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सी.एस.टी.नं. एस.आई.एम. 2384 } दिनांक

सी.एस.टी.नं. एस.आई.एम.-III-4120 } 19-2-81

पंजीकृत कार्यालय:

ब्लॉक 16-17, एस.डी.ए. कमर्शियल कम्प्लैक्स, कसुम्पटी,

शिमला-171009.

दूरभाष : 2621583, 2621951, 2621755

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तार : सुपकोरप



## हिमाचल प्रदेश राज्य नागरिक आपूर्ति निगम सीमित

(राज्य सरकार का उपक्रम)

HPSCSC/Admn./3-1/80-III- 15270- 290

22, September, 2017

### OFFICE ORDER

In exercise of powers vested in it under service Bye-Laws and Memorandum of Articles of Association of H.P. State Civil Supplies Corporation Limited, the Board of Directors of the Corporation in its 152<sup>nd</sup> meeting held on 19.09.2017 has approved creation of 1 post of Assistant Manager (Legal) in the Pay Band of Rs. 10300-34800 +4400 Grade Pay. The recruitment and promotion rules for the post of Assistant Manager (Legal) would be as under:-

S NO	Particulars	Remarks
1	Name of the Post	Assistant Manager (Legal)
2	No. of Posts	1
3	Classification	Class-II
4	Scale of Pay (expanded notation)	Pay band Rs. 10300-34800 + Rs. 4400/- GP. The monthly contractual emoluments will be Rs. 14700/-
5	Whether Selection Post or Non-Selection Post	Selection
6	Age of direct recruitment	Between 18 and 45 years.
7	Minimum educational & other qualifications required for direct recruitment	Law Graduate with practice of at least 3 years in High Court or District Court and experience of Income Tax, Sales Tax & contract cases in Court or in an office <u>OR</u> Masters of Law (LLM) with specialization in Corporate Law. Direct recruitment through H.P. Public Service Commission.
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 direct recruitment through H.P. Public Service Commission on regular 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	Not applicable.
13	Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment:	As required under the Law.
14	Essential requirement for a direct recruitment:	A candidate for appointment to any service or post must be a Citizen of India.
15	Selection for appointment to the post by direct recruitment:	Selection for appointment of the post in the case of direct recruitment shall be made on the basis of viva-voice test, if Himachal Pradesh Public Service Commission or other recruiting authority, as the case may be, so consider necessary or expedient by a written test or practical test, the standard/ syllabus, etc. of which will be determined by the Commission or other recruiting authority, as the case may be.
15- A	Selection for appointment to the post by contract recruitment:	<p>Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below:-</p> <p><b><u>(I) CONCEPT</u></b></p> <p>a) Under this policy, the Assistant Manager (Legal) in H.P. State Civil Supplies Corporation will be engaged on contract basis initially for one year, which may be extendable on year basis:</p> <p>Provided that for extension/ renewal of contract period on year to year basis, controlling officer shall issue a certificate that the service and conduct of the</p>



contract appointee is satisfactory during the year and only then his/ her period of contract is to be renewed/ extended.

**b) POST FALLS WITHIN THE PURVIEW OF HPSSC:-**

The Managing Director after obtaining the approval of the Government to fill up the vacant post (s) on contract basis will place the requisition with the concerned recruiting agency i.e. Himachal Pradesh Public Service Commission, Shimla.

- c) The selection will be made in accordance with the eligibility conditions prescribed in these R & P Rules.

**(II) CONTRACTUAL EMOLUMENTS:**

The Assistant Manager (Legal) appointed on contract basis will be paid consolidated fixed contractual amount @ 14700/- per month (which shall be equal to minimum of the pay band+ grade pay ). Enhancement in contractual amount shall as approved by the State Govt. from time to time. An amount of 441/- (3% of the minimum of pay band + grade pay of the post) as annual increase in contractual emoluments for the subsequent year (s) will be allowed, if contract is extended beyond one year.

**(III) APPOINTMENT/DISCIPLINARY AUTHORITY:**

The Managing Director, H.P. State Civil Supplies Corporation will be appointing and disciplinary authority.

**(IV) SELECTION PROCESS:**

Selection for appointment to the post in the case of Contract Appointment will be made on the basis of interview/personality test or if considered necessary or



		<p>expedient on the basis of interview/personality test preceded by a screening test (objective type) written test or practical test or physical test, the standard syllabus etc. of which will be determined by the Corporation from time to time.</p>
		<p>(V) <b><u>COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:</u></b></p> <p>As may be constituted by the Managing Director</p> <p>(VI) <b><u>AGREEMENT:</u></b></p> <p>After selection of a candidate he/she/ shall sign an agreement as per Annexure- "B" appended to these Rules.</p> <p>(VII) <b><u>TERMS AND CONDITIONS:</u></b></p> <ol style="list-style-type: none"> <li>The contractual appointee will be paid fixed contractual amount @ Rs.14700/- per month (which shall be equal to minimum of the pay band + grade pay). The contract appointee will be entitled for increase in contractual amount @ Rs.441/- (3% of minimum of the pay band + grade pay of the post) for further expended years and no other allied benefits such as senior/ selection scales etc. will be given.</li> <li>The service of the Contract appointee will be purely on temporary basis. The appointment is liable to be temporary basis. The appointment is liable to be terminated in case the performance/ conduct is not found satisfactory.</li> <li>Contract appointee will be entitled for one day's casual leave after putting one month service. However, 10 days medical leave and 5 days special leave. A female contract appointee with less than two surviving children may be granted maternity leave for 135 days'. A female contract appointee shall also be entitled for maternity leave not</li> </ol>



exceeding 45 days' (irrespective of the number of surviving children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Govt. Medical Officer. He/she shall not be entitled for medical re-imburement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

Provided that the un-availed casual leave, medical leave and special leave can be accumulated up to the calendar year and will not be carried forward for the next calendar year.

- d) Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the contract. However, in exceptional cases where the circumstances for un-authorized absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while considering his/ her case for regularization but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the contract appointee shall not be entitled for contractual amount for this period of absence from duty.

Provided that he/ she shall submit the certificate of illness/ fitness issued by the Medical Officer, as per prevailing instructions of the Government.

- e) An official appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
- f) Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. Women candidate pregnant beyond 12 weeks will stand temporally unfit till the confinement is over. The women candidate will be re-examined for fitness from an authorized Medical Officer/ Practitioner.
- g) Contract appointee will be entitled to TA/DA if



		<p>required to go on tour in connection with his/her official duties at the same rate as applicable to regular counterpart officials at the minimum of pay scale.</p> <p>h) Provisions of service rules like FR SR, leave Rules, GPF Rules, Pension Rules &amp; Conduct rules etc. as per applicable in case of regular employees will not be applicable in case of contract appointees. They will be entitled for emoluments etc. as detailed in this Column.</p>
16	Reservation:	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled/ Castes/ Scheduled Tribes/Other Backward Classes/ other categories of persons issued by the Himachal Pradesh Government from time to time.
17	Departmental Examination:	Not Applicable
18	Power to Relax:	Where the Board of Directors of the Corporation on the recommendations of the Service Committee is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing relax any of the provision (s) of these rules with respect to any class or category of person (s) or post (s).

The above Recruitment and Promotion Rules shall come into force with immediate effect.

  
Managing Director

**CC:-**

1. All Officers at Head Office, HPSCSC Limited, Shimla.
2. All Divisional/Area Managers, HPSCSC Limited.

  
Managing Director