

# एच.पी. स्टेट सिविल सप्लाइज कारपोरेशन लिमिटेड

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



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No.HPSCSC/Admn.1-1/2022-II- - 5966-5985 Dated: 31-07-2025

## OFFICE ORDER

On the recommendations of the Himachal Pradesh Public Service Commission, Shimla vide letter no. 04-5/2024-PSC(R-III) dated 04<sup>th</sup> July, 2025, the following candidates are hereby engaged as **Trainee Junior Office Assistant (Accounts)** in the **Himachal Pradesh State Civil Supplies Corporation Limited** on consolidated fixed amount of Rs. 12,360/- per month, 60% of the first cell in level 4 of the pay matrix, as per Rule 3(j) of the H.P. Civil Services (Revised Pay) Rules, 2022 subject to the conditions that the joining shall be considered **on or after 01.08.2025 (upto 14.08.2025 including joining time)**, in the public interest, on the following terms & conditions:-

Sr. No.	Name & Address of the Candidates	Category/ Sub Cat.	Place of posting	Controlling Officer
1.	Sh. Mukesh Kumar S/o Sh. Kishori Lal, Village Billa, P.O. Kandhara, Tehsil Salooni, District Chamba, Himachal Pradesh-176321	UR	Wholesale Unit, Sechu/Sahli	AM, Mandi
2.	Sh. Raman S/o Sh. Bal Krishan, Village Niun P.O. Sayri, District Solan, Himachal Pradesh-173207	UR	Wholesale Unit, Dodra	AM, Shimla
3.	Ms. Monika Sharma D/o Sh. Rohit Kumar, VPO Jarol, Tehsil Sundernagar, District Mandi, Himachal Pradesh-175018	UR	Area Office, Dharamshala	AM, Dharamshala
4.	Ms. Priya Negi D/o Sh. Heer Bhagwan Negi, VPO Kalpa, Tehsil & District Kinnaur, Himachal Pradesh-172108	ST of HP	Wholesale Unit, Bhawanagar	AM, Shimla
5.	Sh. Rakesh Kumar S/o Sh. Het Ram, Village Belar, P.O. Shorshan, Tehsil Karsog, District Mandi, Himachal Pradesh-175010	EWS of HP	LPG Agency, Kaza	AM, Shimla
6.	Sh. Vivek Thakur S/o Sh. Jai Singh, Village Khadvi, PO Jaon, Tehsil Anni, District Kullu, Himachal Pradesh-172032	EWS of HP	Wholesale Unit, Nirmand	AM, Shimla
7.	Sh. Saurav S/o Sh. Vijay, #188 Housing Board, Phase-I, Baddi, Solan, Himachal Pradesh-173205	OBC of HP	Wholesale Unit, Tikkar	AM, Shimla




- i) The candidates shall be engaged as **Trainee Junior Office Assistant (Accounts)**.
- ii) The candidate engaged as Trainee shall sign an agreement as per **Annexure-A** appended to these instructions.
- iii) The regularisation of the incumbents engaged as Trainees will be governed by the instructions issued in this regard by the Government, after completion of training.
- iv) The **Trainee Junior Office Assistant (Accounts)** will be paid consolidated fixed amount @ 12360/- P.M (which shall be 60% of the first cell of the applicable level of pay matrix of the corresponding cadre).
- v) The candidates engaged as Trainee shall not be entitled for the service benefits as are admissible to Government employees on regular basis.
- vi) The service of the Trainee will be governed on the basis of Agreement (Annexure-A). The engagement is liable to be terminated in case the performance/conduct of the Trainee is not found to be satisfactory. In case, the Trainee is not satisfied with the termination orders served by the Engaging Authority, he/she may prefer an appeal before the Appellate Authority who shall be higher in rank to the Engaging Authority, within a period of 45 days, from the date on which a copy of termination orders is delivered to him/her.
- vii) The Trainee engaged will be entitled for one day's casual leave after putting in one month's service, 10 days' medical leave and 5 days' special leave, in a calendar year. A female Trainee engaged with less than two surviving children, may be granted maternity leave for 180 days'. A female Trainee engaged 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 authorised Government Medical Officer. A Trainee engaged shall not be entitled for medical re-imburement, LTC etc. No leave of any other kind, except above, will be admissible to the Trainee. 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.
- viii) Unauthorised absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the Trainee. However, in exceptional cases, where the circumstances for un-authorised absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while considering his/her case for regularisation but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the Trainee shall not be entitled for any remuneration for this period of absence from duty. Provided that he/she shall submit the certificate of illness/ fitness in support of his/her illness, issued by the Medical Officer, as per prevailing instructions of the Government.
- ix) Selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in case the post for which he is being given training is a Gazetted post and by Government Medical Practitioner in case the said post is a Non-Gazetted. In case of women candidates who are to be engaged for training to carry out hazardous nature of duties as a result of tests is found to be pregnant of 12 weeks' standing or more shall be declared temporarily unfit and her engagement 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 engaged.



- x) Trainee will be entitled to TA/DA if required to go on tour in connection with his/her training duties at the same rate as applicable to regular counterpart official at the minimum of pay scale.
- xi) Provisions of service rules like FRSR, 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 a Trainee. The Employees Group Insurance Scheme as well as EPF/GPF will also not be applicable to a Trainee.
- xii) The Trainee will have to furnish two surety bonds of Rs. 50,000/- (Rupees Fifty Thousand only) each in favour of the Corporation. He 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 the 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 on or after 01.08.2025 (upto 14.08.2025 including joining time), positively. They are further directed to execute the enclosed Agreement as stipulated in condition no. (ii) above on the stamp paper of ₹ 10/- (Ten Rupees)

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

Endst. No. HPSCSC/Admn.1-1/2022-II-

Dated

**Copy for information and further necessary action to following:-**

1. The Secretary H.P. Public Service Commission, Shimla-171002 with reference to their office letter no. 04-5/2024-PSC(R-III) dated 04<sup>th</sup> July, 2025.
2. The Manager Finance, HPSCSC Limited, Head Office, Shimla.
3. The Chief Medical Officers, Shimla/Dharamshala/Mandi.
4. The Divisional Manager, HPSCSC Limited, Solan/Dharamshala.
5. The Area Manager, HPSCSC Limited, Shimla/ Dharamshala/Mandi.
6. The Assistant Computer Programmer, HPSCSC Ltd. Head Office to upload on the official website of HPSCSC Ltd.
7. All above referred candidates through **Registered Post.**
8. Personal file of all referred candidates.
9. Guard file.

  
Managing Director

**Form of agreement to be executed between the Trainee .....  
(Name) and the Government of Himachal Pradesh through  
..... (Designation of the Appointing Authority).**

This agreement is made on this \_\_\_\_\_ day of  
\_\_\_\_\_ in the year \_\_\_\_\_ between Sh./Smt.  
\_\_\_\_\_ S/o/D/o Shri ..... R/o .....  
Trainee (hereinafter called the FIRST PARTY), AND The Governor of  
Himachal Pradesh through \_\_\_\_\_ (Designation of the  
Appointing Authority) Himachal Pradesh (here-in-after referred to as  
the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid  
FIRST PARTY as a Trainee (name of the post) and the FIRST PARTY  
has agreed to the same, on the following terms and conditions:-

1. That the FIRST PARTY shall remain on job training under  
SECOND PARTY as a Trainee (Name of the post) for a period  
of two years commencing on day of \_\_\_\_\_ and ending  
on the day of \_\_\_\_\_.
2. That the Trainee..... (Name of the post) will be paid  
consolidated fixed amount @ ₹...../- P.M (which shall be  
60% of the first cell of the applicable level of pay matrix of the  
corresponding cadre).
3. That the engagement of FIRST PARTY will be purely on  
temporary basis. The engagement is liable to be terminated in  
case the performance/conduct of the Trainee is not found  
satisfactory.
4. That the Trainee engaged will be entitled for one day's casual  
leave after putting in one month's service, 10 days' medical  
leave and 5 days' special leave, in a calendar year. A female  
Trainee engaged with less than two surviving children, may be  
granted maternity leave for 180 days'. A female Trainee  
engaged 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 authorised Government Medical Officer. A Trainee engaged shall not be entitled for medical re-imburement, LTC etc. No leave of any other kind, except above, will be admissible to the Trainee.

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. That the unauthorised absence from the training without the approval of the Controlling Officer shall automatically lead to the termination of the Trainee. However, in exceptional cases, where the circumstances for un-authorised absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while considering his/her case for regularisation after completion of training but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the Trainee shall not be entitled for any remuneration for this period of absence from duty.

*Any*  
Provided that he/she shall submit the certificate of illness/fitness in support of his/her illness, issued by the Medical Officer, as per prevailing instructions of the Government.

6. That the selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in case the post for which he is being given training is a Gazetted post and by Government Medical Practitioner in case the said post is a Non-Gazetted. In case of women candidates who are to be engaged for training to carry out hazardous nature of duties, as a result of tests is found to be pregnant of 12 weeks' standing or more shall be declared temporarily unfit and her engagement 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 engaged.

7. That the Trainee will be entitled to TA/DA if required to go on tour in connection with his/her training duties at the same rate as applicable to regular counterpart official at the minimum of pay scale.
8. That the provisions of service rules like FRSR, 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 a Trainee. The Employees Group Insurance Scheme as well as EPF/GPF will also not be applicable to a Trainee.
9. That the FIRST PARTY understands and agrees that on account of the said engagement, he/she shall not be entitled for any service benefits as are admissible to the Government employees on regular basis and he/she shall not claim the same. He/she may be considered for regular appointment only after successful completion of the training as per the instructions of the Government.

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. \_\_\_\_\_  
\_\_\_\_\_  
(Name and Full Address)

(Signature of the FIRST PARTY)

2. \_\_\_\_\_  
\_\_\_\_\_  
(Name and Full Address)

(Signature of the SECOND PARTY)

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## 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 \_\_\_\_\_



## 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 \_\_\_\_\_



## OATH OF ALLEGIANCE

I ..... do swear/solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India and that I will carry out the duties of my office loyally, honestly and with impartiality.

(So help me God!)

Signature of the Officer/Official.....

Name.....

Designation.....

Date.....

Signature.....

Name .....

Designation.....

(Details of the Officer before whom  
the oath/affirmation has been taken/made)

## निष्ठा-शपथ

मैं ..... शपथ लेता हूँ/सत्यनिष्ठा से प्रतिज्ञा करता हूँ कि भारत और विधि द्वारा स्थापित भारत के संविधान के प्रति श्रद्धा और सच्ची निष्ठा रखूंगा, मैं भारत की प्रभुता और अखण्डता अक्षुण्ण रखूंगा तथा मैं अपने पद के कर्तव्यों का राजभक्ति, ईमानदारी और निष्पक्षता से पालन करूंगा।

(अतः ईश्वर मेरी सहायता करें)

अधिकारी/कर्मचारी के हस्ताक्षर.....

नाम.....

पद.....

दिनांक.....

हस्ताक्षर.....

नाम.....

पद का नाम .....

(अधिकारी का विवरण जिनके समक्ष  
शपथ/प्रतिज्ञा लिया गया/किया गया)