



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/- 40904-918

Dated: 14-12-2022

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 for the post of Storemate, as per annexure attached to this notification, subject to ratification by the Board of Management.

(Sandeep Negi, HPAS)
Registrar

Endst.No.Even/- 40904-918

Dated: 14-12-2022

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 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.
3. The Assistant Controller (Audit), RSA, Dr. YSP UHF, Nauni (Solan).
4. The Assistant Registrar (Establishment-II/GAD), O/O the Registrar, Dr. YSP UHF, Nauni (Solan).
5. Personal Assistant to the Registrar, Dr. YSP UHF, Nauni (Solan).
6. Guard File.

Registrar

Annexure-I**RECRUITMENT & PROMOTION RULES FOR THE POST OF STOREMATE, CLASS-IV (Non-Gazetted), IN Dr. Y S PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).**

1.	Name of post	Storemate
2.	Number of posts	As created/sanctioned from time to time
3.	Classification	Class-IV (Non gazetted) Ministerial Services
4.	Pay band/scale	<p>i) <u>Pay scale for regular incumbents:</u> Level-1 as per HPCS (RP) Rules, 2022</p> <p>ii) <u>Emoluments for Contract employees:</u> ₹ 10,800/- per month [60% of ₹ 18,000 (Cell-1 in Level-1 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 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> Should have passed Matriculation examination 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)	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	<div> 1. Registrar - Chairman 2. Comptroller - Member 3. Dean/Director - Member 4. Deputy Registrar/Assistant Registrar - Member (to be nominated by Registrar) </div> <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 case of direct recruitment shall be made on the basis of merit of prescribed educational qualification followed by evaluation as specified in Appendix-I appended to these Rules.
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 Storemate 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 Storemate appointed on contract basis will be paid consolidated fixed contractual amount @ ₹ 10,800/- per month [60% of ₹ 18,000 (Cell-1 in Level-1 of Pay Matrix in HPCS(RP) Rules, 2022)] or as may be applicable in HP Government, from time to time.</p>	

III. APPOINTING/DISCIPLINARY AUTHORITY:

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

IV. SELECTION PROCEDURE:

Selection for appointment to the post in case of direct recruitment shall be made on the basis of merit of prescribed educational qualification followed by evaluation as specified in Appendix-I appended to these Rules.

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-II appended to these Rules.

VII. TERMS AND CONDITIONS:

- (a) The contractual appointee will be paid fixed contractual amount @ ₹ 10,800/- per month [60% of ₹ 18,000 (Cell-1 in Level-1 of Pay Matrix in HPCS(RP) Rules, 2022)] or as may be applicable in HP Government, from time to time.
- (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.

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.

- (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.

	<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 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).

APPENDIX-I

Merit of minimum educational qualification, in terms of the Recruitment & Promotion Rules, shall be calculated as under: [Percentage of marks obtained in the prescribed educational qualification to be calculated out of 85 marks. For example, a candidate getting 50% marks in Matric will be given 42.50 marks]		85 Marks	
Evaluation of candidate to be made in the following manner:			
i.	Belonging to notified Backward Area or Panchayat, as the case may be	01 Mark	15 Marks
ii.	Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority	02 Mark	
iii.	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government service.	02.50 Mark	
iv.	Differently abled persons with more than 40% impairment/disability/infirmity	01 Mark	
v.	NSS (atleast one year), certificate holders in NCC/The Bharat Scout and Guide. Medal winner in National level sports competitions.	01 Mark	
vi.	BPL family having family annual income (from all sources) below Rs.40,000/- or as prescribed by the Government from time to time.	02.50 Mark	
vii.	Widow/divorced/destitute/single woman.	01.50 Mark	
viii.	Single daughter/Orphan	01 Mark	
ix.	Experience up to a maximum of 5 years in Government/Semi Government organization relating to the post applied for (0.5 mark only for each completed year).	02.50 Marks	

APPENDIX-II

Form of contract/agreement to be executed between the **Storemate** 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 **Storemate** on contract basis on the following terms & conditions:

1. That the **FIRST PARTY** shall remain in the service of the **SECOND PARTY** as a **Storemate** 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 Rs.10,800/- 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 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.

6. **Storemate** 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)
