



Dr. Yashwant Singh Parmar University of Horticulture & Forestry,
Nauni (Solan)-173230, Himachal Pradesh
Office of the Registrar, Establishment & Recruitment Branch
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Sandeep Negi, HPAS (Registrar)

No.UHF.Regr.Rectt.2-06/2022/- 24360 - 75

Dated: 17 - 9 - 2022

NOTIFICATION

In terms of provisions contained under Statutes 5.6(1) of the Statutes of the University, the Vice-Chancellor, Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan) is pleased to make the Recruitment & Promotion Rules in respect of following categories of posts of the University, as per annexures attached to this notification, subject to ratification by the Board of Management:

Sr. No.	Name of the Post	Enclosed at	Pages
1.	Junior Scale Stenographer	Annexure-I	3-9
2.	Technical Assistant Gr-II (Field)	Annexure-II	10-16
3.	Field Assistant Gr-I	Annexure-III	17-23
4.	Hostel Assistant	Assistant-IV	24-30
5.	Junior Photographer	Annexure-V	31-36
6.	Publication Assistant	Annexure-VI	37-42

As a sequel, Recruitment & Promotion Rules framed earlier in respect of above categories of posts, if any, by this University are hereby superseded.

Further, consequent upon adoption of instructions of Department of Personnel, Government of HP regarding discontinuation/dispensing with the evaluation of 15 marks vide Notification No.UHF.Regr.Rectt.2-39/2022/-18742-792 dated 17.08.2022, Clause No.15 of Recruitment & Promotion Rules in respect of all Class-III posts i.e. posts mentioned at Sr. No.3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17 & 18 of Notification No.UHF.Regr.Rectt.2-06/2019/-10302-16 dated 27.07.2019 is hereby amended/modified as under:

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, or if the recruiting authority so considers necessary or expedient on the basis of written examination, 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 recruiting/appointing authority.
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(Sandeep Negi, HPAS)
Registrar

Endst.No.UHF.Regr.Rectt.2-06/2022/- 24360 - 75

Dated: 17-9-2022

Copy of the above is forwarded (through e-mail) to the following for information and necessary action:

1. All the Statutory Officers, Dr. YSP UHF, Nauni (Solan).
2. The Dean, College of Horticulture & Forestry, Neri, Post Office Neri, District Hamirpur (HP)-177001.
3. The Dean, College of Horticulture & Forestry, Thunag, District Mandi (HP).
4. The Officer Incharge, Computer & Instrumentation Centre, Dr. YSP UHF, Nauni (Solan) with the request to get this notification alongwith its annexures uploaded in the University website.
5. The Assistant Registrar (Establishment-II/GAD), O/O the Registrar, Dr. YSP UHF, Nauni (Solan).
6. The Private Secretary to the Registrar, UHF, Nauni (Solan).
7. Guard File.

Registrar

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF JUNIOR SCALE STENOGRAPHER, CLASS-III (Non-Gazetted), MINISTERIAL SERVICES, IN Dr. Y S PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

1.	Name of post	Junior Scale Stenographer
2.	Number of posts	As created/sanctioned from time to time
3.	Classification	Class-III (Non gazetted) Ministerial Services
4.	Pay band/scale	<p>i) <u>Pay scale for regular incumbents:</u> Level-7 as per HPCS (RP) Rules, 2022</p> <p>ii) <u>Emoluments for Contract employees:</u> ₹ 17,340/- per month [60% of ₹ 28,900 (Cell-1 in Level-7 of Pay Matrix in HPCS(RP) Rules, 2022)], per month or as may be applicable in HP Government from time to time, as per details given in Column No.15-A.</p>
5.	Whether "Selection" post or "Non-Selection" post:	Not Applicable
6.	Age for direct recruitment	Between 18 to 45 years.
		<p>Provided that upper age limit for direct recruits will not be applicable to the candidates already in service of the University including those who have been appointed on adhoc or on contract basis;</p> <p>Provided further that if a candidate appointed on adhoc basis or on contract basis had become overage on the date when he/she was appointed, as such, he/she shall not be eligible for any relaxation in the prescribed age-limit by virtue of his/her such adhoc or contract appointment;</p> <p>Provided further that upper age limit is relaxable for Scheduled Caste/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><u>NOTE:</u> 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 Exchange, as the case may be.</p>
7.	Minimum Educational and other qualifications required for direct recruit(s)	<p>a) <u>ESSENTIAL QUALIFICATION (S):</u></p> <p>i) Should have passed 10+2 examination or its equivalent from a Board of School Education/University recognized by the Himachal Pradesh Government.</p> <p>ii) Should possess the following speed in shorthand and typewriting in both the language i.e. English and Hindi at the time of initial recruitment.</p> <p><u>SPEED IN SHORTHAND:</u> English=80 W.P.M., Hindi=70 W.P.M.</p> <p><u>SPEED IN TYPEWRITING ON COMPUTERS:</u> English=40 W.P.M., Hindi=30 W.P.M.</p> <p>Provided that at the time of initial recruitment, the candidate shall have to pass shorthand test in either of the language i.e. in Hindi or English at the prescribed speed.</p>

		<p>Provided further that the candidate will have to pass typewriting test in both the language at the time of initial recruitment.</p> <p>Provided further that the incumbent having passed shorthand in one language, at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language either in Hindi or English whichever may be as prescribed supra within a period of three years from the date of appointment. The appointment letter of such candidate(s) who does not qualify the shorthand test in second language shall contain the specific condition that he shall have to pass the test in shorthand in second language within a period of three years and if he qualifies the test in shorthand in second language within a period of three years, he will be eligible to draw his annual increment from the date(s) and the candidate(s) who qualifies the said test after three years will be eligible to draw his first increment only from the date of qualifying the prescribed test.</p> <p>iii) Should have the knowledge of Word Processing in Computer as prescribed by the Recruiting Authority.</p> <p>b) DESIRABLE QUALIFICATION (S): Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
8.	Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote(s)	Not Applicable
9.	Period of probation, if any	<p>(i) 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>(ii) No probation in case of appointment on contract basis.</p>
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 be.
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	Not Applicable
12.	If a Departmental Promotion/Confirmation Committee exists, what is its composition?	Not Applicable

13.	Composition of Selection Committee for direct Recruitment	1. Registrar - Chairman 2. Comptroller - Member 3. Dean/Director - Member 4. One nominee of the Vice-Chancellor out of Statutory Officer - Member Note: The Vice-Chancellor, in addition to the existing composition of Selection Committee may endeavour as far as possible to nominate one officer of Scheduled Caste/Scheduled Tribe Category on selection committee where the candidate(s) belonging to these categories are appearing for interview.
14.	Appointing Authority	Registrar
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, or if the recruiting authority so considers necessary or expedient on the basis of written examination, 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 recruiting/appointing authority.
15-A	<p>Selection for appointment to the post by contract appointment.</p> <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. <u>CONCEPT:</u></p> <p>(a) Under this column/rule, the Junior Scale Stenographer in Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) 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 the 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) The selection will be made in accordance with the procedure prescribed in these R&P Rules.</p> <p>II. <u>CONTRACTUAL EMOLUMENTS:</u></p> <p>The Junior Scale Stenographer appointed on contract basis will be paid consolidated fixed contractual amount @ ₹ 17,340/- per month [60% of ₹ 28,900 (Cell-1 in Level-7 of Pay Matrix in HPCS(RP) Rules, 2022)], or as may be applicable in HP Government, from time to time. An amount of ₹ 520/- (3% of above fixed contractual amount) as annual increase in contractual emoluments for the subsequent year(s) will be allowed, if contract is extended beyond one year.</p> <p>III. <u>APPOINTING/DISCIPLINARY AUTHORITY:</u></p> <p>The Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be appointing authority and disciplinary authority.</p> <p>IV. <u>SELECTION PROCEDURE:</u></p> <p>Selection for appointment to the post in the case of direct recruitment shall be made on the basis of merit of written examination or if the recruiting authority so considers necessary or expedient on the basis of written examination preceded by a screening test (objective type) or practical</p>	

test or skill test or physical test the standard/syllabus, etc. of which will be determined by the recruiting/appointing authority.

V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

VI. AGREEMENT:

After selection of a candidate, he/she shall sign an agreement as per Appendix-I appended to these Rules.

VII. TERMS AND CONDITIONS:

(a) The contractual appointee will be paid fixed contractual amount @ ₹ 17,340/- per month [60% of ₹ 28,900 (Cell-1 in Level-7 of Pay Matrix in HPCS(RP) Rules, 2022)] or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount @ ₹ 520/- (3% of above fixed contractual amount) 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.

(c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 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 duty 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 have 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 from a Government/Registered Medical Practitioner or from Medical Officer of the University. Women candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Medical Officer/Practitioner.

	<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 official 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. The Employees Group Insurance Scheme as well as EPF/GPF/CPS will also not be applicable to contract appointee(s).</p>	
16.	Essential requirement for direct recruitment	A candidate for appointment to any service or post must be a Citizen of India.
17.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Schedules Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.
18.	Departmental Examination	Not applicable.
19.	Power to relax	In genuine cases, where the Selection 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 can refer such matters to the Vice-Chancellor for relaxation any of the provision of these rules with respect to any class or category of persons or post(s).



APPENDIX-I

Form of contract/agreement to be executed between the **Junior Scale Stenographer** and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____ (Designation of appointing authority).

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ S/O D/O Shri _____ R/O _____ contract appointee (hereinafter called the **FIRST PARTY**) and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____ (Designation of the Appointing Authority), Dr. Y.S. Parmar UHF, Nauni (here-in-after the **SECOND PARTY**).

Whereas, the **SECOND PARTY** has engaged the aforesaid **FIRST PARTY** and the **FIRST PARTY** has agreed to serve as a **Junior Scale Stenographer** on contract basis on the following terms & conditions:

1. That the **FIRST PARTY** shall remain in the service of the **SECOND PARTY** as a **Junior Scale Stenographer** for a period of one year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the **FIRST PARTY** with **SECOND PARTY** shall ipso-facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

Provided that for further extension/renewal of contract period, the Head of the Department shall issue a certificate that the service and conduct of the contract appointee was satisfactory during the year and only then the period of contract is to be renewed/extended.

2. The contractual amount of the **FIRST PARTY** will be ₹ 17,340/- per month [60% of ₹ 28,900 (Cell-1 in Level-7 of Pay Matrix in HPCS(RP) Rules, 2022)] per month or as may be applicable in HP Government, from time to time.
3. The service of **FIRST PARTY** 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.
4. The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 days' special leave, in a calendar year. A female contract appointee with less than two surviving children shall 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.

5. 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 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.

Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.

6. **Junior Scale Stenographer** 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.



7. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner or Medical Officer of the University. In case of women candidates pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical officer/Practitioner.
8. Contract appointee shall 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.
9. The Employees Group Insurance Scheme as well as EPF/GPF/CPS will not be applicable to contractual appointee(s).

IN WITNESS the **FIRST PARTY** and **SECOND PARTY** have herein to set their hands the day, month and year first, above written.

IN THE PRESENCE OF WITNESS:

1. _____

(Name and Full Address)

(Signature of FIRST PARTY)

2. _____

(Name and Full Address)



(Signature of SECOND PARTY)

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF TECHNICAL ASSISTANT GRADE-II (FIELD), CLASS-III, IN Dr. Y S PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

1.	Name of post	Technical Assistant Gr-II (Field)
2.	Number of posts	As created/sanctioned from time to time
3.	Classification	Class-III
4.	Pay band/scale	<p>i) <u>Pay scale for regular incumbents:</u> Level-9 as per HPCS (RP) Rules, 2022</p> <p>ii) <u>Emoluments for Contract employees:</u> ₹ 21,360/- per month [60% of ₹ 35,600 (Cell-1 in Level-9 of Pay Matrix in HPCS(RP) Rules, 2022)], per month or as may be applicable in HP Government from time to time, as per details given in Column No.15-A.</p>
5.	Whether "Selection" post or "Non Selection" post:	Non-Selection
6.	Age for direct recruitment	Between 18 to 45 years.
	<p>Provided that upper age limit for direct recruits will not be applicable to the candidates already in service of the Government/University including those who have been appointed on adhoc or on contract basis;</p> <p>Provided further that if a candidate appointed on adhoc basis or on contract basis had become overage on the date when he/she was appointed, as such, he/she shall not be eligible for any relaxation in the prescribed age-limit by virtue of his/her such adhoc or contract appointment;</p> <p>Provided further that upper age limit is relaxable for Scheduled Caste/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>NOTE: 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 Exchange, as the case may be.</p>	
7.	Minimum Educational and other qualifications required for direct recruit(s)	<p>a) <u>ESSENTIAL QUALIFICATION (S):</u> B.Sc. (Horticulture/Forestry/Agriculture)</p> <p>b) <u>DESIRABLE QUALIFICATION (S):</u> Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
8.	Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promotee(s)	<p>Age: Not applicable</p> <p>Education Qualification: No</p>
9.	Period of probation, if any	<p><u>Direct recruitment/Promotion:</u></p> <p>(i) Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent</p>

		<p>authority in special circumstances and reasons to be recorded in writing.</p> <p>(ii) No probation in case of appointment on contract basis.</p>
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	<p>i) 25% by direct recruitment on "regular" basis or by recruitment on contract basis, as the case may be.</p> <p>ii) 75% by promotion failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.</p>
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	By promotion from amongst the Field Assistant Grade-I with minimum five years' regular service in the cadre
<p>(I) Provided that for the purpose of promotion, every employee shall have to serve at-least one term in the Tribal/Difficult/Hard areas and remote/rural areas of the University subject to adequate number of post(s) available in such areas.</p> <p>Provided further that 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 areas of the University. However, this condition of five years shall not be applicable in cases of promotion:</p> <p>Provided further that Officers/Officials who have not served at-least one tenure in Tribal/Difficult/Hard areas and remote/rural areas of the University shall be transferred to such area strictly in accordance with his/her seniority in the respective cadre.</p> <p>Explanation-I:- For the purpose of proviso (I) supra the "term" in Tribal/Difficult/Hard areas/remote/rural areas of the University shall mean normally three years or less period of posting in such areas keeping in view the administrative exigencies/convenience.</p> <p>(II) In all cases of promotion, the continuous adhoc service rendered in the feeder post, if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in these rules for promotion subject to the condition that the adhoc appointment/promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of R&P Rules:</p> <p>(i) Provided that in all cases where a junior person becomes eligible for consideration by virtue of his/her total length of service (including the service rendered on adhoc basis followed by regular service/appointment) in the feeder post in view of the provisions referred to above, all persons senior to him/her in the respective category/post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration:</p> <p>Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service prescribed in the Recruitment & Promotion Rules for the post:</p> <p>Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him shall also be deemed to be ineligible for consideration for such promotion:</p> <p>Explanation:- The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be ex-servicemen recruited under the provisions of rule-3 of Demobilized Armed Forces Personnel (Reservation of Vacancies in Himachal State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority thereunder or recruited</p>		

	under the provisions of rule-3 of Ex-servicemen (Reservation of vacancies in the Himachal Pradesh Technical Service) Rules, 1985 and having been given the benefit of seniority thereunder.									
	<p>(ii) Similarly, in all cases of confirmation, continuous adhoc service rendered on the feeder post if any, prior to the regular appointment/promotion against such posts shall be taken into account towards the length of service, if the adhoc appointment/promotion had been made after proper selection and in accordance with the provisions of the Recruitment & Promotion Rules:</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered as referred to above shall remain unchanged.</p>									
12.	If a Departmental Promotion/ Confirmation Committee exists, what is its composition?	Same as prescribed for direct recruitment under Column No.13 below								
13.	Composition of Selection Committee for direct Recruitment	<table><tr><td>1. Registrar</td><td>- Chairman</td></tr><tr><td>2. Concerned Dean/Director</td><td>- Member</td></tr><tr><td>3. Other Dean/Director</td><td>- Member</td></tr><tr><td>4. Head of the Department</td><td>- Member</td></tr></table> <p>Note: The Vice-Chancellor, in addition to the existing composition of Selection Committee may endeavour as far as possible to nominate one officer of Scheduled Caste/Scheduled Tribe Category on selection committee where the candidate(s) belonging to these categories are appearing for interview.</p>	1. Registrar	- Chairman	2. Concerned Dean/Director	- Member	3. Other Dean/Director	- Member	4. Head of the Department	- Member
1. Registrar	- Chairman									
2. Concerned Dean/Director	- Member									
3. Other Dean/Director	- Member									
4. Head of the Department	- Member									
14.	Appointing Authority	Registrar								
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, or if the recruiting authority so considers necessary or expedient on the basis of written examination, 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 recruiting/appointing authority.								
15-A	<p>Selection for appointment to the post by contract appointment.</p> <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. <u>CONCEPT:</u></p> <p>(a) Under this column/rule, the Technical Assistant Gr-II (Field) in Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) 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 the 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) The selection will be made in accordance with the procedure prescribed in these R&P Rules.</p> <p>II. <u>CONTRACTUAL EMOLUMENTS:</u></p> <p>The Technical Assistant Gr-II (Field) appointed on contract basis will be paid consolidated fixed contractual amount @ ₹ 21,360/- per month [60% of ₹ 35,600 (Cell-1 in Level-9 of Pay Matrix in HPCS(RP) Rules, 2022)], or as may be applicable in HP Government, from time to time. An amount of ₹ 640/- (3% of above fixed contractual amount) as annual increase in contractual emoluments for the subsequent year(s) will be allowed, if contract is extended beyond one year.</p>									

III. APPOINTING/DISCIPLINARY AUTHORITY:

The Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be appointing authority and disciplinary authority.

IV. SELECTION PROCEDURE:

Selection for appointment to the post in the case of direct recruitment shall be made on the basis of merit of written examination or if the recruiting authority so considers necessary or expedient on the basis of written examination 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 recruiting/appointing authority.

V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

VI. AGREEMENT:

After selection of a candidate, he/she shall sign an agreement as per Appendix-I appended to these Rules.

VII. TERMS AND CONDITIONS:

- (a) The contractual appointee will be paid fixed contractual amount @ ₹ 21,360/- per month [60% of ₹ 35,600 (Cell-1 in Level-9 of Pay Matrix in HPCS(RP) Rules, 2022)] or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount @ ₹ 640/- (3% of above fixed contractual amount) 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.
- (c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 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 duty 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.

	<p>(e) An official appointed on contract basis who have 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 or from Medical Officer of the University. Women candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the 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 counterpart official 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. The Employees Group Insurance Scheme as well as EPF/GPF/CPS will also not be applicable to contract appointee(s).</p>	
16.	Essential requirement for direct recruitment	A candidate for appointment to any service or post must be a Citizen of India.
17.	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.
18.	Departmental Examination	Not applicable.
19.	Power to relax	In genuine cases, where the Selection 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 can refer such matters to the Vice-Chancellor for relaxation any of the provision of these rules with respect to any class or category of persons or post(s).

Form of contract/agreement to be executed between the **Technical Assistant Gr-II (Field)** and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____ (Designation of appointing authority).

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ S/O D/O Shri _____ R/O _____ contract appointee (hereinafter called the **FIRST PARTY**) and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____ (Designation of the Appointing Authority), Dr. Y.S. Parmar UHF, Nauni (here-in-after the **SECOND PARTY**).

Whereas, the **SECOND PARTY** has engaged the aforesaid **FIRST PARTY** and the **FIRST PARTY** has agreed to serve as a **Technical Assistant Gr-II (Field)** on contract basis on the following terms & conditions:

1. That the **FIRST PARTY** shall remain in the service of the **SECOND PARTY** as a **Technical Assistant Gr-II (Field)** for a period of one year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the **FIRST PARTY** with **SECOND PARTY** shall ipso-facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

Provided that for further extension/renewal of contract period, the Head of the Department shall issue a certificate that the service and conduct of the contract appointee was satisfactory during the year and only then the period of contract is to be renewed/extended.

2. The contractual amount of the **FIRST PARTY** will be ₹ 21,360/- per month or as may be applicable in HP Government, from time to time.
3. The service of **FIRST PARTY** 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.
4. The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 days' special leave, in a calendar year. A female contract appointee with less than two surviving children shall 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.

Provided that the 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.

5. 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 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.

Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.

6. **Technical Assistant Gr-II (Field)** 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.
7. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner or Medical Officer of the University. In case of women candidates pregnant



beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical officer/Practitioner.

8. Contract appointee shall 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.
9. The Employees Group Insurance Scheme as well as EPF/GPF/CPS will not be applicable to contractual appointee(s).

IN WITNESS the **FIRST PARTY** and **SECOND PARTY** have herein to set their hands the day, month and year first, above written.

IN THE PRESENCE OF WITNESS:

1. _____

(Name and Full Address)

(Signature of FIRST PARTY)

2. _____

(Name and Full Address)



(Signature of SECOND PARTY)

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF FIELD ASSISTANT Gr-I, CLASS-III, IN Dr. Y S PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

1.	Name of post	Field Assistant Gr-I
2.	Number of posts	As created/sanctioned from time to time
3.	Classification	Class-III
4.	Pay band/scale	<p>i) <u>Pay scale for regular incumbents:</u> Level-6 as per HPCS (RP) Rules, 2022</p> <p>ii) <u>Emoluments for Contract employees:</u> ₹ 15,360/- per month [60% of ₹ 25,600 (Cell-1 in Level-6 of Pay Matrix in HPCS(RP) Rules, 2022)], per month or as may be applicable in HP Government from time to time, as per details given in Column No.15-A.</p>
5.	Whether "Selection" post or "Non Selection" post:	Non-Selection
6.	Age for direct recruitment	<p>Between 18 to 45 years.</p> <p>Provided that upper age limit for direct recruits will not be applicable to the candidates already in service of the Government/University including those who have been appointed on adhoc or on contract basis;</p> <p>Provided further that if a candidate appointed on adhoc basis or on contract basis had become overage on the date when he/she was appointed, as such, he/she shall not be eligible for any relaxation in the prescribed age-limit by virtue of his/her such adhoc or contract appointment;</p> <p>Provided further that upper age limit is relaxable for Scheduled Caste/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><u>NOTE:</u> 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 Exchange, as the case may be.</p>
7.	Minimum Educational and other qualifications required for direct recruit(s)	<p>a) <u>ESSENTIAL QUALIFICATION (S):</u> 10+2 with Science from a recognized Board of School Education.</p> <p>b) <u>DESIRABLE QUALIFICATION (S):</u> Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
8.	Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promotee(s)	<p>Age: Not applicable</p> <p>Education Qualification: No</p>
9.	Period of probation, if any	<p><u>Direct recruitment/Promotion:</u></p> <p>(i) Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent</p>

		<p>authority in special circumstances and reasons to be recorded in writing.</p> <p>(ii) No probation in case of appointment on contract basis.</p>
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	<p>i) 25% by direct recruitment on "regular" basis or by recruitment on contract basis, as the case may be.</p> <p>ii) 75% by promotion failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.</p>
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	By promotion from amongst the Field Assistant having Matric qualification with minimum five years' regular service in the cadre.
<p>(I) Provided that for the purpose of promotion, every employee shall have to serve at-least one term in the Tribal/Difficult/Hard areas and remote/rural areas of the University subject to adequate number of post(s) available in such areas.</p> <p>Provided further that 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 areas of the University. However, this condition of five years shall not be applicable in cases of promotion:</p> <p>Provided further that Officers/Officials who have not served at-least one tenure in Tribal/Difficult/Hard areas and remote/rural areas of the University shall be transferred to such area strictly in accordance with his/her seniority in the respective cadre.</p> <p>Explanation-I:- For the purpose of proviso (I) supra the "term" in Tribal/Difficult/Hard areas/remote/rural areas of the University shall mean normally three years or less period of posting in such areas keeping in view the administrative exigencies/convenience.</p> <p>(II) In all cases of promotion, the continuous adhoc service rendered in the feeder post, if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in these rules for promotion subject to the condition that the adhoc appointment/promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of R&P Rules:</p> <p>(i) Provided that in all cases where a junior person becomes eligible for consideration by virtue of his/her total length of service (including the service rendered on adhoc basis followed by regular service/appointment) in the feeder post in view of the provisions referred to above, all persons senior to him/her in the respective category/post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration:</p> <p>Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service prescribed in the Recruitment & Promotion Rules for the post:</p> <p>Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him shall also be deemed to be ineligible for consideration for such promotion:</p> <p>Explanation:- The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be ex-servicemen recruited under the provisions of rule-3 of Demobilized Armed Forces Personnel (Reservation of Vacancies in Himachal State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority thereunder or recruited</p>		

	under the provisions of rule-3 of Ex-servicemen (Reservation of vacancies in the Himachal Pradesh Technical Service) Rules, 1985 and having been given the benefit of seniority thereunder. (ii) Similarly, in all cases of confirmation, continuous adhoc service rendered on the feeder post if any, prior to the regular appointment/promotion against such posts shall be taken into account towards the length of service, if the adhoc appointment/promotion had been made after proper selection and in accordance with the provisions of the Recruitment & Promotion Rules: Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered as referred to above shall remain unchanged.									
12.	If a Departmental Promotion/ Confirmation Committee exists, what is its composition?	Same as prescribed for direct recruitment under Column No.13 below								
13.	Composition of Selection Committee for direct Recruitment	<table><tr><td>1. Registrar</td><td>- Chairman</td></tr><tr><td>2. Concerned Dean/Director</td><td>- Member</td></tr><tr><td>3. Other Dean/Director</td><td>- Member</td></tr><tr><td>4. Head of the Department</td><td>- Member</td></tr></table> Note: The Vice-Chancellor, in addition to the existing composition of Selection Committee may endeavour as far as possible to nominate one officer of Scheduled Caste/Scheduled Tribe Category on selection committee where the candidate(s) belonging to these categories are appearing for interview.	1. Registrar	- Chairman	2. Concerned Dean/Director	- Member	3. Other Dean/Director	- Member	4. Head of the Department	- Member
1. Registrar	- Chairman									
2. Concerned Dean/Director	- Member									
3. Other Dean/Director	- Member									
4. Head of the Department	- Member									
14.	Appointing Authority	Registrar								
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, or if the recruiting authority so considers necessary or expedient on the basis of written examination, 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 recruiting/appointing authority.								
15-A	<p>Selection for appointment to the post by contract appointment.</p> <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. <u>CONCEPT:</u></p> <p>(a) Under this column/rule, the Field Assistant Gr-I in Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) 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 the 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) The selection will be made in accordance with the procedure prescribed in these R&P Rules.</p> <p>II. <u>CONTRACTUAL EMOLUMENTS:</u></p> <p>The Field Assistant Gr-I appointed on contract basis will be paid consolidated fixed contractual amount @ ₹ 15,360/- per month [60% of ₹ 25,600 (Cell-1 in Level-6 of Pay Matrix in HPSC(RP) Rules, 2022)], or as may be applicable in HP Government, from time to time. An amount of ₹ 460/- (3% of above fixed contractual amount) as annual increase in contractual emoluments for the subsequent year(s) will be allowed, if contract is extended beyond one year.</p>									

III. APPOINTING/DISCIPLINARY AUTHORITY:

The Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be appointing authority and disciplinary authority.

IV. SELECTION PROCEDURE:

Selection for appointment to the post in the case of direct recruitment shall be made on the basis of merit of written examination or if the recruiting authority so considers necessary or expedient on the basis of written examination 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 recruiting/appointing authority.

V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

VI. AGREEMENT:

After selection of a candidate, he/she shall sign an agreement as per Appendix-I appended to these Rules.

VII. TERMS AND CONDITIONS:

- (a) The contractual appointee will be paid fixed contractual amount @ ₹ 15,360/- per month [60% of ₹ 25,600 (Cell-1 in Level-6 of Pay Matrix in HPCS(RP) Rules, 2022)] or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount @ ₹ 460/- (3% of above fixed contractual amount) 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.
- (c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 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 duty 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.



	<p>(e) An official appointed on contract basis who have 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 or from Medical Officer of the University. Women candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the 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 counterpart official 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. The Employees Group Insurance Scheme as well as EPF/GPF/CPS will also not be applicable to contract appointee(s).</p>	
16.	Essential requirement for direct recruitment	A candidate for appointment to any service or post must be a Citizen of India.
17.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Schedules Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.
18.	Departmental Examination	Not applicable.
19.	Power to relax	In genuine cases, where the Selection 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 can refer such matters to the Vice-Chancellor for relaxation any of the provision of these rules with respect to any class or category of persons or post(s).

APPENDIX-I

Form of contract/agreement to be executed between the **Field Assistant Gr-I** and **Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP)** through _____
(Designation of appointing authority).

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ S/O D/O Shri _____ R/O _____ contract appointee (hereinafter called the **FIRST PARTY**) and **Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP)** through _____ (Designation of the Appointing Authority), **Dr. Y.S. Parmar UHF, Nauni** (here-in-after the **SECOND PARTY**).

Whereas, the **SECOND PARTY** has engaged the aforesaid **FIRST PARTY** and the **FIRST PARTY** has agreed to serve as a **Field Assistant Gr-I** on contract basis on the following terms & conditions:

1. That the **FIRST PARTY** shall remain in the service of the **SECOND PARTY** as a **Field Assistant Gr-I** for a period of one year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the **FIRST PARTY** with **SECOND PARTY** shall ipso-facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

Provided that for further extension/renewal of contract period, the Head of the Department shall issue a certificate that the service and conduct of the contract appointee was satisfactory during the year and only then the period of contract is to be renewed/extended.

2. The contractual amount of the **FIRST PARTY** will be ₹ 15,360/- per month or as may be applicable in HP Government, from time to time.
3. The service of **FIRST PARTY** 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.
4. The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 days' special leave, in a calendar year. A female contract appointee with less than two surviving children shall 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.

Provided that the 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.

5. 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 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.

Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.

6. **Field Assistant Gr-I** 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.
7. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner or Medical Officer of the University. In case of women candidates pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical officer/Practitioner.

8. Contract appointee shall 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.
9. The Employees Group Insurance Scheme as well as EPF/GPF/CPS will not be applicable to contractual appointee(s).

IN WITNESS the **FIRST PARTY** and **SECOND PARTY** have herein to set their hands the day, month and year first, above written.

IN THE PRESENCE OF WITNESS:

1. _____

(Name and Full Address)

(Signature of FIRST PARTY)

2. _____

(Name and Full Address)

(Signature of SECOND PARTY)



RECRUITMENT & PROMOTION RULES FOR THE POSTS OF HOSTEL ASSISTANT, CLASS-III (Non-Gazetted), IN Dr. Y.S. PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

1.	Name of post	Hostel Assistant
2.	Number of posts	As created/sanctioned from time to time
3.	Classification	Class-III (Non gazetted)
4.	Pay band/scale	<p>i) <u>Pay scale for regular incumbents:</u> Level-3 as per HPCS (RP) Rules, 2022</p> <p>ii) <u>Emoluments for Contract employees:</u> ₹ 12,120/- per month [60% of ₹ 20,200 (Cell-1 in Level-3 of Pay Matrix in HPCS(RP) Rules, 2022)], per month or as may be applicable in HP Government from time to time, as per details given in Column No.15-A.</p>
5.	Whether "Selection" post or "Non Selection" post:	Non-Selection
6.	Age for direct recruitment	<p>Between 18 to 45 years.</p> <p>Provided that upper age limit for direct recruits will not be applicable to the candidates already in service of the University including those who have been appointed on adhoc or on contract basis;</p> <p>Provided further that if a candidate appointed on adhoc basis or on contract basis had become overage on the date when he/she was appointed, as such, he/she shall not be eligible for any relaxation in the prescribed age-limit by virtue of his/her such adhoc or contract appointment;</p> <p>Provided further that upper age limit is relaxable for Scheduled Caste/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><u>NOTE:</u> 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 Exchange, as the case may be.</p>
7.	Minimum Educational and other qualifications required for direct recruit(s)	<p>a) <u>ESSENTIAL QUALIFICATION (S):</u> 10+2 from a recognized Board of School Education.</p> <p>b) <u>DESIRABLE QUALIFICATION (S):</u> Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
8.	Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote(s)	<p>Age: Not applicable</p> <p>Education Qualification: Yes, as prescribed against Column No.11 below.</p>
9.	Period of probation, if any	<p><u>Direct recruitment/Promotion:</u></p> <p>(i) Two years subject to such further extension for a period not exceeding one year as may be ordered by the</p>

		competent authority in special circumstances and reasons to be recorded in writing. (ii) No probation in case of appointment on contract basis.
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	(i) 50% by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be. (ii) 50% by promotion.
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	By promotion from amongst the Hostel Attendants with minimum five years' regular service in the cadre.
<p>(I) Provided that for the purpose of promotion, every employee shall have to serve at-least one term in the Tribal/Difficult/Hard areas and remote/rural areas of the University subject to adequate number of post(s) available in such areas.</p> <p>Provided further that 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 areas of the University. However, this condition of five years shall not be applicable in cases of promotion:</p> <p>Provided further that Officers/Officials who have not served at-least one tenure in Tribal/Difficult/Hard areas and remote/rural areas of the University shall be transferred to such area strictly in accordance with his/her seniority in the respective cadre.</p> <p>Explanation-I:- For the purpose of proviso (I) supra the "term" in Tribal/Difficult/Hard areas/remote/rural areas of the University shall mean normally three years or less period of posting in such areas keeping in view the administrative exigencies/convenience.</p> <p>(II) In all cases of promotion, the continuous adhoc service rendered in the feeder post, if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in these rules for promotion subject to the condition that the adhoc appointment/promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of R&P Rules:</p> <p>(i) Provided that in all cases where a junior person becomes eligible for consideration by virtue of his/her total length of service (including the service rendered on adhoc basis followed by regular service/appointment) in the feeder post in view of the provisions referred to above, all persons senior to him/her in the respective category/post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration:</p> <p>Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service prescribed in the Recruitment & Promotion Rules for the post:</p> <p>Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him shall also be deemed to be ineligible for consideration for such promotion:</p> <p>Explanation:- The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be ex-servicemen recruited under the provisions of rule-3 of Demobilized Armed Forces Personnel (Reservation of Vacancies in Himachal State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority</p>		

	thereunder or recruited under the provisions of rule-3 of Ex-servicemen (Reservation of vacancies in the Himachal Pradesh Technical Service) Rules, 1985 and having been given the benefit of seniority thereunder.									
	<p>(ii) Similarly, in all cases of confirmation, continuous adhoc service rendered on the feeder post if any, prior to the regular appointment/promotion against such posts shall be taken into account towards the length of service, if the adhoc appointment/promotion had been made after proper selection and in accordance with the provisions of the Recruitment & Promotion Rules:</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered as referred to above shall remain unchanged.</p>									
12.	If a Departmental Promotion/ Confirmation Committee exists, what is its composition?	Same as prescribed for direct recruitment under Column No.13 below								
13.	Composition of Selection Committee for direct Recruitment	<table><tr><td>1. Registrar</td><td>- Chairman</td></tr><tr><td>2. Students Welfare Officer</td><td>- Member</td></tr><tr><td>3. Dean/Director</td><td>- Member</td></tr><tr><td>4. Comptroller</td><td>- Member</td></tr></table> <p>Note: The Vice-Chancellor, in addition to the existing composition of Selection Committee may endeavour as far as possible to nominate one officer of Scheduled Caste/Scheduled Tribe Category on selection committee where the candidate(s) belonging to these categories are appearing for interview.</p>	1. Registrar	- Chairman	2. Students Welfare Officer	- Member	3. Dean/Director	- Member	4. Comptroller	- Member
1. Registrar	- Chairman									
2. Students Welfare Officer	- Member									
3. Dean/Director	- Member									
4. Comptroller	- Member									
14.	Appointing Authority	Registrar								
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, or if the recruiting authority so considers necessary or expedient on the basis of written examination, 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 recruiting/appointing authority.								
15-A	<p>Selection for appointment to the post by contract appointment.</p> <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. <u>CONCEPT:</u></p> <p>(a) Under this column/rule, the Hostel Assistant in Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) 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 the 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) The selection will be made in accordance with the procedure prescribed in these R&P Rules.</p> <p>II. <u>CONTRACTUAL EMOLUMENTS:</u></p>									

The **Hostel Assistant** appointed on contract basis will be paid consolidated fixed contractual amount @ ₹ 12,120/- per month [60% of ₹ 20,200 (Cell-1 in Level-3 of Pay Matrix in HPCS(RP) Rules, 2022)], or as may be applicable in HP Government, from time to time. An amount of ₹ 363/- (3% of above fixed contractual amount) as annual increase in contractual emoluments for the subsequent year(s) will be allowed, if contract is extended beyond one year.

III. APPOINTING/DISCIPLINARY AUTHORITY:

The Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be appointing authority and disciplinary authority.

IV. SELECTION PROCEDURE:

Selection for appointment to the post in the case of direct recruitment shall be made on the basis of merit of written examination or if the recruiting authority so considers necessary or expedient on the basis of written examination 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 recruiting/appointing authority.

V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

VI. AGREEMENT:

After selection of a candidate, he/she shall sign an agreement as per Appendix-I appended to these Rules.

VII. TERMS AND CONDITIONS:

- (a) The contractual appointee will be paid fixed contractual amount @ ₹ 12,120/- per month [60% of ₹ 20,200 (Cell-1 in Level-3 of Pay Matrix in HPCS(RP) Rules, 2022)] or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount @ ₹ 363/- (3% of above fixed contractual amount) 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.
- (c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 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 duty 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

	<p>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 have 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 or from Medical Officer of the University. Women candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the 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 counterpart official 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. The Employees Group Insurance Scheme as well as EPF/GPF/CPS will also not be applicable to contract appointee(s).</p>	
16.	Essential requirement for direct recruitment	A candidate for appointment to any service or post must be a Citizen of India.
17.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Schedules Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.
18.	Departmental Examination	Not applicable.
19.	Power to relax	In genuine cases, where the Selection 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 can refer such matters to the Vice-Chancellor for relaxation any of the provision of these rules with respect to any class or category of persons or post(s).

Form of contract/agreement to be executed between the **Hostel Assistant** and **Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP)** through _____
(Designation of appointing authority).

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ S/O D/O Shri _____
R/O _____ contract appointee (hereinafter called the **FIRST PARTY**) and **Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP)** through _____ (Designation of the Appointing Authority), **Dr. Y.S. Parmar UHF, Nauni** (here-in-after the **SECOND PARTY**).

Whereas, the **SECOND PARTY** has engaged the aforesaid **FIRST PARTY** and the **FIRST PARTY** has agreed to serve as a **Hostel Assistant** on contract basis on the following terms & conditions:

1. That the **FIRST PARTY** shall remain in the service of the **SECOND PARTY** as a **Hostel Assistant** for a period of one year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the **FIRST PARTY** with **SECOND PARTY** shall ipso-facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

Provided that for further extension/renewal of contract period, the Head of the Department shall issue a certificate that the service and conduct of the contract appointee was satisfactory during the year and only then the period of contract is to be renewed/extended.

2. The contractual amount of the **FIRST PARTY** will be ₹ 12,120/- per month or as may be applicable in HP Government, from time to time.
3. The service of **FIRST PARTY** 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.
4. The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 days' special leave, in a calendar year. A female contract appointee with less than two surviving children shall 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.

5. 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 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.

Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.

6. **Hostel Assistant** 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.
7. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner or Medical Officer of the University. In case of women candidates pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical officer/Practitioner.

8. Contract appointee shall 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.
9. The Employees Group Insurance Scheme as well as EPF/GPF/CPS will not be applicable to contractual appointee(s).

IN WITNESS the **FIRST PARTY** and **SECOND PARTY** have herein to set their hands the day, month and year first, above written.

IN THE PRESENCE OF WITNESS:

1. _____

(Name and Full Address)

(Signature of FIRST PARTY)

2. _____

(Name and Full Address)



(Signature of SECOND PARTY)

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF JUNIOR PHOTOGRAPHER, CLASS-III (Non-Gazetted), MINISTERIAL SERVICES, IN Dr. Y S PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

1.	Name of post	Junior Photographer
2.	Number of posts	As created/sanctioned from time to time
3.	Classification	Class-III (Non gazetted) Ministerial Services
4.	Pay band/scale	<p>i) <u>Pay scale for regular incumbents:</u> Level-10 as per HPCS (RP) Rules, 2022</p> <p>ii) <u>Emoluments for Contract employees:</u> ₹ 22,860/- per month [60% of ₹ 38,100 (Cell-1 in Level-10 of Pay Matrix in HPCS(RP) Rules, 2022)], per month or as may be applicable in HP Government from time to time, as per details given in Column No.15-A.</p>
5.	Whether "Selection" post or "Non-Selection" post:	Not Applicable
6.	Age for direct recruitment	<p>Between 18 to 45 years.</p> <p>Provided that upper age limit for direct recruits will not be applicable to the candidates already in service of the University including those who have been appointed on adhoc or on contract basis;</p> <p>Provided further that if a candidate appointed on adhoc basis or on contract basis had become overage on the date when he/she was appointed, as such, he/she shall not be eligible for any relaxation in the prescribed age-limit by virtue of his/her such adhoc or contract appointment;</p> <p>Provided further that upper age limit is relaxable for Scheduled Caste/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>NOTE: 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 Exchange, as the case may be.</p>
7.	Minimum Educational and other qualifications required for direct recruit(s)	<p>a) <u>ESSENTIAL QUALIFICATION (S):</u></p> <p>i) Matric from a recognized Board of School Education.</p> <p>ii) Should possess Diploma in Photography from an Institution recognized by the Central/State Government.</p> <p>iii) Atleast two years' experience in motion picture/video photography after acquiring Diploma in Photography.</p> <p>b) <u>DESIRABLE QUALIFICATION (S):</u> Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
8.	Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote(s)	Not Applicable
9.	Period of probation, if any	(i) Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent

		<p>authority in special circumstances and reasons to be recorded in writing.</p> <p>(ii) No probation in case of appointment on contract basis.</p>
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 be.
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	Not Applicable
12.	If a Departmental Promotion/Confirmation Committee exists, what is its composition?	Not Applicable
13.	Composition of Selection Committee for direct Recruitment	<p>1. Registrar - Chairman</p> <p>2. Director of Research - Member</p> <p>3. Director of Extension Education - Member</p> <p>4. Comptroller - Member</p> <p>Note: The Vice-Chancellor, in addition to the existing composition of Selection Committee may endeavour as far as possible to nominate one officer of Scheduled Caste/Scheduled Tribe Category on selection committee where the candidate(s) belonging to these categories are appearing for interview.</p>
14.	Appointing Authority	Registrar
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, or if the recruiting authority so considers necessary or expedient on the basis of written examination, 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 recruiting/appointing authority.
15-A	<p>Selection for appointment to the post by contract appointment.</p> <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. <u>CONCEPT:</u></p> <p>(a) Under this column/rule, the Junior Photographer in Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) 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 the 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) The selection will be made in accordance with the procedure prescribed in these R&P Rules.</p>	

II. CONTRACTUAL EMOLUMENTS:

The **Junior Photographer** appointed on contract basis will be paid consolidated fixed contractual amount @ ₹ 22,860/- per month [60% of ₹ 38,100 (Cell-1 in Level-10 of Pay Matrix in HPCS(RP) Rules, 2022)], or as may be applicable in HP Government, from time to time. An amount of ₹ 685/- (3% of above fixed contractual amount) as annual increase in contractual emoluments for the subsequent year(s) will be allowed, if contract is extended beyond one year.

III. APPOINTING/DISCIPLINARY AUTHORITY:

The Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be appointing authority and disciplinary authority.

IV. SELECTION PROCEDURE:

Selection for appointment to the post in the case of direct recruitment shall be made on the basis of merit of written examination or if the recruiting authority so considers necessary or expedient on the basis of written examination 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 recruiting/appointing authority.

V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

VI. AGREEMENT:

After selection of a candidate, he/she shall sign an agreement as per Appendix-I appended to these Rules.

VII. TERMS AND CONDITIONS:

- (a) The contractual appointee will be paid fixed contractual amount @ ₹ 22,860/- per month [60% of ₹ 38,100 (Cell-1 in Level-10 of Pay Matrix in HPCS(RP) Rules, 2022)] or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount @ ₹ 685/- (3% of above fixed contractual amount) 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.
- (c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 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 duty 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

	<p>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 have 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 or from Medical Officer of the University. Women candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the 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 counterpart official 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. The Employees Group Insurance Scheme as well as EPF/GPF/CPS will also not be applicable to contract appointee(s).</p>	
16.	Essential requirement for direct recruitment	A candidate for appointment to any service or post must be a Citizen of India.
17.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Schedules Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.
18.	Departmental Examination	Not applicable.
19.	Power to relax	In genuine cases, where the Selection 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 can refer such matters to the Vice-Chancellor for relaxation any of the provision of these rules with respect to any class or category of persons or post(s).

Form of contract/agreement to be executed between the **Junior Photographer** and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____
(Designation of appointing authority).

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ S/O D/O Shri _____ R/O _____ contract appointee (hereinafter called the **FIRST PARTY**) and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____ (Designation of the Appointing Authority), Dr. Y.S. Parmar UHF, Nauni (here-in-after the **SECOND PARTY**).

Whereas, the **SECOND PARTY** has engaged the aforesaid **FIRST PARTY** and the **FIRST PARTY** has agreed to serve as a **Junior Photographer** on contract basis on the following terms & conditions:

1. That the **FIRST PARTY** shall remain in the service of the **SECOND PARTY** as a **Junior Photographer** for a period of one year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the **FIRST PARTY** with **SECOND PARTY** shall ipso-facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

Provided that for further extension/renewal of contract period, the Head of the Department shall issue a certificate that the service and conduct of the contract appointee was satisfactory during the year and only then the period of contract is to be renewed/extended.

2. The contractual amount of the **FIRST PARTY** will be ₹ 22,860/- per month [60% of ₹ 38,100 (Cell-1 in Level-10 of Pay Matrix in HPCS(RP) Rules, 2022)] per month or as may be applicable in HP Government, from time to time.
3. The service of **FIRST PARTY** 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.
4. The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 days' special leave, in a calendar year. A female contract appointee with less than two surviving children shall 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.

5. 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 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.

Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.

6. **Junior Photographer** 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.
7. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner or Medical Officer of the University. In case of women candidates pregnant

beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical officer/Practitioner.

8. Contract appointee shall 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.
9. The Employees Group Insurance Scheme as well as EPF/GPF/CPS will not be applicable to contractual appointee(s).

IN WITNESS the **FIRST PARTY** and **SECOND PARTY** have herein to set their hands the day, month and year first, above written.

IN THE PRESENCE OF WITNESS:

1. _____

(Name and Full Address)

(Signature of FIRST PARTY)

2. _____

(Name and Full Address)



(Signature of SECOND PARTY)

RECRUITMENT & PROMOTION RULES FOR THE POSTS OF PUBLICATION ASSISTANT, CLASS-III (Non-Gazetted), IN Dr. Y S PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

1.	Name of post	Publication Assistant
2.	Number of posts	As created/sanctioned from time to time
3.	Classification	Class-III (Non gazetted) Ministerial Services
4.	Pay band/scale	<p>i) <u>Pay scale for regular incumbents:</u> Level-10 as per HPCS (RP) Rules, 2022</p> <p>ii) <u>Emoluments for Contract employees:</u> ₹ 22,860/- per month [60% of ₹ 38,100 (Cell-1 in Level-10 of Pay Matrix in HPCS(RP) Rules, 2022)], per month or as may be applicable in HP Government from time to time, as per details given in Column No.15-A.</p>
5.	Whether "Selection" post or "Non Selection" post:	Not Applicable
6.	Age for direct recruitment	<p>Between 18 to 45 years.</p> <p>Provided that upper age limit for direct recruits will not be applicable to the candidates already in service of the University including those who have been appointed on adhoc or on contract basis;</p> <p>Provided further that if a candidate appointed on adhoc basis or on contract basis had become overage on the date when he/she was appointed, as such, he/she shall not be eligible for any relaxation in the prescribed age-limit by virtue of his/her such adhoc or contract appointment;</p> <p>Provided further that upper age limit is relaxable for Scheduled Caste/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>NOTE: 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 Exchange, as the case may be.</p>
7.	Minimum Educational and other qualifications required for direct recruit(s)	<p>a) <u>ESSENTIAL QUALIFICATION (S):</u></p> <p>i) 10+2 or its equivalent from a recognized University/Board of School Education.</p> <p>ii) Two years National Trade/Apprenticeship Certificate in the trade of Printing from an I.T.I. or from an Institution duly recognized by the Central/State Government.</p> <p>b) <u>DESIRABLE QUALIFICATION (S):</u> Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
8.	Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote(s)	Not Applicable
9.	Period of probation, if any	(i) Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent

		<p>authority in special circumstances and reasons to be recorded in writing.</p> <p>(ii) No probation in case of appointment on contract basis.</p>
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 be.
11.	In case of recruitment by promotion/secondment/transfer, grade(s) from which the promotion/secondment/transfer is to be made	Not Applicable
12.	If a Departmental Promotion/Confirmation Committee exists, what is its composition?	Not Applicable
13.	Composition of Selection Committee for direct Recruitment	<p>1. Registrar - Chairman</p> <p>2. Comptroller - Member</p> <p>3. Director of Extension Education - Member</p> <p>4. One nominee of the Vice-Chancellor - Member out of Statutory Officer</p> <p>Note: The Vice-Chancellor, in addition to the existing composition of Selection Committee may endeavour as far as possible to nominate one officer of Scheduled Caste/Scheduled Tribe Category on selection committee where the candidate(s) belonging to these categories are appearing for interview.</p>
14.	Appointing Authority	Registrar
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, or if the recruiting authority so considers necessary or expedient on the basis of written examination, 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 recruiting/appointing authority.
15-A	<p>Selection for appointment to the post by contract appointment.</p> <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. <u>CONCEPT:</u></p> <p>(a) Under this column/rule, the Publication Assistant in Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) 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 the 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) The selection will be made in accordance with the procedure prescribed in these R&P Rules.</p>	

II. CONTRACTUAL EMOLUMENTS:

The **Publication Assistant** appointed on contract basis will be paid consolidated fixed contractual amount @ ₹ 22,860/- per month [60% of ₹ 38,100 (Cell-1 in Level-10 of Pay Matrix in HPCS(RP) Rules, 2022)], or as may be applicable in HP Government, from time to time. An amount of ₹ 685/- (3% of above fixed contractual amount) as annual increase in contractual emoluments for the subsequent year(s) will be allowed, if contract is extended beyond one year.

III. APPOINTING/DISCIPLINARY AUTHORITY:

The Registrar, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan)-173230 (HP) will be appointing authority and disciplinary authority.

IV. SELECTION PROCEDURE:

Selection for appointment to the post in the case of direct recruitment shall be made on the basis of merit of written examination or if the recruiting authority so considers necessary or expedient on the basis of written examination 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 recruiting/appointing authority.

V. COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As prescribed in the Recruitment & Promotion Rules for the respective post.

VI. AGREEMENT:

After selection of a candidate, he/she shall sign an agreement as per **Appendix-I** appended to these Rules.

VII. TERMS AND CONDITIONS:

- (a) The contractual appointee will be paid fixed contractual amount @ ₹ 22,860/- per month [60% of ₹ 38,100 (Cell-1 in Level-10 of Pay Matrix in HPCS(RP) Rules, 2022)] or as may be applicable in HP Government, from time to time. The contract appointee will be entitled for increase in contractual amount @ ₹ 685/- (3% of above fixed contractual amount) 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.
- (c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 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 duty 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

	<p>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 have 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 or from Medical Officer of the University. Women candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the 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 counterpart official 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. The Employees Group Insurance Scheme as well as EPF/GPF/CPS will also not be applicable to contract appointee(s).</p>	
16.	Essential requirement for direct recruitment	A candidate for appointment to any service or post must be a Citizen of India.
17.	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Schedules Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government, from time to time.
18.	Departmental Examination	Not applicable.
19.	Power to relax	In genuine cases, where the Selection 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 can refer such matters to the Vice-Chancellor for relaxation any of the provision of these rules with respect to any class or category of persons or post(s).

APPENDIX-I

Form of contract/agreement to be executed between the **Publication Assistant** and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____
(Designation of appointing authority).

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ S/O D/O Shri _____
R/O _____ contract appointee (hereinafter called the **FIRST PARTY**) and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through _____ (Designation of the Appointing Authority), Dr. Y.S. Parmar UHF, Nauni (here-in-after the **SECOND PARTY**).

Whereas, the **SECOND PARTY** has engaged the aforesaid **FIRST PARTY** and the **FIRST PARTY** has agreed to serve as a **Publication Assistant** on contract basis on the following terms & conditions:

1. That the **FIRST PARTY** shall remain in the service of the **SECOND PARTY** as a **Publication Assistant** for a period of one year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the **FIRST PARTY** with **SECOND PARTY** shall ipso-facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

Provided that for further extension/renewal of contract period, the Head of the Department shall issue a certificate that the service and conduct of the contract appointee was satisfactory during the year and only then the period of contract is to be renewed/extended.

2. The contractual amount of the **FIRST PARTY** will be ₹ 22,860/- per month [60% of ₹ 38,100 (Cell-1 in Level-10 of Pay Matrix in HPCS(RP) Rules, 2022)] per month or as may be applicable in HP Government, from time to time.
3. The service of **FIRST PARTY** 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.
4. The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 05 days' special leave, in a calendar year. A female contract appointee with less than two surviving children shall 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.

5. 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 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.

Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.

6. **Publication Assistant** 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.



7. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner or Medical Officer of the University. In case of women candidates pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical officer/Practitioner.
8. Contract appointee shall 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.
9. The Employees Group Insurance Scheme as well as EPF/GPF/CPS will not be applicable to contractual appointee(s).

IN WITNESS the **FIRST PARTY** and **SECOND PARTY** have herein to set their hands the day, month and year first, above written.

IN THE PRESENCE OF WITNESS:

1. _____

(Name and Full Address)

(Signature of FIRST PARTY)

2. _____

(Name and Full Address)



(Signature of SECOND PARTY)
