

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

<b>Sr No</b>	<b>PARTICULARS</b>	<b>DETAILS</b>
1.	Name of the post	Senior Scale Stenographers
2.	Number of posts	
3.	Classification	Class III (non-gazetted)
4.	Scale of pay	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            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;            Provided further that if a candidate appointed on ad hoc basis had become overage on the date whom 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 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/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>Note: 1: Age limit for direct recruitment will be reckoned on the first day of the year in which the posts are advertised for inviting applications or notified to Employment Exchange, as the case may be.</p>

		Note: 2: 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.
7.	Minimum educational and other qualifications required for direct recruits.	<p>a. ESSENTIAL:</p> <p>i) Should possess bachelor's Degree or its equivalent from the University recognised by HP Govt. /Central Govt. and;</p> <p>ii) Should possess a speed of 100 words per minute of shorthand in English and 80 words per minute of shorthand in Hindi and with typewriting speed of 40 words per minute in English and 30 words per minute in Hindi respectively.</p> <p>Provided that at the time of initial appointment the candidate shall have to pass test in Hindi Shorthand and Typewriting as prescribed supra and as such candidate shall have to pass test in English shorthand and typewriting as prescribed supra within a period of 2 years from the date of his appointment and appointment letter of such candidate who does not qualify shorthand /typewriting test in English shall contain a specific condition that he shall have to pass test in shorthand and typewriting in English within a period of 2 years and if he qualifies test in English Shorthand/typewriting within a period of 2 years, he will be eligible to draw his initial increments from due dates. Candidate who qualifies the said test after 2 years, he shall be eligible to draw 1<sup>st</sup> 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</p> <p>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	100% by promotion failing which by deputation, failing both, by direct recruitment or by contract appointment.

	filled in by various methods	
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 Junior Scale Stenographers Class III in Prosecution Department possessing 5 years regular service or regular combined with continuous ad hoc service(rendered upto 31.3.98) if any, service in the grade, failing which by deputation from the Government/semi Government Organisation in HP possessing essential qualification as prescribed in Column No. 7 failing which by direct recruitment.</p> <p>Note⊗1) In all cases of promotion, ad hoc service rendered in the feeder post upto 31.3.1998, 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 condition that the 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 cases where a junior person becomes eligible for consideration by virtue of his total length of service (including ad hoc service rendered upto 31.3.98) 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 persons in the field of consideration;</p> <p>Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of atleast 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 requirement 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: The last proviso shall not render a junior incumbent ineligible for consideration for promotion if the senior ineligible person happened to be ex-serviceman recruited under the provisions of Rule 3 of Demobilised Armed Force Personnel (Reservation of Vacancy in HP State Non Technical Services) Rules, 1972 and having been given benefit of seniority thereunder or recruited under the provisions of Rule 3 of Ex-serviceman(Reservation of Vacancies in Himachal Pradesh Technical Services) 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 post upto 31.3.98 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 after proper selection and in accordance with provisions of R&amp;P Rules provided that inter se seniority as a result of confirmation after taking into account ad hoc service rendered by upto 31.3.98 as referred to above shall remain unchanged by order.</p> <p>Provided that the inter se seniority as a result of confirmation after taking into account ad hoc service upto 31.3.98 shall remain unchanged.</p>
12.	If a departmental promotion committee acts, 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 any service on post must be a citizen 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 the Himachal Pradesh Public Service Commissioner 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.
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</li> </ol>

		<p>thereof.</p> <ol style="list-style-type: none"> <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 appointee 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 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 a 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.