

**RECRUITMENT AND PROMOTION RULES
OF PERSONAL ASSISTANT IN THE DEPARTMENT OF PROSECUTION
IN HIMACHAL PRADESH GOVERNMENT**

Sr No	PARTICULARS	DETAILS
1.	Name of the post	Personal Assistant
2.	Number of posts	1(One)
3.	Classification	Class II (Non-Gazetted)
4.	Scale of pay	Rs. 6400-200-7000-220-8100-275-10300-340-10640
5.	Whether Selection post or Non-Selection post	Non-Selection.
6.	Age for direct recruitment	Not applicable
7.	Minimum educational and other qualifications required for direct recruits.	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion.	Not applicable
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 on secondment basis.
11.	In case of recruitment by promotion, deputation, transfer, grades from which promotion/deputation/transfer is to be made.	By promotion from amongst the Senior Scale Stenographers having 6 years regular service or regular combined with continuous ad hoc service rendered if any, in the grade failing which by promotion from amongst the Senior Scale Stenographers with 11 years regular service or regular combined with continuous ad hoc service rendered, if any, as Senior Scale Stenographer and Junior Scale Stenographers combined which shall also include essential service of 4 years as Sr. Scale Stenographer failing both by promotion from amongst Jr. S Stenographer with 14 years regular service or regular combined with continuous ad hoc service rendered, if any, in the grade, failing all on secondment basis from amongst incumbents of this post working in the identical pay scale from other Himachal Pradesh Government Department. Note: 1 In all the cases of promotion, the continuous ad hoc service rendered in the feeder post, if any, prior to the regular appointment

		<p>to the post shall be taken into account towards the length of service as prescribed in these rules for promotion subject to the conditions that ad hoc appointment/promotion in the feeder categories had been made after following proper acceptable process of selection in accordance with provisions of R&P Rules provided that in all cases where a Junior person become eligible for consideration by virtue of his total length of service (including the service rendered on ad hoc basis followed by regular service/appointment 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.</p> <p>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.</p> <p>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.</p> <p><u>Explanation:</u> 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 provisions of Rule 3 of Demobilised Armed Forces Personnel (Reservation of Vacancy 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 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 cases of confirmation, ad hoc service rendered in the feeder post if any, prior to the regular appointment against such post shall be taken into account towards the length of service, if the ad-hoc appointment/promotion had been made, proper selection and in accordance with the provisions of Recruitment & Promotion Rules.</p> <p>Provided that inter se seniority as a result of confirmation after taking into account ad hoc service rendered shall remain unchanged.</p>
12.	If a departmental promotion committee exists, what is its composition	As may be constituted by the Government 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	Not applicable
15.	Selection for appointment to post by direct recruitment	Not applicable
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 Himachal Pradesh Public Service Commission relax any of the provisions of these Rules with respect to any class or category of persons or posts.