

Manager

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ANNEXURE "A"
RECRUITMENT AND PROMOTION RULES FOR THE POST OF MANAGER,
INFORMATION TECHNOLOGY (GAZETTED) CLASS-I, IN THE DEPARTMENT
OF INFORMATION TECHNOLOGY, HIMACHAL PRADESH.

1	Name of Post	Manager, Information Technology
2	Number of Post	02 (Two)
3	Classification	Class-I (Gazetted) (Non-Ministerial Services)
4	Scale of Pay	i) <u>Pay Band for regular incumbents:</u> Pay Band ₹15600-39100 + ₹6600/- Grade Pay ii) <u>Emoluments for contract employees:</u> ₹22,200/- P.M. as per details given in Column 15-A.
5	Whether "Selection" post or "Non- Selection" post	Selection
6	Age for direct recruitment	45 years and below
<p>Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on adhoc or on contract basis.</p> <p>Provided further that if a candidate appointed on adhoc basis or on contract basis had become over-age on the date he / she was appointed as such he / she shall not be eligible for any relaxation in the prescribed age-limit by virtue of his / her such adhoc or contract appointment;</p> <p>Provided further that upper age-limit is relaxable for Scheduled Castes / Scheduled Tribes / Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government;</p> <p>Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government servants before absorption in Public Sector Corporation / Autonomous Bodies at the time of initial constitution of such Corporation/ Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations / Corporations / Autonomous bodies who are / were subsequently appointed by such Corporations / Autonomous bodies and who are / were finally absorbed in the service of such Corporations / Autonomous after initial constitution of the Public Sector Corporations / Autonomous bodies.</p> <p>Note: Age limit for direct recruitment will be reckoned on the first day of the year in which the post(s) is / are advertised for inviting application or notified to the Employment Exchanges or as the case may be.</p>		

7	Minimum educational and other qualifications required for direct recruit(s)	<p>Essential Qualifications: Regular course(s) from a recognized University or from an Institution duly recognized by the H.P. / Central Government:-</p> <p>(i) B.E. / B.Tech. Degree in Computer Science / Engineering / Information Technology or Master Degree in Computer Application (MCA) / 'B' Level course from DOEACC (National Institute of Electronics & Information Technology (NIELIT)) with first class or at least 60% marks in aggregate or equivalent grade.</p> <p>(ii) Post qualification experience of at least ten years in the field of Information and Communication Technology in Government / Corporate Sector as Manager / Systems Analyst / Scientist-C / Database Administrator / Program Lead / Technical Lead / Application Lead / Consultant / Business Analyst.</p> <p style="text-align: center;">OR</p> <p>(i) Master Degree in Physics / Mathematics / Statistics / Operations Research with first Class or atleast 60% marks in aggregate or equivalent grade with one year 'A' Level of DOEACC (National Institute of Electronics & Information Technology (NIELIT)) / Post Graduate Diploma in Computer Science / Applications / Information Technology with first Class or atleast 60% marks in aggregate or equivalent grade.</p> <p>(ii) Post qualification experience of at least eleven years in the field of Information and Communication Technology in Government / Corporate Sector as Manager / Systems Analyst / Scientist-C / Database Administrator / Program Lead / Technical Lead / Application Lead / Consultant / Business Analyst.</p> <p style="text-align: center;">OR</p> <p>(i) Master Degree in computer Science / Information Technology with first Class or atleast 60% marks in aggregate or equivalent grade.</p>
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		<p>(ii) Post qualification experience of at least eleven years in the field of Information and Communication Technology in Government / Corporate Sector as Manager / Systems Analyst / Scientist-C / Database Administrator / Program Lead / Technical Lead / Application Lead / Consultant / Business Analyst.</p> <p style="text-align: center;">OR</p> <p>(i) B.E. / B.Tech. Degree in Electronics / Industrial Electronics / Electronics & Communication with first class or at least 60% marks in aggregate or equivalent grade with one year 'A' Level of DOEACC (National Institute of Electronics & Information Technology (NIELIT)) / Post-Graduate Diploma in Computer Science / Applications / Information Technology with first class or at least 60% marks in aggregate or equivalent grade.</p> <p>(ii) Post qualification experience of at least eleven years in the field of Information and Communication Technology in Government / Corporate Sector as Manager / Systems Analyst / Scientist-C / Database Administrator / Program Lead / Technical Lead / Application Lead / Consultant / Business Analyst.</p> <p>(b) <u>Desirable qualification:-</u> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh</p>
8.	Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promotee(s)	<p style="text-align: center;">Age: Not applicable</p> <p>Educational Qualification: Yes, as prescribed against Column No.7 (a) (i) above</p>
9.	Period of probation, if any	<p>(i) <u>Direct recruitment:</u></p> <p>(a) Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.</p>

		<p>(b) No probation in the case of appointment on contract basis, tenure basis, re-employment after superannuation and absorption.</p> <p>(ii) <u>Promotion:</u> No probation</p>
10.	Method(s) of recruitment, whether by direct recruitment or by promotion / secondment / transfer and the percentage of post(s) to be filled in by various methods:	100% by promotion failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be failing both on secondment basis.
11.	In case of recruitment by promotion / secondment / transfer, grade for which promotion / secondment / transfer is to be made:	By promotion from amongst the Deputy Managers, Information Technology subject to possessing of educational qualification prescribed for direct recruitment against Column No.7 (a) (i) above with 04 (four) years regular service or regular combined with continuous adhoc service rendered, if any, in the grade after acquiring the prescribed educational qualification failing which by direct recruitment failing both on secondment basis from amongst the incumbents of this post or analogous post possessing the educational qualification prescribed for direct recruitment against Column No.7 (a) (i) above and working in the identical pay scale from other Departments / Boards / Corporations of Himachal Pradesh Government / Departments of Government of India or other State Governments.
	<p>(1) In all cases of promotion, the continuous adhoc service rendered in the feeder post, if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in these Rules for promotion subject to the condition that the adhoc appointment / promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of R&P Rules;</p> <p>Provided that in all cases where a junior person becomes eligible for consideration by virtue of his / her total length of service (including the service rendered on adhoc basis, followed by regular service / appointment) in the feeder post in view of the provision referred to above, all persons senior to him / her in the respective category / post / cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration;</p> <p>Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least three years' or that prescribed in the R&P Rules for the post, whichever is less;</p>	

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	<p>Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him / her shall also be deemed to be ineligible for consideration for such promotion;</p> <p><u>Explanation:-</u> The last proviso shall not render the junior incumbent(s) ineligible for consideration for promotion if the senior ineligible person(s) happened to be Ex-Servicemen recruited under the provisions of Rule-3 of the Demobilized Armed Forces Personnel (Reservation of vacancies in Himachal State Non-Technical Service) Rules, 1972 and having been given the benefit of seniority there-under or recruited under the provisions of Rule-3 of the Ex-Serviceman (Reservation of vacancies in the Himachal Pradesh Technical Services) Rules, 1985 and having been given the benefit of seniority there-under.</p> <p>(2) Similarly, in all cases of confirmation, continuous adhoc service rendered on the feeder post, if any, prior to the regular appointment / promotion against such post shall be taken into account towards the length of service, if the adhoc appointment / promotion had been made after proper selection and in accordance with the provision of the R&P Rules.</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered as referred to above shall remain unchanged.</p>	
12.	If a Departmental Promotion Committee exists, what is its composition?	As may be constituted by the Government from time to time.
13.	Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment	As required under the Law.
14.	Essential requirement for a direct recruitment	A candidate for appointment to any service or post must be citizen of India.
15.	Selection for appointment to post by direct recruitment	Selection for appointment to the post in the case of direct recruitment shall be made on the basis of interview / personality test, if the Himachal Pradesh Public Service Commission or other recruiting agency / authority as the case may be, so consider necessary or expedient on the basis of interview / personality test preceded by a screening test (objective type) / written test or practical test or physical test, the standard / syllabus, etc. of which, will be determined by the Commission / other recruiting agency / authority as the case may be.
15-A	Selection for appointment to the post by contract appointment	Notwithstanding anything contained in these Rules, contract appointments to the post will be made subject to the terms and conditions given below:-

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(I) CONCEPT

- (a) Under this policy the Manager, Information Technology, in the Department of Information Technology, H.P. will be engaged on contract basis initially for one year; which may be extendable on year-to-year basis.

Provided that for extension / renewal of contract period on year to year basis the concerned HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his / her period of contract is to be renewed / extended.

(b) POST FALLS WITHIN THE PURVIEW OF HPPSC:

The Secretary (Information Technology) to Government of Himachal Pradesh, after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruiting agency i.e. Himachal Pradesh Public Service Commission.

- (c) The selection will be made in accordance with the eligibility conditions prescribed in these R&P Rules.

(II) CONTRACTUAL EMOLUMENTS:

The Manager, Information Technology appointed on contract basis will be paid consolidated fixed contractual amount @₹22,200/- per month (which shall be equal to minimum of the pay band + grade pay). An amount of @₹666/- (3% of the minimum of pay band + grade pay of the post) as annual increase in contractual emoluments for the subsequent year(s) will be allowed if contract is extended beyond one year.

(III) APPOINTING / DISCIPLINARY AUTHORITY:

The Secretary (IT) to the Government of Himachal Pradesh will be appointing and disciplinary authority.

(IV) SELECTION PROCESS:

Selection for appointment to the post in the case of contract appointment shall be made on the basis of interview / personality test, if the Himachal Pradesh

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Public Service Commission so consider necessary or expedient on the basis of interview / personality test preceded by a screening test (objective type) / written test or practical test or physical test, the standard / syllabus, etc. of which, will be determined by the Himachal Pradesh Public Service Commission.

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As may be constituted by the concerned recruiting agency i.e. the Himachal Pradesh Public Service Commission, from time to time.

(VI) AGREEMENT:

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

(VII) TERMS AND CONDITIONS:

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- (a) The contract appointee will be paid fixed contractual amount @ ₹22,200/- per month (which shall be equal to minimum of pay band + grade pay). The contract appointee will be entitled for increase in contractual amount @ ₹666/- (3% of the minimum of the pay band + grade pay of the post) for further extended years and no other allied benefits such as senior / selection scales etc. will be given.
 - (b) The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance / conduct of the contract appointee is not found satisfactory.
 - (c) Contract appointee will be entitled for one-day's casual leave after putting one-month service. However, the contract appointee will also be entitled for 135 days Maternity Leave, 10 days Medical Leave and 5 days Special Leave. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of the number of surviving children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Government Medical

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Officer. He / She shall not be entitled for Medical Re-imbursement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

Provided that the un-availed Casual Leave, Medical Leave and Special Leave can be accumulated upto the Calendar Year and will not be carried forward for the next Calendar Year.

- (d) Unauthorized absence from the duty without the approval of the controlling officer shall automatically lead to the termination of the contract. However in exceptional cases where the circumstances for un-authorized absence from duty were beyond his / her control on medical grounds, such period shall not be excluded while considering his / her case for regularization but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the contract appointee shall not be entitled for contractual amount for this period of absence from duty.

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

- (e) An official appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
- (f) Selected candidate will have to submit a certificate of his / her fitness from a Government / Registered Medical Practitioner. Women candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Medical Officer / Practitioner.
- (g) Contract appointee will be entitled to TA / DA if required to go on tour in connection with his / her official duties at the same rate as applicable to regular counterpart official at the minimum of pay scale.

(23)

(D)

		(h) Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules & Conduct Rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. They will be entitled for emoluments etc. as detailed in this column.
16	Reservation	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/ Scheduled Tribal /Other Backward Classes/ other categories of persons issued by the Himachal Pradesh Government from time to time.
17	Departmental Examination	Every member of the service shall pass a departmental examination as prescribed in the H.P. Departmental Examination Rules, 1997 as amended from time to time.
18	Power to relax	Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the Himachal Pradesh Public Service Commission relax any of the provision(s) of these Rules with respect to any class or category of person(s) or post(s)
