

एच.पी. स्टेट सिविल सप्लाइज कारपोरेशन लिमिटेड

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HPSCSC/Admn.3-1/80-VI- - 3648

Dated: 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 Junior Office Assistant (IT).

Consequent upon the amendments, the Recruitment & Promotion Rules for the post of the post of Jr. Office Assistant (IT) shall be as under: -

S. No.	Particulars	Recruitment & Promotion Rules
1.	Name of Post:	Junior Office Assistant (Information Technology).
2.	Number of Posts:	201
3.	Classification:	Group-C (Non Gazetted) (Ministerial Services).
4.	Scale of Pay	Level-4 of the Pay Matrix [₹20,600-65,500] 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:	Not Applicable

6.	Age for 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 Government including those who have been appointed on adhoc basis. Provided further that if a candidate appointed on adhoc basis had become over-age on the date he was appointed as such, he shall not be eligible for any relaxations in the prescribed age-limit by virtue of his/her such appointment. Provided also 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 also 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.
7.	Minimum Essential educational and other qualification (s) required for direct recruit(s):	a) ESSENTIAL QUALIFICATION(S): - (i) Should have passed 10+2 from a recognized Board of School Education/University. OR Matriculation from recognized Board of School Education with one/two year's Diploma/Certificate from an Industrial Training Institute (ITI) in Information Technology(IT) and Information Technology Enabled Sectors (ITES) as notified by Director General of Employment & Training (Govt. of India) from time to time or three years Diploma in Computer Engineering/ Computer Science/IT from a Polytechnic as approved by All India Council for Technical Education (AICTE):

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		Provided that the candidate must have passed matriculation and 10+2 from any school/Institute situated within Himachal Pradesh. Provided further that this condition shall not apply to Bonafide Himachalis. (ii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi. Provided that visually impaired persons selected/ recruited under 1% quota will be exempted from acquiring Diploma in Computer Science/Computer Application/Information Technology and passing of typing test instead they shall be imparted necessary basic training including Computer training course by the Department concerned through Composite Regional Centre (CRC), Sunder Nagar or National Institute for the Visually Handicapped (NIVH), Dehradun or Composite Training Centre (CTC), Ludhiana. They shall have to complete the above training for which three chances will be afforded. If the incumbent fails to qualify the same, his/her services shall be terminated. However, the incumbents already in the service shall be afforded sufficient number of chances to complete the aforesaid training. Provided further that differently abled persons who are otherwise qualified to hold clerical post as certified being unable to type, by the Medical Board, may be exempted from passing the typing test. Explanation: - The term, "differently abled persons" does not cover visually impaired persons or persons who are hearing impaired but cover only those physical disability/passing the typing test. The above criteria for grant of exemption from passing the typing test shall also be applicable to the Skill Test Norms on Computer. a) DESIRABLE QUALIFICATION (S): - Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
8.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees:	Age: Not Applicable Education: Yes as prescribed in Col. No.11 Qualification: Yes as prescribed in Col. No.11

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 contract basis. 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(s) of recruitment, whether by direct recruitment, by regularization or by promotion/secondment/transfer and the percentage of post(s) to be filled in by various methods:	(i) 70% by direct recruitment on regular basis or by recruitment by regularization, as the case may be. (ii) 20% by Limited Direct Recruitment from amongst the 'regular' Class-IV officials possessing 10+2 qualification, through competitive examination to be conducted by the Himachal Pradesh Rajya Chayan Aayog (HPRCA), Hamirpur, having five (5) years regular service or regular combined with continuous service rendered on daily wages or on contract basis, failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be. (iii) 10% by promotion/secondment/transfer, as the case may be.
11	In case of recruitment by promotion secondment, transfer, grades from which promotion/secondment/transfer is to be made:	i) 20% by Limited Direct Recruitment from amongst the 'regular' Class-IV officials possessing 10+2 qualification through competitive examination to be conducted by the Himachal Pradesh Rajya Chayan Aayog (HPRCA), Hamirpur, having five (5) years regular service or regular combined with continuous service rendered on daily wages or on contract basis. The eligible Class-IV officials will also qualify the typing test with the minimum speed of 25 WPM in English Typewriting OR 20 WPM in Hindi Typewriting on Computer to be conducted by the HPRCA, Hamirpur. ii) 10% by promotion from amongst the Class-IV officials who have passed 10+2 examination from a recognized Board of School Education/University and possess five (5) years regular service or regular combined with continuous adhoc service rendered, if any, in the grade.

Provided that the Class-IV officials so promoted as JOA (IT) will have to qualify the typing test with a minimum speed of 30 WPM in English typewriting or 25 WPM in Hindi typewriting on Computer within the probation period which will be conducted by the concerned Department and the incumbents will get three (3) chances during the probation period. If the candidate fails to qualify the typing test within the prescribed period, his probation will be extended. During this period the incumbents will get one more chance. If the candidate still fails to qualify the typing test in the extended period, he will be reverted from JOA (IT) to Class-IV post.

For the purpose of promotion, a combined seniority of eligible Class-IV officials on the basis of length of service without disturbing their cadre-wise inter-se-seniority shall be maintained.

Provided that for filling up the posts of JOA (IT), the following 10 points recruitment roster shall be followed: -

Roster Point No.	Category
1 st , 2 nd , 3 rd , 4 th , 6 th , 7 th , 8 th	Direct Recruit
5 th & 10 th	Limited direct recruit
9 th	Promotee

Note: The roster will be rotated after every 10 points till the prescribed percentage is achieved where-after the point vacated will be filled up from the respective category to which the point belongs.

(I) Provided that for the purpose of promotion every employee shall have to serve at least one term in the Tribal/Difficult/ Hard areas and remote/rural areas subject to adequate number of post(s) available in such areas:

Provided further that the proviso (I) supra shall not be applicable in the case of those employees who have five years or less service, left for superannuation except posting/ transfer in remote/rural area. However, this condition of five years shall not be applicable in cases of promotion:

Provided further that Official who has not served atleast one tenure in Tribal/ Difficult/Hard areas and remote/rural areas shall be transferred to such area strictly in accordance with his/her seniority in the respective cadre.

Explanation I : For the purpose of proviso (I) supra the "term" in Tribal/Difficult/Hard area/ remote/ rural areas shall mean normally three years or less period of posting in such areas keeping in view the administrative exigencies/ convenience.

Explanation II : For the purpose of proviso (I) supra the Tribal/Difficult Areas shall be as under:—

1. District Lahaul & Spiti.
2. Pangi and Bharmour Sub Division of Chamba District.
3. Dodra Kwar Area of Rohru Sub-Division.
4. Pandrah Bis Pargana, Munish Darkali and Gram panchayat Kashapat of Rampur Tehsil of District Shimla.
5. Pandrah Bis Pargana of Kullu District.
6. Bara Bhargal Areas of Baijnath Sub Division of Kangra District.
7. District Kinnaur.
8. Kathwar and Korga Patwar Circles of Kamrau Sub Tehsil, Bhaladh Bhalona and Sangna Patwar Circles of Renukaji Tehsil and Kota Pab Patwar Circle of Shillai Tehsil, in Sirmaur District.
9. Khanyol-Bagra Patwar Circle of Karsog Tehsil, Gada-Gussaini, Mathyani, Ghanyar, Thachi, Baggi, Somgad and Kholanal of Bali-Chowki Sub Tehsil, Jharwar, Kutgarh, Graman, Devgarh, Trailla, Ropa, Kathog, Silh-Badhwani, Hastpur, Ghamrehar and Bhatehar Patwar Circle of Padhar Tehsil, Chiuni, Kalipar, Mangarh, Thach-Bagra, North Magru and South Magru Patwar Circles of Thunag Tehsil and Batwara Patwar Circle of Sunder Nagar Tehsil in Mandi District.

Explanation III: For the purpose of proviso (I) supra the Remote/ Rural Areas shall be as under:

- (i) All stations beyond the radius of 20 Kms. from Sub Division/Tehsilheadquarte.
- (ii) All stations beyond the radius of 15 Kms. from State Headquarter and District headquarters where bus service is not available and on foot journey is more than 3 (three) Kms.
- (iii) Home town or area adjoining to area of home town within the radius of 20 Kms. of the employee regardless of its category.

(II) In all cases of promotion, the continuous adhoc service rendered in the feeder post if any, prior to regular appointment to the post shall be taken into account towards the length of service as prescribed in these rules for promotion subject to the condition that the ahdoc appointment/promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of R&P Rules:

- (i) Provided that in all cases where a junior person becomes eligible for consideration by

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		virtue of his/her total length of service (including the service rendered on adhoc basis followed by regular service/ appointment) in the feeder post in view of the provisions referred to above, all persons senior to him/her in the respective category/post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration: Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of atleast three years or that prescribed in the R&P Rules for the post, whichever is less: Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him/her shall be deemed to be ineligible for consideration for such promotion. Explanation: The last proviso shall not render the junior incumbents ineligible for consideration for promotion if the senior ineligible persons happened to be Ex-servicemen who have joined Armed Forces during the period of emergency and recruited under the provisions of rule-3 of Demobilized Armed Forces Personnel (Reservation of Vacancies in Himachal State Non-Technical Services) Rules, 1972 and having been given the benefit of seniority thereunder or recruited under the provision of rule-3 of Ex-servicemen (Reservation of Vacancies in the Himachal Pradesh Technical Service) Rules, 1985 and having been given the benefit of seniority thereunder. (ii) Similarly, in all cases of confirmation, continuous adhoc service rendered on the feeder post if any, prior to the regular appointment against such posts shall be taken into account towards the length of service, if the adhoc appointment/promotion had been made after proper selection and in accordance with the provision of the R&P Rules; Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered shall remain unchanged."
12	If a Department Promotion Committee exists, what is its composition ?	Executive Director GM (Admin) Manager Finance Any Officer nominated by MD
13	Circumstances under which the H.P.P.S.C. is	As required under the Law.

	to be consulted in making recruitment:	
14	Essential educational and other qualification(s) required for a direct recruitment(s).	A candidate shall be eligible for appointment to Class-III 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. Provided this condition shall not apply to Bonafide Himachalis.
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 merit of written examination having 70% syllabus relating to Computer Science/Computer Application/ Information Technology Enabled Sectors (ITES)/ Information Practices (IP) and practical test or skill test the standard/syllabus etc. of which will be determined by the Himachal Pradesh Public Service Commission/H.P. Rajya Chayan Ayog/other recruiting agency/authority, as the case may be.
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 relax any of the provisions of these Rules with respect to any class or category of person(s) or post(s).


Managing Director