

Government of Himachal Pradesh  
Public Works Department

No. PBW-A-A(3)-9/2006 Dated Shimla-171002, the 01.11.2007

**NOTIFICATION**

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission, is pleased to make the Recruitment and Promotion Rules for the post of Head Draughtsman, Class-II(Non Gazetted) Technical Services, in the Himachal Pradesh Public Works Department as per Annexure-"A" attached to this notification, namely:-

Short title and commencement:	1.(i) These rules may be called the Himachal Pradesh Public Works Department Head Draughtsman, Class-II (Non Gazetted) Recruitment and Promotion Rules, 2007. (ii) These rules shall come into force from the date of publication in Rajpatra Himachal Pradesh.
Repeal and Saving	2(1) The Himachal Pradesh Public Works Department Head Draughtsman Class-II(Non-Gazetted) Recruitment and Promotion Rules, 1998 notified vide notification No. PBW(A)B(13)37/94 dated 10.3.1998 and as amended from time to time are hereby repealed. (2) Notwithstanding such repeal, any appointment made or anything done or any action taken under these rules, so repealed under sub-rule (1) supra, shall be deemed to have been validly made or done or taken under these rules.

By order

Principal Secretary (PW) to the  
Government of Himachal Pradesh

Endst. No. PBW-A-A(3)-9/2006

Dated Shimla-171002, the 01.11.2007  
Contd.....2/-

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Copy for information and necessary action to:-

1. All the Administrative Secretaries to the Government of H.P.
2. The Secretary, HP Public Service Commission, Shimla-171002.
3. The Engineer-in-Chief, H.P. Public Works Department, Shimla-1 with 5 spare copies.
4. All the Chief Engineers, HP PWD.
5. The Chief Architect, HP, PWD, Shimla-171001.
6. The Accountant General, Himachal Pradesh, Shimla-3.
7. Dy. Accountant General, Himachal Pradesh(A&E), Shimla-3.
8. The Asstt. Legal Remembrancer cum Under Secretary(Law) (Hindi) to the Govt. of H.P. Shimla-2.
9. The Sr. Law Officer(Hindi-II), H.P. Sectt., Shimla-2.

*Recd*  
Under Secretary(PWD) to the  
Government of Himachal Pradesh

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**ANNEXURE -A**

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF HEAD DRAUGHTSMAN (CLASS-II, NON GAZETTED) IN THE DEPARTMENT OF PUBLIC WORKS, HIMACHAL PRADESH.**

1.	Name of the post	<b>Head Draughtsman</b>
2.	Number of posts	<b>12 (Twelve)</b>
3.	Classification	Class-II, Non-Gazetted (Technical Services)
4.	Scale of Pay	Rs.7000-220-8100-275-10300-340-10980.
5.	Whether "selection" post or "non-selection" post	Selection
6.	Age for direct recruitment.	Between 18 and 45 years

Provided that the upper age limit for direct recruitment 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 had become overage 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 such constitutions 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 and who are/were finally absorbed in the service of such Corporations/Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

- (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 as the case may be.
- (2) Age and experience in the case of direct recruitment relaxable at the discretion of Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.

7.	Minimum Educational and other Qualifications required for direct recruit(s)	<p><b>Essential Qualification(s):</b> Bachelor degree in Architecture of a recognized Institution or its equivalent.</p> <p><b>OR</b> Intermediate Examination in Architecture from a recognized Institution with 03 years experience under a qualified Architect after qualifying Intermediate Examination.</p> <p><b>OR</b> Diploma course in Architectural Assistantship awarded by the State Board with 03 years experience under a qualified Architect after qualifying Diploma course.</p> <p><b>DESIRABLE QUALIFICATION(S):</b> Knowledge of customs, manners and dialects of Himachal Pradesh and Suitability for appointment in the peculiar conditions prevailing in Himachal Pradesh.</p>
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8.	Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of promotee(s)	i) Age: Not applicable ii) Educational Qualification: Yes, as prescribed against col. No. 11 below								
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(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post(s) to be filled in by various methods.	i) 25% by direct recruitment OR on contract basis and 25% by direct recruitment on batch-wise or on contract basis. ii) 50% by promotion failing which by direct recruitment or contract basis.								
11.	In case of recruitment by promotion, deputation, transfer grade from which promotion/deputation/ transfer is to be made	By promotion from amongst the Senior Draughtsman with 03 years regular service or regular combined with continuous adhoc service in the grade and also possess the following qualification:- Has passed the Bachelor Degree in Architecture from a recognized Institution. <b>OR</b> Has passed the Intermediate examination in Architecture from a recognized Institution. <b>OR</b> Has passed Diploma course in Architecture Assistantship awarded by the State Board.  For filling up the posts of Head Draughtsman the following 20 points roster shall be followed:- <table border="1"><tr><th>Roster Points No.</th><th>Category</th></tr><tr><td>1<sup>st</sup>, 3<sup>rd</sup>, 7<sup>th</sup>, 9<sup>th</sup>, 11<sup>th</sup>, 13<sup>th</sup>, 15<sup>th</sup>, 17<sup>th</sup> &amp; 19<sup>th</sup></td><td>By promotion/Contract</td></tr><tr><td>2<sup>nd</sup>, 6<sup>th</sup>, 10<sup>th</sup>, 14<sup>th</sup> &amp; 18<sup>th</sup></td><td>By <u>Direct</u>/contract</td></tr><tr><td>4<sup>th</sup>, 8<sup>th</sup>, 12<sup>th</sup>, 16<sup>th</sup> &amp; 20<sup>th</sup></td><td>Batch-wise/contract</td></tr></table> <b>Note:</b> The roster will be repeated after every 20 <sup>th</sup> point till the representation to all categories is achieved by the given percentage. Thereafter the vacancy is to be filled up from the category which vacates the post.	Roster Points No.	Category	1 <sup>st</sup> , 3 <sup>rd</sup> , 7 <sup>th</sup> , 9 <sup>th</sup> , 11 <sup>th</sup> , 13 <sup>th</sup> , 15 <sup>th</sup> , 17 <sup>th</sup> & 19 <sup>th</sup>	By promotion/Contract	2 <sup>nd</sup> , 6 <sup>th</sup> , 10 <sup>th</sup> , 14 <sup>th</sup> & 18 <sup>th</sup>	By <u>Direct</u> /contract	4 <sup>th</sup> , 8 <sup>th</sup> , 12 <sup>th</sup> , 16 <sup>th</sup> & 20 <sup>th</sup>	Batch-wise/contract
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4 <sup>th</sup> , 8 <sup>th</sup> , 12 <sup>th</sup> , 16 <sup>th</sup> & 20 <sup>th</sup>	Batch-wise/contract									



(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;

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

Provided further that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least three years or that prescribed in the Recruitment and Promotion Rules for the post, whichever is less;

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 the Himachal State Non-Technical Services) 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.

(2) 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 had been made after proper selection and in accordance with the provisions of the R&P Rules;

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

12.	If a Departmental Promotion Committee exists, what is its composition?	D.P.C. to be presided over by the Chairman, H.P. Public Service Commission or a member thereof to be nominated by him.
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 a 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 viva-voce test if the Himachal Pradesh 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 Commission/other recruiting authority, as the



		case may be.
15-A	Selection for appointment to the post by contract appointment	<p>(I) <b><u>CONCEPT</u></b></p> <p>(a) Under this policy the Head Draughtsman in the Public Works Department will be engaged on contract basis initially for one year, which may be extendable for further two more years on year to year basis.</p> <p>(b) <b><u>POST FALLS WITHIN THE PURVIEW OF HP PSC:</u></b></p> <p>The Engineer-in-Chief, 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. the H.P. Public Service Commission.</p> <p>(c) The selection will be made in accordance with the eligibility conditions prescribed in these Rules.</p> <p>(d) Contractual appointee so selected under these Rules will not have any right to claim for regularization or permanent absorption in the Government job.</p> <p>(II) <b><u>CONTRACTUAL EMOLUMENTS:</u></b></p> <p>The Head Draughtsman appointed on contract basis will be paid consolidated fixed contractual amount @Rs. 10,500/-P.M.(which shall be equal to initial of the pay scale + (Dearness pay). An amount of Rs. 220/-(equal to annual increase in the pay scale of the post) as per annual increase in contractual emoluments for the second and third years respectively will be allowed if contract is extended beyond one year.</p> <p>(III) <b><u>APPOINTING/DISCIPLINARY AUTHORITY:</u></b></p> <p>The Engineer-in-Chief, HP PWD will be appointing and disciplinary authority.</p> <p>(IV)(a) <b><u>SELECTION PROCESS FOR THE POST FALLING WITHIN THE PURVIEW OF HPPSC:</u></b></p> <p>Selection for appointment to the post in the case of Contract Appointment will be made on the basis of viva-voce test or if consider 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. the H.P. Public Service Commission.</p> <p>(b) <b><u>SELECTION PROCESS FOR THE POST FALLING WITHIN THE PURVIEW OF THE DEPARTMENT:</u></b></p> <p>Selection for appointment to the post in the</p>

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case of Contract Appointment will be made on the basis of viva-voce test or if consider necessary or expedient by a written test or practical test the standard/syllabus etc. of which will be determined by the selection committee.

**(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:**

(a) For the post falling within the purview of HPPSE: As may be constituted by the concerned recruiting agency i.e. the H.P. 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:**

- (a) The contract appointee will be paid fixed contractual amount @ Rs. 10,500/- 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. 220/- (equal to annual increase in the pay scale) per annum for second and third years respectively and no other allied benefits such as senior/selection scales etc. shall 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) Contractual appointment shall not confer any right to incumbent for the regularization in service at any stage.
- (d) Contract Appointee 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 other kind is admissible to the contract appointee. He/She shall not be entitled for Medical Re-imbursment and LTC etc. only maternity leave will be given as per rules.
- (e) 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.
- (f) Transfer of a contract appointee will not be permitted from one place to another in any case.
- (g) Selected candidate will have to submit a



		<p>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.</p> <p>(h) 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 at the minimum of the pay scale.</p> <p><b><u>(VIII) RIGHT TO CLAIM REGULAR APPOINTMENT:</u></b></p> <p>The candidate engaged on contract basis under these Rules shall have no right to claim for regularization as Head Draughtsman in the Department at any stage.</p>
16.	Reservation	The appointment to the service shall be subject to orders 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.
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 H.P.P.S.C. relax any of the provision(s) of these Rules with respect to any Class or Category of person(s) or post(s).

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ANNEXURE-3

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Form of contract/agreement to be executed between the Head Draughtsman  
& the Government of Himachal Pradesh through Engineer-in-Chief, H.P.  
Public Works Department

This agreement is made on this ..... day of .....  
in the year ..... between Sh./Smt. .... S/o/D/o  
Shri.....R/o.....

....., contract appointee (hereinafter called the  
FIRST PARTY). AND The Governor, Himachal Pradesh through Engineer-in-  
Chief HP PWD(here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and  
the FIRST PARTY has agreed to serve as a Head Draughtsman on contract basis  
on the following terms & conditions:-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a  
Head Draughtsman for a period of 1 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. \_\_\_\_\_/- 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  
appointee 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 incumbent for the  
regularization of service at any stage.
5. Contractual Head Draughtsman will be entitled for one day casual leave after  
putting one month service. This leave can be accumulate upto one year. No leave  
of any kind is admissible to the contractual Head Draughtsman. He/She will not  
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 Head  
Draughtsman will not be entitled for contractual amount for the period of absence  
from duty.
7. Transfer of a official appointed on contract basis will not be permitted from one  
place to another 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

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pregnant beyond twelve weeks will render her temporarily unfit until the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical Officer/ practitioner.

9. Contractual Head Draughtsman 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.
10. The Employees Group Insurance Scheme as EPF/GPF facility will not be applicable to the contractual appointee(s).

IN WITNESS the FIRST PARTY AND SECOND PARTY have herein to set their hands the day, month and year first, above written.

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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