

एच.पी. स्टेट सिविल सप्लाइज कारपोरेशन लिमिटेड

पंजीकृत कार्यालय: ब्लॉक नं. 16-17, एस.डी.ए. कमर्शियल
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HPSCSC/Admn.3-1/80-III-

-12536-12544

Dated: 29-9-2020

OFFICE ORDER

By virtue of powers vested in it under Service Bye-laws and Clause 17 (i) of Article 133 of the Memorandum and Articles of Association of H.P. State Civil Supplies Corporation Limited, the Board of Directors of the Corporation in its 163rd meeting held on 31.08.2020 has approved the amendments in Recruitment & Promotion Rules for the post of Personal Assistant.

Consequent upon the amendment, the Recruitment & Promotion Rules for the post of Personal Assistant in H.P. State Civil Supplies Corporation Limited are amended accordingly be as under: -

S. No.	Particulars	R & P Rules
1	Name of the Post	Personal Assistant
2	No. of Posts	2
3	Classification	Class-II (Non-Gazetted) Ministerial Services
4	Scale of Pay	(i) Pay Band for regular incumbent(s): Pay Band ₹ 10300-34800 + ₹ 4800 Grade Pay (ii) Emoluments for Contract Employee(s): - ₹ 15,100/ P.M. as per details in Column 15-A
5	Whether Selection Post or Non-Selection Post	Non- selection

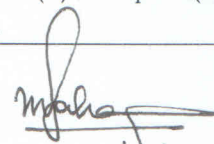
6	Age of direct recruitment	<p>Between 18 years to 45 years</p> <p>Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Govt. of H.P. including those who have been appointed on adhoc or on contract basis in these offices/institutions;</p> <p>Provided further that if a candidate appointed on adhoc basis or on contract basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxations in the prescribed age limit by virtue of his/her such adhoc or contract appointment.</p> <p>Provided further that upper age limit is relaxable for Scheduled Caste/Scheduled Tribes/Other categories of persons to the extent permissible under the general or special order (s) of the Himachal Pradesh Govt.</p> <p>Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servants before absorption in Public Sector Corporations/Autonomous Bodies at the time of initial constitutions of such Corporations/Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to the Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/Autonomous Bodies who are/were subsequently appointed by such Corporations/Autonomous Bodies and who are/were finally absorbed in the service of such Corporations/Autonomous Bodies after initial constitution of the Public Sector Corporations/Autonomous Bodies.</p> <p>Note: Age limit for direct recruitment will be reckoned on the first day of the year in which the post(s) is/are advertised for inviting applications or notified to the employment exchanges or as the case may be.</p>
7	Minimum educational & other qualifications required for direct recruitment	Not applicable
8	Whether age, educational	N.A.

	qualification. Prescribed for direct recruits will apply in case of promotion	
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 reason 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 promotion failing which on secondment basis from amongst the employees working under State Government Departments/Boards/ Corporation/autonomous bodies etc. in the equivalent Grade/identical time scale of pay, subject to fulfillment of eligibility criteria as per R & P Rules.
11	In case of recruitment by promotion, deputation, transfer, grades from which promotion/deputation/ transfer is to made.	<p>By promotion from amongst Sr. Scale Stenographer of concerned Departments who possess 6 years regular service or regular combined with continuous adhoc service rendered, if any, in the grade, failing which by promotion from amongst the Senior Scale Stenographer with 11 years regular service or regular combined with continuous adhoc service combined as Senior Scale Stenographer/Jr. Scale Stenographer out of which four years essential service as Senior Scale Stenographer, failing both by promotion from amongst the Jr. Scale Stenographers possessing 16 years regular service or regular combined with continuous adhoc service rendered, if any, in the grade, failing which on secondment basis from amongst the incumbents of this post working in the identical pay scales from other H.P. Govt. Departments.</p> <p>(I) Provided that for the purpose of promotion every employee shall have to serve atleast one term in the Tribal/Difficult/Hard areas and remote/rural areas subject to adequate number of post(s) available in such areas: Provided further that the proviso (I) supra shall not be applicable in the case of those employees who have five years or less service, left for superannuation: Tribal/Difficult/Hard areas and remote/rural areas shall be transferred to such area strictly in accordance with his/her seniority in the respective cadre.</p> <p>Explanation I:- For the purpose of proviso (I)</p>

		<p>supra the "term" in Tribal/Difficult/Hard/areas/remote/ rural areas shall mean normally three years or less period of posting in such areas keeping in view the administrative exigencies/convenience.</p> <p>Explanation II:- For the purpose of proviso (I) supra the Tribal/Difficult Areas shall be as under: -</p> <ol style="list-style-type: none"> 1. District Lahaul & Spiti. 2. Pangi and Bharmour Sub Division of Chamba District. 3. Dodra Kwar Area of Rohru Sub-Division. 4. Pandrah Bis Pargana, Munish Darkali and Gram Panchyat Kashapat of Rampur Tehsil of District Shimla. 5. Pandrah Bis Pargana of Kullu District. 6. Bara Bhawal Areas of Baijnath Sub Division of Kangra District. 7. District Kinnaur. 8. Kathwar and Korga Patwar Circles of Kamrau Sub Tehsil, Bhaladh Bhalona and Sangna Patwar Circles of Renukaji Tehsil and Kota Pab Patwar Circle of Shillai Tehsil, in Sirmour District. 9. Khanyol-Bagra Patwar Circle of Karsog Tehsil, Gada-Gussaini, Mathyani, Ghanyar, Thachi, Baggi, Somgad and Kholanal of Bali-Chowki Sub Tehsil, Jharwar, Kutgarh, Graman, Devgarh, Trailla, Ropa, Kathog, Silh-Badhwani, Hastpur, Ghamrehar and Batchar Patwar Circle of Padhar Tehsil, Chiuni, Kalipar, Mangarh, Thach-Bagra, North Magru and South Magru Patwar Circles of Thunag Tehsil and Batwara Patwar Circle of Sunder Nagar Tehsil in Mandi District. <p>Provided that the provision regarding essential service in tribal/difficult area shall not be applicable to such services/establishments/Departments whose services are non-transferrable and do not have posts in such areas.</p> <p>(1) In all cases of promotion, the continuous adhoc service rendered in the feeder post if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in these rules for promotion subject to the conditions that the adhoc appointment/promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of R & P Rules;</p> <p>(i) Provided that in all cases where a junior person becomes eligible for consideration by virtue of his total length of service (including the service</p>
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		<p>rendered on adhoc basis followed by regular service/appointment) in the feeder post in view of the provisions referred to above, all persons senior to him in the respective category/post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration: Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least three years or that prescribed in the Recruitment & Promotion Rules for the post, whichever is less: Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him shall also be deemed to be ineligible for consideration for such promotion.</p> <p>Explanation: - The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be ex-servicemen recruited under the provisions of Rule-3 of Demobilized Armed Forces Personnel (Reservation of Vacancies in Himachal State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority thereunder or recruited under the provisions of Rule-3 of Ex-Servicemen (Reservation of vacancies in the Himachal Pradesh Technical Service) Rules, 1985 and having been given the benefit of seniority thereunder.</p> <p>(ii) Similarly, in all cases of confirmation, continuous adhoc service rendered on the feeder post if any, prior to the regular appointment against such posts shall be taken into account towards the length of service, if the adhoc appointment/promotion had been made after proper selection and in accordance with the provision of the Recruitment & Promotion Rules: Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered shall remain unchanged.</p>
12	If a departmental promotion committee exists, what is its composition	As may be constituted by the MD
13	Circumstances under which the	As required under the Law.

	Staff Selection Commission is to be consulted in making recruitment:	
14	Essential requirement for a direct recruitment:	N.A
15	Selection for appointment to the post by direct recruitment:	Not applicable
15- A	Selection for appointment to the post by contract recruitment:	Not applicable
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 State Government is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and relax any of the provisions of these Rules with respect to any class or category of person(s) or post(s) with prior approval of State Govt.

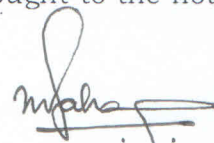


Managing Director

Copy forwarded for information to: -

1. All Divisional/Area Managers, HPSCSC Ltd.,

The above amendments in R&P Rules to the above be brought to the notice of all Officers/Officials working under them.



Managing Director