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

Manager

1	Name of Post	Manager, Information Technology
2	Number of Post	and the second s
3	Classification	02 (Two) Class-I (Gazetted)
4	Scale of Pay	(Non-Ministerial Services)i)Pay Band for regular incumbents: 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
	Provided that the upper a	no limit C. I'

ded 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.

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;

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;

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.

Age limit for direct recruitment will be reckoned on the first day of the Note: year in which the post(s) is / are advertised for inviting application or notified to the Employment Exchanges or as the case may be.

 for direct recruit(s) for direct recruit(s) Régular course(s) from a recognized University or from an Institution duly recognized by the H.P. / Central Government:- (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 grace. (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 Leid / Consultant / Business Analyst. (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 Olational Institute of DElectronics & Information Technology (NIELIT)) / Post Graduate Diploma in Computer Science / Applications / Information Technology in alleast 60% marks in aggregate or equivalent grade. (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 / Applications / Information Technology in Government / Corporate Sector as Manager / Systems Analyst / Scientist-C / Database Administrator / Program Lead / Technical Lead / Applications / Manager / Systems Analyst / Scientist-C / Database Administrator / Program Lead / 	7	Minimum educational and	Essential Qualifications:
 (i) Undet recruit(s) (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 leas: 60% marks in aggregate or equivalent grade. (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. (ii) Master Degree in Physics / Mathematics / Statistics / Operations Research with first Class or atleast 60% marks in aggregate or equivalent grade with one year 'A' Lovel 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. (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 / Applications / Information Technology in Government / Corporate Sector as Manager / Systems Analyst / Scientist-C / Database Administrator / Program Lead / Technical Lead / Applications Lead / Destination Technology in Government / Corporate Sector as Manager / Systems Analyst / Scientist-C / Database Administrator / Program Lead / Technical Lead / Applications Lead / Technical		for d'	Regular course(a) from
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and Communication Technology in Government / Corporate Sector as Manager / Systems Analyst / Scientist-C / Database Administrator / Program Lead / Technical Lead / Application			eleven years in the perience of at least
Government / Corporate Sector as Manager / Systems Analyst / Scientist-C / Database Administrator / Program Lead / Technical Lead / Application			and Course in the field of Information
Manager / Systems Analyst / Scientist-C / Database Administrator / Program Lead / Technical Lead / Application			Government (Technology in
Technical Lead / Application Lead /			Manager / Successful Corporate Sector as
Technical Lead / Application Lead /			Database Administ Analyst / Scientist-C /
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Business Analyst.		3. X. X.	Jusiness Analyst.
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(i) Master Degree in computer Science /		(1)	Master Degree in computer Science
equivalent grade. In aggregate or			equivalent grade.

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		 (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. OR (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.
		 (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.
		(b) <u>Desirable qualification</u> :- Knowledge of customs, manners and dialects of Himachal Praclesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh
	3. Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promotee(s)	Age: Not applicable Educational Qualification: Yes, as prescribed against Column No.7 (a) (i) above
5	Period of probation, if any	 (i) <u>Direct recruitment:</u> (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.

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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, 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 failing both on secondment basis from amongst the incumbents of this post or analogous post possessing the educational qualification frailing which by direct recruitment failing both on secondment basis from amongst the incumbents of the post. (1) In all cases of promotion, the continuous adhoc service rendered in the feeder post, if any, prior to regular appointment of India or other State Governments. (1) In all cases of promotion, the continuous adhoc service rendered in the feeder post, if any, prior to regular appointment of 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 / promot on in the feeder post in view of the provision referred to above; all pe			
No probation 10. Method(s) of 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 / transfer, grade for which promotion / secondment / transfer is to be made: By promotion from amongst the Deputy Managers, Information Technology subject to 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 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 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. (1) In all cases of promotion, the continuous adhoc service rendered in a 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 / promotom in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of R&P Rules; 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 (including the service rendered o			(b) No probation in the case of appointment on contract basis, tenure basis, re-employment after superannuation and absorption.
 whether by direct recruitment or by promotion / secondment / transfer and the percentage of post(s) to be filled in by various methods: 11. In case of recruitment by promotion / secondment / transfer, grade for which promotion / secondment / transfer, grade for which promotion / secondment / transfer is to be made: 12. In case of recruitment by promotion / secondment / transfer, grade for which promotion / secondment / transfer is to be made: 13. 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 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 Governments. (1) In all cases of promotion, the continuous adhoc service rendered in the feeder post, if any, prior to regular appointment of 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 / promot on in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of R&P Rules; Trovided that in all cases where a junior person becomes eligible for consideration by virtue of his / her total length of 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; Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least thr			
 promotion / secondment / transfer, grade for which promotion / secondment / transfer is to be made: 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 Governments. 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 / promot on in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of R&P Rules; 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; 	10.	whether by direct recruitment or by promotion / secondment / transfer and the percentage of post(s) to be filled in by	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.
(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 / promot on in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of R&P Rules; 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; Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least three years' or that	11.	promotion / secondment / transfer, grade for which promotion / secondment / transfer is to be made:	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.
prescribed in the R&P Rules for the post, whichever is less;		feeder post, if any, prior t into account towards the l promotion subject to the c in the feeder category ha process of selection in acc Provided that in all consideration by virtue of service rendered on adhoc in the feeder post in view senior to him / her in the deemed to be eligible for in the field of consideratio Provided that all in possess the minimum qu	to regular appointment to the post shall be taken length of service as prescribed in these Rules for condition that the adhoc appointment / promot on ad been made after following proper acceptable ordance with the provisions of R&P Rules; cases where a junior person becomes eligible for f his / her total length of service (including the basis, followed by regular service / appointment) w of the provision referred to above, all persons e respective category / post / cadre shall be consideration and placed above the junior person n; cumbents to be considered for promotion shall valifying service of at least three years' or that

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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.

- Explanation:- 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 Service) Rules, 1985 and having been given the benefit of seniority there-under.
- (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.

	unchanged.	ice rendered as referred to above shall remain
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:-

Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered as referred to above shall remain unchanged.

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	appointee is s	austactory during	- that
	to be renewed /	is / her period of	contract is
(b)	POST FALLS	WITHIN THE P	
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21.1 - P. P	concerned recru	liting agency i e	Himachal
	Frauesh Fublic	Service Commiss	on
(c)	The selection w	/ill be made in a	cordan ce
	these R&P Rule	ity conditions pre	scribed in
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(IV)	SELECTION PR	OCESS:	
	Selection for ap	pointment to the	post in
	the case of conti	act appointment	shali be
	made on the	basis of inter	view //
	personality test,	If the Himachal	Prades
	A CONTRACTOR OF	PROPERTY AND DESCRIPTION OF A DESCRIPTIO	ELSEN CONTRACTOR FOR BUILD

	Public Service Commission so consider
	necessary or expedient on the basis interview,/ personality test preceded by
	Soluting test transmitted to a
일을 위하는 것을 가지?	standard / syllabus, etc. of which, will the determined by the Himachal Prades
을 집 선거님, 말 같 '	
	(V) COMMITTEE FOR SET ECTION
2011년일등 네트램 - L	CONTRACT AN APPOINTENT TEN
장에 감정했다. 물건이 물	As may be constituted by the concerned recruiting agency i.e. the Himacha
감독에 열려 있는 것이 같이 했다.	Pradesh Public service Commission 6
	(VI) <u>AGREEMENT:</u>
	After selection of a candidate, he / she
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	amount @ ₹666/- (3% of the minimum of the pay band + grade pay of the minimum of
	the pay band + grade pay of the post) for further extended years and no other allied benefits such as cause
이 말을 만든 아이들 것	Selection and selection cool on
영영 영양 이 영영 영양	 etc. will be given. (b) The service of the contract appointee will be purely on
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	satisfactory. is not found
입지 않는 것이 없다.	(c) Contract appointee will be positive of
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못계 없는 그 같다. 그	Tracently LCUVC. III days Method T and
	contract appointed shall a series and a series of the
	maternity leave not exceeding 45 days (irrespective of the number of surviving
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	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 whereve required on administrative grounds.
- (f) Selected candidate will have to submit a certificate of lns / 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 inconnection with his / ber official duties at the same rate as applicable to regular counterpart official at the minimum of pay scale.

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16	Reservation	 (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. The appointment to the service shall be subject to orders regarding reservation in the servic for Scheduled Castes/ Scheduled Tribal /Othe Backward Classes/ other categories of person issued by the Himachal Pradesh Government
17	Departmental Examination	from time to time. Every member of the service shall pass departmental examination as prescribed in t H.P. Departmental Examination Rules, 1997 amended from time to time.
18	Power to relax	Where the State Government is of the opini that it is necessary or expedient to do so, may, by order for reasons to be recorded writing and in consultation with the Himac Pradesh Public Service Commission relax a of the provision(s) of these Rules with resp to any class or category of person(s) or post

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