

(Authoritative English Text of Government Notification No. Per (AP)-C-A (3)-8/2010 dated 21-05-2011 as required under clause (3) of Article 348 of the Constitution of India).

**Government of Himachal Pradesh
Department of Personnel (AP-III)**

No. Per (AP)-C-A (3)- 8 /2010

Dated: Shimla-171002,

21st May, 2011.

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 Common Recruitment and Promotion Rules for the post of Personal Assistant, (Class-II, Non-Gazetted, Ministerial Services) in various Departments of the Government of Himachal Pradesh as per Annexure-"A" attached to this notification, namely:-

- | | | | |
|--|-----------|-----|---|
| Short
commencement
and
application. | title, 1. | (1) | These rules may be called the Himachal Pradesh, Department of Personnel, Personal Assistant, (Class-II, Non-Gazetted, Ministerial Services) Common Recruitment and Promotion Rules, 2011. |
| | | (2) | These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh. |
| | | (3) | These rules shall be applicable to all the Government Departments of State of Himachal Pradesh :
Provided that these Rules shall not apply to the posts of the Vidhan Sabha Secretariat/ High Court of H.P.
The method of direct recruitment and promotion provided in Direct Recruitment and Promotion Rules for the posts of Personal Assistant under various Departments of the Himachal Pradesh Government issued, from time to time, shall cease to operate. |

By order

Principal Secretary (Personnel) to the
Government of Himachal Pradesh.

Common Recruitment & Promotion Rules for the posts of Personal Assistant (Class-II, Non Gazetted) in various Departments of Himachal Pradesh Government.

- | | | | |
|-----|---|---|---|
| 1. | Name of Post | : | Personal Assistant |
| 2. | Number of Posts | : | As sanctioned and may be sanctioned by the Government from time to time in the concerned Departments. |
| 3. | Classification | : | Class-II (Non-Gazetted)
Ministerial Services |
| 4. | Scale of Pay | : | Pay band Rs.10300-34800+4200 Grade Pay. |
| 5. | Whether "Selection" Post or "Non-Selection" Post | : | Non-Selection. |
| 6. | Age for Direct Recruitment | : | N.A. |
| 7. | Minimum Educational and other qualifications required for direct recruitment | : | N.A. |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotees | : | Age : |
| 9. | Period of Probation, if any | : | Educational } N.A.
Qualifications } |
| 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 | : | 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 for reasons to be recorded in writing.
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 Senior Scale Stenographers of concerned Departments who possess 6 years regular service or regular combined with continuous adhoc service rendered, if any, in the grade, failing which by promotion from amongst the Senior Scale Stenographers with 11 years regular service or regular combined with continuous adhoc service combined as Senior Scale Stenographer/Junior Scale Stenographer out of which four years essential service as Senior Scale Stenographer, failing both by promotion from amongst the Junior Scale Stenographers possessing 16 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. |

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

Provided further that the proviso (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 atleast 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 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 I supra the Tribal/Difficult Areas shall be as under:-

2. District Lahaul & Spiti.
3. Pangi and Bharmour Sub Division of Chamba District.
4. Dodra Kwar Area of Rohru Sub-Division.
5. Pandrah Bis Pargana, Munish Darkali and Gram panchayat Kashapat, Gram Panchayats of Rampur Tehsil of District Shimla.
6. Pandrah Bis Pargana of Kullu District.
7. Bara Bhagal Areas of Baijnath Sub Division of Kangra District.
8. District Kinnaur.
9. 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.
10. 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-Badhwani, 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.

(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:

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 vacancies 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.

(2) 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.

- | | | |
|----|--|---|
| 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 a direct recruitment: | N.A. |
| 15 | Selection for appointment to the post by direct recruitment; | N.A. |
| 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. 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 the provision (s) of these Rules with respect to any class or category of person(s) or post (s). |
