

एच.पी. स्टेट सिविल सप्लाइज कारपोरेशन लिमिटेड

पंजीकृत कार्यालय: ब्लॉक नं. 16-17, एस.डी.ए. कार्मशियल
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HPSCSC/Admn.3-1/80-III- - 12545-12553

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 Private Secretary.

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

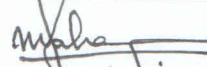
S. No	Particulars	R & P Rules
1	Name of the Post	Private Secretary
2	No. of Posts	1
3	Classification	Class-I
4	Scale of Pay	Pay Band Rs. 15600-39100 + Rs. 5400 GP
5	Whether Selection Post or Non-Selection Post	Non-Selection

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 qualification prescribed for	N.A.

	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 Personal Assistant(s) possessing 05 (five) years regular service or regular combined with continuous adhoc service, if any, in the grade, failing which by promotion from amongst the Personal Assistant(s) possessing 14 (fourteen) years regular service or regular combined with continuous adhoc service, if any, as Personal Assistant and Senior Scale Stenographer combined which shall also include 02 (two) years essential service as Personal Assistant, failing both by promotion from amongst the Personal Assistant possessing 19 (nineteen) years regular service or regular combined with continuous adhoc service, if any, as Personal Assistant, Senior Scale Stenographer & Jr. Scale Stenographer combined which shall also include 02 (two) years essential service as Personal Assistant, failing all by promotion from amongst the Personal Assistant(s) possessing 24 (twenty four) years regular service or regular combined with continuous adhoc service, if any, as Personal Assistant, Senior Scale Stenographer, Jr. Scale Stenographer & Steno Typist combined which shall also include 02 (two) years essential service as Personal Assistant.</p> <p>(I) 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</p>

		<p>accordance with the provisions of R & P Rules;</p> <p>Provided that in all cases where a junior person becomes eligible for consideration by virtue of his total length of service (including the service 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:</p> <p>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:</p> <p>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><u>Explanation:</u> - 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>(2) 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</p>
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		Recruitment & Promotion Rules. Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered shall remain unchanged.
12	If a departmental promotion committee exists, what is its composition	Managing Director GM (Admn.)/ General Manager Any officer nominated by MD
13	Circumstances under which the Staff Selection Commission is to be consulted in making recruitment:	As required under the Law.
14	Essential requirement for a direct recruitment:	Not applicable
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