

Power Transmission Corporation Of Uttarakhand Limited

PTCUL Ministerial Employees Service Regulations 2014

In exercise of the powers conferred by Article-50 read with Article-51 Sub Article (16) & (19) of Articles of Association of Power Transmission Corporation of Uttarakhand Limited & PTCUL Transfer scheme 2004, the Board of Directors of Power Transmission Corporation of Uttarakhand Limited hereby make the following rules regulating recruitment and conditions of service of Ministerial Employees.

PART – I GENERAL

1. Short title and commencement:

- (1) These rules may be called, the PTCUL Ministerial Employees Service Regulations – 2014.
- (2) These shall come into force with immediate effect.
- (3) The UPSEB Ministerial Establishment (office of the Chief Engineer & other Subordinate Offices) Regulations, 1970 all other rules and regulations in force before the commencement of these rules are hereby repealed.

2. **Applicability:** (1) These Regulations shall apply to the Ministerial employees of of the company including those who have been transferred from Uttarakhand Power Corporation Limited/U.P. Power Corporation Limited and have been absorbed in the service of PTCUL in pursuance of Uttar Pradesh Re-organization Act, 2000 & PTCUL transfer scheme 2004. The cadre includes in part- I, the posts of Office Superintendent (Spl. Grade), Office Superintendent (Gr.-I), Office Superintendent (Gr.-II), OA-Gr-II & OA-Gr-III and any other post which may be created or included in the cadre by the company.

3. **Overriding effect of these rules:** In the event of any inconsistency in between these rules and a specific rule or rules pertaining to any of the aforesaid posts in the cadre:-

- (i) The provisions, contained in these rules shall prevail to extent to the inconsistency in case the specific rules were made prior to the commencement of these rules, and
- (ii) The provisions, contained in the specific rules shall prevail in case they are made after the commencement of these rules.

4. **Definitions:** In these Regulations, unless the context otherwise require;

- (i) ‘Appointment’ means appointment in any post of the cadre by direct recruitment or by selection through departmental examination or by promotion.
- (ii) ‘Appointing Authority’ for the members of the service shall be as specified in clause 7 of the regulation or any other authority notified by the Corporation.
- (iii) ‘Ministerial Employees’ means Ministerial cadre employees who may be appointed by the company in its offices. It includes such other posts of equivalent status, as may be notified by the Company from time to time and included in the cadre.

- (iv) 'Board' means the Board of Directors of the Company;
- (v) 'Company' means Power Transmission Corporation of Uttarakhand Limited. formed under Companies Act-1956 which may also be referred as Corporation under these rules.
- (vi) 'Chairman' means Chairman of the Board of Directors of the Company;
- (vii) 'Degree' means a Degree of a University/Deemed University established by a Central or State Act or of any other Institution recognized for this purpose by the UGC or AICTE.
- (viii) 'Director' means full time or part time or ex-officio member of Board of Directors;
- (ix) 'Director (HR)' means the Director who is appointed or nominated to look after the matters related to Human Resources & Administration of the Company;
- (x) 'Disciplinary Authority' means the appointing authority or any other authority as may be specified to be the Disciplinary Authority in respect of any of the post/posts and includes all the authorities superior to the appointing authority.
- (xi) 'Government' means Government of Uttarakhand State;
- (xii) 'M.D.' means Managing Director of the company and shall also include any Director authorized to discharge the function of M.D. either by delegation or otherwise by the State Government;
- (xiii) 'Reporting Officer' means an Officer designated as such for the purpose of controlling and appraising of the work of the officer reporting to him;
- (xiv) 'Reviewing Authority' means an Officer designated as such for the purpose of reviewing the decisions of the reporting Officer;
- (xv) 'Accepting Authority' means an Officer designated as such for the purpose of reviewing/accepting the decision of the Reviewing Officer;
- (xvi) 'Departmental Promotion Committee (D.P.C)' means a Committee specified in Clause 21(b)
- (xvii) 'Select List' means the list of candidates prepared in accordance with these Regulations;
- (xviii) 'Waiting List' means the list of selected candidates waiting for appointment;
- (xix) 'Year of Recruitment' means the year starting from 1st of July to 30th June of next year;
- (xx) 'Member of the service' means a person appointed in a substantive capacity under the provisions of these rules and orders/rules in force previous to the commencement of these rules, to a post in the cadre of the service.
- (xxi) Cadre means the unit or class of posts of service of Ministerial Employees.

PART – II

CADRE

- 5. Strength of service:** The strength of the service of Ministerial Employees and of each cadre of posts therein shall be such as may be determined by the Company from time to time & approved by the Government.

Provided the appointing authority may leave unfilled or may hold in abeyance any post or class of posts without thereby entitling any person to compensation.

6. Classification of Cadres & Pay Scales

- (1) The scale of pay admissible to persons appointed to the various cadres of posts in the Establishment whether in a substantive or officiating capacity or as a

temporary measure shall be such as may be determined by the Government from time to time.

(2) Proposed Designations & scales of pay are as follows:-

Sl. No.	Name of the Post	Scale of Pay
1	Office Superintendent (Posts of OS-I & OS(SG) will be merged)	Pay Band Rs 9300-34800 + Grade Pay Rs.4800
2	Office Assistant (Grade I) (Posts of OS-II will get merged with OA-I)	Pay Band Rs 9300-34800 + Grade Pay Rs.4200
3	Office Assistant (Grade II)	Pay Band Rs 5200-20200 + Grade Pay Rs.3000
4	Office Assistant (Grade III)	Pay Band Rs 5200-20200 + Grade Pay Rs.2600

(3) Designation of the posts in all the cadres in these regulation for the Head Office & Sub-Ordinate Offices shall be the same as given in these regulations. Designation of the posts of Office Assistant-I, Upper Divisional Assistant, Lower Divisional Assistant and Junior Assistant where ever exist shall stand changed to the Designation given to the posts in the corresponding pay Bands & Grade Pay in these regulations.

7. **Appointing Authority:** 'Appointing Authority' for the members of the service shall be General Manager-HR/P&A/P&IR or any other authority if so notified.

PART –III RECRUITMENT

8. **Sources of recruitment:** The sources of recruitment to the various categories of posts in the Sub-ordinate Offices shall be as follows:-

Name of the post	Pay Scale	Sources of Recruitment
(a) Office Superintendent	Pay Band Rs 9300-34800 + Grade Pay Rs.4800	100% By promotion from O.A (Grade-I) by combined seniority.
(b) Office Assistant(Grade-I)	Pay Band Rs 9300-34800 + Grade Pay Rs.4200	100% By Promotion from OA (Grade-II) by combined seniority
(c) Office Assistant (Grade-II)	Pay Band Rs 5200-20200 + Grade Pay Rs.3000	100% By promotion from the post of office Assistant (Grade-III) by combined seniority
(d) Office Assistant (Grade-III)	Pay Band Rs 5200-20200 + Grade Pay Rs.2600	(i) 80% By Direct recruitment (ii) 20% By promotion in the following manner:- (a)from Class IV employees who have intermediate

		<p>qualification and typing speed of minimum 6000 Key depression per hour in Hindi on Computer -10%</p> <p>(b) from class IV employees who have Bachelor degree and typing speed of minimum 6000 Key depression per hour in Hindi on Computer -10%</p>
--	--	--

PART –IV QUALIFICATIONS FOR DIRECT RECRUITMENT

9. Reservation: Reservation for the candidates belonging to Scheduled Castes, Scheduled Tribes, and other categories shall be in accordance with the orders of the Government in force at the time of recruitment. The scheduled castes/scheduled tribes only can be appointed on the post reserve for SC/ST. The general candidates are not eligible for that post.

10. Nationality: A candidate for direct recruitment must be;

- (a) a citizen of India, or
- (b) a Tibetan refugee who come over to India before January 1, 1962 with the intention of permanently settling in India, Or
- (c) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda and United Republic of Tanzania (Formerly known as Tanganayika and Zenzibar) with the intention of permanently settling in India.

Provided that a candidate belonging to category (b) or (c) above must be a person in whose favour a certificate of eligibility has been issued by the State Government.

Provided further that a candidate belonging to category (b) will also be required to obtain a certificate of eligibility granted by the Deputy Inspector-General of Police, Intelligence Branch, Uttarakhand;

Provided also that if a candidate belongs to category (c) above no certificate of eligibility will be issued for a period of more than one year and such candidate can be retained in service after a period of one year only if he has acquired Indian Citizenship.

Note: A candidate in whose case a certificate of eligibility is necessary but the same has neither been issued nor refused may be admitted to interview and may also be provisionally appointed subject to the necessary certificate being obtained by him or issued in his favour.

11. Age: A candidate for direct recruitment must have attained the age of 18 years and must not have attained the age of 35 years as on 1st day of January if the advertisement for direct recruitment is published between 1st January to 30th June and on 1st day of July if advertisement is published between 1st July to 31st December of the year. There will be no upper age limit for departmental candidates.

Age for the purpose of these regulations shall be computed from the date of Birth. The evidence for the date of birth will be High School certificate or equivalent examination passed before entering the service.

Provided that the upper age-limit in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and such other categories as may be notified by the Government from time to time shall be grater by such number of years as may be specified.

12. Academic/Professional Qualification :

Besides having knowledge of Hindi in Devnagari Script, candidate should have the following qualifications :-

S.No.	Name of Post	Qualifications
(i)	Office Assistant (Gr.III)	(a) Degree of a University/Deemed University established by an Act of Central Govt or any state Govt. (b) Certificate in computer applications of at least one year duration from an institute of repute. (c) Minimum speed on computer of 6000 Key Depressions per hour in Hindi & 7000 key depressions per hour in English.

13. Relaxation for ex-servicemen and certain other categories: Relaxation, if any, from any maximum age-limit, educational qualifications or / and any procedural requirements of recruitment in favour of the Ex-servicemen, disabled military personnel, dependants of military personnel dying in action, dependants of Corporation servants dying in harness and sportsmen & any other category shall be in accordance with the general rules or orders of the Uttarakhand Government in this behalf in force at the time of recruitment.

14. Character: The character of a candidate for direct recruitment must be such as to render him suitable in all respects for employment under the Corporation/Company. He must produce a certificate of good character from:

- (i) The Proctor or the Principal academic officer of the University or College or last employer in which he was last studied/employed, and
- (ii) Two responsible persons (not being relatives) who are well acquainted with him and are not connected with his University, College or School:

Provided that the appointing authority may make further inquiries regarding the character and antecedents of a candidate in such manner and from such authorities as may be considered necessary.

Note:- Persons dismissed by the State Government or the Union Government or by a local authority or a corporation or a Body owned or controlled by the Union Government or a State Government shall be deemed ineligible for appointment to a post in the Establishments. Persons convicted of an offence involving moral turpitude shall also be ineligible.

15. Marital Status: A male candidate who has more than one wife living or a female candidate who has married a man already having a wife living, shall not be eligible for appointment to the Establishment. Provided that the Governor, if satisfied that there exist special ground for doing so exempt any person from the operation of this rule.

16. Physical Fitness: No person shall be appointed by direct recruitment as a member of the Service unless he is in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his duties.
A candidate found suitable for appointment shall be required to produce a certificate of medical fitness from a Civil Surgeon/ Chief Medical Officer

PART –V PROCEDURE FOR RECRUITMENT

17. Recruitment To Be Made Every Year: Selection for recruitment under these rules shall be made every year or as and when necessary

18. Constitution Of Selection Committee- Direct recruitment shall be made by a selection committee constituted by the approval of appointing authority comprising of :-

- (1) General Manager-HR/P&IR,
- (2) One officer of the rank of GM/Chief Engineer
- (3) An officer belonging to SC/ST not below the rank of SE/ DGM nominated by the appointing authority if the appointing authority does not belong to SC/ST.
- (4) An officer belonging to OBC not below the rank of SE/DGM nominated by the appointing authority if the appointing authority does not belong to OBC.

19. Procedure For Selection:-

- (1) All appointments shall be made only against sanctioned posts.
2. The candidates shall be appointed as Office Assistant-III against the vacant posts/ likely vacant posts of OA-III earmarked for direct recruitment.
- (2) The appointing authority shall determine the number of vacancies to be filled during the selection year as also the number of the vacancies to be reserved for the candidates belonging to the Scheduled Castes, Scheduled Tribes and other categories.
- (3) Direct recruitment to these posts shall be made through a written competitive examination & computer proficiency test which will be held in such manner, in such subjects and at such place as may be prescribed by the Appointing Authority from time to time. Out of the total marks prescribed for the competitive examination, 12% marks shall be kept for computer proficiency test.
- (4) Corporation/Company may hold the competitive examination & computer proficiency test itself or through an outside reputed recruitment agency.
- (5) The section wise (if any) minimum qualifying percentage of marks in the written examination shall be 45% for General & OBC and 35% for Scheduled Caste/Scheduled Tribes categories candidates or as decided by the corporation from time to time.
- (6) Merit list of the candidates qualifying in the competitive written examination shall be prepared by arranging the qualifying candidates in the descending order of marks obtained in the written exam.

(7) Candidates having equal marks in written examination shall be arranged in such a manner that candidate older in age shall be placed at higher position in the merit list of written examination.

(8) The candidates for the post of OA-III qualifying in the written examination shall be called for computer proficiency test for each category of vacant posts in the order of their merit of written examination in the ratio of 1:4

(9) The candidates called for computer proficiency test shall be given test both in Hindi & English. Only those candidates who qualify in the computer proficiency test in Hindi language (Devnagiri script) shall be considered for selection in the order of merit list drawn for each category by adding the marks obtained in written examination & computer proficiency test in both the languages.

(10) Marks shall be allotted for computer proficiency both in Hindi & English in the following manner;

i) For example –Total marks for computer proficiency both in Hindi& English= 12

ii) Marks for computer proficiency in each language & total marks ;

Speed in Hindi (A) per hour	(Maximum Marks -50%) Say-6	Speed in English (B) per hour	(Maximum-Marks-50%) Say-6	Total Marks (A+B)=12
Less than 6000 key depressions	0	Less than 7000 key depressions	0	0
6000-6500 key depressions	1.5	7000-7500	1.5	3
6501-7000 key depressions	3	7501-8000	3	6
7001-7500 key depressions	4.5	8001-8500	4.5	9
7501 & above	6	8501 & above	6	12

(11) After the computer proficiency test result is finalized, final merit list of the candidates qualifying in computer proficiency test shall be prepared combining the marks obtained in written examination & computer proficiency test in both the languages put together.

20. Select List :

- (i) On the basis of final merit list, the selection committee shall prepare a select list of candidates against the vacancies of each category as advertised.
- (ii) Waiting list of 25% vacancies in all categories shall be prepared.
- (iii) Select list and waiting list shall hold good for one year from the date of disclosure of results.
- (iv) Chairman / MD/Appointing authority shall have the powers to cancel or keep in abeyance the recruitment process at any stage during the recruitment.

21. Selection By Promotion:

(a) Criteria of Promotion:

The promotions shall be made on the basis of seniority subject to rejection of unfit.

Name of the promotion post & Pay Scale	Quota	Field of consideration
(a)Office Superintendent Pay Band Rs 9300-34800 + Grade Pay Rs.4800	100%	Promotion from O.A. (Grade I) who have completed minimum four years service on 1 st July of Selection Year.
(b)Office Assistan (Grade-I) Pay Band Rs 9300-34800 + Grade Pay Rs.4200	100%	Promotion from OA (Grade-II) who have completed minimum four years service on 1 st July of Selection Year.
(c) Office Assistant (Grade-II) Pay Band Rs 5200-20200 + Grade Pay Rs.3000	100%	Promotion from Office Assistant (Grade-III) who have completed minimum seven years service on 1 st July of Selection Year.

(b) Procedure of Promotion:

Promotions shall be made from amongst eligible candidates through selection by the Departmental Promotion Committee (DPC) constituted as per the approval of the appointing authority consisting of the following members-

- (1) General Manager-HR/P&IR,
- (2) One officer of the rank of GM/Chief Engineer
- (3) An officer belonging to SC/ST not below the rank of SE/ DGM nominated by the appointing authority if the appointing authority does not belong to SC/ST.

PART-VI

APPOINTMENT, PROBATION, CONFIRMATION & SENIORITY

22. Appointment In Substantive Capacity:

(a) Appointment Procedure:

- (1) All appointments shall be made only against sanctioned posts in the cadre.
- (2) The candidates shall be appointed as OA-III against the vacant posts/ likely vacant posts of OA-III earmarked for direct recruitment.
- (3) The appointing authority shall make appointments from the select list of candidates, in the order in which their names appear in the list.
- (4) If a candidate appointed from the select list does not join, a candidate from the waiting list shall be appointed in the order of merit. However if a candidate appointed from the select list joins and there after resigns within a period of one year, this vacancy shall not be filled from waiting list but shall be carried forwarded for the next recruitment.

(b) Joining & Submission Of Certificates/ Declaration By Candidates:

A directly recruited candidate shall be required to produce /submit the certificates/ testimonials/ Affidavits/ Bond and declarations in the prescribed formats at the time of joining as given here under. In the absence of the same joining shall not be accepted.

(a) Certificates/ testimonials/ Affidavits/ Bond :

(I) Self attested photocopies of all the Academic/Technical/Professional qualifications from High School onwards & experience certificate along with originals for verification. The originals shall be returned after verification.

(II) Proof of date of birth.

(III) Character Certificates;

Candidate shall be required to produce;

(i) A certificate of good character in original from the Proctor or the Principal/ Academic officer of the College or University last attended or his/her last employer.

(ii) Certificate of good character in original from two responsible persons (not being relatives) who are well acquainted with him and are not connected with his University, College or School:

Provided that the appointing authority may make further inquiries regarding the character and antecedents of a candidate in such manner and from such authorities as may be considered necessary.

(IV) Relieving letter/order from the last employer if the candidate was employed in any Government or Semi Government / Public Sector organization or Autonomous body

(V) Certificate of medical fitness for service issued by a State Medical Board.

(VI) SC/ST/OBC certificate wherever applicable.

(VII) Permanent resident / Original inhabitant of Uttarakhand State certificate wherever applicable.

(VIII) Employment Exchange registration certificate wherever required for class III & Class IV posts.

(b) Declarations /Nomination forms/ Affidavits

(IX) Declaration about the marital status & of not having more than one wife living/not married to a person already married. Format-A

(X) Declaration of his/ her relationship to any person employed in the Company in Format-B

(XI) Declaration of being free from debt. Format-C

(XII) Declaration of all movable or immovable property including house property owned or acquired by him/her or member of his/her family dependent on him/her. Full and accurate details of such property be given by him/her in the prescribed Format-D

(XIII) Oath of Allegiance to the Corporation in the prescribed Format-E on a Stamp Paper duly verified by the Notary/Magistrate

(XIV) Declaration of not having any affiliation/association with any political party on the prescribed Format-F

(XV) Declaration of being /not being employed with any Govt./Semi Govt./Public Sector Organization on the prescribed Format-G

(XVI) Declaration of family members and dependents in the prescribed format-H
(XVII) Details in prescribed format for Character and antecedents verification in prescribed format-I in (four copies).

(XVIII) Nomination for payment of gratuity as per Payment of Gratuity Act, 1972 as amended **in the prescribed format**

(XIX) Nomination under the Provident Fund & Misc. Provisions Act, 1952 as amended and Employees Pension Scheme, 1995 in the prescribed Performa.

(XX) Affidavit about the correctness and authenticity of the certificates / testimonials/declarations produced/ submitted by the candidates.

23. Probation –

(1) All candidates, on appointment in or against a substantive vacancy, shall be placed on probation for a period of two years.

Provided that the appointing authority for reasons to be recorded in writing, may extend the period of probation in individual case for a maximum period of one year. An order of extension shall specify the exact date up to which the extension is granted, but continuance in service beyond this date would not, in the absence of a specific order to that effect, amount to confirmation.

(2) If it appears at any time, during or at the end of the period of probation or extended period of probation that a probationer has not made sufficient use of his opportunities or if he has otherwise failed to give satisfaction, he may be reverted to his substantive post if he holds one, or if directly recruited, his services may be terminated.

(3) A person whose services are dispensed with during or at the end of the period of probation or extended period of probation above shall not be entitled to any compensation.

24. Confirmation

A probationer shall be confirmed in his appointment at the end of the period of probation or extended period of probation, as the case may be if his work and conduct have been found to be satisfactory, the appointing authority considers him fit for confirmation and his integrity is certified.

25. Seniority

The seniority of the officers on their appointment to the Service shall be determined as per the Corporation/Company Employees Seniority Regulations 2014.

**PART-VII
PAY ETC**

26. Pay & Allowances During Probation:

- (1) A person other than one already in Corporation/Company service, appointed to the service by direct recruitment shall during the probation period, receive the initial pay of the post against which he is appointed or such pay as may have been agreed by the company. He will also be entitled to Dearness Allowance & other admissible allowances. The Employees who have been recruited after 14th January 2000 shall be covered by the Provident Fund & Misc. Provisions Act, 1952 as amended and Payment of Gratuity Act, 1972 as amended.
- (2) He will receive his Annual increment on satisfactory completion of one year of his probation and subsequent increment on satisfactory completion of second year of probation provided that if the period of probation is extended on account of failure to give satisfaction, such extended period shall not count for increment unless the Appointing Authority directs otherwise.
- (3) The pay during probation of person already in Corporation/Company service shall be regulated by the relevant rules as amended from time to time.

PART-VIII OTHER PROVISIONS

27. **Canvassing:** No recommendation for recruitment, either written or oral other than that required under these regulations shall be taken into consideration, and any attempt on the part of the candidate to enlist support, directly or indirectly, for his candidature will render him liable for disqualification.
28. **Regulations of Pay, Allowances & Other Matters:** Except as otherwise provided in these rules or as specially covenanted in any Service Agreement, the pay, allowances, leave and other matters not specifically covered by these rules or by special orders shall be governed by such corresponding rules/regulation and orders of the State Government applicable to similar category of employees as may be or may have been adopted by the Corporation or such general rules of the Corporation applicable to similar category of Employees.
29. **Relaxation from conditions of service:**
 - (1) When the Corporation/Company considers it expedient to do so, it may make any appointment or appointments to the service in relaxation of these regulations or in partial relaxation of any or some of the regulations and, in case of any appointment which is not in strict accordance with these regulations, such appointments shall be deemed to have been made in relaxation of these regulations.
 - (2) Where the Corporation is satisfied that the operation of any rule regulating the conditions of service of persons appointed to the cadre causes undue hardship in any particular case, it may, notwithstanding anything contained in the rules applicable to the case, by order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.
 - (3) Nothing in these Regulations shall be construed to limit or abridge the power of the Corporation/Company to deal with the case of any person appointed by the Corporation/Company and governed by these regulations in such manner as may appear just and equitable.

30. Savings

Notwithstanding anything contained in these regulations: -

- (a) The conditions of service of persons who have been appointed or may be appointed to posts in cadre or to posts declared in addition to the cadres of the service, on foreign service from the State Government or on deputation from elsewhere shall be governed by such terms and conditions as may have been or may be settled between the Company and the State Government or other Appointing Authorities, as the case may be.
- (b) The selection and appointments already made to the posts / cadres of the Service before the promulgation of these Regulations shall be deemed to have been made in accordance with these Regulations.
- (c) The conditions of service of the persons of the Corporation/Company, who have been taken over or may, in future, be taken over by the Corporation/Company and who may be holding or who may hold posts in the cadre of the service or posts declared in addition to the cadres of the Service shall be governed by the Corporation/Company standard terms and conditions of service if they have been taken over by the Corporation/Company on such terms, and conditions of Corporation/Company, if they have been taken over on such terms, as the case may be, unless they are given option and they opt to be governed by such rules and regulations as may be promulgated by the Corporation/Company hereafter in this behalf.
- (d) **However the service conditions of the employees who were transferred and absorbed from the erstwhile UPSEB/UPPCL/UPCL as per the transfer scheme, will not in any way be less favorable than those which were applicable to the concerned employee on the date of his/her absorption.**

31. Delegation Of Powers

The Corporation/Company may, whenever deemed expedient, delegate any of its powers to any officer or authority under these Regulations or the powers conferred on any officer or authority under these Regulations to any other Officer or authority.

32. Interpretations Of Rules

In case of any doubt or in the event of conflicting claims arising about the interpretation of any regulation, sub-regulation or clause thereof, the Managing Director's interpretation shall be final and binding.

33. Power To Amend

At any time, the Corporation/Company may make such amendments/changes in the Regulation as deemed fit and expedient in the interest of the Corporation/Company.