

JOB PROFILE

DUTIES AND RESPONSIBILITIES

OF

VARIOUS POSTS IN THE

DEPARTMENT OF HIGHER EDUCATION

HIMACHAL PRADESH

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DIRECTOR OF HIGHER EDUCATION

1. Director Higher Education exercises all administrative and financial powers as adjoined upon the heads of the department by the Government of Himachal Pradesh. Being administrative head of the Higher Education Department, he is responsible for the efficient working of the department.
2. He shall control all affairs and activities of the department. He shall also look after various schemes being started by the government from time to time for the qualitative as well as quantitative improvement of education.
3. He shall direct his subordinate staff working in directorate as well as field offices by issuing special instructions from time to time to follow the policies of the Govt. in letter and spirit.
4. He shall control all activities of the department i.e. teaching as well as non teaching
5. He shall submit proposals of the department for seeking budget from the Government for the expansion of the department and continuation of multifarious activities.
6. All the reports and returns to the Governments, monthly, quarterly, yearly as required by the Government from time to time in respect of the department shall be submitted by him or under his authority by any officers to whom he shall delegate the powers on his behalf.
7. He shall exercise all the powers delegated to him by the state government from time to time and shall be directly answerable to the government.
8. Any other major policy matter regarding suggestions for reform in the present system of education to bring qualitative improvement in the standard of education.

ADDITIONAL DIRECTOR (ADMINISTRATION)

1. The Additional Director (Admn.) shall assist the Director of Higher Education in the performance of his duties and responsibilities.
2. He shall assist Director of Higher Education in all the administrative, planning and Developmental affairs.
3. He shall be required to inspect the institutions and offices as directed by Head of the Department.
4. He shall present all cases and matters to the higher authorities in a precise manner with all possible solutions and suggestions.
5. Any other job assigned by the Head of the Department.

ADDITIONAL DIRECTOR (COLLEGES)

1. The Additional Director (College.) shall assist the Director of Higher Education in the performance of his duties and responsibilities.
2. He shall assist Director of Higher Education in all the administrative, academic, planning and Developmental affairs of colleges and schools in the Pradesh.
3. He shall be required to inspect the institutions as directed by the Head of the Department and after inspecting the institutions will record inspection notes and submit the same to the HOD for further necessary action.
4. In connection with various cases of departmental inquiry he is assigned the role inquiry officer.
5. He shall present all cases and matters to the higher authorities in a precise manner with all possible solutions and suggestions.
6. Any other job assigned by the HOD.

ADDITIONAL DIRECTOR (Schools)

1. The Additional Director (School) shall assist the Director, Higher Education in the performance of his duties and responsibilities.
2. He shall be required to inspect the institutions as directed by the Head of the Department and after inspecting the institutions will record inspection notes and submit the same to the HOD for further necessary action.

3. He shall assist Director of Higher Education in all the administrative, academic, planning and Developmental affairs of the schools in the Pradesh.
4. In connection with various cases of departmental inquiry he is assigned the role of inquiry officer.
5. He shall present all cases and matters to the higher authorities in a precise manner with all possible solutions and suggestions.
6. Any other job assigned by the HOD.

JOINT DIRECTOR (College)

1. The Joint Director (College.) shall assist the Director, Higher Education in the performance of his duties and responsibilities.
2. He shall assist Director of Higher Education in all the administrative, academic, planning and Developmental affairs of the colleges/schools in the Pradesh.
3. In connection with various cases of departmental inquiry he is assigned the role of inquiry officer.
4. He shall be required to inspect the institutions as directed by the Head of the Department and after inspecting the institutions will record inspection notes and submit the same to the HOD for further necessary action.
5. He shall present all cases and matters to the higher authorities in a precise manner with all possible solutions and suggestions.
6. Any other job assigned by the HOD.

JOINT DIRECTOR (Schools)

1. The Joint Director (School.) shall assist the Director, Higher Education in the performance of his duties and responsibilities.
2. He shall assist Director of Higher Education in all the administrative, academic, planning and Developmental affairs of the colleges/schools in the Pradesh.
3. He shall be required to inspect the institutions as directed by the Head of the Department and after inspecting the institutions will record inspection notes and submit the same to the HOD for further necessary action.
4. In connection with various cases of departmental inquiry he is assigned the role of inquiry officer.

5. He shall present all cases and matters to the higher authorities in a precise manner with all possible solutions and suggestions.
6. Any other job assigned by the HOD.

JOINT CONTROLLER (F&A)

1. All financial matters are routed through JC(F&A). He looks after all the Budget and expenditure allotments of the Department.
2. ACP Cases and pay fixation cases of all categories of Education Department are approved by him.
3. He shall be required to give his opinion in various service and financial matters.
4. He shall exercise all the financial powers attached to his post and delegated to him by HOD.
5. He shall visit various institutions for Audit Inspections getting Grant –in-Aid from the Government and also those institutions which are taken over by the government.
6. He shall settle various Audit Para's raised by the Accountant General Department.
7. He Shall prepare reports of CAG and PAC.
8. Any other job assigned by the HOD.

Officer on Special Duty (College)

1. He is the Principal of College Cadre and performs his duties in the Directorate of Higher Education to assist Director of Higher Education.
2. He shall assist Director of Higher Education in all the administrative, academic, planning and Developmental affairs of the colleges/schools in the Pradesh.
3. In connection with various cases of departmental inquiry he is assigned the role inquiry officer.
4. He shall be required to inspect the institutions as directed by the Head of the Department and after inspecting the institutions will record inspection notes and submit the same to the HOD for further necessary action.

5. He shall present all cases and matters to the higher authorities in a precise manner with all possible solutions and suggestions.
6. Any other job assigned by the HOD.

Officer on Special Duty (Sanskrit)

1. OSD (Skt.) shall assist the Director of Higher Education to look after all the activities of the Sanskrit colleges in the Pradesh. He ensures that various programmes/scholarship schemes started by the govt. for the enhancement of Sanskrit Education are implemented properly.
2. The OSD (Skt.) shall assist the Director, Higher Education in the performance of his duties and responsibilities.
3. He shall present all cases and matters to the higher authorities in a precise manner with all possible solutions and suggestions.
4. Any other job assigned by the HOD.

Deputy Director of Higher Education(H.O.)

1. The Dy. Director shall assist the Director, Higher Education in the performance of his duties and responsibilities.
2. He is the reporting/controlling officer of branch/branches where different matters relating to School Cadre Lecturers are dealt.
3. He shall be required to inspect the institutions as directed by the Head of the Department and after inspecting the institutions will record inspection notes and submit the same to the HOD for further necessary action.
4. He shall present all cases and matters to the higher authorities in a precise manner with all possible solutions and suggestions.
5. He shall supervise the work and conduct of the branch under him and be a source of guidance to lower functionaries in all official matters.
6. In connection with various cases of departmental inquiry he is assigned the role inquiry officer.
7. Any other job assigned by the HOD.

Deputy Director of Higher Education (Distt. Level)

1. The Deputy Directors of the respective districts shall be accountable for the entire departmental activities in their jurisdiction.
2. They will inspect themselves or get inspections carried out by other officials under his control all the institutions in their jurisdiction once a year in such away that at the end of the year there should not be left any institution without conducting inspection. 5.
3. They shall also be required to pay surprise visits occasionally, in addition to annual inspection so as to keep the staff alert and vigilant. During surprise visits, professional guidance and any other important instructions relating to the particular institutions be given.
4. They shall be required to attend all the District level meetings held in the respective Districts/jurisdiction where their presence is needed.
5. They shall be required to attend quarterly meeting held in the Directorate of Higher Education and also bring with them quarterly progress report of their Districts and Establishment returns etc.
6. They shall act as appointing and disciplinary authority of the cadre so declared by the Government.

Deputy Director of Physical Education (H.O.)

1. The Deputy Director of Physical Education shall look after all the activities related to physical education in the Pradesh.
2. He shall prepare a Calendar of sports activities in a particular year and get it approved from the HOD. He shall encourage sports activities in the Pradesh by personally visiting the institutions and presenting himself in the tournaments.
3. It is the responsibility of Deputy Director of Physical Education to conduct tournaments at zonal level/ District level and at State Level.
4. He shall present all cases and matters to the higher authorities in a precise manner with all possible solutions and suggestions.
5. Any other job assigned by the HOD.

Assistant Director of Higher Education

1. The Assistant Director shall assist the Director/other senior officers of Directorate of Higher Education in the performance of his duties and responsibilities.
2. The Assistant Director of Higher Education is the Principal of the School Cadre. He / She is assigned the duty of reporting officer of the any particular Branch. All files are routed through him to the controlling officer of the branch.
3. He shall present all cases and matters to the higher authorities in a precise manner with all possible solutions and suggestions.
4. Having background of school cadre they are assigned the jobs related to schools.
5. He shall be required to inspect the institutions if assigned the duty and after inspecting the institutions will record inspection notes and submit the same to the HOD for further necessary action.
6. Any other job assigned by the HOD.

Assistant Director (Law)/District Attorney

1. The Assistant Director (Law) shall assist the Director, Higher Education in all legal matters.
2. Being branch officer of legal cell, it is his duty/ responsibility to inform the branches about the court cases and get information from them and prepare departmental reply after consulting the same from HOD.
3. He shall give his expert opinion in various service matters when ever required by other branches.

Librarian

1. The Librarian shall assist the Director of Higher Education in the performance of his duties and responsibilities.
2. He shall assist Director of Higher Education in all the administrative, academic, planning and Developmental affairs of all the libraries of the Department.
4. Any other job assigned by the HOD.

Section Officer (F&A)

1. He shall Assist Joint Controller (F&A) in various finance matters.
2. He shall check all the files of ACP Cases/ Pay fixation Cases etc. routed through him and after checking the same he shall submit the same to Joint Controller (F&A) for approval.
3. He shall give his expert opinion in various service matters when ever required by other branches.
5. He shall Assist Joint Controller (F&A) in visiting various institutions for Audit Inspections getting Grant –in- Aid from the Government and also those institutions which are taken over by the government.

Technical officer

1. He shall Assist the HOD in all technical and computer related activities of the Department.
2. He shall look after overall computerisation of the Department and monitoring of departmental software and networking in the Directorate.
3. It is the duty of Technical officer to monitor multi media centres in the state and other computer related activities.
6. Being Administrator of PMIS, he shall give training to all the Nodal Officers in the Deputy Director Offices for the purpose.
6. Any other job assigned by the HOD.

Script Writer

1. The Script Writer shall assist the Director of Higher Education in the performance of his duties and responsibilities.
2. He shall look after the matters like publishing of administrative report of the department.
3. For the promotion of Hindi language, he shall collect information from the branches and send the report to the Government.
4. Any other job assigned by the HOD.

ADPEO (H.O.)

1. The ADPEO shall assist the HOD and Deputy Director of Physical Education in looking after all the activities related to physical education in the Pradesh.
2. He shall assist the Deputy Director of Physical Education in preparing a Calendar of sports activities in a particular year. He shall encourage sports activities in the Pradesh by personally visiting the institutions and presenting himself in the tournaments.
3. It is the combined responsibility of ADPEO and Deputy Director of Physical Education to conduct tournaments at zonal level/ District level and at State Level.
4. Any other job assigned by the HOD.

Science Incharge

1. Science Incharge shall assist the Director, Higher Education in the performance of his duties and responsibilities.
2. He shall supervise the science activities in the school.
3. He shall be required to inspect the institutions if assigned the duty and after inspecting the institutions will record inspection notes and submit the same to the HOD for further necessary action.
4. Any other job assigned by the HOD.

Statistician

1. Statistician shall assist the Director of Higher Education/other senior officers of Directorate of Higher Education in the performance of his duties and responsibilities.
2. He shall collect vital statistics and other important data in r/o education department from all districts and get it consolidated/compiled and further supply to the Govt. of India and HP Economics and Statistics Deptt when needed or directed by the HOD.
3. Any other job assigned by the HOD.

Ministerial Staff

(a) Private Secretary to Director of Higher Education

1. He shall assist the Director of Higher Education in his day to day working.
2. He shall handle files/records of confidential or secret nature.
3. He shall take dictation in both Hindi and English stenography to transcribe the same on typewriter and to present the same to the Director of Higher Education for approval and signatures.
4. He shall type demi official, secret, confidential and important letters and to compare the same to before submitting for the signatures of the Director of Higher Education.
5. He shall attend the office telephones courteously and politely and connect the outside calls with the Director of Higher Education keeping in view the engagements of the Director of Higher Education and his directions.
6. He shall frame tour programme as per direction of the Director of Higher Education and send the proposed tour programme for approval of the appropriate competent authority.
7. To arrange the accommodation in the Circuit House/Rest House etc. for the stay of the Director of Higher Education during tour.
8. Any other job assigned by the Director of Higher Education.

(b) P.A.

1. He shall assist the HOD and Private Secretary to the HOD.in the performance of his duties and responsibilities.
2. To take dictation in both Hindi and English stenography to transcribe the same on typewriter and to present the same to the Officer for approval and signatures.
3. He shall attend the office telephones courteously and politely and connect the outside calls with the Officer in view of the engagements of the Officer and his directions.
4. He shall frame tour programme as per direction of the officer and send the proposed tour programme for approval of the appropriate competent authority.
5. To assist the officer in all types of Departmental Enquiries.
6. To assist the officer in conducting the inspections/surprise visits of subordinate offices/schools.
7. Any other job assigned by the HOD and Private Secretary to the HOD.

(c) Sr.Scale Stenographer/Jr.Scale Stenographer/Steno-Typist

1. This category is attached with the senior officers of the Department and they are to assist in day to day official working.
2. To take dictation in both Hindi and English stenography to transcribe the same on typewriter and to present the same to the Officer for approval and signatures.

3. To attend the official telephone/fax/official mail etc.
4. To assist the officer in all types of Departmental Enquiries.
5. To assist the officer in conducting the inspections/surprise visits of subordinate offices/schools.
6. Any other job assigned by the Director of Higher Education/concerned senior officer.

(d) Superintendent Grade - I

1. He shall assist the authorities in the performance of his duties and responsibilities.
2. He shall present all the cases and matters to higher authorities in a precise manner with all possible solutions and suggestions.
3. He shall act as supervisor of the Branch at Directorate level and whole office at District level and keep check on all the officials of the Branch and office to ensure punctuality in attendance in the section and to advise the staff on matters of conduct and discipline. For ensuring availability of staff posted under him on holidays or early or late hours, he should maintain local addresses with phone numbers, if any, of the entire staff with him.
4. He shall go through the dak and mark the Dak to various Assistants of the Branch with dated initials indicating the urgency and also to give directions, if any, for its disposal whenever possible at the dak stage to enable speedy processing.
5. He shall allocate/distribute the work amongst all dealing assistants of the branch so that the work of the branch runs smoothly.
6. He shall has to see all dealing assistants and the diarist maintain all required registers and keep the same updated. He shall check these registers at regular intervals.
7. He shall train and guide the staff working under him and to point out their shortcomings and deficiencies if any, for remedial
8. All the files are routed through him and his expert opinion on the files are given importance in solving various matters.
9. He shall check that section is kept neat and tidy and that the files, papers are arranged in an orderly manner and the recorded files are sent to the record room and that the ephemeral record is periodically destroyed.
10. He shall act as DDO as and when the duty is assigned to him.

(e) Superintendent Gr.II

1. To supervise the branch in the absence of Supdt.Gr.I.
2. He/She shall deal with the assignment given by the Supdt. Gr.I of the concerned branch.
3. He/She shall ensure that PUCs if urgent nature are put up well with in the time prescribed for disposal.
4. He/She shall maintain proper record of the PUCs being dealt by him/her.

5. He/She shall compile the data or information and deal matter as to present complete cases with all relevant data and information with past precedents and viable/feasible solutions to facilitate to authorities to arrive at a definite decision.
6. Any other job assigned by the Superior Officers of the branch concerned.

(f) Senior Assistant/Junior Assistant/Clerk

1. He/She shall deal with the assignment given by the Supdt. Gr.I of the concerned branch.
2. He/She shall ensure that PUCs if urgent nature are put up well with in the time prescribed for disposal.
3. He/She shall maintain proper record of the PUCs being dealt by him/her.
4. He/She shall compile the data or information and deal matter as to present complete cases with all relevant data and information with past precedents and viable/feasible solutions to facilitate to authorities to arrive at a definite decision.
5. He/She shall handle the work relating to opening and maintenance of files, referencing, dealing cases including noting and drafting, recording of files, maintenance and updating of various types of data and maintenance of various registers, maintenance acquisition and up-keeps of stores, stocks, stationary articles, accounts etc., preparation of all types of bills such as pay, TA, MR etc. etc. and handling of cash, maintenance of cash books and connected accounts/bills registers etc., personnel/service/establishment matters including recruitment and promotion rules, conditions of service, posting, transfers, maintenance of service books, service records, preparation of leave account, pension papers, disciplinary matters, personal files etc., budget preparation including appropriation, re-appropriation, supplementary demands for grants, additional grants, contingency fund, audit paras, estimates committee etc. etc.
6. Any other job assigned by the Superior Officers of the branch concerned.

(g) Record Supervisor

1. He shall look after the record section for the proper and systematically maintenance of the record of the branches.
2. He shall look after that the old files which are important one are kept systematically in the record section of the Directorate so that whenever those files are needed can be obtained and utilised.

(h) Gestetner Operator

1. He shall operate the Gestetner/Photostat Machine and make out desired number of copies.
2. He shall procure paper, ink, toner etc for ensuring proper operation of machines.
3. He shall maintain proper account in a register with requisition slips for proper used and consumption of ink/toner etc.
4. He shall arrange timely repair of machine.

(i) Daftri

1. He shall mend, trim, stitch, bind etc. old records, files etc. in Record Room.
2. He shall paste correction slips in the official reference books of various officers and those of the branches/sections.
3. He shall affix service postage stamps or envelopes, maintain their accounts, prepare envelopes/packets and parcels, despatch dak and telegrams and helps the despatcher in the circulation of all printed matters etc.
4. He shall sort out and properly keep the record in the record section.

(i) Peon

1. He shall carry and deliver dak within and outside the office.
2. He shall ensure the cleanliness and general up-keep of the section/office wherein posted and of the furniture, fixture and equipment.
3. He shall perform miscellaneous and odd jobs for officers/officials.
4. He shall attend to officers at headquarters and while on tour.

(j) Chowkidar

1. To keep watch and ward during and after office hours; and
2. To take precautionary measures relating to prevention of fire and damage to Government property.

(k) Sweeper

1. To sweep, clean and mop the rooms, corridors, verandas and compound.
2. To clean the lavatories, urinals, baths, wash basins etc. daily and properly.
3. To collect and dispose of all waste in the office.

(l) Part Time Contigent Paid

1. To do part time assistance including to manage water in the office/institution.
2. Any other work assigned by the concerned officer/official of the institution in which he/she is working.

Establishment – I Branch

1. All establishment matters of ministerial staff and Gazetted officers are dealt in E-I Branch. Other matters of utmost importance like legislative matters, JCC Meetings/ Dy. Directors Meetings, Efficiency in Administration, Unions, Election Manifesto etc. are dealt in this Branch.
2. Establishment – I Branch is the Nodal Branch where various Policy Matters are dealt and R&P Rules of all categories are supplied to the govt. for approval.

College Branch

1. Monitoring of the establishment of the Principal/ Lecturer college cadre.
2. All types of university correspondence like affiliation of colleges, opening of new colleges and taking over of Private colleges are dealt in the branch. All types of UGC/ NAAC matters are also dealt in the branch.

Plus Two Branch

1. All Establishment of lecturer school cadre is dealt in the Plus Two branch and monitoring of the establishment of Principal School Cadre is also done by the branch.

Physical Education Branch

1. All Establishment matters in r/o DPE's, ADPEO's, ADE's Coaches, Yoga Teachers Cooks are dealt in the branch.
2. Monitoring of NCC activities and Bharat Scouts & Guide is also done by the Branch.

Budget & Accounts Branch

1. B&A Branch prepares Plan and Non-Plan Budget and distribution is also done by the Branch. Despite that CAG & PAC matters are dealt in the branch. The Grant –in- Aid matters, HBA, Advance cases, Time Barred cases and reconciliation of expenditure is also done by the branch.

Planning & Development Branch

1. Planning & Development Branch deals with the matters like opening & upgradation of schools, creation of posts, extension of temporary posts, opening of central/ Navoday Vidyalay.
2. Other important matters like Thirteenth finance Commission, Economic Review, All kalyan Boards, High powered committee, employment generation, Tribal sub Plan, Central sponsored scheme, special component plan etc. are also dealt in the branch.

Building & Pension Branch

1. Matters regarding pension cases and all matters related new construction works/ budgetary/ financing provisions of these constructions with different construction agencies are dealt in the branch.

Legal Cell

1. All types of legal matters of Education Department are dealt in the branch for which correspondence from Hon'ble Courts is received in the this branch and after seeking the relevant comments from the branch concerned, departmental reply is prepared and submitted before the Hon'ble Courts.

Computer and IT Cell

1. All matters related to IT Education and computerisation of the department are dealt in the branch. The branch also keeps check on the multi-media centres and project like ICT.

Scholarship Branch

1. The government has started various scholarship schemes for student of various categories. Matters regarding implementation of these scholarship schemes are dealt in the branch.

General Branch

Matters regarding NOC to private institutions, NCTE meetings, Trainings, Award cases, NFTW, Education Society & Council, Poor results, Minority, matters related to HP Board of School Education, School & College admission, Fees & Funds of Schools and Colleges, Education Code, Advisory Board, Fake Certificates, Equivalence of Examinations, vacation schedule etc. are dealt in the branch.

Inquiry & Inspection Cell

Matter related to disciplinary cases of all categories of the department are dealt in the branch and monitoring of disciplinary cases of principals and lecturers college cadre and principals school cadre is done by the branch.

Matters regarding inspection of all educational institutions are dealt in the branch.

ACR Cell

ACR branch maintains the ACR dossiers of all categories of the department. Proper record is kept by the branch and dossiers are provided to the concerned branches in connection with promotions/ confirmation and ACP cases.

Library branch

All types of establishment matters of Librarian/ Assistant Librarian are dealt in the branch despite that library branch does all type of correspondence with the Raja Ram Mohan Rai Library Foundation Calcutta and grant so received from the foundation is spent on purchasing books and distributing them in various libraries of schools and District Libraries.

Diary & Dispatch Branch

Diary and Dispatch branch collects all types of letters on behalf of Director of Higher Education from various departments as well as from all educational institutions of the Pradesh. The branch delivers the dak to all branches for taking further necessary action. This branch does the dispatch work of all branches.

Store Section

Store section keeps the record of moveable and immoveable property of the Directorate of Higher Education. For the smooth functioning of the office various articles and stationery is being purchased by the store section of the Directorate.

Cash Branch

All account matters of Directorate are dealt in Directorate of Higher Education. Making of salary and disbursing the same through banks is done by the branch.

Record Section

The old files which are important one are kept systematically in the record section of the Directorate so that whenever those files are needed can be obtained and utilised.

22.	College Branch	10
23.	Plus Two Branch	10
24.	Physical Education Branch	10
25.	Budget & Accounts Branch	10
26.	Planning & Development Branch	10
27.	Building & Pension Branch	11
28.	Legal Cell	11
29.	Computer & IT Cell	11
30.	Scholarship Branch	11
31.	Statistics Branch	11
32.	General Branch	11
33.	Inquiry and Inspection Cell	11
34.	ACR Cell	12
35.	Library Branch	12
36.	Diary & Dispatch Branch	12
37.	Store Section	12
38.	Cash Branch	12
39.	Record Section	12

EDN-H(1)A(3)-4/2009
Directorate of Higher Education
Himachal Pradesh

Dated Shimla-171001, the 2009

To

The Principal Secretary (Education) to the
Government of Himachal Pradesh

Subject:- Amendment in the Recruitment and Promotion Rules of Senior
Assistant in Education Department.

Sir,

I have the honour to submit a proposal for making amendment
in Recruitment and Promotion Rules of Senior Assistant with cogent reason in
Column No. 11 of Annexure-A for your kind perusal and approval please.

Yours faithfully,

Director of Higher Education
Himachal Pradesh

HPPSC-22-C

Annexure-A

Proposal for amendment in Recruitment & Promotion Rules for the post of Senior Assistant in the Department of Education in Himachal Pradesh

1.	Name of the Department	Education Department
2.	Name of the post	Senior Assistant
3.	Short title and Commencement	Senior Assistant, Class-III (Non-Gazetted) Recruitment & Promotion Rules
4.	Is a copy of Rules enclosed herewith (if such copy has already been supplied to the commission office mention reference only need not be sent again	Yes, copy of proposed/revised R&P Rules enclosed.
5.	Particulars of the proposed Amendments: Name and designation and telephone number of officer to be contacted for discussion or further information	Dr.O.P.Sharma, Director of Higher Education, Himachal Pradesh

Rule No/ Column	Existing Provision	Proposed Provision	Reason for the Proposal
1.	2.	3.	4.
Col.No. 11	<p>By promotion from amongst the common Clerical Cadre of Clerks/ Junior Assistants with 10 years regular service or regular combined with continuous ad hoc service in the grade.</p> <p>Provided that those clerks who have been promoted from amongst the class-IV employees or appointed on compassionate grounds having the educational qualification Matric pass or Matric in English only and Hindi Rattan pass at the time of such promotion/ appointment shall not be promoted to the post of Senior Assistant unless they possess the essential qualification</p>	<p>(a) By promotion from amongst the common Clerical Cadre of Clerks/ Junior Assistants with 10 years regular service or regular combined with continuous ad hoc service in the grade.</p> <p>(b) Provided that those clerks who have been promoted from amongst the class-IV employees or appointed on compassionate grounds having the educational qualification Matric pass or Matric in English only and Hindi Rattan pass at the time of such promotion/ appointment shall not be promoted to the post of Senior Assistant unless they possess the essential qualification viz. Matric 2nd Division or 10+2 pass as prescribed for direct recruitment.</p>	<p>As per Office Memorandum issued by the Department of Personnel vide no. Per(AP-B)B(7)-1/2008, dated 10.04.08 regarding Guiding Principles for effecting transfers of State Government Employees.</p>

	viz. Matric 2 nd Division or 10+2 pass as prescribed for direct recruitment.	(c) Provided that Clerks/Jr.Asstt. will serve for at least one tenure in the Tribal/Difficult Areas in order to earn their promotion and service in such areas will be mandatory. This would be subject to adequate number of posts being available in such areas. However, this will not apply to those employees who have less than 5 years to superannuate.	
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Director of Higher Education
Himachal Pradesh

EDN-H(1)A(3)-5/2009
Directorate of Higher Education
Himachal Pradesh

Dated Shimla-171001, the 2009

To

The Principal Secretary (Education) to the
Government of Himachal Pradesh

Subject:- Amendment in the Recruitment and Promotion Rules of
Superintendent Grade-II in Education Department.

Sir,

I have the honour to submit a proposal for making amendment
in Recruitment and Promotion Rules of Superintendent Grade-II with cogent reason in
Column No. 11 of Annexure-A for your kind perusal and approval please.

Yours faithfully,

Director of Higher Education
Himachal Pradesh

HPPSC-22-C

Annexure-A

Proposal for amendment in Recruitment & Promotion Rules for the post of Superintendent Gr.II in the Department of Education in Himachal Pradesh

1.	Name of the Department	Education Department
2.	Name of the post	Superintendent Grade-II
3.	Short title and Commencement	Superintendent Grade-II, Class-III (Non-Gazetted) Recruitment & Promotion Rules
4.	Is a copy of Rules enclosed herewith (if such copy has already been supplied to the commission office mention reference only need not be sent again	Yes, copy of proposed/revised R&P Rules enclosed.
5.	Particulars of the proposed Amendments: Name and designation and telephone number of officer to be contacted for discussion or further information	Dr.O.P.Sharma, Director of Higher Education, Himachal Pradesh

Rule No/ Column	Existing Provision	Proposed Provision	Reason for the Proposal
1.	2.	3.	4.
Col.No. 11	By promotion from amongst the Senior Assistants who possess six years regular service or regular combined with continuous ad hoc (rendered upto 31.03.1991) service, if any, in the grade.	(a) By promotion from amongst the Senior Assistants who possess six years regular service or regular combined with continuous ad hoc (rendered upto 31.03.1991) service, if any, in the grade. (b) Provided that Sr.Asstt. will serve for at least one tenure in the Tribal/Difficult Areas in order to earn their promotion and service in such areas will be mandatory. This would be subject to adequate number of posts being available in such areas. However, this will not apply to those employees who have less than 5 years to superannuate.	As per Office Memorandum issued by the Department of Personnel vide no. Per(AP-B)B(7)-1/2008, dated 10.04.08 regarding Guiding Principles for effecting transfers of State Government Employees.

Director of Higher Education
Himachal Pradesh

No. EDN-H(1)B(15)-2/08
Directorate of Higher Education
Himachal Pradesh

Dated Shimla-171001, the

To

The Principal Secretary (Education) to the
Government of Himachal Pradesh,
Shimla-171002.

Subject:- Delivery of Government services through Lokmitra (CSC).

Sir,

I have the honour to refer to your D.O. letter No. EDN-CA(4)1/98-III, dated April, 2009 vide which it has been desired that the services of Education Department which can be made available to the people through these common service centres may be suggested.

In this regard, as desired by your goodself, it is proposed that the following services can be made available to the people through Lokmitra (CSC):-

1. Detail of Scholarship Schemes alongwith application forms.
2. Information related to Free Text Book Schemes.
3. Information pertaining to opening/up gradation of Schools.
4. Norms for creation of posts, status of making schools functional.
5. List of Senior Secondary Schools where Science/Commerce/IT Education is running.
6. List of Schools where Vocational Courses have been introduced.
7. List of Schools where Multi Media Centres have been established.
8. Details of Central State, State, Community Centre Libraries and Public Libraries.
9. List of Sports Hostels, Free Hostels and Tribal Hostels.
10. List of NVs /KVs functioning in the State.
11. List of Sainik Schools & procedure for admissions.
12. Procedure for admission to RMIC, Dehradun & Military School Chail.
13. List of Govt. Degree Colleges/PG Colleges/B.Ed. Colleges and courses available in them/Self financing in (BBA/BCA) Colleges etc.
14. List of Universities in the State.
15. List of PIOs/APIOs, Appellate authorities and gist of RTI Act.

This is for your kind information please.

Yours faithfully,

Director of Higher Education
Himachal Pradesh

No.EDN-H(1)B(15)-2/08(JP)
Directorate of Higher Education
Himachal Pradesh

Dated Shimla-171001, the

To

The Principal Secretary (AR)
to the Govt. of Himachal Pradesh

Subject:- Request for supply the job profile of the officers/officials of the working under the each Department/Boards/ Corporations.

Sir,

I have the honour to refer to your letter number PER(AR)B(15)-1/2009, dated 21.02.09 on the subject cited above.

In this regard the job profile of the officers/officials working in Higher Education Department is enclosed for favour of information & further necessary action at your end please.

Encls: As above.

Yours faithfully,

Director of Higher

Education

Himachal Pradesh

Endst.No. Even dated Shimla-171001, the

Copy for information & further necessary action to:-

1. The Spl.Secy. cum Principal Secy to the Hon'ble Chief Minister for information w.r.t. his U.O.No.Pr.Pvt.Secy/CM/2008, dated 05.12.2008.
2. The Principal Secy. (Higher Education) to the Govt. w.r.t. his D.O. No. PS/Pr.Secy(Edu.)-2/2009, dated nil for information please.

Education

Director of Higher

Himachal Pradesh

No.EDN-H(1)B(15)-2/08(JP)
Directorate of Higher Education
Himachal Pradesh

Dated Shimla-171001, the

To

The Principal Secretary (AR)
to the Govt. of Himachal Pradesh

Subject:- Request for supply the job profile of the
officers/officials of the working under the each
Department/Boards/ Corporations.

Sir,

I have the honour to refer to your letter number
PER(AR)B(15)-1/2009, dated 24.03.09 on the subject cited above.

In this regard, it is submitted that the requisite job
profile of this Department is already submitted vide this office letter even
number dated 30-03-2009 (photocopy enclosed for ready reference) for
favour of information & further necessary action at your end please.

Encls: As above.

Yours faithfully,

Education

Director of Higher

Himachal Pradesh

No. EDN-H(1)B(15)-2/08
Directorate of Higher Education
Himachal Pradesh

Dated Shimla-171001, the

To

The Principal Secretary (Education) to the
Government of Himachal Pradesh,
Shimla-171002.

Subject:- Delivery of Government services through Lokmitra (CSC).

Sir,

I have the honour to refer to your letter No.EDN-A-Chha(7)-5/2003, dated 10.06.2009 vide which it has been desired that the services of Education Department which can be made available to the people through these common service centres may be suggested.

In this regard, it is submitted that the desired information has already been supplied to you vide this Directorate letter of even number dated 11.05.2009. A copy of same is again enclosed for ready reference please.

Yours faithfully,

Director of Higher Education
Himachal Pradesh

EDN-H(1)B(2)-2/2007-4(LA)
Directorate of Higher Education
Himachal Pradesh

Dated Shimla-171001, the June, 2009

To

The Principal Secretary (Education) to the
Government of Himachal Pradesh

Subject:- Strengthening of Legal Cell- Regarding revalidation of the post
of Legal Assistant .

Sir,

I have the honour to refer to letter number Kha(15)1/81-Shiksha-Ka, dated 15.12.89 (copy enclosed) vide which two posts of Legal Assistants (one post each for Secondary and Primary Directorate) have been created with the following conditions:-

षवत ववभाग प्र0वव0प(शवकषा) के दो पद कानूनी सहायक (1800-3200) तथा दो पद टंकण (950-1800) के सृजन करने के प्रस्ताव में इस तर्त पर सहमत है कव एतद् सम्बधी व्यय व र् 1990-91 के लवए ववभाग के योजना परवव्यय के अन्दर पुरा कवया जाएगा तथा इन मदों को चूकव व र् 1990-91 में भरना प्रस्ताववत है अतः इस सैक्शन को 4/90 में पुनः ववत ववभाग से तमअंसपकंजम करवाएं।

In this regard, it is submitted that the same could not be revalidated due to which the post can not be filled up in the Higher Education Department. You are, therefore, requested to accord the approval of the Finance Department to revalidate the above sanction at the earliest please.

Yours faithfully,

Director of Higher Education
Himachal Pradesh

EDN-H(1)B(15)-2/2008(JP)
Directorate of Higher Education
Himachal Pradesh

Dated Shimla-171001, the

Office Order

In pursuance to the instructions contained in letter No. Per(AR)B(15)-1/2009, dated: 21-02-2009 from Principal Secretary (AR) to the Govt. of Himachal Pradesh, the Job Profile of the Officers/Officials working in the Department of Hr. Education,H.P. is hereby notified to make them public as per Annexure-A attached. The same is also available on the departmental website i.e. www.educationhp.org

Encls: As above

**Director of Higher Education
Himachal Pradesh**

Ends. No. Even Dated: Shimla-171001, the
Copy to information is forwarded to :-

1. The Principal Secretary(AR) to the Govt. of H.P.,Shimla-1 alongwith the copy of job profile.
2. The Principal Secretary(Hr. Edu.) to the Govt. of H.P.,Shimla-1 alongwith the copy of job profile.
3. The Incharge(Computer Cell),Dte. of Hr. Education,H.P. for uploading in the Departmental website.

**Director of Higher Education
Himachal Pradesh**