

No. Per (AP-C)-A (3)-2/80
Government of Himachal Pradesh
Department of Personnel (AP-III)

Dated: Shimla-171002, the

28th May, 2010.

From

The Secretary (Personnel) to the
Government of Himachal Pradesh

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh Shimla-171002
2. All the Divisional Commissioners in Himachal Pradesh
3. All Heads of Departments in Himachal Pradesh
4. All Deputy Commissioners in Himachal Pradesh

Subject: -

Regarding limited direct recruitment of 20% from eligible regular or contract or both Class-IV employees for promotion to the post of Clerk- guidelines thereof.

Sir,

I am directed to invite your attention to this Department letters of even numbers dated 20.8.2009, 21.11.2009, 29.12.2009 and 10.2.2010 and to say that consequent upon the representation received from various Associations regarding prescribing minimum service criteria in respect of all Class-IV employees having regular service or regular service combined with continuous service rendered on daily wage/contract basis to appear in Limited Direct Recruitment for the post of Clerk, the matter has been considered and it has been decided to incorporate following provisions against Col. No. 10 and 11 of the Recruitment and Promotion Rules of Clerk:-

1. For the existing provisions of Col. No. 10 the following shall be substituted, namely:-

"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.

ii) 20% by limited direct recruitment from amongst the 'regular' Class-IV officials possessing the 10+2 qualification through competitive examination to be conducted by the H.P. Subordinate Services Selection Board, Hamirpur, having five years regular service OR regular service combined with continuous service rendered on daily

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wage 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.

- 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.”

2. For the existing provisions of Column No. 11 the following shall be substituted, namely:-

- i) “20% by limited direct recruitment from amongst the regular Class-IV officials possessing 10+2 qualification through competitive examination to be conducted by the H.P. Subordinate Services Selection Board, Hamirpur and having five years regular service OR regular combined with continuous service rendered on daily wage or contract basis. The eligible Class-IV employees 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. Subordinate Services Selection Board, Hamirpur 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 will be so promoted but shall have to acquire the qualification of 10+2 standard upto 31.12.2011. If the candidate fails to acquire the 10+2 qualification by 31.12.2011, then he shall be reverted from Clerk to the Class-IV post :

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 post.

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.

(3) 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 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.

(ii) Similarly, in all cases of confirmation, continuous adhoc service rendered on the feeder post if any, prior to the regular appointment against such posts shall be taken into account towards the length of service, if the adhoc appointment/promotion had been made after proper selection and in accordance with the provision of the Recruitment & Promotion Rules:

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

3. It is clarified that the existing method of promotion against 10% promotion quota shall be continued as per practice being followed at present. In so far as 20% posts to be filled up by limited direct recruitment from Class-IV to Class-III (Clerk) posts, following guidelines/procedure shall be followed:-

- (i) The Departments will send the vacancy position to the Himachal Pradesh Subordinate Services Selection Board, Hamirpur for posts to be filled up by limited direct recruitment by the end of 31st December every year ;
- (ii) The H.P. Subordinate Services Selection Board, Hamirpur will advertise the vacancies during the month of January every year for inviting applications of eligible regular Class-IV employees who fulfill the conditions of 10+2 qualification;
- (iii) The eligible candidates will submit their applications indicating their choice of Departments for their posting if selected on prescribed proforma devised by the H.P. Subordinate Services Selection Board, Hamirpur ;
- (iv) The H.P. Subordinate Services Selection Board, Hamirpur will conduct the limited direct recruitment examination during the month of April every year ;

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- (v) After completion of interviews/selection process, the H.P. Subordinate Services Selection Board will send recommendations equal to the number of vacancies received by them for appointment to the different departments as per merit obtained in the examination and choice exercised by the selected candidates ;

4. Since all the codal formalities have been completed, hence all the Administrative Departments are instructed to incorporate the above mentioned provision in the Recruitment & Promotion Rules of Clerks at their own level and need not send the proposal to this Department as well as Law Department.

5. These instructions may kindly be brought to the notice of all concerned for strict compliance.

Yours faithfully,

[Handwritten Signature]

Deputy Secretary (Personnel) to the
Government of Himachal Pradesh

Endst. No. Per (AP-C)-A (3)-2/80 Dated: Shimla-171002, the 28th May, 2010.

Copy for information and necessary action to: -

1. The Secretary, H.P. Public Service Commission, Shimla-2.
2. The Secretary, H.P. Subordinate Services Selection Board, Hamirpur.
3. All Section Officers, H.P. Secretariat, Shimla-2.
4. Spare copies 200.

[Handwritten Signature]

Deputy Secretary (Personnel) to the
Government of Himachal Pradesh
