



(H.P. Energy Development Agency)
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No. HIMURJA(A)4(25)/2021- 7856

Dated:- 14.10.2022

OFFICE ORDER

The H.P. Government, Department of Personnel (AP-III) vide Notification No. No. Per (AP)-C-A(3)-1/2007-III dated 26th September, 2022 has amended the Common Recruitment and Promotion Rules, 2017 for the post of Junior Office Assistant (Information Technology), Class-III (Non-Gazetted) Ministerial Services notified vide Notification No. Per(AP)-C-A(3)-1/2017-II dated 16th September, 2017. HIMURJA has adopted the analogy/pattern of common R&P Rules of Department of Personnel, H.P. Govt. Therefore, the Recruitment and Promotion Rules for the post of Junior Office Assistant (Information Technology) in HIMURJA notified vide office order No. HIMURJA(A)4(25)/2021- 6201 dated 04.08.2022, are hereby amended accordingly as under with immediate effect:-

Column No.	Description	Amendments
4.	Scale of Pay:	<p><u>Pay Scale for regular incumbent(s):-</u></p> <p>(i) Level 4 of the Pay Matrix (Rs.20600-65500) as per H.P. Civil Services (Revised Pay) Rules, 2022.</p> <p>(ii) Level 10 of the Pay Matrix (Rs.38100-120400) as per the H.P. Civil Services (Revised Pay) Rules, 2022 to be given to the 50% of the total number of posts of Junior Office Assistant (IT) in the cadre after minimum 5 years service as Junior Office Assistant (IT) in the cadre and the incumbent(s) of this post shall be designated as Junior Assistant by placement.</p> <p>(iii) <u>Emoluments for Contract Employee(s):-</u></p> <p>60% of the first cell of the Level 4 of Pay Matrix (Rs.12360/-) as per the H.P. Civil Services (Revised Pay) Rules, 2022.</p>
7.	Minimum educational and other qualifications required for direct recruitment:	<p><u>Essential Qualification(s):-</u></p> <p>(i) Should have passed 10+2 Examination from a recognized Board of School Education/University.</p>

OR

Matriculation from recognized Board of School Education with one/two year's Diploma/Certificate from an Industrial Training Institute (ITI) in Information Technology (IT) & Information Technology Enabled Sectors (ITES) as notified by Director General of Employment & Training (Govt. of India) from time to time.

OR

Three years Diploma in Computer Engineering/Computer Science/IT from a Polytechnic as approved by All India Council for Technical Education (AICTE).

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

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

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

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

Provided further that differently abled persons who are otherwise qualified to

		<p>hold clerical post as certified being unable to type, by the Medical Board, may be exempted from passing the typing test.</p> <p>Explanation:- The term, "differently abled persons" does not cover visually impaired persons or persons who are hearing impaired but cover only those whose physical disability/deformity permanently prevents them from typing.</p> <p>The above criteria for grant of exemption from passing the typing test shall also be applicable to the Sill Test Norms on Computers.</p> <p><u>Desirable Qualification(s):-</u></p> <p>Knowledge customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
8.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotee:	<p>Age: Not applicable</p> <p>Educational Qualification: Yes, as prescribed against Column No. 7.</p>
10.	Method of recruitment whether by direct recruitment or by contract or by promotion/ transfer and the percentage or vacancies to be filled in by various methods:	<p>(i) 90% by direct recruitment on 'regular' basis or by recruitment on contract basis, as the case may be.</p> <p>(ii) 10% 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, deputation/transfer, grade from which promotion/ deputation/transfer is to be made:	<p>(i) 10% by promotion from amongst the Class-IV officials who have passed 10+2 examination from a recognized Board of School Education/University and possess five years regular service or regular combined with continuous adhoc service rendered, if any, in the grade.</p>
	<p>Provided that the Class-IV officials so promoted as JOA(IT) will have to qualify the typing test with a minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi Typewriting on computer within the probation period which will be conducted by the concerned Department and the incumbent(s) will get three chances during the probation period. If the candidate fails to qualify the typing test within the prescribed period, his probation will be extended. During this period the incumbent(s) will get one more chance. If the candidate still fails to qualify test in the extended period, he will be reverted from JOA(IT) to Class-IV post.</p>	

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For the purpose of promotion, a combined seniority of eligible Class-IV officials on the basis of length of service without disturbing their cadre-wise inter-se-seniority shall be maintained.

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

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

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

15.

Selections for appointment to post by direct recruitment:

Selection for appointment to the post in the case of direct recruitment shall be made on the basis of merit of written examination having 70% syllabus relating to Computer Science/Computer Application/Information Technology (IT)/ Information Technology Enabled Sectors (ITES)/ Information Practices (IP) and practical test or skill test, the standard/syllabus, etc. of which, will be determined by the Himachal Pradesh Staff Selection Commission/other recruiting agency/authority, as the case may be.

15(A)

Terms & conditions for Contract appointment:

(I) CONCEPT:

- (a) Under this policy, the Junior Office Assistant (IT) in HIMURJA will be engaged on contract basis initially for a period of one year which may be extendable on year to year basis.
- (b) The candidates will be selected by advertising the vacant post by the Head of Recruiting Agency.
- (c) The selection will be made in accordance with the eligibility conditions prescribed in these Rules.
- (d) Contract appointee so selected under these Rules will not have any right to claim regularization or permanent absorption in the Organization.

(II) CONTRACTUAL EMOLUMENT:

The Junior Office Assistant (IT) appointed on contract basis will be paid consolidated contractual amount @ Rs.12360/- per month (which shall be equal to 60% of 1st Cell of the Level 4 of Pay Matrix) of the corresponding cadre of employee appointed on regular basis).

(IV) SELECTION PROCESS:

Selection for appointment to the post in the case of contract appointment shall be made on the basis of merit of written examination having 70% syllabus relating to Computer Science/Computer Application/Information Technology (IT)/ Information Technology Enabled Sectors (ITES)/ Information Practices (IP) and practical test or skill test, the standard/syllabus, etc. of which, will be determined by the Himachal Pradesh Staff Selection Commission/other recruiting agency/authority, as the case may be.

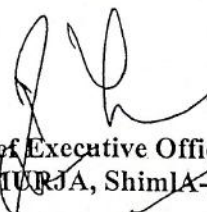
(VI) AGREEMENT:

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 of Rs. 12360/- per month (which shall be equal to 60% of 1st Cell of the applicable Level in the Pay Matrix of the corresponding cadre of employee appointed on regular basis).

In Appendix-I of Annexure-A of the said rules for condition No. 2 "The contractual amounts of the FIRST PARTY will be Rs.12360/-.

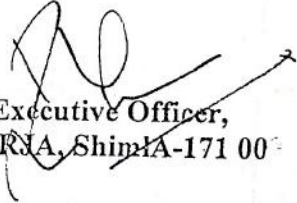

Chief Executive Officer,
HIMURJA, Shimla-171 009

Endst. As above: 7890-7912

Dated:- 14.10.2022

Copy forwarded for necessary information to:-

1. The Chief Secretary (NES) to the Government of H.P., Shimla-2.
2. The Project Director-cum-Dy.CEO, HIMURJA, Shimla-9.
3. The Project Manager (IT), HIMURJA(Hqr.), Shimla-9 to ensure uploading the amended R&P Rules of above post in the website of HIMURJA for information of all concerned employees.
4. All Branch Heads, HIMURJA(Hqr.), Shimla-9 for information.
5. All Sr. Project Officers/Project Officers, HIMURJA, H.P. for information and to bring in the notice of concerned employees posted under their control.
6. Notice Board.


Chief Executive Officer,
HIMURJA, Shimla-171 00