



“Say Yes to Life/Say No to drugs”
Ch. Sarwan Kumar Himachal Pradesh Krishi Vishvavidyalaya
Palampur, Distt. Kangra - 176 062 (H.P.)
Office of the Registrar, Establishment Section-II

☎: 01894-230383

Fax: 01894-230511

Email: registrar@hillagric.ac.in

No.QSD.9-4/2018-CSKHPKV(Estt)/Vol.II- 28883-982 Dated, Palampur the:-

CIRCULAR

10 JUN 2024

The following posts of Laboratory Attendant/ Field Assistant are to be filled up by way of promotion from amongst the Category 'D' staff possessing educational qualification and length of approved qualifying service as per promotion rules reproduced below:-

Sr. No.	Name of post	No. of Post(s)	Educational Qualification	Length of approved qualifying service in Category 'D' post
1.	Laboratory Attendant	2 Posts Matric Quota= 2 Middle Quota=0 Others Quota=0	1) Matriculation and above: 50% 2) Middle : 20% 3) Literate(Others) :30%	Matric: 3 years service as category 'D' staff working in the University. Middle: 10 years service as category 'D' staff working in the University. Others: (Whether literates or otherwise who are not even Middle): 18 years service as category 'D' staff working in the University.
2.	Field Assistant	5 Posts Matric Quota= 3 Middle Quota=0 Others Quota= 2	1) Matriculation and above: 50% 2) Middle :20% 3)Literate(others): 30%	Matric: 3 years service as category 'D' staff working in the University. Middle: 10 years service as category 'D' staff working in the University. Others: (Whether literates or otherwise who are not even Middle): 18 years service as category 'D' staff working in the University.

Since the category 'D' staff possessing the above qualifications have more than one channel of promotion to the next higher post(s), options are to be obtained from the concerned officials for considering their candidature for promotion as per option.

Accordingly, it is requested **to bring the contents of this circular to the notice of the category 'D' officials(s) including those who are presently on secondment basis with the HP Govt. Departments/Organizations etc.,** who possess the above educational qualifications and whose name(s) are figuring in the combined inter-se-seniority list of Grade 'D' employees as it stood on 15.1.2024 as notified vide this office memorandum No. QSD. 9-3/2023 CSK HPKV (Estt.-II)/-2762-2851 dated 19.1.2024 and finalized vide Memorandum No. QSD. 9-3/2023 CSK HPKV(Estt.-II)/-10606-95 dated 28.2.2024 and obtain option from the officials fulfilling the requisite prescribed educational qualifications as indicated above **on the format attached herewith** and send the same to this office duly countersigned by the Head of Department/Office within a period of **30 days** from the issue of this circular.

Contd...2/-

It is made clear that after exercising option for promotion and joining as such on promoted post, the concerned Category 'D' employee shall cease to have any claim/right for promotion to the other available channel(s). The option once exercised by an official for the above posts shall be final and irrevocable for the calendar year 2024 i.e. upto 31.12.2024.

Encls:- As above.

Registrar,
CSK HPKV, Palampur.

Endst. No. Even:

Dated: Even:

Copy of the above alongwith enclosure is forwarded to the following for information and necessary action. **They are requested to ensure that the Circular is got noted from each category 'D' employee working under their control including those who are on secondment basis with the H.P. Govt. Departments/Organizations etc. under their dated signatures :-**

1. All the Statutory Officers in CSK HPKV, Palampur.
2. All the Heads of Departments/Offices/Units, CSK HPKV, Palampur.
3. All the Associate Directors/Scientist Incharges/Programme Coordinators, HAREC/MAREC/RRS/RSS/KVKs.
4. The Dy. Controller (State Audit), CSKHPKV, Palampur.
5. All the Deputy Registrars/Assistant Registrars/Section Officers /Supdts. in HQ.
6. The Incharge, UNS, CSKHPKV, Palampur with the request to upload the Circular in the University website.
7. PA to Vice- Chancellor/S PS to Registrar, CSK HPKV, Palampur.
8. The Senator, Non Teaching employees Constituency, CSK HPKV, Palampur.
9. The President/General Secretary, NTEU/MCEWA, CSK HPKV, Palampur.
10. The President Class-IV employees Association, CSKHPKV, Palampur.
11. Guard file.

Registrar,
CSK HPKV, Palampur.

OPTION

I _____, (Sr.No. _____ in the seniority List of Category 'D' staff as it stood on 15.1.2024) holding the substantive post of _____ and presently working in the Department/Office of _____, hereby opt to consider my candidature for promotion to the post of _____ only. I shall cease to have any claim/right for promotion to other available channels.

Dated: _____

Name: _____

Designation _____

Department/Office _____

COUNTERSIGNED

Head of Department/Office
(with Seal and Date)