

# H.P. State Civil Supplies Corporation Limited

**Regd.office:** Block No. 16 &17, SDA Commercial complex, Kasumpti, Shimla-171 009 H.P.  
**CIN:** U99999HP1980SGC004263  
**GSTIN:** 02AABCH4054K1ZV



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

-16976

Dated: 13-12-2022

## 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 draft R&P Rules for the post of Company Secretary are as under: -

S. No	Particulars	Recruitment & Promotion Rules
1	Name of the Post	Company Secretary
2	No. of Posts	1
3	Classification	Group-A
4	Scale of Pay (expanded notation)	<b>Pay Scale for regular incumbent (s):</b> i) Pay Band of Rs. 10300-34800 +5400 GP in pre-revised pay scale & Level-17 of the Pay Matrix [₹53,600-1,70,100] as per HPCS (RP) Rules, 2022.  <b>ii) Emoluments for Contract Employees (s):</b> “60% of the first cell of the applicable level of Pay Matrix of the corresponding cadre, as per H.P. Civil Services (Revised Pay) Rules, 2022” as per details given in Col. No. 15-A.”
5	Whether Selection Post or Non-Selection Post	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: 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>
7	Minimum educational & other qualifications required for direct recruitment	<p>The candidate should have passed ICSI final examination after having Graduation from recognized University with atleast of 3 year of experience of dealing with various legislation and regulations of the Companies Act, Corporate Governance and Corporate</p>

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		<p>Laws etc. The level of experience of the candidate should have been for Company Secretary work only either from a Govt. Department/PSU or from Public/Private Ltd. Company having minimum share capital of Rs. 10 Crore.</p> <p>Direct recruitment through H.P. Public Service Commission Shimla.</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 for reasons to be recorded in writing.
10	Method of recruitment, whether by direct recruitment or by promotion, secondment, transfer and the percentage of vacancies to be filled in by various methods.	100% by direct recruitment on contract basis failing which on secondment basis.
11	In case of recruitment by promotion, deputation, transfer, grades from which promotion/deputation/transfer is to made.	On secondment basis from amongst the State/Central Govt. Officer holding the post in the identical time scale of pay and having the requisite qualification & experience.
12	If a departmental promotion committee exists, what is its composition	<p>Managing Director</p> <p>Executive Director</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:	Not Applicable.
15	Selection for appointment to the post by direct recruitment:	Selection for appointment to the post in the case of direct recruitment shall be made on the basis of written examination and/or Personal Interview. The standard/syllabus etc. of which shall be determined by the Himachal Pradesh Public Service Commission, Shimla.
15- A	Selection for appointment to the post by contract	Notwithstanding anything contained in these rules, contract appointments to the

recruitment:	<p>post will be made subject to the terms and conditions given below: -</p> <p><b><u>(I) CONCEPT: -</u></b></p> <p>Under this policy, the Company Secretary 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><b><u>POST FALLS WITHIN THE PURVIEW OF HPPSC: -</u></b></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 &amp; P Rules.</p> <p><b><u>(II) CONTRACTUAL EMOLUMENTS: -</u></b></p> <p>The Company Secretary appointed on contract basis will be paid consolidated fixed contractual amount @ ₹32,160/-P.M. (which shall be equal to 60% of the first cell of the applicable level of Pay Matrix of the corresponding cadre).</p> <p><b><u>(III) APPOINTMENT/ DISCIPLINARY AUTHORITY:</u></b></p> <p>The Managing Director, H.P. State Civil Supplies Corporation will be appointing and disciplinary authority.</p> <p><b><u>(IV) SELECTION PROCESS: -</u></b></p> <p>Selection for appointment to the post in the case of direct recruitment shall be made on the basis of written examination and/or Personal Interview. The standard/syllabus etc. of which shall be determined by the Himachal Pradesh Public Service Commission, Shimla.</p> <p><b><u>(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS: -</u></b></p>
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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- "B" appended to these Rules.

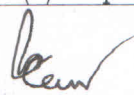
**(VII) TERMS AND CONDITIONS: -**

- a) The Company Secretary appointed on contract basis will be paid consolidated fixed contractual amount @ ₹32,160/- P.M. (which shall be equal to 60% of the first cell of the applicable level of Pay Matrix of the corresponding cadre).
- b) 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.  
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 re-imbursement 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. 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 the period of absence from duty.</p> <p>Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.</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 re-examined 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</p>
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		<p>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 FRSR, 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/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 relax any of the provisions of these Rules with respect to any class or category of person(s) or post(s).

  
**MANAGING DIRECTOR**

**FORM OF CONTRACT/AGREEMENT TO BE EXECUTED BETWEEN COMPANY SECRETARY AND H.P STATE CIVIL SUPPLIES CORPORATION THROUGH THE MANAGING DIRECTOR.**


This agreement is made on this.....day of.....in the year .....between Sh./Smt..... S/o/D/o ..... R/o ..... contract appointee, (hereinafter called the FIRST PARTY) AND the Himachal Pradesh State Civil Supplies Corporation Limited through Managing Director (hereinafter called the "SECOND PARTY").

Whereas the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as Company Secretary on contract basis on the following terms and conditions: -

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as Company Secretary for a period of one year commencing on day of .....and ending on the day of .....It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY with SECOND PARTY shall ipso-facto stand terminated on the last working day i.e. on .....and information notice shall not be necessary. Provided that for further extension/renewal of contract period the HOD shall issue a certificate that the service and conduct of the contract appointee was satisfactory during the year and only than the period of contract is to be renewed/extended.
2. The contractual amount of the FIRST PARTY will be equal to 60% of the first cell of the applicable level of Pay Matrix of the corresponding cadre.
3. 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.
4. 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 re-imbursement 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.
5. 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 regards well in time. However, the Contractual Sr. Assistant Accts.) will not be entitled for contractual amount for the 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.
6. 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>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 FRsSRs, 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>
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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 relax any of the provisions of these Rules with respect to any class or category of person(s) or post(s).

  
**MANAGING DIRECTOR**