

**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: PUBLIC DISTRIBUTION HELPER**

<b>Sl. No</b>	<b>Particulars</b>	<b>R &amp; P Rules</b>
1	Name of the Post	Public Distribution Helper
2	No. of Posts	278
3	Classification	Class-IV
4	Scale of Pay ( expanded notation)	2520-100-3220-110-3660-120-4140 (with an initial start of 2620) (Pre-Revised) Pay Band Rs. 4900-10680 + Rs. 1300 GP (Revised)
5	Whether Selection Post or Non-Selection Post	Non-selection
6	Age of direct recruitment	Between 18 & 45 years
7	Minimum educational & other qualifications required for direct recruitment	Middle pass preferably matriculate
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 direct recruitment on regular basis or on contract basis.
11	In case of recruitment by promotion, deputation, transfer , grades from which promotion/ deputation/transfer is to made.	Not applicable
12	If a departmental promotion committee exists, what is its composition	As may be constituted by the MD.