

**Himachal Pradesh ,State Council for Science,  
Technology and Environment**

**“E m p loyees”**

**Service Bye-Laws**

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**HIMACHAL PRADESH ,STATE COUNCIL FOR SCIENCE,  
TECHNOLOGY &ENVIRONMENT, ,  
Registered Office: SDA Complex, Block N0. 34, Kasumpti,  
Shimla – 171009.**

## HIMACHAL PRADESH STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT

Registered Office:- SDA Complex, Block N0. 34, Kasumpti, Shimla – 171009.

In pursuance of Clause (xiii) of rule 11 of the Rules of State Council for Science, Technology and Environment, Shimla Himachal Pradesh enabling it in this behalf, the Executive Committee of the aforesaid Council makes the following bye-laws to regulate the recruitment and conditions of service of officers and other employees appointed to various posts under the council namely:-

### "Himachal Pradesh State Council for Science, Technology and Environment" "Employees" Service Bye-Laws

#### CHAPTER I

##### Short-title, commencement and application

- 1.1 These Bye Laws may be called the Himachal Pradesh State Council for Science, Technology and Environment Employees Recruitment Promotion and Certain Conditions of Service Bye-Laws; 2006
- 1.2 These Bye-Laws shall take effect from the date of its issuance.
- 1.3 These Bye-Laws, shall apply to all whole time regular employees of the Council, but shall not apply to :-

- a) The persons in casual employment or engaged on daily wages basis or appointed on work-charge basis; and
- b) The persons appointed on contract whose terms and conditions of appointment or agreement do not specify applicability of these bye-laws to them.

##### 1.4 Definitions:

- (a) "Appointing Authority": means the authority competent to make appointments, as specified in classes 3.1 and 3.2 of these bye-laws
- (b) "The Council" means the State Council for Science, Technology and Environment, H.P. Shimla
- (c) "Chairman" means the Chairman of the Executive Committee appointed by the Govt.
- (d) "Direct Appointment" means an appointment made otherwise than by promotion or transfer of a person already in the service of the Council or made by taking a person on deputation/ secondment from the Central or State Government or any other institutions of repute or absorption of person taken on transfer/ deputation.
- (e) "Duty" means the period of service which counts for pay, leave and other emoluments, but does not include any period of suspension or extra- ordinary leave without pay on grounds other than medical. Duty also includes.
  - (i) Service as probationer or apprentice provided that such service is followed by confirmation
  - (ii) Joining time
  - (iii) The course of instruction or training in India as specifically considered as duty .
  - (iv) Forced halt due to suspension of traffic or cancellation of bus service or train or air flight.
- (f) "Fee" means a recurring or non-recurring payment to the employees from a source other than the funds of the Council.
- (g) "Employee" means a person employed on any post under the Council and includes officers also under the Council but does not include, except for the purpose of disciplinary action, a casual worker or a daily wage earner or a person engaged on contract .
- (h) "Foreign Service" means service of an employee of H.P. State Govt. or Central Govt. or other institution under the Council in which an employee receives salary from the Council or vice-versa.
- (i) "Executive Committee" means the Executive Committee constituted by the H.P. Govt.
- (j) "Government" means the Himachal Pradesh Government in the Science & Technology Department.
- (k) "Honorarium" means the recurring or non -recurring payment granted to any person from the funds of the Council as remuneration for special work of an occasional or intermittent character.
- (l) "Joint Member Secretary" means an Officer appointed as Joint Member Secretary of the Executive Committee by the Govt.
- (m) "Member Secretary" shall mean the officer/ person appointed as Member Secretary of the Executive Committee by the Govt. to manage the affairs of the Council.
- (n) "Pay" means the amount drawn monthly by an employee as:

- (i) The pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in officiating capacity, or to which he is entitled by reason of his position; and
  - (ii) Special Pay, personal pay and any other emoluments, if specifically declared as pay and for the purpose for which any of these is so declared.
- (o) **“Permanent employee”** means an employee or officer appointed on a permanent basis or absorbed permanently against a permanent post sanctioned by the Executive Committee.
- (p) **“Personal pay”** means additional pay granted to an employee:
- (i) to save him from a loss of substantive pay in respect of a permanent post, other than a tenure post due to a revision of pay or reduction of such substantive pay otherwise than as a disciplinary measure; or
  - (ii) In exceptional circumstances, on other considerations;
- (q) **“Posts”** means the posts which are sanctioned/ approved by the Executive Committee from time to time to carry out the activities of the Council and the posts which have come along with the schemes/ centres etc. taken over or transferred to the Council and may be taken over/ transferred with the approval of the Executive Committee.
- (r) **“Probationer”** means an employee or officer provisionally employed to fill a vacancy on probation for the period specified in bye-law 8.2
- (s) **“Special pay”** means an addition, of the nature of pay, to the emoluments of a post or an employee, granted in consideration of :
- (i) the specially arduous nature of duties;
  - (ii) a specific addition to the work or responsibilities.
- (t) **“Temporary employee”** means an employee appointed for a limited period for work which is essentially of a temporary nature or appointed against a temporary post or vacancy for a specified or un-specified period on a definite rate of pay sanctioned for a limited time.
- (u) **“Time Scale Pay”** means pay which subject to any condition prescribed in these bye- laws, rises by periodical increments from a minimum to a maximum.

## CHAPTER –II

### POSTS, CLASSIFICATION, PAY SCALES AND ALLOWANCES

#### Posts and pay scales:

- 2.1** The Executive Committee shall have the power to sanction and create from time to time such permanent and temporary posts or contractual posts as may in its opinion be expedient to the working of the Council. The contractual posts which have come or may come with various projects of the Govt. of India with the approval of the Executive Committee for particular period will be considered to have been created by the Executive Committee and shall automatically stand abolished on completion of the particular projects. The posts which have come or may come with various schemes transferred / taken over by the Council with the approval of the Executive Committee will automatically stand sanctioned/ created.
- 2.2** The Executive Committee shall have power to make from time to time such additions, deletions substitution, up-gradation or down-gradation of posts, as may be considered expedient for the working of the Council.
- 2.3** The Executive Committee shall review the sanctioned strength of posts of all categories once a year, preferably in April.
- 2.4** The posts so sanctioned and created shall carry such pay scales as specified in the order sanctioning and creating the posts. The contractual posts shall carry such all inclusive emoluments as specified in the order sanctioning and creating the posts. The Executive Committee shall have power to revise the pay scales of the posts from time to time as may be considered necessary.
- 2.5** The designations of the posts, number of posts and scales of pay as sanctioned at present are given in Annexure “A”
- 2.6** All posts under the Council shall be classified as under:
- |                    |  |
|--------------------|--|
| <b>Category-A:</b> | Posts in initial entry scales of pay having maximum of Rs. 11,660 and above.             |
| <b>Category-B</b>  | Posts in initial entry scales of pay with maximum ranging between Rs. 10,640 to 11,659   |
| <b>Category-C</b>  | Posts in initial entry scales of pay with maximum ranging between Rs.5,160 to Rs. 10,639 |
| <b>Category-D</b>  | Posts carrying initial scales of pay the maximum of which is less than Rs. 5,160.        |

## **ALLOWANCES:**

- 2.7 The employees of the Council shall from time to time be entitled to such allowances at such rates as sanctioned by the Himachal Pradesh State Govt for its employees from time to time

## **TRVELLING ALLOWANCES**

- 2.8 For journeys on duty in connection with the affairs of the Council, the employees of the Council will be entitled to traveling allowance, daily allowance , reimbursement of hotel rent, expenses on local journeys, transfer grant etc in accordance with the gradation, rates and conditions as applicable to the employees of the State Govt. from time to time.

Provided that the Chairman of the Executive Committee may, in exceptional circumstances, allow an employee to travel by higher class if such travelling is considered necessary and expedient in the interest of the Council. The Chairman of the Executive Committee may also, in exceptional cases, allow an employee reimbursement of hotel rent, local transportation charges, terminal transport charges and taxi charges at rates higher than those admissible under the rule to the extent considered proper by him.

- 2.9 The employees will be entitled to leave travel concession at the rates and conditions as applicable to the employees of the State Government.

## **CHAPTER-III**

### **APPOINTING AUTHORITY AND AUTHENTICATION OF DOCUMENTS:**

- 3.1 Appointments to Category-"A " & "B " posts under the Council shall be made by the Chairman of the Executive Committee on the recommendations of the Direct Recruitment Committee or the Promotion Committee depending on the method of recruitment / appointment. Appointments to all other category "C " & "D " posts shall be made by the Member Secretary of the Executive Committee, subject to same conditions as for Category "A & "B "
- 3.2 The Member Secretary, Executive Committee shall be competent to authenticate and sign documents for and on behalf of the Council / Executive Committee in so far as statutory documents/ orders under these Bye-laws are concerned. Other documents shall be authenticated and signed by the Joint Member Secretary

## **CHAPTER-IV**

### **GENERAL CONDITIONS FOR RECRUITMENT**

#### **Citizenship:**

- 4.1 A candidate for recruitment to a post under the Council should be a citizen of India ;

#### **Verification of character and antecedents:**

- 4.2 No candidate shall be appointed to a post under the Council unless his character and antecedents are got verified through State Government s Police authorities and the same are found to be satisfactory .

#### **Medical Examination:**

- 4.3 No person shall be appointed to a post under the Council unless he/she has been certified by the Chief Medical Officer of the District in which he/she is to be appointed to be of sound constitution and medically fit.

Provided that this provision will not apply to a person who is appointed by promotion or deputation.

#### **Character Certificate:**

- 4.4. No person shall be appointed to a post by direct recruitment under the Council unless he produces a certificate of good moral character from a Gazetted officer.

#### **Reservations:**

- 4.5 In making appointments up to the lowest rung of Category "A " post, the instructions of the State Govt as issued from time to time in the matter of reservations and concessions for scheduled castes, scheduled tribes, backward classes, children, grand-children of freedom fighters, Ex-servicemen and handicapped persons shall be followed.

## CHAPTER V

### MODE OF RECRUITMENT/ APPOINTMENT

5.1 The method of recruitment, including qualifications , experience , eligibility of feeder categories for appointment / promotions to various posts under the Council shall be as given in Annexures "B 1" to Annexure "B21" to these bye-laws as detailed below:-

1.	Principal Scientific Officer	B1	
2.	Senior Scientific Officer	B2	
3.	Scientific Officer	B3	
4.	Technical Officer	B4	
5.	Research Assistant	B5	
6.	Section Officer	B6	
7.	Sr. Assistant		B7
8.	Junior Engineer	B8	
9.	Personal Assistant	B9	
10.	Head Draftsman	B10	
11.	Sr.Scale Stenographer	B11	
12.	Jr. Scale Stenographer	B12	
13.	Steno-typist		B13
14.	Clerk/ Jr. Assistant	B14	
15.	Driver		B15
16.	Xerox Machine Operator	B16	
17.	Class-IV	B17	
18.	Sweeper	B18	
19.	Project Officer	B19	
20.	Environment Engineer	B20	
21.	Statistical Assistant	B21	

Notwithstanding anything contained in these bye-laws, the incumbents already on deputation with the Council and other incumbents who may be taken on deputation after the commencement of these Bye-laws may be absorbed in the service of the Council at the discretion of the Executive Committee.

#### 5.2 Age Limit:

The minimum age limit shall be 18 years and maximum age 45 years for direct recruitment. The age limit shall be reckoned on the first day of the year in which the posts are advertised for inviting applications or notified to the Employment/ Sub-Employment Exchanges as the case may be.

Provided that the upper age limit for direct recruitment will not be applicable to the candidates already in the service of the Council including those who have been appointed on adhoc or contract basis.

Provided further that if a candidate appointed on adhoc or contract basis had become overage on the date when he was appointed as such, he shall not be eligible for any relaxation in the prescribed age limit by virtue of his adhoc or contract appointment.

Provided further that the upper age limit is relaxable for Scheduled Castes, Scheduled Tribes and Other Categories of persons to the extent permissible under the general or special order (s) of the Himachal Pradesh Government.

5.3 The Chairman of the Executive Committee shall be competent to relax the academic or professional qualifications and experience, provided the proposed extent of relaxation is notified with the advertisement or requisition to the Employment/ Sub-Employment Exchanges.

5.4 All direct recruitment shall be on contractual basis for fixed tenure initially on two years on the minimum of the pay scale plus all allowances on that minimum pay admissible at the station of posting. After the expiry of three years and subject to the work and conduct being satisfactory the employee will be allowed regular pay scale and the first increment will be allowed on completion of fourth year of service.

#### 5.5 Disqualification:

No person, who has been dismissed from employment in the Central / State Government or Corporation/ Board or Cooperative Institutions or convicted in a court of law for any offence involving acts of dishonesty or moral turpitude, shall be eligible for appointment under the Council.

## CHAPTER VI

### PROCEDURE FOR DIRECT RECRUITMENT AND PROMOTIONS AND SELECTION THROUGH LIMITED COMPETITION :

#### Procedure for direct recruitment:

- 6.1** The posts to be filled by direct recruitment shall be advertised to all Employment Exchanges/ Sub-Employment Exchanges in H.P. The posts in category "A" & "B" shall also be advertised in one of the daily newspapers of repute. The candidates sponsored by Employment Exchanges and candidates applying directly shall be considered for selection provided they fulfil the minimum essential qualifications and experience.
- 6.2** Selection of candidates for posts advertised for direct recruitment shall be made by a Direct Recruitment Committee to be constituted by the Chairman of the Executive Committee in the case of category "A" and "B" posts and the Member Secretary of the Executive Committee in the case of category "C" and "D" posts.
- 6.3** The Direct Recruitment Committee may hold written examination and / or interview. The Committee will prepare a select list strictly in order of merit giving representation to the candidates of reserved category in the select list according to reservations. Complete record of this process shall be maintained. The recommendations of the selection committee shall be placed before the appointing authority for approval.
- 6.4** After the approval of the select-list by the appointing authority, the appointments shall be made strictly in order of the placement of incumbents in the select list.
- 6.5** The select list shall remain valid for one year from the date of its approval by the appointing authority. The validity of the select list may be extended for six months more in exceptional circumstances by the appointing authority.

#### Procedure for Promotion

- 6.6** Promotions to all posts shall be made either by selection or seniority subject to rejection of unfit as indicated in Annexure "B 1" to "B21"
- 6.7** Select lists for promotions shall be prepared by a promotion Committee to be constituted by the Chairman of the Executive Committee in the case of category "A" and "B" posts and the Member Secretary in the case of category "C" and "D" posts.
- 6.8** The Promotion Committee shall be guided by the following procedure while preparing the select list.

#### A. For Selection posts:

- (a) The vacancies for which select list is to be prepared shall be split up year-wise and the select lists prepared year wise. The year wise select lists shall then be made into a final select list in which the earlier years list shall be placed above.
- (b) The number of eligible incumbents to be considered shall be three times the number of vacancies for which select list is to be prepared upto 20 vacancies and thereafter one name shall be added for every additional vacancy.
- (c) The service record/ confidential reports of all the eligible incumbents falling within the zone of consideration shall be considered for 3 to 5 years and classified year wise and assigned marks as under:

Outstanding	-	5 marks
Very Good	-	4 marks
Good	-	3 marks
Fair/ Satisfactory	-	2 marks

Thereafter the average will be worked out and incumbents classified as under:-

Those getting average of :

4.5 or above	-	Outstanding
3.5 and above but below 4.5	-	Very Good
2.5 and above but below 3.5	-	Good
Below 2.5	-	Fair

- (d) The select list shall be prepared on merit basis placing the outstanding on top followed by very good and then good. In case more than one incumbent get same classification then the placement in the select list of such incumbents shall be in order of seniority.

Provided that a junior incumbent with one degree higher classification shall not supersede his senior if the senior has more than two years regular service than the junior.

Provided further that in case required number of incumbents belonging to scheduled castes and scheduled tribes is not found in the select list conforming to the number of vacancies reserved for them then the zone of consideration shall be extended to five times the number of vacancies to be filled.

**B. For Non-Selection Posts i.e. Seniority Subject to Rejection of Unfit:**

- (a) The Selection Committee shall prepare the select list from amongst the eligible officials on the basis of seniority excluding those who are found to be unfit for promotion.
- (b) Proper representation shall be given to the scheduled castes and scheduled tribes in the select list picking up the eligible incumbents of these categories from below in seniority, if need be, but the final select list shall be in order of seniority.
- 6.9** In all cases where promotion is to be made from more than one feeder category on the basis of percentage quota, a register indicating the rotation of vacancies among feeder categories shall be maintained for continuity of rotation. The select list shall conform to the rotation cycle. In cases where rotation is not indicated and only percentages for feeder categories are provided, the rotation cycle shall be in the order in which percentages have been prescribed for promotion.
- 6.10** In all cases where promotion is to be made from more than one feeder category and no percentages for different feeder categories have been prescribed, then a combined seniority list of all feeder categories shall be drawn with reference to the regular dates of appointments without disturbing the inter-se category wise seniority. If need be, KLM formula may be adopted for preparing such a combined seniority list.
- 6.11** The period of continuous adhoc appointment of an employee shall be counted towards service for the purposes of promotion and confirmation subject to the following conditions.
- (a) The adhoc appointment was made from amongst the eligible incumbents and such appointment conformed to the provisions of the Bye-laws pending finalization of rules for recruitment/ seniority list / court case.
- (b) The incumbents senior in seniority list to an employee having adhoc service shall always be placed above the employee having adhoc service while considering promotion/ confirmation, provided the senior incumbents have put in a minimum service of three years or as prescribed in these Bye-laws whichever is less.
- (c) If a senior employee is rendered ineligible for consideration for promotion/ confirmation because of minimum service requirement of (b) above, then the junior incumbents with adhoc service shall also be considered as ineligible for promotion/ confirmation
- 6.12** Ex-Servicemen after the assignment of seniority for military service in accordance with the provisions of rules framed by the HP Government shall be eligible for further first promotion after rendering a minimum service of three years on the post on which they are appointed.

**Procedure for selection through limited competition**

- 6.13** For selection through limited competition wherever provided in Annexures B1 to B21, applications shall be invited from incumbents working in different schemes/ projects in Council and those who are working on regular basis in the service of the Council fulfilling the qualifications and experience as prescribed in Annexure B1 to B21 and as per actual requirements indicated in the notice inviting applications. The Council will get written examination conducted through an out-side agency followed by interview of the top ranking candidates in written test.
- The qualifying marks for the written test shall be 50% , but in case there is only one candidate , the qualifying marks shall be 60%. The selection shall be made on the basis of performance in both the written test plus interview.

**CHAPTER-VII**

**RECORD OF SERVICE, PROBATION, CONFIRMATION AND TERMINATION OF SERVICE**

**Record of service:**

- 7.1** The following records of service of every employee shall be maintained at the level of and in the custody of such officers as may be decided by the Chairman, Executive Committee
1. Personal File
  2. Service book and leave account of each employee on the forms as prescribed by the Himachal Pradesh Government for its employees unless the Executive Committee decides otherwise.
  3. Confidential reports dossiers.

**NOTE:** Personal files and service books shall be kept and maintained in the office but the confidential reports dossiers shall be kept and maintained in the personal custody of the Joint Member Secretary. The ACR dossiers in respect of the Joint Member Secretary shall be maintained by the Member Secretary of the Executive Council.

**Probation:**

7.2 All appointments made to any post in the service of the Council by direct recruitment or promotion shall be on probation for a period of two years from the date of appointment

Provided that the appointing authority may at its discretion extend the period of probation for a further period of two years.

**Confirmation:**

7.3 An employee on successful completion of probation period or extended probation period may be confirmed against permanent post if vacant. Confirmation will entitle an employee to be termed as permanent. Confirmation will be done only at the entry point and not against every higher post to which he/ she might get promoted.

7.4 In the event of retrenchment/ reversion on any account, the incumbent(s) from the bottom will be retrenched / reverted on the principle of last come first go.

**Termination of service:**

7.5 The service of an employee on probation may be terminated by the appointing authority during or at the end of the period of his/ her probation or extended period of probation in case his/ her work and conduct has not been found satisfactory by the appointing authority.

7.6 The services of a temporary employee may be terminated by the appointing authority by giving notice of one month or pay and allowances

for one month or part of a month for which the notice period of one month falls short of.

7.7 Termination of service under this part of Bye-laws shall not constitute a penalty within the meanings of provisions relating to discipline and appeal

7.8 The following procedure shall be adopted by the appointing authority while serving notice under the Bye-law 7.6

- (i) The notice shall be delivered or tendered to the employee in person through a messenger
- (ii) Where service of the notice in person through a messenger is not possible, the notice shall be sent through registered post acknowledgement due at the known permanent and temporary address of the employee
- (iii) If the notice sent by registered post is returned undelivered, it shall be published in local and reputed newspapers and shall be deemed to have been served on the employee from the date of publication of the notice in the newspapers.

7.9 Where a notice is given terminating the services of an employee under Bye-Law 7.6 the Executive Committee in respect of the orders issued by the Chairman of the Executive Committee and the Chairman in respect of the orders passed by any subordinate authority may of its own motion or otherwise, reopen the case and after making such enquiry as it deems necessary.

- (i) Confirm the action taken by the appointing authority;
- (ii) Withdraw the notice;
- (iii) Re-instate the employee in service ; or
- (iv) Make such other order in the case as it may deem proper.

Provided that except in special circumstances, which should be recorded in writing , no case shall be reopened after the expiry of three months:-

- (a) From the date of notice, in a case where notice is given
- (b) From the date of termination of services, in a case where services are terminated on payment of pay and allowances in lieu of the notice.

7.10 Where an employee is reinstated in service under Bye- law 7.9 the order of reinstatement shall specify:-

- (i) The amount or proportion of pay and allowances if any, to be paid to the employee for the period of his/ her absence between the date of termination of his/ her services and the date of reinstatement;
- (ii) Whether the period of absence will be treated as a period spent on duty for any specified purpose or purposes.



7.11 The services of an employee employed on contract basis may be terminated in case his work and conduct is not found satisfactory. The termination of service in such a case will be done in accordance with the terms and conditions of the contract.

7.12 The services of an employee engaged on a post sanctioned under a particular project shall stand terminated on the completion of the project, unless the Executive Committee decides to adjust the said incumbent against a post vacant under the Council.

#### CHAPTER-VIII

#### PAY FIXATION, SPECIAL PAY, PERSONAL PAY, HONORARIUM, PROVIDENT FUND AND CERTAIN OTHER BENEFITS

- 8.1 An employee shall start getting his pay against a post from the date he takes over the charge of that post.
- 8.2 Unless anything is otherwise contained in these bye laws the pay of an employee appointed to any post, as specified in Annexure "A" shall be fixed at minimum of the pay scale. The pay of an ex-serviceman shall be fixed in accordance with the rules/instructions of the State Government of Himachal Pradesh.
- 8.3 The Executive Committee may, in consideration of special qualifications, training, knowledge or experience, allow a higher initial start to any person.
- 8.4 Notwithstanding anything contained in these Bye-laws where an employee is promoted or appointed in substantive, temporary or officiating capacity to a higher post carrying duties and responsibilities of greater importance than those attaching to the post held by him/her, his/her initial pay in the time scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing his/her pay in respect of the lower post by one increment at the stage at which such pay has accrued.

Provided that where an employee is, immediately before his promotion or appointment to a higher post, drawing pay at the maximum of the time scale of the lower post, his/her notional pay in the lower post shall be arrived at by increasing his/her pay in the lower post by an amount equal to the last increment of the lower post.

Provided further that, excepting cases of adhoc promotion or promotions not covered under these Bye-laws an employee appointed/promoted to the higher post shall have an option, to be exercised within one month from the date of promotion/appointment to get his pay initially fixed in the higher post at the stage next above his/her basic pay in the lower post. Further on accrual of next increment in the lower post, his/her pay will be fixed in the manner prescribed above, as if such an employee was promoted from the date of accrual of his/her increment.

Provided further that in case of an adhoc promotion/appointment being regularized without an interruption, then such an employee shall have option as provided above to be exercised within one month from the date of regularization of appointment for fixation of pay from the date of his/her adhoc promotion/appointment.

- 8.5 An employee shall be allowed an annual increment on completion of one year's of qualifying service as a matter of course, unless it is withheld by an order of the appointing authority or is deferred on grounds of suspension, grant of extraordinary leave without pay and allowances or interruption of service.

Provided that increment shall be allowed from the 1<sup>st</sup> day of the month in which he/she completes one year's qualifying service, unless he/she happens to be on leave on the first day of the month in which case he/she shall draw increment from the date he/she joins duty after the leave during that year.

Provided further that the Member Secretary may in exceptional circumstance allow the period of EOL taken on medical grounds to be counted as qualifying service for the purpose of grant of annual increment.

- 8.6 In case an efficiency bar is prescribed in a pay scale, an employee reaching the stage of efficiency bar will not be allowed annual increment above the efficiency bar until the appointing authority has issued an order allowing such an employee to cross the efficiency bar.
- 8.7 An employee holding charge of another higher post in his/her own line of promotion in addition to his own duties under specific written orders of the appointing authority shall be entitled to pay of the higher post only. In case an employee holds additional charge of another independent post not in his/her line of promotion under valid order of the appointing authority, then he/she shall be entitled to special pay not exceeding 10% of the basic pay of the higher post as determined by appointing authority.
- 8.8. The following provisions prescribe the conditions on which service counts for increments in the time scale:-
- (a) All duty in a post on a time scale counts for increments in that time scale.
- Provided that the total of all such periods which do not count for increment in that time scale, shall be added to the normal date of increment.
- (b) Service in another post, other than a post carrying less pay, whether in a substantive or officiating capacity, service or deputation out of India and leave except extraordinary leave taken otherwise than on medical certificate shall count for increment in the time scale applicable to the post on which the employee holds a lien or would hold a lien had it not been suspended.
- (c) All leave, except extraordinary leave taken otherwise than on medical certificate shall count for increment in the time scale applicable to the post.

Provided that the Executive Committee may, in any case, in which it is satisfied that the extraordinary leave was taken for any cause beyond the control of the employee or for prosecuting higher scientific and technical studies, direct that extraordinary leave shall be counted for increment.

- (d) If an employee, while officiating in a post or holding a temporary post in a time scale of pay, is appointed to officiate in a higher post, his officiating service in the higher post shall, if he/she is reappointed to the lower post, count for increments in the time scale applicable to the lower post. The period of officiating service in the higher post which counts for increments in the lower post shall, however, be restricted to the period during which the employee would have officiated in the lower post but for his/her appointment in the higher post.
- (e) Foreign service shall count for increment in the time scale of the post held in parent Department/Office, provided the employee would have held the said post in the parent Department/Office, but for his/her deputation to foreign service.
- (f) Joining time as admissible under these Bye-laws shall count for increment in the post on a time scale which an employee held at the time of proceeding on joining time.
- (g) The period of a course of instruction or training which is treated as duty shall count for increment in the post in a time scale which an employee held at the time of proceeding on course of instruction or training.

**8.9** The Executive Committee may grant an honorarium or award or retaining fee to any person for any service rendered by him/her for any special work done by him/her for the Council.

**8.10** No employee shall accept any work from any organization, institution, individual or cooperative institution, Government of Himachal Pradesh or Central Government etc. and accept any pay, honorarium or fee in any form in lieu of such work without the prior approval of the Member Secretary, Executive Committee.

**8.11** Every employee of the Council shall be entitled to the membership of the schemes of contributory provident fund under and in accordance with any law for the time being in force.

Provided that the Council will contribute towards contributory provident fund of every employee who is a member of the aforesaid scheme at the rate as provided in the law for the time being in force, subject to the approval of the Executive Committee.

**8.12 Bonus:**

The employees of the Council may be allowed bonus at the rate and subject to the conditions as laid down in the payment of Bonus Act, 1965 as amended from time to time.

**8.13 Gratuity:**

The employees of the Council shall be entitled to the payment of gratuity in accordance with the provisions of Payment of Gratuity Act, 1972.

**8.14 Medical Attendance:**

The employees of the Council shall be entitled to medical attendance as per practice obtaining in the State of Himachal Pradesh for its employees.

**8.15 Ex-gratia Grant:**

Ex-gratia grant will be allowed to the employees or their families as admissible to the employees of the H P State Govt from time to time.

## **CHAPTER-IX**

### **FOREIGN SERVICE**

**9.1** Any employee of the Council either permanent or temporary can be transferred to foreign service for a period not more than three years in the first instance. This tenure can be extended by a maximum period of two years. The foreign service shall be sanctioned/extended by the Chairman in the case of category "A" and "B" employees and Member Secretary in the case of category "C" and "D" employees.

**9.2** The terms and conditions governing the service of an employee on foreign service should be fixed in consultation with the foreign employer.

**9.3** An employee transferred to foreign service shall be deemed to be on foreign service from the date on which he/she relinquishes charge of the post in the Council's service.

**9.4** The date of reversion from foreign service shall be the date on which an employee actually takes over the charge in the services of the Council and his pay and allowances will cease to be payable by the foreign employer from this date of reversion.

**9.5** No employee on foreign service shall be permitted to receive any remuneration or enjoy any concession, which are not specified in his order of deputation to the foreign employer.

- 9.6 An employee's pay in foreign service shall not be taken into account in fixing his pay in the service of the Council on reversion. On reversion to the Council service, the employee shall draw pay and allowances admissible to the post to which he is appointed in Council in the normal course.
- 9.7 No leave shall be granted to an employee in transit or proceeding to or reverting from deputation on foreign service.
- 9.8 The council may obtain the services of an employee of the Central or H.P. State Govt. or Corporation/Board in India. in accordance with the provisions of Chapter V of these Bye-laws read with annexure thereto on deputation/foreign service or secondment basis on such standard terms as may be mutually settled.
- 9.9 Leave salary and pension contributions will be paid by the foreign employer in case there is no mutual agreement for non-payment of these contributions.

## **CHAPTER-X**

### **SENIORITY**

- 10.1 This Council shall maintain separate category wise or cadre wise seniority lists showing position of each employee as on the first January of the year. The seniority lists shall contain names of confirmed as also unconfirmed employees. The names of those incumbents who have been appointed on adhoc basis or contract basis shall be shown separately at the end of each seniority list.
- The seniority lists will first be drawn as provisional or tentative and circulated to all concerned for inviting representations. After consideration of representations, the seniority lists will be made final. The next seniority list will invite representations only in respect of new additions.
- 10.2 The seniority of an ex-serviceman shall be determined in accordance with the HP Government Rules/Instructions in this behalf.
- 10.3 The seniority in the grade/category shall initially be determined in the order of merit i.e. select lists for direct recruitment and promotions. In cases where both promotion and direct recruitment has been prescribed as the mode of recruitment, the seniority will be in the order of rotation of vacancies assigned to each mode and this rotation will be followed for all recruitments made during the calendar year. Any excess appointments made during the year over and above the permissible quota will be placed at the bottom of the lists, provided process to make up the shortfall in other mode of recruitment has been started. The excess appointments through any mode made during a year will be adjusted in next year's recruitment. During next year the rotation will first be followed and the excess appointments made to cover the shortfall of previous year shall be placed at the bottom of the seniority list.
- 10.4 In case where the promotion is from more than one feeder category, then the seniority will follow the rotation of vacancies between the different feeder categories.
- 10.5 In case where rotation of vacancies has not been prescribed then the order of percentage will be followed. For example if 75% of posts are to be filled by promotion and 25% by direct recruitment, then in a calendar year, every direct recruit will be placed below three promotees. Further if the percentage is 50:50, then every direct recruit will be placed below every promotee.
- 10.6 The order of initial seniority will be changed, if the order of merit (select list) is disturbed on account of some employees not being confirmed in turn due to adverse reports etc., then the confirmed employee(s) shall rank above the unconfirmed employees. The guiding principle being confirmed employees to be ranked inter-se above all unconfirmed employees.
- 10.7 An incumbent taken on deputation/secondment basis i.e. without any deputation allowance, if absorbed in the service of the Council on his request and consent of his parent office will be assigned seniority from the date of his/her joining the service of the Council and his absorption will not be counted against the rotation of vacancies for any mode of recruitment.
- 10.8 Notwithstanding the provisions of these rules, the seniority lists as on the date of coming into force of these Bye-laws shall not be disturbed.

## **CHAPTER-XI**

### **SUPERANNUATION, RETIREMENT AND RESIGNATION**

- 11.1 Except as otherwise provided in this chapter of the Bye-laws, every employee shall retire from service on the afternoon of the last day of the month in which he/she attains the age of fifty eight years.
- 11.2 A category D employee shall retire from service on the afternoon of the last day of the month in which he/she attains the age of sixty years.
- Note:- For the purpose of Bye-laws 11.1 and 11.2 above an employee born on 1<sup>st</sup> of a month shall retire on the last date of the previous month.
- 11.3 No employee shall be granted extension in service beyond the age of retirement as specified in Bye-laws 11.1 and 11.2 above. No employee shall also be re-employed after retirement.

Provided that a specialist in medical or science fields may be granted extension in service or re-employed upto the age of 60 years, if the next incumbent(s) is/are not found fit to take up the responsibility of the higher post whose incumbent is to be granted extension/reemployment.

Provided further that the order granting extension/re-employment should contain a condition for terminating the extension/re-employment by giving a notice in writing for three months or pay and allowance for three months or for the period for which notice falls short of.

- 11.4** The Executive Committee, after considering recommendations of the Screening Committee, shall, if it is of the opinion that it is in the public interest to do so, have the absolute right to retire an employee by giving three months notice or three months pay and allowances in lieu of such notice in the following manner:
- a. after attaining the age of 50 years in respect of a Category A and B officer, if he/she had entered service of the Council before attaining the age of 35 years.
  - b. After attaining the age of 55 years in respect of all other category A, B, C and D employees.

The Screening Committee shall be constituted by the Chairman.

- 11.5** An employee after giving at least three months previous notice in writing to the Executive Committee through the Member Secretary retire from the service with the approval of the appointing authority on the date on which he/she:
- a. Completes 30 years of qualifying service; or
  - b. Attains the age of:
    - (i) 50 years in respect of category A and B employees if he/she had entered the service of the Council before attaining the age of 35 years.
    - (ii) 55 years in respect of all other category A, B, C and D employees.

Provided further that any employee with satisfactory service record may, after giving notice of not less than three months in writing to the Executive Committee through its Member Secretary retire from service on completion of 20 years of service or 45 years of age after such notice has been accepted by the appointing authority.

Provided further that no employee under suspension or against whom disciplinary proceedings are either contemplated or have already been initiated shall be allowed to retire except with the approval of the Chairman Executive Committee and no employee shall cease to work unless his/her notice of premature retirement has been accepted.

Provided further that an employee seeking retirement under these provisions of the Bye-laws may make a request for curtailment of the notice period of three months and this request shall be considered by the appointing authority, whose decision shall be final.

Provided further that an employee who has given notice for retirement may make a request for withdrawal of the notice giving reasons for such withdrawal and such a request shall be considered by the appointing authority.

- 11.6** The qualifying service as on the date of retirement of an employee retiring under Bye- law 11.5 above shall be increased by the period not exceeding 5 years, subject to the condition that the total qualifying service of the employee does not in any case exceed 33 years and it does not take him/her beyond the date of retirement provided in Bye-laws 11.1 and 11.2. For instance an employee retiring at the age of 56 will get benefit of increase in qualifying service for two years.

#### **Resignation:**

- 11.7** Resignation from service or a post, unless, it is allowed to be withdrawn in the public interest by the Member Secretary, Executive Committee entails forfeiture of past service.
- 11.8** A resignation shall not entail forfeiture of past service if it has been submitted to take up, with proper permission, another appointment under the Government of India or State Govt. or corporation/board in India. where service qualifies. In such cases the period of joining time may be regularized by sanctioning leave of the kind due.
- 11.9** The Appointing Authority may permit an employee to withdraw the resignation in the public interest on the following conditions, namely:
- a. that the resignation was tendered by the employee for some compelling reasons which did not involve any reflection on his/her integrity, efficiency or conduct as an employee of the council and the request for withdrawal of the resignation has been made as a result of a material change in the circumstances which originally compelled him/her to resign;
  - b. that during the period intervening the date from which the request for withdrawal was made, the conduct of the employee was in no way improper;
  - c. that the period of absence from duty from the date on which resignation became effective and the date on which permission is allowed to resume duty after the withdrawal of resignation is not more than ninety days;
  - d. that the post held by the employee prior to resignation continues to be vacant;
  - e. that the order allowing withdrawal of resignation automatically condones the interruption in service, but the period of interruption shall not count as qualifying service.

## **CHAPTER-XII**

### **ADMISSIBILITY AND GRANT OF LEAVE**

#### **Kinds of leave:**

- 12.1** The employees of the Council shall be entitled to leave, leave salary in accordance with the provisions of the Central Civil Service (leave ) Rules -1972 as applicable to the employees of the Himachal Pradesh State Government from time to time.
- 12.2** The employees of the Council shall be entitled to casual leaves, local holidays, other gazetted and restricted holidays as admissible to the employees of the Himachal Pradesh State Government from time to time.

### 12.3 Authorities competent to sanction leave:

The authorities mentioned in column 3 below shall be competent to sanction leave to the employee shown in columns 2 to the extent shown in column 4 below:

S.No.	Designation of Employee	Authority competent to sanction leave	Nature and extent of leave
(1)	(2)	(3)	(4)
1.	Principal Scientific Officer	a) Member Secretary, Executive Committee b) Jt. Member Secretary	Full powers Casual leave upto 8 days at a time
2.	Sr. Scientific Officer	a) Member Secretary (EC) b) Jt. Member Member Secretary	Full powers Casual leave upto 8 days at a time
3.	Scientific Officer/Technical officer	a) Member Secretary (EC) b) Jt. Member Secretary c) Pr. / Sr. Scientific Officer under whose supervision working	Full powers Earned leave commuted leave, half pay leave upto one month at a time and full powers for casual leave. Casual leave upto 4 days at a time.
4.	Section Officer, Project Officer and Environment Engineer	a) Member Secretary, EC b) Jt. Member Secretary	Full Powers Earned leave commuted leave, half pay leave upto one month at a time and full powers for casual leave.
5.	All category C and D Employees	a) Jt. Member Secretary b) Officer under whose supervision working	Full Powers Casual leave upto 4 days

### 12.4 Holidays/ address :

The Gazetted holidays as notified by the H.P. State Govt. will be considered as holidays under the Council for its employees. The officer/Supervisor in charge or an officer senior to him/her may, if necessary, call an employee to attend office on holidays. The officer/ supervisor in charge will maintain updated correct residential addresses of the employees with telephone/mobile numbers of the employees and keep the same readily available.

## CHAPTER-XIII

### TRANSFER AND JOINING TIME

#### Transfer

**13.1** The Member Secretary, Executive Committee will have the power/right to transfer any employee of the Council to any place in India where the Council has its office/functioning. Provided that no employee shall be transferred to a lower post except on his/her written request or as a measure of penalty. An employee transferred in public interest shall be entitled to joining time and transfer travelling allowance. An employee transferred on request shall not be entitled to joining time and traveling allowance except actual journey days.

#### Joining Time

**13.2** Joining time may be granted to an employee to enable him/her:-

- to join new post to which he/she is appointed (transferred) while on duty in his/her old post or;
- to join a new post at a station other than his/her old headquarters on return from leave of not more than four months duration or although the duration of leave exceeds four months the employee has not had sufficient notice of his/her appointment to the new post.

**13.3** The joining time shall be admissible with reference to the distance between the old headquarter and the new headquarter as per following schedule:-

Distance between an old and new headquarter	Joining time admissible	Joining time admissible where the transfer necessarily involves continuous travel by road for more than 200 kms
1000 km or less	10 days	12 days
More than 1000 kms but less than 2000 kms	12 days	15 days
More than 2000 kms	15 days except in case of travel by air in which maximum is 12 days.	15 days

- 13.4** Not more than one day joining time shall be allowed to an employee to join a new post within the same station or which does not involve change of residence.
- 13.5** Joining time shall commence from the date of relinquishment of change of the old post if the charge is made over in the forenoon or the following date if the charge is made over in the afternoon. When holiday(s) follow(s) joining time, the normal joining time may be deemed to have been extended to cover such holidays.
- 13.6** Joining time may be combined with vacations and/or regular leave of any kind or duration except casual leave.
- 13.7** An employee who receives fresh transfer orders while in transit from the old to the new station shall be entitled to fresh spell of joining time from the date following the date on which he/she receives the fresh transfer orders.
- 13.8** Pay and allowances of an employee during joining time shall be determined at the rates as admissible to him/her at the old headquarters.
- 13.9** An employee who does not join his/her post within the joining time admissible under these bye-laws shall be deemed to have committed breach of these Bye-laws.
- 13.10** An employee who is prevented from availing full joining time under specific orders in the transfer order shall be entitled to the credit of earned leave to the extent of curtailment of joining time.

#### CHAPTER-XIV

#### CONDUCT, DISCIPLINE AND APPEAL

- 14.1** The employees of the Council shall be subject to the following rules in the matter of conduct, discipline and appeal as applicable to the employees of the Himachal Pradesh State Government, as amended from time to time :

1. Central Civil Service ( Conduct) Rules, 1964
2. Central Civil Service ( Classification, Control and Appeal Rules), 1965

- 14.2** In all matters covered under conduct rules, previous knowledge/ permission of the Chairman of the Executive Committee in respect of employees holding Category "A" and "B" posts and the Member Secretary of the Executive Committee in respect of category "C" and "D" posts shall be necessary

**Authority competent to initiate disciplinary action:**

- 14.3** The authorities competent to impose a penalty shall be competent to initiate disciplinary proceedings against any employee for violating any of the provisions of these Bye-laws or for indiscipline, insubordination, misbehaviour, unauthorized absence, misappropriation of funds/ stocks/ stores etc.

**Authority competent to impose penalty:**

- 14.4** The authority specified in column 3 of the table below shall be competent to impose the penalties specified in column 4 in respect of the employees specified in column 2 of the table:

Sl. No.	Description of employees	Authority competent to impose penalty	Nature of penalty
1	2	3	4
1	Principal Scientific Officer & Sr. Scientific Officer	Chairman [Executive Committee]	All penalties
2	All Other Grade [A&B] employees	i) Member Secretary [E.C] ii) Chairman [E.C]	Minor Penalties All penalties
3	All Grade "C" Employees	i) Jt. Member Secretary	Minor Penalties

		ii) Member Secretary [EC]	All penalties
4	All Grade „D employees	i) Jt. Member Secretary ii) Member Secretary [EC]	Minor Penalties All penalties

- 14.5 The Executive Committee shall be the appellate authority in respect of the penalties imposed by the Chairman and Chairman shall be appellate authority for penalties imposed by the Member Secretary (EC). The Member Secretary shall be the appellate authority in respect of the penalties imposed by the Joint Member Secretary

#### CHAPTER XV

#### ANNUAL CONFIDENTIAL REPORTS

- 15.1 Annual Confidential Reports of all the employees of the Council shall be written annually for the period from 1<sup>st</sup> April to 31<sup>st</sup> March on such forms as are prescribed by the Chairman of the Executive Committee.
- 15.2 The employees in Grade A & B shall submit their self appraisal in Part-II of the annual confidential report covering the annual targets, achievements, shortfalls and excess achievements with reasons for shortfall / excess achievements.
- 15.3 No report shall be written for a period less than 3 months, if an employee does not work under the Council for a period of less than 3 months.
- 15.4 If an employee has worked under different officers during a year, his/ her reports covering every spell of 3 months or more shall be written by different officers under whom he/ she worked.
- 15.5 A superior officer authorized to write the annual confidential reports in any capacity shall not write the reports in the event of his/ her retirement or ceasing to be in service of the Council/ State Government on any account.
- 15.6 The officers authorized to write annual confidential reports shall at all times point out the deficiencies/ short comings in the work and conduct of an employee and advise his/ her to remove the same. The adverse comments in a report, if any, should also indicate the efforts made by the superior officer to remedy the defects and result thereof. Accordingly the adverse remarks should be of such nature which the employee could not remedy during the year despite proper advice by the superiors.
- 15.7 The officers authorized to write the reports shall always be guided by high standard of impartiality in assessing the work and conduct of an employee. Stray and minor incidents of behavior/ work which were settled and the employee had remarkably improved need not be reported.
- 15.8 The adverse comments should be supported by relevant documents/ record/ incidents and the officer recording adverse remarks should be prepared to prove the authenticity of such remarks with the documents / record, if called upon to do so.
- 15.9 The authorities competent to write the annual confidential reports shall be as under:-

S.No	Name / category of employee	Reporting Authority	Reviewing Authority	Accepting Authority
1.	All category "A" & "B"	Joint Member Secretary	Member Secretary	Chairman
2.	Scientific Officer/ Technical Officer	Pr. Scientific Officer in respect of Scientific Officer, if any, working under him  (ii) Joint Member Secretary in respect of all other Scientific officers/ Technical officers	Joint Member Secretary  Member Secretary	Member Secretary  Member Secretary
3.	Section Officer	Joint Member Secretary	Member Secretary	Member Secretary
4.	Project Officer, Environment Engineer, Research Assistant, Personal Assistant, Junior Engineer, Head Draftsman	Joint Member Secretary	Member Secretary	Member Secretary
5.	Sr. Assistants, Jr. Assistants, Clerks, Xerox Operator, Class-IV, Sweeper	Section Officer	Joint Member Secretary	Member Secretary
6.	Statistical Assistant	(i) Project Officer if working under him / her (ii) Joint Member Secretary	Joint Member Secretary Member Secretary	Member Secretary Member Secretary
7.	Sr. Scale Stenographers/ Jr. Scale Stenographers/ Stenotypist	(i) Officer with whom attached  (ii) Joint Member Secretary for employees not attached with any specific officer	Joint Member Secretary Member Secretary	Member Secretary Member Secretary
8.	Drivers	(i) Officer with whom attached  (ii) Officer-in-charge for pooled vehicles	Joint Member Secretary Joint Member Secretary	Joint Member Secretary Joint Member Secretary

- 15.10 The reports shall be initiated before 30<sup>th</sup> April, reviewed by 15<sup>th</sup> May, and accepted by 31<sup>st</sup> May each year.

- 15.11** The adverse remarks, if any, shall be conveyed to the employee by 30<sup>th</sup> June and the employee concerned shall submit representation if any against adverse remarks by 31<sup>st</sup> July. The representation shall be addressed to the Member Secretary and should not contain abusive language or personal remarks against any superior authority. Representation submitted beyond the time limit will indicate reasons for delay and in case the reasons are found satisfactory, the representation may be entertained.
- 15.12** Decision on the representation shall be taken by an authority superior to the accepting authority and such decision should be taken by the 15<sup>th</sup> September each year. The decision should be communicated to the employee by the end of September each year.

**CHAPTER XVI**  
**POWER TO AMEND, ADD DELETE ETC. REPEAL AND SAVINGS**

**Power to amend, add, delete or relax**

- 16.1** The Executive Committee shall have the power to make from time to time such additions, deletions, alterations and amendments in these Bye-laws as it may deem fit and shall also be competent to relax any of the provisions of these Bye-laws in an equitable manner.

**Repeal and savings**

- 16.2** Service rules including Recruitment, Promotions and certain conditions of service approved previously and applicable at present shall stand repealed from the date of commencement of these Bye-laws.
- 16.3** Notwithstanding the repeal of old rules, all appointments made, orders issued under the old service Rules/ Bye-laws before the commencement of these Bye-laws shall not be deemed to be invalid on grounds that they are inconsistent with the provisions of these Bye-laws.
- 16.4** Matters for which sufficient or clear provision has not been made in these Bye-laws shall be decided by the Chairman/ Executive Committee, who may, if deemed proper, be guided by the provisions of Rules/ instructions/ orders of the State Government.

Annexure ,A

[Referred to in Bye-laws 2.5]

**DESIGNATIONS OF POSTS, PAY SCALES AND NUMBER OF POSTS IN RESPECT OF STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT**

Sl. No.	Name of Post	Pay scale	No. of sanctioned posts
<b>SCIENTIFIC STAFF</b>			
1	Principal Scientific Officer	12000-15500	3
2	Sr. Scientific Officer	10025-15100	4
3	Scientific Officer	7220-11660	3
4.	Technical Officer	7220-11660	1
5	Research Assistant	5800-9200	1
<b>MINISTRIAL STAFF</b>			
6	Section Officer	7220-11660	1
7	Sr. Assistant	5800-9200	3
8	Jr. Engineer	5800-9200	1
9	Personal Assistant	6400-10640	1
10	Head Draftsman	6400-10640	1
11	Sr. Scale Stenographer	5800-9200	1
12	Jr. Scale Stenographer	4400-7000	2
13	Steno-Typist	3330-6200	1
14	Clerk/ Jr. Assistant	3120-5160 4400-7000	6
15	Driver	3330-6200	6
16	Xerox Operator	2820-4400	1
17	Class-IV	2520-4140 (with initial start of 2620/-)	10
18	Sweeper	2520-4140 (with initial start of 2620/-)	1



ENVIRONMENT PLANNING UNIT			
19	Project Officer	7220-11660	1
20	Environmental Engineer	7220-11660	1
21	Statistical Assistant	5800-9200	1

**Annexure "B1"**

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF PRINCIPAL SCIENTIFIC OFFICER STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT, H.P SHIMLA**

1.	Name of the Post	Principal Scientific Officer
2.	No of Post(s)	3 (Three) or as revised from time to time
3.	Classification	Category "A" (Scientific and Technical)
4.	Scale of Pay	Rs. 12000-15500
5.	Whether selection post or non section post	Selection
6.	Minimum educational qualification, experience, required for direct recruitment.	<p><b>Qualification :</b> Masters Degree in any branch of Science/ Bachelor Degree in Engineering/ Technology/ Medicine/ B.E. &amp; B.Tech. in Biotechnology from any recognized University</p> <p><b>Experience:</b> Minimum 15 years of research and development experience from an industrial academic institution or science and technology organization of repute in ; (i) Formulating and implementing various projects related to Science and Technology Department. (ii) Examining the techno-economic viabilities of S&amp;T projects (iii) Coordination and implementation of such projects between user agencies at Centre/ State Level</p> <p><b>Desirable:</b> (i) PhD in Science or Master in Engineering or Master in Business Administration (ii) Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the Pradesh</p>
7.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees	<p><b>Age:</b> No</p> <p><b>Qualification :</b> Yes</p>
8.	Method of recruitments by direct recruitment or by promotion/ deputation/ transfer and % of vacancies to be filled in various methods.	By Promotion failing which (i) by deputation or (ii) direct recruitment
9.	In case of recruitment of promotion, deputation, transfer, grades from which promotion/ deputation / transfer is to be made.	(i) By Promotion from amongst Senior Scientific Officer with 7 years regular service including continued adhoc service as such, if any (ii) By deputation from amongst employees of the Govt. of India/ State Govt, or Boards/ Corporations/ Universities in India holding equivalent posts on regular basis and possessing qualifications and experience as for direct recruitment.

**Annexure "B2"**

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF SENIOR SCIENTIFIC OFFICER STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT, H.P SHIMLA**

1.	Name of the Post	Senior Scientific Officer
2.	No of Post(s)	4 (Four) or as revised from time to time
3.	Classification	Category "A" (Scientific and Technical)
4.	Scale of Pay	Rs. 10025-15100
5.	Whether selection post or non section post	Selection
6.	Minimum educational qualification, experience, required for direct recruitment.	<p><b>Qualification:</b> Masters Degree in any branch of Science/ Bachelor Degree in Engineering/ Technology/ Medicine/B.E.&amp;B.Tech. in Biotechnology from any recognized University</p> <p><b>Experience:</b> Minimum 10 years of research and development experience from an industrial academic institution or science and technology organization of repute in ; (i) Formulating and implementing various projects related to Science and Technology Department.</p>

		(ii) Examining the techno-economic viabilities of S&T projects (iii) Coordination and implementation of such projects between user agencies at Centre/ State Level <b>Desirable:</b> (i) PhD in Science or Master in Engineering or Master in Business Administration (ii) Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the Pradesh
7.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees	<b>Age:</b> No <b>Qualification :</b> Yes
8.	Method of recruitments by direct recruitment or by promotion/ deputation/ transfer and % of vacancies to be filled in various methods.	By Promotion failing which (i) by deputation or (ii) direct recruitment
9.	In case of recruitment of promotion, deputation, transfer, grades from which promotion/ deputation / transfer is to be made.	(i) By Promotion from amongst Scientific Officers, Environmental Engineer and Technical Officers possessing qualifications as for direct recruitment and having at least eight years of regular service as such including continued adhoc service, if any. (ii) By deputation from amongst employees of the Govt. of India/ State Govt, or Boards/ Corporations/ Universities in India holding equivalent posts on regular basis and possessing qualifications and experience as for direct recruitment.

**Annexure "B3"**

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF SCIENTIFIC OFFICER STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT, H.P SHIMLA**

1.	Name of the Post	Scientific Officer
2.	No of Post(s)	3 (Three) or as revised from time to time
3.	Classification	Category "B" (Scientific and Technical)
4.	Scale of Pay	Rs. 7220-11660
5.	Whether selection post or non section post	Selection
6.	Minimum educational qualification, experience, required for direct recruitment.	<b>Qualification :</b> Master Degree in specific branch of Science / Bachelor Degree in Engineering / Technology/ Medicine /B.E. & B. Tech. in Biotechnology from any recognized university, depending on actual requirement in specific field. <b>Experience:</b> Minimum 5 years of research and development experience from an industrial, academic institution or science and technology organization of repute. <b>Desirable:</b> (i) PhD in Science or Master Degree in Engineering or Master of Business Administration (ii) Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the Pradesh
7.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees	<b>Age:</b> No <b>Qualification :</b> Yes
8.	Method of recruitments by direct recruitment or by promotion/ deputation/ transfer and % of vacancies to be filled in various methods.	(i) 50% by promotion (ii) 50% by selection through limited competition (iii) Failing (i) & (ii) by direct recruitment.
9.	In case of recruitment of promotion, deputation, transfer, grades from which promotion/ deputation / transfer is to be made.	(i) By Promotion from Research Assistant and Statistical Assistant fulfilling qualifications as for direct recruitment and having at least 8 years of regular service for incumbents appointed by direct recruitment and 5 years of regular service including continued adhoc service if any for incumbents appointed through limited competition. (ii) By selection through limited competition from amongst the incumbents working in different schemes/ projects in the Council and possessing qualifications and experience as prescribed for direct recruitment and having 5 years of service in Projects/ schemes in the Council and other regular employees of the Council with 5 years of combined service on regular basis and in the projects/ schemes and possessing qualifications as for direct recruitment

**Annexure “B4”****RECRUITMENT AND PROMOTION RULES FOR THE POST OF TECHNICAL OFFICER STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT, H.P SHIMLA**

1.	Name of the Post	Technical Officer
2.	No of Post(s)	1 (one) or as revised from time to time
3.	Classification	Category “B” (Scientific and Technical)
4.	Scale of Pay	Rs. 7220-11660
5.	Whether selection post or non section post	Selection
6.	Minimum educational qualification, experience, required for direct recruitment.	<b>Qualification :</b> Bachelor Degree in Engineering from a recognized University or diploma in Engineering with 8 years of experience. <b>Experience:</b> Minimum 5 years of research and development experience from an industrial, academic institution or science and technology organization of repute. <b>Desirable:</b> (i) Master Degree in Engineering or Master of Business Administration (ii) Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the Pradesh
7.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees	<b>Age:</b> No <b>Qualification :</b> Yes, to the extent indicated in Sr. No. 9 below
8.	Method of recruitments by direct recruitment or by promotion/ deputation/ transfer and % of vacancies to be filled in various methods.	(i) By promotion (ii) Failing promotion by Selection through limited competition (iii) Failing (i) & (ii) by direct recruitment.
9.	In case of recruitment of promotion, deputation, transfer, grades from which promotion/ deputation / transfer is to be made.	(i) By Promotion from Junior Engineer with 5 years of regular service including continued adhoc service if any in case of degree holders and 8 years of regular service including continued adhoc service if any in case of diploma holders. The minimum service requirement in the case of Junior Engineer appointed through limited competition shall be 5 years. (ii) By selection through limited competition from amongst incumbents working in different schemes/ projects in the Council and possessing qualifications as prescribed for direct recruitment and having 5 years of service and other regular employees of the Council with 5 years of combined service on regular basis and in projects/ schemes, and possessing qualifications as for direct recruitment.

**Annexure “B5”****RECRUITMENT AND PROMOTION RULES FOR THE POST OF RESEARCH ASSISTANT STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT, H.P SHIMLA**

1.	Name of the Post	Research Assistant
2.	No of Post(s)	1 (one) or as revised from time to time
3.	Classification	Category “C” (Scientific and Technical)
4.	Scale of Pay	Rs. 5800-9200
5.	Whether selection post or non section post	Non-Selection
6.	Minimum educational qualification, experience, required for direct recruitment.	<b>Qualification :</b> Master Degree in any branch of Science or M.Sc./MA (Geography with Remote Sensing and GIS specialization) from any recognized University or Degree in Engineering from any recognized university. <b>Desirable:</b> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the Pradesh
7.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees	Not applicable
8.	Method of recruitments by direct recruitment or by promotion/ deputation/ transfer and % of vacancies to be filled in various methods.	By selection through limited competition failing which by direct recruitment.
9.	In case of recruitment of	By selection through limited competition from amongst incumbents working in

promotion, deputation, transfer, grades from which promotion/ deputation / transfer is to be made.	different schemes/ projects in the Council for 3 years and other regular employees of the Council with 3 years of service , both possessing qualifications as for direct recruitment.
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**Annexure “B6”**

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF SECTION OFFICER STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT, H.P SHIMLA**

1.	Name of the Post	Section Officer
2.	No of Post(s)	1 (one) or as revised from time to time
3.	Classification	Category “B” ( Ministerial Supervisor)
4.	Scale of Pay	Rs. 7220-11660
5.	Whether selection post or non section post	Non- Selection
6.	Minimum educational qualification, experience, required for direct recruitment.	Not applicable
7.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees	Not applicable
8.	Method of recruitments by direct recruitment or by promotion/ deputation/ transfer and % of vacancies to be filled in various methods.	By promotion Failing promotion by deputation
9.	In case of recruitment of promotion, deputation, transfer, grades from which promotion/ deputation / transfer is to be made.	(i) By Promotion from Personal Assistant, Sr. Assistant and Sr. Scale Stenographer with 8 years of service including continued adhoc service if any on the basis of combined seniority with reference to date of regular appointment and counting the service of Personal Assistant rendered as Sr. Scale Stenographer (ii) By Deputation from incumbents holding equivalent posts under the HP Govt. or Board/ Corporations/ Universities in H.P. on regular basis.

**Annexure “B7”**

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF SENIOR ASSISTANT STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT, H.P SHIMLA**

1.	Name of the Post	Senior Assistant
2.	No of Post(s)	3 (Three) or as revised from time to time
3.	Classification	Category “C” ( Ministerial)
4.	Scale of Pay	Rs. 5800-9200
5.	Whether selection post or non section post	Non- Selection
6.	Minimum educational qualification, experience, required for direct recruitment.	Not applicable
7.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees	Not applicable
8.	Method of recruitments by direct recruitment or by promotion/ deputation/ transfer and % of vacancies to be filled in various methods.	By promotion Failing promotion by deputation / transfer
9.	In case of recruitment of promotion, deputation, transfer, grades from which promotion/ deputation / transfer is to be made.	(i) By Promotion from amongst the common clerical cadre of clerks / Junior Assistants with 10 years of combined regular service combined with adhoc service in the grade, if any. (ii) By deputation from amongst employees of the Govt. of H.P. or Boards/ Corporations. Universities in HP holding equivalent posts on regular basis.

**Annexure "B8"**

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF JUNIOR ENGINEER STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT, H.P SHIMLA**

1.	Name of the Post	Junior Engineer
2.	No of Post(s)	1 (one) or as revised from time to time
3.	Classification	Category "c" ( Technical)
4.	Scale of Pay	Rs. 5800-9200
5.	Whether selection post or non section post	Non applicable
6.	Minimum educational qualification, experience, required for direct recruitment.	<p><b>Qualifications:</b> Matriculation or equivalent from a recognized Board of School Education/ University and Diploma in Mechanical/ Electronic/ Civil Engineering from Board of Technical Education / Institute recognized by the Central / State Government or above.</p> <p><b>Desirable</b> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the Pradesh</p>
7.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees	Not applicable
8.	Method of recruitments by direct recruitment or by promotion/ deputation/ transfer and % of vacancies to be filled in various methods.	By selection through limited competitions failing which by deputation or direct recruitment.
9.	In case of recruitment of promotion, deputation, transfer, grades from which promotion/ deputation / transfer is to be made.	<p>i) By selection through limited competitions from amongst incumbents working in different schemes/ projects in the Council for 3 years and other regular employees of the Council with 3 years of service and possessing qualifications as prescribed by direct recruitment.</p> <p>By deputation from amongst employees of Govt. of HP or Boards/ Corporations/ Universities in H.P holding equivalent post on regular basis.</p>

**Annexure "B9"**

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF PERSONAL ASSISTANT STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT, H.P SHIMLA**

1.	Name of the Post	Personal Assistant
2.	No of Post(s)	1 (One) or as revised from time to time
3.	Classification	Category "B" ( Ministerial)
4.	Scale of Pay	Rs. 6400-10640
5.	Whether selection post or non section post	Non- Selection
6.	Minimum educational qualification, experience, required for direct recruitment.	Not applicable
7.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees	Not applicable
8.	Method of recruitments by direct recruitment or by promotion/ deputation/ transfer and % of vacancies to be filled in various methods.	By promotion Failing promotion by deputation
9.	In case of recruitment of promotion, deputation, transfer, grades from which promotion/ deputation / transfer is to be made.	<p>(i) By Promotion from amongst the Sr. Scale Stenographer with 5 years regular service including continued adhoc service if any failing which Sr. Scale Stenographer with 10 years of regular service including continued adhoc service if any as Sr. Scale Stenographer and Jr. Scale Stenographer combined.</p> <p>(ii) By deputation from amongst the employees of the Govt. of H.P. or Boards/ Corporations. Universities in HP holding equivalent posts of Personal Assistant on regular basis.</p>

**Annexure "B10"**

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF HEAD DRAFTSMAN STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT, H.P SHIMLA**

1.	Name of the Post	Head Draftsman
2.	No of Post(s)	1 (one) or as revised from time to time
3.	Classification	Category "B" ( Technical)
4.	Scale of Pay	Rs. 6400-10640
5.	Whether selection post or non section post	Non applicable
6.	Minimum educational qualification, experience, required for direct recruitment.	<p><b>Qualifications:</b> Matriculation or equivalent from a recognized Board of School Education/ University and Diploma in Draftsmanship from an institution recognized by the Central / State Government.</p> <p><b>Experience</b> 8 years experience as draftsman in any Govt. / Public Sector undertaking or institute of repute</p> <p><b>Desirable</b> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the Pradesh</p>
7.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees	Not applicable
8.	Method of recruitments by direct recruitment or by promotion/ deputation/ transfer and % of vacancies to be filled in various methods.	By deputation failing which by direct recruitment.
9.	In case of recruitment of promotion, deputation, transfer, grades from which promotion/ deputation / transfer is to be made.	By deputation from amongst the employees of Govt. of H.P./ Boards/ Corporations/ Universities etc. in H.P. holding equivalent posts on regular basis.

**Annexure "B11"**

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF SENIOR SCALE STENOGRAPHER STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT, H.P SHIMLA**

1.	Name of the Post	Senior Scale Stenographer
2.	No of Post(s)	1 (One) or as revised from time to time
3.	Classification	Category "C" ( Ministerial)
4.	Scale of Pay	Rs. 5800-9200
5.	Whether selection post or non section post	Non- Selection
6.	Minimum educational qualification, experience, required for direct recruitment.	Not applicable
7.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees	Not applicable
8.	Method of recruitments by direct recruitment or by promotion/ deputation/ transfer and % of vacancies to be filled in various methods.	By promotion Failing promotion by deputation
9.	In case of recruitment of promotion, deputation, transfer, grades from which promotion/ deputation / transfer is to be made.	<p>(i) By Promotion from amongst the Jr. Scale Stenographer with 5 years of regular service as such combined with continued adhoc service, if any.</p> <p>(ii) By deputation from amongst the employees of the Govt. of H.P. or Boards/ Corporations Universities etc. in HP holding equivalent post on regular basis.</p>

**Annexure "B12"**

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF JUNIOR SCALE STENOGRAPHER STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT, H.P SHIMLA**

1.	Name of the Post	Junior Scale Stenographer
2.	No of Post(s)	2 (Two) or as revised from time to time
3.	Classification	Category "C" ( Ministerial)
4.	Scale of Pay	Rs. 4400-7000
5.	Whether selection post or non section post	Non- Selection
6.	Minimum educational qualification, experience, required for direct recruitment.	Not applicable
7.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees	Not applicable
8.	Method of recruitments by direct recruitment or by promotion/ deputation/ transfer and % of vacancies to be filled in various methods.	By promotion Failing which by deputation
9.	In case of recruitment of promotion, deputation, transfer, grades from which promotion/ deputation / transfer is to be made.	(i) By Promotion from amongst the Steno-typist with 5 years of regular service including continued adhoc service, if any. (ii) By deputation from amongst the employees of the Govt. of H.P. or Boards/ Corporations Universities etc. in HP holding equivalent post on regular basis.

**Annexure "B13"**

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF STENO-TYPIST STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT, H.P SHIMLA**

1.	Name of the Post	Steno-typist
2.	No of Post(s)	1 (One) or as revised from time to time
3.	Classification	Category "C" ( Ministerial)
4.	Scale of Pay	Rs. 3330-6200
5.	Whether selection post or non section post	Non- Selection
6.	Minimum educational qualification, experience, required for direct recruitment.	<b>Qualification:</b> (i) Matriculation (2 <sup>nd</sup> Division) or 10+2 or equivalent from a University or Board of School Education recognized by the Central / State Govt. of H.P. (ii) Should have at least a speed of 25 words per minute (wpm) in Hindi typing and 60 wpm in Hindi Shorthand and 30 wpm in English typing and 80 wpm in English shorthand. (iii) Should have the knowledge of operating and handling the computer upto data entry level and familiarity with word processing. <b>Desirable</b> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the Pradesh
7.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees	Not applicable
8.	Method of recruitments by direct recruitment or by promotion/ deputation/ transfer and % of vacancies to be filled in various methods.	By deputation failing which by direct recruitment.
9.	In case of recruitment of promotion, deputation, transfer, grades from which promotion/ deputation / transfer is to be made.	By deputation from amongst the employees of the Govt. of H.P. or Boards/ Corporations Universities etc. in HP holding equivalent post on regular basis.

Annexure "B14"

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF CLERK/ JUNIOR ASSISTANT STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT, H.P SHIMLA**

1.	Name of the Post	Clerk / Junior Assistant
2.	No of Post(s)	6 (Six) or as revised from time to time
3.	Classification	Category "C" ( Ministerial)
4.	Scale of Pay	Rs. 3120-5160
5.	Whether selection post or non section post	Non- Selection
6.	Minimum educational qualification, experience, required for direct recruitment.	<b>Qualification:</b> (i) Matriculation (2 <sup>nd</sup> Division) or 10+2 or equivalent from a University or Board of School Education recognized by the Central / State Govt. of H.P. (ii) Should possess a minimum speed of 25 words per minute (wpm) in Hindi typing and 30 wpm in English typing. (iii) Should have the knowledge of operating and handling the computer upto data entry level and familiarity with word processing.  Provided that the knowledge of typewriting shall not be necessary at the time of recruitment but the selected candidate shall have to qualify the type writing test prescribed in item (ii) above within 6 months of his/her appointment failing which his/her services will be terminated. Provided further that leave should be allowed to such persons for learning type writing if they are posted at such places where type writing facility is not available. If no leave is due then extra ordinary leave in relaxation of the provisions of the rules may be allowed. <b>Desirable</b> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the Pradesh
7.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees	Age : No Qualification : Yes
8.	Method of recruitments by direct recruitment or by promotion/ deputation/ transfer and % of vacancies to be filled in various methods.	15% by promotion 85% by direct recruitment or deputation
9.	In case of recruitment of promotion, deputation, transfer, grades from which promotion/ deputation / transfer is to be made.	(i) By promotion from amongst the Zerox Operator, Class IV and Sweepers with 5 years of regular service including adhoc continued service, if any. For promotion a combined seniority of all categories will be prepared with reference to regular date of appointment. In the case of Zerox Operator, the service rendered as Class IV shall also be counted. (ii) By deputation from regular clerks working in Govt. of H.P. or Boards/ Corporations. Universities.

Annexure "B 15"

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF DRIVER STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT, H.P SHIMLA**

1.	Name of the Post	Driver
2.	No of Post(s)	6 (Six) or as revised from time to time
3.	Classification	Category "C" ( Operating Staff)
4.	Scale of Pay	Rs. 3330-6200
5.	Whether selection post or non section post	Non- Selection
6.	Minimum educational qualification, experience, required for direct recruitment.	<b>Qualification:</b> (i) Middle standard pass or its equivalent from a University or Board of School Education recognized by the Central / State Govt. of H.P. (ii) Must possess a valid driving license for hilly areas in respect of light and heavy vehicles  (iii) Should have experience and driving of vehicles. <b>Desirable</b> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the Pradesh
7.	Whether age and educational qualification prescribed for direct recruits will apply in the	Not applicable



	case of the promotees	
8.	Method of recruitments by direct recruitment or by promotion/ deputation/ transfer and % of vacancies to be filled in various methods.	By deputation or By direct recruitment.
9.	In case of recruitment of promotion, deputation, transfer, grades from which promotion/ deputation / transfer is to be made.	By deputation from amongst the regular drivers working in Govt. of Himachal Pradesh or Boards/ Corporations Universities etc.

**Annexure "B16"**

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF XEROX MACHINE OPERATOR STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT, H.P SHIMLA**

1.	Name of the Post	Zerox Machine Operator
2.	No of Post(s)	1 (One) or as revised from time to time
3.	Classification	Category "D" ( Operational Staff)
4.	Scale of Pay	Rs. 2820-4140
5.	Whether selection post or non section post	Non- Selection
6.	Minimum educational qualification, experience, required for direct recruitment.	<b>Qualification:</b> (i) Matriculation or above from a University or Board of School Education recognized by the Central / State Govt. of H.P.  Experience : At least two years experience of operating Xerox Operating Machine  <b>Desirable</b> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the Pradesh
7.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees	Age: No  Qualification : No
8.	Method of recruitments by direct recruitment or by promotion/ deputation/ transfer and % of vacancies to be filled in various methods.	(i) By promotion (ii) Failing promotion by deputation or direct recruitment
9.	In case of recruitment of promotion, deputation, transfer, grades from which promotion/ deputation / transfer is to be made.	(i) By promotion from amongst class IV employees and sweeper with 3 years of regular service ( including continuous adhoc service in the grade, if any. For this purpose a combined seniority of all eligible class IV employees and sweeper who opt for promotion shall be drawn with reference to the regular date of appointment.  (ii) By deputation from Xerox Machine Operators from Govt. of H.P. or Boards/ Corporations Universities etc. working on regular basis.

**Annexure "B17"**

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF CLASS -IV STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT, H.P SHIMLA**

1.	Name of the Post	Class-IV
2.	No of Post(s)	10 (Ten) or as revised from time to time
3.	Classification	Category "D" ( Operational Staff)
4.	Nature of duties	To perform the duties of peon/ frash/ mali/ chowkidar/ cleaner etc as per requirements of the Council
4.	Scale of Pay	Rs. 2520-4141 ( with initial start of Rs. 2620/-)
5.	Whether selection post or non section post	Not applicable
6.	Minimum educational qualification, experience,	<b>Qualification:</b> Middle standard pass or its equivalent from a Board of School Education

	required for direct recruitment.	recognized by the Central Govt. / State Govt. <b>Desirable</b> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the Pradesh
7.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees	Not applicable
8.	Method of recruitments by direct recruitment or by promotion/ deputation/ transfer and % of vacancies to be filled in various methods.	By deputation Or Direct recruitment.
9.	In case of recruitment of promotion, deputation, transfer, grades from which promotion/ deputation / transfer is to be made.	By deputation from amongst class-IV employees working on regular basis in HP Govt or Boards and Corporations/ Universities in H.P.

**Annexure "B18"**

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF SWEEPER STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT, H.P SHIMLA**

1.	Name of the Post	Sweeper
2.	No of Post(s)	1 (One) or as revised from time to time
3.	Classification	Category "D"
4.	Scale of Pay	Rs. 2520-4140 ( with initial start of Rs. 2620/)
5.	Whether selection post or non section post	Not applicable
6.	Minimum educational qualification, experience, required for direct recruitment.	<b>Qualification:</b> Should have knowledge of reading and writing of Hindi <b>Desirable</b> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the Pradesh
7.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees	Not applicable
8.	Method of recruitments by direct recruitment or by promotion/ deputation/ transfer and % of vacancies to be filled in various methods.	(i) By deputation or (ii) By direct recruitment
9.	In case of recruitment of promotion, deputation, transfer, grades from which promotion/ deputation / transfer is to be made.	By deputation from employees working as sweeper on regular basis under the Govt. of H.P. or Boards/ Corporations/ Universities in H.P.

**Annexure "B19"**

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF PROJECT OFFICER STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT, H.P SHIMLA**

1.	Name of the Post	Project Officer
2.	No of Post(s)	1 (One) or as revised from time to time
3.	Classification	Category "A" ( Technical)
4.	Scale of Pay	Rs. 7220-11660
5.	Whether selection post or non section	Selection

	post	
6.	Minimum educational qualification, experience, required for direct recruitment.	<p><b>Qualification:</b> M.Sc./ Master Degree in Economics / Mathematics/ statistics/ Environment Science from any recognized University</p> <p><b>Experience :</b> Minimum 5 years of research and development experience from an industrial academic institution or science and technology organization of repute in :</p> <p>(i) Formulating and implementing various projects related to Science and Technology Department.</p> <p>(ii) Examining the techno-economic viabilities of S&amp;T projects</p> <p>(iii) Coordination and implementation of such projects between user agencies at Centre/ State Level</p> <p><b>Desirable:</b> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the Pradesh</p>
7.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees	Age: No Qualification : Yes
8.	Method of recruitments by direct recruitment or by promotion/ deputation/ transfer and % of vacancies to be filled in various methods.	(i) By promotion (ii) Failing promotion a) through limited competition or b) deputation or c) direct recruitment
9.	In case of recruitment of promotion, deputation, transfer, grades from which promotion/ deputation / transfer is to be made.	(i) By promotion from amongst Research Assistant and Statistical Assistant who possess essential qualifications as for direct recruitment and have 8 years of regular service including continued adhoc service if any in the case of incumbents appointed by direct recruitment and 5 years of regular service including continued adhoc service if any in the case of incumbents appointed through limited competition. (ii) By selection through limited competition from amongst the incumbents working in different schemes / projects in the Council for 5 years and other regular employees of the Council with 5 years of combined regular and projects/ schemes service and both possessing essential qualifications as for direct recruitment iii) By deputation from amongst the employees of the govt. of India / State Govt. or Boards/ Corporations Universities in India holding equivalent posts and possessing qualifications as for direct recruitment

**Annexure "B20"**

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF ENVIRONMENT ENGINEER STATE COUNCIL FOR SCIENCE, TECHNOLY AND ENVIROANMENT, H.P SHIMLA**

1.	Name of the Post	Environment Engineer
2.	No of Post(s)	1 (One) or as revised from time to time
3.	Classification	Category "A" ( Technical)
4.	Scale of Pay	Rs. 7220-11660
5.	Whether selection post or non section post	Selection
6.	Minimum educational qualification, experience, required for direct recruitment.	<p><b>Qualification:</b> Degree or equivalent qualifications in Engineering from any recognized university.</p> <p><b>Experience :</b> Minimum 5 years experience in environment related project</p> <p><b>Desirable:</b> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the Pradesh</p>
7.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees	Age: No Qualification : Yes
8.	Method of recruitments by direct recruitment or by promotion/ deputation/ transfer and % of vacancies to be filled in various methods.	(i) By promotion (ii) Failing promotion By selection through limited competition (iii) Failing (i) and (ii) by direct recruitment.
9.	In case of recruitment of promotion, deputation, transfer,	(i) By promotion from any employee of the Council in the pay scale of Rs. 6400-10640 or Rs. 5800-9200 possessing degree in engineering or post graduate degree in Ecology and Environment with 5 years regular service including

grades from which promotion/ deputation / transfer is to be made.	continued adhoc service if any and working experience in the field of environment protection, conservation and management.  (ii) By selection through limited competition from amongst the incumbents working in different schemes / projects in the Council for 5 years and other regular employees of the Council with combined 5 years of regular and projects / schemes service and both possessing essential qualifications as for direct recruitment
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**Annexure "B21"**

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF STATISTICAL ASSISTANT COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT, H.P SHIMLA**

1.	Name of the Post	Statistical Assistant
2.	No of Post(s)	1 (One) or as revised from time to time
3.	Classification	Category "C" ( Ministerial)
4.	Scale of Pay	Rs. 5800-9200
5.	Whether selection post or non section post	Non- Selection
6.	Minimum educational qualification, experience, required for direct recruitment.	<b>Qualification:</b> M.Sc/ MA in Mathematics or Statistics or MA/ M.Com with statistics or Economics or Mathematics as one of the subjects from any recognized university. <b>Experience :</b> Minimum 3 years experience in the field of collection compilation and tabulation of statistical data: <b>Desirable:</b> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in the Pradesh
7.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees	Age: No Qualification : Yes
8.	Method of recruitments by direct recruitment or by promotion/ deputation/ transfer and % of vacancies to be filled in various methods.	(i) By selection through limited competition or (ii) By promotion from Clerks/ Junior Assistant (iii) Failing (i) and (ii) by direct recruitment.
9.	In case of recruitment of promotion, deputation, transfer, grades from which promotion/ deputation / transfer is to be made.	(i) By selection through limited competition from amongst the incumbents working in different schemes / projects in the Council for 3 years and other employees of the Council with 3 years of service both possessing essential qualifications as for direct recruitment. ii) By promotion from amongst common clerical cadre of clerks/ junior assistants having 5 years of regular service including continued adhoc service, if any and possessing qualifications as prescribed for direct recruitment