

Government of Himachal Pradesh  
Department of Social Justice & Empowerment.

No. WLF-B(2)4/79-IV, dated, Shimla-2

the

22 February, 2011.

NOTIFICATION

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission is pleased to make the Recruitment & Promotion Rules for the post of Supervisor, Class-III(Non-Gazetted) in the Department of Social Justice and Empowerment, Himachal Pradesh as per Annexure-A attached to this notification, namely:-

Short title and Commencement;

1(1) These rules may be called the Himachal Pradesh, Social Justice & Empowerment Department, Supervisor Class-III-(Non-Gazetted), Recruitment and Promotion, rules, 2011.

(2) These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.

Repeal & Savings:

2(1) The Himachal Pradesh Social Justice & Empowerment Department, Supervisor Class-III-(Non-Gazetted) Recruitment and Promotion rules, 2009 notified vide this Department notification No. WLF-B(2)-4/79-IV dated 27.07.2009 are hereby repealed.

(2) Notwithstanding such repeal any appointment made or any thing done or any action taken under the rules, so repealed under sub-rule(1) supra shall be deemed to have been validly made or done or taken under these rules.

By order

Addl. Chief Secretary(SJ&E) to the  
Govt. of Himachal Pradesh.

Endst No. WLF-B(2)4/79-IV., dated, Shimla-2  
Copy to.

the 22 February, 2011

1. All the Administrative Secretaries to the Govt. of Himachal Pradesh, Shimla-2
2. The Secretary, HP Public Service Commission, Shimla-171002.
3. The Controller, Printing & Stationery Deptt., H.P., Shimla-5 for publication in the Govt. Gazette.
4. The Director, Social Justice & Empowerment, H.P., Shimla-9. He is requested procure five copies of the Rajpatra from Printing and Stationery Department.
5. The Special Secretary(GAD) to the Govt. of Himachal Pradesh, Shimla-2 with reference to Item No.1 placed before the CMV on 7.12.2010.
6. The Sr. Law Officer, Law Deptt.(Hindi)H.P. Secretariat Shimla-2.
7. Guard file/ 50 spare copies.

Under Secretary(SJ&E) to the  
Govt. of Himachal Pradesh.

Annexure-A

(91)

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF SUPERVISOR  
CLASS-III(NON-GAZETTED) IN THE DEPARTMENT OF SOCIAL JUSTICE &  
EMPOWERMENT, HIMACHAL PRADESH.**

- |    |                   |  |
|----|-------------------|--|
| 1. | Name of the Post: | Supervisor   |
| 2. | Number of posts   | 808 (Eight hundred & eight)                                      |
| 3. | Classification    | Class-III (Non-Gazetted)   |
| 4. | Scale of pay      | i) Pay Scale for regular incumbents:-<br>₹ 10300-34800+ ₹3200-GP |

ii) Emoluments for contract employees:-

The contract appointee will be paid fixed contractual amount @ ₹ 13500 per month (which shall be equal to minimum of the pay band + grade pay). The contract appointee will be entitled for increase in contractual amount @ ₹ 410 /- ( 3% minimum of the pay band in grade pay of the post.)

- |    |  |                          |
|----|--|--------------------------|
| 5. | Whether Selection or Non-Selection post: | Non Selection            |
| 6. | Age for direct recruitment;              | Between 18 and 45 years. |

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including these who have been appointed on adhoc or on contract basis;

Provided further that if a candidate appointed on adhoc or on contract 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 adhoc or contract appointment;

Provided further that upper age limit is relaxable for Scheduled Castes/ Scheduled Tribes/ Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government;

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 Corporations/Autonomous Bodies at the time of initial constitutions of such Corporations/ 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 Corporations/ Autonomous Bodies who were/ are subsequently appointed by such Corporations/ Autonomous Bodies and who are /- were finally absorbed in the service of such Corporation/ Autonomous Bodies after initial constitutions of the Public sector Corporations/ Autonomous Bodies.

- (i) Age limit for direct recruitment will be reckoned on the first day of the year in which the post(s) is / are advertised for inviting applications or notified to the Employment Exchanges or as the case may be.
- (ii) Age and experience in the case of direct recruitment relaxable at the discretion of the H.P. Public Service Commission in case the candidate is otherwise well qualified.



Minimum and other required recruits;

Educational qualifications for direct

a) ESSENTIAL QUALIFICATION

Should be a graduate from a recognized University.

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8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotes:

Age:-----NA.

Educational qualification-----NA.

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 post to be filled in by various methods.

i) 30% by direct recruitment on regular basis or by direct recruitment on contract basis as the case may be. The contract employee will get emoluments as given in Col. 15-A and will be governed by service condition as specified in the said column.

ii) 40% by limited direct recruitment on regular basis or by direct recruitment on contract basis, from amongst the Anganwari Workers /Balwari Workers /Balwari Teachers/Balsevikas /Principal/ Lady Social Instructors of Anganwari Training Centre/Middle Level Centres having passed Matriculation examination from recognized Board of School Education/Institution with ten years experience.

iii) 30% by induction from Anganwari Workers.

11. In case of recruitment by promotions, deputation, transfer grade from which promotion/deputation/ transfer is to be made;

(a) 20% from Anganwari Workers who have passed Matriculation Examination from a recognized Board of School Education/Institution with more than 20 years experience as Anganwari Workers on the basis of their seniority without conducting any competition/written examination and interview.

(b) 10% from Anganwari Workers who have passed Graduation from a recognized University with more than 15 years experience as Anganwari workers on the basis of their seniority without conducting any competition/written examination and interview.

12. If a Departmental Promotion Committee exists, what is its composition;

Not applicable

13. Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment; As required under the law.
14. Essential requirement for direct recruitment; A candidate for appointment to any 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 Himachal Pradesh Public Service Commission or other recruiting agency as the case may be, so consider necessary or expedient by a written test or practical test, the standard /syllabus etc. of which, will be determined by the Commission/ recruiting authority as the case may be.

- 15- A Selection for appointment to the post by contract appointment.

(i) CONCEPT.

(a) Under this policy, the Supervisor in the Department of Social Justice & Empowerment, H.P. will be engaged on contract basis initially for, one year, which may be extendable for two more years on year to year basis.

Provided that for extension/renewal of contract period on year to year basis the concerned HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his/her period of contract is to be renewed/extended.

(b) POST FALLS WITHIN THE PURVIEW OF HPSSSB:- The Director, Social Justice & Empowerment after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruiting agency i.e. H.P.SSSB Hamirpur.

C). The selection will be made in accordance with the eligibility conditions as prescribed in these Rules.

(ii) Contractual Emoluments

The Supervisor appointed on contract basis will be paid fixed contractual amount @ ₹ 13500/= P.M. (which shall be equal to minimum of pay band + grade pay). The contract appointee will be entitled for increase in contractual amount @ ₹ 410/- (3% of the minimum of pay band + grade pay) of the post as annual increase in emoluments for the subsequent contract is extend beyond one year.



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**(iii) APPOINTING/DISCIPLINARY  
AUTHORITY.**

Director of Social Justice & Empowerment H.P. will be appointing and disciplinary authority.

**(iv) SELECTION PROCESS.**

Selection for appointment to the post in the case of Contract Appointment will be made on the basis of viva-voce test or if considered necessary or expedient by a written test or practical test the standard/syllabus etc. of which will be determined by the concerned recruiting agency i.e. HPSSSB.

**v) COMMITTEE FOR SELECTION OF  
CONTRACTUAL APPOINTMENTS:-**

As may be constituted by the concerned recruiting agency i.e. the H.P.S.S.S.B.

**vi) AGREEMENT :**

After selection of a candidate, he/she shall sign an agreement as per Annexure-B appended to these Rules.

**vii) TERMS AND CONDITIONS:**

(a) The contract appointee will be paid fixed contractual amount @ ₹ 13500 per month (which shall be equal to minimum of the pay band + grade pay). The contract appointee will be entitled for increase in contractual amount @ ₹ 410 /- (3% of minimum of the pay band+grade pay of the post) for further extended years and no other benefits such as seniority/selection scales etc. will be given.

(b) The service of the Contractual appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/ conduct of the contract appointee is not found satisfactory.

(c) Contractual appointee will be entitled for one day casual leave after putting one month service. This leave can be accumulated upto one year. No leave of any other kind is admissible to the contract appointee. He/she shall not be entitled for Medical Reimbursement and LTC etc. Only maternity leave will be given as per Rules. 95

(d) Unauthorized absence from the duty without the approval of the controlling officer shall automatically lead to the termination of the contract. Contract appointee shall not be entitled for contractual amount for the period of absence from duty.

(e) An official appointed on contract basis who have completed 5 year tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.

(f) Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. Women candidates pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for fitness from an authorized Medical Officer/ Practitioner.

(g) Contract appointee will be entitled to TA/ DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular officials at the minimum of the pay scale.

(h) Provision of service rule like FR, SR, Leave Rules, GPF Rules, Pension Rules and Conduct Rules etc as are applicable in case of regular employee will not be applicable in case contractual appointees. They will be entitled for emoluments etc as details in this Column.

16. Reservation

The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Sch. Tribes/Other Backward Classes/ Other categories of persons issued by the Himachal Pradesh Government from time to time.  
N.A.

17. Departmental Examination

18. Powers 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.



Annexure-B

Form of contract/agreement to be executed between the Contractual Supervisor and the Government of Himachal Pradesh through Director, Social Justice & Empowerment Department

This agreement is made on this-----day of -----in the year.....between Sh/Smt./Km..... S/o/D/o.....  
Shri.....R/o.....

contract appointee(hereinafter called the FIRST PARTY), And The Governor, Himachal Pradesh through Director, Social Justice and Empowerment Himachal Pradesh(here-in-after called the SECOND PARTY) and whereas the second party has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Supervisor on contract basis on the following terms & conditions:-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Supervisor for a period of 1 year commencing on day of.....  
It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY with SECOND PARTY shall ipso-facto stand terminated on the last working day i.e. on..... And information notice shall not be necessary.  
Provided that for further extension/renewal of contractual period of HOD shall issue a certificate that the service and conduct of the contract appointee was satisfactory during the year and only then the period of contract is to be renewed/extended.
2. The contractual emoluments of the FIRST PARTY will be ₹ 13500.
3. The service of FIRST PARTY will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found good or if a regular incumbent is appointed/posted against the vacancy for which the first party was.
4. The Contractual appointee will be entitled for one day casual leave after putting one month service. No other leave of any kind is admissible to the contractual appointee. He will not be entitled for Medical Reimbursement and LTC etc. Only maternity leave will be given as per Rules.
5. Un-authorized absence from the duty without the approval of the controlling officer shall automatically lead to the termination of the contract. The contractual appointee will not be entitled for salary for the period of absence from duty.
6. An official appointed on contractual appointee on contract basis who have completed five years service at one place of posting will be eligible for transfer on need based basis whenever required on administrative grounds.

7. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. In case of women candidates pregnancy beyond twelve weeks will render her temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical Officer/Practitioner.
8. Contractual appointee shall be entitled to TA/DA if required to go on tour in connection with his official duties at the same rate as applicable to regular counterpart Officer at the minimum of pay scale.
9. The Employees Group Insurance Scheme as well as EPF/GPF will not be applicable to the contractual appointee(s).

In Witness thereof, the Party to the agreement have put their hands on the  
day      month and the year      above written.

In the presence of Witness:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(name & full address)

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(name & full address)

(Signature of the 1st Party)

In the presence of witness:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(name & full address)

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(name & full address)

(Signature of the 2<sup>nd</sup> Party)



8JEA/07

19-09-2012

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(Authoritative English Text of this department notification No WLF-B(2)4/79-IV, dated 18-9-2012 as required under clause (3) of Article 348 of the constitution of India.)

Government of Himachal Pradesh  
Department of Social Justice & Empowerment.

No. : WLF-B(2)4/79-IV, dated, Shimla-2 the 18<sup>th</sup> September, 2012

### NOTIFICATION

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultation with the H.P. Public service commission is pleased to make the following Rules further to amend the Himachal Pradesh, Social Justice & Empowerment Department, Supervisor Class-III (Non Gazetted), Recruitment and Promotion, Rules, 2011 notified vide this Department Notification of even number dated 22-2-2011 namely:-

Short title and Commencement; 1.(1) These rules may be called the Himachal Pradesh, Social Justice & Empowerment Department, Supervisor, Class-III-(Non-Gazetted) Recruitment and Promotion (first amendment) Rules, 2012

(2) These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.

Amendment of Annexure-A: 2. In Annexure "A" to the Himachal Pradesh Social Justice & Empowerment Department, Supervisor, Class-III (Non Gazetted), Recruitment and Promotion, Rules, 2011,

(a) for the existing provisions against Col.No.10, the following shall be substituted, namely:-

(i) 10% by direct recruitment on regular basis or by direct recruitment on contract basis as the case may be. The contract employee will get emoluments as given in Cilo.No.15-A and will be governed by service conditions as specified in the said column.

(ii) 40 % by limited direct recruitment on regular basis or by direct recruitment on contract basis, from amongst the Anganwari Workers/ Balwari Workers/Balwari Teachers/Balsevikas/ Principal/ Lady Social Instructor of Anganwari Training Centre/Middle Level Centers from recognized Board of School Education/Institution with ten years experience.

19-9-2012

J.D./Supdt (Jr. & D)

Sh. T. Moh

*[Signature]*

15.5.12

✓ (iii) 50% by induction from Anganwari Workers, and

(b) for the existing provisions against Col.No.11, the following shall be substituted, namely:-

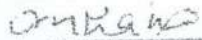
- (i) 40 % from the Anganwari Workers who have passed Matriculation Examination from a recognized Board of School Education / Institution with more than 20 years experience as Anganwari Workers on the basis of their seniority without conducting any competition / written examination and interview.
- (ii) 10% from Anganwari Workers who have passed Graduation from a recognized University with more than 15 years experience as Anganwari Workers on the basis of their seniority without conducting any competition/ written examination and interview failing which by induction as provided at (i) above.

By order

Pr. Secretary(SJ&E)to the  
Govt. of Himachal Pradesh.

Endst. No. WLF-B(2)4/79-IV, dated, Shimla-2 the 18th September, 2012  
Copy is forwarded to:-

1. All the Administrative Secretaries to the Govt. of Himachal Pradesh, Shimla-2
2. The Controller, Printing & Stationery Deptt., H.P., Shimla-5 for publication in the Govt. Gazette.
3. The Director, Social Justice & Empowerment, H.P., Shimla-9 . She is requested procure five copies of the Rajpatra from Printing and Stationery Department.
4. The Sr. Law Officer, Law Deptt.(Hindi)H.P. Secretariat Shimla-2.
5. Guard file/ 50 spare copies.

  
Under Secretary(SJ&E)to the  
Govt. of Himachal Pradesh.



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(Authoritative English Text of this department notification No WLF-B(2)4/79-IV, dated 5<sup>th</sup> May, 2013 as required under clause (3) of Article 348 of the Constitution of India.)

Government of Himachal Pradesh  
Department of Social Justice & Empowerment.

No. : WLF-B(2)4/79-IV, dated, Shimla-2 the 4<sup>th</sup> May, 2013

**NOTIFICATION**


In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultation with the H.P Public Service Commission is pleased to make the following Rules further to amend the Himachal Pradesh, Social Justice & Empowerment Department, Supervisor Class-III (Non Gazetted), Recruitment and Promotion, Rules, 2011 notified vide this Department Notification of even number dated 18-9-2012 namely:-

Short title and Commencement; 1.(1) These rules may be called the Himachal Pradesh, Social Justice & Empowerment Department, Supervisor, Class-III-(Non-Gazetted) Recruitment and Promotion (first amendment) Rules, 2013

(2) These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.

Amendment of Annexure-A: 2. In Annexure "A" to the Himachal Pradesh Social Justice & Empowerment Department, Supervisor, Class-III (Non Gazetted) Recruitment and Promotion, Rules, 2011,

(a) for the existing provisions against Col.No.10, the following shall be substituted, namely:-

 (i) 30% by direct recruitment on regular basis or by direct recruitment on contract basis as the case may be. The contract employee will get emoluments as given in Col.No.15-A and will be governed by service conditions as specified in the said column.

(ii) 40 % by limited direct recruitment on regular basis or by direct recruitment on contract basis, from amongst the Anganwari Workers/ Balwari Workers/Balwari Teachers/Balsevikas/ Principal/ Lady Social Instructor of Anganwari Training Centre/Middle Level Centers having passed Matriculation examination from recognized Board of School Education/Institution with ten years experience,

(iii) 30% by induction from Anganwari Workers,

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(Authoritative English Text of this Department Notification No WLF-B(2)4/79-IV, dated 2014 as required under clause (3) of Article 348 of the constitution of India.)

Government of Himachal Pradesh  
Department of Social Justice & Empowerment.

No. : WLF-B(2)4/79-IV, dated, Shimla-2

the 20/03/2014

**NOTIFICATION**

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultation with the H.P Public service commission is pleased to make the following Rules further to amend the Himachal Pradesh, Social Justice & Empowerment Department, Supervisor, Class-III( Non Gazetted), Recruitment and Promotion, Rules, 2011 notified vide this Department Notification of even number dated 22<sup>nd</sup> February, 2011 namely:-

Short title and Commencement; 1.(1) These rules may be called the Himachal Pradesh, Social Justice & Empowerment Department, Supervisor, Class-III-(Non-Gazetted) Recruitment and Promotion (first amendment) Rules, 2014

(2) These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.

Amendment of Annexure-A:

2. In Annexure "A" to the Himachal Pradesh Social Justice & Empowerment Department, Supervisor, Class-III(NonGazetted) Recruitment and Promotion, Rules, 2011:-

(a) For the existing provisions against Col.No.7, the following shall be substituted, namely:-

"Should be Graduate preferably in Social Work, Home Science or related fields from a recognized University".

By order

Addl. Chief Secretary(SJ&E) to the  
Government of Himachal Pradesh.

Endst. No. WLF-B(2)4/79-IV, dated, Shimla-2 the 2014  
Copy is forwarded to:-

1. All the Administrative Secretaries to the Govt. of Himachal Pradesh, Shimla-2
2. The Controller, Printing & Stationery Deptt., H.P., Shimla-5 for publication in the Govt. Gazette.



3. The Director, Social Justice & Empowerment, H.P., Shimla-4. She is requested procure five copies of the Rajpatra from Printing and Stationery Department. (WCD)
4. The Sr. Law Officer, Law Deptt.(Hindi)H.P. Secretariat Shimla-2.
5. Guard file/ 50 spare copies.

WCD

Deputy Secretary(SJ&E)to the  
Govt. of Himachal Pradesh.

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191  
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(Authoritative English Text of this Department Notification No WLF-B(2)4/79-IV, dated 2014 as required under clause (3) of Article 348 of the constitution of India.)

Government of Himachal Pradesh  
Department of Social Justice & Empowerment.

No. : WLF-B(2)4/79-IV, dated, Shimla-2

the 20/03/2014

NOTIFICATION

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultation with the H.P Public service commission is pleased to make the following Rules further to amend the Himachal Pradesh, Social Justice & Empowerment Department, Supervisor, Class-III( Non Gazetted), Recruitment and Promotion, Rules, 2011 notified vide this Department Notification of even number dated 22<sup>nd</sup> February, 2011 namely:-

Short title and Commencement; 1.(1)These rules may be called the Himachal Pradesh, Social Justice & Empowerment Department, Supervisor, Class-III-(Non-Gazetted) Recruitment and Promotion (first amendment) Rules, 2014

(2) These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.

Amendment of Annexure-A: 2. In Annexure "A" to the Himachal Pradesh Social Justice & Empowerment Department, Supervisor, Class-III(NonGazetted) Recruitment and Promotion, Rules, 2011:-

(a) For the existing provisions against Col.N. 7, the following shall be substituted, namely:-

"Should be Graduate preferably in Social Work, Home Science or related fields from a recognized University".

By order

Addl. Chief Secretary (SJ&E) to the  
Government of Himachal Pradesh.

Endst. No. WLF-B(2)4/79-IV, dated, Shimla-2 the 2014

Copy is forwarded to:-

1. All the Administrative Secretaries to the Govt. of Himachal Pradesh, Shimla-2
2. The Controller, Printing & Stationery Deptt., H.P., Shimla-5 for publication in the Govt. Gazette.



3. The Director, Social Justice & Empowerment, H.P., Shimla-1. She is (WCD) requested procure five copies of the Rajpatra from Printing and Stationery Department.
4. The Sr. Law Officer, Law Deptt. (Hindi) H.P. Secretariat Shimla-2.
5. Guard file/ 50 spare copies.

WCD  
Deputy Secretary(SJ&E) to the  
Govt. of Himachal Pradesh.