

**HP STATE FOREST DEVELOPMENT CORPORATION LIMITED VAN NIGAM
BHAWAN, KASUMPTI SHIMLA-9.**

RECRUITMENT AND PROMOTION RULES FOR THE POST OF JOA (IT) NON-GAZETTED CLASS-III IN H.P. STATE FOREST DEV. CORPORATION.

1.	Name of post	Junior Office Assistant (Information Technology)
2.	Number of Posts	60 (Sixty)
3.	Classification	Class-III (Non Gazetted) (Ministerial Services)
4.	Scale of Pay	<p>(a) (i) <u>Pay Scale for regular incumbent (s):</u> 5910-20200+1950/- Grade Pay now revised to Level-4 (Rs. 20600-65500) in Pay Matrix</p> <p>(ii) Pay Band Rs.5910-20200+2800/- Grade Pay Now revised to Level-7 (Rs. 28900-91600) in Pay Matrix 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 this post shall be designated as Junior Assistant by placement.</p> <p>(iii) <u>Emoluments for Contract Employee(s)</u> Rs. 12360/- per month as per detail given in Column 15-A.</p>
5.	Whether Selection post or Non Selection Post	Non Selection
6.	Age for Direct Recruitment	Between 18 years and 45 years
7.	Minimum Educational and other qualification required for direct recruitment.	<p>(i) Should have passed 10+2 Examination from a recognized Board of School Education/University.</p> <p align="center">OR</p> <p>Matriculation from recognized Board of School Education with one/two year's 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</p>

		<p>Polytechnic as approved by All India Council for Technical Education (AICTE).</p> <p>(ii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.</p> <p>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 Visually Handicapped (NIVH), Deharadun 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:</p> <p>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.</p> <p>Explanation:- The term, "differently abled persons" does not cover visually impaired persons or persons who are hearing impaired but cover only those whose physical disability/ deformity permanently prevents them from tying.</p> <p>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><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 qualification prescribed for direct recruits will apply in the case of the promote:	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, 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.
11	In case of recruitment by promotion secondment, transfer, grades from which promotion/ secondment/ transfer to be made:	Not applicable
12	If a Department Promotion Committee exists, what is its composition?	Not applicable
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	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 having 70% syllabus relating to Computer Science/Computer Application /Information Technology (IT)/ Information Technology Enabled Sectors (ITES)/ Information Practices (IP) followed by evaluation as specified in Appendix-I appended to these rules and practical test or skill test, the standard/ syllabus, etc. of which, will be determined by the Himachal Pradesh Staff Selection Commission/ other recruiting agency/ authority, as the case may be.
15-A	<p><u>Selection for appointment to the post by Contract appointment.</u></p> <p>Notwithstanding anything contained in these Rules, Contract appointments to the post will be made subject to the terms and conditions given below:</p>	

CONCEPT:

- (a) Under this policy, the Junior Office Assistant (Information Technology) in HP State Forest Development Corporation 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 Directors/Divisional Managers 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.

- (b) **POST FALLS WITHIN THE PURVIEW OF HPSSC:**

The Managing Director after obtaining the approval of the Government to fill up the vacant post (s) on contract basis will place the requisition with the concerned recruiting agency i.e. Himachal Pradesh Staff Selection Commission, Hamirpur.

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

(II) CONTRACTUAL EMOLUMENTS:-

The Junior Office Assistant (IT) appointed on contract basis will be paid consolidated fixed contractual amount @ Rs.12360/- per month (equal to the 60% of the first cell of the applicable **Level-4** of the Pay Matrix).

(III) APPOINTMENT/DISCIPLINARY AUTHORITY:

As per delegation of powers, the concerned Directors/General Managers/Divisional Managers of HPSFDCL, 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 having 70% syllabus relating to Computer Science/Computer Application /Information Technology (IT)/ Information Technology Enabled Sectors (ITES)/ Information Practices (IP) followed by evaluation as specified in Appendix-I appended to these rules and practical test or skill test, the standard/ syllabus, etc. of which, will be determined by the Himachal Pradesh Staff Selection Commission/ other recruiting agency/ authority, as the case may be.

(V) COMMITTEE FOR SELECTION CONTRACTUAL APPOINTMENTS:

As may be constituted by the concerned recruiting agency i.e. H.P. Staff Selection Commission, Hamirpur from time to time.

(VI) AGREEMENT:-

After Selection of a candidate, he/she shall sign an agreement as per Annexure-"A" appended to these Rules.

(VII) TERMS AND CONDITIONS:-

- a) The contractual appointee will be paid fixed monthly contractual emoluments of Rs.12360/- per month (equal to the 60% of the first cell of the applicable **Level-4** of the Pay Matrix) and no other allied benefits such as senior/selection scale 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 on which a copy of termination orders is delivered to his/her.
- c) The contract appointee will be entitled for one day's casual leave after putting one month's 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 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 re-imburement 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 approval of the Controlling Officer shall automatically lead to the termination of the contract. However, in exceptional cases where 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 will 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. Further the

		<p>appointment carries liability to serve in any part of Himachal Pradesh or any other Office of the Corporation outside Himachal Pradesh.</p> <p>f) Selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in the case of a Gazetted Government servant and by Government Medical Officer in the case of a Non-Gazetted Government 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 a period of training as a 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.</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 counterpart officials at the minimum of pay scale.</p> <p>h) Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules & Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. They will be entitled for emoluments etc. as detailed in this Column. However, contribution/ deduction of EPF shall be made from the contract appointee in view of statutory provisions of EPF Act.</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.
17	Departmental Examination	Not applicable
18	Power to relax	Where the Board of Directors of the Corporation on the recommendations of the Service Committee 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).


Managing Director