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Authoritative English Text of this Department's Notification No. Home-C(B)2-7/2016-Jails dated... 27.01.2021... as required under article 348(3) of the Constitution of India.

Government of Himachal Pradesh  
Department of Home

No. Home-C(B)2-7/2016-Jails

Dated Shimla-2, the 27.01.2021

**NOTIFICATION**

In exercise of the powers conferred by proviso to article 309 of the Constitution of India, the Governor of Himachal Pradesh, in consultation with Himachal Pradesh Public Service Commission, is pleased to make the Recruitment and Promotion rules for the post of Warder, Class-III (Non-Gazetted), in the Department of Prisons and Correctional Services, Himachal Pradesh as per Annexure-'A' attached to this notification, namely:-

Short title and commencement.

1. (1) These Rules may be called the Himachal Pradesh Prisons and Correctional Services Department, Warder, Class-III (Non-Gazetted), Recruitment and Promotion Rules, 2020.

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

Repeal and Savings.

2. (1) The Himachal Pradesh Prisons Department, Warder, Class-III (Non-Gazetted), Recruitment and Promotion Rules 2014 notified vide this Department Notification No. Home-B (B) 2-4/94-I-Jails dated 31.01.2014 are hereby repealed.

(2) Notwithstanding such repeal, any appointment made or anything done or any action taken under the rules so repealed vide sub rule (1) supra, shall be deemed to have been validly made, done or taken under these rules.

BY ORDER

(MANOJ KUMAR)

Addl. Chief Secretary (Home) to the  
Government of Himachal Pradesh


Endst. No. as above.

Copy forwarded to the following:-

1. The Director General of Prisons and Correctional Services, Himachal Pradesh, Shimla-171009.

OG(Prisons) \_\_\_\_\_  
DIG/SP (Prisons) \_\_\_\_\_  
Sr. AIG (Prisons) \_\_\_\_\_  
DDA/ADA \_\_\_\_\_  
CWO (Prisons) \_\_\_\_\_  
Supdt. \_\_\_\_\_  
Branch \_\_\_\_\_

2. The Secretary, Himachal Pradesh, Public Service Commission, Shimla-171002 w.r.t. his letter No. 1-2/2017-PSC-Part dated 28.01.2020

  
(Manoj Kumar Chauhan)  
Special Secretary (Home) to the  
Government of Himachal Pradesh

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF WARDER CLASS-III (NON-GAZETTED), IN THE DEPARTMENT OF PRISONS AND CORRECTIONAL SERVICES HIMACHAL PRADESH:**

1.	Name of Post	:	Warder																																														
2.	Number of posts	:	Male Warder	370																																													
			Female Warder	24																																													
			<b>Total:</b>	<b>394</b>																																													
3.	Classification	:	Class-III (Non-Gazetted) Non-Ministerial Services																																														
4.	Scale of Pay	:	<p>(1) <u>Pay band for regular incumbent(s):</u>            (i) ₹ 5910-20200+ ₹ 1900 GP, initial start ₹ 7810/-            (ii) ₹ 10300-34800+ ₹ 3200 GP. This PB &amp; GP will be given after 2 years of regular service.            (2) <u>Emoluments for contract employee(s):</u>            ₹ 7810/- P.M. as per details given in Col. 15-A.</p>																																														
5.	Whether "Selection" Post or "Non-Selection" Post	:	Non- Selection																																														
6.	Age for direct recruitment	:	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Category</th> <th>Age</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>General</td> <td>18 to 23 Yrs</td> </tr> <tr> <td>2</td> <td>SC/ST</td> <td>18 to 25 Yrs</td> </tr> <tr> <td>3</td> <td>OBC</td> <td>18 to 25 Yrs</td> </tr> <tr> <td>4</td> <td>Gorkhas</td> <td>18 to 25 Yrs</td> </tr> <tr> <td>5</td> <td>Home Guards(General/OBC)</td> <td>20 to 28 Yrs</td> </tr> <tr> <td>6</td> <td>Home Guards (SC/ST)</td> <td>20 to 28 Yrs</td> </tr> <tr> <td>7</td> <td>Home Guards (Gorkhas)</td> <td>20 to 28 Yrs</td> </tr> <tr> <td>8</td> <td>Distinguished Sportsmen (General/OBC)</td> <td>18 to 25 Yrs</td> </tr> <tr> <td>9</td> <td>Distinguished Sportsmen (SC/ST)</td> <td>18 to 25 Yrs</td> </tr> <tr> <td>10</td> <td>Distinguished Sportsmen (Gorkhas)</td> <td>18 to 25 Yrs</td> </tr> <tr> <td>11.</td> <td>Wards of ex-servicemen(In case of non-availability of eligible ex-servicemen)</td> <td></td> </tr> <tr> <td></td> <td>(i) General</td> <td>18 to 23 Yrs</td> </tr> <tr> <td></td> <td>(ii) SC/ST</td> <td>18 to 25 Yrs</td> </tr> <tr> <td></td> <td>(iii) OBC</td> <td>18 to 25 Yrs</td> </tr> </tbody> </table>		Sr. No.	Category	Age	1	General	18 to 23 Yrs	2	SC/ST	18 to 25 Yrs	3	OBC	18 to 25 Yrs	4	Gorkhas	18 to 25 Yrs	5	Home Guards(General/OBC)	20 to 28 Yrs	6	Home Guards (SC/ST)	20 to 28 Yrs	7	Home Guards (Gorkhas)	20 to 28 Yrs	8	Distinguished Sportsmen (General/OBC)	18 to 25 Yrs	9	Distinguished Sportsmen (SC/ST)	18 to 25 Yrs	10	Distinguished Sportsmen (Gorkhas)	18 to 25 Yrs	11.	Wards of ex-servicemen(In case of non-availability of eligible ex-servicemen)			(i) General	18 to 23 Yrs		(ii) SC/ST	18 to 25 Yrs		(iii) OBC	18 to 25 Yrs
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<p><b>Note:</b> 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>																																																	

7.	Minimum Educational and other qualifications required for direct recruits.	<p><b>(a) Essential Qualification (s):-</b></p> <p>Should have passed Matriculation &amp; 10+2 from any School/ Institution situated within Himachal Pradesh;</p> <p>This condition shall not apply to Bonafide Himachalis.</p> <p>In the case of ex-servicemen minimum qualification shall be Matriculation. However, whenever the vacancies go to the wards of ex-servicemen the educational qualification will be 10+2 only and the age will be as prescribed category wise for direct recruits in column No.6 above ;</p> <p>Provided the recruits (male &amp; female) after appointment shall be required to undergo Basic Job Training, from a recognized Jail Training Institution in different disciplines of Prisons Management and Correctional Work as per the syllabus and tenure prescribed by the Director General of Prisons &amp; Correctional Services or the concerned Jail Training Institution, failing which he shall not be eligible to :</p> <ul style="list-style-type: none"> <li>• Confirmation in the service even after completion of probationary period.</li> <li>• Promotion to the next higher post.</li> <li>• For regularization against the post on completion of required length of service, in case of contract appointee.</li> </ul>
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**PHYSICAL STANDARD:**

Sr. No.	Category	Height		Chest (for male candidates only)
		Male	Female	
1	General (including wards of Ex-servicemen of General category)	5'-6"	5'-2"	31" X 32"
2	SC/ST ( including wards of Ex-servicemen of SC/ST category)	5'-4"	5'-0"	29" X 30"
3	OBC ( including wards of Ex-servicemen of OBC category)	5'-6"	5'-2"	31" X 32"
4	Gorkhas	5'-4"	5'-0"	29" X 30"
5	Home Guards (General/OBC)	5'-6"	5'-2"	31" X 32"
6	Home Guards (SC/ST)	5'-4"	5'-0"	29" X 30"
7	Home Guards (Gorkhas)	5'-4"	5'-0"	29" X 30"
8	Distinguished Sportsmen (General/OBC)	5'-6"	5'-2"	31" X 32"
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	<p><b>(b) Desirable Qualification (s):-</b></p> <p>Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
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8.	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: - Not Applicable.
9.	Period of probation, if any:	:	<b>Direct Recruitment:</b> (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. (b) No probation in case of appointment on contract basis/tenure basis.
10.	Method(s) of recruitment, whether by direct recruitment or by promotion, secondment/transfer, grade(s) and percentage of vacancies to be filled in by various methods :	:	100% by direct recruitment on a regular basis or by recruitment on contract basis as the case may be : 15% vacancies will be reserved for Home Guards.
11.	In case of recruitment by promotion, secondment/transfer, grade(s) from which promotion/secondment/transfer is to be made :	:	Not applicable.
12.	If a Departmental Promotion/Confirmation committee exists, what is its Composition?	:	(a) <u>Departmental Promotional Committee:</u> Not applicable. (b) <u>Departmental Confirmation Committee:</u> As may be constituted by the Government from time to time.
13.	Circumstances under which the Himachal Pradesh Public Service Commission (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 the post by direct recruitment :	:	Selection for appointment to the post in the case of direct recruitment shall be made on the basis of merit of written examination followed by evaluation as specified in Appendix-I appended to these rules, or if the Himachal Pradesh Public Service Commission or other recruiting agency/authority as the case may be, so considered necessary or expedient on the basis of merit of written examination followed by evaluation as specified

		<p>in Appendix-I and Annexure-"B" appended to these rules, preceded by a screening test (objective type) or practical test or skill test or physical test the standard/syllabus, etc. of which will be determined by the Himachal Pradesh Public Service Commission/other recruiting agency/authority as the case may be.</p>
<p><b>15-A</b></p>	<p>Selection for appointment to the post by contract appointment :</p>	<p>Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below:</p> <p><b><u>(I) CONCEPT:</u></b></p> <p>(a) Under this policy, the Warder in the Prisons &amp; Correctional Services Department of Himachal Pradesh will be engaged on contract basis initially for one year, which may be extendable on year to year basis :</p> <p>Provided that for extension/renewal of contract period on year to year basis the concerned HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his period of contract is to be renewed/extended.</p> <p>(b) <u>POST FALLS OUT OF THE PURVIEW OF HPPSC/HPSSC:</u> The Director General of Prisons &amp; Correctional Services, Himachal Pradesh or in his absence the Additional Director General of Prisons &amp; Correctional Services, Himachal Pradesh as the case may be, after obtaining the approval of the Government to fill up the vacant posts on contract basis will advertise the details of the vacant posts in at least two leading newspapers and invite applications from candidates having the prescribed qualifications and fulfilling the other eligibility conditions as prescribed in these rules.</p> <p>(c) The selection will be made in accordance with the eligibility conditions prescribed in these rules.</p> <p><b><u>(II) CONTRACTUAL EMOLUMENTS :</u></b></p> <p>The Warder appointed on contract basis will be paid consolidated fixed contractual amount @ ₹ 7810/- P.M.</p>



(which shall be equal to minimum of the pay band + grade pay). An amount of ₹ 234/- (3% of the minimum of pay band+ grade pay of the post) as annual increase in contractual emoluments for the subsequent year(s) will be allowed if contract is extended beyond one year.

**(III) APPOINTING/DISCIPLINARY AUTHORITY:**

The Director General of Prisons & Correctional Services or in his absence the Additional Director General of Prisons & Correctional Services, as the case may be, will be the appointing & disciplinary authority.

**(IV) SELECTION PROCESS:**

Selection for appointment to the post in the case of Contract Appointment shall be made on the basis of merit of written examination followed by evaluation as specified in Appendix-I appended to these Rules, or if considered necessary or expedient on the basis of merit of written examination followed by evaluation as specified in Appendix-I and Annexure "B" to these Rules, preceded by a screening test (objective type) or practical test or skill test or physical test, the standard/syllabus, etc. of which, will be determined by the concerned recruiting agency .

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

As may be constituted under Sr. No. 6 of Annexure "B" as appended to these rules.

**(VI) AGREEMENT :**

After selection of a candidate, he/she shall sign an agreement as per Annexure-"C" appended to these Rules.

**(VII) TERMS AND CONDITIONS:**

- (a) The contractual appointee will be paid fixed contractual amount @ ₹ 7810/- P.M. (which shall be equal to minimum of the pay band + grade pay). The contract appointee will be entitled for increase in contractual amount @ ₹ 234/- (3% of minimum of the pay band + grade pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc. will be

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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. In case the contract appointee is not satisfied with the termination orders issued by the Appointing Authority, he /she may prefer an appeal before the Appellate Authority who shall be higher in rank to the Appointing Authority, with in a period of 45 days, from the date on which a copy of termination order(s) is delivered to him/her.

(c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days medical leave and 5 days special leave, in a calendar year. A female contract appointee with less than two surviving children may be granted maternity leave for 180 days. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of the number of surviving children) during the entire service, in case of miscarriage including abortion, on production of a medical certificate issued by the authorized Government Medical Officer. A contract employee shall not be entitled for medical re-imburement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

Un-availed Casual Leave, Medical Leave and Special leave can be accumulated up to 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 unauthorized absence from duty were beyond his/her

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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 wherever required on administrative grounds.

(f) Selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in the case of a Gazetted Government servant and by Government Medical Officer in the case of a Non- Gazetted Government servant. In case of women candidates who are to be appointed against posts carrying hazardous nature of duties, e.g. in Police Organizations, etc. and they have to complete a period of training as a condition of service, such women candidate, who as a result of tests is found to be pregnant of twelve weeks' standing or more shall be declared temporarily unfit and her appointment shall be held in abeyance until the confinement is over. Such women candidate be re-examined for medical fitness six weeks after the date of confinement, and if she is found fit on production of medical fitness certificate from the authority as specified above, she may be appointed to the post kept reserved for her.

(g) Contract appointee will be entitled to TA/DA if required to go on tour in connection with his/her official duties at

*M. K. S.*

			<p>the same rate as applicable to regular counter-part at the minimum of pay scale.</p> <p>(h) Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules &amp; Conduct rules etc. as are applicable in the case of regular employees will not be applicable in the case of contract appointees. The Employees Group Insurance Scheme as well as EPF/GPF will also not be applicable to contract appointee(s).</p> <p>(i) The provision of Himachal Pradesh Jail Manual and other relating Jail Rules and Regulations as issued by the competent authorities from time to time shall be applicable to the Warder appointed on contract basis, as in the case of their regular counter-part Warder. He/She will undergo such required job training from a recognized Jail training institute in different disciplines of prisons management and correctional work as per the syllabus and tenure prescribed by the concerned Jail training institution, as applicable for the regular counterpart Warder.</p> <p>(j) The contractual Warder shall have to perform the watch and ward duties of the prisoners lodged in the Jails round the clock in shifts of 04 hours daily in rotation. The hours of duty to be extracted from a contractual Warder shall not ordinarily exceed an average of 8.5 hours or a maximum of 9.5 hours in any one day including drill for half an hours, as provided in the Himachal Pradesh Jail Manual.</p>
16.	Reservation:	:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Scheduled Tribes/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 Himachal Pradesh Public Service Commission relax any of the provision (s) of these rules with respect to any class or category of persons or post(s).

M. Khan

**Procedure for recruitment of Warder (Male and Female) in the Department of Prisons & Correctional Services Himachal Pradesh:**

Recruitment shall be done once a year or at such frequency as may be required, based on vacancies as may be determined.

1. **Appointment to vacancies:** -The vacant posts of Warders will be filled on the basis of State level merit.

2. **Reservation:**

Vertical Reservation amongst SC/ST and Horizontal reservation for ex-servicemen, wards of freedom fighters, BPL/Antodaya, IRDP, distinguished sports person and Home Guards shall be as per Govt. instructions issued from, time to time.

As the posts of Warders involve Physical Efficiency Test, the reservation quota to the physically handicapped persons will not be admissible.

2.1 In case a post reserved under vertical or horizontal reservation cannot be filled from within the category, the post shall be kept vacant and the matter shall be referred by the Chairman of the Recruitment Committee to the Director General of Prisons and Correctional Services or in his absence the Addl. Director General of Prisons and Correctional Services as the case may be.

Vacancies for ex-servicemen shall not be filled by open recruitment, but the requisition is to be forwarded to the Secretary, Ex-Servicemen Cell to sponsor names.

3. **Eligibility:**

3.1 Educational and other qualifications and physical standards will be as follows or as notified by the Govt. from time to time.

Sr. No	Category	Age	Educational qualification	Height		Chest (for male candidate only)
				Male	Female	
1.	General	18 to 23 years	10+2	5'-6"	5'-2"	31" X 32"
2.	SC/ST	18 to 25 years	10+2	5'-4"	5'-0"	29" X 30"
3.	OBC	18 to 25 years	10+2	5'-6"	5'-2"	31" X 32"
4.	Gorkhas	18 to 25 years	10+2	5'-4"	5'-0"	29" X 30"
5.	Home Guards (General/OBC)	20 to 28 years	10+2	5'-6"	5'-2"	31" X 32"
6.	Home Guards (SC/ST)	20 to 28 years	10+2	5'-4"	5'-0"	29" X 30"
7.	Home Guards (Gorkhas)	20 to 28 years	10+2	5'-4"	5'-0"	29" X 30"
8.	Distinguished Sportsmen (General/OBC)	18 to 25 years	10+2	5'-6"	5'-2"	31" X 32"
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10.	Distinguished Sportsmen (Gorkhas)	18 to 25 years	10+2	5'-4"	5'-0"	29" X 30"
11.	Wards of Ex-servicemen(in case of non- availability of eligible Exservicemen)					
	General	18 to 23 years	10+2	5'-6"	5'-2"	31" X 32"
	SC/ST	18 to 25 years	10+2	5'-4"	5'-0"	29" X 30"
	OBC	18 to 25 years	10+2	5'-6"	5'-2"	31" X 32"

- 3.2. In case of ex-servicemen, minimum qualification shall be matriculation. However, whenever, the vacancies go to the wards of ex-servicemen the educational qualification will be 10 +2.
4. **Procedure for inviting application:** The Director General of Prisons & Correctional Services or in his absence the Addl. Director General of Prisons & Correctional Services as the case may be, after obtaining the approval of the Government to fill up the posts of Warders will notify/advertise the details of the vacant posts in at least two leading newspapers one of which will be in the local vernacular, and wide publicity will also be given through the Employment Exchanges, local channels of Doordharshan and all India Radio etc. and invite applications from candidates having the prescribed qualification and fulfilling the other eligibility conditions as prescribed in these Rules. Only such candidates can apply who are registered with an employment exchange of the State on the date specified in the advertisement and are Bonafide Himachali. The advertisement shall specify the educational & other qualification/physical standard and the Form for applying for the post of Warder including reserved vacancies in each category separately for male and female candidates as the case may be.
- 4.1 A processing fee as may be determined by the Director General of Prisons & Correctional Services or in his absence the Addl. Director General of Prisons & Correctional Services as the case may be, from time to time shall be charged from the General Candidates and only 1/4<sup>th</sup> of this fee shall be charged from candidates belonging to SC/ST/OBC and BPL/IRDP. The amount of processing fee so collected from the candidates will be utilized to meet the expenditure to be incurred by the Department in connection with the recruitment. For this purpose a separate bank account will be operated by the Recruitment Committee/Board.
5. **Submission of Applications:** Application for recruitment shall be submitted by the applicants on the prescribed proforma to the Directorate of Prisons and Correctional Services Himachal Pradesh. This may be noted that a set of attested copies of all the required certificates/documents including employment registration card may be attached with the application. However, the verification of the original certificates/documents including employment registration card will be done by the Committee at the time of Physical Standard Test. Every applicant will sign a declaration on the Application Form itself, undertaking that the information furnished by him/her in the Application Form is true and correct. If any applicant having made an incorrect or false declaration shall stand disqualified automatically at any

stage. A cutoff date to declare one's category to avail reservation will be provided in the Recruitment Notice/Advertisement and after that no change of category will be entertained. No TA/DA will be paid to the candidates appearing for tests/interview.

6. **Recruitment Committee:** - The recruitment shall be held at a place or places in Himachal Pradesh as decided by the Director General of Prisons & Correctional Services or Addl. Director General of Prisons & Correctional Services as the case may be. The candidates shall be called to such place(s) for the Physical Standard and Physical Efficiency Tests. The following Boards is constituted for the selection/recruitment of Warders:

For Recruitment of Warders in H.P. State.		
01	Senior AIG/DIG/S.P. (Prisons)	Chairman
02.	Superintendent District Jail Dharamshala	Member
03.	ASP/DSP nominated by D.G. Police, H.P.	Member

The Committee may co-opt the services of the required number of gazetted/non-gazetted Officers of the Prisons and the Police Departments for conducting the ground test and to assist in the recruitment process. Drill trained staff of the Police Department shall be preferred if available. The aforesaid Board shall be responsible for recruitment and overall supervision of the recruitment process. The Committee shall co-opt a G.O. belonging to the SC/ST in case these categories are unrepresented on the Committee. The Committee may also co-opt the services of a representative of the Labour and Employment Department HP for verification of the Employment Registration Card of the Candidates appearing for Warder Recruitment. The Chairman and Members of the Recruitment Committee shall ensure that the tapes/scales for measurement of height and chest of the candidates are of the standard quality and all the candidates confirm the prescribed height, chest and other physical standards.

The dates for the recruitment may be fixed Employment/Sub Employment Exchange-wise by the Chairman of the Recruitment Board/Committee.

7. **Selection Tests:**

For the purposes of selection of candidates, they will be evaluated for physical fitness, physical efficiency tests and written examination on the basis of merit of written examination and prescribed educational qualification followed by evaluation, as specified in Appendix-I appended to these Rules.

**7.1 Physical Standards Test (Qualifying Nature and no marks is to be awarded):**

The Committee shall cause the candidates who satisfy the minimum educational qualifications to be measured for height and in the case of male candidates for chest expansion as prescribed at Sr. No. 3 above. All physical measurements of the candidates will be taken by a Medical Officer to be nominated by the Chief Medical Officer of the concerned district. The measurements shall be recorded in the Candidate's Sheet and duly signed by the candidate himself/herself further signed by the Medical Officer, countersigned by each Members of the Committee. Physical Standard test shall be of qualifying nature.

Candidates who do not meet the standards prescribed in Para 3 shall be summarily rejected and informed accordingly.

**7.2. Physical Efficiency Test of Candidates (Qualifying nature and no marks is to be awarded):** The candidates who are found eligible as per physical standards Test, shall be allowed to appear for Physical Efficiency Test which will be of qualifying nature alone as per the following details:-

Sr. No.	Event	Minimum qualifying standard for Male candidates	Minimum qualifying standard for Female candidate
1	1500 Meters Race for Male (800 Meters Race for Female)	6 Minutes 30 seconds (No additional attempts is allowed)	4 Minutes 15 seconds (No additional attempts is allowed)
2	High Jump	1.25 Meters (Maximum three attempts are allowed)	Minimum 01 Meter (Maximum three attempts are allowed)
3	Broad Jump	4 Meters (Maximum three attempts are allowed)	3 Meters (Maximum three attempts are allowed)

The Committee shall cause to be entered the record of timing and distance of the Physical Efficiency Test in the Candidates sheet which will be duly signed by the candidate and a member of the Committee. Candidates who fail to qualify in any event will be disqualified forthwith and will not participate in the remaining events.

Videography of the **Physical Efficiency Test** will be done for the sake of transparency.

The list of the candidates who qualify in the Physical Standard Test and Physical Efficiency Test will be prepared and put on the notice Board at the place of the test. The successful candidates will be informed about the date of Written Test.

**7.3. Written Test (Maximum 85 Marks):** - Written Test will be held at a place fixed by the Recruitment Board/Committee, which will be of 85 marks of objective type of 85 minutes duration. It will include the following sub groups:

a)	English Language	17 questions
b)	Hindi Language	17 questions
c)	General Awareness	17 questions
d)	Math's & Science	17 questions
e)	Reasoning Aptitude	17 questions

The syllabus for the above written examination shall be of 10+2 standard except Mathematics for which syllabus shall be of Matriculation standard.

Only such candidates shall be deemed to have qualified who secure 50% marks in the written test in case of those belonging to General/OBC categories and 40% marks in the case of those belonging to Scheduled Casts and Scheduled Tribes categories.



8. **Publication of Final Result:** - On completion of all the tests, the final result of the recruitment shall be prepared on the basis of State level merit showing the position of vertical and horizontal reservation for the respective reserved categories and displayed on the Notice Board at a prominent place preferably at the Directorate of Prisons and Correctional Services Himachal Pradesh and also displayed on the Department's Official Website. The final result will be the sum total of marks obtained in the Written Test (85 marks), followed by evaluation as specified in Appendix-I appended to these rules, totaling 100 marks.

Another list which will be named as Waiting List shall also be prepared at the same time in similar manner which shall not be displayed on Notice Board and shall be kept in record at the Directorate of Prisons & Correctional Services Himachal Pradesh to take care of an eventuality when a suitable candidate either fails to join or is not found fit for appointment subsequently.

9. **Medical Examination:** The selected candidates shall be required to undergo a medical examination before the Chief Medical Officer concerned. Medically unfit candidates shall be informed of rejection of their candidature.

An appeal against the medical report shall be allowed to be filed before the Head of the Department within 7 days of being declared unfit who shall cause a Review Medical Board to be constituted by the Chief Medical Officer concerned. This Board shall submit its report within 30 days.

Suitable candidates from the waiting list shall be substituted in place of the candidates who have been finally declared medically unfit.

10. **Verification of character and antecedents:-**The character and antecedents of the selected candidates who have been selected provisionally shall be got verified through concerned district police before giving appointment. In case a candidate is found to have been convicted in a court of law, he shall not be offered appointment irrespective of the nature of the offence and the period of sentence.

In case of a candidate against whom investigation or trial is pending, the offer of appointment may be held in abeyance until he is cleared during investigation or trial, whichever is earlier. Such a candidate shall not be deemed to have become overage on this account alone.

The post may be filled from the waiting list and the candidate if cleared from investigation/trial will be offered a subsequently occurring vacancy. However, in such circumstances his/her seniority in the cadre shall be determined from the date of joining on appointment.

11. **Appointment and Probation:** -Candidates appearing in the final State level merit list after verification of character and antecedents shall be issued a letter of appointment by the appointing authority subject to their medical fitness, by the C.M.O. of the concerned district where posted. However, the verification of the original certificates/documents will also be done again by the respective Jail Superintendents before accepting the joining of the selected candidates. The recruits will be confirmed only after successful completion of probation of 02 years and prescribed basic training in different disciplines of prison management and correctional work from a recognized Jail Institution.

12. **Training:** -The recruits (male & female) after appointment shall be required to undergo basic Training, from the State's Correctional Training Institution in different disciplines of Prisons management and Correctional Work as per the syllabus and tenure prescribed by the Director General of Prisons & Correctional Services, HP or the concerned Jail Training Institution, failing which he/she shall not be eligible to:

- (i) Confirmation in the service even after completion of probationary period.
- (ii) Promotion to the next higher post.
- (iii) For regularization against the post on completion of required length of service, in the case of contract appointee.

The Director General of Prisons & Correctional Services, Himachal Pradesh may also schedule the training of recruits at a Police establishment in the state of HP.

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**Form of contract/agreement to be executed between the Warder and the Government of Himachal Pradesh through Head of the Department (Designation of the appointing authority)**

This agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ Year Between Sh./Smt. \_\_\_\_\_ S/o/D/o Shri \_\_\_\_\_ R/O \_\_\_\_\_ contract appointee (here-in-after called the FIRST PARTY) AND The Governor, Himachal Pradesh through the Head of the Department (Designation of the appointing authority) Himachal Pradesh (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 Warder on contract basis on the following terms & conditions:-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Warder for a period of 01 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 ₹ 7810/- per month.
3. The service of 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. In case the contract appointee is not satisfied with the termination orders issued by the Appointing Authority, he /she may prefer an appeal before the Appellate Authority who shall be higher in rank to the Appointing Authority, with in a period of 45 days, from the date on which a copy of termination orders is delivered to him/her.
4. The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days medical leave and 5 days special leave, in a calendar year. A female contract appointee with less than two surviving children may be granted maternity leave for 180 days. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of the number of surviving children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Government Medical Officer. A contract employee shall not be entitled for medical re-imburement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

Un-availed Casual Leave, Medical Leave and special leave can be accumulated up to the Calendar Year and will not be carried forward for the next calendar year.

5. 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 unauthorized 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 the 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.

6. 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 wherever required on administrative grounds.
7. Selected candidate will have to submit a certificate of his/her fitness by a Medical Board in the case of a Gazetted Government servant and by Government Medical Officer in the case of a Non- Gazetted Government servant. In case of women candidates who are to be appointed against posts carrying hazardous nature of duties, and in case they have to complete a period of training as a condition of service, such women candidate, who as a result of tests is found to be pregnant of twelve weeks' standing or more shall be declared temporarily unfit and her appointment shall be held in abeyance until the confinement is over. Such women candidate be re-examined for medical fitness six weeks after the date of confinement, and if she is found fit on production of medical fitness certificate from the authority as specified above, she may be appointed to the post kept reserved for her.
8. Contract appointee shall 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 counter-part official at the minimum of pay scale.
9. The Employees Group Insurance Scheme as well as EPF/GPF will not be applicable to contractual appointee (s).
10. The provision of Himachal Pradesh Jail Manual and other relating Jail Rules and Regulations as issued by the State Government from time to time shall be applicable to the Warder appointed on contract basis, as in the case of their regular counter-part Warder. He/She will undergo such required job training from a recognized Jail training institute in different disciplines of Prisons management and correctional work as per the syllabus and tenure as prescribed by the concerned Jail training institution, as applicable for the regular counterpart Warder.

11. The contractual Warder shall have to perform the watch and ward duties of the prisoners lodged in the Jails round the clock in shifts of 04 hours daily in rotation. The hours of duty to be exacted from a contractual Warder shall not ordinarily exceed an average of 8.5 hours or a maximum of 9.5 hours in any one day including drill for half an hours, as provided in the Himachal Pradesh Jail Manual.

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

**IN THE PRESENCE OF WITNESS**

1 .....

.....

.....

(Name and full address)

2 .....

.....

.....

**SIGNATURE OF THE FIRST PARTY**

(Name and full address)

**IN THE PRESENCE OF WITNESS**

1 .....

.....

.....

(Name and full address)

2 .....

.....

.....

**SIGNATURE OF THE SECOND PARTY**

(Name and full address)





<u>APPENDIX-I</u>		
1.	<p style="text-align: center;"><u>WRITTEN EXAMINATION</u></p> <p>{Percentage of marks obtained in written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.5. marks}</p>	85 marks
2.	<p>Evaluation of candidate to be made in the following manner:-</p> <p>i) Weightage for the minimum educational qualification as per the Recruitment &amp; Promotion Rules.</p> <p style="text-align: right;">=2.5 Marks</p> <p>{Percentage of marks obtained in the educational qualification would be multiplied by 0.025. For example, an individual has secured 50% marks in the required educational qualifications, he/she will be allowed 1.25 marks (50 X 0.025 = 1.25)}</p> <p>ii) Belonging to notified Backward Area or Panchayat, as the case may be</p> <p style="text-align: right;">=01 Mark</p> <p>iii) Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority</p> <p style="text-align: right;">=01 Mark</p> <p>iv) Non-employment Certificate to the effect that none of the family members is in Government/Semi Government.</p> <p style="text-align: right;">=01 Mark</p> <p>v) Differently abled persons with more than 40% impairment/disability/infirmity</p> <p style="text-align: right;">=01 Mark</p> <p>vi) NSS (at least one year) certificate holders in NCC/ The Bharat Scout and Guide. Medal winner in National level sports competitions</p> <p style="text-align: right;">=01 Mark</p> <p>vii) BPL family having family annual income (from all sources) below Rs. 40,000/- or as prescribed by the Govt. from time to time. = 02 Marks</p> <p>viii) Widow/divorced/destitute/single woman. =01 Mark</p> <p>ix) Single daughter/Orphan =01 Mark</p> <p>x) Training of at least 6 months duration related to the post applied for from a recognized University/Institution. =01 Mark</p> <p>xi) Experience up to a maximum of 5 years in Govt./Semi-Govt. organization relating to the post applied for (0.5 mark only for each completed year).</p> <p style="text-align: right;">=2.5 Marks</p>	15 marks

