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(Authoritative English text of this Department Notification No. Per (AP)-C-A (3)-1/2007-III Dated 28.5.2020 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)-1/2007-III Dated: Shimla-02, 28th May, 2020

NOTIFICATION

In exercise of the powers conferred by proviso to article 309 of the Constitution of India, the Governor of Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission, is pleased to make the following rules further to amend the Himachal Pradesh, Department of Personnel, Junior Office Assistant (Information Technology), Class-III (Non-Gazetted) Ministerial Services, Common Recruitment and Promotion Rules, 2017 notified vide this Department Notification No.Per(AP)-C-A(3)-1/2007-II dated 16th September, 2017, namely:-

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|------------------------------|----|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Short title and Commencement | 1. | (1) | These rules may be called the Himachal Pradesh, Department of Personnel, Junior Office Assistant (Information Technology), Class-III (Non-Gazetted) Ministerial Services, Common Recruitment and Promotion (Second Amendment) Rules, 2020. |
| | | (2) | These rules shall come into force from the date of publication in the Rajpatra (e-Gazette) Himachal Pradesh. |
| Amendment of Annexure-A | 2. | | In Annexure-A to the Himachal Pradesh, Department of Personnel, Junior Office Assistant (Information Technology), Class-III (Non-Gazetted) Ministerial Services, Common Recruitment and Promotion Rules, 2017 (hereinafter referred to as the "said rules") :- |
| | | (a) | For the existing provisions against Col. No. 4, the following shall be substituted, namely:- |

"(i) Pay scale for regular incumbent (s):

Pay band of Rs.5910-20200+Rs.1950/- Grade Pay

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(ii) Pay Band Rs.10300-34800+Rs.3600/- Grade Pay to be given to the 50% of the total number of posts of Junior Office Assistant (IT).in the cadre after minimum 5 years of regular service as Junior Office Assistant (IT) in the cadre and the incumbent(s) of this post shall be designated as Junior Assistant by placement.

(iii) Emoluments for Contract Employee(s):

Rs.7860/- per month as per details given in Col.No.15-A.";

(b) For the existing provisions against Col. No. 7, the following shall be substituted, namely:-

"(a) ESSENTIAL QUALIFICATION (S):

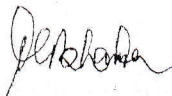
(i) Should have passed 10+2 Examination from a recognized Board of School Education/ University.

OR

Matriculation from recognized Board of School Education with one/two year's Diploma/Certificate from an Industrial Training Institute (ITI) in Information Technology (IT) & Information Technology Enabled Sectors (ITES) as notified by Director General of Employment & Training (Govt. of India) from time to time or three years Diploma in Computer Engineering/ Computer Science/IT from a Polytechnic as approved by All India Council for Technical Education (AICTE):

(ii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.

Provided that visually impaired persons selected/ recruited under 1% quota will be exempted from acquiring Diploma in Computer Science/Computer Application/Information Technology and passing of typing test instead they shall be imparted necessary basic training including computer training course by the Department concerned through Composite Regional



Centre (CRC), Sundernagar or National Institute for the Visually Handicapped (NIVH), Dehradun or Composite Training Centre (CTC), Ludhiana. They shall have to complete the above training for which three chances will be afforded. If the incumbent fails to qualify the same his/her services shall be terminated. However, the incumbents already in the service shall be afforded sufficient number of chances to complete the aforesaid training:

Provided further that differently abled persons who are otherwise qualified to hold clerical post as certified being unable to type, by the Medical Board, may be exempted from passing the typing test.

Explanation:- The term, "differently abled persons" does not cover visually impaired persons or persons who are hearing impaired but cover only those whose physical disability/ deformity permanently prevents them from typing.

The above criteria for grant of exemption from passing the typing test shall also be applicable to the Skill Test Norms on Computers.

(b) DESIRABLE QUALIFICATION(S):

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

(c) For the existing provisions against Col. No. 15, the following shall be substituted, namely:-

"Selection for appointment to the post in the case of direct recruitment shall be made on the basis of merit of written examination having 70% syllabus relating to Computer Science/Computer Application/Information Technology (IT)/Information Technology Enabled Sectors

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(ITES)/Information Practices (IP) followed by evaluation as specified in Appendix-I appended to these rules and practical test or skill test, the standard/ syllabus, etc. of which, will be determined by the Himachal Pradesh Staff Selection Commission/other recruiting agency/authority, as the case may be”.

- (d) For the existing provisions against Col. No. 15-A at serial number (IV), the following shall be substituted, namely:-

"(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 having 70% syllabus relating to Computer Science/Computer Application/Information Technology (IT)/Information Technology Enabled Sectors (ITES)/Information Practices (IP) followed by evaluation as specified in Appendix-I appended to these rules and practical test or skill test the standard/syllabus, etc. of which, will be determined by the Himachal Pradesh Staff Selection Commission Hamirpur/Other recruiting agency/ authority, as the case may be”.

- (e) in Col.No.15-A, at Serial Number (VII)-

(i) For the clauses (b) and (c), the following shall be substituted namely:-

(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. In case the contract appointee is not satisfied with the termination orders issued by the Appointing Authority, he/she may prefer an appeal before the Appellate Authority who shall be higher in rank to the Appointing Authority, within a period of 45 days from the date on which a

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copy of termination orders is delivered to him/her:

- (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 180 days. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of the number of 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."; and

- (ii) For the clause (f), the following shall be substituted, namely:-

“(f) Selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in the case of a Gazetted Government servant and by Government Medical Officer in the case of a Non-Gazetted Government servant. In case of women candidates who are to be appointed against posts carrying hazardous nature of duties, and in case they have to complete a period of training as a condition of service, such woman candidate, who as a result of tests is found to be pregnant of twelve weeks standing or more shall be declared temporarily unfit and her appointment shall be held in abeyance until the

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confinement is over. Such woman candidate be re-examined for medical fitness six weeks after the date of confinement, and if she is found fit on production of medical fitness certificate from the authority as specified above, she may be appointed to the post kept reserved for her."; and

(f)

In Appendix-II of Annexure-A of the said rules-

(i) For the condition numbers 3 and 4, the following shall be substituted namely:-

"(3) 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. In case the contract appointee is not satisfied with the termination orders issued by the Appointing Authority, he/she may prefer an appeal before the Appellate Authority who shall be higher in rank to the Appointing Authority, within a period of 45 days from the date on which a copy of termination orders is delivered to him/her."

"(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 180 days. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of the number of 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

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LTC etc. No leave of any other kind except above is admissible to the contract appointee.

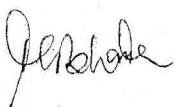
Un-availed casual leave, medical leave and special leave can be accumulated upto the calendar year and will not be carried forward for the next calendar year."

(ii) For the condition number 7, the following shall be substituted:-

"Selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in the case of a Gazetted Government servant and by Government Medical Officer in the case of a Non-Gazetted Government servant. In case of women candidates who are to be appointed against posts carrying hazardous nature of duties, and in case they have to complete a period of training as a condition of service, such woman candidate, who as a result of tests is found to be pregnant of twelve weeks standing or more shall be declared temporarily unfit and her appointment shall be held in abeyance until the confinement is over. Such woman candidate be re-examined for medical fitness six weeks after the date of confinement, and if she is found fit on production of medical fitness certificate from the authority as specified above, she may be appointed to the post kept reserved for her."

By Order

R.D.Dhiman
Addl. Chief Secretary (Personnel) to the
Government of Himachal Pradesh

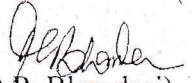


Endst. No.Per (AP)-C-A (3)-1/2007-III

Dated: Shimla-2, the 28th May, 2020.

1. All the Administrative Secretaries to the Govt. of H.P. Shimla-02.
2. Addl. LR-cum-Addl. Secretary Law (O) to the Govt. of Himachal Pradesh, Shimla-2.

3. All the Divisional Commissioners in Himachal Pradesh.
4. All the Heads of Departments in Himachal Pradesh.
5. All the Deputy Commissioners in Himachal Pradesh.
6. The Secretary, H.P. Staff Selection Commission, Hamirpur.
7. The Under Secretary, H.P. Public Service Commission, Shimla-2 with reference to his letter No. 6-1/92-PSC-Part, dated 09.12.2019.
8. Controller, Printing & Stationary Department, H.P. Shimla-05.
9. Guard file.


(O.P. Bhandari)

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