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

Government of Himachal Pradesh

Home Department

No. Home-C(B)2-6/2016-Jails

Dated Shimla-2, the 29.12.2020

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 Assistant Superintendent Jail/Welfare Officer-cum-Assistant Superintendent Jail 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 Department of Prisons and Correctional services Prisons and Correctional Services Assistant Superintendent Officer-cum-Assistant Superintendent Jail Class-III (Non-Gazetted), Recruitment and Promotion Rules, 2020.
 - (2) These rules shall come into force from the date of their publication in the Rajpatra (e- Gazette), Himachal Pradesh.

Repeal and Savings.

2. (1) The Himachal Pradesh Prisons Department, Assistant Superintendent, Class-III(non-Gazetted) Recruitment Promotion Rules, 2001 notified vide Notification No. Home-B(A)2-5/84-Jails, dated 2.8.2001 are hereby repealed. (2) Notwithstanding such repeal, any appointment made or anything done or any action taken under the rules so repealed vide sub rule (1) supra, shall be deemed to have been validally made, done or taken under these rules.

BY ORDER

(MANOJ KUMAR)

Addl. Chief Secretary (Home) to the Government of Himachal Pradesh Dated, Shimla-2 29-12.2020

29 JAN 2021 We have now flow for how f Copy, forwarded to the following:-

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

2. The Secretary, Himachal Pradesh, Public Service Commission, Shimla-471002 w.r.t. his letter No. 1-2/2017-PSC-Part dated 28.01.2020.

DG(Prisons) DIG/SP (Prisons) Qu Sr. AIG (Prisons) DDAIADA CWO (Prisons) Supdt. Branch

(Manoj Kumar Chauhan) Addl. Secretary (Home) to the Government of Himachal Pradesh. RECRUITMENT AND PROMOTION RULES FOR THE POST OF ASSISTANT SUPERINTENDENT JAIL/WELFARE OFFICER-CUM-ASSISTANT SUPERINTENDENT JAIL CLASS-III (NON-GAZETTED) IN THE DEPARTMENT OF PRISONS & CORRECTIONAL SERVICES, HIMACHAL PRADESH.

1.	Name of the post:	Assistant Superintendent Jail/Welfare Officer-cum-
	1	Assistant Superintendent Jail.
2.	Number of posts:	23
3.	Classification:	Class-III (Non-Gazetted)
4.	Scale of pay:	(i) Pay scale for regular incumbent(s):
٠.		₹10300-34800+ ₹ 4600/- Grade Pay.
		(ii) Emoluments for contract employee(s):
		₹ 14,900/-P.M. as per details given in
		Column No. 15-A
5.	Whether "Selection" post or	Non-Selection
	"Non-Selection" Post	
6.	Age for direct recruitment:	Between 18 to 45 years

Provided that the upper age limit for direct recruits 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 or contract basis had become over-age on the date he was appointed as such, he shall not be eligible for any relaxation in the prescribed age-limit by virtue of his such adhoc or contract appointment:

Provided further that upper age limit is relaxable for Scheduled Castes/Scheduled Tribes /Other Backward Classes and 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 Servant before absorption in Public Sector Corporations/Autonomous Bodies at the time of initial constitution of such Corporations/Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government Servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/Autonomous Bodies who were/are subsequently appointed by such Corporations/ Autonomous Bodies and who are/were finally absorbed in the service such Corporations/Autonomous Bodies after initial constitution Public Sector Corporations/Autonomous Bodies.

<u>Note</u>: 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.

7.	Minimum Educational and other	(a) Essential Qualification(s):-			
	qualifications required for direct	i) Graduate from a University recognized by the			
	Recruit (s)	Central/State Government.			
		ii) Physical Standard:-			
	x	Height 5"-6" (5'-4" in case of SC/ST/OBC/Gorkhas/ Dogra)			
		for Male			
18		Height 5"-2" (5'-0" in case of SC/ST/OBC/Gorkhas/ Dogra)			
hu		for Female			
		Chest:-only for male)			



		T	
	-		31" Unexpanded
· .	9		32 " Expanded
	-		(29"Unexpanded,30"expanded in case of SC/ ST/ OBC/
		. ~	Gorkhas/ Dogra.)
			(b) Desirable Qualification(s):-
			Knowledge of customs, manner and dialects of Himachal
			Pradesh and suitability for appointment in the peculiar
			conditions prevailing in the Pradesh.
	8.	Whether age and educational	Age: Not applicable.
	·	qualification(s) prescribed for	
		direct recruit(s) will apply in the	Educational Qualification: Yes, as prescribed against
		case of the promote(s).	In column No.11 below.
	9.	Period of probation, if any:	i) Direct Recruitment:
			(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.
	10	Mothod(a)	(b) No probation in case of appointment on contract basis.
	10.	Method(s) of recruitment,	i) 400/ Du dino at a servita servita
		whether by direct recruitment or	i) 40% By direct recruitment on a regular basis or by
y.		by promotion/secondment/	recruitment on Contract basis as the case may be.
		transfer and the percentage of	ii) 60% By promotion failing which by direct recruitment
		post(s) to be filled in by various	on regular basis or by recruitment on contract basis as
		methods:	the case may be.
	11.	In case of recruitment by	i) 10% by promotion from amongst the Junior Assistant
*		promotion/secondment/	who are 10+2 and possess 05 years regular service or
		transfer, grade(s) from which	regular combined with continuous adhoc service, in
		promotion/	the grade.
		secondment/transfer is to be	ii) 50% by promotion from amongst the Head Warders
		made:	who possess 5 years regular service in the grade, if
	8.7		any or regular combined with continuous adhoc
			service failing which by promotion from amongst the
	, 0	**	Warders who possess 10 years regular service or
		•	regular combined with continuous adhoc service in the
8			· ·
			grade, if any .
			The following rector will be applied for filling the
	v		The following roster will be applied for filling up the
			posts:-
			1 st post- Head Warders.
			2 nd post-Direct Recruitment
			3 rd post- Head Warders.
			4 th post- Direct Recruitment.
			5 th post- Head Warders.
			6 th post -Direct Recruitment.
			7 th post- Head Warders.
			8 th post- Direct Recruitment.
11			9 th post- Head Warders
M			10 th post-Junior Assistant.
6	m.		iii) And the roster is to be repeated after every 10 th point,
			till the representation to all the categories is achieved
			by the given percentage thereafter the vacancy shall
			be filled up from the category which vacates the post.
			(I) Dravided that for the number of promotion
			(I) Provided that for the purpose of promotion every

employee shall have to serve atleast one term in the Tribal/Difficult/Hard areas and remote/rural areas subject to adequate number of post(s) available in such areas:

Provided further that the proviso (I) supra shall not be applicable in the case of those employees who have five years or less service, left for superannuation except posting/transfer in remote/rural area. However, this condition of five years shall not be applicable in cases of promotion:

Provided further that Officers/Officials who have not served atleast one tenure in Tribal/Difficult/Hard areas and remote/rural areas shall be transferred to such area strictly in accordance with his/her seniority in the respective cadre.

Explanation I: - For the purpose of proviso (I) supra the "term" in Tribal/Difficult/Hard areas and remote/rural areas shall mean normally three years or less period of posting in such areas keeping in view the administrative exigencies/convenience.

Explanation II:- For the purpose of proviso (I) supra the Tribe/Difficult Areas shall be as under:-

- 1. District Lahaul & Spiti.
- 2. Pangi and Bharmour Sub Division of Chamba District.
- 3. Dodra Kawar Area of Rohru Sub Division.
- 4. Pandrah Bis Pargana, Munish Darkali and Gram Panchayat Kashpat of Rampur Tehsil of District Shimla
- 5. Pandrah Bis Pargana of Kullu District.
- 6. Bara Bhangal Areas of Baijnath Sub Division of Kangra District.
- 7. District Kinnaur.
- 8. Kathwar and Korga Patwar Circles of Kamrau Sub Tehsil, Bhaladh Bhalona and Sangna Patwar Circles of Renukaji Tehsil and Kota Pab Patwar Circle of Shillai Tehsil, in Sirmour District.
- 9. Khanyol-Bagra Patwar Circle of Karsog Tehsil, Gada-Gussaini, Mathyani, Ghanyar, Thachi, Baggi, Somgad and Kholanal of Bali-Chowki Sub Tehsil, Jharwar, Kutgarh, Graman, Devgarh, Trailla, Ropa, Kathog, Kathog, Silh-Badhwani, Hastpur Ghamrehar and Bhatehar Patwar Circle of Padhar Tehsil, Chiuni, Kalipar, Mangarh, Thach-Bagra, North Magru and South Magru Patwar Circles of Thunag Tehsil and Batwara Patwar Circle of Sunder Nagar Tehsil in Mandi District.

Examination III: For the purpose (I) supra the Remote/Rural Areas shall be as under:-

- i) All satiations beyond the radius of 20 Kms. form Sub Division/Tehsil headquarters.
- ii) All stations beyond the radius of 15 Kms. form State Headquarters and District head quarters where bus

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- service is not available and on foot journey is more than 3 (three) Kms.
- iii) Home town or area adjoining to area of home town within the radius of 20 Kms. of the employee regardless of its category.
- (II) 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 conditions 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:
 - (i) Provided that in all cases where a junior person becomes eligible for consideration by virtue of his total length of service (including the service rendered on adhoc basis following by regular service/appointment) in the feeder post in view of the provisions referred to above, all persons senior to him in the respective category-post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration;

Provided 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 & 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 shall also be deemed to be in-eligible for consideration for such promotion.

Explanation:- The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be ex-servicemen who-have-joined Armed Forces during the period of emergency recruited under the provisions of Rule-3 of Demobilized Armed Forces Personnel (Reservation of vacancies in 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 Ex-Servicemen (Reservation of Vacancies in the Himachal Pradesh Technical Service) Rules, 1985 and having been given the benefit of seniority thereunder.

(ii) Similarly, in all cases of confirmation, continuous adhoc service rendered on the feeder post, if any, prior to

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the regular appointment against such posts 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 provision of the Recruitment & Promotion rules: Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered shall remain unchanged 12 If a Departmental (a) Departmental Promotion Committee/Confirmation Promotion/Confirmation Committee: Committee exists, what is its As may be constituted by the Government from time to composition; time. 13 Circumstances under which the As required under the Law. Himachal Pradesh Service Commission (HPPSC) is to be consulted in making recruitment: Essential requirement for 14 A candidate for appointment to any service or post must be a direct recruitment: citizen of India. 15 Selection for appointment to Selection for appointment to the post in the case of direct the post by direct recruitment: recruitment shall be made on basis of merit of written examination followed by evaluation as specified 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 consider necessary or expedient on the basis of merit of written examination followed by evaluation as specified in Appendix-I_appended to these rules, preceded by a screening test (objective type) or practical test or skill test or practical test or physical test. the standard/syllabus, etc. of which will be determined by the Commission/other recruiting agency/authority as the case may be. 15-Selection for appointment to the post by contract appointment Α Notwithstanding anything contained in these rules, contract appointment(s) to the post will be made subject to the terms and conditions given below:-(I) CONCEPT: (a) Under this policy the Assistant Superintendent Jail/Welfare Officer-cum-Assistant Superintendent Jail in the Department of Prisons & Correctional Services, Himachal Pradesh will be engaged on contract basis initially for one year, which may be extendable

on year to year basis.

Provided that for further 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.

(b) POST FALLS WITHIN THE PURVIEW OF HPPSC/HPSSC:

The Head of the Department of Prisons & Correctional Services, Himachal Pradesh 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 Himachal Pradesh Staff Selection Commission, Hamirpur.

(c) The selection will be made in accordance with the eligibility conditions prescribed in these rules.

(II) CONTRACTUAL EMOLUMENTS:

The Assistant Superintendent Jail/ Welfare Officer-cum-Assistant Superintendent Jail appointed on contract basis will be paid consolidated fixed contractual amount @ ₹ 14,900/- P.M. (which shall be equal to minimum of pay band + grade pay). An amount of .₹ 447/- (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 Head of the Prisons& Correctional Services Department will be the appointing & disciplinary Authority.

(IV) <u>SELECTION PROCESS</u>:

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 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 concerned recruiting agency Himachal Pradesh Staff Selection Commission Hamirpur.

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As may constituted by the concerned recruiting agency Himachal Pradesh Staff Selection Commission, Hamirpur from time to time.



(VI) AGREEMENT

After selection of a candidate he/she shall sign an agreement as per Appendix-II appended to these Rules.

(VII) TERMS AND CONDITIONS:

- (a) The contractual appointee will be paid consolidated fixed contractual amount @ ₹ 14,900/-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 @ ₹ 447/- (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 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 orders 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 medical certificate issued by the authorized Government Medical Officer. A contract employee shall not be entitled for medical re-imbursement 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 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.

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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, 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".
- (g) 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 counter-part official at the minimum of pay scale.
- (h) Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules & Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. The Employees Group Insurance Scheme as well as EPF/GPF will also not be applicable to contract appointee(s).

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16	Reservation;	The appointment to the service shall be subject to order regarding reservation in the services 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 newriting 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 person (s) or post(s).	

Form of contract/agreement to be executed between the Assistant Superintendent Jail/Welfare Officer-cum-Assistant Superintendent Jail and the Government of Himachal Pradesh through the Director General of Prisons & Correctional Services, Himachal Pradesh.

The SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Assistant Superintendent Jail/Welfare Officer-cum-Assistant Superintendent Jail on contract basis on the following terms & conditions:-

- 2. The contractual amount of the FIRST PARTY will be ₹ 14,900/- per month.
- 3. 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 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-imbursement 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).

IN WITNESS of the FIRST PARTY AND SEC	COND PARTY name herein to set their hands
the day, month and year first, above written.	to see their hands
IN THE PRESENCE OF WITNESS	
1	
(Name and full address)	
	k* .
2	
(Name and full address)	SIGNATURE OF THE FIRST PARTY
IN THE PRESENCE OF WITNESS	
1	
(Name and full address)	
2	
(Name and full address)	SIGNATURE OF THE SECOND PARTY

	APPENDIX-I	× ×
	WRITTEN EXAMINATION	85 marks
1.	{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}	
2.	Evaluation of candidate to be made in the following manner:-	15 marks
	i)Weightage for the minimum educational qualification as per the Recruitment & Promotion Rules.	29 1114113
	=2.5 Marks	
	{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)}	
	ii)Belonging to notified Backward Area or Panchayat, as the case may be	
	=01 Mark	
	iii)Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority	
	=01 Mark	
	iv)Non-employment Certificate to the effect that none of the family members is in Government/Semi Government.	
	=01 Mark	
	v)Differently abled persons with more than 40% impairment/disability/infirmity =01 Mark	
	vi)NSS (at least one year) certificate holders in NCC/ The Bharat Scout and Guide. Medal winner in National level sports competitions	
	=01 Mark	
	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	
	viii) Widow/divorced/destitute/single woman. =01 Mark	
	ix)Single daughter/Orphan =01 Mark	
	x) Training of at least 6 months duration related to the post applied for from a	
	recognized University/Institution. =01 Mark	
	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).	
	=2.5 Marks	