

एच.पी. स्टेट सिविल सप्लाइज कारपोरेशन लिमिटेड

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

No. HPSCSC/Admin. 345 — 388

Dated: 05/04/2025

OFFICE ORDER

On the recommendations of Himachal Pradesh Rajya Chayan Aayog, Hamirpur, the following candidates are hereby offered an appointment to the post of Junior Office Assistant (IT) in Himachal Pradesh State Civil Supplies Corporation Limited initially for a period of one year purely on contract basis on a fixed contractual amount of ₹ 12,360/- per month i.e. 60% of the first Cell of Level-4 of Pay Matrix i.e. ₹ 20600-65500 as per Rule 3(j) of the H.P. Civil Services Revised Pay Rules, 2022 subject to other terms and conditions specified in the order.

Sr. No.	Name & Address of the candidates	Date of Birth	Category/Sub-category	Place of posting	Controlling Officer
1.	Ms. Jyoti D/o Sh. Dinesh Kumar, Village Kandyohal, PO Paplog, Tehsil Sarkaghat, District Mandi, 175037	04-01-1994	GEN (UR)	LPG Agency, Darlaghat	Area Manager, Solan
2.	Ms. Anu Nirala D/o Sh. Baldev Singh, Tehsil Sandhol Kaltri (42), District Mandi, 176090	04-05-1992	GEN (UR)	Head Office, Shimla	Executive Director
3.	Sh. Akshay Pundir S/o Sh. Dharm Singh, Village Tikker, PO Sarahan, Tehsil Pachhad, Distt Sirmaur, 173024	13-10-1996	GEN (UR)	LPG Agency, Solan	Area Manager, Solan
4.	Sh. Sahil Kumar S/o Sh. Ashok Kumar, VPO Sanhoon, Tehsil Palampur, Distt. Kangra, 176093	07-02-1996	OBC(UR)	LPG Agency, Nankhari	Area Manager, Shimla
5.	Sh. Rohit S/o Sh. Gopal Singh, Panjalin (163), Tehsil Renuka, Distt. Sirmaur, 173032	18.10.1996	OBC(UR)	Wholesale Unit, Nerwa	Area Manager, Shimla
6.	Sh. Raman Deep S/o Sh. Pawan Kumar, Ward No. 2, PO Nakroh, Tehsil Amb, Nakroh(132), District Una, 177213	01-06-1993	OBC(UR)	Wholesale Unit, Chopal	Area Manager, Shimla

7.	Sh. Dharmender Dhiman S/o Sh. Suresh Kumar, House No. 82/10 Tarna Hill Mandi, Tehsil and District Mandi, 175001	28-11-1992	SC(UR)	LPG Agency, Pooh	Area Manager, Shimla
8.	Sh. Ankur S/o Sh. Prem Chand, Ward No. 7, Village Kotli, PO- Gunehar (1003), Tehsil Baijnath, District Kangra. 176077	12-07-1993	SC(UR)	LPG Agency, Narkanda	Area Manager, Shimla
9.	Sh. Manoj Kumar S/o Sh. Satish Kumar, VPO Ambota, Tehsil Amb, District Una, 177205	17-06-1992	GEN (EWS)	Wholesale Unit, Anni	Area Manager, Shimla
10.	Sh. Shubham S/o Sh. Saroop Singh, Village Samkar, PO Dhameta, Tehsil Fatehpur, Dhameta Khas, District Kangra, 176025	31-01-1996	OBC(BPL)	Wholesale Unit, Dehra	Area Manager, Dharamshala

1. They will be paid a fixed contractual amount @ Rs. 12,360/- per month.
2. 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 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.
3. **They will be entitled for one day's casual leave after putting in one month service.** 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 number of surviving children) during the entire service, in case of miscarriage including abortion on production of Medical certificate issued by the authorized Government Medical Officers. However, he/she will also be entitled for 10 days Medical Leave and 05 days Special Leave. He/she shall not be entitled for Medical reimbursement and LTC etc. No leave of any kind except above is admissible to him/her.
4. Unauthorized absence from duties without approval of the controlling officer shall automatically lead to the termination of the contract agreement. However, in exceptional cases where the circumstances for un-authorized absence from duty were beyond their control on medical grounds, such period shall not be excluded while considering their case for regularization but the incumbent shall have to intimate the controlling authority in this regard well in time. However, he/she shall not be entitled for contractual amount for this period of absence from duty.
5. They will submit a certificate of their fitness from the **District Government Hospital.**

6. They will be entitled to TA/DA, if required to go on tour in connection with the official duties, at the same rate as applicable to regular counterpart officials at the minimum of pay scale.
7. Provisions of service rules like FR, SR, Leave Rules, GPF Rules, Pension Rules & Conduct Rules, etc. as applicable in case of regular employees will not be applicable in his/her case.
8. No travelling allowance will be paid to them for joining duties in Himachal Pradesh State Civil Supplies Corporation Limited.
9. They shall have to produce an affidavit to the effect that there is no court case/criminal/vigilance or appeal thereof pending for adjudication in any Court of Law in or outside the State of Himachal Pradesh against them.
10. In case, the contract appointee do not report for duty within the stipulated time period to the allotted station or bring outside influence for change of station, in that event the offer of appointment will stand automatically cancelled.
11. In rare and exceptional circumstances if a contractual employee is transferred to another station/cadre/establishment on his/her own request with the approval of the competent authority, he/she shall be treated as fresh appointee in the new station/cadre/establishment and the services rendered on contract basis in the earlier cadre/establishment on appointment/transfer to another station/cadre/establishment will not be counted for regularization purposes and for any other financial benefits. The contract appointee will be treated as fresh appointee for all intents and purposes.
12. The services of the incumbents appointed on contract basis will be regularized once in a year as per provisions of instructions issued by the Department of Personnel vide letter No. PER(AP)-C-B(2)-2/2015 dated 02.12.2023 and any amendment issued from time to time, in future.
13. The contract employee shall have to furnish two surety bonds of Rs. 50,000/- (Rupees Fifty Thousand only) each in favour of the Corporation. He/she shall have to deposit a security amount of Rs. 10,000/- (Rupees Ten Thousand) in the shape of Bank Draft from any nationalized bank in favour of Corporation on which no interest will be paid.

If, the offer of appointment, on the above terms and conditions is acceptable to the above named candidates, they may report for duty in the Office of the Controlling Officer as indicated against their names **upto 25-04-2025 (including joining time)** positively. They are further directed to execute the enclosed Contract Agreement and affidavit as stipulated in condition No. 9 above on the stamp paper of Rs.10/- (Ten Rupees)

The above offer of appointment shall be conditional and subject to the genuineness of the certificate/diploma and recognition of the Institutions issuing certificate/diploma and recognition of the Institutions issuing certificates/diplomas etc. character and antecedents & the final outcome of the Investigation/court cases.

The appointment shall be considered provisional till the verification of character and antecedents, which will be carried out on the basis of self declaration form (copy enclosed), submitted by the candidates at the time of joining duties, certifying therein

that all facts and detail given are correct. In case, character, and antecedents of the candidates are not found verified or any false information is given by the candidates in self declaration, the provisional appointment will be cancelled forthwith and criminal legal action will be taken as a consequence.


Rajeshwar Goel, IAS
Managing Director

Copy of information and further necessary action to following:-

1. The Secretary, Himachal Pradesh Rajya Chayan Aayog, Hamirpur with reference to the letter No. HPSSC-C (2)-57/2020-C(R-1)-3191 dated 07.03.2025.
2. The Executive Director, HPSCSC Limited, Head Office, Shimla.
3. The Chief Medical Officers, Shimla/Solan/Sirmour/Bilaspur/Hamirpur/Kangra/Mandi/Una/Chamba/Kullu/Kinnaur/Lahaul & Spiti.
4. The Divisional Manager, HPSCSC Limited, Solan/Dharamshala.
5. The Area Manager, HPSCSC Limited, Shimla/Solan/Nahan/Mandi/Hamirpur/Dharamshala and Chamba.
6. All above referred candidates through **Registered Post.**
7. Personal File of all referred candidates/JOA(IT)
8. Guard file.


Managing Director

(27)

SELF DECLARATION/UNDERTAKING

I _____ Son/Daughter/Wife of
_____ Resident of Village _____ Post
Office _____ Tehsil _____ District _____ of
Himachal Pradesh do hereby solemnly affirm and declare that
documents submitted by me at the time of document verification are
true/correct to my best knowledge. If in case, my documents are found
false at any stage, then legal action may be initiated against me as per
rule and the services may also be terminated.

Signature _____

Name _____

Roll No. _____

Date _____

ANNEXURE-"B"

Form of contract/agreement to be executed between the _____ and the Government of Himachal Pradesh through the _____ (_____) to the Government of Himachal Pradesh.

This agreement is made on this day of in the year.....Between Sh/Smt.S/o/D/o Shri..... R/o.....

Contract appointee (hereinafter called the FIRST PARTY), AND The Governor, Himachal Pradesh through _____ (_____) to the Government of Himachal Pradesh (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a _____ on contract basis on the following terms & conditions:-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a _____ 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 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 ₹ _____/- per month (which shall 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 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 surviving children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Government 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 & 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 regard well in time. However, the contract appointee shall not be entitled for contractual amount for this 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. An official appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative ground.
7. Selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in 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 women 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 official at the minimum of pay scale.
9. The Employees Group Insurance Scheme as well as EPF/GPF will not be applicable to contractual appointee(s).

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 WITNESS:

1.
.....

(Signature of the FIRST PARTY)

2.
.....

(Name and Full Address)

IN THE PRESENCE OF WITNESS:

1.....
.....

(Name and Full Address)

(Signature of the SECOND PARTY)

2.....
.....

(Name and Full Address)

Page 6