

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

ANNEXURE-I

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF: JUNIOR SCALE
STENOGRAPHER**

Sl. No	Particulars	R & P Rules
1	Name of the Post	Jr. Scale Stenographer
2	No. of Posts	9
3	Classification	Not applicable
4	Scale of Pay (expanded notation)	4400-150-5000-160-5800-7000(Pre-Revised) Pay band Rs. 5910-20200 + Rs. 2800 GP (Revised)
5	Whether Selection Post or Non-Selection Post	Non-selection
6	Age of direct recruitment	Not applicable
7	Minimum educational & other qualifications required for direct recruitment	Not applicable
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 promotion failing which on secondment basis.
11	In case of recruitment by promotion, deputation, transfer, grades from which promotion/ deputation/transfer is to made.	i) By promotion from amongst Steno-typist with at-least 5 yrs. service as such and possessing atleast 80 words shorthand speed and 40 words speed in typing. ii) On secondment basis from Jr. Scale Stenographer of State Govt. Deptt.
12	If a departmental promotion committee exists, what is its composition	As may be constituted by the MD