

**RECRUITMENT & PROMOTION RULES FOR THE POST OF SUPERINTENDENT
GRADE-I IN H.P. STATE POLLUTION CONTROL BOARD**

1.	Name of the Post	Superintendent Gr.-I
2.	Number of Posts	1 (One)
3.	Classification	Class-I.
4.	Scale of pay	Pay Scale for regular incumbent (s): Level 16 of the Pay Matrix attached with time scale of the post, as per H.P. Civil Services (Revised Pay) Rules, 2022.
5.	Whether selection post or non-selection post?	Non-selection.
6.	Age for direct recruitment.	Not applicable.
7.	Minimum educational and other qualifications required for direct recruits.	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees?	(i) Age: N.A. (ii) Educational Qualifications: N.A.
9.	Period of probation, if any.	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.
10.	Method of recruitment – whether by direct recruitment or by promotion, deputation, transfer and the transfer of vacancies to be filled in by various methods.	100% by promotion.
11.	In case of recruitment by promotion, deputation, transfer, grades from which promotion/ deputation/ transfer is to be made.	By promotion from amongst the Superintendent Gr. II working in the HP State Pollution Control Board having minimum three years service as Superintendent Gr. II failing which by deputation from the incumbents holding equivalent post in HP Govt. Deptts./ Boards / Corporations.
12.	If a Departmental Promotion Committee exists, What is its composition?	As constituted by the Chairman of the Board.
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.	Not Applicable.
15.	Selection for appointment to post by direct recruitment.	Not Applicable.
15-A	Selection for appointment to the post by contract appointment	Not Applicable.

16.	Reservation	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/ Scheduled Tribes/ 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./BOD 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. Staff Selection Commission/BOD, relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).



Annexure - 'F'

RECRUITMENT AND PROMOTION RULES FOR THE POST OF SUPERINTENDENT GRADE-II (CLASS-II NON-GAZETTED, MINISTERIAL SERVICES) IN H.P. STATE POLLUTION CONTROL BOARD ON THE PATTERN OF COMMON R&P RULES FRAMED BY THE GOVT. OF H.P.

1.	Name of the Post	Superintendent Grade-II
2.	Number of Posts	6 (Six)
3.	Classification	Class-II (Non-Gazetted) (Ministerial Services)
4.	Scale of pay	Pay Scale for regular incumbent (s): Level 12 of the Pay Matrix attached with time scale of the post, as per H.P. Civil Services (Revised Pay) Rules, 2022.
5.	Whether "Selection" Post or "Non-Selection" Post	Non-Selection.
6.	Age for direct recruitment	Not Applicable.
7.	Minimum Educational and other qualifications required for direct recruits.	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	(i) Age: Not Applicable (ii) Educational Qualifications: Not Applicable
9.	Period of probation, if any	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.
10.	Method 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 Sr. Assistants of H.P. State Pollution Control Board possessing six 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. A(I) Provided that for the purpose of promotion every employee shall have to serve at-least one term in the Tribal/Difficult areas subject to adequate number of post(s) available in such areas:

Provided further that the proviso A(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 at-least one tenure in Tribal/Difficult 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 A (I) supra the "term" in Tribal/Difficult areas shall mean normally three years or less period of posting in such areas keeping in view the administrative requirements and performance of the employee.

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

1. District Lahaul & Spiti.
2. Pangi & Bharmour Sub Division of Chamba District.
3. Dodra Kawar Area of Rohru Sub Division.
4. Pandrah Bis Pargana, Munish Darkali and Gram Panchyat Kashapat, Gram Panchayats 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.
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-Badhawani, 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.

(I) 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;

(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



		<p>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:</p> <p>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:</p> <p>Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him shall also be deemed to be ineligible for consideration for such promotion.</p> <p>Explanation:- The last proviso shall not render the junior incumbents ineligible for consideration for promotion of 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 Services) Rules, 1985 and having been given the benefit of seniority thereunder.</p> <p>(ii) Similarly, in all cases of confirmation, continuous adhoc service rendered on the feeder post if any, prior to the regular appointment against such posts shall be taken into account towards the length of service, if the adhoc appointment/ promotion had been made after proper selection and in accordance with the provision of the Recruitment & Promotion Rules:</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered as referred to above shall remain unchanged.</p>
12.	If a Departmental Promotion Committee exists, What is its composition	As may be constituted by the Govt./Board 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 direct recruitment	Not Applicable.
15.	Selection for appointment to post by direct recruitment	Not Applicable.

15-A	Selection for appointment to the post by contract appointment	Not Applicable.
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./BOD 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. Staff Selection Commission/BOD, relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).





Himachal Pradesh State Pollution Control Board

“Him Parivesh”, Phase-III, New Shimla –171009

Phone No. 0177-2673766, 2673032 & Fax:2673018



No. PCB/Estt./793/81st/ Board Meeting/22- 2350

Dated: 06-07-22

OFFICE ORDER

Consequent upon approval accorded by the Board in its 81st meeting held on 20.06.2022 vide item No. 81.18 amendment in the Recruitment & Promotion Rules of the following category of post is hereby notified:-

Sr. No.	Name of Post	Remarks
1.	Senior Assistant	Annexure-“I”

This issue has the prior approval of the Competent Authority.

(Apoorv Devgan, IAS)
Member Secretary
HPSPCB, Shimla

Endst. No./ As above/-

Dated:

O/C

Copy forwarded to the Additional Chief Secretary (Env., Sci. & Tech.) to the Govt. of Himachal Pradesh for information please.

(Apoorv Devgan, IAS)
Member Secretary
HPSPCB, Shimla

O/C

Recruitment & Promotion Rules for the post of Senior Assistant, Class-III (Non-Gazetted, Ministerial Services) in H.P. State Pollution Control Board on the pattern of common R&P Rules framed by the Govt. of H.P.

1.	Name of the Post	Senior Assistant
2.	Number of Posts	9 (Nine)
3.	Classification	Class-III. (Non- Gazetted) (Ministerial Services).
4.	Scale of pay	Pay Band for regular incumbent(s): Level 11 of the Pay Matrix attached with time scale of the post, as per H. P. Civil Services (Revised Pay) Rules, 2022.
5.	Whether "Selection" Post or "Non-Selection" Post	Non-Selection.
6.	Age for Direct recruitment.	Not applicable.
7.	Minimum Educational and other qualifications required for direct recruitment.	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	(i) Age: Not Applicable (ii) Educational Qualifications: 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 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 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 adhoc 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 /

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		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
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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 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

		<p>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.</p> <p>(ii) Similarly, in all cases of confirmation, continuous adhoc service rendered on the feeder post if any, prior to the regular appointment against such posts shall be taken into account towards the length of service, if the adhoc appointment/ promotion had been made after proper selection and in accordance with the provision of the Recruitment & Promotion Rules:</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered shall remain unchanged.”</p>
12.	If a Departmental Promotion Committee exists, What is its composition	As may be constituted by the Govt. /Board 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	Not Applicable.
15.	Selection for appointment to post by direct recruitment	Not Applicable.
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./Himachal Pradesh State Pollution Control Board 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/BOD, relax any of the provision(s) of these Rules with respect to any class or category of person(s) or post(s).

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Annexure - "E"

Recruitment & Promotion Rules for the post of Junior Accountant in H.P. State Pollution Control Board

1.	Name of the Post:	Junior Accountant
2.	Number of Posts:	20 (Twenty)
3.	Classification:	Class-III
4.	Scale of pay	(i) Pay Band for regular incumbent(s): Level 7 of the Pay Matrix attached with time scale of the post, as per H. P. Civil Services (Revised Pay) Rules, 2022. (ii) Emoluments for contract employee(s): 60% of the first Cell of the applicable level of pay matrix of the corresponding cadre, as per H. P. Civil Services (Revised Pay) Rules, 2022.
5.	Whether selection post or non-selection post:	Non-selection.
6.	Age for direct recruitment:	Between 18 and 45 years.
		Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on ad hoc or on contract basis:
		Provided further that if a candidate appointed on ad hoc basis or on contract basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such ad hoc or contract appointment:
		Provided further that upper age limit is relaxable for Scheduled castes/ Scheduled Tribes/ other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government:
		Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government servants before absorption in Public Sector Corporations/ Autonomous Bodies at the time of initial constitution of such Corporations/ Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/ Autonomous Bodies who were/ are subsequently appointed by such Corporations/ Autonomous Bodies and who are/ were finally absorbed in the service of such Corporations/ autonomous Bodies after initial constitution of the Public Sector Corporations/ Autonomous Bodies.
		Notes: (1) Age limit for direct recruitment will be reckoned on the first day of the year in which the post(s) is/ are advertised for inviting applications or notified to the Employment exchange or as the case may be.

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		(2) Age and experience in the case of direct recruitment relaxable at the discretion of the Himachal Pradesh Staff Selection Commission in case the candidate is otherwise well qualified.
7.	Minimum educational and other qualifications required for direct recruits:	<p>Essential qualifications:-</p> <p>a) Bachelor Degree in Commerce from a recognized University/ Institution;</p> <p>b) Should have basic knowledge of Computer operation with at least one year Computer Training Certificate in tally system from a recognized/ reputed institution.</p> <p>A candidate shall be eligible for appointment to Class-III post (s), if he / she has passed Matriculation and 10+2 from any School/ Institution situated within Himachal Pradesh.</p> <p>Provided this condition shall not apply to Bonafide Himachalis.</p> <p>Desirable qualification: Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees:	N.A.
9.	Period of probation, if any:	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.
10.	Method of recruitment – whether by direct recruitment or by promotion, deputation, transfer and the percentage of vacancies to be filled in by various methods:	100 % by direct recruitment on regular basis or by recruitment on contract basis or on secondment basis from Govt. Deptt. / Corporation / Boards, as the case may be. The contract employees will get emoluments as given in Col. 15-A and will be governed by service conditions as specified in the said column.
11.	In case of recruitment by promotion, deputation, transfer, grade from which promotion/ deputation/ transfer is to be made:	N.A.
12.	If a Departmental Promotion Committee exists, What is its composition:	As constituted by the Chairman, H.P. State Pollution Control Board.
13.	Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment:	As required under the Law.



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14.	Essential requirement for a direct recruitment:	A candidate for appointment to any service or post must be a citizen of India.
15.	Selection for appointment to post by direct recruitment:	Selection for appointment to the post in the case of direct recruitment shall be made on the basis of merit of written examination and /or practical test or skill test or physical test, the standard/syllabus etc. will be determined by the Himachal Pradesh Public Service Commission/Himachal Pradesh Staff Selection Commission Hamirpur/other recruiting agency/authority, as the case may be.
15-A	Selection for appointment to the post by contract appointment:	<p>Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below:-</p> <p>(I) CONCEPT</p> <p>(a) Under this policy the Jr. Accountant in H.P. State Pollution Control Board H.P. will be engaged on contract basis initially for one year, which may be extendable on year to year basis.</p> <p>(b) POST FALLS WITHIN THE PURVIEW OF HPPSC/ HPSSC:-</p> <p>The H.P. State Pollution Control Board after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruiting agency i.e. H.P. Staff Selection Commission.</p> <p>(c) POST FALLS OUT OF THE PURVIEW OF HPPSC/ HPSSC:-</p> <p>The H.P. State Pollution Control Board after obtaining the approval of the Government/ competent authority to fill up the posts on contract basis will advertise the details of the vacant posts in at least two leading newspapers and invite application from candidates having the prescribed qualifications and fulfilling the other eligibility conditions as prescribed in these Rules.</p> <p>(d) The selection will be made in accordance with the eligibility conditions prescribed in these Rules.</p> <p>(II) CONTRACTUAL EMOLUMENTS:</p> <p>The Jr. Accountant appointed on contract basis will be paid consolidated fixed contractual amount @ Rs. 17,340/- P.M. (which shall be 60% of the first Cell of the applicable level of the Pay Matrix of the corresponding cadre).</p>



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(III) APPOINTING/ DISCIPLINARY AUTHORITY:

The Chairman, H.P. State Pollution Control Board will be appointing and disciplinary authority.

(IV) SELECTION PROCESS:

Selection for appointment to the post in the case of contract appointment recruitment shall be made on the basis of merit of written examination and /or practical test or skill test or physical test, the standard/syllabus etc. will be determined by the Himachal Pradesh Public Service Commission/Himachal Pradesh Staff Selection Commission Hamirpur/other recruiting agency/authority, as the case may be.

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As may be constituted by the concerned recruiting agency i.e. the H.P. Staff Selection Commission.

(VI) AGREEMENT:

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

(VII) TERMS AND CONDITIONS:

- (a) The Jr. Accountant appointed on contract basis will be paid consolidated fixed contractual amount @ **Rs. 17,340/- P.M.** (which shall be 60% of the first Cell of the applicable level of the Pay Matrix of the corresponding cadre).
- (b) The services of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance / conduct of the contract appointee is not found satisfactory. In case the contract appointee is not satisfied with the termination orders issued by the Appointing Authority, he / she may prefer an appeal before the Appellate Authority who shall be higher in rank to the Appointing Authority, within a period of 45 days from the date on which a copy of termination orders is delivered to him / her.
- (c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 5 days' special leave, in a calendar year. A female contract appointee with less than two surviving children may be granted maternity leave for 180 days. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of the

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		<p>number of children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Government Medical Officer. A contract employee shall not be entitled for medical re-imburement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.</p> <p>Un-availed casual leave, medical leave and special leave can be accumulated upto the calendar year and will not be carried forward for the next calendar year ; and</p> <p>(d) Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the contract. However, in exceptional cases where the circumstances for unauthorized absence from duty were beyond his / her control on medical grounds, such period shall not be excluded while considering his / her case for regularization but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the contract appointee shall not be entitled for contractual amount for the period of absence from duty. Provided that he / she shall submit the certificate of illness / fitness issued by the Medical Officer, as per prevailing instructions of the Government.</p> <p>(e) An official appointed on contract basis who have completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.</p> <p>(f) Selected candidate will have to submit a certificate of his / her fitness from a Government / Registered Medical Practitioner. Women candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Medical Officer / Practitioner.</p> <p>(g) Contract appointee will be entitled to TA/DA if required to go on tour in connection with his/ her official duties at the same rates as applicable to regular counterpart official at the minimum of pay scale.</p> <p>(h) Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules & Conduct Rules etc as are applicable in case of regular employees will not be applicable in case of contract appointees. They will be entitled for emoluments etc. as detailed in this Column.</p>
16.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/

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		Scheduled Tribes/ Backward Classes/ Other categories of persons issued by the Himachal Pradesh Government from time to time.
17.	Departmental Examination:	N.A.
18.	Power to relax:	Where the H.P. State Pollution Control Board is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing with the prior approval of the State Government/BOD and relax any of the provisions of these rules with respect to any class or category of persons or posts.

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ANNEXURE-B

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

This agreement is made on this _____ day of _____ in the year _____. Between Sh./ Smt. _____ S/o/ D/o Shri _____ R/o _____ Contract appointee (hereinafter called the FIRST PARTY), AND The governor of Himachal Pradesh through _____ (Designation of the Appointing Authority) Himachal Pradesh (here-in-after 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 1 year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY with SECOND PARTY shall ipso-facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

Provided that for further extension / renewal of contract period on year to year basis the concerned HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his period of contract is to be renewed / extended.

2. The contractual amount of the FIRST PARTY will be **Rs. 17,340/- P.M.** (which shall be 60% of the first Cell of the applicable level of the Pay Matrix of the corresponding cadre).
3. The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/ conduct of the contract appointee is not found satisfactory. In case the contract appointee is not satisfied with the termination orders issued by the Appointing Authority, he /she may prefer an appeal before the Appellate Authority who shall be higher in rank to the Appointing Authority, within a period of 45 days from the date on which a copy of termination orders is delivered to him/ her."
4. The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 5 days' special leave, in a calendar year. A female contract appointee with less than two surviving children may be granted maternity leave for 180 days. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of the

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number of children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Government Medical Officer. A contract employee shall not be entitled for medical re-imburement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

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

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

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

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

6. Name of the posts appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds
7. Selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in the case of a Gazetted Government servant and by Government Medical Officer in the case of a Non- Gazetted Government Servant. In case of women candidates who are to be appointed against posts carrying hazardous nature of duties, and in case they have to complete a period of training as a condition of service, such woman candidate, who as a result of tests is found to be pregnant of twelve weeks standing or more shall be declared temporarily unfit and her appointment shall be held in abeyance until the confinement is over. Such woman candidate be re-examined for medical fitness six weeks after the date of confinement, and if she is found fit on production of medical fitness certificate from the authority as specified above, she may be appointed to the post kept reserved for her."
8. Contract appointee shall be entitled to TA/DA if require 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).

9

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

IN THE PRESENCE OF WITNESS:

1. _____

(Name and Full Address)

(Signature of the FIRST PARTY)

2. _____

(Name and Full Address)

(Signature of the SECOND PARTY)

✓

RECRUITMENT AND PROMOTION RULES FOR THE POST OF STENO TYPIST CLASS-III (NON-GAZETTED) IN H.P. STATE POLLUTION CONTROL BOARD ON THE PATTERN OF COMMON R&P RULES FRAMED BY THE GOVT. OF H.P.

1.	Name of the Post	Steno Typist
2.	Number of Posts	3 (Three)
3.	Classification	Class-III. (Non- Gazetted) (Ministerial Services)
4.	Scale of pay	(i) Pay Band for regular incumbent(s): Level 5 of the Pay Matrix attached with time scale of the post, as per H. P. Civil Services (Revised Pay) Rules, 2022. (ii) Emoluments for contract employee(s): 60% of the first Cell of the applicable level of pay matrix of the corresponding cadre, as per H. P. Civil Services (Revised Pay) Rules, 2022.
5.	Whether "Selection" Post or "Non-Selection" Post	Not Applicable
6.	Age for Direct recruitment	Between 18 and 45 years: Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on adhoc or on contract basis: Provided further that if a candidate appointed on adhoc basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such adhoc or contract appointment: Provided further that upper age limit is relaxable for Scheduled castes/ Scheduled Tribes/ Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government: Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servant before absorption in Public Sector Corporations/ Autonomous Bodies at the time of initial constitution of such Corporations/ Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/ Autonomous Bodies who were/ are subsequently appointed by such Corporation/ Autonomous Bodies and who are/ were finally absorbed in the service of such Corporations/ Autonomous Bodies. <i>Notes:</i> (1) Age limit for direct recruitment will be reckoned on the first day of the year in which the Post(s) is/ are advertised for inviting applications or notified to the Employment Exchanges, as the case may be. (2) Age and experience in the case of direct recruitment are relaxable at the discretion of the Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.

7.	Minimum Educational and other qualifications required for direct recruitment	<p>(a) ESSENTIAL QUALIFICATION :</p> <p>(I) Should have passed 10+2 Examination from a recognized Board of School Education/University.</p> <p>(II) Must possess the following speed in short-hand and typewriting on Computers in both languages i.e. English and Hindi at the time of initial appointment:</p> <p><u>Speed in Shorthand</u></p> <table border="0"> <tr> <td>English</td> <td>Hindi</td> </tr> <tr> <td>60WPM</td> <td>60 WPM</td> </tr> </table> <p><u>Speed in typewriting on Computers</u></p> <table border="0"> <tr> <td>English</td> <td>Hindi</td> </tr> <tr> <td>25WPM</td> <td>25 WPM</td> </tr> </table> <p>Provided that at time of initial recruitment the candidate shall have to pass shorthand test 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 whichever may be 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>A candidate shall be eligible for appointment to Class-III post (s), if he / she has passed Matriculation and 10+2 from any School/ Institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachalis.</p> <p>(b) DESIRABLE QUALIFICATION :</p> <p>Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>	English	Hindi	60WPM	60 WPM	English	Hindi	25WPM	25 WPM
English	Hindi									
60WPM	60 WPM									
English	Hindi									
25WPM	25 WPM									
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p>(i) Age: Not Applicable</p> <p>(ii) Educational Qualifications: Not Applicable</p>								
9.	Period of Probation, if any	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.								



10.	Method 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 direct recruitment on regular basis or by recruitment on contract basis, as the case may be. The contract employees will get emoluments as given in Col. 15-A and will be governed by service conditions as specified in the said column.
11.	In case of recruitment by promotion, deputation, transfer, grades from which promotion/ deputation/ transfer is to be made	Not Applicable.
12.	If a Departmental Promotion Committee exists, what is its composition	Not Applicable.
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	A candidate for appointment to any service or post must be a Citizen of India.
15.	Selection for appointment to post by direct recruitment	Selection for appointment to the post in the case of direct recruitment shall be made on the basis of merit of written examination and /or practical test or skill test or physical test, the standard/syllabus etc. will be determined by the Himachal Pradesh Public Service Commission/Himachal Pradesh Staff Selection Commission Hamirpur/other recruiting agency/authority, as the case may be.
15-A	Selection for appointment to the post by contract appointment	<p>Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below:-</p> <p>(I) CONCEPT</p> <p>(a) Under this policy the Steno-Typist in Himachal Pradesh State Pollution Control Board will be engaged on contract basis initially for one year, which may be extendable on year to year basis:</p> <p>Provided that for extension/renewal of contract period on year to year basis the concerned HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his period of contract is to be renewed/extended.</p> <p>(b) POST FALLS WITHIN THE PURVIEW OF HPSSSC:-</p> <p>The Himachal Pradesh State Pollution Control Board after obtaining the approval of the Government/ competent agency to fill up the vacant posts on contract basis will place the requisition with the concerned recruiting agency i.e. H.P. Staff Selection Commission or other recruiting authority as the case may be.</p> <p>(c) The selection will be made in accordance with the eligibility conditions prescribed in these Rules.</p>

(II) CONTRACTUAL EMOLUMENTS:

The Steno Typist appointed on contract basis will be paid consolidated fixed contractual amount @ **Rs. 12,780/- P.M.** (which shall be 60% of the first Cell of the applicable level of the Pay Matrix of the corresponding cadre).

(III) APPOINTING/ DISCIPLINARY AUTHORITY:

The Chairman, Himachal Pradesh State Pollution Control Board will be appointing and disciplinary authority.

(IV) SELECTION PROCESS:

Selection for appointment to the post in the case of contract appointment recruitment shall be made on the basis of merit of written examination and /or practical test or skill test or physical test, the standard/syllabus etc. will be determined by the Himachal Pradesh Public Service Commission/Himachal Pradesh Staff Selection Commission Hamirpur/other recruiting agency/authority, as the case may be.

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As may be constituted by the concerned recruiting agency i.e. the Himachal Pradesh Staff Selection Commission, Hamirpur or other recruiting authority as the case may be from time to time.

(VI) AGREEMENT:

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

(VII) TERMS AND CONDITIONS:

- (a) The Steno Typist appointed on contract basis will be paid consolidated fixed contractual amount @ **Rs. 12,780/- P.M.** (which shall be 60% of the first Cell of the applicable level of the Pay Matrix of the corresponding cadre).
- (b) The services of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance / conduct of the contract appointee is not found satisfactory. In case the contract appointee is not satisfied with the termination orders issued by the Appointing Authority, he / she may prefer an appeal before the Appellate Authority who shall be higher in rank to the Appointing Authority, within a period of 45 days from the date on which a copy of termination orders is delivered to him / her.
- (c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 5 days' special leave, in a calendar year. A female contract appointee with less than two surviving children may be granted maternity leave for 180 days. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of the number of children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Government Medical Officer. A contract employee shall not be

		<p>entitled for medical re-imburement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.</p> <p>Un-availed casual leave, medical leave and special leave can be accumulated upto the calendar year and will not be carried forward for the next calendar year ; and</p> <p>(d) Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the contract. However, in exceptional cases where the circumstances for unauthorized absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while considering his/her case for regularization but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the contract appointee shall not be entitled for contractual amount for the period of absence from duty. Provided that he/she shall submit the certificate of illness/ fitness issued by the Medical Officer, as per prevailing instructions of the Government.</p> <p>(e) An official appointed on contract basis who have completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.</p> <p>(f) Selected candidate will have to submit a certificate of his/her fitness from a Government /Registered Medical Practitioner. Women candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Medical Officer/Practitioner.</p> <p>(g) Contract appointee will be entitled to TA/DA if required to go on tour in connection with his/ her official duties at the same rate as applicable to regular counterpart officials at the minimum of pay scale.</p> <p>(h) Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules & Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. They will be entitled for emoluments etc. as detailed in this Column.</p>
16.	Reservation	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/ Scheduled Tribes/ Other Backward Classes/ Other categories of persons issued by the Himachal Pradesh Government from time to time.
17.	Departmental Examination	Not Applicable.
18.	Power to relax	Where the State Govt./BOD is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the Himachal Pradesh Public Service Commission/BOD, relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

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

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

_____ Contract appointee (hereinafter called the FIRST PARTY), AND The governor of Himachal Pradesh through _____ (Designation of the Appointing Authority) Himachal Pradesh (here-in-after 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 1 year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY with SECOND PARTY shall ipso-facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

Provided that for further extension / renewal of contract period on year to year basis the concerned HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his period of contract is to be renewed / extended.

2. The contractual amount of the FIRST PARTY will be **Rs. 12,780/- P.M.** (which shall be 60% of the first Cell of the applicable level of the Pay Matrix of the corresponding cadre).
3. The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/ conduct of the contract appointee is not found satisfactory. In case the contract appointee is not satisfied with the termination orders issued by the Appointing Authority, he /she may prefer an appeal before the Appellate Authority who shall be higher in rank to the Appointing Authority, within a period of 45 days from the date on which a copy of termination orders is delivered to him/ her.”
4. The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 5 days' special leave, in a calendar year. A female contract appointee with less than two surviving children may be granted maternity leave for 180 days. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of the number of children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Government Medical Officer. A contract employee shall not be entitled for medical reimbursement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

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

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

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

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

6. Name of the posts appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds
7. Selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in the case of a Gazetted Government servant and by Government Medical Officer in the case of a Non- Gazetted Government Servant. In case of women candidates who are to be appointed against posts carrying hazardous nature of duties, and in case they have to complete a period of training as a condition of service, such woman candidate, who as a result of tests is found to be pregnant of twelve weeks standing or more shall be declared temporarily unfit and her appointment shall be held in abeyance until the confinement is over. Such woman candidate be re-examined for medical fitness six weeks after the date of confinement, and if she is found fit on production of medical fitness certificate from the authority as specified above, she may be appointed to the post kept reserved for her.”
8. Contract appointee shall be entitled to TA/DA if require 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.

IN THE PRESENCE OF WITNESS:

1. _____

(Name and Full Address)

(Signature of the FIRST PARTY)

2. _____

(Name and Full Address)

(Signature of the SECOND PARTY)



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Annexure - "G"

Recruitment & Promotion Rules for the post of Clerk, Class-III, (Non-Gazetted) in H.P. State Pollution Control Board on the pattern of common R&P Rules framed by the Govt. of H.P.

1.	Name of the Post	Clerk
2.	Number of Posts	17 (Seventeen)
3.	Classification	Class-III. (Non- Gazetted) (Ministerial Services)
4.	Scale of pay	(i) Pay Band for regular incumbent(s): Level 3 of the Pay Matrix attached with time scale of the post, as per H. P. Civil Services (Revised Pay) Rules, 2022. (ii) Emoluments for contract employee(s): 60% of the first Cell of the applicable level of pay matrix of the corresponding cadre, as per H. P. Civil Services (Revised Pay) Rules, 2022.
5.	Whether "Selection" Post or "Non-Selection" Post	Non-Selection
6.	Age for direct recruitment	Between 18 and 45 years: Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on adhoc or on contract basis: Provided further that if a candidate appointed on adhoc basis or on contract basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such adhoc or contract appointment: Provided further that upper age limit is relaxable for Scheduled castes/ Scheduled Tribes/ Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government: Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servant before absorption in Public Sector Corporations/ Autonomous Bodies at the time of initial constitution of such Corporations/ Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/ Autonomous Bodies who were/ are subsequently appointed by such Corporation/ Autonomous Bodies and who are/ were finally absorbed in the service of such Corporations/ Autonomous Bodies after initial constitution of the Public Sector Corporations/ Autonomous Bodies. (1) Age limit for direct recruitment will be reckoned on the first day of the year in which the Post(s) is/ are advertised for inviting applications or notified to the Employment Exchanges, as the case may be. (2) Age and experience in the case of direct recruitment are relaxable

Notes:



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		at the discretion of the Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.
7.	Minimum Educational and other qualifications required for direct recruitments	<p>a) ESSENTIAL QUALIFICATIONS:</p> <p>i) Should have passed 10+2 Examination from a recognized Board of School Education/University.</p> <p>ii) Should possess a minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi type writing on Computer.</p> <p>iii) Should have the Knowledge of 'Word Processing' in Computer as prescribed by the Recruiting Authority.</p> <p>A candidate shall be eligible for appointment to Class- III post (s), if he / she has passed Matriculation and 10+2 from any School/ Institution situated within Himachal Pradesh.</p> <p>Provided this condition shall not apply to Bonafide Himachalis.</p> <p>b) DESIRABLE QUALIFICATION (S): Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p>(i) Age: Not Applicable</p> <p>(ii) Educational Qualifications: As Prescribed in Col. No.7 above & in Col. No. 11 below.</p>
9.	Period of probation, if any	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.
10.	Method of recruitment—whether by direct recruitment or by promotion, deputation, transfer and the percentage of vacancies to be filled in by various methods	<p>i) 70% by direct recruitment on a 'regular' basis or by recruitment on contract basis, as the case may be. The contract employees will get emoluments as given in Col. 15-A and will be governed by service conditions as specified in the said column.</p> <p>ii) 20% by limited direct recruitment from amongst the 'regular' Class-IV officials of Himachal Pradesh State Pollution Control Board possessing the 10+2 qualification through competitive examination to be conducted by the H.P. Staff Selection Commission, Hamirpur or other recruiting authority as the case may be having five years regular service OR regular combined with continuous service rendered on daily wages or on contract basis failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be. The contract employees will get emoluments as given in Col. 15-A and will be governed by service conditions as specified in the said column.</p> <p>iii) 10% by promotion failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be. The contract employees will get emoluments as given in Col. 15-A and will be governed by service conditions as specified in the said column.</p>
11.	In case of recruitment by	i) 20% by limited direct recruitment from amongst the 'regular'

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promotion, deputation, transfer, grades from which promotion/ deputation/ transfer is to be made

Class-IV officials of Himachal Pradesh State Pollution Control Board possessing 10+2 qualification through competitive examination to be conducted by the H.P. Staff Selection Commission, Hamirpur or other recruiting authority, as the case may be having five years regular service OR regular combined with continuous service rendered on daily wages or on contract basis. The eligible Class-IV officials will also qualify the typing test with the minimum speed of 30 words per minute in English Typewriting OR 25 words per minute in Hindi Typewriting to be conducted by the H.P. Staff Selection Commission, Hamirpur or other recruiting authority as the case may be as is applicable in case of direct recruitment.

- ii) 10% by promotion from amongst the Class-IV officials who have passed 10+2 examination or its equivalent from a recognized Board of School Education/ University and possess five years regular service or regular combined with continuous adhoc service rendered, if any, in the grade:

Provided that if a Class-IV official is otherwise eligible to be promoted to the post of Clerk with the qualification Matric or Hindi Rattan with Matric (English) then he/she will be so promoted but shall have to acquire the qualification of 10+2 standard within 03 (three) years. If the candidate fails to acquire the 10+2 qualification within prescribed period, then he shall be reverted from Clerk to the Class-IV post.

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

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

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

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

Provided further that the proviso A(I) supra shall not be applicable in the case of those employees who have five years or less

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service, left for superannuation:

Provided further that Officers/ Officials who have not served at-least one tenure in Tribal/Difficult area shall be transferred to such area strictly in accordance with his/her seniority in the respective cadre.

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

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

1. District Lahaul & Spiti.
2. Pangi & Bharmour Sub Division of Chamba District.
3. Dodra Kwar Area of Rohru Sub Division.
4. Pandrah Bis Pargana, MunishDarkali and Gram PanchyatKashapat, Gram Panchayats of Rampur Tehsil of District Shimla.
5. Pandrah Bis Pargana of Kullu District.
6. Bara Bhagal Areas of Baijnath Sub Division of Kangra District.
7. District Kinnaur.
8. Kathwar and KorgaPatwar Circles of Kamrau Sub Tehsil, Bhaladh, Bhalona and SangnaPatwar Circles of Renukaji Tehsil and Kota PabPatwar Circle of Shillai Tehsil, in Sirmour District.
9. Khanyol-BagraPatwar Circle of Karsog Tehsil, GadaGussaini, Mathyani, Ghanyar, Thachi, Baggi, Somgad and Kholanal of Bali-Chowki Sub Tehsil, Jharwar, Kutgarh, Graman, Devgarh, Trailla, Ropa, Kathog, Silh-Badhawani, Hastpur, Ghamrehar and BhateharPatwar Circle of Padhar Tehsil, Chiuni, Kalipar, Mangarh, Thach- Bagra, North Magru and South MagruPatwar Circles of Thunag Tehsil and BarwaraPatwar 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;

(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

(5)

		<p>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:</p> <p>Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him shall also be deemed to be ineligible for consideration for such promotion.</p> <p>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 Services) Rules, 1985 and having been given the benefit of seniority there under.</p> <p>(ii) Similarly, in all cases of confirmation, continuous adhoc service rendered on the feeder post, if any, prior to the regular appointment against such posts shall be taken into account towards the length of service, if the adhoc appointment/promotion had been made after proper selection and in accordance with the provision of the Recruitment & Promotion Rules:</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered as referred to above shall remain unchanged.</p>
12.	If a Departmental Promotion Committee exists, what is its composition	As may be constituted by the Govt./Board 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	A candidate for appointment to any service or post must be a Citizen of India.
15.	Selection for appointment to post by direct recruitment	Selection for appointment to the post in the case of direct recruitment shall be made on the basis of merit of written examination and /or practical test or skill test or physical test, the standard/syllabus etc. will be determined by the Himachal Pradesh Public Service Commission/Himachal Pradesh Staff Selection Commission Hamirpur/other recruiting agency/authority, as the case may be.
15-A	Selection for appointment to the post by contract appointment	Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below:-

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(I) CONCEPT

- (a) Under this policy the Clerk in Himachal Pradesh State Pollution Control Board will be engaged on contract basis initially for one year, which may be extendable on year to year basis:

Provided that for extension/renewal of contract period on year to year basis the concerned HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his period of contract is to be renewed/extended.

(b) POST FALLS WITHIN THE PURVIEW OF HPSSC:-

The Himachal Pradesh State Pollution Control Board after obtaining the approval of the Government/ competent agency to fill up the vacant posts on contract basis will place the requisition with the concerned recruiting agency i.e. H.P. Staff Selection Commission or other recruiting authority as the case may be.

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

(II) CONTRACTUAL EMOLUMENTS:

The Clerk appointed on contract basis will be paid consolidated fixed contractual amount @ **Rs. 12,120/-P.M.** (which shall be 60% of the first Cell of the applicable level of the Pay Matrix of the corresponding cadre).

(III) APPOINTING/ DISCIPLINARY AUTHORITY:

The Chairman, Himachal Pradesh State Pollution Control Board will be appointing and disciplinary authority.

(IV) SELECTION PROCESS:

Selection for appointment to the post in the case of contract appointment recruitment shall be made on the basis of merit of written examination and /or practical test or skill test or physical test, the standard/syllabus etc. will be determined by the Himachal Pradesh Public Service Commission/Himachal Pradesh Staff Selection Commission Hamirpur/other recruiting agency/authority, as the case may be.

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As may be constituted by the concerned recruiting agency i.e. the Himachal Pradesh Staff Selection Commission, Hamirpur or other recruiting authority as the case may be from time to time.

(VI) AGREEMENT:

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

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(VII) TERMS AND CONDITIONS:

- (a) The Clerk appointed on contract basis will be paid consolidated fixed contractual amount @ **Rs. 12,120/-P.M.** (which shall be 60% of the first Cell of the applicable level of the Pay Matrix of the corresponding cadre).
- (b) The services of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance / conduct of the contract appointee is not found satisfactory. In case the contract appointee is not satisfied with the termination orders issued by the Appointing Authority, he / she may prefer an appeal before the Appellate Authority who shall be higher in rank to the Appointing Authority, within a period of 45 days from the date on which a copy of termination orders is delivered to him / her.
- (c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 5 days' special leave, in a calendar year. A female contract appointee with less than two surviving children may be granted maternity leave for 180 days. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of the number of children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Government Medical Officer. A contract employee shall not be entitled for medical reimbursement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.
- Un-availed casual leave, medical leave and special leave can be accumulated upto the calendar year and will not be carried forward for the next calendar year ; and
- (d) Unauthorized absence from the duty without the approval of the controlling Officer shall automatically lead to the termination of the contract. However, in exceptional cases where the circumstances for unauthorized absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while considering his/her case for regularization but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the contract appointee shall not be entitled for contractual amount for the period of absence from duty. Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.
- (e) An official appointed on contract basis who have completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
- (f) Selected candidate will have to submit a certificate of his/ her fitness from a Government /Registered Medical Practitioner.

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ANNEXURE-B

(9)

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

This agreement is made on this _____ day of _____ in the year _____. Between Sh./ Smt. _____ S/o/ D/o Shri _____ R/o _____ Contract appointee (hereinafter called the FIRST PARTY), AND The governor of Himachal Pradesh through _____ (Designation of the Appointing Authority) Himachal Pradesh (here-in-after 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 1 year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY with SECOND PARTY shall ipso-facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

Provided that for further extension / renewal of contract period on year to year basis the concerned HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his period of contract is to be renewed / extended.

2. The contractual amount of the FIRST PARTY will be **Rs. 12,120/-P.M.** (which shall be 60% of the first Cell of the applicable level of the Pay Matrix of the corresponding cadre).
3. The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/ conduct of the contract appointee is not found satisfactory. In case the contract appointee is not satisfied with the termination orders issued by the Appointing Authority, he /she may prefer an appeal before the Appellate Authority who shall be higher in rank to the Appointing Authority, within a period of 45 days from the date on which a copy of termination orders is delivered to him/ her.”
4. The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 5 days' special leave, in a calendar year. A female contract appointee with less than two surviving children may be granted maternity leave for 180 days. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of the

number of children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Government Medical Officer. A contract employee shall not be entitled for medical re-imburement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

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

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

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

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

- 6. Name of the posts appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds
- 7. Selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in the case of a Gazetted Government servant and by Government Medical Officer in the case of a Non-Gazetted Government Servant. In case of women candidates who are to be appointed against posts carrying hazardous nature of duties, and in case they have to complete a period of training as a condition of service, such woman candidate, who as a result of tests is found to be pregnant of twelve weeks standing or more shall be declared temporarily unfit and her appointment shall be held in abeyance until the confinement is over. Such woman candidate be re-examined for medical fitness six weeks after the date of confinement, and if she is found fit on production of medical fitness certificate from the authority as specified above, she may be appointed to the post kept reserved for her."
- 8. Contract appointee shall be entitled to TA/DA if require 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).

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

IN THE PRESENCE OF WITNESS:

1. _____

(Name and Full Address)

(Signature of the FIRST PARTY)

2. _____

(Name and Full Address)

(Signature of the SECOND PARTY)



Annexure - VIII

①

Recruitment & Promotion Rules for the posts of Junior Office Assistant (Information Technology), Class- III (Non-Gazetted) in H. P. State Pollution Control Board on the pattern of common R & P Rules framed by the Govt. of H. P.

1.	Name of Post	Junior Office Assistant (Information Technology)
2.	Number of Posts	22 (Twenty Two)
3.	Classification	Class- III (Non- Gazetted) (Ministerial Services)
4.	Scale of Pay	<p>(i) Pay Band for regular incumbent(s): Level 4 of the Pay Matrix attached with time scale of the post, as per H. P. Civil Services (Revised Pay) Rules, 2022.</p> <p>(ii) Emoluments for contract employee(s): 60% of the first Cell of the applicable level of pay matrix of the corresponding cadre, as per H. P. Civil Services (Revised Pay) Rules, 2022.</p>
5.	Whether "Selection" Post of "Non-Selection" Post	Not applicable
6.	Age for Direct Recruitment	Between 18 and 45 years.
	Notes:-	<p>Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on adhoc or on contract basis:</p> <p>Provided further that if a candidate appointed on adhoc basis had become over- age on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such adhoc or contract appointment.</p> <p>Provided further that upper age limit is relaxable for Scheduled Castes / Scheduled Tribes / Other Categories of persons to the extent permissible under the general or special order (s) of the Himachal Pradesh Government.</p> <p>Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government servant before absorption in Public Sector Corporations/ Autonomous Bodies at the time of initial constitution of such Corporations/ Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government Servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/ Autonomous Bodies who were / are subsequently appointed by such Corporation / Autonomous Bodies and who are / were finally absorbed in the service of such Corporations / Autonomous Bodies after initial constitution of the Public Sector Corporations / Autonomous Bodies.</p> <p>(1) Age limit for direct recruitment will be reckoned on the first day of the year in which the post (s) is / are advertised for inviting applications or notified to the Employment Exchanges, as the case may be.</p> <p>(2) Age and experience in the case of direct recruitment are relaxable at the discretion of the Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.</p>
7.	Minimum Educational and other qualifications required for direct recruit (s):	<p>a) ESSENTIAL QUALIFICATION (S):</p> <p>i) Should have passed 10+ 2 Examination from a recognized Board of School Education/ University.</p> <p style="text-align: center;">OR</p> <p>Matriculation from recognized Board of School Education with</p>

		<p>one / two year's Diploma / Certificate from an Industrial Training Institute (ITI) in Information Technology (IT) & Information Technology Enabled Sectors (ITES) as notified by Director General of Employment & Training (Govt. of India) from time to time or three years Diploma in Computer Engineering / Computer Science /IT from a Polytechnic as approved by All India Council for Technical Education (AICTE);</p> <p>ii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.</p> <p>Provided that visually impaired persons selected / recruited under 1% quota will be exempted from acquiring Diploma in Computer Science / Computer Application / Information Technology and passing of typing test instead they shall be imparted necessary basic training including computer training course by the Department concerned through Composite Regional Centre (CRS), Sundernagar or National institute for the Visually Handicapped (NIVH), Dehradun or Composite Training Centre (CTC), Ludhiana, They shall have to complete the above training for which three chances will be afforded. If the incumbent fails to qualify the same his / her services shall be terminated. However, the incumbents already in the service shall be afforded sufficient number of chances to complete the aforesaid training.</p> <p>Provided further that differently abled persons who are otherwise qualified to hold clerical post as certified being unable to type, by the Medical Board, may be exempted from passing the typing test.</p> <p>A candidate shall be eligible for appointment to Class- III post (s), if he / she has passed Matriculation and 10+2 from any School/ Institution situated within Himachal Pradesh.</p> <p>Provided this condition shall not apply to Bonafide Himachalis.</p> <p>Explanation: - The term, "differently abled persons" does not cover visually impaired persons or persons who are hearing impaired but cover only those whose physical disability / deformity permanently prevents them from typing.</p> <p>The above criteria for grant of exemption from passing the typing test shall also be applicable to the Skill Test Norms on Computers.</p> <p>b) Desirable Qualification(S):</p> <p>Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotes:	<p>Age: Not applicable.</p> <p>Educational Qualification : Not applicable.</p>
9.	Period of Probation, if any:	Two years subject to such further extension for a period not exceeding one year as may be ordered by the Competent Authority in special circumstances and reasons to be recorded in writing.
10.	Method (s) of recruitment, whether	100% by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.



	by direct recruitment or by promotion, secondment, transfer and the percentage of post (s) to be filled in by various methods:	
11.	In case of recruitment by promotion, secondment, transfer, grades from which promotion/ secondment / transfer is to be made:	Not applicable.
12.	If a Departmental Promotion Committee exists, what is its Composition?	Not applicable.
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:	A candidate for appointment to any service or post must be a Citizen on India.
15	Selection for appointment to the post by direct recruitment	Selection for appointment to the post in the case of direct recruitment shall be made on the basis of merit of written examination and /or practical test or skill test or physical test, the standard/syllabus etc. will be determined by the Himachal Pradesh Public Service Commission/Himachal Pradesh Staff Selection Commission Hamirpur/other recruiting agency/authority, as the case may be.
15-A	Selection for appointment to the post by contract recruitment:	<p>Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below:-</p> <p>(I) CONCEPT</p> <p>(a) Under this policy, the Junior Office Assistant (Information Technology) in H. P. State Pollution Control Board will be engaged on contract basis initially for one year, which may be extendable on year to year basis:</p> <p>Provided that for extension/renewal of contract period on year to year basis, the concerned HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his/her period of contract is to be renewed/extended</p> <p>(b) POST FALLS WITHIN THE PURVIEW OF HPSSC:-</p> <p>The HOD (Designation of the appointing authority) after obtaining the approval of the Government to fill up the vacant post(s) on contract basis will place the requisition with the concerned recruiting agency i.e. Himachal Pradesh Staff Selection Commission, Hamirpur.</p> <p>(c) The selection will be made in accordance with the eligibility conditions prescribed in these R&P Rules.</p> <p>(II) CONTRACTUAL EMOLUMENTS:</p> <p>The Junior Office Assistant (Information Technology) appointed</p>

(9)

on contract basis will be paid consolidated fixed contractual amount @ **Rs. 12,360/- P.M.** (which shall be 60% of the first Cell of the applicable level of the Pay Matrix of the corresponding cadre).

(III) APPOINTING/DISCIPLINARY AUTHORITY:

The Chairman, Himachal Pradesh State Pollution Control Board will be appointing and disciplinary authority.

(IV) SELECTION PROCESS:

Selection for appointment to the post in the case of contract appointment recruitment shall be made on the basis of merit of written examination and /or practical test or skill test or physical test, the standard/syllabus etc. will be determined by the Himachal Pradesh Public Service Commission/Himachal Pradesh Staff Selection Commission Hamirpur/other recruiting agency/authority, as the case may be.

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As may be constituted by the concerned recruiting agency i.e. the Himachal Pradesh Staff Selection Commission, Hamirpur from time to time.

(VI) AGREEMENT:

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

(VII) TERMS AND CONDITIONS:

- (a) The Junior Office Assistant (Information Technology) appointed on contract basis will be paid consolidated fixed contractual amount @ **Rs. 12,360/- P.M.** (which shall be 60% of the first Cell of the applicable level of the Pay Matrix of the corresponding cadre).
- (b) "The services of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance / conduct of the contract appointee is not found satisfactory. In case the contract appointee is not satisfied with the termination orders issued by the Appointing Authority, he / she may prefer an appeal before the Appellate Authority who shall be higher in rank to the Appointing Authority, within a period of 45 days from the date on which a copy of termination orders is delivered to him / her.
- (c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 5 days' special leave, in a calendar year. A female contract appointee with less than two surviving children may be granted maternity leave for 180 days. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of the number of children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Government Medical Officer. A contract employee shall not be entitled for medical re-imburement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

Un-availed casual leave, medical leave and special leave can be

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accumulated upto the calendar year and will not be carried forward for the next calendar year ; and

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

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

- (e) An official appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need-based basis wherever required on administrative grounds.
- (f) Selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in the case of a Gazetted Government servant and by Government Medical Officer in the case of a Non- Gazetted Government Servant. In case of women candidates who are to be appointed against posts carrying hazardous nature of duties, and in case they have to complete a period of training as a condition of service, such woman candidate, who as a result of tests is found to be pregnant of twelve weeks standing or more shall be declared temporarily unfit and her appointment shall be held in abeyance until the confinement is over. Such woman candidate be re-examined for medical fitness six weeks after the date of confinement, and if she is found fit on production of medical fitness certificate from the authority as specified above, she may be appointed to the post kept reserved for her." and
- (g) Contract appointee will be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counterpart officials at the minimum of pay scale.
- (h) Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules & Conduct Rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. They will be entitled for emoluments etc. as detailed in this Column.

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. / BOD is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the Himachal Pradesh Staff Selection Commission / BOD, relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

N

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

This agreement is made on this _____ day of _____ in the year _____. Between Sh./ Smt. _____ S/o/ D/o Shri _____ R/o _____ Contract appointee (hereinafter called the FIRST PARTY), AND The governor of Himachal Pradesh through _____ (Designation of the Appointing Authority) Himachal Pradesh (here-in-after 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 1 year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY with SECOND PARTY shall ipso-facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

Provided that for further extension / renewal of contract period on year to year basis the concerned HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his period of contract is to be renewed / extended.

2. The contractual amount of the FIRST PARTY will be **Rs. 12,360/- per month** (which shall be 60% of the first Cell of the applicable level of the Pay Matrix of the corresponding cadre).
3. The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/ conduct of the contract appointee is not found satisfactory. In case the contract appointee is not satisfied with the termination orders issued by the Appointing Authority, he /she may prefer an appeal before the Appellate Authority who shall be higher in rank to the Appointing Authority, within a period of 45 days from the date on which a copy of termination orders is delivered to him/ her."
4. The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 5 days' special leave, in a calendar year. A female contract appointee with less than two surviving children may be granted maternity leave for 180 days. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of the number of children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Government Medical Officer. A contract employee shall not be entitled for medical re-imburement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

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



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

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

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

6. Name of the posts appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.

7. Selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in the case of a Gazetted Government servant and by Government Medical Officer in the case of a Non-Gazetted Government Servant. In case of women candidates who are to be appointed against posts carrying hazardous nature of duties, and in case they have to complete a period of training as a condition of service, such woman candidate, who as a result of tests is found to be pregnant of twelve weeks standing or more shall be declared temporarily unfit and her appointment shall be held in abeyance until the confinement is over. Such woman candidate be re-examined for medical fitness six weeks after the date of confinement, and if she is found fit on production of medical fitness certificate from the authority as specified above, she may be appointed to the post kept reserved for her."

8. Contract appointee shall be entitled to TA/DA if require 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.

IN THE PRESENCE OF WITNESS:

1. _____

(Name and Full Address)

(Signature of the FIRST PARTY)

2. _____

(Name and Full Address)

(Signature of the SECOND PARTY)

Annexure - 'H'

RECRUITMENT & PROMOTION RULES FOR THE POST OF DAFTRI IN H.P. STATE POLLUTION CONTROL BOARD ON THE PATTERN OF COMMON R&P RULES FRAMED BY THE GOVT. OF H.P.

1.	Name of the Post	Daftri
2.	Number of Posts	1 (One)
3.	Classification	Class- IV (Non- Gazetted) (Ministerial Services).
4.	Scale of pay	(i) Pay Band for regular incumbent(s): Level 1 of the Pay Matrix attached with time scale of the post, as per H. P. Civil Services (Revised Pay) Rules, 2022.
5.	Whether "Selection" Post or "Non-selection" Post	Non-selection
6.	Age for Direct Recruitment	Not applicable.
7.	Minimum educational and other qualifications required for direct recruitments	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any	Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.
10.	Method of recruitment – whether by direct recruitment or by promotion, deputation, transfer and the percentage of vacancies to be filled in by various methods.	100% by promotions.
11.	In case of recruitment by promotion, deputation, transfer, grades from which promotion/ deputation/ transfer is to be made.	By promotion from the grade of Peon having three years service as such.

12.	If a Departmental Promotion Committee exists, what is its composition.	As may be constituted by the Govt./Board 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 direct recruitment	Not applicable.
15.	Selection for appointment to post by direct recruitment	Not applicable.
15-A	Selection for appointment to the post by Contract appointment	Not applicable.
16.	Reservation	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/ Scheduled Tribes/ 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./BOD 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. Staff Selection Commission/BOD, relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

