

# Dr. Yashwant Singh Parmar University of Horticulture & Forestry, Nauni (Solan)-173230, Himachal Pradesh Office of the Registrar, Recruitment Section ©01792-252219, FAX-01792-252603 (fax), e-mail: registrar@yspuniversity.ac.in

Rajiv Kumar, HPAS (Registrar)

No.UHF.Regr.Rectt.2-06/2019/- 10302-16

Dated: 27/7/2019

## NOTIFICATION

In terms of provisions contained under Statutes 5.6(1) of the Statutes of the University, the Vice-Chancellor, Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan) is pleased to make the Recruitment & Promotion Rules in respect of following categories of posts of the University, as per annexures attached to this notification, subject to ratification by the Board of Management:

Sr.	Name of the Post	Enclosed at	Pages
No.			J
1,	Computer Programmer	Annexure-1	3-9
2.	Instrumentation Technician	Annexure-2	10-17
3.	Draughtsman	Annexure-3	18-26
4.	Publication Assistant	Annexure-4	27-34
5.	Junior Engineer (Civil)	Annexure-5	35-44
6.	Technical Assistant Gr-I (Field)	Annexure-6	45-53
7.	Junior Office Assistant (IT)	Annexure-7	54-61
8.	Clerk,/Store Keeper-cum-Clerk	Annexure-8	62-71
9.	Field Assistant	Annexure-9	72-81
10.	Junior Technician (Laboratory)	Annexure-10	82-90
11.	Laboratory Attendant	Annexure-11	91-99
12.	Junior Technician (Pump Operator)	Annexure-12	100-107
13.	Driver	Annexure-13	108-116
14.	Library Assistant	Annexure-14	117-125
15.	Sports Assistant	Annexure-15	126-134
16.	Assistant Lineman	Annexure-16	135-143
17.	Caretaker	Annexure-17	144-151
18.	Matron	Annexure-18	152-159
19.	Bus Helper/Cleaner	Annexure-19	160-166
20.	Peon	Annexure-20	167-173
21.	Chowkidar	Annexure-21	174-181
22.	Beldar	Annexure-22	182-188



As a sequel, Recruitment & Promotion Rules framed earlier in respect of above categories of posts, if any, by this University are hereby superseded.

Registrar

Endst.No.UHF.Regr.Rectt.2-06/2019/-10302-16

Dated: 27/07/2019

tran Sived lett peges)

Copy of the above is forwarded to the following for information and necessary action:

- 1. All the Statutory Officers, Dr. YSP UHF, Nauni (Solan) with the request to circulate these rules amongst the Head of the Departments/Research Stations/KVKs/Offices under their control.
- 2. The Dean, College of Horticulture & Forestry, Neri, Post Office Neri, District Hamirpur (HP)-177001.
- 3. The Dean, College of Horticulture and Centre of Excellence for Horticulture Research and Extension, District Mandi (HP).
- 4. The Officer Incharge, Computer & Instrumentation Centre, Dr. YSP UHF, Nauni (Solan) with the request to get this notification along with its annexures uploaded in the University website.
- 5. The Deputy Registrar (Establishment), O/O the Registrar, Dr. YSP UHF, Nauni (Solan).
- 6. The Secretary to the Vice-Chancellor, UHF, Nauni (Solan).
- 7. The Private Secretary to the Registrar, UHF, Nauni (Solan).

8. Guard File.

Page 2 of 188



# RECRUITMENT & PROMOTION RULES FOR THE POSTS OF <u>COMPUTER PROGRAMMER</u>, CLASS-II (Non-Gazetted) IN Dr. Y S PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

1.	Name of post	Computer Programmer
2.	Number of posts	As created/sanctioned from time to time
3.	Classification	Class-II (Non-Gazetted)
4.	Pay band/scale	i) Pay scale for regular incumbents:  Pay band ₹ 10300-34800+₹ 5000/-Grade Pay  ii) Emoluments for Contract employees:  ₹ 15,300/- per month or as may be applicable in HP Government from time to time, as per details given in Column No.15-A.
5.	Whether " Selection" post or ""Non Selection" post:	Non-Selection
6.	Age for cirect recruitment	Between 18 to 45 years.
	in service of the Government/Contract basis;  Provided further that if a overage on the date when he/she in the prescribed age-limit by via Provided further that upper Backware Classes and Other caspecial order(s) of the Himcchal NOTE: Age limit for direct re	cruitment will be reckoned on the first day of the year in which the
	as the case may be.	The state of the s
post(s) is/are advertised for inviting applications or notified to the Emploas the case may be.  7. Minimum Educational and other a) ESSENTIAL QUALIFICATION (S):		Regular course in the following stream from any

F. Rogistess

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	<ul> <li>(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.</li> <li>(ii) No probation in case of appointment on contract basis.</li> </ul>
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.
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	Not Applicable
12.	If a Departmental Promotion/ Confirmation Committee exists, what is its composition?	Not Applicable
13.	Composition of Selection Committee for direct Recruitment	1. Vice-Chancellor - Chairman 2. Registrar - Member 3. Dean/Director - Member 4. One nominee of the Vice-Chancellor - Member out of Statutory Officer  Note: The Vice-Chancellor, in addition to the existing composition of Selection Committee may endeavour as far as possible to nominate one officer of Scheduled Caste/Scheduled Tribe Category on selection committee where the candidate(s) belonging to these categories are appearing for interview.
14.	Appointing Authority	Vice-Chancellor
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 recruiting authority so considers 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 recruiting/appointing authority.
15-A	Selection for appointment to the Notwithstanding anything contain subject to the terms and condition I. <u>CONCEPT</u> :	ed in these rules, contract appointment to the post will be made



(a) Under this column/rule, the **Computer Programmer** in Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) 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 Head of the Department 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 selection will be made in accordance with the procedure prescribed in these R&P Rules.

## II. CONTRACTUAL EMOLUMENTS:

The Computer Programmer appointed on contract basis will be paid consolidated fixed contractual amount@ ₹ 15,300/- per month (which shall be equal to minimum of the pay band+ grade pay) or as may be applicable in HP Government, from time to time. An amount of ₹ 459/- (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 Vice-Chancellor, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be the appointing authority and disciplinary authority.

## IV. SELECTION PROCEDURE:

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 recruiting authority so considers necessary or expedient on the bass 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 recruiting/appointing authority.

## V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

## VI. AGREEMENT:

After selection of a cardidate, he/she shall sign an agreement as per <u>Appendix-I</u> appended to these Rules.

## VII. TERMS AND CONDITIONS:

- (a) The contractual appointee will be paid fixed contractual amount @ = 15,300/- per month (which shall be equal to minimum of the pay band + grade pay) or as may be applicable in HP Government, from t me to time. The contract appointee will be entitled for increase in contractual amount @ = 459/- (3% of minimum of the pay band + grade pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc. will be given.
- (b) The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.

Harris Rogistres

(c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 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.

Provided that the 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 illress/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 or from Medica Officer of the University. 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 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/CPS will also not be applicable to contract appointee(s).

16.	Essential requirement for direct recruitment	A candidate for appointment to ary service or post must be a Citizen of India.
17.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Schedules Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.

STUL.

18.	Departmental Examination	Not applicable.
19.	Power to relax	In genuine cases, where the Selection Committee is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing can refer such matters to the Vice-Chancellor for relaxation any of the provision of these rules with respect to any class or category of persons or post(s).

Registrar
Dr. Y.S. Parmar University of
Horticulture & Forestry NAUNI- Solan 173230

## APPENDIX-I

Univer	of contract/agreement to be executed between the sity of Horticulture & Forestry, Nauni (Solan) nation of appointing authority).		
	This agreement is made on this between Shri/Sm <sup>†</sup> .	5/0 D/O Shri	
R/O _		contract app	pointee (hereinafter
	the FIRST PARTY) and Dr. Y.S. Parmar University of		
throug	h (Designation o	f the Appointing Authority). D	r. V.S. Parmar UHF,
Nauni	(here-in-after the SECOND PARTY)		
	Whereas, the SECOND PARTY has engaged	the aforesaid FIRST PARTY ar	nd the FIRST PARTY
	reed to serve as a Computer Programmer on cont		
1.	That the FIRST PARTY shall remain in the service for a period of one year commencing on day	of and er ned and ag <sup>r</sup> eed upon by both : ARTY shall ipso-facto s <sup>†</sup> and te	ding on the day of the parties thot the rminated on the last
	Provided that for further extension/renewshall issue a certificate that the service and condutthe year and only then the period of contract is to	ict of the contract appointee wa	
2.	D		may be applicable in
3.	The service of FIRST PARTY will be purely on terminated in case the performance/conduct of the		
4.	The state of the s	y's casual leave after putting on calendar year. A female contrac nity leave for 180 days'. A fema ding 45 days' (irrespective of th carriage including abortion, on p Medical Officer. A contract of	e months service, 10 appointee with less le contract appointee e number of surviving production of medicolemployee shall not be
	Provided that the un-availed casual leave, med the calendar year and will not be carried forward to		be accumulated upto
5,	Unauthorized absence from the duty without the clead to the termination of the contract. However,		· ·

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

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 incumpent 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.

Page 8 of 188

- 6. Computer Programmer appointed on contract basis who has completed three years tenure at one place of postina will be eliaible for transfer on need based basis wherever required on administrative arounds.
- 7. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner or Medical Officer of the University. In case of women candidates pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical officer/Practitioner.
- 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/CPS 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 f rst, above written.

## IN THE PRESENCE OF WITNESS:

(Name and Full Address)	<del></del>
	(Signature of FIRST PART)

(Signature of SECOND PARTY)

1 Dure



# RECRUITMENT & PROMOTION RULES FOR THE POSTS OF INSTRUMENTATION TECHNICIAN, CLASS-II (Non-Gazetted), IN Dr. Y S PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

1.	Name of post	Instrumentation Technician	
2.	Number of posts	As created/sanctioned from time to time	
3.	Classification	Class-II (Non gazetted)	
4.	Pay band/scale	i) Pay scale for regular incumbents:  Pay band ₹ 10300-34800+₹ 4800/-Grade Pay  ii) Emoluments for Contract employees:  ₹ 15,100/- per month or as may be applicable in HF  Government from time to time, as per details given in  Column No.15-A.	
5.	Whether " Selection" post or ""Non Selection" post:		
6.	Age for direct recruitment	Between 18 to 45 years.	
	in service of the Government/University 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 a 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 Backward Classes and Other categories of persons to the extent permissible und the general or special order(s) of the Himachal Pradesh Government.  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 Employme		
7.	Exchange, as the case may be.  Minimum Educational and other qualifications required for direct recruit(s)  B.E./B. Tech. in Instrumentation/Electronics of Communication from a University/Institution/College derecognized by the Central or State Government.  b) DESTRABLE QUALIFICATION (S):  Knowledge of customs, manner and dialects of Himachal Prade and suitability for appointment in the peculiar conditions.		
8.	Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promotee(s)	Prevailing in the Pradesh.  Not Applicable	

The Rogistees

9.	Period of probation, if any	<ul> <li>(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.</li> <li>(ii) No probation in case of appointment on contract basis.</li> </ul>
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
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	Not Applicable
12.	If a Departmental Promotion/ Confirmation Committee exists, what is its composition?	Not Applicable
13.	Composition of Selection Committee for direct Recruitment	1. Vice-Chancellor - Chairman 2. Registrar - Member 3. Comptroller - Member 4. Dean/Director - Member (to be nominated by the Vice-Chancellor)  Note: The Vice-Chancellor, in addition to the existing composition of Selection Committee may endeavour as far as possible to nominate one officer of Scheduled Caste/Scheduled Tribe Category on selection committee where the candidate(s) belonging to these categories are appearing for interview.
14.	Appointing Authority	Vice-Chancellor
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 recruiting authority so considers necessary or expedient on the basis 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 recruiting/appointing authority.
15-A	Selection for appointment to the Notwithstanding anything contain subject to the terms and conditio VIII. CONCEPT:	ed in these rules, contract appointment to the post will be made

The fee.

(a) Under this column/rule, the Instrumentation Technician in Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) 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 Head of the Department 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 selection will be made in accordance with the procedure prescribed in these R&P Rules.

## IX. CONTRACTUAL EMOLUMENTS:

The Instrumentation Technician appointed on contract basis will be paid consolidated fixed contractual amount @ 15,100/- per month (which shall be equal to minimum of the pay band+ grade pay) or as may be applicable in HP Government, from time to time. An amount of ₹ 453/- (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.

## X. APPOINTING/DISCIPLINARY AUTHORITY:

The Vice-Chancellor, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be the appointing authority and disciplinary authority.

## XI. SELECTION PROCEDURE:

Selection for appointment to the post in the case of contract appointment shall be made on the basis of merit of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these rules, or if the recruiting authority so considers necessary or expedient on the basis of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these Rules, preceded by a screening test (objective type) or practical test or skill test or physical test the standard/syllabus, etc. of which will be determined by the recruiting/appointing authority.

## XII. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

### XIII. AGREEMENT:

After selection of a cardidate, he/she shall sign an agreement as per <u>Appendix-II</u> appended to these Rules.

## XIV. TERMS AND CONDITIONS:

(a) The contractual appointee will be paid fixed contractual amount @ ₹ 15,100/- per month (which shall be equal to minimum of the pay band + grade pay) or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount @ ₹ 453/- (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.

For Rogiston

- (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 05 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.

Provided that 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 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 have completed three years terure 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 or from Medical Officer of the University. 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 official at the minimum of pay scale.
- (h) Provisions of service rules like FR, SR. Leave Rules, GPF Rules, Pension Rules & Corduct 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/CPS will also not be applicable to contract appointee(s).

16. Essential requirement for direct A candidate for appointment to any service or post must be a recruitment Citizen of India.

ATTUS Les.

17.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Schedules Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.
18.	Departmental Examination	Not applicable.
19.	Power to relax	In genuine cases, where the Selection Committee is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing can refer such matters to the Vice-Chancellor for relaxation any of the provision of these rules with respect to any class or category of persons or post(s).

\*\*\*

3 %

Registrar
Dr. Y.S. Parmar University of
Horticulture & Forestry
NAUNI - Solan 173230

# APPENDIX-I

	WRITTEN EXAMINATION	85 Marks	
nark	entage of marks obtained in the written examination to be calculated out of 85 s. For example, a candidate getting 50% marks in written examination will be 42.50 marks]		
Eval	uation of candidate to be made in the following manner:		11-17
i.	Weightage for professional qualification, prescribed in the Recruitment $\mbox{\&}$ Promotion Rules	02.50 Marks	
nine fa	[Percentage of marks obtained in the professional qualification would be multiplied by 0.025, For example, an individual has secured 50% marks in the required professional qualification, he/she will be allowed 1.25 marks (50X0.325=1.25). In case the candidates possessing multiple basic professional qualification, weightage will be given to higher percentage/marks.		
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	15 <b>M</b> arks
V.	Differently abied 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 family annual income (from all sources) below $\stackrel{>}{\sim}$ 40,000/- or as prescribed by the Government from time to time.	02 Mark	
viji.	Widow/divorced/destitute/single woman.	01 Mark	1
ix.	Single daughter/Orphan	01 Mark	
Х.	Training of atleast 06 months duration related to the post applied for from a recognized University/Institution	01 Mark	
×i.	Experience up to a maximum of 5 years in Government/Semi Government organization relating to the post applied for (0.5 mark only for each completed year).	2.50 Marks	

A Tufu.

	of contract/agreement to be executed between to the University of Horticulture & Fores (Designation of appointing au	try, Nauni (Solan)-17323	
	This agreement is made on this	day of	in the year
	between Shri/Smt		
R/O _	the Company of the Man Day and the section of	contract ap	pointee (hereinafter
	the FIRST PARTY) and Dr. Y.S. Parmar University of		
	h (Designation o	T The Appointing Authority), D	or. Y.5. Parmar UHF,
Nauni (	(here-in-after the SECOND PARTY).		
has agu	Technician for a period of one year commencing on  It is specifically mention contract of the FIRST PARTY with SECOND Particular and information and informati	ontract basis on the following to vice of the SECOND PARTY of day of and ned and agreed upon by both ARTY shall ipso-facto stand te tion notice shall not be necessar	erms & conditions:  as a Instrumentation I ending on the day of the parties that the rminated on the last y.
	Provided that for further extension/renew shall issue a certificate that the service and conduthe year and only then the period of contract is to	ict of the contract appointee wa	
2	The contractual amount of the FIRST PARTY will be Government, from time to time.		ay be applicable in HP
3.	The service of FIRST PARTY will be purely on terminated in case the performance/conduct of th		
4.	The contract appointee will be entitled for one day		

Provided that the un-availed casual leave, medical leave and special leave can be accumulated upto the calendar year and will no be carried forward for the next calendar year.

to the contract appointee.

days' medical leave and 05 days' special leave, in a calendar year. A female contract appointee with less than two surviving children shall 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

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 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.

The Registees

- 6. Instrumentation Technician appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
- 7. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner or Medical Officer of the University. In case of women candidates pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical officer/Practitioner.
- 8. Contract appointee shall be entitled to TA/DA if required to go or 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/CPS 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:

(Name and Full Address)	<del></del>
(,	(Signature of FIRST PARTY)
(Name and Full Address)	

J. Rogistin

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF <u>DRAUGHTSMAN</u>, CLASS-III (Non-Gazetted), IN Dr. Y S PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

1.	Name of post	Draughtsman
2.	Number of posts	As created/sanctioned from time to time
3.	Classification	Class-III (Non gazetted)
4.	Pay band/scale	i) Pay scale for regular incumbents:  Pay band ₹ 10300-34800 +₹ 3800/-Grade Pay  ii) Emoluments for Contract employees:  ₹ 14100/- per month or as may be applicable in HP  Government from time to time, as per details given in  Column No.15-A.
5.	Whether "Selection" post or Non-Selection ""Non Selection" post:	
6.	Age for direct recruitment	Between 18 to 45 years.
	Provided that upper age limit for direct recruits will not be applicable to the candidates already in service of the Government/University including those who have been appointed on adhoc or 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/her such adhoc or contract appointment;  Provided further that upper age limit is relaxable for Scheduled Caste/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.	
	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 Exchange, as the case may be.	
7.	Minimum Educational and other qualifications required for direct	3-2-
	recruit(s)	recognized Board of School Education.  ii) Atleast three years' Diploma course in Architectural
	The state of the s	recognized Board of School Education.  ii) At least three years' Diploma course in Architectural Assistantship from a recognized University or an Institution



9.	Period of probation, if any	Direct recruitment/Promotion:
		<ul> <li>(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.</li> <li>(ii) No probation in case of appointment on contract basis.</li> </ul>
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	<ul> <li>i) 25% by direct recruitment on "regular" basis or by recruitment on contract basis, as the case may be.</li> <li>ii) 75% by promotion failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.</li> </ul>
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	By promotion from amongst the Junior Draughtsman with 12 years regular service or regular combined with continuous adhoc service rendered, if any, in the grade.

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

Provided further that 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 areas of the University. However, this condition of five years shall not be applicable in cases of promotion:

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

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

- (II) In all cases of promotion, the continuous adhoc service rerdered 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 "he 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/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/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 prescribed in the Recruitment & Promotion Rules for the post:



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 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, continuous adhoc service rendered on the feeder post if any, prior to the regular appointment/promotion 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 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. If a Departmental Promotion/ 12. Same as prescribed for direct recruitment under Column No.13 Confirmation Committee exists, below what is its composition? 13. Composition of Selection 1. Registrar - Chairman Committee for direct 2. Estate Officer - Member Recruitment 3. Executive Engineer (Design) - Member 4. One person to be nominated by the - Member Vice-Chancellor Note: The Vice-Chancellor, in addition to the existing composition of Selection Committee may endeavour as far as possible to nominate one officer of Scheduled Caste/Scheduled Tribe Category on selection committee where the candidate(s) belonging to these categories are appearing for interview. 14 Appointing Authority Registrar 15. Selection for appointment to the Selection for appointment to the post in the case of direct post by direct recruitment 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 recruiting authority so considers necessary or expedient on the basis 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 recruiting/appointing authority. 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:

> HTT-pu Rogissian

(a) Under this column/rule, the **Draughtsman** in Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) 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 Head of the Department 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 selection will be made in accordance with the procedure prescribed in these R&P Rules.

## II. CONTRACTUAL EMOLUMENTS:

The Draughtsman appointed on contract basis will be paid consolidated fixed contractual amount  $@ \mp 14,100/$ - per month (which shall be equal to m nimum of the pay band+ grade pay) or as may be applicable in HP Government, from time to time. An amount of  $\mp 423/$ - (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 Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be appointing authority and disciplinary authority.

## IV. SELECTION PROCEDURE:

Selection for appointment to the post in the case of contract appointment shall be made on the basis of merit of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these rules, or if the recruiting authority so considers necessary or expedient on the basis of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these Rules, preceded by a screening test (objective type) or practical test or skill test or physical test the standard/syllabus, etc. of which will be determined by the recruiting/appointing authority.

## V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

## VI. AGREEMENT:

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

## VII. TERMS AND CONDITIONS:

(a) The contractual appointee will be paid fixed contractual amount @ ₹ 14,100/- per month (which shall be equal to minimum of the pay band + grade pay) or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount@ ₹ 423/- (3% of minimum of the pay band + grade pay of the post) for further extended years and no other allied benefits such as serior/selection scales etc. will be given.



- (b) The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.
- (c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 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.

Provided that the 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 Cfficer, 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 or from Medical Officer of the University. VVomen 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 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/CPS will also not be applicable to contract appointee(s).

16.	Essential requirement ford rect recruitment	A candidate for appointment to any service or post must be a Citizen of India.
17.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled

J-Tura

Page 22 of 188

		Castes/Schedules Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.
18.	Departmental Examination	Not applicable.
19.	Power to relax	In genuine cases, where the Selection Committee is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing can refer such matters to the Vice-Chancellor for relaxation any of the provision of these rules with respect to any class or category of persons or post(s).

\*\*\*

Registrar
Dr. Y.S. Parmar University of
Horticulture & Forestry
NAUNI - Solan 173230

	WRITTEN EXAMINATION	85 Marks	
marl	centage of marks obtained in the written examination to be calculated out of 85 ks. For example, a candidate getting 50% marks in written examination will be a 42.50 marks]		
Eva	luation of candidate to be made in the following manner:		
i.	Weightage for professional qualification, prescribed in the Recruitment & Premotion Rules	02.50 Marks	
	[Percentage of marks obtained in the professional qualification would be multiplied by 0.025, For example, an individual has secured 50% marks in the required professional qualification, he/she will be allowed 1.25 marks (50×0.025=1.25). In case the candidates possessing multiple basic professional qualification, weightage will be given to higher percentage/marks.		
ii.	Belonging to notified Backward Area or Panchayat, as the case may be	01 Mark	1
iii.	Land less fcmily/family having land less than 1 Hectare to be certified by the corcerned 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	15 Marks
V.	Differently obled persons with more than 40% impairment/disability/infirmity	01 Mark	15 Marks
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 family annual income (from all sources) below $\stackrel{<}{_{\sim}}$ 40,000/- or as prescribed by the Government from time to time.	02 Mark	
viii.	Widow/divo~ced/destitute/single woman.	01 Mark	1
ix.	Single daughter/Orphan	01 Mark	
×.	Training of atleast 06 months duration related to the post applied for from a recognized University/Institution	01 Mark	
×i.	Experience up to a maximum of 5 years in Government/Semi Government organization relating to the post applied for (0.5 mark only for each completed year).	2.50 Marks	

	ticulture & Forestry, Nauni (Solan)-173230 (HP) through (Designation of ting authority).
	This agreement is made on this day of in the year
	between Shri/Smt S/O D/O Shri
	contract appointee (hereinafter the FIRST PARTY) and Dr. V.S. Parmar University of Horticulture & Fcrestry, Nauni (Solan)-173230 (HP)
called	the FIRST PARTY) and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-1/3230 (HP)
throug	h (Designation of the Appointing Authority), Dr. Y.S. Parmar UHF,
Nauni	(here-in-after the SECOND PARTY).
	Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY
has aa	reed to serve as a Draughtsman on contract basis on the following terms & conditions:
rido agi	
1.	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-facts 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 Head of the Department 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 ₹ 14,100/- per month or as may be applicable in HP Government, from time to time.
3.	The service of FIRST PARTY will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.
4,	The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 days' special leave, in a calendar year. A female contract appointee with less than two surviving children shall 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.
	Provided that 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.

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

5. Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically

for contractual amount for this period of absence from duty.

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

A Rogistese

- 6. **Draughtsman** appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
- 7. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Fractitioner or Medical Officer of the University. In case of women candidates pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical officer/Fractitioner.
- 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 EFF/GFF/CFS 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:

(Name and Full Address)	
	(Signature of FIRST FART

(Signature of SECOND PARTY)

y. Registess

Survey of the second

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF <u>PUBLICATION</u>
<u>ASSISTANT</u>, CLASS-III (Non-Gazetted), IN Dr. Y S PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

1.	Name of post	Publication Assistant	
2.	Number of posts	As created/sanctioned from time to time	
3.	Classification	Class-III (Non gazetted) Ministerial Services	
4.	Pay band/scale	i) Pay scale for regular incumbents:  Pay band ₹ 10300-34800+₹ 3600/-Grade Pay  ii) Emoluments for Contract employees:  ₹ 13,900/- per month or as may be applicable in HF  Government from time to time, as per details given in  Column No.15-A.	
5.	Whether " Selection" post or ""Non Selection" post:	Non-Selection	
6.	Age for direct recruitment	Between 18 to 45 years.	
	Provided further that up Tribes/Other Backward Classes the general or special order(s) of NOTE: Age limit for direct re	limit by virtue of his/her such adhoc or contract appointment;  oper age limit is relaxable for Scheduled Caste/Scheduled and Other categories of persons to the extent permissible under the Himachal Pradesh Government.  ecruitment will be reckoned on the first day of the year in which ertised for inviting applications or notified to the Employment hay be.	
7.	Minimum Educational and other qualifications required for direct recruit(s)		
8.	Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the		



9.	Period of probation, if any	<ul> <li>(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.</li> <li>(ii) No probation in case of appointment on contract basis.</li> </ul>	
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.	
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	Not Applicable	
12.	If a Departmental Promotion/ Confirmation Committee exists, what is its composition?	Not Applicable	
13.	Composition of Selection Committee for direct Recruitment	1. Registrar - Chairman 2. Comptroller - Member 3. Dean/Director - Member 4. One nominee of the Vice-Chancellor - Member out of Statutory Officer  Note: The Vice-Chancellor, in addition to the existing composition of Selection Committee may endeavour as far as possible to nominate one officer of Scheduled Caste/Scheduled Tribe Category on selection committee where the candidate(s)	
14.	Appointing Authority	belonging to these categories are appearing for interview.  Registrar	
15.	Selection for appointment to the post by direct recruitment		
15-A	Selection for appointment to the Notwithstanding anything contain subject to the terms and condition.  **CONCEPT:**	ed in these rules, contract appointment to the post will be made	



(a) Under this column/rule, the **Publication Assistant** in Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) 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 Head of the Department 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 selection will be made in accordance with the procedure prescribed in these R&P Rules.

## II. CONTRACTUAL EMOLUMENTS:

The Publication Assistant appointed on contract basis will be paid consolidated fixed contractual amount@ ₹ 13,900/- per month (which shall be equal to minimum of the pay band+ grade pay) or as may be applicable in HP Government, from time to time. An amount of ₹ 417 (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 Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be appointing authority and disciplinary authority.

## IV. SELECTION PROCEDURE:

Selection for appointment to the post in the case of contract appointment shall be made on the basis of merit of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these rules, or if the recruiting authority so considers necessary or expedient on the basis of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these Rules, preceded by a screening test (objective type) or practical test or skill test or physical test the standard/syllabus, etc. of which will be determined by the recruiting/appointing authority.

## V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

### VI. AGREEMENT:

After selection of a cardidate, he/she shall sign an agreement as per <u>Appendix-II</u> appended to these Rules.

## VII. TERMS AND CONDITIONS:

(a) The contractual appointee will be paid fixed contractual amount @ ₹ 13,900/- per month (which shall be equal to minimum of the pay band + grade pay) or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount @ ₹ 417/- (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.

Eng. Rogistens

- (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 05 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 no 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. 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 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 or from Medical Officer of the University. 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 ar 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. The Employees Group Insurance Scheme as well as EPF/GPF/CPS will also not be applicable to contract appointee(s).

16.	Essential requirement for direct recruitment	A candidate for appointment to any service or post must be a Citizen of India.
17.	Reservation:	The appointment to the service snall be subject to orders regarding reservation in the service for Scheduled

A Rogistres

		Castes/Schedules Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.		
18.	Departmental Examination	Not applicable.		
19.	Power to relcx	In genuine cases, where the Selection Committee is of the opin that it is necessary or expedient to do so, it may by order reasons to be recorded in writing can refer such matters to Vice-Chancellor for relaxation any of the provision of these ruwith respect to any class or category of persons or post(s).		

Registrar
Dr. Y.S. Parmar University of
Horticulture & Forestry NAUNI - Solan 173230

## APPENDIX-I

WRITTEN EXAMINATION			85 Marks		
Perc nark given					
Evaluation of candidate to be made in the following manner:					
	Weightage for professional qualification, prescribed in the Recruitment & Promotion Rules	02.50 Marks			
47.5	[Percentage of marks obtained in the professional qualification would be multiplied by 0.025, For example, an individual has secured 50% marks in the required professional qualification, he/she will be allowed 1.25 marks (50×0.025=1.25). In case the candidates possessing multiple basic professional qualification, weightage will be given to higher percentage/marks.				
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	15 Marks		
V.	Differently objed 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 family annual income (from all sources) below $\stackrel{?}{\sim}$ 40,000/- or as prescribed by the Government from time to time.	02 Mark			
viii.	Widow/divorced/destitute/single woman.	01 Mark			
ix.	Single daughter/Orphan	0: Mark			
х.	Training of atleast 06 months duration related to the post applied for from a recognized University/Institution	01 Mark			
xi.	Experience up to a maximum of 5 years in Government/Semi Government organization relating to the post applied for (0.5 mark only for each completed year).	2.50 Marks			

HThere.

Form of contract/agreement to be executed between the Publication Assistant and Dr. Y.S. Parma University of Horticulture & Forestry, Nauni (Solan)–173230 (HP) through(Designation of appointing authority).			
	This agreement is made on this	day of	in the year
	between Shri/Smt	S/O D/O Shri	
R/O _		contract appo	intee (hereinafter
	the FIRST PARTY) and Dr. Y.S. Parmar University of I		
throug	h (Designation of	the Appointing Authority), Dr.	. Y.S. Parmar UHF,
Nauni	(here-in-after the SECOND PARTY).		
	Whereas, the SECOND PARTY has engaged t	he aforesaid FIRST PARTY and	the FIRST PARTY
has ag	reed to serve as a Publication Assistant on contract		
1.	That the FIRST PARTY shall remain in the service of for a period of one year commencing on day of It is specifically mentione contract of the FIRST PARTY with SECOND PARTY working day i.e. on and information	and end d and agreed upon by both th TY shall ipso-facto stand term	ing on the day of ne parties that the minated on the last
	Provided that for further extension/renewa	of contract period, the Head	of the Department
	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 b		
2.	The contractual amount of the FIRST PARTY will be	e ₹ 13,900/- per month or as $t$	nay be applicable in
	HP Government, from time to time.		
3.			
	terminated in case the performance/conduct of the		
4.	The contract appointee will be entitled for one day's days' medical leave and 05 days' special leave, in a cal than two surviving children shall be granted maternit	endar year. A female contract	appointee with less

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.

to the con-ract appointee.

shall also be entitled for maternity leave not exceeding 45 days (irrespective of the number of surviving children) curing 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

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 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.

Page 33 of 188

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

(Name and Full Address)	<del></del>
(	(Signa-ure of FIRST PARTY
(Name and Full Address)	

Page **34** of **188** 

# RECRUITMENT & PROMOTION RULES FOR THE POSTS OF <u>JUNIOR ENGINEER</u> (<u>CIVIL</u>), CLASS-III (Non-Gazetted), IN Dr. Y S PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

1.	Name of post	Junior Engineer (Civil)
2.	Number of posts	As created/sanctioned from time to time
3.	Classification	Class-III (Non gazetted)
4.	Pay band/sca e	i) Pay scale for regular incumbents:  Pay band ₹ 10300-34800+₹ 3800/-Grade Pay  ii) Emoluments for Contract employees:  ₹ 14,100/- per month or as may be applicable in HP  Government from time to time, as per details given in  Column No.15-A.
5.	Whether "Selection" post or Non-Selection ""Non Se ection" post:	
6.	Age for cirec-recruitment	Between 18 to 45 years.
	in service of the University including those who have been appointed on adhoc or on contract to Provided further that if a candidate appointed on adhoc basis or on contract basis had overage on the date when he/she was appointed, as such, he/she shall not be eligible for any re 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 Backward Classes and Other categories of persons to the extent permissible under the ge special order(s) of the Himochal Pradesh Government.  NOTE: 1) Age limit for direct recruitment will be reckoned on the first day of the year in which post(s) is/are advertised for inviting applications or notified to the Employment Exast the case may be.  2) Age and experience in the case of direct recruitment, relaxable at the discretion	
7	Minimum Educational and other qualifications required for airect recruit(s)	1-2

J- Pages

8.	Whether age and educational	Age: Not applicable
	qualification(s) prescribed for direct recruit(s) will apply in the case of the promote(s)	Education Qualification: Yes, as prescribed against Column No.11 below.
9.	Period of probation, if any	Direct recruitment/Promotion:
		<ul> <li>(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.</li> <li>(ii) No probation in case of appointment on contract basis.</li> </ul>
13.	Method(s) of recruitment, whether by direct recruitment or	(i) 75% by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.
	by promotion/secondment, transfer and the percentage of post(s) to be filled in by various methods	(ii) 25% by promotion.
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	i) By promotion from amongst the Surveyor having Degree in Civi Engineering or its equivalent from an Institution/University duly recognized by the Centra or State Government with Ozyears regular service or regular combined with continuous adhoc service rendered, if any in the grade, failing which the quota will go to column 11 (ii) below0.5%
		ii) By promotion from amongst the surveyor having three years Diploma in Civil Engineering or its equivalent from a Institution/University duly recognized by the Central or State Government with 3 years regular service or regular combined with continuous adhoc service rendered, if any, in the grade failing which the quota will go to column 11 (iii) below2.5%
		iii) By promotion from amongst the surveyor having ITI Course of two years du-ation in the trade of Surveyors/ Draughtsman (Civil) or its equivalent from an ITI/Institution duly recognized by the Central or State Government with 08 years regular service or regular combined with continuous adhorservice rendered, if any, in the grade failing which the quote will go to column 11 (iv) below9.5%.
		iv) By promotion from amongst the Junior Technician (Worl Inspector) having 03 years Diploma in Civil Engineering or its equivalent from an Institution/University duly recognized by the State/ Central Government with 03 years regular service or regular combined with continuous adhoc service rendered if any, in the grade, failing which the quota will go to column 11 (v) below3.5%.
		v) By promotion from amongst the Junior Technician (Worl Inspector) having Degree in Civil Engineering or its equivalent from an Inst tution/University duly recognized by the State.



Central Government with 02 years regular service or regular combined with continuous adhoc service rendered, if any, in the grade failing which the quota will go to column 11 (vi) below.........0.5%

- vi) By promotion from amongst the Junior Technician (Work Inspector) having two years ITI Course in the trade of Surveyors/Draughtsman (Civil) or its equivalent from an ITI/Institution duly recognized by the Central or State Government with 12 years regular service or regular combined with continuous adhoc service rendered, if any, in the grade, failing which the quota will go to column 11 (vii) below......4.5%.
- vii) By promotion from amongst the Junior Technician (Work Inspector) who are matriculates or possess its equivalent recognized qualification with at-least 15 years regular service or regular combined with continuous adhoc service rendered, if any, in the grade and completed successfully prescribed Departmental Training Course of 06 months duration, failing which the quota will go to column 11 (i) above.....4%
- (I) Provided that for the purpose of promotion, every employee shall have to serve at-least one term in the Tribal/Difficult/Hard areas and remote/rural areas of the University subject to adequate number of post(s) available in such areas.

Provided further that 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 areas of the University. However, this condition of five years shall not be applicable in cases of promotion:

Provided further that Officers/Officials who have not served at-least one tenure in Tribal/Difficult/Hard areas and remote/rural areas of the University 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 of the University shall mean normally three years or less period of posting in such areas keeping in view the administrative exigencies/convenience.

(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 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 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/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 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:

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 raving 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/promotion 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 previsions 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/ Confirmation Committee exists, what is its composition? Same as prescribed for direct recruitment under Column No.13 below



13.	Composition	of	Selection	1. Registrar	- Chairman	
	Committee	for	direct	2. Estate Officer	- Member	
	Recruitment			3. Executive Engineer	- Member	
				4. One nominee of the Vice-Chancellor amongst the Deans/Directors	- Member	
				5. One expert from outside the Universit	y - Member	
				Note: The Vice-Chancellor, in addition to	-	
				of Selection Committee may endeavou nominate one officer of Scheduled	· · · · · · · · · · · · · · · · · · ·	
31				Category on selection committee where to these categories are appearing for int		
14.	Appointing Authority  Selection for appointment to the post by direct recruitment			Registrar		
15.				Selection for appointment to the post recruitment shall be made on the ball examination followed by evaluation as appended to these rules, or if the recruit necessary or expedient on the basis followed by evaluation as specified in these Rules, preceded by a screening practical test or skill test or physical test. of which will be determined by authority.	sis of merit of written specified in <u>Appendix-I</u> ing authority so considers of written examination <u>Appendix-I</u> appended to test (objective type) or st the standard/syllabus,	

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 column/rule, the **Junior Engineer** (Civil) in Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) 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 Head of the Department 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 selection will be made in accordance with the procedure prescribed in these R&P Rules.

#### II. CONTRACTUAL EMOLUMENTS:

The Junior Engineer (Civil) appointed on contract basis will be paid consolidated fixed contractual amount @  $\pm$  14,100/- per month (which shall be equal to minimum of the pay band+ grade pay) or as may be applicable in HP Government, from time to time. An amount of  $\pm$  430 (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:

Ent Taken

The Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be appointing authority and disciplinary authority.

#### IV. SELECTION PROCEDURE:

Selection for appointment to the post in the case of contract appointment shall be made on the basis of merit of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these rules, or if the recruiting authority so considers necessary or expedient on the basis of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these Rules, preceded by a screening test (objective type) or practical test or skill test or physical test the standard/syllabus, etc. of which will be determined by the recruiting/appointing authority.

#### V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

#### VI. AGREEMENT:

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

#### VII. TERMS AND CONDITIONS:

- (a) The contractual appointee will be paid fixed contractual amount@₹ 14,100/- per month (which shall be equal to minimum of the pay band+ grade pay) or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount @₹ 430/- (3% of minimum of the pay band+ grade pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc. will be given.
- (b) The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.
- (c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 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. 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:

Thefer.

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 or from Medical Officer of the University. 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/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. The Employees Group Insurance Scheme as well as EPF/GPF/CPS will also not be applicable to contract appointee(s).

16.	Essential requirement for d rect recruitment	A candidate for appointment to any service or post must be a Citizen of India.
17.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Schedules Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.
18.	Departmental Examination	Not applicable.
19.	Power to relax	In genuine cases, where the Selection Committee is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing can refer such matters to the Vice-Chancellor for relaxation any of the provision of these rules with respect to any class or category of persons or post(s).

\*\*\*

Contract of the Contract of th

Registrar

Dr. Y.S. Parmar University of Horticulture & Forestry NAUNI - Solan 173230

## APPENDIX-I

	WRITTEN EXAMINATION	85 Marks	
nark	entage of marks obtained in the written examination to be calculated out of 85 s. For example, a candidate getting 50% marks in written examination will be 42.50 marks]		
eval	uation of candidate to be made in the following manner:		
	Weightage for professional qualification, prescribed in the Recruitment & Promotion Rules	02.50 Marks	
	[Percentage of marks obtained in the professional qualification would be multiplied by 0.025, For example, an individual has secured 50% marks in the required professional qualification, he/she will be allowed 1.25 marks (50×0.025=1.25). In case the candidates possessing multiple basic professional qualification, weightage will be given to higher percentage/marks.		
ij,	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	01 Mark	
iv.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government service.	01 Mark	15 Marks
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 family annual income (from all sources) below ₹ 40,000/- or as prescribed by the Government from time to time.	02 Mark	
viii.	Widow/divorced/destitute/single woman.	01 Mark	
ix.	Single daughter/Orphan	01 Mark	
<b>x</b> .	Training of atleast 06 months duration related to the post applied for from a recognized University/Institution	01 Mark	
×i.	Experience up to a maximum of 5 years in Government/Semi Government organization relating to the post applied for (0.5 mark only for each completed year).	2.50 Marks	

A Tub

University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through(Designation of appointing authority).			
	This agreement is made on this	day of	in the year
	between Shri/Smt		
R/O _		contract app	ointee (hereinafter
	the FIRST PARTY) and Dr. Y.S. Parmar University of		
	h (Designation of (here-in-after the SECOND PARTY)	The Appointing Authority), Dr	·. Y.S. Parmar UHF,
has ag	Wherecs, the SECOND PARTY has engaged reed to serve as a Junior Engineer (Civil) on contrac		
1,	That the FIRST PARTY shall remain in the service for a per od of one year commencing on day or It is specifically mentions contract of the FIRST PARTY with SECOND PA working day i.e. on and informations.	f and end ed and agreed upon by both t RTY shall ipso-facto stand ter	ding on the day of he parties that the minated on the last
2.	Provided that for further extension/renewed shall issue a certificate that the service and conduct the year and only then the period of contract is to l The contractual amount of the FIRST PARTY will be	t of the contract appointee was be renewed/extended.	satisfactory during
3.	Government, from time to time.  The service of FIRST PARTY will be purely on the service of FIRST PARTY will be		
4.	terminated in case the performance/conduct of the The contract appointee will be entitled for one day days' medical leave and 05 days' special leave, in a contract was surviving children shall be granted maternishall also be entitled for maternity leave not exceed children) auring the entire service, in case of misconcertificate issued by the authorized Government of the contract appointee.	's casual leave after putting one alendar year. A female contract ty leave for 180 days'. A female ing 45 days' (irrespective of the arriage including abortion, on putedical Officer. A contract er	e month's service, 10 tappointee with less e contract appointee number of surviving roduction of medical apployee shall not be
	Un-availed casual leave, medical leave and speciand will not be carried forward for the next calendary	•	to the calendar year

Form of contract/agreement to be executed between the Junior Engineer (Civil) and Dr. Y.S. Parmar

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

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 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.

Page 43 of 188

- 6. Junior Engineer (Civil) appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
- 7. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner or Medical Officer of the University. In case of women candidates pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical officer/Practitioner.
- 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 EFF/GPF/CPS 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:

(Name and Full Address)	
	(Signature of FIRST PARTY)
(Name and Full Address)	
	(Signature of SECOND PART

# RECRUITMENT & PROMOTION RULES FOR THE POSTS OF <u>TECHNICAL ASSISTANT</u> <u>GRADE-I (FIELD)</u>, CLASS-III, IN Dr. Y S PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

1.	Name of post	Technical Assistant Gr-I (Field)	
2.	Number of posts	As created/sanctioned from time to time	
3.	Classification	Class-III	
4.	Pay band/scale	i) Pay scale for regular incumbents:  Pay band ₹ 10300-34800 +₹ 3600/-Grade Pay  ii) Emoluments for Contract employees:  ₹ 13,900/- per month or as may be applicable in HP  Government from time to time, as per details given in  Column No.15-A.	
5.	Whether "Selection" post or "Non Selection" post:	r Non-Selection	
6.	Age for direct recruitment	Between 18 to 45 years	
	in service of the Government/University including those who have been appointed on a contract basis;  Provided further that if a candidate appointed on adhoc basis or on contract basis hoverage on the date when he/she was appointed, as such, he/she shall not be eligible for any 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 Tri Backward Classes and Other categories of persons to the extent permissible under the special order(s) of the Himachal Pradesh Government.  NOTE: Age limit for direct recruitment will be reckoned on the first day of the year in post(s) is/are advertised for inviting applications or notified to the Employment		
7	Agriculture)  b) DESIRABLE QUALIFICATION (S):  Knowledge of customs, manner and dialects of Himach Pradesh and suitability for appointment in the peculi		
	recruit(s)	Agriculture)	

of The

9.	Period of probation, if any	Direct recruitment/Promotion:
		<ul> <li>(i) Two years subject to such further extension for a period not exceeding ore year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.</li> <li>(ii) No probation in case of appointment on contract basis.</li> </ul>
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	<ul> <li>i) 25% by direct recruitment on "regular" basis or by recruitment on contract basis, as the case may be.</li> <li>ii) 75% by promotion failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.</li> </ul>
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	By promotion from amongst the Technical Assistant Gr-II (Field) having Matric qualification with minimum five years' regular service in the cadre, failing which by promotion amongst the Field Assistant Gr-I in the ratio of 60:15 possessing following criteria:  i) Matriculates having minimum 10 years' regular60% service in the cadre  ii) Having B.Sc. degree with min mum 10 years'15% service in the cadre

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

Provided further that 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 areas of the University. However, this condition of five years shall not be applicable in cases of promotion:

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

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

- (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 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 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/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 prescribed in the Recruitment & Promotion Rules for the post:

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 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, continuous adhoc service rendered on the feeder post if any, prior to the regular appointment/promotion 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 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/ Confirmation Committee exists, what is its composition?	Same as prescribed for direct recruitment under Column No.13 below
13.	Composition of Selection Committee for cirect Recruitment	1. Registrar - Chairman 2. Concerned Dean/Director - Member 3. Other Dean/Director - Member 4. Head of the Department - Member  Note: The Vice-Chancellor, in addition to the existing composition of Selection Committee may endeavour as far as possible to nominate one officer of Scheduled Caste/Scheduled Tribe Category on selection committee where the candidate(s) belonging to these categories are appearing for interview.
14.	Appointing Authority Registrar	
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 <a href="Appendix-I">Appendix-I</a> appended to these rules, or if the recruiting authority so considers necessary or expedient on the basis of written examination followed by evaluation as specified in <a href="Appendix-I">Appendix-I</a> 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 recruiting/appointing authority.
15-A	Selection for appointment to the p	l post by contract appointment.

J- Thefer

subject to the terms and conditions given below:

I.

CONCEPT:

Notwithstanding anything contained in these rules, contract appointment to the post will be made

(a) Under this column/rule, the **Technical Assistant Gr-I (Field)** in Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (H<sup>2</sup>) 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 Head of the Department 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 selection will be made in accordance with the procedure prescr bed in these R&P Rules.

#### II, CONTRACTUAL EMOLUMENTS:

The Technical Assistant Gr-I (Field) appointed on contract basis will be paid consolidated fixed contractual amount @ ₹ 13,900/- per month (which shall be equal to minimum of the pay band + grade pay) or as may be applicable in HP Government, from time to time. An amount of ₹ 417/-(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 Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be the appointing authority and disciplinary authority.

#### IV. SELECTION PROCEDURE:

Selection for appointment to the post in the case of contract appointment shall be made on the basis of merit of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these rules, or if the recruiting authority so considers necessary or expedient on the basis of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these Rules, preceded by a screening test (objective type) or practical test or skill test or physical test the standard/syllabus, etc. of which will be determined by the recruiting/appointing authority.

#### V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

#### VI. AGREEMENT:

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

### VII. TERMS AND CONDITIONS:

(a) The cortractual appointee will be paid fixed contractual amount €₹ 13,900/- per month (which shall be equal to minimum of the pay band + grade pay) or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount € ₹ 417/- (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.

ATU-

- (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 05 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.

Provided that 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 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 we lin 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) Se ected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner or from Medical Officer of the University. Women candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The womer 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 cornection with his/her official duties at the same rate as applicable to regular counterpart official at the minimum of pay scale.
- (h) Previsions 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/CPS will also not be applicable to contract appointee(s).

16.	Essential requirement ford rect recruitment	A candidate for appointment to any service or post must be a Citizen of India.
17.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled



		Castes/Schedules Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.
18.	Departmental Examination	Not applicable.
19.	Power to relax	In genuine cases, where the Selection Committee is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing can refer such matters to the Vice-Chancellor for relaxation any of the provision of these rules with respect to any class or category of persons or post(s).

\*\*\*

Registrar
Dr. Y.S. Cormar University of
Horticu ture & Forestry
NAUNI - Solan 173230

	WRITTEN EXAMINATION	85 Marks	
mark	entage of marks obtained in the written examination to be calculated out of 85 s. For example, a candidate getting 50% marks in written examination will be 42.50 marks		
Eval	uation of candidate to be made in the following manner:		
i.	Weightage for the minimum educational qualification, prescribed in the Recruitment & Promotion Rules  [Percentage of marks obtained in the educational qualification would be multiplied by 0.025, For example, an individual has secured 50% marks in the	02.50 Marks	
	required educational qualification, he/she will be allowed 1.25 marks (50×0.025=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	15 Marks
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 family annual income (from all sources) below ₹ 40,000/- or as prescribed by the Government from time to time.	02 Mark	
viii.	Widow/divorced/destitute/single woman.	01 Mark	
ix.	Single daughter/Orphan	01 Mark	
×	Training of ctleast 06 months duration related to the post applied for from a recognized University/Institution	01 Mark	
×i.	Experience up to a maximum of 5 years in Government/Semi Government organization relating to the post applied for (0.5 mark only for each completed year).	2.50 Marks	



	of contract/agreement to be executed between the Parmar University of Horticulture & Fore (Designation of appointing aut	estry, Nauni (Solan)-1732	
	This agreement is made on this	day of	in the year
	between Shri/Smt		
R/O _		contract ap	pointee (hereinafter
throug	the FIRST PARTY) and Dr. Y.S. Parmar University of h (Designation of (here-in-after the SECOND PARTY)		
has agi	That the FIRST PARTY shall remain in the service Gr-I (Field) for a period of one year commencing of It is specifically menticed.	e of the SECOND PARTY as a on day ofa oned and agreed upon by both	Technical Assistant and ending on the day the parties that the
	contract of the FIRST PARTY with SECOND PA working day i.e. on and informati	on notice shall not be necessar	<b>`</b> y.
	Provided that for further extension/renew shall issue a certificate that the service and conduct the year and only then the period of contract is to	t of the contract appointee wo	
2.	The contractual amount of the FIRST PARTY will be Government, from time to time.		ay be applicable in HP
3.	The service of FIRST PARTY will be purely on terminated in case the performance/conduct of the		
4.	The contract appointee will be entitled for one day	's casual leave after putting or	ne month's service, 10

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.

days' medical leave and 05 days' special leave, in a calendar year. A female contract appointee with less than two surviving children shall be granted maternity leave for 180 days'. A female contract appointee

Provided that 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.

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 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.

St The fee

- 6. Technical Assistant Gr-I (Field) appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
- 7. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner or Medical Officer of the University. In case of women candidates pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical officer/Practitioner.
- 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/CPS 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:

(Name and Full Address)	
(Name and 1 am Addi ess)	(Signature of FIRST PART)
	<del></del> o

(Signature of SECOND PARTY)

\*\*\*

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF <u>JUNIOR OFFICE</u>

ASSISTANT (INFORMATION TECHNOLOGY), CLASS-III (Non-Gazetted),
MINISTERIAL SERVICES, IN Dr. Y S PARMAR UNIVERSITY OF HORTICULTURE &
FORESTRY, NAUNI (SOLAN).

1.	Name of post	Junior Office Assistant (Information Technology)
2.	Number of posts	As created/sanctioned from time to time
3.	Classification	Class-III (Non gazetted) Ministerial Services
4.	Pay band/sca e	i) Pay scale for regular incumbents:  Pay band ₹ 5910-20200+₹ 1950/-Grade Pay  ii) Emoluments for Contract employees:  ₹ 7860/- per month or as may be applicable in HP  Government from time to time, as per details given in  Column No.15-A.
5.	Whether" Se ection" post or "Non Selection" post:	Not Applicable
6.	Age for direct recruitment	Between 18 to 45 years.
	overage on the date when he/she with the prescribed age-limit by virth Provided further that upper Backward Classes and Other cate special order(s) of the Himachal P.  NOTE: Age limit for direct recreations.	uitment will be reckoned on the first day of the year in which the
	as the case may be.	d for inviting applications or notified to the Employment Exchange,



	-	
		Provided that visually impaired persons selected/recruited under 1% quata will be exempted from acquiring Diploma in Computer Science/Computer Application/Informatian Technology and passing af typing test instead they shall be imparted necessary basic training including computer training course by the Department concerned through Compasite Regianal Centre (CRC), Sundernagar or National Institute for the Visually Handicapped (NIVH), Dehradun or Composite Training Centre (CTC), Ludhiana. They shall have to camplete the above training for which three chances will be afforded. If the incumbent fails to qualify the same his/her services shall be terminated. However, the incumbents already in the service shall be afforded sufficient number of chances to complete the aforesaid training.
		Pravided further that differently abied persons who are atherwise qualified to hold clerical post as certified being unable ta type, by the Medical Board, may be exempted from passing the typing test.
		Explanation: The term, "differently abled persons" does not caver visually impaired persons or persons who are hearing impaired but cover only thase whose physical disability/deformity permanently prevents them from typing.
		The above criteria far grant of exemption from passing the typing test shall also be applicable to the Skill Test Norms or Computers.
		b) <u>DESIRABLE QUALIFICATION (S):</u> 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)	Not Applicable
9.	Period of prabation, if any	<ul> <li>(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.</li> <li>(ii) No probation in case of appointment on contract basis.</li> </ul>
10.	Method(s) of recruitment, whether by direct recruitment or by promotion/secandment, transfer and the percentage of	100% by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.



	post(s) to be filled in by various methods	
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	Not Applicable
12.	If a Departmental Promotion/ Confirmation Committee exists, what is its composition?	Not Applicable
13.	Composition of Selection Committee for direct Recruitment	1. Registrar 2. Comptroller 3. Dean/Director 4. One nominee of the Vice-Chancellor out of Statutory Officer  Note: The Vice-Chancellor, in addition to the existing composition of Selection Committee may endeavour as far as possible to nominate one officer of Scheduled Caste/Scheduled Tribe
14.	Appointing Authority	Category on selection committee where the candidate(s) belonging to these categories are appearing for interview.  Registrar
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 <a href="Appendix-I">Appendix-I</a> appended to these rules, or if the recruiting authority so considers necessary or expedient on the basis of written examination followed by evaluation as specified in <a href="Appendix-I">Appendix-I</a> 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 recruiting/appointing authority.
15-A	subject to the terms and condition	ed in these rules, contract appointment to the post will be made
	University of Horticulture &	nior Office Assistant (Information Technology) in Dr. Y.S. Parmar Forestry, Nauni (Solan)-173230 (HP) will be engaged on contract ich may be extendable on year to year basis.



(b) The selection will be made in accordance with the procedure prescribed in these R&P Rules.

Provided that for extension/renewal of contract period on year to year basis, the concerned Head of the Department 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.

#### II. CONTRACTUAL EMOLUMENTS:

The Junior Office Assistant (Information Technology) appointed on contract basis will be paid consolidated fixed contractual amount@ ₹7860/- per month (which shall be equal to minimum of the pay band+ grade pay) or as may be applicable in HP Government, from time to time. An amount of ₹235 (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 Registrar, Dr. Y.S. Parmar University of Harticulture and Forestry, Nauni (Solan)-173230 (HP) will be appointing authority and disciplinary authority.

#### IV. SELECTION PROCEDURE:

Selection for appointment to the post in the case of contract appointment shall be made on the basis of merit of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these rules, or if the recruiting authority so considers necessary or expedient on the basis of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these Rules, preceded by a screening test (objective type) or practical test or skill test or physical test the standard/syllabus, etc. of which will be determined by the recruiting/appointing authority.

#### V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

#### VI. AGREEMENT:

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

#### VII TERMS AND CONDITIONS:

- (a) The contractual appointee will be paid fixed contractual amount @ ₹ 7860 per month (which shall be equal to minimum of the pay banc + grade pay) or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount@ ₹ 235/- (3% of minimum of the pay band+ grade pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc. will be given.
- (b) The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.
- (c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 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.

J. They

(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 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 or from Medical Officer of the University. 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/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. The Employees Group Insurance Scheme as well as EPF/GPF/CPS will also not be applicable to contract appointee(s).

16.	Essential requirement for direct recruitment	A candidate for appointment to any service or post must be a Citizen of India.
17.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Schedules Tribes/Cther Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.
18.	Departmental Examination	Not applicable.
19.	Power to relax	In genuine cases, where the Selection Committee is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing can refer such matters to the Vice-Chancellor for relaxation any of the provision of these rules with respect to any class or category of persons or post(s).

\_\_

Registrar

Dr. Y.S. Parmar University of

Horticulture & Forestry NAUNI - Solan 173230

Page 58 of 188

	WRITTEN EXAMINATION	85 Marks	
nark	entage of marks obtained in the written examination to be calculated out of 85 s. For example, a candidate getting 50% marks in written examination will be 42.50 marks]		
va	luation of candidate to be made in the following manner:		
	Weightage for professional qualification, prescribed in the Recruitment & Promotion Rules	02.50 Marks	
	[Percentage of marks obtained in the professional qualification would be multiplied by 0.025, For example, an individual has secured 50% marks in the required professional qualification, he/she will be allowed 1.25 marks (50X0.025=1.25). In case the candidates possessing multiple basic professional qualification, weightage will be given to higher percentage/marks.		
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	15 Marks
V.	Differently abied 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 family annual income (from all sources) below ₹ 40,000/- or as prescribed by the Government from time to time.	02 Mark	
viii.	Widow/divorced/destitute/single woman.	01 Mark	
ix.	Single daughter/Orphan	01 Mark	
х.	Training of atleast 06 months duration related to the post applied for from a recognized University/Institution	01 Mark	
xi.	Experience up to a maximum of 5 years in Government/Semi Government organization relating to the post applied for (0.5 mark only for each completed year).	2.50 Marks	

J. Muke

Tech	of contract/agreement to be executed betwe nology) and Dr. Y.S. Parmar University of ph (Designation of ap	HortÎculture & Forestry, Nauni (Sol	
	This agreement is made on this	day of	in the year
	between Shri/Smt.	5/0 D/0 Shri	
R/O _		contract appoin	
throug	the FIRST PARTY) and Dr. Y.S. Parmar University  [here-in-after the SECOND PARTY]		
	ing terms & conditions:  That the FIRST PARTY shall remain in the  Assistant (Information Technology) for  and ending on the day of	or a period of one year commen	cing on day of
	agreed upon by both the parties that the contipso-facto stand terminated on the last working shall not be necessary.	ract of the FIRST PARTY with SECC	OND PARTY shal
	Provided that for further extension/re shall issue a certificate that the service and co the year and only then the period of contract is	nduct of the contract appointee was so	·
2.	The contractual amount of the FIRST PARTY & Government, from time to time.		e applicable in HF
3	The service of FTDST PARTY will be nurely	on temporary basis. The appointment	nt is liable to be

- 3. The service of FIRST PARTY will be purely on temporary basis. The appointment is liable to b terminated in case the performance/conduct of the contract appointee is not found satisfactory.
- 4. The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 days' special leave, in a calendar year. A female contract appointee with less than two surviving children shall 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.

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 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.

J. Tefer

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

- 6. Junior Office Assistant (Information Technology) appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
- 7. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner or Medical Officer of the University. In case of women candidates pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical officer/Practitioner.
- 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/CPS 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:

(Name and Full Address)	
(	(Signature of FIRST PARTY)
(Name and Full Address)	

Page **61** of **188** 

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF <u>CLERK/STOREKEEPER-CUM-CLERK</u>, CLASS-III (Non-Gazetted), MINISTERIAL SERVICES, IN Dr. Y S PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

1.	Name of post	Clerk/Storekeeper-cum-Clerk	
2.	Number of posts	As created/sanctioned from time to time	
3.	Classification	Class-III (Non gazetted) Ministerial Services	
4.	Pay band/scale	i) Pay scale for regular incumbents:  Pay band ₹ 5910-20200 +₹ 1900/-Grade Pay  ii) Pay Band after two years of regular service  Pay band ₹ 10300-34800 + ₹ 3200/- Grade Pay to be given to the 50% of the total number of poss of Clerks in the cadre after minimum 05 years of regular service as Clerk in the cadre and the incumbent of these posts shall be designated as Junior Assistant by placement.  iv) Emoluments for Contract employees:  ₹ 7810/- per month or as may be applicable in HP Government from time to time, as per details given in Column No.15-A.	
5.	Whether " Selection" post or ""Non Selection" post:	Non-Selection	
6.	Age for direct recruitment  Between 18 to 45 years.  Provided that upper age limit for direct recruits will not be applicable to the candidates already in service of the Government/University 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 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/her such adhoc or contract appointment;  Provided further that upper age limit is relaxable for Scheduled Caste/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.  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 Exchange, as the case may be.		
7.	Minimum Educational and other qualifications required for direct recruit(s)	<ul> <li>a) ESSENTIAL QUALIFICATION (S):</li> <li>i) Should have passed 10+2 Examination or its equivalent from a recognized Board of School Education.</li> </ul>	

J-Tufu

		<ul> <li>ii) Should possess a minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi typewriting on Computer.</li> </ul>
		Provided that visually impaired persons selected/recruited under 1% quota shall be imparted necessary basic training including computer training by the Department concerned through Composite Regional Centre (CRC), Sundernagar or National Institute for the Visually Handicapped (NIVH), Dehradun or Composite Training Centre (CTC), Ludhiana. They shall have to complete the above training for which three chances will be afforded. If the incumbent fails to qualify the same his/her services shall be terminated. However, the incumbents already in the service shall be afforded sufficient number of chances to complete the aforesaid training.
		Provided further that differently about persons who are otherwise qualified to hold clerical post as certified being unable to type, by the Medical Board, may be exempted from passing the typing test.
		Explanation: The term, "differently abied 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.
		iii) Should have knowledge of "Word Processing" in Computer as prescribed by the Recruiting Authority.
		b) <u>DESIRABLE QUALIFICATION (S):</u> 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 promotee(s)	Age: Not applicable  Education Qualification: Yes, as prescribed against Column No.11 below.
9.	Period of probation, if any	Direct recruitment/Promotion:  (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.



	whether by direct recruitment or by promotion/secondment, transfer and the percentage of post(s) to be filled in by various methods	i) ii)	70% by direct recruitment on "regular" basis or by recruitment on contract basis, as the case may be.  20% by Limited Direct Recruitment from amongst the "regular" Class-IV officials possessing 10+2 qualification, through competitive examination to be conducted by the Registrar, 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.  10% by promotion failing which by direct recruitment on
			a regular basis or by recruitment on cortract basis, as the case may be.
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the 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 Registrar, 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 have to 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 Registrar,
		ii)	10% by promotion from amongst the Class-IV officials who have passed 10+2 examination or its equivalent 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.
-	Doubled that such Class TV	[ ( ( i = i - i ) .	- handar analisia asian se shakasa na isa mandalana ahali nas b

recruitment,

10.

Method(s)

Provided that such Class-IV officials having qualification of Matric or its equivalent, shall not be rendered ineligible for promotion to the post of Clerk against 10% quota, who were in the cadre of Class-IV after attaining the age of 50 years.

Provided further that all the Class-IV officials so promoted as Clerks will qualify the typing test with a minimum speed of 25 words per minute in English Typewriting or 20 words per minute in Hindi Typewriting on computer within the probation period which will be conducted by the Registrar and the incumberts will get three chances during the probation period. If the candidate fails to qualify the typing test within the prescribed period, his 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 will be reverted from Clerk 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 prescribed.

Provided that for filling up the posts of Clerk, the following 10 points recruitment roster shall be followed:



Roster Point No. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> 5<sup>th</sup> & 10<sup>th</sup> Category
Direct recruit
Limited Direct Recruitment
Promotee

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

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

Provided further that 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 areas of the University. However, this condition of five years shall not be applicable in cases of promotion:

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

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

- (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 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 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 deeded 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 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.

L Tufu

,		of confirmation, continuous adhoc service rendered on the feeder egular 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 provisions 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/ Confirmation Committee exists, what is its composition?	Same as prescribed for direct recruitment under Column No.13 below		
13.	Composition of Selection Committee for direct Recouitment	1. Registrar - Chairman 2. Comptroller - Member 3. Dean/Director - Member 4. One nominee of the Vice-Chancellor - Member out of Statutory Officer  Note: The Vice-Chancellor, in addition to the existing composition		
		of Selection Committee may endeavour as far as possible to nominate one officer of Scheduled Caste/Scheduled Tribe Category on selection committee where the candidate(s) belonging to these categories are appearing for interview.		
14.	Appointing Authority	Registrar		
15.	Selection for appointment to the post by direct recruitment  Selection for appointment to the post in the case of direct recruitment  Selection for appointment to the post in the case of direct recruitment shall be made on the basis of merit of write examination followed by evaluation as specified in Appendication appended to these rules, or if the recruiting authority considers necessary or expedient on the basis of write examination followed by evaluation as specified in Appendication appended to these Rules, preceded by a screening test (object type) or practical test or skill test or physical test standard/syllabus, etc. of which will be determined by recruiting/appointing authority.			
15-A	Selection for appointment to the property Notwithstanding anything contains subject to the terms and condition I. CONCEPT:	ed in these rules, contract appointment to the post will be made		
	(a) Under this column/rule, the Clerk/Storekeeper-cum-Clerk in Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) will be engaged on contract basis initially for one year, which may be extendable on year to year basis.			
	Head of the Department shall	n/renewal of contract period on year to year basis, the concerned issue a certificate that the service and conduct of the contract ring the year and only then his period of contract is to be		
	(b) The selection will be made in accordance with the procedure prescribed in these R&P Rules.			



#### II. CONTRACTUAL EMOLUMENTS:

The Clerk/Storekeeper-cum-Clerk appointed on contract basis will be paid consolidated fixed contractual amount@₹7810/- per month (which shall be equal to minimum of the pay band+ grade pay) or as may be applicable in HP Government, from time to time. An amount of ₹234/- (3% of the minimum of pay band + grade pay of the post) as annual ircrease in contractual emoluments for the Subsequent year(s) will be allowed, if contract is extended beyond one year.

#### III. APPOINTING/DISCIPLINARY AUTHORITY:

The Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be the appointing authority and disciplinary authority.

#### IV. SELECTION PROCEDURE:

Selection for appointment to the post in the case of contract appointment shall be made on the basis of merit of written examination followed by evaluation as spec field in <u>Appendix-I</u> appended to these rules, or if the recruiting authority so considers necessary or expedient on the basis of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these Rules, preceded by a screening test (objective type) or practical test or skill test or physical test the standard/syllabus, etc. of which will be determined by the recruiting/appointing authority.

#### V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

#### VI. AGREEMENT:

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

#### VII. TERMS AND CONDITIONS:

- (a) The contractual appointee will be paid fixed contractual amount@ ₹ 7810 per month (which shall be equal to minimum of the pay band + grade pay) or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount @ ₹ 234/- (3% of minimum of the pay band + grade pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc. will be given.
- (b) The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.
- (c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 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.

J. The fer

Provided that 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 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 Cfficer, 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 or from Medical Officer of the University. 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 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/CPS will also not be applicable to contract appointee(s).

16.	Essential requirement for direct recruitment	A candidate for appointment to any service or post must be a Citizen of India.
17.	Reservat on:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Schedules Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.
18.	Departmental Examination	Not applicable.
19.	Power to relax	In genuine cases, where the Selection Committee is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing can refer such matters to the Vice-Chancellor for relaxation any of the provision of these rules with respect to any class or category of persons or post(s).

Registrar

Dr. Y.S. Parmar University of Horticulture & Forestry

NAUNI - Solan 173230

Page 68 of 188

# APPENDIX-I

	WRITTEN EXAMINATION	85 Marks	
mark	entage of marks obtained in the written examination to be calculated out of 85 s. For example, a candidate getting 50% marks in written examination will be 42.50 marks]		
Eval	uation of candidate to be made in the following manner:		
i.	Weightage for the minimum educational qualification, prescribed in the Recruitment & Promotion Rules	02.50 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 (50×0.025=1.25).		
ii.	Belonging to notified Backward Area or Panchayat, as the case may be	01 Mark	
ili.	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	15 Marks
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 family annual income (from all sources) below ₹ 40,000/- or as prescribed by the Government from time to time.	02 Mark	
viii.	Widow/divorced/destitute/single woman.	01 Mark	1
ix.	Single daughter/Orphan	01 Mark	
Х.	Training of atleast 06 months duration related to the post applied for from a recognized University/Institution	01 Mark	
×i.	Experience up to a maximum of 5 years in Sovernment/Semi Government organization relating to the post applied for (0.5 mark only for each completed year).	2.50 Marks	

J. Roginson

# APPENDIX-II

(Designation of appointing authority).			
	This agreement is made on this between Shri/Smt.	day of 5/0 D/0 Shri	in the year
R/O		contract ann	ointee (hereinafter
called	the FIRST PARTY) and Dr. Y.S. Parmar University o	f Horticulture & Forestry, Nauni	(Solan)-173230 (HP)
throug	h (Designation of the control	f the Appointing Authority) Di	r. Y.S. Parmar UHF
Nauni	(here-in-after the SECOND PARTY)	, ,,	
,,,			
has ag	Whereas, the SECOND PARTY has engaged greed to serve as a Clerk/Storekeeper-cum-Clions:		
1.	That the FIRST PARTY shall remain in the service cum-Clerk for a period of one year commencing of It is specifically ment contract of the FIRST PARTY with SECOND P working day i.e. on and informa	on day of and a greed upor by both of ARTY shall ipso-facto stand ter	nd ending on the day the parties that the rminated on the last
2,	Provided that for further extension/rene shall issue a certificate that the service and condutte year and only then the period of contract is to The contractual amount of the FIRST PARTY will Government, from time to time.	act of the contract appointee was be renewed/extended.	s satisfactory during
3.			
4.	The contract appointee will be entitled for one days' medical leave and 05 days' special leave, in a than two surviving children shall be granted mater shall also be entitled for maternity leave not excee children) during the entire service, in case of mis certificate issued by the authorized Government entitled for medical reimbursement and LTC etc. to the contract appointee.	y's casual leave after putting one calendar year. A female contractivity leave for 180 days. A female ding 45 days' (irrespective of the carriage including abortion, on page Medical Officer. A contract eleave of any other kind excep	e month's service, 10 tappointee with less e contract appointee number of surviving roduction of medica mployee shall not be tabove is admissible
	Provided that the un-availed casual leave, method the calendar year and will not be carried forward	·	be accumulated upto

Form of contract/agreement to be executed between the Clerk/Storekeeper-cum-Clerk and Dr.

University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through

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

5. Unauthorized absence from the duty without the approval of the Control ing 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.

Page 70 of 188

- 6. Clerk/Storekeeper-cum-Clerk 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 cf his/her fitress from a Government/Registered Medical Practitioner or Medical Officer of the University. In case of women candidates pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical officer/Practitioner.
- 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/CPS 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:

(Name and Full Add	dress)		
		(Signature of FIRS	T PART
		g	
		<del></del>	

(Signature of SECOND PARTY)

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF <u>FIELD ASSISTANT</u>, CLASSIII (Non-Gazetted), IN Dr. Y.S. PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

1.	Name of post	Field Assistant
2.	Number of posts	As created/sanctioned from time to time
3.	Classification	Class-III (Non gazetted)
4.	Pay band/scale	i) Pay scale for regular incumbents:  Pay band ₹ 5910-20200+₹ 1900/-Grade Pay  ii) Emoluments for Contract employees:  ₹ 7810/- per month or as may be applicable in HP  Government from time to time, as per details given in  Column No.15-A.
5.	Whether " Selection" post or ""Non Selection" post:	Non-Selection
6.	Age for direct recruitment	Between 18 to 45 years.
	already in service of the Univer contract basis;  Provided further that if a ca overage on the date when ne/sh relaxation in the prescribed age-  Provided further that up Tribes/Other Backward Classes of the general or special order(s) of NOTE:  Age limit for direct reader.	nit for direct recruits will not be applicable to the candidates esity including those who have been appointed on adhoc or on andidate appointed on adhoc basis or on contract basis had become be was appointed, as such, he/she shall not be eligible for any limit by virtue of his/her such adhoc or contract appointment; per age limit is relaxable for Scheduled Caste/Scheduled and Other categories of persons to the extent permissible under the Himachal Pradesh Government.  Cruitment will be reckoned on the first day of the year in which pertised for inviting applications or notified to the Employment may be.
7.	Minimum Educational and other qualifications required for direct recruit(s)	<ul> <li>a) ESSENTIAL QUALIFICATION (S):         <ul> <li>10+2 with Science from a recognized Board of School Education.</li> </ul> </li> <li>b) DESIRABLE QUALIFICATION (S):         <ul> <li>Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</li> </ul> </li> </ul>
8.	Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote(s)	Age: Not applicable  Education Qualification: Yes, as prescribed against Column No.11 below.

Thefer Rogiston

9.	Period of probation, if any	Direct recruitment/Promotion:
		<ul> <li>(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.</li> <li>(ii) No probation in case of appointment on contract basis.</li> </ul>
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	<ul> <li>(i) 50% by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.</li> <li>(ii) 50% by promotion.</li> </ul>
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	By promotion in the ratio of 35:25:40 from amongst the "regular" category-D officials as under:  (a) Matriculation with 03 years' service as Category """ staff working in the University
		working in the University
		(I) Provided that for the purpose of promotion, every employee shall have to serve at-least one term in the Tribal/Difficult/Hard areas and remote/rural areas of the University subject to adequate number of post(s) available in such areas.
		Provided further that 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 areas of the University. However, this condition of five years shall not be applicable in cases of promotion:
	27	Provided further that Officers/Officials who have not served at-least one tenure in Tribal/Difficult/Hard areas and remote/rural areas of the University shall be transferred to such area strictly in accordance with his/her seniority in the respect ve cadre.



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

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 exservicemen recruited uncer 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, continuous adhoc service rendered on the feeder post if any, prior to

of Thefor

		the regular appointment/promotion against such posts shall be taker into account towards the 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/ Confirmation Committee exists, what is its composition?	Same as prescribed for direct recruitment under Column No.13 below	
13.	Composition of Selection Committee for direct Recruitment	1. Registrar - Chairman 2. Director of Research - Member 3. Other Dean/Director - Member 4. Head of the Department - Member  Note: The Vice-Chancellor, in addition to the existing composition of Selection Committee may endeavour as far as possible to nominate one officer of Scheduled Caste/Scheduled Tribe Category on selection committee where the candidate(s) belonging to these categories are appearing for interview.	
14.	Appointing Authority	Registrar	
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 <a href="Appendix-I">Appendix-I</a> appended to these rules, or if the recruiting authority so considers necessary or expedient on the basis of written examination followed by evaluation as specified in <a href="Appendix-I">Appendix-I</a> 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 recruiting/appointing authority.	
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 condition	ns given below:	
		Field Assistant in Dr. Y.S. Parmar University of Horticulture & 80 (HP) will be engaged on contract basis initially for one year, ear to year basis.	
	Head of the Department shall	enewal of contract period on year to year basis, the concerned issue a certificate that the service and conduct of the contracting the year and only then his period of contract is to be	



(b) The selection will be made in accordance with the procedure prescribed in these R&P Rules.

### II. CONTRACTUAL EMOLUMENTS:

The Field Assistant appointed on contract basis will be paid consolidated fixed contractual amourt@ ₹7810/- per month (which shall be equal to minimum of the pay band+ grade pay) or as may be applicable in HP Government, from time to time. An amount of ₹234 (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 Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be appointing authority and disciplinary authority.

### IV. SELECTION PROCEDURE:

Selection for appointment to the post in the case of contract appointment shall be made on the basis of merit of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these rules or if the recruiting authority so considers necessary or expedient on the basis of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these Rules, preceded by a screening test (objective type) or practical test or skill test or physical test the standard/syllabus, etc. of which will be determined by the recruiting/appointing authority.

### V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

### VI. AGREEMENT:

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

### VII. TERMS AND CONDITIONS:

- (a) The contractual appointee will be paid fixed contractual amount @ ₹ 7810/- per month (which shall be equal to minimum of the pay band+ grade pay) or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount@₹ 234/- (3% of minimum of the pay band+ grade pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc. will be given.
- (b) The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.
- (c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 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 Medica 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. 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 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 or from Med cal Officer of the University. 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/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. The Employees Group Insurance Scheme as well as EPF/GPF/CPS will also not be applicable to contract appointee(s).

16.	Essential requirement for direct recruitment	A candidate for appointment to any service or post must be a Citizen of India.	
17.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Schedules Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.	
18.	Departmental Examination	Not applicable.	
19.	Power to relax	In genuine cases, where the Selection Committee is of opinion that it is necessary or expedient to do so, it may order for reasons to be recorded in writing can refer so matters to the Vice-Chancellor for relaxation any of	



provision of these rules with respect to any class or category
of persons or post(s).

Registrar
Dr. Y.S. Parmar University of
Horticulture & Forestry

NAUNI - Solan 173230

# APPENDIX-I

151	WRITTEN EXAMINATION	85 Marks	
mark	entage of marks obtained in the written examination to be calculated out of 85 s. For example, a candidate getting 50% marks in written examination will be 42.50 marks]		
Eva	luation of candidate to be made in the following manner:		
i.	Weightage for the minimum educational qualification, prescribed in the Recruitment & Promotion Rules	02.50 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 (50×0.025=1.25).		
il.	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	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	15 Marks
vi.	NSS (atleast one year), certificate holders in NCC/The Bharat Scout and Guide. Medal winner in National level sports competitions.	0î Mark	
vii.	BPL family having family annual income (from all sources) below $\mp$ 40,000/- or as prescribed by the Government from time to time.	02 Mark	
viii.	Widow/divorced/destitute/single woman.	01 Mark	
ix.	Single daughter/Orphan	01 Mark	
X.	Training of atleast 06 months duration related to the post applied for from a recognized University/Institution	01 Mark	
×i.	Experience up to a maximum of 5 years in Government/Semi Government organization relating to the post applied for (0.5 mark only for each completed year).	2.50 Marks	

Start.

# APPENDIX-II

of Hor	of contract/agreement to be executed between the rticulture & Forestry, Nauni (Solan)-173230 (HP) ting authority).		
	This agreement is made on this	day of	in the year
	between Shri/Smt		
throug	the FIRST PARTY) and Dr. Y.S. Parmar University or h (Designation of the control of the c		
1.	That the FIRST PARTY shall remain in the service period of one year commencing on day of	e of the SECOND PARTY as a f and ending ned and agreed upon by both to ARTY shall ipso-facto stand ten	ield Assistant for a ng on the day of the parties that the rminated on the last
	Provided that for further extension/renew shall issue a certificate that the service and condutthe year and only then the period of contract is to	act of the contract appointee wa	the state of the s
2.	The contractual amount of the FIRST PARTY will Government, from time to time.		y <b>be a</b> pplic <b>ab</b> le in HP
3.	The service of FIRST PARTY will be purely on		
4.	terminated in case the performance/conduct of the The contract appointee will be entitled for one dadays' medical leave and 05 days' special leave, in a	y's casual leave after putting on	e month's service, 10

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.

to the contract appointee.

than two surviving children shall 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

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 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.

Page 80 of 188

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

(Name and Full Address)	
	(Signature of FIRST PART
(Name and Full Address)	

Page **81** of **188** 

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF JUNIOR TECHNICIAN (LABORATORY), CLASS-III (Non-Gazetted), IN Dr. Y.S. PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

	Name of post	Junior Technician (Laboratory)
2.	Number of posts	As created/sanctioned from time to time
3.	Classification	Class-III (Non gazetted)
4.	Pay band/scale	i) Pay scale for regular incumbents:  Pay band ₹ 10300-34800+₹ 3200/-Grade Pay  ii) Emoluments for Contract employees:  ₹ 13,500/- per month or as may be applicable in HP  Government from time to time, as per details given in  Column No.15-A.
5.	Whether " Selection" post or "Non Selection" post:	Non-Selection
6.	Age for direct recruitment	Between 18 to 45 years.
	already in service of the Univer contract basis;  Provided further that if a ca overage on the date when he/sh relaxation in the prescribed age-	nit for direct recruits will not be applicable to the candidates sity including those who have been appointed on adhoc or on andidate appointed on adhoc basis or on contract basis had become be was appointed, as such, he/she shall not be eligible for any limit by virtue of his/her such adhoc or contract appointment; over age limit is relaxable for Scheduled Caste/Scheduled
	the general or special order(s) of NOTE: Age limit for direct red	and Other categories of persons to the extent permissible under the Himachal Pradesh Government. Cruitment will be reckoned on the first day of the year in which pertised for inviting applications or notified to the Employment may be.
7.	the general or special order(s) of  NOTE: Age limit for direct rec  the post(s) is/are adve	the Himachal Pradesh Government, cruitment will be reckoned on the first day of the year in which ertised for inviting applications or notified to the Employment may be.  a) ESSENTIAL QUALIFICATION (S):
<b>7</b> .	the general or special order(s) of  NOTE: Age limit for direct rec the post(s) is/are adve Exchange, as the case of  Minimum Educational and other qualifications required for direct	the Himachal Pradesh Government.  Cruitment will be reckoned on the first day of the year in which ertised for inviting applications or notified to the Employment may be.  a) ESSENTIAL QUALIFICATION (S):  B.Sc. (Horticulture/Forestry/Agriculture)/B.Sc. b) DESIRABLE QUALIFICATION (S):  Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar



10.	Method(s) of recruitment, whether by direct recruitment or by promotion/secondment,	<ul> <li>(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.</li> <li>(ii) No probation in case of appointment on contract basis.</li> <li>(i) 25% by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.</li> </ul>
	transfer and the percentage of post(s) to be filled in by various methods	(ii) 75% by promotion.
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from Which the promotion/secondment/transfer is to be made	By promotion from amongst joint se <sup>n</sup> iority list of Laboratory Attendants having minimum 08 (eight) years' service in the feeder cadre.  (I) Provided that for the purpose of promotion, every employee shall have to se-ve at-least one term in the Tribal/Difficult/Hard areas and remote/rural areas of the University subject to adequate number of post(s) available in such areas.  Provided further that proviso (I) supra shal 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 areas of the University. However, this condition of five years shall not be applicable in cases of promotion:  Provided further that Officers/Officials who have not served at-least one tenure n Tribal/Difficult/Hard areas and remote/rural areas of the University 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 of the University shall mean normally three years or less period of posting in such areas keeping in view the administrative exigencies/convenience.  (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 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 (i) 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/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 prescribed in the Recruitment & Promotion Rules for the post: 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 exservicemen 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. Similarly, in all cases of confirmation, continuous adhoc service rendered on the feeder post if any, prior to the regular appointment/promotion 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 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/ Same as prescribed for direct recruitment under Column Confirmation Committee exists, No 13 below what is its composition? 13. Composition of Selection 1. Registrar - Chairman Committee for direct 2. Dean/Director - Member Recruitment 3. Other Dean/Director - Member



		4. One of the Head of the Department - Member (to be nominated by the Vice-Chancellor)  Note: The Vice-Chancellor, in addition to the existing composition of Selection Committee may endeavour as far as possible to nominate one officer of Scheduled Caste/Scheduled Tribe Category on selection committee where the candidate(s) belonging to these categories are appearing for interview.
14.	Appointing Authority	Registrar
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 <u>Appendix-I</u> appended to these rules, or if the recruiting authority so considers necessary or expedient on the basis of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these Rules, preceded by a screening test (objective type) or practical test or skill test or physical test the standard/syllabus, etc. of which will be determined by the recruiting/appointing authority.

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 column/rule, the **Juni**or **Technician** (Laboratory) in Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) 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 Head of the Department shall issue a certificate that the service and conduct of the contract appointee s satisfactory during the year and only then his period of contract is to be renewed/extended.

(b) These lection will be made in accordance with the procedure prescribed in these R&P Rules.

### II. CONTRACTUAL EMOLUMENTS:

The Junior Technician (Laboratory) appointed on contract basis will be paid consolidated fixed contractual amount @ ₹13,500/- per month (which shall be equal to minimum of the pay band + grade pay) or as may be applicable in HP Government, from time to time. An amount of ₹405 (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 Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be appointing authority and disciplinary authority.



# IV. SELECTION PROCEDURE:

Selection for appointment to the post in the case of contract appointment shall be made on the basis of merit of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these rules, or if the recruiting authority so considers necessary or expedient on the basis of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these Rules, preceded by a screening test (objective type) or practical test or skill test or physical test the standard/syllabus, etc. of which will be determined by the recruiting/appointing authority.

### V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

## VI. AGREEMENT:

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

# VII. TERMS AND CONDITIONS:

- (a) The contractual appointee will be paid fixed contractual amount € ₹ 13,500/- per month (which shall be equal to minimum of the pay band+ grade pay) or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount € ₹ 405/- (3% of minimum of the pay band+ grade pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc, will be given.
- (b) The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.
- (c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 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. 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 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 or from Medical Officer of the University. Womer 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/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. The Employees Group Insurance Scheme as well as EPF/GPF/CPS will also not be applicable to contract appointee(s).

16.	Essential requirement for direct recruitment	A candidate for cppointment to any service or post must be a Citizen of India.
17.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Schedules Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.
18,	Departmental Examination	Not applicable.
19.	Power to relax	In genuine cases, where the Selection Committee is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing can refer such matters to the Vice-Chancellor for relaxation any of the provision of these rules with respect to any class or category of persons or post(s).

\*\*\*

Assertable and

Registrar

Dr. Y.S. Parmar University of Horticulture & Forestry NAUNI - Solan 173230

	WRITTEN EXAMINATION	85 Marks	
nark	entage of marks obtained in the written examination to be calculated out of 85 s. For example, a candidate getting 50% marks in written examination will be 42.50 marks]		
Eval	uation of candidate to be made in the following manner:		
i.	Weightage for the minimum educational qualification, prescribed in the Recruitment & Promotion Rules	02.50 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 (50×0.025=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 mare than 40% impairment/disability/infirmity	01 Mark	15 Marks
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 family annual income (from all sources) below₹ 40,000/- or as prescribed by the Government from time to time.	02 Mark	
viii.	Widow/divorced/destitute/single woman.	01 Mark	1
i <b>x</b> .	Single daughter/Orphan	01 Mark	1
x.	Training of atleast 06 months duration related to the post applied for from a recognized University/Institution	01 Mark	
xi.	Experience up to a maximum of 5 years in Government/Semi Government organization relating to the post applied for (0.5 mark only for each completed year).	2.50 Marks	

Sof Thefer

	of contract/agreement to be executed between Parmar University of Horticulture & Fo (Designation of appointing au	prestry, Nauni (Solan)-1732	
	This agreement is made on this between Shri/Smt.	day of 5/0 D/0 Shri	in the year
called throu Nauni	the FIRST PARTY) and Dr. Y.S. Parmar University of the FIRST PARTY) and Dr. Y.S. Parmar University of the following (Designation of the control of the first the SECOND PARTY)  Whereas, the SECOND PARTY has engage of the following preed to serve as a Junior Technician (Laboratory)	of the Appointing Authority), D	i (Solan)-173230 (HP) Dr. Y.S. Parmar UHF, and the <b>FIRST PARTY</b>
	That the FIRST PARTY shall remain in the serv (Laboratory) for a period of one year commencing of It is specifically ment contract of the FIRST PARTY with SECOND P working day i.e. on and information and information of the period of contract is to the year and only then the period of contract is to	vice of the SECOND PARTY as gon day of	a Junior Technician and ending on the day the parties that the rminated on the last Y.  d of the Department

3. The service of FIRST PARTY will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.

Government, from time to time.

2. The contractual amount of the FIRST PARTY will be ₹ 7810/- per month or as may be applicable in HP

4. The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 days' special leave, in a calendar year. A female contract appointee with less than two surviving children shall 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.

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 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.

K-og lestons

- 6. Junior Technician (Laboratory) appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
- 7. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner or Medical Officer of the University. In case of women candidates pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical officer/Practitioner.
- 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/CPS 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:

(Name and Full Address)	
,	(Signature of FIRST PARTY
	9

(Signature of SECOND PARTY)

St-That



RECRUITMENT & PROMOTION RULES FOR THE POSTS OF <u>LABORATORY</u> <u>ATTENDANT</u>, CLASS-III (Non-Gazetted), IN Dr. Y.S. PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

1.	Name of post Laboratory Attendant		
2.	Number of posts	As created/sanctioned from time to time	
3.	Classification	Class-III (Non gazetted)	
4.	Pay band/scale	<ul> <li>i) Pay scale for regular incumbents:         Pay band₹ 5910-20200 +₹ 1900/-Grade Pay         ii) Pay Band₹ 5910-20200 + ₹ 2400/- Grade Pay to be given to the 50% of the total number of posts of Laboratory Attendants in the cadre after minimum 05 years of regular service as Laboratory Attendant in the cadre.         iii) Emoluments for Contract employees:         ₹ 7810/- per month or as may be applicable in HP Government from time to time, as per details given in Column No.15-A.</li> </ul>	
5.	Whether "Selection" post or "Non Selection" post:	Non-Selection	
<b>.</b>	Provided that upper age limit for direct recruits will not be applicable to the calleady in service of the Government/University including those who have been appointed or on contract basis;  Provided further that if a candidate appointed on adhoc basis or on contract basis had overage on the date when he/she was appointed, as such, he/she shall not be eligible relaxation in the prescribed age-limit by virtue of his/her such adhoc or contract appoints.  Provided further that upper age limit is relaxable for Scheduled Caste/So Tribes/Other Backward Classes and Other categories of persons to the extent permissib the general or special order(s) of the Himachal Pradesh Government.  NOTE: Age limit for direct recruitment will be reckoned on the first day of the year the post(s) is/are advertised for inviting applications or notified to the Employment.		
7.	Exchange, as the case r  Minimum Educational and other qualifications required for direct recruit(s)	a) ESSENTIAL QUALIFICATION (S):  10+2 with Science from a recognized Board of School Education.  b) DESIRABLE QUALIFICATION (S):  Knowledge of customs, manner and dialects of Himacha Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.	

Sto The Land

8.	Whether age and educational qualification(s) prescribed for	Age: Not applicable
	direct recruit(s) will apply in the case of the promotee(s)	Education Qualification: Yes, as prescribed against Column No.11 below.
9.	Period of probation, if any	Direct recruitment/Promotion:  (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.
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	<ul> <li>(i) 50% by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.</li> <li>(ii) 50% by promotion, failing which by direct recruitment on regular basis or on contract basis, as the case may be.</li> </ul>
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	By promotion from amongst the regular "Category-D" employees having minimum 08 years' regular service in the cadre and having qualification "Atleast 2 <sup>nd</sup> division in Matriculation with Science".  Note:- 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-seseniority shall be prescribed.

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

Provided further that 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 areas of the University. However, this condition of five years shall not be applicable in cases of promotion:

Provided further that Officers/Officials who have not served at-least one tenure in Tribal/Difficult/Hard areas and remote/rural areas of the University 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 of the University shall mean normally three years or less period of posting in such areas keeping in view the administrative exigencies/convenience.

(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 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 a junior person becomes eligible for consideration by virtue of his/her -otal 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 prescribed in the Recruitment & Promotion Rules for the post:

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 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) 5 milarly, in all cases of confirmation, continuous adhoc service rendered on the feeder post if any, prior to the regular appointment/promotion 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 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/ Confirmation Committee exists, what is its composition?	Same as prescribed for direct recruitment under Column No.13 below
13.	Composition of Selection Committee for direct Recruitment	1. Registrar - Chairman 2. Comptroller - Member 3. Concerned Dean/Director - Member 4. Other Dean/Director - Member 5. Head of the Department - Member (Senior Most) Note: The Vice-Chancellor, in addition to the existing composition of Selection Committee may endeavour as far as possible to nominate one officer of Scheduled Caste/Scheduled Tribe Category on selection committee where the candidate(s) belonging to these categories are appearing for interview.
14.	Appointing Authority	Registrar
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 <a href="Mappendix-I">Appendix-I</a> appended to these rules, or if the recruiting authority so considers necessary or expedient on the basis 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 recruiting/appointing authority.

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 column/rule, the Laboratory Attendant in Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) 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 Head of the Department 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 selection will be made in accordance with the procedure prescribed in these R&P Rules.

### II. CONTRACTUAL EMOLUMENTS:

The Laboratory Attendant appointed on contract basis will be paid consolidated fixed contractual amount @ ₹7810/- per month (which shall be equal to minimum of the pay band+ grade pay) or as may be applicable in HP Government, from time to time. An amount of ₹234/-(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 Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be the appointing authority and disciplinary authority.

## IV. SELECTION PROCEDURE:

Selection for appointment to the post in the case of contract appointment shall be made on the basis of merit of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these rules, or if the recruiting authority so considers necessary or expedient on the basis of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these Rules, preceded by a screening test (objective type) or practical test or skill test or physical test the standard/syllabus, etc. of which will be determined by the recruiting/appointing authority.

### V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

### VI. AGREEMENT:

Top. Rogiston

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

### VII. TERMS AND CONDITIONS:

- (a) The contractual appointee will be paid fixed contractual amount @ ₹ 7810/- per month (which shall be equal to minimum of the pay band+ grade pay) or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount @ ₹ 234/- (3% of minimum of the pay band+ grade pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc. will be given.
- (b) The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.
- (c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 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 authomized 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.

Provided that 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 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 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 or from Medical Officer of the University. 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.



		entitled to TA/DA if required to go on tour in connection with he same rate as applicable to regular counterpart offic al at the
	etc. as are applicable in ca	like FR, SR. Leave Rules, GPF Rules, Pension Rules & Conduct Rules se of regular employees will not be applicable in case of contract s Group Insurance Scheme as well as EPF/GPF/CPS will also not appointee(s).
16.	Essential requirement for direct recruitment	A candidate for appointment to any service or post must be a Citizen of India.
17.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Schedules Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.
18.	Departmental Examination	Not applicable.
19.	Power to relax	In genuine cases, where the Selection Committee is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing can refer such matters to the Vice-Chancellor for relaxation any of the provision of these rules with respect to any class or category of persons or post(s).

Registran Dr. Y.S. Parmar University of Horticulture & Forestry NAUNI - Solan 173230

	WRITTEN EXAMINATION	85 Marks	
- mark	entage of marks obtained in the written examination to be calculated out of 85 s. For example, a candidate getting 50% marks in written examination will be 42.50 marks]		
Eval	uation of candidate to be made in the following manner:		
i.	Weightage for the minimum educational qualification, prescribed in the Recruitment & Promotion Rules	02.50 <b>M</b> arks	
	[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 (50×0.025=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 <b>M</b> ark	
V.	Differently abied persons with more than 40% impairment/disability/infirmity	01 <b>M</b> ark	15 <b>M</b> arks
vi.	N55 (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 family annual income (from all sources) below $\stackrel{<}{_{\sim}}$ 40,000/- or as prescribed by the Government from time to time.	02 Mark	
viii.	Widow/divorced/destitute/single woman.	01 Mark	
ix.	Single daughter/Orphan	01 Mark	
X.	Training of atleast 06 months duration related to the post applied for from a recognized University/Institution	01 Mark	
×i.	Experience up to a maximum of 5 years in Government/Semi Government organization relating to the post applied for (0.5 mark only for each completed year).	2.50 Marks	

Cat Tupe

Form of contract/agreement to be executed between the Laboratory Attendant and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through (Designation of appointing authority).				
	This agreement is made on this between Shri/Smt	day of 5/0 D/0 Shri	in the year	
R/O	Bellias II Sill II Sil	contract appo	intee (hereinafter	
	(here-in-after the SECOND PARTY)  Whereas the SECOND RAPTY has appeared			
has ag	Whereas, the SECOND PARTY has engaged reed to serve as a Laboratory Attendant on contra-			
1.	That the FIRST PARTY shall remain in the service for a period of one year commencing on day  It is specifically mention contract of the FIRST PARTY with SECOND Paworking day i.e. on and information.	of and end ned and agreed upon by both th ARTY shall ipso-facto stand term	ling on the day of ne parties that the minated on the last	
	Provided that for further extension/renew shall issue a certificate that the service and conduthe year and only then the period of contract is to	ct of the contract appointee was		
2.			be applicable in HP	
3.	The service of FIRST PARTY will be purely on terminated in case the performance/conduct of the			
	F .	FF		

entitled for medical reimbursement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

Provided that the un-availed casual leave, medical leave and special leave can be accumulated upto

4. The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 days' special leave, in a calendar year. A female contract appointee with less than two surviving children shall be granted maternity eave 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

Provided that 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.

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 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.

Stylen Registers

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

Full Address)
(Signature of FIRST PAR

(Signature of SECOND PARTY)

St. Thefe

e a.

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF JUNIOR TECHNICIAN (PUMP OPERATOR), CLASS-III (Non-Gazetted), IN Dr. Y S PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

1.	Name of post	Junior Technician (Pump Operator)	
2.	Number of posts	As created/sanctioned from time to time	
3.	Classification	Class-III (Non gazetted) Ministerial Services	
4.	Pay band/scale	i) Pay scale for regular incumbents:  Pay band ₹ 5910-20200+₹ 1900/-Grade Pay  ii) Emoluments for Contract employees:  ₹ 7,810/- per month or as may be applicable in HP  Government from time to time, as per details given in  Column No.15-A.	
5.	Whether " Selection" post or ""Non Selection" post:	Non-Selection	
6.	Age for direct recruitment	Between 18 to 45 years.	
	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/her such adhoc or contract appointment;  Provided further that upper age limit is relaxable for Scheduled Caste/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.  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 Exchange, as the case may be.		
	Exchange, as the case m		
7.	Exchange, as the case many many many many many many many many		



9.	Period of probation, if any	<ul> <li>(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.</li> <li>(ii) No probation in case of appointment on contract basis.</li> </ul>
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.
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	Not Applicable
12.	If a Departmental Promotion/ Confirmation Committee exists, what is its composition?	Not Applicable
13.	Composition of Selection Committee for direct Recruitment	1. Registrar - Chairman 2. Estate Officer - Member 3. Comptroller - Member 4. Executive Engineer (Concerned) - Member 5. Vice-Chancellor's nominee - Member Note: The Vice-Chancellor, in addition to the existing composition of Selection Committee may endeavour as far as possible to nominate one officer of Scheduled Caste/Scheduled Tribe Category on selection committee where the candidate(s) belonging to these categories are appearing for interview.
14.	Appointing Authority	Registrar
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 <b>Appendix-I</b> appended to these rules, or if the recruiting authority so considers necessary or expedient on the basis of written examination followed by evaluation as specified in <b>Appendix-I</b> 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 recruiting/appointing authority.
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. <u>CONCEPT</u> :	



(a) Under this column/rule, the **Junior Technician (Pump Operator)** in Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) 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 Head of the Department 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 selection will be made in accordance with the procedure prescribed in these R&P Rules.

# II. CONTRACTUAL EMOLUMENTS:

The Junior Technician (Pump Operator) appointed on contract basis will be paid consolidated fixed contractual amount@₹7,810/- per month (which shall be equal to minimum of the pay band + grade pay) or as may be applicable in HP Government, from time to time. An amount of ₹234 (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 Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be appointing authority and disciplinary authority.

# IV. SELECTION PROCEDURE:

Selection for appointment to the post in the case of contract appointment shall be made on the basis of merit of written examination followed by evaluation as specified in <u>Appendixal</u> appended to these rules, or if the recruiting authority so considers necessary or expedient on the basis of written examination followed by evaluation as specified in <u>Appendixal</u> appended to these Rules, preceded by a screening test (objective type) or practical test or skill test or physical test the standard/syllabus, etc. of which will be determined by the recruiting/appointing authority.

# V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

### VI. AGREEMENT:

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

### VII. TERMS AND CONDITIONS:

(a) The contractual appointee will be paid fixed contractual amount @₹ 7,810/- per month (which shall be equal to minimum of the pay band + grade pay) or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount @ ₹ 234/- (3% of minimum of the pay band + grade pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc. will be given.



- (b) The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.
- (c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 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. 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 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 or from Medical Officer of the University. 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/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. The Employees Group Insurance Scheme as well as EPF/GPF/CPS will also not be applicable to contract appointee(s).

16.	Essential requirement for direct recruitment	A candidate for appointment to any service or post must be a Citizen of India.
17.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled

ATMIN Registers

		Castes/Schedules Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.
18.	Departmental Examination	Not applicable.
19.	Power to relax	In genuine cases, where the Selection Committee is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing can refer such matters to the Vice-Chancellor for relaxation any of the provision of these rules with respect to any class or category of persons or post(s).

Registrar Dr. Y.S. Parmar University of **Horticulture & Forestry NAUNI - Soian 173230** 

# APPENDIX-I

	WRITTEN EXAMINATION	85 Marks	
mark	entage of marks obtained in the written examination to be calculated out of 85 s. For example, a candidate getting 50% marks in written examination will be 42.50 marks]		
Eval	uation of candidate to be made in the following manner:	0	
i.	Weightage for professional qualification, prescribed in the Recruitment & Promotion Rules	02.50 Marks	
	[Percentage of marks obtained in the professional qualification would be multiplied by 0.025, For example, an individual has secured 50% marks in the required professional qualification, he/she will be allowed 1.25 marks (50×0.025=1.25). In case the candidates possessing multiple basic professional qualification, weightage will be given to higher percentage/marks.		
ii.	Belonging to notified Backward Area or Panchayat, as the case may be	01 Mark	
iii.	Land less family/fcmily 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	15 Marks
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 family annual income (from all sources) below ₹ 40,000/- or as prescribed by the Government from time to time.	02 Mark	
viii.	V√idow/divorced/destitute/single woman.	01 Mark	
ix.	Single daughter/Orphan	01 Mark	
х.	Training of atleast 06 months duration related to the post applied for from a recognized University/Institution	01 Mark	
xi.	Experience up to a maximum of 5 years in Government/Semi Government organization relating to the post applied for (0.5 mark only for each completed year).	2.50 Marks	

J. Thefan

Dr. Y	of contract/agreement to be executed between the Junior Technician (Pump Operator) and 7.5. Parmcr University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through (Designation of appointing authority).
	This agreement is made on this day of in the year between Shri/Smt S/O D/O Shri
R/O _ called throug	contract appointee (hereinafter the <b>FIRST PARTY)</b> and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) (Designation of the Appointing Authority), Dr. Y.S. Parmar UHF, (here-in-after the <b>SECOND PARTY</b> )
has ag conditi	Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY reed to serve as a Junior Technician (Pump Operator) on contract basis on the following terms & ons:
1.	That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Junior Technician (Pump Operator) for a period of one year commencing on day of and erding 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 term nated 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 Head of the Department 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 ₹ 7,810/- per month or as may be applicable in HP Government, from time to time.
3.	The service of FIRST PARTY will be purely on temporary basis. The appointment is liable to be
4.	terminated in case the performance/conduct of the contract appointee is not found satisfactory. The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 days' special leave, in a calendar year. A female contract appointee with less

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.

than two surviving children shall 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

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

5. Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the contract. However, in exceptional cases where the circumstances for 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.



- 6. Junior Technician (Pump Operator) appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
- 7. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner or Medical Officer of the University. In case of women candidates pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical officer/Practitioner.
- 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/CPS 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:

(Name and Full Address)	
	(Signature of FIRST PARTY
2	
(Name and Full Address)	

Rogistess.

Want by the same

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF <u>DRIVER</u>, CLASS-III (Non-Gozetted) IN Dr. Y S PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

1.	Name of post	Driver
2.	Number of posts	As created/sanctioned from time to time
3.	Classification	Class-III (Non gazetted)
4.	Pay band/scale	<ul> <li>i) Pay scale for regular incumbents:         Pay band ₹ 5910-20200+₹ 2000/-GP</li> <li>ii) Emoluments for Contract employees:         ₹ 7910/- per month or as may be applicable in HP         Government from time to time, as per details given in         Column No.15-A.</li> </ul>
5.	Whether "Selection" post or "Non Selection" post:	Non Selection
6.	Age for direct recruitment	Between 18 to 45 years.
	in the prescribed age-limit by virt  Provided further that upper Backward Classes and Other cate special order(s) of the Himachal P  NOTE: Age limit for direct recre	vas appointed, as such, he/she shall not be eligible for any relaxation the of his/her such adhoc or contract appointment; age limit is relaxable for Scheduled Caste/Scheduled Tribes/Other egories of persons to the extent permissible under the general or tradesh Government.  Unitarity will be reckoned on the first day of the year in which the differ inviting applications or notified to the Employment Exchange,
7.	Minimum Educational and other qualifications required for direct recruit(s)	<ul> <li>a) ESSENTIAL QUALIFICATION (S):         <ol> <li>Matric from a recognized Board of School Education.</li> <li>Must possess valid driving license for plying of heavy and light vehicles in hilly terrain.</li> </ol> </li> <li>b) DESIRABLE QUALIFICATION (S):         <ol> <li>Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</li> </ol> </li> </ul>
8.	Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the	Age: Not applicable  Education Qualification: Yes, as prescribed against Column



9.	Period of probation, if any		Direct recruitment/Promotion	h:		
		(i) (ii)	exceeding one year as may lauthority in special circum recorded in writing.	ther extension for a period not be ordered by the competent stances and reasons to be ment on contract basis, tenure uperannuation 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) (ii)	recruitment on contract basis which on secondment basis. 20% by promotion, failing wh	it on a regular basis or by is, as the case may be, failing ich by direct recruitment on a ert on contract basis, as the		
11,	methods  In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made		By promotion from Conductor(s)/Helpers/Catego Matric qualification from Education and valid driving li light vehicles in hilly terrain service or regular combined if any, in the grade:  Provided that qualifying the compulsory before anyone if further that for the purposeniority of Cleaner-cum-Conductions	se of promotion a combined ductor(s)/Helper(s)/Category- ervice without disturbing their		
			post working in the identical p Pradesh Government I Undertakings/Boards/Corpor	e posts of Driver, the following		
			Roster Point No.	Category		
			1st, 2nd, 3rd & 4th	Direct recruit		
		lu -	5 <sup>th</sup>	Promotee		
	Note: The above recruitment roster shall repeat after every 05 points:					
	Provided that for the purpose of promotion, every employee shall have to serve at-least pne term in the Tribal/Difficult/Hard areas and remote/rural areas of the University subject to adequate number of post(s) available in such areas.					
	Provided further that proviso (I) supra shall not be applicable in the case of those employee who have five years or less service, left for superannuation except posting/transfer i remote/rural areas of the University. However, this condition of five years shall not be applicable in cases of promotion:					



Provided further that Officers/Officials who have not served at-least one tenure in Tribal/Difficult/Hard areas and remote/rural areas of the Un versity 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 of the University shall mean normally three years or less period of posting in such areas keeping in view the administrative exigencies/convenience.
- (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 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 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 deeded 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, continuous adhoc service rendered on 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 provisions 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/ Confirmation Committee exists, what is its composition:			Same as prescribed for direct recruitment under Column No.13 below		
13.	Composition Committee	of for	Selection direct	1. Registrar 2. Estate Officer	- Chairman - Member	
	Recruitment			M.V.I. of State Government     One nominee of the Vice-Chancellor     out of Statutory Officer	- Member - Member	



14.	Appointing Authority	Note: The Vice-Chancellor, in addition to the existing composition of Selection Committee may endeavour as far as possible to nominate one officer of Scheduled Caste/Scheduled Tribe Category on selection committee where the candidate(s) belonging to these categories are appearing for interview.
14.	Appointing Admortly	Registrar
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 covering the syllabus of driving, maintenance skill of vehicle and Motor Vehicle Act etc., the standard of which, will be determined by the recruiting authority, followed by evaluation as specified in <u>Appendix-I</u> appended to these rules followed by practical test for driving and maintenance skill of the candidates. Passing of practical test shall be mardatory.

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 column/rule, the **Driver** in Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) 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 Head of the Department 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 selection will be made in accordance with the procedure prescribed in these R&P Rules.

### II. CONTRACTUAL EMOLUMENTS:

The Driver appointed on contract basis will be paid consolidated fixed contractual amount @ ₹ 7910/- per month (which shall be equal to minimum of the pay band + grade pay) or as may be applicable in HP Government, from time to time. An amount of ₹ 237 (3% of the minimum of pay band + grade pay of the post) as annual increase in contractual emoluments for the subsequent year(s) will be allowed, if contract is extended beyond one year.

### III. APPOINTING/DISCIPLINARY AUTHORITY:

The Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be appointing authority and disciplinary authority.

# IV. SELECTION PROCEDURE:

Selection for appointment to the post in the case of contract appointment shall be made on the basis of merit of written examination covering the syllabus of driving, maintenance skill of vehicle and Motor Vehicle Act etc., the standard of which, will be determined by the recruiting authority, followed by evaluation as specified in **Appendix-I** appended to these rules followed by practical



test for driving and maintenance skill of the candidates. Passing of practical test shall be mandatory.

# V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

#### VI. AGREEMENT:

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

## VII. TERMS AND CONDITIONS:

- (a) The contractual appointee will be paid fixed contractual amount @ ₹ 7910 per month (which shall be equal to minimum of the pay band + grade pay) or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount @ ₹ 237/- (3% of minimum of the pay band + grade pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc. will be given.
- (b) The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.
- (c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 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. 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 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 or from Medical Officer of the University. Women candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement

St The for

Page 112 of 188

	is over. The women candid Officer/Practitioner.	ate will be re-examined for the fitness from an authorized Medical
		e entitled to $TA/DA$ if required to go on tour in connection with the same rate as applicable to regular counterpart official at the
	etc. as are applicable in co	like FR, SR. Leave Rules, GPF Rules, Pension Rules & Conduct Rules ase of regular employees will not be applicable in case of contracts Group Insurance Scheme as well as EPF/GPF/CPS will also not be bintee(s).
16.	Essential requirement for direct recruitment	A candidate for appointment to any service or post must be a Citizen of India.
17.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Schedules Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.
18.	Departmental Examination	Not applicable.
19.	Power to relax	In genuine cases, where the Selection Committee is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing can refer such matters to the Vice-Chancellor for relaxation any of the provision of these rules with respect to any class or category of persons or post(s).

\*\*\*

Registrar
Dr. Y.S. Parmar University of
Horticulture & Forestry
NAUNI - Solan 173230

# APPENDIX-I

	WRITTEN EXAMINATION	85 Marks	
mark	centage of mcrks obtained in the written examination to be calculated out of 85 cs. For example, a candidate getting 50% marks in written examination will be a 42.50 marks]		
Eva	luation of candidate to be made in the following manner:		
i.	Weightage for the minimum educational qualification, prescribed in the Recruitment & Promotion Rules [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).	02.50 Marks	
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 abied persons with more than 40% impairment/disability/infirmity	01 Mark	15 Marks
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 family annual income (from all sources) below₹ 40,000/- or as prescribed by the Government from time to time.	02 Mark	
viii.	Widow/divcrced/destitute/single woman.	01 Mark	1
ix.	Single daugnter/Orphan	01 Mark	
<b>X</b> .	Training of atleast 06 months duration related to the post applied for from a recognized University/Institution	01 Mark	
xi.	Experience up to a maximum of 5 years in Government/Semi Government organization relating to the post applied for (0.5 mark only for each completed year).	2.50 Marks	



Hortic	of contract/agreement to be executed between ulture & Forestry, Nauni (Solan)-173230 (HP) titing authority).		
	This agreement is made on this	day of	in the year
	between Shri/Smt	S/O D/O Shri	
R/O _		contract a	ppointee (hereinafter
called	the FIRST PARTY) and Dr. Y.S. Parmar University of	Horticulture & Forestry, Nau	ni (Solan)-173230 (HP)
throug	h (Designation of (here-in-after the <b>SECOND PARTY</b> )	the Appointing Authority).	Dr. Y.S. Parmar UHF,
	That the FIRST PARTY shall remain in the service one year commencing on day of is specifically mentioned and agreed upon by both with SECOND PARTY shall ipso-facto stand and information notice shall not	of the SECOND PARTY as a and ending on the day ofthe parties that the contract terminated on the last	of the FIRST PARTY
2,	Provided that for further extension/renew shall issue a certificate that the service and conduct the year and only then the period of contract is to The contractual amount of the FIRST PARTY will be devernment, from time to time.  The service of FIRST PARTY will be purely on	ct of the contract appointee v be renewed/extended. be₹7910/- per month or as r	vas satisfectory during
	terminated in case the performance/conduct of the	e contract appointee is not fo	und satisfactory.
4.		i's casual leave after putting of alendar year. A female contro ity leave for 180 days'. A fem ding 45 days' (irrespective of t	one month's service, 10 act appointee with less nale contract appointee the number of surviving

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.

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

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 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.

A Roginson

to the contract appointee.

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

(Name and Full Address)	
	(Signature of FIRST FARTY)
(Name and Full Address)	



RECRUITMENT & PROMOTION RULES FOR THE POSTS OF <u>LIBRARY ASSISTANT</u>, CLASS-III (Non-Gazetted), IN Dr. Y S PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

1.	Name of post	Library Assistant	
2.	Number of posts	As created/sanctioned from time to time	
3.	Classification	Class-III (Non gazetted)	
4.	Pay band/scale	i) Pay scale for regular incumbents:  Pay band₹ 5910-20200 +₹ 1900/-Grade Pay  ii) Emoluments for Contract employees:  ₹ 7810/- per month or as may be applicable in HP  Government from time to time, as per details given in  Column No.15-A.	
5.	Whether "Selection" post or ""Non Selection" post:	Non-Selection	
6.	Age for direct recruitment	Between 18 to 45 years.	
	in service of the Government/University including those who have been appointed on adhoc or 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/her such adhoc or contract appointment;  Provided further that upper age limit is relaxable for Scheduled Caste/Scheduled Tribes/Other Backword Classes and Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government.  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 Exchange		
7.	as the case may be.  Minimum Educational and other qualifications required for direct recruit(s)	7	
		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 qualification(s) prescribed for	Age: Not applicable
	direct recruit(s) will apply in the case of the promotee(s)	Education Qualification: Yes, as prescribed against Column No.11 below.
9.	Period of probation, if any	Direct recruitment/Promotion:  (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.
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	<ul> <li>i) 50% by direct recruitment on "regular" basis or by recruitment on contract basis, as the case may be.</li> <li>ii) 50% by promotion failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.</li> </ul>
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	By promotion from all Category-D employees having minimum service of 05 years possessing Matric with Certificate/Diploma in Library Science.

(I) Provided that for the purpose of promotion, every employee shall have to serve at-least one term in the Tribal/Difficult/Hard areas and remote/rural areas of the Un versity subject to adequate number of post(s) available in such areas.

Provided further that 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 areas of the University. However, this condition of five years shall not be applicable in cases of promotion:

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

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

- (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 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 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/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 prescribed in the Recruitment & Promotion Rules for the post:

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 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, continuous adhoc service rendered on the feeder post if any, prior to the regular appointment/promotion 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 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/ Confirmation Committee exists, what is its composition?		
13.	Composition of Selection Committee for direct	1. Registrar 2. Librarian	- Chairman - Member
	Recruitment	3. Deputy Librarian	- Member - Member
	Nect attribut	4. One nominee of the Vice-Chancellor	- Member
		Note: The Vice-Chancellor, in addition to of Selection Committee may endeavour nominate one officer of Scheduled Category on selection committee where the to these categories are appearing for integral of the second committee where we will be second committee where we will be second committee.	as far as possible to Caste/Scheduled Tribe ne candidate(s) belonging
14.	Appointing Authority	Registrar	
15.	Selection for appointment to the post by direct recruitment	Selection for appointment to the post recruitment shall be made on the basexamination followed by evaluation as appended to these rules, or if the considers necessary or expedient on examination followed by evaluation as appended to these Rules, preceded by a stype) or practical test or skill test standard/syllabus, etc. of which will recruiting/appointing authority.	sis of merit of written specified in Appendix-I recruiting authority so the basis of written specified in Appendix-I screening test (objective or physical test the
15-A	Selection for appointment to the	l 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:

CONCEPT:

(a) Under this column/rule, the Library Assistant in Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) 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 Head of the Department 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 selection will be made in accordance with the procedure prescribed in these R&P Ruies.

#### II. CONTRACTUAL EMOLUMENTS:

The Library Assistant appointed on contract basis will be paid consolidated fixed contractual amount@₹7810/- per month (which shall be equal to minimum of the pay band+ grade pay) or as may be applicable in HP Government, from time to time. An amount of ₹234/- (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 Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be appointing authority and disciplinary authority.

# IV. SELECTION PROCEDURE:

Selection for appointment to the post in the case of contract appointment shall be made on the basis of merit of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these rules, or if the recruiting authority so considers necessary or expedient on the basis of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these Rules, preceded by a screening test (objective type) or practical test or skill test or physical test the standard/syllabus, etc. of which will be determined by the recruiting/appointing authority.

# V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

# VI. AGREEMENT:

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

### VII. TERMS AND CONDITIONS:

(a) The contractual appointee will be paid fixed contractual amount @ ₹ 7810 per month (which shall be equal to minimum of the pay band + grade pay) or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount @ ₹ 234/- (3% of minimum of the pay band + grade pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc. will be given.



- (b) The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.
- (c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 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.

Provided that the 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 cutomatically 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 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 or from Medical Officer of the University. 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 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/CPS will also not be applicable to contract appointee(s).

16.	Essential requirement for direct recruitment	A candidate for appointment to any service or post must be a $\it Citizen$ of $\it India$ .
17.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled



		Castes/Schedules Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.
18.	Departmental Examination	Not applicable.
19.	Power to relax	In genuine cases, where the Selection Committee is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing can refer such matters to the Vice-Chancellor for relaxation any of the provision of these rules with respect to any class or category of persons or post(s).

\*\*\*

Registrar
Dr. Y.S. Parmar University of
Horticulture & Forestry
NAUNI - Solan 173230

	WRITTEN EXAMINATION	85 Marks		
mark	centage of marks obtained in the written examination to be calculated out of 85 ks. For example, a candidate getting 50% marks in written examination will be a 42 50 marks]			
Eva	luation of candidate to be made in the following manner:	0-10-10-10-10-10-10-10-10-10-10-10-10-10		
i.	Weightage for professional qualification, prescribed in the Recruitment & Promotion Rules	02.50 Marks		
	[Percentage of marks obtained in the professional qualification would be multiplied by 0.025, For example, an individual has secured 50% marks in the required professional qualification, he/she will be allowed 1.25 marks (50×0.025=1.25). In case the candidates possessing multiple basic professional qualification, weightage will be given to higher percentage/marks.			
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	15 Marks	
V.	Differently abled persons with more than 40% impairment/disability/infirmity	01 Mark		
vi.	NSS (atleast one year), certificate holders in NCC/The Bharat Scaut and Guide. Medal winner in National level sports competitions.	01 Mark		
vii.	BPL family having family annual income (from all sources) below₹ 40,000/- or as prescribed by the Government from time to time.	02 Mark		
viii.	Widow/divorced/destitute/single woman	01 Mark		
Х.	Single daughter/Orphan	01 Mark		
κ.	Training of atleast 06 months duration related to the post applied for from a recognized University/Institution	01 Mark	-	
χÎ,	Experience up to a maximum of 5 years in Government/Semi Government organization relating to the post applied for (0.5 mark only for each completed year).	2.50 Marks		



(Design	nation of appointing authority).		
	This agreement is made on this	day of	in the year
	between Shri/Sm <sup>†</sup>	S/O D/O Shri	
R/O _		contract app	oointee (hereinafter
called	the FIRST PARTY) and Dr. Y.S. Parmar University (	of Horticulture & Forestry, Nauni	(Solan)-173230 (HP)
throug	h (Designation	of the Appointing Authority), $D$	r. Y.S. Parmar UHF,
Nauni	(here-in-after the SECOND PARTY)		
	Whereas, the SECOND PARTY has engage	ed the aforesaid FIRST PARTY a	nd the FIRST PARTY
has ag	reed to serve as a Library Assistant on contract	basis on the following terms & c	onditions:
1	That the FIRST PARTY shall remain in the serve for a period of one year commencing on day  It is specifically mention contract of the FIRST PARTY with SECOND working day i.e. on and information of the particular contract	of and er oned and agreed upon by both PARTY shall ipso-facto stand te	iding on the day of the parties that the rminated on the last
	Provided that for further extension/rend shall issue a certificate that the service and cond the year and only then the period of contract is t	luct of the contract appointee wo	and the second s
2.	The contractual amount of the FIRST PARTY will Government, from time to time.	l be₹ 7810/- per mon†h or as ma	ay be applicable in HF
<ol> <li>The service of FIRST PARTY will be purely on temporary basis.</li> <li>terminated in case the performance/conduct of the contract appointed</li> </ol>			
4.	and the second s	ay's casual leave after putting on a calendar year. A female contrac rnity leave for 180 days'. A fema eding 45 days' (irrespective of th scarriage including abortion, on p t Medical Officer. A contract e	e month's service, 10 thappointee with less le contract appointee e number of surviving production of medica employee shall not be
	Provided that the un-availed casual leave, me the calendar year and will not be carried forward	· ·	be accumulated upto

Form of contract/agreement to be executed between the Library Assistant and Dr. Y.S. Parmar

University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through

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

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 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.

Page 124 of 188

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

(Name and Full Address)	
(	(Signature of FIRST PART
	<del></del>

(Signature of SECOND PARTY)

21 There

# RECRUITMENT & PROMOTION RULES FOR THE POSTS OF <u>SPORTS ASSISTANT</u>, CLASS-III (Non-Gazetted), IN Dr. Y S PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

1.	Name of post	Sports Assistant	
2.	Number of posts	As created/sanctioned from time to time	
3.	Classification	Class-III (Non gazetted)	
4.	Pay band/scale	<ul> <li>i) Pay scale for regular incumbents:         Pay band ₹ 5910-20200+₹ 1900/-Grade Pay     </li> <li>ii) Emoluments for Contract employees:         ₹ 7810/- per month or as may be applicable in HP Government from time to time, as per details given in Column No.15-A.     </li> </ul>	
5.	Whether "Selection" post or ""Non Selection" post:	Not Applicable	
6.	Age for direct recruitment	Between 18 to 45 years.	
	overage on the date when he/she was in the prescribed age-limit by virt  Provided further that upper	andidate appointed on adhoc basis or on contract basis had become was appointed, as such, he/she shall not be eligible for any relaxation ue of his/her such adhoc or contract appointment; age limit is relaxable for Scheduled Caste/Scheduled Tribes/Other egories of persons to the extent permissible under the general or tradesh Government.	
		uitment will be reckoned on the first day of the year in which the for inviting applications or notified to the Employment Exchange,	
7.	Minimum Educational and other qualifications required for direct recruit(s)  i) Should have passed 10+2 Examination or its equivalent from recognized Board of School Education.  ii) Should have atleast two years' diploma in Physical Education (D.P.Ed.) from any Institute/University duly recognized Centre/State Government.  b) DESIRABLE QUALIFICATION (s):  Knowledge of customs, manner and dialects of Himac Pradesh and suitability for appointment in the pecu		
8.	Whether age and educational qualification(s) prescribed for	conditions prevailing in the Pradesh.  Age: Not applicable	



9.	Period of probation, if any	Direct recruitment/Promotion
		<ul> <li>(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.</li> <li>(ii) No probation in case of appointment on contract basis.</li> </ul>
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	<ul> <li>(i) 50% by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.</li> <li>(ii) 50% by promotion, failing which by direct recruitment on regular basis or on contract basis, as the case may be.</li> </ul>
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	By Promotion from amongst the Sports Attendant who have rendered 5 years in the grade, failing which by direct recruitment.

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

Provided further that 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 areas of the University. However, this condition of five years shall not be applicable in cases of promotion:

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

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

- (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 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 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/her in the respective category/post/cadre shal 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 prescribed in the Recruitment & Promotion Rules for the post:



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 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, continuous adhoc service rendered on the feeder post if any, prior to the regular appointment/promotion 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 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/ Same as prescribed for direct recruitment under Column No.13 Confirmation Committee exists, below what is its composition? Selection 13. of 1. Registrar Composition - Chairman Committee for direct 2. Students Welfare Officer - Member Recruitment 3. Dean/Director - Member 4. One nominee of the Vice-Chancellor - Member out of Statutory Officer Note: The Vice-Chancellor, in addition to the existing composition of Selection Committee may endeavour as far as possible to nominate one officer of Scheduled Caste/Scheduled Tribe Category on selection committee where the candidate(s) belonging to these categories are appearing for interview. 14. Appointing Authority Registrar 15. Selection for appointment to the Selection for appointment to the post in the case of direct post by direct recruitment 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 recruiting authority so considers necessary or expedient on the basis 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 recruiting/appointing authority. 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 column/rule, the **Sports Assistant** in Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) 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 Head of the Department 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 selection will be made in accordance with the procedure prescribed in these R&P Rules.

# II. CONTRACTUAL EMOLUMENTS:

The Sports Assistant appointed on contract basis will be paid consolidated fixed contractual amount@ ₹7810/- per month (which shall be equal to minimum of the pay band+ grade pay) or as may be applicable in HP Government, from time to time. An amount of ₹234/- (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 Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be the appointing authority and disciplinary authority.

# IV. SELECTION PROCEDURE:

Selection for appointment to the post in the case of contract appointment shall be made on the basis of merit of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these rules, or if the recruiting authority so considers necessary or expedient on the basis of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these Rules, preceded by a screening test (objective type) or practical test or skill test or physical test the standard/syllabus, etc. of which will be determined by the recruiting/appointing authority.

### V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

## VI. AGREEMENT:

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

### VII TERMS AND CONDITIONS:

(a) The contractual appointee will be paid fixed contractual amount @₹7810 per month (which shall be equal to minimum of the pay band + grade pay) or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount @₹234/- (3% of minimum of the pay band + grade pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc. will be given.



- (b) The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.
- (c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 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

Provided that 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 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 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 or from Medical Officer of the University. Women candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The women cardidate 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. The Employees Group Insurance Scheme as well as EPF/GPF/CPS will also not be applicable to contract appointee(s).

16.	Essential requirement for direct recruitment	A candidate for appointment to any service cr post must be a Citizen of India.
17.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled



		Castes/Schedules Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.	
18.	Departmental Examination	Not applicable.	
19.	Power to relax	In genuine cases, where the Selection Committee is of the opini that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing can refer such matters to the Vice-Chancellor for relaxation any of the provision of these rule with respect to any class or category of persons or post(s).	

Registrar
Dr. Y.S. Parmar University of
Horticulture & Forestry
NAUNI - Solan 173230

# APPENDIX-I

	WRITTEN EXAMINATION	85 Marks	
mark	centage of marks obtained in the written examination to be calculated out of 85 ks. For example, a candidate getting 50% marks in written examination will be a 42.50 marks]		
Eva	luation of candidate to be made in the following manner:		
Ī.	Weightage for professional qualification, prescribed in the Recruitment & Promotion Rules  [Percentage of marks obtained in the professional qualification would be multiplied by 0.025, For example, an individual has secured 50% marks in the required professional qualification, he/she will be allowed 1.25 marks (50X0.025=1.25). In case the candidates possessing multiple basic professional qualification, weightage will be given to higher percentage/marks.	02.50 Marks	
ii.	Belonging to notified Backward Area or Panchayat, cs the case may be	01 Mark	
iii.	Land less family/family having land less than 1 Hectare to be certified by the concerned Reverue Authority	01 Mark	
īv.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government service.	01 Mark	15 Marks
V.	Differently abled persons with more than 40% impairment/disability/infirmity	01 Mark	- I wanta
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 family annual income (from all sources) below $₹$ 40,000/- or as prescribed by the Government from time to time.	02 Mark	
viii.	Widow/divorced/destitute/single woman	01 Mark	
Χ,	Single daughter/Orphan	01 Mark	
х.	Training of atleast 06 months duration related to the post applied for from a recognized University/Institution	01 Mark	_
×i.	Experience up to a maximum of 5 years in Government/Semi Government organization relating to the post applied far (0.5 mark only for each completed year).	2.50 Marks	



Univer	of contract/agreement to be executed between the Sports Assistant and Dr. Y.S. Parmar sity of Horticulture & Forestry, Nauni (Solan)-173230 (HP) throughnation of appointing authority).
	This agreement is made on this day of in the year
	between Shri/Smt S/O D/O Shri
R/U _	the <b>FIRST PARTY</b> ) and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP)
through	the (Designation of the Appointing Authority), Dr. Y.S. Parmar UHF,
Nauni	(here-in-after the SECOND PARTY)
	Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY
has an	reed to serve as a Sports Assistant on contract basis on the following terms & conditions:
1,	That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Sports Assistant for
	a period of one year commencing on day of and ending on the day of and 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 ratice shall not be necessary.
	Provided that for further extension/renewal of contract period, the Head of the Department
	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 ₹ 7810/- per month or as may be applicable in HP
	Government, from time to time.
3,	
4	terminated in case the performance/conduct of the contract appointee is not found satisfactory.
4.	The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 days' special leave, in a calendar year. A female contract appointee with less
	than two surviving children shall 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.
	Provided that 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.

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 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.

Rogistees

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

(Name and Full Address)	
(	(Signature of FIRST PARTY

(Signature of SECOND PARTY)

Page **134** of **188** 



# RECRUITMENT & PROMOTION RULES FOR THE POSTS OF <u>ASSISTANT LINEMAN</u>, CLASS-III (Non-Gazetted), IN Dr. Y S PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

	Name of post	Assistant Lineman
2.	Number of posts	As created/sanctioned from time to time
3.	Classification	Class-III (Non gazetted)
4.	Pay band/scale	i) Pay scale for regular incumbents:  Pay band ₹ 5910-20200 +₹ 1900/-Grade Pay  ii) Emoluments for Contract employees:  ₹ 7810/- per month or as may be applicable in HP  Government from time to time, as per details given in  Column No.15-A.
5.	Whether "Selection" post or Non-Selection ""Non Selection" post:	
6.	Age for direct recruitment	Between 18 to 45 years.
	Provided that upper age limit for direct recruits will not be applicable to the candidates already in service of the Government/University 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 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/her such adhoc or contract appointment;  Provided further that upper age limit is relaxable for Scheduled Caste/Scheduled Tribes/Other Backward Casses and Other categories of persons to the extent permissible under the general or	
		egories of persons to the extent permissible under the general or
	Backward Classes ard Other cat special order(s) of the Himachal in NOTE: Age limit for direct reconst(s) is/are advertise	egories of persons to the extent permissible under the general or
7.	Backward Classes ard Other cat special order(s) of the Himachal in MOTE: Age limit for direct red	egories of persons to the extent permissible under the general or Pradesh Government.  Cruitment will be reckoned on the first day of the year in which the d for inviting applications or no-ified to the Employment Exchange,  (a) ESSENTIAL QUALIFICATION (S):
7.	Backward Classes ard Other cat special order(s) of the Himachal in NOTE: Age limit for direct recepost(s) is/are advertise as the case may be.  Minimum Educational and other qualifications required for direct	egories of persons to the extent permissible under the general or Pradesh Government.  cruitment will be reckoned on the first day of the year in which the d for inviting applications or no-ified to the Employment Exchange,  a) ESSENTIAL QUALIFICATION (S):  i) Should have passed Matric examination from a recognized Board of School Education.  ii) Must possesses ITI Certificate from a recognized Institution



Period of probation, if any	Direct recruitment/Promotion:
	<ul> <li>(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.</li> <li>(ii) No probation in case of appointment on contract basis.</li> </ul>
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 direct recruitment on "regular" basis or by recruitment on contract basis, as the case may be.  ii) 50% by promotion failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.
In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	By promotion from amongst T/Mate & Helpers (Electrical) having minimum service in the grade as under:  a) With ITI certificate having 05 years regular service;  or  b) Matriculate having 07 years regular service;  or
	c) Others having 10 years regular service
	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  In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer

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

Provided further that 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 areas of the University. However, this condition of five years shall not be applicable in cases of promotion:

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

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

- (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 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 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/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 prescribed in the Recruitment & Promotion Rules for the post:

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 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, continuous adhoc service rendered on the feeder post if any, prior to the regular appointment/promotion 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 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/ Confirmation Committee exists, what is its composition?		
13.	Composition of Selection Committee for direct Recruitment		
14.	Appointing Authority	Registrar	
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 <u>Appendix-I</u> appended to these rules, or if the recruiting authority so considers necessary or expedient on the basis of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these Rules, preceded by a screening test (objective type) or practical test or skill test or physical test the standard/syllabus, etc. of which will be determined by the recruiting/appointing authority.	
15-A	Selection for appointment to the p	l post by contract appointment. ed in these rules, contract appointment to the post will be made	



subject to the terms and conditions given below:

CONCEPT:

(a) Under this column/rule, the Assistant Lineman in Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) 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 Head of the Department 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 selection will be made in accordance with the procedure prescribed in these R&P Rules.

# II. CONTRACTUAL EMOLUMENTS:

The Assistant Lineman appointed on contract basis will be paid consolidated fixed contractual amount@ ₹7810/- per month (which shall be equal to minimum of the pay band+ grade pay) or as may be applicable in HP Government, from time to time. An amount of ₹234/-(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 Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be appointing authority and disciplinary authority.

#### IV. SELECTION PROCEDURE:

Selection for appointment to the post in the case of contract appointment shall be made on the basis of merit of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these rules, or if the recruiting authority so considers necessary or expedient on the basis of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these Rules, preceded by a screening test (objective type) or practical test or skill test or physical test the standard/syllabus, etc. of which will be determined by the recruiting/appointing authority.

## V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

# VI. AGREEMENT:

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

# VII TERMS AND CONDITIONS

(a) The contractual appointee will be paid fixed contractual amount € ₹ 7810 per month (which shall be equal to minimum of the pay band + grade pay) or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount € ₹ 234/- (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.

My. Rogistego

- (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 05 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 ma-ernity 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.

Provided that 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 cutomatically 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 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 or from Medical Officer of the University. 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 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/CPS will also not be applicable to contract appointee(s).

16.	Essential requirement for direct recruitment	A candidate for appointment to any service or post must be a Citizen of India.
17.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled



		Castes/Schedules Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.
18.	Departmental Examination	Not applicable.
19.	Power to relax	In genuine cases, where the Selection Committee is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing can refer such matters to the Vice-Chancellor for relaxation any of the provision of these rules with respect to any class or category of persons or post(s).

\*\*\*

Registrar

Dr. Y.S. Parmar University of Horticulture & Forestry NAUNI - Solan 173230

# APPENDIX-I

	WRITTEN EXAMINATION	85 Marks	
mark	centage of marks obtained in the written examination to be calculated out of 85 ks. For example, a candidate getting 50% marks in written examination will be a 42.50 marks]		
Eva	luation of candidate to be made in the following manner:		
i.	Weightage for professional qualification, prescribed in the Recruitment & Promotion Rules	02.50 Marks	
	[Percentage of marks obtained in the professional qualification would be multiplied by 0.025, For example, an individual has secured 50% marks in the required professional qualification, he/she will be allowed 1.25 marks (50×0.025=1.25). In case the candidates possessing multiple basic professional qualification, weightage will be given to higher percentage/marks.		
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	15 Marks
V.	Differently object 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 naving family annual income (from all sources) below₹ 40,000/- or as prescribed by the Government from time to time.	02 Mark	
viii.	Widow/divorced/destitute/single woman.	01 Mark	
ix.	Single daughter/Orphan	01 Mark	
×.	Training of atleast 06 months duration related to the post applied for from a recognized University/Institution	01 Mark	
×i.	Experience up to a maximum of 5 years in Government/Semi Government organization relating to the post applied for (0.5 mark only for each completed year).	2.50 Marks	

\*\*\*

Interest

Univer	Form of contract/agreement to be executed between the <b>Assistant Lineman</b> and Dr. Y.S. Parman University of Horticulture & Forestry, Nauni (Solan)–173230 (HP) through (Designation of appointing authority).		
(Design	action of appointing action 117).		
	This agreement is made on this	day of	in the year
	be <sup>t</sup> ween Shri/Smt		
R/O _	the <b>FIRST PARTY</b> ) and Dr. Y.S. Parmar Universi <sup>†</sup> y of I	conTract app	ointee (hereinaTTer
called	the FIRST PARTY) and Dr. Y.S. Parmar University of 1 h (Designa <sup>†</sup> ion of	the Appointing Authority) D	(Solan)-1/3230 (HP)
Nauni	(here-in-after the SECOND PARTY)	the Appointing Authority), of	. 7.5. Farmar Orit,
	Whereas, the SECOND PARTY has engaged t	the aforesaid FTDST PADTY or	nd the FTRST PARTY
has aa	reed to serve as a Assistant Lineman on contract bas		
1.	That the FIRST PARTY shall remain in the service of		
±,	a period of one year commencing on day of	and end	ing on the day of
	a period of one year commencing on day of It is specifically mentione	d and agreed upon by both t	he parties that the
	contract of the FIRST PARTY with SECOND PAR	RTY shall ipso-fccto stand ter	minated on the last
	working day i.e. on and information	on notice shall not be necessary	у.
	Provided that for further extension/renewo		
	shall issue a certificate that the service and conduc		s satisfactory during
•	the year and only then the period of contract is to b		v ka annlicable in LID
2.	The contractual amount of the FIRST PARTY will be Government, from time to time.	ex /810/- per monin or as ma	y be applicable in HP
3.	The service of FIRST PARTY will be purely on t	emporary basis. The appoint	ment is liable to be
	terminated in case the performance/conduct of the	contract appointee is not foun	d satisfactory.
4.		s casual leave after putting on	e month's service, 10
	days' medical leave and 05 days' special leave, in a co	ilendar year. A female contrac	t appointee with less
	than two surviving children shall be granted materni		
	shall also be entitled for maternity leave not exceeding children) during the entire service, in case of misco		
	certificate issued by the authorized Government A	Medical Officer. A contract e	mployee shall not be
	entitled for medical reimbursement and LTC etc. No		
	to the contract appointee.		
	Provided that the un-availed casual leave, media	cal leave and special leave can	be accumulated upto

Provided that 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.

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 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.

A Royales

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

(Name and Full Address)	
(Marie dia Fair Madress)	(Signature of FIRST PAR

(Signature of SECOND PARTY)



RECRUITMENT & PROMOTION RULES FOR THE POSTS OF <u>CARETAKER</u>, CLASS-III (Non-Gazetted), IN Dr. Y S PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

1.	Name of post	Caretaker	
2.	Number of posts	As created/sanctioned from time to time	
3.	Classification	Class-III (Non gazetted)	
4.	Pay band/scale	<ul> <li>i) Pay scale for regular incumbents:         Pay band ₹ 5910-20200+₹ 1900/-Grade Pay     </li> <li>ii) Emoluments for Contract employees:         ₹ 7810/- per month or as may be applicable in HP Government from time to time, as per details given in Column No.15-A.     </li> </ul>	
5.	Whether " Selection" post or ""Non Selection" post:	Not Applicable	
6.	Age for direct recruitment	Between 18 to 45 years.	
	Provided that upper age limit for direct recruits will not be applicable to the candidates already in service of the Government/University 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 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/her such adhoc or contract appointment:  Provided further that upper age limit is relaxable for Scheduled Caste/Scheduled Tribes/Other Backward Classes and Other categories of persons to the extert permissible under the general or		
	special order(s) of the Himachal Pradesh Government.  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 Exchange, as the case may be.		
7.	Minimum Educational and other qualifications required for direct recruit(s)	<ul> <li>a) ESSENTIAL QUALIFICATION (S):         <ol> <li>i) 10+2 from a recognized Board of School Education.</li> <li>ii) Diploma of minimum one year duration in Computer Science/Computer Application/Information Technology from an Institution affiliated to a recognized Board or University or from a deemed University.</li> </ol> </li> </ul>	
		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 qualification(s) prescribed for direct recruit(s) will apply in the case of the promotee(s)	Not Applicable	



9.	Period of probation, if any	<ul> <li>(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.</li> <li>(ii) No probation in case of appointment on contract basis.</li> </ul>
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.
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	Not Applicable
12.	If a Departmental Promotion/ Confirmation Committee exists, what is its composition?	Not Applicable
13.	Composition of Selection Committee for direct Recruitment	<ol> <li>Registrar - Chairman</li> <li>Students Welfare Officer - Member</li> <li>Dean/Director - Member</li> <li>One nominee of the Vice-Chancellor - Member out of Statutory Officer</li> <li>Note: The Vice-Chancellor, in addition to the existing composition of Selection Committee may endeavour as far as possible to nominate one officer of Scheduled Caste/Scheduled Tribe Category on selection committee where the candidate(s) belonging to these categories are appearing for interview.</li> </ol>
14.	Appointing Authority	Registrar
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 <u>Appendix-I</u> appended to these rules, or if the recruiting authority so considers necessary or expedient on the basis of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these Rules, preceded by a screening test (objective type) or practical test or skill test or physical test the standard/syllabus, etc. of which will be determined by the recruiting/appointing authority.
15-A	Selection for appointment to the	post by contract appointment.
	Notwithstanding anything contain subject to the terms and condition	ed in these rules, contract appointment to the post will be made ns given below:
	I. <u>CONCEPT</u> :	



(a) Uncer this column/rule, the Caretaker in Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) 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 Head of the Department 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 selection will be made in accordance with the procedure prescribed in these R&P Rules.

#### II. CONTRACTUAL EMOLUMENTS:

The Caretaker appointed on contract basis will be paid consolidated fixed contractual amount @ ₹7810/- per month (which shall be equal to minimum of the pay band + grade pay) or as may be applicable in HP Government, from time to time. An amount of ₹234/- (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 Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be the appointing authority and disciplinary authority.

#### IV. SELECTION PROCEDURE:

Selection for appointment to the post in the case of contract appointment shall be made on the basis of merit of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these rules, or if the recruiting authority so considers necessary or expedient on the basis of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these Rules, preceded by a screening test (objective type) or practical test or skill test or physical test the standard/syllabus, etc. of which will be determined by the recruiting/appointing authority.

# V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

## VI. AGREEMENT:

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

#### VII TERMS AND CONDITIONS

(a) The contractual appointee will be paid fixed contractual amount @ ₹ 7810 per month (which shall be equal to minimum of the pay band + grade pcy) or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount @ ₹ 234/- (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.



Westerland R. and

- (b) The service of the contract appointee will be Durely 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 05 days' special leave, in a calendar year. A female contract appointee with less than two surviving ohildrer 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 ohildren) 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.

Provided that the 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 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 or from Medical Officer of the University. 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 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/CPS will also not be applicable to contract appointee(s).

16. Essential requirement for direct A candidate for appointment to any service recruitment Citizen of India.		
17.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled



		Castes/Schedules Tribes/Other Backward Classes/othe categories of persons issued by the Himachal Prades Government, from time to time.	
18.	Departmental Examination	Not applicable.	
19.	Power to relax	In genuine cases, where the Selection Committee is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing can refer such matters to the Vice-Chancellor for relaxation any of the provision of these rules with respect to any class or category of persons or post(s).	

Registrar
Dr. Y.S. Parmar University of
Horticulture & Forestry
NAUNI - Solan 173230

# APPENDIX-I

	WRITTEN EXAMINATION	85 Marks	
rark	entage of marks obtained in the written examination to be calculated out of 85 s. For example, a candidate getting 50% marks in written examination will be 42.50 marks]		
Ενα	uation of candidate to be made in the following manner:		
i.	Weightage for the minimum educational qualification, prescribed in the Recruitment & Promotion Rules	02.50 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 (50×0.025=1.25).		
ii.	Belonging to notified Backward Area or Panchayat, as the case may be	01 Mark	
iii.	Land less family/fcmily 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	15 Marks
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 family annual income (from all sources) below ₹ 40,000/- or as prescribed by the Government from time to time.	02 Mark	
viii.	Widow/divorced/destitute/single woman.	01 Mark	
ix.	Single daughter/Orphan	01 Mark	
Х.	Training of atleast 06 months duration related to the post applied for from a recognized University/Institution	01 Mark	
xi.	Experience up to a maximum of 5 years in Government/Semi Government organization relating to the post applied for (0.5 mark only for each completed year).	2.50 Marks	

\*\*\*

# APPENDIX-II

Form of contract/agreement to be executed between the Caretaker and Dr. Y.S. Parmar University Horticulture & Forestry, Nauni (Solan)-173230 (HP) through (Designation appointing authority).			
	This cgreement is made on this	day of	in the year
	between Shri/Smt		
called throug	the FIRST PARTY) and Dr. Y.S. Parmar University of h (Designation of (here-in-after the SECOND PARTY).	Horticulture & Forestry, Nauni	(Solan)-173230 (HP)
1.	of one year commencing on day of It is specifically mentioned and agreed upon by both	of the SECOND PARTY as a Cal and ending on the day of the parties that the contract of	retaker for a period of the FIRST PARTY
	with SECOND PARTY shall ipso-facto stand and information notice shall not	be necessary.	
	Provided that for further extension/renews shall issue a certificate that the service and conduct the year and only then the period of contract is to like	t of the contract appointee wa	
2.	The contractual amount of the FIRST PARTY will be Government, from time to time.	oe₹ 7810/- per month or as ma	y be applicable in HP
3,	The service of FIRST PARTY will be purely on terminated in case the performance/conduct of the		
4.	The contract appointee will be entitled for one day	's casual leave after putting one	e month's service, 10

Provided that 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.

to the contract appointee.

days' medical eave and 05 days' special leave, in a calendar year. A female contract appointee with less than two surviving children shall 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

5. Unauthorized obsence 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 contractua 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.

Page **150** of **188** 

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

A1 . ( = 1) . (1) . A	
(Name and Full Address)	(C) (FIDET DAD
	(Signature of FIRST PAR
	<del></del>

\*\*\*

(Signature of SECOND PARTY)

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF <u>Matron</u>, CLASS-III (Non-Gazetted), IN Dr. Y S PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

1.	Name of post	Matron (Female only)	
2.	Number of posts	As created/sanctioned from time to time	
3.	Classification	Class-III (Non gazetted)	
4.	Pay bana/scale	i) Pay scale for regular incumbents:  Pay band ₹ 5910-20200+₹ 1900/-Grade Pay  ii) Emoluments for Contract employees:  ₹ 7810/- per month or as may be applicable in HP  Government from time to time, as per details given in  Column No.15-A.	
5.	Whether " Selection" post or ""Non Selection" post:	Not Applicable	
6. Age for direct recruitment Between 18 to 45 years.		Between 18 to 45 years.	
	Provided that upper age limit for direct recruits will not be applicable to the candidates already in service of the Government/University 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 overage on the date when she was appointed, as such, she shall not be eligible for any relaxation in the prescribed age-limit by virtue of her such adhoc or contract appointment;  Provided further that upper age limit is relaxable for Scheduled Caste/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.  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 Exchange, as the case may be.		
7.	Minimum Educational and other qualifications required for direct recruit(s)	<ul> <li>a) ESSENTIAL QUALIFICATION (S):         <ol> <li>i) 10+2 from a recognized Board of School Education.</li> <li>ii) Diploma of minimum one year duration in Computer Science/Computer Application/Information Technology from an Institution affiliated to a recognized Board or University or from a deemed University.</li> </ol> </li> </ul>	
		b) <u>DESIRABLE QUALIFICATION (S):</u> Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.	
8.			



9.	Period of probation, if any	<ul> <li>(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.</li> <li>(ii) No probation in case of appointment on contract basis.</li> </ul>
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.
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	Not Applicable
12.	If a Departmental Promotion/ Confirmation Committee exists, what is its composition?	Not Applicable
13.	Composition of Selection Committee for direct Recruitment	1. Registrar - Chairman 2. Students Welfare Officer - Member 3. Dean/Director - Member 4. One nominee of the Vice-Chancellor - Member out of Statutory Officer  Note: The Vice-Chancellor, in addition to the existing composition of Selection Committee may endeavour as far as possible to nominate one officer of Scheduled Caste/Scheduled Tribe Category on selection committee where the candidate(s) belonging to these categories are appearing for interview.
14.	Appointing Authority	Registrar
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 <b>Appendix-I</b> appended to these rules, or if the recruiting authority so considers necessary or expedient on the basis of written examination followed by evaluation as specified in <b>Appendix-I</b> 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 recruiting/appointing authority.
15-A	Selection for appointment to the	
	Notwithstanding anything contain subject to the terms and condition	ed in these rules, contract appointment to the post will be made ns given below:
	I. <u>CONCEPT</u> :	



(a) Under this column/rule, the Matron in Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) 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 Head of the Department shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then her period of contract is to be renewed/extended.

(b) The selection will be made in accordance with the procedure prescribed in these R&P Rules.

# II. CONTRACTUAL EMOLUMENTS:

The Matron appointed on contract basis will be paid consolidated fixed contractual amount @ ₹ 7810/- per month (which shall be equal to minimum of the pay band + grade pay) or as may be applicable in HP Government, from time to time. An amount of ₹ 234/- (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 Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be the appointing authority and disciplinary authority.

#### IV. SELECTION PROCEDURE:

Selection for appointment to the post in the case of contract appointment shall be made on the basis of merit of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these rules, or if the recruiting authority so considers necessary or expedient on the basis of written examination followed by evaluation as specified in <u>Appendix-I</u> appended to these Rules, preceded by a screening test (objective type) or practical test or skill test or physical test the standard/syllabus, etc. of which will be determined by the recruiting/appointing authority.

## V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

#### VI. AGREEMENT:

After selection of a candidate, she shall sign an agreement as per  $\underline{Appendix-II}$  appended to these Rules.

#### VII. TERMS AND CONDITIONS:

(a) The contractual appointee will be paid fixed contractual amount @ ₹ 7810 per month (which shall be equal to minimum of the pay band + grade pay) or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount @ ₹ 234/- (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.

A Thefer

- (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 05 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.

Provided that the 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) Uncuthorized 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 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 or from Medical Officer of the University. 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/Practitioner.
- (g) Cortract 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 mirimum 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/CPS will also not be applicable to contract appointee(s).

16.		A candidate for appointment to any service or post must be a
17	recruitment  Reservation:	Citizen of India.  The appointment to the service shall be subject to orders
		regarding reservation in the service for Scheduled



		Castes/Schedules Tribes/Other Backward Classes/other
		categories of persons issued by the Himachal Pradesh Government, from time to time.
18.	Departmenta Examination	Not applicable.
19.	Power to relax	In genuine cases, where the Selection Committee is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing can refer such matters to the Vice-Chancellor for relaxation any of the provision of these rules with respect to any class or category of persons or post(s).

\*\*\*

Registrar

Dr. Y.S. Parmar University of Horticulture & Forestry NAUNI - Solan 173230

# APPENDIX-I

	WRITTEN EXAMINATION	85 Marks	
mark	entage of marks obtained in the written examination to be calculated out of 85 s. For example, a candidate getting 50% marks in written examination will be 42.50 marks]		
Eval	luation of candidate to be made in the following manner:		
i.	Weightage for the minimum educational qualification, prescribed in the Recruitment & Promotion Rules	02.50 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 (50×0.025=1.25).		
ii.	Belonging to notified Backward Area or Panchayat, as the case may be		
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.		
V.	Differently abled persons with more than 40% impairment/disability/infirmity	01 Mark	15 Marks
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 family annual income (from all sources) below ₹ 40,000/- or as prescribed by the Government from time to time.	02 Mark	
viii.	Widow/divorced/destitute/single woman.	01 Mark	
ix.	Single daughter/Orphan	01 Mark	
<b>X</b> .	Training of atleast 06 months duration related to the post applied for from a recognized University/Institution	01 Mark	
xi.	Experience up to a maximum of 5 years in Government/Semi Government organization relating to the post applied for (0.5 mark only for each completed year).	2.50 Marks	

HTM. Presidence

#### APPENDIX-II

	This agreement is made on this	day of	in the year
	bet <b>wee</b> n Shri/Smt	S/O D/O Shri	
R/O		contract appointee	: (hereinafter
	FIRST PARTY) and Dr. Y.S. Parmar University of		
through _	(Designation o	of the Appointing Authority), Dr. Y.S.	Parmar UHF,
	Whereas, the SECOND PARTY has engage	d the aforesaid FIRST PARTY and the	FIRST PARTY
_	d to serve as a Matron on contract basis on the	e following terms & conditions:	
1 Ti		e following terms & conditions: se of the SECOND PARTY as a Matro	<b>n</b> for a period

- The contractual amount of the FIRST PARTY will be ₹ 7810/- per month or as may be applicable in HP Government, from time to time.
   The service of FIRST PARTY will be purely on temporary basis. The appointment is liable to be
- 3. The service of FIRST PARTY will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.
- 4. The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 days' special leave, in a calendar year. A female contract appointee with less than two surviving children shall 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.

Provided that 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.

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 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.

Registers

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

(A) was and Eull Address (A)	
(Name and Full Address)	(Signature of FIRST PART

(Signature of SECOND PARTY)

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF <u>BUS HELPER/CLEANER</u>, CLASS-IV (Non-Gazetted), IN Dr. Y S PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

1.	Name of post	Bus Helper/Cleaner
2.	Number of posts	As created/sanctioned from time to time
3.	Classification	Class-IV (Non gazetted)
4.	Pay band/scale	i) Pay scale for regular incumbents:  Pay band ₹ 4900-10680+₹ 1650/-Grade Pay  ii) Emoluments for Contract employees:  ₹ 6550/- per month or as may be applicable in HP  Government from time to time, as per details given in  Column No.15-A.
5.	Whether "Selection" post or "Non Selection" post:	Not Applicable
6.		
	cverage on the date when he/s relaxation in the prescribed age Provided further that u Tribes/Other Backward Classes the general or special order(s) of NOTE: Age limit for direct res	candidate appointed on adhoc basis or on contract basis had become she was appointed, as such, he/she shall not be eligible for any limit by virtue of his/her such adhoc or contract appointment; apper age limit is relaxable for Scheduled Caste/Scheduled and Other categories of persons to the extent permissible under the Himachal Pradesh Government.  Cruitment will be reckoned on the first day of the year in which the address of the inviting applications or notified to the Employment Exchange,
7	as the case may be,	A ECCENITAL OUGLIFET ATTON (C)
7.	Minimum Educational and other qualifications required for direct recruit(s)	
		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 qualification(s) prescribed for direct recruit(s) will apply in the case of the promotee(s)	



9.	Period of probation, if any	<ul> <li>(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.</li> <li>(ii) No probation in case of appointment on contract basis.</li> </ul>
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.
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	Not Applicable
12.	If a Departmental Promotion/ Confirmation Committee exists, what is its composition?	Not Applicable
13.	Composition of Selection Committee for direct Recruitment	1. Registrar - Chairman 2. Estate Officer - Member 3. Dean/Director - Member 4. Assistant Engineer - Member  Note: The Vice-Chancellor, in addition to the existing composition of Selection Committee may endeavour as far as possible to nominate one officer of Scheduled Caste/Scheduled Tribe Category on selection committee where the candidate(s) belonging to these categories are appearing for interview.
14.	Appointing Authority	Registrar
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 merit of prescribed educational qualification followed by evaluation as specified in <a href="mailto:Appendix-I">Appendix-I</a> appended to these Rules.
15-A	subject to the terms and condition  I. <u>CONCEPT:</u> (a) Under this column/rule, the Bu Forestry, Nauni (Solan)-173231 may be extendable on year to  Provided that for extension Head of the Department shall	ed in these rules, contract appointment to the post will be made ns given below: us Helper/Cleaner in Dr. Y.S. Parmar University of Horticulture & O (HP) will be engaged on contract basis initially for one year, which



(b) The selection will be made in accordance with the procedure prescribed in these R&P Rules.

#### II. CONTRACTUAL EMOLUMENTS:

# III. APPOINTING/DISCIPLINARY AUTHORITY:

The Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be the appointing authority and disciplinary authority.

# IV. SELECTION PROCEDURE:

Selection for appointment to the post in case of direct recruitment shall be made on the basis of merit of prescribed educational qualification followed by evaluation as specified in  $\underline{Appendix}$   $\underline{\underline{I}}$  appended to these Rules.

# V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

#### VI. AGREEMENT:

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

# VII. TERMS AND CONDITIONS:

- (a) The contractual appointee will be paid fixed contractual amount@₹6550/- per month (which shall be equal to minimum of the pay band + grade pay) or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount @ ₹196/- (3% of minimum of the pay band+ grade pay of the post) for further extended years and no o-her allied benefits such as Senior/selection scales etc. will be given.
- (b) The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.
- (c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 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.

A Trefer

Page 162 of 188

Provided that 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 nex-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 cortrolling 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 or from Medical Officer of the University. 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 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/CPS will also not be applicable to contract appointee(s).

15.	Essential requirement for direct recruitment	A candidate for appointment to any service or post must be a Citizen of India.	
17.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Schedules Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.	
18.	Departmental Examination	Not applicable.	
19.	Power to relax	In genuine cases, where the Selection Committee is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing can refer such matters to the Vice-Chancellor for relaxation any of the provision of these rules with respect to any class or category of persons or post(s).	

Dr. Y.S. Parmar University of

Horticulture & Forestry NAUNI - Solan 173230 Page 163 of 188

and the same

	rit of minimum educational qualification, in terms of the Recruitment & motion Rules, shall be calculated as under:	85 /	Marks
calc	centage of marks obtained in the prescribed educational qualification to be ulated out of 85 marks. For example, a candidate getting 50% marks in Matric be given 42.50 marks]		
Eva	luation of candidate to be made in the following manner:		
İ.	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	02 Mark	
iii.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government service.	02.50 Mark	
iv.	Differently abled persons with more than 40% impairment/disability/infirmity	01 Mark	
V.	NSS (atleast one year), certificate holders in NCC/The Bharat Scout and Guide. Medal winner in Nationa level sports competitions.	01 Mark	15 Marks
vi.	BPL family having family annual income (from all sources) below₹ 40,000/- or as prescribed by the Government from time to time.	02.50 Mark	10 Marks
vii.	Widow/divorced/destitute/single woman,	01.50 Mark	
viii.	Single daughter/Orphan	01 Mark	
ix.	Experience up to a maximum of 5 years in Government/Semi Government organization relating to the post applied for (0.5 mark only for each completed year).	02.50 Marks	

\*\*\*

Form of contract/agreement to be executed between the Bus Helper/Cleaner and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through (Designation of appointing authority).					
	This agreement is made on this	day of	in the year		
	between Shri/Smt.	5/0 D/0 Shri	(1)		
R/O _	d Programme In VCD	contract appo	Intee (nereinatter		
	the FIRST PARTY) and Dr. Y.S. Parmar University of h (Designation or				
	(here-in-after the SECOND PARTY)	The Appointing Authority), or.	7.5. raphiar Opti ,		
, , , , , , , , , , , , , , , , , , , ,		tall 4 . a :d ETDCT PADTV a	AL STORT DADTY		
	Whereas, the SECOND PARTY has engaged				
has ag	reed to serve as a <b>Bus Helper/Cleaner</b> or contrac	t basis on the following terms & c	onditions:		
1.	That the FIRST PARTY shall remain in the service	of the SECOND PARTY of a Bu	s Helper/Cleaner		
	for a period of one year commencing on day	of and endi	ng on the day of		
	It is specifically mention	ned and agreed upon by both th	e parties that the		
	contract of the FIRST PARTY with SECOND P.				
	working day i.e. on and information	tion notice shall not be necessary.			
	Provided that for further extension/renew	wal of contract period, the Head	of the Department		
	shall issue a certificate that the service and condu	ict of the contract appointee was	satisfactory during		
	the year and only then the period of contract is to				
2.	The contractual amount of the FIRST PARTY will	be ₹ 6200/- per month or as may	be app icable in HP		
	Government, from time to time.				
3.					
	terminated in case the performance/conduct of th				
4.	The contract appointee will be entitled for one da days' medical leave and 05 days' special leave, in a				
	than two surviving children shall be granted materi	nity leave for 180 days' A female	Contract Oppointee		
	shall also be entitled for maternity leave not excee				
	children) during the entire service, in case of mis-				
	certificate issued by the authorized Government	Medical Officer. A contract em	ployee shall not be		
	entitled for medical reimbursement and LTC etc.				
	to the contract appointee.				
	Provided that the un-availed casual leave, mea	dical leave and special leave can b	e accumulated upto		

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.

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 unauthorized absence from duty were beyond his/her control on medical grounds, such period shall not be

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

Flut-

the calendar year and will not be carried forward for the next calendar year.

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

(Name and Full Address)	
	(Signature of FIRST PART)
	<del></del>

(Signature of SECOND PARTY)

A Armin Commence

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF <u>PEON</u>, CLASS-IV (Non-Gazetted), IN Dr. Y S PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

1.	Name of post	Peon	
2.	Number of posts	As created/sanctioned from time to time	
3.	Classification	Class-IV (Non gazetted) Ministerial Services	
4.	Pay band/scale	<ul> <li>i) Pay scale for regular incumbents:         Pay band ₹ 4900-10680+₹ 1300/-Grade Pay     </li> <li>ii) Emoluments for Contract employees:         ₹ 6200/- per month or as may be applicable in HP Government from time to time, as per details given in Column No.15-A.     </li> </ul>	
5.	Whether" Selection" post or "Non Selection" post:	Not Applicable	
		Between 18 to 45 years.	
	Provided that upper age limit for direct recruits will not be applicable to the candidates already in service of the Government/University including those who have been appointed on adhoc or on contract basis;		
	overage on the date when he/st relaxation in the prescribed age-l Provided further that up Tribes/Other Backward Classes of	andidate appointed on adhoc basis or on contract basis had become ne was appointed, as such, he/she shall not be eligible for any imit by virtue of his/her such adhoc or contract appointment; per age limit is relaxable for Scheduled Caste/Scheduled and Other categories of persons to the extent perm ssible under the Himachal Pradesh Government.	
		cruitment will be reckoned on the first day of the year in which ertised for inviting applications or notified to the Employment ay be.	
7.	Minimum Educational and other qualifications required for direct recruit(s)	a) ESSENTIAL QUALIFICATION (S):  Should have passed Matriculation examination 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.	
		b) DESIRABLE QUALIFICATION (S):	
		-, <u>-, -, -, -, -, -, -, -, -, -, -, -, -, -</u>	
		Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.	



	direct recruit(s) will apply in the case of the promotee(s)	
9.	Period of probation, if any	<ul> <li>(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.</li> <li>(ii) No probation in case of appointment on contract basis.</li> </ul>
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.
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	Not Applicable
12.	If a Departmental Promotion/ Confirmation Committee exists, what is its composition?	Not Applicable
13.	Composition of Selection Committee for direct Recruitment	1. Registrar - Chairman 2. Comptroller - Member 3. Dean/Director - Member 4. Deputy Registrar/Assistant Registrar - Member (to be nominated by Registrar)  Note: The Vice-Chancellor, in addition to the existing composition of Selection Committee may endeavour as far as possible to nominate one officer of Scheduled Caste/Scheduled Tribe Category on selection committee where the candidate(s) belonging to these categories are appearing for interview.
14.	Appointing Authority	Registrar
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 merit of prescribed educational qualification followed by evaluation as specified in <a href="#">Appendix-I</a> appended to these Rules.
15-A	Selection for appointment to the post by contract appointment.  Notwithstanding anything contained in these rules, contract appointment to the post will be misubject to the terms and conditions given below:  I. CONCEPT:  (a) Under this column/rule, the Peon in Dr. Y.S. Parmar University of Horticulture & Forestry, No. (Solan)-173230 (HP) will be engaged on contract basis initially for one year, which may extendable on year to year basis.	



Provided that for extension/renewal of contract period on year to year basis, the concerned Head of the Department 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 selection will be made in accordance with the procedure prescribed in these R&P Rules.

#### II. CONTRACTUAL EMOLUMENTS:

The **Peon** appointed on contract basis will be paid consolidated fixed contractual amount @ = 6200/- per month (which shall be equal to minimum of the pay band + grade pay) or as may be applicable in HP Government, from time to time. An amount of = 186/- (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 Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be the appointing authority and disciplinary authority.

#### IV. SELECTION PROCEDURE:

Selection for appointment to the post in 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.

# V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

## VI. AGREEMENT:

After selection of a candidate, he/sne shall sign an agreement as per <u>Appendix-II</u> appended to these Rules.

## VII. TERMS AND CONDITIONS:

- (a) The contractual appointee will be paid fixed contractual amount@₹6200/- per month (which shall be equal to minimum of the pay band + grade pay) or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount@ ₹186/- (3% of minimum of the pay band+ grade pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc. will be given.
- (b) The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.
- (c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 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.

Provided that 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 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 cuty:

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 or from Medical Officer of the University. 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 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/CPS will also not be applicable to contract appointee(s).

16.	Essential requirement for direct recruitment	A cardidate for appointment to any service cr post must be a Citizen of India.
17.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Schedules Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.
18.	Departmental Examination	Not applicable.
19.	Power to relax	In genuine cases, where the Selection Committee is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing can refer such matters to the Vice-Chancellor for relaxation any of the provision of these rules with respect to any class or category of persons or post(s).



	rit of minimum educational qualification, in terms of the Recruitment & motion Rules, shall be calculated as under:	85 <i>A</i>	<b>Marks</b>
calcu	centage of marks obtained in the prescribed educational qualification to be ulated out of 85 marks. For example, a candidate getting 50% marks in Matric be given 42.50 marks]		
Eva	luation of candidate to be made in the following manner:		
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	02 Mark	
iii.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government service.	02.50 Mark	
īv.	Differently abled persons with more than 40% impairment/disability/infirmity	01 Mark	
V.	NSS (atleast one year), certificate holders in NCC/The Bharat Scout and Guide. Medal winner in National level sports competitions.	01 Mark	15 Marks
vi.	BP_ family having family annual income (from all sources) below₹ 40,000/- or as prescribed by the Government from time to time.	02.50 Mark	15 Marks
vii.	Widow/divorced/destitute/single woman	01.50 Mark	
viii.	Single daughter/Orphan	01 Mark	
ix.	Experience up to a maximum of 5 years in Government/Semi Government organization relating to the post applied for (0.5 mark only for each completed year).	02.50 Marks	

Registrar
Dr. Y.S. Parmar University of
Horticulture & Forestry

NAUNI - Solan 173230

## APPENDIX-II

	This agreement is made on this day of in the ye				
	between Shri/Smt.	5/0 D/0 Shri			
R/O		contract ap	pointee (hereinafter		
called .	the <b>FIRST PARTY</b> ) and Dr. Y.S. Parmar University of	Horticulture & Forestry, Naur	i (Solan)-173230 (HP)		
throug	h (Designation of	the Appointing Authority), [	Dr. Y.S. Parmar UHF,		
Nauni (	(here-in-after the SECOND PARTY)				
	Whereas, the SECOND PARTY has engaged	the aforesaid FIRST PARTY of	and the FIRST PARTY		
has aai	reed to serve as a <b>Peon</b> on contract basis on the foll				
		-	0		
1.	That the FIRST PARTY shall remain in the service	of the SECOND PARTY as a	reon for a period of		
	one year commencing on day of	and ending on the day of	of the ETDET DADTY		
	is specifically mentioned and agreed upon by both t				
	with SECOND PARTY shall ipso-facto stand		working day i.e. on		
	and information notice shall not	be necessary.			
	Provided that for further extension/renew shall issue a certificate that the service and conduct the year and only then the period of contract is to	ct of the co <sup>n</sup> tract appointee w			
2.	The contractual amount of the FIRST PARTY will be		ay be applicable in HP		
	Government, from time to time.		, , ,		
3.	The service of FIRST PARTY will be purely on	temporary basis. The appoin	tment is liable to be		
	terminated in case the performance/conduct of the	contract appointee is not fou	nd satisfactory.		
4.	The contract appointee will be entitled for one day	's casual leave after putting or	ne month's service, 10		
	days' medical leave and 05 days' special leave, in a c	alendar year. A female contra	ct appointee with less		
	than two surviving children shall be granted matern	ity leave for 180 days'. A femo	ale contract appointee		
	shall also be entitled for maternity leave not exceed	ding 45 days' (irrespective of th	ne number of surviving		
	children) during the entire service, in case of misc	arriage 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. N	lo leave of any other kind exce	pt above is admissible		
	to the contract appointee.				
		ه المناجعة المناجعة	معادة الموادات والمرادة		
	Provided that the un-availed casual leave, med		тре асситинатей ирто		
	the calendar year and will not be carried forward fo	or 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 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.

of confidence and any of this period of absence from daily.

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

A Registrati

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

(Name and Full Address)	
(I tallio alla I all Madi ess)	(Signature of FIRST PARTY)

(Signature of SECOND PARTY)

18/10

. .

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF <u>CHOWKIDAR</u>, CLASS-IV (Non-Gazetted), IN Dr. Y S PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

1.	Name of post	Chowkidar
2.	Number of posts	As created/sanctioned from time to time
3.	Classification	Class-IV (Non gazetted), Ministerial Services
4.	Pay band/scale	i) Pay scale for regular incumbents:  Pay band ₹ 4900-10680+₹ 1300/-Grade Pay  ii) Emoluments for Contract employees:  ₹ 6200/- per month or as may be applicable in HP  Government from time to time, as per details given in  Column No.15-A.
5.	Whether "Selection" post or "Non Selection" post:	Not Applicable
6.	Age for direct recruitment	Between 18 to 45 years.
	in service of the Government/Uncontract basis;  Provided further that if a converage on the date when he/stalling relaxation in the prescribed age-left Provided further that up Tribes/Other Backward Classes of	for direct recruits will not be applicable to the candidates already iversity including those who have been appointed on adhoc or on andidate appointed on adhoc basis or on contract basis had become ne was appointed, as such, he/she shall not be eligible for any imit by virtue of his/her such adhoc or contract appointment; per age limit is relaxable for Scheduled Caste/Scheduled and Other categories of persons to the extent permissible under the Himachal Pradesh Government.
		cruitment will be reckoned on the first day of the year in which ertised for inviting applications or notified to the Employment ay be.
7.	Minimum Educational and other qualifications required for direct recruit(s)	a) ESSENTIAL QUALIFICATION (S):  Should have passed Matriculation examination 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.
		b) <u>DESIRABLE QUALIFICATION (S):</u> 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 promotee(s)	Not Applicable	
9.	Period of probation, if any	<ul> <li>(i) Two years subject to such further extension for a period rot exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.</li> <li>(ii) No probation in case of appointment on contract basis.</li> </ul>	
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.	
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	Not Applicable	
12.	If a Departmental Promotion/ Confirmation Committee exists, what is its composition?	Not Applicable	
13.	Composition of Selection Committee for direct Recruitment	1. Registrar - Chairman 2. Comptroller - Member 3. Estate Officer - Member 4. Deputy Registrar/Assistant Registrar - Member (to be nominated by Registrar)  Note: The Vice-Chancellor, in addition to the existing composition of Selection Committee may endeavour as far as possible to nominate one officer of Scheduled Caste/Scheduled Tribe Category on selection committee where the candidate(s) belonging to these categories are appearing for interview.	
14.	Appointing Authority	Registrar	
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 merit of prescribed educational qualification followed by evaluation as specified in <a href="Mappendix-I">Appendix-I</a> appended to these Rules.	
15-A	Selection for appointment to the post by contract appointment.		
	Notwithstanding anything contain subject to the terms and condition.  I. CONCEPT:	ed in these rules, contract appointment to the post will be made ns giver below:	
	(a) Under this column/rule, the Ch	nowkidar in Dr. Y.S. Parmar University of Horticulture & Forestry, I be engaged on contract basis initially for one year, which may be sis.	



Provided that for extension/renewal of contract period on year to year basis, the concerned Head of the Department 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 selection will be made in accordance with the procedure prescribed in these R&P Rules.

## II. CONTRACTUAL EMOLUMENTS:

The **Chowkidar** appointed on contract basis will be paid consolidated fixed contractual amount @ ₹ 6200/- per month (which shall be equal to minimum of the pay band+ grade pay) or as may be applicable in HP Government, from time to time. An amount of ₹ 186/- (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 Registrar, Dr. y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be the appointing authority and disciplinary authority.

## IV. SELECTION PROCEDURE:

Selection for appointment to the post in case of direct recruitment shall be made on the basis of merit of prescribed educational qualification followed by evaluation as specified in  $\underline{\textbf{Appendix-}}$   $\underline{\textbf{I}}$  appended to these Rules.

## V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

### VI. AGREEMENT:

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

#### VII. TERMS AND CONDITIONS:

- (a) The contractual appointee will be paid fixed contractual amount@₹ 6200/- per month (which shall be equal to minimum of the pay band + grade pay) or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount @ ₹ 186/- (3% of minimum of the pay band + grade pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc. will be given.
- (b) The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.
- (c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 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.

Provided that 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 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 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 or from Medical Officer of the University. 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 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/CPS will a so not be applicable to contract appointee(s).

16.	Essential requirement for direct recruitment	A candidate for appointment to any service or post must be a Citizen of India.
17.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Schedules Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.
18.	Departmental Examination	Not applicable.



19.	Power to relax	In genuine cases, where the Selection Committee is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing can refer such matters to the Vice-Chancellor for relaxation any of the provision of these rules
		with respect to any class or category of persons or post(s).

\*\*\*

Registrar
Dr. Y.S. Parmar University of
Horticulture & Forestry
NAUNI - Solan 173230

# APPENDIX-I

Merit of minimum educational qualification, in terms of the Recruitment & Promotion Rules, shall be calculated as under:  [Percentage of marks obtained in the prescribed educational qualification to be ca culated out of 85 marks. For example, a candidate getting 50% marks in his/her Middle Examination will be given 42.50 marks]		85 Marks	
Eva	luation of candidate to be made in the following manner:		
	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	02 Mark	
iii.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government service.	02.50 Mark	
iv.	Differently abled persons with more than 40% impairment/disability/infirmity	01 Mark	
v.	NSS (atleast one year), certificate holders in NCC/The Bharat Scout and Guide. Medal winner in National level sports competitions.	01 Mark	15 Marks
vi.	BPL family having family annual income (from all sources) below $\stackrel{<}{_{\sim}}$ 40,000/- or as prescribed by the Government from time to time.	02.50 Mark	
vii.	Widow/divorced/destitute/single woman.	01.50 Mark	
viii.	Single daughter/Orphan	01 Mark	
íx.	Experience up to a maximum of 5 years in Government/Semi Government organization relating to the post applied for (0.5 mark only for each completed year).	02.50 Marks	

\*\*\*

Horticulture & Forestry, Nauni (Solan)-173230 (HP) through (Designation appointing authority).			rmar University of (Designation of
	This agreement is made on this	day of	in the year
R/O	between Shri/Smt.	370 b70 31111	inter (honoinefter
called	the FIRST PARTY) and Dr. Y.S. Parmar University	of Horticulture & Forestry Nauni (	Solan)-173230 (HP)
through	h (Designation	of the Appointing Authority) Dr	V.S. Parmar UHF
Nauni	(here-in-after the SECOND PARTY)		7.0. Tarmar orn ,
has ag	Whereas, the SECOND PARTY has engagareed to serve as a Chowkidar on contract basis of	ged the aforesaid <b>FIRST PARTY</b> and On the following terms & conditions:	the FIRST PARTY
1.	That the FIRST PARTY shall remain in the service of one year commencing on day of	and ending on the day of oth the parties that the contract of ind terminated on the last wor	the FIRST PARTY
2.	Provided that for further extension/rer shall issue a certificate that the service and con the year and only then the period of contract is	duct of the contract appointee was s to be renewed/extended.	satisfactory during
۷.	The contractual amount of the FIRST PARTY w Government, from time to time.	11 De₹ 6200/- per month or as may	be applicable in HP
3.	The service of FIRST PARTY will be purely a terminated in case the performance/conduct of	on temporary basis. The appointments	ent is liable to be
4.	The contract appointee will be entitled for one adays' medical leave and 05 days' special leave, in than two surviving children shall be granted mate shall also be entitled for maternity leave not exceptionable during the entire service, in case of materificate issued by the authorized Government entitled for medical reimbursement and LTC etc.	day's casual leave after putting one racalendar year. A female contract of contract of the contract of the peding 45 days' (irrespective of the national iscarriage including abortion, on properties of the Medical Officer. A contract emp	month's service, 10 appointee with less contract appointee number of surviving duction of medical ployee shall not be

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

5. Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the contract. However, in exceptional cases where the circumstances for 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.

of Registrer

Page 180 of 188

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

/N	
(Name and Full Address)	(Signature of FIRST PAR

(Signature of SECOND PARTY)

D CHILDREN

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF <u>BELDAR</u>, CLASS-IV (Non-Gazetted), IN Dr. Y S PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

1.	Name of post	Beldar
2.	Number of posts	As created/sanctioned from time to time
3.	Classification	Class-IV (Non gazetted)
4.	Pay band/scale	i) Pay scale for regular incumbents:  Pay band ₹ 4900-10680+₹ 1300/-Grade Pay  ii) Emoluments for Contract employees:  ₹ 6200/- per month or as may be applicable in HP  Government from time to time, as per details given in  Column No.15-A.
5.	Whether "Selection" post or ""Non Selection" post:	Not Applicable
6.	Age for direct recruitment	Between 18 to 45 years.
	in service of the Government/Un contract basis;  Provided further that if a converage on the date when he/sh relaxation in the prescribed age-left Provided further that up Tribes/Other Backward Classes of the general or special order(s) of NOTE: Age limit for direct recrepost(s) is/are advertised	for cirect recruits will not be applicable to the candidates already iversity including those who have been appointed on adhoc or on andidate appointed on adhoc basis or on contract basis had become ne was appointed, as such, he/she shall not be eligible for any imit by virtue of his/her such adhoc or contract appointment; per age limit is relaxable for Scheduled Caste/Scheduled and Other categories of persons to the extent permissible under the Himachal Pradesh Government.  The for inviting applications or notified to the Employment Exchange,
7.	as the case may be.  Minimum Educational and other qualifications required for direct recruit(s)	a) ESSENTIAL QUALIFICATION (S):  Should have passed Middle examination 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.
		b) DESIRABLE QUALIFICATION (5):  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 gualification(s) prescribed for	Not Applicable



	direct recruit(s) will apply in the case of the promotee(s)		
9.	Period of probation, if any	<ul> <li>(i) Two years subject to such further extension for a period rot exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.</li> <li>(ii) No probation in case of appointment on contract basis.</li> </ul>	
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.	
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	Not Applicable	
12.	If a Departmental Promotion/ Confirmation Committee exists, what is its composition?	Not Applicable	
13.	Composition of Selection Committee for direct Recruitment	3. Director of Research - Member 4. Deputy Registrar/Assistant Registrar - Member (to be nominated by Registrar)  Note: The Vice-Chancellor, in addition to the existing composition of Selection Committee may endeavour as far as possible to nominate one officer of Scheduled Caste/Scheduled Tribe Category on selection committee where the cardidate(s)	
14.	Appointing Authority	belonging to these categories are appearing for interview.  Registrar	
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 merit of prescribed educational qualification followed by evaluation as specified in <a href="Mappendix-I">Appendix-I</a> appended to these Rules.	
15-A	Notwithstanding anything contain subject to the terms and condition  I. <u>CONCEPT:</u> (a) Under this column/rule, the <b>Be</b>	er this column/rule, the <b>Beldar</b> in Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni an)-173230 (HP) will be engaged on contract basis initially for one year, which may be	



Provided that for extension/renewal of contract period on year to year basis, the concerned Head of the Department 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 selection will be made in accordance with the procedure prescribed in these R&P Rules.

#### II. CONTRACTUAL EMOLUMENTS:

The **Beldar** appointed on contract basis will be paid consolidated fixed contractual amount @ ₹ 6200/- per month (which shall be equal to minimum of the pay band + grade pay) or as may be applicable in HP Govornment, from time to time. An amount of ₹ 186/- (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 Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be the appointing authority and disciplinary authority.

#### IV. SELECTION PROCEDURE:

Selection for appointment to the post in case of direct recruitment shall be made on the basis of merit of prescribed educational qualification followed by evaluation as specified in  $\underline{Appendix}$  $\underline{\mathbf{I}}$  appended to these Rules.

#### V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

#### VI. AGREEMENT:

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

#### VII. TERMS AND CONDITIONS:

- (a) The contractual appointee will be paid fixed contractual amount @₹ 6200/- per month (which shall be equal to minimum of the pay band + grade pay) or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount @ ₹ 186/- (3% of minimum of the pay band+ grade pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc. will be given.
- (b) The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.
- (c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 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

ATTure Registres

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

Provided that 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 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 in-imate 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 or from Medical Officer of the University. 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 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/CPS will also not be applicable to contract appointee(s).

16.	Essential requirement for direct recruitment	A candidate for appointment to any service or post must be a Citizen of India.	
17.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Schedules Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.	
18.	Departmental Examination	Not applicable.	
19.	Power to relax	In geruine cases, where the Selection Committee is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing can refer such matters to the Vice-Chancellor for relaxation any of the provision of these rules with respect to any class or category of persons or post(s).	

Registrar

Dr. Y.S. Permar University of Horticulture & Forestry NAUM - Solan 173230 Page 185 of 188

Pro: [Percalc	rit of minimum educational qualification, in terms of the Recruitment & motion Rules, shall be calculated as under:  recentage of marks obtained in the prescribed educational qualification to be ulated out of 85 marks. For example, a candidate getting 50% marks in his/her dle Examination will be given 42.50 marks]	85 Marks	
Evo	aluation of candidate to be made in the following manner:		
İ,	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	02 Mark	
iff.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government service.	02.50 Mark	
iv.	Differently abled persons with more than 40% impairment/disability/infirmity	01 Mark	
V.	NSS (atleast One year), certificate holders in NCC/The Bharat Scout and Guide. Medal winner in National level sports competitions.	O1 Mark	15 Marks
vi.	BPL family having family annual income (from all sources) below $\stackrel{?}{_{\sim}}$ 40,000/- or as prescribed by the Government from time to time.	02.50 Mark	15 Marks
vii.	Widow/divorced/destitute/single woman.	01.50 Mark	
viii.	Single daughter/Orphan	01 Mark	
X.	Experience up to a maximum of 5 years in Government/Semi Government organization relating to the post applied for (0.5 mark only for each completed year).	02.50 Marks	

\*\*\*

Registrar
Dr. Y.S. Parmar University of
Horticulture & Forestry
NAUNI - Solan 173230

## APPENDIX-II

	ulture & Forestry, Nauni (Solan)-173230 (HP) ting authority).	through	(Designation of
	This agreement is made on this	day of	in the year
	between Shri/Smt.	5/0 D/0 Shri	
R/O		cont <sup>r</sup> ac <sup>†</sup> app	ointee (hereinafter
called	the FIRST PARTY) and Dr. Y.S. Parmar University of	of Ho <sup>r</sup> ticul <sup>†</sup> ure & Forestry, Nauni	(Solan)-173230 (HP)
thrcug	h (Designation	of the Appoin $^\dagger$ ing Au $^\dagger$ hority), Di	r. Y.S. Parmar UHF
Nauni	(here-in-after the SECOND PARTY)		
	Whereas, the SECOND PARTY has engage	ed the aforesaid FIRST PARTY ar	nd the FIRST PARTY
had an	reed to serve as a Beldar on contract basis on the		
_			
1.	That the FIRST PARTY shall remain in the servic	e of the SECOND PARTY as a Be	eldar for a period of
	one year commencing on day of	and ending on the day of	
	is specifically mentioned and agreed upon by both	n the parties that the contract o	f the FIRST PARTY
	with SECOND PARTY shall ipso-facto stan	id terminated on the last w	orking day i.e. or
	and information notice shall no		
	Provided that for further extension/rene		of the Penartmen
	shall issue a certificate that the service and cond	fuct of the contract appointed was	s satisfactory during
	the year and only then the period of contract is t		a adviat devol y adt this
2	The contractual amount of the FIRST PARTY will		v ha applicable in Ul
۷.		The to 2007 - per month or as ma	y be approable if Hi
2	Gove <sup>r</sup> nment, from time to time.  The service of FIRST PARTY will be pu <sup>r</sup> ely or	townsome basis. The ennoint	mant is liable to be
3.	terminated in case the performance/conduct of t		
4			
4.	days' medical leave and 05 days' special leave, in a	ays casual leave after parting one	t annointee with less
	days medical leave and up days special leave, in a	mits lases for 190 days. A formal	a contract appointed
	than two surviving children shall be granted mate	rnity leave for 100 days. A female	e contract appointed
	shall also be entitled for maternity leave not exce	eding 45 days (irrespective of the	e number of surviving
	children) during the entire service, in case of mi	scallage including abortion, on p	roduction of medice
	certificate issued by the authorized Governmen		
	entitled for medical reimbursement and LTC etc.	no leave of any other kind excep	i above is admissible
	to the contract ennointee		

Form of contract/agreement to be executed between the Beldar and Dr. Y.S. Parmar University of

Provided that 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.

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 circumstarces 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.

Egistees Registress

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

(N) F	
(Name and Full Address)	(Signature of FIRST PART)
	(0.5.1.1.1.0.0) ; 2.1.0 ; 7.1.1.1.
	<del></del>

(Signature of SECOND PARTY)

\*\*\*

Registrar
Dr. Y.S. Parmar University of
Horticulture 8 Forestry
Horticulture 8 173230
NAUNI - Solan 173230

