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राजपत्र, हिमाचल प्रदेश

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हिमाचल प्रदेश सरकार

HIMACHAL PRADESH INFRASTRUCTURE DEVELOPMENT BOARD
(Government of Himachal Pradesh)

SERVICE BYE-LAWS (REGULATIONS)

Dated the 17th May, 2019

No. HPIDB/Bye-Laws/2018-19-87.—By virtue of the powers vested in the Board of Members of the Himachal Pradesh Infrastructure Development Board, under Section 32(2)d of HP Infrastructure Development Act, 2001 (as accented to by the Governor on 23rd January, 2002), the Board of Members of the HP Infrastructure Development Board hereby make the following Bye-laws to regulate the conditions of service and miscellaneous matters connected therewith of persons appointed to various positions under the Board as per sub-section 2 of Section 12 of Chapter-II of the Act.

THE HIMACHAL PRADESH INFRASTRUCTURE DEVELOPMENT BOARD-EMPLOYEES' SERVICE BYE-LAWS AND RULES (REGULATIONS) GOVERNING MISCELLANEOUS MATTERS CONNECTED THEREWITH

CHAPTER-1

PRELIMINARY

1.1 These bye-laws may be called the Himachal Pradesh Infrastructure Development Board Employees' Service Bye-laws and Rules (Regulations) governing miscellaneous matters connected therewith.

1.2 These bye-laws and rules shall take effect from the date of their publication in the Rajpatra.

1.3 These bye-laws and rules shall apply to all employees of the Board.

1.4 In these bye-laws, unless there is anything repugnant in the subject or context,—

(i) "Appointing Authority" means the Authority as may be defined by the Board of Members from time to time.

(ii) "Allowances" means dearness allowance and other allowances sanctioned by the Govt. for its employees from time to time.

(iii) "Member" means the Members of the Board of the Himachal Pradesh Infrastructure Development Board, Shimla.

(iv) "Bye-laws" means the Himachal Pradesh Infrastructure Development Board Employees' Service Bye-laws and Rules governing misc. matters connected therewith as amended from time to time.

(v) "Board" means the Himachal Pradesh Infrastructure Development Board, Shimla.

(vi) "Direct Appointment" means an appointment made otherwise than by promotion or transfer of a person already in the service of the Board or made by taking a person on deputation from the Government or any other Board/Public Sector Undertakings or from any other source.

(vii) "Duty" means Duty as defined in F.R.9.6.

(viii) "Employee" means a person employed in any position under the Board, but does not include trainees, work charged persons, labour and persons employed on contract and outsourced basis.

(ix) "Government" means the Government of Himachal Pradesh.

(x) "Chief Executive Officer" means an Officer appointed by the Govt. of H.P. to be the Chief Executive Officer of the Board as per Article 5 (b) of the Chapter II of the HPIDB Act, 2001.

(xi) "Pay" means the amount defined as pay by the State Govt. of H.P. for its employees from time to time.

(xii) "Position" means a job(s) which may be created in the Board from time to time by the Board of members of any other authority duly authorised by the Board.

(xiii) "Permanent Employee" means a person who holds substantively a permanent post or who holds a lien on a permanent post or who would hold a lien on permanent post had the lien not been suspended.

(xiv) "Regular Employees" means an employee who has successfully completed the period of probation and has been declared as such in writing by the competent authority.

(xv) "Temporary Employee" means a person who has been appointed to officiate against a temporary or a permanent post.

(xvi) "Commission" means H.P. Public Service Commission/H.P. Staff Selection Commission as the case may be.

CHAPTER–2

CREATION/ABOLITION OF POSITIONS UNDER THE BOARD

2.1 The Board or any authority duly authorised by the Board of Members in this behalf may create from time to time, such positions as may be expedient to the working of the Board.

2.2 For the purpose of these bye-laws, the positions under the Board shall be classified into the following categories *viz*:—

(*a*) Permanent

(*b*) Temporary

(*c*) Contract

(*d*) Trainees

(*e*) Outsourced

NOTE:—

(a) "Permanent post" means a post carrying a definite scale of pay and sanctioned without limit of time.

(b) "Temporary post" means a post carrying a definite rate of pay sanctioned for a limited period.

(c) "Contract" means a position filled on the basis of mutual agreement with a fixed or sliding scale of payment for a specified period/purpose.

(d) "Trainee" means a position carrying a stipend as per various training schemes of the Board.

(e) "Outsourced" means a position filled/services taken through any agency and is on rolls and employment of other outsourced agency.

2.3 The Board/Authority duly authorised by the Board of Members shall review the positions from time to time and abolish such positions as have outlived their utility or are no longer required in the interest of efficient working of the Board.

CHAPTER-3

RECRUITMENT

3.1 Recruitment to permanent, temporary and contract positions under the Board shall be made by the Appointing Authority by adopting any of the following methods:—

(i) by direct appointment;

(ii) by promotion of existing personnel.

3.2 While resorting to direct recruitment, as provided in bye-laws at 3.1(i), the Appointing Authority will refer the matter to H.P. Public Service Commission/H.P. Staff Selection Commission for making recommendations for recruitment or to conduct examination/ interview for making recruitments to these posts, except for Class IV posts.

3.3 In so far as trainee and outsourced workers are concerned, the Appointing Authority shall engage them after following one or any of the following methods:—

(i) Insert an advertisement in a few newspapers, with wide circulation in the State;

(ii) Write to educational institutions asking them to recommend suitable candidates;

(iii) Consider suitable candidates amongst the existing employees of the Board;

(iv) Take the advice/service on hire/payment of fee or otherwise of professional management consultants;

(v) Write to labour organisations;

(vi) Write to Employment Exchanges;

(vii) Request Governmental agencies/Departments to sponsor suitable candidates:

Provided that the Employment Exchanges shall be notified wherever required and instructions of the Govt. on the subject issued from time to time shall be followed.

3.4 Reservation of vacancies in direct recruitments and promotions for Scheduled castes/ Scheduled Tribes/Ex-servicemen/Backward Classes/Physically Handicapped Candidates etc. shall be allowed as per points fixed by the Govt. and instructions issued by the Govt. from time to time.

3.5 The Board of Members shall have the power to frame/amend Recruitment & Promotion Rules for different posts in the Board laying down the minimum qualifications/experience, age requirement, mode of recruitment, pay scales etc. from time to time.

3.6 No person below the age of 18 years at the time of his application for service in the Board shall be considered for an appointment.

3.7 No person who has been dismissed from Govt. service or Board/Public Sector Undertaking shall be considered for employment under the Board.

3.8 No person who has more than one living wife shall be considered for appointment/service in the Board.

CHAPTER-4

SELECTION AND APPOINTMENT

4.1 The Board shall make direct recruitments only for Class IV posts at its own level and all direct recruitments for class III and higher posts shall be made through H.P. Public Service Commission/H.P. Staff Selection Commission. Screening process for Class IV posts shall be as per State Govt. instructions from time to time in this regard.

4.2 Prior to his appointment in the service of the Board, a person shall be required to produce a certificate acceptable to the Chief Executive Officer regarding his bearing a good moral character. The Chief Executive Officer may also solicit confidential inquiries from the previous employers of the person regarding the work, conduct and integrity of prospective employees.

4.3 Prior to the appointment of a person in the service of the Board, he shall be required to undergo a medical test to be conducted by a Medical Officer/Board so authorised by the Board. Medical fitness standards will be those as are applicable to the corresponding categories of employees in the Govt. The standards of medical fitness may be relaxed by the Chief Executive Officer in the case of a physically handicapped person/war injury/army demobilized/discharged candidates to the extent to which it does not limit/impair/retard his efficiency at work.

4.4 The period of probation should be two years subject to such extension not exceeding one year as may be ordered by the competent authority in special circumstances and for reasons to be reduced to writing.

4.5 After the period of probation, if the work and conduct of an employee is found to be satisfactory, the Chief Executive Officer may regularise an employee in the service of the Board.

4.6 An employee directly appointed or promoted against a sanctioned post shall be confirmed in accordance with the instructions/rules of the State Government as amended from time to time.

CHAPTER-5

SENIORITY

5.1 The general principles for determining seniority, as issued by the Govt. from time to time shall be followed by the Board.

5.2 Separate seniority lists of persons employed in the service of the Board, shall be maintained cadre-wise. The seniority of employees joining the Board on the basis of the same interview/test in the same grade and discipline shall be in the same order in which they have been placed in the merit list. While drawing the merit list, if two or more persons have equal ranking, the older in age shall be placed higher in the merit list than the younger ones.

5.3 The seniority lists so maintained by the Board shall be fully binding on its employees and the Board and shall be strictly adhered to at the time of lay off, retrenchment etc.

CHAPTER-6

PROMOTION

Promotion will be made as per the Recruitment & Promotion Rules for each category of post(s) as framed by the Board from time to time. In case of selection post(s), the promotion will be made on merit-*cum*-seniority basis. Selection posts are those posts which carry the Grade Pay of Rs. 5,000/- and higher. All other posts are deemed to be non-selection posts. In case of non-selection post(s), the promotion(s) will be made on seniority-*cum*-merit basis. The procedure for promotion to selection and non-selection posts shall be the same as prescribed by the Govt. from time to time.

CHAPTER-7

PAY AND ALLOWANCES

The pay-scale(s) and allowances attached to each category/discipline of post(s) shall be those as have been allowed by the Govt. of H.P. to its employees from time to time.

CHAPTER-8

TRAVELLING ALLOWANCE

Travelling Allowance, Transfer Travelling Allowance, Leave Travel Concession and other allowances etc., shall be allowed to the employees of the Board as per the rules and rates applicable to the employees of Govt. from time to time.

CHAPTER-9

ADVANCES TO EMPLOYEES

The employees of the Board will be eligible for various advances *e.g*., Bi-cycle/Motor-cycle/ Scooter/Motor-car/House Building/Purchase of Built-up House/Plot and other advances in accordance with the instructions/rules of the Govt. as amended from time to time.

CHAPTER-10

LEAVE AND HOLIDAYS

All kinds of leave/holidays to the employees of the Board will be allowed/observed as applicable to Govt. employees from time to time.

CHAPTER-11

WORKING HOURS

The working hours in the Board shall be as fixed by the State Government from time to time.

CHAPTER-12

SUPPLY OF LIVERIES RULES

12.1 Liveries will be supplied to the employees of the Board at the scale/rate prescribed by the Govt. for their employees and as amended by the Govt. from time to time.

12.2 The categories of employees eligible for liveries shall be those as are eligible in the Govt.

CHAPTER-13

MEDICAL ATTENDANCE RULES

The employees of the Board shall be eligible for medical attendance/reimbursement of medical expenses according to the rules applicable to the employees of the Govt. from time to time.

CHAPTER-14

STATE CAR RULES & MAINTENANCE RULES

14.1 All the staff cars of the Board will be under the administrative control of the Officer empowered by the Chief Executive Officer.

14.2 The procedure/regarding use and maintenance of staff cars/vehicles shall be as per Govt. pattern.

CHAPTER-15

JOINING TIME

Joining time on transfer shall be allowed to the employees of the Board as per pattern and rules as applicable to the employees of the Govt.

CHAPTER-16

SUPERANNUATION AND RETIREMENT

16.1 All employees of the Board shall retire on attaining the age of 58 years (60 years in the case of Class-IV employees employed before 10-05-2001).

16.2 The Himachal Pradesh Civil Services (Premature Retirement) Rules, 1976 and the instructions issued by the Govt. from time to time in this regard will be applicable to the employees of the Board.

CHAPTER-17

GRATUITY

The Gratuity to the employees of the Board shall be regulated in accordance with the Payment of Gratuity Act.

CHAPTER-18

CONTRIBUTORY PROVIDENT FUND

Contributory Provident Fund shall be regulated through Regional Provident Fund Commissioner or as decided by the Board of Members.

CHAPTER-19

EX-GRATIA GRANT TO THE DEPENDENTS OF EMPLOYEES

Ex-gratia grant and other facilities shall be given to the dependents of the deceased employees of the Board as per Govt. instructions/rules.

CHAPTER-20

CONDUCT & DISCIPLINARY RULES

20.1 The provisions of the following rules as amended from time to time and as applicable to the employees of the Govt. shall be applicable in the case of employees of the Board:—

(i) Central Civil Services (Conduct) Rules;

(ii) Central Civil Services (Classification, Control & Appeal) Rules;

(iii) Central Civil Services (Temporary Services) Rules.

20.2 The appointing authority, Disciplinary Authority and Appellate Authority under the provisions of aforesaid rules for each category of employees of the Board shall be as decided by the Board from time to time.

20.3 Persons appointed against positions mentioned in bye-law 2.2 (c) to (e) shall be governed by labour laws, terms and conditions of contract and instructions of the Govt. issued from time to time as the case may be.

20.4 Every employee of the Board shall submit an annual return of immovable/moveable property in the month of January every year for the preceding calendar year.

CHAPTER-21

TERMINATION AND RESIGNATION

21.1 Notwithstanding the provisions of bye-laws as above under Chapter 20, services of employees are liable to be terminated on one month’s notice and three months' notice in case of temporary and permanent employees respectively or in lieu thereof pay for a period the notice falls short of one month/three months as the case may be.

21.2 Similarly any employee can tender resignation from the service of the Board after giving three months notice, in case of permanent employee and one months notice in case of temporary employees or in lieu thereof pay for a period the notice falls short.

CHAPTER-22

RESIDUAL MATTERS

22.1 The Board may confer on the Chief Executive Officer or a whole-time member of the Board any of its powers under these bye-laws by a resolution.

22.2 The Chief Executive Officer may confer on a whole-time officer/employee of the Board any of the powers which are exercised by him under these bye-laws, provided that such powers as have been delegated by the Board to the Chief Executive Officer shall not be further delegated by him.

22.3 Powers to relax or interpret any of the provisions contained in these bye-laws shall vest in the Board of Members.

22.4 Any matter not covered under these bye-laws shall be decided by the Board keeping in view the instructions of the Govt. issued from time to time and the decision of the Board shall be final.

22.5 All previous instructions, rules, regulations etc. issued in this behalf shall stand repealed from the date these bye-laws come into force.

HIMACHAL PRADESH INFRASTRUCTURE DEVELOPMENT BOARD
(Government of Himachal Pradesh)
STAFF RECRUITMENT& PROMOTION RULES

SECTION-I—GENERAL

These rules shall be called the HP. Infrastructure Development Board Staff Recruitment & Promotion—

RULE-1: For the purpose of these rules, wherever applicable, the classification of posts/ services will be as under:—

(1) Class I posts—the minimum of the pay scale of which is not less than Rs. 15600-39100 plus GP 5400/-.

(2) Class II posts–the minimum of the pay scale of which is less than Rs. 10300-39100 plus GP 5000/-.

(3) Class III posts—the minimum of the pay scale of which is not less than Rs. 5910-20200 plus GP 1650/-.

(4) Class IV posts—the minimum of the pay scale of which is than Rs. 4900-10680 plus GP 1300/-.

RULE-2: All appointments to Class III and higher posts will be made by the Chief Executive Officer, while all appointments of Class IV posts will be made by Chief General Manager/General Manager.

RULE-3: No person shall be appointed to any post under the Board unless he is a citizen of India.

RULE-4: The age of a person at the time of his first appointment to the service of the Board must not be less than 18 years. The maximum age limit shall be upto 45 years, which may be relaxed by the Board in exceptional cases keeping in view the qualifications and experience of the candidate and his suitability for the post to be held by him.

RULE-5: A candidate must produce the following documents before he is allowed to join the service of the Board on his first appointment:—

(1) A certificate of good moral character from the Principal Academic Officer of his University, college or school or the Head of the Educational or Technical Institution Last attended by him or his previous employer;

(2) A medical certificate of fitness from a Government Hospital;

(3) A declaration to the effect that he has not more than one living wife;

(4) In case of female employee, a declaration to the effect that she has not married a person having already a living wife;

(5) Every employee of the Board shall submit an annual return of immovable/moveable property in the month of January every year for the preceding calendar year.

RULE-6: All persons whether recruited directly or promoted to higher posts shall remain on probation for a period of two years which can be extended for one more year for reasons to be recorded in writing. If the work and conduct of an employee is not satisfactory during his probation period or extended probation, he shall be discharged from the service, if he was appointed by direct recruitment or reverted to the post from where he was promoted, as the case may be. On satisfactory completion of probation period, the appointing authority may confirm such employee on the recommendations of DPC. The person shall be deemed confirmed unless he is otherwise informed in writing within 30 days of completion of probation. However, no employee shall be confirmed unless a satisfactory report from the concerned authorities is received with regard to verification of his character and antecedent. Where an adverse report in this regard is received, the employee shall be discharged from service on the basis of such an adverse report.

RULE-7: Reservation for members of Scheduled Caste and Scheduled Tribe communities, Backward classes, Economically weaker section, Ex-servicemen, Handicapped persons etc., will be made according to instructions issued by the Government of Himachal Pradesh from time to time, both in direct recruitment and promotions. For the purpose of giving effect to reservation of posts to be filled up by direct recruitment and by promotion, for the same and each category, a roster shall be maintained and posts filled up accordingly.

RULE-8: The job specifications (academic qualifications, Technical/ professional qualifications, experience, age etc., for various posts, mode of filling up etc., shall be as specified in Annexure 'A' to these rules. These job specifications can be changed/amended by the Board of HPIDB from time to time as may be deemed expedient by it. The amended job specifications shall have the same effect as if these were contained in these rules.

The job specifications as provided in Annexure-A to these rules for various posts may be relaxed in special circumstances by the Board.

SECTION-II DIRECT RECRUITMENT

RULE-9: **(**1) All vacancies in Class IV categories will be notified to the Employment Exchanges in terms of the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959. The post will also be advertised in at least two local newspapers (One English, One Hindi) circulating in the state, as the case may be.

(2) However, while resorting to direct recruitment, the Appointing Authority will refer the matter to H.P. Public Service Commission/H.P. Staff Selection Commission for making recommendations for recruitment or to conduct examination/interview for making recruitments to all posts, except for Class IV posts.

The Board shall however have the power to fill up direct recruitment vacancies/posts by secondment from amongst employees of State Government and Public Sector Undertakings, as indicated in Annexure 'A'.

RULE-10: The Establishment Section/authorised officer of HPIDB will be responsible for notifying the vacancies to the Employment Exchanges and/or advertising the vacancies and/or to the H.P. Public Service Commission/H.P. Staff Selection Commission stating the specifications, as the case may be. Establishment Section/ authorised officers will screen the applications for Class IV posts. Reasons for rejecting any application during screening stage will be briefly recorded on the application itself. In case the competent authority considered a candidate suitable due to any other reason though he does not possess the minimum laid down specifications, the reason, for such consideration should be recorded on the application.

RULE-11: The selection of Class IV candidate will be made by a Screening Committee to be constituted by the Chief Executive Officer. The Screening Committee shall undertake its work in accordance with instructions of the State Government in this regard from time to time.

RULE-12: Offers of appointment shall be made strictly in accordance with the order in which the candidates are placed on the panels at the time of selection by the H.P. Public Service Commission/H.P. Staff Selection Commission as the case may be.

SECTION-III—PROMOTION

RULE-13: Subject to Rules 8 to11 all posts to be filled up by promotion shall be filled by grade to grade promotion of personnel to the extent that qualified and experienced hands are available in the appropriate category as per specifications as contained in Annexure 'A' to these rules.

RULE-14: Broadly speaking, for Class I and Class II posts, the basic principle for promotion will be merit, efficiency, past performance, seniority being taken into consideration, if other factors are equal. For Class III posts, seniority subject to rejection of the unfit, shall be the basic principle.

RULE-15: All eligible candidates will be assessed/interviewed by a Departmental Promotion Committee to be constituted by the Chief Executive Officer. The Departmental Promotion Committee shall subject to Rule 11 prepare a panel of employees found fit for promotion in the order of merit to be indicated therein.

RULE-16: Offers of appointment shall be made strictly in accordance with the order in which the names of candidates are placed on panel in the order of merit drawn by the Departmental Promotion Committee subject to availability of vacancies.

SECTION-IV—SENIORITY

RULE-17: (I) For the purposes of the above rules, seniority as between personnel selected as a result of the same interview/assessment shall be determined not in accordance with their date of joining, but in accordance with the order or preference (if any) drawn-up by the selection committee. If there is no order of preference, date of appointment in the grade will determine seniority, provided that where persons recruited initially or persons promoted initially on temporary basis or on terms of probation and subsequently confirmed in an order different from the order of merit drawn by the Selection Committee/Assessment Committee or in an order different from their dates of joining, as the case may be, seniority shall follow the date of confirmation and not the original order of merit drawn by the Selection/Assessment Committee or the dates of joining.

(II) Persons found unfit for promotion to vacancies in the levels where promotion goes by seniority subject to elimination of unfit should be considered in the next assessment alongwith others, the intention being that a person superseded once should not be considered as having been superseded for good. A person who had been superseded as such shall not, if he is subsequently found suitable and promoted, take seniority in the higher posts/cadre over the junior official who had superseded him. Promotion on officiating basis would be made on the basis of seniority subject to rejection of unfit.

SECTION-V—PROCEDURE TO BE FOLLOWED IN MAKING PROMOTIONS

RULE-18: Service records and confidential character rolls of all employees shall be properly maintained by the Establishment Section/authorised person in accordance with standing instructions.

RULE-19: Whenever there is any occasion to fill a vacancy by promotion the competent authority must have before it and must fully taken into account confidential character rolls of all personnel eligible for appointment to the vacancy.

RULE-20: All promotions will, as a rule, be considered by the appropriate Department Promotion Committee which will submit its recommendations to the competent authority.

RULE-21: Departmental Promotion Committee will be free to devise their own procedure for assessment of candidates. The Committee should, however, be largely guided by the service record and confidential character rolls, Supervisors knowledge about the employee's capabilities, written reports of the immediate Superior officer, employee's intelligence, capacity to Learn, aptitude and his behaviour with the Superiors, colleagues and juniors, of all employees eligible for promotion from next Lower grade according to prescribed Specifications.

RULE-22: Although the competent authority will, as a rule, pay due regard to the recommendation of Departmental Promotion Committees, it must be distinctly understood that the Committees are purely advisory bodies, the responsibility of granting promotions or making appointments is solely that of the competent authority.

RULE-23: (I) Each member of a committee will assess the candidate under consideration independently according to a procedure to be mutually agreed upon by the members and an order of preference will then be prepared on the basis of average assessment made by all members. The Chairman will prepare the minutes of the Committee which will be signed by all members.

(II) All orders of appointment (whether by promotion or by direct recruitment) will be issued only by the Appointing Authority or an officer duly authorised by the Appointing Authority with copies to the Accounts and others Departments concerned.

(III) All records relating to recruitment/assessment shall be deposited without delay with the Establishment Section after the proceedings are drawn and signed by the Selection Committee/Assessment Committee. It will be the responsibility of Establishment Section to arrange for the verification of character and antecedents of selected candidates and for their Medical examination.

SECTION-VI—APPEALS

RULE-24: Any employee who is the aggrieved by an order of promotion on the ground that he has been superseded may appeal through his Departmental Head to the Chief Executive Officer. In case the appeal is wrongly addressed, the departmental Head will correct the order. The Departmental Head shall, if possible, enter in a separate note the reasons why the decision was taken. The appeal should be marked Confidential and routed through the Personnel Department. The Personnel Department will enter their comments below the note of the Department Head. The decision taken by the Chief Executive Officer will be communicated to the employees concerned through the Personnel Department.

(1) If any employee is still not satisfied with the decision of the Chief Executive Officer, he shall have a right to appeal to the Board in the manner prescribed above, whose decision shall be considered final.

SECTION-VII—MISCELLANEOUS

RULE-25: The power to interpret and amend these rules shall vest in the Board which shall be final.

RECRUITMENT & PROMOTION RULES OF HPIDB

ANNEXURE–A

Sl. No.	Name of the Post/ Scale of Pay/ Age for direct recruitment	Method of recruitment- whether direct or by promotion/ deputation to be made	Minimum Edu. Qualification and other criteria for direct recruitment & Age	In case of recruitment by promotion/ deputation, grade from which promotion/ deputation to be made
1.	**Peon** (Rs. 4900 – 10680 + 1300 GP) with initial start of Rs. 6200/-	100 % by direct recruitment, failing which on secondment from Govt.	*Essential Qualification* Should have passed Matriculation from any Board of School Education/Institution	

	ii) Rs. 4900 – 10680 + 1650 GP) This PB & GP will be given after 2 years of service. **(4)**	Departments and Public Sector Undertakings.	recognised by HP Govt./Central Govt. *Desirable Qualification* Knowledge of customs, manners and suitability for appointment in the peculiar conditions prevailing in the State. *Age for Direct Recruitment* Between 18 to 45 years	—
2.	**Diarist –cum-Record Keeper/ Office Assistant** (Rs. 5910 – 20200 + 1950 GP) with initial start of Rs. 7810/- ii) Rs. 10300 – 34800 + 3200 GP) This PB & GP will be given after 2 years of service. **(2)**	50 % by direct recruitment, failing which on secondment from Govt. Departments and Public Sector Undertakings.	*Essential Qualification* Should have passed Graduation from any University/ Institution recognised by HP Govt./Central Govt. with 30 W.P.M. speed in English/Hindi typing *Desirable Qualification* Knowledge of customs, manners and suitability for appointment in the peculiar conditions prevailing in the State. *Age for Direct Recruitment* Between 18 to 45 years	—
		50% by Promotion		From amongst the 10+2 passed Peons having atleast 5 years regular service as such on the basis of seniority-*cum*-merit. Age N.A.
3.	**Computer Operator** (Rs. 5910 – 20200 + 1950 GP) with initial start of Rs. 7810/- ii) Rs. 10300 – 34800 + 3200 GP (This PB & GP will be given after 2 years of service).	100 % by direct recruitment, failing which on secondment from Govt. Departments and Public Sector Undertakings.	*Essential Qualification* i) Bachelor's Degree in Computer Application/ Information Technology/ Computer Science from a university/ Institution affiliated to a University. *or*	

	(2)		ii) 3 years Diploma Course in Computer Science/ Information Technology from a Polytechnic Institute *or* iii) Bachelor's Degree from a University or an Institution affiliated to a University. *and* Diploma of at least one year duration in Data Entry Operation/ Computer Application/ Computer Programming/Information Technology from a University or an Institution affiliated to a University. *Desirable Qualification* Knowledge of customs, manners and suitability for appointment in the peculiar conditions prevailing in the State. *Age for Direct Recruitment* Between 18 to 45 years	
4.	**Steno Typist** (Rs. 5910 – 20200 + 2000 GP) with initial start of Rs. 8240 ii) Rs. 10300 – 34800 + 3200 GP) This PB & GP will be given after 2 years of regular service **(1)**	100% by direct recruitment, failing which on secondment from Govt. Departments and Public Sector Undertakings.	*Essential Qualification* i) Should have passed 10+2 examination from a recognized Board of School Education/ University. ii)Must possess the following speed in short hand and typewriting on computers in both languages *i.e.* English and Hindi at the time of initial appointment :- *Speed in Shorthand* English Hindi 60 WPM 60 WPM.	

			Speed in Typewriting English Hindi 60 WPM 60 WPM Provided that at the time of initial appointment the candidate shall have to pass shorthand test in either English or Hindi at the prescribed speed. Provided further that the candidate will have to pass typewriting test in both the languages at the time of initial appointment. Provided further that the incumbent having passed shorthand in one language at the time of initial recruitment, shall have to pass the shorthand test in second language either in Hindi or English whichever may be as prescribed *supra* within a period of three years from the date of appointment. iii) Should have the knowledge of word processing in Computer as prescribed by the recruiting authority. *Desirable Qualification* Knowledge of customs, manners and suitability for appointment in the peculiar conditions prevailing in the State. *Age for Direct Recruitment* Between 18 to 45 years	
5.	**Senior Scale Stenographer** (Rs. 10300-34800 + 4400 GP) **(1)**	100 % by promotion, failing which on secondment from Govt. Departments and Public Sector Undertakings.		By Promotion from amongst Steno Typists working in the Board with 5 year regular service and working experience and possessing requisite speed in

				short hand and typing on the basis on seniority–*cum*–merit.
6.	**Personal Assistant** (Rs. 10300-34800 + 4800 GP) **(1)**	100% by promotion, failing which on secondment from Govt. Departments and Public Sector Undertakings.		By promotion from amongst the Senior Scale Stenographers with 5 years regular service and working experience as Senior Scale Stenographer on seniority-*cum*-merit basis. Provided that all such incumbents possess the minimum qualification of Bachelor Degree from any recognised university
7.	**Driver** (Rs. 5910 – 20200 + Rs. 2000 GP) with initial start of Rs. 8,240/- ii) Rs. 5910 – 20200 + Rs. 2400 GP) (This PB & GP will be given after 2 years of regular service). **(2)**	100% by direct recruitment, failing which on secondment from Govt. Departments and Public Sector Undertakings.	*Essential Qualification:* i) Should be a Matriculate from any Board of School Education/Institution recognized by HP. Govt/ Central Govt. ii)Must possess valid driving licence for the plying of heavy/ light vehicles in Hilly terrain. *Desirable Qualification:* Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh. *Age of Direct Recruitment* Between 18 to 45 years	
8.	**Assistant (Accounts)** (Rs. 5910 – 20200 + 2800 GP) already existing	100% by direct recruitment, failing which on secondment from Govt.	*Essential Qualification:* i) Should have passed B.Com from recognized University/Institution having 3 years working	

	ii) (Rs. 10300-34800 + Rs. 3600 GP) (This PB & GP will be given after 2 years of regular service). **(5)**	Departments and Public Sector Undertakings.	experience in maintenance of accounts on commercial basis, high level of proficiency in operating Tally/Excel and other accounting software packages. *Desirable Qualification:* Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh. *Age of Direct Recruitment* Between 18 to 45 years	
9.	**Senior Assistant (Accounts)** (Rs. 10300 – 34800 + 4400 GP) **(3)**	100% by promotion, failing which on secondment from Govt. Departments and Public Sector Undertakings.	*Essential Qualification* Should have passed B.Com./M.Com. from a recognized University/ Institution with 5 years experience in maintenance of accounts on commercial basis, high level of proficiency in operating Tally/Excel and other accounting software packages, finance and taxation. *Desirable Qualification:* Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh *Age for Direct Recruitment* Between 18 to 45 years	By promotion from amongst the Assistant (Accounts) having 5 years regular service working experience as Assistant (Accounts) on seniority-*cum*-merit basis.
10.	**Senior Assistant** (Rs. 10300 – 34800 + 4400 GP) **(2)**	100% by promotion, failing which on secondment from Govt. Departments and Public Sector Undertakings.		By promotion from amongst the Office Assistants/Diarist-*cum*-Record Keeper/Computer Operators possessing 5 years regular service. Provided that all

				such incumbents possesses the minimum education qualification of Bachelor Degree (Graduation) from any University recognised by HP Govt./Central Govt. and having working experience in Establishment and other matters on seniority-*cum*-merit basis. Age N.A
11.	**Assistant Manager (F&A)** (Rs. 10300-34800 +4800 GP). **(1)**	100% by promotion, failing which on secondment from Govt. Departments and Public Sector Undertakings**.**		By promotion from amongst the Senior Assistant (Accounts) having 5 years regular service and working experience as Senior Assistant (Accounts) on seniority-*cum*-merit basis.
12.	**Assistant Manager** (Rs. 10300-34800 + 4800 GP). **(1)**	100% by promotion, failing which on secondment from Govt. Departments and Public Sector Undertakings.		By promotion from amongst the Senior Assistant having 5 years regular service and working experience as Senior Assistant on seniority-*cum*-merit basis. Provided that all such incumbents possess minimum education. qualification of Bachelor Degree from any University recognised by H.P. Govt./Central Govt.

13.	**Deputy Manager (F&A)** (Rs. 10300-34800 + 5400 GP). **(1)**	100% by promotion, failing which on secondment from Govt. Departments and Public Sector Undertakings.		By promotion from amongst the Assistant Manager (F&A) having 5 years regular service and working experience as Asstt. Manager (F&A) on Merit-*cum*- Seniority basis.
14.	**Manager (F&A)** (Rs. 15600- 39100 + 6000 GP). **(1)**	100% by promotion, failing which on secondment from Govt. Departments and Public Sector Undertakings**.**		By promotion from amongst the Deputy Manager (F&A) having 5 years regular service and working experience as Deputy Manager (F&A) on Merit–*cum*- Seniority basis.
15.	**Assistant Engineer (Civil)** (Rs. 15600-39100 + 5400 GP). **(1)**	On secondment from Govt. Departments and Public Sector Undertakings**.**	*Essential Qualification* Degree in Civil Engineering from any university/institution recognised by H.P. Govt./Central Govt. with 3 years experience in Civil construction work/ Infrastructure Projects. *Desirable Qualification:* Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh *Age of Direct Recruitment* Between 18 – 45 years	
16.	**Assistant General Manager (Finance)** (Rs. 15600-39100 + 6600 GP). **(1)**	100 by direct recruitment.	*Essential Qualification* Should have passed CA or MBA (Finance) (CA will be given preference) with 5 years working experience in relation to infrastructure projects, finance, taxation and	

			commercial matters etc. The candidate should have been involved with the implementation of PPP mode projects across three or more infrastructure sectors. *Desirable Qualification :* Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh *Age of Direct Recruitment* Between 18 to 45 years	
17.	**Deputy General Manager (Finance)** (Rs. 15600-39100 + 7600 GP).	100% by promotion, failing which by direct recruitment.	*Essential Qualification* Should have passed CA or MBA (Finance) (CA will be given preference) with 10 years working experience in relation to infrastructure projects, finance, taxation and commercial matters etc. The candidate should have been involved with the implementation of PPP mode projects across three or more infrastructure sectors. *Desirable Qualification:* Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh *Age of Direct Recruitment* Between 18 to 45 years	By promotion from amongst the Asstt. General Manager (Finance) having 5 years regular service and working experience as Asstt. General Manager (Finance) with aptitude in dealing with infrastructure projects specially in PPP sectors, financial, taxation and commercial matters on Merit-*cum*- Seniority basis.
18.	**General Manager** (Rs. 37400 – 67000 + 8700 GP) Temporarily upgraded to Chief General Manager	100% by promotion.		By promotion from amongst the Deputy General Manager (Finance) having 5 years regular service and working experience as Deputy General Manager (Finance)

				with aptitude in dealing with infrastructure projects specially in PPP sectors, financial, taxation and commercial matters and general administration on Merit-*cum*-Seniority basis
19.	**Chief General Manager** (Rs. 37400–67000 + 8900 GP + 2000 SP). **(1)** Temporarily upgraded from General Manager.	100% by promotion.		By promotion from amongst the General Manager having 5 years regular service and working experience as General Manager with aptitude in dealing with infrastructure projects specially in PPP sector, financial, taxation and commercial matters and general administration on Merit-*cum*-Seniority basis.

Sd/-
Chief General Manager.

CHANGE OF NAME

I, Nirmala Devi w/o Surendar Nath Lakhanpal, EX-LASE No. 91312, r/o Village Har, P. O. Bumbloo, Tehsil Barsar, District Hamirpur, H. P. have changed my name from Nirmala Devi to Nirmla Lakhanpal *vide* affidavit No. 974, dated 17-4-2019 before District Court Hamirpur (H. P.). My correct DOB is 7-1-1952 *instead* of 8-1-1952.

NIRMALA DEVI
w/o Surendar Nath Lakhanpal, EX-LASE No. 91312,
r/o Village Har, P. O. Bumbloo,
Tehsil Barsar, District Hamirpur, H. P.

नियन्त्रक, मुद्रण तथा लेखन सामग्री, हिमाचल प्रदेश, शिमला–5 द्वारा मुद्रित तथा प्रकाशित
इलेक्ट्रॉनिक हस्ताक्षरित राजपत्र, वैबसाइट http://rajpatrahimachal.nic.in पर उपलब्ध है एवम् ऑनलाइन सत्यापित किया जा सकता है