

"PREFACE"

❖ Alhamdulillah with the grace of ALLAH, Subhanahu-wa-Taala, most merciful, most beneficial, the undersigned is issuing the 18th Master Schedule for training courses Promotion/Time Scale up-gradation of Employees from BPS-05 to BPS-16 as replacement of DPE at RTC HESCO Jamshoro for Year 2019. This schedule has been prepared in the light of vide office order No. CEO/HESCO/ADMN&HR Dir/TMP/CP-1/RR&P/VOL-1/32120-39 Dated: 06.09.2016 for the adoption of "New S.O.P."

- ❖ This booklet provides schedule of training courses for Promotion/Time Scale up-Gradation for the year 2020 will be conducted at Regional Training College (RTC) HESCO Jamshoro and Circle Training Centres (CTCs) at Tandolam, Laar and Nawabshah for the year 2020.
- ❖ The schedule is prepared to conduct Promotion training courses for various categories of employees for promotion/Time Scale Up Gradation from BPS-05 to BPS-16 considering the training needs in the year 2020 by forecasting the upcoming stream of employees to be upgraded in different circles, and has been tailored to meet the requirement to nominate the candidates of the field formation well before the start of training. Moreover, it will be compulsory for all the said employees to attend training courses for enhancing skills, expertise and knowledge in their relevant field and then to qualify the examination for further Promotion/Time Scale Up-Gradation (TSU).
- ❖ The aim of the RTC and CTCs is to equip the Manpower with Skill, Knowledge and Required Attitude about work to enhance professional competence and efficiency of the Technical & commercial Staff to achieve optimum operational worthiness.
- ❖ The Core values of the training will be Integrity, Discipline, Stewardship, Responsibility, accountability, Respect, Professionalism & to create power safety awareness & safety culture.
- ❖ The RTC HESCO Jamshoro is equipped with Information Technology (IT) Lab. IT Courses are being introduced for different categories including lower Management Staff with collaboration & affiliation with Sindh board of technical education.
- ❖ The subjects like, Customer Services, Gender Equity, I.T, Health & Safety Enhancing training (HSE) etc. are being introduced to cope with current requirements of job at work place.
- ❖ Training courses listed in this booklet are those currently scheduled for the next calendar year. Any additions will be announced separately to the field formation.
- ❖ The promotion/Time Scale up-gradation trainings of ALMs & LM-II/LM-I are being continued as usual at Circle Training Centres.

(Engr. Zufigar Ali Memon)
Principal
Regional Training College
HESCO, Jamshoro

INSTRUCTIONS

- * It is required that the Admn & HR Director HESCO/Concerned S.E will forward consolidated lists of nominees to RTC/CTC HESCO at least 04 weeks in advance to the training schedule.
- * The candidates nominated for the Promotion/Time Scale up-gradation Trainings should submit Application form with latest photograph of Nominee & copy of computerized National Identity Card and HESCO Card.
- * All candidates nominated for training courses for Promotion/Time Scale up-gradation Trainings may be directed to bring their Application Form of Promotion / Time Scale up-gradation Trainings (DPT Performa) specimen shown in this booklet properly filled and duly signed by their Controlling Officer.
- * The minimum pass percentage in training courses Examination is 50%. All those trainees who do not secure at least 50% marks at RTC & CTC, will be declared "FAIL" in training for Promotion/TSU. They will repeat training at their own expenses as per new SOP PARA No.2 (iii).
- * The candidates nominated for training courses for Promotion/TSU should be directed to observe the following policy as per new SOP PARA-2(a), failing which they will be treated as per SUB-PARAS (e) & (f):-
Sub-Para (e):-Any participant joining the course late by more than two days would not be allowed to attend the course and would be returned to his/her parent formation.
Sub-Para (f):-Any participant missing the studies /activities by more than 10 percent in a course would be declared as "Fail".
- * Training Charges for Non-HESCO employees:-
 From BPS-5 to 16 Rs.13480/- Per week per Trainee. They should bring the cheque with name of Principal Regional Training College HESCO Jamshoro official Bank A/C NO.673-7 (NBP Shahbaz Building Branch Hyderabad) on very first day of joining at RTC failing which they will not be entertained.
 HESCO employees: who reappear in Departmental Promotion Training / Time Scale Up-Gradation Training as per office order No.CEO/HESCO/Admn & HR/TMP/CP (Cell)/Gen./7218-7285 dated 30.04.2019 is under.

1 st Attempt	2 nd Attempt	3 rd Attempt
Free	Rs.3000/- Per Week	Same as per SOP prescribed by General Manager (HR) PEPCO Lahore in light of replacement policy of DEP from BPS-05 to 16 circulated vide GM (HR) PEPCO O/M No.GM/HR/HRD/A-398/138-62 dated 25.01.2016. Clause-5 "the trainee who falls in promotion / TSU training will have to undergo next training course at this his own expenses."