

(Authoritative English Text of the Department Notification No. Per (AP)-C-A (3)-2/2017, dated 18.12.2017 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)-2/2017 Dated: Shimla-171002, 18<sup>th</sup> December, 2017.

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 Steno Typist, Class-III (Non-Gazetted) Ministerial Services in various Departments of the Government of Himachal Pradesh as per **Annexure-"A"** attached to this notification, namely:-

- Short title, commencement and application.
1. (1) These rules may be called the Himachal Pradesh, Department of Personnel, Steno Typist, 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 (e-Gazette), 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.
- Repeal and savings
2. (1) The Himachal Pradesh, Department of Personnel, Steno Typist, Class-III (Non-Gazetted) Common Direct Recruitment and Promotion Rules, 2011 notified vide this Department Notification No. Per.(AP)-C-A(3)-1/2010-I, dated 24.10.2011, and published in Rajpatra, Himachal Pradesh dated 04.11.2011 are hereby repealed.
  - (2) Notwithstanding such repeal, any appointment made or anything done or any action taken under the rules so repealed under sub-rule (1) supra, shall be deemed to have been validly made or done or taken under these rules.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) to the  
Government of Himachal Pradesh

Annexure-A

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF STENO  
TYPIST, CLASS-III (NON-GAZETTED) IN VARIOUS DEPARTMENTS OF  
HIMACHAL PRADESH.**

1.	Name of Post	Steno Typist
2.	Number of Post(s)	As sanctioned and may be sanctioned by the Government from time to time in the concerned Departments.
3.	Classification	Class-III (Non-Gazetted) Ministerial Services.
4.	Scale of Pay	I. Pay band for regular incumbent(s): (i) ₹5910-20200+ ₹2000 Grade Pay. (ii) ₹10300-34800+₹3200 Grade Pay after 2 years of regular service. II. Emoluments for Contract employee(s): ₹7910/-P.M. as per details given in Col. No.15-A.
5.	Whether "Selection" post or "Non-Selection" post	Not applicable
6.	Age for direct recruitment	Between 18 to 45 years:
<p>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:</p> <p>Provided further that if a candidate appointed on adhoc or on contract basis had become over-age on the date 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:</p> <p>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:</p>		

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(s):

(i). Should have passed 10+2 examination from a recognized Board of School Education.

(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 appointment: -

Speed in Shorthand:

English:	Hindi:
60 WPM	60 WPM

Speed in typing on Computer:

English:	Hindi:
25 WPM	25 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:

		<p>Provided further that the candidates will have to pass typing test in both the languages at the time of initial recruitment:</p> <p>Provided further that the incumbent having passed shorthand in one language, at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language 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 shall contain the specific condition that he shall have to pass the test in shorthand in second language within a period of three years and if he qualifies the test in shorthand test in second language within a period of three years he will be eligible to draw his annual increment from due dates and the candidate who qualifies the said test after three years will be eligible to draw first increment only from the date of qualifying the prescribed test.</p> <p>(iii) Should have the knowledge of word processing in Computer as prescribed by the recruiting authority.</p> <p>(b) <u>Desirable Qualification(s)</u>:</p> <p>Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
8.	Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the	Not applicable

9.	Period of Probation, if any:	<p>[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.</p> <p>[b] No probation in case of appointment on contract basis, tenure basis, re-employment after superannuation and absorption.</p>
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 direct recruitment on 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:	Not applicable.
12.	If a Departmental Promotion/Confirmation Committee exists, what is its composition:	<p>(a) <u>Departmental Promotion Committee:-</u> Not Applicable.</p> <p>(b) <u>Departmental Confirmation Committee:-</u> As may be constituted by the Government from time to time.</p>
13.	Circumstances under which the Himachal Pradesh Public Service Commission (HPPSC) is to be consulted in making recruitment:	As required under the Law.

14.	Essential requirement for a direct recruitment:	A candidate for appointment to any service or post must be a citizen of India.
15.	Selection for appointment to the post by direct recruitment:	Selection for appointment to the post in the case of direct recruitment shall be made on the basis of merit of written examination followed by evaluation as specified in Appendix-I appended to these rules, or if the Himachal Pradesh Public Service Commission or other recruiting agency/authority, as the case may be, so considers necessary or expedient on the basis of merit of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these Rules, preceded by a screening test (objective type) or practical test or skill test or physical test, the standard/syllabus, etc. of which, will be determined by the Himachal Pradesh Public Service Commission/other recruiting agency/ authority, as the case may be.
15-A	Selection for appointment to the post by contract appointment :	<p>Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:-</p> <p><b>(I) CONCEPT:</b></p> <p>(a) Under this policy the Steno Typist in _____(Name of the Department) H.P. will be engaged on contract basis initially for one year, which may be extendable on year to year basis:</p> <p>Provided that for extension/renewal of contract period on year to year basis the concerned HOD shall issue a certificate that the service and conduct of the</p>

contract appointee is satisfactory during the year and only then his period of contract is to be renewed/extended.

- (b) The HOD (Designation of the appointing authority) after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruiting agency i.e. Himachal Pradesh Staff Selection Commission, Hamirpur.
- (c) The selection will be made in accordance with the eligibility conditions prescribed in these rules;

## **(II) CONTRACTUAL EMOLUMENTS**

The Steno Typist appointed on contract basis will be paid consolidated fixed contractual amount @ ₹ 7910/- P.M. (which shall be equal to minimum of the pay band + grade pay). An amount of ₹ 237/- (3% of the minimum of pay band + grade pay of the post) as annual increase in contractual emoluments for the subsequent year(s) will be allowed, if contract is extended beyond one year.

## **(III) APPOINTING/DISCIPLINARY AUTHORITY**

The Head of the Department (Designation of the appointing authority) will be the appointing and disciplinary authority.

## **(IV) SELECTION PROCESS:**

Selection for appointment to the post in the case of contract appointment shall be made on the basis of merit of written examination followed by evaluation as specified in

Appendix-I appended to these rules, or if considered necessary or expedient on the basis of merit of written examination followed by evaluation as specified in appendix-I appended to these rules, preceded by a screening test (objective type) or practical test or skill test or physical test, the standard/ syllabus, etc. of which, will be determined by the concerned recruiting agency i.e. Himachal Pradesh Staff Selection Commission Hamirpur.

**(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:**

As may be constituted by the concerned recruiting agency i.e. Himachal Pradesh Staff Selection Commission, Hamirpur, from time to time.

**(VI) AGREEMENT:**

After selection of a candidate, he/she shall sign an agreement as per Appendix-II appended to these rules.

**(VII) TERMS AND CONDITIONS:**

- (a) The contractual appointee will be paid fixed contractual amount @ ₹ 7910/- P.M (which shall be equal to minimum of the pay band + grade pay). The contract appointee will be entitled for increase in contractual amount @ ₹237/- (3% of minimum of the pay band + grade pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc. will be given.
- (b) The service of the Contract Appointee will be purely on temporary basis. The appointment



is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.

- (c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 5 days' special leave in a calendar year. A female contract appointee with less than two surviving children may be granted maternity leave for 135 days. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of the number of surviving children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Government Medical Officer. A contract employee shall not be entitled for medical re-imburement and LTC etc. No leave of any other kind except above is admissible to the contract appointee:

Un-availed casual leave, medical leave and special leave can be accumulated upto the calendar year and will not be carried forward for the next calendar year.

- (d) Unauthorized absence from duty without the approval of the Controlling Officer shall automatically lead to the termination of the contract. However, in exceptional cases where the circumstances for un-authorized absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while considering his/her case for regularization but the

incumbent shall have to intimate the controlling authority in this regard well in time. However, the contract appointee shall not be entitled for contractual amount for this period of absence from duty:

Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.

- (e) An official appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
- (f) Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. Women candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The women candidate shall be re-examined for fitness from an authorized Medical Officer/Practitioner.
- (g) Contract appointee will be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counterpart official at the minimum of pay scale.
- (h) Provisions of service rules like FRSR, Leave Rules, GPF Rules, Pension Rules and Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. The

		Employees Group Insurance Scheme as well as EPF/GPF will also not be applicable to contract appointee(s).
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 Himachal Pradesh 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).

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**APPENDIX-I**

1.	<u>WRITTEN TEST</u>	85 marks
2.	<p>Evaluation of candidate to be made in the following manner:-</p> <p>i) Weightage for the minimum educational qualification, prescribed in the Recruitment &amp; Promotion Rules. =2.5 Marks</p> <p>{Percentage of marks obtained in the educational qualification would be multiplied by 0.025. For example, an individual has secured 50% marks in the required educational qualification, he/she will be allowed 1.25 marks (50x0.025=1.25)}</p> <p>ii) Belonging to notified Backward Area or Panchayat, as the case may be. =01 Mark</p> <p>iii) Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority. =01 Mark</p> <p>iv) Non-employment Certificate to the effect that none of the family members is in Government/Semi-Government service. =01 Mark</p> <p>v) Differently abled persons with more than 40% impairment/disability/infirmity. =01 Mark</p> <p>vi) NSS (alleast one year)/certificate holders in NCC/ The Bharat Scout and Guide/Medal winner in National Level sports competitions. =01 Mark</p> <p>vii) BPL family having annual income (from all sources) below ₹40,000/-or as prescribed by the Govt. from time to time. =02 Marks</p> <p>viii) Widow/divorced/destitute/single woman. =01 Mark</p> <p>ix) Single daughter/Orphan =01 Mark</p> <p>x) Training of atleast 6 months duration related to the post applied for from a recognized University/ Institution. =01 Mark</p> <p>xi) Experience upto a maximum of 5 years in Govt./Semi-Govt. Organization relating to the post applied for (0.5 marks only for each completed year) =2.5 Marks</p>	15 marks

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**Appendix-II**

**Form of contract/agreement to be executed between the Steno  
Typist and the Government of Himachal Pradesh through  
\_\_\_\_\_ (Designation of the Appointing Authority).**

This agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ in  
the \_\_\_\_\_ year \_\_\_\_\_ Between Sh./Smt.  
\_\_\_\_\_ S/o/D/o

Shri \_\_\_\_\_ R/o \_\_\_\_\_  
\_\_\_\_\_ Contract appointee (hereinafter called the FIRST PARTY), AND  
The Governor of Himachal Pradesh through \_\_\_\_\_  
(Designation of the Appointing Authority) Himachal Pradesh (here-in-  
after referred to as the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY  
and the FIRST PARTY has agreed to serve as a (Name of the post) on  
contract basis on the following terms and conditions:-

1. That the FIRST PARTY shall remain in the service of the SECOND  
PARTY as a \_\_\_\_\_ (Name of the post) for a period of one year  
commencing on day of \_\_\_\_\_ and ending on the day of  
\_\_\_\_\_. It is specifically mentioned and agreed upon by  
both the parties that the contract of the \_\_\_\_\_ FIRST PARTY  
with SECOND PARTY shall ipso-facto stand terminated on the last  
working day i.e. on \_\_\_\_\_ and information notice shall  
not be necessary:

Provided that for further extension/renewal of contract  
period the HOD shall issue a certificate that the service and  
conduct of the contract appointee was satisfactory during the year  
and only then the period of contract is to be renewed/extended.

2. The contractual amount of the FIRST PARTY will be ₹7910/-per  
month.
3. The service of FIRST PARTY will be purely on temporary basis.  
The appointment is liable to be terminated in case the  
performance/conduct of the contract appointee is not found  
satisfactory.
4. The contract appointee will be entitled for one day's casual leave  
after putting one month's service, 10 days' medical leave and 5

days' special leave in a calendar year. A female contract appointee with less than two surviving children may be granted maternity leave for 135 days. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of the number of surviving children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Government Medical Officer. A contract employee shall not be entitled for medical reimbursement and LTC etc. No leave of any other kind except above is admissible to the contract appointee:

Un-availed casual leave, medical leave and special leave can be accumulated upto the calendar year and will not be carried forward for the next calendar year.

5. Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the contract. However, in exceptional cases where the circumstances for un-authorized absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while considering his/her case for regularization but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the contract appointee shall not be entitled for contractual amount for this period of absence from duty:

Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.

6. An official appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
7. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. In case of women candidates pregnant beyond twelve weeks will render her temporarily unfit till the confinement is over. The women candidate shall be re-examined for fitness from an

8. Contract appointee shall be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counter-part official at the minimum of pay scale.
9. The Employees Group Insurance Scheme as well as EPF/GPF will not be applicable to contractual appointee(s).

IN WITNESS the FIRST PARTY AND SECOND PARTY have herein to set their hands the day, month and year first, above written.

IN THE PRESENCE OF WITNESS:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Name and Full Address)

(Signature of the FIRST PARTY)

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Name and Full Address)

(Signature of the SECOND PARTY)

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