

एच.पी. स्टेट सिविल सप्लाइज कारपोरेशन लिमिटेड

पंजीकृत कार्यालय: ब्लॉक नं. 16-17, एस.डी.ए. कमर्शियल
कॉम्प्लैक्स, कसुम्पटी, शिमला-171 009, हि0 प्र0
सी.आई.एन.: U99999HP1980SGC004263
जी.एस.टी.आई.एन.: 02AABCH4054K1ZV



दूरभाष नं.: 0177-2621583, 2621951, 2627951,
2621176, 2627017, 2620539
फैक्स नं.: 0177-2625537
ई-मेल: headoffice@himapurti.com,
वेबसाइट: www.himapurti.in

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

- 14098

Dated: 15-10-2022

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 Sr. Assistant.

Accordingly, the cadre of Sr. Assistant shall consist of 24 posts in the H.P. State Civil Supplies Corporation Limited in Level-11 of the Pay Matrix attached with time scale of the post, as per H.P. Civil Services (Revised Pay) Rules, 2022. Consequent upon the amendment, the Recruitment & Promotion Rules for the post of Sr. Assistant shall be as under: -

S. No	Particulars	Recruitment & Promotion Rules
1	Name of the Post	Sr. Assistant
2	No. of Posts	24
3	Classification	Group-B
4	Pay Band & grade pay	"Level-11 of the Pay Matrix corresponding to Grade Pay Rs. 3800/-, as per H.P. Civil Services (Revised Pay) Rules, 2022".
5	Whether Selection Post or Non-Selection Post	Non-selection
6	Age of direct recruitment	Not applicable
7	Minimum educational & other qualifications required for direct recruitment	Not applicable
8	Whether age, educational qualification Prescribed for direct recruits will apply in case of promotion	Not
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.	100% by promotion failing which on secondment basis from Sr. Assistant of State Govt. Department, Board/Corporation and autonomous bodies etc. in the equivalent Grade/identical time scale of pay, subject to fulfillment of eligibility criteria as per Recruitment & Promotion Rules.
11	In case of recruitment by promotion, deputation, transfer, grades from which promotion/deputation/transfer is to made.	By promotion from amongst the Clerks/Junior Office Assistant (IT)/Junior Assistant(s) subject to possessing of requisite educational qualification of 10+2 or its equivalent like Higher Secondary Part-II, Intermediate etc., with seven years regular service or regular combined with continuous adhoc service rendered, if any, as Clerk/Junior Assistant or Junior Office Assistant (IT)/DEO-cum-Clerk/Junior Assistant combined. For the purpose of promotion a combined seniority list of eligible incumbents of the posts of Clerk/Junior Assistant/Junior Office Assistant (IT)/Junior Assistant shall be drawn according to their regular dates of appointments in the feeder category posts without disturbing their inter-se seniority. In the case of same date of regular appointments, the incumbent will be considered by rotation i.e. on one to one basis so placed from Clerks and Junior Office Assistant (IT). Provided that the incumbents who have not passed the typing test earlier has to pass the typing test as prescribed for JOA (IT) within six months from the date of his/her promotion. If he/she fails to do so, two more chances will be given to him/her to pass the test within next six months, otherwise the next annual increment will not be allowed to him/her until he/she qualifies the typing test. Annual increment will be granted to him/her from the month subsequent to passing of typing test. (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 except posting/transfer in remote/rural area. However, this condition of five years shall not be applicable in cases of promotion: Provided further that Officer/Official who has not served atleast one tenure in Tribal/Difficult/Hard areas and remote area shall be transferred to such area strictly in accordance with his/her seniority in the respective cadre. Explanation I: - For the purpose of proviso (I) supra the "term" in Tribal/Difficult/Hard area/remote/rural areas shall mean normally three years or less period of posting in such areas keeping in view the administrative exigencies/convenience. Explanation II: - For the purpose of proviso (I) supra the Tribal/Difficult Area shall be as under: - 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 Bhangal 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. Explanation III: - for the purpose of proviso (I) supra the Remote/Rural Areas shall be as under: - i) All Stations beyond the radius of 20 Kms. from Sub Division/Tehsil headquarter.
--	--	---

		ii) All Stations beyond the radius of 15 Kms. from State Headquarter and District headquarters where bus service is not available and on foot journey is more than 3 (three) Kms. iii) Home town or area adjoining to area of home town within the radius of 20 Kms. of the employee regardless of its category. (II) 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; (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 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 zone 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. 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. (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."
12	If a departmental promotion committee exists, what is its composition	As may be constituted by the MD
13	Circumstances under which the Staff Selection Commission is to be consulted in making recruitment:	Not applicable
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