



Dr. Yashwant Singh Parmar University of Horticulture & Forestry,
Nauni (Solan)-173230, Himachal Pradesh

Office of the Registrar, Recruitment Section

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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. No.	Name of the Post	Enclosed at	Pages
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& Promotion Rules framed earlier in respect of above categories of posts, if any, by this University are hereby superseded.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

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 alongwith 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.


Registrar (Signed both pages)

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF COMPUTER PROGRAMMER, 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	<p>i) <u>Pay scale for regular incumbents:</u> Pay band ₹ 10300-34800+₹ 5000/-Grade Pay</p> <p>ii) <u>Emoluments for Contract employees:</u> ₹ 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.</p>
5.	Whether " Selection" post or "Non Selection" post:	Non-Selection
6.	Age for direct recruitment	Between 18 to 45 years.
		<p>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;</p> <p>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;</p> <p>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.</p> <p><u>NOTE:</u> 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.</p>
7.	Minimum Educational and other qualifications required for direct recruit(s)	<p>a) <u>ESSENTIAL QUALIFICATION (S):</u> Regular course in the following stream from any University/Institution duly recognized by HP/Centre Government:</p> <p>B.E./B.Tech.(Computer Science/Computer Engineering or Information Technology)/MCA.</p> <p>OR</p> <p>Master's Degree in Computer Science/Information Technology (having Mathematics as a subject in Graduation).</p> <p>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.</p>


Reg. Registrar

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	(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	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	<div> 1. Vice-Chancellor - Chairman 2. Registrar - Member 3. Dean/Director - Member 4. One nominee of the Vice-Chancellor out of Statutory Officer - Member </div> <p>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.</p>
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 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 **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 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.

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-I** 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 time 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.


By, Registrar

	<p>(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.</p> <p>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.</p> <p>(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:</p> <p>Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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).</p>	
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/Scheduled Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.


 Dy. Registrar

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

Form of contract/agreement to be executed between the Computer Programmer and Dr. V.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. _____ S/O D/O Shri _____ R/O _____ contract appointee (hereinafter called the **FIRST PARTY**) and Dr. V.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____ (Designation of the Appointing Authority), Dr. V.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 agreed to serve as a **Computer Programmer** on contract basis on the following terms & conditions:

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

Provided that for further extension/renewal of contract period, the 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 ₹ 15,300/- 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 months 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.


By, Registrar

6. **Computer Programmer** 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:

1. _____

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

2. _____

(Name and Full Address)

(Signature of SECOND PARTY)


By, Registrar

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	<p>i) Pay scale for regular incumbents: Pay band ₹ 10300-34800+₹ 4800/-Grade Pay</p> <p>ii) Emoluments for Contract employees: ₹ 15,100/- per month or as may be applicable in HP Government from time to time, as per details given in Column No.15-A.</p>
5.	Whether " Selection" post or "Non Selection" post:	Non-Selection
6.	Age for direct recruitment	<p>Between 18 to 45 years.</p> <p>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;</p> <p>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;</p> <p>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.</p> <p>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.</p>
7.	Minimum Educational and other qualifications required for direct recruit(s)	<p>a) ESSENTIAL QUALIFICATION (S): B.E./B. Tech. in Instrumentation/Electronics and Communication from a University/Institution/College duly recognized by the Central or State Government.</p> <p>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.</p>
8.	Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promotee(s)	Not Applicable


 Registrar

9.	Period of probation, if any	(i) Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing. (ii) No probation in case of appointment on contract basis.
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	<p>1. Vice-Chancellor - Chairman 2. Registrar - Member 3. Comptroller - Member 4. Dean/Director - Member (to be nominated by the Vice-Chancellor)</p> <p>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.</p>
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	<p>Selection for appointment to the post by contract appointment.</p> <p>Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:</p> <p>VIII. <u>CONCEPT:</u></p>	


By, Registrar

- (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 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.

XII. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

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

XIII. AGREEMENT:

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


Reg. Registrar

	<p>(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.</p> <p>(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.</p> <p>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.</p> <p>(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:</p> <p>Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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).</p>	
16.	Essential requirement for direct recruitment	A candidate for appointment to any service or post must be a Citizen of India.


Dr. Rajendra

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
[Percentage of marks obtained in the written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.50 marks]		
Evaluation of candidate to be made in the following manner:		
i.	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, as the case may be	01 Mark
iii.	Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority	01 Mark
iv.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government service.	01 Mark
v.	Differently abled persons with more than 40% impairment/disability/infirmity	01 Mark
vi.	NSS (atleast one year), certificate holders in NCC/The Bharat Scout and Guide. Medal winner in National level sports competitions.	01 Mark
vii.	BPL family having 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
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



By. Registrar

Form of contract/agreement to be executed between the Instrumentation Technician 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. _____ S/O D/O Shri _____ R/O _____ contract appointee (hereinafter called the **FIRST PARTY**) and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____ (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 agreed to serve as a **Instrumentation Technician** on contract basis on the following terms & conditions:

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

Provided that for further extension/renewal of contract period, the 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 ₹ 15,100/- 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.

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.


By. Registrar

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 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:

1. _____

 (Name and Full Address)

(Signature of FIRST PARTY)

2. _____

 (Name and Full Address)

(Signature of SECOND PARTY)



RECRUITMENT & PROMOTION RULES FOR THE POSTS OF DRAUGHTSMAN, 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	<p>i) <u>Pay scale for regular incumbents:</u> Pay band ₹ 10300-34800 + ₹ 3800/-Grade Pay</p> <p>ii) <u>Emoluments for Contract employees:</u> ₹ 14100/- per month or as may be applicable in HP Government from time to time, as per details given in Column No.15-A.</p>
5.	Whether " Selection" post or "Non Selection" post:	Non-Selection
6.	Age for direct recruitment	Between 18 to 45 years.
		<p>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;</p> <p>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;</p> <p>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.</p> <p>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.</p>
7.	Minimum Educational and other qualifications required for direct recruit(s)	<p>a) <u>ESSENTIAL QUALIFICATION (S):</u></p> <p>i) Should have passed 10+2 Examination or its equivalent from a recognized Board of School Education.</p> <p>ii) Atleast three years' Diploma course in Architectural Assistantship from a recognized University or an Institution duly recognized by the State/Central Government.</p> <p>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.</p>
8.	Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promotee(s)	<p>Age: Not applicable</p> <p>Education Qualification: Yes, as prescribed against Column No.11 below.</p>


Dy. Registrar

9.	Period of probation, if any	<u>Direct recruitment/Promotion:</u> (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	i) 25% by direct recruitment on "regular" basis or by recruitment on contract basis, as the case may be. ii) 75% by promotion failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.
11.	In case of recruitment by promotion/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.
<p>(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.</p> <p>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:</p> <p>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.</p> <p>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.</p> <p>(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:</p> <p>(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:</p> <p>Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service prescribed in the Recruitment & Promotion Rules for the post:</p>		


 Dy. Registrar
 15/05/2018

	<p>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:</p> <p>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.</p> <p>(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:</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered as referred to above shall remain unchanged.</p>									
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	<table><tr><td>1. Registrar</td><td>- Chairman</td></tr><tr><td>2. Estate Officer</td><td>- Member</td></tr><tr><td>3. Executive Engineer (Design)</td><td>- Member</td></tr><tr><td>4. One person to be nominated by the Vice-Chancellor</td><td>- Member</td></tr></table> <p>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.</p>	1. Registrar	- Chairman	2. Estate Officer	- Member	3. Executive Engineer (Design)	- Member	4. One person to be nominated by the Vice-Chancellor	- Member
1. Registrar	- Chairman									
2. Estate Officer	- Member									
3. Executive Engineer (Design)	- Member									
4. One person to be nominated by the Vice-Chancellor	- Member									
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 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	<p>Selection for appointment to the post by contract appointment.</p> <p>Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:</p> <p>I. <u>CONCEPT:</u></p>									


 By, Registrar

- (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 @ ₹ 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 ₹ 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 **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.

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 senior/selection scales etc. will be given.


By. Registrar

	<p>(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.</p> <p>(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 cppointee 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.</p> <p>Provided that the un-availed casual leave, medical leave and special leave can be accurulated upto the calendar year and will not be carried forward for the next calendar year.</p> <p>(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 absce from duty:</p> <p>Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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).</p>	
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


 Raj. K. Singh

		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
[Percentage of marks obtained in the written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.50 marks]		
Evaluation of candidate to be made in the following manner:		
i.	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, as the case may be	01 Mark
iii.	Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority	01 Mark
iv.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government service.	01 Mark
v.	Differently abled persons with more than 40% impairment/disability/infirmity	01 Mark
vi.	NSS (atleast one year), certificate holders in NCC/The Bharat Scout and Guide. Medal winner in National level sports competitions.	01 Mark
vii.	BPL family having 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
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


By. Registrar

Form of contract/agreement to be executed between the Draughtsman 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. _____ S/O D/O Shri _____ R/O _____ contract appointee (hereinafter called the **FIRST PARTY**) and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____ (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 agreed to serve as a **Draughtsman** on contract basis on the following terms & conditions:

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

Provided that for further extension/renewal of contract period, the 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.

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/f tness issued by the Medical Officer, as per prevailing instructions of the Government.



Registar

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 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:

1. _____

(Name and Full Address)

(Signature of FIRST PARTY)

2. _____

(Name and Full Address)

(Signature of SECOND PARTY)


Reg. Registrar

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF PUBLICATION ASSISTANT, 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) <u>Pay scale for regular incumbents:</u> Pay band ₹ 10300-34800+₹ 3600/-Grade Pay ii) <u>Emoluments for Contract employees:</u> ₹ 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:	Non-Selection
6.	Age for direct recruitment	Between 18 to 45 years.
	<p>Provided that upper age limit for direct recruits will not be applicable to the candidates already in service of the University including those who have been appointed on adhoc or on contract basis;</p> <p>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;</p> <p>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.</p> <p>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.</p>	
7.	Minimum Educational and other qualifications required for direct recruit(s)	a) <u>ESSENTIAL QUALIFICATION (S):</u> i) 10+2 or its equivalent from a recognized University/Board of School Education. ii) 03 years Diploma Course in Printing Technology from any Institution/University duly recognized by the Centre or State Government. 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


 Dy. Registrar

9.	Period of probation, if any	(i) Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing. (ii) No probation in case of appointment on contract basis.
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	<p>1. Registrar - Chairman 2. Comptroller - Member 3. Dean/Director - Member 4. One nominee of the Vice-Chancellor - Member out of Statutory Officer</p> <p>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.</p>
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 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	<p>Selection for appointment to the post by contract appointment.</p> <p>Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:</p> <p>I. <u>CONCEPT:</u></p>	


By, Registrar

- (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 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.

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 @ ₹ 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.


Reg. Registrar

	<p>(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.</p> <p>(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.</p> <p>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.</p> <p>(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:</p> <p>Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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).</p>	
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


 Dy. Registrar

		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
[Percentage of marks obtained in the written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.50 marks]		
Evaluation of candidate to be made in the following manner:		
i.	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, as the case may be	01 Mark
iii.	Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority	01 Mark
iv.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government service.	01 Mark
v.	Differently abled persons with more than 40% impairment/disability/infirmity	01 Mark
vi.	NSS (atleast one year), certificate holders in NCC/The Bharat Scout and Guide, Medal winner in National level sports competitions.	01 Mark
vii.	BPL family having 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
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



 My. Registrar

APPENDIX-II

Form of contract/agreement to be executed between the **Publication Assistant** 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. _____ S/O D/O Shri _____
R/O _____ contract appointee (hereinafter called the **FIRST PARTY**) and **Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP)** through _____ (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 agreed to serve as a **Publication 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 **Publication Assistant** for a period of one year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the **FIRST PARTY** with **SECOND PARTY** shall ipso-facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

Provided that for further extension/renewal of contract period, the 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 ₹ 13,900/- 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.

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.


My. Registrar

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 appoint-ee 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:

1. _____

 (Name and Full Address)

(Signature of FIRST PARTY)

2. _____

 (Name and Full Address)

(Signature of SECOND PARTY)


 Reg. Registrar

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF JUNIOR ENGINEER (CIVIL), 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/scale	i) <u>Pay scale for regular incumbents:</u> Pay band ₹ 10300-34800+₹ 3800/-Grade Pay ii) <u>Emoluments for Contract employees:</u> ₹ 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" post:	Non-Selection
6.	Age for direct recruitment	Between 18 to 45 years.
		<p>Provided that upper age limit for direct recruits will not be applicable to the candidates already in service of the University including those who have been appointed on adhoc or on contract basis;</p> <p>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;</p> <p>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.</p> <p>NOTE: 1) Age limit for direct recruitment will be reckoned on the first day of the year in which the post(s) is/are advertised for inviting applications or notified to the Employment Exchange, as the case may be.</p> <p>2) Age and experience in the case of direct recruitment, relaxable at the discretion of the recruiting authority in case of candidate is otherwise well qualified.</p>
7.	Minimum Educational and other qualifications required for direct recruit(s)	a) <u>ESSENTIAL QUALIFICATION (S):</u> Degree in Civil Engineering from recognized University/ Institution or equivalent. OR Regular full time Diploma in Civil Engineering (03 years) or its equivalent from an Institution/University duly recognized by the Central or State Government. 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.


 Dy. Registrar

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.
9.	Period of probation, if any	<u>Direct recruitment/Promotion:</u> (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	(i) 75% by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be. (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 Civil Engineering or its equivalent from an Institution/University duly recognized by the Central or State 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 (ii) below0.5% ii) By promotion from amongst the surveyor having three years Diploma in Civil Engineering or its equivalent from an 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 duration 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 adhoc service rendered, if any, in the grade failing which the quota will go to column 11 (iv) below9.5%. iv) By promotion from amongst the Junior Technician (Work 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 (Work Inspector) having Degree in Civil Engineering or its equivalent from an Institution/University duly recognized by the State/


By, Registrar

		<p>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%</p> <p>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%.</p> <p>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%</p> <p>(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.</p> <p>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:</p> <p>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.</p> <p>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.</p> <p>(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</p>
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		<p>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:</p> <p>(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:</p> <p>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:</p> <p>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:</p> <p>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.</p> <p>(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:</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered as referred to above shall remain unchanged.</p>
12.	If a Departmental Promotion/ Confirmation Committee exists, what is its composition?	Same as prescribed for direct recruitment under Column No.13 below


Dy. Registrar

13.	Composition of Selection Committee for direct Recruitment	1. Registrar - Chairman 2. Estate Officer - Member 3. Executive Engineer - Member 4. One nominee of the Vice-Chancellor amongst the Deans/Directors - Member 5. One expert from outside the University - 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 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	<p>Selection for appointment to the post by contract appointment.</p> <p>Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:</p> <p>I. <u>CONCEPT:</u></p> <p>(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.</p> <p>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.</p> <p>(b) The selection will be made in accordance with the procedure prescribed in these R&P Rules.</p> <p>II. <u>CONTRACTUAL EMOLUMENTS:</u></p> <p>The Junior Engineer (Civil) appointed on contract basis will be paid consolidated 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. An amount of ₹ 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.</p> <p>III. <u>APPOINTING/DISCIPLINARY AUTHORITY:</u></p>	


Reg. Registrar

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 **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.

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 @ ₹ 430/- (3% of minimum of the pay band+ grade pay of the post) for further extended years and no other allied benefits such as seniority/scale 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.


By. Registrar

	<p>Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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).</p>	
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
[Percentage of marks obtained in the written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.50 marks]		
Evaluation of candidate to be made in the following manner:		
i.	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, as the case may be	01 Mark
iii.	Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority	01 Mark
iv.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government service.	01 Mark
v.	Differently abled persons with more than 40% impairment/disability/infirmity	01 Mark
vi.	NSS (atleast one year), certificate holders in NCC/The Bharat Scout and Guide. Medal winner in National level sports competitions.	01 Mark
vii.	BPL family having 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
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



By. Registrar

Form of contract/agreement to be executed between the Junior Engineer (Civil) 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. _____ S/O D/O Shri _____ R/O _____ contract appointee (hereinafter called the **FIRST PARTY**) and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____ (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 agreed to serve as a **Junior Engineer (Civil)** on contract basis on the following terms & conditions:

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

Provided that for further extension/renewal of contract period, the 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.

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.


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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 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:

1.

(Name and Full Address)

(Signature of **FIRST PARTY**)

2.

(Name and Full Address)

(Signature of **SECOND PARTY**)


By. Registrar

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF TECHNICAL ASSISTANT GRADE-I (FIELD), 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	<p>i) <u>Pay scale for regular incumbents:</u> Pay band ₹ 10300-34800 + ₹ 3600/-Grade Pay</p> <p>ii) <u>Emoluments for Contract employees:</u> ₹ 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.</p>
5.	Whether " Selection" post or "Non Selection" post:	Non-Selection
6.	Age for direct recruitment	Between 18 to 45 years
	<p>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;</p> <p>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;</p> <p>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.</p> <p>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.</p>	
7.	Minimum Educational and other qualifications required for direct recruit(s)	<p>a) <u>ESSENTIAL QUALIFICATION (S):</u> Atleast 2nd Division in B.Sc. (Horticulture/Forestry/ Agriculture)</p> <p>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.</p>
8.	Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promotee(s)	<p>Age: Not applicable</p> <p>Education Qualification: Yes, as prescribed against Column No.11 below.</p>


Dy. Registrar

9.	Period of probation, if any	<p><u>Direct recruitment /Promotion:</u></p> <p>(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.</p> <p>(ii) No probation in case of appointment on contract basis.</p>
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	<p>i) 25% by direct recruitment on "regular" basis or by recruitment on contract basis, as the case may be.</p> <p>ii) 75% by promotion failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.</p>
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	<p>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-II in the ratio of 60:15 possessing following criteria:</p> <p>i) Matriculates having minimum 10 years' regular service in the cadre ...60%</p> <p>ii) Having B.Sc. degree with minimum 10 years' service in the cadre ...15%</p>
<p>(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.</p> <p>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:</p> <p>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.</p> <p>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.</p> <p>(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:</p> <p>(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:</p>		


Reg. Registrar

	<p>Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service prescribed in the Recruitment & Promotion Rules for the post:</p> <p>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:</p> <p>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.</p> <p>(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:</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered as referred to above shall remain unchanged.</p>									
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	<table><tr><td>1. Registrar</td><td>- Chairman</td></tr><tr><td>2. Concerned Dean/Director</td><td>- Member</td></tr><tr><td>3. Other Dean/Director</td><td>- Member</td></tr><tr><td>4. Head of the Department</td><td>- Member</td></tr></table> <p>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.</p>	1. Registrar	- Chairman	2. Concerned Dean/Director	- Member	3. Other Dean/Director	- Member	4. Head of the Department	- Member
1. Registrar	- Chairman									
2. Concerned Dean/Director	- Member									
3. Other Dean/Director	- Member									
4. Head of the Department	- Member									
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 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	<p>Selection for appointment to the post by contract appointment.</p> <p>Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:</p> <p>I. CONCEPT:</p>									


Jy. Registrar

- (a) Under this column/rule, the **Technical Assistant Gr-I (Field)** 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 **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 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.

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 @ ₹ 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.


By. Registrar

	<p>(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.</p> <p>(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.</p> <p>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.</p> <p>(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:</p> <p>Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.</p> <p>(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.</p> <p>(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 woman candidate will be re-examined for fitness from an authorized Medical Officer/Practitioner.</p> <p>(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.</p> <p>(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).</p>	
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


 Dy. Registrar

		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	
[Percentage of marks obtained in the written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.50 marks]			
Evaluation 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	15 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 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	
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	


 Dy. Registrar

Form of contract/agreement to be executed between the Technical Assistant Gr-I (Field) 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. _____ S/O D/O Shri _____ R/O _____ contract appointee (hereinafter called the **FIRST PARTY**) and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____ (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 agreed to serve as a **Technical Assistant Gr-I (Field)** on contract basis on the following terms & conditions:

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

Provided that for further extension/renewal of contract period, the 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. 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.


Dr. Registrar

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:

1. _____

(Name and Full Address)

(Signature of FIRST PARTY)

2. _____

(Name and Full Address)

(Signature of SECOND PARTY)


By. Registrar

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF JUNIOR OFFICE 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/scale	<p>i) Pay scale for regular incumbents: Pay band ₹ 5910-20200+₹ 1950/-Grade Pay</p> <p>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.</p>
5.	Whether "Selection" post or "Non Selection" post:	Not Applicable
6.	Age for direct recruitment	Between 18 to 45 years.
		<p>Provided that upper age limit for direct recruits will not be applicable to the candidates already in service of the University including those who have been appointed on adhoc or on contract basis;</p> <p>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;</p> <p>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.</p> <p>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.</p>
7.	Minimum Educational and other qualifications required for direct recruit(s)	<p>a) ESSENTIAL QUALIFICATION (S):</p> <p>i) 10+2 from a recognized Board of School Education.</p> <p>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.</p> <p style="text-align: center;">OR</p> <p>"O" or "A" level Diploma from National Institute of Electronics & Information Technology (NIELIT).</p> <p style="text-align: center;">OR</p> <p>Diploma in Information Technology (IT) from an Industrial Training Institute (ITI).</p> <p>iii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.</p>


 Dy. Registrar

		<p>Provided that visually impaired persons selected/recruited under 1% quota will be exempted from acquiring Diploma in Computer Science/Computer Application/Information Technology and passing of typing test instead they shall be imparted necessary basic training including computer training course by the Department concerned through Composite Regional Centre (CRC), Sundernagar or National Institute for the Visually Handicapped (NIV-H), 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.</p> <p>Provided further that differently abled persons who are otherwise qualified to hold clerical post as certified being unable to type, by the Medical Board, may be exempted from passing the typing test.</p> <p>Explanation: The term, "differently abled persons" does not cover visually impaired persons or persons who are hearing impaired but cover only those whose physical disability/deformity permanently prevents them from typing.</p> <p>The above criteria for grant of exemption from passing the typing test shall also be applicable to the Skill Test Norms on Computers.</p> <p>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.</p>
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 probation, if any	<p>(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.</p> <p>(ii) No probation in case of appointment on contract basis.</p>
10.	Method(s) of recruitment, whether by direct recruitment or by promotion/secondment, transfer and the percentage of	100% by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.


Reg. Registrar

	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	<p>1. Registrar - Chairman 2. Comptroller - Member 3. Dean/Director - Member 4. One nominee of the Vice-Chancellor out of Statutory Officer - Member</p> <p>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.</p>
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 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	<p>Selection for appointment to the post by contract appointment.</p> <p>Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:</p> <p>I. <u>CONCEPT:</u></p> <p>(a) Under this column/rule, the Junior Office Assistant (Information Technology) 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.</p> <p>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.</p> <p>(b) The selection will be made in accordance with the procedure prescribed in these R&P Rules.</p>	


By, Registrar

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 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 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.

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 @ ₹ 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. 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.

	<p>(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:</p> <p>Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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).</p>	
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/Scheduled 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
[Percentage of marks obtained in the written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.50 marks]		
Evaluation of candidate to be made in the following manner:		
i.	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, as the case may be	01 Mark
iii.	Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority	01 Mark
iv.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government service.	01 Mark
v.	Differently abled persons with more than 40% impairment/disability/infirmity	01 Mark
vi.	NSS (atleast one year), certificate holders in NCC/The Bharat Scout and Guide. Medal winner in National level sports competitions.	01 Mark
vii.	BPL family having 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
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


By, Registrar

Form of contract/agreement to be executed between the Junior Office Assistant (Information Technology) 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. _____ S/O D/O Shri _____ R/O _____ contract appointee (hereinafter called the FIRST PARTY) and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____ (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 agreed to serve as a Junior Office Assistant (Information Technology) on contract basis on the following terms & conditions:

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

Provided that for further extension/renewal of contract period, the 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 ₹ 7860/- 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.

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.


By, Registrar

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:

1. _____

(Name and Full Address)

(Signature of FIRST PARTY)

2. _____

(Name and Full Address)

(Signature of SECOND PARTY)


By. Registered

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF CLERK/STOREKEEPER-CUM-CLERK, 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	<p>i) <u>Pay scale for regular incumbents:</u> Pay band ₹ 5910-20200 + ₹ 1900/- Grade Pay</p> <p>ii) <u>Pay Band after two years of regular service</u> Pay band ₹ 10300-34800 + ₹ 3200/- Grade Pay</p> <p>iii) <u>Pay Band ₹ 10300-34800 + ₹ 3600/- Grade Pay</u> to be given to the 50% of the total number of posts 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.</p> <p>iv) <u>Emoluments for Contract employees:</u> ₹ 7810/- per month or as may be applicable in HP Government from time to time, as per details given in Column No.15-A.</p>
5.	Whether " Selection" post or "Non Selection" post:	Non-Selection
6.	Age for direct recruitment	Between 18 to 45 years.
	<p>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;</p> <p>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;</p> <p>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.</p> <p>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.</p>	
7.	Minimum Educational and other qualifications required for direct recruit(s)	<p>a) <u>ESSENTIAL QUALIFICATION (S):</u></p> <p>i) Should have passed 10+2 Examination or its equivalent from a recognized Board of School Education.</p>


 Reg. Registrar

		<p>ii) Should possess a minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi typewriting on Computer.</p> <p>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.</p> <p>Provided further that differently abled persons who are otherwise qualified to hold clerical post as certified being unable to type, by the Medical Board, may be exempted from passing the typing test.</p> <p>Explanation: The term, "differently abled persons" does not cover visually impaired persons or persons who are hearing impaired but cover only those whose physical disability/deformity permanently prevents them from typing.</p> <p>The above criteria for grant of exemption from passing the typing test shall also be applicable to the Skill Test Norms on Computers.</p> <p>iii) Should have knowledge of "Word Processing" in Computer as prescribed by the Recruiting Authority.</p> <p>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.</p>
8.	Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promotee(s)	<p>Age: Not applicable</p> <p>Education Qualification: Yes, as prescribed against Column No.11 below.</p>
9.	Period of probation, if any	<p><u>Direct recruitment/Promotion:</u></p> <p>(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.</p> <p>(ii) No probation in case of appointment on contract basis.</p>

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 style="list-style-type: none"> i) 70% by direct recruitment on "regular" basis or by recruitment on contract basis, as the case may be. ii) 20% by Limited Direct Recruitment from amongst the "regular" Class-IV officials possessing 10+2 qualification, through competitive examination to be conducted by the 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. iii) 10% by promotion failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	<ul style="list-style-type: none"> 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.
	<p>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.</p> <p>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 incumbents 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.</p> <p>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.</p> <p>Provided that for filling up the posts of Clerk, the following 10 points recruitment roster shall be followed:</p>	


 Dy. Registrar

	<p style="text-align: center;">Roster Point No. 1st, 2nd, 3rd, 4th, 6th, 7th & 8th 5th & 10th 9th</p>	<p style="text-align: center;">Category Direct recruit Limited Direct Recruitment Promotee</p>
	<p>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.</p>	
	<p>(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.</p> <p>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:</p> <p>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.</p>	
	<p>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.</p>	
	<p>(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:</p> <p>(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:</p> <p>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:</p> <p>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:</p>	
	<p>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.</p>	


 Dy. Registrar

	<p>(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:</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered shall remain unchanged.</p>	
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	<p>1. Registrar - Chairman</p> <p>2. Comptroller - Member</p> <p>3. Dean/Director - Member</p> <p>4. One nominee of the Vice-Chancellor - Member out of Statutory Officer</p> <p>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.</p>
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 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	<p>Selection for appointment to the post by contract appointment.</p> <p>Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:</p> <p>I. <u>CONCEPT:</u></p> <p>(a) Under this column/rule, the Clerk/Storekeeper-cum-Clerk in Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solani)-173230 (HP) will be engaged on contract basis initially for one year, which may be extendable on year to year basis.</p> <p>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.</p> <p>(b) The selection will be made in accordance with the procedure prescribed in these R&P Rules.</p>	


 By, Registrar

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 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 **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.

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 @ ₹ 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 seniority 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.

	<p>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.</p> <p>(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:</p> <p>Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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).</p>	
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/Scheduled 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
[Percentage of marks obtained in the written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.50 marks]		
Evaluation 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 -lectare to be certified by the concerned Revenue Authority	01 Mark
iv.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government service.	01 Mark
v.	Differently abled persons with more than 40% impairment/disability/infirmity	01 Mark
vi.	NSS (atleast one year), certificate holders in NCC/The Bharat Scout and Guide. Medal winner in National level sports competitions.	01 Mark
vii.	BPL family having 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
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


Dy. Registrar

Form of contract/agreement to be executed between the Clerk/Storekeeper-cum-Clerk 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. _____ S/O D/O Shri _____ R/O _____ contract appointee (hereinafter called the **FIRST PARTY**) and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____ (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 agreed to serve as a Clerk/Storekeeper-cum-Clerk on contract basis on the following terms & conditions:

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

Provided that for further extension/renewal of contract period, the 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. 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.


By, Registered

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 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:

1.

(Name and Full Address)

(Signature of FIRST PARTY)

2.

(Name and Full Address)

(Signature of SECOND PARTY)



RECRUITMENT & PROMOTION RULES FOR THE POSTS OF FIELD ASSISTANT, CLASS-III (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	<p>i) <u>Pay scale for regular incumbents:</u> Pay band ₹ 5910-20200+₹ 1900/-Grade Pay</p> <p>ii) <u>Emoluments for Contract employees:</u> ₹ 7810/- per month or as may be applicable in HP Government from time to time, as per details given in Column No.15-A.</p>
5.	Whether " Selection" post or "Non Selection" post:	Non-Selection
6.	Age for direct recruitment	Between 18 to 45 years.
	<p>Provided that upper age limit for direct recruits will not be applicable to the candidates already in service of the University including those who have been appointed on adhoc or on contract basis;</p> <p>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;</p> <p>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.</p> <p>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.</p>	
7.	Minimum Educational and other qualifications required for direct recruit(s)	<p>a) <u>ESSENTIAL QUALIFICATION (S):</u> 10+2 with Science from a recognized Board of School Education.</p> <p>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.</p>
8.	Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote(s)	<p>Age: Not applicable</p> <p>Education Qualification: Yes, as prescribed against Column No.11 below.</p>


Dy. Registrar

9.	Period of probation, if any	<p><u>Direct recruitment/Promotion:</u></p> <p>(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.</p> <p>(ii) No probation in case of appointment on contract basis.</p>
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	<p>(i) 50% by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.</p> <p>(ii) 50% by promotion.</p>
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	<p>By promotion in the ratio of 35:25:40 from amongst the "regular" category-D officials as under:</p> <p>(a) Matriculation with 03 years' service as Category "D" staff working in the University.35%</p> <p>(b) Middle Pass with 10 years' service as Category "D" staff working in the University.25%</p> <p>(c) Others (Whether literates or otherwise who are not even Middle) with 18 years' service as Category "D" staff working in the University.40%</p> <p>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-seniority shall be prescribed.</p> <p>(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.</p> <p>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.</p> <p>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.</p>


By, Registrar

		<p>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.</p> <p>(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:</p> <p>(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:</p> <p>Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service prescribed in the Recruitment & Promotion Rules for the post:</p> <p>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:</p> <p>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.</p> <p>(ii) Similarly, in all cases of confirmation, continuous adhoc service rendered on the feeder post if any, prior to</p>
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 Dr. Rajendra

		<p>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:</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered as referred to above shall remain unchanged.</p>								
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	<table> <tr> <td>1. Registrar</td> <td>- Chairman</td> </tr> <tr> <td>2. Director of Research</td> <td>- Member</td> </tr> <tr> <td>3. Other Dean/Director</td> <td>- Member</td> </tr> <tr> <td>4. Head of the Department</td> <td>- Member</td> </tr> </table> <p>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.</p>	1. Registrar	- Chairman	2. Director of Research	- Member	3. Other Dean/Director	- Member	4. Head of the Department	- Member
1. Registrar	- Chairman									
2. Director of Research	- Member									
3. Other Dean/Director	- Member									
4. Head of the Department	- Member									
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 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	<p>Selection for appointment to the post by contract appointment.</p> <p>Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:</p> <p>I. <u>CONCEPT:</u></p> <p>(a) Under this column/rule, the Field 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.</p> <p>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.</p>									


 Reg. Registrar

(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 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 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.

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 @ ₹ 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


By. Registrar

	<p>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.</p> <p>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.</p> <p>(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:</p> <p>Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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).</p>	
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/Scheduled 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


 Dy. Registrar

		provision of these rules with respect to any class or category of persons or post(s).
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Registrar
Dr. Y.S. Parmar University of
Horticulture & Forestry
NAUNI - Solan 173230

WRITTEN EXAMINATION		85 Marks
[Percentage of marks obtained in the written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.50 marks]		
Evaluation 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 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
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


My. Registrar

Form of contract/agreement to be executed between the **Field Assistant** 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. _____ S/O D/O Shri _____ R/O _____ contract appointee (hereinafter called the **FIRST PARTY**) and **Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP)** through _____ (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 agreed to serve as a **Field 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 **Field Assistant** for a period of one year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the **FIRST PARTY** with **SECOND PARTY** shall ipso-facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

Provided that for further extension/renewal of contract period, the 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. 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.

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.


By, Registrar

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:

1. _____

 (Name and Full Address)

(Signature of **FIRST PARTY**)

2. _____

 (Name and Full Address)

(Signature of **SECOND PARTY**)



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).

1.	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	<p>i) <u>Pay scale for regular incumbents:</u> Pay band ₹ 10300-34800+₹ 3200/-Grade Pay</p> <p>ii) <u>Emoluments for Contract employees:</u> ₹ 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.</p>
5.	Whether " Selection" post or "Non Selection" post:	Non-Selection
6.	Age for direct recruitment	Between 18 to 45 years.
	<p>Provided that upper age limit for direct recruits will not be applicable to the candidates already in service of the University including those who have been appointed on adhoc or on contract basis;</p> <p>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;</p> <p>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.</p> <p>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.</p>	
7.	Minimum Educational and other qualifications required for direct recruit(s)	<p>a) <u>ESSENTIAL QUALIFICATION (S):</u> B.Sc. (Horticulture/Forestry/Agriculture)/B.Sc.</p> <p>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.</p>
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 probation, if any	<u>Direct recruitment/Promotion:</u>


By, Registrar

		<p>(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.</p> <p>(ii) No probation in case of appointment on contract basis.</p>
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	<p>(i) 25% by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.</p> <p>(ii) 75% by promotion.</p>
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	<p>By promotion from amongst joint seniority list of Laboratory Attendants having minimum 08 (eight) years' service in the feeder cadre.</p> <p>(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.</p> <p>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:</p> <p>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.</p> <p>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.</p> <p>(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:</p>


Mr. Registrar

		<p>(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:</p> <p>Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service prescribed in the Recruitment & Promotion Rules for the post:</p> <p>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:</p> <p>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.</p> <p>(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:</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered as referred to above shall remain unchanged.</p>
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	<div> 1. Registrar 2. Dean/Director 3. Other Dean/Director </div> <div> - Chairman - Member - Member </div>


Dy. Registrar

		<p>4. One of the Head of the Department - Member (to be nominated by the Vice-Chancellor)</p> <p>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.</p>
14.	Appointing Authority	Registrar
15.	Selection for appointment to the post by direct recruitment	<p>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.</p>
15-A	<p>Selection for appointment to the post by contract appointment.</p> <p>Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:</p> <p>I. <u>CONCEPT:</u></p> <p>(a) Under this column/rule, the Junior 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.</p> <p>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.</p> <p>(b) These action will be made in accordance with the procedure prescribed in these R&P Rules.</p> <p>II. <u>CONTRACTUAL EMOLUMENTS:</u></p> <p>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.</p> <p>III. <u>APPOINTING/DISCIPLINARY AUTHORITY:</u></p> <p>The Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be appointing authority and disciplinary authority.</p>	


 Dy. Registrar

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 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.

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@ ₹ 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:


By. Registrar

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


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

WRITTEN EXAMINATION		85 Marks
[Percentage of marks obtained in the written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.50 marks]		
Evaluation 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 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
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


By. Registrar

Form of contract/agreement to be executed between the Junior Technician (Laboratory) 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. _____ S/O D/O Shri _____ R/O _____ contract appointee (hereinafter called the **FIRST PARTY**) and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____ (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 agreed to serve as a **Junior Technician (Laboratory)** on contract basis on the following terms & conditions:

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

Provided that for further extension/renewal of contract period, the 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. 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.

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.


Dr. Y.S. Parmar

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:

1. _____

(Name and Full Address)

(Signature of FIRST PARTY)

2. _____

(Name and Full Address)

(Signature of SECOND PARTY)


By. Registrar

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF LABORATORY ATTENDANT, 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	<p>i) <u>Pay scale for regular incumbents:</u> Pay band ₹ 5910-20200 + ₹ 1900/- Grade Pay</p> <p>ii) <u>Pay Band ₹ 5910-20200 + ₹ 2400/- Grade Pay</u> 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.</p> <p>iii) <u>Emoluments for Contract employees:</u> ₹ 7810/- per month or as may be applicable in HP Government from time to time, as per details given in Column No.15-A.</p>
5.	Whether " Selection" post or "Non Selection" post:	Non-Selection
6.	Age for direct recruitment	Between 18 to 45 years.
		<p>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;</p> <p>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;</p> <p>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.</p> <p>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.</p>
7.	Minimum Educational and other qualifications required for direct recruit(s)	<p>a) <u>ESSENTIAL QUALIFICATION (S):</u> 10+2 with Science from a recognized Board of School Education.</p> <p>b) <u>DÉSIRABLE QUALIFICATION (S):</u> Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>


By, Registrar

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	<u>Direct recruitment/Promotion:</u> (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	(i) 50% by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be. (ii) 50% by promotion, failing which by direct recruitment on regular basis or 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	By promotion from amongst the regular "Category-D" employees having minimum 08 years' regular service in the cadre and having qualification "Atleast 2 nd 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-se-seniority shall be prescribed.
<p>(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.</p> <p>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:</p> <p>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.</p> <p>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.</p> <p>(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:</p>		


My. Registrar

	<p>(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:</p> <p>Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service prescribed in the Recruitment & Promotion Rules for the post:</p> <p>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:</p> <p>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.</p> <p>(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:</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered as referred to above shall remain unchanged.</p>											
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	<table><tr><td>1. Registrar</td><td>- Chairman</td></tr><tr><td>2. Comptroller</td><td>- Member</td></tr><tr><td>3. Concerned Dean/Director</td><td>- Member</td></tr><tr><td>4. Other Dean/Director</td><td>- Member</td></tr><tr><td>5. Head of the Department (Senior Most)</td><td>- Member</td></tr></table> <p>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.</p>	1. Registrar	- Chairman	2. Comptroller	- Member	3. Concerned Dean/Director	- Member	4. Other Dean/Director	- Member	5. Head of the Department (Senior Most)	- Member
1. Registrar	- Chairman											
2. Comptroller	- Member											
3. Concerned Dean/Director	- Member											
4. Other Dean/Director	- Member											
5. Head of the Department (Senior Most)	- Member											
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 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	<p>Selection for appointment to the post by contract appointment.</p> <p>Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:</p> <p>I. <u>CONCEPT:</u></p> <p>(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.</p> <p>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.</p> <p>(b) The selection will be made in accordance with the procedure prescribed in these R&P Rules.</p> <p>II. <u>CONTRACTUAL EMOLUMENTS:</u></p> <p>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.</p> <p>III. <u>APPOINTING/DISCIPLINARY AUTHORITY:</u></p> <p>The Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be the appointing authority and disciplinary authority.</p> <p>IV. <u>SELECTION PROCEDURE:</u></p> <p>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 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.</p> <p>V. <u>COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:</u></p> <p>As prescribed in the Recruitment & Promotion Rules for the respective post.</p> <p>VI. <u>AGREEMENT:</u></p>	


 Dy. Registrar
 Nauni, Solan

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 @ ₹ 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 candidate will be re-examined for fitness from an authorized Medical Officer/Practitioner.


By. Registrar

	<p>(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.</p> <p>(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).</p>	
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

WRITTEN EXAMINATION		85 Marks
[Percentage of marks obtained in the written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.50 marks]		
Evaluation 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 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
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


By. Registrar

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 _____ day of _____ in the year _____
between **Shri/Smt. _____ S/O D/O Shri _____**
R/O _____ contract appointee (hereinafter
called the **FIRST PARTY**) and **Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP)**
through _____ (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 agreed to serve as a **Laboratory Attendant** on contract basis on the following terms & conditions:

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

Provided that for further extension/renewal of contract period, the 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. 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.


By, Registrar

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:

1. _____

(Name and Full Address)

(Signature of FIRST PARTY)

2. _____

(Name and Full Address)

(Signature of SECOND PARTY)


By, Registrar

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	<p>i) <u>Pay scale for regular incumbents:</u> Pay band ₹ 5910-20200+₹ 1900/-Grade Pay</p> <p>ii) <u>Emoluments for Contract employees:</u> ₹ 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.</p>
5.	Whether " Selection" post or "Non Selection" post:	Non-Selection
6.	Age for direct recruitment	Between 18 to 45 years.
		<p>Provided that upper age limit for direct recruits will not be applicable to the candidates already in service of the University including those who have been appointed on adhoc or on contract basis;</p> <p>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;</p> <p>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.</p> <p>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.</p>
7.	Minimum Educational and other qualifications required for direct recruit(s)	<p>a) <u>ESSENTIAL QUALIFICATION (S):</u></p> <p>i) Should have passed Matric examination or its equivalent from a recognized Board/University; and</p> <p>ii) Should possess ITI Certificate in the trade of Electrician/ Motor Mechanic from a recognized Institution.</p> <p>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.</p>
8.	Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote(s)	Not Applicable


By, Registrar

9.	Period of probation, if any	(i) Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing. (ii) No probation in case of appointment on contract basis.
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	<div> 1. Registrar - Chairman 2. Estate Officer - Member 3. Comptroller - Member 4. Executive Engineer (Concerned) - Member 5. Vice-Chancellor's nominee - Member </div> <p>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.</p>
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 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	<p>Selection for appointment to the post by contract appointment.</p> <p>Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:</p> <p>I. <u>CONCEPT:</u></p>	


 Dy. Registrar

- (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 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.

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.


Reg. Registrar

(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


By, Registrar

		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
[Percentage of marks obtained in the written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.50 marks]		
Evaluation of candidate to be made in the following manner:		
i.	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, as the case may be	01 Mark
iii.	Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority	01 Mark
iv.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government service.	01 Mark
v.	Differently abled persons with more than 40% impairment/disability/infirmity	01 Mark
vi.	NSS (atleast one year), certificate holders in NCC/The Bharat Scout and Guide. Medal winner in National level sports competitions.	01 Mark
vii.	BPL family having 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
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



Dy. Registrar

Form of contract/agreement to be executed between the Junior Technician (Pump Operator) 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. _____ S/O D/O Shri _____ R/O _____ contract appointee (hereinafter called the **FIRST PARTY**) and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____ (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 agreed to serve as a **Junior Technician (Pump Operator)** on contract basis on the following terms & conditions:

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 ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the **FIRST PARTY** with **SECOND PARTY** shall ipso-facto stand term dated 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 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.

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


By. Registrar

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:

1. _____

 (Name and Full Address)

(Signature of FIRST PARTY)

2. _____

 (Name and Full Address)

(Signature of SECOND PARTY)


 Reg. Registrar

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF DRIVER, 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	i) <u>Pay scale for regular incumbents:</u> Pay band ₹ 5910-20200+₹ 2000/-GP ii) <u>Emoluments for Contract employees:</u> ₹ 7910/- 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.
	<p>Provided that upper age limit for direct recruits will not be applicable to the candidates already in service of the University including those who have been appointed on adhoc or on contract basis;</p> <p>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;</p> <p>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.</p> <p>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.</p>	
7.	Minimum Educational and other qualifications required for direct recruit(s)	a) <u>ESSENTIAL QUALIFICATION (S):</u> i) Matric from a recognized Board of School Education. ii) Must possess valid driving license for plying of heavy and light vehicles in hilly terrain. 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)	Age: Not applicable Education Qualification: Yes, as prescribed against Column No.11 below.


 Dy. Registrar

9.	Period of probation, if any	<u>Direct recruitment/Promotion:</u> (i) Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing. (ii) No probation in case of appointment on contract basis, tenure basis, re-employment after superannuation and absorption.						
10.	Method(s) of recruitment, whether by direct recruitment or by promotion/secondment, transfer and the percentage of post(s) to be filled in by various methods	(i) 80% by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be, failing which on secondment basis. (ii) 20% by promotion, failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.						
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	<p>(i) By promotion from amongst the Cleaner-cum-Conductor(s)/Helpers/Category-D employees, possessing Matric qualification from recognized Board of School Education and valid driving license for plying of heavy and light vehicles in hilly terrain with 05(five) years' regular service or regular combined with continuous adhoc service, if any, in the grade:</p> <p>Provided that qualifying the practical driving test will be compulsory before anyone is given promotion. Provided further that for the purpose of promotion a combined seniority of Cleaner-cum-Conductor(s)/Helper(s)/Category-D staff, based on length of service without disturbing their cadre-wise inter-se-seniority shall be prepared.</p> <p>(ii) On secondment basis from amongst the incumbents of this post working in the identical pay scales from other Himachal Pradesh Government Departments/Public Sector Undertakings/Boards/Corporations:</p> <p>Provided that for filling up the posts of Driver, the following 05 points recruitment roster shall be followed:</p> <table><tr><td>Roster Point No.</td><td>Category</td></tr><tr><td>1st, 2nd, 3rd & 4th</td><td>Direct recruit</td></tr><tr><td>5th</td><td>Promotee</td></tr></table>	Roster Point No.	Category	1 st , 2 nd , 3 rd & 4 th	Direct recruit	5 th	Promotee
Roster Point No.	Category							
1 st , 2 nd , 3 rd & 4 th	Direct recruit							
5 th	Promotee							
<p>Note: The above recruitment roster shall repeat after every 05 points:</p> <p>(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.</p> <p>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:</p>								


Dr. Rajendra

	<p>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.</p> <p>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.</p> <p>(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:</p> <p>(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:</p> <p>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:</p> <p>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:</p> <p>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.</p> <p>(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:</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered shall remain unchanged.</p>									
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	<table><tr><td>1. Registrar</td><td>- Chairman</td></tr><tr><td>2. Estate Officer</td><td>- Member</td></tr><tr><td>3. M.V.I. of State Government</td><td>- Member</td></tr><tr><td>4. One nominee of the Vice-Chancellor out of Statutory Officer</td><td>- Member</td></tr></table>	1. Registrar	- Chairman	2. Estate Officer	- Member	3. M.V.I. of State Government	- Member	4. One nominee of the Vice-Chancellor out of Statutory Officer	- Member
1. Registrar	- Chairman									
2. Estate Officer	- Member									
3. M.V.I. of State Government	- Member									
4. One nominee of the Vice-Chancellor out of Statutory Officer	- Member									


 Dy. 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 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 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.
15-A	<p>Selection for appointment to the post by contract appointment.</p> <p>Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:</p> <p>I. <u>CONCEPT:</u></p> <p>(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.</p> <p>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.</p> <p>(b) The selection will be made in accordance with the procedure prescribed in these R&P Rules.</p> <p>II. <u>CONTRACTUAL EMOLUMENTS:</u></p> <p>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.</p> <p>III. <u>APPOINTING/DISCIPLINARY AUTHORITY:</u></p> <p>The Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be appointing authority and disciplinary authority.</p> <p>IV. <u>SELECTION PROCEDURE:</u></p> <p>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</p>	


By, Registrar

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


By, Registrar

	<p>is over. The women candidate will be re-examined for the fitness from an authorized Medical Officer/Practitioner.</p> <p>(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.</p> <p>(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).</p>	
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

WRITTEN EXAMINATION		85 Marks
[Percentage of marks obtained in the written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.50 marks]		
Evaluation 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 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
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


Dy. Registrar

Form of contract/agreement to be executed between the Driver 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. _____ S/O D/O Shri _____ R/O _____ contract appointee (hereinafter called the **FIRST PARTY**) and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____ (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 agreed to serve as a **Driver** on contract basis on the following terms & conditions:

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

Provided that for further extension/renewal of contract period, the 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 ₹ 7910/- 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.

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.


By, Registrar

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/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:

1. _____

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

2. _____

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


 Dy. Registrar

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF LIBRARY ASSISTANT, 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	<p>i) <u>Pay scale for regular incumbents:</u> Pay band ₹ 5910-20200 + ₹ 1900/-Grade Pay</p> <p>ii) <u>Emoluments for Contract employees:</u> ₹ 7810/- per month or as may be applicable in HP Government from time to time, as per details given in Column No.15-A.</p>
5.	Whether " Selection" post or "Non Selection" post:	Non-Selection
6.	Age for direct recruitment	Between 18 to 45 years.
	<p>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;</p> <p>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;</p> <p>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.</p> <p>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.</p>	
7.	Minimum Educational and other qualifications required for direct recruit(s)	<p>a) <u>ESSENTIAL QUALIFICATION (S):</u></p> <p>i) Should have passed 10+2 Examination or its equivalent with atleast 50% marks from a recognized Board of School Education.</p> <p>ii) Should have atleast one year diploma in Library Science from any Institute/University duly recognized by Centre/State Government.</p> <p>iii) Should possess a minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi typewriting on Computer.</p> <p>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.</p>


Dy. Registrar

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	<u>Direct recruitment/Promotion:</u> (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	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.
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.
<p>(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.</p> <p>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:</p> <p>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.</p> <p>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.</p> <p>(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:</p> <p>(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:</p>		


By, Registrar

	<p>Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service prescribed in the Recruitment & Promotion Rules for the post:</p> <p>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:</p> <p>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.</p> <p>(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:</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered as referred to above shall remain unchanged.</p>									
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	<table><tr><td>1. Registrar</td><td>- Chairman</td></tr><tr><td>2. Librarian</td><td>- Member</td></tr><tr><td>3. Deputy Librarian</td><td>- Member</td></tr><tr><td>4. One nominee of the Vice-Chancellor</td><td>- Member</td></tr></table> <p>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.</p>	1. Registrar	- Chairman	2. Librarian	- Member	3. Deputy Librarian	- Member	4. One nominee of the Vice-Chancellor	- Member
1. Registrar	- Chairman									
2. Librarian	- Member									
3. Deputy Librarian	- Member									
4. One nominee of the Vice-Chancellor	- Member									
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 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	<p>Selection for appointment to the post by contract appointment.</p> <p>Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:</p> <p>I. CONCEPT:</p>									


 By, Registrar

- (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 Rules.

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 **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.

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 @ ₹ 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.


By, Registrar

	<p>(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.</p> <p>(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.</p> <p>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.</p> <p>(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:</p> <p>Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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).</p>	
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

WRITTEN EXAMINATION		85 Marks
[Percentage of marks obtained in the written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.50 marks]		
Evaluation of candidate to be made in the following manner:		
i.	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, as the case may be	01 Mark
iii.	Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority	01 Mark
iv.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government service.	01 Mark
v.	Differently abled persons with more than 40% impairment/disability/infirmity	01 Mark
vi.	NSS (atleast one year), certificate holders in NCC/The Bharat Scout and Guide. Medal winner in National level sports competitions.	01 Mark
vii.	BPL family having 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
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

15 Marks


By. Registrar

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 _____
(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 appointee (hereinafter called the **FIRST PARTY**) and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____ (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 agreed to serve as a **Library 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 **Library Assistant** for a period of one year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the **FIRST PARTY** with **SECOND PARTY** shall ipso-facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

Provided that for further extension/renewal of contract period, the 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. 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.


My. Registrar

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:

1. _____

(Name and Full Address)

(Signature of FIRST PARTY)

2. _____

(Name and Full Address)

(Signature of SECOND PARTY)



Sy. Registrar

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF SPORTS ASSISTANT, 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	<p>i) <u>Pay scale for regular incumbents:</u> Pay band ₹ 5910-20200+₹ 1900/-Grade Pay</p> <p>ii) <u>Emoluments for Contract employees:</u> ₹ 7810/- per month or as may be applicable in HP Government from time to time, as per details given in Column No.15-A.</p>
5.	Whether " Selection" post or "Non Selection" post:	Not Applicable
6.	Age for direct recruitment	Between 18 to 45 years.
	<p>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;</p> <p>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;</p> <p>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.</p> <p>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.</p>	
7.	Minimum Educational and other qualifications required for direct recruit(s)	<p>a) <u>ESSENTIAL QUALIFICATION (S):</u></p> <p>i) Should have passed 10+2 Examination or its equivalent from a recognized Board of School Education.</p> <p>ii) Should have atleast two years' diploma in Physical Education (D.P.Ed.) from any Institute/University duly recognized by Centre/State Government.</p> <p>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.</p>
8.	Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promotee(s)	<p>Age: Not applicable</p> <p>Education Qualification: Yes, as prescribed against Column No.11 below.</p>


Dy. Registrar

9.	Period of probation, if any	<u>Direct recruitment/Promotion</u> (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	(i) 50% by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be. (ii) 50% by promotion, failing which by direct recruitment on regular basis or 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	By Promotion from amongst the Sports Attendant who have rendered 5 years in the grade, failing which by direct recruitment.
<p>(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.</p> <p>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:</p> <p>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.</p> <p>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.</p> <p>(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:</p> <p>(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:</p> <p>Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service prescribed in the Recruitment & Promotion Rules for the post:</p>		

	<p>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:</p> <p>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.</p> <p>(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:</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered as referred to above shall remain unchanged.</p>									
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	<table><tr><td>1. Registrar</td><td>- Chairman</td></tr><tr><td>2. Students Welfare Officer</td><td>- Member</td></tr><tr><td>3. Dean/Director</td><td>- Member</td></tr><tr><td>4. One nominee of the Vice-Chancellor out of Statutory Officer</td><td>- Member</td></tr></table> <p>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.</p>	1. Registrar	- Chairman	2. Students Welfare Officer	- Member	3. Dean/Director	- Member	4. One nominee of the Vice-Chancellor out of Statutory Officer	- Member
1. Registrar	- Chairman									
2. Students Welfare Officer	- Member									
3. Dean/Director	- Member									
4. One nominee of the Vice-Chancellor out of Statutory Officer	- Member									
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 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	<p>Selection for appointment to the post by contract appointment.</p> <p>Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:</p> <p>I. <u>CONCEPT:</u></p>									


 Dy. Registrar

- (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 **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.

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 @ ₹ 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.


Reg. Registrar

	<p>(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.</p> <p>(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.</p> <p>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.</p> <p>(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:</p> <p>Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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).</p>	
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


By. Registrar

		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
[Percentage of marks obtained in the written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.50 marks]		
Evaluation of candidate to be made in the following manner:		
i.	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, as the case may be	01 Mark
iii.	Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority	01 Mark
iv.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government service.	01 Mark
v.	Differently abled persons with more than 40% impairment/disability/infirmity	01 Mark
vi.	NSS (atleast one year), certificate holders in NCC/The Bharat Scout and Guide. Medal winner in National level sports competitions.	01 Mark
vii.	BPL family having 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
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


Reg. Registrar

Form of contract/agreement to be executed between the Sports Assistant 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. _____ S/O D/O Shri _____ R/O _____ contract appointee (hereinafter called the **FIRST PARTY**) and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____ (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 agreed 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 _____. It is specifically mentioned and agreed upon by both the parties that the contract of the **FIRST PARTY** with **SECOND PARTY** shall ipso-facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

Provided that for further extension/renewal of contract period, the 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. 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.


My. Registrar

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:

1.

(Name and Full Address)

(Signature of FIRST PARTY)

2.

(Name and Full Address)

(Signature of SECOND PARTY)


By, Registrar

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

1.	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	<p>i) <u>Pay scale for regular incumbents:</u> Pay band ₹ 5910-20200 + ₹ 1900/-Grade Pay</p> <p>ii) <u>Emoluments for Contract employees:</u> ₹ 7810/- per month or as may be applicable in HP Government from time to time, as per details given in Column No.15-A.</p>
5.	Whether " Selection" post or "Non Selection" post:	Non-Selection
6.	Age for direct recruitment	Between 18 to 45 years.
	<p>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;</p> <p>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;</p> <p>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.</p> <p>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.</p>	
7.	Minimum Educational and other qualifications required for direct recruit(s)	<p>a) <u>ESSENTIAL QUALIFICATION (S):</u></p> <p>i) Should have passed Matric examination from a recognized Board of School Education.</p> <p>ii) Must possesses ITI Certificate from a recognized Institution in the trade of Electrician/Wireman.</p> <p>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.</p>
8.	Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promotee(s)	<p>Age: Not applicable</p> <p>Education Qualification: Yes, as prescribed against Column No.11 below.</p>


Reg. Registrar

	<p>Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service prescribed in the Recruitment & Promotion Rules for the post:</p> <p>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:</p> <p>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.</p> <p>(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:</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered as referred to above shall remain unchanged.</p>									
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	<table><tr><td>1. Registrar</td><td>- Chairman</td></tr><tr><td>2. Estate Officer</td><td>- Member</td></tr><tr><td>3. Comptroller</td><td>- Member</td></tr><tr><td>4. Executive Engineer (C)</td><td>- Member</td></tr></table> <p>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.</p>	1. Registrar	- Chairman	2. Estate Officer	- Member	3. Comptroller	- Member	4. Executive Engineer (C)	- Member
1. Registrar	- Chairman									
2. Estate Officer	- Member									
3. Comptroller	- Member									
4. Executive Engineer (C)	- Member									
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 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	<p>Selection for appointment to the post by contract appointment.</p> <p>Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:</p> <p>I. CONCEPT:</p>									


By. Registrar

- (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 **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.

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@ ₹ 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.


By. Registrar

	<p>(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.</p> <p>(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.</p> <p>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.</p> <p>(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:</p> <p>Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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).</p>	
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


 Reg. Registrar

		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
[Percentage of marks obtained in the written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.50 marks]		
Evaluation of candidate to be made in the following manner:		
i.	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, as the case may be	01 Mark
iii.	Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority	01 Mark
iv.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government service.	01 Mark
v.	Differently abled persons with more than 40% impairment/disability/infirmity	01 Mark
vi.	NSS (atleast one year), certificate holders in NCC/The Bharat Scout and Guide. Medal winner in National level sports competitions.	01 Mark
vii.	BPL family having 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
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

15 Marks


By. Registrar

APPENDIX-II

Form of contract/agreement to be executed between the Assistant Lineman 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. _____ S/O D/O Shri _____ R/O _____ contract appointee (hereinafter called the **FIRST PARTY**) and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____ (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 agreed to serve as a **Assistant Lineman** on contract basis on the following terms & conditions:

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

Provided that for further extension/renewal of contract period, the 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. 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.


By, Registrar

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:

1. _____

(Name and Full Address)

(Signature of FIRST PARTY)

2. _____

(Name and Full Address)

(Signature of SECOND PARTY)



RECRUITMENT & PROMOTION RULES FOR THE POSTS OF CARETAKER, 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	<p>i) <u>Pay scale for regular incumbents:</u> Pay band ₹ 5910-20200+₹ 1900/-Grade Pay</p> <p>ii) <u>Emoluments for Contract employees:</u> ₹ 7810/- per month or as may be applicable in HP Government from time to time, as per details given in Column No.15-A.</p>
5.	Whether " Selection" post or "Non Selection" post:	Not Applicable
6.	Age for direct recruitment	<p>Between 18 to 45 years.</p> <p>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;</p> <p>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;</p> <p>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.</p> <p>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.</p>
7.	Minimum Educational and other qualifications required for direct recruit(s)	<p>a) <u>ESSENTIAL QUALIFICATION (S):</u></p> <p>i) 10+2 from a recognized Board of School Education.</p> <p>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.</p> <p>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.</p>
8.	Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promotee(s)	Not Applicable


Dy. Registrar

9.	Period of probation, if any	(i) Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing. (ii) No probation in case of appointment on contract basis.
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	<div> 1. Registrar - Chairman 2. Students Welfare Officer - Member 3. Dean/Director - Member 4. One nominee of the Vice-Chancellor out of Statutory Officer - Member </div> <p>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.</p>
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 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	<p>Selection for appointment to the post by contract appointment.</p> <p>Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:</p> <p>I. <u>CONCEPT:</u></p>	


Reg. Registrar

- (a) Under 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 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.

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 @ ₹ 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.


By. Registrar

	<p>(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.</p> <p>(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.</p> <p>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.</p> <p>(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:</p> <p>Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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).</p>	
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


By, Registrar

		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
[Percentage of marks obtained in the written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.50 marks]		
Evaluation 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 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
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



Dr. Rajendra

Form of contract/agreement to be executed between the Caretaker 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. _____ S/O D/O Shri _____ R/O _____ contract appointee (hereinafter called the **FIRST PARTY**) and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____ (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 agreed to serve as a **Caretaker** on contract basis on the following terms & conditions:

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

Provided that for further extension/renewal of contract period, the 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. 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.


By, Registrar

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:

1. _____

 (Name and Full Address)

(Signature of FIRST PARTY)

2. _____

 (Name and Full Address)

(Signature of SECOND PARTY)


 Dy. Registrar

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF Matron, 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 band/scale	<p>i) <u>Pay scale for regular incumbents:</u> Pay band ₹ 5910-20200+₹ 1900/-Grade Pay</p> <p>ii) <u>Emoluments for Contract employees:</u> ₹ 7810/- per month or as may be applicable in HP Government from time to time, as per details given in Column No.15-A.</p>
5.	Whether " Selection" post or "Non Selection" post:	Not Applicable
6.	Age for direct recruitment	Between 18 to 45 years.
		<p>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;</p> <p>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;</p> <p>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.</p> <p>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.</p>
7.	Minimum Educational and other qualifications required for direct recruit(s)	<p>a) <u>ESSENTIAL QUALIFICATION (S):</u></p> <p>i) 10+2 from a recognized Board of School Education.</p> <p>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.</p> <p>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.</p>
8.	Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promotee(s)	Not Applicable


Dy. Registrar

9.	Period of probation, if any	(i) Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing. (ii) No probation in case of appointment on contract basis.
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	<p>1. Registrar - Chairman 2. Students Welfare Officer - Member 3. Dean/Director - Member 4. One nominee of the Vice-Chancellor out of Statutory Officer - Member</p> <p>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.</p>
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 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	<p>Selection for appointment to the post by contract appointment.</p> <p>Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:</p> <p>I. <u>CONCEPT:</u></p>	

- (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 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.

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 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.


By, Registrar

	<p>(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.</p> <p>(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.</p> <p>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.</p> <p>(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 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:</p> <p>Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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).</p>	
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.	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
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NAUNI - Solan 173230

WRITTEN EXAMINATION		85 Marks
[Percentage of marks obtained in the written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.50 marks]		
Evaluation 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 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
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


By. Registrar

Form of contract/agreement to be executed between the **Matron** 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. _____ S/O D/O Shri _____ R/O _____ contract appointee (hereinafter called the **FIRST PARTY**) and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____ (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 agreed to serve as a **Matron** on contract basis on the following terms & conditions:

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

Provided that for further extension/renewal of contract period, the 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. 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.


By. Registrar

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:

1. _____

 (Name and Full Address)

(Signature of FIRST PARTY)

2. _____

 (Name and Full Address)

(Signature of SECOND PARTY)



RECRUITMENT & PROMOTION RULES FOR THE POSTS OF BUS HELPER/CLEANER, 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	<p>i) <u>Pay scale for regular incumbents:</u> Pay band ₹ 4900-10680+₹ 1650/-Grade Pay</p> <p>ii) <u>Emoluments for Contract employees:</u> ₹ 6550/- per month or as may be applicable in HP Government from time to time, as per details given in Column No.15-A.</p>
5.	Whether " Selection" post or "Non Selection" post:	Not Applicable
6.	Age for direct recruitment	Between 18 to 45 years.
	<p>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;</p> <p>Provided further that if a candidate appointed on adhoc basis or on contract basis had become coverage 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;</p> <p>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.</p> <p>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.</p>	
7.	Minimum Educational and other qualifications required for direct recruit(s)	<p>a) <u>ESSENTIAL QUALIFICATION (S):</u></p> <p>i) Should have passed Matriculation examination from a recognized Board of School Education.</p> <p>ii) Should possess valid conductor license.</p> <p>b) <u>DESIRABLE QUALIFICATION (S):</u></p> <p>Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
8.	Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promotee(s)	Not Applicable


Dy. Registrar

9.	Period of probation, if any	(i) Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing. (ii) No probation in case of appointment on contract basis.
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	<div> 1. Registrar - Chairman 2. Estate Officer - Member 3. Dean/Director - Member 4. Assistant Engineer - Member </div> <p>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.</p>
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 Appendix-I appended to these Rules.
15-A	<p>Selection for appointment to the post by contract appointment.</p> <p>Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:</p> <p>I. <u>CONCEPT:</u></p> <p>(a) Under this column/rule, the Bus Helper/Cleaner 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.</p> <p>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.</p>	


Reg. Registrar

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

II. CONTRACTUAL EMOLUMENTS:

The **Bus Helper/Cleaner** appointed on contract basis will be paid consolidated 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. An amount of ₹ 196/- (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 Appendix-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 @ ₹ 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 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.


By. Registrar

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 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).

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

Merit of minimum educational qualification, in terms of the Recruitment & Promotion Rules, shall be calculated as under:		85 Marks	
[Percentage of marks obtained in the prescribed educational qualification to be calculated out of 85 marks. For example, a candidate getting 50% marks in Matric will be given 42.50 marks]			
Evaluation of candidate to be made in the following manner:			
i.	Belonging to notified Backward Area or Panchayat, as the case may be	01 Mark	15 Marks
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	
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	
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	


By. Registrar

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. _____ S/O D/O Shri _____
R/O _____ contract appointee (hereinafter called the **FIRST PARTY**) and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____ (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 agreed to serve as a **Bus Helper/Cleaner** on contract basis on the following terms & conditions:

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

Provided that for further extension/renewal of contract period, the 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 ₹ 6200/- 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.

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.


Dr. Registrar

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:

1. _____

(Name and Full Address)

(Signature of FIRST PARTY)

2. _____

(Name and Full Address)

(Signature of SECOND PARTY)


By. Registrar

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF PEON, 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	<p>i) <u>Pay scale for regular incumbents:</u> Pay band ₹ 4900-10680+₹ 1300/-Grade Pay</p> <p>ii) <u>Emoluments for Contract employees:</u> ₹ 6200/- per month or as may be applicable in HP Government from time to time, as per details given in Column No.15-A.</p>
5.	Whether "Selection" post or "Non Selection" post:	Not Applicable
6.	Age for direct recruitment	Between 18 to 45 years.
		<p>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;</p> <p>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;</p> <p>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.</p> <p>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.</p>
7.	Minimum Educational and other qualifications required for direct recruit(s)	<p>a) <u>ESSENTIAL QUALIFICATION (S):</u></p> <p>Should have passed Matriculation examination from a recognized Board of School Education.</p> <p>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.</p> <p>b) <u>DESIRABLE QUALIFICATION (S):</u></p> <p>Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
8.	Whether age and educational qualification(s) prescribed for	Not Applicable


J. K. Gupta

	direct recruit(s) will apply in the case of the promotee(s)	
9.	Period of probation, if any	(i) Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing. (ii) No probation in case of appointment on contract basis.
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	<p>1. Registrar - Chairman 2. Comptroller - Member 3. Dean/Director - Member 4. Deputy Registrar/Assistant Registrar - Member (to be nominated by Registrar)</p> <p>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.</p>
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 <u>Appendix-I</u> appended to these Rules.
15-A	<p>Selection for appointment to the post by contract appointment.</p> <p>Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:</p> <p>I. <u>CONCEPT:</u></p> <p>(a) Under this column/rule, the Peon 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.</p>	

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 Appendix-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


By, Registrar

	<p>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.</p> <p>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.</p> <p>(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:</p> <p>Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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).</p>	
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/Scheduled 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).

Merit of minimum educational qualification, in terms of the Recruitment & Promotion Rules, shall be calculated as under:		85 Marks	
[Percentage of marks obtained in the prescribed educational qualification to be calculated out of 85 marks. For example, a candidate getting 50% marks in Matric will be given 42.50 marks]			
Evaluation of candidate to be made in the following manner:			
i.	Belonging to notified Backward Area or Panchayat, as the case may be	01 Mark	15 Marks
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	
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	
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

Form of contract/agreement to be executed between the Peon 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. _____ S/O D/O Shri _____ R/O _____ contract appointee (hereinafter called the **FIRST PARTY**) and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____ (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 agreed to serve as a **Peon** on contract basis on the following terms & conditions:

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

Provided that for further extension/renewal of contract period, the 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 ₹ 6200/- 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.

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.


Dr. Registrar

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:

1.

(Name and Full Address)

(Signature of FIRST PARTY)

2.

(Name and Full Address)

(Signature of SECOND PARTY)


By. Registrar

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF CHOWKIDAR, 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	<p>i) <u>Pay scale for regular incumbents:</u> Pay band ₹ 4900-10680+₹ 1300/-Grade Pay</p> <p>ii) <u>Emoluments for Contract employees:</u> ₹ 6200/- per month or as may be applicable in HP Government from time to time, as per details given in Column No.15-A.</p>
5.	Whether " Selection" post or "Non Selection" post:	Not Applicable
6.	Age for direct recruitment	Between 18 to 45 years.
		<p>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;</p> <p>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;</p> <p>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.</p> <p>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.</p>
7.	Minimum Educational and other qualifications required for direct recruit(s)	<p>a) <u>ESSENTIAL QUALIFICATION (S):</u></p> <p>Should have passed Matriculation examination from a recognized Board of School Education.</p> <p>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.</p> <p>b) <u>DESIRABLE QUALIFICATION (S):</u></p> <p>Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>


By. Registrar

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	(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	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	<p>1. Registrar - Chairman 2. Comptroller - Member 3. Estate Officer - Member 4. Deputy Registrar/Assistant Registrar - Member (to be nominated by Registrar)</p> <p>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.</p>
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 Appendix-I appended to these Rules.
15-A	<p>Selection for appointment to the post by contract appointment.</p> <p>Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:</p> <p>I. <u>CONCEPT:</u></p> <p>(a) Under this column/rule, the Chowkidar in Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solani)-173230 (HP) will be engaged on contract basis initially for one year, which may be extendable on year to year basis.</p>	

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 Appendix-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'.


By. Registrar

	<p>(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.</p> <p>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.</p> <p>(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:</p> <p>Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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).</p>	
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/Scheduled Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.
18.	Departmental Examination	Not applicable.


 Dy. Registrar

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).
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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 calculated out of 85 marks. For example, a candidate getting 50% marks in his/her Middle Examination will be given 42.50 marks]		85 Marks	
Evaluation of candidate to be made in the following manner:			
i.	Belonging to notified Backward Area or Panchayat, as the case may be	01 Mark	15 Marks
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	
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	
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	



Sy. Registrar

Form of contract/agreement to be executed between the **Chowkidar** 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. _____ S/O D/O Shri _____ R/O _____ contract appointee (hereinafter called the **FIRST PARTY**) and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____ (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 agreed to serve as a **Chowkidar** on contract basis on the following terms & conditions:

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

Provided that for further extension/renewal of contract period, the 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 ₹ 6200/- 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.

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.


By. Registrar

6. **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:

1. _____

(Name and Full Address)

(Signature of FIRST PARTY)

2. _____

(Name and Full Address)

(Signature of SECOND PARTY)



RECRUITMENT & PROMOTION RULES FOR THE POSTS OF BELDAR, 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	<p>i) <u>Pay scale for regular incumbents:</u> Pay band ₹ 4900-10680+₹ 1300/-Grade Pay</p> <p>ii) <u>Emoluments for Contract employees:</u> ₹ 6200/- per month or as may be applicable in HP Government from time to time, as per details given in Column No.15-A.</p>
5.	Whether " Selection" post or "Non Selection" post:	Not Applicable
6.	Age for direct recruitment	Between 18 to 45 years.
	<p>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;</p> <p>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;</p> <p>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.</p> <p>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.</p>	
7.	Minimum Educational and other qualifications required for direct recruit(s)	<p>a) <u>ESSENTIAL QUALIFICATION (S):</u></p> <p>Should have passed Middle examination from a recognized Board of School Education.</p> <p>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.</p> <p>b) <u>DESIRABLE QUALIFICATION (S):</u></p> <p>Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
8.	Whether age and educational qualification(s) prescribed for	Not Applicable


By, Registrar

	direct recruit(s) will apply in the case of the promotee(s)	
9.	Period of probation, if any	(i) Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing. (ii) No probation in case of appointment on contract basis.
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	<p>1. Registrar - Chairman 2. Comptroller - Member 3. Director of Research - Member 4. Deputy Registrar/Assistant Registrar - Member (to be nominated by Registrar)</p> <p>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.</p>
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 <u>Appendix-I</u> appended to these Rules.
15-A	<p>Selection for appointment to the post by contract appointment.</p> <p>Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:</p> <p>I. <u>CONCEPT:</u></p> <p>(a) Under this column/rule, the Beldar 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.</p>	

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 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 Appendix-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


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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 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/Scheduled 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).

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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 calculated out of 85 marks. For example, a candidate getting 50% marks in his/her Middle Examination will be given 42.50 marks]		85 Marks	
Evaluation of candidate to be made in the following manner:			
i.	Belonging to notified Backward Area or Panchayat, as the case may be	01 Mark	15 Marks
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	
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	
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	

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Form of contract/agreement to be executed between the **Beldar** 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. _____ S/O D/O Shri _____ R/O _____ contract appointee (hereinafter called the **FIRST PARTY**) and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____ (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 agreed to serve as a **Beldar** on contract basis on the following terms & conditions:

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

Provided that for further extension/renewal of contract period, the 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 ₹ 6200/- 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.

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.


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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:

1. _____


(Name and Full Address)

(Signature of FIRST PARTY)

2. _____

(Name and Full Address)

(Signature of SECOND PARTY)

e/s

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

