



Dr. Yashwant Singh Parmar University of  
Horticulture and Forestry, Nauni, Solan  
"OFFICE OF THE REGISTRAR"



No.UHF.Regr.Estt-II/8-462/Vol.VI/2017/- 15/07 - 123

Dated: 21-8-2023

NOTIFICATION

On the recommendations of Finance Committee vide item No.119 (15) of its proceedings of 119<sup>th</sup> meeting held on 17<sup>th</sup> July, 2023 duly approval by the Board of Management vide item No.17 of its proceedings of 115<sup>th</sup> meeting held on 27<sup>th</sup> July, 2023. The Vice-Chancellor is pleased to make the Recruitment and Promotion Rules for the post of Draughtsman as per annexure attached to this Notification.

The will supersede Annexure-3 of Notification No. UHF.Regr. Rectt.2-06/2019/-10302-16 dated 27.07.2019.

  
Registrar

Endst. No. Even 15/07 - 123

Dated: 21-8-2023

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

1. All the Statutory Officers, UH&F, Nauni, Solan.
2. The Dean, College of Horticulture & Forestry, Neri, Distt. Hamirpur, HP.
3. The Dean, College of Horticulture & Forestry, Thunag, Distt. Mandi, HP.
4. The Officer Incharge, Computer & Instrumentation Centre, UHF, Nauni, Solan with the request to get this notification alongwith annexure uploaded in University website.
5. The Assistant Registrar (GA) office of the undersigned, w.r.t his UO No. UHF/Regr/GA/5-1)115)/2023/-15021 dated 21.08,2023 for information.
6. The Secretary to the Vice-Chancellor, UH&F, Nauni, Solan.
7. Guard File.

  
Registrar 21/8/23

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> Level-11 (Rs. 38500-122700) of Pay matrix in the H.P. Civil Services (Revised Pay ) Rules, 2022.</p> <p>ii) <u>Emoluments for Contract employees:</u> Rs. 23100/-{(60% of Rs. 38500) (Cell-1 in level-11 of pay matrix in the HPCS (RP) Rules, 2022.)} per month.</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><b>NOTE:</b> 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>
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 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	By promotion from amongst the Junior Draughtsman with 07 years regular service or regular combined with continuous adhoc service rendered, if any, in the grade.

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

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

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

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

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

(i) Provided that in all cases where a junior person becomes eligible for consideration by virtue of his/her total length of service (including the service rendered on adhoc basis followed by regular service/appointment) in the feeder post in view of the provisions referred to above, all persons senior to him/her in the respective category/post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration:

Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service prescribed in the Recruitment & Promotion Rules for the post:

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

**Explanation:-** The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be ex-servicemen recruited under the provisions of rule-3 of Demobilized Armed Forces Personnel (Reservation of Vacancies in Himachal State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority there under 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 there under.

(ii) Similarly, in all cases of confirmation, continuous adhoc service rendered on the feeder post

	<p>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 &amp; 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	<p>1.Registrar - Chairman  2.Estate Officer - Member  3.Executive Engineer (Design) - Member  4.One person to be nominated by the Vice-Chancellor - 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 or if the recruiting authority so considers necessary or expedient on the basis of written examination 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><b>I. <u>CONCEPT:</u></b></p> <p>(a) Under this column/rule, the Draughtsman in Dr. Y.S. Parmar University of Horticulture &amp; 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&amp;P Rules.</p> <p><b>II. <u>CONTRACTUAL EMOLUMENTS:</u></b></p> <p>The Draughtsman appointed on contract basis will be paid consolidated fixed contractual amount @ Rs.23,100/- per month (60% of Rs. 38500 Cell-1 in level-11 of pay matrix in the HPCS (RP) Rules, 2022 or as may be applicable in HP Government, from time to time.</p>	



**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 direct recruitment shall be made on the basis of merit of written examination or if the recruiting authority so considers necessary or expedient on the basis of written examination 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-I appended to these Rules.

**VII. TERMS AND CONDITIONS:**

- (a) The contractual appointee will be paid fixed contractual amount @ Rs.23,100/- 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.
- (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

- (e) An official appointed on contract basis who have completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
- (f) Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner or from Medical Officer of the University. Women candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for fitness from an authorized Medical Officer/Practitioner.
- (g) Contract appointee will be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counterpart official at the minimum of pay scale.
- (h) Provisions of service rules like FR, SR, Leave Rules, GPF Rules, Pension Rules & Conduct Rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. The Employees Group Insurance Scheme as well as EPF/GPF/CPS will also not be applicable to contract appointee(s).

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

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 Registrar,  
 Dr YS Parmar University of  
 Horticulture and Forestry,  
 Nauni-Solan (HP)

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 Rs.23100/-{(60% of Rs. 38500) Cell-1 in level-11 of pay matrix in the HPCS (RP) Rules, 2022.} 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 un-authorized absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while considering his/her case for regularization but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the contract appointee shall not be entitled for contractual amount for this period of absence from duty.

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

6. **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)

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