



Dr. Yashwant Singh Parmar University of Horticulture & Forestry,  
Nauni (Solan)–173230, Himachal Pradesh  
Office of the Registrar, "Establishment & Recruitment Branch"  
☎ 01792-252219, 01792-252444 ✉: registrar@uhf.ac.in

No.UHF.Regr.Rectt.2-06/2026/- 18570-99

Dated: - 19.08.2026

**NOTIFICATION**

In pursuant to the decision of Board of Management taken vide item No. 19 of its 119<sup>th</sup> meeting held on 12.08.2026, the Vice Chancellor, Dr. Yashwant Singh Parmar University of Horticulture & Forestry, Nauni (Solan) is pleased to adopt the Recruitment & Promotion Rules for the post of Senior Assistant issued by the Additional Secretary (Personnel) to the Government of Himachal Pradesh vide Notification No. Per (AP)-C-A(3)/2007-I dated 11.11.2021 for its implementation in the University.

As a sequel thereto, the Recruitment & Promotion Rules for the post of Senior Assistant framed, after making suitable modifications in accordance with the requirements/norms of the University, is enclosed herewith as **Annexure-I**. These Rules shall supersede all earlier Recruitment & Promotion Rules framed/adopted by the University from time to time in respect of the post of Senior Assistant and shall come into force with immediate effect.

(Siddhartha Acharya, HPAS)  
Registrar

Endst.No.UHF.Regr.Rectt.2-06/2026/- 18570-99

Dated: 19.08.2026

Copy of the above is forwarded **through e-mail** to the following for information and necessary action:

1. All the Statutory Officers in Dr. YSP UHF, Nauni (Solan).
2. All the Professor & Heads/Heads of the Department/Heads of Offices/Associate Director/Incharge(s), Outstations/KVK's.
3. The Officer Incharge, Computing & Informatics Centre, Dr. YSP UHF, Nauni (Solan) with the request to upload the same on the University website, please.
4. The Deputy Registrar (Establishment-II), Dr. YSP UHF, Nauni (Solan).
5. The Assistant Registrar (GA), Dr. YSP UHF, Nauni (Solan) w.r.t. U.O No. UHF.Regr/GA/5-1/(119<sup>th</sup>)/2026/-18300 dated 14.08.2026.
6. The Secretary to Vice-Chancellor, Dr. YSP UHF, Nauni (Solan).
7. File No. UHF.Regr.Estt./1-18/2022/ Guard File

Registrar

## Annexure-I

### RECRUITMENT AND PROMOTION RULES FOR THE POST OF SENIOR ASSISTANT, GROUP-C (NON-GAZETTED), MINISTERIAL SERVICES, IN THE DR. YASHWANT SINGH PARMAR UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI (SOLAN).

|                                                                                                     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Short title and commencement                                                                        | 1.  | These rules may be called the "Recruitment and Promotion Rules for the post of Senior Assistant, Group-C, Ministerial Services, in Dr. Yashwant Singh Parmar University of Horticulture & Forestry, Nauni (Solani), 2026.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Nomenclature of Post, cadre, Strength, Classification, Scale of Pay and Selection and Non-Selection | 2.  | As specified in the <b><u>SCHEDULE-I</u></b> annexed to these rules.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Age for Direct Recruitment                                                                          | 3.  | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Essential educational qualification and other qualification(s) required for direct recruit(s)       | 4.  | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Desirable qualification(s) for direct recruit(s)                                                    | 5.  | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Educational qualification(s) for promote(s)                                                         | 6.  | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Probation                                                                                           | 7.  | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Method(s) of recruitment                                                                            | 8.  | 100% by promotion<br>(Detailed procedure is indicate in <b><u>SCHEDULE-II</u></b> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Method of regularization                                                                            | 9.  | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Condition for recruitment by promotion/secondment/transfer                                          | 10. | <p>The recruitment by way of promotion shall be made in accordance with the procedure as laid down in the <b><u>SCHEDULE-II</u></b>, annexed to these rules subject to the following conditions/exceptions:-</p> <p>(1) In all cases of promotion, the continuous adhoc service rendered in the feeder post, if any, prior to the regular appointment to the post shall be taken into account towards the length of service as prescribed in these rules for promotion subject to the condition that the adhoc appointment / promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of Recruitment and Promotion Rules :</p> <p>Provided that in all cases where a junior person becomes eligible for consideration by virtue of his / her total length of service (including the service rendered on adhoc basis, followed by regular service / appointment) in the feeder post in view of the provisions referred to above, all persons senior to him/her in the respective category/post/cadre shall be deemed to be</p> |



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|                                                         |     | <p>eligible for consideration and placed above the junior person in the field of consideration :</p> <p>Provided further that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least three years' or that prescribed in the Recruitment and Promotion Rules for the post, whichever is less :</p> <p>Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him / her shall be deemed to be ineligible for consideration for such promotion.</p> <p><b>(Explanation : -</b> The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be Ex-servicemen <u><b>who have joined Armed Forces during the period of emergency</b></u> and recruited under the provisions of rule-3 of Demobilized Armed Forces Personnel (Reservation of Vacancies in Himachal State Non-Technical Services) Rules, 1972 as amended from time to time and having been given the benefit of seniority thereunder or recruited under the provisions of rule – 3 of Ex-Servicemen (Reservation of vacancies in the Himachal Pradesh Technical Service) Rules, 1985 as amended from time to time and having been given the benefit of seniority thereunder.</p> <p><b>(2)</b> Similarly, in all cases of confirmation, continuous adhoc service rendered on the feeder post, if any, prior to 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 and Promotion Rules.</p> <p>Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered shall remain unchanged.</p> |
| Departmental Promotion Committee/Confirmation Committee | 11. | <ol style="list-style-type: none"> <li>1. Registrar - Chairman</li> <li>2. Comptroller - Member</li> <li>3. One of the Deans/<br/>Directors to be nominated by the Vice-Chancellor - Member</li> <li>4. Deputy Registrar or<br/>Assistant Registrar<br/>to be nominated by the Vice-Chancellor - Member</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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| Consultation of Himachal Pradesh Public Service Commission  | 12. | As required under the Law                                                                                                                                                                                                                           |
| Essential requirement for direct recruitment                | 13. | Not Applicable                                                                                                                                                                                                                                      |
| Selection for appointment to the post by direct recruitment | 14. | Not Applicable                                                                                                                                                                                                                                      |
| Reservation                                                 | 15. | The appointment to the service shall be subject to orders regarding reservation in the service for Schedule Castes/Scheduled Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government from time to time. |
| Departmental Examination                                    | 16. | Not Applicable                                                                                                                                                                                                                                      |
| Power to Relax                                              | 17. | In genuine cases, the Vice-Chancellor on the recommendations of the Department Promotion Committee can relax any provision of these rules with regard to qualification and length of service                                                        |
| Repeal of Savings                                           | 18. | Not Applicable                                                                                                                                                                                                                                      |

  
**(Siddhartha Acharya, HPAS)**  
**Registrar**



**SCHEDULE-I**

| Sr. No. | Name of the Post | Number of Post(s) | Classification | Scale of Pay                                            | Selection/Non-Selection |
|---------|------------------|-------------------|----------------|---------------------------------------------------------|-------------------------|
| (i)     | (ii)             | (iii)             | (iv)           | (v)                                                     | (vi)                    |
| 1.      | Senior Assistant | 103               | Group-C        | ₹ 38,500- 1,22,700/- (Level-11) of HPCS(RP) Rules, 2022 | Non-Selection           |

  
Registrar  
Dr. YSP, UH&F, Nauni (Solan)

**SCHEDULE-II**

| <b>Sr. No.</b> | <b>Name of the Post</b> | <b>Method of Recruitment</b> | <b>Educational and other qualification</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------|-------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>(i)</b>     | <b>(ii)</b>             | <b>(iii)</b>                 | <b>(iv)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| (i)            | Senior Assistant        | 100% by promotion            | <p>Educational Qualifications- 10+2 or its equivalent.</p> <p>By promotion from amongst the Clerk(s)/Store Keeper-cum-Clerk(s)/Junior Office Assistant(s) (IT)/Junior Assistant(s) of the University subject to possessing of requisite educational qualification of 10+2 or its equivalent like Higher Secondary Part-II, Intermediate etc., with seven years' regular service or regular combined with continuous adhoc service rendered, if any, in the grade.</p> <p>For the purpose of promotion, a combined seniority list of eligible incumbents of the posts of Clerk(s)/Store Keeper-cum-Clerk(s)/Junior Office Assistant(s) (IT)/Junior Assistant(s) shall be drawn according to their regular dates of appointments in the feeder category posts without disturbing their inter-se-seniority. In the case of same date of regular appointments, the incumbent will be considered by rotation i.e. on one to one basis so placed from Clerk(s), Store Keeper-cum-Clerk(s), Junior Office Assistant(s) (IT) and Junior Assistant(s).</p> |

  
Registrar  
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