

[Authoritative English Text of this Department's notification number FDS-A(3)-2/2022, Dated 29-03-2024 as required under article 348(3) of the Constitution of India].

## DEPARTMENT OF FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS

### NOTIFICATION

Dated: Shimla-2, the 29th February, 2024

**No. FDS-A(3)-2/2022.**—In exercise of the powers conferred by clauses (i) and (n) of section 102 read with sub-section(3) of section 33 and sub-section (3) of section 46 of the Consumer Protection Act, 2019 (35 of 2019) and in supersession of all rules, regulations and orders in so far as they relate to matters covered under these rules, except as respects things done or omitted to be done before such supersession, the Governor of Himachal Pradesh is pleased to make the following rules in respect of salaries and allowances payable to and other terms and conditions of, service of officers and other employees of the Himachal Pradesh State Consumer Disputes Redressal Commission and District Consumer Disputes Redressal Commission namely:—

PART-I		
Brief Description of the Heading	No. of Rule	Particulars of the Rule
<b>SHORT TITLE AND COMMENCEMENT.</b>	1	(i) These rules may be called the Salaries and Allowances payable to and other terms and condition of services of the officers and other employees of the State/District Consumer Disputes Redressal Commissions Rules, 2024.
		(ii) These rules shall come into force from the date of publication in the Rajpatra (e-Gazette), Himachal Pradesh.
<b>DEFINITIONS.</b>	2.	In these rules, unless the context otherwise requires,-
		(a) “ <b>Act</b> ” means the Consumer Protection Act, 2019.
		(b) “ <b>State Commission</b> ” means the Himachal Pradesh State Consumer Disputes Redressal Commission, Shimla.
		(c) “ <b>District Commissions</b> ” mean the District Consumer Disputes Redressal Commissions established in the State of Himachal Pradesh.
		(d) “ <b>Administrative Department</b> ” means Department of Food Civil Supplies and Consumer Affairs Government of Himachal Pradesh;
		(e) “ <b>President</b> ” means the President of State Commission/District Commissions;
		(f) “ <b>Department of Finance</b> ” means the Department of Finance of Himachal Pradesh Government;
		(g) “ <b>Disciplinary Authority</b> ” means the authority competent to impose penalty on officers and other employees of the State/District Commissions as specified in <b>SCHEDULE-III</b> appended to these rules ;
		(h) “ <b>Other Employees</b> ” means non-gazetted Group-B, C and D employee of the State /District Commissions;

		(i)	<b>“Governor”</b> means the Governor of Himachal Pradesh;
		(j)	<b>“Officers”</b> mean Officers appointed to, or borne on the Gazetted cadre/service of the State/District Commissions and officers appointed from amongst the members of staff of the State/District Commissions;
		(k)	<b>“Post”</b> means a post on the establishment of the State/District Commissions carrying a definite scale of pay and includes the posts specified in <b>Schedule-I</b> of these rules;
		(l)	<b>“Registrar”</b> means the Registrar of State /District Commissions;
		(m)	<b>“SCHEDULE”</b> means the SCHEDULE appended to these rules;
		(n)	<b>“Service”</b> means regular/ad hoc/contract/ daily wage basis service rendered in the State/District Commissions;
<b><u>PART-II</u></b>			
<b>STRENGTH OF OFFICERS AND OTHER EMPLOYEES OF THE STATE/DISTRICT COMMISSIONS</b>	3.		The posts of officers and the other employees consisting of the posts in Group-A, B, C & D Services created by the State Government for the State/District Commissions shall be treated to have been created on the establishment of State Commission, as specified in the <b>SCHEDULE-I</b> .
<b>ADMINISTRATION AND CONTROL OF THE STATE COMMISSION</b>	4.		Subject to the superintendence and control of the President, State Commission, the Registrar/Joint Registrar/Asstt. Registrar shall administer the office of the State Commission and shall exercise full control over the officers and the other employees serving on the establishment of State Commission.
<b>METHOD OF RECRUITMENT</b>	5.		Recruitment to a post or group of posts shall be made as per the mode of appointment shown in <b>SCHEDULE-II</b> .
<b>METHOD OF RECRUITMENT TO Group-A, B, C AND D POSTS OF THE STATE/DISTRICT COMMISSIONS</b>	6.		The vacant posts in different cadres will be filled up by appointment/promotion subject to the eligibility and other criteria specified in the <b>SCHEDULE-II</b> .
<b>APPOINTING AUTHORITY</b>	7.		The President, State Commission shall be the Appointing Authority for all the posts, as per prevailing policy/instructions of the State Government and subsequent amendments, if any, carried out from time to time.
<b><u>PART-III</u></b>			
<b>PAY AND ALLOWANCES.</b>	8.		The persons borne on the establishment of the State/District Commissions shall draw such pay and allowances as are indicated in <b>SCHEDULE-I</b> .
<b>ELIGIBILITY.</b>	9.		A person shall not be eligible for appointment in any post, unless he possesses all the necessary qualifications, academic

		<p>or otherwise and also fulfils the requirements of such appointment prescribed in <b>SCHEDULE-II</b>:</p> <p>Provided that in any particular case, where an officer or other employee, if based upon his/her seniority comes within the zone of consideration or promotion/selection to a higher post, but does not possess the requisite educational or academic or other qualifications prescribed for such post, he/she may be considered for such promotion after relaxation of the eligibility criteria with the approval of the State Government with respect to such qualification, if in the opinion of the President, State Commission, he/she possesses outstanding merit and ability and, looking to the nature of the duties of the higher post, is fully capable of performing such duties. For forming such an opinion, the President, State Commission may in a given situation, refer the case for assessment of the merit and the capability to perform the duties of higher post by such officer/employee to a Committee, to be constituted by him.</p>
<b>STOP-GAP APPOINTMENT</b>	10.	Where it is necessary to fill up a vacancy in any post and undue delay is expected in appointing a duly qualified and experienced person, the State Government may appoint any officer or employee as a stop-gap arrangement in accordance with these rules to avoid administrative inconvenience.
<b>SENIORITY</b>	11.	The seniority of officers and other employees of State/District Consumer Commission shall be determined in accordance with the general principles of seniority adopted/issued by Department of Personnel, Government of Himachal Pradesh from time to time.
<b>OTHER CONDITIONS OF SERVICE.</b>	12.	The conditions of service of the officers and other employees of State/District Commissions in the matter of Pay, Allowances, Leave, Provident Fund, Age of superannuation, Pension and retiral benefits, medical facilities and other conditions of service for which no express provision or insufficient provision has been made in these rules, shall be regulated by the rules, regulations and orders as are applicable to the officers and other employees belonging to Group-A, B, C or D, as the case may be, of the corresponding posts or scales of pay stationed at those places under the State Government.
<b>DESIRABLE QUALIFICATION FOR DIRECT RECRUITMENT.</b>	13.	Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the State shall be desirable qualifications.
<b>AGE FOR DIRECT RECRUITMENT.</b>	14.	<p>Age: Between 18 and 45 years :</p> <p>Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government:</p>

		<p>Provided further that upper age limit is relaxable for Scheduled Castes/Scheduled Tribes, Other Backward Classes candidates and other categories of persons to the extent permissible under the general or special orders of the State Government.</p> <p><b>Note.</b>—Age limit for direct recruits will be reckoned as on the 1<sup>st</sup> day of the year in which the posts are advertised by inviting applications or notified to the employment exchanges, as the case may be;</p>
<b>ESSENTIAL REQUIREMENT FOR DIRECT RECRUITMENT.</b>	15.	A candidate for appointment to any service or post must be a Citizen of India.
<b>RESERVATION.</b>	16.	Appointment to a post shall be subject to orders regarding reservation for Scheduled Castes/Scheduled Tribes/Other Backward Classes/other categories of persons issued by the State Government from time to time.
<b>PART-IV</b>		
<b>POSTINGS AND TRANSFERS.</b>	17.	Notwithstanding the initial appointment of any person on any particular post or in any particular group or category, the President, State Commission, owing to exigencies of service or in the interest of administration may transfer any such person to any other post, or in any other group or category, in the State/District Commissions.
<b>APPLICATION OF CENTRAL CIVIL SERVICES (CLASSIFICATION, CONTROL AND APPEAL) RULES, 1965.</b>	18.	<p>In disciplinary matters, the provisions of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, shall apply and the Disciplinary and Appellate Authorities shall be as specified in <b>SCHEDULE-III</b>:</p> <p>Provided that no appeal shall lie from any order passed by the President under these rules.</p>
<b>PART-V</b>		
<b>PROBATION.</b>	19.	<p>(1) Persons appointed on the establishment of the State Commissions either by direct recruitment or by promotion shall be on probation for a period of two years from the date of their initial appointment as under :-</p> <p>i) <b>Direct Recruitment:-</b></p> <p>(a) Two years subject to such further extension for a period not exceeding one year as may be ordered by the Competent Authority in special circumstance and reasons to be recorded in writing.</p> <p>(b) No probation in the case of appointment on contract basis, tenure basis, re-employment after superannuation and absorption.</p>

		ii) <b>Promotion:-</b> Two years in the case of promotion from one Group to another e.g. from Group-B to Group-A. In special circumstances, the President, State Commission may extend the period of probation with reasons to be recorded in writing.	
		(2) It shall be permissible with respect to any individual officer/other employees or group of such officers/other employees to provide for passing of any special examination(s) as condition precedent for completion of the probation period.	
<b>CONFIRMATION.</b>	20.	A probationer shall be confirmed substantively at the end of his/her probation period (or extended probation period) if his/her act and conduct during the period of probation has been found to be satisfactory in accordance with the simplified procedure laid down by Government of India, DOPT vide its O.M dated 28-03-1988 adopted by the State Government in the Department of Personnel vide O.M dated 14-06-1994.	
<b>CONDUCT.</b>	21.	(1)	Every Officer and employee of the State /District Commissions shall maintain absolute integrity and devotion to duty at all times.
		(2)	No officer and employee of the State/ District Commissions shall act in a manner prejudicial to discipline, decorum and proper order in the office.
		(3)	The rules and orders for the time being in force and applicable to the Government servants in the Government of Himachal Pradesh in regard to conduct shall apply <i>mutatis mutandis</i> to the officers and other employees of the State/District Commissions.
<b>APPOINTMENT ON COMPASSIONATE GROUNDS.</b>	22.	Appointment on compassionate grounds shall be made/done as per prevailing policy of the State Government and subsequent amendments, if any, carried out therein from time to time.	
<b>DELEGATION.</b>	23.	The President, State Commission may delegate the powers vested in him under these rules to an appropriate officer of the State/District Commissions.	
<b>POWER TO RELAX.</b>	24.	Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the President, State Commission, relax any of the provisions of these rules with respect to any Group or category of persons or posts.	
<b>INTERPRETATION.</b>	25.	If any dispute or question arises relating to the applicability or interpretation of these rules, the decision of the State Government thereon shall be final.	

<b>REMOVAL OF DIFFICULTIES.</b>	26.	If any difficulty arises in giving effect to any of the provisions of these rules, the Government may by an order in writing do, what appears to be necessary for the purpose of removing the difficulty or amend these rules.
<b>SELECTION FOR APPOINTMENT TO THE POST BY CONTRACT APPOINTMENT.</b>	27.	Notwithstanding anything contained in these rules, contract appointments to the post(s) will be made subject to the terms and conditions given in the Annexure "A" as per instructions/guidelines issued by the Department of Personnel from time to time.
<b>RESIDUARY MATTER.</b>	28.	With regard to the matters not specifically covered by or under these rules, including the matters governing service conditions of the officers/and other employees, their conduct and discipline, the same shall be governed by law, rules and regulations or norms applicable to the State Government employees in general insofar as those are not inconsistent with or repugnant to these rules.

By order,

**R.D. Nazeem, IAS**  
Principal Secretary (F, CS & CA),  
Government of Himachal Pradesh,  
Shimla-171002.

**SCHEDULE -I**

Statement showing details of various posts on the establishment of Himachal Pradesh State Consumer Disputes Redressal Commission, Shimla.

<b>GROUP-A</b>						
Sl. No.	Name of the Post	Number of Sanctioned Post			Classification	Pay Matrix
		State Commission	District Commission	Total		
1.	<b>Registrar</b>	1	--	1	Group-A (Gazetted)	67400-201200 (L-21)
2.	<b>Assistant Registrar</b>	1	--	1	Group-A (Gazetted)	67400-201200 (L-21)
3	<b>Superintendent Grade-I</b>	1	--	1	Group-A (Gazetted)	48700-154300 (L-16)
4.	<b>Private Secretary</b>	1	--	1	Group-A (Gazetted)	48700-154300 (L-16)
5.	<b>Reader (State Commission)</b>	1	--	1	Group-A (Gazetted)	48700-154300 (L-16)

<b>GROUP-B</b>						
6.	<b>Personal Assistant</b>	1	4	5	Group-B (Non-Gazetted)	43000-136000 (L-12)
7.	<b>Suptd. Grade-II</b>	--	4	4	Group-B (Non-Gazetted)	43000-136000 (L-12)
8.	<b>Sr. Scale Stenographer</b>	4	--	4	Group-B (Non-Gazetted)	38500-122700 (L-11)
9.	<b>Sr. Assistants/ Accountant/ Record Keeper State Commission and Reader District Commissions)</b>	5	4	9	Group-B (Non-Gazetted)	38500-122700 (L-11)
<b>GROUP-C</b>						
10.	<b>Civil Nazir</b>	1	4	5	Group-C (Non-Gazetted)	35600-112800 (L-9)
11.	<b>Record Keeper (District Commissions)</b>	--	4	4	Group-C (Non-Gazetted)	25600-81200 (L-6)
12.	<b>Jr. Assistant/ Clerk/JOA(IT)</b>	7	12	19	Group-C (Non-Gazetted)	20600-65500 (L-4)
13.	<b>Driver</b>	3	4	7	Group-C (Non-Gazetted)	21300-67800 (L-5)
14.	<b>Bailiff</b>	2	4	6	Group-C (Non-Gazetted)	20200-64000 (L-3)
<b>GROUP-D</b>						
15.	<b>Process Server</b>	2	4	6	Group-D (Non-Gazetted)	18000-56900 (L-1)
16.	<b>Peon/ Chowkidar</b>	8/1	12/4	20/5	Group-D (Non-Gazetted)	18000-56900 (L-1)

17.	<b>Safai Karamchari-cum-Chowkidar (Daily wage)</b>	--	2	2	Group-D (Non-Gazetted)	Wages are being paid as per Govt. rates prescribed from time to time
18.	<b>Safai Karamchari (Part-time)</b>	2	3	5	Group-D (Non-Gazetted)	Wages are being paid as per Govt. rates prescribed from time to time
19.	<b>Safai Karamchari (Sweeper)</b>	--	1	1	Group-D (Non-Gazetted)	18000-56900 (L-1)
						<b>Note:-</b> This post was created in favour of Smt. Neelam Kumari w.e.f. 20.07.2019 and shall stand abolished after her retirement as conveyed by the A.D. vide letter dated 12 <sup>th</sup> April, 2022.

**Note:—**The posts of Safai Karamchari and 05 Chowkidars shall stand abolished as and when the same are got vacated by the present incumbents. The sweeping and security services (security services as per policy precedent), in future, to be outsourced.

**SCHEDULE-II**

Sl. No.	Name of Post	No. of Post	Mode of appointment/Length of service	Qualification
1.	<b>Registrar,</b>	1	From the HPAS Cadre.	
2.	<b>Assistant Registrar</b>	1	By promotion from amongst Superintendent Grade-I, Private Secretary and Reader (State Commission) who possesses four years regular service or regular combined with continuous ad hoc service rendered, if any, in the grade in the ratio of 1:1:1 in the following order:- One Superintendent, one Private Secretary and one Reader.	<b>Essential qualifications:</b> Graduation <b>Desirable qualification:</b> Degree in Law
3.	<b>Superintendent Grade-I</b>	1	By promotion from amongst Superintendent Grade-II who possesses three years regular service or regular combined with continuous ad hoc service in the grade.	Graduation
4.	<b>Private Secretary</b>	1	By promotion from amongst Personal Assistant(s) possessing five years regular or regular combined with continuous ad hoc service, in the grade.	Graduation

5.	<b>Reader (State Commission)</b>	1	By promotion from amongst Superintendent Grade-II who possesses three years regular service or regular combined with continuous ad hoc service in the grade.	<b>Essential qualifications:</b> Graduation  <b>Desirable qualification:</b> Degree in Law
6.	<b>Superintendent Grade-II</b>	4	By promotion from amongst Sr. Assistant(s) who possesses six years regular service or regular combined with continuous ad hoc service in the grade.	Graduation
7.	<b>Personal Assistant</b>	5	By promotion from amongst Sr. Scale Stenographer(s) who possesses six years regular service or regular combined with continuous ad hoc service in the grade.	Graduation
8.	<b>Senior Scale Stenographer</b>	4	By direct recruitment initially on contract basis as per <b>Schedule-IV (PART-A)</b> <b>OR</b> By direct recruitment on regular basis on the basis of limited proficiency test from amongst Jr. Scale Stenographer/Steno-Typist /Judgment Writer(s) working in any Govt./Semi Govt. Department and having five years regular service or regular combined with continuous ad hoc service in the grade and possessing minimum speed of 100 w.p.m. in English shorthand and typing speed of 40 words per minute in English on Computer.	Graduation
9.	<b>Senior Assistant/ Accountant/ Record Keeper (State Commission) and Reader (District Commissions)</b>	9	By promotion from amongst Junior Assistant/Civil Nazir /JOA(IT)/ Clerk/Record Keeper (District Commission) who possesses seven years regular service or regular combined with continuous ad hoc service rendered, if any, as clerk/Junior Assistant, Civil Nazir (State/District Commissions)or Junior Office Assistant(IT)/ and Record Keeper (District Commissions). For the purpose of promotion the ratio will be 1:1, { i.e. from the cadre of Junior Assistant/Senior most Clerk/Record Keeper (District Commissions):1 as per seniority} and one from Civil Nazir, until the Civil Nazir appointed in the pay scale of Rs.5000-8100 (old) now 35600-112800 (L-9) is promoted. Thereafter, the post of Civil	Graduation

			<p>Nazirs as well as Record Keeper (District Commissions) shall stand abolished and in place of Civil Nazir and Record Keeper (District Commissions) JOA (IT) shall be recruited in order to bring uniformity in the Institution.</p> <p><b>Note:-</b> After promotion of Civil Nazirs and Record Keepers, there will be no ratio for promotion as Sr. Assistant and the post of Sr. Assistant will be filled up from amongst Clerks/Junior Office Assistants as per combined seniority.</p>	
10.	<b>Civil Nazir</b>	5	<p>After promotion of existing five Civil Nazirs appointed directly in the pay scale of Rs.5000-8100 further revised to 10300-34800+3200 GP (old) now 35600-112800 (L-9) to the post of Sr. Assistant, in place of resultant vacancy of each Civil Nazir, JOA(IT) will be recruited on the basis of competitive examination as per <b>Schedule-IV (PART-B)</b></p>	Graduation
11.	<b>Record Keeper (District Commissions)</b>	4	<p>After promotion of existing four Record Keeper (District Commissions) in the pay scale of Rs.5910-20200+Rs.2400/-GP (old) now 25600-81200 (L-6) to the post of Sr. Assistant, in place of resultant vacancy of each Record Keeper, JOA(IT) will be recruited on the basis of competitive examination as per <b>Schedule-IV (PART-B)</b>.</p>	Graduation
12.	<b>JOA (IT)/Clerk</b>	19	<p>80% by direct recruitment on the basis of competitive examination as per <b>Schedule-IV (PART-B {A})</b></p> <p>20% of the cadre posts by way of selection from amongst the Bailiffs/ Process Servers/Peons/ Chowkidars working on the establishment of State Commission having educational qualification with five years regular service or regular combined with continuous ad hoc service in the respective cadres subject to the eligibility on the basis of ACRs of last five years, qualifying written examination and typing test as per procedure prescribed in <b>Schedule-IV [PART-B (B)]</b></p>	Graduation
13.	<b>Driver</b>	7	<p>By direct recruitment initially on contract basis, on the basis of written/</p>	+2 as educational qualification and

			proficiency test as per <b>Schedule-IV (PART-C)</b>	having a valid driving licence to drive light medium or heavy vehicles
14.	<b>Bailiff</b>	<b>6</b>	By promotion from amongst Process Servers, failing which by promotion from amongst the senior most eligible Peon/Chowkidar having five years' regular service or regular combined with continuous ad hoc service in the respective cadres.	+2 educational qualification
15.	Process Server	<b>6</b>	A. 50% by direct recruitment initially on contract basis as per procedure prescribed in <b>Schedule-IV (PART-D)</b>	+2 educational Qualification
			B. 50% by promotion from amongst the Peon/Chowkidar having five years regular service or regular combined with continuous ad hoc service in the respective cadres	+2 educational Qualification
16.	Peon/ Chowkidar (Regular/Daily wage) and Part-Time Safai Karamchari	<b>25</b>	By direct recruitment on the basis of written test as prescribed in <b>Schedule-IV (PART-E)</b>	Matric

**Note:1-** The service conditions of the contract employee will be governed by as specified in the **Annexure-A** or as prescribed by the Department of Personnel from time to time.

**Note:2-** The President, HP State Consumer Disputes Redressal Commission ensure the pay level of the all the categories in accordance of the Himachal Pradesh Civil Services (Revised Pay) Rules, 2022 .

### SCHEDULE-III

Description of post	Competent authority to impose penalties with reference to items No.(i) to (iv) of rule 11 of CCS (CC&A) Rules, 1965.	Appellate authority in respect of penalties specified in Column No.2.	Competent authority to impose penalties with reference to items No. (v) to (ix) of rule 11 of the CCS (CC & A) RULES, 1965	Appellate authority in respect of penalties specified in Column No.4.
1	2	3	4	5
Group-A Officer	President, State Commission	President, State Commission	President, State Commission	President, National Consumer Disputes Redressal Commission, New Delhi.

Group-B Officers	President State Commission	President, State Commission	President, State Commission	—
Group-C	President State Commission	President, State Commission	President, State Commission	—
Group-D	President State Commission	President, State Commission	President, State Commission	—

**SCHEDULE-IV**

<b><u>PART-A</u></b>	
<b>PROFICIENCY TEST FOR THE POST OF SENIOR SCALE STENOGRAPHER.</b>	
<p>Candidates must be having speed of <b>100 W.P.M.</b>, in English Stenography and accurate transcription of the matter dictated within a period of 5 times to the time allotted for dictation and typing speed, in English, at <b>50 W.P.M.</b>, on computers, wherefor a separate test shall be held:</p> <p>Provided that only <b>10%</b> of the mistakes in transcribing the dictated matter and typed matter in typing test shall be allowed. In other words the candidates committing more than <b>10%</b> mistakes in transcribing the dictated matter and the typed matter in typing test shall be declared as unqualified:</p> <p>Provided further that taking into consideration any administrative exigency, Hon'ble the President, in his discretion, may grant exemption in the aforesaid speed limit either, in typing or in transcription or in both and also in the mistakes as referred to above.</p> <p><b>Note:-</b> The time for dictation as well as typing test shall be ten <b>(10)</b> minutes each.</p>	
<b><u>PART-B</u></b>	
<b>WRITTEN TEST FOR THE POST OF JUNIOR OFFICE ASSISTANT (I.T.)</b>	
<b>The competitive examination for filling up the post(s) of Junior Office Assistants (I.T.) (Direct Recruitment– Contract/Regular basis) shall be conducted in the manner prescribed herein below:</b>	
<b>A.</b>	<p>It shall be in English/Hindi Language consisting of MCQ type questions of 70 marks of General Knowledge and subjective type questions of 30 marks comprising translation Hindi to English and English to Hindi, articles, prepositions, etc. Each MCQ shall carry one mark and shall have four choices, out of which the correct answer shall have to be given by the candidate in the Question-cum-Answer Booklet. The test shall be of two hours duration.</p> <p><b>Note:—</b>The candidates qualifying the written test as mentioned above shall be called for typing test, in the ratio of <b>1:3</b> which means three candidates against one advertised vacancy, to be conducted on computer in English. The candidates shall have to qualify typing test at <b>25 W.P.M.</b>, in English on computers, provided that only 10% of the mistakes in typing test shall be permitted which in other words means that if any candidate commits more than thirty (30) mistakes then notwithstanding the fact that he/she has successfully typed out the given passage/material with the speed of <b>25 w.p.m.</b> still he/she shall be declared as unqualified.</p>

	<p><b>Note – 1:</b> The time for typing test shall be <b>ten (10)</b> minutes.</p> <p><b>Note –2:</b> The typing test shall be merely qualifying and marks obtained therein shall not be counted for determining the final merit.</p>
<b>B.</b>	<p><b><u>BY PROMOTION:</u></b></p> <p>Written Test, Typing Test and Assessment of ACRs for filling the posts of JOA(IT) (Departmental Quota from Bailiffs, Process Servers and other Class-IV officials) working on the establishment of State Commission subject to eligibility to be considered for promotion as provided under these rules. The candidate shall have to qualify written as well as typing test.</p>
<b><u>PART-C</u></b>	
<b>WRITTEN TEST FOR THE POST OF DRIVER (REGULAR/CONTRACT BASIS / DAILY WAGE)</b>	
<b>(a)</b>	<p><b>Written Test</b> <span style="float: right;"><b>Maximum Marks : 60</b> <b>Time : 1 Hours</b></span></p>
	<p>A Written Test (in English/Hindi) consisting of M.C.Qs and subjective type questions shall be conducted. The candidate shall have to give correct answers in such a manner as suggested in Question-cum-Answer Booklet which shall be provided to the candidate at the allotted Examination Centre.</p>
<b>(b)</b>	<p><b>Proficiency Test</b> <span style="float: right;"><b>Marks : 20</b></span></p>
	<p>Proficiency Test of total <b>20</b> marks to be held to judge the practical ability of the driver to drive the vehicle and the committee consisting of Technical Officers/officials constituted by the President, State Commission shall allot marks in the proficiency test out of twenty <b>(20)</b> as per the performance of the candidate in the driving test.</p> <p><b>Note:-</b> Final merit list shall be drawn on the basis of marks obtained in the written and proficiency tests.</p>
<b><u>PART-D</u></b>	
<b>WRITTEN TEST FOR THE POST OF PROCESS SERVER (REGULAR/CONTRACT BASIS)</b>	
<b>(a)</b>	<p><b>Screening Test</b> <span style="float: right;"><b>Maximum Marks : 50</b> <b>Time : One Hour</b></span></p>
	<p>A Written Test (in English and Hindi) consisting of MCQs and subjective type questions shall be conducted. The candidate shall have to give correct answers in such a manner as suggested in Question-cum-Answer Booklet, which shall be provided to the candidate at the allotted Examination Centre.</p> <p><b>Note:—</b>Final merit list shall be drawn on the basis of marks obtained in the written test.</p>

<b><u>PART-E</u></b>		
<b>(a)</b>	<b>Procedure for Awarding Marks in an interview for the Post of Peon/Chowkidar/Safai Karamchhari/Mali etc., on Regular/Contract /Daily Wage basis or Co-terminus basis/Part-time basis.</b>	
	<b>Sl. No.</b>	<b>Description of the Field</b>
	(i)	Educational Qualification
	(ii)	Other Parameters
	(iii)	Written Test
	<p><b>Note.</b>—The Hon'ble President, State Commission being a Judge of the High Court (sitting/retired) shall at his/her discretion can recommend for appointment of one/two Peons of his/her choice subject to availability of posts on co-terminus basis and his/her/their service will also be co-terminus with the tenure of recommending President, unless regularized. This facility is being provided in view of the judgment passed by the Hon'ble High Court of Himachal Pradesh in CWP No. 78 of 2000 titled Justice P.N. Nag (Retd.) Versus State of Himachal Pradesh and another on dated 27-09-2002.</p>	
<b>(b)</b>	<b>Criterion for awarding marks for Educational Qualifications</b>	
	<b>Sl. No.</b>	<b>Description of the Field</b>
	(i)	Matriculate or equivalent
	(ii)	Matriculate or equivalent with second division
	(iii)	Matriculate or equivalent with first division
<b>(c)</b>	<b>Criterion for awarding marks of other parameters</b>	
	(i)	Non-employment certificate to the effect that none of the family members is in Government/Semi Government job issued by the competent authority.
	(ii)	Certificate of Landless family/family having land less than one hectare land issued by the concerned Revenue Authority.
	(iii)	Certificate belonging to notified Backward Area or Panchayat as the case may be issued by the concerned Competent Authority.
	(iv)	Experience of driving etc.
<b>(d)</b>	<b>Written Test</b>	
		<b>10</b>

**ANNEXURE: A**

Form of contract/agreement to be executed between the \_\_\_\_\_ (designation of the post) and the Government of Himachal Pradesh through \_\_\_\_\_ (Designation of the Appointing Authority).

This agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ between Sh/Smt. \_\_\_\_\_ S/o D/o Shri \_\_\_\_\_ R/o \_\_\_\_\_, contract appointee (hereinafter called the FIRST PARTY), AND the Governor of Himachal Pradesh through \_\_\_\_\_ (Designation of the Appointing Authority) Himachal Pradesh (here-in-after referred to as the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as \_\_\_\_\_ on contract basis on the following terms & conditions:—

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as \_\_\_\_\_ 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 on year to year basis the concerned head of office shall issue a certificate that the service and conduct of the contract appointee was satisfactory during the year and only then his/her period of contract is to be renewed/extended.
2. The contractual amount of the FIRST PARTY will be Rs. \_\_\_\_\_ /-per month (which shall be 60% of the first cell of the applicable level of pay matrix of the corresponding cadre).
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 5 days' special leave, in a calendar year. A female contract appointee with less than two surviving children may be granted maternity leave for 135 days'. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days' (irrespective of the number of surviving children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Government Medical Officer. A contract employee shall not be entitled for medical re-imburement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

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

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. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. In case of women candidates pregnant beyond twelve weeks will render her temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical Officer/Practitioner.
7. 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.
8. The employees Group Insurance Scheme as well as EPF/GPF 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 the FIRST PARTY)

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Name and Full Address)

(Signature of the SECOND PARTY)

\_\_\_\_\_