



## UTTAR PRADESH POWER CORPORATION LTD.

(Govt. of Uttar Pradesh Undertaking)  
SHAKTI BHAWAN, 14-ASHOK MARG, LUCKNOW

No. 75 -Viniyam & Kavini/PCL/2015/11-Viniyam/2014 Dated: 09 October, 2015.

### NOTIFICATION

In Exercise of the powers conferred under the provisions of "Articles of Association", The Board of Directors of U.P. Power Corporation Limited hereby makes the following regulations relating to the recruitment and conditions of service of the Accounts Staff (Class-III) of U.P. Power Corporation Limited :-

### **U.P. POWER CORPORATION LIMITED (ACCOUNTS STAFF) SERVICE REGULATION, 2015**

#### **PART-I GENERAL**

#### **1. SHORT TITLE AND COMMENCEMENT:-**

- (1) These Regulations shall be called "U.P. Power Corporation Ltd. (Accounts Staff) Service Regulations, 2015".
- (2) These regulations shall come into force from the date of their issue.

#### **2. STATUS: - U.P. Power Corporation Ltd. Accounts Staff Service is a Class III service.**

#### **3. DEFINITIONS:- In these regulations, unless specified otherwise :**

- (1) "Corporation" means U.P. Power Corporation Ltd.
- (2) "Appointing Authority" means Authority as defined in regulations-24 of these Regulations.
- (3) Dy.G.M. means Deputy General Manager (Accounts Administration) of the Corporation.
- (4) "Citizen of India" means a person who is or who is deemed to be a Citizen of India under part-II of the constitution.
- (5) 'Degree of a University' means the degree of a university established by law in India or any other University recognized for this purpose by the Uttar Pradesh Government/Central Government.
- (6) "Departmental Candidate" means a candidate who is eligible for recruitment to a post in the cadres of the service under the regulation 18A of these regulations.
- (7) "Direct Recruitment" means recruitment made, otherwise than by the promotion, as prescribed in regulation 5 of these Regulations.

Contd.....2

- (8) "Government" or the "State Government" means the Government of Uttar Pradesh
- (9) "Governor" means the Governor of Uttar Pradesh.
- (10) 'Member of the Service' means a person appointed in a substantive capacity under the provision of these Regulations or regulation and orders in force previous to the commencement of these Regulations, to a post in any class in the cadres of the Service.
- Provided that** persons appointed to the service in a temporary or officiating capacity on posts in or in addition to the cadres of the service on the basis of regular selections in accordance with these Regulations shall also, for so long as they hold these posts, be deemed to be members of the service.
- (11) "DPC" means Departmental Promotion Committee.
- (12) "Year of Recruitment / Selection" means the period of twelve month commencing from the 1<sup>st</sup> day of July to 30th day of June.
- (13) "Commission" means "Electricity Service Commission".
- (14) "Constitution" means the "Constitution of India".

## **PART-II CADRE**

### **4. STRENGTH OF SERVICE:-**

- (1) The Strength of the service and of each class of posts therein shall be such as may be determined by the Corporation from time to time.
- (2) The appointing authority may leave unfilled or the Corporation may hold in abeyance any vacant post(s) in the cadres of the service without thereby entitling any person to compensation or other redress, and
- (3) The Corporation may create, from time to time, such additional permanent or temporary posts, as may be found necessary.

## **PART III –RECRUITMENT / PROMOTION**

### **5. SOURCES OF RECRUITMENT:-**

Recruitment/Promotion to the various posts in the service shall be made as follows :-

- (1) **Accountant:-** Promotion from the post of Assistant Accountant. 100%  
[In the manner as prescribed in the Regulation 17 of these Regulations]
- (2) **Assistant Accountant:-**
- (i) Direct Recruitment through Electricity Service Commission 70%  
[In the manner as prescribed in the Regulation 15 of these Regulations]

Contd.....3

- (ii) (a) Recruitment through departmental examination to be conducted by Electricity Service Commission. 10%  
[In the manner as prescribed in the Regulation 18 (A) of these Regulations]
- (b) Promotion through DPC from the post of Accounts Clerks. 20%  
[In the manner as prescribed in the Regulation 18 (B) of these Regulations]
- (3) **Accounts Clerk:-**  
Promotion from the post of Office Assistant-III (Accounts) 100%  
[In the manner as prescribed in the Regulation 19 of these Regulations]
- (4) **Office Assistant-III (Accounts):-**
- (i) Direct Recruitment through Electricity Service Commission 80%  
[In the manner as prescribed in the Regulation 15 of these Regulations]
- (ii) Promotion from the post of Anusevaks of Accounts wings through departmental examination to be conducted by the Appointing Authority. 20%  
[In the manner as prescribed in the Regulation 20 of these Regulations]
- (5) DPC shall consists of :
- Dy. G.M.(Accounts Administration) -- Chairman
- Dy. G.M. / Dy. C.A.O -- Member - total 3 in number
- The committee will consist of total 4 in members including Chairman of which one member shall represent SC / ST category, one shall represent OBC category & one shall represent General category.
- The S.A.O (Admn) / A.O. (Admn) will coordinate /convene the committee.
6. **RESERVATIONS:-**  
Reservation for SC /ST /OBC & other reserved categories shall be provided in accordance with the provision of Govt. as applicable at the time of recruitment.
7. **NUMBER OF VACANCIES:-**  
Number of Vacancies for the different posts of service shall be decided by the Appointing Authority.

#### **PART IV- QUALIFICATIONS**

8. **NATIONALITY:-** A candidate for direct recruitment to the service must be a citizen of India.
9. **AGE:-** The Minimum and the maximum age limit for the direct recruitment to the different posts shall be as under :-
- | Name of the Post                     | Minimum  | Maximum  |
|--------------------------------------|----------|----------|
| (1) Assistant Accountants            | 21 years | 40 years |
| (2) Office Assistant -III (Accounts) | 21 years | 40 years |

Contd.....4



10. **RELAXATION IN THE AGE:-**

Relaxation in the maximum age limit for **direct recruitment** shall be provided to the candidates of SC / ST /OBC and other reserved categories in accordance with the provisions of State Govt. in force at the time of recruitment.

11. **ACADEMIC QUALIFICATIONS:-**

A candidate for direct recruitment to the post in service must hold the following qualifications:-

(1) **Assistant Accountant: -**

- (i) Bachelor Degree in Commerce from a University / Deemed University established by an Act of Central Govt. or any State Govt.
- (ii) "O" level from "DOEACC" (NIELIT) / "A" level / "B" level or "C" level certificate.

(2) **Office Assistant -III (Accounts):-**

- (i) Bachelor Degree in Commerce from a University / Deemed University established by an Act of Central Govt. or any State Govt.
- (ii) "CCC" from "DOEACC" (NIELIT) / "O" level / "A" level / "B" level or "C" level certificate.
- (iii) Minimum typing speed on Computer - 40 w.p.m. in Hindi.

12. **CHARACTER:-**

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

- (1) Head of the Educational Institution / University last attended,
- (2) Two responsible persons (not relatives).

13. **MARITAL STATUS:-**

A male candidate who has more than one wife living or a female candidate who has more than one husband living shall not be eligible for appointment to the Service.

14. **PHYSICAL FITNESS:-**

A Candidate found suitable for appointment on the basis of the result of a competitive examination shall be required to produce a Certificate of fitness from a Chief Medical Officer (CMO) before his joining to the Service.

Contd.....5

### **PART-V - PROCEDURE FOR DIRECT RECRUITMENT**

#### **15. COMPETITIVE EXAMINATION:-**

- (1) Direct recruitment to the post of Assistant Accountant & Office Assistant-III (Accounts) under regulations 5(2)(i) & 5(4)(i) shall be made through a objective type competitive written examination to be conducted by Electricity Service Commission. In case of Office Assistant-III (Accounts), the type test on computer shall also be required.

**Note:-** The syllabus is given in Appendix –A for Assistant Accountant and in Appendix- C for Office Assistant-III (Accounts)

- (2) The merit list of the selected candidates showing their category will be prepared and submitted to the Corporation by Service Commission for onward submission to the Appointing Authority.

#### **16. EXAMINATION FEE:-**

Examination fee shall be decided by the Electricity Service Commission.

### **PART-VI - PROCEDURE FOR PROMOTION/DEPARTMENTAL RECRUITMENT**

#### **17. PROMOTION TO THE POST OF ACCOUNTANT:-**

- (1) Promotions to the post of Accountants shall be made from amongst the Assistant Accountants who have completed four years continuous service in the Corporation as Assistant Accountant.
- (2) The DPC shall submit its recommendations to the Appointing Authority.
- (3) The criteria for selection shall be seniority subject to rejection of unfit.

#### **18A RECRUITMENT TO THE POSTS OF ASSISTANT ACCOUNTANT THROUGH DEPARTMENTAL EXAMINATION:-**

Recruitment to the post of Assistant Accountant under sub clause (a) of clause (ii) of regulation 5(2) shall be made from the following staff through the departmental objective type competitive examination conducted by Electricity Service Commission:-

- (1) **Office Assistant-III (Accounts)** having at least five years and **Accounts Clerk** having at least three years continuous service on their post.
- (2) Office Assistant-III of UPPCL other than above (1) must be Commerce Graduate and at least five years experience in accounts works in UPPCL.

**Note:-** The syllabus is given in Appendix-B.

Contd.....6

**18B. PROMOTIONS TO THE POST OF ASSISTANT ACCOUNTANT THROUGH D.P.C.:-**

- (1) The selection for promotion to the posts of Assistant Accountants under sub-clause (b) of clause (ii) of regulation 5(2) shall be made through the Departmental Promotion Committee constituted in the manner prescribed in Regulation 5(5) of these regulations from amongst such Accounts clerks who have completed five years continuous service in the Corporation as Accounts Clerk.
- (2) The DPC shall submit its recommendations to the Appointing Authority.
- (3) The criteria for selection shall be seniority subject to rejection of unfit.

**19. PROMOTION TO THE POST OF ACCOUNTS CLERK:-**

- (1) Promotion to the post of Accounts Clerk under regulation 5(3) shall be made, from amongst the Office Assistant-III (Accounts) who have put in a minimum continuous service of three years, through Departmental Selection Committee constituted in the manner provided in Regulation 5 (5) of these Regulations.
- (2) The DPC shall submit its recommendations to the Appointing Authority.
- (3) The criteria for selection shall be seniority subject to rejection of unfit.

**20. RECRUITMENT TO THE POST OF OFFICE ASSISTANT-III (Accounts) THROUGH DEPARTMENTAL EXAMINATION**

Recruitment to the post of Office Assistant-III (Accounts) under clause (ii) of regulation 5(4) shall be made by the Appointing Authority from Anusevaks of accounts wings through the departmental objective type competitive examination and type test on computer. Anusevaks of accounts wings to appear in this examination must have three years experience and the qualification as prescribed in the regulation 11(2) of these Regulations.

**Note:-** The syllabus is given in Appendix-D.

**PART-VII - PROBATION, CONFIRMATION & SENIORITY**

**21. PROBATION:-**

- (1) All candidates, on substantive appointment, 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 six months. An order of extension shall specify the exact date up to which the extension is granted.

Contd.....7



- (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 opportunities or if he/she has otherwise failed to give satisfactory performance, he/she may be reverted back to his/her substantive post if he/she holds one, or if directly recruited, his/her 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.

22. **CONFIRMATION:-**

A probationer shall be confirmed on their post at the end of the period of probation or extended period of probation, as the case may be, if his/her work and conduct have been found to be satisfactory, the appointing authority considers fit for confirmation and his/ her integrity is certified. The date of confirmation will be 1<sup>st</sup> April of the year falling immediately after the end of probation period.

23. **SENIORITY:-**

(1) **Seniority of Assistant Accountants**

Being the three different sources of selection / recruitment for the post of Assistant Accountant, the inter-se seniority list of Assistant Accountant will be prepared as follows:-

(i) **Direct Recruitment (70%)**

List A will be prepared in accordance with the Regulation 15(3) i.e. as per merit list of Assistant Accountant (direct recruitment - 70% quota).

(ii) **Departmental Recruitment and Promotion from the post of Accounts Clerk (10% & 20%)**

List B will be prepared for the selected candidates under Regulation 18A & B i.e. list of Assistant Accountant (departmental recruitment) in order of their merit - 10% quota and list of Assistant Accountant (promoted from the post of Accounts Clerk) maintaining their seniority at induction point - 20% quota in the ratio of 2:1 starting from the list of Assistant Accountant promoted for the post of Accounts Clerk.

Accordingly the seniority list of Assistant Accountant recruited through all the sources in the same selection year will be prepared by taking three (1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup>) from List B and seven (1<sup>st</sup> to 7<sup>th</sup>) from List A then again three (4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup>) from List-B and seven (8<sup>th</sup>, to 14<sup>th</sup>) from List-A and so on.

(2) **Seniority of Office Assistant-III (Accounts)**

Being the two different sources of the selection / recruitment for the post of Office Assistant-III (Accounts) viz. Direct recruitment (80%) & Departmental recruitment i.e from the Anusevaks of the accounts wings (20%), the inter-se seniority list will be prepared by taking into consideration the recruitment / selection taken place in the same selection year in the ratio 20:80 i.e. 1:4 preparing List-A (20%) and List-B (80%) respectively starting one (1<sup>st</sup>) from the List-A and four (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup>) from the List-B and then again one (2<sup>nd</sup>) from List-A and 4 (5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup>) from the List-B and so on.

Contd.....8

### **PART-VIII- APPOINTMENTS AND TRAINING**

#### **24. APPOINTING AUTHORITY:-**

The appointing authority in respect of the following post shall be Dy. G.M. (Accounts Administration)

- (1) Accountant
- (2) Assistant Accountant
- (3) Accounts clerk
- (4) Office Assistant-III (Accounts)

#### **25. SUBMISSION OF CERTIFICATES BY CANDIDATES:-**

Before a candidate, directly recruited, is finally approved for appointment to the service, he/she will be required :

- (1) To produce the certificate prescribed in regulations 12, 13 and 14 of these Regulations.
- (2) To Submit declarations:-
  - (a) Of his/her relationship to any person employed under the corporation.
  - (b) Of his/her being free from debt.
  - (c) Of his/her relationship to any political party.
  - (d) Of all movable/immovable property.
  - (e) For serving the Corporation loyally and faithfully.

#### **Note:-**

1- The Appointing Authority may, where considered necessary, institute such further enquiries as deemed expedient regarding nationality, age, conduct, physical fitness, caste, educational qualification, character and antecedents of a candidate in such a manner and from such authorities as may be considered necessary. If result of such enquiry is found unsatisfactory in any respect, the candidate may be declared unqualified.

2- The candidate already employed should apply through proper channel and must produce 'No Objection Certificate' at the time of joining.

3- Persons dismissed from the service by the Central Government / State Government or any other Department, shall not be eligible for appointment.

#### **26. TRAINING:-**

All the persons appointed directly shall be given three months induction training as decided by the Appointing Authority from time to time.

Contd.....9



### **PART-IX - PAY & ALLOWANCES**

27. The Present Pay band and Grade pay to the following posts are given as under. They will also be entitled for other allowances as admissible at present and from time to time:-

	<b>Post</b>	<b>Pay Band</b>	<b>Grade Pay</b>
(1)	Accountant	Rs 9300-34800	Rs 4200
(2)	Assistant Accountant	Rs 5200-20200	Rs 3000
(3)	Accounts Clerk	Rs 5200-20200	Rs 2600
(4)	Office Assistant-III (Accounts)	Rs 5200-20200	Rs 2600

28. **PAY AND ALLOWANCES DURING PROBATION:-**

- (1) A person other than one already in corporation 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. He will also be entitled to dearness allowances & other admissible allowances. The basic pay of departmental candidates shall be protected as per rules.
- (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 be counted for increment unless the Appointing Authority directs otherwise.

### **PART-X - OTHER PROVISIONS**

29. **CONVASSING:-**

No recommendation for recruitment, either written or oral will be taken into consideration. Canvassing directly or indirectly shall make a candidate liable to be disqualified.

30. **REGULATION OF PAY, ALLOWANCES, RETIRAL BENEFITS ETC:-**

Except as provided in these regulations, the pay, allowances, leave and other conditions of service of a member shall be governed by the rules of the Corporation as framed for the time being enforce.

31. **RELAXATION:-**

Nothing in these regulations shall be construed to limit or abridge the powers of the Corporation to deal with the case of any person appointed under the corporation and governed by these regulations in such manner as may appear just and suitable provided that the case of such a person shall not be dealt with in a manner less favourable to him/ her than provided by that regulation.


**BY ORDER OF THE  
BORAD OF DIRECTORS**

Contd.....10

**No.75 (1)Viniyam & Kavini/PCL/2015 dated: 09 October, 2015.**

Copy forwarded to the following for information & further necessary action :-

1. Principal Secretary (Energy), U.P. Govt. Lucknow.
2. Chairman, U.P.P.C.L., Shakti Bhawan, Lucknow.
3. Managing Director, U.P.P.C.L., Shakti Bhawan, Lucknow.
4. Director (P.A.&M)/(Finance)/(Com.)/(Distribution)/(Corp.Plg.), UPPCL Shakti Bhawan, Lucknow.
5. Addl. Secretary (I)/(II)/(III), U.P.P.C.L., Shakti Bhawan, Lucknow.
6. President, Electy. Service Commission, B-17, J-Road, Mahanagar, Luckonw.
7. General Manager (IR) U.P.P.C.L., Shakti Bhawan, Lucknow.
8. Dy.General Manager (Acctts. Admn.), U.P.P.C.L., Shakti Bhawan, Lucknow.
9. Company Secretary U.P.P.C.L., Shakti Bhawan, Lucknow in refernce to his letter no. 1007/PCL/Meeting (118-42)/2015 Dated 29.09.2015.
10. Ex. Engineer (Web), Shakti Bhawan, Lucknow to upload on the UPPCL's website [www.uppcl.org](http://www.uppcl.org).

  
(Jitendra Mohan Mishra)  
Joint Secretary (Regulation)

Contd.....11

**APPENDIX-‘A’****Syllabus for the post of Assistant Accountant (Direct Recruitment)**

The competitive examination shall comprise objective type questions on the following subjects :-

- (1) English & Hindi (conforming to the class x<sup>th</sup> standard.)
- (2) Arithmetic (conforming to the class x<sup>th</sup> standard.)
- (3) Accountancy, Auditing and Income-Tax (Conforming to the graduation standard.)
- (4) Knowledge of MS Office, E-mail & Internet operation etc.

The Syllabus for Accountancy, Auditing and Income-Tax is detailed below:-

**Accountancy:-**

- (a) Trading and Profit & Loss Accounts and Balance Sheet.
- (b) Bills of Exchange.
- (c) Self Balancing Ledgers and Sectional Balancing.
- (d) Capital & Revenue, Receipt & Payments, Income & Expenditure Accounts.
- (e) Depreciation, Reserve & Provisions.
- (f) Branch and Departmental Accounts.
- (g) Double Accounts System.
- (h) Bank Reconciliation Statement.
- (i) Rectification of Errors.
- (j) Balance-sheet formats & classification.

**Auditing and Income -Tax**

- (a) Object of Audit.
- (b) Vouching and Verification.
- (c) Rights, Duties and Liabilities of Auditors.
- (d) Income Tax Provisions Pertaining to income from salary and Provisions related to chapter-vi of Income Tax Act 1961.
- (e) Provisions relating to TDS & forms to be filed with Income-Tax Department.

Contd.....12



### **APPENDIX-'B'**

#### **Syllabus for the post of Assistant Accountant (Departmental Recruitment)**

The competitive examination shall comprise objective type questions on the following subjects:-

- (1) Arithmetic (conforming to the class x<sup>th</sup> standard.)
- (2) Book Keeping and Accountancy (related to the Corporation accounting) and General Knowledge.

### **APPENDIX-'C'**

#### **Syllabus for the post of Office Assistant - III (Accounts) - Direct Recruitment**

The competitive examination shall comprise objective type questions on the following subjects followed by type test on computer :-

- (1) English & Hindi (conforming to the class X standard.)
- (2) Arithmetic (conforming to the class X standard.)
- (3) Elementary Book keeping and Accountancy.
- (4) Knowledge of MS Office, E-mail & Internet operation etc.

### **APPENDIX-'D'**

#### **Syllabus for the post of Office Assistant - III (Accounts) - Departmental Recruitment**

The competitive examination shall comprise objective type questions on the following subjects followed by type test on computer:-

- (1) English & Hindi (conforming to the class X standard.)
- (2) Arithmetic (conforming to the class X standard.)
- (3) Elementary Book keeping and Accountancy.
- (4) Knowledge of MS Office, E-mail & Internet operation etc.