



Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)

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Phones: 0177-2670633, 2671831

CIN U4010HP2006SGC030591

No. HPPCL/P&A/65th BOD/18-9965-90

Dated:- 26/07/18

Circular No. 10/18

Subject: Policy Regarding Promotion of Workmen in HPPCL.

On the recommendations of Service Committee Meeting on item No. 1 held on 02.06.2018, the Board of Directors in its 65th meeting held on 30th June, 2018, vide Agenda Item No. 65.24. has approved "Policy regarding promotion of Workmen in HPPCL". The detailed policy is available on HPPCL website.

The aforesaid policy shall be effective with effect from 12.05.2011.

ok Director (Personnel)

Copy for information and necessary action to:-

- 1) PS to the Managing Director, HPPCL.
- 2) The Director (Finance), HPPCL.
- 3) The Director (Electrical), HPPCL.
- 4) The Director (Civil), HPPCL.
- 5) All HOPs/HODs, HPPCL.
- 6) The Company Secretary-cum-AGM, HPPCL
- 7) The AGM (Finance)/DGM (Accounts), HPPCL.
- 8) The Dy. Controller-cum Manager (F&A), HPPCL.
- 9) The Sr. Manager (IT) with a copy of said policy for uploading on HPPCL website.
- 10) The Manager (EE)/Manager (S&W), Manager (Training), HPPCL.
- 11) The APO / AE (Estate) HPPCL.
- 12) Guard File

ok Director (Personnel)

HPPCL POLICY REGARDING PROMOTION OF WORKMEN

1. OBJECTIVES:

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

2. SCOPE & COVERAGE:

1. This Statement of Company Policy will be applicable to all employees in workmen category borne on the regular rolls of Himachal Pradesh Power Corporation Limited.
2. The Policy Statement will not be applicable to workmen who are appointed for a limited tenure, superannuated persons reappointed in the company's service and to other workmen appointed on a purely casual or temporary basis.
3. Workmen 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 workmen initially joins the corporation will be excluded from the purview of this policy statement.
4. Workmen who are on deputation/secondment with HPPCL or who retain lien on the service of the parent organization will not be covered by this policy statement.
5. HPSEB employees working on deputation/secondment basis in HPPCL shall also not be covered by this policy statement.
6. The Workmen 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 Workmen revert back to HPPCL.

3. GENERAL PRINCIPLES:

In Workmen category skills and levels are as under:

| | |
|-------------------------|-----------------------|
| W1, W2 | - Un-skilled category |
| W3, W4, W5, W6, W7 & W8 | - Skilled category |
| W9, W10 & W11 | - Highly Skilled |

3.1 Promotion of workmen to positions in next higher grades will be on the basis of seniority, merit, efficiency, grade service and suitability and vacancies. Further, wherever, there is change in Category of workmen up in the ladder on account of movement in the ladder i.e. 1) from Unskilled to Skilled OR Skilled to Highly skilled and 2) wherever there is change in Pay band/grade pay in the channels the vacancies will be fixed and specified by a rational reallocation of the existing number of posts in each category by appointing authority and therefore, the promotion shall be effected subject to vacancy. Promotions from workmen to supervisory category shall be considered from **W5 & above level to S1 grade** as mentioned in the channels of promotion of respective category, subject to the availability of vacancy and the employee possessing prescribed qualifications for the respective supervisory posts as under: -

| S.N. | Name of the post | Qualification |
|------|---|--|
| 1. | JO (P&A) | Graduate with Full time one year diploma in HR/Personnel Management from recognized university with 55% marks |
| 2. | JO (F&A) | Full time Graduate in Commerce (B.Com) from recognized university with 55% marks |
| | Engineering Disciplines (JO/JE) - Civil - Mechanical -Electrical | Full time diploma in respective Engineering discipline from recognized university with 55% marks |
| 3. | JO (R&R) | Full time MA (Sociology/Social Work)/BSc (Horticulture/Agriculture) from recognized university with 55% marks |
| 4. | JO (IT) | Full time MCA/MSc (IT)/ MSc any with PGDCA from recognized university with 55% marks |
| 5. | JO (Geology) | Full time MA/MSc (Geology) from recognized university with 55% marks |
| 6. | Secretarial Discipline | Full time Graduation from recognized university + Diploma in English & Hindi Stenography from recognized institute + 100 words per minute speed in shorthand (English & Hindi) + Knowledge of Computers. |
| 7. | Other disciplines | As approved by the BOD from time to time |

However, in case if the existing employees of HPPCL 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/distance education shall also be eligible/considered.

- I. In respect of Workmen not possessing the prescribed qualifications for promotion to supervisory 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 workmen category will be required to have put in at-least three years of **service as workmen in the level of W5**. The Competent Authority to approve the syllabus, examination body and method of examination etc. will be MD.
- II. Corporate P&A Division will issue notification for holding of departmental examinations, keeping in view the vacancy position and number of Workmen eligible to appear in the departmental examination in each function/level. The departmental examination will be centrally administered by Corporate P&A Division.

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.

- III. The workmen will be considered twice in year i.e. w.e.f. 1st January and 1st of July every year. The probation of a Workman on promotion shall commence from the date of promotion.
- IV. The percentage of vacancy reserved for promotion/ placement against next higher level shall be as prescribed in the channel of promotion of the respective category. Employee not possessing graduate degree in non-engineering discipline will be considered for stagnation promotion to S2 level after putting 7 years service at S1 level. No employee in non-engineering discipline will be promoted beyond S2 level unless he possesses graduate degree.

4. ELIGIBILITY PERIOD:

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 workmen who complete the minimum period so prescribed will be eligible for consideration for promotion to the next higher grade.

The eligibility period for promotion to next higher grade for employee in the workmen category shall be as under:

| | |
|-----------|-----------|
| W1 & W2 | - 5 years |
| W3 to W11 | - 3 years |

The eligibility period for stagnation promotion to the next special grade for employees in the workmen category shall be as under:-

W2 to W3 (special) - 8 years

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

STAGNATION PROMOTION IN WORKMEN CATEGORY

Unskilled Workman shall be eligible for Stagnation Promotion on completion of 8 years of continuous service in the same grade respectively.

The Stagnation Promotion shall be available to an employee only once in the entire service period due to any reason amongst the following:

- Non-availability of channel of Promotion.
 - Not having prescribed qualification (Academic/technical).
 - Not passing the prescribed written test/trade test/interview.
 - Non-availability of vacancies.
- a) On Stagnation Promotion, the next higher pay scale shall be personal to the Workman concerned and his designation and nature of work will not change.
 - b) Stagnation Promotion of Workman in the next higher grade shall be effected from the standard dates as applicable in terms of the Promotion policy for Workmen.
 - c) Subsequent to the Stagnation Promotion, if the concerned Workman acquires the requisite qualification or passes test prescribed for Promotion to the post concerned and/or a clear vacancy arise and/or channel of Promotion becomes available, he could be regularized in the grade already allowed as personal to him, on merit of each case within provisions of Promotion policy. He shall not be entitled to pay fixation benefits again. Seniority will count from the date of regularization to the grade only and not from the date of Stagnation Promotion.

5. STANDARD DATES FOR PROMOTION:

- I. 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 workmen to available vacancies will normally be made effective from standard date/dates.
- II. While determining the eligibility period, the seniority weightage granted to a workman, as laid down in the terms of appointment, will be taken into account.
- III. Workmen who are found fit for promotion will be considered for promotion effective from the standard dates, as mentioned below:
 - a. Workmen who complete the eligibility period as on 1st January shall be considered for promotion from 1st January; and
 - b. Workmen who complete the eligibility period as on 1st July shall be considered for promotion from 1st July.
 - c. A Workman 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. Workmen 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 in herein.

6. PERFORMANCE APPRAISAL:

- I. 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.
- II. The appraisal year shall be the calendar year for the Workmen and the Annual Appraisal/Assessment Report format shall be the same as prescribed from time to time. In respect of Workmen who have been transferred on deputation to other organization, the concerned Personnel Deptt. shall maintain and obtain annual appraisal report. The authorities and procedure for annual assessment shall be as per HPPCL rules.
- III. 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 for Promotion | |
|-------------------------------|--------------------------|---|
| | From W1 to W2 & W2 to W3 | From W3 to W4 to W11 & W5 & above level to S1 |
| Outstanding | 6 | 10 |
| Very Good | 5 | 8 |
| Good | 4 | 6 |
| Satisfactory | 3 | 4 |
| Unsatisfactory | Nil | Nil |

IV. COMMUNICATION OF ADVERSE REMARKS:

- a. In the event of the overall assessment being 'un-satisfactory/not-satisfactory' communication will be issued to the concerned Workman 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 Workman. 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.
- b. 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.
- c. The final decision will be communicated to the appraisee with regard to:
 - i. The earlier assessment being retained. or
 - ii. After due consideration the earlier remarks are expunged and the same being noted in the appraisal form.

7. GRADE SERVICE:

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

| Grade Service | Points rating for Promotion | |
|-------------------|-----------------------------|---|
| | From W1 to W2 & W2 to W3 | From W3 to W4 to W11 & W5 & above to S1 |
| 3 years | Nil | 20 |
| 4 years | - | 23 |
| 5 years | 20 | 26 |
| 6 years | 25 | 30 |
| 7 years and above | 30 | 30 |

8. TESTS, INTERVIEWS & QUALIFICATION BARS:

- I. In addition to fulfilling the other eligibility conditions, A Workman must possess the requisite qualifications prescribed in Promotion Channels, for the next higher post against which he/ she is to be considered for promotion.

- II. For Promotion from workmen to supervisory grade (W6 & above level to S1) or unskilled to skilled grade (W2 to W3) or skilled to highly skilled grade (W8 to W9), the employee must qualify in the test(s) and/or interview, as may be prescribed with the approval of appointing authority. Test(s) and interview may also be prescribed, if required, for promotions in intermediate workmen levels with the approval of appointing authority.
- III. The test (s)/interviews, wherever prescribed, shall be conducted by a Committee to be constituted by appointing authority.
- IV. The total number of points available for test (s)/ interviews shall be 40. In cases where both test (S)/ interviews are prescribed, the points shall be divided in the ratio of 1:1

9. 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 workman and the weightage thereof shall be as under:

a) Promotion of workmen from the grade of W1 to W2 and W3 to W4 till W8 and W9 to W10 till W11:

| FACTORS | MAXIMUM POINTS |
|---|----------------|
| Performance appraisal ratings (for last 3/4/5 years, as the case maybe) | 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 (III) and 7.1 respectively. In cases where no test and/ or interview are involved, the total maximum points will be 60. The overall "Qualifying Percentage" for "Promotability" will be 60%.

b) Promotion of Workmen from Workmen to Supervisory cadre (W5 & above level to S1) or unskilled to skilled cadre (W2 to W3) or skilled to highly skilled cadre (W8to W9):

| FACTORS | MAXIMUM POINTS |
|--|----------------|
| Performance appraisal ratings (for last 3/4/5 years) | 30 |
| Grade Service | 30 |
| Test(s)/ Interview | 40 |
| TOTAL | 100 |

The point 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 "Promotability" will be 75%.

10. CONSTITUTION AND ROLL OF DEPARTMENTAL PROMOTION COMMITTEE:

10.1 All the promotion in workmen cadre will be carried out by P&A Division, Corporate Office, HPPCL. For the purpose of promotion of workmen to the next higher grade, a Departmental Promotion committee (DPC) shall be constituted to be approved by appointing authority, as under:-

- General Manager or above rank officer
 - DGM/Sr. Manager (Pers.)
 - SC/ST representatives
 - A representative from concerned department to be nominated by the concerned Director
- 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 workmen 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 3/4/5 years. In case, a Workmen is not promoted in the first / subsequent DPCs, the next DPC will consider the best 3/4/5 Performance appraisal Reports out of the reports for the last 4/5/6 years.
- 10.4 Those workmen 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:
- 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.
 - 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 workmen, 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 Corporate P&A Division after approval of the appointing authority.

11. RESERVATION IN PROMOTION:-

- 11.1 The directives of the State Govt. 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. DEBARRING:

- 12.1 A Workman 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.
- 12.2 Workman 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 Workman and as a consequence of enquiry leads to award of censure, then in that event the Workman shall not be debarred for promotion for more than two years from the date of his/her eligibility. No Workman 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 Workmen 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 Workman 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 Workman 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:
- Workman under suspension.
 - Workman in respect of whom a charge sheet has been issued and the disciplinary proceedings are pending; and
 - Workman 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 HP/HPPCL from time to time will be followed.

13. GENERAL:

- 13.1 All clarifications/doubts relating to this policy may be referred to the Corporate P&A Division and the decision of Director (Personnel) shall be final and binding in this regard. Minor modifications/alterations/additions in the rules can be made by MD/D(P).
- 13.2 The Management/ BOD reserves the right to modify, cancel, add or amend any of the provisions of the policy at any time.
- 13.3 The Director (Personnel) may hold interview/ departmental test in case of promotion from Workmen to Supervisory grade or Supervisory to Executive cadre, in order to ascertain suitability or efficacy as per functional requirement.

14.0 CHANNELS OF PROMOTION IN WORKMEN CATEGORY

CATEGORIES OF WORKMEN:

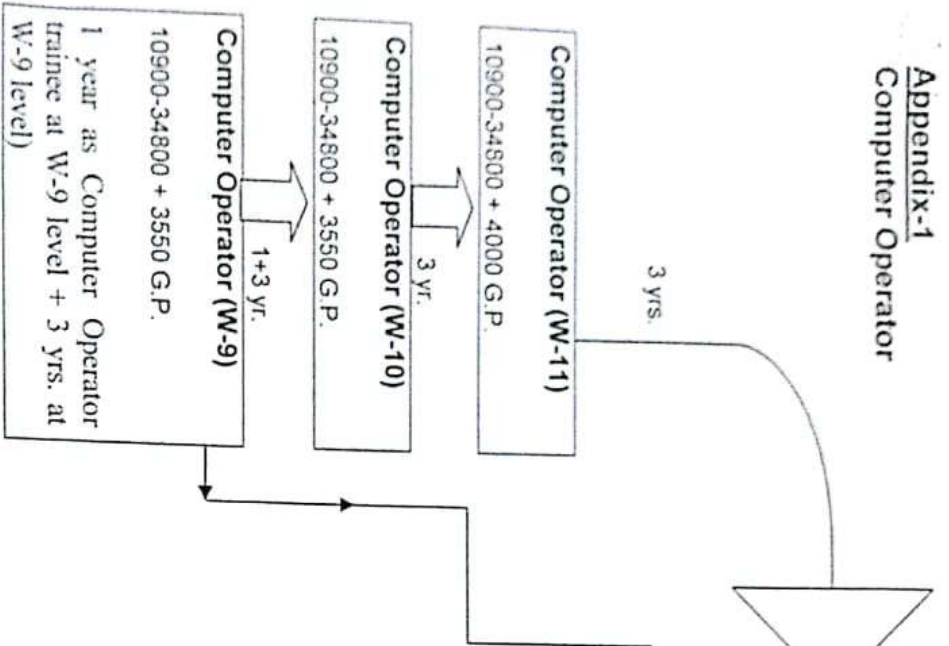
The following posts shall be covered under workmen category: -

| Sr. No. | Category | Induction Level |
|---------|------------------------|-----------------|
| 1. | Computer Operator | W-9 Trainee |
| 2. | Secretarial Services | W-4 Trainee |
| 3. | Driver/ Crane Operator | W-4 Trainee |
| 4. | Electrician | W-4 Trainee |
| 5. | Fitter | W-4 Trainee |
| 6. | Surveyor | W-6 Trainee |
| 7. | Welder | W-4 Trainee |
| 8. | Multi Task Worker | W-3 Trainee |
| 9. | Pharmacist | W-4 Trainee |
| 10. | Attendant | W-1 Trainee |
| 11. | Jr. Electrician | W-1 Trainee |
| 12. | Jr. Fitter | W-1 Trainee |
| 13. | Staff Nurse | W-9 Trainee |

Promotion Channels of Workmen are detailed at Appendix-1-13.

Note:- The Promotion Channels for the post(s) of Patwari, Store Keeper, Gauge Reader etc. and shall be issued after approval of competent authority as and when required; as currently, these posts are being filled on either secondment basis or re-employment/contract basis.

Appendix-1
Computer Operator



Jr. Officer (IT) S1
10900-34800 + 4350 G.P.

Jr. Officer (P&A) S1
10900-34800 + 4350 G.P.

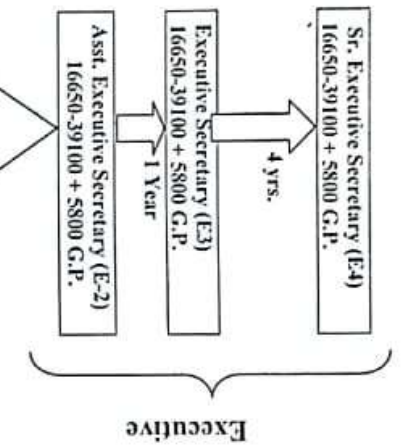
Jr. Officer (F&A) S1
10900-34800 + 4350 G.P.

3 yrs. service as Computer operator at W-9 level (Subject to possessing/ acquiring prescribed educational qualification for respective discipline + Vacancy + Test/ Interview)

| | | |
|----|-----------------------------|---|
| 1. | Induction level: | W-9 Trainee |
| 2. | Highest level: | Upon entering into Supervisory/Executive category they shall be governed by Policy regarding Promotion of Supervisors/Executive |
| 3. | Educational Qualifications: | Bachelor's Degree in Computer Application/Information Technology/Computer Science or its equivalent from a recognized University or from an Institution duly recognized by the H.P./Central Government. OR 03 Years Diploma Course in Computer Science/Information Technology or its equivalent from a Polytechnic Institute duly recognized by the HP/Central Govt. OR Bachelor's Degree or its equivalent from a recognized University; and Diploma of at least one year duration in Data Entry Operation/Computer Application/Computer Programming or its equivalent from a recognized University or from an Institute duly recognized by the HP/Central Government. OR "O" Level Course from DOEACC Society OR Graduate with PGDCA from an Institute duly recognized by the HP/Central Government. |
| 4. | Percentage Quota: | 50% against JO (IT), 35% against JO (P&A), 50% against JO (F&A). The Computer operators possessing qualification against promotional quota posts in Supervisory category shall be eligible for promotion to S-1 level after completion of three years service as Computer Operator at W-9 level, shall be promoted against the vacancy. In case of non-availability of post, they shall be placed at W-10 level. Those computer operators who do not possess qualification as prescribed for Supervisory category shall also be placed at W-10 level on completion of three years service at W-9 level. For becoming eligible for promotion to Supervisory category against promotional quota posts, acquiring of qualification + availability of vacancy + qualifying of Test/ Interview is essential. |

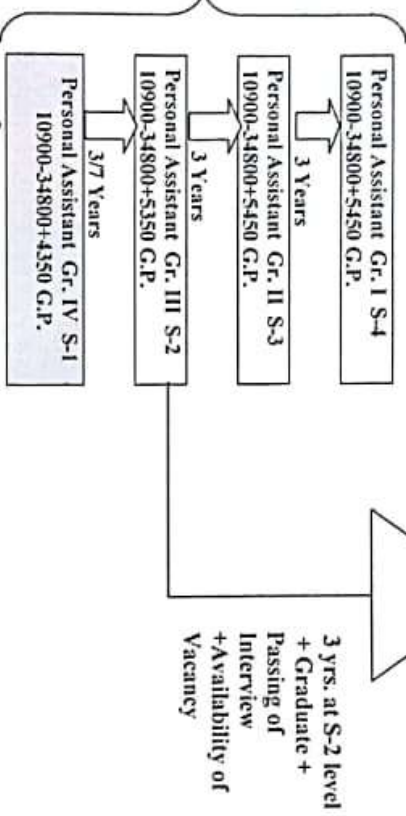
Note:- Higher grade pay(s) after completion of 2 years regular service shall be granted as per the Office Order No. 5555-94 dated 17.06.2016.

Appendix-2
Secretarial Services

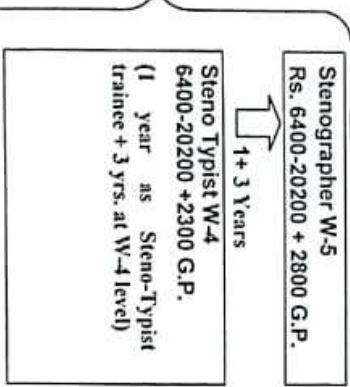


| Existing Approved Strength | |
|--|----|
| Sr. PS/PS | 13 |
| PA | 26 |
| Steno-Typist | 38 |
| Proposed (Revised) Strength/ designations | |
| Sr. Executive Secretary E4 | 06 |
| Assistant/ Executive Secretary (E2 & E3) | 07 |
| PA (Gr. IV to Gr. I) | 26 |
| Steno-Typist/ Stenographer (W4 to W5) | 38 |

Supervisor



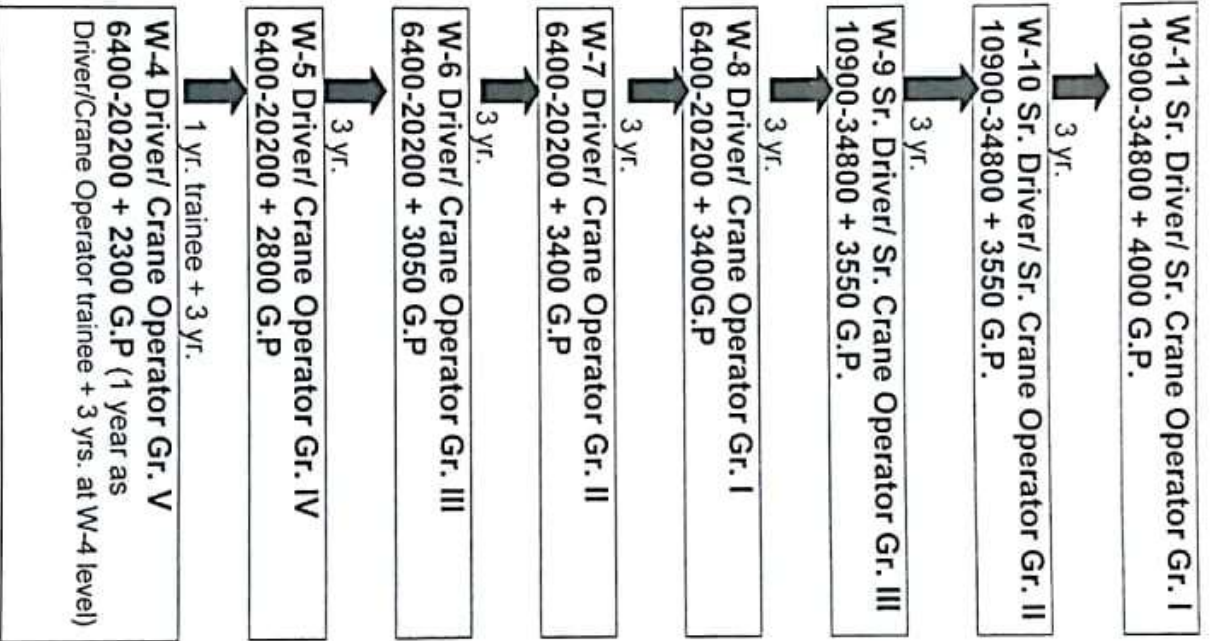
Workmen



Note:- Higher grade pay(s) after completion of 2 years regular service shall be granted as per the Office Order No. 5555-94 dated 17.06.2016.

| | | | | | | | | | | | | | | | | |
|-----------|--|-----------|----------|--------|----------|--------|---------|----|-------|----|-------|-----|-----|-----|-----|-----|
| 1. | Induction level: W-4 (100% by Direct Recruitment) | | | | | | | | | | | | | | | |
| 2. | Minimum essential educational & other qualifications required for direct recruits <table border="1"> <tr> <td>Shorthand</td> <td>Speed in</td> <td>in</td> <td>Speed in</td> <td>Typing</td> </tr> <tr> <td>English</td> <td>60</td> <td>Hindi</td> <td>30</td> <td>Hindi</td> </tr> <tr> <td>WPM</td> <td>WPM</td> <td>WPM</td> <td>WPM</td> <td>WPM</td> </tr> </table> <p>(ii) Should possess following speed in shorthand and typing in English or Hindi:-</p> <p>(iii) Basic knowledge of computers.</p> | Shorthand | Speed in | in | Speed in | Typing | English | 60 | Hindi | 30 | Hindi | WPM | WPM | WPM | WPM | WPM |
| Shorthand | Speed in | in | Speed in | Typing | | | | | | | | | | | | |
| English | 60 | Hindi | 30 | Hindi | | | | | | | | | | | | |
| WPM | WPM | WPM | WPM | WPM | | | | | | | | | | | | |
| 3. | Promotion Quota: 100% by promotion in Supervisory level & Executive level. | | | | | | | | | | | | | | | |
| 4. | Stenographers on completion of 3 yrs. at W-5 level will be eligible for promotion to S-1 level subject to availability of vacancy + Graduate qualification + passing of interview, Whereas, non-graduates shall be eligible on completion of 04 yrs. at W-5 level + passing of Shorthand-Typing Test + Interview + vacancy. | | | | | | | | | | | | | | | |
| 5. | PA not possessing graduate qualification 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/she possesses graduate degree. | | | | | | | | | | | | | | | |

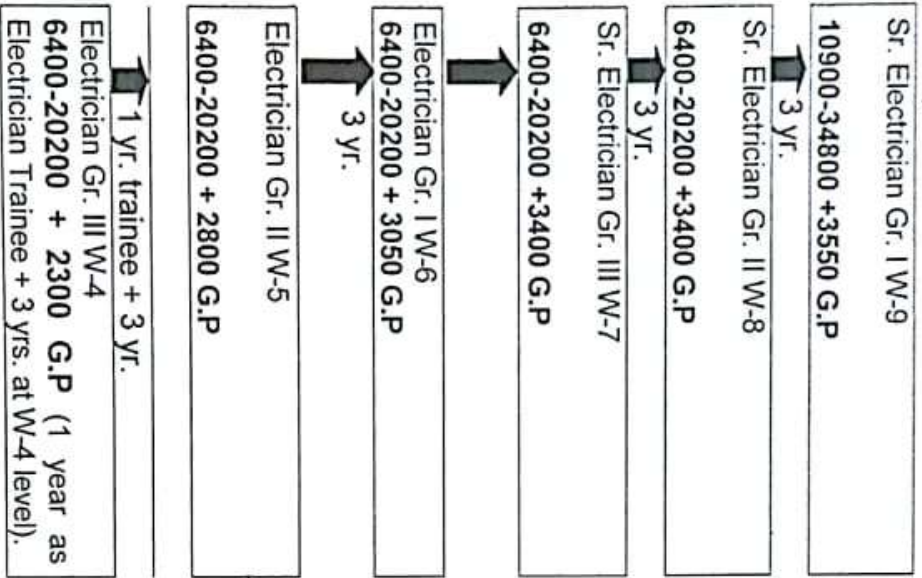
**Appendix-3
Driver/
Crane Operator**



| <u>Driver</u> | |
|--|--|
| 1. Induction level: | Driver Trainee (80% by Direct Recruitment). |
| 2. Highest level: | 20% from amongst attendants having 10 yrs. of regular service and fulfilling prescribed qualification/ eligibility criteria to W-4 level. |
| 3. Educational & professional Qualification: | 1. Matriculate 2. Possessing valid commercial driving license to drive light, medium or heavy vehicles and also possess three years experience. |
| <u>Crane Operator</u> | |
| 1. Induction level: | Crane Optr. Trainee (100% by Direct Recruitment) |
| 2. Highest level: | W-11 |
| 3. Educational & professional Qualification: | 1. Matriculate 2. Full Time ITI in respective Trade or equivalent from a recognized Board/ Institute. |

Note:- Higher grade pay(s) after completion of 2 years regular service shall be granted as per the Office Order No. 5555-94 dated 17.06.2016.

Appendix-4 Electrician



Jr. Engr. (Electrical) S-1
10900-34800+4350 G.P.

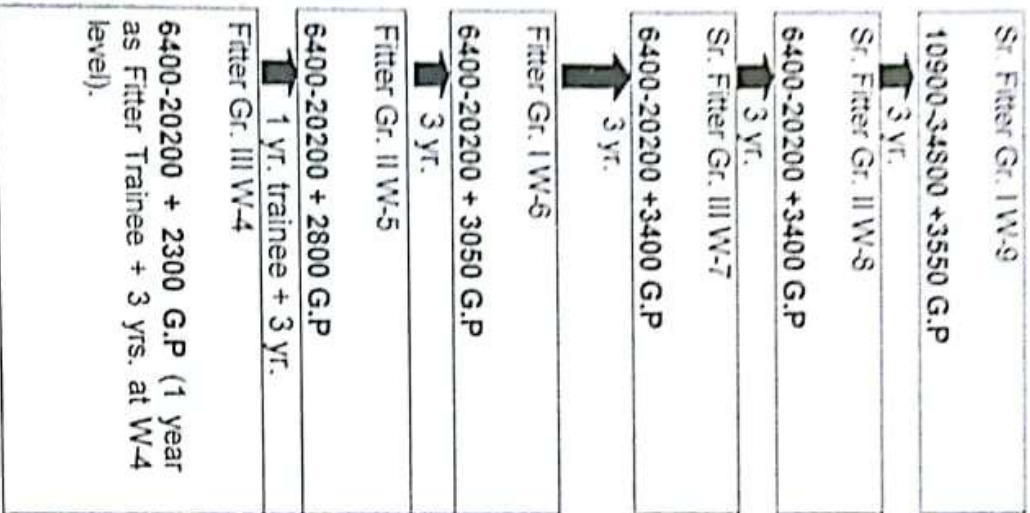
3 yrs. at W-5 Level + ITI + Test/
Interview + Vacancy

| | | |
|----|----------------------------|---|
| 1. | Induction Level: | Electrician Trainee (W-4) |
| 2. | Highest Level: | Upon entering into Supervisory category they shall be governed by Policy regarding Promotion of Supervisors. |
| 3. | Educational Qualification: | 1. Matric from a recognized Board. 2. Full Time ITI in Electrician Trade from recognized Board/ Institute. |
| 4. | Promotion Quota: | 50% in Supervisory level against Junior Engineer (Electrical) |

Note: - Higher grade pay(s) after completion of 2 years regular service shall be granted as per the Office Order No. 5555-94 dated 17.06.2016.

9

Appendix-5 Fitter



| | | |
|----|----------------------------|--|
| 1. | Induction Level: | Fitter Trainee (W-4) |
| 2. | Highest Level: | Upon entering into Supervisory category they shall be governed by Policy regarding Promotion of Supervisors. |
| 3. | Educational Qualification: | 1. Matric from a recognized Board. 2. Full Time ITI in respective Trade from recognized Board/ Institute. |
| 4. | Promotion Quota: | 45% in Supervisory level against Junior Engineer (Civil/Mechanical) |

Jr. Engr. (Civil) S-1
10900-34800+4350 G.P.

3 yrs. at W-5 Level + ITI + Test/
Interview + Vacancy

Note:- Higher grade pay(s) after completion of 2 years regular service shall be granted as per the Office Order No. 5555-94 dated 17.06.2016.

Appendix-6 Surveyor



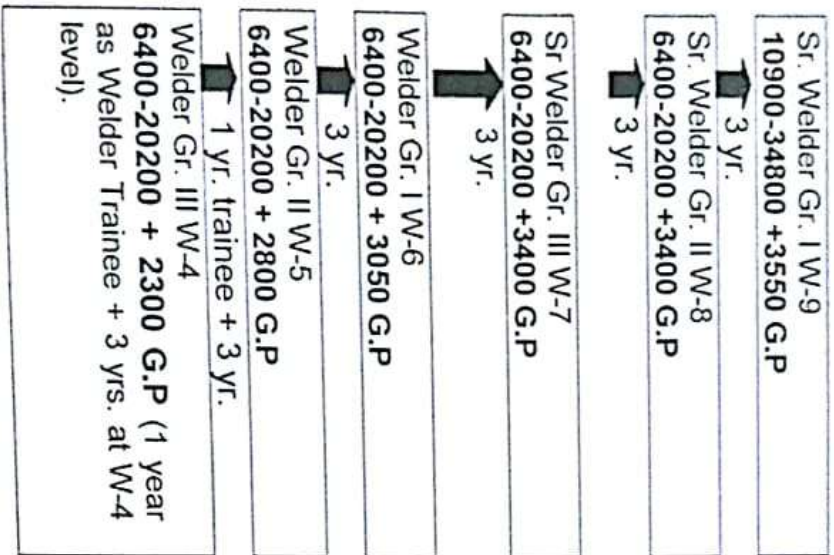
| | | |
|----|---------------------------|---|
| 1. | Induction Level | Surveyor Trainee (W-6) |
| 2. | Highest Level | Upon entering into Supervisory category they shall be governed by Policy regarding Promotion of Supervisors |
| 3. | Educational Qualification | 1. Matric from a recognized Board 2. Full time III in respective Trade from recognized Board/Institute |
| 4. | Promotion Quota | 5% in Supervisory level against Junior Engineer (Civil/Mechanical) |

Jr. Engr. (Civil) S-1
109900-34800+4350 G.P.

3 Yrs. at W-7 Level + III + Test
Interview + Vacancy

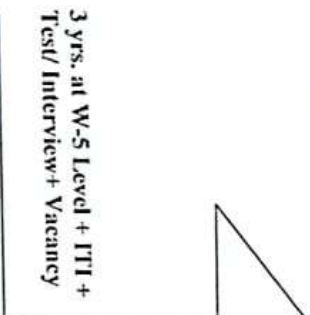
Note:- Higher grade pay(s) after completion of 2 years regular service shall be granted as per the Office Order No. 5555-94 dated 17.06.2016.

**Appendix-7
Welder**



| | | |
|----|----------------------------|--|
| 1. | Induction Level: | Welder Trainee (W-4) |
| 2. | Highest Level: | Upon entering into Supervisory category they shall be governed by Policy regarding Promotion of Supervisors. |
| 3. | Educational Qualification: | 1. Matric from a recognized Board. 2. Full Time ITI in respective Trade from recognized Board/ Institute. |
| 4. | Promotion Quota: | 50% in Supervisory level against Foreman (Electrical). |

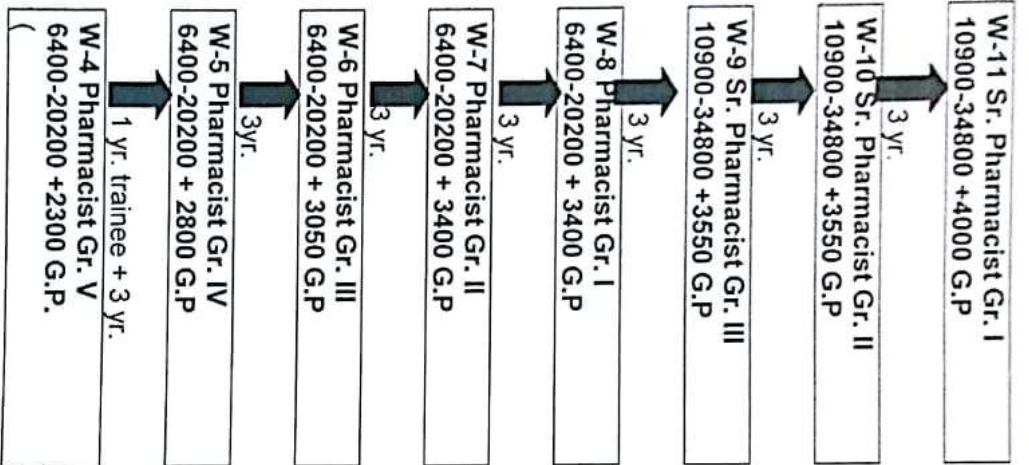
Foreman (Electrical/Mechanical) S-1
10900-34800+4350 G.P.



Note:- Higher grade pay(s) after completion of 2 years regular service shall be granted as per the Office Order No 5555-94 dated 17.06.2016.

9

**Appendix-9
Pharmacist**

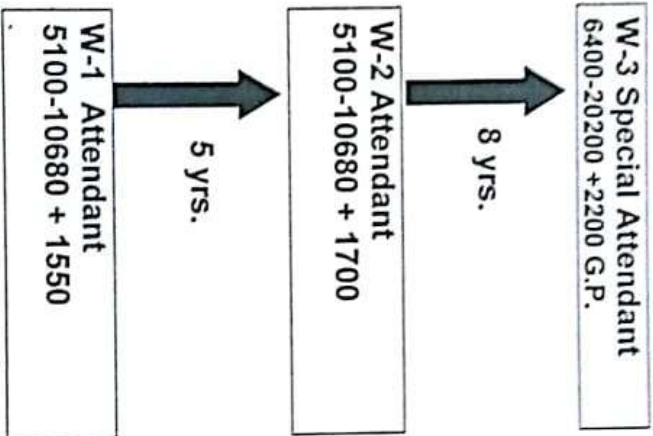


| | | |
|----|----------------------------|--|
| 1. | Induction Level: | Pharmacist Trainee W/4 |
| 2. | Highest Level: | W-11 |
| 3. | Educational Qualification: | 1. 10+2 with Science or its equivalent from recognized University/ Board. 2. Bachelor's Degree/Diploma in Pharmacy and its equivalent from recognized University or an Institutions duly recognized by Central/ State Govt. |
| 4. | Promotion Quota: | 3. Must be registered With HP Pharmacy concerned council of the State/ Central Govt. 100% by Direct Recruitment failing which by on deputation/ secondment basis. |

Note:- Higher grade pay(s) after completion of 2 years regular service shall be granted as per the Office Order No. 5555-94 dated 17.06.2016.

Q

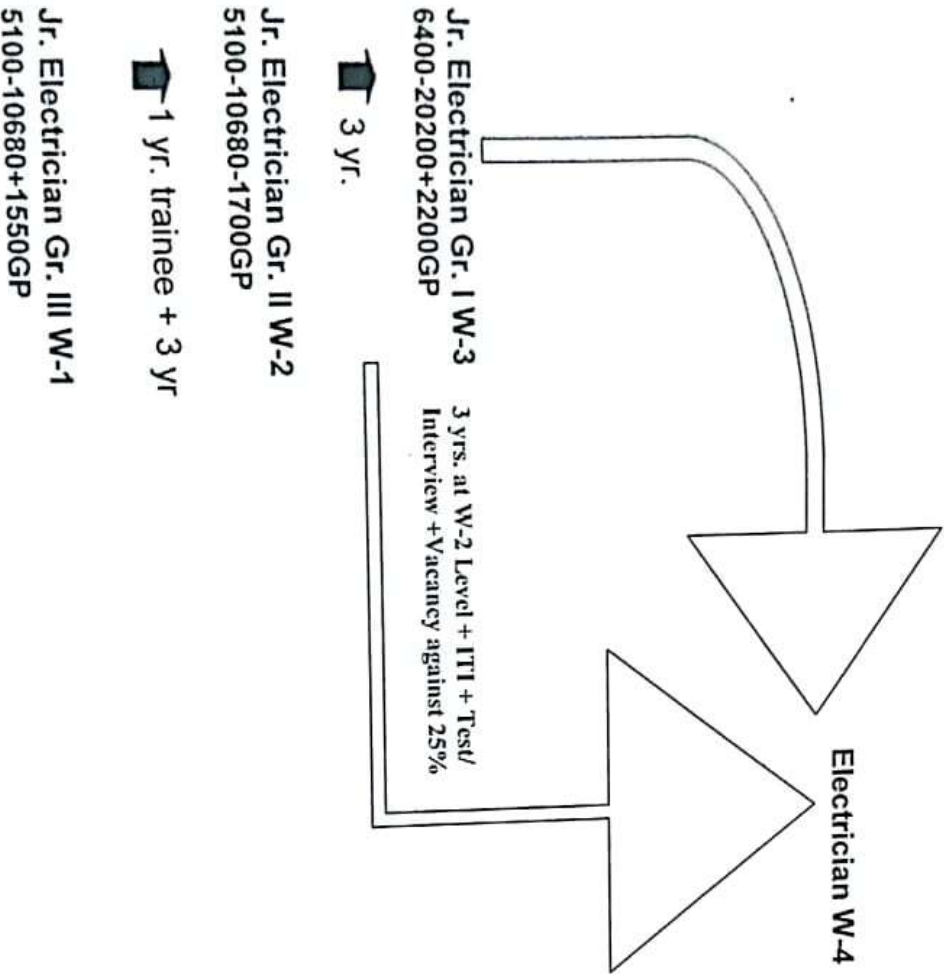
Appendix-10
Attendant



| | | |
|----|----------------------------|--|
| 1. | Induction Level: | Attendant W-1 |
| 2. | Highest Level: | W-3 Special Attendant |
| 3. | Educational Qualification: | Matriculation from a recognized Board/ University. |

Note:- Higher grade pay(s) after completion of 2 years regular service shall be granted as per the Office Order No. 5555-5 dated 17.06.2016.

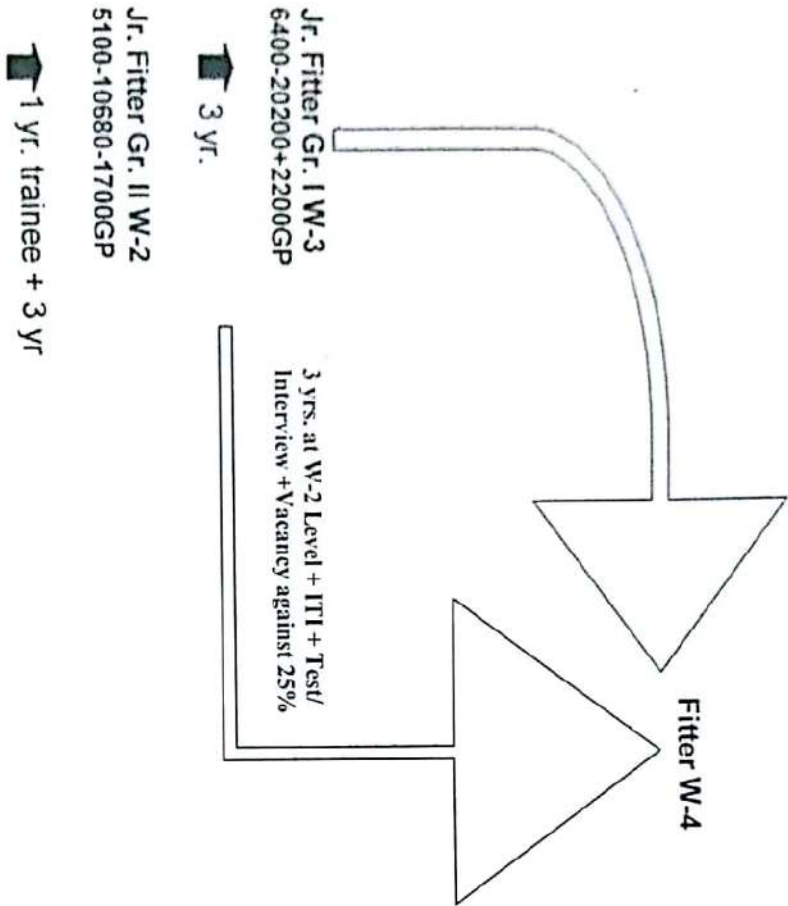
Appendix-11
Jr. Electrician



| | | |
|----|----------------------------|--|
| 1. | Induction Level: | Jr. Electrician Trainee (W-1) 100% by Direct Recruitment. |
| 2. | Highest Level: | Upon entering into Supervisory category they shall be governed by Policy regarding Promotion of Supervisors. |
| 3. | Educational Qualification: | 1. 10 th pass from a recognized Board/Institute. 2. Minimum 03 months training/certificate course in Electrical Wiring (Wireman) or equivalent from a recognized institute. |
| 4. | Percentage Quota: | 25% posts of Electricians at W-4 level shall be filled up by promotion from amongst Jr. Electrician with 3 yrs. service at W-2 level and possessing of ITI qualification + availability of vacancy and 25% in case of Jr. Electricians having minimum 03 months training/certificate course in Electrical Wiring (Wireman) or equivalent from a recognized institute with 3 yrs. service at W-5 level + availability of vacancy. |

Note:- Higher grade pay(s) after completion of 2 years regular service shall be granted as per the Office Order dated 17.06.2016

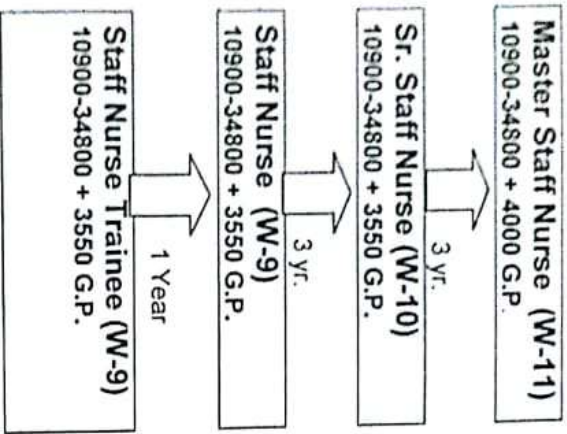
Appendix-12
Jr. Fitter



| | | |
|----|----------------------------|--|
| 1. | Induction Level: | Jr. Fitter Trainee (W-1) 100% by Direct Recruitment. |
| 2. | Highest Level: | Upon entering into Supervisory category they shall be governed by Policy regarding Promotion of Supervisors. |
| 3. | Educational Qualification: | 1. 10 th pass from a recognized Board/Institute. 2. Minimum 03 months training/certificate course in Plumber or Fitter or its equivalent from a recognized institute. |
| 4. | Promotion Quota: | 25% posts of Fitters at W-4 level shall be filled up by promotion from amongst Jr. Fitter with 3 yrs. service at W-2 level and possessing of ITI qualification + availability of vacancy and 25% in case of Jr. Fitters having minimum 03 months training/certificate course in Plumber or Fitter or its equivalent from a recognized institute + 3 yrs. service at W-3 level + availability of vacancy. |

Note:- Higher grade pay(s) after completion of 2 years regular service shall be granted as per the Office Order dated 17.06.2016

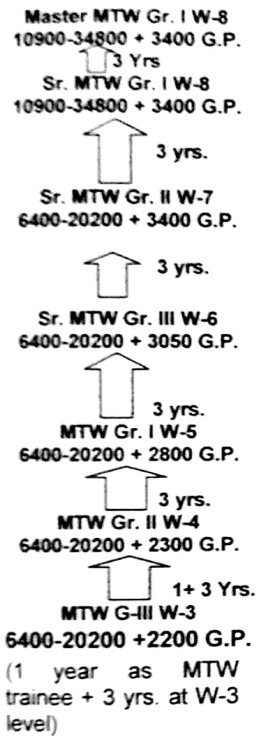
Appendix-13
Staff Nurse



| | | |
|----|-----------------------------|--|
| 1. | Induction level: | W-9 Trainee |
| 2. | Highest level: | W-11 |
| 3. | Educational Qualifications: | <p>Minimum Educational & other Qualifications required for direct recruit(s)</p> <p>a) Essential Qualification(s): (i) 10+2 pass preferably with Science from a recognized Board of School Education/ University. (ii) Fully qualified A Grade General Nursing with Midwifery or B.Sc.(Basis) in Nursing from a recognized Institute. (iii) Must be registered with Himachal Pradesh Nursing Council or any other recognized Nursing Council.</p> <p>b) Desirable Qualification(s):—Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p> |

Note:- Higher grade pay(s) after completion of 2 years regular service shall be granted as per the Office Order dated 17.06.2016

**Appendix-8
Multi Task Worker**



**JO (P&A) (S1)
10900-34800+4350 G.P.**

W-5 + 3 yrs. + Graduate + Test OR Interview + Availability of Vacancy against 15% promotion quota for the post JO (P&A)

Note:- Higher grade pay(s) after completion of 2 years regular service shall be granted as per the Office Order No. 5555-94 dated 17.06.2016

| | | |
|---|--|--|
| 1 | Post | Multi Task Worker |
| 2 | No. of posts | 15 or sanctioned from time to time |
| 3 | Classification of post | Workmen |
| 4 | Induction level | W3 |
| 5 | Mode of Recruitment | <ol style="list-style-type: none"> 70% by Direct Recruitment 20% by Limited Direct Recruitment on regular basis from amongst the Class-IV officials of HPPCL having 5 years service on regular or contract basis; through Departmental Examination to be conducted by the Corporate Personnel Department, HPPCL failing which by secondment from other departments subject to fulfilment of essential qualifications. 10% by promotion from amongst the Class-IV officials having 6 years service on regular or contract basis failing which by secondment from other departments subject to fulfilment of essential qualifications; failing which on secondment basis or by direct recruitment |
| 6 | Age: | <ol style="list-style-type: none"> Direct Recruitment : 18 to 45 years Limited Direct Recruitment & Promotion: Not Applicable |
| 7 | Essential & Desirable Qualification in case of Direct Recruitment | <p>Essential Qualification</p> <ol style="list-style-type: none"> Should have passed 10+2 examination from recognized board/ university. Should possess a minimum speed of 30 W.P.M in English or 25 W.P.M in Hindi typewriting on computer. Basic Computer Knowledge with 1 year experience. Driving skill with valid Commercial license for LMVs for back-up deployment. <p>Desirable Qualification</p> <ol style="list-style-type: none"> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in HP. Willingness to work in any position and at any location within or outside Himachal Pradesh. |
| 8 | Essential & Desirable qualification in case of Limited Direct Recruitment/ Promotion | <p>Essential Qualification</p> <ol style="list-style-type: none"> Should have passed 10+2 examination from recognized board/ university. Should possess a minimum speed of 30 W.P.M in English or 25 W.P.M in Hindi typewriting on computer. <p>Desirable Qualification</p> <ol style="list-style-type: none"> Driving skill with valid license for back-up deployment. Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in HP. Willingness to work in any position and at any location within or outside Himachal Pradesh. |
| 9 | Roles & Responsibilities | <ol style="list-style-type: none"> To ensure cleanliness and general up-keep of the section/ office wherein posted and of the furniture, fixture, equipments. Serving beverages to the guests or staff, handling files and papers, greeting visitors and so on. To attend to officers at HQ and while on tour. File & Dak Movement within or outside office Telephone operator; answering telephone, direct, screen calls, taking and relaying messages. Diary and Dispatch, record maintenance and store-keeping. Typing works. Operation of photocopy machine, fax etc To coordinate the maintenance and repair of office equipments Disseminating information through telephone and e mail To assist in office correspondence. To work as a driver, as and when required in case of exigency. To attend to any other work that may be assigned by the superiors. |

A