

**H.P. STATE CIVIL SUPPLIES CORPORATION LIMITED**  
**HP NVP COMMERCIAL COMPLEX, KASUMPTI, SHIMLA-171009 HP**

Annexure-1

**EXISTING RECRUITMENT AND PROMOTION RULES FOR THE POST OF AREA  
MANAGER/ PROCUREMENT OFFICER**

<b>S. No.</b>	<b>Particulars</b>	<b>R&amp;P Rules</b>
1	Name of the Post	Area Manager / Procurement Officer
2	No. of Posts	9
3	Classification	Class-I
4	Scale of Pay (expanded notation)	7880-220-8100-275-10300-340-11660(Pre Revised) Pay band Rs. 10300-34800+ Rs. 5400 GP (Revised)
5	Whether Selection Post or Non-Selection Post	Selection
6	Age of direct recruitment	45 years and below
7	Minimum educational & other qualifications required for direct recruitment	Graduate with at-least 5 years experience in a responsible capacity in the field of procurement and distribution, management of commercial accounts and personnel matters or MBA with at-least two years experience in responsible capacity in the field of procurement and distribution of management of commercial accounts or personnel matters.
8	Whether age, educational qualification Prescribed for direct recruits will apply in case of promotion	Not Applicable
9	Period of probation, if any	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 for reasons to be recorded in writing.
10	Method of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of vacancies to be filled in by various methods.	100% by promotion.
11	In case of recruitment by promotion, deputation, transfer, grades from which promotion/deputation/transfer is to made.	i) By promotion from amongst AAM/APO/ Private Secy. with atleast 3 year of service as such. For this purpose a pooled seniority shall be drawn with reference to the date from which they get seniority as such in the Corporation, subject to the inter-se-category wise seniority being maintained. ii) On secondment basis from amongst officers of the Sate Govt. Deptt./Corpns/ Boards of the State Govt. holding equivalent scale of pay.
12	If a departmental promotion committee exists, what is its composition	Managing Director GM (Admn.)/ General Manager Any officer nominated by MD