

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 SCALE
 STENOGRAPHER**

Sl. No	Particulars	R & P Rules
1	Name of the Post	Sr. Scale Stenographer
2	No. of Posts	6
3	Classification	Class-III
4	Scale of Pay (expanded notation)	5800-200-7000-220-8100-275-9200 Sr. Scale Stenographer attached with Head of the Institution will get special allowance. (Pre-Revised) Pay band Rs. 10300-34800 + Rs. 4400 Grade Pay (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 Jr. Scale Stenographer with at-least five years of service as such in the Corpn. ii) On secondment basis from amongst Sr. Scale Stenographers working in State Govt. Deptt./ Corpn./ Board.
12	If a departmental promotion committee exists, what is its composition	As may be constituted by the MD.