

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: SENIOR ACCOUNTS OFFICER

Sl. No	Particulars	R & P Rules
1	Name of the Post	Senior Accounts Officer
2	No. of Posts	2
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	Chartered Accountant registered with the institute of Chartered Accountants with B.Com/M.Com. degree or qualified Cost and Works Accountant or SAS pass with atleast three years of service in reputed commercial concern after passing relevant exam, in responsible capacity.
8	Whether age, educational qualification, Prescribed for direct recruits will apply in case of promotion	No
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 failing which 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.	i) By promotion from amongst Accounts Officer, with at-least 3 years of service as such in the Corporation. ii) On secondment basis from amongst SAS of the State Govt. holding equivalent post/ pay-scale.
12	If a departmental promotion committee exists, what is its composition	Managing Director GM (Admn.)/ General Manager Any officer nominated by MD