

# एच.पी. स्टेट सिविल सप्लाइज कारपोरेशन लिमिटेड

पंजीकृत कार्यालय: ब्लॉक नं. 16-17, एस.डी.ए. कमर्शियल  
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सी.आई.एन.: U99999HP1980SGC004263  
जी.एस.टी.आई.एन.: 02AABCH4054K1ZV



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

— 18670

Dated: 07-01-2021

## 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 163<sup>rd</sup> meeting held on 31.08.2020 has approved the amendments in Recruitment & Promotion Rules for the post of Sr. Scale Stenographer.

Consequent upon the amendment, the Recruitment & Promotion Rules for the post of Sr. Scale Stenographer in H.P. State Civil Supplies Corporation Limited are amended accordingly be as under: -

| S. No | Particulars                                  | R & P Rules  |
|-------|--|--|
| 1     | Name of the Post                             | Senior Scale Stenographer  |
| 2     | No. of Posts                                 | 6  |
| 3     | Classification                               | Class-III (Non Gazetted) (Ministerial Services)  |
| 4     | Scale of Pay                                 | (i) Pay Band for regular incumbent(s):<br>Pay Band ₹ 10300-34800 + 4400 Grade Pay<br>(ii) Emoluments for Contract Employee(s): -<br>₹ 14,700/ P.M. as per details in Column 15-A |
| 5     | Whether Selection Post or Non-Selection Post | Non-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: 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>a) <b>ESSENTIAL QUALIFICATION:</b></p> <p>(i) Should have passed graduation Examination from a recognized University.</p> <p>(ii) Must possess the following speed in short hand and typing on Computer in both languages i.e. English and Hindi: -</p>  |



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|    |  | <p><b><u>Speed in shorthand</u></b><br/> English 100 WPM<br/> Hindi 80 WPM</p> <p><b><u>Speed in typing on Computer</u></b><br/> English 40 WPM<br/> Hindi 30 WPM</p>  |
| 8  | Whether age, educational qualification prescribed for direct recruits will apply in case of promotion  | <p>Age: N.A.</p> <p>Education qualification: Yes, as prescribed in Col. 7(a) above.</p>  |
| 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. | By promotion failing which on secondment basis from Sr. Scale Stenographer of State Govt. Deptt. Board/Corporation and autonomous bodies etc. in the equivalent Grade/identical time scale of pay, subject to fulfillment of eligibility criteria as per R & P Rules or direct recruitment basis on contract as the case may be.   |
| 11 | In case of recruitment by promotion, deputation, transfer, grades from which promotion/deputation/transfer is to made.   | <p>By promotion from amongst the Jr. Scale Stenographers subject to possessing of educational qualification as prescribed for direct recruitment against Column No. 7 (a) above with five years regular service or regular combined with the continuous adhoc service rendered, if any, in the grade: -</p> <p>Provided that if Jr. Scale Stenographer does not possess recognized qualification of graduation but is otherwise eligible shall be considered for promotion to the post of Senior Scale Stenographer subject to the condition that he/she shall have to acquire qualification of graduation within a duration of one year from the date of notifying these rules and will be eligible to draw his/her annual increment from due dates only after acquiring the qualification of graduation, failing which he/she shall be reverted to the post of Jr. Scale Stenographer and shall be considered for promotion in future only after acquiring the requisite qualification.</p> <p>Provided further that the above condition shall not be applicable in the case of those Junior Scale Stenographers whose date of superannuation is on before 31.01.2021.</p> |

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|       |  | <p>Provided further that the Junior Scale Stenographer who have already been promoted as Senior Scale Stenographers as per the pre-amended provision of the Rules shall remain senior to those Senior Scale Stenographers who will be promoted after coming into force of this rule irrespective of the fact that the earlier promoted Senior Scale Stenographers were junior to them in the cadre of Junior Scale Stenographers.</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 and Class-IV 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>Selection for appointment to the post in the case of direct recruitment shall be made on the basis of merit of written examination followed by evaluation as specified in Appendix-I appended to these rules, or if the Himachal Pradesh Staff Selection Commission or other recruiting agency/authority, as the case may be, so considers necessary or expedient on the basis of merit of written examination followed by evaluation as specified in Appendix-I appended to these Rules, preceded by a screening test (objective type) or practical test or skill test or physical test, the standard/syllabus, etc. of which, will be determined by the Himachal Pradesh 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>1. <u>CONCEPT:</u> -</b></p> <p>Under this policy, the Sr. Scale Stenographer in the H.P. State Civil Supplies Corporation Limited will be engaged on contract basis initially for one year which may be extendable from year to year basis.</p>  |



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|  |  | <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>-</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><u>(II) CONTRACTUAL EMOLUMENTS: -</u></b></p> <p>The Sr. Scale Stenographer appointed on contract basis will be paid consolidated fixed contractual amount @ 14,700/- per month (which shall be equal to minimum of the pay band + grade pay). An amount of 441/- (3% of the minimum of pay band + grade pay of the post) as annual increase in contractual emoluments for the subsequent year (s) will be allowed, if contract is extended beyond one year.</p> <p><b><u>(III) APPOINTMENT/DISCIPLINARY AUTHORITY:</u></b></p> <p>-</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 merit of written examination followed by evaluation as specified in Appendix-I appended to these rules, or if the Himachal Pradesh Staff Selection Commission or other recruiting agency/authority, as the case may be, so considers necessary or expedient on the basis of merit of written examination followed by evaluation as specified in Appendix-I appended to these Rules, preceded by a screening test (objective type) or practical test or skill test or physical test, the standard/syllabus, etc. of which, will be determined by the concerned recruiting agency i.e. Himachal Pradesh Public Service Commission.</p> |
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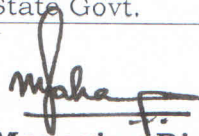
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|  |  | <p>(V) <b><u>COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS: -</u></b></p> <p>As may be constituted by the concerned recruiting agency i.e. the H.P. Staff Selection Commission, Hamirpur from time to time.</p> <p>(VI) <b><u>AGREEMENT: -</u></b></p> <p>After selection of a candidate he/she shall sign an agreement as per <b>Annexure-B</b> appended to these rules.</p> <p>(VII) <b><u>TERMS AND CONDITIONS: -</u></b></p> <p>a) The contractual appointee will be paid fixed contractual amount @ 14,700/- per month (which shall be equal to minimum of the pay band + grade pay). The contract appointee will be entitled for increase in contractual amount @ 441/- (3% of minimum of the pay band+ grade pay of the post) for further expended years and no other allied benefits such as senior/selection scales etc. will be given.</p> <p>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.</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.</p> <p>Un-availed casual leave, medical leave and</p> |
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|  |  | <p>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.<br/>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 women 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</p> |
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|    |                           | <p>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 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**



| APPENDIX-I |   |          |
|------------|---|----------|
| 1.         | {Percentage of marks obtained in written examination to be calculated out of 85 marks. For example, a candidate getting 50% marks in written examination will be given 42.5 marks}.   | 85 marks |
| 2.         | <p>Evaluation of candidate to be made in the following manner: -</p> <p>a) Weightage for the minimum educational qualification, prescribed in the Recruitment &amp; Promotion Rules.<br/>=2.5 Marks</p> <p>{Percentage of marks obtained in written educational qualification would be multiplied by 0.025. For example, an individual has secured 50% marks in required educational qualification, he/she will be allowed 1.25 marks (50x0.025=1.25)}.</p> <p>ii) Belonging to notified Backward Area or Panchayat, as the case may be.<br/>=01 Marks</p> <p>iii) Land less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority.<br/>=01 Mark</p> <p>iv) Non-employment Certificate to the effect that none of the family members is in Government/Semi-Government service.<br/>=01 Mark</p> <p>v) Differently abled persons with more than 40% impairment/disability/infirmity.<br/>=01 Marks</p> <p>vi) NSS (atleast one year)/certificate holders in NCC/The Bharat Scout and Guide/Medal winner in National Level sports competitions.<br/>=01 Mark</p> <p>vii) BPL family having annual income (from all sources) below Rs. 40,000/- or as prescribed by the Govt. from time to time.<br/>=02 Marks</p> <p>viii) Widow/divorced/destitute/single woman.<br/>=01 Mark</p> <p>ix) Single daughter/Orphan.<br/>=01 Mark</p> <p>x) Training of atleast 6 months duration related to the post applied for from a recognized University/Institution.<br/>=01 Mark</p> <p>xi) Experience upto a maximum of 5 years in Govt./Semi-Govt. Organization relating to the post applied for (0.5 marks only for each completed year).<br/>=2.5 Marks</p> | 15 Marks |

**FORM OF CONTRACT/AGREEMENT TO BE EXECUTED BETWEEN SR. SCALE STENOGRAPHER 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. Scale Stenographer 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. Scale Stenographer 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 then the period of contract is to be renewed/ extended.
2. The contractual amount of the FIRST PARTY will be Rs. 14,700/- per month.
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 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.
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.



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. ....

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(Name and full address)

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