

[Authoritative English Text of the Department Notification No. Per (AP)-C-A (3)-5/2017, dated 12th October, 2017 as required under clause (3) of article 348 of the Constitution of India].

PERSONNEL DEPARTMENT (AP-III)

NOTIFICATION

Shimla-171002, the 12th October, 2017

No. Per (AP)-C-A (3)-5/2017.—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 **Senior Scale Stenographer, Class-III** (Non-Gazetted) Ministerial Services in various Departments of the Government of Himachal Pradesh as per **Annexure-“A”** attached to this notification, namely:—

1. Short title, commencement and application.—(1) These rules may be called the Himachal Pradesh, Department of Personnel, Senior Scale Stenographer, Class-III (Non-Gazetted), Ministerial Services, Common Recruitment and Promotion Rules, 2017.

(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 Himachal Pradesh, except Vidhan Sabha Secretariat, High Court of H.P. and H.P. Public Service Commission.

2. Repeal and savings.—(1) The Himachal Pradesh, Department of Personnel, Junior Scale Stenographer/Senior Scale Stenographer Class-III (Non-Gazetted), Common Direct Recruitment and Promotion Rules, 2011 notified vide this Department Notification No. Per.(AP)-C-A(3)-5/2010, dated 14.02.2011, and published in Rajpatra, Himachal Pradesh dated 25.02.2011 are hereby repealed to the extent these pertain to the post of Senior Scale Stenographer.

(2) Notwithstanding such repeal, any appointment made or anything done or any action taken under the rules so repealed under sub-rule (1) supra, shall be deemed to have been validly made or done or taken under these rules.

By order,
TARUN SHIRIDHAR,
Addl. Chief Secretary (Personnel).

ANNEXURE-A

**Common Recruitment and Promotion Rules for the post of Senior Scale Stenographer,
Class-III (Non-Gazetted) Ministerial Services in various Departments of
Himachal Pradesh Government**

1. **Name of Post.**—Senior Scale Stenographer
2. **Number of Posts .**— As sanctioned and may be sanctioned by the Government from time to time in the concerned department.
3. **Classification .**—Class-III (Non-Gazetted) Ministerial Services
4. **Scale of Pay.**—(i) *Pay Band for regular incumbent(s):*—Pay Band ₹10300-34800+₹4400/-Grade Pay.
(ii) *Emoluments for Contract Employee(s):*—₹14700/-PM as per details given in Column 15-A.
5. **Whether “Selection” Post or “Non- Selection” Post .**—Non-Selection
6. **Age for direct recruitment.**—Between 18 to 45 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 *ad hoc* or on contract basis:

Provided further that if a candidate appointed on *ad hoc* or on contract basis had become over-age on the date he/she was appointed as such, he/she shall not be eligible for any relaxation in the prescribed age-limit by virtue of his/her such *ad hoc* or contract appointment:

Provided further that upper age limit is relaxable for Scheduled Castes/Scheduled Tribes/Other Backward Classes and Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government:

Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servant before absorption in Public Sector Corporations/Autonomous Bodies at the time of initial constitution of such Corporations/Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/Autonomous Bodies who were/are subsequently appointed by such Corporation/Autonomous

Bodies and who are/were finally absorbed in the service of such Corporations/Autonomous Bodies after initial constitution of the Public Sector Corporations/Autonomous Bodies.

Note:—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, as the case may be.

7. Minimum Educational and other qualifications required for direct recruit(s).—
(a) **ESSENTIAL QUALIFICATION:**—(i) Should possess a Bachelor Degree or its equivalent from a recognized University.

(ii) Must possess the following speed in short hand and typing on Computers in both languages i.e. English and Hindi at the time of initial recruitment:-

Speed in Shorthand:

English	100 WPM
Hindi	80 WPM

Speed in typing on Computer:

English	40 WPM
Hindi	30 WPM

Provided that at the time of initial recruitment the candidate shall have to pass shorthand test in either of the language *i.e.* in Hindi or English at the prescribed speed:

Provided further that the candidate will have to pass typing test in both the languages at the time of initial recruitment:

Provided further that the incumbent having passed shorthand test in one language, at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language, *i.e.* Hindi or English, within a period of three years' from the date of appointment. The appointment letter of such candidate who does not qualify the shorthand test in second language at the time of initial recruitment shall contain the specific condition that he/she shall have to pass the test in short hand in second language within in a period of three years and if he/she qualifies the shorthand test within the period of three years he/she will be eligible to draw his/her annual increment from due date and the candidate who qualifies the said test after three years will be eligible to draw his/her first increment only from the date of qualifying the prescribed test.

(iii) Should have the knowledge of 'Word Processing' in computer as prescribed by the Recruiting Authority.

(b) **DESIRABLE QUALIFICATION (S):**—Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

8. Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promotee(s).—Age :—Not Applicable.

Educational Qualifications:—Yes. As prescribed in column-7(a) above.

9. Period of Probation, if any.—(i) Direct recruitment:—(a) 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 reasons to be recorded in writing.

(b) No probation in case of appointment on contract basis, tenure basis, re-employment after superannuation and absorption.

(ii) *Promotion*:— Not applicable.

10. Method(s) of recruitment, whether by direct recruitment or by promotion/secondment/ transfer and the percentage of post(s) to be filled in by various methods.—100% by promotion failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.

11. In case of recruitment by promotion/secondment/transfer, grade(s) from which promotion/ secondment/transfer is to be made.—(a) *In the Departments where the post of Junior Scale Stenographer exists*:—By promotion from amongst the Junior Scale Stenographers subject to possessing of educational qualification as prescribed for direct recruitment against Column No. 7 (a) above with five years' regular service or regular combined with the continuous adhoc service rendered, if any, in the grade:

(b) *In the departments where the post of Junior Scale Stenographer does not exist but the post of Steno Typist exists*:—By promotion from amongst the Steno typists subject to possessing of educational qualification as prescribed for direct recruitment against Column No. 7 (a) above with ten years' regular service or regular combined with the continuous adhoc service rendered, if any, in the grade:

Provided that if Steno Typist does not possess recognized qualification of graduation but is otherwise eligible he/she shall be considered for promotion to the post of Senior Scale Stenographer subject to the condition that he/she shall have to acquire qualification of graduation by 30-06-2022 and will be eligible to draw his/her annual increment from due dates only after acquiring the qualification of graduation, failing which he/she shall be reverted to the post of Steno Typist and shall be considered for promotion in future only after acquiring the requisite qualification:

Provided further that the above condition shall not be applicable in the case of those Steno Typists whose date of superannuation is on or before 30-6-2022:

(I) Provided that for the purpose of promotion every employee shall have to serve atleast one term in the Tribal/Difficult/ Hard areas and remote/rural 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 except posting/ transfer in remote/rural area. However, this condition of five years shall not be applicable in cases of promotion:

Provided further that Officer/Official who has not served atleast one tenure in Tribal/Difficult/Hard areas and remote/rural areas 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/Hard area/remote/rural areas shall mean normally three years or less period of posting in such areas keeping in view the administrative exigencies/convenience.