

H.P.S.C. FORM 21-A

(TO BE FILLED BY THE ADMINISTRATIVE DEPARTMENT WHILE SENDING THE PROPOSAL SEEKING APPROVAL OF THE HIMACHAL PRADESH PUBLIC SERVICE COMMISSION FOR FRAMING OF NEW RECRUITMENT & PROMOTION RULES FOR THE POST / SERVICE)

Sr. No.	Particulars	
1	a) Name of the post / service b) Name of the Department c) Number of post / service d) Scale of post / service e) Class & Service to which the post / service belongs f) Ministerial or Non-Ministerial (FR 9 (17)) g) Whether scientific, technical or connected with research h) Whether technical / quasi technical or Non Technical i) Date of creation / upgradation of the post / service	
2	Job-description i.e. factual statement of the duties & responsibilities of the post / service	
3	a) Method(s) adopted for filling up the post / service (in brief) b) Method(s) of recruitment proposed to be prescribed in the Rules	
4	If promotion is proposed as a method of recruitment: a) Designation, pay scale and number of post(s) proposed to be included in the field of promotion (feeder grade(s)) b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion c) Percentage in the grade proposed to be filled by promotion d) Have Recruitment Rules been framed / notified for the posts proposed in the field of promotion? If framed / notified in consultation with Commission, enclose an updated copy thereof. If consultation with the Commission was not required attach a copy of the Rules framed / notified. e) If Recruitment Rules were not framed for the posts in the field of promotion:	

	<p>(i) Please indicate briefly the method(s) of recruitment actually adopted for filling the posts in the field of promotion. Also state the percentage of vacancies filled by each of the methods.</p> <p>(ii) Please state briefly the educational qualifications generally possessed by the persons in the field of promotion.</p> <p>f) Whether other channels are available for promotion of the incumbents of posts mentioned in 4(a) above or not. If yes, detail thereof).</p> <p>g) Mention other posts bearing the pay-scale given in 4(a) above</p> <p>h) Why incumbents of these posts are not being considered for promotion</p> <p>i) i) Is the promotion to be made on selection or non-selection basis? ii) Reasons for the proposal in (i) above</p> <p>j) Composition of Departmental Promotion / Confirmation Committee.</p>	
5	If promotion is not proposed as a method, please state reasons there for.	
6	<p>If direct recruitment is proposed as a method of recruitment, please state:</p> <p>a) Percentage of vacancies proposed to be filled by direct recruitment.</p> <p>(b) (i) Age for direct recruitment (ii) Is age relaxable for Government Servants?</p> <p>(c) Minimum educational and other qualifications including experience required for direct recruits:</p> <p>(i) Essential qualification(s):</p> <p>(ii) Desirable qualification(s):</p> <p>(d) Has the post been advertised by the Commission in absence of rules? If so, please quote Commission's reference and date.</p>	
7	If direct recruitment is not proposed as one of the methods please state the reasons there for?	
8	i) If promotion and direct recruitment are	

	<p>both proposed as methods of recruitment will the educational qualification(s) proposed for direct recruits will apply to the incumbent(s) of the proposed feeder grade(s)?</p> <p>(ii) If not / what extent are the educational qualifications proposed to be relaxed in case of such persons.</p>	
9	<p>(a) Is secondment / transfer proposed as one of the methods of recruitment? If so, reasons there for.</p> <p>(b) The percentage of vacancies proposed to be filled by this method.</p> <p>(c) Duration of period of secondment proposed.</p> <p>(d) The name(s) of the post(s) or grade(s) or service(s) etc. from which secondment / transfer is proposed to be made.</p> <p>(e) Pay scale of these posts</p>	
10	In the event of failure of above method(s), the method proposed to be adopted	
11	<p>(a) If this proposal is being sent in response to any reference from the Commission, please quote Commission's letter number and date</p> <p>(b) Special circumstances, if any, other than covered by the rules in which the Commission is required to be consulted.</p>	
12	Name, address and telephone number of the Government officer who may be contacted for discussion, clarification or for further information, if required.	

Date: _____
Place: _____

Signature _____
Name & Designation of the officer _____
(Not lower than the rank of Under Secretary to the
Government of Himachal Pradesh)