

एच.पी. स्टेट सिविल सप्लाइज कारपोरेशन लिमिटेड

पंजीकृत कार्यालय: ब्लॉक नं. 16-17, एस.डी.ए. कमर्शियल
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HPSCSC/Admn.3-1/80-VI-

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Dated: 01.07.2026

03-07-2026

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 183rd meeting held on 14.05.2026, after recommendations of the Service Committee have approved the amendments in the Recruitment & Promotion Rules for the post of Assistant Area Manager/ Assistant Procurement Officer.

Consequent upon the amendment, the Recruitment & Promotion Rules for the post of Assistant Area Manager/Assistant Procurement Officer in H.P. State Civil Supplies Corporation Limited is amended accordingly as under: -

S. No	Particulars	Recruitment & Promotion Rules
1	Name of the Post	Assistant Area Manager/ Assistant Procurement Officer.
2	No. of Posts	15
3	Classification	Group-A
4	Scale of Pay	Level-16 of the Pay Matrix ₹48,700- 1,54,300] attached with time scale of the post as per Himachal Pradesh Civil Services (Revised Pay) Rules, 2022.
5	Whether Selection Post or Non-Selection Post.	Selection

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6	Age of direct recruitment	Between 18 years to 45 years 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; 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. 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. 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. Note: 1. 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. Note: 2. Age and experience in the case direct recruitment are relaxable at the discretion of the Govt. in case the candidate is otherwise well qualified.
7	Minimum educational & other qualifications required for direct recruitment.	a) Essential Qualification(s): 1. Educational Qualification: - 1. Graduate from any recognized University with atleast 5 years of experience either in the field of Personnel (HRD)/Finance/Procurement/Distribution/Marketing/maintenance of accounts of State/Central Govt. Department/ Board/PSU or Cooperative Institution or Public/Private

		Ltd. Company registered with R.O.C. OR 2. MBA from recognized University/ Institution with 2 year experience either in the field of Personnel (HRD)/ Finance/ Procurement/ Distribution/ Marketing/ maintenance of accounts of State/Central Govt. Department/Board/ PSU or Cooperative Institution or Public/ Private Ltd. Company registered with R.O.C. b) Desirable Qualification(s): - Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh. Recruitment: through H.P. Public Service Commission.
8	Whether age, educational qualification prescribed for direct recruits will apply in case of promotion.	Not Applicable.
9	Period of probation, if any	i) Direct Recruitment: (a) 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 reasons to be recorded in writing. (b) No probation in case of appointment on tenure basis, re-employment after superannuation and absorption. ii) Promotion: (a) Two years or the period of probation prescribed for the direct recruitment to the post, if any, in the case of promotion from one group to another e.g. Group-B to Group-A. (b) No probation in case of promotion from one grade to another but within same class of posts e.g. from Group-C to Group-C.
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.	a) 20% by direct recruitment on regular basis or recruitment by regularization, as the case may be. b) 80% by promotion/secondment/transfer, as the case may be.
11	In case of recruitment by promotion, deputation,	i) 70% by promotion from amongst Sr. Assistant/Technical Assistant/Sales

	transfer, grades from which promotion/deputation/transfer is to made.	Supervisor with three year service. ii) 30% by promotion from amongst Sr. Accountant Grade-I and Sr. Assistant (Accounts) with three year service. iii) On secondment basis of suitable incumbents from State Govt. Department/Corporations/Boards holding equivalent scale of pay.
12	If a departmental promotion committee exists, what is its composition.	Managing Director, Executive Director GM (Admin)/General Manager Any officer nominated by MD
13	Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment:	As required under the Law.
14	Essential requirement for a direct recruitment:	A candidate for appointment to any service must be a Citizen of India.
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 written examination and/or Personal Interview. The standard/syllabus etc. of which shall be determined by the Himachal Pradesh Public Service Commission, Shimla.
16	Reservation:	The appointment to the service shall be subject to the Govt. policy/instructions regarding reservation in the service for Scheduled Caste/Scheduled Tribes/Other Backward Classes/Other Categories of persons issued by the Himachal Pradesh Government from time to time.
17	Departmental Examination:	"N.A"
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