

CSK Himachal Pradesh Krishi Vishvavidyalaya
"General Administration Branch"

24 MAY 2013

No.QSD.2-7/2009-CSKHPKV(GA)Vol.VII/
31378-491

Dated: Palampur, the

NOTIFICATION

In pursuance of the decision of the Board of Management taken vide item No. 3.1 of its 101st meeting held on 30.10.2011, the Vice-Chancellor, CSKHPKV, Palampur has been pleased to make the Recruitment and Promotion Rules for the following stenographic cadre posts as per enclosed Annexures 1 to 4:

<u>Sr.No.</u>	<u>Name of Post</u>	<u>Annexure No.</u>
1.	Senior Private Secretary	1
2.	Private Secretary	2
3.	Personal Assistant	3
4.	Senior Scale Stenographer	4

As a sequel to above the Recruitment & Promotion Rules of the above categories of posts notified earlier from time to time stand repealed.

Registrar,
CSKHPKV, Palampur.

Endst. No. Even.

Dated: Even.

Copy to:

1. All the Statutory Officers, CSKHPKV, Palampur.
2. All the Heads of Departments/Units/Offices, CSKHPKV, Palampur.
3. All the Assoc. Directors/Scientists Incharge/Programme Coordinators, RRS/RSS/KVKs in CSKHPKV.
4. Joint Controller (Audit), CSKHPKV, Palampur.
5. Incharge, UNS, CSKHPKV, Palampur for uploading the same in the university website.
6. All Deputy Registrars/Asstt. Registrars/Section Officers/Supdts. (Head quarter).
7. PS to the Vice-Chancellor/ Registrar, CSKHPKV, Palampur.
8. Member Senate(Non Teaching Employees Constituency), CSKHPKV, Palampur
9. General Secretary, NTEU/MCEWA/SC-ST WA, CSKHPKV, Palampur.
10. Guard file.




Sh. Rishi Chandel
for Librarian
28/5/13

Registrar,
CSK HPKV, Palampur

RECRUITMENT AND PROMOTION RULES FOR THE POST OF **SENIOR PRIVATE SECRETARY** IN THE CHAUDHARY SARWAN KUMAR HIMACHAL PRADESH KRISHI VISHVAVIDYALAYA, PALAMPUR

1.	Name of Post with pay band	Senior Private Secretary
2.	No. of posts	As created/sanctioned from time to time
3.	Pay Band	Rs.15600-39100+ 6600 GP
4.	Classification	"A' Grade
5.	Whether selection or non-selection	Selection
6.	Age for direct recruitment	Not applicable
7.	Minimum educational & other qualifications required for direct recruitment	Not applicable
8.	Whether age & educational qualification prescribed direct recruitment will apply in the case of promotion	No
9.	Period for 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.	Composition of Selection Committee for direct recruitment:	Not applicable
11.	Appointing authority	Vice- Chancellor
12.	Method of recruitment whether by direct recruitment or by promotion/deputation/transfer and the percentage of vacancies to be filled by various methods	100% by promotion
13.	In case of recruitment by promotion, grade from which promotion is to be made	By promotion from existing Private Secretaries possessing 5 years regular service or regular combined with continuous adhoc service, if any in the grade, failing which by promotion from amongst the Private Secretaries possessing 6 years combined regular service or regular combined with continuous adhoc service as Private Secretary and Personal Assistant which shall also include essential service of 2 years as Private Secretary
14.	Composition of DPC	As prescribed by the Vice-Chancellor from time to time.
15.	Relaxation Clause	In genuine cases, the Vice-Chancellor on the recommendations of Promotion Committee can relax any provision of rule with regard to qualification and length of service.


Registrar,
CSK HPKV, Palampur.
24/5

