

(Authoritative English Text of Government Notification No. Per (SAS-I)B(2)-8/2009 dated _____ as required under clause (3) of Article 348 of the Constitution of India)

(79)
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**GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF PERSONNEL
SECRETARIAT ADMINISTRATION SERVICES-I**

No. Per(SAS-I)B (2)-8/2009. Dated, Shimla-2

18-5-,2015

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 and Promotion Rules for the post of Clerk, Class-III (Non-Gazetted) in the Department of Personnel (Secretariat Administration Services) 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 Department of Personnel (Secretariat Administration Services) Clerk, Class-III-(Non-Gazetted) Recruitment & Promotion Rules, 2015.
	(2)	These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.
Repeal & Savings	2. (1)	The Himachal Pradesh Department of Personnel Clerk, Class-III-(Non-Gazetted), Ministerial Services, Common Recruitment and Promotion Rules, 2014, notified vide this department Notification No. Per(AP)-C-A(3)-7/2011 dated 15 th May, 2014 are hereby repealed to the extent these pertain to the post of Clerk.
	(2)	Notwithstanding such repeal, any appointment made by Department of Personnel (Secretariat Administration Services) or anything done or any action taken under sub-rule(1) supra shall be deemed to have been validly made or done or taken under these rules.

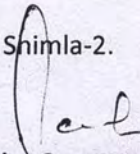
**By Order
Secretary (SA) to the
Government of Himachal Pradesh.**

18-5-,2015

No. Per(SAS-I)B(2)-8/2009. Dated, Shimla-2

Copy to:-

1. All Administrative Secretaries to the Government of Himachal Pradesh.
2. The Controller, Printing & Stationery , HP, Shimla-171005 for publication in the H.P. Rajpatra. Copy of the concerned Rajpatra may be sent to this Department.
3. Private Secretary to the Chief Secretary, Himachal Pradesh, Shimla-2.
4. ALR-cum-Under Secretary(Law) to the Government of Himachal Pradesh, Shimla-2.
5. The Secretary, HP Public Service Commission, Nigam Vihar, Shimla-2.
6. 100 Spare Copies/Guard File.


**Under Secretary(SA) to the
Government of Himachal Pradesh.**

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ANNEXURE-"A"

RECRUITMENT AND PROMOTION RULES FOR THE POST OF CLERK (NON-GAZETTED) CLASS-III IN THE DEPARTMENT OF PERSONNEL (SECRETARIAT ADMINISTRATION), H.P. SECRETARIAT.

1.	Name of post	Clerk
2.	Number of post	291 (two hundred and ninety one)
3.	Classification	Class-III (Non-Gazetted-Ministerial) Services
4.	Scale of Pay	<p>i) Pay Band for regular incumbents:-</p> <p>(a) CLERKS</p> <p>Pay Band Rs.5910-20200/- + Rs.1900/- Grade Pay + Rs.400/- Secretariat Pay</p> <p>(This scale is to be given to the total number of posts in cadre minus the posts which are to be placed in the pay band of Rs.10300-34800/- + Rs.3600/- Grade Pay + Rs.500/- Secretariat Pay (Junior Assistant)).</p> <p>ii) Emoluments for contract employees Rs.7810/- as per details given in Column 15-A.</p> <p>(b) Junior Assistant:</p> <p>Pay Band Rs.10300-34800 + Rs.3600/- Grade Pay + Rs.500/- Secretariat Pay</p> <p>(This scale is to be given to the total number of posts of Clerk in the cadre after a minimum of 5 years service as Clerk in the cadre and the incumbent of these posts shall be designated as Junior Assistant by placement)</p>
5.	Whether "Selection" Post or "Non-Selection" Post	Non-Selection
6.	Age for Direct recruitment	Between 18 years and 45 years.

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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 or on contract basis had become over-age on the date when he/she was appointed as such he/she shall not be eligible for any relaxation in hte prescribed age-limit by virtue of his/her 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 constitution 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 /Corporatins/ Autonomous Bodies who were/are subsequently appointed by such Corporations/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.

Notes:

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

<p>7. Minimum Educational and other qualification required for direct recruitment</p>	<p>(a) Essential Qualifications:-</p> <ul style="list-style-type: none"> i) Bachelor's Degree or its equivalent from a recognised University. ii) Should possess a minimum speed of 30 words per minute in English Type-writing or 25 words per minute in Hindi Type-writing on Computer. <p>Provided that visually impaired persons recruited under 1% quota shall be imparted necessary basic training including computer training</p>
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		<p>by the Department concerned through Composite Regional Centre (CRC), Sundernagar instead of passing typing test. They shall have to complete the above training during which three chances will be afforded. If the incumbents fail to qualify the same his/her service shall be terminated. However, the incumbents already in the service shall be afforded sufficient number of chances to complete the aforesaid training.</p> <p>iii) Should have the knowledge of "Word Processing" in Computer as prescribed by the Recruiting Authority.</p> <p>(b) Desirable Qualification(s): Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the State.</p>
8.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes	<p>Age : Not Applicable</p> <p>Educational Qualifications: Yes, as prescribed in Column No. 11 below.</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(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post(s) to be filled in by various methods :	<p>i) 70% by direct recruitment on a 'regular' basis or by recruitment on contract basis, as the case may be.</p> <p>ii) 20% by limited direct recruitment from amongst the regular Class-IV officials possessing a Bachelor's</p>

		<p>Degree or its equivalent qualification from a recognised University through competitive examination to be conducted by the H.P. Subordinate Services Selection Board, Hamirpur, having five years regular service OR regular combined with continuous service rendered on daily wages or on contract basis failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.</p> <p>iii) 10% by promotion failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.</p>
11.	<p>In case of recruitment by promotion deputation, transfer, grades from which promotion/deputation/transfer is to be made</p>	<p>1) 20% by limited direct recruitment from amongst the 'regular' Class-IV officials possessing a Bachelor's Degree or its equivalent qualification from a recognised University through competitive examination to be conducted by the H.P. Subordinate Services Selection Board, Hamirpur, having five years regular service OR regular combined with continuous service rendered on adhoc/daily wage/contract basis. The eligible Class-IV officials will also qualify the typing test with the minimum speed of 30 words per minute in English typewriting OR 25 words per minute in Hindi typewriting to be conducted by the H.P. Subordinate Services Selection Board, Hamirpur.</p> <p>2) 10% by promotion from amongst the Class-IV officials who have passed 10+2</p>

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examination or its equivalent from a recognized Board of School Education/ University with five years regular service or regular combined with continuous adhoc service rendered, if any, in the grade.

Provided that if a Class-IV official is otherwise eligible to be promoted to the post of Clerk under 10% promotion quota with the qualification 10+2 or its equivalent, duly recognized, then he/she will shall have to acquire the qualification of a Bachelor's Degree or its equivalent qualification from a recognized University within 5 years of his/her promotion as Clerk failing which he/she shall not be eligible for further promotion to the post of Senior Assistant etc.;

Provided further that the above proviso shall not render such Class-IV officials having qualification of Matric or its equivalent, duly recognized, ineligible for promotion to the post of Clerk against 10% quota, who were in the cadre of Class-IV after attaining the age of 50 years;

Provided further that all the Class-IV officials so promoted as Clerks will qualify the typing test with a minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi typewriting within the probation period which will be conducted by the Department and the incumbents will get three chances during the probation period. If the candidate fails to qualify the typing test within the prescribed period, their probation period will be extended. During this period the incumbents will get one more chance. If the candidate still fails to qualify the typing test in the extended period, he/she will be reverted from Clerk to Class-IV posts.

For the purpose of promotion a combined seniority list of eligible Class-IV officials on the basis of their length of service in the respective grade without disturbing their cadre wise inter-se-seniority shall be prescribed.

Provided further that for filling up the posts of Clerk the following 10 points roster shall be followed:-

Roster Point No.	Category
1 st , 2 nd , 3 rd , 4 th , 6 th , 7 th & 8 th	Direct recruit
5 th & 10 th	Limited direct recruit
9 th	Class-IV promotee

Note: The roster will be rotated after every 10th vacancy till the representation to all categories is achieved upto the prescribed percentages. Thereafter, the vacancy will be filled up from the category which vacates the post.

(1) In all cases of promotion, the continuous adhoc 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 adhoc appointment/promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of R&P Rules:

Provided that in all cases where a junior person becomes eligible for consideration by virtue of his/her total length of service (including the service rendered on adhoc basis , followed by regular service/appointment) in the feeder post in view of the provision referred to above, all persons senior to him/her 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 R&P 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/her shall also be deemed to be ineligible for consideration for such promotion;

EXPLANATION:- The last proviso shall not render the junior incumbent(s) ineligible for consideration for promotion if the senior ineligible person(s) happened to be Ex-Servicemen recruited under the provisions of Rule-3 of the Demobilized Armed Forces Personnel (Reservation of vacancies in Himachal State Non-Technical Service) Rules, 1972 and having been given the benefit of seniority there-under or recruited under the provisions of Rule-3 of the Ex-Serviceman (Reservation of vacancies in the Himachal Pradesh Technical Services) Rules, 1985 and having been given the benefit of seniority there-under.

(2) Similarly, in all cases of confirmation, adhoc 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 adhoc 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, the adhoc service rendered as referred to above 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.
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13.	Circumstances under which the H.P.S.C. 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 or post must be a Citizen of India.
15.	Selection for appointment to the 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 or practical test, the standard /syllabus etc. of which will be determined by the Commission/ other recruiting authority, as the case may be.
15-A	<p>Selection for appointment to the post by contract appointment</p> <p>Notwithstanding anything contained in these Rules, contract appointments to the post will be made subject to the terms and conditions given below:-</p> <p>(I) CONCEPT:-</p> <p>(a) Under this policy the Clerk in Department of Personnel (Secretariat Administration), H.P. will be engaged on contract basis initially for one year; which may be extendable on year-to-year basis.</p> <p>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 period of contract is to be renewed/extended.</p> <p>(b) <u>POST FALLS WITHIN THE PURVIEW OF THE HPSSSB:</u> The Secretary (Secretariat Administration) to the Government of Himachal Pradesh 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. Subordinate Services Selection Board, Hamirpur.</p> <p>(c) The selection will be made in accordance with the eligibility conditions prescribed in these R&P Rules.</p> <p>(II) CONTRACTUAL EMOLUMENTS:- The Clerk appointed on contract basis will be paid consolidated fixed contractual amount @ Rs.7,810/-per month (which shall be equal to minimum of the pay band + grade pay). An amount of Rs.234/- (3% of the minimum of pay band+ grade pay of the post) as annual increase in contractual emoluments for the subsequent year(s) will be allowed if contract is extended beyond one year.</p> <p>(III) APPOINTING/DISCIPLINARY AUTHORITY:- The Secretary (Secretariat Administration) to the Government of Himachal Pradesh will be appointing and disciplinary authority.</p>	

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(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. H.P. Subordinate Services Selection Board, Hamirpur.

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:- As may be constituted by the concerned recruiting agency i.e. the H.P. Subordinate Services Selection Board, Hamirpur from time to time.

(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 contractual appointee will be paid fixed contractual amount @ Rs.7810/- 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 @Rs.234/- (3% of minimum of the pay band+ grade pay of the post) for further extended years and no other allied benefits such as senior /selection scale etc. will be given.

(b) The service of the contract 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) Contract appointee will be entitled for one day's casual leave after putting one-month service. However, the contract appointee will also be entitled for 16 weeks Maternity Leave, 10 day's Medical leave and five days special leave. He/She shall not be entitled for Medical Re-imburement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

Provided that the un-availed Casual Leave, Medical Leave and Special leave can be accumulated upto the Calendar Year and will not be carried forward for the next Calendar Year.

(d) Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the contract. However, in exceptional cases where the circumstances for un-authorized absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while considering his/her case for regularisation but the incumbent shall have to intimate the controlling authority in this regard well in time.

However the contract appointee shall not be entitled for contractual amount for this period of absence from duty.

Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.

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

(f) Selected candidates will have to submit a certificate of his /her fitness from a Government/Registered Medical

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		<p>Practitioner. Women candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Medical Officer/Practitioner.</p> <p>(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 counterpart official at the minimum of pay scale.</p> <p>(h) Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules & Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. They will be entitled for emoluments etc. as detailed in this column.</p>
16.	Reservation	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Scheduled Tribes/Other Backward Classes/ other categories of persons issued by the Himachal Pradesh Government from time to time.
17.	Departmental Examination	Not applicable.
18.	Power to Relax	Where the State Govt. 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 provision(s) of these Rules with respect to any Class or category of person (s) or post (s).

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AGREEMENT

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ S/o/D/o Shri _____ Resident of _____ Contract Appointee (hereinafter called the **FIRST PARTY**), **AND** the Governor of Himachal Pradesh through _____ (Designation of Appointing Authority) Himachal Pradesh (here-in-after called the **SECOND PARTY**).

Whereas, the **SECOND PARTY** has engaged the aforesaid **FIRST PARTY** and the **FIRST PARTY** has agreed to serve as a Clerk on contract basis on the following terms & conditions :-


1. That the **FIRST PARTY** shall remain in the service of the **SECOND PARTY** as a Clerk for a period of 1 year commencing on day of _____ and ending on the 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 contract period on year to year basis the concerned HOD shall issue a certificate that the service and conduct of the contract appointee was satisfactory during the year and only then his period of contract is to be renewed/extended.

2. The contractual amount of the **FIRST PARTY** will be Rs.7810/- per month.
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 engaged on contract.
4. Contractual Clerk will be entitled for one day casual leave after putting in one month service. However, the contract employee will also be entitled for 16 week's maternity leave , 10 days medical leave and 5 days special Leave. He/She will not be entitled for Medical Reimbursement and LTC etc. No leave of any other kind except above is admissible to the contact Clerk.

Provided that the un-availed casual leave ,medical leave and special leave can be accumulated upto the calendar year and will not be carried forward for the next calendar year.

5. Unauthorised absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the contract. However, in exceptional cases where the circumstances for un-authorized absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while considering

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his/her case for regularisation but the incumbent shall have to intimate the controlling authority in this regard well in time. However the contract appointee shall not be entitled for contractual amount for this period of absence from duty.

Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.

6. Clerk appointed on contract basis who have completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever 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 pregnant beyond twelve weeks will render her temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorised Medical officer/practitioner.
8. Contract appointee shall 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 counter-part official at the minimum of pay scale.
9. The Employees Group Insurance Scheme as well as EPF/GPF will not be applicable to contractual appointee(s).

IN WITNESS the FIRST PARTY AND SECOND PARTY have herein to set their hands the day, month and year first, above written.

IN THE PRESENCE OF WITNESS

1. _____

(Signature of FIRST PARTY)

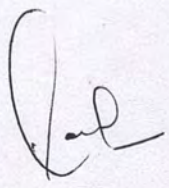
2. _____

IN THE PRESENCE OF WITNESS

1. _____

(Signature of SECOND PARTY)

2. _____



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(Authoritative English Text of this Department Notification No. Per (SAS-I) B(2)-8/2009 dated 9th May, 2018 as required under clause (3) of article 348 of the Constitution of India).

Government of Himachal Pradesh,
Department of Personnel.
(Secretariat Administration Services-I).

No. Per (SAS-I)B (2)-8/2009-II Dated, Shimla-171 002 9th May, 2018

* 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 following rules to amend the Himachal Pradesh Department of Personnel (Secretariat Administration Services) Clerk, Class-III (Non Gazetted) Recruitment & Promotion Rules, 2015 notified vide this Department's Notification No. Per (SAS-I)B (2)-8/2009 dated 18.5.2015 and published in the Rajpatra (Extra Ordinary) , Himachal Pradesh dated 21.5.2015, namely:-

Short title and Commencement	1.	These rules may be called the Himachal Pradesh Department of Personnel (Secretariat Administration Services) Clerk, Class-III (Non Gazetted) Recruitment & Promotion (First Amendment) Rules, 2018.
	(2)	These rules shall come into force from the date of publication in the Rajpatra (e-Gazette), Himachal Pradesh.
Amendment of Annexure "A"	2.	In Annexure "A" to the Himachal Pradesh Department of Personnel (Secretariat Administration Services) Clerk, Class-III (Non Gazetted) Recruitment & Promotion Rules, 2015 (herein after referred to as the 'said rules',-
		(a) for the existing provisions against Column No. 15, the following shall be substituted, namely:- "Selection for appointment to the post in the case of direct recruitment shall be made on the basis of merit of written examination followed by evaluation as specified in Appendix-I appended to these rules, or if the Himachal Pradesh Public Service Commission or other recruiting

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agency/ authority, as the case may be, so considers necessary or expedient on the basis of merit of written examination followed by evaluation as specified in Appendix-I appended to these rules, preceded by a screening test (objective type) or practical test or skill test or physical test, the standard/ syllabus, etc. of which, will be determined by the Himachal Pradesh Public Service Commission/ other recruiting agency/ authority, as the case may be”;

(b) for the existing provisions against Column No.15 A (iv), the following shall be substituted, namely:-

“Selection for appointment to the post in the case of contract appointment shall be made on the basis of merit of written examination followed by evaluation as specified in Appendix-I appended to these rules, or if considered necessary, or expedient on the basis of merit of written examination followed by evaluation as specified in Appendix-I appended to these rules, preceded by a screening test (objective type) or practical test or skill or physical test, the standard/ syllabus, etc. of which, will be determined by the concerned recruiting agency i.e. The Himachal Pradesh Public Service Commission/ The Himachal Pradesh Staff Selection Commission Hamirpur/ other recruiting agency/ authority, as the case may be; and

(c) for the existing provision against Column No. 15-A (VII) (C), the following shall be substituted, namely;

“The contract appointee will be entitled for one day casual leave after putting one month’s service, 10 days medical leave, and 5 days special leave, in a calendar year. A female contract appointee with less than two surviving children may be granted maternity leave for 180 days. A

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		<p>female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of the number of surviving children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorised Medical Officer. A contract employee shall not be entitled for medical re-imbursement and LTC etc. No leave of any other kind except above is admissible to contract appointees.</p> <p>Un- availed casual leave, medical leave and special leave can be accumulated upto the calendar year and will not be carried forward for the next calendar year.”</p>
Amendment of Annexure-B	3.	<p>In Annexure “B” appended to the said rules for the existing provisions against Sr.No.4, the following shall be substituted, namely:-</p> <p>“The contract appointee will be entitled for one day casual leave after putting one month’s service, 10 days medical leave and 5 days special leave, in a calendar year. A female contract appointee with less than two surviving children may be granted maternity leave for 180 days. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of the number of surviving children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Medical Officer. A contract employee shall not be entitled for medical re-imburement and LTC etc. No leave of any other kind except above is admissible to the contract appointees:</p> <p>Un-availed casual leave, medical leave and special leave can be accumulated upto the calendar year and will not be carried forward for the next calendar year.”</p>
Addition of APPENDIX-I	4.	<p>After the said rules, the following Appendix-I shall be added, namely:-</p>

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“APPENDIX-I FOR CLASS-III POSTS		
	WRITTEN TEST	85 marks
1.	{Percentage of marks obtained in written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in Written Examination will be given 42.5 marks}.	
2.	<p>Evaluation of candidates to be made in the following manner:-</p> <p>i) Weightage for the minimum educational qualification, prescribed in the Recruitment & Promotion Rules. =2.5 Marks {Percentage of marks obtained in the educational qualification would be multiplied by 0.025. For example, an individual has secured 50% marks in the required educational qualification, he/ she will be allowed 1.25 marks (50 x 0.025=1.25)}</p> <p>ii) Belonging to notified Backward Area or Panchayat, as the case may be. =01 Mark</p> <p>iii) Land less family/ family having land less than 1 Hectare to be certified by the concerned Revenue Authority. =01 Mark</p> <p>iv) Non-employment Certificate to the effect that none of the family members is in Government/ Semi-Government service. =01 Mark</p> <p>v) Differently abled persons with more than 40% impairment/ disability/ infirmity. =01 Mark</p> <p>vi) NSS (alleast one year)/ certificate holders in NCC/ The Bharat Scout and Guide/ Medal winner in National Level sports competitions. =01 Mark</p> <p>vii) BPL family having annual income (from all sources) below ₹40,000/- or as prescribed by the Govt. from time to time. =02 Marks</p> <p>viii) Widow/ divorced/ destitute/ single woman. =01Mark</p>	15 marks

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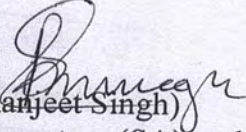
	<p>ix) Single daughter/ Orphan =01 Mark</p> <p>x) Training of atleast 6 months duration related to the post applied for from a recognized University/ Institution. = 01 Mark</p> <p>xi) Experience upto a maximum of 5 years in Govt./ Semi-Govt. Organization relating to the post applied for (0.5 marks only for each completed year) =2.5 Marks.”</p>	
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By Order

Dr. Sunil Kumar Chaudhary
Secretary (SA) to the
Government of Himachal Pradesh

No. Per (SAS-I)B (2)-8/2009-II Dated, Shimla- 171 002 ^{9th} May, 2018.

1. All Administrative Secretaries to the Government of Himachal Pradesh.
2. The Secretary, HP Public Service Commission, Shimla.
3. The Secretary, HP Staff Selection Commission, Hamirpur.
4. The Controller, Printing &, Stationery, Himachal Pradesh, Shimla-171005.
5. The JLR-cum- Joint Secretary (Law- Opinion) to the Govt. of Himachal Pradesh.
6. Under Secretary (Personnel) to the Government of Himachal Pradesh.
7. Guard file.


(Ranjeet Singh)
Deputy Secretary (SA) to the
Government to Himachal Pradesh

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(Authoritative English text of this Department Notification No. Per (SAS-I) B(2)-8/2009-II, dated 23rd May, 2022, as required under clause(3) of article 348 of the Constitution of India.

GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF PERSONNEL
SECRETARIAT ADMINISTRATION SERVICES-I

No Per (SAS-I)B(2)-8/2009-II

Dated,

Shimla-171002

23rd May, 2022

NOTIFICATION

In exercise of the powers conferred by provision to article 309 of the Constitution of India, the Governor, Himachal Pradesh is pleased to make the following rules to amend the Himachal Pradesh, Department of Personnel (Secretariat Administration Services) Clerk, Class-III (Non-gazetted) Recruitment and Promotion Rules, 2015 notified vide this department Notification number Per(SAS-I)B(2)-8/2009 dated 18/05/2015, published in the Rajpatra (Extra Ordinary), Himachal Pradesh on dated 21/05/2015, namely:-

Short title and Commencement	1.(1)	These rules may be called the Himachal Pradesh, Department of Personnel (Secretariat Administration Services) Clerk, Class-III (Non- Gazetted) Recruitment and Promotion Rules, (Second Amendment) Rules, 2022.
	(2)	These rules shall come into force from the date of publication in the Rajpatra (e-Gazette) Himachal Pradesh.
Amendment of Annexure "A"	2.	In Annexure "A" to the Himachal Pradesh, Department of Personnel (Secretariat Administration Services) Clerk, Class-III (Non-gazetted) Recruitment & Promotion Rules, 2015 (herein after referred to as the 'said rules'):-
		(a) For the existing provisions against Column No. 7(a)(i) the following shall be substituted ; namely:- " Bachelor's Degree from a recognized University". (b) For the existing provisions against Column 15-A(vii)(b) following shall be substituted, namely:- "(b) The service of the contract 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. In case the contract appointee is not satisfied with the termination orders issued by the Appointing Authority, he/she may prefer an appeal before the Appellate Authority who shall

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		<p>be higher in rank to the Appointing Authority, within a period of 45 days, from the date on which a copy of termination orders is delivered to him/her."</p> <p>(c) For the existing provisions against Column 15-A(vii)(f), the following shall be substituted, namely:-</p> <p>" (f) Selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in the case of a Gazetted Government servant and by Government Medical Officer in case of Non-gazetted Government Servant. In case of women candidates who are to be appointed against the posts carrying hazardous nature of duties, and in case they have to complete a period of training as a condition of service, such women candidate, who as a result of tests is found to be pregnant of twelve weeks' standing or more shall be declared temporary unfit and her appointment shall be held in abeyance until the confinement is over. Such women candidate be re-examined for medical fitness six weeks after the date of confinement, and if she is found fit on production of medical fitness certificate from the authority as specified above, she may be appointed to the post kept reserved for her."</p>
Amendment of Annexure "B"	3.	<p>In Annexure-'B' appended to the 'said rules',-</p> <p>(a) For the existing provisions against Sr. No.3, the following shall be substituted namely:-</p> <p>" (3) The service of the contract 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. In case the contract appointee is not satisfied with the termination orders issued by the Appointing authority, he/she may prefer an appeal before the Appellate Authority who shall be higher in rank to the Appointing Authority, within a period of 45 days, from the date on which a copy of termination orders is delivered to him/her.</p> <p>(b) For the exiting provisions against Sr. No. 7, the following shall be substituted , namely:-</p> <p>"Selected candidate will have to submit a certificate of his/her fitness issued by the Medical Board in the case of a Gazetted Government Servant and by Government Medical Officer in case of a Non-Gazetted Government servant. In case of women candidates who are to be appointed against posts carrying hazardous nature of duties, and in case they have to complete a period of training as a condition of</p>

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		service, such women candidate, who as a result of tests is found to be pregnant of twelve weeks standing or more shall be declared temporarily unfit and her appointment shall be held in abeyance until the confinement is over. Such women candidate be re-examined for medical fitness six weeks after the date of confinement, and if she is found fit on production of medical fitness certificate from the authority as specified above, she may be appointed to the post kept reserved for her."
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By Order

Pr. Secretary (SA) to the
Government of Himachal Pradesh

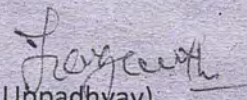
No. Per (SAS-I)B(2)-8/2009-II

Dated, Shimla-171002

23rd May, 2022

Copy to following for information and further necessary action:-

1. The Additional Chief Secretary (Finance / Personnel) to the Govt. of H.P. , Shimla-2
2. The Pr. Secretary (Law) to the Govt of H.P. Shimla-2
3. The Secretary, Himachal Pradesh Public Service Commission, Shimla -171002.
4. The Secretary, Himachal Pradesh Staff selection Commission, Hamirpur, Himachal Pradesh-177001.
5. Guard File.


(J.N. Uppadhyay)
Under Secretary (SA) to the
Government of Himachal Pradesh