

(Authoritative English Text of this department Notification No. Per(AP-B)A(3)7/2012 dated 14-10-2013 as required under clause (3) of Article 348 of the Constitution of India).

**Government of Himachal Pradesh
Department of Personnel (AP-II)**

No. Per(AP-B)A(3)7/2012 Dated Shimla-171002, 14th October, 2013

NOTIFICATION

In exercise of the powers conferred by proviso to Article 309 read with Article 318 of the Constitution of India, the Governor, Himachal Pradesh in consultation with Himachal Pradesh Public Service Commission is pleased to make the Recruitment and Promotion Rules for the post of Private Secretary Class-I (Gezettered) in the Himachal Pradesh Public Service Commission as per Annexure "A" attached to this Notification; namely:-

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| Short title and commencement. | 1. | (1) | These rules may be called the Himachal Pradesh Public Service Commission, Private Secretary, Class-I (Gezettered) Recruitment and Promotion Rules, 2013. |
| | | (2) | These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh. |
| Repeal and savings. | 2. | (1) | The Himachal Pradesh Public Service Commission, Class-II, (Gezettered) Recruitment and Promotion Rules, 2000 notified vide this department notification No. Per(AP-II)B(2)14/75, dated 24-08-2000 and published in the Rajpatra, Himachal Pradesh dated 07-10-2000 are hereby repealed. |
| | | (2) | Notwithstanding such repeal, any appointment made or anything done or any action taken under the rules so repealed under sub-rule(1) supra shall be deemed to have been validly made or done or taken under these rules. |

By Order

Sudripta Roy
Chief Secretary to the
Government of Himachal Pradesh

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No. Per(AP-B)A(3)7/2012 Dated Shimla-171002, the 14th October, 2013

Copy forwarded to:

1. The Secretary, Himachal Pradesh, Public Service Commission, Himachal Pradesh, Shimla-2.
2. Pr. Accountant General, H.P. Shimla- 171003.
3. The Senior Law Officer (Opinion), Law Department, H.P. Secretariat, Shimla-171002.
4. Guard File/ 50 spare copies.

(Prem Singh Thakur)
Under Secretary (Personnel) to the
Government of Himachal Pradesh
Tel. No. 0177-2624183

"ANNEXURE-A"

RECRUITMENT AND PROMOTION RULES FOR THE POST OF PRIVATE SECRETARY (CLASS-I) (GAZETTED) IN THE OFFICE OF H.P. PUBLIC SERVICE COMMISSION, SHIMLA-171002.

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| 1. | Name of the post | Private Secretary |
| 2. | Number of post(s) | 1 (one) |
| 3. | Classification | Class-I (Gazetted) |
| 4. | Scale of Pay | Pay band ₹ 15600-39100 + ₹ 5400 Grade Pay |
| 5. | Whether "Selection" post or "Non-Selection" post | Non-Selection |
| 6. | Age for direct recruitment | Not applicable |
| 7. | Minimum educational and other qualifications required for direct recruitments | (a) <u>Essential Qualifications:</u>
Not applicable
(b) Desirable Qualification(s):
Not applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotees | Age: Not applicable
Educational Qualification: Not applicable |
| 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 posts to be filled in by various methods: | 100% by promotion failing which on secondment basis. |
| 11. | In case of recruitment by promotion, deputation, transfer, grade from which promotion / deputation / transfer is to be made: | By promotion from amongst the Personal Assistants who possess five years' regular service or regular combined with continuous adhoc service, if any, in the grade, failing which on secondment basis from amongst the incumbents of this post working in the identical pay scale from the H.P. Secretariat/other Himachal Pradesh Government Departments.
(1) 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 |

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category had been made after following proper acceptable process of selection in accordance with the provisions of R&P Rules:

Provided that in all cases where a junior person 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 provision 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 further that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least three years' or that prescribed in the R&P 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/her shall also be deemed to be ineligible for consideration for such promotion.

Explanation:- The last proviso shall not render the junior incumbent(s) ineligible for consideration for promotion if the senior ineligible person(s) happened to be Ex. Servicemen recruited under the provisions of Rule-3 of the Demobilized Armed Forces, Personnel (Reservation of vacancies in Himachal State Non-Technical Service) Rules, 1972 and having been given the benefit of seniority there-under or recruited under the provisions of Rule-3 of the Ex-Serviceman (Reservation of vacancies in the Himachal Pradesh Technical Services) Rules, 1985 and having been given the benefits of seniority there-under.

(2) Similarly, in all cases of confirmation, adhoc service rendered on the feeder post, if any, prior to the regular appointment/promotion against such post 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 R&P Rules:

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

- 12 If a Departmental D.P.C. to be presided over by the Chairman, Promotion Committee Himachal Pradesh Public Service Commission or a exists, what is its Member thereof to be nominated by him. composition?

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| 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 | Not applicable |
| 15 | Selection for appointment to the post by direct recruitment | Not applicable |
| 16 | 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. |
| 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 | Powers 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 persons or post(s). |
