



Himachal Pradesh Technical University

(A State Government University)

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No. HimTU-1(GA)C-1/2011 -5072 -5079.

Dated: 14.10.2014

NOTIFICATION

The Board of Governors has approved the Recruitment and Promotion Rules for various posts of the University vide Item No. 10.10 in its 10th meeting held on 27.9.2014 as per Annexure enclosed for implementation in the University.

Registrar
H.P. Technical University
Hamirpur

Endst. No. Even

Dated: 14.10.2010

Copy to:

1. The Finance Officer, H.P. Technical University, Hamirpur, for information and necessary action.
2. The Assistant Registrar (Admn.), H.P. Technical University, Hamirpur, for information and necessary action.
3. The Assistant Registrar (Exam.), H.P. Technical University, Hamirpur, for information and necessary action.
4. The Assistant Controller (LAD), H.P. Technical University, Hamirpur, for information and necessary action.
5. P.A. to the Vice-Chancellor, HPTU, for the information of the latter.
6. P.A. to the Registrar, HPTU, for the information of the latter.
7. Meeting Assistant, GAD Branch, H.P. Technical University, Hamirpur.
8. Guard File.

Registrar

Himachal Pradesh Technical University,

Recruitment and Promotion Rules-2014

The Board of Governors has made following Recruitment and promotion Rules in regard to the following matters:-

Part -I General					
Short Title	1		These Rules may be called the Himachal Pradesh University Ministerial and Administrative Services Recruitment and Promotion Rules, 2014 and shall broadly cover procedures of Recruitment and Service Conditions		
Commencement	2		These rules shall come into force from the date of notification after the approval by the Board of Governors.		
Categorization of Employees	3		All the employees of the University shall be categorized in different groups viz A,B, C & D are given in Appendix ‘A’		
Authority empowered to make recruitment and promotion	4		All recruitment and promotions to various posts shall be made by the Board of Governors or any other authority declared as competent authority for the purpose by the Board.		
Persons on Secondment/ Deputations	5		The incumbents already taken on secondment/deputation shall be given option for absorption provided that he/she fulfills the requisite eligibility criteria as laid down for the particular post and the incumbent(s) who opts for absorption shall form the initial cadre of the post and thereafter the method of promotion shall be resorted as per Recruitment and Promotion rules.		
Method of appointment	6	a	S/No	Name of the Post	Mode of Recruitment
			i	Registrar, Finance Officer, Controller of Examinations, System Analyst, Computer Programmer, Law Officer, Project Officer, Assistant Coordinator, Assistant Accountant, Estate Officer, Steno-Typist, and Driver.	100 % by direct recruitment.
			ii	Assistant Registrar	a) Direct recruitment -25% b) By promotion -75%
			iii	Superintendent Grade-II	a) Direct recruitment -50% b) By promotion -50%
			iv	Computer Assistant-cum-Clerk and Clerk	a) Direct recruitment – 90% b) By promotion from amongst the Category ‘D’ employees -10%
			v	Private Secretary, Personal Assistant, Section Officer, Superintendent Grade-I, Senior Assistant	100% by promotion

		vi	Group 'D' (Security Staff, Safai Karamchhari, etc.	To be outsourced.
		v	Finance Officer (LAD) equivalent to AC(LAD) of State Government & SO(LAD)	100% on deputation from State Government.
		b	Posts created initially shall be filled up 100% by direct recruitment except Group 'D'.	
		c	A post for which a suitable candidate is not available in the promotional quota shall be made open and filled by direct recruitment.	
		d	The percentage for the reservation to various categories shall be same as prescribed by the Government of Himachal Pradesh from time to time subject to the fulfillment of the minimum qualifications and eligibility criteria.	
Temporary/Ad-hoc appointments	7		Notwithstanding anything contained in these Rules, the Vice-Chancellor shall have the authority to make ad-hoc appointments against any of the post covered by these rules for a period not exceeding one year; provided that the period will be extendable by one year with the concurrence of the Board of Governors.	
Recruitment and Promotion Committee and their constitution	8	a	The Recruitment & Promotion Committee/Selection Committee for Group A & B employees except teaching faculty:- i. Vice-Chancellor - Chairman ii. One person to be nominated by the Board - Member iii. One expert from outside the University to be nominated by the Vice-Chancellor - Member iv. Registrar - Member v. Assistant Registrar (Admin) - Member Secy	
		b	The Recruitment & Promotion Committee/ Selection Committee for Group C & D employees of the University:- i. Registrar - Chairman ii. One person to be nominated by the Board - Member iii. One expert from outside the University to be nominated by the Vice-Chancellor - Member iv. Assistant Registrar (Admin) - Member Secy	
Part-II Recruitment				
Essential requirement for direct recruitment	9	a	A candidate for appointment to any service or post must be a citizen of India. Unless he is already in the service of the University or in Government service, a candidate must produce:- (i) A certificate of good moral character from the Principal Academic Officer of his University or College or School or from the Head of his educational or technical institution last attended, as the case may be; (ii) Certificate of good moral character from two responsible persons, not being his relative, who are well acquainted with him in his private life and unconnected with his University, College, School or other educational or technical institution; last attended. (iii) A medical certificate in the form prescribed in Appendix 'B' issued by the following Medical Authorities:-	

			<p>(a) In the case of administrative posts, from a Civil Surgeon; and</p> <p>(b) In the case of ministerial posts, from the Medical Officer of the University or any other Assistant Surgeon in Government Service or any other equivalent Surgeon in Government Service;</p> <p>(iv) A declaration to the effect that he/she has not more than one living spouse;</p> <p>(v) In the case of a female candidate, a declaration to the effect that she has not married a person having already a living wife.</p>
		b	<p>The minimum and maximum age limit for recruitment for all posts shall be the same as prescribed by the Govt. of H.P. for similar posts from time to time.</p> <p>Provided that the maximum age limit shall not apply to the candidates already employed and may be relaxed in the case of SC/ST, displaced person, ex-servicemen and other special categories, if any, in accordance with the orders issued by the Govt. of H.P. from time to time.</p>
		c	<p>Date of superannuation for all categories shall be 60 years.</p>
Educational and Technical Qualifications of Candidates	9		STATUTORY POSTS
		a	<p>Registrar Pay Scale: 37400-67000 +10,000 Grade Pay</p> <p>Minimum Qualifications:</p> <p>i. Master's degree with at least 55% marks or its equivalent grade of 'B' in the UGC seven-point scale;</p> <p>ii. At least 15 years' of experience as Assistant Professor in AGP of 7000 and above or with 8 years' of service in the AGP of 8000 and above including as Associate Professor along with the experience in educational administration.</p> <p style="text-align: center;">or</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">or</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p style="text-align: center;">or</p> <p>on deputation from Himachal Pradesh Administrative Services</p> <p>Max age for direct recruitment: 55 Years</p>
		b	<p>Finance Officer Pay Scale: 37400-67000 +10,000 Grade Pay</p> <p>Minimum Qualifications:</p> <p>i. A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale;</p> <p>ii. At least 15 years' of experience as Assistant Professor in AGP of 7000 and above or with 8 years' of service in the AGP of 8000 and above including as Associate Professor along with the experience in educational administration.</p>

		<p>or</p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p>or</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>or</p> <p>Joint Controller or equivalent, SAS qualified on deputation from State Treasury and Account department.</p> <p>Desirable:</p> <p>i. Preference will be given to candidates with M.Com / M.B.A (Finance) / CA / ICWA / SAS and / or appropriate experience of financial management of which 8 years as Deputy Registrar or an equivalent post of a University / Government.</p> <p>ii. Knowledge of customs manner and dialects of Himachal Pradesh.</p> <p>Max age for direct recruitment : 55 Years</p>
	c	<p>Controller of Examinations</p> <p>Pay Scale : Rs. 37400-67000+ 10,000 Grade Pay</p> <p>Essential Qualifications:</p> <p>i. Master's Degree in any discipline with at least 55% of marks or its equivalent grade "B" in the UGC seven point scale from a recognized University/Institute.</p> <p>ii. At least 15 years' experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration,</p> <p>or</p> <p>Comparable experience in research establishment and/or other institutions of higher education,</p> <p>or</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent.</p> <p>or</p> <p>on deputation from State/Central University.</p> <p>Desirable:</p> <p>i. Ph.D. degree in management and/or LLB, well versed in computer and conduct of examination.</p> <p>ii. Knowledge of customs manner and dialects of Himachal Pradesh.</p> <p>Max age for direct recruitment :- 55 years</p>
		GROUP-A
	a	<p>Assistant Registrar</p> <p>Pay Scale: 15600-39100 + 5400 G.P.</p> <p><u>Essential Qualifications:</u></p> <p>i. Good Academic record with Master degree with at least 55% of marks or its equivalent grade of B in the UGC seven-point scale.</p> <p>ii. Five years of experience as Section Officer/ Superintendent Grade-II/Personal Assistant or an equivalent</p>

		<p>position in Central/State University/Government Department/ Educational or Research Institution.</p> <p>or</p> <p>Three years of teaching experience in UGC approved University/College/Institution.</p> <p>iii. Good working knowledge of computer applications.</p> <p><u>Desirable Qualifications:</u></p> <p>(i) Knowledge of customs manner and dialects of Himachal Pradesh.</p> <p>(ii) M.Tech./M.Phil./Ph.D/MBA in any discipline of Technical Education</p> <p>Max age for direct recruitment : 45 years</p>
	b	<p>Section Officer Pay Scale: 15600-39100 +5400 G.P.</p> <p><u>Essential Qualifications</u></p> <p>(i) At least Graduate from a recognized University or its equivalent.</p> <p>(ii) Five years' experience as Superintendent Grade-II/Personal Assistant/ or an equivalent position in Central/State University/Government Department/ Educational or Research Institution.</p> <p>(iii) Good working knowledge of computer applications</p> <p>Max age for direct recruitment : 45 years</p>
	c	<p>Assistant Coordinator Pay Scale: 10300-34800+5000 Grade Pay</p> <p><u>Essential Qualifications:</u></p> <p>i Bachelor of Journalism and Mass Communication / Public Relations/ Bachelor of Public Relations & Advertising from a recognized University. or Postgraduate Degree/Diploma in Journalism and Mass Communication/Public Relations/ Public Relations & Advertising from a recognized University.</p> <p>ii) Three years professional experience in Public Relations/ Journalism /Mass Communication in any Govt. Department/ Public Sectors Undertaking</p> <p><u>Desirable Qualifications:</u></p> <p>i) Knowledge of customs manner and dialects of Himachal Pradesh.</p> <p>Max age for direct recruitment : 45 years</p>
	d	<p>Project Officer Pay Scale: 15600-39100+6600 Grade Pay</p> <p><u>Essential Qualifications:</u></p> <p>i. Bachelor's Degree in Civil Engineering/Architecture Engineering from a recognized University / Institution;</p> <p>ii. 10 years of experience in design and construction of</p>

			<p>buildings, roads, sanitary and water supply systems including maintenance of the same, of which 5 years' must be as Assistant Engineer or at comparable post.</p> <p>Desirable:</p> <ul style="list-style-type: none"> i. Knowledge of customs manner and dialects of Himachal Pradesh. ii. Post-graduate Degree in Civil/Architectural Engineering. <p>Max age for direct recruitment : 45 years</p>
		e	<p>System Analyst Pay Scale: 15600-39100+5400 G.P.</p> <p>Essential Qualifications:</p> <ul style="list-style-type: none"> i. Bachelor's degree in Electronic Engineering/Computer Engineering with 5 years' experience in computing. <li style="text-align: center;">or ii. M.Sc. with PGDCA with 7 years' experience in computing. <li style="text-align: center;">or iii. M.C.A. with 7 years' experience in computing. <p>All degrees/diplomas shall be from recognized University/Institution with minimum 55% marks.</p> <p>Desirable:</p> <ul style="list-style-type: none"> i. Adequate experience in Computer software & other comparable experience in office automation/ e-governance/ ERP/ Networking. ii. Post-graduate Degree in Civil Engineering/Architecture Engineering <p>Max age for direct recruitment : 45 years</p>
		f	<p>Programmer Pay Scale: 15600-39100+5400 G.P.</p> <p>Essential Qualifications:</p> <ul style="list-style-type: none"> i. Bachelor's Degree in Electronic Engineering / Computer Engineering with 5 years' experience in computing. <li style="text-align: center;">OR ii. M.Sc. with PGDCA with 7 years' experience in computing. <li style="text-align: center;">OR iii. M.C.A. with 7 years' Experience in computing. <p>All Degrees/Diplomas shall be from a recognized University / Institution with minimum 55% marks.</p> <p>Desirable:</p> <ul style="list-style-type: none"> i. Adequate experience in Computer Hardware and software & other comparable experience in office automation/ e-governance/ ERP/ Networking. ii. Post-graduate Degree in Civil Engineering/Architecture Engineering <p>Max age for direct recruitment : 45 years</p>
		g	<p>Estate Officer Pay Scale: 15600-39100+6600 Grade Pay</p>

			<p>Essential Qualifications:</p> <ol style="list-style-type: none"> Bachelor's Degree in Civil/Architectural Engineering from a recognized University / Institution; 10 years of experience in design and construction of buildings, roads, sanitary and water supply systems including maintenance of the same, of which 5 years' must be as Assistant Engineer or at comparable post. <p>Desirable:</p> <ol style="list-style-type: none"> Knowledge of customs manner and dialects of Himachal Pradesh. Post-graduate Degree in Civil Engineering/Architecture Engineering. <p>Max age for direct recruitment : 45 years</p>
			GROUP- B
		a	<p>Superintendent Grade-II Pay Scale: 10300-34800 + 4800 G.P.</p> <p><u>Essential Qualifications</u></p> <ol style="list-style-type: none"> At least Graduation from a recognized University or its equivalent. Six years of experience as Senior Assistant/Senior Scale Stenographer/ or on equivalent position in Central/State University/ Government Department/ Educational or Research Institution. Good working knowledge of computer applications. <p>Desirable: knowledge of customs, manners and dialects of Himachal Pradesh.</p> <p>Max age for direct recruitment : 45 years</p>
		b	<p>Law Officer Pay Scale:10300-34800 + 4400 G.P.</p> <p><u>Essential Qualification:</u></p> <ol style="list-style-type: none"> Should possess a professional degree in Law or its equivalent from any recognized University. At least 5 years' experience as an Advocate. <p>Desirable: knowledge of customs, manners and dialects of Himachal Pradesh.</p> <p>Max age for direct recruitment : 45 years</p>
		c	<p>Assistant Accountant Pay Scale: 10300-34800+4400 G.P.</p> <p><u>Essential Qualification</u></p> <ol style="list-style-type: none"> B. Com Degree from a recognized or any institute duly recognized by State/Centre Government. Having Knowledge of Computer Applications. <p><u>Desirable:</u></p> <ol style="list-style-type: none"> M. Com Degree from recognized university or any institute

			<p>ii. duly recognized by State/Centre Government. Knowledge of customs, manners and dialects of Himachal Pradesh.</p> <p>Max age for direct recruitment : 45 years.</p>
			GROUP-C
		a	<p>Computer Assistant-cum-Clerk Pay Scale: 5910-20200+2000 G.P.</p> <p><u>Essential Qualifications:</u></p> <ol style="list-style-type: none"> Should have passed 10+2 examination or its equivalent from a recognized Board of School Education/University. Should possess a minimum speed of 30 words per minute in English or 25 words per minute in Hindi typewriting. Should have the knowledge of Word Processing in Computer as prescribed by the Recruiting Authority. <p>Provided that the condition of qualifying in the typewriting test will not apply in case of Physically Handicapped persons who are otherwise eligible for appointment to the post under these rules and who are certified as being unable to type by the Medical Officer of the University or by a Civil Surgeon.</p> <p><u>Desirable:</u> Knowledge of customs, manner and dialects of Himachal Pradesh.</p> <p>Max age for direct recruitment : 45 years</p>
		b	<p>Clerk Pay Scale: 5910-20200+1900 G.P.</p> <p><u>Essential Qualifications:</u></p> <ol style="list-style-type: none"> Should have passed 10+2 examination or its equivalent from a recognized Board of School Education/University. Should possess a minimum speed of 30 words per minute in English or 25 words per minute in Hindi typewriting. Should have the knowledge of Word Processing in Computer as prescribed by the Recruiting Authority. <p>Provided that the condition of qualifying in the typewriting test will not apply in case of Physically Handicapped persons who are otherwise eligible for appointment to the post under these rules and who are certified as being unable to type by the Medical Officer of the University or by a Civil Surgeon.</p> <p><u>Desirable:</u> Knowledge of customs, manner and dialects of Himachal Pradesh.</p> <p>Max age for direct recruitment : 45 years</p>
		c	<p>Steno-Typist Pay Scale: 5910-20200+2000 G.P.</p> <p><u>Essential qualification:</u></p> <ol style="list-style-type: none"> Should have passed 10+2 Examination or its equivalent from a recognized Board of School Education/University. Must possess the following speed in short-hand and

		<p>typewriting on Computers in both languages i.e. English and Hindi at the time of initial appointment:</p> <p>Speed in Shorthand</p> <p>English : 60 WPM Hindi : 60 WPM</p> <p>Speed in typewriting on Computers</p> <p>English : 25 WPM Hindi : 25 WPM</p> <p>Provided that at the time of initial recruitment the candidate shall have to pass shorthand test in either of the language i.e. in Hindi or English at the prescribed speed:</p> <p>Provided further that the candidates will have to pass typewriting test in both the languages at the time of initial recruitment:</p> <p>Provided further that the incumbent having passed shorthand in one language, at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language either in Hindi or English whoever may be as prescribed supra within a period of three years from the date of appointment. The appointment letter of such candidate (s) who does not qualify the shorthand test in second language shall contain the specific condition that he shall have to pass the test in shorthand in second language within a period of three years and if he qualifies the test in shorthand test in second language within a period of three years he will be eligible to draw his annual increment from due dates and the candidate(s) who qualifies the said test after three years will be eligible to draw his first increment only from the date of qualifying the prescribed test.</p> <p>iii. Should have the knowledge of word processing in computer as prescribed by the recruiting authority.</p> <p>Desirable: Knowledge of customs, manner and dialects of Himachal Pradesh.</p> <p>Max age for direct recruitment : 45 years</p>
	d	<p>Driver</p> <p>Pay Scale: 5910-20200+2000 G.P.</p> <p><u>Essential Qualifications:</u></p> <ol style="list-style-type: none"> Should have passed the Middle Examination or its equivalent from a Board/institution duly recognized by the Central/State Government. Must possess valid driving license for plying of light vehicles in Hilly terrain. Must possess five years driving experience. <p><u>Desirable:</u></p> <ol style="list-style-type: none"> Knowledge of customs manner & dialects of Himachal Pradesh. Possessing valid heavy vehicle driving license. <p>Max age for direct recruitment : 45 years</p>

**Merit Criteria
for Recruitment
for all posts
other than
Statutory posts.**

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1. Procedure

The vacant posts shall be duly publicized in electronic/print media. The screening test shall be conducted wherever applicable. Candidates who will qualify the screening test shall be selected on the strength of the quality points earned by them in terms of Educational Qualifications, Experience, Screening Test, Typewriting/shorthand/calligraphy test etc. wherever applicable and Personal Interview. The Quality points for different competencies shall be awarded as follows:-

(i) Quality points for qualifications/examination passed:

Quality points for academic qualifications will be awarded in the following manner:-

S/No	Exam. Passed	Grade Point for Group A & B Posts (Division)			Grade Point for Group 'C' Posts (Division)		
		I	II	III	I	II	III
1	Middle(for driver only)	--	--	-	10	5	3
2	Matriculation Exam. Or equivalent	--	--	-	10	5	3
3	Plus 2 or equivalent	--	--	-	10	5	3
4	Bachelor's degree or equivalent	10	5	3	--	--	--
5	Master's degree or equivalent.	10	5	3	--	--	--
	Maximum quality points	20			30		

The following shall be the formula for computing quality points for academic qualifications:-

$$\text{Quality points for academic qualification} = \frac{\text{Grade points earned by the candidate} \times 10}{\text{Maximum grade points for the relevant post}}$$

ii) Work Experience: Quality points for work experience in any Government/Semi-Government/autonomous Organization/Industry shall be awarded as under:-

i	For posts falling under category 'C' or equivalent;	0.5 point per year subject to maximum of 5 quality points
ii	For posts falling under category 'A' and 'B' or equivalent;	one point per year subject to maximum of 10 quality points

Note:

- In case of candidates who are already in the service of any Government or any Semi-Government or Autonomous Organization, their confidential reports will be called for and consulted before their recruitment.
- The industrial experience certificate should be signed by Labour Officer/PF Commissioner/ESIC.

iii) Screening Test: Twenty five quality points will be

awarded for Screening test. The test will only be held if the number of applicants is very large. The quality points for the screening test shall be calculated as follows:-

$$\text{Quality points for Screening Test} = \frac{\text{Marks obtained in screening test} \times 25}{\text{Maximum Marks}}$$

- iv) **Typewriting Test:** For posts in which the minimum qualification prescribed is speed in shorthand or typewriting, the quality points for minimum speed will be 10 quality points and thereafter one additional quality point for every 10 words in shorthand and 5 words in typewriting subject to a maximum of 20 quality points in all. In case of Stenographers/ Calligraphists, the quality points for academic qualifications and other tests will be computed only if a candidate qualified in the typewriting/shorthand/ calligraphy test.

- v) **Additional quality points for qualification in Computer Application:**

i	Certificate/Diploma course from a recognized University/ board in Computer Application of not less than six months duration	2 Points.
ii	Certificate/Diploma course from a recognized University/Board in Computer Application of not less than one year's duration	5 Points

- vi) **Personal Interview:-** The maximum quality points for personal interview shall be 10 (ten) for all the categories of post.

The maximum quality points for different posts shall be as under:-

Sr. No	Quality Points	under category 'A' and 'B' or equivalent;	under category 'C' or equivalent;
i	Educational Qualifications	10	10
ii	Work experience	10	05
iii	Screening test	25	25
iv	Typewriting test (wherever applicable)	-	20
v	Computer knowledge/qualifications (except System Analyst and Programmer)	05	05
vi	Personal Interview	10	10
	Max Quality points(final Merit)	60	75

2. Processing of Applications:

Processing of Applications will be done as per the following procedure:

- i. Applications received in the section concerned by the

prescribed due date will be allotted a unique identification number and will be stocked by the concerned office assistant in the section. Detailed information of the applicant including name, date of birth and other relevant details in terms of minimum qualification and desired qualification, category of the candidate etc. given in the application shall be entered in an electronic register kept for the purpose within five working days from the receipt of application. All the applications received with the data sheet will then be forwarded to the scrutiny committee constituted for the purpose by the Vice-Chancellor or the competent authority of the university.

- ii. The scrutiny committee will recommend the names of short listed candidates who could be invited for test/interview. The recommendation will be based on screening criteria fixed a priori.
- iii. Responsibility for fixing the type and contents of a technical/trade/written test will be that of the Selection Committee. The Chairman, Selection Committee may request the Head of the Discipline concerned or the Registrar who may normally be the members of the Selection Committees to conduct the above test. Report of the performance of candidates in the tests will be made available to the Selection Committee.

Following measures will be taken by the University regarding processing of applications:-

- i. While issuing the first advertisement for filling up of vacancies, no relaxation of educational qualifications should be inserted as a matter of routine. If, however, the response to the first advertisement is poor (less than three application for each post), only then there would be justification for relaxation or modification of the essential qualifications and experience prescribed for the various posts. This too should be done after obtaining the prior approval of the Board of Governors. Further relaxation/modification should be made only in respect of class of persons and not for individuals.
- ii. The applicants will be required to file self-attested copies of their certificates and testimonials and originals will be required to be produced at the time of interview.
- iii. Records of the written test, practical test or interviews held by the Selection Committee, along with the recommendations of the Committees should be preserved in the office of Registrar for a period of one year.

3. Procedure followed by the Selection Committee and its Meeting(s)

- i. Meetings of the Selection Committee will be convened by the Chairman of the Selection Committee as and when necessary. A copy of the advertisement and particulars of all the candidates called for interview will be provided to each member of the Selection Committee.
- ii. Three members of the Selection Committee shall form the quorum.
- iii. Where, in the meetings of Selection Committee, the opinion of the members is evenly divided, the Chairman of the selection committee shall have the right of casting an

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additional vote.

4. Recommendations of the Selection Committee

Recommendations of Selection Committee for the posts of which Vice- Chancellor is appointing authority shall be approved by the Board of Governors. As regards such recommendations for the posts of which Board of Governors is appointing authority, the Board of Governors may authorize its Chairman to approve the recommendations of the Selection Committees and the same may be reported to the Board of Governors subsequently.

5. Validity of Panel/Waitlist

Recommendations of a Selection Committee will remain valid only for a period of one year from the date of approval by the competent authority.

6. Selection Committee

- i. The candidates will be selected by Selection Committee through personal interview.
- ii. The candidates shall be short-listed for interview on the basis of marks obtained in the written test, in order of merit, in the ratio of 5:1 of the number of vacancies to be filled-up.
- iii. The Chairman will be entitled to vote at the Selection Committee meeting and shall have a casting vote in case of a tie.
- iv. The recommendations of the Selection Committee in respect of the posts will be submitted to the Board of Governors and orders of appointments will be issued only after the approval of the Board of Governors.
- v. If two or more candidates are selected, the recommendations shall be made in order of merit of the selected candidates.
- vi. No recommendation should be made with a condition attached to it.
- vii. Number of posts advertised may be treated as tentative. The University shall have the right to increase / decrease the number of posts at the time of selection and make appointments accordingly.
- viii. The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview. The University will have the right to restrict / short-list the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
- ix. The in-service candidates shall be required to apply through proper channel.
- x. Canvassing in any form by the candidate and/or on his/her behalf will lead to disqualification of such candidates.
- xi. The University shall encourage candidates to apply online by logging on to the website of the University. However, application forms for various posts may be downloaded, free of cost from the University Website or may be purchased from the University at a price as determined by the University from time to time.
- xii. The applicants shall be required to pay a non-refundable

			<p>application fee as prescribed by the University from time to time. The application fee for the SC / ST / PH category candidates shall be one-fourth of the application fee so prescribed. In-service candidates of the University need not pay any application fee.</p> <p>xiii. In cases of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the High Court in whose jurisdiction the University is located.</p>
Part-III Promotion/ Placement			
Merit for Promotion	11	A	<p>With the conditions of promotion vide Rule 13 infra:</p> <p>a) Merit as determined by Confidential Reports and seniority based on the length of service in the case of posts higher than the post of Section Officers or equivalent posts, and seniority-cum-merit in the case of posts of Superintendents and below or equivalent posts shall be the criteria for promotion:</p> <p>Reservation and other concessions required to be provided for Scheduled Castes and Scheduled Tribes shall be in accordance with the orders issued by the H.P. Government from time to time.</p>
		B	<p>Placement of member in the senior scale of pay in the ratio as provided for certain posts will be on the basis of length of service in the cadre subject to rejection of unfit:</p> <p>Provided that in the case of the members in the cadre who are promotees from the feeder posts, adhoc services if any, rendered by them before their regularization shall also be taken into account for the purpose of length of service.</p>
		C	<p>The Reporting Authority will be the initiating authority for remarks as well as categorization in the Confidential Reports. The immediate office will be Reporting Authority in each case. The categorization will be 'Poor' or 'Fair' or 'Good' or 'Very Good' or 'Outstanding' in that descending order. No such vague expression as 'average' or 'below average' or 'tolerable' or 'Satisfactory' shall be used for categorization in the Confidential Reports. The Reviewing Authority and/or the Accepting Authority may change the categorization according to his assessment recording reasons therefore.</p>
Selection for appointment to the post by contract appointment	12		<p>Notwithstanding anything contained in these rules, contract appointments to a post will be subject to the terms and conditions given below</p> <p>A. Concept:</p> <ol style="list-style-type: none"> Under this policy the candidate (name of post) will be engaged on contract basis initially for one year, which may be extendable on year to year basis. The selection will be made in accordance with the eligibility conditions prescribed in these Rules. Contract appointee so selected under these Rules will not have any right to claim for regularization or permanent absorption in the job. <p>B. Appointing/disciplinary authority:</p> <p>The Board of Governors will be appointing and disciplinary authority.</p> <p>C. Selection Process:</p> <p>Selection for appointment to the post in the case of Contract</p>

Appointment will be made on the basis of viva-voce test.

D. Committee for selection of contractual appointments:

As may be constituted by the concerned Board of Governors from time to time.

E. Agreement:

After selection of a candidate, he/she shall sign an agreement as per Annexure 'C'

F. Terms and conditions:

- 1) The contract appointee will be paid fixed contractual amount which shall be equal to minimum of the Pay Band + GP). The Contract Appointee will be entitled for increase in contractual amount 3% of minimum of Pay Band + AGP of the post for further extended years and no other allied benefits such as senior/selections etc. will be given.
- 2) 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.
- 3) Contract Appointee will be entitled for one day casual leave after putting one month service. This leave cannot 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 reimbursement and LTC etc. only maternity leave will be given as per rules.
- 4) Unauthorized absence from the duty without the approval of the controlling Officer shall automatically lead to the termination from the contract. Contract Appointee shall not be entitled for contractual amount for the period of absence from duty.
- 5) Selected candidate will have to submit a certificate of his/her fitness form a Government/Registered Medical Practitioner. Woman 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.
- 6) 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 officials at the minimum of pay scale.
- 7) Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules & Conduct Rules etc. applicable in case of regular employees will not be applicable in case of contract appointees.

Condition for promotion

for 13

A

Clerk

Minimum Qualifications

10+2 from recognized Board/University established by law in India. Provided that all the Class-IV officials so promoted as Clerks will qualify the typing test with a minimum speed of 30 wpm in English typewriting or 25 wpm in Hindi typewriting within the probation period which will be conducted by the University and the

				incumbents will get three chances during the probation period. If the candidates failed 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 candidates still failed to qualify the typing test in the extended period, they will be reverted from Clerk to Class-IV post.
B		Jr. Assistant		The total number of posts of Computer Assistant-cum-Clerk/ Clerks/ Calligraphists/Senior Clerks/ Junior Assistants as on 1.1.1996 shall be bifurcated into the post of Clerks and Junior Assistant in the ratio of 50:50. Incumbents to the former posts who have an experience of satisfactory working as such for a minimum period of 5 years in the University shall be eligible for placement as Junior Assistant subject to availability of posts.
C		Sr. Accountant		
	i	Minimum length of approved service		Three years.
	ii	Quality of approved service.		Three at least good reports during the preceding three years.
	iii	Field of choice.		Junior Assistant who have passed SAS examination or an equivalent Professional examination. or Clerk/Computer Assistant-cum-Clerk with a minimum of 13 Years' service in the cadre with at least five years' experience of Accounts.
D		Sr. Assistant		
	i	Minimum Qualifications.		10+2
	ii	Minimum length of approved service		Five years as Junior Assistant. or Ten years as Computer Assistant-cum-Clerk /Clerk/ Jr. Assistant regular service or regular combined with continuous adhoc service in the grade.
	iii	Quality of approved service.		Three last good reports during the preceding three years.
	iv	Field of choice.		Computer Assistant-cum-Clerk/Clerks/junior Assistants.
E		Superintendent Grade-II		
	i	Minimum length of approved service		Six years as Senior Assistant
	ii	Quality of approved service		Three last good reports during the preceding three years.
	iii	Filed of Choice		Senior Assistant

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			F	Superintendent Grade-I	
			i	Minimum length of approved service	Three years regular service
			ii	Quality of approved service	Three last good reports during the preceding three years.
			iii	Field of Choice	Supdt. Grade-II / Personal Assistant
			G	Personal Assistant	
			i	Minimum length of approved service.	Six years as Senior Scale Stenographer/11 years combined as Steno-Typist/Junior Scale Stenographers
			ii	Quality of approved service.	Three last good reports during the preceding three years.
			iii	Field of choice	Steno-Typist/Junior Scale Stenographers/ Senior Scale Stenographer.
			H	Private Secretary	
			i	Minimum length of approved service.	Three years as Personal Assistant/10 years regular service as Instructor Stenography out of which two years' experience as Personal Assistant
			ii	Quality of approved service	Three gradations of 'very Good' to 'Outstanding' in the Confidential Reports within the preceding three years. OR Five gradations of 'Good' or above in the Confidential Reports within the preceding five years
			iii	Field of choice	Personal Assistant/Instructor Stenography
			I	Sr. Private Secretary	
			i	Minimum length of approved service	Three years as Private Secretary
			ii	Quality of approved service.	In accordance with the procedure as laid down in Govt. of H.P. O.M. NO. PER(AP-II)A(1)1-80 DATED ¾ th Nov., 1981 (instructions enclosed).
			iii	Field of choice	(a) Private Secretary.
			J	Section Officer	
			i	Minimum length of approved service.	Three years as Superintendent Grade-II/ Personal Assistant
			ii	Quality of approved service.	Three gradations of 'Very Good' to 'Outstanding' in the Confidential Reports within the preceding three years. OR Five gradations of 'Good' or above in the Confidential Reports within the

				preceding five years.
		iii	Field of choice.	Superintendent Grade-II/PA
		K	Assistant Registrar	
		i	Minimum length of approved service	Five years as Section Officer/ Supdt G-II/Personal Assistant or at least three years as Superintendent Grade-I.
		ii	Quality of approved service	In accordance with the procedure as laid down by the Govt. of H.P. O.M. NO.PER(AP-II) A(1)-1/80 dated 3 rd /4 th Nov., 1981
		iii	Field of choice.	Section Officers/Superintendent Grade-I&II
	14	Where the criterion for promotion is Merit-cum-seniority, the merit shall be determined in accordance with the procedure laid down in Government of HP OM No PER(AP-II)A(10-1/80 dated 3/4 th Nov 1981.		
PART-IV Certain Condition of Service				
Probation of Members of Service	15		<p>1. Members of the service who are appointed against permanent vacancies shall, on appointment to any post in the service, remain on probation for a period of two years, in the case of recruitment, and one year in the case of promotion provided that:-</p> <p>(i) In deserving cases the period of probation may be waived or reduced by the Appointing Authority;</p> <p>(ii) The period of probation may, wherever deemed necessary by the Appointing Authority, be extended by not more than one year.</p> <p>2. If the work or conduct of any member, during his period probation is, in the opinion of the appointing Authority, not satisfactory, the Appointing Authority may, with a months' notice or salary in lieu thereof, dispense with his services if he is a recruitee or revert him without notice to his former post if he is promotee.</p>	
Discipline	16		<p>In respect of discipline, punishment and appeal, the members of the service shall be governed by the provisions of the following rules, as applied to the University employee in so far as they are not in consistent with the provision of the Act, the Statutes the Ordinances of the University, and these Rules:-</p> <p>i. The Himachal Pradesh Government Servants' Conduct Rules</p> <p>ii. The Himachal Pradesh Government Servants Classification, Control and Appeal Rules.</p>	
Discipline and Appellate Authority	17		<p>Where the Disciplinary Authority is the Vice-Chancellor, the appellate Authority will be the Board of Governors.</p>	
Seniority of the members of the service	18	i	<p>Confirmed members of each grade shall be ranked senior to persons who are officiating or are on probation in that grade:</p> <p>Provided that persons appointed in a substantive or officiating capacity to any category of post prior to the notification of these rules shall retain the relative seniority already assigned to them or</p>	

			such seniority as may hereafter be assigned to them under the existing formula applicable to their cases.
		ii	<p>Recruitee: The relative seniority of all reruitees shall be determined by the order of merit in which they are selected for appointment on the recommendations of the Recruitment and promotion Committee, persons appointed as a result of an earlier selection being senior to these appointed as a result as a result of a subsequent selection.</p> <p>(i) Provided that where no merit list has been drawn by the Recruitment and Promotion committee the seniority shall be determined from the date of joining.</p> <p>(iii) Provided further that a person, who is appointed on probation and whose probation period is extended shall lose his seniority according to the select list and the person who is junior to him in the select list, but is confirmed on the expiry of his original period or probation, shall become senior to him by virtue to his earlier confirmation.</p> <p>(iv) Provided further that, where persons recruited initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of their appointment, seniority shall follow the order of confirmation and not the original order of merit.</p> <p>(v) Provided further that a person who does not join within the specified period shall lose his seniority according to the merit list and shall rank in the seniority list next to the last person who has joined earlier.</p>
		iii	<p>Promotees: The relative seniority of persons promoted to the various grade shall be determined according to the order of their selection for such promotion:-</p> <p>(i) Provided that a person appointed on probation, whose probation period is extended on the expiry of the original period of probation, shall lose his seniority according to the merit list and a person who is junior to him in the merit list but is confirmed on the expiry of his original period of probation shall be senior to him by virtue of his earlier confirmation.</p> <p>(ii) Provided also that, where persons promoted initially on adhoc basis are confirmed subsequently in an order different from the order of merit indicated at the time of their adhoc promotion,, a seniority shall follow the order of confirmation and not the original order of merit.</p>
		iv	<p>Relative Seniority of Reruitees and Promotees: The relative seniority of recruitee and promotees shall be determined according to the relation of vacancies to be filled by the recruitee and the promotees, which rotation shall be based on the quotas of vacancies reserved for recruitment and promotion, respectively in these rules, the higher percentage determining the precedence in the order of rotation. For illustration where 75% of the vacancies are reserved for promotion and 25% for recruitment, each recruitee shall be ranked in seniority next below the last the last of the three promotes. A roster shall be maintained of the vacancies to be filled by recruitment and by promotion according to the respective quotas.</p>
Training and Examination	19		The members of the service shall have to qualify themselves in Departmental Examinations or to undergo successfully training as may be prescribed by the Board of Governors, from time to time, for any class of posts. And once any such examination or training has been prescribed, confirmation shall be subject to the passing of the examination or to the successful completion of the training, as the case may be;

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			Provided, however, that the Appointing Authority may allow confirmation of an otherwise fit member of the service even without his having passed the examination or successfully completed the training, if such a member has been prevented from appearing for the examination or from joining for the owing to the exigencies of the service of the University, with the previous approval of the Appointing Authority.
Other conditions of service	20	A	For purpose of forming cadres, the entire University shall constitute a single unit.
		B	Anything in these Rules notwithstanding, the Board of Governors shall be competent, in public interest and in special circumstances, to relax any provision of these Rules.
		C	In respect of the conditions of service other than those covered by these Rules, the members of the service shall be governed by the Act, the Statutes, and the ordinances of the University, as amended from time to time.
		d	Nothing in these Rules, shall apply, in so far as it is inconsistent with the provision of the Act, the statutes and the Ordinances of the University, as amended from time to time.
		e	In case of any dispute arises in these rules, the Board of Governors shall be the final deciding authority.

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**MEDICAL CERTIFICATE OF FITNESS ON FIRST ENTRY INTO UNIVERSITY
SERVICE**

I here by certify that I have examined Mr/Mrs _____ a candidate for employment in the Himachal Pradesh University whose particulars are given below, and cannot discover that he/she has any disease (communicable or otherwise), constitutional affection or bodily infirmity, except _____. I do not consider this a disqualification for employment in the Himachal Pradesh Technical University. His/her age is according to his/her own statement _____ years and by appearance about _____ years.

Signature of Medical Officer*/**

- * (i) Assistant Surgeon/or equivalent Surgeon in Govt. service. (In case of Ministerial post.)
** (ii) Civil Surgeon in Govt. Service (In case of Administrative post).

PARTICULARS OF CANDIDATE

1. Name of the candidate _____
2. Post for which selected _____
3. Caste or race _____
4. Residence _____
5. Father's Name and residence _____
6. Date of birth _____
7. Exact height _____
8. Personal marks for identification _____

DECLARATON FROM A CANDIDATE

I do hereby declare that I have not at any time been pronounced unfit for Govt./University employment by any medical Board in India or any other duly constituted medical authority.

Signature of candidate

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No. RER (AP-II)A(1)-1/80
Government of Himachal Pradesh
Department of Personnel
(Appointment-II)

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Dated: Shimla-2, the 3/4th November, 1981.

OFFICE MEMORANDUM

Subject: Principles for promotion to selection posts-modification thereof.

In supersession of the Department of Personnel O.M. of even number dated 16th March, 1981, the undersigned is directed to say that the question relating to the principles for promotion to selection posts had been under the consideration of the Government for sometime past. The matter has further been examined and the Government have taken the following decisions in this behalf:-

I. ZONE OF CONSIDERATION OF PROMOTION TO POSTS FILLED BY SELECTION:

- (a) The Departmental Promotion Committee shall for the purpose of determining the number of officers who should be considered for promotion out of those eligible officers in the feeder grade(s) restrict the field of choice as under with reference to the number of clear regular vacancies proposed to be filled in a calendar year:-
- The field of consideration will be three eligible persons for one post upto 20 posts.
 - Above twenty posts one additional eligible person for one additional post.

Illustration

<u>No. of vacancies</u>	<u>No. of eligible persons to be considered</u>
20	60
21	60+1
22	60+2
23	60+3

- (b) Where, however, the number of eligible officers in feeder grade(s) is less than the required number of officers so eligible should be considered.
- (c) Where adequate number of Scheduled Castes/Scheduled Tribes candidates are not available within the normal field of choice as above the field of choice may be extended to five times the number of vacancies and the Schedule Castes/Schedule Tribes candidates (and not any other) coming within the extended field of choice should also be considered against vacancies reserved for them subject to eligibility.
- (d) Those belonging to Schedule Castes/Scheduled Tribes selected for promotion against vacancies reserved for them from within the extended field of choice under sub-para (c) above would however, be placed-block below all the other officers selected from within the normal field of choice.

Henceforth, the following procedure for assessing the overall classification shall be followed in respect of selection posts to be filled up on the basis of merit-cum-seniority.

II. PROCEDURE FOR ASSESSING OVERALL CLASSIFICATION

The D.P.C. will assess the confidential reports of eligible officers for three to five years and classify them separately for each year as 'Outstanding', 'very good' and 'Good' excluding those who are considered unfit. This assessment and classification will be made by the D.P.C. in its own judgment making their independent assessment. The officers assessed as 'outstanding' will supersede the officer assessed as 'Very Good' only when the difference of length of service in the feeder grade between the two officers is not more than two years. While making assessment of the officers on the basis of their service record for the last five years if it is found that an officer is assessed by the DPC as 'Very Good' for the first four years but during the last year he is assessed a 'Fair' i.e. two categories below 'Very Good' the possibility of the officer under whom he worked during that year being very strict towards him may not be over-looked by the D.P.C. In such a case, the assessment may be made by the DPC very cautiously giving due weight to his assessment during the preceding years. While making assessment, the DPC shall take the record of service of the officer into consideration and give due weightage to factors such as length of service in the feeder grade, arduous nature of duties and high job responsibility.

In the case of bulk promotions to Class-I posts, the general instructions for filling up selection posts may not necessarily be applied. For covering such a contingency, specific instruction may be issued by the Department concerned in consultation with Department personnel & H.L.P. Public Service Commission, prior to the meeting of the D.P.C. For example, in case of officers who are not adjudged fit for promotion on the basis of their ACR's, personal interview could also be held in the case of doubtful and marginally unfit cases. The discretion in this regard would be left to the D.P.C. as to whom should be called for interview.

FOOT NOTE: It is also clarified that the officer assessed as 'Very Good' will supersede 'Good' only when difference of length of service in the feeder grade between the two officers is not more than two years.

If on the date of actual DPC departmental proceedings are in progress and under the existing instructions sealed cover procedure is to be followed, such procedure should be observed even if no such proceedings were in existence in the year to which the vacancy related.

While promotions will be made in the order of the consolidated select list, such promotion will have only prospective effect, even in cases where the vacancies relate to an earlier year.

III. TREATMENT TO BE METED OUT TO THE OFFICERS WHO ARE ON DEPUTATION/ FOREIGN SERVICE ETC.

The select list prepared should be periodically reviewed and the names of those who have already been promoted (otherwise than a local or purely temporary basis) and continue to officiate should be removed from the select list and the rest of the names along

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with others who may now be included in the field of choice should be considered for the select list for the subsequent period. The select list drawn by the DPC should be operative normally for a period of one year and in any case it may cease to be in force after 18 months or when the fresh list is prepared whichever is earlier.

The effect of these instructions would be that every officer included in the panel who at the time of expiry of the validity of the earlier panel or at the time of the fresh DPC does not hold a regular promotion post needs to be reconsidered and every officer who holds such a regular post on these crucial dates need not to be considered by the DPC.

Under the existing instructions circulated vide Appointment Department O.M. No. Apptt. I-350/57. Vol-III, dated the 20th October, 1969, the claims of officers who are away on deputation or on foreign service etc. are also to be taken into account by the DPC while considering cases of promotion/confirmation. The application of these instructions has caused certain anomalies in the case of persons proceeding on deputation or on foreign service etc. in the public interest in the matter of protecting their seniority in the higher grade. In respect of such officers who while on deputation/foreign service are given proforma promotion under the Next Below Rule with reference to the date of promotion of their juniors, no problem of maintaining their panel seniority would arise. In other cases where the number of officers outside the line exceeds the number of the juniors who are promoted within the cadre, proforma promotion under NBR could not be given to all such seniors in view of the conditions one to one under the funding principles of NBR. The affect of this would be that those of the officers higher in the panel and on deputation who could not be given NBR will continue to be shown as working in the lower posts while junior officers with the department would continue to be shown against the higher post. In a case where this position continues after the validity period of panel or at the time of a fresh DPC the juniors would not be required to be considered by the fresh DPC while the senior who is shown against the lower post and not actually officiating against a higher post even number NBR may have to be considered by the DPC.

In order to avoid such an anomalous situation, it has further been proposed to amend the instructions issued in October, 1969 as under:-

‘If the panel contains the name of a person who has gone on deputation or on foreign service in the public interest including the person who has gone on study leave. Provision should be made for his remaining the temporary lost seniority in the higher grade on his return to the cadre. Such officers need not be reconsidered by a fresh DPC, if any, subsequently held, while they continue to be on deputation/ foreign service/ study leave so long as any officer junior to him in the panel is not required to be so considered by a fresh DPC irrespective of the fact whether he might or might not have got the benefit of proforma promotion under the NBR. The same treatment will be given to an officer included in the panel who could have been promoted within the currency of the panel but for his being away on deputation.’

In case the officer who has gone on ex-cadre post on his own violation by applying in response to advertisements he should be required to revert to his parent cadre immediately when due for promotion, failing which his name should be removed from the panel on his reverting to the parent cadre after the period of two years or the extended period, if any, he will have no claim for promotion to the higher grade on the basis of that panel. He

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should be considered in the normal course along with other eligible officers when the next panel is prepared and he should be promoted to the higher grade according to his position in the fresh panel. His seniority in that event shall be determined on the basis on the position assigned to him in the fresh panel with reference to which he is promoted to the higher grade. (if the panel contains the name of an officer on study leave, he should be promoted to the higher post on return from the study leave. He should also be given seniority according to his position in the panel and not on the basis of the date of promotion).

IV. CLASSIFICATION OF THE OFFICERS ON THE BASIS OF MARKING SYSTEM:

The present system for categorization of officers as 'Outstanding', 'Very Good', 'Good' and 'Fair' would remain in vogue. These categories carry 5,4,3 and 2 marks respectively. The classification for each year is to be calculated in the form of marks in the above manner and the total marks are to be worked out for five years or three to five years. The persons getting average marks of 4.5 are categorized as 'Outstanding' these getting 3.5 marks but below 4.5 as 'Very Good' and these getting an average of 2.5 or above but below 3.5 are classified as 'Good'. These, who are less than 2.5 average marks, are to be classified as unfit for promotion.

These instructions shall come into force with immediate effect.

Sd/-
(Sarojni Thakur)
Deputy Secretary (Personnel) to the
Government of Himachal Pradesh

Pay Band	Group as per HP Govt. Notification	Proposed Group	Pay Bands	Grade Pay	Initial Pay
PB-1	IV	D	4900-10680	1300	6200
PB-1	IV	D	4900-10680	1400	6700
PB-1	IV	D	4900-10680	1650	6950
PB-2	III	C	5910-20200	1900	7810
PB-2	III	C	5910-20200	1950	7960
PB-2	III	C	5910-20200	2000	8240
PB-2	III	C	5910-20200	2400	9880
PB-2	III	C	5910-20200	2800	11170
PB-2	III	C	5910-20200	3000	11470
PB-3	III	C	10300-34800	3200	13500
PB-3	III	C	10300-34800	3600	14430
PB-3	II	B	10300-34800	3800	14590
PB-3	II	B	10300-34800	4200	16290
PB-3	II	B	10300-34800	4400	17420
PB-3	II	B	10300-34800	4600	18030
PB-3	II	B	10300-34800	4800	18250
PB-3	I	A	10300-34800	5000	20300
PB-3	I	A	10300-34800	5400	20300
PB-4	I	A	15600-39100	5400	21000
PB-4	I	A	15600-39100	5700	22820
PB-4	I	A	15600-39100	6000	24140
PB-4	I	A	15600-39100	6600	25250
PB-4	I	A	15600-39100	7400	31120
PB-4	I	A	15600-39100	7600	31320
PB-4	I	A	15600-39100	7800	31520
PB-4	I	A	15600-39100	8200	32620
PB-4	I	A	15600-39100	8400	33510
PB-5	I	A	37400-67000	8600	46000
PB-5	I	A	37400-67000	8700	46100
PB-5	I	A	37400-67000	8800	46200
PB-5	I	A	37400-67000	8900	48590
PB-5	I	A	37400-67000	10000	54700

AGREEMENT

Form of contract/agreement to be executed between the _____ (Name of the post) and the Himachal Pradesh Technical University, Hamirpur through its Registrar.

This agreement is made on this _____ day of _____ in the year _____
between Sh./Smt./Ms. _____ S/o,D/o,W/o
Sh. _____ R/o _____
_____ contract appointee (hereinafter called the FIRST PARTY), AND the Himachal Pradesh Technical University, Hamirpur through its Registrar (hereinafter the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a _____ (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 _____ (Name of the post) for a period of one 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. _____ 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 _____ (Name of the post) 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 _____ (Name of the post). He will not be entitled for Medical Reimbursement and LTC etc. Only maternity leave will be given as per Rules.
5. Unauthorized absence from the duty without the approval of the controlling Officer shall automatically lead to the termination of the contract. A contractual _____ (Name of the post) will not be entitled for contractual amount for the period of absence from duty.
6. 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 ground.
7. Selected candidate will have to submit a certificate of his/her fitness from a Govt. /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 authorized 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/CPF 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.

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IN THE PRESENCE OF WITNESS:

(Signature of the FIRST PARTY)

1. _____ (Signature)
_____ (Address)

(Name and full address)

2. _____ (Signature)
_____ (Address)

IN THE PRESENCE OF WITNESS

(Signature of the SECOND PARTY)

1. _____ (Signature)
_____ (Address)

(Name and full address)

2. _____ (Signature)
_____ (Address)

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