

(Authoritative English text of Notification No. Per (AP-C)A(3)2/99 Dated 11.11.2008 as required under Clause-(3) of Article 348 of Constitution of India).

Government of Himachal Pradesh

Department of Personnel (AP-III).

No. Per (AP-C) A (3) 2/99 Dated: Shimla-2, the 11th November, 2008.

NOTIFICATION

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission, is pleased to make the following rules further to amend the Himachal Pradesh, Class-III Services (Clerks/Stenotypists/Statistical Assistants) Common Recruitment Rules, 2007 in the Department of Personnel notified vide this Department Notification No. Per (AP-C) A (3) 2/99 dated the 13th April, 2007 namely:-

**SHORT TITLE AND
COMMENCEMENT**

1. (1) These rules may be called the Himachal Pradesh, Department of Personnel Class-III Services (Clerks/Stenotypists/ Statistical Assistants) Common Recruitment & Promotion (First Amendment) Rules, 2008.
- (2) These rules shall come into force from the date of publication in the Rajpatra, H.P.

**AMENDMENT IN 2.
ANNEXURE-I
(CLERKS).**

In Annexure-I of the Himachal Pradesh, Class-III Services (Clerks/ Stenotypists/ Statistical Assistants) Common Recruitment & Promotion Rules, 2007 (hereinafter referred to as "the said rules"):-

- (1) For the existing entries against Col. No. 7, the following shall be substituted, namely:-
- (a) **ESSENTIAL QUALIFICATION:**
- (i) Should have passed 10+2 examination or its equivalent from a recognised Board of School Education/ University.

- (ii) Should possess a minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi Typewriting.

(b) **DESIRABLE QUALIFICATION:**

Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

- (2) For the existing entries against Col. No. 8, the following shall be substituted, namely:-

Age – N.A.

Educational Qualification As prescribed in Col. No. 7 (a) (i) above.

- (3) For the existing entries against Col. No. 11, the following shall be substituted, namely:-

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 within 03 years. 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 candidates failed to qualify the typing test within the prescribed period, their probation period will be extended. During this period the incumbents will get one more chance. If the candidates still failed to qualify the typing test in the extended period, they will be reverted from

Clerk to Class-IV post.

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.

(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 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 hereunder 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.

(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.

**AMENDMENT IN
ANNEXURE-II
(STENO-TYPIST)**

3.

In Annexure-II of the "said Rules",---

For the existing entries against Col. No. 7, the following shall be substituted, namely:-

(a) **ESSENTIAL QUALIFICATION:**

(i) Should have passed 10+2 examination or its equivalent from a recognised Board of School Education/ University.

(ii) Should possess following speed in shorthand and typewriting in both languages i.e. English and Hindi at the time of initial appointment:-

Speed in Shorthand
English Hindi
60 WPM 60 WPM

Speed in typewriting
English Hindi
25 WPM 25 WPM

(iii) Should have the knowledge of word processing in computer as prescribed by the recruiting authority.

(b) **DESIRABLE QUALIFICATION:**

Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

By order

Secretary (Personnel) to the

Government of Himachal Pradesh.

Endst. No. (AP-C)A(3)2/99

Dated: Shimla-171002, the 11th November, 2008.

Copy forwarded to:-

- 1. All the Principal Secretaries/Secretaries/ Special Secretaries/Additional Secretaries/ Joint Secretaries/Deputy Secretaries/Under Secretaries to the Govt. of H.P. Shimla-2.**
- 2. All the Divisional Commissioners in Himachal Pradesh.**
- 3. All the Heads of Departments in Himachal Pradesh.**
- 4. All the Deputy Commissioners in Himachal Pradesh.**
- 5. Secretary, H.P. Public Service Commission, Shimla-2.**
- 6. Secretary, H.P. Subordinate Services Selection Board, Hamirpur.**
- 7. Deputy Legal Rememberancer-cum-Deputy Secretary (Law) to the Govt. of Himachal Pradesh.**
- 8. Controller (Printing & Stationery) Shimla-5 for publication in the extra ordinary Rajpatra, H.P.**
- 9. 250 spare copies.**

Sd/-

**Deputy Secretary (Personnel) to the
Government of Himachal Pradesh.**