

CLERKS

(Authoritative English text of this Department Notification No.IPH-A (3)-6/95 dated 29.1.97 as required under Clause (3) of Article 348 of Constitution of India.

Government of Himachal Pradesh
Irrigation & Public Health Department

NOTIFICATION

No.IPH.-(A)-(3)-6/95

Dated: 29.1.97.

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 Recruitment and Promotion Rules for the post of Clerk, Class-111 (Non-Gazetted) Ministerial services in Irrigation and Public Health Department as per Annexure-A attached to this notification namely: -

SHORT TITLE AND
COMMENCEMENT:

1. (1) These rules may be called Himachal Pradesh, Department of Irrigation and Public Health Clerk Class-111 (Non-Gazetted Recruitment and Promotion Rules, 1996.
- (2) These rules, shall come into force from the date of publication in Rajpatra, Himachal Pradesh.

REPEAL & SAVINGS:

- II.. (1) The Himachal Pradesh Class-III services (Clerks/Steno typist / Statistical Assistants) direct recruitment Rules, 1984, notified vide notification No. Per-AP-II- (A) (3) 2/84 dated 13.11.84 & 11.3.91 and made applicable to the Irrigation and Public Health Department. vide Notification No.PBW-2B(13) 20/84 dated 27.4.94 are hereby repealed to the extent these are applicable to the post of Clerks in the Irrigation and Public Health Department.
- (2) Notwithstanding, such repeal any appointment made or anything done or action taken under the rules so repealed II (i) supra, shall be deemed to have been validly made done or taken under these rules.

By order,
Financial Commissioner-cum-Secy.(IPH)
to the Govt. of Himachal Pradesh.

No.IPH..(A) (3) -6/95-
Copy forwarded to:-

Dated: 29.1.97.

1. All the Secretaries to the Govt. of Himachal Pradesh.
2. All Heads of Departments in Himachal Pradesh.
3. The Engineer-in-Chief, IPH Department, Shimla-171001 with 20 spare copies.
2. The Chief Engineer (North) IPH Department Dharamshala, with 20 spare copies.
5. The Controller Printing & Stationery, H.P.Govt. Press, Shimla-171005,
for publication in the Rajpatra.
6. The Secretary, H.P. Public Service Commission, Shimla-2 with reference to his
letter No.1-4/95-PSC, dated: 3.4.96 with three spare copies.

Sd./-
Additional Secretary (IPH)
to the Govt. of Himachal Pradesh..

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ANNEXURE-A.

RECRUITMENT AND PROMOTION RULES FOR THE POST OF CLERK CLASS-III
(NON-GAZETTED) IN THE DEPARTMENT OF IRRIGATION AND PUBLIC
HEALTH HIMACHAL PRADESH.

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1. Name of the post: Clerk.
 2. Number of posts. 606 (Six hundred and six)
 3. Classification: Class-111 (Non-Gazetted)
Ministerial Services
 4. Scale of pay
(be given in expended
notation.
 - (i) Rs.950-35-1160-40-1320-45-1500-
50-1800 (basic entry scale with an
initial start of Rs.1000/-

For Clerks: This scale is to be given
to the total number of posts in cadre
minus the posts which are to be
placed in the scale of pay of Rs.
1200-2130 (Senior Clerks) and Rs.
1500-2640 (Junior Assistants).
 - ii) Rs. 1200-40-1320-45-1500-50-2000-
60-2060-70-2130.

For Senior Clerks: This scale is to
be given to 40% of the total number
of posts of Clerks in a cadre after a
minimum period of 5 years as Clerks
in the cadre and the incumbents of
these posts shall be designated as
Senior Clerks.
 - iii) Rs. 1500-50-2000-60-2060-70-2550-
75-2700.

For Junior Assistants: This scale is
to be given up to 40% of the total
number of posts of Clerks in a cadre
after a minimum period of ten years
of service taken together as Clerk
and Senior Clerk in the cadre and the
incumbents of these posts shall be
designated as Junior Assistants.

5. Whether Selection post or Non-Selection post :: Non-Selection.
- 6 Age for direct Recruitment: Between 18 years and 35 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 relax bale for Scheduled Castes / Scheduled Tribes / other categories of persons to the extent permissible under the general or special orders of the Himachal Pradesh Government.

Provided further that the employee of all the Public Sector Corporations & Autonomous Bodies who happened to be Government servants before absorption in Public Sector Corporation/ Autonomous Bodies at the time of initial constitutions of such Corporations/Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, how ever, be admissible to such staff of the Public Sector Corporation/Autonomous Bodies who were/ are subsequently appointed by such Corporation/Autonomous Bodies & who are/were finally absorbed in the service of such Corporation/Autonomous Bodies after initial constitution of the Public Sector/ Corporation/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 or as the case may be;
 2. Age and experience in the case of direct recruitment is relax able at the discretion of the Himachal Pradesh, Public Service Commission in case the candidate is other-wise well qualified.
7. Minimum educational and other qualifications required for direct
- (a) Essential:
 - (i) Should have passed Matriculation with second recruits: Division or 10+2 Examination or its equivalent from a recognized Board / University.
 - (ii) Should possess a minimum speed of 30 words per minutes in English typewriting or 25 words per minute in Hindi typewriting.

Provided that the knowledge of typewriting shall not be necessary for recruitment but the selected candidates shall have to qualify the typewriting test prescribed by the Department within 6

months of his/her appointment with no extension. Thus, if an appointee fails to qualify the typewriting test within a period of six months of his/her appointment, his/her service shall be terminated.

(iii) Leave should be allowed to such persons for learning typewriting if they are posted to place where typewriting facilities are not available. such leave would be adjusted against the future leave admissible to them.

(b) Desirable:
Knowledge of customs manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

8. Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees: Age:- Not applicable.
Educational Qualification, Not applicable.
9. Period of probation, if any: Two years subject to such further extension 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: (a) 90 % by direct recruitment.
(b) 10% by promotion, falling which by direct recruitment.
- .11. In case of recruitment by promotion, deputation, By promotion from amongst the Class-IV officials who have

transfer, grade from which promotion / deputation transfer is to be made:

passed Matric or Hindi (Rattan) with Matric (English as one of the subjects) and also possess 5 years regular service or regular

combined with continuous adhoc (rendered upto 31.3.91) service if any.

Provided that the incumbents of the post of Class-IV officials so promoted or appointed on compassionate grounds having the Educational Qualifications of Matric pass (III rd Division) or Matric (in English only) and Hindi Rattan pass at the time of such appointment, shall not be considered eligible for their promotion for the post of Senior Assistant until they possess the minimum educational qualifications prescribed for direct recruitment in Col. No. 7 above.

1. In all cases of promotion, the adhoc service rendered in the feeder post upto 31.3.1991, 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 condition:-
 - (i) 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 upto 31.3.1991) 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;
 - (ii) 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 and 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 recruitments of the proceeding 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-serviceman recruited under the provisions of Rules-3 of Demobilized Armed Forces Personnel (Reservation of vacancies in Himachal Pradesh State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority there under or recruited under the provisions of Rule-3 of Ex-Serviceman (Reservation of Vacancies in the Himachal Pradesh Technical Services) Rules, 1985 and having been given the benefit of seniority there under;

- (2) Similarly, in all cases of confirmation adhoc service rendered on the feeder post upto 31.3.91, if any, prior to the regular appointment against such post shall be taken into account towards the length of service,

Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered upto 31.3.1991 shall remain unchanged.

12. If a Departmental promotion committee exists, what is its Composition:

As may be constituted by the Govt.. from time to time.

13. Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment:

As required under the Law.

14. Essential requirement for direct recruitment:

A candidate for appointment to any service or post must be :-

- (a) A Citizen of India, or
- (b) a subject of Nepal, or
- © a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962 with intention of permanently settling in India.

- (e) A person of India original who has migrated from Pakistan, Burma, Sri-Lanka, East African Countries of Kenya, Uganda, the United republic of Tanzania (Formerly Tanzanyika and Zanzibar), Zambia, Malwa, Zaire and Ethopia with the intension of permanently settling in India.

Provided that a candidate belonging to categories (b), (c),(d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Govt. of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Himachal Pradesh, Public Service Commission or other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government 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 viva-voca test, in Himachal Pradesh Public Service Commission or other recruiting authority as the case may be, so consider necessary or expedient by a written test or practical test, the standard / syllabus etc. of which, will be determined by the Commission / other recruiting authority as the case may be.

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.Powers to Relax:

Where the State Government is of the opinion that it is necessary or

expedient to do so, it may by order for reasons to be recorded in writing and in consultation with the H.P Public Service Commission relax any of these rules with respect to any class or category of persons of posts.

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AMENDMENTS

(Authoritative English text of this Department Notification No.IPH-(A) (3)-6/95 dated 10.4.2000 as required under clause (3) of Article 348 of the Constitution of India.)

Government of Himachal Pradesh
Irrigation and Public Health Department.

No.IPH-A (3)-6/95- Dated: Shimla-171002 10.4.2000.

NOTIFICATION

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh, is pleased to make the following Rules to amend the Himachal Pradesh Irrigation and Public Health Department, Clerk Class-111 (Non-Gazetted) Recruitment and Promotion Rules,1997, notified vide Notification of even No. dated 29.1.1997 namely:-

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|-------------------------------|----|-----|--|
| Short title and Commencement: | 1. | (1) | These rules shall be called in the Himachal Pradesh Irrigation and Public Health Deptt., Clerk Class-111 (Non-Gazetted) Recruitment and Promotion (First amendment) Rules, 2000. |
| | | (2) | These rules shall come into force with immediate effect. |
| Amendment of Annexure-“A” | 2. | | In Annexure“ A” to the Himachal Pradesh Irrigation and Public Health Department Clerk Class-111 (Non-Gazetted)Recruitment and Promotion Rules, 1997. |
| | | (a) | For the provisions against Col. 2 the following shall be substituted namely:-
638 (Six hundred & thirty eight). |
| | | (b) | For the provisions against Col. No.4 the following shall be substituted, namely:-

“Rs. 3120-100-3220-110-3660-120-4260-140-4400-150-5000-160-5160.” |
| | | © | For the provision against Col.6, the following shall be substituted, namely:-
“Between 18 years to 38 years.” |

By order,
FC-cum-Secretary (IPH) to the
Government of Himachal Pradesh.

Endst. No. IPH-A (3)-6/ 95

Dated: Shimla-2

10.4.2000

Copy forwarded to:-

1. All the Secretaries to the Government. of Himachal Pradesh.
2. All Heads of Departments in Himachal Pradesh.
3. The Secretary Himachal Pradesh,. Public Service Commission, Shimla-171002.
4. The Controller, Printing & Stationery, Himachal Pradesh Shimla-171005, for publication in the Rajpatra.
5. A. L.D. (Hindi) Law Department, HP Secretariat Shimla-171002.
6. The Engineer-in-Chief, Irrigation & P.H. Department Shimla-1.
7. All the Chief Engineers in I&P.H. Department.
8. Guard file.

Sd./-

Under Secretary (IPH) to the
Government of Himachal Pradesh.
Shimla-2.

(Authoritative English text of this Department Notification No.IPH-A (3)-6/95 dated 17.5.2003 as required under clause (3) of Article 348 of the Constitution of India.)

Government of Himachal Pradesh
Department of Irrigation and Public Health

No.IPH-A (3)-6/95- Dated: Sshimla-171002 17.5.2003.

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 H.P. Public Service Commission, is pleased to make the following rules further to amend the Himachal Pradesh Department of Irrigation and Public Health, Clerks (Class-111, Non-Gazetted) Recruitment and Promotion Rules,1997 notified vide on 29.1.1997, namely:-

Short title and Commencement: 1. (1) These rules may be called the Himachal Pradesh, Department of Irrigation and Public Health Clerk (Class-111,Non-Gazetted) Recruitment and Promotion (Second amendment) Rules, 2003.

(2) These rules shall come into force from the date of Publication in the Rajpatra, Himachal Pradesh.

Amendment of ANNEXURE-‘A’ 2. In Annexure ‘A’ to the Himachal Pradesh Department of Irrigation and Public Health Clerk (Class-111, Non-Gazetted) Recruitment and Promotion Rules, 1997.

(a) For the existing provisions against column No.2 the following shall be substituted, namely:-
“597 (Five Hundred and ninety seven only.)

(b) For the existing provisions against column No.4, the following shall be substituted, namely:-

(i) “Rs.3120-100-3220-110-3660-120-4260-140-4400-150-5000-160-5160.” With initial start of Rs. 3220/-)

For Clerks: This scale is to be given to 50% of total number of posts of Clerk in a cadre.

(ii) Rs.4400-150-5000-160-5800-200-7000.
Junior Assistant: This scale is to be given to 50% of total number of posts of Clerks in a cadre by placement who Completed 5 years service.

- © In the provisions against column No.6 for the words and figures
“Between 18 and 38 years.” The words and figures
“ Between 18 and 45 years” shall be submitted.
- (d) For the existing provisions against Col. No.7, the following shall be substituted, namely:-

ESSENTIAL

- (i) Should have passed Matriculation with second Division or 10+2 Examination or its equivalent from a recognized Board / University.
- (ii) Should possess minimum speed of 30 W.P.M in English Type-writing OR 25 W.P.M. in Hindi Typewriting.

DESIRABLE QUALIFICATION

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

- (e) For the exiting title against column No.10, the following shall be substituted namely:-

“Method of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of posts to be filled in by various method.”

For the existing provision against column No.11, the following shall be substituted, namely:-

“By promotion from amongst the Class-IV officials who are matric (English) or Hindi (Rattan) pass and also possess five years regular service or regular combined with continuous adhoc service rendered if any, in the grade.”

Provided that the 2 months training to the eligible Class-IV persons will be given in office procedure, typewriting and Work processing through HIPA Society either at the Institute or at their respective Distt./ Training centers. Trained candidates will be eligible for promotion. Training will be held only once but opportunity for appearing in the test will be given from time to time to those who area unable to pass the test in one go.

For the purpose of promotion a combined seniority of Class-IV employee 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 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 condition that the adhoc appointment / promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of R&P Rules, provided that in all cases where a junior person becomes eligible for consideration by virtue of his total length of service (including the service rendered on adhoc basis followed by regular service / appointment in the feeder post in view of the provision 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 incumbent to be considered for promotion shall possess the minimum qualifying service of at least three years or that prescribed in the Recruitment and Promotion Rules for the post, whichever is less;

Provided that where a person becomes ineligible to be considered for

promotion on account of the requirement of the preceding proviso, the person (s) junior to him shall also 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 in eligible persons happened to be Ex-serviceman recruited under the provisions of Rules-3 of Demobilized Armed Forces Personnel (Reservation of vacancies in Himachal State Non-Technical Services) Rules, 1972 and having been given the

benefit of seniority there under or recruited under the provisions of Rule-3 of Ex-Serviceman (Reservation of Vacancies in the Himachal Pradesh Technical Services) Rules, 1985 and having been given the benefit of seniority there under.

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

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

- (3) For the existing entries against Column 14 the following shall be substituted namely:-

“ A candidate for appointment to any service or post must be a citizen of India.”

By order,

Principal Secretary (I&PH) to the
Govt. of Himachal Pradesh.

Endst.No. IPH (A) (3)-6/ 95

Dated: 17.5.2003

Copy to:-

1. All Administrative Secretaries to the Govt. of Himachal Pradesh Shimla-2.
2. The Engineer-in-Chief / All Chief Engineers in I&P. H. Deptt. Himachal Pradesh.
3. The Controller, Printing & Stationery, H.P. Shimla-171005, for publication in the H.P. Rajpatra.(Extra- Ordinary).Copy of the concerned Rajpatra may be sent to this Department.
4. All Law Departments.
5. The Assistant Legislative Draftsman (Hindi) Law Department, H.P. Sectt.
6. Guard file.

Sd./-

Addl. Secretary (I&PH) to the
Government of Himachal Pradesh.

