

DAKSHIN HARYANA BIJLI VITRAN NIGAM LIMITED

NOTIFICATION

13th October, 2020

No. 32/SE/Admn/REG-24. In exercise of powers conferred by Section 179 of Companies Act – 2013 and Article 42 (now Article 67) of the Articles of Association of DHBVNL and all other enabling powers in this behalf, the Dakshin Haryana Bijli Vitran Nigam Limited is pleased to frame the recruitment and promotion policy for the clerical staff of “Common Ministerial Cadre”, created vide Notification No. 42/SE/Admn/REG-42 dated 08.03.2018 is as under:-

- (i) This policy will be implemented w.e.f. 08.03.2018 for newly recruited LDCs/UDCs appointed on or after 08.03.2018 and their promotion to the next higher posts will be made as per this notification/policy issued by SE/Admn., DHBVNL, Hisar.
- (ii) The promotion of existing Clerical Staff will be governed as per existing practice by existing policies.

1.0 Lower Division Clerk (LDC)

1.1 80% posts of LDC will be filled up by direct recruitment.

1.2 Qualification:-

- (a) Bachelor degree in Commerce with a minimum 50% marks in respect of General category & other category candidates and 45% marks of SC category candidates of Haryana domicile from any recognised University.
- (b) Must have passed Hindi/Sanskrit upto Matric standard.
- (c) The State Eligibility test in Computer Appreciation and Application (SETC) conducted by HARTRON or any other

agency authorized by the State Government like NIELIT, should be qualified by direct recruitee within the probation period of two years.

1.3 Age- 18 to 42 years.

Age limit will be as per instructions issued by the Haryana Govt. from time to time.

The weightage of experience and relaxation in age to the contractual workers engaged by any Power Utility directly or by outsourcing through Contractor be given by HSSC while making recruitment of the LDC, which is as under:-

(i) Weightage of Experience.

One percent mark for each completed year of service in the respective category be granted subject to a maximum of eight percent with the rider that the qualifying service should have been in any Power Utility in the same capacity.

(ii) Relaxation in Age

One year of age relaxation for each completed year of service in the respective category be granted subject to a maximum of 05 years with the rider that the qualifying service should have been in any Power Utility.

Age relaxation to regular employees of the HPUs.

The age relaxation to the employees of HPUs be given to the extent of number of years of regular service rendered by them in any of the Power Utility subject to maximum 05 years provided they apply through proper channel.

1.4 Probation period:-

The candidate so appointed will remain on probation for a period of two years.

1.5 20% posts shall be filled up by appointment from amongst the peons, Havildars, Safai Karamcharies & Chowkidars etc. having the qualification of B.Com. examination from any recognised University.

1.5.1 The inter-se-ranking list of the categories stated under para 1.5 above for promotion to the post of LDC (If B.Com. examination passed by the candidate after joining on class-IV post), shall be determined from the date of passing B.Com. examination (from the date of joining subject to the condition that the officials have completed 05 years regular service of class-IV post).

1.5.2 After promotion to the post of LDC, the concerned employee should pass State Eligibility Test in Computers Appreciation and Application (SETC) to be conducted by HARTRON within 02 years, failing which his annual increment and other benefits such as promotion/ACP will be withheld till he/she passes the SETC. If he fails to pass the said test (SETC) within prescribed period, the annual increments falling due to him/her on the expiry of that period, will be withheld and will not be granted with retrospective effect on his/her passing the examination.

2.0 Upper Division Clerk (UDC):-

2.1 25% posts of UDC will be filled up by direct recruitment.

2.2 Qualification:-

- (a) Bachelor Degree in Commerce with at least 60% marks for general category & other category candidates and 55%

marks for SC category candidates of Haryana Domicile from any recognised University.

- (b) Must have passed Hindi/Sanskrit upto Matric standard.
- (c) The State Eligibility test in Computer Appreciation and Application (SETC) conducted by HARTRON or any other agency authorized by the State Government like NIELIT, should be qualified by direct recruitee within the probation period of two years.

2.3 50% posts shall be filled up by promotion from amongst the LDCs on seniority-cum-merit basis, having passed the Departmental Accounts Examination for Ministerial Establishment prescribed by the HPTI.

2.3.1 25% posts shall be filled up by promotion from amongst the LDCs on seniority-cum-merit basis, having 06 years regular service, who have not qualified the Departmental Accounts Examination for Ministerial Establishment, prescribed by the HPTI (un-qualified quota).

2.4 Probation period:-

The candidates directly recruited will remain on probation for a period of two years and the candidates promoted or appointed otherwise, will remain on probation for a period of one year.

2.4.1 The candidates so appointed shall have to pass the Departmental Accounts Examination for Ministerial Establishment within two years or five chances whichever is later, given by the Nigam through HPTI or any other institution prescribed by the HPTI/Nigam, if he failed to pass the said examination within prescribed period/

chances, the annual increments falling due to him/her on the expiry of that period, will be withheld and will not be granted with retrospective effect on his/her passing the examination.

2.5 Age- 18 to 42 years.

Age limit will be as per instructions issued by the Haryana Govt. from time to time.

The weightage of experience and relaxation in age to the contractual workers engaged by any Power Utility directly or by outsourcing through Contractor be given by HSSC while making recruitment of the UDC, which is as under:-

(i) Weightage of Experience.

One percent mark for each completed year of service in the respective category be granted subject to a maximum of eight percent with the rider that the qualifying service should have been in any Power Utility in the same capacity.

(ii) Relaxation in Age

One year of age relaxation for each completed year of service in the respective category be granted subject to a maximum of 05 years with the rider that the qualifying service should have been in any Power Utility.

Age relaxation to regular employees of the HPUs.

The age relaxation to the employees of HPUs be given to the extent of number of years of regular service rendered by them in any of the Power Utility subject to maximum 05 years provided they apply through proper channel.

3.0 Assistant:-

3.1 100% posts of Assistant will be filled up by promotion amongst the UDCs on seniority-cum-merit basis having 03 years regular service as UDC for qualified (who have passed the Departmental Accounts Examination for Ministerial Establishment, prescribed by the HPTI) and 12 years service as LDC/UDC for unqualified UDC.

3.2 The seniority of UDCs appointed by direct recruitment will be considered as per merit list received from HSSC.

3.3 The seniority of UDCs appointed by direct recruitment will be considered from the date of passing Departmental Accounts Examination, who pass the Departmental Accounts Examination after two years or five chances of said exams given by the Nigam through HPTI or any other institution prescribed by the HPTI/Nigam.

Probation period:-

The candidate so promoted will remain on probation for a period of one year.

4.0 Deputy Superintendent:-

4.1 100% posts of Deputy Superintendent will be filled up by promotion amongst the Assistants on seniority-cum-merit basis having the following qualification/experience:-

- (i) Having passed the Departmental Accounts Examination for Ministerial Establishment, prescribed by the HPTI.
- (ii) Having 05 years service as Qualified Assistant.

Probation period:-

The candidate so promoted will remain on probation for a period of one year.

5.0 Superintendent:-

The post shall be filled up by promotion amongst Deputy Superintendent on seniority-cum-merit basis having one year experience as Deputy Superintendent.

Probation period:-

The candidate so promoted will remain on probation for a period of one year.

6.0 Under Secretary/Administrative Officer:-

The post shall be filled up by promotion amongst Superintendent on seniority-cum-merit basis having one year experience as Superintendent.

Probation period:-

The officer will remain on probation for a period of one year.


Cadre Controlling Authority and Maintenance & Determination of Seniority of Ministerial Service (Common Ministerial Cadre).

7.0 The Superintending Engineer/Admn., DHBVNL, Hisar will be the cadre controlling authority of categories of Ministerial Service (Common Ministerial Cadre) from the rank of Lower Division Clerk to the rank of Deputy Superintendent (Common Ministerial Cadre) in the Nigam as a whole.

7.1 The Managing Director, DHBVNL, Hisar will be the Cadre Controlling Authority for Superintendent (Common Ministerial Cadre) & above posts in the Nigam as a whole.

7.2 In the case of two or more members appointed on the same day, a member appointed by direct recruitment, shall be senior to a member appointed by promotion.

The posts left-over by the Field Ministerial Cadre & Head Office Ministerial Cadre, shall be merged with the newly created Common Ministerial Cadre in view of both the Cadres i.e. Field Ministerial Cadre & Head Office Ministerial Cadre being diminishing in nature.


**S.E./Administration,
DHBVNL, Hisar**


Endst. No. Ch- 84/SE/Admn/REG-24/Vol-V

Dated: 13.10.2020

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

1. All Chief Engineers in DHBVNL.
2. Chief Technology Officer, DHBVNL, Hisar.
3. Chief Financial Officer, DHBVNL, Hisar.
4. CAO/FA(HQ)/Chief Auditor/F&A(MM), DHBVNL, Hisar.
5. Chairman, CGRF, DHBVNL, Hisar.
6. Company Secretary, DHBVNL, Hisar w.r.t. Memo No. CS/DH/BOD/Advice-186/5423 dated 06.10.2020.
7. All Superintending Engineers in DHBVNL.
8. Controller of Stores, DHBVNL, Hisar.
9. S.E./IT, DHBVNL ***for uploading the same on website.***
10. Chief Communications Officer, DHBVNL, Hisar.

11. All Executive Engineers in DHBVNL.
12. All Sectional Heads with Headquarters at Hisar.


**Under Secretary/Gen. Admn.,
DHBVNL, Hisar**

Endst. No. Ch- 84/SE/Admn/REG-24/Vol-V

Dated: 13.10.2020

A copy of the above is also forwarded to the following for kind information, please:-

1. The Chairman-cum-Managing Director, UHBVNL, Panchkula.
2. The Managing Director, HVPNL, Shakti Bhawan, Panchkula.
3. The Managing Director, HPGCL, Urja Bhawan, Panchkula.
4. The DGP-cum-Director/Vigilance, HPUs, Shakti Bhawan, Panchkula.
5. The Legal Remembrancer, HPUs, Shakti Bhawan, Panchkula.


**Under Secretary/Gen. Admn.,
DHBVNL, Hisar**

Copy to:

1. Sr.P.S. to the Chairman-cum-Managing Director, DHBVNL, Hisar.
2. Sr.P.S. to Director/Projects, DHBVNL, Hisar.
3. Sr.P.S. to Director/Operations, DHBVNL, Hisar.
4. P.A. to Chief Engineer/HR & Admn., DHBVNL, Hisar.