

Government of Himachal Pradesh  
Department of Higher Education

No. EDN-A-Gha (8)-6/2006 Dated Shimla-2, the

12<sup>th</sup> July, 2016.

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 Assistant Librarian Class-III (Non-Gazetted) in the Department of Higher Education, Himachal Pradesh as per Annexure "A" attached to this notification namely:-

1. Short Title and Commencement-----(1) These Rules may be called the Himachal Pradesh, Higher Education Department, Assistant Librarian,(Class-III)(Non-Gazetted) Recruitment and Promotion Rules,2010.

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

2. Repeal & Savings---(1)---The Himachal Pradesh, Education Department, Class-III,(Technical)Service,(Recruitment and Promotion and certain Conditions of service)Rules,1971 notified vide this department Notification No. 1-409/71-Edu-A, dated 24<sup>th</sup> December,1973 are hereby repealed to the extent these pertains to the post of Assistant Librarian.

(2) Notwithstanding such repeal, any appointment made or anything done or any action taken under the rules, so repealed under sub-rule (1)supra shall be deemed to have been validly made, done or taken, under these Rules.

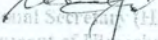
By Order

Principal Secretary (Higher Edu.) to the  
Government of Himachal Pradesh.

No. EDN-A-Gha (8)-6/2006 Dated Shimla-2, the  
Copy to:-

12<sup>th</sup> July, 2016.

1. Controller, Printing and Stationery, H.P. Government Press, Shimla-5 for publication in the Rajpatra.
2. The Director of Higher Education, H.P., Shimla-1.
3. All the Administrative Secretaries to the Government of Himachal Pradesh, Shimla-2.
4. All Heads of Departments in H.P.
5. Senior Law Officer, Law Department, H.P. Secretariat, Shimla-2.
6. Guard file.

  
Additional Secretary (H.E.) to the  
Government of Himachal Pradesh.

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**ANNEXURE -A**

**Recruitment and Promotion Rules for the post of Assistant Librarian(CLASS-III) Non-Gazetted)in the Department Higher Education, Himachal Pradesh.**

1	<b>Name of the Post:</b>	Assistant Librarian
2.	<b>Number of Posts:</b>	690 (Six hundred & Ninety only)
3.	<b>Classification :</b>	Class-III (Non- Gazetted).
4.	<b>Scale of Pay:</b>	Rs.5910-20200/- with Rs.2400/-as Grade pay with intial pay of Rs.9880/- Emoluments for Contract Employees:- Rs.8310/-per month as per details given in Col.No.15-A.
5.	<b>Whether Selection Post or Non-Selection.</b>	Non-Selection.
6.	<b>Age for direct recruitment:</b>	Between 18 to 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 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 the prescribed age limit by virtue of his such ad hoc or contract appointment.

Provided further that age limit is relaxable for scheduled caste/scheduled Tribe/Other categories of persons to the extent permissible under the general of special order(s)of the Himachal Pradesh Government.

Provided further the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government servants before absorption in public sector/Corporation/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 and who were/are subsequently appointed by such Corporation/Autonomous bodies after initial constitution of the Public Sector /Corporation/Autonomous bodies.

1.Age limit for direct recruitment will be reckoned of the first day of the year in which the post(s) is/are advertised for inviting applications or notified to the Employment Exchange or as the case may be.

2. Age and experience in the case of direct recruitment relaxable at the discretion of the HP Public service Commission in case the candidate is well otherwise qualified.

	Minimum Educational & Other qualification required for direct recruitment / Contract appointment	<p>a) <b>Essential Qualification:</b> Should be Graduate in any discipline or its equivalent from a recognized Institute with one year Diploma or certificate in Library science / Library and Information Science from a recognized Board / University or Graduate in any discipline with Bachelor Degree in Library Science / Library and information Science.</p> <p>b) <b>Desirable</b> Knowledge of Customs, manners and dialects of H.P. and suitability for appointment in peculiar conditions prevailing in the Pradesh.</p>
	Whether age & qualification prescribed for direct recruitment will apply in the case of promotion.	<p>Age: - No.</p> <p>Educational Qualification: Yes</p>
	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 or by promotion / deputation / transfer and the vacancies to be filled in the various Method	<p>i) 25% by promotion</p> <p>ii) 40% by Direct recruitment on regular basis or on contract basis, and;</p> <p>iii) 35% by Batch-wise on regular basis or on contract basis.</p> <p>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.</p>
11.	In case of recruitment by Promotion / deputation / Transfer, grade from which Promotion/ deputation/ Transfer, grade from which promotion/deputation/ trf. to be made.	<p>By promotion from amongst the Restorers, Library Attendants who possess five years regular service or regulars combined with continuous ad hoc service rendered if any, in the grade and also possess essential qualification as prescribed against Col.No.7 ibid.</p> <p>For the purpose of promotion a combined Seniority list of eligible officials based on the length of service without disturbing their cadre wise inter-seniority shall be prepared.</p> <p>Provided that for the purpose of promotion every employee shall have to serve at least one term in the Tribal/Difficult areas subject to adequate number of post(s)available in such areas:</p> <p>Provided further that the proviso A(1)supra shall not be applicable in case of those employees who have five years or less service, left for superannuation.</p> <p>Provided further that Officers/Officials who have not served at least one tenure in Tribal/Difficult area shall be transferred to such area strictly in accordance with his/her seniority in the respective cadre.</p>

Explanation-1: For the purpose of proviso A(I) supra the "term" in Tribal/Difficult areas shall mean normally three years or less period of posting in such areas keeping in view the administrative requirements and performance of the employee.

Explanation-II: For the purpose of proviso I supra the Tribal/Difficult areas shall be as under:-

1. District Lahaul & Spiti.
2. Pangi and Bharmour Sub Division of Chamba District.
3. Dodra Kwar area of Rohru Sub Division.
4. Pandrah Bis Pargana, Munish, Darkali and Gram Panchyat Kashapat, Gram Panchyat of Rampur, Tehsil of District Shimla.
5. Pandrah Bis Pargana of Kullu District.
6. Bara Bhungal areas of Baijnath Sub Division of Kangra District.
7. District Kinnaur.
8. Kathwar and Korga Patwar Circles of Kamrau Sub Tehsil, Bhaladh Bhalona and Sangna Patwar Circles of Renukaji Tehsil and Kota Pab Patwar Circle of Shillai Tehsil in District Sirmour.
9. Khanyol-Bagra Patwar Circle of Karsog Tehsil, Gada Gussaini, Mathyani, Ghanyar, Thachi, Baggi, Somgad and Kholanal of Bali Chowki Sub Tehsil, Jharwar, Kutgarh, Graman, Devgarh, Trailla, Ropa, Kathog, Silh-Badhvani, Hastpur, Ghamrehar and Bhatehar Patwar Circle of Padhar Tehsil, Chiuni, Kalipur, Mangarh, Thach-Bagra, North Magru and South Magru Patwar Circles of Thunag Tehsil and Batwara Patwar Circle of Sundernagar Tehsil in Mandi District.

(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 R&P 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 provision referred 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 of consideration.

Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least 3 years of that prescribed in the R&P Rules for the post, whichever is less;

Explanation-I: For the purpose of proviso A(I) supra the "term" in Tribal/Difficult areas shall mean normally three years or less period of posting in such areas keeping in view the administrative requirements and performance of the employee.

Explanation-II: For the purpose of proviso I supra the Tribal/Difficult areas shall be as under:-

1. District Lahaul & Spiti.
2. Pangi and Bharmour Sub Division of Chamba District.
3. Dodra Kwar area of Rohru Sub Division.
4. Pandrah Bis Pargna, Munish, Darkali and Gram Panchyat Kashapat, Gram Panchyat of Rampur, Tehsil of District Shimla.
5. Pandrah Bis Pargana of Kullu District.
6. Bara Bhungal areas of Baijnath Sub Division of Kangra District.
7. District Kinnaur.
8. Kathwar and Korga Patwar Circles of Kamrau Sub Tehsil, Bhaladh Bhalona and Sangna Patwar Circles of Renukaji Tehsil and Kota Pab Patwar Circle of Shillai Tehsil in District Sirmour.
9. Khanyol-Bagra Patwar Circle of Karsog Tehsil, Gada Gussaini, Mathyani, Ghanyar, Thachi, Baggi, Somgad and Kholanal of Bali Chowki Sub Tehsil, Jharwar, Kutgarh, Graman, Devgarh, Trailla, Ropa, Kathog, Silh-Badhwani, Hastpur, Ghamrehar and Bhatehar Patwar Circle of Padhar Tehsil, Chiuni, Kalipur, Mangarh, Thach-Bagra, North Magru and South Magru Patwar Circles of Thunag Tehsil and Batwara Patwar Circle of Sundernagar Tehsil in Mandi District.

(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 R&P 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 provision referred 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 of consideration.

Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least 3 years of that prescribed in the R&P Rules for the post, whichever is less;

		<p>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.</p> <p><b>EXPLANATION :-</b> 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 the Demobilized Armed Forces Personnel (Reservation of vacancies in Himachal State Non-Technical services) Rules, 1972 and having been given the benefit of Seniority there under or recruited under the provisions of Rule-3 of the Ex-servicemen (Reservation of vacancies in the Himachal Pradesh Technical Services) Rules, 1985 and having been given the benefit of seniority there under.</p> <p>(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 R&amp;P Rules;</p> <p>Provided that the inter-se-seniority as a result of confirmation after taking into account, ad hoc service rendered as referred to above shall remain unchanged.</p>
2.	<b>If a departmental promotion committee exists, What is its composition.</b>	"As may be constituted by the Govt. from time to time".
13.	<b>Circumstances under which the HPPSC is to be consulted in making recruitment.</b>	As required under the law.
14.	<b>Essential requirement for direct recruitment</b>	"A candidate for appointment to any service of post must be citizen of India".
15.	<b>Selection for appointment to post by direct recruitment:</b>	Selection for appointment to the post in case of direct recruitment shall be made on the basis of viva-voce test if Himachal Pradesh Subordinate Service Selection Board, Hamirpur 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 Commissioner / other recruiting authority as the case may be.
15-A	<b>Selection for appointment to the post by contract recruitment.</b>	<p>(1) <u>CONCEPT</u></p> <p>(a) Under this policy the Assistant Librarian in Department of Higher Education, 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.</p> <p>(b) <u>POST FALLS WITHIN THE PURVIEW OF HP SSSB:</u> The Director of Higher Education after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the</p>

concerned recruiting agency i.e. H.P. Subordinate Service Selection Board, Hamirpur.

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

(II) CONTRACTUAL EMOLUMENTS:

The **Assistant Librarian** appointed on contract basis will be paid consolidated fixed contractual amount @ Rs. 8310/-PM, which shall be equal to the minimum of the pay band+grade pay. An amount of Rs.249/-(3% of minimum of the pay band+grade pay of the post) as annual increase in contractual emoluments for the subsequent year(s) years will be allowed, if contract is extended beyond one year.

(III) APPOINTING/DISCIPLINARY AUTHORITY:

The **Director of Higher Education 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. **HP SSS Board Hamirpur.**

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As may be constituted by the concerned recruiting agency i.e. the **HP SSS Board Hamirpur.**

(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 @ **Rs. 8310/-** per month (which shall be equal to minimum of pay band+grade pay). The Contract Appointee will be entitled for increase in contractual amount @ **Rs.240/-** per annum(3% of the minimum of pay band+grade pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc. shall 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 casual leave after putting one month service. This leave can be accumulated up to one year. No leave of any other kind is admissible to the contract appointee. He/She shall not be entitled for Medical Re-imbursment and LTC etc. only maternity leave will be given as per rules.
- 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.

		<p>e) An official appointed on contract basis who have completed five years tenure at one place of post will be eligible for transfer on need based wherever required on administrative grounds.</p> <p>f) Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. Women candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The woman 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 officials at the minimum of pay scale.</p> <p>h) Provisions of service rules like FRSR, Leave Rules, GPF Rules &amp; Conduct Rules etc. are applicable in case of regular employees will not be applicable in case of contract employees. They will be entitled for emoluments etc. as detailed in this column.</p> <p><b>(VIII) RIGHT TO CLAIM REGULAR APPOINTMENT:</b> The candidate engaged on contract basis under these Rules shall have no right to claim for regularization / permanent absorption as <b>Assistant Librarian</b> in the Department at any stage.</p>
16.	<b>Reservation:</b>	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Caste / Scheduled Tribe / Backward classes other categories of persons issued by the Himachal Pradesh Government from time to time.
17.	<b>Departmental Examination.</b>	"N.A".
18.	<b>Power to relax.</b>	Where the state Govt. is of the opinion that it is necessary or expedient to do so, it may, by order for reason 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 post.



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**ANNEXURE "B"**

**Form of contract/agreement to be executed between the \_\_\_\_\_  
(Name of the post) and the Government of Himachal Pradesh through \_\_\_\_\_  
(Designation of the Appointing Authority).**

This agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ in the  
year \_\_\_\_\_ Between \_\_\_\_\_ Sh./Smt. \_\_\_\_\_ S/o/D/o  
Shri \_\_\_\_\_ R/o \_\_\_\_\_

Contract appointee (hereinafter called the FIRST PARTY), AND The Governor of  
Himachal Pradesh through \_\_\_\_\_ (Designation of the 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 Assistant Librarian (Name of the post) on  
contract basis on the following terms & conditions:-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY  
as a Assistant Librarian on Contract Basis (Name of the post) 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.
2. The contractual amount of the FIRST PARTY will be Rs 8310/- per  
month.(which shall be equal to initial of pay scale & Dearness pay).
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 appointee will be entitled for one day casual leave after putting in  
one month service. This leave can be accumulated up to one year. No 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. An official appointed on contract basis who have completed five years tenure  
at one place of posting will be eligible for transfer on need based basis  
wherever required on administrative grounds.
6. Unauthorized absence from the duty without the approval of the controlling  
Officer shall automatically lead to the termination of the contract. A  
contractual appointee will not be entitled for contractual amount for the  
period of absence from duty.
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. Contract 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  
counter-part official at the minimum of the pay scale.
9. The Employees Group Insurance Scheme as well as EPF/GPF will not be  
applicable to contractual appointee(s).

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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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Name and Full Address)

(Signature of FIRST PARTY)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Name and Full Address)

IN THE PRESENCE OF WITNESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Name and Full Address)

(Signature of SECOND PARTY)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Name and Full Address)

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