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(Authoritative English Text of this Department Notification No. Per(Training)B(2)-3/87, dated the 18-3-1995 as required under Clause (3) of Article 348 of the Constitution of India).

Government of Himachal Pradesh
Department of Personnel
(Training and Foreign Assignments)

No. Per(Training)B(2)-3/87 dated Shimla-2 the 18th March, 1995.

NOTIFICATION

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh is pleased to make the Recruitment and Promotion Rules of the Class-IV Services (Class-IV (Peon/Chowkidar/Kitchen Boy/Kitchen Bearer/Room Attendant), Cleaner-cum-Conductor, Library Attendant, Mali and Sweeper) in the H.P. Institute of Public Administration, as per Annexure 'A' to 'E' attached to this notification; namely:-

- Short Title and Commencement:-
1. (1) These Rules may be called the Himachal Pradesh, Institute of Public Administration, Class-IV Services Recruitment and Promotion Rules, 1995.
 - (2) These Rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.

- Repeal & Savings:-
2. (1) The Himachal Pradesh, Institute of Public Administration, Class-IV Services Recruitment and Promotion Rules 1973, L notification No. HIPA(Estt.)-19/73, dated 3rd December, 1973 and as amended from time to time are hereby repealed.

/ Notified vide

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(2) Notwithstanding such repeal, any appointment made or anything done or any action taken under the relevant rules, so repealed under sub-rule(1) supra shall be deemed to have been validly made, done or taken under these rules.

By Order

(S.N. Verma)

Commr.-cum-Secy.(Training) to
the Government of Himachal Pradesh.

contd... 2/-

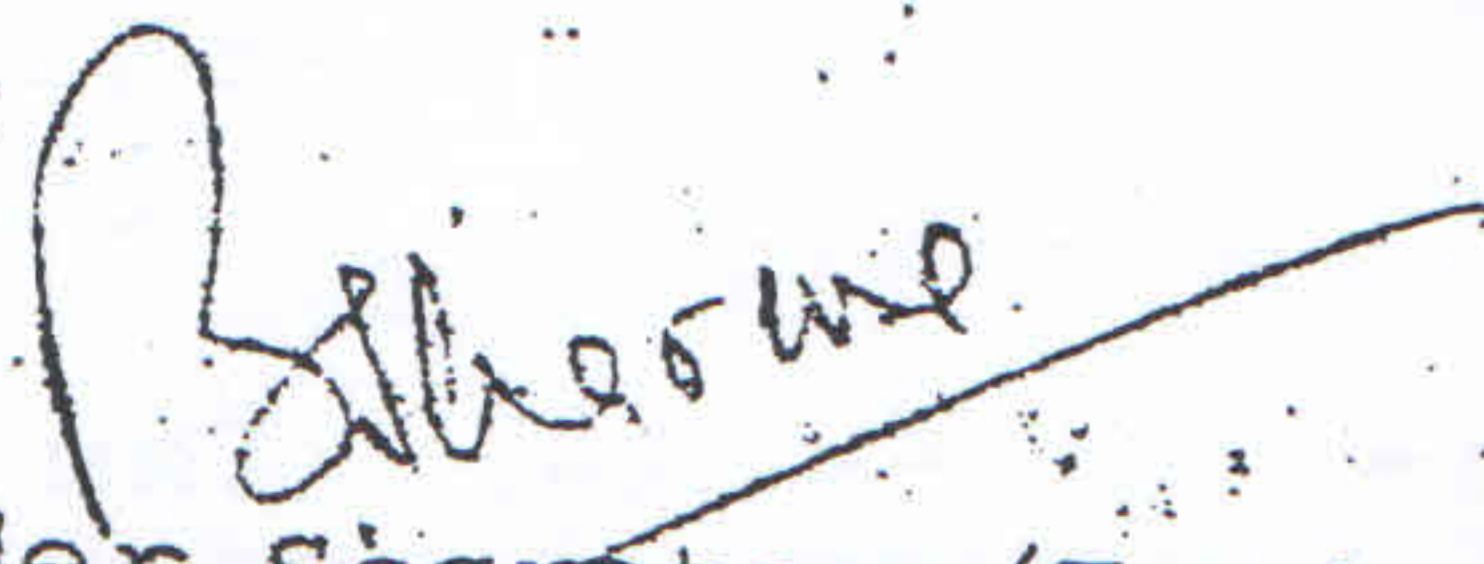
Endst.No.Per(Training)B(2)-3/87-

Dated:

12th March 75

Copy forwarded to the following for information and necessary action:-

1. All the Secretaries to the Government of Himachal Pradesh.
2. All the Heads of Departments in Himachal Pradesh.
3. The Deputy Secretary to the Hon'ble Chief Minister, H.P. for kind information of Hon'ble Chief Minister.
4. Private Secretary to Chief Secretary, Himachal Pradesh for kind information of the Chief Secretary.
5. The Director, H.P. Institute of Public Administration, Fairlawns, Shimla-12 with the request that 100-100 copies of each (Hindi/English) of these Rules may kindly be got printed and sent to this Department, immediately, so that these Rules could be placed on the table of the House in the ensuing Vidhan Sabha Session.
6. The Controller, Printing and Stationery, Himachal Pradesh, Shimla-171005 for favour of publication in the Extra-ordinary Rajpatra, Himachal Pradesh.
7. Law Department, Himachal Pradesh, Shimla-2.
8. Guard file 50 copies.


Under Secretary(Training) to the
Government of Himachal Pradesh.

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RECRUITMENT AND PROMOTION RULES FOR THE POST OF CLEANER-CUM-
CONDUCTOR (NON-GAZETTED) CLASS IV IN THE DEPARTMENT OF PERSONNEL
(TRAINING)/(TPA) HIMACHAL PRADESH.

1. Name of the Post: Cleaner-cum-Conductor
2. Number of Posts: Two (2)
3. Classification: Class-IV (Non-Gazetted) (Non-Ministerial)
4. Scale of Pay: Rs. 800-30-950-35-1160-40-1320-45-1455
(Be given in expanded notation)
5. Whether Selection Post or Non-Selection Post: Non-Selection Post
6. Age for direct recruitment: Between 18 and 35 years

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 adhoc or on contract basis;

Provided further that if a candidate appointed on adhoc 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 Corporations 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 Corporation/Autonomous Bodies and who are/were finally absorbed in the service of such Corporations/Autonomous Bodies after initial constitution of the Public Sector Corporations/Autonomous Bodies.

- (1) 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.
- (2) Age and experience in the case of direct recruitment relaxable at the discretion of the Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.

...(Contd. Page-2/-)

V. Minimum Educational and other qualifications required for direct recruits:

a) ESSENTIAL:

He should have passed the Middle Standard Examination or above of a recognised school and shall have a valid licence of Cleaner/Conductor knowledge of Motor Mechanics work will be additional qualification.

b) DESIRABLE QUALIFICATION:

Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

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

Age: N.A.

Educational qualifications: Yes

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 failing both by direct recruitment.

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

By promotion from other Class IV employees and possessing the essential qualification prescribed under Rule 7 failing which by transfer from Govt. Departments holding equivalent posts. For the purpose of promotion a joint seniority of eligible officials will be drawn based on the length of service without disturbing their category-wise inter-se-seniority.

- (1) In all cases of promotion, the adhoc service rendered in the feeder post upto 31.3.1991, if any, prior to 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:-

(i) that in all cases where a junior person becomes eligible for consideration by virtue of his total length of service (including the service rendered on adhoc basis upto 31.3.1991) 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 the junior person in the field of consideration;

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;

Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the persons senior to him shall also be deemed to be ineligible for consideration for such promotion.

Explanation:- The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be ex-servicemen recruited under the provisions of Rule-3 of Demobilised Armed Forces Personnel

(Reservation of Vacancies in Himachal 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 Services) Rules, 1985 and having been given the benefit of seniority thereunder.

- (2) Similarly, in all cases of confirmation, adhoc service rendered on the feeder post upto 31.3.1991, if any, prior to the regular appointment against such post shall be taken into account towards the length of service;

Provided that inter-se-seniority as a result of confirmation after taking into account adhoc service rendered upto 31.3.1991 shall remain unchanged.

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

13. Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment:

14. Essential requirement for a direct recruitment:

As may be constituted by the Government from time to time.

As required under the Law.

A candidate for appointment to any service or post must be:-

(a) a citizen of India, or
(b) a subject of Nepal, or
(c) a subject of Bhutan, or
(d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India.

(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 Tanzanyika and Zanzibar), Zambia, Malwa, Zaire and Ethiopia with the intention of permanently settling in India;

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Himachal Pradesh Public Service 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.

.. (Contd, 5/-)

(घ) स्तम्भ संख्या 14 के सामने विद्यमान उपबन्धों के स्थान पर निम्नलिखित प्रतिस्थापित किये जाएंगे, अर्थात् :—

“किसी सेवा या पद पर नियुक्ति के लिए अभ्यर्थी का भारत का नागरिक होना अनिवार्य है” ।

आदेश द्वारा,

अरविन्द कौल,
अतिरिक्त मुख्य सचिव ।

[Authoritative English text of this Department notification No. Per.(Trg.)B(2)-3/87, dated, 9-6-2003 as required under clause (3) of Article 348 of the Constitution of India].

TRAINING AND FOREIGN ASSIGNMENT DEPARTMENT

NOTIFICATION

Shimla-171 002, the 9th June, 2003

No. Per.(Trg.)B(2)-3/87.—In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh, is pleased to make the following rules further to amend the Himachal Pradesh Institute of Public Administration, Class-IV services (Peon/Chowkidar/Kitchen Boy/Kitchen Bearer/Room Attendant Cleaner-cum-Conductor, Library Attendant, Mali and Sweeper) Recruitment and Promotion Rules, 1995 notified vide this Department Notification of even number dated 18-3-1995, namely:—

1. *Short title and commencement.*—(i) These rules may be called the Himachal Pradesh Institute of Public Administration, Class-IV Services Recruitment and Promotion (First Amendment) Rules, 2003.

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

2. *Amendment of Annexure “C”.*—In Annexure “C” to the Himachal Pradesh Institute of Public Administration, Class-IV Services Recruitment and Promotion Rules, 1995:—

(a) For the existing provisions against Column No. 4, the following shall be substituted, namely:—

“Rs. 2720-100-3220-110-3660-120-4250 + Rs. 80/- (Special Allowance)”

(b) For the existing provisions against Column No. 6, for the figures & words “Between 18 & 35 years” the figures & words “Between 18 and 45 years” shall be substituted.

(c) For the existing provisions against Column No. 11, the following shall be substituted, namely:—

By promotion from amongst the Class-IV employees having five years of regular service. For the purpose of promotion a joint seniority list based on the basis of length of service will be prepared without disturbing their *inter-se* seniority list.

(1) In all cases of promotion the continuous *ad hoc* service rendered in the feeder post if any, prior to regular appointment to the post shall be taken into account towards the

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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 the provisions of Recruitment and Promotion Rules, provided that:—

- (i) in all cases where a junior person becomes 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 provision 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:

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:

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.

Explanation.—The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be Ex-servicemen recruited under the provisions of Rule 3 of Demobilised Armed Forces Personnel (Reservation of Vacancies in Himachal 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 Services) Rules, 1985 and having been given the benefit of seniority thereunder.

(2) Similarly in all cases of confirmation continuous *ad hoc* service rendered on 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 after proper selection and in accordance with the provisions of the Recruitment and Promotion Rules:

Provided that *inter-se* seniority as a result of confirmation after taking into account *ad hoc* service rendered as referred to above shall remain unchanged; and

- (d) For the existing provisions against Column No. 14, the following shall be substituted, namely:—

“A candidate for appointment to any service or post must be a citizen of India”.

By order,

ARVIND KAUL,
Additional Chief Secretary.