

SENIOR ASSISTANT

SrNo	PARTICULARS	DETAILS
1.	Name of the post	Senior Assistants
2.	Number of posts	17(Seventeen)
3.	Classification	Class III (non-gazetted)
4.	Scale of pay	Rs. 5800-200-7000-220-8100-275-9200.
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 Government including those who have been appointed on ad hoc or contract basis:</p> <p>Provided further that if a candidate appointed on ad hoc basis has 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 the upper age limit is relaxable for Scheduled castes/Scheduled Tribes/other categories of persons to the extent permissible under the general or a special order 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 corporation/autonomous bodies at the time of initial constitution of such corporation/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 corporation/autonomous bodies who were/are subsequently appointed by such public sector corporation/autonomous bodies and are/were finally absorbed in the services of such corporation/autonomous bodies and are/were finally absorbed in the services of such corporation/autonomous bodies after initial</p>

		<p>constitution of the public sector corporation/autonomous bodies.</p> <p>Note 1: Age 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 the employment exchange, as the case may be.</p> <p>Note 2: Age and experience in the case of direct recruitment are relaxable at the discretion of the Himachal Pradesh Public Service Commission, in case of the candidate who is otherwise well qualified.</p>
7.	Minimum educational and other qualifications required for direct recruits.	<p>A. ESSENTIAL</p> <p>I) Bachelor's Degree From a Recognised University.</p> <p>II) Should also possess 5 year's office experience in the matter related with the Budget/accounts/services(Estt.) in HP Government Department.</p> <p>B. DESIRABLE:</p> <p>Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions 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.</p> <p>2) Educational Qualifications: 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 transfer/deputation.
11.	In case of recruitment by promotion, deputation, transfer, grades from	By promotion from amongst the common clerical cadre of Clerk/Senior Clerk/Junior Assistant with

<p>which promotion/deputation/transfer is to be made.</p>	<p>10 years combined regular service or regular combined with continuous ad hoc (rendered upto 31.3.98) service in the grade.</p> <p>Note: 1 In all the cases of promotion, the continuous ad hoc service rendered in the feeder post upto 31.3.98 if any, prior to the 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 that the ad hoc appointment/promotion in the feeder category had been made following proper acceptable process or selection in accordance with provisions of R & P Rules, provided that:</p> <p>(a) 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 upto 31.3.98 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>Explanation:</p>
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12.	If a departmental promotion committee acts, 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	<p>A candidate for appointment to any service or post must be:</p> <p>(a) a citizen of India,</p> <p>(b) a subject of Nepal, or</p> <p>(c) a subject of Bhutan, or</p>

		<p>(d) A Tibetan refugee who came over to India before the first January, 1962 with the intention of permanently settling in India, or</p> <p>(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 Tanganika and Zanzibar), Zambia, Malva, Zairo and Ethiopia with the intention or permanently settling in India:</p> <p>Provided that a candidate belongs to categories(b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Govt. of Inida.</p> <p>A candidate in who se case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Himachal Pradesh Public services Commission or other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.</p>
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 the Himachal Pradesh Public Service Commission or other recruiting authority, as the case may be, so consider necessary or expedient by a written test/screening 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.
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 so to do, 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.