

# Atal Medical & Research University, H.P.

(A State University)

(SLBS Govt. Medical College & Hospital Campus, Ner Chowk, Mandi, H.P.)  
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No. AMRU/GAD/2021/737-43

Dated: 10-01-2022

## Notification

The Vice-chancellor is pleased to adopt the Recruitment and Promotion Rules for the post of Senior Assistant issued by the Additional Chief Secretary (Personnel) to the Government of Himachal Pradesh vide notification No. Per(AP)-C-A (3)-3/2007-I dated 11-11-2021 (Copy enclosed) for its implementation in the University.

This will supersede the earlier Recruitment and Promotion Rules framed/adopted by the University for the post of Senior Assistant.

Registrar  
Atal Medical & Research  
University, Himachal Pradesh  
at Ner-Chowk, Mandi-175008

Endst. No. Even/-

Dated :- 10-01-2022

Copy to (by e-mail) :-

1. The Controller of Examinations/Dean of Academic Affairs, AMRU, H.P.
2. The Finance Officer, AMRU, H.P.
3. The Deputy Controller, AMRU, H.P.
4. The Deputy Controller (S.A.D.), Camp office AMRU, H.P.
5. The Web Administrator, AMRU, with the direction to upload the above notification on the University Website
6. PA to the Hon'ble Vice-Chancellor, AMRU, H.P., Nerchowk.
7. Guard File.

Registrar  
Atal Medical & Research  
University, Himachal Pradesh  
at Ner-Chowk, Mandi-175008

11/11/2021  
11/11/2021  
(Authoritative English text of this Department Notification No. Per (AP)-C-A (3)-3/2007-I dated ..... as required under clause (3) of article 348 of the Constitution of India)

Government of Himachal Pradesh  
Department of Personnel (AP-III)

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No. Per (AP)-C-A (3)-3/2007-I

Dated: Shimla-02,

11<sup>th</sup> November, 2021.

NOTIFICATION

In exercise of the powers conferred by proviso to article 309 of the Constitution of India, the Governor of Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission, is pleased to make the following rules further to amend the Himachal Pradesh, Department of Personnel, Senior Assistant, Class-III (Non-Gazetted, Ministerial Services), Common Recruitment and Promotion Rules, 2011 notified vide this Department Notification No. Per(AP)-C-A(3)-7/2010 dated 3<sup>rd</sup> August, 2011, namely:-

Short title and commencement 1. (1) These rules may be called the Himachal Pradesh, Department of Personnel, Senior Assistant, Class-III (Non-Gazetted, Ministerial Services) Common Recruitment and Promotion (Sixth amendment) Rules, 2021.

(2) These rules shall come into force from the date of publication in the Rajpatra (e-Gazette), Himachal Pradesh.

(3) These rules shall be applicable to all the Government Departments of State of Himachal Pradesh excluding the posts of the Vidhan Sabha Secretariat/High Court of Himachal Pradesh and Himachal Pradesh Secretariat.

Amendment of Annexure-A 2.

In Annexure-A of the Himachal Pradesh, Department of Personnel, Senior Assistant, Class-III (Non-Gazetted, Ministerial Services) Common Recruitment and Promotion Rules, 2011.

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

"By promotion from amongst the Clerk(s)/Junior



Office Assistant(s)(IT)/Junior Assistant(s) of the concerned Departments or Restorer (only in such establishment(s) where the category of Restorer was a feeder category for promotion to the post of Senior Assistant in the prevailing R&P Rules prior to notification of Common R&P Rules for the post of Senior Assistant) subject to possessing of requisite educational qualification of 10+2 or its equivalent like Higher Secondary Part-II, Intermediate etc., with seven years regular service or regular combined with continuous adhóc service rendered, if any, as Clerk/Junior Assistant or Junior Office Assistant (IT)/ Junior Assistant combined.

For the purpose of promotion a combined seniority list of eligible incumbents of the posts of Clerk/Junior Assistant/ Junior Office Assistant (IT)/Junior Assistant and Restorer shall be drawn according to their regular dates of appointments in the feeder category posts without disturbing their inter-se seniority. In the case of same date of regular appointments, the incumbent will be considered by rotation i.e. on one to one basis so placed from Clerks and Junior Office Assistants (IT).

Provided that only those incumbents of Restorer category who have qualified typing test as prescribed for Clerks will be considered for promotion to the post of Senior Assistant.

- (1) Provided that for the purpose of promotion every employee shall have to serve atleast one term in the Tribal/Difficult/Hárd areas and remote/ rural areas



subject to adequate number of post(s) available in such areas:

Provided further that the proviso (I) 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 Officer/Official who has 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 area/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 Bhangal Areas of Baijnath Sub Division of Kangra District.
7. District Kinnaur.



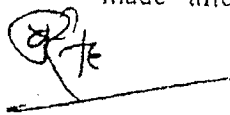
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8. Kathwar and Korga Patwar Circles of Kamrau Sub Tehsil, Bhaladh Bhalona and Sangna Patwar Circles of Renukaji Tehsil and Kota Pab Patwar Circle of Shillai Tehsil, in Sirmour District.
9. Khanyol-Bagra Patwar Circle of Karsog Tehsil, Gada-Gussaini, 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 conditions that the adhoc appointment/promotion in the feeder category had been made after following proper acceptable process of



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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 who have joined Armed Forces during the period of emergency 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 Ex-Servicemen (Reservation of



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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 provisions of the Recruitment & Promotion Rules:

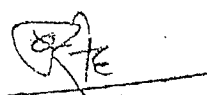
Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered shall remain unchanged."

By order

PraBodh Saxena  
Addl. Chief Secretary (Personnel) to the  
Government of Himachal Pradesh

Endst. No. Per (AP)-C-A (3)-3/2007-I Dated: Shimla-2, the 11<sup>th</sup> November, 2021.

1. All the Additional Chief Secretaries/Principal Secretaries/Secretaries/Special Secretaries/ Additional Secretaries/Joint Secretaries/Deputy Secretaries/Under Secretaries to the Govt. of H.P. Shimla-02.
2. All the Divisional Commissioners in Himachal Pradesh.
3. All the Heads of Departments in Himachal Pradesh.
4. All the Deputy Commissioners in Himachal Pradesh.
5. The Secretary, H.P. Public Service Commission, Shimla-2
6. The Secretary, H.P. Staff Selection Commission, Hamirpur.
7. The Addl. Legal Rememberancer-cum-Addl. Secretary Law to the Govt. of H.P. Shimla.
8. The Assistant Legal Rememberancer-cum Under Secretary (Law-Raj Bhasha) to the Govt. of H.P.
9. Spare copies.

  
(Balbir Singh)  
Under Secretary (Personnel) to the  
Government of Himachal Pradesh.

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संख्या: पीईआर (एपी)-सी-ए (३)-७/२०१०. तारीख शिमला-२, ०३ अगस्त, २०११.

अधिसूचना

हिमाचल प्रदेश की राज्यपाल भारत के संविधान के अनुच्छेद ३०९ के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, हिमाचल प्रदेश लोक सेवा आयोग के परामर्श से, हिमाचल प्रदेश सरकार के विभिन्न विभागों में वरिष्ठ सहायक, वर्ग-III, (अराजपत्रित लिपिक वर्गीय सेवाएं) के पद के लिए इस अधिसूचना से संलग्न उपाबन्ध-‘क’ के अनुसार सामान्य भर्ती और प्रोन्नति नियम बनाती हैं, अर्थात्:-

- संक्षिप्त नाम और प्रारम्भ। 1. (1) इन नियमों का संक्षिप्त नाम हिमाचल प्रदेश कार्मिक विभाग, वरिष्ठ सहायक, वर्ग-III, (अराजपत्रित, लिपिक वर्गीय सेवाएं) सामान्य भर्ती और प्रोन्नति नियम, २०११ है।  
(2) यह नियम राजपत्र हिमाचल प्रदेश में प्रकाशित होने की तारीख से प्रवृत्त होंगे।  
(3) ये नियम हिमाचल प्रदेश राज्य के समस्त सरकारी विभागों को लागू होंगे :

परन्तु ये नियम हिमाचल प्रदेश विधान सभा सचिवालय/हिमाचल प्रदेश उच्च न्यायालय के पदों को लागू नहीं होंगे :

- निरसन और व्यावृत्तियां। 2. (1) हिमाचल प्रदेश सरकार के विभिन्न विभागों के अधीन समय-समय पर जारी वरिष्ठ सहायक के पदों के लिए भर्ती और प्रोन्नति नियमों में उपबन्धित भर्ती की पद्धति प्रवृत्त नहीं रहेगी।  
(2) ऐसे निरसन के होते हुए भी उपर्युक्त उप-नियम (१) के अधीन इस प्रकार निरसित नियमों के अधीन की गई कोई नियुक्ति, बात या कार्रवाई इन नियमों के अधीन विधिमान्य रूप में की गई समझी जाएगी।  
आदेश द्वारा,

प्रधान सचिव (कार्मिक),  
हिमाचल प्रदेश सरकार।

उपाबन्ध-“क”

हिमाचल प्रदेश सरकार के विभिन्न विभागों में वरिष्ठ सहायक, वर्ग-III (अराजपत्रित लिपिक वर्गीय सेवाएं) के पद के लिए सामान्य भर्ती और प्रोन्नति नियम।

1	पद का नाम :	वरिष्ठ सहायक
2	पदों की संख्या :	जैसी सम्बद्ध विभाग में सरकार द्वारा समय-समय पर मंजूर की गई है और मंजूर की जाएगी।
3	वर्गीकरण :	वर्ग -III (अराजपत्रित) (लिपिक वर्गीय सेवाएं)
4	वेतनमान :	पे बैण्ड :10300-34800/- रूपए जमा 3800/- रूपए ग्रेड पे।
5	“चयन” पद अथवा “अचयन” पद :	अचयन।
6	सीधी भर्ती के लिए आयु :	लागू नहीं
7	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित न्यूनतम शैक्षिक और अन्य अर्हताएं :	लागू नहीं
8	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए विहित आयु और शैक्षिक अर्हताएं प्रोन्नत व्यक्तियों की दशा में लागू होंगी या नहीं :	आयु : लागू नहीं शैक्षिक अर्हता : जैसी नीचे स्तम्भ संख्या-11 में विहित है।

- 9 परिवीक्षा की अवधि, यदि कोई हो : दो वर्ष जिसका एक वर्ष से अनधिक ऐसी और अवधि के लिए विस्तार किया जा सकेगा, जैसा सक्षम प्राधिकारी विशेष परिस्थितियों में और लिखित कारणों से आदेश दे।
- 10 भर्ती की पद्धति : भर्ती सीधी होगी या प्रोन्नति, प्रतिनियुक्ति स्थानान्तरण द्वारा और विभिन्न पद्धतियों द्वारा भरे जाने वाले पदों की प्रतिशतता : शतप्रतिशत प्रोन्नति द्वारा ऐसा न होने पर सैकेन्डमेंट आधार पर।
- 11 प्रोन्नति, प्रतिनियुक्ति, स्थानान्तरण की दशा में श्रेणियां (ग्रेड), जिनसे प्रोन्नति, प्रतिनियुक्ति, स्थानान्तरण किया जाएगा : सम्बद्ध विभागों के लिपिकों/कनिष्ठ सहायकों के सामान्य लिपिकीय संवर्ग में से प्रोन्नति द्वारा, जिनका दस वर्ष का नियमित सेवाकाल या ग्रेड में की गई लगातार तदर्थ सेवा, यदि कोई हो, को सम्मिलित करके दस वर्ष का नियमित सेवाकाल हो, ऐसा न होने पर हिमाचल प्रदेश सरकार के अन्य विभागों से समरूप वेतनमान में कार्यरत इस पद के पदधारियों में से सैकेन्डमेंट आधार पर :
- परन्तु ऐसे पदधारी/लिपिक, जो वर्ग-IV के कर्मचारियों में से प्रोन्नत किए गए हैं या करुणामूलक आधार पर नियुक्त किए गए हैं वरिष्ठ सहायक के पद की प्रोन्नति के लिए तभी पात्र होंगे, यदि वे लिपिक के पद की सीधी भर्ती के लिए यथा विहित 10+2 की शैक्षणिक अर्हता रखते हों।

परन्तु प्रोन्नति के प्रयोजन के लिए प्रत्येक कर्मचारी को, जनजातीय/दुर्गम क्षेत्रों में पद (पदों) की ऐसे क्षेत्रों में पर्याप्त संख्या की उपलब्धता के अध्याधीन, कम से कम एक कार्यकाल तक सेवा करनी होगी:

परन्तु यह और कि उपर्युक्त परन्तुक (1) उन कर्मचारियों के मामले में लागू नहीं होगा, जिनकी अधिवर्षिता के लिए पांच वर्ष या उससे कम की सेवा शेष रही हो:

परन्तु यह और कि उन अधिकारियों/कर्मचारियों का, जिन्होंने जनजातीय/दुर्गम क्षेत्र में कम से कम एक कार्यकाल तक सेवा नहीं की है, ऐसे क्षेत्र में उसके अपने संवर्ग (काडर) में सर्वथा वरिष्ठता के अनुसार स्थानान्तरण किया जाएगा।

स्पष्टीकरण I:- उपर्युक्त परन्तुक (1) के प्रयोजन के लिए जनजातीय/दुर्गम क्षेत्रों में “कार्यकाल” से साधारणतया तीन वर्ष की अवधि या प्रशासनिक अपेक्षाओं और कर्मचारी द्वारा किए गए कार्य को ध्यान में रखते हुए, ऐसे क्षेत्रों में तैनाती की इससे कम अवधि अभिप्रेत होगी।

स्पष्टीकरण II :- उपर्युक्त परन्तुक (1) के प्रयोजन के लिए जनजातीय/दुर्गम क्षेत्र निम्न प्रकार से होंगे:-

1. जिला लाहौल एवं स्पिति।
2. चम्बा जिला का पांगी और भरमौर उप-मण्डल।
3. रोहडू उपमण्डल का डोडरा क्वार क्षेत्र।
4. जिला शिमला की रामपुर तहसील का पन्द्रह बीस परगना, मुनीष, दरकाली और ग्राम पंचायत काशापाट।
5. कुल्लू जिला का पन्द्रह बीस परगना।
6. कांगड़ा जिला के बैजनाथ उपमण्डल का बड़ा भंगाल क्षेत्र।
7. जिला किन्नौर।
8. सिरमौर जिला में उप तहसील कमरउ के काठवाड़ और कोरगा पटवार वृत्त रेणुकाजी तहसील के भलाड़-भलौना और सांगना पटवार वृत्त और शिलाई तहसील का कोटा पाब पटवार वृत्त।
9. मण्डी जिला में करसोग तहसील का खनयोल-बगड़ा पटवार वृत्त, बाली चौकी उपतहसील के गाड़ा गुसैणी, मठियानी, घनयाड़, थाची, बागी, सोमगाड और खोलानाल, पदर तहसील के झारवाड़, कुटगढ़, ग्रामण, देवगढ़, ट्राईला, रोपा, कथोग, सिलह भडवानी, हस्तपुर, घमरेहर और भटेड़ पटवार वृत्त, थुनाग तहसील में चिउणी, कालीपर, मानगढ़, थाच-बागड़ा, उत्तरी मगरू और दक्षिणी मगरू पटवार वृत्त और मण्डी जिला की सुन्दरनगर तहसील का बटवाड़ा पटवार वृत्त।

(1) प्रोन्नति के सभी मामलों में, पद पर नियमित नियुक्त से पूर्व सम्भरक (पोषक) पद में की गई लगातार तदर्थ सेवा, यदि कोई हो, प्रोन्नति के लिए इन नियमों में यथाविहित सेवाकाल के लिए इस शर्त के अधीन रहते हुए गणना में ली जाएगी, कि सम्भरक (पोषक) प्रवर्ग में तदर्थ नियुक्ति/प्रोन्नति, भर्ती और प्रोन्नति नियमों के उपबन्धों के अनुसार चयन की उचित स्वीकार्य प्रक्रिया को अपनाने के पश्चात् की गई

थी :

परन्तु उन सभी मामलों में जिनमें कोई कनिष्ठ व्यक्ति सम्भरक (पोषक) पद में अपने कुल सेवाकाल (तदर्थ आधार पर की गई तदर्थ सेवा सहित, जो नियमित सेवा/नियुक्ति के अनुसाराण में हो) के आधार पर उपर्युक्त निर्दिष्ट उपबन्धों के कारण विचार किए जाने का पात्र हो जाता है, वहां अपने-अपने प्रवर्ग/पद/काडर में उससे वरिष्ठ सभी व्यक्ति विचार किए जाने के पात्र समझे जाएंगे और विचार करते समय कनिष्ठ व्यक्ति से ऊपर रखे जाएंगे ;

परन्तु यह और कि उन सभी पदधारियों की, जिन पर प्रोन्नति के लिए विचार किया जाना है, कम से कम तीन वर्ष की न्यूनतम अर्हता सेवा या पद के भर्ती और प्रोन्नति नियमों में विहित सेवा, जो भी कम हो, होगी :

परन्तु यह और भी कि जहां कोई व्यक्ति पूर्वगामी परन्तुक की अपेक्षाओं के कारण प्रोन्नति किए जाने सम्बन्धी विचार के लिए अपात्र हो जाता है, वहां उससे कनिष्ठ व्यक्ति भी ऐसी प्रोन्नति के विचार के लिए अपात्र समझा जाएगा/समझे जाएंगे।

स्पष्टीकरण:- अन्तिम परन्तुक के अन्तर्गत कनिष्ठ पदधारी प्रोन्नति के लिए अपात्र नहीं समझा जाएगा/समझे जाएंगे, यदि वरिष्ठ अपात्र व्यक्ति भूतपूर्व सैनिक है जिसे डिमोबिलाइज्ड आर्मड फोर्सिज परसोनल (रिजर्वेशन आफ वैकेन्सीज इन हिमाचल स्टेट नॉन-टैक्नीकल सर्विसिज) रूल्ज, 1972 के नियम-3 के उपबन्धों के अन्तर्गत भर्ती किया गया है और इसके अन्तर्गत वरीयता लाभ दिए गए हों या जिसे एक्स-सर्विसमैन (रिजर्वेशन आफ वैकेन्सीज इन दी हिमाचल प्रदेश टैक्नीकल सर्विसिज) रूल्ज, 1985 के नियम-3 के उपबन्धों के अन्तर्गत भर्ती किया गया हो और इनके अन्तर्गत वरीयता लाभ दिए हों।

(2) इसी प्रकार स्थाईकरण के सभी मामलों में ऐसे पद पर नियमित नियुक्ति से पूर्व सम्भरक (पोषक) पद पर की गई लगातार तदर्थ सेवा, यदि कोई हो, सेवाकाल के लिए गणना में ली जाएगी, यदि तदर्थ नियुक्ति/प्रोन्नति, उचित चयन के पश्चात् और भर्ती और प्रोन्नति नियमों के उपबन्धों के अनुसार की गई थी :

परन्तु की गई उपर्युक्त निर्दिष्ट तदर्थ सेवा को गणना में लेने के पश्चात् जो स्थाईकरण होगा उसके फलस्वरूप पारस्परिक वरीयता अपरिवर्तित रहेगी।

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| 12 | यदि विभागीय प्रोन्नति समिति विद्यमान हो तो उसकी संरचना :                               | जैसी सरकार द्वारा समय-समय पर गठित की जाए।  |
| 13 | भर्ती करने में जिन परिस्थितियों में हिमाचल प्रदेश लोक सेवा आयोग से परामर्श किया जाएगा: | जैसा विधि द्वारा अपेक्षित हो।  |
| 14 | सीधी भर्ती के लिए अनिवार्य अपेक्षा :   | लागू नहीं।   |
| 15 | सीधी भर्ती द्वारा पद पर नियुक्ति के लिए चयन :  | लागू नहीं।   |
| 16 | आरक्षण :   | सेवा में नियुक्ति, हिमाचल प्रदेश सरकार द्वारा समय-समय पर अनुसूचित जातियों/अनुसूचित जन जातियों/ अन्य पिछड़े वर्गों और अन्य प्रवर्ग के व्यक्तियों के लिए सेवा में आरक्षण की बाबत जारी किए गए आदेशों के अधीन होगी।  |
| 17 | विभागीय परीक्षा :  | लागू नहीं।   |
| 18 | शिथिल करने की शक्ति :  | जहां राज्य सरकार की यह राय हो कि ऐसा करना आवश्यक या समीचीन है, वहां वह, कारणों को लिखित में अभिलिखित करके, हिमाचल प्रदेश लोक सेवा आयोग के परामर्श से, आदेश द्वारा, इन नियमों, के किन्हीं उपबन्ध (उपबन्धों) को किसी वर्ग या व्यक्ति (व्यक्तियों) के प्रवर्ग या पद (पदों) की बाबत, शिथिल कर सकेगी। |

(Authoritative English Text of Government Notification No. Per (AP)-C-A (3)-7/2010 dated 03-08-2011 as required under clause (3) of Article 348 of the Constitution of India).

Government of Himachal Pradesh  
Department of Personnel (AP-III)

No. Per (AP)-C-A (3)-7/2010 Dated: Shimla-171002, 3<sup>rd</sup> August, 2011.

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 Common Recruitment and Promotion Rules for the post of Senior Assistant, Class-III, (Non-Gazetted, Ministerial Services) in various Departments of the Government of 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, Senior Assistant, Class-III, (Non Gazetted, Ministerial Services) Common Recruitment and Promotion Rules, 2011.
- (2) These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.
- (3) These rules shall be applicable to all the Government Department of State of Himachal Pradesh :
- Provided that these Rules shall not apply to the posts of the Vidhan Sabha Secretariat/ High Court of H.P.
- Repeal and Savings 2. (1) The method of recruitment provided in Recruitment and Promotion Rules for the posts of Senior Assistant under various Departments of the Himachal Pradesh Government issued from time to time, shall cease to operate:
- (2) Notwithstanding such repeal, any appointment made or anything done or any action taken under the rules so repealed under sub-rule (1) of this rule, shall be deemed to have been validly made or done or taken under these rules.

By order

Principal Secretary (Personnel) to the  
Govt. of Himachal Pradesh.

Annexure-A

Common Recruitment & Promotion Rules for the posts of Senior Assistant, Class-III (Non-Gazetted-Ministerial Services) in various Departments of Himachal Pradesh Government.

1. Name of Post : Senior Assistant
2. Number of Posts : As sanctioned and may be sanctioned by the Government from time to time in the concerned Departments.
3. Classification : Class-III (Non-Gazetted)  
(Ministerial Services).
4. Scale of Pay : Pay band: Rs. 10300-34800 + 3800 Grade Pay.
5. Whether "Selection" Post or "Non-Selection" Post : Non-Selection.

6. Age for Direct recruitment : N.A.
7. Minimum Educational and other qualifications required for direct recruitment : N.A.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotees and Age : Educational Qualifications : N.A. As prescribed against Col. No. 11 below.
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 for reasons to be recorded in writing.
10. Method of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of posts to be filled in by various methods : 100% by promotion failing which on secondment basis.
11. In case of recruitment by promotion, deputation, transfer, grades from which promotion/ deputation/ transfer is to be made : By promotion from amongst the Common Clerical cadre of Clerks/Junior Assistants of concerned Departments possessing ten years regular service or regular combined with continuous adhoc service rendered, if any, in the grade, failing which on secondment basis from amongst the incumbents of this post working in the identical pay scales from other H.P. Government Departments :  
Provided that such incumbents/ Clerks who have been promoted from Class-IV or appointed on compassionate grounds will be eligible for promotion to the post of Senior Assistant, only if, they possess the educational qualification of 10+2 as prescribed for direct recruitment to the post of Clerk.

Provided that for the purpose of promotion every employee shall have to serve atleast one term in the Tribal/Difficult areas subject to adequate number of post(s) available in such areas:

Provided further that the proviso (I) supra shall not be applicable in the case of those employees who have five years or less service, left for superannuation.

Provided further that Officers/Officials who have not served atleast one tenure in Tribal/difficult area 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 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:-

2. District Lahaul & Spiti.
3. Pangi and Bharmour Sub Division of Chamba District.
4. Dodra Kwar Area of Rohru Sub-Division.
5. Pandrah Bis Pargana, Munish Darkali and Gram panchayat Kashapat, Gram Panchayats of Rampur Tehsil of District Shimla.
6. Pandrah Bis Pargana of Kullu District.
7. Bara Bhagal Areas of Baijnath Sub Division of Kangra District.
8. District Kinnaur.

9. 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.

10. 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.

(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 conditions 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 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 further 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 Services in Himachal State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority thereunder or recruited under the provisions of Rule-3 of Ex-Servicemen (Reservation of Vacancies in the Himachal Pradesh Technical Service) Rules, 1985 and having been given the benefit of seniority thereunder.

(2) 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 as referred to above shall remain unchanged.

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| 12 | If a Departmental Promotion Committee exists, what is its composition;             | As may be constituted by the Govt. from time to time. |
| 13 | Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment; | As required under the Law.                            |
| 14 | Essential requirement for a direct recruitment;                                    | N.A.  |

15	Selection for appointment to the post by direct recruitment;	N.A.
16	Reservation;	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/ Scheduled Tribes/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 H.P. 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).