

# एच.पी. स्टेट सिविल सप्लाइज कारपोरेशन लिमिटेड

पंजीकृत कार्यालय: ब्लॉक नं. 16-17, एस.डी.ए. कमर्शियल  
कॉम्प्लेक्स, 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- 11355

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 170<sup>th</sup> 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 (Acctts.)

Consequent upon the amendment, the Recruitment & Promotion Rules for the post of Sr. Assistant (Acctts.) shall be as under: -

S. No	Particulars	R & P Rules
1	Name of the Post	Senior Assistant (Accounts).
2	No. of Posts	47
3	Classification	Class-III
4	Scale of Pay	i) Pay Scale for regular incumbent (s): "Level-11 of the Pay Matrix attached with time scale of the post, as per H.P. Civil Services (Revised Pay) Rules, 2022". ii) Emoluments for Contract Employees (s): "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	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: 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>B.Com or M.Com</p> <p><b>a) DESIRABLE QUALIFICATION (S): -</b></p> <p>Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
8	Whether age, educational qualification prescribed for direct recruits will apply in case of promotion.	No.
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, secondment, transfer and the percentage of vacancies to be filled in by various methods.	<p>50% by promotion.</p> <p>50% by direct recruitment on contract basis, failing which by transfer/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 R &amp; P Rules. The contract employee will get emoluments as given in column No. 15-A and will be governed by service conditions as specified in the said column.</p>
11	In case of recruitment by promotion, deputation, transfer, grades from which promotion/deputation/transfer is to made.	<p>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.</p> <p>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).</p> <p>Provided that the incumbents of Clerk/DEO-cum-Clerk 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.</p> <p>1. 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:</p> <p>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:</p> <p>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</p>



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 Bhargal 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 head quarters 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;

		<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 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 &amp; 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><b>Explanation:</b> - 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 &amp; Promotion Rules:</p> <p>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 Staff Selection Commission is to be consulted in making recruitment.	As required under the Law.



14	Essential requirement for a direct recruitment.	<p>A candidate shall be eligible for appointment to Class-III post(s), if he/she has passed Matriculation and 10+2 and for Class-IV post(s), if he/she has passed Middle or Matriculation from any School/ Institution situated within Himachal Pradesh.</p> <p>Provided this condition shall not apply to Bonafide Himachalis.</p>
15	Selection for appointment to the post by direct recruitment.	<p>Class-III posts: -</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 and/or practical test or skill test or physical test, the standard/syllabus etc. will be determined by the Himachal Pradesh Public Service Commission/H.P. Staff Selection Commission/other recruiting agency/authority, as the case may be.</p>
15-A	Selection for appointment to the post by contract recruitment.	<p>Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below: -</p> <p><b>(I) <u>CONCEPT</u></b></p> <p>Under this policy, the Sr. Assistant (Accounts) 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 HPSSC: -</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 Staff Selection Commission, Hamirpur.</p> <p>The selection will be made in accordance with the eligibility conditions prescribed in these R &amp; P Rules.</p> <p><b>(II) <u>CONTRACTUAL EMOLUMENTS: -</u></b></p> <p>The Sr. Assistant (Accounts) appointed on contract basis will be paid consolidated fixed contractual amount @ ₹23,100/-P.M. (which shall 60% of the first cell of the applicable level of Pay Matrix of the corresponding cadre).</p> <p><b>(III) <u>APPOINTMENT/DISCIPLINARY AUTHORITY: -</u></b></p> <p>The Managing Director, H.P. State Civil Supplies Corporation will be appointing and disciplinary authority.</p>



**(IV) SELECTION PROCESS: -**

Class-III posts: -

Selection for appointment to the post in the case of contract appointment recruitment shall be made on the basis of merit of written examination and/or practical test or skill test or physical test, the standard/syllabus etc. will be determined by the Himachal Pradesh Public Service Commission/H.P. Staff Selection Commission/other recruiting agency/authority, as the case may be.

**(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS: -**

As may be constituted by the concerned recruiting agency i.e. the H.P. Staff Selection Commission, Hamirpur 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 Sr. Assistant (Accounts) appointed on contract basis will be paid consolidated fixed contractual amount @ ₹23,100/-P.M. (which shall 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 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 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."

- 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.

Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.

- 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.


- 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.

- 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.

- 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.
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**

**FORM OF CONTRACT/AGREEMENT TO BE EXECUTED BETWEEN SR. ASSISTANT (ACCTTS.) 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 Sr. Assistant (Acctts.) on contract basis on the following terms and conditions: -

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as Sr. Assistant (Acctts.) 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 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-imburement 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 Acctts.) 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.
7. 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.

8. The contract appointee shall 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 counter-part officials at the minimum of pay scale.

IN WITNESS the FIRST PARTY AND SECOND PARTY have herein to set their hands the day, month and year first above written.

**IN THE PRESENCE OF WITNESSES:**

1. ....

.....  
(Name and full address)

**Signature of the FIRST PARTY**

2. ....

.....  
(Name and full address)

**IN THE PRESENCE OF WITNESSES:**

1. ....

.....  
(Name and full address)

**Signature of the SECOND PARTY**

2. ....

.....  
(Name and full address)