

# R&P Rules of Personal Assistant 2

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Authoritative English Text of Government Notification No. Per(Trg.)A(3)-1/97, Dated the 12th March, 1997, as required under Clause(3) of Article 348 of the Constitution of India.

Government of Himachal Pradesh  
Department of Personnel  
(Training & Foreign Assignments)  
No. Per(Trg.)A(3)-1/97, Dated Shimla-171002, the 12th March, 97.

## NOTIFICATION

In exercise of the powers conferred by the 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 and Promotion Rules for the post of Personal Assistant, Class-III (Non-Gazetted) in the Himachal Pradesh Institute of Public Administration, as per Annexure-I attached to this notification; namely:-

Short Title  
& Commencement

1. (i) These Rules may be called the Himachal Pradesh Institute of Public Administration, Personal Assistant, (Class-III, Non-Gazetted) Recruitment and Promotion Rules, 1997.  
(ii) These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.

By Order  
(P.I. Suvrathan)

FC-cum-Secretary(Trg.) to the  
Government of Himachal Pradesh.

Endst. No. Per(Trg.)A(3)-1/97, Dated Shimla-2, the 12th March, 1997.

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

1. All Administrative Secretaries to the Government of Himachal Pradesh.
2. The Director, H.P. Institute of Public Administration, Fairlawns, Shimla-12 with the request that 105-105 (Hindi/English) duly printed may, please be collected from the H.P. Press and sent to this Department so that these rules could be placed on the table of the House in the next coming Vidhan Sabha Session.
3. The Secretary, H.P. Public Service Commission, Shimla-2 (with 3 spare copies).
4. The Controller, Printing and Stationery, H.P. Shimla-5 for favour of immediate publication in the Extra-Ordinary Rajpatra. He is requested to print 105-105 (Hindi/English) copies of the above and hand over the same to the representative of Director, HIPA.
5. ALD(Hindi), Law Department, H.P. Sectt., Shimla-171002.
6. Guard File-20 Copies.

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Joint Secretary(Trg.) to the  
Government of Himachal Pradesh.

Recruitment and Promotion Rules for the post of Personal Assistant, Class-III(Non-Gazetted) in the H.P. Institute of Public Administration.

1. Name of the Post : Personal Assistant
2. Number of Posts : 1 (One)
3. Classification : Class-III(Non-Gazetted)  
: Ministerial Services.
4. Scale of Pay (Be given in expanded notation) : Rs.2000-60-2060-70-2550-75-  
: 3000-100-3500+150/-S.P.
5. Whether Selection post or Non-Selection  
Non-Selection Post :
6. Age for direct recruitment: N.A.
7. Minimum Education Qualifications required for direct recruits :
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotees : Age : N.A.  
: Educational : N.A.
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 deputation.
11. In case of recruitment by promotion, grade, from which promotion/deputation/transfer is to be made. : By promotion from amongst the Senior Scale Stenographers who possess 6 years regular service or regular combined with continuous adhoc service rendered upto 31.3.1991 in the grade failing which by promotion from amongst Junior Scale Stenographers, Grade-I having 11 years regular service or regular combined

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- (2) Similarly, in all cases of confirmation, adhoc service rendered in 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 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 : As may be constituted by the Government from time to time.
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 a direct recruitment : N.A.
15. Selection for appointment to the post by direct recruitment : N.A.
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. 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 HPPSC, relax any of the provisions of these Rules with respect to any class or category of persons or posts.

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: with continuous adhoc service  
: rendered upto 31.3.1991 in the grade  
: failing both by deputation from  
: amongst the incumbents working in the  
: equivalent grade in other departments  
: of the Government of H.P.

(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 condition:-

(i) That in all cases where 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 eligible for consideration and placed above the junior persons in the field 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 Pradesh 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.

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- (2) Similarly, in all cases of confirmation, adhoc service rendered in 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 : As may be constituted by the Government from time to time.
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 a direct recruitment : N.A.
15. Selection for appointment to the post by direct recruitment : N.A.
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. 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 HPPSC, relax any of the provisions of these Rules with respect to any class or category of persons or posts.

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असाधारण राजपत्र, हिमाचल प्रदेश, 3 जनवरी, 2003/13 पौष, 1924

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[Authoritative English Text of this Government notification No. Per.(Trg) A(3)-1/97, dated 30-11-2002, as required under clause (3) of Article 348 of the Constitution of India].

TRAINING AND FOREIGN ASSIGNMENT DEPARTMENT  
NOTIFICATION

Shimla-2, the 30th November, 2002

No. Per. (Trg.) A(3)-1/97.—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 following Rules further to amend the Himachal Pradesh Institute of Public Administration, Personal Assistant, Class-III (Non-Gazetted) Recruitment and Promotion Rules, 1997 notified *vide* this department notification of even number dated 12-3-1997, namely :—

1. *Short title and commencement.*—(i) These rules may be called the Himachal Pradesh Institute of Public Administration, Personal Assistant, (Class III Non-Gazetted) Recruitment and Promotion (First Amendment) Rules, 2002.

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

2. *Amendment of Annexure 'I'.*—In Annexure 'I' to the Himachal Pradesh Institute of Public Administration, Personal Assistant (Class-III, Non-Gazetted), Recruitment and Promotion Rules, 1997 :—

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

‘6400-200-7000-220-8100-275-10300-340-10640+300/-SPA’.

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

“By promotion from amongst the Senior Scale Stenographers who possess six years regular service or regular combined with continuous *ad hoc* service rendered in the grade failing which by promotion from amongst Junior Scale Stenographers, Grade-I having 11 years regular service or regular combined with continuous service rendered in the grade failing both by deputation from amongst the incumbents working in the equivalent grade in other Government Departments of H. P.

(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 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 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 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:

Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least 3 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/promotion 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 R & P 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.

By Order,

ARVIND KAUL,  
Principal Secretary.

नियन्त्रक, मुद्रण तथा लेखन सामग्री, हिमाचल प्रदेश, शिमला-5 द्वारा मुद्रित तथा प्रकाशित