

**RECRUITMENT AND PROMOTION RULES  
OF JUNIOR SCALE STENOGRAPHERS IN THE DEPARTMENT OF PROSECUTION  
IN HIMACHAL PRADESH GOVERNMENT**

Sr No	PARTICULARS	DETAILS						
1.	Name of the post	Junior Scale Stenographers						
2.	Number of posts	13 (Thirteen)						
3.	Classification	Class III (non-gazetted)						
4.	Scale of pay	i) Basic entry pay scale: Rs. 4400-150-5000-160-5800-200-7000						
5.	Whether selection post or non-selection post	Non-Selection.						
6.	Age for direct recruitment	<p>Between 18 years and 45 years</p> <p>Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Govt. including those who have been appointed on ad hoc or on contract basis;</p> <p>Provided further that if a candidate appointed on ad hoc 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 ad hoc or contract appointment.</p> <p>Provided further that age limit is relaxable for Scheduled Caste/Scheduled Tribe/other categories of persons to the extent permissible under the general or special orders of the Himachal Pradesh Government;</p> <p>Provided further that the employees of all the public sector corporation and Autonomous bodies who happened to be Government servants before absorption in public sector/Autonomous bodies at the time of initial constitution of such Corporation/autonomous bodies shall be allowed age concession in direct recruitment as admissible to Govt. servants. This concession will not however, be admissible to such staff of the public sector corporation/autonomous bodies who were/are subsequently appointed by such corporation /autonomous bodies and are/were finally absorbed in the service of such corporation/autonomous bodies after initial constitution of the public sector corporation/autonomous bodies.</p> <p><u>Note-I</u> Age limit for direct recruitment will be reckoned from the first day of the year in which the post(s) are advertised for inviting applications or notified to Employment Exchanges as the case may be.</p> <p><u>Note-II</u> Age and experience in the case of direct recruitment relaxable at the discretion of the Himachal Pradesh Public Service Commission in case of the candidate is, otherwise well qualified.</p>						
7.	Minimum educational and other qualifications required for direct recruits.	<p>a. ESSENTIAL:</p> <p>i) Should have passed Matriculation Examination in the Second Division or 10+2 Examination or its equivalent from the Board/University recognised by the HP/Central Government.</p> <p>ii) Must possess following speed in shorthand and type writing in English and Hindi, respectively:</p> <table style="margin-left: 40px;"> <tr> <td>Speed in Shorthand</td> <td>English</td> <td>Hindi</td> </tr> <tr> <td></td> <td>80WPM</td> <td>70WPM</td> </tr> </table>	Speed in Shorthand	English	Hindi		80WPM	70WPM
Speed in Shorthand	English	Hindi						
	80WPM	70WPM						

		<p>Speed in Typewriting    English    Hindi  40WPM                      30WPM</p> <p>Provided that at the time of initial appointment, the candidate shall have to pass the test in Hindi shorthand and typewriting as prescribed supra and such candidate shall have to pass the test in English shorthand and typewriting as prescribed supra within a period of 2 years from the date of his appointment. The appointment letter of such candidate who does not qualify the shorthand/typewriting in English language, shall contain the specific condition that he shall have to pass the test in shorthand and typewriting in English within a period of 2 years, and if he qualifies the test in English shorthand/typewriting within a period of two years he will be eligible to draw his annual increment from the due dates and the candidate who qualifies the said test after two years, he will be eligible to draw his first increment only from the date of qualifying the prescribed test.</p> <p>b. DESIRABLE:  Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the Pradesh.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion.	<p>1) Age: Not applicable  2) Educational qualification: Not applicable</p>
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	100% by promotion, failing which by deputation, failing both by direct recruitment or on contract basis.
11.	In case of recruitment by promotion, deputation, transfer, grades from which promotion/deputation/transfer is to be made.	<p>By promotion from amongst the Steno typists in the Deptt. of Prosecution having put in 3 years regular (including ad hoc service) in the grade, failing which on secondment basis from the Government Deptt./Semi Govt. Organisations in HP, who possess the requisite essential qualification prescribed against column -7 above, failing which by direct recruitment or on contract basis.</p> <p>Note: In all cases of promotion the continuous ad hoc service rendered in the feeder post if any prior to the regular appointment to the post as prescribed in these rules for promotion subject to condition that ad hoc appointment/promotion in the feeder category had been made after following proper acceptable process of selection in accordance with provisions of R&amp;P Rules, provided that</p> <p>(a) In all the cases where a junior person becomes ineligible for</p>

		<p>consideration by virtue of his total length of service after including service on ad hoc basis followed by regular service/ appointment in the feeder post in view of provision referred to above, all persons senior to him in the respective categories/post/cadre shall be deemed to be ineligible for consideration and placed above a junior person in the field of consideration.</p> <p>Provided that all incumbents to be considered for promotion shall possess a minimum qualifying service of at least 3 years or that prescribed in R&amp;P Rules for the purpose, which ever is less;</p> <p>Provided further that where a person becomes ineligible to be considered for promotion on account of the requirement of the preceding clause, person(s) junior to him shall also be deemed to be ineligible for consideration for such promotion.</p> <p>Explanation: The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible person(s) happened to be ex-serviceman recruited under the provisions of Rule 3 of Demobilised Armed Forces Personnel (Reservation of Vacancies in HP 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 Service)Rules, 1985 and having been given the benefit of seniority thereunder.</p> <p>(2) Similarly in all the cases of confirmation the continuous ad hoc service rendered in the feeder post if any prior to regular appointment against such post shall be taken into account towards that length of the service. Ad hoc appointment /promotion had been made after proper selection and in accordance with the provisions of R&amp;P Rules.</p> <p>Provided that inter se seniority as a result of confirmation after taken into account the ad hoc service as referred to above shall remain unchanged.</p>
<p>Note 2: Provisions of Rule 10 and 11 are to be revised by the Govt. in consultation with the Commission as and when the number of posts in Rule 2 are to be increased.</p>		
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 Himachal Pradesh Public Service Commission is to be consulted in making recruitment	As required under the law.
14.	Essential requirement for a direct recruitment	A candidate for appointment to the post must be a citizen of India.
15.	Selection for	Selection for appointment to the post in the case of direct

	appointment to post by direct recruitment	recruitment shall be made on the basis of viva-voce test and if the Himachal Pradesh Public Service Commission or other recruiting authority, as the case may be, so consider necessary or expedient by a written test, or a practical test, the standard/syllabus etc. of which will be determined by the Commission/other recruiting authority, as the case may be.
15 A	Contract employment	<p>Appointment on contract basis will be made on following conditions:</p> <ol style="list-style-type: none"> <li>1. The appointment will be for one year from the date of appointment on contract basis and the contract shall stand terminated automatically on the expiry of said period.</li> <li>2. The Contractual appointment shall be for a specific place. After the expiry of the period, in case, the contract is to be renewed, incumbent can be posted at some other place on the basis of fresh contract.</li> <li>3. "During the currency period specified in the contract " services, can be terminated on either side, by giving one month's notice or one month's consideration amount in lieu thereof.</li> <li>4. "During the period of contract" the appointee will be given a fixed sum of Rs. ----- per month only.</li> <li>5. The appointee shall be entitled to one day's Casual Leave, for each completed month, but shall not be entitled for any kind of gratuity, leave encashment etc. on completion of contract period.</li> <li>6. No TA/DA will be admissible for journey, however, if the appointee has to undertake tours due to official work, he/she will be entitled for TA/DA at par with the regular incumbents assessed at the minimum of the regular pay scale for the post.</li> <li>7. The appointee will not be entitled for any other benefits than specified in the contract.</li> <li>8. The appointment will be further subject to the production of the following certificate: <ol style="list-style-type: none"> <li>(a) Certificate of Medical fitness from the CMO concerned, to the place of posting.</li> <li>(b) The appointee shall have to produce the original certificate of Education and other technical qualification at the time of his/her joining the duty.</li> <li>(c) A copy of Matriculation Examination passed from recognised Board/University.</li> <li>(d) Character certificate from a Magistrate or Gazetted Officer to whom the candidate is known for the last 3 years.</li> </ol> </li> </ol>
16.	Reservation.	The appointment to the Service shall be subject to the 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 Himachal Pradesh Public Service Commission, relax any of the provisions of these Rules with respect to any class or category of persons or posts.