

R&P Rules- STENOTYPIST

(Authoritative English text of this Department Notification No.IPH-A (3)-7/95 dated 27.1.97 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)-7/95

Dated: 27.1.97.

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 Steno-typist (Class-111-Non-Gazetted) Ministerial services in Irrigation and Public Health Department as per Annexure-A attached to this notification namely: -

**SHORT TITLE AND
Pradesh,
COMMENCEMENT:**

1. (1) These rules may be called Himachal Department of Irrigation and Public Health Steno-typist (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:

2. (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 & Per-AP-3(A)(3) 2/84 dated 11.3.91 and made applicable to the Irrigation and Public Health Department. vide Notification No.PBW-2B(13)20/84dated 27.4.94 are hereby repealed to the extent these are applicable to the post of Steno-typist in the Irrigation and Public Health Department.

- (2) Notwithstanding, such repeal any appointment made or any thing done or any action taken under the sub- rules II (i) supra so repealed shall be deemed to have been validly made done or taken under these rules.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) -7/95-
Copy forwarded to:-

Dated: 27.1.97.

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.
4. 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: 22.5.96 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 STENO-TYPIST (NON-GAZETTED) CLASS-III IN THE DEPARTMENT OF IRRIGATION AND PUBLIC HEALTH HIMACHAL PRADESH.

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1. Name of the post: Steno-typist.
 2. Number of posts. 50 (Fifty)
 3. Classification: Class-111 (Non-Gazetted)
Ministerial Services
 4. Scale of pay 50-1800.
(be given in expended notation):
 - (a) Rs1020-35-1160-40-1320-45-1500-50-1800.
FOR STENO-TYPIST GRADE-II: This scale is to be given to the total number of posts in the cadre minus the posts which are to be placed in the scale of pay of Rs. 1200-2130 and shall be designated as Steno-typist Grade-II.
 - (b) Rs. 1200-40-1320-45-1500-50-2000-60-2060-70-2130.
FOR STENO-TYPIST GRADE-I: This scale is to be given upto 80% of the total number of posts of Steno-typists in a cadre after a minimum period of 5 years service taken together as Steno-typists Grade-II and Steno-typists Grade-I as were in the existing pay scales viz Rs. 400-600 and 510-800 in the cadre and shall be designated as Steno-typist Grade-I.
 5. Whether Selection post or Non-Selection post :: Not applicable.
 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 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 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 employees 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 with recruits:

ESSENTIAL QUALIFICATION:

- (i) Should have passed Matriculation
Second Division or 10+2
Examination or its equivalent from a
recognized Board / University.

(ii) Should possess the following speed in shorthand and typewriting in English and Hindi respectively:-

<u>Speed in shorthand.</u>		<u>Speed in typewriting.</u>	
English	Hindi	English	Hindi
60	60	25	25
WPM	WPM	WPM	WPM

Provided that at the time of initial appointment the candidate shall have to pass the test in Hindi Shorthand and Typewriting as prescribed supra and such candidate shall have to pass the test in English Shorthand and typewriting as prescribed supra within a period of 2 years from the date of his appointment. The appointment letter of such candidate who does not qualify the Shorthand / typewriting test in English Language, shall contain the specific condition that he shall have to pass the test in shorthand and typewriting test in English within a period of 2 years and if he qualifies the test in English Shorthand and Typewriting within a period of 2 years he will be eligible to draw his annual increment from due date(s) and the candidate who qualifies the said test after two years he will be eligible to draw his first increment only from the date of qualifying the prescribed test.

DESIRABLE QUALIFICATION:-

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

Age:- Not applicable.

- recruits will apply in
in the case of the promotees:
9. Period of probation,
for a
any:
ordered

Circumstance
10. Method of recruitment,
whether by direct
recruitment or by prom-
otion, deputation, transfer
and the percentage of
vacancies to be filled in by
various methods:
11. In case of recruitment
by promotion, deputation,
transfer, grade from which
promotion / deputation/
transfer is to be made.
12. If a Departmental
promotion committee
exists, what is its
Composition:
13. Circumstances under
which the H.P.S.C.
is to be consulted in
making recruitment:
14. Essential requirement
for a direct recruitment:
- Educational
Qualification, Not applicable.
- Two years subject to such further extension
if
period not exceeding one year as may be
by the competent authority in special
and reasons to be recorded in writing.
- 100% by direct recruitment.
- Not applicable.
- Not applicable.
- As required under the Law.
- 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

with
in

(d) a Tibetan refugee who came over to India before the 1st January, 1962

the intention of permanently settling
India.

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri-Lanka, East African Countries of Kenya, Uganda, the United republic of Tanzania (Formerly Tanzanyika

and
and

Zanzibar), Zambia, Malwa, Zaire
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 Government 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 certificates has been issued to him by the Government of India.

15. Selection for
in appointment to post
by direct recruitment:

Selection for appointment to the post the case of direct recruitment shall be made on the basis of viva-voca test if the 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 P. S.C., relax any of these Rules with respect to any class or category of persons or posts.

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AMENDMENT

(Authoritative English text of this Department Notification No.IPH-(A) (3)-7/95 dated 18.4.2000 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)-7/95-

Dated: 18.4.2000.

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 to amend the Himachal Pradesh Irrigation & P.H. Department, Steno typist Class-111 (Non-Gazetted) Recruitment and Promotion Rules, 1997 notified vide this Department Notification No. IPH (A)(3)-7/95 dated 27.1.1997 namely:-

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|-------------------------------|----|-----|--|
| Short title and Commencement: | 1. | (1) | These Rules may be called the Himachal Pradesh Irrigation & Public Health Department, Steno Typist Class-111 (Non-Gazetted) Recruitment and Promotion (First Amendment) Rules, 2000. |
| | | (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 Irrigation & Public Health Department Steno Typist Class-111 (Non Gazetted) Recruitment and Promotion Rules, 1997. |
| | | (a) | For the existing provisions against col. No.2, the following shall be substituted namely:-
“ 56 (Fifty six) posts.” |
| | | (a) | For the existing provisions against Col. No. 4, the following shall be substituted namely:

“Rs.3330-110-3660-120-4260-140-4400-150-5000 -160-5800-200-6200.” |

- © In the existing provisions against col.6 for the words and figures “ Between 18 to 35 years “ the words and figures” Between is and 38 years “ shall be substituted.

By order,

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

No. Endst. IPH-(A) (3)-7/ 95

Dated: 18.4.2000.

Copy forwarded to:-

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

Sd./-

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