

(Authoritative English text of this department notification No.Coop. B (1)-2/99 dated 15-01-2008 as required under clause (3) pf article 348 of the Constitution of India)

**Government of Himachal Pradesh
“Department of Co-operation”**

No. Coop.B(1)-2/99

Dated Shimla-171002, the 15th Jan,2008

NOTIFICATION

In exercise of the powers conferred by proviso to Article 309 of the constitution of India, the Governor of Himachal Pradesh is pleased to make the Recruitment and Promotion Rules for the post of Inspector/Inspector (Audit) Cooperative Societies (Class-III, Non-Gazetted) in the Co-operation Department of Himachal Pradesh as per annexure-A appended to this notification, namely:

Short title and

Commencement.

1.(1) These Rules may be called the Himachal Pradesh Co-operation Department Inspector/Inspector(Audit) Cooperative Societies (Class-III, Non-Gazetted) Recruitment and Promotion Rules, 2007

(2) These Rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.

Repeal and Savings

2 (1) The Recruitment and Promotion Rules, for the post of Inspector/Inspector Audit) Cooperative Societies, (Class-III, Non-Gazetted) Co-operation Department notified vide this Department Notification No.1-1555/69-Coop.(S) dated 15th May,1986 are hereby repealed.

(2) Notwithstanding, such repeal, any appointment made, or any thing done or any action taken under the rules so repealed under sub-rule 2(1) supra shall be deemed to have been validly made, done or taken under these rules.

By order

Principal Secretary (Coop) to the
Govt. of Himachal Pradesh

Endst. No.Coop.B(1)-99

Dated Shimla-2, the 15th January,2008

Copy to:

- 1.All the Administrative Secretaries to the Government of Himachal Pradesh
- 2.All the Heads of Department, in HP
- 3.All the Deputy Commissioners in HP
4. Divisional Commissioner, Shimla.Dharmshala.
5. Deputy Secretary to the Chief Minister, HP.
- 6 Private Secretary to the Chief Secretary to the Govt. of Himachal Pradesh.

7. Secretary, Himachal Pradesh Vidhan Sabha, Shimla-4
8. Secretary, HP Public Service Commission, Shimla-2
9. Registrar, Cooperative Societies, HP Shimla-9 for information.
10. Addl. Registrar Cooperative Societies Dharmshala, Distt. Kangra, HP.
11. Assistant Law Officer(Hindi Language), Law Department, HP. Secretariat, Shimla.
12. Sr. Law Officer-11, Law Department, HP Secretariat, Shimla.
13. All the Addl./Joint/Deputy/Assistant Registrars Cooperative Societies in HP.
14. Guard file with 100 spare copies.

Joint Secretary (Coop.) to the
Govt. of Himachal Pradesh

ANNEXURE-A

RECRUITMENT AND PROMOTION RULES FOR THE POST OF THE
INSPECTOR//INSPECTOR (AUDIT) COOPERATIVE SOCIETIES
(CLASS-III-NON GAZETTED, IN THE PAY SCALE OF 5480-8925, IN THE
DEPARTMENT OF COOPERATION, HIMACHAL PRADESH.

1.	Name of Post	Inspector/Inspector (Audit), Cooperative Societies
2	Number of post.	535 (Five hundred thirty five)
3	Classification	Class-III-Gazetted.
4	Scale of Pay	Rs. 5480-160-5800-200-7000-220-8100-275-8925
5	Whether Selection post or Non. Selection post	Non Selection
6	Age for direct recruitment	<p>Between 18 and 45 years.</p> <p>Provided that the upper age limit for direct recruits will not be applicable to the candidate 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 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 such adhoc or contract appointment.</p> <p>Provided further that upper age limit is relax able for Scheduled Caste/Scheduled Tribes/other Backward 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 Governments Servants before absorption in Public Sector/Corporations/Autonomous Bodies at the time of initial constitution of such</p>

		<p>Corporations/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. Autonomous Bodies who were/are subsequently/Appointed by such Corporation/Autonomous bodies and who are/were finally absorbed in the service of such Corporations/Autonomous Bodies after initial, constitution of the Public Sector Corporations/Autonomous Bodies.</p> <p>Note:- (1) 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 applications or notified to the Employment Exchanges or as the case may be.</p> <p>(2) Age and experience in the case direct recruitment relax able at the discretion of the Recruiting Authority in case the candidate is otherwise well qualified.</p>
6	Minimum educational qualification and other qualifications required for direct recruits.	<p>ESSENTIAL QUALIFICATION:-</p> <p>Graduate of a recognized University or its equivalent.</p> <p>2. DESIRABLE QUALIFICATIONS:-</p> <p>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 qualifications prescribed for direct recruits will apply in the case of the promotes	<p>Age: No.</p> <p>Educational Qualification: N.A</p>
9	Period of Probation, if any.	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.
10	Method of recruitment whether by direct recruitment or by promotion deputation, transfer, and the percentage of posts to be filled in by various methods.	<p>1) By direct recruitment or on contract basis---58%</p> <p>11) By promotion.....42%</p>
11	In case by recruitment, by promotion, deputation transfer, grade from which from which	<p>By promotion from amongst:</p> <p>a) Clerical cadre (which include Junior Assistants</p>

	<p>promotion/transfer is to be made.</p>	<p>& clerks) with 10 years regular service or regular combined with continuous adhoc service rendered, if any, in the grade=30%</p> <p>b) Panchayat Secretary with at least 10 years regular service or regular combined with continuous adhoc service rendered, if any, in the grade= 10%</p> <p>c) Steno-typist with at least 10 years regular service or regular combined with continuous adhoc service rendered, if any, in the grade-02%</p> <p>The above vacancies will be filled up in the following manners:</p> <ol style="list-style-type: none"> 1. Direct 2. Direct 3. Junior Assistant/Clerk 4. Direct 5. Direct 6. Junior Assistant 7. Direct 8. Direct 9. Panchayat Secretary 10. Junior Assistant/clerk 11. Direct 12. Direct 13. Junior Assistant/clerk 14. Direct 15. Direct 16. Junior Assistant/clerk 17. Direct 18. Direct 19. Panchayat Secretary 20. Junior Assistant/clerk 21. Direct 22. Direct 23. Junior Assistant/clerk 24. Direct 25. Direct 26. Junior Assistant/clerk 27. Direct 28. Direct 29. Panchayat Secretary 30. Junior Assistant/clerk 31. Steno typist 32. Direct
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		<p>i) In all cases where a junior person become eligible for consideration by virtue of his 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 person senior to him in the respective category/post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the filed of consideration.</p> <p>Provided further that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least 03 years or</p>

		<p>that prescribed in the R&P Rules for the post whichever less is.</p> <p>Provided further that where a junior person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) Junior to him shall also be deemed to be ineligible for consideration for such promotion.</p> <p>EXPLANATION:- The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be Ex-servicemen recruited under the provisions 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 Services). 1972 and having been given the benefit of seniority there under or recruited under the provisions of Rule-3 of the Ex-Servicemen (Reservation of Vacancies in the Himachal Pradesh Technical Services) Rules, 1985 and having been given the benefit of seniority there under.</p> <p>Similarly, in all cases of confirmation continuous adhoc service rendered on the feeder post, if any, prior to the regular appointment against such post shall be taken into account towards the length of service, if the adhoc appointment/promotion and 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 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 Govt. from time to time
13	Circumstances under which the H.P Public Service Commission to be consulted making recruitment.	As required under the law.
14	Essential requirements for a direct recruitment.	A candidate for appointment to any service or post must be a citizen of India.

15.	Selection for appointment to post by direct recruitment.	Selection for appointment to the post or in the case of direct recruitment shall be made on the basis of viva-voce test, if HP Public Service Commission or other recruiting authority as the case may be so consider necessary or expedient by a written test or practical test the standard/syllabus etc. of which will be determined by the recruiting authority, as the case may be,
15 A	<p>Selection for the appointment to the post by Contract appointment.</p> <p>(NEW PROVISION)</p>	<p>(1) CONCEPT:-</p> <p>(a) Under this policy, the Inspector/Inspector (Audit), Cooperative Societies in the Department of Cooperation, HP will be engaged on contract basis initially for one year, which may be extendable for two more years on year-to-year basis.</p> <p>(b) <u>POST FALLS WITHIN THE PURVIEW OF THE HP SUBORDINATE SERVICES SELECTION BOARD HAMIRPUR</u></p> <p>The Registrar, Cooperative Societies 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. HP SUBORDINATE SERVICES SELECTION BOARD, HAMIRPUR</p> <p>© The selection will be made in accordance with the eligibility conditions as prescribed in these Rules.</p> <p>(d) Contract appointee so selected under these rules will not have any right to claim for regularization or permanent absorption in the Government Job.</p> <p><u>(II) CONTRACTUAL EMOLUMENTS:-</u></p> <p>The Inspector/Inspector (Audit) Cooperative Societies appointed on contract basis will be paid contractual amount @ Rs. 8220/- P.M. (which</p>

		<p>shall be equal to initial of the pay scale+ Dearness pay). An amount of Rs. 160/- as annual increase in contractual emoluments for the second and third years respectively will be allowed if contract is extended beyond one year.</p> <p><u>(III) APPOINTING/DISCIPLINARY AUTHORITY:</u></p> <p>Registrar, Cooperative Societies HP will be appointing and disciplinary authority.</p> <p><u>(IV) SELECTION PROCESS:-</u></p> <p>Selection for appointment to the post in the case of Contract Appointment will be made on the basis of Viva voice test or if considered necessary or expedient by a written test or practical test the standard/syllabus etc. of which will be determined by the concerned recruiting agency i.e. <u>HP SUBORDINATE SERVICES SELECTION BOARD.</u></p> <p><u>(v) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS</u></p> <p>As may be constituted by the concerned recruiting agency i.e. the <u>HP SUBORDINATE SERVICES SELECTION BOARD</u> from time to time.</p> <p><u>(VI) AGREEMENT:</u></p> <p>After selection of a candidate, he/she shall sign an agreement as per Annexure-B appended to these Rules.</p> <p><u>(VI) TERMS AND CONDITIONS:</u></p> <p>The Inspector/Inspector (Audit) Cooperative Societies appointed on contract basis will be paid fixed contractual amount @ Rs. 8220-per month (which shall be equal to initial of the pay scale+ dearness pay). The contract Appointee will be entitled for increase in contractual amount @ RS. 160/- per annum for second and third years respectively and no other allied benefits such as senior/selection scales etc. shall be given. The Service of the Contractual appointee will be</p>
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		<p>purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.</p> <p>Contractual appointment shall not confer any right to incumbent for the regularization in service at any stage.</p> <p>Contractual appointee will be entitled for one day casual leave after putting one month service; the leave can be accumulated up to one year. No. leave of any other kind is admissible to the contract appointee. He/she shall not be entitled for Medical reimbursement and LTC etc, only maternity leave will be given as per Rules.</p> <p>Unauthorized absence from the duty without the approval of the controlling officer shall automatically lead to the termination of the contract. Contract appointee shall not be entitled for contractual amount for the period of absence from duty.</p> <p>Transfer of a contract appointee will not be permitted from one place to another in any case. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. Women candidates pregnant beyond twelve weeks will be temporarily unfit till the confinement is over. The women candidate will be re-examined for fitness from an authorized Medical Officer/Practitioner.</p> <p>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 officials the minimum of the pay scale.</p> <p>(VIII) Contract appointee will be entitled to TA/D if required to go on tour in connection with his/her official duties at the same rate as applicable to regular officials at the minimum of the pay scale.</p>
16	Reservation	<p>The appointment to the service shall be subject to order regarding reservation in the service for Scheduled Castes/Scheduled Tribes/other Backward Classes/other Categories of persons issued by the Himachal Pradesh Government from time to time.</p>

17	Departmental Examination	Not applicable
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 HP Public service Commission, relax any of the provisions of these Rules with respect to any class or category of persons or posts.

Annexure-B**Form of contract/agreement to be executed between the Inspector Cooperative Societies and the Government of Himachal Pradesh through Registrar, Cooperative Societies, Himachal Pradesh.**

This agreement is made on this_____ day of_____ in the year_____ between
 Shr/Smt/Kumari_____ S/O/D/OW/O_____
 Shri_____ R/O_____

Contract appoint (here-in-after called the FIRST PARTY). And THE Governor, Himachal Pradesh through Registrar, Cooperative Societies, Himachal Pradesh(her-in-after the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as Inspector on contract basis on the following terms & conditions:-

- 1 That the FIRST PARTY shall remain in the service of the SECOND PARTY as Inspector Cooperative Societies for a period of one year commencing on_____ day of_____ and ending on the_____ day of_____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY with SECOND PARTY shall ipso-facto stand terminated on the last working day i.e. on_____ and information notice shall not be necessary.
- 2 The contractual amount of the FIRST PARTY will be Rs. 8220/- per month.
- 3 The service of FIRST PARTY will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appoint is not found good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.
- 4 The contractual appointment shall not confer any right to the incumbent for regularization in service at any stage.
- 5 Contractual Inspector Cooperative will be entitled for one day casual leave after putting one month service. This leave can be accumulated upto one year. No leave of any kind is admissible to the contractual Inspector Cooperative Societies. He/she will be entitled for Medical Reimbursement and LTC etc. Only maternity leave will be given as per Rules.
- 6 Unauthorized absence from the duty without the approval of the controlling officer shall automatically lead to the termination of the contract. A contractual Inspector Cooperative Societies will not be entitled for contractual amount for the period of absence from duty.

- 7 Transfer of official appointed on contract basis will not be permitted from one place to another place in any case.
- 8 Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. In case of women candidates pregnant beyond twelve weeks will render her temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical Officer/Practitioner.
- 9 Contract appointee shall be entitled to TA/DA if required to go on tour in connection with his official duties at the same rate as applicable to regular counter-part official at the minimum of pay scale.
- 10 The Employees Group Insurance Scheme as well as EPF/GPF will not be applicable to contractual appointee(s)

IN THE PRESENCE OF WITNESS:-

1. _____

(Name and Full Address)

(Signature of the FIRST PARTY)

2. _____

(Name and Full address)

IN THE PRESENCE OF WITNESS:

1. _____

(Name and Full address)

(Signature of the SECOND PARTY)

2. _____

(Name and Full Address)

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