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**HIMACHAL PRADESH  
GENERAL INDUSTRIES CORPORATION LIMITED,  
(Registered Office: New Himrus' Building, Circular Road)  
SHIMLA-171001**

**Recruitment & promotion Rules for the post of  
Sr. Assistant (Accounts)**

1. Name of the Post : Sr. Assistant (Accounts)
2. Number of posts : 12
3. Classification : Class-III
4. Scale of pay : Rs. 10300-34800+4400GP  
Contractual amount of Rs. 17420/-
5. Whether Selection post or Non-Selection post : Non-Selection
6. Age for direct recruitment : Between 18 to 45 years  
As per State Govt. instructions.
7. Minimum educational & other qualifications required for direct recruitment : (i) B.Com or M.Com or C.A. Inter or MBA Finance from a recognized Institution/University established by law by the State/Central Govt.  
(ii) Should have done course in Tally system in Accounts/related field.  
(iii) Minimum five years experience as Accountant by whatever names called in commercial accounting with a company having annual turnover of at least Rs. 20.00 Crore, in any of the last three years or Govt. Department/Undertaking.
8. Whether age educational qualification prescribed for direct recruits will apply in case of promotion : No.
9. Period of probation, if any : 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.

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 : 100% by promotion from amongst the Junior Assistant with 5 years regular service or regular combined with continuous adhoc service in the grade failing which by direct recruitment
11. In case of recruitment by promotion, deputation, transfer grades from which promotion/deputation transfer is to made : As per Col. 10
12. If a D.P.C. exists, what is its composition? : As may be constituted by the competent authority from time to time.
13. What Circumstances in which DPC is to be constituted in backlog recruitment. : As required under law.
14. Essential requirement for a direct recruitment : A candidate shall be eligible for appointment to Class-III post(s), if he/she has passed Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh.  
Provided this condition shall not apply to Bonafide Himachalis.
15. Selection for appointment to post by direct recruitment. : Selection for appointment to the post in the case of direct recruitment shall be made on the basis of viva-voce test, if the Himachal Pradesh Public Service Commission or other recruiting authority as the case may be, so consider necessary or expedient by a written test or practice test, the standard/syllabus etc. of which, will be determined by the Commission or other recruiting agency/authority as the case may be.

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**Selection for appointment to the post by contract appointment:**

Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below:-

**(I) CONCEPT:**

- (a) Under this policy the Sr. Assistant (Accounts) in Himachal Pradesh General Industrial Corporation Ltd. Shimla (H.P) will be engaged on contract basis initially for one year, which may be extendable on year to year basis:

Provided that for extension/renewal of contract period on year to year basis the concerned HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his period of contract is to be renewed/extended.

- (b) **POST FALLS WITHIN THE PURVIEW OF HPSSC:-** The **Managing Director** (Designation of the appointing authority) after obtaining the approval of the Government for filling up the vacant post(s) on contract basis will place the requisition with the concerned recruiting agency i.e. the Himachal Pradesh Public Service Commission/Himachal Pradesh Staff Selection Commission, Hamirpur.
- (c) The selection will be made in accordance with eligibility conditions prescribed in these rules

**(II) CONTRACTUAL EMOLUMENTS:**

The **Sr. Assistant (Accounts)** appointed on contract basis will be paid consolidated fixed contractual amount @ Rs.17420/- P.M. (which shall be equal to minimum of the pay band + grade pay). An amount of 530 (3% of the minimum of pay band + grade pay of the post) as annual increase in contractual emoluments for the subsequent year(s) will be allowed if contract is extended beyond one year.

**(III) APPOINTING/DISCIPLINARY AUTHORITY:-**

The **Managing Director** (Designation of the appointing authority) H.P. will be appointing and disciplinary authority.

**(IV) SELECTION PROCESS:**

Selection for appointment to the post in the case of Contract Appointment will be made on the basis of viva-voce test or if considered necessary or expedient by a written test or practical test, the standard/syllabus, etc. of which, will be determined by the concerned recruiting agency i.e. Himachal Pradesh Public Service Commission.

**(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:**

As may be constituted by the concerned recruiting agency i.e. Himachal Pradesh Staff Selection Commission, Hamirpur from time to time.

**(VI) AGREEMENT:**

After selection of a candidate, he/she shall sign an agreement as per Annexure-B appended to these Rules.

**(VII) TERMS AND CONDITIONS:**

- (a) The contractual appointee will be paid fixed contractual amount @ 17420/-P.M. (which shall be equal to minimum of the pay band + grade pay). The contract appointee will be entitled for increase in contractual amount @ 530 (3% of minimum of the pay band + grade pay of the post) for further extended years and no other allied benefits such as senior/selection scales etc. will be given.
- (b) 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.
- (c) The contract Appointee will be entitled for one day casual leave after putting one month service. This leave can be accumulated up to one year. No leave of any other kind is admissible to the contract appointee. He/She shall not be entitled for Medical Re-imburement and LTC etc. only maternity leave will be given as per Rules.
- (d) Unauthorized absence from the duty without the approval of the controlling Officer shall automatically lead to the termination of the contract. Contract appointee shall not be entitled for contractual amount for the period of absent from duty.
- (e) An official appointed on contract basis, who have completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.

- (f) Selected candidate will have to submit a certificate of his/her fitness from a Government/ Registered Medical Practitioner. Women candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The women candidate will be reexamined for the fitness from an authorized Medical Officer/Practitioner.
- (g) Contract appointee will 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 counterpart officials at the minimum of pay scale.
- (h) Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules & Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. They will be entitled for emoluments etc. as detailed in this Column.

- 16 Reservation : The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Caste/Scheduled Tribes/Other Backward Class/other categories of persons issued by the Himachal Pradesh Govt. from time to time.
- 17. Departmental Examination : Not applicable
- 18. Power to relax : Where the Board of Directors of HP General Industries Corporation is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and relax any of the provision(s) of these Rules with respect to any class or category of person(s) or post(s).

- Notes:
- 1. Upper age limit for direct recruits will not be applicable to candidates already in the service of the Government.
  - 2. Upper age limit is relaxable for scheduled castes, scheduled tribes candidates and other categories of persons to the extent permissible under the General or Special orders of the HP Government.
  - 3. Age and qualifications relaxable at the discretion of the Board/Government in case of candidates otherwise well qualified.