



Himachal Pradesh Board of School Education

Recruitment and Promotion Regulations *2024* *(Amended upto July 2024)*



हिमाचल प्रदेश स्कूल शिक्षा बोर्ड, धर्मशाला-176213

Himachal Pradesh Board of School Education Dharamshala-176213

NO. HB(1) Estt. GF-89 (Vol.-VII) Part file/2021-2022 Dated: 09.07.2024

NOTIFICATION

In exercise of the powers vested in him under section 19 (3) of Himachal Pradesh Board of School Education Act, 1968, the Chairman, is pleased to notify the Recruitment and Promotion Rules for the following posts of HPBoSE as per Annexures attached to this notification:-

SN.	Name of Post	Annexure
1.	Assistant Secretary	A
2.	Section Officer	B
3.	Superintendent Grade-II	C
4.	Senior Assistant	D
5.	Junior Assistant	E
6.	Clerk	F
7.	Junior Office Assistant (IT)	G
8.	Computer Hardware Engineer	H
9.	Computer Programmer	I
10.	Law Officer	J
11.	Senior Scale Stenographer	K
12.	Junior Scale Stenographer	L
13.	Steno Typist	M
14.	Driver	N
15.	Binder	O
16.	Peon	P
17.	Chowkidar	Q

namely:-

Short title, commencement and application:

- (i) These rules may be called the Himachal Pradesh, Board of School Education Regulations, 2024.
- (ii) These regulations shall come into force from the date of issuance of this notification.
- (iii) These regulations shall be applicable to the officers and officials of the Board except the officers covered under section 23(1) of the Act.

Repeal and savings:

- (i) The Recruitment and Promotion Rules notified and amended earlier are hereby repealed.



हिमाचल प्रदेश स्कूल शिक्षा बोर्ड, धर्मशाला-176213
Himachal Pradesh Board of School Education Dharamshala-176213

(ii) Notwithstanding such repeal, any appointment made or anything done or any action taken under the rules so repealed shall be deemed to have been validly made or done or taken under these rules.

Dr. (Maj.) Vishal Sharma, HPAS
SECRETARY

Endst. No. As Above.

Copy of the above is forwarded to the following for kind information: -

1. The Secretary (Education) to the Govt. of Himachal Pradesh.
2. Additional Secretary.
3. All Deputy Secretaries.
4. Deputy Controller (F & A) HPBoSE.
5. Assistant Controller (Audit)
6. Section Officer General Branch with the direction to place the same in the forthcoming meeting of the Board for its ratification.
7. Notice Board, for the information of all officers/officials of Board.
8. Guard file.

SECRETARY

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF ASSISTANT
SECRETARY IN THE HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION
(AMENDED UPTO JULY, 2024)**

APPROVED/AMENDED :- In the Board Meetings 72nd, 77th, 97th, 118th and 119th vide item No. 3,12,10, 9(1) & 7(3) respectively and column-3 in pursuance of Notification No.HB(1)Estt. GF-130(Vol-VII)/2023/1906-1920 dated 02.07.2024

1. Name of the post : Assistant Secretary
2. Number of posts : 14(Fourteen)
3. Classification : Group-A(Non-Gazetted)
(Ministerial Services)
4. Scale of Pay : "Level 17 of the Pay Matrix ₹ 53,600-1,70,100 as per H.P. Civil Service (Revised Pay) Rules, 2022" and Secretariat Pay attached with time scale of the posts as per decision of Service Committee for those who recruited prior to 06.11.1989.
5. Whether selection post or Non-selection : Selection.
6. Age for direct recruitment : Not applicable.
7. Minimum educational and other qualifications required for direct recruits. : Not applicable
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. : Not applicable.
9. Period of Probation, if any : 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.
10. Method of recruitment : 100% by promotion



Whether by direct recruitment or by promotion, deputation/ transfer and the percentage of posts to be filled in by various methods.

11. In case of recruitment : By promotion from amongst the
by promotion, deputation/ Section Officers/ District Managers
of transfer, grade from which of the Board, having 4 years
promotion /deputation/ combined regular/continuous
transfer is to be made. adhoc service as Supdt. Gr.-II
and Section Officer / District
Manager with atleast 1 year
service as Section Officer/District
Manager.

Note:

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 the rules for promotion subject to the condition 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/her 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 persons in the field of consideration.

Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of atleast three or that prescribed in the recruitment and 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/her shall also be deemed to be ineligible for consideration for such promotion.

EXPLANATION:-

The last proviso shall not render the junior incumbent(s) ineligible for consideration for promotion if the senior ineligible person(s) 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 Himachal Pradesh Technical Service) Rules, 1985 and having been given the benefit of seniority thereunder.

- (b) Similarly, in all cases of confirmation, continuous adhoc service rendered on the feeder post, if any, prior to the regular appointment against such post shall be taken into account towards length of service if the adhoc

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appointment/promotion had been made after proper selection and in accordance with the provisions 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:- : Departmental Promotion Committee will consist of:-
1. Chairman
 2. Secretary
 3. One officer to be nominated by the Chairman.
13. Circumstances under which Govt/Service Committee is to be consulted in making recruitment. : As required under the rules.
14. Essential requirement for direct recruitment : Not applicable
15. Selection for appointment to post by direct recruitment : Not applicable.
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 Govt. of Himachal Pradesh from time to time, to the extent adopted by the Board.
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17. Departmental Examination:

Every member of the service shall pass a departmental examination as prescribed in the Himachal Pradesh Departmental Examination Rules-1997 as amended from time to time.

NB: As per notification No. HB(1) Estt. GF-85 (vol-VIII)(Part file)/2021-10636-10640 dated 16.03.2024 one vacant post of non-departmental examination passed incumbent will be filled up, thereafter, for filling up this post, all orders issued in this regard prior to present notification will stand superseded.

18. Power to relax

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Where the Board is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing, relax any of the provision of these rules with respect to any class or category of person(s) or post(s).


09/07/2024
Secretary

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF SECTION
OFFICER/ DISTRICT MANAGER IN THE HIMACHAL PRADESH BOARD
OF SCHOOL EDUCATION
(AMENDED UPTO JULY, 2024)**

APPROVED/AMENDED:- In the Board Meetings 76th, 97th & 119th vide items No. 18, 10 and 7(3) respectively & Column-3 in pursuance to Notification No. HB(1)Estt. GF-130(Vol-VII)/2023/1906-1920 dated 02.07.2024

1. Name of the post : Section Officer/District Manager
2. Number of posts : 52 (Fifty Two)
3. Classification : Group-A (Non-Gazetted)
Ministerial Services
4. Scale of Pay : "Level 16 of the Pay Matrix ₹
48,700-1,54,300 as per H.P. Civil
Service (Revised Pay) Rules, 2022"
5. Whether selection post or : Non-Selection.
Non-selection
6. Age for direct recruitment : Not applicable.
7. Minimum educational : Not applicable.
and other qualifications
required for direct recruit(s).
8. Whether age and educational : Not applicable.
qualification prescribed for
the direct recruits will apply
in the case of promotee(s).
9. Period of Probation, if any : 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.
10. Method(s) of recruitment, : 100% by promotion.
whether by direct recruit-
ment or by promotion,
deputation/ transfer and the
percentage of posts to be
filled in by various methods.

11. In case of recruitment : By promotion from amongst the
by promotion, deputation/ Superintendent Grade-II having
transfer, grade(s) from 2 years regular service or regular
which promotion/ deputation/ combined with continuous adhoc
transfer is to be made. service if any, in the grade.

Note: 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 the rules for promotion subject to the condition 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/her 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 persons in the field of consideration.

Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least three or that prescribed in the recruitment and 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/her shall also

be deemed to be ineligible for consideration for such promotion.

EXPLANATION:-

The last proviso shall not render the junior incumbent(s) ineligible for consideration for promotion if the senior ineligible person(s) 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 Himachal Pradesh Technical Service) Rules, 1985 and having been given the benefit of seniority thereunder.

- (b) Similarly, in all cases of confirmation, continuous adhoc service rendered on the feeder post, if any, prior to the regular appointment against such post shall be taken into account towards length of service if the adhoc appointment/promotion had been made after proper selection and in accordance with the provisions 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 exist, what is its composition:-

: Departmental Promotion Committee will consist of:-

1. Chairman
2. Secretary
3. One officer to be nominated by the Chairman.

13. Circumstances under which Govt./Service Committee is to be consulted in making recruitment. : As required under the rules.
14. Essential requirement for a direct recruitment : Not Applicable.
15. Selection for appointment to the post by direct recruitment : Not Applicable.
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 Govt. of Himachal Pradesh from time to time, to the extent adopted by the Board.
17. Departmental Examination : As prescribed in the Himachal Pradesh Departmental Examination Rules-1997 as amended from time to time.
18. Power to relax : Where the Board is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing, relax any of the provision of these rules with respect to any class or category of person(s) or post(s).


09/07/2024
Secretary

RECRUITMENT AND PROMOTION RULES FOR THE POST OF SUPERINTENDENT GRADE-II IN THE HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION (AMENDED UPTO JULY, 2024)

APPROVED/AMENDED:- In the Board Meetings 72nd & 119th vide item No. 3 & 7(3) respectively and Column-3 in pursuance to Notification No. HB(1)Estt. GF-130(Vol-VII)/2023/1906-1920 dated 02.07.2024

1.	Name of the post	Superintendent Grade-II
2.	Number of posts	51 (Fifty One)
3.	Classification	Group-B (Non-Gazetted) (Ministerial Services)
4.	Scale of Pay	"Level 12 of the Pay Matrix ₹ 43,000-1,36,000 as per H.P. Civil Service (Revised Pay) Rules, 2022"
5.	Whether Selection post or Non-selection.	Non-Selection.
6.	Age for direct recruitment	Not applicable.
7.	Minimum educational and other qualifications required for direct recruits.	Not applicable.
8.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotee(s)	Not applicable. 
9.	Period of Probation, if any	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.
10.	Method(s) of recruitment whether by direct recruitment or by promotion, deputation/ transfer and the	100% by promotion.

	percentage of posts to be filled in by various methods.	
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 Assistants who possess 6 years regular service or regular combined with continuous adhoc service, rendered if any, in the grade.
		Note: 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 condition 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/her 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 persons in the field of consideration. Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of atleast three years or that prescribed in the recruitment and 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/her shall also be deemed to be ineligible for consideration for such promotion. <u>EXPLANATION:-</u> 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 Demobilised Armed Forces Personnel (Reservation of Vacancies in Himachal State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority thereunder of recruited Ex-Servicemen(Reservation of Vacancies in Himachal Pradesh Technical Service) Rules, 1985 and having been given the benefit of seniority thereunder. (b) Similarly, in all cases of confirmation, adhoc service rendered in the feeder post, if any, prior to the regular appointment against such post shall be taken into account towards length of service. Provided that inter-se-seniority as a result of confirmation after taking into account adhoc service shall remain unchanged.
12.	If a Departmental Promotion Committee exists, what is its composition	Departmental Promotion Committee will consist of:- 1. Secretary 2. Joint/ Deputy/ Assistant Secretary (Admn.) 3. One officer to be nominated by the Chairman.
13	Circumstances under which Govt./Service Committee is to be consulted in making recruitment.	As required under the law.
14.	Essential requirement for direct recruitment	Not applicable

15.	Selection for appointment to post by direct recruitment	Not applicable
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 Govt. of Himachal Pradesh from time to time, to the extent adopted by the Board.
17	Departmental Examination	Not Applicable
18	Power to relax	Where the Board is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing, relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).


09/07/2024
Secretary

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF SENIOR ASSISTANT IN THE HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION
(AMENDED UPTO JULY,2024)**

APPROVED/AMENDED :- In the Board Meetings 119th vide item No. 7(3) and column-3 in pursuance of Notification No.HB(1)Estt. GF-130(Vol-VII)/2023/1906-1920 dated 02.07.2024

1.	Name of the post	Senior Assistant
2.	Number of posts	159
3.	Classification	Group-B(Non-Gazetted)(Ministerial Services)
4.	Scale of Pay	"Level-11 of the Pay Matrix ₹ 38,500-1,22,700 attached with time scale of the posts as per H.P. Civil Service (Revised Pay) Rules,2022"
5.	Whether selection post or Non-selection	Non-Selection.
6.	Age for direct recruitment	Not applicable.
7.	Minimum educational and other qualifications required for direct recruits.	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotee(s).	Not applicable
9.	Period of Probation, if any	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.
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.	100% by promotion
11.	In case of recruitment by promotion, deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made.	"By promotion from amongst the clerk(s) /Junior office Assistant(s) (IT)/ Junior Assistant(s) of the concerned departments or restorer [only in such establishment(s) where the category of Restorer was a feeder category for promotion to the post of Senior Assistant in the prevailing R&P Rules prior to notification of common R&P rules for the post of Senior Assistant subject to

	possessing of requisite educational qualification of 10+2 or its equivalent like Higher Secondary part-II, intermediate etc. with Seven years of regular service or regular combined with continuous adhoc service rendered, if any, as Clerk/ Junior Office Assistant (IT)/ Junior Assistant combined. For the purpose of promotion, a combined seniority list of eligible incumbents of the posts of Clerk/ Junior Office Assistant (IT)/ Junior Assistant and restorer shall be drawn according to their regular dates of appointments in the feeder category posts without disturbing their inter-se- seniority. In the case of same date of regular date of appointments, the incumbent will be considered by rotation i.e. on one to one basis so placed from Clerks and Junior Office Assistants (IT): Provided that only those incumbents of restorer category who have qualified typing test as prescribed for clerks will be considered for promotion to the post of Senior Assistant: Note: 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 condition 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 the R& P Rules: i) 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
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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 persons 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 and 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 who have joined Armed Forces 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 Himachal Pradesh Technical Services) Rules, 1985 and having been given the benefit of seniority thereunder.

(ii) Similarly, in all cases of confirmation, continuous adhoc service rendered on the feeder post, if any, prior to the regular appointment against such post shall be taken into account towards length of service, if the adhoc appointment/promotion had been made after proper selection and in accordance with the provisions of the Recruitment & Promotion Rules:

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		Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered shall remain unchanged."
12	If a Departmental promotion Committee exists, what is its Composition.	Departmental Promotion Committee will Consist of:- 1. Secretary 2. Joint/ Deputy/ Assistant Secretary (Admn.) 3. One officer to be nominated by the Chairman.
13	Circumstances under which the Government is to be consulted in making recruitment.	As required under the rules.
14	Essential Requirement for direct recruitment	Not applicable
15	Selection for appointment to post by direct recruitment.	Not applicable.
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 Govt. of Himachal Pradesh from time to time, to the extent adopted by the Board.
17	Departmental Examination	Not Applicable
18.	Power to relax	Where the Board is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing relax any of the provision(s) of these rules with respect to any class or category of person(s) or post.

09/07/2024
Secretary

RECRUITMENT AND PROMOTION RULES FOR THE POST OF JUNIOR ASSISTANT IN THE HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION (AMENDED UPTO JULY,2024)

APPROVED/AMENDED :- In the Board Meetings 119th vide item No. 7(3) and column-3.in pursuance of Notification No.HB(1)Estt. GF-130(Vol-VII)/2023/1906-1920 dated 02.07.2024

- | | | |
|---|---|---|
| 1. Name of the post | : | Junior Assistant. |
| 2. Number of posts | : | 50% of the sanctioned posts of Clerks or as determined by the Board from time to time. |
| 3. Classification | : | Group-C (Non-Gazetted) Ministerial Services) |
| 4. Scale of Pay | : | "Level- 7 of the Pay Matrix ₹ 28,900-91,600 as per H.P. Civil Service (Revised Pay) Rules,2022" |
| 5. Whether selection post or Non-selection | : | Non-Selection. |
| 6. Age for direct recruitment | : | Not applicable. |
| 7. Minimum educational and other qualifications required for direct recruits. | : | Not applicable. |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | : | Not applicable. |
| 9. Period of Probation, if any | : | Not Applicable |
| 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. | : | 100% by placement |
| 11. In case of recruitment by promotion, deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made. | : | By placement from amongst the Clerks/Sr. Clerks/JOA(IT) with 5 years regular service or regular combined with continuous adhoc service, if any, in the grade. |

Note:(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 provision of R&P Rules:-

- (a) Provided that in all cases where a junior person becomes eligible for consideration by virtue of his total length of service 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 persons in the field of consideration.

Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of atleast three years or that prescribed in the recruitment and 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-serviceman recruited under the provisions of rules-3 of Demobilised Armed Forces Personnel (Reservation of Vacancies in Himachal State Non-Technical Services) Rules, 1972 and

having been given the benefit of seniority thereunder of recruited Ex-Servicemen(Reservation of Vacancies in Himachal Pradesh Technical Services) Rules, 1985 and having been given the benefit of seniority thereunder.

- (b) Similarly, in all cases of confirmation, adhoc service rendered in the feeder post, if any, prior to the regular appointment against such post shall be taken into account towards length of service, if the adhoc appointment/promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provision of R&P Rules:-

Provided that inter-se-seniority as a result of confirmation after taking into account adhoc service rendered shall remain unchanged.

12. If a Departmental Promotion Committee exists, what is its composition:- : Departmental Promotion Committee will consist of:-
1. Secretary
2. Joint/Deputy/Asstt. Secretary(Admn.)
3. One officer to be nominated by the Chairman.
13. Circumstances under which the Govt/Service Committee is to be consulted in making recruitment. : As required under the rules.
14. Essential Requirement for direct recruitment : Not applicable
15. Selection for appointment to post by direct recruitment. : Not applicable.
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 Govt. of Himachal Pradesh from time to time, to the extent adopted by the Board.
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17. Departmental Examination : Not Applicable

18. Power to relax : Where the Board is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing relax any of the provision(s) of these rules with respect to any class or category of persons or post.

 09/07/2024
Secretary

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF CLERK IN THE
HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION
(AMENDED UPTO JULY,2024).**

Approved/Amended:-Column-3 amended in pursuance of Notification No. HB(1)Estt. GF-130(Vol-VII)/2023/1906-1920 dated 02.07.2024

1.	Name of the Post	Clerk
2.	Number of Posts	100 (One Hundred)
3.	Classification	Group-C Non-Gazetted (Ministerial Services)
4.	Scale of Pay	(i) For regular employee(s) "Level-3 of the Pay Matrix ₹ 20,200-64,000/- as per H.P. Civil Service (Revised Pay) Rules,2022" (ii) <u>Emoluments for contract employee(s):</u> ₹12,120/- P.M. i.e. 60% (sixty percent) of the first cell of the applicable level of the Pay Matrix of the corresponding cadre of employees, appointed/working on regular basis.
5.	Whether Selection Post or non-selection	Non- Selection Post
6.	Age for direct recruitment	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/Board including those who have been appointed on adhoc or contract basis. Provided further that if a candidate appointed on adhoc basis or on contract basis had become overage on the date when he/she was appointed as such, he/she shall not be eligible for any relaxation in the prescribed age limit by virtue of his such ad-hoc or contract, appointments. Provided further that upper age limit is relaxable for schedule Castes/Schedules Tribes/Other categories of persons to the extent permissible under the General or Special orders of the H.P. Govt. Provided further that the employee of all the Public Sector Corporation and Autonomous Bodies who happened to be Govt. servants before absorption in Public Sector Corporation/Autonomous Bodies at the time of

		initial constitution of such Corporation/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 Corporation/Autonomous Bodies who were /are subsequently appointed by such Corporation/Autonomous Bodies and who are/were finally absorbed in the service of such Corporation/Autonomous Bodies after initial constitution of the Public Sector Corporation/Autonomous Bodies. Note: Age limit for the Direct Requirement will be reckoned on the 1st day of the year in which the posts are advertised for inviting applications or notified to the Employment Exchange, as the case may be.
7.	Minimum educational and other qualifications required for direct recruits. 	ESSENTIAL: (i) Should have passed 10+2 examination or its equivalent from a recognized Board/University. Provided that the minimum educational qualification in case of a persons to be appointed on compassionate ground should be "Plus Two Pass". Provided that the candidate must have passed matriculation and 10+2 from any school/Institution situated within Himachal Pradesh. Provided further that this condition shall not apply to Bonafide Himachalis. (ii) Should possess minimum speed of 30 words per minute in English Type test writing or 25 words per minute in Hindi Type test writing on computer. Provided that the selected candidates shall have to qualify the Type writing test prescribed by the Board within one year of his/her appointment with no extension, thus, if an appointee fails to qualify the Type writing test within a period of one year of his/her appointment, Board may consider

		his/her termination from the service. Provided that the selected candidates shall have to undergo one months Computer Training from NIC or such other organization as is decided by the Board and they shall have to pass the computer test within one year of his/her appointment as is prescribed by the Board. If an appointee fails to qualify the computer test within the stipulated period the Board may consider his/her termination from the service. Provided further that in case the person appointed on compassionate grounds fails to qualify the Type writing test within a period of one year of his appointment, he shall not be allowed annual increment and shall not be eligible to 1. Cross the efficiency bar next due/proficiency increment (PROP); 2. Confirmation in the service even after completion of probationary period; 3. Promotion to the next higher post, and 4. Placement in the senior scale. Provided further that the incumbent appointed on compassionate grounds shall be granted annual increment after one year service of the day on which he qualifies the Type writing test, which ever is later. <u>DESIRABLE :</u> (i) Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh. (ii) Basic knowledge of computer is required.
8.	Whether age and Educational qualifications prescribed for direct recruits will apply in the case of promotee(s).	Age: Not applicable. Qualification: Ten Plus Two Pass.
9.	Period of Probation if any	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.
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.	i) 70% by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be. ii) 20% by limited direct recruitment from amongst the regular Grade-D officials possessing 10+2 qualification from recognised Board/University through competitive examination to be conducted by the H.P. Rajya Chayan Aayog, Hamirpur or any recruiting agency determined by the Govt, having five years regular service OR regular service combined with continuous service rendered on daily wage or on contract basis failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be. iii) 10% 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, deputation /transfer, grades from which promotion/ deputation/transfer is to be made. 	i) 20 % by limited direct recruitment from amongst the regular Grade-D officials possessing 10+2 qualification from recognised Board/University through competitive examination to be conducted by the H.P. Rajya Chayan Aayog, Hamirpur or any recruiting agency determined by the Govt. and having five years regular service OR regular service combined with continuous service rendered on daily wages or on contract basis. The eligible Grade-D employees will also qualify the typing test with the minimum speed of 30 words per minute in English Typewriting OR 25 words per minute in Hindi Typewriting to be conducted by the H.P. Rajya Chayan Aayog, Hamirpur or any recruiting agency determined by the Govt. as is applicable in case of direct recruitment. ii) 10% by promotion from amongst the Grade-D officials who have passed 10+2 Examination or its equivalent from a recognize Board of School Education /Universities and possessing five years regular service or regular combined with continuous adhoc service rendered, if any, in the grade:-

		Provided further that all the Grade-D officials so promoted as clerks will qualify the typing test with a minimum 30 words per minute in English Typewriting OR 25 words per minute in Hindi Typewriting within the probation period which will be conducted by the Board and the incumbents will get three chances during the probation period, if the candidate fails to qualify the typing test within the prescribed period, their probation period will be extended. During this period the incumbents will get one more chance. If the candidate still fails to qualify the typing test in the extended period, he/she will be reverted from clerk to Grade-D Post. For the purpose of promotion a combined seniority of eligible Grade-D officials on the basis of their length of service in respective grade without disturbing their cadrewise inter-se-seniority. (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 length of service at prescribed in these Rules for promotion subject to the condition 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. (i) Provided that in all cases where junior persons become eligible for consideration by virtue of his total length of the 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/her 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 of that prescribed in the Recruitment &
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		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 persons(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-Service-men Recruited under the provisions of rules-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 there under or recruited under the provisions of rule-3 of Ex-Service-men (Reservation of vacancies in the Himachal Pradesh Technical Services) Rules,1985 and having been given the benefit of seniority there-under. (ii) Similarly, in all cases of confirmation, continuous/adhoc service rendered on the feeder post if any, prior to the regular appointment/promotion against such post shall be taken into account towards 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.	Departmental Promotion Committee will consist of: 1. Secretary. 2. Joint /Deputy/Assistant, Secretary (Admn.) 3. One Officer to be nominated by the Chairman.
13.	Circumstances under which the Govt./Service Committee is to be	As required under the rules.

	consulted in making recruitment.	
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 case of direct recruitment shall be made on the basis of viva-voce test but if HP Public Service Commission or other recruiting Authority, as the case may be, so considers necessary or expedient by a written test or practical test, the standard/ syllabus etc. of which, will be determined by recruiting authority as the case may be.
15-A	<u>Selection for appointment to the post by contract appointment.</u>	Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below:- (I) <u>CONCEPT:</u> (a) Under this policy Clerk in the Board will be engaged on contract basis initially for one year which may be extendable for two more years on year to year basis. Provided that for extension/ renewal of contract period on year to year basis, the concerned Controlling Officer shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his/her period of contract is to be renewed/extended. (b) The Secretary, HP Board of School Education after obtaining the approval of the Government to fill up the vacant post(s) on contract basis will place the requisition with the concerned recruiting agency as determined by the Govt. from time to time. The selection will be made in accordance with the eligibility conditions prescribed in these R&P Rules. (II) <u>CONTRACTUAL EMOLUMENTS:</u> The clerk appointed on contract basis will be paid consolidated fixed contractual amount @ 12,120 per month which shall be equal to the 60% of the first cell of the applicable level of Pay Matrix as per H.P. Civil Service (Revised Pay) Rules, 2022".

		(III) APPOINTING/ DISCIPLINARY AUTHORITY: As prescribed under Rule/ Regulation of HPBOSE. (IV) SELECTION PROCESS: The requisition to fill up the posts of Clerk will be sent to the recruiting agency as determined by the Board from time to time. The selection for appointment to the posts in the case of contract appointment will be made on the basis of viva-voce test or if considered necessary or expedient by a written test or practical test, the standard/syllabus etc. (V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS: As may be constituted by the concerned recruiting agency. (VI) AGREEMENT : After selection of candidate he/she shall sign an agreement as prescribed by Govt. and approved by the Board. (VII) Terms and Conditions: (a) The clerk appointed on contract basis will be paid consolidated fixed contractual amount @ 12,120 per month which shall be equal to the 60% of the first cell of the applicable level of Pay Matrix as per H.P. Civil Service (Revised Pay) Rules, 2022". (b) The service of the Contract Appointee will be purely and temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found good. (c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 day's medical leave and 5 day's 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 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
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	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 (d) 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. (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 Govt./Registered Medical Practitioner. Women candidate, pregnant beyond twelve weeks will stand temporarily unfit till the confinement over. The women candidate will be re-examined for the fitness from an authorized Medical Officer/ Registered Medical 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 Appointee.
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		(h) Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules & Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. They will be entitled for emoluments etc. as detailed in this Column .
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 Board is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of person(s) or post (s).

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09/07/2021

Secretary

**RECRUITMENT & PROMOTION RULES FOR THE POSTS OF JUNIOR
OFFICE ASSISTANT (IT), IN HP BOARD OF SCHOOL EDUCATION
(AMENDED UPTO JULY, 2024)**

APPROVED/AMENDED :- In the Board Meetings 105th, 116th, 119th vide item No. 24,14, 7(3) & 8(4) respectively and Column-3 in pursuance to Notification No. HB(1)Estt. GF-130(Vol-VII)/2023/1906-1920 dated 02.07.2024

1	Name of Post:	Junior Office Assistant (Information Technology)
2	Number of Posts :	150 (One Hundred Fifty)
3	Classification :	Group-C (Non-Gazetted) (Ministerial Services)
4	Scale of Pay :	(a) <u>Pay Scale for regular incumbent(s):</u> Level-4 of the pay matrix (₹20,600-65,500) as per H.P. Civil Service (Revised Pay) Rules, 2022. (b) <u>Emoluments for contract Employee(s):</u> 60% of the first cell of the level-4 of pay matrix (₹12,360/-) as per the H.P. Civil Services (Revised Pay) Rules, 2022.
5	Whether "Selection" post or "Non-Selection" Post :	Non Selection Post
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 adhoc or on contract basis: Provided further that if a candidate appointed on adhoc basis had become over-age on the date when he was appointed as such he/she 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 relaxable for Scheduled Castes/ Scheduled Tribes/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(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): Provided that the candidate must have passed matriculation and 10+2 from any school/Institution situated within Himachal Pradesh. Provided further that this condition shall not apply to Bonafide Himachalis. (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 Board from the institution decided by the Board. They shall have to complete the above training for which three chances will be afforded. If the incumbent(s) fails to qualify the same his/ her services shall be terminated. However, the incumbent(s) 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 TOA-IT 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."
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotees:	"Age : Not applicable Educational Qualification: Yes, as prescribed against Column No. 11."
9	Period of Probation, if any :	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.
10	Method(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post(s) to be filled in by various methods	"(i) 70% by direct recruitment on 'regular' or by recruitment on contract basis, as the case may be. ii) 20% by Limited Direct Recruitment from amongst the regular Class-IV officials possessing 10+2 qualification, through competitive examination to be conducted by the H.P. Rajya Chayan Aayog, Hamirpur (or as prescribed by Govt. of Himachal Pradesh from time to time), having five years regular service or regular combined with continuous service rendered on daily wages or on contract basis, failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be. iii) 10% 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/ deputation, transfer, grades from which promotion/ secondment/ transfer is to be made:	"i) 20% by limited direct recruitment from amongst the 'regular' Class-IV officials possessing 10+2 qualification through competitive examination to be conducted by the Himachal Pradesh H.P. Rajya Chayan Aayog, Hamirpur (or as determined by the Govt. from time to time), having five years regular

service or regular combined with continuous service rendered on daily wages or on contract basis. The eligible Class-IV officials will also qualify the typing test with the minimum speed of 25 words per minute in English Typewriting OR 20 words per minute in Hindi Typewriting on Computer to be conducted by the H.P. Rajya Chayan Aayog or as determined by the Govt. from time to time.

ii) 10% by promotion from amongst the Class-IV officials who have passed 10+2 examination from a recognized Board of School Education/ University and possess five years regular service or regular combined with continuous adhoc service rendered, if any, in the grade:

Provided that the Class-IV officials so promoted as JOA(IT) will have to qualify the typing test with a minimum speed of 30 words per minute in English Typewriting or 25 words per minute in Hindi Typewriting on computer within the probation period which will be conducted by the concerned Department and the incumbents will get three chances during the probation period. If the candidate fails to qualify the typing test within the prescribed period, his probation will be extended. During this period the incumbents will get one more chance. If the candidate still fails to qualify the typing test in the extended period, he will be reverted from JOA(IT) to Class-IV post.

For the purpose of promotion, a combined seniority of eligible Class-IV officials on the basis of length of service without disturbing their cadre-wise inter-se-seniority shall be maintained.

Provided that for filling up the posts of JOA(IT), the following 10 points recruitment roster shall be followed:-

Roster Point No.	Category
1 st , 2 nd , 3 rd , 4 th , 6 th , 7 th , & 8 th	Direct Recruit
5 th & 10 th	Limited direct recruit
9 th	Promotee

Note: The roster will be rotated after every 10 points till the prescribed percentage is achieved whereafter the point vacated will be filled up from the respective category to which the point belongs.

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 condition 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 Recruitment & Promotion Rules: i) Provided that in all cases where a junior person becomes eligible for consideration by virtue of his /her 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 the 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 incumbent(s) ineligible for consideration for promotion if the senior ineligible persons happened to be Ex-servicemen who have joined Armed Forces during the period of emergency and 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. ii) 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
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		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 shall remain unchanged."
12	If a Departmental Promotion Committee exists, what is its composition?	Departmental Promotion Committee will consist of. 1. Secretary 2. Joint/ Deputy/ Assistant Secretary (Admn.) 3. One Officer to be nominated by the Chairman
13	Circumstances under which the Govt./ Service committee is to be consulted in making recruitment:	As required under the rules.
14.	Essential requirement/ eligibility for a direct recruitment;	A candidate 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 having 70% syllabus relating to Computer Science/ Computer Application / Information Technology (IT)/ Information Technology Enabled Sectors (ITES) / Information Practices (IP) and practical test or skill test, the standard/ syllabus, etc. of which, will be determined by the Himachal Pradesh Public Service Commission /Himachal Pradesh Rajya Chayan Aayog, Hamirpur/ other recruiting agency/ authority, as the case may be".
15-A	Selection for appointment to the post by contract recruitment:	Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below:- (I) CONCEPT:- (a) Under this policy, the Junior Office Assistant (Information Technology) in Board will be engaged on contract basis initially for one year, which may be extendable on year to year basis: Provided that for extension/ renewal of contract period on year to year basis, the concerned controlling officer shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his/her period of contract is to be renewed/extended. (b) POST FALLS WITHIN THE PURVIEW OF HPPSC/ HPRCA :- The Board after obtaining the approval of the Government to fill up the vacant post(s) on contract basis will place the requisition with the concerned recruiting agency.

(c) The selection will be made in accordance with the eligibility conditions prescribed in these R&P Rules.

(II) CONTRACTUAL EMOLUMENTS:

The Junior Office Assistant (Information Technology) appointed on contract basis will be paid consolidated fixed contractual amount @₹12,360/- per month (which shall 60% of the first cell of the Level 4 of pay matrix)."

(III) APPOINTING/ DISCIPLINARY AUTHORITY:

As prescribed in the rules/regulations.

***(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) and practical test or skill test the standard/ syllabus, etc. of which, will be determined by the Himachal Pradesh Public Service Commission/ Himachal Pradesh Rajya Chayan Aayog, Hamirpur/ other recruiting agency/ authority, as the case may be".

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As may be constituted by the concerned recruiting agency.

(VI) AGREEMENT:

"After selection of a candidate, he/she shall sign an agreement as prescribed by the Govt. of H.P and adopted by the Board."

(VII) TERMS AND CONDITIONS:

(a) "The Junior Office Assistant (Information Technology) appointed on contract basis will be paid consolidated fixed contractual amount @₹12,360/- per month which shall be 60% of the first cell of the applicable level of pay matrix of the corresponding cadre."

(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 found 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:

c) The contract appointee will be entitled for one day casual leave after putting one month's service, 10 day's medical leave and 5 day's 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

(d) 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.

(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 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 candidate 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."; and (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 officials at the minimum of pay scale. (h) Provisions of service rules like FR, SR, Leave Rules, GPF Rules, Pension Rules & Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointee(s). 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 to the extent adopted by the Board.
17	Departmental Examination:	Not Applicable.
18	Power to Relax:	Where the Board is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing relax any of the provisions of these Rules with respect to any class or category of person(s) or post (s).


09/07/2024
SECRETARY

**APPENDIX-I
FOR GROUP-C POST**

WRITTEN TEST		
1.	{Percentage of marks obtained in written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.5 marks}.	85 marks
2.	Evaluation of candidate to be made in the following manner:- i) Weightage for the minimum educational qualification, prescribed in the Recruitment & Promotional Rules. =2.5 Marks {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)} ii) Belonging to notified Backward Area or Panchayat, as the case may be. =01 Mark iii) Land less family/ family having land less than 1 Hectare to be certified by the concerned Revenue Authority. = 01 Mark iv) Non-employment Certificate to the effect that none of the family members is in Government/ Semi-Government service. = 01 Mark v) Differently abled persons with more than 40% impairment/ disability/ infirmity. = 01 Mark vi) NSS (atleast one year)/ certificate holders in NCC/ The Bharat Scout and Guide/ Medal winner in National Level sports competitions. = 01 Mark vii) BPL family having annual income (from all sources) below 40,000/- or as prescribed by the Govt. from time to time. = 02 Marks viii) Widow/ divorced/destitute/single woman. = 01 Mark ix) Single daughter/ Orphan = 01 Mark x) Training of atleast 6 months duration related to the post applied for from a recognized University/ Institution. = 01 Mark 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	15 marks

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF
COMPUTER HARDWARE ENGINEER IN THE HIMACHAL PRADESH
BOARD OF SCHOOL EDUCATION DHARAMSHALA
(AMENDED UPTO JULY, 2024).**

ADOPTED/AMENDED: Adopted Recruitment and Promotional Rules of IGNOU in 109th Board's meeting vide item No. 32 and column-3 in pursuance of Notification No. HB(1)Estt. GF-130(Vol-VII)/2023/1906-1920 dated 02.07.2024

1.	Name of the Post	Computer Hardware Engineer
2.	Number of Post(s)	01 (One)
3.	Classification	Group-A (Non-Gazetted)
4.	Scale of Pay	i) Pay Scale for regular incumbent(s):- "Level-18 of the Pay Matrix (₹56,100-177,500) as per H.P. Civil Service (Revised Pay) Rules, 2022." (ii) Contractual Emoluments:- ₹33,660/- P.M. (i.e. 60% of the first cell of the applicable level of Pay Matrix of the corresponding cadre) as per H.P. Civil Service (Revised Pay) Rules, 2022.
5.	Whether Selection Post or non-selection	Selection post.
6.	Age for direct recruitment	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/Board including those who have been appointed on adhoc or contract basis: Provided further that if a candidate appointed on adhoc basis or 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 adhoc or contract appointment: Provided further that upper age-limit is relaxable for Scheduled Castes/Scheduled Tribes/Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government. Provided further that the employee of all the Public Sector Corporation and Autonomous Bodies who happened to be Government servants before absorption in Public Sector Corporation/Autonomous Bodies at the time of initial

		constitution of such Corporation/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 Corporation/Autonomous Bodies and who were/are 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 application or notified to the Employment Exchanges or as the case may be. 2) Age and experience in the case of direct recruitment, relaxable at the discretion of the Recruitment Agency as the case may be, in case the candidate is otherwise well qualified.
7.	Minimum educational and other qualifications required for direct recruit(s).	a) ESSENTIAL: (i) B.E./B.Tech. Degree in Electronics & Telecommunication/IT from a recognized University with at least 5 years experience in computer manufacturing / maintenance company of repute. (ii) Preference will be given to candidates with M. Tech. in Electronic Degree. b) 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 qualification(s) prescribed for direct recruit(s) will apply in the case of promotees.	Not applicable.
9.	Period of Probation, if any	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.
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.	100 % by Direct Recruitment on a regular basis or Contract basis as the case may be. 

11.	In case of recruitment by promotion, deputation transfer, grades from which promotion/deputation/ transfer is to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists, what is its composition.	The Departmental Promotion Committee will consist of:- 1. Chairman 2. Secretary 3. One officer to be nominated by the Chairman.
13.	Circumstances under which the Govt./Service Committee is to be consulted in making recruitment.	As required under the rules.
14	Essential requirement for a direct recruitment.	A candidate for appointment to any service or post must be a citizen of India.
15 A	Selection for appointment to the post by direct requirement on contract basis.	Notwithstanding anything contained in these Rules, contract appointments to the post will be made subject to the terms and conditions given below:- (I) CONCEPT: (a) Under this policy the Computer Hardware Engineer in the office of HP Board of School Education will be engaged on contract basis initially for one year which may be extendable on year to year basis. Provided that for extension/ renewal of contract period on year to year basis, the Secretary of HP Board of School Education shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his period of contract is to be renewed/extended. (b)The Secretary, HPBoSE after obtaining the approval of the Government to fill up the vacant post(s) on contract basis will place the requisition with the concerned recruiting agency as determined by the Board. (C)The selection will be made in accordance with the eligibility condition prescribed in these rules. (II) CONTRACTUAL EMOLUMENTS: The Computer Hardware Engineer appointed on contract basis will be paid consolidated fixed contractual amount

@₹33600/- per month (which shall 60% of the first cell of the Level 18 of pay matrix)."

(III) APPOINTING/DISCIPLINARY AUTHORITY

As prescribed in the rules/regulation of HPBoSE.

(IV) SELECTION PROCESS

The requisition will be sent to the concerned Recruiting Agency as decided by the Board.

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS

As may be constituted by the concerned recruiting agency.

(VI) AGREEMENT

After selection of candidate he/she shall sign an agreement as prescribed by the Govt. of H.P and adopted by the Board to these Rules.

(VII) Terms and Condition

- a) The contractual appointee will be paid fixed contractual amount ₹33,600/- per month (which shall 60% of the first cell of the Level 18 of pay matrix).
- b) The service of the Contract Appointee will be purely and 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 found 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 within 45 days of receiving this orders.
- c) The contract appointee will be entitled for one day casual leave after putting one month 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 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-imbursement and LTC etc. No leave of any other kind except above is admissible to the contract appointee. The 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 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 unauthorized 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 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 recruited on administrative grounds. f) Selected candidate will have to submit a certificate of his/her fitness from Government Hospital issued by the Chief Medical Officer or other competent authority. In case of Women candidate, pregnancy beyond 12 weeks will render her temporarily unfit till the confinement is over. The women candidate prior to her joining should be re-examined for the fitness from an authorized Medical Officer/other competent authority. 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 officials at the minimum of the pay scale. h) Provisions of service rules like FR, SR, Leave Rules, GPF Rules, Pension & Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. They will be entitled for emoluments etc. as detailed in this Column.
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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	As prescribed in Himachal Pradesh Departmental Examination Rules, 1997 as amended from time to time .
18.	Power to Relax	Where the Board is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons or post(s).


09/07/2024
SECRETARY

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF COMPUTER
PROGRAMMER IN THE HIMACHAL PRADESH BOARD OF SCHOOL
EDUCATION (AMENDED UPTO JULY, 2024)**

APPROVED/AMENDED :- Board Meetings 106th, 112th, 119th vide Item No. 24, 15, 7(3)&8(4) respectively and Column-3 in pursuance of Notification No. HB(1)Estt. GF-130(Vol-VII)/2023/1906-1920 dated 02.07.2024.

1.	Name of the Post	Computer Programmer
2.	Number of Posts	01 (One)
3.	Classification	Group-A (Non-Gazetted)
4.	Scale of Pay	(i) "Level 16 of the Pay Matrix ₹ 48700-154300 attached with time scale of the posts as per H.P. Civil Service (Revised Pay) Rules,2022" (ii) Emoluments for contract employee(s) ₹29,220/- P.M. "60% of the first cell of the applicable level of Pay Matrix of the corresponding cadre, as per H.P. Civil Service (Revised Pay) Rules,2022"
5.	Whether Selection Post or non-selection	Selection 
6.	Age for direct recruitment	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/Board including those who have been appointed on adhoc or contract basis: Provided further that if a candidate appointed on adhoc basis or 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 adhoc or contract appointment: Provided further that upper age-limit is relaxable for Scheduled Caste/Scheduled Tribes/Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government. Provided further that the employee of all the Public Sector Corporation and Autonomous Bodies who happened to be Government servants before absorption in Public Sector Corporation/Autonomous Bodies at the time of initial of such constitution of such Corporation/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 Corporation/Autonomous Bodies and who were/are 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 application or notified to the Employment Exchanges or as the case may be. 2) Age and experience in the case of direct recruitment, relaxable at the discretion of the Recruitment Agency as the case may be, in case the candidate is otherwise well qualified.	
7.	Minimum educational and other qualifications required for direct recruit(s).	a) <u>ESSENTIAL:</u> (i) MCA or B.E./B. Tech. Degree in information Technology/Computer Science Engineering from a recognized University or from an Institute duly recognized by the Central/H.P. Government. OR "B" LEVEL Course from DOEACC/NIELIT Society. (ii) At least 3-year experience as Programme Planning Officer or its equivalent post from Govt. /Semi Government Organization/Private Sector after acquiring Essential Qualification. b) <u>DESIRABLE QUALIFICATION:</u> 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 qualification(s) prescribed for direct recruit(s) will apply in the case of promotees.	Not applicable. 
9.	Period of Probation, if any	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.
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.	100 % by promotion failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be, failing both by secondment basis. The contract employees will get emoluments as given in Col. 15-A & will be governed by service conditions as specified in the said column.

11.	In case of recruitment by promotion, deputation transfer, grades from which promotion/deputation/ transfer is to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists, what is its composition?	The Departmental Promotion Committee will consist of:- 1. Chairman 2. Secretary One officer to be nominated by the Chairman.
13.	Circumstances under which the Government 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-A	Selection for appointment to the post by direct recruitment or contract basis.	Notwithstanding anything contained in these Rules, contract appointments to the post will be made subject to the terms and conditions given below:- (I) <u>CONCEPT:</u> (a) Under this policy the Computer Programmer in the office of HP Board of School Education will be engaged on contract basis initially for one year, which may be extendable on year to year basis. Provided that for extension/renewal of contract period on year to year basis, the Secretary, HPBOSE shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his period of contract is to be renewed/extended. (b) The candidate will be selected by advertising the vacant posts by the Recruitment Agency as decided by the Board. (c) The selection will be made in accordance with the eligibility condition prescribed in these rules. (II) <u>CONTRACTUAL EMOLUMENTS:</u> The Computer Programmer appointed on contract basis will be paid consolidated

		fixed contractual amount @ ₹29,220/- per month (which shall be 60% of the first cell of the level of pay matrix of the corresponding cadre) (III) <u>APPOINTING/DISCIPLINARY AUTHORITY</u> As prescribed in the rules. (IV) <u>SELECTION PROCESS</u> Selection for appointment to the post in the case of direct recruitment shall be made on the basis of merit of written examination and/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/Himachal Pradesh Rajya Chayan Aayog, Hamirpur /or other recruiting agency/authority, as the case may be. (V) <u>COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS</u> As may be constituted by the concerned recruiting agency. (VI) <u>AGREEMENT</u> After selection of candidate he/she shall sign an agreement as prescribed by the Govt. of H.P and adopted by the Board to these Rules. (VII) <u>TERMS AND CONDITION</u> - The Computer Programmer appointed on contact basis will be paid consolidated fixed contractual amount @ ₹29,220/- per month (which shall be 60% of the first cell of level of pay matrix of the corresponding cadre) - The service of the Contract Appointee will be purely and temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.
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		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 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 up to the calendar year and will not be carried forward for the next calendar year. d) 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 Medical Officer as per prevailing instructions of the Government. e) Selected candidate will have to submit a certificate of his/her fitness from Government/Registered Medical
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		Practitioner. Women candidate, pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Medical Officer/Registered Medical Practitioner. f) 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 counter-part officials at the minimum of the pay scale. g) Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension & Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. They will be entitled for emoluments etc. as detailed in this Column.
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	As prescribed in the HP Departmental Rules, 1997.
18.	Power to Relax	Where the Board is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons or post(s).

[Signature] 09/07/2024

Secretary

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF
LAW OFFICER IN THE HIMACHAL PRADESH BOARD OF
SCHOOL EDUCATION DHARAMSHALA
(AMENDED UPTO JULY, 2024)**

APPROVED/AMENDED :- In the Board Meetings 109th, 119th vide item No. 29, 7(3) respectively and Column-3 in pursuance of Notification No. HB(1)Estt. GF-130(Vol-VII)/2023/1906-1920 dated 02.07.2024

1.	Name of the Post	Law Officer
2.	Number of Post(s)	01 (One)
3.	Classification	Group-B (Non-Gazetted)
4.	Scale of Pay.	(i) "Level-13 of the Pay Matrix ₹ 46,000-1,46,500/- attached with time scale of the posts as per H.P. Civil Service (Revised Pay) Rules, 2022" (ii) Emoluments for contract employee(s) ₹ 27,600/- P.M. " 60% of the first cell of the applicable level Pay Matrix of the corresponding cadre, as per H.P. Civil Service (Revised Pay) Rules, 2022"
5.	Whether Selection post or Non-Selection post	Selection
6.	Age for direct recruitment	Between 18 and 45 years.

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government/board including those who have been appointed on adhoc or on contract basis.

Provided further that if a candidate appointed on adhoc or contract basis had become over-age on the date when 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 adhoc or contract appointment.

Provided further that upper age-limit is relaxable for Scheduled Castes / Scheduled Tribes/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 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, however, be admissible to such staff of the Public Sector Corporations/Autonomous Bodies who were /are subsequently appointed by such Corporations /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.

(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 application or notified to the Employment Exchanges, as the case may be.

7.	Minimum educational and other qualifications required for direct recruit(s).	<u>Essential Qualification(s)</u> (a) (i) A professional degree in Law from a recognized University or its equivalent. (ii) At least 5 years experience as an advocate. b) <u>Desirable Qualification(s)</u> 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 qualification(s) prescribed for direct recruit(s) will apply in the case of the promotee(s).	Age : Not applicable Educational : As prescribed against Qualification(s) Col.No.7 (i) above 
9.	Period of probation ,if any	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.
10.	Method(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of <u>post(s)</u> to be filled in by various methods.	(i) 100 % by promotion failing which by direct recruitment on a regular basis or by recruitment on contract basis as the case may be. The contract employee will get emoluments as given in Col. 15-A and will be governed by the service conditions as prescribed in the said Column.
11.	In case of recruitment by promotion, deputation, transfer	i) By promotion on the basis of suitability and merit, from amongst Senior Assistants with 5 years regular service or regular combined with continuous adhoc service rendered, if any in the

grade from which promotion /deputation / transfer is to be made.	grade, out of which 3 years experience of exclusively dealing with the legal matters or the departmental enquires after attaining the Educational Qualification as prescribed in Column No. 7 above. ii) Failing which by promotion on the basis of suitability and merit, from amongst Clerk/ Jr. Assistant with 10 years combined regular service or regular combined with continuous adhoc service rendered, if any, in the related grade, out of which 3 years experience of exclusively dealing with the legal matters or the departmental enquires after attaining the educational qualification as prescribed in coloum No-7 above. Provided that for the purpose of promotion a select list of all eligible officials shall be prepared wherein the incumbent(s) with higher pay scales shall be kept enbloc above the eligible person and thereafter the incumbent(s) next in the lower pay scales be placed below it and so on: Provided further that for the purpose of promotion a combined seniority list of all eligible officials of the feeder posts shall be prepared on the basis of their length of service in their respective grades without disturbing their inter-se-seniority in their respective cadars. (iii) The officials having higher qualification will be given preference. (1) In all cases of promotion, the continous adhoc service rendered in the feeder post of any, prior to the 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 condition 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/her 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
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		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/her 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 Service) Rules, 1985 and having been given the benefit of seniority thereunder. (ii) Similarly, in all cases of confirmation, adhoc service rendered on the feeder post, if any, prior to the regular appointment/ promotion against such post shall be taken into account towards length of service, if the adhoc appointment/promotion had been made after proper selection and in accordance with the provision of the recruitment and 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?	Departmental Promotion Committee will consist of: 1. Chairman 2. Secretary 3. One Officer to be nominated by the Chairman.
13.	Circumstances under which the Government/ Service Committee is to be consulted in making recruitment.	As required under the rules.
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 viva-voce test if the H.P. Public Selection 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 OR other recruiting Authority , as the case may be.
15-A	Selection for appointment to the post by contract appointment.	Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below: (I) CONCEPT: (a) Under this policy the Law Officer in HP Board of School Education will be engaged on contract basis initially for one year, which may be extendable on year to year basis: Provided that for extension/renewal of contract period on year to year basis the concerned Controlling Officer shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his period of contract is to be renewed/ extended. (b) The Secretary, HPBoSE after obtaining the approval of the Government/Service Committee to fill up the vacant posts on contract basis will place the requisition with the concerned recruiting Agency i.e. H.P. Public Service Commission or as prescribed by the Board. (c) The selection will be made in accordance with the eligibility conditions prescribed in these Rules. (II) CONTRACTUAL EMOLUMENTS The Law Officer appointed on contract basis will be paid consolidated fixed contractual amount@ ₹ 27,600/- P.M. "which shall be equal to the 60% of the first cell of the applicable level of pay matrix, as per H.P. Civil Service (Revised Pay) Rules, 2022".
<u>(III) APPOINTING /DISCIPLINARY AUTHORITY</u> As prescribed in the rules/regulations. <u>(IV) SELECTION PROCESS</u> Selection for appointment to the post in case of contract appointment will be made on the basis of Viva-voce test or if consider necessary or expedient by a written test or practical test the standard/syllabus etc. of which will be determined by the concerned recruiting authority. <u>(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENT .</u> As may be constituted by the concerned recruiting authority <u>(VI) (AGREEMENT)</u> After selection of a candidate, he/she shall sign an agreement as prescribed by the Govt from time to time and adopted by the Board.		

(VII) TERMS AND CONDITIONS

(a) The contractual appointee will be paid fixed contractual amount ₹ 27,600/- P.M. "which shall be equal to the 60% of the first cell of the applicable level of Pay Matrix, as per H.P. Civil Service (Revised Pay) Rules, 2022".

(b) The service of the contractual 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 180 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-imbursment 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 up to the calendar year and will not be carried forward for the next calendar year.

(d) 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 unauthorized 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 have 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. Woman candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The woman candidate will 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 FR SR, Leave Rules, GPF Rules, Pension Rules & Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. They will be entitled for emoluments etc. as detailed in this Column.

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	As prescribed in the Departmental Examination Rules, 1997 amended from time to time.
18	Powers to relax.	Where the Board is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing relax any of the provision(s) of these Rules with respect to any Class or Category of person(s) or post(s).

Handwritten signature and date: 09/07/2024

Secretary

**Recruitment and Promotion Rules for the post of Senior Scale
Stenographer in HP Board of School Education
(Amended Upto July,2024)**

Adopted/Amended:- Adopted vide Notification No. HB(1)Estt. GF-09/2023(Vol-XII) Partfile-1701-1710 dated 19.06.2024 & Column-3 in pursuance of Notification No. HB(1)Estt. GF-130(Vol-VII)/2023/1906-1920 dated 02.07.2024

1	Name of Post	Senior Scale Stenographer
2	Number of Posts	02 (Two)
3	Classification	Group-B (Non-Gazetted)
4	Scale of Pay	(i) For regular incumbent(s): Level 11 of the Pay Matrix attached with time scale of the post, as per H.P. Civil Services (Revised Pay) Rules, 2022. i.e. Level -11 of Pay Matrix ₹ 38,500-1,22,700 (ii) Emoluments for Contract Employee(s): ₹ 23,100 i.e. 60% of the first cell of Level 11 of the Pay Matrix ₹ 38,500-1,22,700, as per H.P. Civil Services (Revised Pay) Rules, 2022. 
5	Whether "Selection" post or "Non-Selection" Post	Non Selection
6	Age for direct recruitment	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 Board including those who have been appointed on adhoc or on contract basis: Provided further that if a candidate appointed on adhoc or 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 adhoc or contract appointment:

		Provided further that upper age limit is relaxable for Scheduled Castes/ Scheduled Tribes/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 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. Provided that a candidate must have passed Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh. Provided further that this condition shall not apply to Bonafide Himachalis. ii) Must possess 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		Speed in typing on Computer	
English	Hindi	English	Hindi
100 WPM	80 WPM	40 WPM	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. 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 the 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 qualifications prescribed for direct recruits will apply in the case of the promotees:	Age : Not applicable Educational Qualification: Not applicable. 
9	Period of Probation, if any :	(i) <u>Direct Recruitment</u> 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) <u>Promotion</u>: Not applicable
10	Method(s) of recruitment,	100 % by promotion failing which by direct recruitment on a regular basis or by

	whether by direct recruitment or by promotion, deputation, transfer and the percentage of post(s) to be filled in by various methods	recruitment on contract basis, as the case may be.
11.	In case of recruitment by promotion, deputation, transfer, grade(s) from which promotion/ deputation/ transfer is to be made: 	(a) In case post of Junior Scale Stenographer exists: - By promotion from amongst the Junior Scale Stenographer possessing 5 years' regular service or regular combined with continuous adhoc service rendered if any, in the grade. (b) In case post of Junior Scale Stenographer does not exist but the post of Steno Typist exists: - By promotion from amongst the Steno typists possessing seven years' regular service or regular combined with continuous adhoc service rendered, if any, in the grade. Note: 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 condition 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 and 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 persons in the field of consideration.

Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of atleast three years or that prescribed in the Recruitment and 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 Demobilised Armed Forces Personnel

		(Reservation of Vacancies in Himachal State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority thereunder of recruited Ex-Servicemen(Reservation of Vacancies in Himachal Pradesh Technical Services) Rules, 1985 and having been given the benefit of seniority thereunder. (ii) Similarly, in all cases of confirmation, adhoc service rendered in the feeder post, if any, prior to the regular appointment against such post shall be taken into account towards length of service if the adhoc appointment/promotion had been made after proper selection and in accordance with provision of the R&P Rules: Provided that inter-se-seniority as a result of confirmation after taking into account adhoc service shall remain unchanged.
12.	If a Departmental Promotion /confirmation Committee exists, what is its composition ?	Departmental Promotion Committee will consist of. 1. Secretary 2. Joint/Deputy/Assistant Secretary (Admn.) 3. One Officer to be nominated by the Chairman
13.	Circumstance under which the Govt. is to be consulted in making recruitment	As required under the rules.

14.	Essential requirement for a direct recruitment:	A candidate 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 and/or practical test or skill test or physical test, the standard/ syllabus etc. will be determined by the Himachal Pradesh Public Service Commission/Himachal Pradesh Rajya Chayan Aayog, Hamirpur or other recruiting agency/authority, as the case may be."
15-A.	Selection for appointment to the post by contract appointment: 	Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below:- (I) CONCEPT: a) Under this policy, the Senior Scale Stenographer will be engaged on contract basis initially for one year, which may be extendable on year to year basis: Provided that for extension/ renewal of contract period on year to year basis, the concerned Controlling Officer of the Board shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his/her period of contract is to be renewed/extended.

		b) The Secretary, HPBOSE after obtaining the approval of the competent Authority (Govt./Service Committee) to fill up the vacant post(s) on contract basis, will place the requisition with the concerned recruiting agency as determined by the Board. (c) The selection will be made in accordance with the eligibility conditions prescribed in these Rules. (II) CONTRACTUAL EMOLUMENTS: "The Senior Scale Stenographer appointed on contract basis will be paid consolidated fixed contractual amount @ ₹ 23,100/- P.M. (which shall be 60% of the First Cell of the applicable level of pay matrix of the corresponding cadre) (III) APPOINTING/DISCIPLINARY AUTHORITY: As prescribed in the Rules/Regulations of HPBoSE. (IV) SELECTION PROCESS: "Selection for appointment to the post in case of contract appointment shall be made on the basis of merit of written examination and / or practical test or skill test or physical test, the standard /syllabus etc. will be determined by the Himachal Pradesh Public Service Commission/ Himachal Pradesh Rajya Chayan Aayog, Hamirpur/ other recruiting agency/ authority, as the case may be." (V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:
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		As may be constituted by the concerned recruiting agency. (VI) AGREEMENT: After selection of a candidate, he/she shall sign an agreement as prescribed by the Govt. of H.P. from time to time. (VII) TERMS AND CONDITIONS: (a) "The Senior Scale Stenographer appointed on contract basis will be paid consolidated fixed contractual amount @ 23,100/-P.M (which shall be 60% of the first cell of the applicable level of pay matrix of the corresponding cadre" (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 of contract appointee is not satisfied with the termination order 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, with in a period of 45 days, from the date on which a copy of termination orders is deliver to him/her." (c) The contract appointee will be entitled for one-day casual leave after putting one-month 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
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	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-imbusement 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 up to the calendar year and will not be carried forward for the next calendar year. (d) 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 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.
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		(e) Selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in the case of Gazetted Govt. servant and by Govt. Medical Officer in the case of a non- Gazetted Govt. servant. In case of women candidates who are to be appointed against posts carrying hazardous nature of duty and in case they have to complete a period of training as a condition of service, such women candidate, who as a result of tests is found to be pregnant of 12 weeks standing or more shall be declared temporarily unfit and her appointment shall be held in abeyance untill the confinement is over. Such women 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  (f) 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 officials at the minimum of pay scale. (g) Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules & 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
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		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, to the extent as adopted by the Board.
17	Departmental Examination:	Not Applicable
18	Power to Relax:	Where the Board is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing relax any of the provision(s) of these Rules with respect to any class or category of person(s) or post (s).

Abhe 09/07/2024

Secretary

**Recruitment and Promotion Rules for the post of Junior Scale
Stenographer in HP Board of School Education
(Amended Upto July,2024)**

Approved/Amended:-Column-3 in pursuance of Notification No. HB(1)Estt. GF-130(Vol-VII)/2023/1906-1920 dated 02.07.2024

1	Name of Post:	Junior Scale Stenographer
2	Number of Posts :	02 (Two)
3	Classification :	Group -C (Non-Gazetted) (Ministerial Services)
4	Scale of Pay :	(i) <u>For Regular Employee(s)</u>: Level 7 of the Pay Matrix attached with time scale of the post, as per H.P. Civil Services (Revised Pay) Rules, 2022. i.e. Level -7 of Pay Matrix ₹ 28,900-91,600 (ii)Emoluments for Contract Employee(s): ₹ 17,340 i.e. 60% of the first cell of Level 7 of the Pay Matrix ₹ 28,900-91,600 as per H.P. Civil Services (Revised pay) Rules, 2022.
5	Whether "Selection" post or "Non-Selection" Post :	Non Selection
6	Age for direct recruitment ;	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 Govt/Board including those who have been appointed on adhoc or on contract basis: Provided further that if a candidate appointed on adhoc or on contract basis had become over-age on the date when 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 adhoc or contract appointment: Provided further that upper age limit is relaxable for Scheduled Castes/ Scheduled Tribes/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. 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) 10+2 examination or its equivalent from a recognized Board /University. ii) Should possess following speed in short hand and typing on computer in both languages i.e English and Hindi at the time of initial recruitment. <table><tr><td colspan="2">Speed in shorthand</td><td colspan="2">Speed in typing on computer</td></tr><tr><td>English</td><td>Hindi</td><td>English</td><td>Hindi</td></tr><tr><td>80 WPM</td><td>70 WPM</td><td>40 WPM</td><td>30 WPM</td></tr></table> Provided that at the time of initial recruitment the candidate shall have to pass	Speed in shorthand		Speed in typing on computer		English	Hindi	English	Hindi	80 WPM	70 WPM	40 WPM	30 WPM
Speed in shorthand		Speed in typing on computer												
English	Hindi	English	Hindi											
80 WPM	70 WPM	40 WPM	30 WPM											

		shorthand test in either of the language i.e. 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 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 the qualifying the prescribed test. iii) Should have the knowledge of word processing in computer as prescribed by the recruiting authority. A candidate shall be eligible for appointment, if he/she has passed Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh. (Provided this condition shall not apply to Bonafide Himachalis. 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	Age : Not applicable Educational : As prescribed in Column-7(a) above. Qualification

	qualifications prescribed for direct recruit(s) will apply in the case of the promotee(s):	
9	Period of Probation, if any :	(i) <u>Direct Recruitment:</u> (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) <u>Promotion:</u> Not applicable
10	Method(s) of recruitment, whether by direct recruitment or by promotion, deputation, 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, deputation, transfer, grades from which promotion/ deputation/ transfer is to be made:	By promotion from amongst the Steno typists possessing education qualification as prescribed for direct recruitment against Col.7(a) above with five years' regular service or regular combined with continuous adhoc service rendered, if any, in the grade. Note: (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 condition 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:- (a) 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 persons in the field of consideration. Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of atleast three years or that prescribed in the recruitment and 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. <u>EXPLANATION:-</u> 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 Demobilised Armed Forces Personnel (Reservation of Vacancies in Himachal State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority thereunder of recruited Ex-Servicemen(Reservation of Vacancies in Himachal Pradesh Technical Services) Rules, 1985 and having been given the benefit of seniority thereunder. (b) Similarly, in all cases of confirmation, adhoc service rendered in the feeder post, if any, prior to the regular appointment against such post shall be taken into account towards length of service if the adhoc appointment/promotion had been made
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		after proper selection and in accordance with the provisions of the R&P Rules. Provided that inter-se-seniority as a result of confirmation after taking into account adhoc service shall remain unchanged.
12	If a Departmental Promotion Committee exists, what is its composition ?	Departmental Promotion Committee will consist of. 1. Secretary 2. Joint/Deputy/Assistant Secretary (Admn.) 3. One Officer to be nominated by the Chairman
13	Circumstances under which the Govt/Service Committee is to be consulted in making recruitment:	As required under the rules.
14	Essential requirement /eligibility for a direct recruitment.	A candidate 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 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 Himachal Pradesh Public Service Commission/ other recruiting agency/authority, as the case may be.
15 A	Selection for appointment to the post by contract recruitment:	Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below:- (I) CONCEPT: (a) Under this policy, the Junior Scale Stenographer will be engaged on contract

	basis initially for one year, which may be extendable on year to year basis: Provided that for extension/ renewal of contract period on year to year basis, the concerned Controlling Officer of the Board shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his/her period of contract is to be renewed/extended. (b) The Secretary, HPBoSE after obtaining the approval of the Government/Service Committee to fill up the vacant post(s) on contract basis will place the requisition to the concerned recruiting agency as may be determined by the Board. (c) The selection will be made in accordance with the eligibility conditions prescribed in these R&P Rules. (II) CONTRACTUAL EMOLUMENTS: The Junior Scale Stenographer appointed on contract basis will be paid consolidated fixed contractual amount @ 17,340/-P.M. i.e. 60% of the first cell of Level 7 of the Pay Matrix ₹ 28,900-91,600 as per H.P. Civil Services (Revised pay) Rules, 2022. (III) APPOINTING/ DISCIPLINARY AUTHORITY: As determined in the rules/regulation of HPBoSE.. (IV) SELECTION PROCESS: "Selection for appointment to the post in case of contract appointment recruitment shall be made on the basis of merit of written examination and / or practical test or skill test or physical test, the standard /syllabus etc. will be determined by the Himachal Pradesh Public Service Commission/ Himachal Pradesh Rajya Chayan Aayog, Hamirpur/ other recruiting agency/ authority, as the case may be." (V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS: As may be constituted by the concerned recruiting agency.
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(VI) AGREEMENT:

After selection of a candidate, he/she shall sign an agreement as prescribed by the Govt. of H.P. from time to time.

(VII) TERMS AND CONDITIONS:

(a) The contractual appointee will be paid fixed contractual amount @ 17340/-per month which shall be equal to the 60% of the first cell of Level 7 of the Pay Matrix ₹ 28,900-91,600 as per H.P. Civil Services Revised pay) Rules, 2022 and no other allied benefits such as senior/ selection scales etc. will be given.

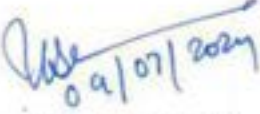
(b) The service of the Contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory. In case of contract appointee is not satisfied with the termination order issued by the Appointing Authority, he/she may prefer an appeal before the Appellate Authority who shall be higher in rank to the Appointing Authority, with in a period of 45 days, from the date on which a copy of termination orders is deliver to him/her.

(c) The contract appointee will be entitled for one day casual leave after putting one month 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 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-



		imbursement 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 up to the calendar year and will not be carried forward for the next calendar year. (d) 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. (e) 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 will be re-examined for fitness from an authorized Medical Officer/ Practitioner. (f) 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 officials at the minimum of pay scale. (g) Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules & Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. They will be
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		entitled for emoluments etc. as detailed in this Column.
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, to the extent as adopted by the Board.
17	Departmental Examination:	Not Applicable
18	Power to Relax:	Where the Board is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing, relax any of the provision(s) of these rules with respect to any class or category of person(s) or post (s).


09/07/2024
Secretary

**RECRUITMENT & PROMOTION RULES FOR THE POSTS OF STENO TYPIST
IN HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION
(AMENDED UPTO JULY,2024)**

APPROVED/AMENDED :-In the Board Meetings 112th item No.14 & 15 and column-3 in pursuance of Notification No. HB(1)Estt. GF-130(Vol-VII)/2023/1906-1920 dated 02.07.2024

1	Name of Post:	Steno Typist
2	Number of Posts :	03 (Three)
3	Classification :	Group-C (Non-Gazetted) (Ministerial Services)
4	Scale of Pay :	(i) Pay Scale for regular incumbent(s): Level 05 of the Pay Matrix attached with time scale of the post, as per H.P. Civil Services (Revised pay) Rules, 2022. i.e. Level -05 of Pay Matrix ₹ 21,300-67,800 (ii) Emoluments for Contract Employee(s): 12,780 i.e. 60% of the first cell of the applicable level of Pay Matrix of the corresponding cadre, as per H.P. Civil Services (Revised pay) Rules, 2022.
5	Whether "Selection" post or "Non-Selection" Post :	Non Selection Post
6	Age for direct recruitment :	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 adhoc or on contract basis: Provided further that if a candidate appointed on adhoc basis had become over-age 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 relaxable for Scheduled Castes/ Scheduled Tribes/Other Backward Classes and 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: (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, as the case may be.												
7	Minimum Educational and other qualifications required for direct recruit(s): 	a) ESSENTIAL QUALIFICATION: i) 10+2 examination or its equivalent from a recognized Board /University.. ii) Should possess following speed in short hand and type writing in both languages i.e English and Hindi at the time of initial appointment. <table><thead><tr><th colspan="2">Speed in shorthand</th><th colspan="2">Speed in typing on computer</th></tr><tr><th>English</th><th>Hindi</th><th>English</th><th>Hindi</th></tr></thead><tbody><tr><td>60 WPM</td><td>60 WPM</td><td>25 WPM</td><td>25 WPM</td></tr></tbody></table> iii) Should have the knowledge of word processing in computer as prescribed by the recruiting authority. Provided that a candidate shall be eligible for appointment, if he/she has passed Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachalis. 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.	Speed in shorthand		Speed in typing on computer		English	Hindi	English	Hindi	60 WPM	60 WPM	25 WPM	25 WPM
Speed in shorthand		Speed in typing on computer												
English	Hindi	English	Hindi											
60 WPM	60 WPM	25 WPM	25 WPM											
8	Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promotee(s):	Not applicable												

9	Period of Probation, if any :	(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.
10	Method(s) of recruitment, whether by direct recruitment or by promotion/deputation/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/deputation/transfer/grade from which promotion/deputation/transfer is to be made:	Not applicable.
12	If a Departmental Promotion Committee exists, what is its composition ?	Departmental Promotion Committee will consist of. 1. Secretary 2. Joint/Deputy/Asstt. Secretary (Admn.) 3. One Officer to be nominated by the Chairman
13	Circumstances under which the Govt/Service Committee is to be consulted in making recruitment:	As required under the rule.
14	Essential requirement for a direct recruitment:	A candidate must be 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 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 Himachal Pradesh Public Service Commission/other recruiting agency/authority, as the case may be.
15 A	Selection for appointment to the post by contract recruitment:	Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below: - (I) CONCEPT:

	(a) Under this policy, the Steno Typist in the Board will be engaged on contract basis initially for one year, which may be extendable on year to year basis: Provided that for extension/ renewal of contract period on year to year basis, the concerned controlling officer shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his/her period of contract is to be renewed/extended. (b) The Secretary after obtaining the approval of the Government to fill up the vacant post(s) on contract basis will place the requisition with the concerned recruiting agency as determined by the Board. (c) The selection will be made in accordance with the eligibility conditions prescribed in these R&P Rules. (II) CONTRACTUAL EMOLUMENTS: The Steno Typist appointed on contract basis will be paid consolidated fixed contractual amount @ 12780/- per month which shall be equal to the 60% of the first cell of the applicable level of pay matrix, as per H.P. Civil Services (Revised pay) Rules, 2022. (III) APPOINTING/DISCIPLINARY AUTHORITY: As prescribed in the Rules/Regulation of HP BoSE. (IV) SELECTION PROCESS: Selection for appointment to the post in case of contract 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 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 Public Service Commission/Himachal Pradesh Rajya Chyan Aayog, Hamirpur/other recruitment agency/authority, as the case may be. (V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS: As may be constituted by the concerned recruiting agency from time to time.
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	(VI) AGREEMENT: After selection of a candidate, he/she shall sign an agreement as prescribed by the Govt. time to time and adopted by the Board. (VII) TERMS AND CONDITIONS: (a) The contractual appointee will be paid contractual amount @ 12,780/- per month which shall be equal to the 60% of the first cell of the applicable level of pay matrix, as per H.P. Civil Services (Revised pay) Rules, 2022. (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 casual leave after putting one month 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 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-imbursement 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 up to the calendar year and will not be carried forward for the next calendar year. (d) 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 unauthorized 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
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		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 will 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 officials at the minimum of pay scale. (h) Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules & Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. They will be entitled for emoluments etc. as detailed in this Column
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 to the extent adopted by the Board.
17	Departmental Examination:	Not Applicable
18	Power to Relax:	Where the Board is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing relax any of the provisions of these Rules with respect to any class or category of person(s) or post (s).

[Signature]
9/5/2017

Secretary

**APPENDIX-I
FOR GROUP-C POST**

WRITTEN TEST		
1.	{Percentage of marks obtained in written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.5 marks}.	85 marks
2.	Evaluation of candidate to be made in the following manner:- i) Weightage for the minimum educational qualification, prescribed in the Recruitment & Promotional Rules. =2.5 Marks {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)} ii) Belonging to notified Backward Area or Panchayat, as the case may be. =01 Mark iii) Land less family/ family having land less than 1 Hectare to be certified by the concerned Revenue Authority. = 01 Mark iv) Non-employment Certificate to the effect that none of the family members is in Government/ Semi-Government service. = 01 Mark v) Differently abled persons with more than 40% impairment/ disability/ infirmity. = 01 Mark vi) NSS (atleast one year)/ certificate holders in NCC/ The Bharat Scout and Guide/ Medal winner in National Level sports competitions. = 01 Mark vii) BPL family having annual income (from all sources) below 40,000/- or as prescribed by the Govt. from time to time. = 02 Marks viii) Widow/ divorced/destitute/single woman. = 01 Mark ix) Single daughter/ Orphan = 01 Mark x) Training of atleast 6 months duration related to the post applied for from a recognized University/ Institution. = 01 Mark 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	15 marks

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF
DRIVER IN THE H.P BOARD OF SCHOOL EDUCATION
DHARAMSHALA (AMENDED UPTO JULY,2024)**

APPROVED/AMENDED :- In the Board Meetings 109th, 112th, 119th vide item No. 31, 14&15, 7(3) respectively and column-3 in pursuance of Notification No. HB(1)Estt. GF-130(Vol-VII)/2023/1906-1920 dated 02.07.2024

1.	Name of the Post	Driver
2.	Number of Post(s)	05 (Five)
3.	Classification	Group-C
4	Scale of Pay.	<u>(a) Pay Scale for regular incumbent(s):</u> Level-5 of the Pay Matrix (₹21,300-67,800) as per H.P Civil Service (Revised Pay) Rules, 2022. <u>(b) Emoluments for contract employee(s):</u> 60% of the first cell of Level 5 of Pay Matrix (₹12,780/-) as per H.P. Civil Service (Revised Pay) Rules, 2022.
5.	Whether Selection post or Non-Selection post	Non -Selection post.
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 adhoc or on contract basis; Provided further that if a candidate appointed on adhoc 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 relaxable for Scheduled Castes / Scheduled Tribes/ 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 Servants 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 Corporations/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. (i) 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. (ii) Age and experience in the case of direct recruitment are relaxable at the discretion of the Recruiting Authority in case the candidate is otherwise well qualified.
7.	Minimum educational and other qualifications required for direct recruitment; 	<u>a) Essential Qualification(s)</u> i) Should be a Matriculate or its equivalent from recognized Board of School Education/Institution. ii) Must possess valid driving licence for the plying of heavy/light vehicles in Hilly terrain. Provided that the candidate must have passed Matriculation from any School/Institution situated within Himachal Pradesh: Provided this condition shall not apply to Bonafide Himachalis. <u>b) Desirable Qualification(s)</u> 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 recruits will apply in the case of the promotes;	Age : Not applicable Educational Qualification : Yes, as prescribed against Col.No.7 above.
9.	Period of probation ,if any;	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.
10.	Method of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the	i) 80% by direct recruitment on a regular basis or by recruitment on Contract basis as the case may be. The contract employees will get emoluments as given in Col. 15-A & will be

	percentage of posts to be filled in by various methods;	governed by the service conditions as specified in the said column. ii) 20% by promotion failing which by direct recruitment on a regular basis or by recruitment on Contract basis as the case may be. The contract employees will get emoluments as given in Col. 15-A & will be governed by the service conditions as specified in the said column.
11.	In case of recruitment by promotion, deputation, transfer, grade from which promotion /deputation /transfer is to be made;	By promotion from amongst the Cleaner-cum-Conductor/Helper having five years regular service or regular combined with continuous adhoc service rendered, if any, in the grade. For the purpose of promotion a combined seniority of Cleaner-cum-Conductors/Helpers based on the length of service without disturbing their inter-se-seniority shall be prepared. (1) In all cases of Promotion, the continuous adhoc service rendered in 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: i) 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 atleast 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. <u>EXPLANATION:-</u> 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 Services 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 Himachal Pradesh Technical Services) Rules, 1985 and having been given the benefit of seniority thereunder. (ii) 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 length of service, if the adhoc appointment/promotion had been made after proper selection and in accordance with the provision of the recruitment and 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;	Departmental Promotion Committee will consist of : 1. Secretary 2. Joint/Deputy / Assistant Secretary(Admin.) 3. One Officer to be nominated by the Chairman.
13.	Circumstances under which the Govt. is to be consulted in making recruitment;	As required under the rule.
14.	Essential requirement/eligibility for a direct recruitment;	A candidate must be citizen of India.
15	Selection for appointment to post by direct recruitment;	Selection for appointment to the post in 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 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 Himachal Pradesh Public Service Commission/ other recruiting agency/authority, as the case may be.
15-A	Selection for appointment to the post by contract recruitment.	Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below: (I) <u>CONCEPT:</u> (a) Under this policy the Driver in H.P Board of School Education, Dharamshala will be engaged on contract basis initially for one year, which may be extendable on year to year basis: Provided that for extension/renewal of contract period on year to year basis the concerned controlling officer shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his period of contract is to be renewed /extended. (b) The Secretary, of HPBoSE after obtaining the approval of the Government to fill up the posts on contract basis will advertise the details of the vacant posts in at least two leading news papers and invite applications from candidates having the prescribed qualification and fulfilling the other eligibility conditions as prescribed in these Rules. (c) The selection will be made in accordance with the eligibility conditions prescribed in these Rules. (II) <u>CONTRACTUAL EMOLUMENTS</u> The Driver appointed on contract basis will be paid consolidated fixed contractual amount @₹12780/- per month (which shall 60% of the first cell of the Level 5 of pay matrix). (III) <u>APPOINTING/ DISCIPLINARY AUTHORITY</u> As prescribed in the rules/regulation of HPBoSE . (IV) <u>SELECTION PROCESS</u> Selection for appointment to the post in case of Contract 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 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 Public Service Commission/ Himachal Pradesh Staff Selection Commission Hamirpur/ other recruiting agency/authority, as the case may be.

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENT.

As may be constituted by the concerned recruiting authority.

(VI) (AGREEMENT)

After selection of a candidate, he/she shall sign an agreement as prescribed by the Govt. of H.P and adopted by the Board to these Rules.

(VII) TERMS AND CONDITIONS

(a) The contractual appointee will be paid fixed contractual amount @ Rs. 12780/- per month (which shall be 60% of the first cell of the applicable level of pay matrix of corresponding cadre.

(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 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 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.

(d) Unauthorized absence from the duty without the approval of the controlling officer shall automatically lead to the termination of the

		contract. Contract Appointee shall not be entitled for contractual amount for the period of absence from duty. (e) An official appointed on contract basis who have completed five 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. Woman candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The woman candidate will be re-examined for the 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 counter part official at the minimum of pay scale. (h) Provisions of service rules like FR, SR, Leave Rules, GPF Rules, Pension Rules & Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. They will be entitled for emoluments etc. as detailed in this Column.
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	Powers to relax;	Where the Board is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing, relax any of the provision(s) of these Rules with respect to any Class or Category of person(s) or post(s).

[Signature]
09/07/2024

Secretary

**APPENDIX-I
FOR GROUP-C POST**

	WRITTEN TEST	
1.	{Percentage of marks obtained in written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.5 marks}.	85 marks
2.	Evaluation of candidate to be made in the following manner:- i) Weightage for the minimum educational qualification, prescribed in the Recruitment & Promotional Rules. =2.5 Marks {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)} ii) Belonging to notified Backward Area or Panchayat, as the case may be. =01 Mark iii) Land less family/ family having land less than 1 Hectare to be certified by the concerned Revenue Authority. = 01 Mark iv) Non-employment Certificate to the effect that none of the family members is in Government/ Semi-Government service. = 01 Mark v) Differently abled persons with more than 40% impairment/ disability/ infirmity. = 01 Mark vi) NSS (atleast one year)/ certificate holders in NCC/ The Bharat Scout and Guide/ Medal winner in National Level sports competitions. = 01 Mark vii) BPL family having annual income (from all sources) below ₹ 40,000/- or as prescribed by the Govt. from time to time. = 02 Marks viii) Widow/ divorced/destitute/single woman. = 01 Mark ix) Single daughter/ Orphan = 01 Mark x) Training of atleast 6 months duration related to the post applied for from a recognized University/ Institution. = 01 Mark 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	15 marks

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF BINDER IN
THE H.P. BOARD OF SCHOOL EDUCATION DHARAMSHALA
(AMENDED UPTO JULY,2024)**

APPROVED/AMENDED :- In Board Meetings 109th, 119th, vide item No. 30, 14& 15, 7(3) & 8(4) respectively and Column-3 in pursuance of Notification No. HB(1)Estt. GF-130(Vol-VII)/2023/1906-1920 dated 02.07.2024

1.	Name of the Post	Binder
2.	Number of Post(s)	01 (One)
3.	Classification	Group-C (Non Gazetted)
4.	Scale of Pay	(i) "Level-6 of the Pay Matrix ₹ 25,600-81,200/- attached with time scale of the posts as per H.P. Civil Service (Revised Pay) Rules,2022" (ii) Emoluments for contract employee(s) of ₹ 15360/- P.M. " 60% of the first cell of the applicable level of Pay Matrix of the corresponding cadre, as per H.P. Civil Service (Revised Pay) Rules,2022".
5.	Whether Selection post or Non-Selection post	Non -Selection 
6.	Age for direct recruitment	18 to 45 years.

Provided that, that 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 over-age on the date when 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 adhoc or contract appointment.

Provided further that upper age-limit is relaxable for Scheduled Castes/ Scheduled Tribes/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 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, however, be admissible to such staff of the Public Sector Corporations/Autonomous Bodies who were /are subsequently appointed by such corporations /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.

(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 application or notified to the Employment Exchanges or as the case may be.

7.	Minimum educational and other qualifications required for direct recruit(s).	Essential Qualification(s) i) 10+2 or its equivalent from a recognized Board of School Education/University ii) Two years National Trade /Apprenticeship Certificate in the Trade of Binding duly recognized by the Central / State Government. Or (iii) Five years experience in Binding Section of a Government / Semi Government /an ISO certified Private Printing Press. Provided that a candidate shall be eligible for appointment, if he/she has passed Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachalis. Desirable Qualification(s) 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 qualification(s) prescribed for direct recruit(s) will apply in the case of the promotee(s).	Age : Not applicable Educational Qualification : Not Applicable 
9.	Period of probation, if any	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.
10.	Method(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post(s) to be filled in by various methods.	(i) 100 % by promotion failing which by direct recruitment on regular basis or by recruitment on contract basis as the case may be. The contract employee will get emoluments as given in Col. 15-A and will be governed by the service conditions as prescribed in the said Column .
11.	In case of recruitment by promotion, deputation, transfer grade from which promotion /deputation / transfer is to be made.	By promotion from amongst the Press Duftry who possess 5 year's regular service or regular combined with continuous adhoc service , if any in the grade. (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 condition that the adhoc appointment /promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provision of R&P Rules . provided that in all cases where a junior person becomes eligible for consideration by virtue of his

		/her total length of service (including the service rendered on adhoc basis, followed by regular service/appointment) in the feeder post in view of the provision 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 on consideration; Provided further that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least three years or that prescribed in the R&P 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/her shall also be deemed to be ineligible for consideration for such promotion. EXPLANATION : The last proviso shall not render the junior incumbent(s) ineligible for consideration for promotion if the senior ineligible person(s) happened to be Ex-servicemen recruited under the provisions of Rule 3 of the Demobilized Armed Forces Personnel (Reservation of vacancies in Himachal State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority there under or recruited under the provisions of Rule 3 of The 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 services rendered on the feeder post, if any, prior to the regular appointment against such post 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 provisions of the R&P 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?	Departmental Promotion Committee will consist of : 1.Secretary. 2.Joint /Deputy/Asstt.Secretary(Admn) 3.One officer to be nominated by the Chairman
13.	Circumstances under which the Govt/Secrvice Committee is to be consulted in making recruitment.	As required under the rules.
14.	Essential requirement for a direct recruitment.	A candidate must be citizen of India.

15	Selection for appointment to 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 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 Himachal Pradesh Public Service Commission/ other recruiting agency/authority, as the case may be.
15-A	Selection for appointment to the post by contract recruitment.	Notwithstanding anything contained in these rules ,contract appointments to the post will be made subject to the terms and conditions given below;
(I) CONCEPT (a) Under this policy, the Binder in the H.P. Board of School Education will be engaged on contract basis initially for one year, which may be extendable, on year to year basis. Provided that for extension/renewal of contract period on year to year basis the concerned Controlling Officer shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his period of contract is to be renewed/extended. (b) The Secretary H.P. Board of School Education, after obtaining the approval of the Govt/Service Committee to fill up the vacant post on contract basis, will place the requisition to the concerned recruiting agency as determined by the Board. (c) The selection will be made in accordance with the eligibility conditions prescribed in these Rules. (II) CONTRACTUAL EMOLUMENTS: The Binder appointed on contract basis will be paid consolidated fixed contractual amount @ ₹15360/- per month (which shall be 60% of the first cell of the level of Pay Matrix of the corresponding cadre) (III) APPOINTING /DISCIPLINARY AUTHORITY As prescribed in the Rules/Regulation of HPBoSE. (IV) SELECTION PROCESS Selection for appointment to the post in case of contract recruitment shall be made on the basis of merit of written examination, 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 Public Service Commission/Himachal Pradesh Rajya Chayan Aayog, Hamirpur/other recruitment agency/authority, as the case may be. (V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENT . As may be constituted by the concerned recruiting agency (VI) (AGREEMENT) After selection of a candidate, he /She shall sign an agreement prescribed by the Govt. from time to time and approved by the Board. (VII) TERMS AND CONDITION (a) The Binder appointed on contract basis will be paid consolidated fixed contractual amount @ ₹15360/- per month (which shall be 60% of the first cell of the level of Pay Matrix of the corresponding cadre) (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 180 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-imbursement 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 up to the calendar year and will not be carried forward for the next calendar year.

(d) Unauthorized absence from the duty without the approval of the Controlling officer shall automatically, lead to the termination of the contract. Contract Appointee shall not be entitled for contractual amount for period of absence from duty.

(e) An official appointed on contract basis who have 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 medical certificate of his/her fitness from a Government Hospital issued by the Chief Medical Officer or other competent authority. In case of woman candidate, pregnancy beyond 12 weeks will be temporarily unfit till the Confinement is over. The women candidate will be re-examined for the fitness by an authorized Medical Officer/ other competent authority.

(g) Contract appointee will be entitled to TA/DA if required to go on tour in connection with his official duties at the same rate as applicable to regular counterpart officials at the minimum of pay scale.

(h) Provision of service rules like FR, SR, leave Rules, GPF Rules, Pension rules & Conduct rules etc. as are applicable in case of regular employees, will not be applicable in case of contract appointees. They will be entitled for emoluments etc. as detailed in this Column.

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 Himachal Pradesh Government from time to time.
17	Departmental Examination	Not applicable.
18	Powers to relax.	Where the Board is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing relax any of the provision(s) of these Rules with respect to any Class or Category of person(s) or post(s).


09/07/2024

Secretary

**APPENDIX-I
FOR GROUP-C POST**

	WRITTEN TEST	
1.	{Percentage of marks obtained in written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.5 marks}.	85 marks
2.	Evaluation of candidate to be made in the following manner:- i) Weightage for the minimum educational qualification, prescribed in the Recruitment & Promotional Rules. =2.5 Marks {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)} ii) Belonging to notified Backward Area or Panchayat, as the case may be. =01 Mark iii) Land less family/ family having land less than 1 Hectare to be certified by the concerned Revenue Authority. = 01 Mark iv) Non-employment Certificate to the effect that none of the family members is in Government/ Semi-Government service. = 01 Mark v) Differently abled persons with more than 40% impairment/ disability/ infirmity. = 01 Mark vi) NSS (atleast one year)/ certificate holders in NCC/ The Bharat Scout and Guide/ Medal winner in National Level sports competitions. = 01 Mark vii) BPL family having annual income (from all sources) below 40,000/- or as prescribed by the Govt. from time to time. = 02 Marks viii) Widow/ divorced/destitute/single woman. = 01 Mark ix) Single daughter/ Orphan = 01 Mark x) Training of atleast 6 months duration related to the post applied for from a recognized University/ Institution. = 01 Mark 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	15 marks

**Recruitment and Promotion Rules for the post of Peon
in HP Board of School Education.
(Amended upto July, 2024)**

Approved/Amended:-In the 112th Board meeting vide item No.14&15 and column-3 in pursuance of Notification No. HB(1)Estt. GF-130(Vol-VII)/2023/1906-1920 dated 02.07.2024

1	Name of Post:	Peon
2	Number of Posts :	40 (Forty)
3	Classification :	Group-D (Non Gazetted) (Ministerial Services)
4	Scale of Pay :	(i) Pay Scale for regular incumbent(s):- "Level-01 of the Pay Matrix ₹18,000-56,000/- as per H.P. Civil Service (Revised Pay) Rules, 2022." (ii) Emoluments for contract employee(s) ₹10,800/- P.M. " 60% of the first cell of the applicable level Pay Matrix of the corresponding cadre, as per H.P. Civil Service (Revised Pay) Rules, 2022."
5	Whether "Selection" post or "Non-Selection" Post :	Not applicable
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 Board including those who have been appointed on adhoc or on contract basis: Provided further that if a candidate appointed on adhoc or on contract basis had become over-age 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 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 have passed Matriculation Examination or its equivalent from recognized Board of School Education /Institution. Provided that visually impaired persons who have crossed the age of 35 (Thirty Five) years, competing under 1% quota reserved for visually impaired persons will be exempted from prescribed educational qualifications. 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. Provided that the candidate must have passed matriculation from any school/Institution situated within Himachal Pradesh. Provided this condition shall not apply to Bonafide Himachalis.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotee(s):	Not applicable 
9	Period of Probation, if any :	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.
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 a regular basis or by recruitment on Contract basis, as the case may be, failing which by transfer/secondment basis.
11	In case of recruitment by Promotion/ secondment/ transfer, grade(s) from which promotion/ secondment/ transfer is to be made:	By transfer/secondment basis from amongst the incumbents of this post working in the identical pay scales from other H.P Government Departments.
12	If a Departmental Promotion/ Confirmation Committee exists, what is its composition:	Departmental Promotion Committee will consist of: 1. Secretary. 2. Joint/Deputy/Assistant Secretary (Admin.) 3. One Officer to be nominated by the Chairman.

13	Circumstances under which the Govt./Service Committee is to be consulted in making recruitment:	As required under the rules.
14.	Essential requirement for a direct recruitment:	A candidate must be 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 prescribed educational qualification followed by evaluation as specified in <u>Appendix-I</u> appended to these rules.
15 A	Selection for appointment to the post by contract recruitment:	Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below:- (I) CONCEPT: (a) Under this policy, the Peon in H.P Board of School Education will be engaged on contract basis initially for one year, which may be extendable on year to year basis: Provided that for extension/ renewal of contract period on year to year basis, the concerned controlling officer shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his/her period of contract is to be renewed/extended. (b) POST FALL WITHIN PURVIEW OF HP RAJYA CHAYANA AAYOG, HAMIRPUR: The Secretary, HP Board of School Education after obtaining the approval of the Government to fill up the vacant post(s) on contract basis will advertise the details of the vacant posts in at least two leading newspapers and invite application s form candidates having the prescribed qualification and fulfilling the other eligibility prescribed in the R&P Rules.

		(c) The selection will be made in accordance with the eligibility conditions prescribed in these Rules. (II) CONTRACTUAL EMOLUMENTS: Emoluments for contract employee(s) ₹10,800/- P.M. "60% of the first cell of the applicable level Pay Matrix of the corresponding cadre. (III) APPOINTING/ DISCIPLINARY AUTHORITY: As prescribed in the rules/regulations. (IV) SELECTION PROCESS: Selection for appointment to the post in the case of contract appointment shall be made on the basis of merit of prescribed educational qualification followed by evaluation as specified in Appendix-I appended to these rules. (V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS: As may be constituted by the concerned recruiting agency. (VI) AGREEMENT: After selection of a candidate, he/she shall sign an agreement as prescribed by the Govt. of H.P and adopted by the Board. (VII) TERMS AND CONDITIONS: (a) " The peon appointed on contract basis will be paid consolidated fixed contractual amount @ ₹10,800/-per month. (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 casual leave after putting one month 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
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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 up to the calendar year and will not be carried forward for the next calendar year.

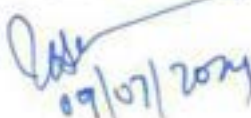
(d) Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the Contract. However, in exceptional cases where the circumstances for un-authorized absence from duty were beyond his/her control on medical grounds, such period shall 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.

(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 will 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 officials at the minimum of pay scale. (h) Provisions of service rules like FR, SR, Leave Rules, GPF Rules, Pension Rules & Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. The Employees Group 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 Board is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).


 09/07/2024
 Secretary

**APPENDIX-I
FOR GROUP-D POST**

1.	Merit of minimum educational qualification, in terms of the Recruitment & Promotion Rules, shall be calculated as under:- (Percentage of marks obtained in prescribed educational qualification to be calculated out of 85 marks. For example, a candidate getting 50% marks in Matriculation will be given 42.5 marks).	85 marks
2.	Evaluation of candidates to be made in the following manner :-	15 marks
	i) Belonging to notified Backward Area or Panchayat, as the case may be.	=01 Mark
	ii) Land less family/ family having land less than 1 Hectare to be certified by the concerned Revenue Authority.	= 02Marks
	iii) Non-employment Certificate to the effect that none of the family members is in Government/ Semi-Government service.	= 2.5 Marks
	iv) Differently abled persons with more than 40% impairment/ disability/ infirmity.	= 01 Mark
	v) NSS (at least one year)/ certificate holders in NCC/ The Bharat Scout and Guide/ Medal winner in National Level sports competitions.	= 01 Mark
	vi) BPL family having annual income (from all sources) below ₹40,000/- or as prescribed by the Govt. from time to time.	= 2.5 Marks
	vii) Widow/ divorced/destitute/single woman.	= 1.5 Marks
	viii) Single daughter/ Orphan	= 01 Mark
	ix) Experience up to 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

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF CHOWKIDAR IN
HP BOARD OF SCHOOL EDUCATION DHARAMSHALA
(AMENDED UP TO JULY, 2024)**

Adopted/Amended:- In the Board meeting 112th vide item No. 14 & 15 and Column-3 in pursuance to Notification No. HB(1)Estt.GF-130(Vol.VII)/2023/1906-1920 dated 02-07-2024.

1. Name of Post : Chowkidar
2. Number of Posts : 09 (Nine)
3. Classification : Group-D (Non Gazetted) (Ministerial Services)
4. Scale of Pay : (i) "Level-01 of the Pay Matrix :18,000-56,000/- attached with time scale of the posts as per H.P. Civil Service (Revised Pay) Rules,2022."
(ii) Emoluments for contract employee(s) : ₹10,800/- P.M. " 60% of the first cell of the applicable level of Pay Matrix of the corresponding cadre, as per H.P. Civil Service (Revised Pay) Rules,2022" (as per details given in Column 15-A)
5. Whether "Selection" post or "Non-Selection" Post : Not applicable
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 adhoc or on contract basis:

Provided further that if a candidate appointed on adhoc or on contract basis had become over-age 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 relaxable for Scheduled Castes/ Scheduled Tribes/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 recruits. : (a) ESSENTIAL QUALIFICATION:
Should be Middle Pass from a recognized Board of School Education;
Provided that visually impaired persons who have crossed the age of 35 (Thirty Five) years, competing under 1% quota reserved for visually impaired persons will be exempted from prescribed educational qualification.
Provided that the candidate have passed Middle from any school/institution situated within Himachal Pradesh.
Provided further that this condition shall not apply to Bonafide Himachalis.
- (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 qualifications prescribed for direct recruits will apply in the case of the promotee(s): : Not applicable. 
9. Period of Probation, if any : : (i) 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.
(ii) No probation in case of appointment on contract basis, tenure basis, re-employment after superannuation and absorption.
10. Method(s) of recruitment, whether by direct recruitment or by promotion, secondment, transfer and the : : 100% by direct recruitment on a regular basis or by recruitment on Contract basis, as the case may be.

percentage of post(s) to be filled in by various methods

11. In case of recruitment : Not Applicable
by Promotion, secondment, transfer, grade(s) from which promotion/secondment/transfer is to be made:
12. If a Departmental Promotion/Confirmation Committee exists, what is its composition : Departmental Promotion Committee consists of:
1. Secretary
2. Joint/Deputy/Assistant Secretary(Admin)
3. One person nominated by the Chairman
13. Circumstances under which the Govt./Service Committee is to be consulted in making recruitment : As required under the rules
14. Essential requirement for a direct recruitment / Eligibility for recruitment : A candidate for appointment to any service or post must be 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 prescribed educational qualification followed by evaluation as specified in **Appendix-I** appended to these rules.

15-A **SELECTION FOR APPOINTMENT TO THE POST BY CONTRACT APPOINTMENT:**

Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below:-

(I) **CONCEPT:**

- (a) Under this policy, the Chowkidar in the HP Board of School Education will be engaged on contract basis initially for one year, which may be extendable on year to year basis:
Provided that for extension/ renewal of contract period on year to year basis, the concerned Controlling Officer shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his/her period of contract is to be renewed/extended.
- (b) The Board after obtaining the approval of the Government/Service Committee to fill up the vacant post(s) on contract basis will place the requisition to the recruiting authority as decided by the Board.
- (c) The selection will be made in accordance with the eligibility conditions prescribed in these rules.

(II) **CONTRACTUAL EMOLUMENTS:**

Emoluments for contract employee(s) @ 10,800/- P.M. " 60% of the first cell of the applicable level of the pay matrix of the corresponding cadre. The Chowkidar appointed on contract basis will be paid consolidated fixed contractual amount @ 10,800/- per month (which shall be 60% of the first cell of the pay matrix of the corresponding cadre.)

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

As prescribed in rule/regulation of HPBoSE.

(IV) **SELECTION PROCESS:**

Selection for appointment to the post in the case of Contract Appointment shall be made on the basis of merit of prescribed educational qualification followed by evaluation as specified in **Appendix-I** appended to these rules.

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

As may be constituted by the concerned recruiting agency from time to time.

(VI) **AGREEMENT:**

After selection of a candidate, he/she shall sign an agreement as per prescribed by Govt. of HP and adopted by the Board.

(VII) **TERMS AND CONDITIONS:**

- (a) The contractual appointee will be paid fixed contractual amount @ 10,800/-PM (which shall be 60% of the first cell of the corresponding cadre)
- (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 180 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-imbursement 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 up to the calendar year and will not be carried forward for the next calendar year.

- (d) 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.

- (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 will 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 officials at the minimum of pay scale.
- (h) Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules & 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 Board is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

 09/07/2024

SECRETARY

**APPENDIX-I
FOR GROUP-D POST**

1.	Merit of minimum educational qualification, in terms of the Recruitment & Promotion Rules, shall be calculated as under:- {Percentage of marks obtained in prescribed educational qualification to be calculated out of 85 marks. For example, a candidate getting 50% marks in Matriculation will be given 42.5 marks}.	85 marks
2.	Evaluation of candidates to be made in the following manner :-	15 marks
	i) Belonging to notified Backward Area or Panchayat, as the case may be.	=01 Mark
	ii) Land less family/ family having land less than 1 Hectare to be certified by the concerned Revenue Authority.	= 02Marks
	iii) Non-employment Certificate to the effect that none of the family members is in Government/ Semi-Government service.	= 2.5 Marks
	iv) Differently abled persons with more than 40% impairment/ disability/ infirmity.	= 01 Mark
	v) NSS (at least one year)/ certificate holders in NCC/ The Bharat Scout and Guide/ Medal winner in National Level sports competitions.	= 01 Mark
	vi) BPL family having annual income (from all sources) below ₹40,000/- or as prescribed by the Govt. from time to time.	= 2.5 Marks
	vii) Widow/ divorced/destitute/single woman.	= 1.5 Marks
	viii) Single daughter/ Orphan	= 01 Mark
	ix) Experience up to 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
