

## ANNEXURE- "A"

**RECRUITMENT & PROMOTION RULES FOR THE POSTS OF ASSISTANT PROGRAMMER CLASS-III, (NON-GAZETTED) IN THE DEPARTMENT OF STATE ELECTION COMMISSION, HIMACHAL PRADESH**

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| 1 | Name of the Post.                                 | Assistant Programmer  |
| 2 | Number of Posts.                                  | 1(One)  |
| 3 | Classification.                                   | Class-III (Non-Gazetted) (Non-Ministerial Service)  |
| 4 | Scale of Pay.                                     | (i) Pay band for regular incumbents. - ₹10,300-34,800 + ₹ 3,200 Grade Pay.<br>(ii) Emoluments for contract employees: ₹13,500/- P.M. as per details given in Col. No. 15-A  |
| 5 | Whether "Selection" Post or 'Non-Selection" Post. | Not applicable  |
| 6 | Age for Direct recruitment.                       | <p>Between 18 and 45 years.</p> <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 or on contract basis had become over-age on the date he was appointed as such, he shall not be eligible for any relaxation in the prescribed age-limit by virtue of his such adhoc or contract appointment:</p> <p>Provided further that upper age limit is relaxable for Scheduled Castes/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>Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servant before absorption in Public Sector Corporations/Autonomous Bodies at the time of initial constitution of such Corporations/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/Autonomous Bodies who were/are</p> |

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|   |   | <p>subsequently appointed by such Corporation/Autonomous Bodies and who are/were finally absorbed in the service of such Corporations/Autonomous Bodies after initial constitution of the Public Sector Corporations/Autonomous Bodies.</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 Exchanges or as the case may be.</p>  |
| 7 | <p>Minimum Educational and other qualifications required for direct recruit(s).</p> | <p>(a) Essential Qualification(s). - On the following streams from recognized University/Institution or an Institution affiliated to a recognized Board or University or from a deemed University as regular course (s).</p> <p>B.E./B.Tech (Computer Science/ Engineering or Information Technology)/ MCA/ 'B' or 'C' Level course from NIELIT.</p> <p>OR</p> <p>(i) B.E./ B. Tech in other disciplines with one year 'A' Level of DOEACC (NIELIT)/ Post Graduate Diploma in Computer Science/ Computer Applications/ Information Technology.</p> <p>(ii) Experience of at least one year in Government/Corporate Sector as Assistant Programmer/ Programmer/Software Developer.</p> <p>OR</p> <p>(i) Master's degree in Computer Science/Information Technology (having mathematics as a subject in graduation).</p> <p>(ii) Experience of at least two years in Government/Corporate Sector as Assistant Programmer/Programmer /Software developer.</p> <p>OR</p> <p>(i) B.Sc. (Computer Science or Information Technology)/ BCA.</p> <p>(ii) Experience of at least three years in Government/Corporate/Private Sector as Assistant Programmer/Programmer/Software developer.</p> <p>OR</p> <p>(i) Three years Diploma from Polytechnic</p> |

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|    |   | <p>Institution in Computer Science/ Engineering or Information Technology.</p> <p>(ii) Experience of at least three years in Government/Corporate/ Private Sector as Assistant Programmer/Programmer/Software developer.</p> <p>(b) Desirable Qualification(s) :-<br/> Knowledge of customs, manners &amp; dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p> |
| 8  | Whether age and educational qualifications prescribed for direct recruit(s) will apply in the case of promotee(s).  | <p>Age: Not Applicable</p> <p>Educational Qualifications: Not Applicable</p>  |
| 9  | Period of probation, if any.  | <p>(a) 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>(b) No probation in the case of appointment on contract basis, Lenure basis, re-employment after superannuation and absorption.</p>  |
| 10 | Methods 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/transfers, grades from which promotion/secondment/transfer is to be made.                                    | Not Applicable.   |
| 12 | If a Departmental Promotion/confirmation Committee exists, what is its composition.   | <p>a) <u>Departmental promotion Committee:</u><br/>Not applicable</p> <p>b) <u>Departmental Confirmation Committee:</u><br/>"As may be constituted by the Government from time to time."</p>  |
| 13 | Circumstances under which the Himachal Pradesh Public Service Commission is to be consulted in  | As required under the law.  |

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|       | making recruitment   |  |
| 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 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 <b>Appendix-I</b> appended to these rules, or if the Himachal Pradesh Staff Selection Commission Hamirpur or other recruiting agency/authority, as the case may be so consider necessary or expedient on the basis of merit 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 Himachal Pradesh Staff Selection Commission, Hamirpur/other recruiting agency/authority as the case may be.  |
| 15-A. | Selection for appointment to the post by contract appointment. | <p><b>Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:-</b></p> <p><b>(I) CONCEPT:-</b></p> <p>(a) Under this policy the Assistant Programmer, in the State Election Commission 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 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>(b) POST FALLS WITHIN THE PURVIEW OF THE H.P. STAFF SELECTION COMMISSION:</b> The Secretary, State Election Commission 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 Staff Selection Commission, Hamirpur.</p> |

- c) The selection will be made in accordance with the eligibility conditions prescribed in these Rules.

**(II) CONTRACTUAL EMOLUMENTS:-**

The Assistant Programmer appointed on contract basis will be paid consolidated fixed contractual amount ₹13500/- P.M. (which shall be equal to minimum of the pay band + grade pay). 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 years will be allowed, if contract is extended beyond one year.”

**(III) APPOINTING/ DISCIPLINARY AUTHORITY:-**

The Secretary, State Election Commission, Himachal Pradesh, will be appointing and disciplinary authority.

**(IV) SELECTION PROCESS:-**

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 considered necessary or expedient on the basis of merit 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 the standard/syllabus, etc. of which, will be determined by the concerned recruiting agency i.e. Himachal Pradesh Staff Selection Commission, Hamirpur.

**(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:-**

As may be constituted by the concerned recruiting agency i.e. Himachal Pradesh Staff Selection Commission Hamirpur from time to time.

**(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 ₹13500/- per month (which shall be equal to minimum of pay band + grade pay). The contract appointee will be entitled for increase in contractual amount @ ₹405/- (3% of the minimum of 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. In case the contract appointee is not satisfied with the termination orders issued by the Appointing Authority, he/she may prefer an appeal before the Appellate Authority who shall be higher in rank to the Appointing Authority, within a period of 45 days, from the date of which a copy of termination order is delivered to him/her.”

(c) “The contract appointee will be entitled for one day’s casual leave after putting one month service, 10 days’ medical leave and 5 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 duties 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 has 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 issued by a Medical Board in case of Gazatted Government servant and by Government Medical Officer in the case of Non-Gazatted servant. In case of women candidates who are to be appointed against posts carrying hazardous nature of duties, and in case they have to complete period of training as condition of service, such woman candidate, who as a result of tests is found to be pregnant of twelve weeks standing or more shall be declared temporarily unfit and her appointment shall be held in abeyance until the confinement is over. Such woman candidate be re-examined for medical fitness six weeks after the date of confinement, and if she is found fit on production of medical fitness certificate from the authority as specified above, she may be appointed to the post kept reserved for her”.
- (g) “Contract appointee will 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 counterpart official at the minimum of the pay scale”.
- (h) “Provisions of service rules like FR, SR, Leave Rules, GPF Rules, Pension Rules and Conduct Rules etc. as are applicable in case of regular employees will not be applicable

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|    |                           | contract appointees. The Employees Group Insurance Scheme as well as EPF/GPF will also not be applicable to contract appointee(s)".  |
| 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. | Not applicable   |
| 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 person(s) or post(s). |