

**RECRUITMENT AND PROMOTION RULES  
OF STENO-TYPIST IN THE DEPARTMENT OF PROSECUTION  
IN HIMACHAL PRADESH GOVERNMENT**

Sr No	PARTICULARS	DETAILS
1.	Name of the post	Steno-typist.
2.	Number of posts	3(Three)
3.	Classification	Class III (Non-Gazetted)
4.	Scale of pay	Rs. 3330-110-3660-120-4260-140-4400-150-5000-160-5800-200-6200.
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 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 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 corporations/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 from the first day of the year in which the posts 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 relaxable at the discretion of the Himachal Pradesh Public Service Commission in</p>

		case of the candidate is, otherwise well qualified.
7.	Minimum educational and other qualifications required for direct recruits.	<p>a. ESSENTIAL:</p> <p>1) Should have passed matriculation with second division or 10+2 examination or its equivalent from a recognised Board/University.</p> <p>2) Should possess the following speed in Shorthand and Typewriting in English and Hindi, respectively:</p> <p><u>Speed in Shorthand:</u>  English: 60 wpm                      Hindi: 60 wpm</p> <p><u>Speed in typewriting:</u>  English: 25 wpm                      Hindi: 25 wpm</p> <p>Providing 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 and 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 two years and if he qualifies the test in English shorthand and typewriting within a period of 2 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 shall be eligible to draw his 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) Education Qualifications: N.A.</p> <p>2) Age: NA</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	100% by direct recruitment or on contract basis.

	and the percentage of posts to be filled in by various methods	
11.	In case of recruitment by promotion, deputation, transfer, grades from which promotion/deputation/transfer is to be made.	Not applicable.
Note: Provisions of Rules 10 and 11 are to be revised by the Government in consultation with the Commission as and when the number of posts under Col. 2 are increased.		
12.	If a departmental promotion committee exists, what is its composition	Not applicable
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 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.
15 A	Contract employment	Appointment on contract basis will be made on following conditions: <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> </ol>

		<p>4. "During the period of contract" the appointee will be given a fixed sum of Rs. ----- per month only.</p> <p>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.</p> <p>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.</p> <p>7. The appointee will not be entitled for any other benefits than specified in the contract.</p> <p>8. The appointment will be further subject to the production of the following certificate:</p> <p>(a) Certificate of Medical fitness from the CMO concerned, to the place of posting.</p> <p>(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.</p> <p>(c) A copy of Matriculation Examination passed from recognised Board/University.</p> <p>(d) Character certificate from a Magistrate or gazetted officer to whom the candidate is known for the last 3 years.</p>
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 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.