



**"Say YES to LIFE/ Say NO to DRUGS"**

**CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur  
General Administration Branch**



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No.QSD.2-7/2013-CSKHPKV(GA)Vol.IX/

Dated: Palampur, the

**08 JUN 2023**

**NOTIFICATION**

In pursuance of the decision of the Board of Management taken vide item No. 3.1 of its 101<sup>st</sup> meeting held on 31.10.2011 and as per provision contained under Statutes 5.8 of Chaudhary Sarwan Kumar Himachal Pradesh Krishi Vishvavidyalaya Statutes, 1988, the Vice-Chancellor, CSKHPKV, Palampur has been pleased to revise the Recruitment and Promotion Rules for the post of Junior Office Assistant (Information Technology) as per Department of Personnel (AP-III), Govt. of HP notification No. Per (AP)-C-A(3)-1/2007-III dated 26.09.2022 (Annexure enclosed).

As a sequel to above the Recruitment & Promotion Rules for the post of Junior Office Assistant (IT) notified earlier from time to time stand repealed.



(Dr. Madhu Chaudhary) HPAS,  
Registrar,  
CSKHPKV, Palampur.  
Dated: Even.

Endst. No. 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/Scientist Incharges/Programme Coordinators, RRS/RSS/KVKs in CSKHPKV.
4. Joint Controller (State Audit), CSKHPKV, Palampur.
5. Incharge, UNS, CSKHPKV, Palampur for uploading the same in the university website.
6. All Deputy/Asstt. Registrars/ Section Officers/Supdts. of (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.

(Dr. Madhu Chaudhary) HPAS,  
Registrar,  
CSKHPKV, Palampur.

Recruitment and Promotion Rules for the post of Junior Office Assistant (Information Technology) in the Chaudhary Sarwan Kumar Himachal Pradesh Krishi Vishvavidyalaya, Palampur.

1.	Name of post:	Junior Office Assistant (Information Technology)
2.	Number of Posts:	As created/sanctioned from time to time
3.	Classification:	Grade- "C" (Non-Gazetted)
4.	Pay Band/Scale:	<p>Pay Scale for regular incumbent(s):</p> <p>a) Level 4 of the pay matrix (Rs. 20600-65500) as per HP Civil Services (Revised pay) Rules, 2022</p> <p>b) Level 10 of the pay matrix(Rs. 38100-120400) as per HP Civil Services (Revised Pay) Rules, 2022 to be given to the 50% of the total number of posts of Junior Office Assistant (IT) in the cadre after minimum 5 years of regular service as Junior Office Assistant (IT) in the cadre and the incumbent(s) of these posts shall be designated as Junior Assistant by placement.</p> <p>c) Emoluments for contract Employee(s)- 60% of the first cell of the level 4 of pay matrix (Rs. 12,360/-) as per the H.P. Civil Services (Revised Pay) Rules, 2022.</p>
5.	Whether "Selection: post or "Non-Selection" Post:	Non Selection
6.	Age for direct recruitment:	Not below 18 years
7.	Minimum Educational and other qualifications required for direct recruit(s):	<p>(a) <b>ESSENTIAL QUALIFICATION(S)</b></p> <p>(i) Should have passed 10+2 Examination from a recognized Board of School Education/ University.</p> <p style="text-align: center;">OR</p> <p>Matriculation from recognized Board of School Education with one/two year's</p>



Diploma/Certificate from an Industrial Training Institute (ITI) in Information Technology (IT) & Information Technology Enabled Sectors (ITES) as notified by Director General of Employment & Training (Govt. of India) from time to time or three years Diploma in Computer Engineering/Computer Science/IT from a Polytechnic as approved by All India Council for Technical Education (AICTE):

Provided that the candidate must have passed matriculation and 10+2 from any school/Institution situated within Himachal Pradesh:

Provided further that this condition shall not apply to Bonafide Himachalis.

- (ii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.

Provided that visually impaired persons selected/recruited under 1% quota will be exempted from acquiring Diploma in Computer Science/Computer Application/ Information Technology and passing of typing test instead they shall be imparted necessary basic training including computer training course by the Department concerned through Composite Regional Centre (CRC), Sundernagar or National Institute for the Visually Handicapped (NIVH), Dehradun or Composite Training Centre (CTC), Ludhiana. They shall have to complete the above training for which three chances will be afforded. If the incumbent fails to qualify the same his/her services shall be terminated. However, the incumbents already in the service shall be afforded sufficient number of chances to complete the aforesaid training .

Provided further that differently abled persons who are otherwise qualified to hold clerical post as certified being unable to type, by the Medical Board, may be exempted from passing the typing test.

Explanation:- The term, "differently abled persons"

		<p>does not cover visually impaired persons or persons who are hearing impaired but cover only those whose physical disability/deformity permanently prevents them from typing. The above criteria for grant of exemption from passing the typing test shall also be applicable to the skill test Norms on computers.</p> <p>(b) <u>DESIRABLE QUALIFICATION(S):</u>  Knowledge of customs, manners and 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 recruitment will apply in the case of promotes:	<p>"Age: Not Applicable</p> <p>Educational Qualification: Yes, as prescribed against Column No. 14."</p>
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.	Composition of Selection Committee for direct Recruitment:	As prescribed in the Statutes.
11.	Appointing Authority:	Registrar
12.	Essential requirement for direct recruitment.	As per column No. 7
13.	Method(s) for recruitment, whether by direct recruitment or by promotion,	<p>(i) 70% by direct recruitment on 'regular' basis or by recruitment on contract basis, as the case may be.</p> <p>(ii) 20% by Limited Direct Recruitment from amongst the 'regular' Class-IV officials possessing 10+2 qualification, through competitive examination to be conducted by the University having five years</p>



	<p>secondment, transfer and the percentage of post(s) to be filled in by various methods:</p>	<p>regular service or regular combined with continuous service rendered on daily wages or on contract basis, failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be."</p> <p>(iii) 10% by promotion failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be."</p>
<p>14.</p>	<p>In case of recruitment by promotion/ secondment/ transfer, grades from which promotion/secondment/transfer is to be made:</p>	<p>(i) 20% by limited direct recruitment from amongst the 'regular' Class-IV officials possessing 10+2 qualification through competitive examination to be conducted by the University having five years regular service or regular combined with continuous service rendered on daily wages or on contract basis. The eligible Class-IV officials will also qualify the typing test with the minimum speed of 25 words per minute in English Typewriting OR 20 words per minute in Hindi Typewriting on Computer to be conducted by University.</p> <p>(ii) 10% by promotion from amongst the Class-IV officials who have passed 10+2 examination from a recognized Board of School Education/ University and possess five years regular service or regular combined with continuous adhoc service rendered, if any, in the grade:</p> <p>Provided that the Class-IV officials so promoted as JOA(IT) will have to qualify the typing test with a minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi Typewriting on computer within the probation period which will be conducted by the University and the incumbents will get three chances during the probation period. If the candidate fails to qualify the typing test within the prescribed period, his probation will be extended. During this period the incumbents will get one more chance. If the candidate still fails to qualify the typing test in the extended period, he will be reverted from JOA(IT) to Class-IV post.</p> <p>For the purpose of promotion, a combined seniority of eligible Class-IV officials on the basis of length of service without disturbing their cadre-wise inter- se-</p>



seniority shall be maintained.

Provided that for filling up the posts of JOA(IT), the following 10 points recruitment roster shall be followed:-

Roster Point No.	Category
1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup>	Direct Recruit
5 <sup>th</sup> & 10 <sup>th</sup>	Limited direct recruit
9 <sup>th</sup>	Promotee

Note: The roster will be rotated after every 10 points till the prescribed percentage if achieved where after the point vacated will be filled up from the respective category to which the point belongs.

(I) Provided that for the purpose of promotion every employee shall have to serve atleast one term in the Tribal/Difficult/ Hard areas and remote/rural areas subject to adequate number of post(s) available in such areas:

Provided further that the proviso (I) supra shall not be applicable in the case of those employees who have five years or less service, left for superannuation except posting/ transfer in remote/rural area. However, this condition of five years shall not be applicable in cases of promotion:

Provided further that Official who has not served atleast one tenure in Tribal/ Difficult/Hard areas and remote/rural areas shall be transferred to such area strictly in accordance with his/her seniority in the respective cadre.

**Explanation:** For the purpose of proviso (I) supra the "term" in Tribal/Difficult/Hard area/remote/rural areas shall mean normally three years or less period of posting in such areas keeping in view the administrative exigencies/convenience.

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 having 70% syllabus relating to Computer Science/Computer Application/ Information Technology Enabled Sectors
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		(ITES)/ Information Practices (IP) and practical test or skill test the standard/ syllabus, etc. of which, will be determined by the University, as the case may be. "
15-A	Selection for appointment to the post by contract appointment	<p>Notwithstanding anything contained in these rules, contract, appointment to the post will be made subject to the terms and conditions given below:-</p> <p>(I) Concept.-</p> <p>(a) Under this policy, the Junior Office Assistant (Information Technology) in CSKHPKV, Palampur 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/her period of contract is to be renewed/extended.</p> <p>(b) the University will obtain the approval of the Government to fill up the vacant post(s) on contract basis.</p> <p>(c) the selection will be made in accordance with the eligibility conditions prescribed in these R&amp;P Rules.</p> <p>(II) Contractual Emoluments:          "The Junior Office Assistant (Information Technology) appointed on contract basis will be paid consolidated fixed contractual amount @ Rs. 12,360/- per month (which shall be 60% of the first cell of the level 4 of pay matrix)."</p> <p>(III) The Registrar of CSK HPKV, Palampur will be appointing and disciplinary authority.</p> <p>(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 having 70% syllabus relating to Computer Science/Computer Application/Information Technology Enabled Sectors (ITES)/ Information Practices (IP) and practical test or skill test the standard/ syllabus, etc. of which,</p>



will be determined by University, as the case may be."

(V) Committee for selection of contractual appointment

As may be constituted by the University from time to time.

(VI) Agreement

"After selection of a candidate, he/ she shall sign an agreement".

(VII) Terms and conditions

(a) "The Junior Office Assistant (information Technology) appointed on contract basis will be paid consolidated fixed contractual amount @ Rs. 12360/- per month which shall be 60 % of the first cell of the applicable level of pay matrix of the corresponding cadre."

(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.

(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 135 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.

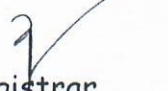
Un-availed casual leave, medical leave and special leave can be accumulated upto the calendar year and will not be carried forward for the next calendar year.

(d) Unauthorized absence from the duty without the



		<p>approval of the controlling Officer shall automatically lead to the termination of the contract. However, in exceptional cases where the circumstances for unauthorized 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:</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 shall be re-examined for 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 counter part official at the minimum of pay scale.</p> <p>(h) Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules &amp; Conduct Rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. The Employees Group Insurance Scheme as well as EPF/ GPF will also not be applicable to contract appointee(s).</p>
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 and adopted in CSKHPKV.
17	Departmental Examination:	Not applicable
18.	Power to Relax:	Where the CSK HPKV is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

  
Registrar,  
CSK HPKV, Palampur