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(Authoritative English Text of this Department Notification No.Per(Training)A(3)-7/89, dated the 29th November, 1995 as required under Clause (3) of Article 348 of the Constitution of India)

Government of Himachal Pradesh
Department of Personnel
(Training & Foreign Assignments)

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No.Per(Training)A(3)-7/89, Dated Shimla-2, the 29th November, 1995.

NOTIFICATION

The Governor of Himachal Pradesh, in exercise of the powers conferred by proviso to Article 309 of the Constitution of India, and in consultation with Himachal Pradesh Public Service Commission is pleased to make the Recruitment and Promotion Rules for the post of Junior Scale Stenographer, Class-III (Non Gazetted) in the Himachal Pradesh Institute of Public Administration, as per Annexure-I attached to this notification; namely:-

Short Title and Commencement 1. (i) These Rules shall be called the Himachal Pradesh Institute of Public Administration, Junior Scale Stenographer Class-III (Non Gazetted) Recruitment and Promotion Rules, 1995.

(ii) These Rules shall come into force with immediate effect.

Repeal & Savings 2. (i) The Himachal Pradesh Institute of Public Administration, Class-III Services Recruitment and Promotion Rules, 1973, Notified vide Notification No.2-9/73-DP(Apptt.-II) dated the 30-11-1973 and as amended from time to time are hereby repealed to the extent they are applicable to the posts of Junior Scale Stenographers.

(ii) Notwithstanding such repeal, any appointment made, anything done or any action taken under the rules, so repealed under sub-rule (1) shall be deemed to have been validly made, done or taken under these rules.

By Order.

(S.Vijay Kumar)

Commissioner-cum-Secretary(Trg.) to
the Govt. of Himachal Pradesh.

Endst.No.Per(Training)A(3)-7/89, Dt. Shimla-2, 29th November, 1995.

Copy forwarded to the following for information and necessary action:-

1. All the Administrative Secretaries to the Govt. of H.P.

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2. The Secretary, H.P. Public Service Commission, Shimla-2.
3. The Director, Himachal Pradesh Institute of Public Administration, Fairlawns, Shimla-12 with the request that 105-105 copies of each version (Hindi/English) of these rules may kindly be got printed and sent to this Department, immediately so that these rules could be placed on the table of the House in the next coming Vidhan Sabha Session.
4. The Controller, Printing and Stationery, Himachal Pradesh, Shimla-5 for favour of immediate publication in the Extraordinary Rajpatra.
5. ALD (Hindi-III), Law Deptt., H.P. Sectt., Shimla-2.

(B.D. Sharma),

Under Secretary (Training) to the
Government of Himachal Pradesh.

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ANNEXURE - I

RECRUITMENT AND PROMOTION RULES FOR THE POST OF JUNIOR SCALE STENOGRAPHER IN THE DEPARTMENT OF PERSONNEL (TRAINING) H.P. GOVERNMENT (H.P. INSTITUTE OF PUBLIC ADMINISTRATION, FAIRLAWNS, SHIMLA-171012.

1. Name of the Post : Junior Scale Stenographer
2. Number of Posts : 4 (Four)
3. Classification : Class-III (Non-Gazetted) (Non-Ministerial Services)
4. Scale of Pay : (i) Rs.1200-40-1320-45-1500-50-2000-60-2060-70-2130
Grade-II = 50%.
(ii) Rs. 1500-50-2000-60-20-60-70-2550-75-2700
Grade-I = 50%.
5. Whether Selection Post : Non-Selection Post
or Non-Selection Post
6. Age for direct recruitment : Between 18 and 35 years.

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the government including those who have been appointed on adhoc or on contract basis;

Provided further that if a candidate appointed on adhoc basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such adhoc or contract appointment;

Provided further that upper age limit is relaxable for Scheduled Castes/Scheduled Tribes/Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government;

Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servants before absorption in Public Sector Corporations/Autonomous Bodies at the time of initial constitutions of such Corporations/Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not however be admissible to such staff of the Public Sector Corporations/Autonomous Bodies who were/are subsequently appointed by such Corporation/Autonomous Bodies and who are/were finally absorbed in the service of such Corporations/Autonomous Bodies after initial constitution of the Public Sector Corporations/Autonomous Bodies.

(1) Age limit for direct recruitment will be reckoned on the first day of the year in which the Post(s) is/are advertised for inviting applications or notified to the Employment Exchanges or as the case may be.

(2) Age and experience in the case of direct recruitment relaxable at the discretion of the Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.

7. Minimum Educational and Other Qualifications required for direct recruits :

a)

ESSENTIAL :

- i. Should have passed matriculation examination in Second Division or 10+2 Examination or its equivalent from the Board / University recognised by H.P. / Centre Govt.
- ii. Must possess the following speed in short hand and type-writing in both languages i.e.

English and Hindi at the time of initial recruitment.

Speed in Short hand		Speed in Type Writing	
English	Hindi	English	Hindi
80 WPM	70 WPM	40 WPM	30 WPM

b) DESIRABLE QUALIFICATION:

Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotees :

Age : No. ✓
Educational qualifications: Yes
Only as per Rule (7) (ii) above.

Not applicable as per amendment of 20/1/05. Page.

9. Period of probation, if any :

Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.

10. Method of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of vacancies to be filled in by various methods :

By promotion, failing which by transfer/ and failing both by direct recruitment.

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11. In case of recruitment by promotion/deputation/transfer grade from which promotion/deputation/transfer is to be made:

By promotion from amongst the Stenotypists who fulfil the educational qualifications as prescribed vide rule 7 (ii) above and also possess 5 years regular service or regular combined with continuous adhoc (rendered upto 31.3.1991) service failing which, by transfer from amongst the incumbents working in the pay scales of this post in other Departments.

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In all cases of promotion the adhoc service rendered in the feeder post upto 31.3.1991, if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in these rules for promotion subject to the conditions :-

i) that in all cases where a junior person becomes eligible for consideration by virtue of his total length of service (including the service rendered on adhoc basis upto 31.3.1991) in the feeder post in view of the provisions referred to above, all persons senior to him in the respective category/post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration;

Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least three years or that prescribed in the recruitment and promotion rules for the post, whichever is less;

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Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso the person(s) junior to him shall also be deemed to be ineligible for consideration for such promotion.

Explanation :-

The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be ex-servicemen recruited under the provisions of Rule -3 of Demobilised Armed Forces Personnel.(Reservation of Vacancies in Himachal State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority thereunder or recruited under the provisions of Rule - 3 of Ex-Servicemen (Reservation of Vacancies in the Himachal Pradesh Technical Services) Rules, 1985 and having been given the benefit of seniority thereunder.

- (2) Similarly, in all cases of confirmation, adhoc service rendered on the feeder post upto 31.3.1991, if any, prior to the regular appointment against such post shall be taken into account towards the length of service;

Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc services rendered upto 31.3.1991 shall remain unchanged.

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| 12. If a Departmental Promotion Committee exists, what is its composition : | As may be constituted by the Govt. from time to time. |
| 13. Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment : | As required under the law. |

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14. Essential requirement for a direct recruitment.

A candidate for appointment to any service or post must be :-

- a) a citizen of India, or
- b) a subject of Nepal, or
- c) a subject of Bhutan, or
- d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India.
- e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanzanyika and Zanzibar) Zambia, Malwa, Zaire and Ethiopia with the intention of permanently settling in India;

Provided that a candidate belonging to categories (b) (c) (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admittted to an examination or interview conducted by the Himachal Pradesh Public Service Commission or other recruiting authority, but the offer of appointment may be given only after the necessary eligibility

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certificate has been issued to him by the Government of India.

15. Selection for appointment to post by direct recruitment.

Selection for appointment to the post in the case of direct recruitment shall be made on the basis of viva-voce test if Himachal Pradesh Public Service Commission or other recruiting authority as the case may be, so consider necessary or expedient by a written test or practical test, the standard/syllabus, etc. of which, will be determined by the Commission / other recruiting authority as the case may be.

16. Reservation :

The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Scheduled Tribes/Backward Classes/Other Categories of persons issued by the Himachal Pradesh Government from time to time.

17. Power to Relax :

Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the H.P.P.S.C., relax any of the provisions of these Rules with respect to any class or category of persons or posts.

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(Authoritative English Text of this Department Notification
No.Per(Trg.)A(3) -7/89, dated the 20th April, 2005 as required
under clause (3) of Article 348 of the Constitution of India)

Government of Himachal Pradesh
Department of Training & Foreign Assignments

No.Per(Trg.)A(3) -7/89,

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Dated Shimla-2, the 20-4-2005.

NOTIFICATION

In exercise of the powers conferred by proviso to Article-309 of the Constitution of India, the Governor, Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission, is pleased to make the following Rules further to amend the Himachal Pradesh Institute of Public Administration, Junior Scale Stenographer, Class-III (Non-Gazetted), Recruitment and Promotion Rules, 1995 notified vide this Department Notification of even number dated 29-11-1995, namely:-

Short title
and
commencement

1. (i) These rules may be called the Himachal Pradesh Institute of Public Administration, Junior Scale Stenographer, Class-III (Non-Gazetted) Recruitment and Promotion (First-amendment) Rules, 2005.

- (2) These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.

In Annexure "I" to the Himachal Pradesh Institute of Public Administration, Junior Scale Stenographer, Class-III (Non-Gazetted) Recruitment and Promotion Rules, 1995.

- (a) For the existing provisions against column No. 8, the following shall be substituted, namely:-

"Age : Not Applicable
Educational Qualification: Not Applicable"

- (b) For the existing provisions against column No. 11, the following shall be substituted, namely:-

By promotion from amongst the Steno-typists who possess 5 years regular service or regular combined with continuous adhoc service rendered

Amendment of
Annexure "I"

in the grade failing which by transfer from amongst the incumbents working in the Pay scales of this post in other Departments of State Government.

- (1) In all cases of promotion, the continuous adhoc service rendered in the feeder post if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in these rules for promotion subject to the condition that the adhoc appointment/promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of R&P Rules.

- (i) Provided that in all cases where a junior person becomes eligible for consideration by virtue of his total length of service (including the service rendered on adhoc basis, followed by regular service/appointment) in the feeder post in view of the provision referred to above, all persons senior to him in the respective category/post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration;

Provided further that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least 3 years or that prescribed in the R&P Rules for the post, whichever is less;

Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him shall also be deemed to be ineligible for consideration for such promotion.

EXPLANATION: - The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be ex-servicemen recruited under the provisions of Rule-3 of the Demobilised Armed Forces Personnel (Reservation of vacancies in Himachal State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority thereunder or recruited under the provisions of Rule-3 of the Ex-Servicemen (Reservation of vacancies in the Himachal Pradesh Technical Services) Rules, 1985 and having been given the benefit of seniority thereunder.

