

## 2. METHOD OF RECRUITMENT:-

- <sup>1</sup>(i) The Board or any officer authorized by the Board may advertise and call for applications for posts to be filled up by direct recruitment in Class I, II and III of the services. The selection will be made by a Selection Committee constituted for this purpose by the Board or by any officer authorised by the Board. The selections may be on the results of interviews or written examination or both. The selection committee shall arrange the candidates in order of merit submit the same to the Board or to the appointing authority as the case may be for approval and all appointments shall be made from such approved list. The officer authorised will include appointing authority (vide Annexure II).
  - (ii) Selection for appointment by direct recruitment of class IV of Andhra Pradesh State Electricity Board General Service shall be made by the appointing authority concerned or in such manner as may be ordered by the Board from time to time.
- <sup>2</sup>3.(A) The Board shall constitute the Departmental Promotion Committee to various categories of posts to be filled in by promotion. The appointing authority shall refer all cases involving promotion, to the Departmental Promotion Committee with relevant information. The Departmental Promotion Committee shall arrange the candidates in order of merit/seniority subject to fitness, as the case may be, and submit a list to the appointing authority for approval. The proceedings of the D.P.C. shall be recommendatory and shall be approved by the appointing authority. If any deviations from the recommendations of the D.P.C., are made, the appointing authority shall record in writing the reasons for such deviations. All appointments by promotion shall be made from such approved list.

- 3 (B) The following guidelines shall be followed by the DPC for evaluating the performance of the employee for promotion to the higher cadre.

(i) Allegations or complaints	Shall not be a bar for considering promotion.
(ii) Enquiry Officer is appointed <sup>1</sup> and a charge sheet has been framed and served on the concerned or show cause notice proposing the punishment is issued OR under suspension OR Disciplinary authority has recorded on file his decision that a Prima facie case exists.	Shall be considered for promotion in their due turn and included in the list of approved candidates at appropriate place after satisfying all other requirements. A note shall however be recorded against the entry in the list that the enlistment is subject to the result of the disciplinary case.
(iii) After finalization of the disciplinary proceedings indicated under sub-clause (ii) above, such cases shall be regulated as follows:	
(a) Exoneration or warning	Shall be promoted notionally with effect from the date of assumption of charge on promotion of his immediate junior in the list of approved candidates. His pay shall be regulated with reference to that junior without payment of arrears as per Regulation.
(b) Censure	<sup>2</sup> Shall be promoted after six months from the date of awarding "Censure" or when the turn of his junior from the list of approved candidates comes up for promotion, after the date of awarding "censure" whichever is earlier".
(c) Any other punishment	Shall be deemed to have been deleted from the list of approved candidates of the original list. Shall be considered for promotion only in the subsequent list.

3. (C) The following guidelines shall be followed by the DPC for evaluating the performance of the employee for promotion to the higher cadre in respect of whom punishments were already awarded.

(i) Censure

Shall be considered for promotion in their due turn and included in the list of approved candidates at appropriate place after satisfying all other requirements. Promotion orders shall however be issued effective only after 6 months from the date of awarding censure; or when his turn for promotion itself comes, whichever is later.

(ii) Stoppage of increments with or without cumulative effect.

Shall be considered for promotion in their due turn and included in the list of approved candidates at appropriate place after satisfying all other requirements, provided that the period of operation of punishment is due to expire during currency of the list of approved candidates. Promotion orders shall however be issued only after the period of punishment is over or when his turn for promotion itself comes whichever is later. Otherwise they shall not be eligible for inclusion in the current list of approved candidates and shall be considered in the subsequent list only.

<sup>1</sup>(iii) "Major Punishments (other than dismissal, removal, compulsory retirements).

Shall be eligible for consideration for promotion only after 3 years from the date of awarding the punishment or after the period specified in the punishment is over, whichever is earlier".

<sup>1</sup>. Substituted in B.P.(P&G-Per) Ms.No.181, dt.4-7-1992.

<sup>1</sup>3 (D) Comments on the CRs/AARs containing adverse remarks shall be considered by the D.P.C. in each individual case after examining the circumstances under which they were made and a decision taken thereon as to the fitness or otherwise of the candidate for promotion.  
<sup>2</sup>“Provided,.....

4. Where any competitive examination is proposed to be conducted by the Board for the purpose of direct recruitment to any class of service shall:-

(i) announce in prominent dailies:-

(a) the qualifications required of the candidates for the examination;

(b) the conditions of the admission to the examination.

(c) the subjects schemes or syllabus of the examination;

(d) Centers for examination;

(e) Number of vacancies to be filled from among candidates for the examination. Provided that where the exact number of vacancies to be filled is not ascertainable, the Committee as directed by the Board may announce the approximate number of vacancies to be filled.

(f) the application fees prescribed for the examination.

(g) that the candidates for the posts in offices subordinate to the Chief Engineer may be required to mention the districts of preference and, as far as possible, they will be allotted to those districts.

(h) the candidates are not eligible for any traveling allowances for attending the examination.

(ii) Where recruitment is to be made by selection i.e., after interview only and where the number of qualified applicants is unduly large having regard to the actual number of vacancies available, the Committee may restrict the number of candidates to be called for interview to such extent as it may deem fit. This preliminary weeding may be done by the Committee either by holding a written test or on the basis of preferential or higher