

No. Per(AP-B) A(3)2/2014
Government of Himachal Pradesh
Department of Personnel
Appointment-II

From

The Additional Chief Secretary (Personnel) to the
Government of Himachal Pradesh

To

All the Administrative Secretary to the
Government of Himachal Pradesh

Dated Shimla-171 002,

18-12-2018

Subject: **Assigning of Additional Function to the HP Public Service Commission by enacting an Act No. 9 of 2018- Issue of instructions for framing of R&P Rules on standard notified format.**

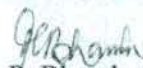
Sir,

I am directed to invite your attention to this Department's notification of even number dated 14-11-2018 vide which Himachal Pradesh Public Service Commission (Additional Functions) Act 2018 (Act No. 9 of 2018) has come into force w.e.f. 15th November, 2018, wherein the cases of making recommendations for recruitment or to conduct examinations/interviews for making recruitment to the service Group A, B or C in respect of all Boards/Corporations/Autonomous Bodies etc. has been brought in the purview of HPPSC.

2. The HPPSC has been observed that most of the Boards/Corporations/Autonomous Bodies have either no Recruitment or Promotion Rules framed on standard format or have no Rules. These institutions are making recruitment on the basis of minutes of the meeting of Boards of Directors only. Some of the institutions have framed a "Policy Statement on Manpower Recruitment & Direct Recruitment Procedure Manual". But these manuals also have shortcoming and also not framed on standard format.

3. Further, it has been experienced in the past that while sending requisitions to the Commission, these institutions are either forwarding requisitions on the prescribed form or adhering to the various instructions issued by the Government for direct recruitment. The requisition should be forwarded on HPPSC Form 23 duly notified by the Government and a check list (copy enclosed) duly signed by an officer not below the rank of Under Secretary to the Government of Himachal Pradesh.
4. It is, therefore, requested to necessary issue instructions to all Boards/Corporations/Autonomous Bodies to frame Recruitment and Promotion Rules on Annexure-A duly notified by the Department of Personnel and also direct them to send the requisitions to the Commission on the prescribed revised Form 23 (duplicate) and Checklist duly signed by the officer not below the rank of Under Secretary to the Government of Himachal Pradesh to enable the Commission to proceed further in the matter.
5. These instructions may be adhered strictly and these instructions may be circulated to all concerned for compliance.

Yours faithfully,




(O. P. Bhandari)

Deputy Secretary (Personnel) to the
Government Of Himachal Pradesh
Tel. No. 0177-2626097

Endst No .Per (AP.B)A(3)2/2014 Dated Shimla-2,

th 18 December, 2018

Copy is forwarded to the Secretary, Himachal Pradesh Public Service Commission, Shimla w. r. t. their letter No. 9-3/2018-PSC(R-IV)-968 dated 03-11-2018 for information.



(O. P. Bhandari)

Deputy Secretary (Personnel) to the
Government of Himachal Pradesh

ANNEXURE "A"

RECRUITMENT AND PROMOTION RULES FOR THE POST OF _____
CLASS-I / II / III (GAZETTED / NON-GAZETTED), IN THE DEPARTMENT OF _____,
HIMACHAL PRADESH.

1	Name of the post	
2	Number of post	
3	Classification	
4	Scale of Pay	(i) <u>Pay scale for regular incumbent(s):</u> Pay band ₹ _____ + ₹ _____ Grade Pay. (ii) <u>Emoluments for contract employee(s):</u> ₹ _____ P.M. as per details given in Column No.15-A.
5	Whether "Selection" post or "Non- Selection" post	Selection / Non-Selection / Not applicable
6	Age for direct recruitment	Between 18 to 45 years / Not applicable
	<p>Provided that the upper age limit for direct recruits shall not be applicable to the candidates already in service of the Government including those who have been appointed on adhoc or on contract basis;</p> <p>Provided further that if a candidate appointed on adhoc basis or on contract basis had become over-age on the date he / she was appointed as such he / she shall not be eligible for any relaxation in the prescribed age-limit by virtue of his / her such adhoc or contract appointment;</p> <p>Provided further that upper age-limit is relaxable for Scheduled Castes / Scheduled Tribes / Other Backward Classes and Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government;</p> <p>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 the Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations / Autonomous Bodies who were / are subsequently appointed by such Corporations / Autonomous Bodies and who are / were finally absorbed in the service of such Corporations / Autonomous Bodies after initial constitution of the Public Sector Corporations / Autonomous Bodies.</p> <p><u>Note:</u> 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.</p>	
7	Minimum educational and other qualifications required	(a) <u>Essential Qualification(s):</u>

	for direct recruit(s)	(b) <u>Desirable qualification(s):-</u>
8	Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promotee(s)	Age: Not applicable Educational Qualification: Not applicable / As prescribed against Column No.11 below / No.7 (a) above.
9	Period of probation, if any	<u>Direct Recruitment:</u> (a) 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. (b) No probation in the case of appointment on contract basis, tenure basis, re-employment after superannuation and absorption. <u>Promotion:</u> 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. OR Not applicable
10	Method(s) of recruitment, whether by direct recruitment or by promotion / secondment / transfer and the percentage of post(s) to be filled in by various methods:	
11	In case of recruitment by promotion / secondment / transfer, grade for which promotion / secondment / transfer is to be made:	OR Not applicable
	(1) Provided that for the purpose of promotion every employee shall have to serve atleast one term in the Tribal / Difficult / Hard areas and remote / rural areas subject to adequate number of post(s) available in such areas: Provided further that the proviso (1) supra shall not be applicable in the case of those employees who have five years or less service, left for superannuation except posting / transfer in remote / rural area. However, this condition of five years shall not be applicable in cases of promotion.	

Provided further that Officers / Officials who have not served atleast one tenure in Tribal / Difficult / Hard areas and remote / rural areas shall be transferred to such area strictly in accordance with his / her seniority in the respective cadre.

Explanation I:- For the purpose of proviso (I) supra the "term" in Tribal / Difficult / Hard areas / remote / rural areas shall mean normally three years or less period of posting in such areas keeping in view the administrative exigencies / convenience.

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 Panchayat Kashapat of Rampur Tehsil of District Shimla.
5. Pandrah Bis Pargana of Kullu District.
6. Bara Bhagal 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 Sirmour District.
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, Kalipar, Mangarh, Thach-Bagra, North Magru and South Magru Patwar Circles of Thunag Tehsil and Batwara Patwar Circle of Sunder Nagar Tehsil in Mandi District.

Explanation III:- For the purpose of proviso (I) supra the Remote / Rural Areas shall be as under:

- i) All stations beyond the radius of 20 Kms. from Sub Division / Tehsil headquarter.
 - ii) All stations beyond the radius of 15 Kms. from State Headquarter and District head quarters where bus service is not available and on foot journey is more than 3 (three) Kms.
 - iii) Home town or area adjoining to area of home town within the radius of 20 Kms. of the employee regardless of its category.
- (II) 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:

- (i) 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 adhoc 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 three years or that prescribed in the Recruitment & 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 Demobilized 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 the Ex-servicemen (Reservation of vacancies in the Himachal Pradesh Technical Service) Rules, 1985 and having been given the benefit of seniority thereunder.

- (ii) Similarly, in all cases of confirmation, continuous adhoc service rendered on the feeder post if any, prior to the regular appointment against such posts 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 provision of the Recruitment & Promotion Rules:

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

12	If a Departmental Promotion / Confirmation Committee exists, what is its composition?	(a) <u>Departmental Promotion Committee:</u> D.P.C. to be presided over by the Chairman, H.P. Public Service Commission or a Member thereof to be nominated by him. / As may be constituted by the Department from
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		<p>time to time.</p> <p>OR</p> <p>Not applicable</p> <p>(a) <u>Departmental Confirmation Committee:</u> As may be constituted by the Government from time to time.</p>
13	Circumstances under which the Himachal Pradesh Public Service Commission (H.P.P.S.C.) is to be consulted in making recruitment	As required under the Law.
14	Essential requirement for a direct recruitment	<p>A candidate for appointment to any service or post must be a citizen of India.</p> <p>OR</p> <p>Not applicable</p>
15	Selection for appointment to the post by direct recruitment	<p>Selection for appointment to the post in the case of direct recruitment shall be made on the basis of interview / personality test, if the Himachal Pradesh Public Service Commission or other recruiting agency / authority as the case may be, so consider necessary or expedient on the basis of interview / personality test preceded by a screening test (objective type) / written test or practical test or physical test, the standard / syllabus, etc. of which, will be determined by the Commission / other recruiting agency / authority as the case may be.</p> <p>OR</p> <p>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 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</p>

		Service Commission / other recruiting agency / authority, as the case may be. OR Not applicable
15- A	Selection for appointment to the post by contract appointment	Notwithstanding anything contained in these Rules, contract appointment(s) to the post will be made subject to the terms and conditions given below:- (I) <u>CONCEPT:</u> (a) Under this policy the _____ in the Department of _____, H.P., will be engaged on contract basis initially for one year; which may be extendable on year to year basis. 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 is satisfactory during the year and only then the period of contract is to be renewed / extended. (b) <u>POST FALLS WITHIN THE PURVIEW OF HPPSC / HPSSC:</u> The Administrative Secretary / HOD (Designation of the appointing authority) of concerned Department after obtaining the approval of the Government for filling up the vacant post(s) on contract basis will place the requisition with the concerned recruiting agency i.e. the Himachal Pradesh Public Service Commission / Himachal Pradesh Staff Selection Commission, Hamirpur. OR The HOD (Designation of the appointing authority) after obtaining the approval of the Government to fill up the vacant post(s) on contract basis will advertise the details of the vacant posts in at least two leading newspapers and invite applications from candidates having the prescribed qualification and fulfilling the other eligibility conditions as prescribed in these

		<p>Rules.</p> <p>(c) The selection will be made in accordance with the eligibility conditions prescribed in these R&P Rules.</p> <p>(II) <u>CONTRACTUAL EMOLUMENTS:</u> The _____ appointed on contract basis will be paid consolidated fixed amount @₹ _____/- P.M. (which shall be equal to minimum of pay band + grade pay). An amount of ₹ _____/- (3% of the minimum of pay band plus 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) <u>APPOINTING / DISCIPLINARY AUTHORITY:</u> The Administrative Secretary / HOD (Designation of the appointing authority), H.P. will be appointing and disciplinary authority.</p> <p>(IV) <u>SELECTION PROCESS:</u> Selection for appointment to the post in the case of contract appointment shall be made on the basis of interview / personality test or if considered necessary or expedient on the basis of interview / personality test preceded by a screening test (objective type) / written test or practical test or physical test, the standard / syllabus, etc. of which, will be determined by the concerned recruiting agency i.e. Himachal Pradesh Public Service Commission.</p> <p style="text-align: center;">OR</p> <p>Selection for appointment to the post in the case of direct recruitment on contract basis 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 test</p>
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or physical test, the standard / syllabus, etc. of which, will be determined by the concerned recruiting agency i.e. Himachal Pradesh Staff Selection Commission, Hamirpur.

OR

Selection for appointment to the post in the case of contract appointment shall be made on the basis of merit of prescribed educational qualification followed by evaluation as specified in Appendix-I appended to these Rules.

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As may be constituted by the concerned recruiting agency / authority i.e. Himachal Pradesh Public Service Commission / Himachal Pradesh Staff Selection Commission, Hamirpur or concerned recruiting authority i.e. HOD of the concerned Department (Name of the recruiting authority), from time to time.

(VI) AGREEMENT:

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

(VII) TERMS AND CONDITIONS:

- (a) The contractual appointee will be paid consolidated fixed contractual amount @₹ _____/- 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 ₹ _____ - (3% of the minimum of pay band plus grade pay of the post) for further extended years and no other allied benefits such as senior / selection scales 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) The contract appointee will be entitled for one-day casual leave after putting one-

month 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 135 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 Government 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 appointee.

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 regularization 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 has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.

		<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 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. The Employees Group Insurance Scheme as well as EPF / GPF will also not be applicable to contract appointee(s).</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	<p>Every member of the service shall pass a Departmental Examination as prescribed in the Himachal Pradesh Departmental Examination Rules, 1997, as amended from time to time.</p> <p>OR</p> <p>Not applicable</p>
18	Power to relax	Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the Himachal Pradesh Public Service Commission relax any of the provision(s) of these Rules with respect to any class or category of person(s) or post(s).

APPENDIX - I

<u>WRITTEN EXAMINATION</u>		
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)	85 Marks
2	Evaluation of candidate to be made in the following manner:-	15 Marks
i)	Weightage for the minimum educational qualification prescribed in the Recruitment & Promotion Rules (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))	2.5 Marks
ii)	Belonging to notified Backward Area or Panchayat, as the case may be.	01 Mark
iii)	Land less family / family having land less than 1 Hectare to be certified by the concerned Revenue Authority	01 Mark
iv)	Non-employment Certificate to the effect that none of the family members is in Government / Semi Government service	01 Mark
v)	Differently abled persons with more than 40% impairment / disability / infirmity	01 Mark
vi)	NSS (atleast one year) / certificate holders in NCC / The Bharat Scout and Guide / Medal winner in National level sports competitions	01 Mark
vii)	BPL family having annual income (from all sources) below ₹40,000/- or as prescribed by the Government from time to time	02 Marks
viii)	Widow / divorced / destitute / single woman	01 Mark
ix)	Single daughter / Orphan	01 Mark
x)	Training of atleast 6 months duration related to the post applied for from a recognized University / Institution	01 Mark
xi)	Experience upto a maximum of 5 years in Government / Semi Government Organization relating to the post applied for (0.5 Marks only for each completed year)	2.5 Marks

H.P.S.C. FORM 23

(TO BE FILLED BY THE ADMINISTRATIVE DEPARTMENT WHILE SENDING THE REQUISITION TO THE HIMACHAL PRADESH PUBLIC SERVICE COMMISSION FOR MAKING DIRECT RECRUITMENT TO THE POST / SERVICE)

Sr. No.	Particulars	
1	(a) Designation of the post / service (b) Scale of pay (c) Number of posts to be filled including category-wise reservation, if any	
2	(a) Class and service to which the post belongs (b) (i) Whether the post is ministerial (See F.R. 9(17)) (ii) Whether the post is scientific/technical or connected with research (iii) Whether the post is technical, quasi technical or non technical	
3	(a) Have Recruitment & Promotion Rules for the post been framed and notified? If yes, enclose an updated copy of the rules alongwith latest amendments, if any. (b) If, according to the Rules, a percentage of vacancies is to be filled by direct recruitment, please state whether the present vacancy / vacancies fall in the direct recruitment quota. (c) If the Recruitment Rules provide for other method(s) of recruitment being tried before the direct recruitment is resorted to, please indicate the action in that regard. (d) If post or one or more of these posts do not fall in direct recruitment, state if an order of relaxation has been / is being passed for its / their diversion to direct recruitment.	
4	(a) Is the post permanent? (b) Is the post temporary? (c) If so, please state :-	

	<p>(i) When it was sanctioned?</p> <p>(ii) The period for which it has been sanctioned.</p> <p>(iii) Irrespective of the period of sanction how long it is expected to last and whether it is expected to be retained on a permanent basis, eventually.</p>	
5	Is the post pensionable or non-pensionable	
6	Period of probation	
7	Can the appointment be terminated by notice? If so, on what conditions.	
8	<p>(a) Job description i.e., a statement of the work done, responsibilities involved, skill or training required and personal requirements of the job.</p> <p>(b) Place(s) at which the officer(s) will be required to serve.</p>	
9	When will these selected candidates(s) be required to join?	
10	Can higher initial pay be granted for specially well-qualified and experienced candidates or to candidates for post / service for which there is dearth of qualified candidates? If so, please specify the limit, if any.	
11	Prospects of promotion to higher post(s) / service in higher time scales(s) of pay	
12	Are there any provident funds or other benefits? Please specify.	
13	<p>Qualifications required:</p> <p>(a) Essential:</p> <p>(b) Equivalent of essential qualification, if a provision of equivalence exists in the Rules:</p> <p>(c) Desirable:</p> <p>(d) Are these qualifications in accordance with the Recruitment & Promotion Rules? If not please state reasons for deviation.</p> <p>(e) Are the qualifications relaxable? If</p>	

	so, by whom, for whom to what extent and in what circumstances?	
14	<p>(a) Age-limits, if any.</p> <p>(b) Are the age-limits relaxable for Government Servants / Scheduled Castes / Scheduled Tribes / Other Backward Class / Demobilized Armed Forces Personnel or any other category of candidates? If so, to what extent? (Specific reply may be given with reference to each category).</p> <p>(c) Are these age limit is in accordance with Recruitment & Promotion Rules? If not, please state reasons for deviation.</p>	
15	<p>(a) Are any posts reserved for Scheduled Castes / Scheduled Tribes / Other Backward Classes / Demobilized Armed Forces Personnel or any other category of candidates? Please give details of reservation for each category.</p> <p>(b) Which of these posts are to be advertised as reserved for the first time? (Reply category-wise).</p> <p>(c) Are the reserved posts to be treated as unreserved, if suitable candidates of the category for whom the posts are reserved are not available?</p>	
16	<p>(i) Is the position of reservation given from (a) to (c) of Column No.15 above is in accordance with the extant rules / instructions / orders on the subject and the roster maintained in regard to these posts?</p> <p>(ii) If not, give reasons for deviations.</p>	
17	Any other condition(s) of recruitment(s) not covered by the above columns.	
18	Is recruitment to this / these post(s) necessarily required to be made through an examination? If so, quote the relevant rule.	

19	Name, address and telephone number of the officer of the Administrative Department to be contacted for discussion / clarification or for further information, if required.	
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Date: _____
Place: _____

Signature _____
Name & Designation of the officer _____
(Not lower than the rank of Under Secretary to the
Government of Himachal Pradesh)

Check-List to be sent with requisition for direct recruitment to the H.P. Public Service Commission.

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Sr. No.	Information to be provided	Item No.	Whether Yes/ no
1.	Whether the requisition has been submitted in the HPPSC Form 23 ?		
2.	Whether the existing vacancies and anticipated vacancies upto one year from the date of requisition have been included.		
3.	Whether the reservation for SC, ST and OBC has been worked out on the basis of post-based roster as per DOP Letter NO.PER(AP)-C-B(12)-1/98 dated 20/08/1998 and and subsequent amendments/ instructions thereto/ there under?		
4.	Whether instructions issued vide Department of Personnel Letter No. PER-C-F(1)-1/91 dated 6 th July, 1998 and dated 9 th January,2000 regarding ceiling of 50% on filling up of reserved vacancies, were kept in view while sending requisition.		
5.	Whether the requirements of the Persons with Disability (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 and the policy relating to reservation for persons with disability has been taken care of while sending this requisition?		
6.	Whether the suitability and reservation for PH has been considered/ worked out on the basis of DOP Letter No.PER (AP)-C-B(12)-3/2017 dated 22/06/2017 and subsequent amendments instructions thereto/ there under?		
7.	Whether complete details regarding Recruitment Rules/ Service Rules viz notification, review etc. have been mentioned completely?		
8.	Whether certified copies of notified Recruitment Rules/ Service Rules have been enclosed?		
9.	Whether the Essential and Desirable Qualification details have been worked out in a clear and comprehensive manner in accordance with the Notified Recruitment Rules/ Service Rules?		
10.	In case, Educational Qualification includes the term " or equivalent ", or " in relevant discipline/ appropriate branch " whether the exhaustive list of equivalent/relevant/ appropriate Educational Qualifications has been provided?		
11.	In case, the above indicated Experience Qualification is not clear/ambiguous or not quantified or not clearly prescribed the specific area(s) in which the experience is required, whether the same has been redefined explicitly and clearly?		

12.	If direct recruitment was made earlier for identical posts, whether the reference and date of the latest communication from the Commission (including in fructuous case) has been indicated?		
13.	If the present requisition is within six months from the previous one, whether satisfactory reason(s) has/have been indicated?		
14.	Whether the name, address & telephone number of the Representative of Department/ Boards/ Corporation/ Autonomous Bodies with whom the proposal (s) is to be discussed has been indicated?		
15.	Whether the name of the officer not below the level of Under Secretary to the Government of Himachal Pradesh concerned, who has approved the requisition, has been indicated?		

CERTIFICATE

*Certified that:

(a) Policy relating to reservation in Services, including policy on reservation for persons with disabilities has been taken care of. The reservation position reported is in accordance with the instructions issued by the Govt of Himachal Pradesh from time to time and,

*i) that the post of under this requisition has been identified as being suitable or being manned by persons with disabilities. Vacancies reserved for the disabled have been suitably shown in the vacancy proforma.

OR

*ii) that the post of under this requisition has been identified as being suitable to be manned by persons with disabilities. None of the proposed vacancies is earmarked as reserved for the disabled.

OR

*iii) that the post of being requisitioned has not been identified as being suitable to be manned by persons with disabilities.

OR

*iv) that the agency for which this requisition is being sent, is exempt from the provision of Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

(b) The indent is being placed after scrutiny of all Direct Recruitment vacancies

(c) All required formalities prior to placing the requisition have been completed.

Signature of the Officer authorized to send the requisition
Name & Designation:
Telephone No. :

Place :

Date :