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(Authoritative English text of this Department Notification No. EDN (TE) A (3) 4/2011 dated:..... as required under Article 348 (3) of the constitution of India)

Government of Himachal Pradesh
Technical Education, Vocational &
Industrial Training Department.

Str. Tech. Edu. Vee. & Ind. Trg. S.P.
Diary No. 875
Date
No. EDN (TE) A (3) 4/2011
DA 10575
Supdt. 9/14/14
Officer
DTE

Dated, Shimla-171002 2-4-2014

"NOTIFICATION"

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission, is pleased to make the Recruitment and Promotion Rules for the post of Workshop Superintendent (Polytechnic) Class-I, (Gazetted) in the Department of Technical Education, Vocational & Industrial Training, Himachal Pradesh as per Annexure-'A' attached to this notification, namely:-

Short Title and Commencement 1. (1) These Rules may be called the Himachal Pradesh Technical Education, Vocational & Industrial Training Department, Workshop Superintendent (Polytechnic), Class - I (Gazetted) Recruitment and Promotion Rules, 2014.

(2). These Rules shall come into force from the date of publication in the Rajparta, Himachal Pradesh.

Repeal & Savings:

2. (1) The Recruitment and Promotion Rules for Class-I Posts/Services in the Technical Education Department, Govt. of Himachal Pradesh notified vide this Department notification No. 17-5/71-Edu-B (TE) dated 30th

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July, 1973 are hereby repealed to the extent the rules Polytechnics applicable for the post of Workshop Superintendent.

(2) Notwithstanding such repeal, any appointment made or any action taken or any thing done under the rules so repealed under Rule 2 (1) supra shall be deemed to have been validly made or taken or done under these rules.

BY ORDER

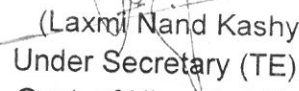
K. Sanjay Murthy
Principal Secretary (T.E.) to the
Government of Himachal Pradesh.

Endst. No. EDN (TE) A (3)4/2011

Dated, Shimla-171002, 24-4-2014

Copy forwarded to:-

1. All Administrative Secretaries to the Govt. of Himachal Pradesh, Shimla-02
2. The Secretary, H.P. Public Service Commission, Shimla -02 along with 02 copies.
3. ✓ The Director, Technical Education, Vocational & Industrial Training, H.P. Sundernagar, Distt. Mandi-1714401.
4. The Controller Printing & Stationary, H.P. Shimla-171005 for publication in Rajpatra (Extra-Ordinary).
5. The ALR-cum- Under Secretary (Law) to the Govt. of Himachal Pradesh, Shimla-02.
6. The Senior Law Officer (H) Law Deptt. H.P. Sectt. Shimla – 171002.
7. Guard file.


(Laxmi Nand Kashyap)
Under Secretary (TE) to the
Govt. of Himachal Pradesh.

RECRUITMENT AND PROMOTION RULES FOR THE POST OF WORKSHOP SUPERINTENDANT, (POLYTECHNIC), CLASS - I (GAZETTED) IN THE DEPARTMENT OF TECHNICAL EDUCATION, VOCATIONAL & INDUSTRIAL TRAINING, HIMACHAL PRADESH.

1	Name of post	Workshop Superintendent (Polytechnic)
2	Number of post(s)	15 (Fifteen)
3	Classification	Class- I (Gazetted)
4	Scale of Pay	i) <u>Pay scale for regular incumbents:</u> Pay Band ₹15600-39100+ ₹ 5400/- Grade Pay ii) <u>Emoluments for contract employees</u> ₹ 21,000/- as per details given in Column No.15-A
5	Whether "Selection" post or "Non-Selection" post	Not Applicable
6	Age for direct recruitment	45 years and below
	<p>Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government 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 over-age on the date 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 Castes/Scheduled Tribes/ Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government;</p> <p>Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government servants before absorption in Public Sector Corporation/ Autonomous Bodies at the time of initial of such constitutions Corporation/ Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/ Corporations/ Autonomous bodies and who are/were finally absorbed in the service of such Corporations/ Autonomous after initial constitution of the Public Sector Corporations/ Autonomous bodies.</p> <p>(1) Age limit for direct recruitment will be reckoned on the first day of the year</p>	

	in which the post (s) is/are advertised for inviting application or notified to the Employment Exchanges or as the case may be.												
(2)	Age and experience in the case of direct recruitment, relaxable at the discretion of the Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.												
7	<p>Minimum educational and other qualifications required for direct recruit(s).</p> <p>(a) Essential Qualification(s): Bachelor's Degree in Mechanical /Auto Engineering with first Class or equivalent. If the candidates have a Master's Degree in Mechanical / Auto Engineering/ Technology, first Class or equivalent is required at Bachelor's or Master's level.</p> <p>Provided if a class/division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/ division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.</p> <table> <tr> <th>Grade Point</th><th>Equivalent Percentage</th></tr> <tr> <td>6.25</td><td>55%</td></tr> <tr> <td>6.75</td><td>60%</td></tr> <tr> <td>7.25</td><td>65%</td></tr> <tr> <td>7.75</td><td>70%</td></tr> <tr> <td>8.25</td><td>75%</td></tr> </table> <p>(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.</p>	Grade Point	Equivalent Percentage	6.25	55%	6.75	60%	7.25	65%	7.75	70%	8.25	75%
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6.75	60%												
7.25	65%												
7.75	70%												
8.25	75%												
8	<p>Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promotee(s)</p> <p>Age : Not applicable Educational Qualification: Not applicable</p>												

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9	Period of probation, if any	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.
10	Method(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post(s) to be filled in by various methods:	100% by direct recruitment on regular basis or by recruitment on contract basis as the case may be failing which on secondment basis.
11	In case of recruitment by promotion, deputation, transfer, grade from which promotion/ deputation/transfer grade from which promotion/ deputation/transfer is to be made:	On secondment basis from amongst the incumbents of analogous posts working in the identical pay scale from the other Government Departments in Himachal Pradesh.
12	If a Departmental Promotion Committee exists, what is its composition?	Not applicable.
13	Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment	As required under the Law.
14	Essential requirement for a direct recruitment	A candidate for appointment to any service or post must be a citizen of India.
15	Selection for appointment to post by direct recruitment	Selection for appointment to the post or in the case of direct recruitment shall be made on the basis of viva-voce test, if Himachal Pradesh Public Service Commission or other recruiting authority as the case may be so consider necessary or expedient by a written test or practical test, the standard/syllabus etc. of which, will be determined by the Commission/ other recruiting authority, as the case may be.
15-A	Selection for appointment to the post by contract appointment	Notwithstanding anything contained in these Rules, contract appointments to the post will be made subject to the terms and conditions given

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below:-

(I) CONCEPT:

- (a) Under this policy, the Workshop Supdt. (Polytechnic), in the Department of Technical Education, Vocational & Industrial Training, Himachal Pradesh 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 HOD 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) POST FALLS WITHIN THE PURVIEW OF HPPSC:

The Principal Secretary (Technical Education) to the Government of Himachal Pradesh after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruiting agency i.e. Himachal Pradesh Publics Service Commission.

- (c) The selection will be made in accordance with the eligibility conditions as prescribed in these R&P Rules.

(II) CONTRACTUAL EMOLUMENTS:

The Workshop Supdt. (Polytechnic) appointed on contract basis will be paid consolidated fixed contractual amount @ ₹ 21,000/- P.M. (which shall be equal to minimum of the pay band+ grade pay). An amount of ₹ 630/- (3% of the minimum of pay band +grade pay) as annual increase

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in contractual emoluments for the subsequent year(s) will be allowed if contract is extended beyond one year.

(III) APPOINTING/DISCIPLINARY AUTHORITY:

The Principal Secretary (Technical Education) to the Government of Himachal Pradesh will be appointing and disciplinary authority.

(iv) SELECTION PROCESS:

Selection for appointment to the post in the case of Contract Appointment will be made on the basis viva-voce test or if consider necessary or expedient by a written test or practical test the standard/syllabus etc. of which will be determined by the concerned recruiting agency i.e. H.P. Public Service Commission.

(v) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As may be constituted by the concerned recruiting agency i.e. the Himachal Pradesh Public Service Commission from time to time.

(VI) AGREEMENT:

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

(VII) TERMS AND CONDITIONS:

- a) The contractual appointee will be paid fixed contractual amount @ ₹ 21,000/- P.M. (which shall be equal to minimum of pay band+ grade pay). The Contract Appointee will be entitled for increase in contractual amount @ ₹630/- (3% of the minimum of the pay band+ grade pay) for further extended years and no other allied

[Signature]

	<p>benefit such as senior/ selection scales etc. will be given.</p> <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) Contract Appointee will be entitled for one day casual leave after putting one month service. However, the contract employee will also be entitled for 12 weeks Maternity Leave and 10 day's Medical Leave. He / She shall not entitle for Medical Reimbursement and LTC etc. No leave of any other kind except above is admissible to the contact appointee.</p> <p>Provided that the un-availed Casual Leave and Medical Leave can be accumulated up to 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 to 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.</p> <p>However, the contract appointee shall not be entitled for contractual amount for this period of absence from</p>
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		<p>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 has 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. 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 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. They will be entitled for emoluments etc. as detailed in this column.</p>
16	Reservation	<p>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.</p>

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17.	Departmental Examination	Every member of the service shall pass a departmental examination as prescribed in the H.P. Departmental Examination Rules, 1997, as amended from time to time.
18.	Power to relax	Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the Himachal Pradesh Public Service Commission relax any of the provision(s) of these Rules with respect to any Class or Category of person(s) or post(s).

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ANNEXURE-"B"

Form of contract/ agreement to be executed between the **Workshop Superintendent (Polytechnic) Class-I (Gazetted)** & the Government of Himachal Pradesh through

This agreement is made on this..... day of..... in the year..... Between Sh/ Smt..... S/o/ D/o Shri..... R/o....., contract appointee (hereinafter called the FIRST PARTY), AND The Governor, Himachal Pradesh through....., Himachal Pradesh (here-in-after called the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as **Workshop Superintendent (Polytechnic) Class-I (Gazetted)** on contract basis on the following terms and conditions:-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as **Workshop Superintendent (Polytechnic) Class-I (Gazetted)** 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. onand information notice shall not be necessary.

Provided that for further extension/renewal of contract period the HOD 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 FIRST PARTY will be paid a consolidated contractual amount i.e. ₹ 21,000/- per month.
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 good or if a regular incumbent is appointed/posted against the vacancy for which the first was engaged on contract.
4. Contractual **Workshop Superintendent (Polytechnic) Class-I (Gazetted)** will be entitled for one day's casual leave after putting in one month service. However, the contract employee will also be entitled for 12 weeks Maternity Leave and 10 day's Medical Leave. He/She shall not be entitled for Medical Re-imbursement and LTC etc. No leave of any other kind except above is admissible to the contractual **Workshop Superintendent (Polytechnic) Class-I (Gazetted)**.

Provided that the un-availed Casual Leave and Medical 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. 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 ground.

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7. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. In case of women candidates pregnant beyond twelve weeks will render her 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 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, EPF/GPF will not be applicable to the 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 the FIRST PARTY)

2.....

.....

.....

(Name and full address)

IN THE PRESENCE OF WITNESS:

1.....

.....

.....

(Name and full address)

(Signature of the SECOND PARTY)

2.....

.....

.....

(Name and full address)

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