

DAKSHIN HARYANA BIJLI VITRAN NIGAM LTD.

NOTIFICATION

19th January, 2004

No. 24/ REG-4

In exercise of powers conferred by clause-C of Section-79 of the Electricity (Supply) Act, 1948 read with Haryana Electricity Reforms Act, 1997 and all other enabling powers in this behalf, the Dakshin Haryana Bijli Vitran Nigam Ltd., is pleased to lay down the revised Recruitment & Promotion Policy in respect of the following categories:-

1.0 Steno Typist:

The posts shall be filled up by direct recruitment from amongst the candidates who possess the following qualifications:-

- (i) 10+2/10+2 (Vocational) 2nd Division or equivalent and above (for Ex-serviceman 10+2 only).
- (ii) a) Shorthand test in English, to be conducted by the Department is required to be cleared for appointment at the speed of 80 WPM and transcription thereof at the speed of 15 WPM. The passage shall contain 240 words. Time for transcription 10 minutes and duration of piece shall be 3 minutes.
b) Shorthand test in Hindi is required to be cleared at the speed of 64 WPM and transcription thereof at the speed of 11 WPM. The passage shall contain 192 words. Time for transcription 17½ minutes and duration of piece shall be 3 minutes.
c) Candidates/employees are required to attain basic proficiency in Word Processing on Computer to be considered by the Selection Committee/ Xen/EDP, HVPNL, Panchkula as the case may be.
- (iii) 8% mistakes in English/Hindi are allowed.
- (iv) Passed Hindi upto Matric or equivalent Standard.

Explanation:-

The candidates are required to pass English Short hand and Type Test, Hindi Short hand and Type Test and attain basic proficiency in word processing on computer before they are appointed in Nigam's service.

NOTE:

The LDC working in the Nigam will also be eligible to apply for direct requirement to the post of Steno Typist provided he/she has completed one-year continuous regular service. However, on his/her selection/appointment in the cadre of Steno Typist he/she will be assigned seniority as per merit position of the ranking list of Steno Typist. He/she will also give an option in writing whether to change his/her cadre or not at the time of confirmation. Till he/she is confirmed in a line, he/she will retain his/her seniority on both sides.

2.0 Jr. Scale Stenographer:

- (i) 50% posts shall be filled up by promotion from amongst the Steno Typist who qualify the Departmental Tests in English and either in Hindi or attain basic proficiency in Word Processing on Computer

and have completed minimum one year continuous service as Steno Typist.

- (ii) In case of non-availability of person(s) for promotion, the remaining posts will be diverted to direct recruitment.
- (iii) 50% posts shall be filled up by direct recruitment from amongst the candidates having a minimum qualification as Graduation from any University recognized by the Govt.of Haryana and passed Hindi upto Matric or equivalent standard, after qualifying the tests as prescribed in this regulation.
- (iv) The direct recruits shall have to qualify the Shorthand/Type test both in English/Hindi and basic proficiency in word processing on computer to be considered by the Selection Committee/Xen./EDP, HVPNL, as the case may be, before their appointment in the Nigam.
- (v) Departmental candidate(s) having been selected for the post of Jr. Scale Stenographer(s), shall have to give an option in writing at the time of confirmation on the lower post whether to remain in the cadre of Jr. Scale Stenographer or to retain his/her previous one.
- (vi) a) Shorthand test in English is required to be cleared at the time of appointment/promotion at the speed of 100 WPM and transcription thereof at the speed of 20 WPM. The passage shall contain 300 words. Time for transcription 15 minutes and duration of piece shall be 3 minutes.
b) Shorthand test in Hindi is required to be cleared at the speed of 80 WPM and transcription thereof at the speed of 15 WPM. The passage shall contain 240 words. Time for transcription 16 minutes and duration of piece shall be 3 minutes.
- (vii) 8% mistake in English/Hindi are allowed.

Provided further that only those Steno Typists shall be eligible to sit in the test who have completed one year's service as such.

Explanation:-

The direct recruits are required to pass Shorthand and Type Test both in English/Hindi and attain basic proficiency in word processing on computer to be considered by the Selection Committee/Xen./EDP, HVPNL as the case may be, before they are appointed in Nigam's service.

However, Nigam's existing Steno Typists (as on the date of issue of this notification) shall have to qualify Shorthand/Type test in English and either to qualify shorthand/type test in Hindi or to attain basic proficiency in word processing on computer, for their appointment/promotion as Jr. Scale Stenographer.

3.0 Sr. Scale Stenographer:

- i) The post shall be filled up by promotion from amongst the Junior Scale Stenographers on seniority cum merit basis provided he/she has put in 3 years service as such.
- ii) Those existing Jr. Scale Stenographers (as on the date of issue of this notification) who have neither qualified Hindi Stenography/Type Test nor attained basic proficiency in word processing on computers, may be allowed to be promoted as Sr. Scale Stenographers with the condition that they will have to qualify Hindi Shorthand/Type Test or will attain basic proficiency in word processing on computers within a period of one year from the date of promotion, failing which their increments will be stopped and they

shall not be considered for promotion as PA till they qualify Hindi Stenography/Type test or attain basic proficiency in word processing on computers to be certified by the Xen./EDP, HVPNL or the Institutes recognized by the CE/Planning and Commercial, HVPNL, Panchkula and Junior eligible person(s) will be promoted as PA and the senior person(s) will lose seniority accordingly.

4.0 Personal Assistant:

The post shall be filled up by promotion from amongst the Sr. Scale Stenographer(s) on seniority cum merit basis provided he/she has put in 2 years service as such.

5.0 Private Secretary:

The post shall be filled up by promotion from amongst the Personal Assistant(s) on seniority-cum-merit basis provided he/she has put in 2 years service as such.

6.0 Senior Private Secretary:-

The post shall be filled up by promotion from amongst the Private Secretary(s) on seniority-cum-merit basis provided he/she has put in 2 years service as such.

7.0 (i) Those existing Sr. Scale Stenographers (as on the date of issue of this notification) who have neither qualified Hindi Stenography/Type Test nor attained basic proficiency in word processing on computers within a period of 5 years (as per provisions contained in the old regulations) have been allowed to be promoted as PA with the condition that they will have to qualify Hindi Shorthand/Type test or attain basic proficiency in Word Processing on Computers within a period of one year from the date of promotion failing which their increments already stopped after 5 years during promotion from Jr. Scale Stenographer to Sr. Scale Stenographer, will remain stopped till they qualify the Hindi Stenography or basic proficiency on computer and they shall not be considered for promotion as P.S. and junior eligible persons will be promoted as PS and the senior persons will lose seniority accordingly. Basic proficiency in Word processing on Computers is to be certified by the Xen./EDP, HVPNL or the Institute recognized by the CE/Planning and Commercial, HVPNL Panchkula.

(ii) Existing Steno Typists, Jr. Scale Stenographers, Sr. Scale Stenographers of DHBVNL may get training of Shorthand/Type in Hindi from private institutes/ open market at their own expenses. However, Hindi Shorthand/Type test will be conducted under the supervision of Chief Hindi Officer (Hindi Cell), HVPNL, Panchkula or DHBVNL, Hisar. Those who have already qualified such test will be exempted provided documentary proof of having passed test from Hindi Cell of HVPNL or any Institute(s) recognized by the Haryana Govt. is given. The training of Hindi Stenography will also be imparted by the Chief Hindi Officer, HVPNL, Panchkula, if the candidates intends to have departmental training.

8.0 The existing stenographers (Jr. Scale as well as Sr. Scale) who have qualified the test in shorthand/type in Hindi language at the time of initial recruitment/appointment in the erstwhile Board/Nigam

shall be exempted from the test in shorthand/type in the said language at any stage.

- 9.0 Nothing contained in the policy, shall affect the reservation of filling of post (or vacancies) ear-marked for the members of the Scheduled Castes/ Tribes and Backward Classes, which will be governed by special instructions issued by the State Govt. from time to time and adopted by the Board/Nigam in pursuance of Article 16(4) of the Constitution of India.

The above amendments in the Recruitment and Promotion Policy will be applicable from the date of issue of notification in this regard by HVPNL i.e. 15.09.2003 vide its notification No.49/REG-97/Vol./V dated 15.09.2003 so as to maintain uniformity with HVPNL.

The above notification supersedes all the previous orders/ instructions issued by the erstwhile HSEB/Nigam from time to time.

These issues in pursuance of the decision taken by the Board of Directors of DHBVNL in their meeting held on 24.12.2003.

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

Endst. No.Ch.24 /REG-4/SE/Admn.

Dated:-19.01.2004

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

1. All GM/ C.Es in DHBVNL.
2. CAO/FA(HQ)/C.A. DHBVNL, Hisar
3. All S.Es in DHBVNL.
4. Company Secretary, DHBVNL, Hisar w.r.t. his Advice No.CS/Advice/BOD/ 944 dt. 6.1.2004.
5. All Sr. Accounts Officer in DHBVNL.
6. All Xens./Dy.Secy.(T&M)/Estate Officer-cum-Xen./Civil,DHBVNL, Hisar
7. All Administrative Officers and Under Secretaries in DHBVNL.
8. All Sectional Heads in S.E./Admn. DHBVNL, Hisar,.

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

CC to:-

1. Sr. P.S. to Managing Director, DHBVNL, Hisar.
2. Sr. P.S. to Director (Projects) DHBVNL, Hisar
3. PS to Director/OP, DHBVNL, Hisar
4. PA to GM/HR & Admn. DHBVNL, Hisar
5. Steno to SE/Admn. DHBVNL, Hisar