

H.P. State Civil Supplies Corporation Limited

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HPSCSC/Admn.3-1/80-V-11356

Dated: 05.09.2022

"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 170th meeting held on 14.07.2022 vide Agenda Item No. 170.11 after recommendations of the Service Committee has approved the amendments in Recruitment & Promotion Rules for the post of Assistant Area Manager/Assistant Procurement Officers.

Consequent upon the amendment, the Recruitment & Promotion Rules for the post of Assistant Area Manager/Assistant Procurement Officers in H.P. State Civil Supplies Corporation Limited is amended accordingly as under: -

S. No	Particulars	Recruitment & Promotion Rules
1	Name of the Post	Assistant Area Manager/ Assistant Procurement Officer.
2	No. of Posts	15
3	Classification	Class-I
4	Scale of Pay	(i) Pay Band for regular incumbents: Rs 10300-34800+Rs. 5000/-Grade Pay pre revised./Revised (level-16) of Pay Matrix ₹48,700-1,54,300/- (ii) Emoluments for Contract Employees: ₹29,220/- i.e. 60% of 1 st Cell of Level-16 of Pay Matrix at ₹48,700/- as per details given in col.15-A.
5	Whether Selection Post or Non-Selection Post	Selection

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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: 1. 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> <p>Note: 2. Age and experience in the case direct recruitment are relaxable at the discretion of the Govt. in case the candidate is otherwise well qualified.</p>
7	Minimum educational & other qualifications required for direct recruitment	<p>a) Essential Qualification(s):</p> <p>1. <u>Educational Qualification:</u></p> <p>MBA (Regular) from recognized University/Institution.</p> <p>2. <u>Experience:</u> 2 (Two) year experience after attaining the essential educational qualification,</p>

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		<p>in a State/Central Govt. or Govt. Board/PSU or Cooperative Institution or Public/Private Ltd. Company.</p> <p>b) Desirable Qualification(s):</p> <p>Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p> <p>Recruitment: through H.P. Public Service Commission.</p>
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 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.	<p>80% by promotion</p> <p>20% by direct recruitment on contract basis/on secondment basis.</p>
11	In case of recruitment by promotion, deputation, transfer, grades from which promotion/deputation/transfer is to made.	<p>i) 70% by promotion from amongst Sr. Assistant/Technical Assistant/Legal Assistant/Sales Supervisor with three year service.</p> <p>ii) 30% by promotion from amongst Sr. Accountant Grade-I and Sr. Assistant (Accounts) with three year service.</p> <p>iii) On secondment basis of suitable incumbents from State Govt. Department/Corporations/Boards holding equivalent scale of pay.</p>
12	If a departmental promotion committee exists, what is its composition.	<p>Managing Director,</p> <p>Executive Director</p> <p>GM (Admn.)/General Manager</p> <p>Any officer nominated by MD</p>
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	<u>Selection for appointment to the post in the case of direct recruitment shall be made on the basis</u>

	recruitment:	<u>of merit of written examination, the standard/syllabus etc. of which will be determined by the concerned recruitment agency i.e. HPPSC.</u>
15- A	Selection for appointment to the post by contract recruitment:	<p>Notwithstanding anything contained in these rules, contract appointment to the post will be made subject to the terms and conditions given below: -</p> <p><u>(I) CONCEPT</u></p> <p>Under this policy, the Assistant Area Manager/ Assistant Procurement Officer 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 contract appointee is satisfactory during the year and only then his/her period of contract is to be renewed/extended.</p> <p><u>POST FALLS WITHIN THE PURVIEW OF HPPSC: -</u></p> <p>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.</p> <p>The selection will be made in accordance with the eligibility conditions prescribed in these R & P Rules.</p> <p><u>(II) CONTRACTUAL EMOLUMENTS:</u></p> <p>The Assistant Area Manager/Assistant Procurement Officer appointed on contract basis will be paid consolidated fixed contractual amount ₹29,220/- i.e. 60% of 1st Cell of Level-16 of Pay Matrix at ₹48,700/-</p> <p><u>(III) APPOINTMENT/DISCIPLINARY AUTHORITY:-</u></p> <p>The Managing Director, H.P. State Civil Supplies Corporation will be appointing and disciplinary authority.</p> <p><u>(IV) SELECTION PROCESS: -</u></p> <p>Selection for appointment to the post in the case of direct recruitment shall be made on the basis of merit of written examination, the standard/syllabus etc. of which will be determined by the</p>

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concerned recruitment agency i.e. HPPSC.

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS: -

As may be constituted by the concerned recruiting agency i.e. the H.P. Public Service Commission, Shimla from time to time.

(VI) AGREEMENT: -

After selection of a candidate he/she shall sign an agreement as per **Annexure-A** appended to these rules.

(VII) TERMS AND CONDITIONS: -

- a. The contractual appointee will be paid ₹ 29,220/- i.e. 60% of 1st Cell of Level-16 of Pay Matrix at ₹48,700/-
- b) The service of the contract Appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory. In case the contract appointee is not satisfied with the termination orders issued by the Appointing Authority, he/she may prefer an appeal before the Appellate Authority who shall be higher in rank to the Appointing Authority, within a period of 45 days from the date on which a copy of termination orders is delivered to him/her.
- c) The contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days medical leave and 5 days special leave, in a calendar year. A female contract appointee with less than two surviving children may be granted maternity leave for 180 days. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of the number of children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Govt. Medical Officer. A contract employee shall not be entitled for medical reimbursement and LTC etc. No Leave of any other kind except above is admissible to the contract appointee.

Un-availed casual leave, medical leave and special leave can be accumulated upto the calendar year and will not be carried forward for the next calendar year."

		<p>d) Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the contract. Contract appointee shall not be entitled for contractual amount for the period of absence from duty.</p> <p>e) The contractual employee in the H.P. State Civil Supplies Corporation shall not be entitled for his/her transfer from one place to another during the first three years of his/her contractual appointment. Even on completion of three years tenure at one place of posting, he will be eligible for transfer on need based basis wherever required on administrative grounds.</p> <p>f) Selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in the case of a Gazetted Government servant and by Government Medical Officer in the case of a Non-gazetted Government servant. In case of women candidates who are to be appointed against posts carrying hazardous nature of duties, and in case they have to complete a period of training as a condition of service, such woman candidate, who as a result of tests is found to be pregnant of twelve weeks standing or more shall be declared temporarily unfit and her appointment shall be held in abeyance until the confinement is over. Such woman candidate be reexamined for medical fitness six weeks after the date of confinement, and if she is found fit on production of medical fitness certificate from the authority as specified above, she may be appointed to the post kept reserved for her.</p> <p>g) The contract appointee will be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counterpart official at the minimum of pay scale.</p> <p>h) Provisions of service rules like FR, SR, Leave rules, GPF Rules, Pension Rules and Conduct Rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointee. 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 Caste/Scheduled Tribes/ Other Backward Classes/Other Categories of persons issued by the Himachal Pradesh Government from time to time.
17	Departmental Examination:	"N.A"

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.
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Managing Director