

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

**Annexure-I**

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF : COMPANY SECRETARY**

<b>Sl. No</b>	<b>Particulars</b>	<b>R&amp; P Rules</b>
1	Name of the Post	Company Secretary
2	No. of Posts	1
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	BA/B.Sc., B.Com & having passed the final examination of ICSI with atleast two years' working experience in an undertaking/ company. Direct recruitment through H.P. Public Service Commission.
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.	By Direct recruitment failing which on secondment basis.
11	In case of recruitment by promotion, deputation, transfer, grades from which promotion/ deputation/transfer is to made.	On secondment basis from State/Central Govt. Officers from amongst the qualified members 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