLICY REGARDING PROMOTION OF SUPERVISORS

1.0 OBJECTIVES:

- 1.1 The objective of the Promotion Policy for the employees in the Supervisory category is to:
- i. Provide, keeping in view the organizational requirements, adequate growth opportunity consistent with merit and suitability.
 - ii. To lay down clear and unambiguous principles to regulate promotion of supervisors to higher levels.
 - iii. To ensure uniformity, consistency and fairness in the promotion of company supervisors.

2.0 SCOPE & COVERAGE:

- 2.1 This Policy will be applicable to all employees in supervisory category borne on the regular rolls of Himachal Pradesh Power Corporation Limited.
- 2.2 The Policy Statement will not be applicable to supervisors who are appointed for a limited tenure, superannuated persons reappointed in the Company's service and to other supervisors appointed on a purely casual or temporary basis.
- 2.3 Supervisors in whose cases a clause in the terms of initial appointment explicitly provides for eligibility for consideration for promotion after completion of a specified period of service in the grade in which the supervisor initially joins the Corporation will be excluded from the purview of this policy statement.
- 2.4 Supervisors who are on secondment to HPPCL or who retain lien on the service of the parent organization will not be covered by this policy statement.
- 2.5 HPSEB employees working on secondment basis in HPPCL shall also not be covered by this policy statement.
- 2.6 Supervisor on secondment to other PSUs/Autonomous Bodies/Government shall be entitled for proforma promotion in HPPCL. The promotion will be effective only after the Supervisor reverts back to HPPCL.

3.0 GENERAL PRINCIPLES:

3.1 Promotion of supervisors to positions in next higher grades will be on the basis of seniority, qualification, merit, efficiency, grade service, suitability and vacancies. The appointing authority may consider aggregation of grades from S1 to S3/S4 level at its discretion for the purpose of assessing vacancies.

3.2 The promotions of employees from supervisory to executive category shall be considered from S3 to E1 grade, subject to the employees possessing the prescribed qualification/ job specifications for the executive post.

3.2.1 For the purpose of para 3.2 prescribed qualification shall be as under:

| Sl. N. | Functions | Qualifications |
|--------|---------------------------|---|
| 1. | Personnel & Admin. | Graduate with MBA (HR/Personnel) or equivalent (Full time degree PGDM from IIM's is also equivalent). |
| 2. | Official Language (Hindi) | A post graduate degree in Hindi with English as a subject in the degree examination from a recognized university /Institute. |
| 3. | Public Relations | Graduate with Post Graduate Diploma in Journalism or Public Relations or Mass Communication from recognized University/institute. |
| 4. | Finance | CA/ICWA/MBA (Finance) will be main qualification. However, on specific requirement we may induct Master Degree in Financial Control/ ICFA from a recognized University / Institute. One or more out of the above mentioned qualifications may be indicated in the advertisement as per requirement. |
| 5. | Law | Degree in law from a recognized university/institute with 2 yrs. Experience. |
| 6. | Company Secretary | Graduate and qualified Company Secretary with membership of the Institute of Company Secretary of India. Graduate degree in law or MBA will be preferred. |

| | | |
|----|-------------|---|
| 7. | Geology | M.Sc.Geology, M.Sc (Applied Geology)/M.Sc. (Geo-physics) with Engineering Geology as the main subject or MSc in Engineering Geology from a recognized institute of India. |
| 8. | Engineering | AMIE or Bachelor Degree in respective Engineering discipline from a recognized university/institute of India. |
| 9. | R&R | B.E. in rural engineering or equivalent |

* For direct recruitment only regular degree/ diploma shall be considered. However, if the existing employees apply for some higher post being filled up through direct recruitment or internal recruitment/promotion, then employees who have done degree full time or part time or through correspondence will also be considered.

3.2.2 25% vacancies shall be reserved in the E1/E2/E3 cluster for promotion from Supervisory cadre to E1 as stipulated in Para 3.2.

3.2.3 In respect of supervisor not possessing the prescribed qualifications for promotion to executive cadre, they will be required to qualify departmental examination as prescribed by HPPCL for this purpose. For being eligible to appear in the departmental examination, the employees in the supervisory category will be required to have put in at least two years of service in S3 grade/level. The Competent Authority to approve the syllabus, examination body and method of examination etc. will be Managing Director. Corporate (P&A) Department will issue notification for holding of departmental examinations, keeping in view the vacancy position and number of Supervisors eligible to appear in the departmental examination in each function/level. The departmental examination will be centrally administered by Corporate (P&A) Department.

Note: Once an employee secures qualifying marks in a paper(s) is not further required to appear in the same paper(s). Employee is required to appear only in the left-out paper(s) in the subsequent departmental examination. However employee should qualify in all papers taken together in a maximum of four attempts.

3.2.4 Supervisor not possessing graduate degree will be considered for stagnation promotion to S2 level after putting 7 years service at S-1 level. **No supervisor will be promoted beyond S2 level unless he passes graduate degree.**

3.3 The supervisors will be **considered for promotion twice in year** i.e. w.e.f.1st January and 1st of July every year.

3.4 The probation of a Supervisor on promotion shall commence from the date of promotion.

4.0 ELIGIBILITY PERIOD:

4.1 The eligibility period shall be as under:

| Category | Period |
|---|---------------|
| Supervisors possessing qualification as per job specification for supervisors in the respective cadre. | 3 years. |
| Supervisors not possessing qualification as per job specification for supervisors in the respective cadre. | 4 years. |

4.2 Management will have the power to increase or decrease the Eligibility Period based on requirements, vacancy position etc.

5.0 STANDARD DATES FOR PROMOTION:

5.1 To enable promotions being effected in a planned and rational manner and to ensure that anomalies and unavoidable widening of inter-se differences are kept down to the minimum, promotion of supervisors to available vacancies will normally be made effective from standard date/dates.

5.2 While determining the eligibility period, the seniority weightage granted to a supervisor, as laid down in the terms of appointment, will be taken into account.

5.3 Supervisors who are found fit for promotion will be considered for promotion effective from the standard dates, as mentioned below:

- a) Supervisors who complete the eligibility period as on 1st January shall be considered for promotion from 1st January; and
- b) Supervisors who complete the eligibility period as on 1st July shall be considered for promotion from 1st July.

- c) A Supervisor who has been considered by DPC and is not found suitable for promotion will become due to be considered from next year from the date arrived at as per sub para (a) & (b) above i.e. One full year will be added to his eligibility date each time he/she is dropped by DPC.
- d) Supervisors who were not promoted due to non availability of vacancies will be considered by DPC from immediate next standard date. However, candidates will have to compete with the new batch and merit shall be drawn by the DPC by considering the factors as envisaged herein.

6.0 PERFORMANCE APPRAISAL:

- 6.1 The Performance Appraisal System in operation for the Supervisors of the company, as modified from time to time, will generally provide the basis for determination of merit, efficiency, potential and suitability of employees for promotion to the next higher grades.
- 6.2 The appraisal year shall be the calendar year for the Supervisors. Targets will be set by the controlling officers for all the subordinates during the last quarter of the preceding year. A copy of the targets so set will be sent to the concerned P&A Department and the Annual Appraisal/Assessment Report format shall be as prescribed from time to time. In respect of Supervisors who have been transferred on secondment to other organization, the concerned Personnel Department shall maintain and obtain annual appraisal report. The authorities and procedure for annual assessment shall be as per HPPCL rules.
- 6.3 The Appraisal System will be on a 5-point scale, as defined in the Appraisal formats. For the purpose of promotion to the next higher grades, the ratings given in the Annual Appraisal/Assessment Reports shall be converted in points as under;

| Rating from appraisal reports | Points rating for 3 years eligibility | Points rating for 4 years eligibility. |
|-------------------------------|---------------------------------------|--|
| Outstanding | 10 | 7.5 |
| Very Good | 8 | 6 |
| Good | 6 | 4.5 |
| Satisfactory | 4 | 3 |
| Unsatisfactory | Nil | Nil |

6.4 COMMUNICATION OF ADVERSE REMARKS:

6.4.1 In the event of the overall assessment being 'un-satisfactory/ not satisfactory' communication will be issued to the concerned Supervisor within one month of the report being counter-signed by the counter-signing authority. For this, the counter signing authority will send back the report to the reviewing officers for issuing the necessary communication to the concerned Supervisor. The communication issued by the reporting/ reviewing officer will contain all details and specific facts and figures substantiating the adverse remarks. The identity of the superior officer need not be disclosed.

6.4.2 The appraisee concerned will be asked to give his comments on the communication issued. The appraisee should give his comments within one month of the receipt of the communication. The adverse report along-with comments of the appraisee will be examined by the counter-signing authority, in consultation with the reporting and reviewing officers, who will record his final decision along-with reasons. In case the adverse remarks have been recorded by the counter-signing authority, an officer senior to the counter signing authority in consultation with the countersigning authority and the reviewing officer shall record the final decision along-with reasons. The final decision will be taken within one month of the receipt of the comments/representation of the appraisee. Wherever, the reporting/reviewing counter-signing officer is MD, his decision regarding expunction/retention of the adverse comments after due examination of the explanation submitted by the appraisee will be final.

6.4.3 The final decision will be communicated to the appraisee with regard to:

- The earlier assessment being retained. **OR**
- After due consideration the earlier remarks are expunged and the same being noted in the appraisal form.

6.5 In case, Incumbent of any Accepting authority ceases to be in employment, the next higher authority will be treated as the Accepting Authority. If the incumbent of Reporting/Reviewing authority ceases to be in employment the next higher authority will be considered Reporting/Reviewing authority. On superannuation/resignation the acceptance of Annual Appraisal Report shall be done within one month from the date of superannuation/resignation.

7.0 GRADE SERVICE:

7.1 The points for grade service i.e. service rendered by the supervisors in their respective grades shall be as under;

| Grade Service | Points rating for Promotion |
|----------------------|------------------------------------|
| 3 years | 20 |
| 4 years | 23 |
| 5 years | 26 |
| 6 years and above | 30 |

8.0 TEST/ INTERVIEW & QUALIFICATION:

- 8.1 In addition to fulfilling the other eligibility conditions, an employee must possess the requisite qualifications prescribed, if any, for the next higher post against which he/she is to be considered for promotion.
- 8.2 For promotion from S3 to E1 grade, the employee must qualify in the test(s) and/or interview, as may be prescribed with the approval of Director (Personnel). Test(s) and/or interviews are also to be conducted for promotion from S3 to S4 level, unless specific relaxation is given by Director (Personnel).
- 8.3 The test(s)/ interviews, wherever prescribed, shall be conducted by a Committee to be constituted by Director (Personnel) for promotion from S3 to E1 level and appointing authority for promotion from S3 to S4 level.
- 8.4 The total number of points available for test(s)/ interviews shall be 40. In case, where both tests and interviews are prescribed, the points shall be divided in the ratio of 1: 1.

9.0 CRITERIA FOR PROMOTION TO THE NEXT HIGHER GRADE:

9.1 Factors which are to be taken into account for determining suitability for promotion of a supervisor and the weightage thereof shall be as under:

a) Promotion of supervisors from the grade S1 to S2, S2 to S3 and S3 to S4:

| FACTORS | MAXIMUM POINTS |
|--|-----------------------|
| Performance appraisal ratings (for last 3/4 years) | 30 |
| Grade Service | 30 |
| Test(s)/ Interview | 40 |
| TOTAL | 100 |

The points for the Performance Appraisal Ratings and Grade service shall be as given in para 6.3 and 7.1 respectively.

In case where no test and/or interview is involved, the total maximum points will be 60

The overall “Qualifying Percentage” for “Promotion” will be 63%.

b) Promotion of Supervisors from the grade of S3 to E1:

| FACTORS | MAXIMUM POINTS |
|--|-----------------------|
| Performance appraisal ratings (for last 3/4 years) | 30 |
| Grade Service | 30 |
| Test(s)/ Interview | 40 |
| TOTAL | 100 |

The Points for the Performance Appraisal Ratings and Grade Service shall be as given in para 6.3 and 7.1 respectively.

The Overall “Qualifying Percentage” for "Promotion" will be 75 %.

9.2 SC/ST candidates shall be given preference as per Govt. guidelines issued from time to time.

10.0 CONSTITUTION AND ROLE OF DEPARTMENTAL PROMOTION COMMITTEE:

10.1 All the promotion in the supervisory categories will be carried out by the concerned project except in case of promotion from supervisory to executive level, which will be centralized at corporate office. For the purpose of promotion, of supervisors to the next higher grade, a Departmental Promotion committee (DPC) shall be constituted by appointing authority, as under:

- 1) HOD of employee concerned
- 2) Sr. Manager (Pers.)/Manager (Personnel)
- 3) One other Head of Department
- 4) SC/ST representatives
- 5) A representative from Corporate Personnel to be nominated by MD/Director (Personnel).

10.2 The **DPC will be held every year in the month of April.** The DPC will consider the suitability or otherwise of the eligible Supervisors for promotion to the next higher grade, on the basis of their qualifications, Appraisal Reports, Test (wherever applicable) and other documents/records available in the personal files which may have a bearing on their being considered for promotions.

10.3 The DPC shall take into consideration the Performance appraisal Reports including Special Performance Report, if any, for the last 3/4 years. In case, a Supervisor is not promoted in the first / subsequent DPCs the next DPC will consider the best 3/4 Performance appraisal Reports out of the reports for the last 4/5 years.

10.4 The points secured by each eligible supervisor from the Performance Appraisal Reports, Grade Service and points in test (wherever applicable) will be aggregated. **Those supervisors who have been found suitable for promotion will be Ranked in order of merit. Where the aggregate of the points is the same, they will be ranked in the order of seniority, as per the following criterion:**

- a) Length of service in a grade from the date of joining inclusive of seniority weightage, if any or from the date of promotion in HPPCL.

- b) Merit position in the selection panel where date of joining is the same or the merit position in the DPC minutes where date of promotion is the same.

10.5 The panel of the selected supervisors, in the order of merit will be drawn by the Departmental Promotion Committee and submitted to the competent authority for approval. The competent authority shall be the appointing authority of the respective posts/levels.

10.6 The promotion orders shall be issued by the respective Corporate (P&A) Department after approval of the appointing authority.

11.0 RESERVATION FOR SC/ST:

11.1 The directives of the Govt. of India with regard to reservation of posts for SC/ST employees in the matter of promotion, as issued from time to time, will be followed in HPPCL also.

12.0 DEBARRING:

12.1 Supervisor whose Annual Confidential Report/Performance Appraisal for any year during the minimum eligibility period is rated 'Unsatisfactory/Not Satisfactory' will not be considered for promotion to the next higher grade by DPC.

12.2 **Supervisor who has been awarded minor punishment will be debarred for a period of one year from the effective date of punishment order from consideration for promotion.** However, when an enquiry is prolonged for more than two years from the date of issue of charge sheet and such delay is not attributable to the Supervisor and as a consequence of enquiry leads to award of censure, then in that event the Supervisor shall not be debarred for promotion for more than two years from the date of his/her eligibility. No Supervisor who has been awarded three/more minor punishments in the same calendar year or major punishment shall be considered for promotion for the next two years from the effective date of the last punishment order. However Supervisors will be considered by DPC for promotion immediately on the next standard date of promotion as soon as the period of currency of punishment is over, subject to completion of eligibility period.

12.3 Any Supervisor who has been on EOL for a period of 30 days or more in a year or 90 days in 3 consecutive years will not be considered for promotion, unless such leave is on medical grounds. Further, impact of EOL (other than on

medical grounds) shall be as under:

- a) If EOL during the eligibility period is less than or equal to 30 days, the same will have no effect on the eligibility date for promotion.
- b) If EOL during the eligibility period is more than 30 days and less than or equal to 60 days, the eligibility period will be extended by six months.
- c) If EOL during the eligibility period is more than 60 days and less than or equal to 90 days, the eligibility period will be extended by one year.
- d) If EOL during the eligibility period is more than 90 days and less than or equal to 120 days, the eligibility period will be extended by one year and six months. If the EOL during the eligibility period is more than 120 days, the eligibility period will be extended by two years. The maximum effect of EOL on extension of eligibility period in a grade will be two years.
- e) If EOL is for less than six months in the assessment period, the assessment may be considered as representative of the whole assessment period.

12.4 No Supervisor under suspension or against whom disciplinary or vigilance proceedings have been instituted shall be promoted until he is unconditionally reinstated or exonerated. In case of unconditional reinstatement or exoneration, he will be allowed promotion with retrospective effect, but the Financial benefit accruing due to promotion will be allowed with effect from the date of issuance of promotion orders only and no arrears will be payable on this account, unless specifically mentioned otherwise in the promotion order. DPC proceedings shall be kept in sealed cover. In light of the judgment of Hon. Supreme Court in case of Union of India etc. Vs. K.V. Janaki Raman (AIR1991SC2010), the sealed cover procedure be adopted in following circumstances:

- (i) Supervisor under suspension.
- (ii) Supervisor in respect of whom a charge sheet has been issued and the disciplinary proceedings are pending; and
- (iii) Supervisor in respect of whom prosecution for a criminal charge is pending.

12.5 Other conditions for debarring employees from promotions as laid down by the Govt. of India/ H.P/ Company from time to time will be followed.

13.0 GENERAL:

- 13.1 All clarifications/doubts relating to this policy may be referred to the Corporate (P&A) Division and the decision of Managing Director shall be final.
- 13.2 The Management reserves the right to modify, cancel, add or amend any of the provisions of the policy at any time.

14.0 APPEAL

Supervisor who is aggrieved by an order of promotion on the ground that he has been superseded may appeal or represent his case to the Director (Personnel) through proper channel. Representations/appeal must be submitted within 45 days of the date of notification of promotion with sufficient evidence and justification. The decision of Director (Pers.) shall be final and binding to the Supervisor.

NOTE : Director(Personnel) may intervene under following circumstances

1. There is improper interpretation or application of rules.
2. The ACRs have not been recorded in fair manner and there is sufficient ground for proving biased recording.
3. DPC has not given marks in a fair manner and there is a sufficient ground to prove bias.
4. Director (Personnel) under above circumstances in consultation with concerned Director and after recording the reasons in writing may constitute a fresh DPC and refer the case to fresh DPC or order a particular year's ACRs to be treated as null and void in which case ACRs for a year preceding the year under consideration will be considered or expunge certain remarks if they can be attributed to a particular superior officer where remarks by the other officers are absolutely different.

14.1 INTERPRETATION & AMENDMENTS:

Managing Director/Director (Personnel) 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 HPPCL. 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.
