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**Recruitment & Promotion Rules for the post of Manager (General) Class-I (Non Gazetted) in H.P. General Industries Corporation Ltd., Shimla, Himachal Pradesh.**

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| 1. Name of the Post                                  | Manager (General)   |
| 2. Number of Posts                                   | Two   |
| 3. Classification                                    | A   |
| 4. Scale of Pay.                                     | <p>1. <b>Pay Band for regular incumbents(s):</b><br/>Rs. 10300-34800+5400 Grade Pay.<br/>Revised pay scale of Rs. 15600-39100+6600GP w.e.f. 01.12.2013.</p> <p>2. <b>Emoluments for contract Employees(s)</b><br/>Rs. 25250/- Initial Pay per month as per detail given in Col. No. 15-A.</p> |
| 5. Whether "Selection" post or "Non-Selection" post. | Selection Post  |
| 6. Age for direct recruitment.                       | Between 18 to 45 years  |

Provided that the upper age limit for direct recruits shall not be applicable to the candidates already in the 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 or on contract basis had become over-age on the date 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 Backward Classes and 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 constitution 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/Corporation/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 applications or notified to the Employment Exchanges or as the case may be.

Minimum educational and other qualifications required for direct recruit(s).

(a) Essential Qualification(s):  
Master degree in Business Administration (HR) or M.A. with Diploma in Personnel Management & Industrial Relations of Labour Welfare Marketing Management with atleast 5 years experience as Dy. Manager in some reputed concern (Govt./Private organization).

(b) Desirable Qualification(s):-  
Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

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6. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.

9. Period of probation, if any.

Direct recruitment:

(a) 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.

(b) No probation in the case of appointment on contract basis, tenure basis, re-employment after superannuation and absorption.

10. Method(s) of recruitment, whether by direct recruitment or by promotion/secondment/transfer and the percentage of post(s) to be filled by various methods.

100% by promotion failing which by direct recruitment.

11. In case of recruitment by promotion/secondment/transfer, grade from which promotion/secondment/transfer is to be made.

By promotion from amongst Dy. Manager (Gen.)/Private Secretaries with minimum 5 years experience in respective fields.

(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 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.

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Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least three years or that prescribed in the Recruitment and Promotion Rules for the post, whichever is less.

Provided further that where a person becomes ineligible to the consideration for promotion on account of the requirements of the preceding proviso, the person(s) junior to him shall also 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 recruited under the provision of Rule-3 of Demobilized Armed Forces Personnel (Reservation Vacancies in Himachal State Non-Technical Services) Rules 1972 and having been given the benefit of seniority there under or recruited under the provision of Rule-3 of the Ex-servicemen (Reservation of vacancies in the Himachal Pradesh Technical Service) Rules, 1985 and having been the benefit of seniority there under:-

- (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 Recruitment and Promotion Rules.

Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered shall remain unchanged.

12. If a Departmental Promotional/Confirmation Committee exists, what is its composition?

As constituted by the competent authority from time to time.

- (a) Where promotion is prescribed as method of recruitment, the composition of Department Promotion Committee (for considering promotion) shall be indicated.
- (b) Where the method includes direct recruitment/absorption/re-employment of Armed Forces personnel, the composition of Departmental Confirmation Committee (for considering confirmation) shall be indicated.

13. Circumstances in which Himachal Pradesh Public Service Commission (H.P.P.S.C.) is to be constituted 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 post by direct recruitment.

Selection for appointment to the post in the case of direct recruitment shall be made on the basis of interview /personality test, if the Himachal Pradesh Public Service Commission or other recruiting

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agency/authority as the case may be, so consider necessary or expedient on the basis of interview /personality test preceded by a screening test(objective type) written test or practical test or physical test, the standard/syllabus etc. of which will be determined by the Commission/other recruiting agency/authority as the case may be.

15- Selection for appointment to the  
A 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 Manager (Gen.) in 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 further 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 HPPSC/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) POST FALL OUT OF THE PURVIEW OF HPPSC/HPSSC:

The **Managing Director** (designation of the appointment authority) after obtaining the approval of the Government to fill up the vacant post on contract basis will advertise the detail of the vacant posts in atleast two leading newspapers and invite applications from candidates having the prescribed qualification and fulfilling the other eligibility conditions as prescribed in these rules.

- (d) The selection will be made in accordance with the eligibility conditions.

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(II) **CONTRACTUAL EMOLUMENTS:**

The Manager (Gen.) appointed on contract basis will be paid consolidated fixed contractual amount @ Rs.25250/- P.M. (which shall be equal to minimum of the pay band + grade pay). An amount of 760 (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:**

(a) **FOR POST(S) FALLING WITHIN THE PURVIEW OF HPPSC/HPSSC:**

Selection for appointment to the post in the case of Contract Appointment shall be made on the basis of interview /personality test preceded by a screening test (objective type)/ writer test or practical test or physical test, the standard/syllabus, etc. of which, will which will be determined by the concerned recruiting agency i.e. Himachal Pradesh Public Service Commission.

(b) **FOR POST(S) FALLING OUT OF THE PURVIEW OF HPPSC/HPSSC:**

Selection for appointment to the post in the case of contract appointment will be made on the basis of interview/personality test or if considered necessary or expedient on the basis of interview/personality test preceded by a screening test (objective type) written test or practical test or physical test, the standard/syllabus etc of which will be determined by the concerned recruiting authority.

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

(a) **FOR POST(S) FALLING OUT OF THE PURVIEW OF HPPSC:**

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

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(b) FOR POSTS(S) FALLING OF THE  
PURVIEW OF HPPSC/HPSSC

As may be constituted by the concerned recruiting authority from time to time.

VI) AGREEMENT:

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

(VII) TERMS AND CONDITIONS:

- (a) The contractual appointee will be paid fixed contractual amount @ 25250/-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 @ 760 (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, 10 days medical leave and 05 days special leave in a calendar year. A female contract appointee with less than two surviving children may be granted maternity leave for 135 days. A female contract appointee 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 authorized Government medical Officer. A contract employee shall not be entitled for Medical Re-imbursment and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

Un-availed Casual Leave, Medical Leave and Special Leave can be accumulated up to the calendar Year and will not be carried forward for the next calendar year.

- (d) Unauthorized absence from the duty without the approval of the controlling Officer shall automatically lead to the termination of the contract. However, in exceptional cases where the circumstances for un-authorized absence from duty were beyond his/her

control on medical grounds, such period shall not be excluded while considering his/her case for regularization but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the contract Appointee shall not be entitled for contractual amount for the period of absence from duty.

Provided that he/she shall submit the certificate of illness /fitness issued by the Medical Officer, as per prevailing instructions of the Government.

- (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. The employees Group Insurance Scheme as well as EPF/GPF will not be applicable to contract appointee(s).

#### 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.



Not applicable

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 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.

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Managing Director  
H.P.G.I.C. Ltd.  
Shimla-171001