

-1- -3/7-

THE HIMCHAL PRADESH
GENERAL INDUSTRIES CORPORATION LIMITED SHIMLA

Recruitment & Promotion Rules
for the Post of Sr. Assistant (Accounts)

1.	Name of the Post.	: Sr. Assistant (Accounts)
2.	Number of Posts.	: 12 ^{HO units CLBP, M, H, T, P, etc} (7+5)
3.	Classification.	: Class-III
4.	Scale of Pay.	: Rs. 10300-34800+4400GP
5.	Whether selection post or Non-selection post.	: Non-selection
6.	Age for direct recruitment.	: Below 45 years or as shall be fixed by the State Government from time to time.
7.	Minimum educational & other qualifications required for direct recruits.	: B.Com or M.Com from recognized University with atleast 5 years experience in commercial accounting with reputed concern or Govt. undertaking. Preference shall be given to the candidate with higher qualification in accounts and experienced in the line.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	: 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 by various methods.	: 100% by promotion from amongst the Junior Asstt. with five 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 to be 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.	Relaxations	Where the Board of Director of the HP General Industries Corporation is of the opinion that it is necessary or expedient so to do. 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 persons.
		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 caste 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.

HIMACHAL PRADESH
GENERAL INDUSTRIES CORPORATION LIMITED
SHIMLA
RECRUITMENT AND PROMOTION RULES FOR THE POST OF ASSISTANT
CHEMIST

- | | | |
|----|---|--|
| 1. | Name of the Post | Assistant Chemist |
| 2. | Number of post | 1 (one) |
| 3. | Classification | Class-C |
| 4. | Scale of Pay | Rs. 5910-20200+2800GP, IP 11170/-
Contractual amount Rs.11170/- |
| 5. | Whether "Selection" Post or
Non-selection Post | Non-Selection |
| 6. | Age of direct recruitment | Between 18 to 45 years |

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in the service of the Corporation including those who have been appointed on adhoc or on contract basis.

Provided further that if a candidate appointed on adhoc basis or on contract basis had become over age on the date when he/she was appointed as such he/she shall not be eligible for any relaxation 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 Castes/Scheduled Tribes/other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government.

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 Govt. servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/Autonomous Bodies who were/are 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 application or notified to the Employment Exchanges or as the case may be.

2. Age and experience in the case of direct recruitment, relaxable at the discretion of the Board of Director of the HPGIC Ltd. in case the candidate is otherwise well qualified.

Essential qualification:

7. Minimum Educational and other qualifications required for direct recruits. Should be B.Sc. with three years experience in the line.

8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotee(s).
Age: No.
Qualification: Yes

9. Period of probation, if any
Two years subject to any 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 post(s) to be filled in by various methods.
By promotion failing which by direct recruitment.

11. In case of recruitment by promotion, Deputation/transfer, grades from promotion, deputation/transfer is to be made.
By promotion, from amongst eligible Clerks or any other category.

12. If a D.P.C exists, what is its composition.
As may be constituted by the HPGIC from time to time.

13. Circumstances in which the DPC 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 of post must be:-
- a) A citizen of India, or
 - b) A subject of Nepal, or
 - c) A subject to Bhutan, or
 - d) A Tibetan refugee who came over to India before the 1st Jan., 62 with the intention of permanently setting in India.
 - e) A person of India origin who has migrated from Pakistan, Barma, Srilanka, East African countries of Kenya, Uganda the United Republic of Tanzania, Tanganyika (Zambia, Malwa, Zaire and Ethopia) with the intention of permanently setting in India.

Provided that a candidate belonging to candidates (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the H.P. General Industries Corporation Ltd., but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

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-voice 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 practical test, the standard/syllabus, etc. of which will be determined by the HPGIC Ltd. or other recruiting authority.

-12- -7/2-

15-A 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 Assistant Chemist in the office of the Himachal Pradesh General Industries 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 HPSSSB:-** The HOD (Designation of the appointing authority) after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruiting agency i.e. H.P. Subordinate Services Selection Board, Hamirpur.

(c) The selection will be made in accordance with the eligibility conditions prescribed in these Rules.

(II) CONTRACTUAL EMOLUMENTS: The Assistant Chemist appointed on contract basis will be paid consolidated fixed contractual amount @ ` 11170 P.M. (which shall be equal to minimum of the pay band + grade pay). An amount of ` 340 (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 Head of the Department (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. HPSSSB.

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS: As may be constituted by the concerned recruiting agency i.e. the Himachal Pradesh Subordinate Services Selection Board, Hamirpur from time to time.

-15- -713-

(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 @ ` 11170 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 @ ` 340 (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) 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 absence from duty.
- (e) An official appointed on contract basis who have completed five 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 Castes/Scheduled Tribes/other Backward Classes/other categories of persons issued by the Himachal Pradesh Government from time to time.

17 Relaxation

Where the Board of Director of the H.P. General Industries Corporation Ltd., 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 persons.

-24 - [REDACTED] -382 - -485-

(Authoritative English Text of Government Notification No. Per (AP)-C-A (3)-1/2010-I dated, 2011 as required under clause (3) of Article 348 of the Constitution of India).

Government of Himachal Pradesh
Department of Personnel (AP-III)

No. Per (AP)-C-A (3)-1/2010-I

Dated: Shimla-171002,

24th October, 2011.

NOTIFICATION

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission, is pleased to make the Common Direct Recruitment and Promotion Rules for the post of Steno-Typist, Class-III (Non-Gazetted) Ministerial Services in various Departments of the Government of Himachal Pradesh as per Annexure-I attached to this notification, namely:-

Short title,
Commencement
and application,

1. (1) These rules may be called the Himachal Pradesh, Department of Personnel, Steno-Typist, Class-III (Non-Gazetted) Common Direct Recruitment and Promotion Rules, 2011.
- (2) These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.
- (3) These rules shall be applicable to all the Government Departments of State of Himachal Pradesh :

Provided that the method of direct recruitment provided in Recruitment and Promotion Rules for the posts of Steno-Typist under various Departments of the Himachal Pradesh Government issued from time to time, shall cease to operate:

Provided further that these Rules shall not apply to the posts of the Vidhan Sabha Secretariat/ High Court of H.P.

Repeal and savings

2. (1) The Himachal Pradesh, Class-III Services (Clerk/Steno-Typist/Statistical Assistant) Common Recruitment and Promotion Rules, 2007 notified vide this Department Notification No. Per (AP-C) A (3)-2/99, dated 13.4.2007, are hereby repealed to the extent these pertain to the post of Steno-Typist.
- (2) Notwithstanding such repeal, any appointment made or anything done or any action taken under the rules so repealed under sub-rule (1) supra, shall be deemed to have been validly made or done or taken under these rules.

By order

Manisha Nanda
Principal Secretary (Personnel) to the
Government of Himachal Pradesh.

Endst. No. Per (AP)-C-A (3)-1/2010-I Dated : Shimla-171002, 24th October, 2011.

Common Direct Recruitment and Promotion Rules for the posts of Steno typist in various Departments of Himachal Pradesh Government.

- 1. Name of Post : Steno typist
- 2. Number of Posts : As sanctioned and may be sanctioned by the Government from time to time in the concerned Departments.
- 3. Classification : Class-III (Non-Gazetted) Ministerial Services.
- 4. Scale of Pay : i) Pay band for regular incumbents: ₹ 5910-20200+ ₹ 2000 Grade Pay
ii) Emoluments for Contract Employees: ₹ 7910/-P.M. as per details given in Col. 15-A.
- 5. Whether Selection Post or Non-Selection Post ; N.A.
- 6. Age for Direct recruitment : Between 18 years and 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 or on contract basis:

Provided further that if a candidate appointed on adhoc basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such adhoc or contract appointment:

Provided further that upper age limit is relaxable for Scheduled Castes/Scheduled Tribes/Other categories of persons to the extent permissible under the general or special order (s) of the Himachal Pradesh Government:

Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servant before absorption in Public Sector Corporations/Autonomous Bodies at the time of initial constitution of such Corporations/Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/Autonomous Bodies who were/are 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.

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Notes:-

- (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, as the case may be.
- (2) Age and experience in the case of direct recruitment relaxable at the discretion of the Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.

<p>7. Minimum Educational and other qualifications required for direct recruits:</p>	<p>a) <u>ESSENTIAL QUALIFICATION:</u></p> <p>I) Should have passed 10+2 Examination or its equivalent from a recognized Board of School Education/ University.</p> <p>II) Must possess the following speed in short-hand and typewriting on Computers in both languages i.e. English and Hindi at the time of initial appointment:-</p> <p><u>Speed in Shorthand</u></p> <table border="0"> <tr> <td><u>English</u></td> <td><u>Hindi</u></td> </tr> <tr> <td>60WPM</td> <td>60 WPM</td> </tr> </table> <p><u>Speed in typewriting on Computers</u></p> <table border="0"> <tr> <td><u>English</u></td> <td><u>Hindi</u></td> </tr> <tr> <td>25 WPM</td> <td>25 WPM</td> </tr> </table> <p>Provided that at the time of initial recruitment the candidate shall have to pass shorthand test in either of the language i.e. in Hindi or English at the prescribed speed:</p> <p>Provided further that the candidates will have to pass typewriting test in both the languages at the time of initial recruitment:</p> <p>Provided further that the incumbent having passed shorthand in one language, at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language either in Hindi or English whichever may be as prescribed supra within a period of three years from the date of appointment. The appointment letter of such candidate(s) who does not qualify the shorthand test in second language shall contain the specific condition that he shall have to pass the test in shorthand in second language within a period of three years and if he qualifies the test in shorthand test in second language within a period of three years he will be eligible to draw his annual increment from due dates and the candidate(s) who qualifies the said test after three years</p>	<u>English</u>	<u>Hindi</u>	60WPM	60 WPM	<u>English</u>	<u>Hindi</u>	25 WPM	25 WPM
<u>English</u>	<u>Hindi</u>								
60WPM	60 WPM								
<u>English</u>	<u>Hindi</u>								
25 WPM	25 WPM								

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		<p>will be eligible to draw his first increment only from the date of qualifying the prescribed test.</p> <p>(iii) Should have the knowledge of word processing in Computer as prescribed by the recruiting authority.</p> <p>(b) <u>Desirable Qualification:</u></p> <p>Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotees:	<p>Age : Not applicable</p> <p>Educational Qualifications: Not applicable</p>
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 posts to be filled in by various methods:	100% by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be. The contract employees will get emoluments as given in Col. 15-A and will be governed by service conditions as specified in the said column.
11.	In case of recruitment by promotion, deputation, transfer, grades from which promotion/ deputation/ transfer is to	"N.A."

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12	If a Departmental Promotion Committee exists, what is its composition:	"N.A."
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 or post 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 viva-voce test if Himachal Pradesh Public Service Commission or other recruiting authority, as the case may be, so consider necessary or expedient by a written test or practical test, the standard/syllabus, etc. of which, will be determined by the Commission OR other recruiting authority, as the case may be.
15-A	Selection for appointment to the post by contract appointment:	<p>Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below:-</p> <p>(I) <u>CONCEPT</u></p> <p>(a) Under this policy the Steno-Typist in Department of _____ (Name of the Department) H.P. will be engaged on contract basis initially for one year, which may be extendable on year to year basis:</p> <p>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.</p> <p>(b) <u>POST FALLS WITHIN THE PURVIEW OF HP SSSB :-</u></p> <p>The HOD (Designation of Appointing Authority) after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruiting agency H.P. Subordinate Services Selection Board, Hamirpur.</p> <p>(c) The selection will be made in accordance with the</p>

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eligibility conditions prescribed in these Rules.

(II) CONTRACTUAL EMOLUMENTS:

The Steno-Typist appointed on contract basis will be paid consolidated fixed contractual amount @ ₹ 7910 P.M. (which shall be equal to minimum of the pay band + grade pay). An amount of ₹ 240 (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 Head of the Department (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 consider 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. HPSSSB.

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

As may be constituted by the concerned recruiting agency i.e. the HPSSSB 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 @ ₹. 7910 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 @ ₹ 240 (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) 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

		<p>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.</p> <p>(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 absence from duty.</p> <p>(e) An official appointed on contract basis who have completed five years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.</p> <p>(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 re-examined for the fitness from an authorized Medical Officer/Practitioner.</p> <p>(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.</p> <p>(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.</p>
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:	"N.A."
18	Power to Relax:	Where the State Govt. 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 in consultation with the H.P. Public Service Commission, relax any of the provisions of these Rules with respect to any class or category of person(s) or post(s).

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THE HIMACHAL PRADESH
GENERAL INDUSTRIES CORPORATION LTD. SHIMLA
(REGISTERED OFFICE: HIMRUS BUILDING, CART ROAD, SHIMLA-171001)

RECRUITMENT & PROMOTION RULES FOR THE POST OF ELECTRICIAN.

1. Name of the Post	Electrician (On Contract Basis)
2. Number of Post(s)	One
3. Classification	Class-C
4. Scale of Pay	Initial Pay Contractual Amount Rs.7810/- After regularization Rs.5910-20200+1900 Grade Pay
5. Whether Selection post or Non-selection post	Non-selection
6. Age for direct recruitment	As per the State Govt. instructions (18 to 45 years)

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in the service of the corporation including those who have been appointed on adhoc or on contract basis.

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 relaxation in the prescribed age limit by virtue of his such adhoc or contract appointment.

Provided further that upper age limit is relaxable for scheduled castes Scheduled tribes other categories of persons to the extent permissible under the general or special orders of the Himachal Pradesh Government.

Provided further, that the employees of all the public Sector Corporation and autonomous bodies who happened to be government servants before absorption in Public Sector Corporation/autonomous bodies at the time of initial constitution of such Corporation/autonomous bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the public Sector/Corporation/Autonomous Bodies who were/are subsequently appointed by such Corporations/autonomous bodies and who are/were finally absorbed in the service of such corporation/autonomous bodies after initial constitution of the Public Sector Corporation/autonomous bodies.

Note:-

1. Age limit for direct recruitment will be reckoned on the first day of the year in which the posts is/are advertised for inviting applications or notified to the Employment Exchange or as the case may be.
2. Age and experience in the case of direct recruitment, relaxable at the discretion of the Board of Directors of the HPGIC Ltd., in case the candidate is otherwise well qualified

- 7 Minimum educational & other qualifications required for direct recruits. Essential Qualification:-
i) I.T.I Certificate in the trade with four years experience in the line.
- 8 Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes DESIRABLE EQUALIFICATION (S)
Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
Age: No
Qualification: 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 circumstance and for 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 by various methods. By promotion, failing by direct recruitment.
- 11 In case of recruitment by promotion, deputation/transfer, grades from which promotion, deputation/transfer to be made. By Promotion from amongst eligible worker with five years experience.
- 12 If a D.P.C. exists. What is its composition ? As may be constituted by the HPGIC from time to time
- 13 Circumstances in which DPC is to be constituted in backlog recruitment. As required under the Law.
- 14 Essential requirement for a direct recruitment A candidate for appointment to any service or post must be:-
a) A citizen of India, or
b) A subject of Nepal, or
c) A subject to Bhutan, or
d) A Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India.
e) A person of Indian origin who has migrated from Pakistan, Barma, Srilanka, East African countries of Kenya, Uganda, United Republic of Tanzania

(formerly Tanganyika and Zanzibar), Zambia, Malwa, Zaire and Ethopia with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b)(c) (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to and examination or interview conducted by the HP General Industries Corporation Ltd. or other recruiting authority but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

- 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 HPGIC Ltd., or other recruitment authority as the case may be so consider necessary or expedient by a written test or practical test, the standard/ syllabus etc., of which will be determined by the HPGIC, or the other recruiting authority.

15-A **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 Electrician in the office of the Himachal Pradesh General Industries 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 one 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 HPSSSB:- The HOD (Designation of the appointing authority) after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruiting agency i.e. H.P. Subordinate Services Selection Board, Hamirpur.

(c) The selection will be made in accordance with the eligibility conditions prescribed in these Rules.

(II) CONTRACTUAL EMOLUMENTS: The Electrician appointed on contract basis will be paid consolidated fixed contractual amount @ 7810 P.M. (which shall be equal to minimum of the pay band + grade pay). An amount of 240 (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 Head of the Department

(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. HPSSSB.

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS: As may be constituted by the concerned recruiting agency i.e. the Himachal Pradesh Subordinate Services Selection Board, 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 @ 7810/-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 @ 240 (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) 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 Reimbursement 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 absence from duty.

(e) An official appointed on contract basis who have completed five 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.

~~-40~~ ~~184~~

Reservation

The appointment to the service shall be subject to orders regarding reservation in the service for scheduled caste/scheduled Tribes backward class/other categories of persons issued by the Himachal Pradesh Govt., from time to time.

Relaxation

Where the Board of Directors of the H.P. General Industries Corporation Ltd., is of the opinion that it is necessary or expedient so to do. It may be order for reasons to be recorded in writing and relax any of the provisions of these Rules with respect of any class or category of persons.
