

(Authoritative English Text of this Department Notification No. Yojna (B)15-4/2019, dated 13-07-2020 as required under clause (3) of article 348 of Constitution of India).

**GOVERNMENT OF HIMACHAL PRADESH
'PLANNING DEPARTMENT'**

No. Yojna (B) 15-4/2019 Dated Shimla-2, the

13-07-2020

NOTIFICATION

In exercise of the powers conferred by proviso to article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission, is pleased to make the Recruitment and Promotion Rules for the post of Assistant Research Officer, Class-II (Non-Gazetted), in the Department of Planning, Himachal Pradesh as per Annexure "A" attached to this notification, namely:-

Short title and
Commencement:

1. (1.) These rules may be called the Himachal Pradesh, Planning Department, Assistant Research Officer, Class-II (Non-Gazetted) Recruitment and Promotion Rules, 2020.
- (2.) These rules shall come into force from the date of publication in the Rajpatra (e-Gazette), Himachal Pradesh.

Repeal and Savings

2. (1.) The Himachal Pradesh, State Planning Machinery, Planning Department, Assistant Research Officer, Class-II (Non-Gazetted) Recruitment and Promotion Rules, 2009 notified vide Notification No. PLG-A(3)1/2008 dated 17.09.2009 and as amended from time to time, are hereby repealed.
- (2.) Notwithstanding such repeal, any appointment made or anything done or any action taken under the Rules so repealed under sub rule 2(1) supra shall be deemed to have been validly made, done or taken under these Rules.

By Order,

Pr. Secretary (Planning) to the
Government of Himachal Pradesh.

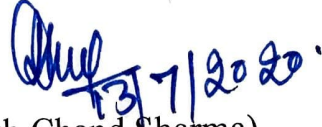
Endst. No. As above.

Dated: Shimla-2 the

13-07-2020

Copy forwarded to:-

1. All the Administrative Secretaries to the Government of H.P., Shimla-171002.
2. Additional LR-Cum-Additional Secretary Law (Legn.) to the Government of H.P., Shimla-171002.
3. The Accountant General (Audit), Himachal Pradesh, Shimla-171003.
4. The Secretary, H.P. Public Service Commission w.r.t his letter No. 1-1/20166-PSC-Part dated 14.2.2020.
5. The Adviser (Planning), H.P. Shimla-171002.
6. Controller, Printing & Stationery Department, H.P. Shimla-171005.
7. The System Analyst, Planning Department, H.P., Shimla-2 for uploading in e-Rajpatra, Himachal Pradesh.
8. Guard file.



(Ramesh Chand Sharma)

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

RECRUITMENT AND PROMOTION RULES FOR THE POST OF ASSISTANT RESEARCH OFFICER - CLASS-II (NON-GAZETTED) IN THE PLANNING DEPARTMENT HIMACHAL PRADESH.

1. Name of Post : Assistant Research Officer
2. Number of Post(s) : 17 (Seventeen)
3. Classification : Class-II (Non-Gazetted)
4. Scale of pay : (I) Pay band for regular incumbent(s):
Rs.10300-34800+Rs.4200
Grade Pay.
(II) Emoluments for Contract Employee(s):
Rs.14,500/- as per details given in Col. No.15-A.
5. Whether "Selection" post or "Non- Selection" post. : Selection
6. Age for direct recruitment : Between 18 to 45 years:



Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on 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 he was appointed as such, he 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 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 Corporation 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 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.

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):

Master's Degree in Economics with Statistics or Master's Degree in Mathematics or Master's Degree in Statistics from a recognized University.

b) Desirable Qualification(s):

- (i) Three years experience in the field of collection, compilation of Statistics data.
- (ii) Preference will be given to those who have higher qualification and experience in the line.
- (iii) Knowledge of customs, manner and dialects of Himachal Pradesh and

suitability for appointment in the peculiar conditions prevailing in the Pradesh.

8. Whether age and educational qualification (s) prescribed for direct recruit (s) will apply in the case of the promote (s): Age: Not Applicable.
Educational Qualification (s): As prescribed in Column No. 11 below.
9. Period of Probation, if any: **i) Direct Recruitment/ Promotion:**
(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/secondment / transfer and the percentage of post(s) to be filled in by various methods: (i) 50% by promotion failing which on secondment basis/ by transfer failing both by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.
(ii) 50% by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.
11. In case of recruitment by promotion/secondment /transfer, grade(s) from which promotion /secondment/transfer is to be made: By promotion from amongst the Statistical Assistants subject to possessing educational qualification of Bachelor's Degree with Economics/ Mathematics/ Statistics as one of the elective subjects from a recognized University with 05 years regular service or regular combined with continuous adhoc service rendered, if any, in the grade; failing which on secondment basis/ by transfer from amongst the incumbents of this post

working in the identical pay scale in other Government Departments/ Public Sector Undertakings:

Provided that for filling up the posts of Assistant Research Officer the following 02 points post based roster shall be followed:-

Roster Point No.	Category
1 st	Promotee
2 nd	Direct

Note:- This roster will be rotated after every 2nd point till the representation to both categories is achieved by the given percentage thereafter the vacancy shall be filled up from the category which vacates the post:

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

Provided further that the proviso (I) supra shall not be applicable in the case of those employees who have five years or less service, left for superannuation except posting/transfer in remote/rural area. However, this condition of five years shall not be applicable in cases of promotion:

Provided further that Officers/Officials who have not served atleast one tenure in Tribal/Difficult/Hard areas and remote/rural areas shall be transferred to such area strictly in accordance with his/her seniority in the respective cadre.

Explanation I: - For the purpose of proviso(I) supra the "term" in Tribal/Difficult/Hard areas/remote/rural areas shall mean normally three years or less period of posting in such areas keeping in view the administrative exigencies/convenience.

Explanation II: - For the purpose of proviso(I) supra the Tribal/Difficult Areas shall be as under :-

1. District Lahalul & Spiti.
2. Pangi and Bharmour Sub Division of Chamba District.

3. Dodra Kawar Area of Rohru Sub-Division.
4. Pandrah Bis Pargana, Munish Darkali and Gram panchayat Kashapat of Rampur Tehsil of District Shimla.
5. Pandrah Bis Pargana of Kullu District.
6. Bara Bhangal Areas of Baijnath Sub Division of Kangra District.
7. Disttrict Kinnaur.
8. Kathwar and Korga patwar Circles of Kamrau Sub Tehsil, Bhaladh Bhalona and Sangna Patwar Circles of Renukaji Tehsil and Kota Pab Patwar Circle of Shillai Tehsil, in Sirmour District.
9. Khanyol-Bagra Patwar Circle of Karsog Tehsil, Gada-Gussaini, Mathyani, Ghanyar, Thachi, Baggi, Somgad and Kholanal of Bali-Chowki Sub Tehsil, Jharwar, Kutgarh, Graman, Devgarh, Trailla, Ropa, Kathog, Silh-Badhwani, Hastpur, Ghamrehar and Bhatehar Patwar Circle of Padhar Tehsil, Chiuni, Kalipar, Mangarh, Thach-Bagra, North Magru and South Magru Patwar Circles of Thunag Tehsil and Batwara Patwar Circle of Sunder Nagar Tehsil in Mandi District.

Explanation III:-For the purpose of proviso (I) supra the Remote/Rural Areas shall be as under:-

- 1) All stations beyond the radius of 20 Kms. from Sub Division/Tehsil headquarter.
- 2) All stations beyond the radius of 15 Km. from the State Headquarter and District headquarters where bus service is not available and on foot journey is more than 3 (three) Kms.
- 3) Home town or area adjoining to area of home town within the radius of 20 Kms. of the employee regardless of its category.

(II) In all cases of promotion, the continuous adhoc service rendered in the feeder post if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in these rules for promotion subject to the conditions that the adhoc appointment/promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of R & P Rules:

- (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 at least three years or that prescribed in the Recruitment & Promotion Rules for the post, whichever is less:

Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him shall also be deemed to be ineligible for consideration for such promotion.

Explanation:- The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be Ex-servicemen 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 there under or recruited under the provisions of rule-3 of Ex-servicemen (Reservation of vacancies in the Himachal Pradesh Technical Service) Rule, 1985 and having been given the benefit of seniority there under.

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

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

12. If a Departmental Promotion Committee exists, what is its

(a) Departmental
Promotion Committee:

composition:

D.P.C. to be presided over by the Chairman, H.P. Public Service Commission or a Member thereof to be nominated by him.

(b) Departmental Confirmation Committee:

As may be constituted by the Govt. from time to time.

13. Circumstances under which the Himachal Pradesh Public Service Commission (HPPSC) is to be consulted in making recruitment:

As required under the Law.

14. Essential requirement for a direct recruitment:

A candidate for appointment to any service or post must be a citizen of India.

15. Selection for appointment to the post by direct recruitment:

Selection for appointment to the post in the case of direct recruitment shall be made on the basis of interview/personality test or if the Himachal Pradesh Public Service Commission or other recruiting agency/authority as the case may be, so consider necessary or expedient on the basis of interview/personality test preceded by a screening test (objective type)/written test or practical test or physical test, the standard/syllabus, etc. of which, will be determined by the Commission/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 appointment to the post will be made subject to the terms and conditions given below:-

(I) CONCEPT:

- (a) Under this policy the Assistant Research Officer in Department of Planning, H.P. 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 HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then the period of contract is to be renewed/extended.

- (b) POST FALLS WITHIN THE PURVIEW OF HPPSC:

The Additional Chief Secretary/Pr. Secretary/Secretary(Planning) to the Government of H.P. after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruiting agency i.e. Himachal Pradesh Public Service Commission.

- (c) The selection will be made in accordance with the eligibility conditions prescribed in these rules:

(II) CONTRACTUAL EMOLUMENTS:

The Assistant Research Officer appointed on contract basis will be paid consolidated fixed contractual amount @ Rs 14500/- P.M. (which shall be equal to minimum of the pay band+grade pay). An amount of Rs.435/- (3% of the minimum of pay band+grade pay of the post) as annual increase in contractual emoluments for the subsequent year (s) will be allowed, if contract is extended beyond one year.

(III) APPOINTING / DISCIPLINARY AUTHORITY

The Additional Chief Secretary/Pr. Secretary/Secretary (Planning) to the Government of H.P. will be the appointing & disciplinary authority.

(IV) SELECTION PROCESS:

Selection for appointment to the post in the case of Contract Appointment will be made on the basis of interview/personality test or if consider necessary or expedient on the basis of interview/personality test preceded by a screening test (objective type)/ written test or practical 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.

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

- (a) As may be constituted by the concerned recruiting agency i.e. Himachal Pradesh Public Service Commission.

(VI) AGREEMENT:


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

(VII) TERMS AND CONDITIONS:

- (a) The contractual appointee will be paid fixed contractual amount @ Rs.14,500/- P.M. (which will be equal to minimum of the pay band+grade pay). The contract appointee will be entitled for increase in contractual amount @ Rs.435/-(3% of minimum of the pay band+grade pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc. will be given.
- (b) The service of Contract Appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found

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

- (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 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 issued by a Medical Board in the case of a Gazetted Government servant and by Government Medical Officer in the case of a Non-Gazetted Government servant. In case of women candidates who are to be appointed against posts carrying hazardous nature of duties, e.g. in Police Organization, etc. 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.
- (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. 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:
18. Power to Relax:

Not Applicable

Where the State Government, is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the Himachal Pradesh Public Service Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).




ANNEXURE-"B"

Form of contract/agreement to be executed between the (Assistant Research Officer) and the Government of Himachal Pradesh through Principal Secretary (Planning) to the Government of Himachal Pradesh.

This agreement is made on this _____ day
of _____ in the year _____ Between Sh./ Smt.-----
-----S/o D/o Shri _____ R/o

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

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

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

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

2. The contractual amount of the FIRST PARTY will be Rs. 14,500/- per month.
- (3) The service of contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found

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

- (4) 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 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.

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

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

6. An official appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.

7. Selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in the case of a Gazetted Government servant and by Government Medical Officer in the case of a Non-Gazetted Government servant. In case of women candidates who are to be appointed against posts carrying hazardous nature of duties, e.g. Police Organization etc. 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.
8. Contract appointee shall be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counter-part official at the minimum of pay scale.
9. The Employees Group Insurance Scheme as well as EPF/GPF will not be applicable to contractual appointee(s).



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

1. _____

(Name and Full Address)

(Signature of the FIRST PARTY)

2. _____

(Name and Full Address)

(Signature of the SECOND PARTY)