

H.P. State Civil Supplies Corporation Limited

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HPSCSC/Admn.3-1/80-V- -62

Dated: 03-04-2023

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 Steno Typist.

Accordingly, the cadre of Steno Typist shall consist of 8 posts in H.P. State Civil Supplies Corporation Limited in the pre-revised Pay Band of Rs. 5910-20200+ 2000 Grade Pay/revised scale & Level-5 of the Pay Matrix [₹21,300-67,800] as per HPCS (RP) Rules, 2022. Consequent upon the amendments, the Recruitment & Promotion Rules for the post of the post of Steno Typist shall be as under: -

S. No	Particulars	R & P Rules
1	Name of the Post.	Steno-typist
2	No. of Posts.	8
3	Classification.	Group-C (Non Gazetted) (Ministerial Services)
4	Scale of Pay.	(i) Pay Scale for regular incumbent (s): - "Pay Band Rs. 5910-20200 + Rs. 2000 GP in pre-revised scale & Level-5 of the Pay Matrix [₹21,300-67,800] as per HPCS (RP) 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.	Between 18 to 45 years.

7	Minimum educational & other qualifications required for direct recruitment.	<p>a) Essential qualification: -</p> <p>i. Should have passed 10+2 examination from a recognized Board of school Education.</p> <p>ii. Must possess the following speed in shorthand and typing on Computers in both languages i.e. English and Hindi at the time of initial appointment: -</p> <table><tr><th colspan="2">Speed in Shorthand</th><th colspan="2">Speed in Typing on Computer</th></tr><tr><th>English</th><th>Hindi</th><th>English</th><th>Hindi</th></tr><tr><td>60 WPM</td><td>60 WPM</td><td>25 WPM</td><td>25 WPM</td></tr></table> <p>Provided that at the time of initial recruitment the candidates shall have to pass shorthand test in either of the language i.e. in Hindi or English at the prescribed speed.</p> <p>Provided further the candidates will have to pass typewriting test in both the languages at the time of initial recruitment.</p> <p>Provided further the candidates having passed shorthand in one language at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language either in Hindi or English, whichever may be prescribed supra within a period of three years from the date of appointment. The appointment letter of such candidate(s) who does not qualify the shorthand test in second language shall contain the specific condition that he/she shall have to passes the test in shorthand in second language within a period of three years and if, he/she qualifies the test in shorthand test in second language within in a period of three years, he/she will be eligible to draw his/her annual increment from due date and the candidate(s) who qualifies the said test after three years will be eligible to draw his/her first increment only from the date of qualifying the prescribed test.</p> <p>iii Should have knowledge of word processing in Computer as prescribed by the recruitment authority.</p> <p>b) Desirable Qualification: -</p> <p>Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar prevailing in the Pradesh.</p>	Speed in Shorthand		Speed in Typing on Computer		English	Hindi	English	Hindi	60 WPM	60 WPM	25 WPM	25 WPM
Speed in Shorthand		Speed in Typing on Computer												
English	Hindi	English	Hindi											
60 WPM	60 WPM	25 WPM	25 WPM											
8	Whether age, educational qualification prescribed for direct recruits will apply in case of promotion.	N.A.												
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 direct recruitment on contract basis, failing which by transfer/secondment basis, as the case may be. 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.
11	In case of recruitment by promotion, deputation, transfer, grades from which promotion/deputation/transfer is to made.	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 requisite qualifications.
12	If a departmental promotion committee exists, what is its composition	Not applicable
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:	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. Provided this condition shall not apply to Bonafide Himachalis.
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 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.
15- A	Selection for appointment to the post by contract recruitment:	Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below: - (I) <u>CONCEPT</u> Under this policy, the Steno-Typist in H.P. State Civil Supplies Corporation will be engaged on contract basis initially for one year, which may be extendable on year basis. 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.

POST FALLS WITHIN THE PURVIEW OF HPSSC:-

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.

The selection will be made in accordance with the eligibility conditions prescribed in these R & P Rules.

(II) CONTRACTUAL EMOLUMENTS: -

The Steno-Typist appointed on contract basis will be paid consolidated fixed contractual amount ₹12,780/-P.M. (which shall be equal to 60% of the first cell of the applicable level of Pay Matrix of the corresponding cadre).

(III) APPOINTMENT/ DISCIPLINARY AUTHORITY: -

The Managing Director, H.P. State Civil Supplies Corporation will be appointing and disciplinary authority.

(IV) SELECTION PROCESS: -

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 Steno-Typist appointed on contract basis will be paid consolidated fixed contractual amount of ₹12,780/-P.M. (which shall be 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

		<p>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.</p> <p>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-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."</p> <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. 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</p>
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		<p>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/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

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FORM OF CONTRACT/AGREEMENT TO BE EXECUTED BETWEEN STENO-TYPIST AND H.P STATE CIVIL SUPPLIES CORPORATION THROUGH THE MANAGING DIRECTOR.

This agreement is made on this.....day of.....in the yearbetween 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 Steno Typist on contract basis on the following terms and conditions: -

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as Steno Typist for a period of one year commencing on day ofand ending on the day ofIt 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. onand 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, as per H.P. Civil Services (Revised Pay) Rules, 2022.
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 Steno Typist 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. 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)

