

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

No. HPSCSC/Admin.1-1/2022 241-344

Dated: 05/04/2025

OFFICE ORDER

On the recommendations of Himachal Pradesh Public Service Commission, Shimla, the following candidates are hereby offered an appointment to the post of Junior Office Assistant (Accounts) 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.	Sh. Raghubir Singh S/O Sh. Rati Ram Village-Sharog, PO-Kando Bhatnol, Tehsil Shilai, District Sirmour, Himachal Pradesh-173027	22-12-1988	EWS of H.P. against UR	LPG Agency, Rajgarh	Area Manager, Nahan
2.	Sh. Dharmbir S/O Sh. Rajiv Kumar, Village-Bhagwal, PO-Bharmar, Tehsil-Jawali, District-Kangra, Himachal Pradesh-176021	02-01-1995	OBC of HP against UR	Wholesale Unit, Rampur	Area Manager, Shimla
3.	Sh. Pankaj Choudhary, S/O Sh. Sateesh Kumar, VPO-Sidhpurghar Tehsil Jawali District Kangra, Himachal Pradesh-176021	13-07-2000	OBC of HP against UR	Wholesale Unit, Theog	Area Manager, Shimla
4.	Sh. Sonu, S/O Sh. Sarwan Kumar, Village Luhnoo, PO-Bayala, Sundernagar District Mandi, Himachal Pradesh-175018	01-07-1991	UR	LPG Agency, Killar	Area Manager, Mandi

5.	Sh. Pushpinder Kumar S/O Sh. Krishan Dev, Village-Ludhiar, PO- Darkati, Tehsil Jawali, District Kangra, Himachal Pradesh-176023	13-02-1996	UR	Wholesale Unit, Dharwas	Area Manager, Mandi
6.	Sh. Suresh Kumar S/O Sh. Neem Chand, Block C-41, Set No. 09, Himuda Colony Vikasnagar-Shimla, District-Shimla, Himachal Pradesh- 171009	31-07-1999	UR	LPG Agency, Kunihar	Area Manager, Solan
7.	Sh. Nitesh Thakur S/O Sh. Gulabu, Village- Chamiya, P.O. Manal, Tehsil-Shillai, District- Sirmour, Himachal Pradesh-173027	01-11-1997	EWS of H.P. against UR	Wholesale Unit, Rajgarh	Area Manager, Nahan
8.	Ms. Sapna D/O Sh. Subhash Chand, Village-Hiun, P.O. Neri, Tehsil & District Shimla, Himachal Pradesh-171003	22-01-1996	UR	Area Office, Shimla	Area Manager, Shimla
9.	Sh. Amit Kumar S/O Sh. Onkar Chand, VPO- Sudher, Tehsil Dharamshala District Kangra, Himachal Pradesh-176215	01-07-1999	SC of HP against UR	LPG Agency, Shahpur	Area Manager, Dharamshala
10.	Ms. Mehak Jaswal D/O Sh.K.K. Jaswal, Chahat Niketan, Panchhi Ahata, Khalini, Shimla, Himachal Pradesh- 171009	23-07-1996	UR	Head Office, Shimla	Executive Director
11.	Sh. Aryan Thakur S/O Sh. Anup Thakur, House No. 17, ward No. 3, Near Shisu Park, Main Market Rampur Bushahr, Tehsil & P.O. Rampur, District Shimla, Himachal Pradesh- 172001	06-04-2000	UR	Wholesale Unit, Kaza	Area Manager, Shimla
12.	Sh. Akhil Sharma S/O Sh. Kapil Sharma, House No. 591, Dana Road, Depot Bazar Dharamshala District Kangra, Himachal Pradesh-176215	10-12-1997	UR	Wholesale Unit, Keylong	Area Manager, Mandi

13.	Sh. Piyush Thakur S/O Sh. Dilip Thakur, Thakur Cottage Below Post office Mashobra District Shimla, Himachal Pradesh- 171007	02-01-1997	UR	Wholesale Unit, Jubbal	Area Manager, Shimla
14.	Sh. Nishant Saini S/O Sh. Balvinder Singh, Village Dattowal, P.O., and Tehsil Nalagarh, District Solan, Himachal Pradesh-174101	06-04-1999	OBC of HP against UR	Wholesale Unit, Ramshehar	Area Manager, Solan
15.	Ms. Shweta Thakur D/O Sh. Jyoti Prakash Thakur, Iravati Girls Hostel Near UTI Summer Hill Shimla, District Shimla, Himachal Pradesh- 171005	29-02-2000	UR	Area Office, Solan	Area Manager, Solan
16.	Ms. Nancy Verma D/O Sh. Dhruv Verma, Ward No. 7 Kaliyarkhar, P.O. Bindrabani, Nagar Nigam Palampur, District Kangra, Himachal Pradesh- 176061	23-04-2003	UR	Area Office, Dharamshala	Area Manager, Dharamshala
17.	Ms. Supriya D/O Sh. Rajinder Sharma, Set No. 13, Along with Sunrise School Sarpanch Colony, Jamalpur Ludhiana, Punjab Pin-141015	07-01-1997	UR	Area Office, Chamba	Area Manager, Chamba
18.	Sh. Rajesh Kapoor S/O Sh. Arjun Singh, Village Samula Khas, P.O. Pharer, Tehsil Palampur, District Kangra, Himachal Pradesh- 176064	29-07-1993	ST of HP	Wholesale Unit Udaipur	Area Manager, Mandi
19.	Sh. Aman Bhatia S/O Sh. Harnam Singh, Tx Cottage-A, Type-3, Kaithu Shimla, Himachal Pradesh- 171003	13-11-1997	SC of HP	Head Office, Shimla	Executive Director
20.	Sh. Naveen Thakur S/O Sh. Jai Singh, Village Khadvi, P.O. Jaon, Tehsil Anni District Kullu, Himachal Pradesh-172032	05-03-1995	EWS of HP	Wholesale Unit Nirmand	Area Manager, Shimla

21.	Sh. Ankush Bharti S/O Sh. Farman Chand, V.P.O. Dhaloon, Tehsil Nagrota Bagwan, District Kangra, Himachal Pradesh- 176056	02-12-1998	OBC of HP	LPG Agency, Keylong	Area Manager, Mandi
22.	Ms. Anuradha Devi D/O Sh. Kishan Lal, Madav Girls Hostel, Mandi, Tehsil & P.O. Mandi, District Mandi, Himachal Pradesh- 175001	28-06-1998	SC of HP	Head Office, Shimla	Executive Director
23.	Ms. Sheetal D/O Sh. Deep Ram, V.P.O. Sainj, Tehsil Theog, District Shimla, Himachal Pradesh- 171220	16-06-2001	SC of HP	Area Office, Shimla	Area Manager, Shimla
24.	Ms. Shiwani Saini D/O Sh. Gurbachan Singh, Village Bara Basot, P.O. Plassi Kalan, Tehsil Nalagarh, District Solan, Himachal Pradesh- 174101	12-01-2000	OBC of HP	Area Office, Solan	Area Manager, Solan
25.	Sh. Harinder Singh S/O Sh. Panchi Lal, Village- Manjwari, P.O. Rohal Tehsil Chirgaon, District Shimla, Himachal Pradesh-171208	07-12-1994	EWS of HP	Head Office, Shimla	Executive Director
26.	Sh. Vipin Kumar S/O Sh. Dhaneshwar Singh Village Chhalkhi, P.O. Diargi, Tehsil Balh, District Mandi, Himachal Pradesh- 175027	20-12-1991	EWS of HP	Wholesale Unit, Thunag	Area Manager, Mandi
27.	Sh. Nakul Sharma S/O Sh. Vijay Kumar, Village Nikoowal, P.O. Rajpura, Tehsil Nalagarh, District Solan, Himachal Pradesh- 174101	15-04-1998	OBC of HP	Wholesale Unit, Chambaghat	Area Manager, Solan
28.	Sh. Sevit Sharma S/O Sh. Surender Sharma, V.P.O. Batal, Tehsil Arki, District Solan, Himachal Pradesh- 173208	27-07-2002	EWS of HP	Wholesale Unit, Arki	Area Manager, Solan

29.	Ms. Deeksha Chaudhary D/O Sh. Saroop Chand V.P.O. Chalwara, Tehsil Jawali, District Kangra, Himachal Pradesh- 176023	15-05-1994	OBC of HP	Area Office, Chamba	Area Manager, Chamba
30.	Sh. Sahil S/O Sh. Mast Ram, Ward No. 3 V.P.O. Haar Jalari, Tehsil Kangra, District Kangra, Himachal Pradesh-176038	21-08-2002	OBC of HP	Wholesale Unit, Recong-peo	Area Manager, Shimla
31.	Sh. Tarun Kumar S/O Sh. Santosh Kumar, Quarter No. 12, Police Line, Mohalla Lower Julahakari, Tehsil Chamba, District Chamba, Himachal Pradesh-176310	05-08-1997	SC of HP	Area Office, Chamba	Area Manager, Chamba
32.	Ms. Shamma D/O Sh. Hamir Singh, V.P.O. Lodhwan, Tehsil Indora, District Kangra, Himachal Pradesh- 176201	22-05-1999	OBC of HP	Area Office, Hamirpur	Area Manager, Hamirpur
33.	Sh. Akshay Kumar S/O Sh. Ranjeet Singh, Village Biula, P.O. Gagal Shikore, Tehsil Pachhad, District Sirmour, Himachal Pradesh-173001	04-04-1994	SC of HP	Wholesale Unit Kandaghat	Area Manager, Solan
34.	Ms. Versha Saini D/O Sh. Balvinder Singh, Village Dattowal, Tehsil Nalagarh, District Solan, Himachal Pradesh- 174101	28-07-1997	OBC of HP	Area Office, Solan	Area Manager, Solan
35.	Sh. Sandeep Kumar S/O Sh. Jiya Lal, Village Annu, P.O. Kansakoti, Tehsil Rohru, District Shimla, Himachal Pradesh-171207	07-09-1992	SC of HP	Wholesale Unit, Dodra	Area Manager, Shimla
36.	Ms. Sunita Devi D/O Sh. Brikam Singh, H.No. 243/11, Village Swar, P.O. Purana Bazar, Tehsil Sunder Nager, District-Mandi, Himachal Pradesh- 175019	15-07-1995	SC of HP	Cement Procurement Office, Barmana	Assistant Procurement Officer, Barmana

37.	Ms. Swati D/O Sh. Inderjeet, V.P.O. Lower Lambagaon, Tehsil Jaisingpur, District Kangra, Himachal Pradesh-176096	25-11-1996	SC of HP	Head Office, Shimla	Executive Director
38.	Ms. Vishakha D/O Sh. Roop Ram, Village Lavi Ghat, P.O. Ghatti, Tehsil & District Solan, Himachal Pradesh-173211	21-12-1999	SC of HP	LPG Agency, Kandaghat	Area Manager, Solan
39.	Ms. Anuradha D/O Sh. Ramesh Kumar Village Tarmehar P.O. Lohard Tehsil Multhan, District Kangra, Himachal Pradesh-175013	24-03-1998	OBC-BPL of HP	Area Office, Mandi	Area Manager, Mandi
40.	Sh. Paras S/O Sh. Bhupender, Village-Kothi, P.O. Kunihar, Tehsil Arki, District Solan, Himachal Pradesh-173207	28-01-1997	SC-BPL of HP	LPG Agency, Kaza	Area Manager, Shimla

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 ground, 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.**

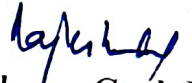
6. They will be entitled to TA/DA, if required to go on tour in connection with the official duties, at the same rate as applicable to regular counterpart officials at the minimum of pay scale.
7. Provisions of service rules like FR, SR, Leave Rules, GPF Rules, Pension Rules & Conduct Rules, etc. as 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 degree/certificate/diploma and recognition of the Institutions issuing degree/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 Public Service Commission, Shimla with reference to the letter No. 04-5/2024-PSC(R-III) dated 30-01-2025.
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 above referred candidates.
8. Guard file.


Managing Director

(21)

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