

(Authoritative English text of this Department Notification No. Per (AP)-C-A (3)-1/2007-III dated .09.2022 as required under clause (3) of article 348 of the Constitution of India).

Government of Himachal Pradesh  
Department of Personnel (AP-III)

No. Per (AP)-C-A (3)-1/2007-III Dated: Shimla-02, 26<sup>TH</sup> September, 2022.

NOTIFICATION

In exercise of the powers conferred by proviso to article 309 of the Constitution of India, the Governor of Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission, is pleased to make the following rules further to amend the Himachal Pradesh, Department of Personnel, Junior Office Assistant (Information Technology), Class-III (Non-Gazetted) Ministerial Services, Common Recruitment and Promotion Rules, 2017 notified vide this Department Notification No.Per(AP)-C-A(3)-1/2007-II dated 16<sup>th</sup> September, 2017, namely:-

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|---------------------------------|---|
| Short title<br>and commencement | 1. (1) These rules may be called the Himachal Pradesh, Department of Personnel, Junior Office Assistant (Information Technology), Class-III (Non-Gazetted) Ministerial Services Common Recruitment and Promotion (Third Amendment) Rules, 2022. |
|                                 | (2) They shall come into force from the date of publication in the Rajpatra (e-Gazette) Himachal Pradesh.   |
| Amendment of<br>Annexure-A      | 2. In Annexure-A of the Himachal Pradesh, Department of Personnel, Junior Office Assistant (Information Technology), Class-III  |



(Non-Gazetted) Ministerial Services Common  
Recruitment and Promotion Rules, 2017.

- (i) For the existing provisions against Column No. 4, the following shall be substituted, namely:-

“(a) Pay Scale for regular incumbent(s):

Level 4 of the pay matrix (₹20600-65500) as per H.P. Civil Services(Revised Pay) Rules, 2022.

- (b) Level 10 of the pay matrix (₹38100-120400) as per the H.P. Civil Services (Revised Pay) Rules, 2022 to be given to the 50 % of the total number of posts of Junior Office Assistant (IT) in the cadre after minimum 5 years of regular service as Junior Office Assistant (IT) in the cadre and the incumbent of these posts shall be designated as Junior Assistant by placement.

(c) Emoluments for contract Employee(s):

60% of the first cell of the level 4 of pay matrix (₹ 12,360/-) as per the H.P. Civil Services (Revised Pay) Rules, 2022.”

- (ii) For the existing provisions against column No. 7, the following shall be substituted, namely:-

(a) Essential Qualification(s):



- (i) Should have passed 10+2 Examination from a recognized Board of School Education/ University.

OR

Matriculation from recognized Board of School Education with one/two year's Diploma/ Certificate from an Industrial Training Institute (ITI) in information Technology (IT) & Information Technology Enabled Sectors (ITES) as notified by Director General of Employment & Training (Govt. of India) from time to time or three years Diploma in Computer Engineering/Computer Science /IT from a Polytechnic as approved by All India Council for Technical Education (AICTE);

Provided that the candidate must have passed matriculation and 10+2 from any school/Institution situated within Himachal Pradesh.

Provided further that this condition shall not apply to Bonafide Himachalis.

- (ii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.



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 (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 services shall be terminated. However, the incumbents already in the service shall be afforded sufficient number of chances to complete the aforesaid training:

Provided further that differently 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.

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. The above criteria for grant of exemption from passing the typing test shall also be applicable to the skill test Norms on computers.

(b) DESIRABLE QUALIFICATION(S):

Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh."

- (iii) For the existing provisions against column No. 8, the following shall be substituted, namely:-

"Age: Not Applicable

Educational Qualification: Yes, as prescribed against Column No. 11."



(iv) For the existing provisions against column No. 10, the following shall be substituted, namely:-

“(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 H.P. Staff Selection Commission, Hamirpur, 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.”

(v) For the existing provisions against column No. 11, the following shall be substituted, namely:-

“(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 Himachal Pradesh Staff Selection Commission, Hamirpur, 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 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 Staff Selection Commission, Hamirpur.

- ii) 10% by promotion from amongst the Class-IV officials who have passed 10+2 examination 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:

Provided that the Class-IV officials so promoted as JOA(IT) will have to qualify the typing test with a minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi Typewriting on computer within the probation period which will be conducted by the concerned Department 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 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 JOA(IT) to Class-IV post.

For the purpose of promotion, a combined seniority of eligible Class-IV officials on the basis of length of service without disturbing their cadre-wise inter-se-seniority shall be maintained.

Provided that for filling up the posts of JOA(IT), the following 10 points recruitment roster shall be followed:-

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

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

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

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



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

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

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

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



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

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

(II) In all cases of promotion, the continuous adhoc service rendered in the feeder post if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in these rules for promotion subject to the 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 Recruitment & Promotion Rules:

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

Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least three years' or that prescribed in the Recruitment & Promotion Rules for the post, whichever is less:



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

Explanation: The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be Ex-servicemen who have joined Armed Forces during the period of emergency and recruited under the provisions of rule-3 of Demobilized Armed Forces Personnel (Reservation of Vacancies in Himachal State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority thereunder or recruited under the provisions of rule-3 of Ex-Servicemen (Reservation of Vacancies in the Himachal Pradesh Technical Service) Rules, 1985 and having been given the benefit of seniority thereunder.

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

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

- (vi) For the existing provisions against column No. 15, the following shall be substituted, namely:-

"Selection for appointment to the post in the case of direct recruitment shall be made on the basis of merit of written



examination having 70% syllabus relating to Computer Science/Computer Application/Information Technology Enabled Sectors (ITES)/Information Practices (IP) and practical test or skill test the standard/ syllabus, etc. of which, will be determined by the Himachal Pradesh Public Service Commission /Himachal Pradesh Staff Selection Commission, Hamirpur/ other recruiting agency/ authority, as the case may be."

- (vii) For the existing provisions against column No.15-A(II), the following shall be substituted, namely:-

"The Junior Office Assistant (Information Technology) appointed on contract basis will be paid consolidated fixed contractual amount @ ₹12,360/- per month (which shall be 60% of the first cell of the level 4 of pay matrix)."

- (viii) For the existing provisions against column No.15-A(IV), the following shall be substituted, namely:-

"Selection for appointment to the post in the case of contract appointment shall be made on the basis of merit of written examination having 70% syllabus relating to Computer Science/Computer Application/Information



Technology Enabled Sectors (ITES)/ Information Practices (IP) and practical test or skill test the standard/ syllabus, etc. of which, will be determined by the Himachal Pradesh Public Service Commission/ Himachal Pradesh Staff Selection Commission, Hamirpur/ other recruiting agency/ authority, as the case may be."

- (ix) For the existing provisions against column No.15-A(VI), the following shall be substituted, namely:-

"After selection of a candidate, he/ she shall sign an agreement as per Appendix-(I) appended to these rules."

- (x) For the existing provisions against column No.15 A(VII) (a), the following shall be substituted namely:-

"The Junior Office Assistant (information Technology) appointed on contract basis will be paid consolidated fixed contractual amount @ ₹12360/- per month which shall be 60 % of the first cell of the applicable level of pay matrix of the corresponding cadre."



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3. In Appendix-I of Annexure-A of the said rules for condition No. 2 the following shall be substituted namely:-

"The contractual amount of the FIRST PARTY will be ₹12360/-".

By order,

Prabodh Saxena  
Addl. Chief Secretary (Personnel) to the  
Government of Himachal Pradesh

Endst. No.Per (AP)-C-A (3)-1/2007-III Dated: Shimla-2, the 23/09/2022  
Copy to the following for information and necessary action:-

1. All the Additional Chief Secretaries/Principal Secretaries/Secretaries/Special Secretaries/ Additional Secretaries/Joint Secretaries/Deputy Secretaries/Under Secretaries to the Govt. of H.P. Shimla-02.
2. Addl. LR-cum-Addl. Secretary Law (O) to the Govt. of Himachal Pradesh, Shimla-02.
3. All the Divisional Commissioners in Himachal Pradesh.
4. All the Heads of Departments in Himachal Pradesh.
5. All the Deputy Commissioners in Himachal Pradesh.
6. The Secretary, H.P. Staff Selection Commission, Hamirpur.
7. The Secretary, H.P. Public Service Commission, Shimla-2 with reference to his letter No. 6-1/92-PSC-Part , dated 06.08.2022.
8. Controller, Printing & Stationary Department, H.P. Shimla-05.

(J.N. Upadhyay)

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