

The Himachal Pradesh State Co-Operative Milk Producers' Federation Limited.

Recruitment and Promotion Rules for the Post of Managing Director (Non-Gazetted) Class-I, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. **Name of Post.**—Managing Director
2. **Number of Post(s).**—01
3. **Classification.**—Class-I (Non- Gazetted)
4. **Scale of Pay.**—(i) Pay scale for regular incumbents:
Pay Band- 37400-67000+10000/-Grade Pay
(ii) Emoluments for contract employees:—
47400/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A

5. **Whether "Selection" post or "Non-Selection" post.**—Not applicable.

6. **Age for direct Recruitment.**—Between 18 and 45 years:

Provided that 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 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 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 of such constitutions 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 and who are/were finally absorbed in the service of such Corporations/ Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

(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 Exchange or as the case may be.

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

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

(a) i. **Essential Qualification(s):** Candidate should possess Degree in Food Technology/Engineering/Dairy Technology/Dairy Husbandry preferably with post graduate

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Commission/other recruiting agency/authority as the case may be.

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 Managing Director, in the H.P. State Co-Operative Milk Producers' Federation Ltd. will be engaged on contract basis initially for one year, which may be extended 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 HPPSC.**—The Chairman, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant post on contract basis will place the requisition with the concerned recruitment agency i.e. HPPSC, Shimla.

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

(II) **Contractual Emoluments.**—The Managing Director appointed on contract basis will be paid consolidated fixed contractual amount @ 47400/- per month (which shall be equal to minimum of the pay band + grade pay and any enhancement notified by the State Government from time to time. An amount of Rs.1422/- (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 Chairman, H.P. State Co-Operative Milk Producers' Federation Ltd. 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 by a written test or practical test, the standard/syllabus etc. of which will be determined by the concerned recruitment agency i.e. HPPS Commission, Shimla.

(V) **Committee for selection of Contractual Appointments.**—As may be constituted by the concerned recruiting agency i.e. HPPS Commission, Shimla 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 contract appointee will be paid fixed contractual amount @ 47400/- per month (which shall be equal to minimum of the pay band + grade pay) plus any enhancement notified by the state Government for contract employees. The contract appointee will be entitled for increase in contractual amount @ 1422/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as seniority 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.

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qualifications in Business Management. Must have atleast 10 years managerial experience out of which three years as overall Incharge of a large Dairy/Food Consumers Products Processing Unit. Should be a man of proven managerial competence.

(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.

8. **Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote (s).**—Age: Not applicable.

Educational Qualification: Not applicable.

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(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post (s) to be filled in by various methods.**— (i) 100% By Promotion of General Manager, provided that the eligible candidates have atleast 03 years regular service as General Manager under H.P. Milk Federation. (ii) By deputation in accordance with Cooperative Law. Provided by direct recruitment in case of non-availability of eligible incumbents in the feeder category on a regular basis or by recruitment on contract basis as the case may be. The contract employee(s) will get emoluments as given in Column 15-A and will be governed by the service conditions as specified in the said column.

11. **In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.**—Not applicable.

12. **If a Departmental Promotion committee exists, what is its composition?**—

1. Chairman of the Federation.
2. Registrar Cooperative Societies
3. Representative of Govt.
4. Representative of N.D.D.B.

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 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 or if the Himachal Pradesh Public Service Commission or other recruiting 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

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(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 has 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 26 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.

(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 official 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 services 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 and in consultation with the Himachal Pradesh Public Service Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

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Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

ANNEXURE-H

Form of contract/agreement to be executed between the Managing Director and the Government of Himachal Pradesh through the Chairman, H.P. State Co-Operative Milk Producers' Federation Ltd.

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ R/O _____ contract appointee (hereinafter called the First Party) AND the Govt. of Himachal Pradesh through Chairman, H.P. Milkfed (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Managing Director on contract basis on the following terms & conditions :-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Managing Director for a period of one year commencing on _____ day of _____ and ending on the _____ day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall ipso facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

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.

2. The contractual amount of the FIRST PARTY will be Rs.47400/- per month+any enhancement notified by the State Government for contract employees from time to time.
3. The service of FIRST PARTY 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.
4. Contractual Managing Director will be entitled for one day casual leave after putting in one month service. This leave can be accumulated up to one year. No leave of any kind is admissible to the contractual Managing Director. He/She will not be entitled for Medical Reimbursement and LTC etc. only maternity leave will be given as per Rules.
5. Unauthorized absence from duty without the approval of the controlling officer shall automatically lead to the termination of the contract. A contractual Managing Director will not be entitled for contractual amount for the period of absence from duty.
6. 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.
7. Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. Women candidate pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Govt. authorized/

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registered Medical Practitioner.

8. Contract appointee shall be entitled for TA/DA if required to go on tour in connection with his/her official duty at the same rate as applicable to regular counter part official at the minimum of pay scale.
9. The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contractual appointee(s).

IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET THEIR HANDS THE DAY, MONTH AND YEAR FIRST, ABOVE WRITTEN

IN THE PRESENCE OF WITNESS :

1. _____

(Name and full address)

(Signature of first party).

2. _____

(Name and full address)

(Signature of first party).

IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

(Signature of Second party)

2. _____

(Name and full address)

(Signature of Second party)

Managing Director,
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Assistant Controller (F&A)
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**The Himachal Pradesh State Co-Operative Milk Producers' Federation Limited.
Recruitment and Promotion Rules for the Post of General Manager (Non-Gazetted) Class-I, in the H.P. State Co-Operative Milk Producers' Federation Ltd.**

1. Name of Post.—General Manager
2. Number of Post(s).—01
3. Classification.—Class-I (Non- Gazetted)
4. Scale of Pay.—(i) Pay scale for regular incumbents:
Pay Band- 15600-39100+8700/-Grade Pay
(ii) Emoluments for contract employees:—
24300/- Enhancements notified by the state Govt. from time to time as detailed in Column 15-A

5. Whether "Selection" post or "Non-Selection" post.—Not applicable.

6. Age for direct Recruitment.—Between 18 and 45 years:

Provided that 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 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 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 of such constitutions 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 and who are/were finally absorbed in the service of such Corporations/ Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

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

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

- (a) 1. Essential Qualification(s): Candidate should possess Degree in Food Technology/Engineering/Dairy Technology/Dairy Husbandry having atleast 10 years experience of procurement, Processing and Marketing of milk and milk products in

Managing Director,
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a Govt./Cooperative Sector Organization out of which 05 years experience should be in managerial capacity.

OR

- ii. Diploma in Dairy Technology/Dairy Husbandry having 15 years experience of Procurement/Processing/Marketing of Milk and Milk Products in Govt./Cooperative Sector Organization out of which 05 years experience should be in managerial capacity.
- (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.

8. Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote (s).—Age: Not applicable.

Educational Qualification: Not applicable.

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(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post (s) 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 employee(s) will get emoluments as given in Column 15-A and will be governed by the service conditions as specified in the said column.

11. In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.—Not applicable.

12. If a Departmental Promotion committee exists, what is its composition?—Not applicable

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 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 or if the Himachal Pradesh Public Service Commission or other recruiting 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-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:—

Managing Director,
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- (1) **Concept.**—(a) Under this policy the General Manager, in the H.P. State Co-Operative Milk Producers' Federation Ltd. will be engaged on contract basis initially for one year; which may be extended 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 H.P.P.S.C.**—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruitment agency i.e. H.P. P.S.C, Shimla.

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

(II) **Contractual Emoluments.**—The General Manager appointed on contract basis will be paid consolidated fixed contractual amount @ 24300/- per month (which shall be equal to minimum of the pay band + grade pay) and any enhancement notified by the State Government from time to time. An amount of Rs.729/- (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, H.P. State Co-Operative Milk Producers' Federation Ltd. 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 by a written test or practical test, the standard/syllabus etc. of which will be determined by the concerned recruitment agency i.e. H.P.P.S.C, Shimla.

(V) **Committee for selection of Contractual Appointments.**—As may be constituted by the concerned recruiting agency i.e. H.P.P.S. Commission, Shimla 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 contract appointee will be paid fixed contractual amount @ 24300/- per month (which shall be equal to minimum of the pay band + grade pay) plus any enhancement notified by the state Government for contract employees. The contract appointee will be entitled for increase in contractual amount @ 729/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as seniority 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

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Assistant Controller (F&A)
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ANNEXURE-B

Form of contract/agreement to be executed between the General Manager and the Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd.

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ R/O _____ contract appointee (hereinafter called the FIRST PARTY) AND the Managing Director, Himachal Pradesh State Cooperative Milk Producers' Federation Limited (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a General Manager on contract basis on the following terms & conditions :—

- (1) That the FIRST PARTY shall remain in the service of the SECOND PARTY as a General Manager for a period of one year commencing on _____ day of _____ and ending on the _____ day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall ipso facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

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.

- (2) The contractual amount of the FIRST PARTY will be Rs. 24300/- per month+any enhancement notified by the State Government for contract employees from time to time.

- (3) The service of FIRST PARTY 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.

- (4) Contractual General Manager will be entitled for one day casual leave after putting in one month service. This leave can be accumulated up to one year. No leave of any kind is admissible to the contractual General Manager. He/She will not be entitled for Medical Reimbursement and LTC etc. only maternity leave will be given as per Rules.

- (5) Unauthorized absence from duty without the approval of the controlling officer shall automatically lead to the termination of the contract. A contractual General Manager will not be entitled for contractual amount for the period of absence from duty.

- (6) 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.

- (7) Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. Women candidate pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Govt. authorized/ registered Medical Practitioner.

- (8) Contract appointee shall be entitled for TA/DA if required to go on tour in connection with

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Assistant Controller (F&A)
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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 has 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 26 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.

- (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 official 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 services 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 and in consultation with the Himachal Pradesh Public Service Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

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his/her official duty at the same rate as applicable to regular counterpart official at the minimum of pay scale.

- (9) The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contractual appointee(s).

IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET THEIR HANDS THE DAY, MONTH AND YEAR FIRST, ABOVE WRITTEN :

IN THE PRESENCE OF WITNESS :

1. _____

(Name and full address)

(Signature of first party).

2. _____

(Signature of first party).

IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

(Signature of Second party)

2. _____

(Signature of Second party)

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The Himachal Pradesh State Co-Operative Milk Producers' Federation Limited.

Recruitment and Promotion Rules for the Post of Senior Manager (Plants), (Non-Gazetted) Class-I, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. **Name of Post.**—Senior Manager (Plants)
2. **Number of Post(s).**—As sanctioned and may be sanctioned by the BOD and Service Committee of the Federation from time to time.
3. **Classification.**—Class-I (Non-Gazetted)
4. **Scale of Pay.**—(i) Pay scale for regular incumbents:
Pay Band- 15600-39100-5400/-Grade Pay
(ii) Emoluments for contract employees:—
21000/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A

5. **Whether "Selection" post or "Non-Selection" post.**—Not applicable.

6. **Age for direct Recruitment.**—Between 18 and 45 years:

Provided that 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 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 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 of such constitutions 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 and who are/were finally absorbed in the service of such Corporations/Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

(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 Exchange or as the case may be.

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

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

(a) i. **Essential Qualification(s):** Candidate should possess Degree in Dairy Technology/Dairy Husbandry/Engineering/Food Technology having atleast 08 years experience of Procurement/Processing/Marketing of Milk and Milk Products in

Managing Director,
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Producers' Federation Ltd.,
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Assistant Controller (F&A)
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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-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 Sr. Manager (Plants) in the H.P. State Co-Operative Milk Producers' Federation Ltd. will be engaged on contract basis initially for one year; which may be extended 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 H.P.P.S.C.**—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruitment agency i.e. H.P. P.S.C, Shimla.

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

(II) **Contractual Emoluments.**—The Senior Manager (Plants) appointed on contract basis will be paid consolidated fixed contractual amount @ 21000/- per month (which shall be equal to minimum of the pay band + grade pay) and any enhancement notified by the State Government from time to time. An amount of Rs.630/- (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, H.P. State Co-Operative Milk Producers' Federation Ltd. 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 by a written test or practical test, the standard/syllabus etc. of which will be determined by the concerned recruitment agency i.e. H.P.P.S.C, Shimla.

(V) **Committee for selection of Contractual Appointments.**—As may be constituted by the concerned recruiting agency i.e. H.P.P.S. C., Shimla 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 contract appointee will be paid fixed contractual amount @ 21000/- per month (which shall be equal to minimum of the pay band + grade pay) plus any enhancement notified by the state Government for contract employees. The contract appointee will be entitled for increase in contractual amount @ 630/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as seniority/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.

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Govt./Cooperative Sector Organization out of which atleast 05 years experience should be in managerial capacity.

OR

ii. Diploma in Dairy Technology/Dairy Husbandry having 12 years experience of Procurement/Processing/Marketing of Milk and Milk Products out of which atleast 05 years experience should be in managerial capacity.

(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.

8. **Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote (s).**—Age: Not applicable.

Educational Qualification: Not applicable.

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(s) 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 direct recruitment in case of non-availability of eligible incumbents in the feeder category on a regular basis or by recruitment on contract basis as the case may be. The contract employee(s) will get emoluments as given in Column 15-A and will be governed by the service conditions as specified in the said column. 100% By Promotion on Merit-cum-Seniority basis from Manager (Production)/Manager (P&I) provided that the eligible candidates have atleast 04 years regular service on the post.

11. **In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.**—Not applicable.

12. **If a Departmental Promotion committee exists, what is its composition?**—

1. Chairman of the Federation
2. Managing Director of the Federation
3. Director (AH)/Representative of N.D.D.B.
4. Representative of Registrar, Coop. Societies

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 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 or if the Himachal Pradesh Public Service Commission or other recruiting 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

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(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.

(e) 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 has 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 26 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.

(g) Contract appointee will be entitled to TADA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counterpart official 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 services 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 and in consultation with the Himachal Pradesh Public Service Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

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The H.P. State Co-op. Milk
Producers' Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
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ANNEXURE-B

Form of contract/agreement to be executed between the Senior Manager (Plants) and the Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ R/O _____ contract appointee (hereinafter called the First Party) AND the Managing Director, Himachal Pradesh State Cooperative Milk Producers' Federation Limited (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Senior Manager (Plants) on contract basis on the following terms & conditions :-

- (1) That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Sr. Manager (Plants) for a period of one year commencing on _____ day of _____ and ending on the _____ day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall ipso fact stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.
- 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.
- (2) The contractual amount of the FIRST PARTY will be Rs. 21000/- per month + any enhancement notified by the State Government for contract employees from time to time.
- (3) The service of FIRST PARTY 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 good or if a regular incumbent is appointed/ posted against the vacancy for which the first party was engaged on contract.
- (4) Contractual Senior Manager (Plants) will be entitled for one day casual leave after putting in one month service. This leave can be accumulated up to one year. No leave of any kind is admissible to the contractual Sr. Manager (Plants). He/She will not be entitled for Medical Reimbursement and LTC etc. only maternity leave will be given as per Rules.
- (5) Unauthorized absence from duty without the approval of the controlling officer shall automatically lead to the termination of the contract. A contractual Senior Manager (Plants) will not be entitled for contractual amount for the period of absence from duty.
- (6) 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.
- (7) Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. Women candidate pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-

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examined for the fitness from an authorized Govt. authorized/ registered Medical Practitioner.

- (8) Contract appointee shall be entitled for TA/DA if required to go on tour in connection with his/her official duty at the same rate as applicable to regular counter part official at the minimum of pay scale.
- (9) The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contractual appointee(s).

IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET THEIR HANDS THE DAY, MONTH AND YEAR FIRST, ABOVE WRITTEN

IN THE PRESENCE OF WITNESS :

1. _____

(Name and full address)

(Signature of first party).

2. _____

(Name and full address)

(Signature of first party).

IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

(Signature of Second party)

2. _____

(Name and full address)

(Signature of Second party)

Managing Director,
The H.P. State Co-op. Milk
Producers' Federation Ltd.
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Assistant Controller (F&A)
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The Himachal Pradesh State Co-Operative Milk Producers' Federation Limited.

Recruitment and Promotion Rules for the Post of Manager (Establishment), (Non-Gazetted) Class-I, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. **Name of Post.**—Manager (Establishment)
2. **Number of Post(s).**—As sanctioned and may be sanctioned by the BOD and Service Committee of the Federation from time to time.
3. **Classification.**—Class-I (Non- Gazetted)
4. **Scale of Pay.**—(i) Pay scale for regular incumbents:
Pay Band- 15600-39100+5400/-Grade Pay
(ii) Emoluments for contract employees:—
21000/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A

5. **Whether "Selection" post or "Non-Selection" post.**—Not applicable.

6. **Age for direct Recruitment.**—Between 18 and 45 years:

Provided that 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 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 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 of such constitutions 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 and who are/were finally absorbed in the service of such Corporations/ Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

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

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

- (a) i. **Essential Qualification(s).**—Candidate should possess M.B.A. with 05 years

Managing Director,
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Assistant Controller (F&A)
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experience of Administration in a Commercial Organization, should be well conversant with Service Rules, Labour Laws, Personal Management and Security out of which 03 years experience should be of working in a independent capacity.

OR

Graduate with 15 years experience of Administration in a Commercial Organization, should be well conversant with Service Rules, Labour Laws, Personal Management and Security out of which 05 years experience should be of working in an independent capacity.

(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.

8. **Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote (s).**—Age: Not applicable.

Educational Qualification: Not applicable.

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(s) 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 direct recruitment in case of non-availability of eligible incumbents in the feeder category on a regular basis or by recruitment on contract basis as the case may be. The contract employee(s) will get emoluments as given in Column 15-A and will be governed by the service conditions as specified in the said column. 100% By Promotion on Merit-cum-Seniority basis from amongst Assistant Manager (Establishment) provided that eligible candidates should have atleast 04 years regular service on the post.

11. **In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.**—Not applicable.

12. **If a Departmental Promotion committee exists, what is its composition?**—

- (1) Chairman of the Federation
- (2) Managing Director of the Federation
- (3) Director (AH)/Representative of N.D.D.B.
- (4) Representative of Registrar, Cwp. Societies

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 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 or if the Himachal Pradesh Public Service Commission or other recruiting agency/authority as the

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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-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 Manager (Establishment), in the H.P. State Co-Operative Milk Producers' Federation Ltd. will be engaged on contract basis initially for one year; which may be extended 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 H.P.P.S.C.**—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruitment agency i.e. H.P. P.S.C, Shimla.

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

(II) **Contractual Emoluments.**—The Manager (Establishment) appointed on contract basis will be paid consolidated fixed contractual amount @ 21000/- per month (which shall be equal to minimum of the pay band + grade pay) and any enhancement notified by the State Government from time to time. An amount of Rs.630/- (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, H.P. State Co-Operative Milk Producers' Federation Ltd. 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 by a written test or practical test, the standard/syllabus etc. of which will be determined by the concerned recruitment agency i.e. H.P.P.S.C, Shimla.

(V) **Committee for selection of Contractual Appointments.**—As may be constituted by the concerned recruiting agency i.e. H.P.P.S. C., Shimla 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 contract appointee will be paid fixed contractual amount @ 21000/- per month (which shall be equal to minimum of the pay band + grade pay) plus any enhancement notified by the State Government for contract employees. The contract appointee will be entitled for increase in contractual amount @ 630/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as seniority/selection scales etc. will be given.

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(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 has 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 26 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.

(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 official 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 services 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 and in consultation with the Himachal Pradesh Public Service Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

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ANNEXURE-B

Form of contract/agreement to be executed between the Manager (Establishment) and the Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ R/O _____

contract appointee (hereinafter called the FIRST PARTY) AND the Managing Director, Himachal Pradesh State Cooperative Milk Producers' Federation Limited (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Manager (Establishment) on contract basis on the following terms & conditions:—

(1) That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Manager (Establishment) for a period of one year commencing on _____ day of _____ and ending on the _____ day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall ipso facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

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.

(2) The contractual amount of the FIRST PARTY will be Rs. 21000/- per month+any enhancement notified by the State Government for contract employees from time to time.

(3) The service of FIRST PARTY 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.

(4) Contractual Manager (Establishment) will be entitled for one day casual leave after putting in one month service. This leave can be accumulated up to one year. No leave of any kind is admissible to the contractual Manager (Establishment). He/She will not be entitled for Medical Reimbursement and LTC etc. only maternity leave will be given as per Rules.

(5) Unauthorized absence from duty without the approval of the controlling officer shall automatically lead to the termination of the contract. A contractual Manager (Establishment) will not be entitled for contractual amount for the period of absence from duty.

(6) 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.

(7) Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. Women candidate pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Govt. authorized/registered Medical Practitioner.

(8) Contract appointee shall be entitled for TA/DA if required to go on tour in connection with his/her official duty at the same rate as applicable to regular counterpart official at the minimum of pay

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The H.P. State Co-Op. Milk
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scale.

(9) The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contractual appointee(s).

IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET THEIR HANDS THE DAY, MONTH AND YEAR FIRST ABOVE WRITTEN

IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

(Signature of first party).

2. _____

(Name and full address)

(Signature of first party).

IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

(Signature of Second party)

2. _____

(Name and full address)

(Signature of Second party)

Managing Director,
The H.P. State Co-Op. Milk
Producers' Federation Ltd.
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

**The Himachal Pradesh State Co-Operative Milk Producers' Federation Limited,
Recruitment and Promotion Rules for the Post of Manager (Accounts), (Non-
Gazetted) Class-I, in the H.P. State Co-Operative Milk Producers' Federation Ltd.**

1. **Name of Post.**—Manager (Accounts)
2. **Number of Post(s).**—As sanctioned and may be sanctioned by the BOD and Service Committee of the Federation from time to time.
3. **Classification.**—Class-I (Non- Gazetted)
4. **Scale of Pay.**—(i) Pay scale for regular incumbents:
Pay Band- 15600-39100+5400/-Grade Pay
(ii) Emoluments for contract employees:—
21000/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A

5. **Whether "Selection" post or "Non-Selection" post.**—Not applicable.

6. **Age for direct Recruitment.**—Between 18 and 45 years:

Provided that 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 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 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 of such constitutions 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 and who are/were finally absorbed in the service of such Corporations/Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

(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 Exchange or as the case may be.

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

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

(a) i. **Essential Qualification(s):** Candidate should possess CA with 02 years experience or CA (Inter) with 04 years experience in a Commercial Organization preferably Dairy well conversant with costing, Sale Tax, Income Tax, Excise Rules and Store Accounts.

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OR

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ii. ICWA/IFPAS with 08 years experience as above.

OR

iii. M.Com with 10 years experience as above.

OR

iv. B.Com with 15 years experience as above.

(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.

8. **Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote (s).**—Age: Not applicable.

Educational Qualification: Not applicable.

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(s) 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 direct recruitment in case of non-availability of eligible incumbents in the feeder category on a regular basis or by recruitment on contract basis as the case may be. The contract employee(s) will get emoluments as given in Column 15-A and will be governed by the service conditions as specified in the said column. 100% By Promotion on Merit-cum-Seniority basis from amongst Assistant Manager (Accounts) provided that eligible candidates should have atleast 04 years regular service on the post.

11. **In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.**—Not applicable.

12. **If a Departmental Promotion committee exists, what is its composition?—**

- (1) Chairman of the Federation
- (2) Managing Director of the Federation
- (3) Director (AH)/Representative of N.D.D.B.
- (4) Representative of Registrar, Coop. Societies

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 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 or if the Himachal Pradesh Public Service Commission or other recruiting agency/authority as the case may be, so consider necessary or expedient on the basis of interview/personality test

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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-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 Manager (Accounts), in the H.P. State Co-Operative Milk Producers' Federation Ltd. will be engaged on contract basis initially for one year; which may be extended 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 H.P.P.S.C.**—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruitment agency i.e. H.P. P.S.C, Shimla.

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

(II) **Contractual Emoluments.**— The Manager (Accounts) appointed on contract basis will be paid consolidated fixed contractual amount @ 21000/- per month (which shall be equal to minimum of the pay band + grade pay) and any enhancement notified by the State Government from time to time. An amount of Rs.630/- (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, H.P. State Co-Operative Milk Producers' Federation Ltd. 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 by a written test or practical test, the standard/syllabus etc. of which will be determined by the concerned recruitment agency i.e. H.P.P.S.C, Shimla.

(V) **Committee for selection of Contractual Appointments.**—As may be constituted by the concerned recruiting agency i.e. H.P.P.S. C., Shimla 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 contract appointee will be paid fixed contractual amount @ 21000/- per month (which shall be equal to minimum of the pay band + grade pay) plus any enhancement notified by the state Government for contract employees. The contract appointee will be entitled for increase in contractual amount @ 630/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as seniority/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

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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-imbursement 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 has 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 26 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.

(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 official 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 services 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 and in consultation with the Himachal Pradesh Public Service Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

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Form of contract/agreement to be executed between the Manager (Accounts) and the Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd.

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ R/O _____ contract appointee (hereinafter called the First Party) AND the Managing Director, Himachal Pradesh State Cooperative Milk Producers' Federation Limited (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Manager (Accounts) on contract basis on the following terms & conditions :-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Manager (Accounts) for a period of one year commencing on _____ day of _____ and ending on the _____ day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall ipso fact stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.
2. 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.
3. The contractual amount of the FIRST PARTY will be Rs. 21000/- per month + any enhancement notified by the State Government for contract employees from time to time.
4. The service of FIRST PARTY 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.
5. Contractual Manager (Accounts) will be entitled for one day casual leave after putting in one month service. This leave can be accumulated up to one year. No leave of any kind is admissible to the contractual Manager (Accounts). He/She will not be entitled for Medical Reimbursement and LTC etc. only maternity leave will be given as per Rules.
6. Unauthorized absence from duty without the approval of the controlling officer shall automatically lead to the termination of the contract. A contractual Manager (Accounts) will not be entitled for contractual amount for the period of absence from duty.
7. 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.
8. Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. Women candidate pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Govt. authorized/registered Medical Practitioner.
9. Contract appointee shall be entitled for TA/DA if required to go on tour in connection with his/her official duty at the same rate as applicable to regular counter part official at the minimum of pay scale.

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The Himachal Pradesh State Co-Operative Milk Producers' Federation Limited.

Recruitment and Promotion Rules for the Post of Manager (Production/P&I), (Non-Gazetted) Class-I, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. **Name of Post.**—Manager (Production/P&I)
2. **Number of Post(s).**—As sanctioned and may be sanctioned by the BOD and Service Committee of the Federation from time to time.
3. **Classification.**—Class-I (Non- Gazetted)
4. **Scale of Pay.**—(i) Pay scale for regular incumbents:
Pay Band- 15600-39100+5400/-Grade Pay
(ii) Emoluments for contract employees:—
21000/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A
5. **Whether "Selection" post or "Non-Selection" post.**—Not applicable.
6. **Age for direct Recruitment.**—Between 18 and 45 years:

Provided that 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 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 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 of such constitutions 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 and who are/were finally absorbed in the service of such Corporations/ Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

- (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 Exchange or as the case may be.
- (2) Age and experience in the case of direct recruitment, relaxable at the discretion of Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.
7. **Minimum educational and other qualifications required for direct recruit(s).**—
(a) i. **Essential Qualification.**—Candidate should possess full time 04 years degree in Dairy Technology/Food Technology from the recognized University having at least 08 years

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9. The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contractual appointee(s).

IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET THEIR HANDS THE DAY, MONTH AND YEAR FIRST, ABOVE WRITTEN

IN THE PRESENCE OF WITNESS :

1. _____

(Name and full address)

(Signature of first party).

2. _____

(Signature of first party).

IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

(Signature of Second party)

2. _____

(Signature of Second party)

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experience of Production/Processing in a liquid Milk Plant or Milk Products manufacturing Plant, of which atleast 05 years experience should be of supervisory capacity in a Milk Plant.

- (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.

8. **Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote (s).**—Age: Not applicable.

Educational Qualification: Not applicable.

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(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post (s) to be filled in by various methods.**— 50% By direct recruitment on a regular basis or by recruitment on contract basis as the case may be. The contract employee(s) will get emoluments as given in Column 15-A and will be governed by the service conditions as specified in the said column. 50% By Promotion on Merit-cum-Seniority basis from amongst Assistant Manager (QC/Store & Purchase/P&I/Mkg/IT/MIS) and Plant Engineers, provided that eligible candidates should have atleast 04 years regular service on the post.

11. **In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.**—Not applicable.

12. **If a Departmental Promotion committee exists, what is its composition?**—

- (1) Chairman of the Federation
- (2) Managing Director of the Federation
- (3) Director (AH)/Representative of N.D.D.B.
- (4) Representative of Registrar, Coop. Societies

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 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 or if the Himachal Pradesh Public Service Commission or other recruiting 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-A. **Selection for appointment to the post by contract appointment.**—

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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 (Production/P&I), in the H.P. State Co-Operative Milk Producers' Federation Ltd. 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 H.P.P.S.C.**—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruitment agency i.e. H.P. P.S.C., Shimla.

- (c) **Post falls out of the purview of HPPSC**—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will advertise the details of the vacant posts in atleast two leading newspapers and invite applications from candidates having the prescribed qualifications and fulfilling the other eligibility conditions as prescribed in these rules.

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

(II) **Contractual Emoluments**—The Manager (Production/P&I) appointed on contract basis will be paid consolidated fixed contractual amount @ 21000/- per month (which shall be equal to minimum of the pay band + grade pay). An amount of Rs.630/- (3% of the minimum of pay band+grade pay of the post) as annual increase in contractual emoluments for the subsequent years(s) will be allowed, if contract is extended beyond one year.

(III) **Appointing/Disciplinary Authority**—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. H.P. will be appointing and disciplinary authority.

(IV) **Selection Process**—

- (a) **For post(s) falling within the purview of HPPSC**—

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 physically test, the standard/syllabus etc. of which will be determined by the concerned recruiting agency i.e. H.P.P.S.C., Shimla.

- (b) **For post(s) falling out of the purview of HPPSC**—

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**—

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(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 official 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.

16. **Reservation**—The appointment to the services 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 and in consultation with the Himachal Pradesh Public Service Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

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(a) **For post(s) falling out of the purview of HPPSC**—

As may be constituted by the concerned recruiting agency i.e. H.P.P.S.C., Shimla from time to time.

(b) **For post(s) falling outside the purview of HPPSC**—

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 Annexure-"B" appended to these Rules.

(VII) **Terms and Conditions**—(a) The contract appointee will be paid fixed contractual amount @ 21000/- per month (which shall be equal to minimum of the pay band + grade pay). The contract appointee will be entitled for increase in contractual amount @ 630/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as seniority/scale 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. However, the contract appointee will also be entitled for 180 days maternity leave, 10 days medical leave and 5 days special leave. 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. He/She shall not be entitled for Medical Re-imbursement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

Provided that the un-availed casual leave, medical leave and special leave can be accumulated upto 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 this 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 has 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 shall be re-examined for the fitness from an authorized Medical officer/Practitioner.

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ANNEXURE-B

Form of contract/agreement to be executed between the Manager (Production/P&I) and the Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd.

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ R/O _____

contract appointee (hereinafter called the FIRST PARTY) AND the Managing Director, Himachal Pradesh State Cooperative Milk Producers' Federation Limited (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Manager (Production/P&I) on contract basis on the following terms & conditions:—

- (1) That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Manager (Production/P&I) for a period of one year commencing on _____ day of _____ and ending on _____ day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall ipso fact stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

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.

- (2) The contractual amount of the FIRST PARTY will be Rs. 21000/- per month+any enhancement notified by the State Government for contract employees from time to time.

- (3) The service of FIRST PARTY 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.

- (4) Contractual Manager (Production/P&I) will be entitled for one day casual leave after putting in one month service. However, the contract appointee will also be entitled for 180 days maternity leave, 10 days medical leave and 5 days special leave. 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. He/She shall not be entitled for Medical Re-imbursement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

Provided that the un-availed casual leave, medical leave and special leave can be accumulated upto the calendar year and will not be carried forward for the next calendar year.

- (5) Unauthorized absence from 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 this period of absence from duty.

Managing Director,
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TOTU, SHIMLA-171011

Assistant Controller (F&A)
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Provided that he/she shall submit the certificate of illness/fitness issued by the medical officer, as per prevailing instructions of the Government.

- (6) 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.
- (7) Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. In case of Women candidate pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical officer/Practitioner.
- (8) Contract appointee shall be entitled for FAYDA if required to go on tour in connection with his/her official duty at the same rate as applicable to regular counter part official at the minimum of pay scale.
- (9) The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contractual appointee(s).

IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET THEIR HANDS THE DAY, MONTH AND YEAR FIRST, ABOVE WRITTEN

IN THE PRESENCE OF WITNESS :

1. _____

(Name and full address)

(Signature of first party)

2. _____

(Signature of Second party)

(Signature of Second party)

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

- (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.

8. Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote (s).—Age: Not applicable.

Educational Qualification: Not applicable.

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(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post (s) 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 employee(s) will get emoluments as given in Column 15-A and will be governed by the service conditions as specified in the said column.

11. In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.—Not applicable.

12. If a Departmental Promotion committee exists, what is its composition?—

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 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 or if the Himachal Pradesh Public Service Commission or other recruiting 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-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 Manager (Marketing), in the H.P. State Co-Operative Milk Producers' Federation Ltd. 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.

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

The Himachal Pradesh State Co-Operative Milk Producers' Federation Limited.

Recruitment and Promotion Rules for the Post of Manager (Marketing), (Non-Gazetted) Class-I, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. Name of Post.—Manager (Marketing)
2. Number of Post(s).—As sanctioned and may be sanctioned by the BOD and Service Committee of the Federation from time to time.
3. Classification.—Class-I (Non-Gazetted)
4. Scale of Pay.—
 - (i) Pay scale for regular incumbents:
Pay Band- 15600-39100+5400/-Grade Pay
 - (ii) Emoluments for contract employees:—
21000/- Enhancements notified by the state Govt. from time to time as detailed in Column 15-A
5. Whether "Selection" post or "Non-Selection" post.—Not applicable.
6. Age for direct Recruitment.—Between 18 and 45 years:

Provided that 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 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 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 of such constitutions 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 and who are/were finally absorbed in the service of such Corporations/ Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

- (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 Exchange or as the case may be.

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

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

- (a) I. Essential Qualification(s): Candidate should Possess qualification of MBA in Marketing from any recognized university with 05 years experience in the marketing field.

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- (b) Post falls within the purview of H.P.P.S.C.—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruitment agency i.e. H.P. P.S.C., Shimla.

- (c) Post falls out of the purview of HPPSC—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will advertise the details of the vacant posts in atleast two leading newspapers and invite applications from candidates having the prescribed qualifications and fulfilling the other eligibility conditions as prescribed in these rules.

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

(II) Contractual Emoluments.— The Manager (Marketing) appointed on contract basis will be paid consolidated fixed contractual amount @ 21000/- per month (which shall be equal to minimum of the pay band + grade pay). An amount of Rs.630/- (3% of the minimum of pay band+grade pay of the post) as annual increase in contractual emoluments for the subsequent years(s) will be allowed, if contract is extended beyond one year.

(III)Appointing/Disciplinary Authority.—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. H.P. will be appointing and disciplinary authority.

- (IV) Selection Process.—

- (a) For post(s) falling within the purview of HPPSC:

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 physically test, the standard/syllabus etc. of which will be determined by the concerned recruiting agency i.e. H.P.P.S.C., Shimla.

- (b) For post(s) falling out of the purview of HPPSC:

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. H.P.P.S.C., Shimla from time to time.

- (b) For post(s) falling outside the purview of HPPSC:

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 Annexure-"B" appended to these Rules.

- (VII) Terms and Conditions.—(a) The contract appointee will be paid fixed contractual

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amount @ 21000/- per month (which shall be equal to minimum of the pay band + grade pay). The contract appointee will be entitled for increase in contractual amount @ 630/- (3% of the minimum of pay band - grade pay of the post) for further extended years and no other allied benefits such as seniority 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. However, the contract appointee will also be entitled for 180 days maternity leave, 10 days medical leave and 5 days special leave. 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. He/She shall not be entitled for Medical Re-imbursement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

Provided that the un-availed casual leave, medical leave and special leave can be accumulated upto 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 this 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 has 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 shall be re-examined 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 official 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.

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issued by the authorized Government medical officer. He/She shall not be entitled for Medical Re-imbursement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

Provided that the un-availed casual leave, medical leave and special leave can be accumulated upto the calendar year and will not be carried forward for the next calendar year.

(5) 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 this 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.

(6) An official appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.

(7) Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. In case of Women candidates pregnant beyond twelve weeks will render her temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized medical officer/ practitioner.

(8) Contract appointee shall be entitled to TA/DA if required to go on tour in connection with his/her official duty at the same rate as applicable to regular counterpart official at the minimum of pay scale.

(9) The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contractual appointee(s).

IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET
THEIR HANDS THE DAY, MONTH AND YEAR FIRST, ABOVE WRITTEN
IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

(Signature of first party).

2. _____

(Signature of the Second party)

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16. **Reservation.**—The appointment to the services 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 and in consultation with the Himachal Pradesh Public Service Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

ANNEXURE-B

Form of contract/agreement to be executed between the Manager (Marketing) and the Managing Director, H.P. State Co-operative Milk Producers' Federation Ltd

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ R/O _____

Contract appointee (hereinafter called the FIRST PARTY) AND the Managing Director, Himachal Pradesh State Cooperative Milk Producers' Federation Limited (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Manager (Marketing) on contract basis on the following terms & conditions:—

(1) That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Manager (Marketing) for a period of one year commencing on _____ day of _____ and ending on the _____ day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall ipso fact stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

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.

(2) The contractual amount of the FIRST PARTY will be Rs. 21000/- per month+any enhancement notified by the State Government for contract employees from time to time.

(3) The service of FIRST PARTY 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.

(4) Contractual Manager (Marketing) will be entitled for one day casual leave after putting one month service. However, the contract appointee will also be entitled for 180 days maternity leave, 10 days medical leave and 5 days special leave. 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

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The Himachal Pradesh State Co-operative Milk Producers' Federation Limited.

Recruitment and Promotion Rules for the Post of Private Secretary (Non-Gazetted) Class-I, in the H.P. State Co-operative Milk Producers' Federation Ltd.

1. **Name of Post.**—Private Secretary

2. **Number of Post(s).**—As sanctioned and may be sanctioned by the BOD and Service Committee of the Federation from time to time.

3. **Classification.**—Class-I (Non- Gazetted)

4. **Scale of Pay.**—(i) Pay scale for regular incumbents:

Pay Band- 10300-34800+5000/-Grade Pay

(ii) Emoluments for contract employees:—

15300/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A

5. **Whether "Selection" post or "Non-Selection" post.**—Not applicable.

6. **Age for direct Recruitment.**—Between 18 and 45 years:

Provided that 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 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 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 of such constitutions 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 and who are/were finally absorbed in the service of such Corporations/Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

(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 Exchange or as the case may be.

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

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

(a) i. **Essential Qualification(s):** Candidate should possess Graduate with I.T.I. Diploma in Shorthand/Typing possessing speed of 110/50 w.p.m. and having atleast 10 years experience.

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- (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.

8. **Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote (s).**—Age: Not applicable.

Educational Qualification: Not applicable.

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(s) 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 direct recruitment in case of non-availability of eligible incumbents in the feeder category on a regular basis or by recruitment on contract basis as the case may be. The contract employee(s) will get emoluments as given in Column 15-A and will be governed by the service conditions as specified in the said column. **100% By Promotion on Merit-cum-Seniority basis from amongst Personal Assistant to M.D. or Senior Scale Stenographer provided that the Sr. Scale Steno fulfill the minimum speed of Typing and Shorthand as laid down for the post of P.A.** Provided further that the P.A. have atleast 05 years regular service on the post and the Sr. Scale Stenographer have atleast 10 years regular service on the post.

11. **In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.**—Not applicable.

12. **If a Departmental Promotion committee exists, what is its composition?**—

- (1) Chairman of the Federation
- (2) Managing Director of the Federation
- (3) Director (A/H)/Representative of N.D.D.B.
- (4) Representative of Registrar, Coop. Societies

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 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 or if the Himachal Pradesh Public Service Commission or other recruiting 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-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 Private Secretary, in the H.P. State Co-Operative

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(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 has 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 26 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.

(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 official 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 services 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 and in consultation with the Himachal Pradesh Public Service Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

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Milk Producers' Federation Ltd. will be engaged on contract basis initially for one year, which may be extended 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 H.P.P.S.C.**—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruitment agency i.e. H.P. P.S.C, Shimla.

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

(II) **Contractual Emoluments.**—The Private Secretary appointed on contract basis will be paid consolidated fixed contractual amount @ 15300/- per month (which shall be equal to minimum of the pay band + grade pay) and any enhancement notified by the State Government from time to time. An amount of Rs.459/- (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, H.P. State Co-Operative Milk Producers' Federation Ltd. 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 by a written test or practical test, the standard/syllabus etc. of which will be determined by the concerned recruitment agency i.e. H.P.P.S.C, Shimla.

(V) **Committee for selection of Contractual Appointments.**—As may be constituted by the concerned recruiting agency i.e. H.P.P.S. C., Shimla 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 contract appointee will be paid fixed contractual amount @ 15300/- per month (which shall be equal to minimum of the pay band + grade pay) plus any enhancement notified by the state Government for contract employees. The contract appointee will be entitled for increase in contractual amount @ 459/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as seniority/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.

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.

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ANNEXURE-B

Form of contract/agreement to be executed between the Private Secretary and the Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ R/O _____ contract appointee (hereinafter called the FIRST PARTY) AND the Managing Director, Himachal Pradesh State Cooperative Milk Producers' Federation Limited (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Private Secretary on contract basis on the following terms & conditions:—

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Private Secretary for a period of one year commencing on _____ day of _____ and ending on the _____ day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall Ipso fact stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

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.

2. The contractual amount of the FIRST PARTY will be Rs. 21000/- per month + any enhancement notified by the State Government for contract employees from time to time.

3. The service of FIRST PARTY 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.

4. Contractual Private Secretary will be entitled for one day casual leave after putting in one month service. This leave can be accumulated up to one year. No leave of any kind is admissible to the contractual Private Secretary. He/She will not be entitled for Medical Reimbursement and LTC etc. only maternity leave will be given as per Rules.

5. Unauthorized absence from duty without the approval of the controlling officer shall automatically lead to the termination of the contract. A contractual Private Secretary will not be entitled for contractual amount for the period of absence from duty.

6. An official appointed on contract basis who has completed five years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.

7. Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. Women candidate pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Govt. authorized/registered Medical Practitioner.

8. Contract appointee shall be entitled for TA/DA if required to go on tour in connection with

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his/her official duty at the same rate as applicable to regular counter part official at the minimum of pay scale.

9. The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contractual appointee(s).

IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET THEIR HANDS THE DAY, MONTH AND YEAR FIRST, ABOVE WRITTEN

IN THE PRESENCE OF WITNESS :

1. _____
(Name and full address)

(Signature of first party).

2. _____

(Signature of first party).

IN THE PRESENCE OF WITNESS:

1. _____
(Name and full address)

(Signature of Second party)

2. _____

(Signature of Second party)

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

The Himachal Pradesh State Co-Operative Milk Producers' Federation Limited.

Recruitment and Promotion Rules for the Post of Personal Assistant to the Managing Director (Non-Gazetted) Class-II, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. **Name of Post.**—Personal Assistant to the Managing Director
2. **Number of Post(s).**—As sanctioned and may be sanctioned by the BOD and Service Committee of the Federation from time to time.
3. **Classification.**—Class-II (Non-Gazetted)
4. **Scale of Pay.**—(i) Pay scale for regular incumbents:
Pay Band- 10300-34800+4800/-Grade Pay
(ii) Emoluments for contract employees:—
15100/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A
5. **Whether "Selection" post or "Non-Selection" post.**—Not applicable.
6. **Age for direct Recruitment.**—Between 18 and 45 years:

Provided that 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 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 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 of such constitutions 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 and who are/were finally absorbed in the service of such Corporations/Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

(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 Exchange or as the case may be.

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

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

(a) **Essential Qualification(s):** Candidate should possess Graduate with I.T.I. Diploma in Shorthand possessing speed of 110/50 w.p.m. in Shorthand/Typing and having atleast 03 years experience.

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OR

Graduate having speed of 110/50 w.p.m. in Shorthand/Typing having atleast 05 years experience.

(b) **Desirable Qualification(s):** Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for uppointment in the peculiar conditions prevailing in the Pradesh.

8. **Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote (s).**—Age: Not applicable.

Educational Qualification: Not applicable.

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(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post (s) to be filled in by various methods.**—100% By Promotion for the post of Personal Assistant to the Managing Director on Seniority-cum-Merit basis from amongst the Senior Scale Stenographer having atleast 05 years experience or Junior Scale Stenographer having 10 years experience on the post. Provided further that eligible candidates should be a Graduate with requisite speed in Typing & Shorthand. By direct recruitment in case of non-availability of eligible incumbents in the feeder category on a regular basis or by recruitment on contract basis, as the case may be. The contract employee(s) will get emoluments as given in Column 15-A and will be governed by the service conditions as specified in the said column.

11. **In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.**—Not applicable.

12. **If a Departmental Promotion committee exists, what is its composition?**—

1. Chairman of the Federation
2. Managing Director of the Federation
3. Director (AH)/Representative of NDDB
4. Representative of Registrar Coop. Societies

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 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 or if the Himachal Pradesh Public Service Commission or other recruiting 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.

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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 Personnel Assistant to the Managing Director, in the H.P. State Co-Operative Milk Producers' Federation Ltd. will be engaged on contract basis initially for one year, which may be extended 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 H.P.P.S.C.**—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruitment agency i.e. H.P. P.S.C., Shimla.

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

(II) **Contractual Emoluments.**—The Personal Assistant to the Managing Director appointed on contract basis will be paid consolidated fixed contractual amount @ 15100/- per month (which shall be equal to minimum of the pay band + grade pay) and any enhancement notified by the State Government from time to time. An amount of Rs.453/- (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, H.P. State Co-Operative Milk Producers' Federation Ltd. 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 by a written test or practical test, the standard/syllabus etc. of which will be determined by the concerned recruitment agency i.e. H.P.P.S.C., Shimla.

(V) **Committee for selection of Contractual Appointments.**—As may be constituted by the concerned recruiting agency i.e. H.P.P.S.C., Shimla 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 contract appointee will be paid fixed contractual amount @ 15100/- per month (which shall be equal to minimum of the pay band + grade pay) plus any enhancement notified by the state Government for contract employees. The contract appointee will be entitled for increase in contractual amount @ 453/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as seniority/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.

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- (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-imbursement 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 has 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 26 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.
- (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 official 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 services 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 and in consultation with the Himachal Pradesh Public Service Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

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stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Govt. authorized/ registered Medical Practitioner.

(8) Contract appointee shall be entitled for TA/DA if required to go on tour in connection with his/her official duty at the same rate as applicable to regular counterpart official at the minimum of pay scale.

(9) The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contractual appointee(s).

IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET THEIR HANDS THE DAY, MONTH AND YEAR FIRST, ABOVE WRITTEN IN THE PRESENCE OF WITNESS :

1. _____

(Name and full address)

(Signature of first party).

2. _____

(Name and full address)

(Signature of first party).

IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

(Signature of Second party).

2. _____

(Name and full address)

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ANNEXURE-B

Form of contract/agreement to be executed between the Personal Assistant to the Managing Director and the Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ R/O _____ contract appointee (hereinafter called the FIRST PARTY) AND the Managing Director, Himachal Pradesh State Cooperative Milk Producers' Federation Limited (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Personal Assistant to the Managing Director on contract basis on the following terms & conditions :-

- (1) That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Personal Assistant to the Managing Director for a period of one year commencing on _____ day of _____ and ending on the _____ day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall ipso facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

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.

- (2) The contractual amount of the FIRST PARTY will be Rs. 15100/- per month+any enhancement notified by the State Government for contract employees from time to time.

- (3) The service of FIRST PARTY 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.

- (4) Contractual Personal Assistant to the Managing Director will be entitled for one day casual leave after putting in one month service. This leave can be accumulated up to one year. No leave of any kind is admissible to the contractual Personal Assistant to the Managing Director. He/She will not be entitled for Medical Reimbursement and LTC etc. only maternity leave will be given as per Rules.

- (5) Unauthorized absence from duty without the approval of the controlling officer shall automatically lead to the termination of the contract. A contractual Personal Assistant to the Managing Director will not be entitled for contractual amount for the period of absence from duty.

- (6) 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.

- (7) Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. Women candidate pregnant beyond twelve weeks will

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The Himachal Pradesh State Co-Operative Milk Producers' Federation Limited.

Recruitment and Promotion Rules for the Post of Assistant Manager (Quality Control) (Non-Gazetted) Class-II, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. **Name of Post.**—Assistant Manager(Quality Control)
2. **Number of Post(s).**—As sanctioned and may be sanctioned by the BOD and Service Committee of the Federation from time to time.
3. **Classification.**—Class-II (Non- Gazetted)
4. **Scale of Pay.**—(i) Pay scale for regular incumbents:
Pay Band- 10300-34800+5000/-Grade Pay
(ii) Emoluments for contract employees:—
15300/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A
5. **Whether "Selection" post or "Non-Selection" post.**—Not applicable.
6. **Age for direct Recruitment.**—Between 18 and 45 years;

Provided that 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 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 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 of such constitutions 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 and who are/were finally absorbed in the service of such Corporations/ Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

- (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 Exchange or as the case may be.

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

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

- (a) i **Essential Qualification(s):** Candidate should possess full time 04 years degree in Dairy Technology/Food Technology from the Recognized University having atleast 05 years experience of Production/Processing/testing in a liquid Milk Plant or Milk Products manufacturing Plant.

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OR

M.Sc.(Dairying) in Dairy Chemistry/Dairy Microbiology with 03 years experience of working in Quality Control Laboratory of a Dairy Plant.

(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.

8. **Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote (s).**—Age: Not applicable.

Educational Qualification: Not applicable.

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(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post (s) to be filled in by various methods.**—50% by direct recruitment on a regular basis or by recruitment on contract basis as the case may be. The contract employee(s) will get emoluments as given in Column 15-A and will be governed by the service conditions as specified in the said column. **50% By Promotion for the post of Assistant Manager (Quality Control) on Seniority-cum-Merit basis from amongst the feeder category of Junior Quality Control Officer. Provided 100% By direct recruitment in case of non-availability of eligible incumbents in the feeder category on a regular basis or by recruitment on contract basis, as the case may be.**

11. **In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.**—Not applicable.

12. **If a Departmental Promotion committee exists, what is its composition?**—

1. Chairman of the Federation
2. Managing Director of the Federation
3. Director (AI)/Representative of NDDB
4. Representative of Registrar Coop. Societies

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 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 or if the Himachal Pradesh Public Service Commission or other recruiting 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-A. **Selection for appointment to the post by contract appointment.**—

Notwithstanding anything contained in the Rules, contract appointments to the post will be made

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As may be constituted by the concerned recruiting agency i.e. H.P.P.S.C., Shimla from time to time.

(b) **For post(s) falling outside the purview of HPPSC:**

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

(VD) **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 contract appointee will be paid fixed contractual amount @ 15300/- per month (which shall be equal to minimum of the pay band 1, grade pay). The contract appointee will be entitled for increase in contractual amount @ 459/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as seniority 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. However, the contract appointee will also be entitled for 180 days maternity leave, 10 days medical leave and 5 days special leave. 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. He/She shall not be entitled for Medical Re-imbursement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

Provided that the un-availed casual leave, medical leave and special leave can be accumulated upto 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 this 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 has 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 shall be re-examined for the fitness from an authorized Medical officer/Practitioner.

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subject to the terms and conditions given below:—

(I) **Concept.**—(a) Under this policy the Assistant Manager (Quality Control), in the H.P. State Co-Operative Milk Producers' Federation Ltd. 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 H.P.P.S.C.**—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruitment agency i.e. H.P. P.S.C., Shimla.

(c) **Post falls out of the purview of HPPSC.**—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will advertise the details of the vacant posts in atleast two leading newspapers and invite applications from candidates having the prescribed qualifications and fulfilling the other eligibility conditions as prescribed in these rules.

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

(II) **Contractual Emoluments.**—The Assistant Manager (Quality Control) appointed on contract basis will be paid consolidated fixed contractual amount @ 15300/- per month (which shall be equal to minimum of the pay band 1 grade pay). An amount of Rs.459/- (3% of the minimum of pay band+grade pay of the post) as annual increase in contractual emoluments for the subsequent years(s) will be allowed, if contract is extended beyond one year.

(III) **Appointing/Disciplinary Authority.**—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. H.P. will be appointing and disciplinary authority.

(IV) **Selection Process.**—

(a) **For post(s) falling within the purview of HPPSC:**

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 physically test, the standard/syllabus etc. of which will be determined by the concerned recruiting agency i.e. H.P.P.S.C., Shimla.

(b) **For post(s) falling out of the purview of HPPSC:**

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:**

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(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 official 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.

16. **Reservation.**—The appointment to the services 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 and in consultation with the Himachal Pradesh Public Service Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

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Producers' Federation Ltd.,
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Assistant Controller (F&A)
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Form of contract/agreement to be executed between the Assistant Manager (Quality Control) and the Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd

This agreement is made on this -----day of ----- in the year ----- between Shri/Smt. ----- R/O ----- contract appointee (hereinafter called the First Party) AND the Managing Director, Himachal Pradesh State Cooperative Milk Producers' Federation Limited (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Assistant Manager (Quality Control) on contract basis on the following terms & conditions :-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Assistant Manager (Quality Control) for a period of one year commencing on ----- day of ----- and ending on the -----day of -----, It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall Ipso factotand terminated on the last working day i.e. on ----- and information notice shall not be necessary.

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.

2. The contractual amount of the FIRST PARTY will be Rs. 15300/- per month+any enhancement notified by the State Government for contract employees from time to time.

3. The service of FIRST PARTY 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.

4. Contractual Assistant Manager (Quality Control) will be entitled for one day casual leave after putting in one month service. However, the contract appointee will also be entitled for 180 days maternity leave, 10 days medical leave and 5 days special leave. 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. He/She shall not be entitled for Medical Re-imbursement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

Provided that the un-availed casual leave, medical leave and special leave can be accumulated upto the calendar year and will not be carried forward for the next calendar year.

5. Unauthorized absence from 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 estimate the controlling authority in this regard well in time. However, the contract appointee shall not be entitled for contractual amount for this period of

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The Himachal Pradesh State Co-Operative Milk Producers' Federation Limited, Recruitment and Promotion Rules for the Post of Assistant Manager (Store & Purchase) (Non-Gazetted) Class-II, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. Name of Post.—Assistant Manager(Store & Purchase)
2. Number of Post(s).—As sanctioned and may be sanctioned by the BOD and Service Committee of the Federation from time to time.
3. Classification.—Class-II (Non- Gazetted)
4. Scale of Pay.—(i) Pay scale for regular incumbents:
Pay Band- 10300-34800-5000/- Grade Pay
(ii) Emoluments for contract employees:—
15300/- Enhancements notified by the state Govt. from time to time as detailed in Column 15-A
5. Whether "Selection" post or "Non-Selection" post.—Not applicable.
6. Age for direct Recruitment.—Between 18 and 45 years:

Provided that 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 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 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 of such constitutions 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 and who are/were finally absorbed in the service of such Corporations/ Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

- (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 Exchange or as the case may be.

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

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

- (a) i Essential Qualification(s): Candidate should possess MBA/MCA/IRMA Graduate 05 years experience of handling store of FMCG.

- (b) Desirable Qualification(s): Knowledge of customs, manners and dialects of Himachal

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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.

6. 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.
7. Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. In case Women candidate pregnant beyond twelve weeks will render her temporarily unfit till the confinement is over. The women candidate should be re-examined for the fitness from an authorized Medical officer/Practitioner.
8. Contract appointee shall be entitled for TA/DA if required to go on tour in connection with his/her official duty at the same rate as applicable to regular counter part official at the minimum of pay scale.
9. The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contractual appointee(s).

IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET THEIR HANDS THE DAY, MONTH AND YEAR FIRST, ABOVE WRITTEN IN THE PRESENCE OF WITNESS :

1. _____

(Signature of first party)

2. _____

(Signature of Second party).

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd,
TOTU, SHIMLA-171011

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Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

8. Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote (s).—Age: Not applicable.

Educational Qualification: Not applicable.

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(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post (s) to be filled in by various methods.—50% by direct recruitment on a regular basis or by recruitment on contract basis as the case may be. The contract employee(s) will get emoluments as given in Column 15-A and will be governed by the service conditions as specified in the said column. 50% By Promotion for the post of Assistant Manager (Store & Purchase) on Seniority-cum-Merit basis from amongst the feeder category of Technical Superintendent having 05 years regular service on the post. Provided that eligible candidates should have a full time 04 years degree in Dairy Technology /Food Technology from the recognized University.

11. In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.—Not applicable.

12. If a Departmental Promotion committee exists, what is its composition?—

1. Chairman of the Federation
2. Managing Director of the Federation
3. Director (AH)/Representative of NDDB
4. Representative of Registrar Coop. Societies

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 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 or if the Himachal Pradesh Public Service Commission or other recruiting 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-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 Manager (Store & Purchase), in the H.P. State Co-Operative Milk Producers' Federation Ltd. will be engaged on contract basis initially for one year, which may be extended on year to year basis.

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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 H.P.P.S.C.—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruitment agency i.e. H.P. P.S.C. Shimla.

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

(II) Contractual Emoluments.—The Assistant Manager (Store & Purchase) appointed on contract basis will be paid consolidated fixed contractual amount @ 15300/- per month (which shall be equal to minimum of the pay band + grade pay) and any enhancement notified by the State Government from time to time. An amount of Rs.459/- (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, H.P. State Co-Operative Milk Producers' Federation Ltd. 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 by a written test or practical test, the standard/syllabus etc. of which will be determined by the concerned recruitment agency i.e. H.P.P.S.C. Shimla.

(V) Committee for selection of Contractual Appointments.—As may be constituted by the concerned recruiting agency i.e. H.P.P.S.C., Shimla 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 contract appointee will be paid fixed contractual amount @ 15300/- per month (which shall be equal to minimum of the pay band + grade pay) plus any enhancement notified by the state Government for contract employees. The contract appointee will be entitled for increase in contractual amount @ 459/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as seniority/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-imbursement 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 has completed five years tenure at one place of

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ANNEXURE-B

Form of contract/agreement to be executed between the Assistant Manager (Store & Purchase) and the Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ R/O _____ contract appointee (hereinafter called the First Party) AND the Managing Director, Himachal Pradesh State Cooperative Milk Producers' Federation Limited (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Assistant Manager (Store & Purchase) on contract basis on the following terms & conditions :-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Assistant Manager (Store & Purchase) for a period of one year commencing on _____ day of _____ and ending on the _____ day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall ipso fact stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

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.

2. The contractual amount of the FIRST PARTY will be Rs. 15300/- per month + any enhancement notified by the State Government for contract employees from time to time.
3. The service of FIRST PARTY 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.

4. Contractual Assistant Manager (Store & Purchase) will be entitled for one day casual leave after putting in one month service. This leave can be accumulated up to one year. No leave of any kind is admissible to the contractual Assistant Manager (Store & Purchase). He/She will not be entitled for Medical Reimbursement and LTC etc. only maternity leave will be given as per Rules.

5. Unauthorized absence from duty without the approval of the controlling officer shall automatically lead to the termination of the contract. A contractual Assistant Manager (Store & Purchase) will not be entitled for contractual amount for the period of absence from duty.

6. 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.

7. Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. Women candidate pregnant beyond twelve

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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 26 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.

- (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 official 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 services 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 and in consultation with the Himachal Pradesh Public Service Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

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Producers Federation Ltd.,
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weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Govt. authorized/ registered Medical

Practitioner.

8. Contract appointee shall be entitled for TA/DA if required to go on tour in connection with his/her official duty at the same rate as applicable to regular counterpart official at the minimum of pay scale.

9. The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contractual appointee(s).

IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET THEIR HANDS THE DAY, MONTH AND YEAR FIRST, ABOVE WRITTEN IN THE PRESENCE OF WITNESS :

1. _____

(Name and full address)

(Signature of first party).

2. _____

(Signature of first party).

IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

(Signature of Second party)

2. _____

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The Himachal Pradesh State Co-Operative Milk Producers' Federation Limited.

Recruitment and Promotion Rules for the Post of Assistant Manager (P&I) (Non-Gazetted) Class-II, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. **Name of Post.**—Assistant Manager(P&I)
2. **Number of Post(s).**—As sanctioned and may be sanctioned by the BOD and Service Committee of the Federation from time to time.
3. **Classification.**—Class-II (Non- Gazetted)
4. **Scale of Pay.**—(i) Pay scale for regular incumbents:
Pay Band- 10300-34800+5000/-Grade Pay
(ii) Emoluments for contract employees:
15300/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A
5. **Whether "Selection" post or "Non-Selection" post.**—Not applicable.
6. **Age for direct Recruitment.**—Between 18 and 45 years:

Provided that 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 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 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 of such constitutions 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 and who are/were finally absorbed in the service of such Corporations/Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

- (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 Exchange or as the case may be.
- (2) Age and experience in the case of direct recruitment, relaxable at the discretion of Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.
7. **Minimum educational and other qualifications required for direct recruit(s).**—
(a) **i Essential Qualification(s):** Candidate should possess Full time (04 years degree in Dairy Technology/Food Technology from the Recognized University having atleast 05 years experience of Production/Processing/testing in a liquid Milk Plant or Milk Products manufacturing Plant.

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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 H.P.P.S.C.**—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruitment agency i.e. H.P. P.S.C. Shimla.
- (c) **Post falls out of the purview of HPPSC.**—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will advertise the details of the vacant posts in atleast two leading newspapers and invite applications from candidates having the prescribed qualifications and fulfilling the other eligibility conditions as prescribed in these rules.
- (d) The selection will be made in accordance with the eligibility conditions prescribed in these rules.

(II) **Contractual Emoluments.**—The Assistant Manager (P&I) appointed on contract basis will be paid consolidated fixed contractual amount @ 15300/- per month (which shall be equal to minimum of the pay band + grade pay). An amount of Rs.459/- (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, H.P. State Co-Operative Milk Producers' Federation Ltd. H.P. will be appointing and disciplinary authority.

(IV) Selection Process.—

(a) For post(s) falling within the purview of HPPSC:

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 physically test, the standard/syllabus etc. of which will be determined by the concerned recruiting agency i.e. H.P.P.S.C. Shimla.

(b) For post(s) falling out of the purview of HPPSC:

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. H.P.P.S.C., Shimla from time to time.

(b) For post(s) falling outside the purview of HPPSC:

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

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(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.

8. **Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote (s).**—Age: Not applicable.

Educational Qualification: Not applicable.

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(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post (s) to be filled in by various methods.**—50% by direct recruitment on a regular basis or by recruitment on contract basis as the case may be. The contract employee(s) will get emoluments as given in Column 15-A and will be governed by the service conditions as specified in the said column. 50% By Promotion for the post of Assistant Manager (P&I) on Seniority-cum-Merit basis from amongst the feeder category of Technical Superintendent having 05 years regular service on the post. Provided that eligible candidates should have a full time 04 years degree in Dairy Technology /Food Technology from the recognized University.

11. **In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.**—Not applicable.

12. **If a Departmental Promotion committee exists, what is its composition?**—

1. Chairman of the Federation
2. Managing Director of the Federation
3. Director (A/H) Representative of NDDB
4. Representative of Registrar Coop. Societies

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 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 or if the Himachal Pradesh Public Service Commission or other recruiting 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-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 Manager (P&I), in the H.P. State Co-Operative Milk Producers' Federation Ltd. will be engaged on contract basis initially for

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(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 contract appointee will be paid fixed contractual amount @ 15300/- per month (which shall be equal to minimum of the pay band + grade pay). The contract appointee will be entitled for increase in contractual amount @ 459/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as seniority/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. However, the contract appointee will also be entitled for 180 days maternity leave, 10 days medical leave and 5 days special leave. 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. He/She shall not be entitled for Medical Re-imbursement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

Provided that the un-availed casual leave, medical leave and special leave can be accumulated upto 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 this 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 has 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 shall be re-examined 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 official at the minimum of pay scale.

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Producers Federation Ltd.,
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Assistant Controller (F&A)
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(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.

16. **Reservation.**—The appointment to the services 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 and in consultation with the Himachal Pradesh Public Service Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

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The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

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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 this 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.

6. 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.
7. Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. In case of Women candidate pregnant beyond twelve weeks will render her temporarily unfit till the confinement is over. The women candidate should be re-examined for the fitness from an authorized Medical officer/Practitioner.
8. Contract appointee shall be entitled for TA/DA if required to go on tour in connection with his/her official duty at the same rate as applicable to regular counter part official at the minimum of pay scale.
9. The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contractual appointee(s).

IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET THEIR HANDS THE DAY, MONTH AND YEAR FIRST, ABOVE WRITTEN IN THE PRESENCE OF WITNESS:

1. _____
(Name and full address)

(Signature of first party).

2. _____

(Signature of second party).

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ANNEXURE-B
Form of contract/agreement to be executed between the Assistant Manager (P&I) and the Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ R/O _____ in the year _____ contract appointee (hereinafter called the First Party) AND the Managing Director, Himachal Pradesh State Cooperative Milk Producers' Federation Limited (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Assistant Manager (P&I) on contract basis on the following terms & conditions :-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Assistant Manager (P&I) for a period of one year commencing on _____ day of _____ and ending on the _____ day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall ipso fact stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.
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.
2. The contractual amount of the FIRST PARTY will be Rs. 15300/- per month+any enhancement notified by the State Government for contract employees from time to time.
3. The service of FIRST PARTY 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.
4. Contractual Assistant Manager (P&I) will be entitled for one day casual leave after putting in one month service. However, the contract appointee will also be entitled for 180 days maternity leave, 10 days medical leave and 5 days special leave. 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. He/She shall not be entitled for Medical Re-imbursement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.
Provided that the un-availed casual leave, medical leave and special leave can be accumulated upto the calendar year and will not be carried forward for the next calendar year.
5. Unauthorized absence from 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.

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

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The Himachal Pradesh State Co-Operative Milk Producers' Federation Limited.

Recruitment and Promotion Rules for the Post of Assistant Manager (Marketing) (Non-Gazetted) Class-II, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. **Name of Post.**—Assistant Manager(Marketing)
2. **Number of Post(s).**—As sanctioned and may be sanctioned by the BOD and Service Committee of the Federation from time to time.
3. **Classification.**—Class-II (Non- Gazetted)
4. **Scale of Pay.**—(i) Pay scale for regular incumbents:
Pay Band- 10300-34800-5000/-Grade Pay
(ii) Emoluments for contract employees:—
15300/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A
5. **Whether "Selection" post or "Non-Selection" post.**—Not applicable.
6. **Age for direct Recruitment.**—Between 18 and 45 years:

Provided that 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 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 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 of such constitutions 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 and who are/were finally absorbed in the service of such Corporations/ Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

- (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 Exchange or as the case may be.
- (2) Age and experience in the case of direct recruitment, relaxable at the discretion of Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.
7. **Minimum educational and other qualifications required for direct recruit(s).**
(a) i **Essential Qualification(s):** Candidate should possess MBA(Marketing) from recognized University/Institute having 05 years experience of Marketing of Milk and Milk Products/FMCG.

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-11

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

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(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.

8. **Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote (s).**—Age: Not applicable.

Educational Qualification: Not applicable.

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(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post (s) to be filled in by various methods.**—50% by direct recruitment on a regular basis or by recruitment on contract basis as the case may be. The contract employee(s) will get emoluments as given in Column 15-A and will be governed by the service conditions as specified in the said column. 50% By Promotion for the post of Assistant Manager (Marketing) on Seniority-cum-Merit basis from amongst the feeder category of Marketing Assistant having 05 years regular service on the post. Provided that they are MBA in Marketing from any recognized University.

11. **In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.**—Not applicable.

12. **If a Departmental Promotion committee exists, what is its composition?**—

1. Chairman of the Federation
2. Managing Director of the Federation
3. Director (AH)/Representative of NDDB
4. Representative of Registrar Coop. Societies

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 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 or if the Himachal Pradesh Public Service Commission or other recruiting 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-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 Manager (Marketing), in the H.P. State Co-Operative Milk Producers' Federation Ltd. will be engaged on contract basis initially for one

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

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(e) An official appointed on contract basis who has 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 26 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.

(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 official 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 services 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 and in consultation with the Himachal Pradesh Public Service Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

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year, which may be extended 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 H.P.P.S.C.**—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruitment agency i.e. H.P. P.S.C., Shimla.

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

(II) **Contractual Emoluments.**—The Assistant Manager (Marketing) appointed on contract basis will be paid consolidated fixed contractual amount @ 15300/- per month (which shall be equal to minimum of the pay band + grade pay) and any enhancement notified by the State Government from time to time. An amount of Rs.459/- (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, H.P. State Co-Operative Milk Producers' Federation Ltd. 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 by a written test or practical test, the standard/syllabus etc. of which will be determined by the concerned recruitment agency i.e. H.P.P.S.C., Shimla.

(V) **Committee for selection of Contractual Appointments.**—As may be constituted by the concerned recruiting agency i.e. H.P.P.S.C., Shimla 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 contract appointee will be paid fixed contractual amount @ 15300/- per month (which shall be equal to minimum of the pay band + grade pay) plus any enhancement notified by the state Government for contract employees. The contract appointee will be entitled for increase in contractual amount @ 459/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as seniority/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.

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

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ANNEXURE-B
Form of contract/agreement to be executed between the Assistant Manager (Marketing) and the Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ R/O _____ contract appointee (hereinafter called the FIRST PARTY) AND the Managing Director, Himachal Pradesh State Cooperative Milk Producers' Federation Limited (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Assistant Manager (Marketing) on contract basis on the following terms & conditions:—

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Assistant Manager (Marketing) for a period of one year commencing on _____ day of _____ and ending on the _____ day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall ipso fact stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

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.

2. The contractual amount of the FIRST PARTY will be Rs. 15300/- per month+any enhancement notified by the State Government for contract employees from time to time.

3. The service of FIRST PARTY 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.

4. Contractual Assistant Manager (Marketing) will be entitled for one day casual leave after putting in one month service. This leave can be accumulated up to one year. No leave of any kind is admissible to the contractual Assistant Manager (Marketing). He/She will not be entitled for Medical Reimbursement and LTC etc. only maternity leave will be given as per Rules.

5. Unauthorized absence from duty without the approval of the controlling officer shall automatically lead to the termination of the contract. A contractual Assistant Manager (Marketing) will not be entitled for contractual amount for the period of absence from duty.

6. 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.

7. Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. Women candidate pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Govt. authorized/ registered Medical Practitioner.

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

8. Contract appointee shall be entitled for TA/DA if required to go on tour in connection with his/her official duty at the same rate as applicable to regular counter part official at the minimum of pay scale.
9. The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contractual appointee(s).

IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET THEIR HANDS THE DAY, MONTH AND YEAR FIRST, ABOVE WRITTEN IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

(Signature of first party).

2. _____

(Name and full address)

(Signature of first party).

IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

(Signature of Second party)

2. _____

(Name and full address)

Managing Director,
The H.P. State Coop. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

(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.

8. Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote (s).—Age: Not applicable.

Educational Qualification: Not applicable.

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(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post (s) to be filled in by various methods.—50% by direct recruitment on a regular basis or by recruitment on contract basis as the case may be. The contract employee(s) will get emoluments as given in Column 15-A and will be governed by the service conditions as specified in the said column. 50% By Promotion for the post of Assistant Manager(IT/MIS) on Seniority-cum-Merit basis from amongst the feeder category of Technical Superintendent having 05 years regular service on the post. Provided that eligible candidates should have a full time 04 years degree in Dairy Technology /Food Technology from the recognized University.

11. In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.—Not applicable.

12. If a Departmental Promotion committee exists, what is its composition?—

- Chairman of the Federation
- Managing Director of the Federation
- Director (AH)/Representative of NDDB
- Representative of Registrar Coop. Societies

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 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 or if the Himachal Pradesh Public Service Commission or other recruiting 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-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 Manager (IT/MIS), in the H.P. State Co-Operative Milk Producers' Federation Ltd. will be engaged on contract basis initially for one

Managing Director,
The H.P. State Coop. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

The Himachal Pradesh State Co-Operative Milk Producers' Federation Limited.

Recruitment and Promotion Rules for the Post of Assistant Manager (IT/MIS) (Non-Gazetted) Class-II, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

- Name of Post.**—Assistant Manager(IT/MIS)
- Number of Post(s).**—As sanctioned and may be sanctioned by the BOD and Service Committee of the Federation from time to time.
- Classification.**—Class-II (Non- Gazetted)
- Scale of Pay.**—(i) Pay scale for regular incumbents:
Pay Band- 10300-34800+5000/-Grade Pay
(ii) Emoluments for contract employees:—
15300/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A
- Whether "Selection" post or "Non-Selection" post.**—Not applicable.
- Age for direct Recruitment.**—Between 18 and 45 years:

Provided that 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 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 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 of such constitutions 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 and who are/were finally absorbed in the service of such Corporations/ Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

- 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 Exchange or as the case may be.
- Age and experience in the case of direct recruitment, relaxable at the discretion of Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.
- Minimum educational and other qualifications required for direct recruit(s).**—
(a) i **Essential Qualification(s):** Candidate should possess MCA/B.Tech. in IT/Computer Science from recognized University/Institute having 05 year experience in the similar field.

Managing Director,
The H.P. State Coop. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

year, which may be extended 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 H.P.P.S.C.—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruitment agency i.e. H.P. P.S.C., Shimla.

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

(II) Contractual Emoluments.— The Assistant Manager (IT/MIS) appointed on contract basis will be paid consolidated fixed contractual amount @ 15300/- per month (which shall be equal to minimum of the pay band + grade pay) and any enhancement notified by the State Government from time to time. An amount of Rs.459/- (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, H.P. State Co-Operative Milk Producers' Federation Ltd. 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 by a written test or practical test, the standard/syllabus etc. of which will be determined by the concerned recruitment agency i.e. H.P.P.S.C., Shimla.

(V) Committee for selection of Contractual Appointments.—As may be constituted by the concerned recruiting agency i.e. H.P.P.S.C., Shimla 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 contract appointee will be paid fixed contractual amount @ 15300/- per month (which shall be equal to minimum of the pay band + grade pay) plus any enhancement notified by the state Government for contract employees. The contract appointee will be entitled for increase in contractual amount @ 459/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as seniority/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-imbursement 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.

Managing Director,
The H.P. State Coop. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

- (e) An official appointed on contract basis who has 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 26 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.
- (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 official 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 services 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 and in consultation with the Himachal Pradesh Public Service Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

Managing Director
The H.P. State Co-op. Milk
Producers Federation Ltd.
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Tolu, Shimla-11

be re-examined for the fitness from an authorized Govt. authorized/ registered Medical Practitioner.

8. Contract appointee shall be entitled for TA/DA if required to go on tour in connection with his/her official duty at the same rate as applicable to regular counterpart official at the minimum of pay scale.
9. The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contractual appointee(s).

IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET THEIR HANDS THE DAY, MONTH AND YEAR FIRST, ABOVE WRITTEN IN THE PRESENCE OF WITNESS:

1. _____
(Name and full address)

(Signature of first party).

2. _____

(Signature of first party).

IN THE PRESENCE OF WITNESS:

1. _____
(Name and full address)

(Signature of Second party)

2. _____

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Tolu, Shimla-11

Form of contract/agreement to be executed between the Assistant Manager (IT/MIS) and the Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd

This agreement is made on this _____ day of _____ in the year _____

between Shri/Smt. _____ R/O _____ contract appointee (hereinafter called the First Party) AND the Managing Director, Himachal Pradesh State Cooperative Milk Producers' Federation Limited (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Assistant Manager (IT/MIS) on contract basis on the following terms & conditions :-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Assistant Manager (IT/MIS) for a period of one year commencing on _____ day of _____ and ending on the _____ day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall ipso fact stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.
2. The contractual amount of the FIRST PARTY will be Rs. 15300/- per month+any enhancement notified by the State Government for contract employees from time to time.
3. The service of FIRST PARTY 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.
4. Contractual Assistant Manager (IT/MIS) will be entitled for one day casual leave after putting in one month service. This leave can be accumulated up to one year. No leave of any kind is admissible to the contractual Assistant Manager (IT/MIS). He/She will not be entitled for Medical Reimbursement and LTC etc. only maternity leave will be given as per Rules.
5. Unauthorized absence from duty without the approval of the controlling officer shall automatically lead to the termination of the contract. A contractual Assistant Manager (IT/MIS) will not be entitled for contractual amount for the period of absence from duty.
6. 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.
7. Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. Women candidate pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate will

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Tolu, Shimla-11

The Himachal Pradesh State Co-Operative Milk Producers' Federation Limited.

Recruitment and Promotion Rules for the Post of Assistant Manager (Establishment) (Non-Gazetted) Class-II, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. **Name of Post.**—Assistant Manager (Establishment)
2. **Number of Post(s).**—As sanctioned and may be sanctioned by the BOD and Service Committee of the Federation from time to time.
3. **Classification.**—Class-II (Non- Gazetted)
4. **Scale of Pay.**—(i) Pay scale for regular incumbents:
Pay Band- 10300-34800+5000/-Grade Pay
(ii) Emoluments for contract employees:—
15300/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A

5. **Whether "Selection" post or "Non-Selection" post.**—Not applicable.

6. **Age for direct Recruitment.**—Between 18 and 45 years:

Provided that 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 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 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 of such constitutions 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 and who were finally absorbed in the service of such Corporations/Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

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

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

- (a) **Essential Qualification(s):** Candidate should possess MBA with 04 years experience of Administration in a commercial Organization and should be well conversant with Service Rules, Labour Law, Factory Act, Personnel Management and Security.

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Tolu, Shimla-11

OR

Graduate with 15 years experience as above.

(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.

8. **Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote (s).**—Age: Not applicable.

Educational Qualification: Not applicable.

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(s) 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 direct recruitment in case of non-availability of eligible incumbents in the feeder category on a regular basis or by recruitment on contract basis, as the case may be. The contract employee(s) will get emoluments as given in Column 15-A and will be governed by the service conditions as specified in the said column. **100% By Promotion for the post of Assistant Manager (Establishment) on Seniority-cum-Merit basis from amongst the Senior Assistant (Establishment) having 05 years experience on the post.**

11. **In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.**—Not applicable.

12. **If a Departmental Promotion committee exists, what is its composition?**—

1. Chairman of the Federation
2. Managing Director of the Federation
3. Director (AH)/Representative of NDDB
4. Representative of Registrar Coop. Societies

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 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 or if the Himachal Pradesh Public Service Commission or other recruiting 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-A. **Selection for appointment to the post by contract appointment.**—Notwithstanding anything contained in these rules, contract appointments to the post will be made

Managing Director,
The H.P. State Coop. Milk
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contract appointee. He/She shall not be entitled for Medical Re-imbursement 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 has 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 26 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.

(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 official 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 services 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 and in consultation with the Himachal Pradesh Public Service Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

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subject to the terms and conditions given below:—

(I) **Concept.**—(a) Under this policy the Assistant Manager (Establishment), in the H.P. State Co-Operative Milk Producers' Federation Ltd. will be engaged on contract basis initially for one year, which may be extended 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 H.P.P.S.C.**—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruitment agency i.e. H.P. P.S.C., Shimla.

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

(II) **Contractual Emoluments.**—The Assistant Manager (Establishment) appointed on contract basis will be paid consolidated fixed contractual amount @ 15300/- per month (which shall be equal to minimum of the pay band + grade pay) and any enhancement notified by the State Government from time to time. An amount of Rs.459/- (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, H.P. State Co-Operative Milk Producers' Federation Ltd. 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 by a written test or practical test, the standard/syllabus etc. of which will be determined by the concerned recruitment agency i.e. H.P.P.S.C., Shimla.

(V) **Committee for selection of Contractual Appointments.**—As may be constituted by the concerned recruiting agency i.e. H.P.P.S.C., Shimla 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 contract appointee will be paid fixed contractual amount @ 15300/- per month (which shall be equal to minimum of the pay band + grade pay) plus any enhancement notified by the state Government for contract employees. The contract appointee will be entitled for increase in contractual amount @ 459/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as seniority/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

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Form of contract/agreement to be executed between the Assistant Manager (Establishment) and the Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ R/O _____ in the year _____ contract appointee (hereinafter called the FIRST PARTY) AND the Managing Director, Himachal Pradesh State Cooperative Milk Producers' Federation Limited (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Assistant Manager (Establishment) on contract basis on the following terms & conditions:—

(I) That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Assistant Manager (Establishment) for a period of one year commencing on _____ day of _____ and ending on the _____ day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall ipso fact stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

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.

(2) The contractual amount of the FIRST PARTY will be Rs. 15300/- per month+any enhancement notified by the State Government for contract employees from time to time.

(3) The service of FIRST PARTY 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.

(4) Contractual Assistant Manager (Establishment) will be entitled for one day casual leave after putting in one month service. This leave can be accumulated up to one year. No leave of any kind is admissible to the contractual Assistant Manager (Establishment). He/She will not be entitled for Medical Reimbursement and LTC etc. only maternity leave will be given as per Rules.

(5) Unauthorized absence from duty without the approval of the controlling officer shall automatically lead to the termination of the contract. A contractual Assistant Manager (Establishment) will not be entitled for contractual amount for the period of absence from duty.

(6) 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.

(7) Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. Women candidate pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Govt. authorized/registered Medical Practitioner.

(8) Contract appointee shall be entitled for TA/DA if required to go on tour in connection with

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his/her official duty at the same rate as applicable to regular counter part official at the minimum of pay scale.

(9) The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contractual appointee(s).

IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET THEIR HANDS THE DAY, MONTH AND YEAR FIRST, ABOVE WRITTEN IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

(Signature of first party).

2. _____

(Name and full address)

(Signature of first party).

IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

(Signature of Second party)

2. _____

(Name and full address)

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The Himachal Pradesh State Co-Operative Milk Producers' Federation Limited.

Recruitment and Promotion Rules for the Post of Assistant Manager (Accounts) (Non-Gazetted) Class-II, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. **Name of Post.**—Assistant Manager (Accounts)

2. **Number of Post(s).**—As sanctioned and may be sanctioned by the BOD and Service Committee of the Federation from time to time.

3. **Classification.**—Class-II (Non- Gazetted)

4. **Scale of Pay.**—(i) Pay scale for regular incumbents:
Pay Band- 10300-34800+5000/-Grade Pay
(ii) Emoluments for contract employees:—
15300/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A

5. **Whether "Selection" post or "Non-Selection" post.**—Not applicable.

6. **Age for direct Recruitment.**—Between 18 and 45 years:

Provided that 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 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 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 of such constitutions 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 and who are/were finally absorbed in the service of such Corporations/Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

(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 Exchange or as the case may be.

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

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

(a) **Essential Qualification(s):** Candidate should possess B.Com with 15 years experience in Commercial Accounts preferably in Dairy Industry.

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OR

M.Com with 05 years experience as above.

OR

HPFAS with 05 years experience as above.

(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.

8. **Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote (s).**—Age: Not applicable.

Educational Qualification: Not applicable.

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(s) 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 direct recruitment in case of non-availability of eligible incumbents in the feeder category on a regular basis or by recruitment on contract basis, as the case may be. The contract employee(s) will get emoluments as given in Column 15-A and will be governed by the service conditions as specified in the said column. 100% By Promotion for the post of Assistant Manager (Accounts) on Seniority-cum-Merit basis from amongst the Senior Assistant (Accounts) having at least 07 years regular service on the post in case of 10th pass eligible candidates and 05 years regular service in the case of Graduate eligible candidates.

11. **In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.**—Not applicable.

12. **If a Departmental Promotion committee exists, what is its composition?**—

1. Chairman of the Federation
2. Managing Director of the Federation
3. Director (AII)/Representative of NDDB
4. Representative of Registrar Coop. Societies

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 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 or if the Himachal Pradesh Public Service Commission or other recruiting 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

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may be.

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 Manager (Accounts), in the H.P. State Co-Operative Milk Producers' Federation Ltd. will be engaged on contract basis initially for one year, which may be extended 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 H.P.P.S.C.**—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruitment agency i.e. H.P. P.S.C., Shimla.

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

(II) **Contractual Emoluments.**— The Assistant Manager (Accounts) appointed on contract basis will be paid consolidated fixed contractual amount @ 15300/- per month (which shall be equal to minimum of the pay band + grade pay) and any enhancement notified by the State Government from time to time. An amount of Rs.459/- (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, H.P. State Co-Operative Milk Producers' Federation Ltd. 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 by a written test or practical test, the standard/syllabus etc. of which will be determined by the concerned recruitment agency i.e. H.P.P.S.C., Shimla.

(V) **Committee for selection of Contractual Appointments.**—As may be constituted by the concerned recruiting agency i.e. H.P.P.S.C., Shimla 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 contract appointee will be paid fixed contractual amount @ 15300/- per month (which shall be equal to minimum of the pay band + grade pay) plus any enhancement notified by the state Government for contract employees. The contract appointee will be entitled for increase in contractual amount @ 459/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as seniority/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.

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-imbursement and LTC etc. only

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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 has 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 26 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.

(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 official 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 services 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 and in consultation with the Himachal Pradesh Public Service Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

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(8) Contract appointee shall be entitled for TA/DA if required to go on tour in connection with his/her official duty at the same rate as applicable to regular counterpart official at the minimum of pay scale.

(9) The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contractual appointee(s).

IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET
THEIR HANDS THE DAY, MONTH AND YEAR FIRST, ABOVE WRITTEN
IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

(Signature of first party).

2. _____

(Name and full address)

(Signature of first party).

IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

(Signature of Second party)

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Form of contract/agreement to be executed between the Assistant Manager (Accounts) and the Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ R/O _____ contract appointee (hereinafter called the FIRST PARTY) AND the Managing Director, Himachal Pradesh State Co-operative Milk Producers' Federation Limited (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Assistant Manager (Accounts) on contract basis on the following terms & conditions:—

(1) That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Assistant Manager (Accounts) for a period of one year commencing on _____ day of _____ and ending on the _____ day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall Ipso factosand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

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.

(2) The contractual amount of the FIRST PARTY will be Rs. 15300/- per month+any enhancement notified by the State Government for contract employees from time to time.

(3) The service of FIRST PARTY 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.

(4) Contractual Assistant Manager (Accounts) will be entitled for one day casual leave after putting in one month service. This leave can be accumulated up to one year. No leave of any kind is admissible to the contractual Assistant Manager (Accounts). He/She will not be entitled for Medical Reimbursement and LTC etc. only maternity leave will be given as per Rules.

(5) Unauthorized absence from duty without the approval of the controlling officer shall automatically lead to the termination of the contract. A contractual Assistant Manager (Accounts) will not be entitled for contractual amount for the period of absence from duty.

(6) 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.

(7) Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. Women candidate pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Govt. authorized/registered Medical Practitioner.

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**The Himachal Pradesh State Co-Operative Milk Producers' Federation Ltd.
Recruitment and Promotion Rules for the Post of Computer Programmer (Non- Gazetted)
Class-II, in the H.P. State Co-Operative Milk Producers' Federation Ltd.**

1. Name of Post.—Computer Programmer

2. Number of Post(s).—As sanctioned and may be sanctioned by the BOD and Service Committee of the Federation from time to time.

3. Classification.—Class-II (Non- Gazetted)

4. Scale of Pay.—(i) Pay scale for regular incumbents:

Pay Band 10300-34800+ 5000/-Grade Pay

(ii) Emoluments for contract employees:—

15300/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A.

5. Whether "Selection" post or "Non-Selection" post.—Not applicable.

6. Age for direct Recruitment.—Between 18 and 45 years:

Provided that 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 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 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 of such constitutions 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 and who are/were finally absorbed in the service of such Corporations/ Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

(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 Exchange or as the case may be.

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

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

(a) 1. Essential Qualification(s): Candidate should have qualified in MCA/B.Tech.(Computer Science) from any recognized University.

(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.

8. Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promotee(s).—Age: Not applicable.

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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(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post (s) 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 employee(s) will get emoluments as given in Column 15-A and will be governed by the service conditions as specified in the said column.

11. In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.—Not applicable.

12. If a Departmental Promotion committee exists, what is its composition?—Not applicable.

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 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 or if the Himachal Pradesh Public Service Commission or other recruiting 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-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 Computer Programmer in the H.P. State Co-Operative Milk Producers' Federation Ltd. 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 H.P.P.S.C.—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruitment agency i.e. H.P. P.S.C., Shimla.

(c) Post falls out of the purview of HPPSC.—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the

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children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Government medical officer. He/She shall not be entitled for Medical Re-imbursement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

Provided that the un-availed casual leave, medical leave and special leave can be accumulated upto 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 this 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 has 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 shall be re-examined 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 official 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.

16. Reservation.—The appointment to the services 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 and in consultation with the Himachal Pradesh Public Service Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

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vacant posts on contract basis will advertise the details of the vacant posts in atleast two leading newspapers and invite applications from candidates having the prescribed qualifications and fulfilling the other eligibility conditions as prescribed in these rules.

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

(II) Contractual Emoluments.—The Computer Programmer appointed on contract basis will be paid consolidated fixed contractual amount @ 15300/- per month (which shall be equal to minimum of the pay band + grade pay). An amount of Rs.459/- (3% of the minimum of pay band+grade pay of the post) as annual increase in contractual emoluments for the subsequent years(s) will be allowed, if contract is extended beyond one year.

(III) Appointing/Disciplinary Authority.—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. H.P. will be appointing and disciplinary authority.

(IV) Selection Process.—

(a) For post(s) falling within the purview of HPPSC:—

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 agency i.e. H.P.P.S.C., Shimla.

(b) For post(s) falling out of the purview of HPPSC:—

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. H.P.P.S.C., Shimla from time to time.

(b) For post(s) falling outside the purview of HPPSC:—

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 Annexure 'B' appended to these Rules.

(VII) Terms and Conditions.—(a) The contract appointee will be paid fixed contractual amount @ 15300/- per month (which shall be equal to minimum of the pay band + grade pay). The contract appointee will be entitled for increase in contractual amount @ 459/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as seniority/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. However, the contract appointee will also be entitled for 180 days maternity leave, 10 days medical leave and 5 days special leave. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of the number of surviving

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Form of contract/agreement to be executed between the Computer Programmer and the Managing Director, of Himachal Pradesh State Cooperative Milk Producers' Federation Limited.

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ R/O _____

contract appointee (hereinafter called the FIRST PARTY) AND the Managing Director, H.P. State Cooperative Milk Producers' Federation Limited (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Computer Programmer on contract basis on the following terms & conditions:—

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Computer Programmer for a period of one year commencing on _____ day of _____ and ending on the _____ day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall ipso facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

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.

2. The contractual amount of the FIRST PARTY will be Rs. 15300/- per month+any enhancement notified by the State Government for contract employees from time to time.

3. The service of FIRST PARTY 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.

4. Contractual Computer Programmer will be entitled for one day casual leave after putting in one month service. However, the contract appointee will also be entitled for 180 days maternity leave, 10 days medical leave and 5 days special leave. 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. He/She shall not be entitled for Medical Re-imbursement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

Provided that the un-availed casual leave, medical leave and special leave can be accumulated upto the calendar year and will not be carried forward for the next calendar year.

5. Unauthorized absence from 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 this period of absence from duty.

Provided that he/she shall submit the certificate of illness/fitness issued by the medical

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officer, as per prevailing instructions of the Government.

6. 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.
7. Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. In case of Women candidate pregnant beyond twelve weeks will render her temporarily unfit till the confinement is over. The women candidate should be re-examined for the fitness from an authorized Medical officer/Practitioner.
8. Contract appointee shall be entitled for TA/DA if required to go on tour in connection with his/her official duty at the same rate as applicable to regular counterpart official at the minimum of pay scale.
9. The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contractual appointee(s).

IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET THEIR HANDS THIS DAY, MONTH AND YEAR FIRST, ABOVE WRITTEN

IN THE PRESENCE OF WITNESS :

1. _____
(Name and full address)
(Signature of first party).
2. _____
(Signature of Second party).

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(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.

8. Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote(s).—Age: Not applicable.

Educational Qualification: Not applicable.

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(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post (s) 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 employee(s) will get emoluments as given in Column 15-A and will be governed by the service conditions as specified in the said column.

11. In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.—Not applicable.

12. If a Departmental Promotion committee exists, what is its composition?—Not applicable.

13. Circumstances under which the H.P.S.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 post by direct recruitment.—Selection for appointment to the post in the case of direct recruitment shall be made on the basis a written test or practical test, the standard/syllabus etc. of which will be determined by the Commission/other recruiting authority as the case may be.

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:—

(f) Concept.—(a) Under this policy the Marketing Assistant, in the H.P. State Co-Operative Milk Producers' Federation Ltd. will be engaged on contract basis initially for one year; which may be extended 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 H.P. Staff Selection Commission.—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruitment agency i.e. H.P. Staff Selection Commission, Hamirpur.

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The Himachal Pradesh State Co-Operative Milk Producers' Federation Ltd.

Recruitment and Promotion Rules for the Post of Marketing Assistant (Non-Gazetted) Class-III, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. Name of Post.—Marketing Assistant
2. Number of Post(s).—As sanctioned and may be sanctioned by the BOD and Service Committee of the Federation from time to time.
3. Classification.—Class-III (Non- Gazetted)
4. Scale of Pay.— (i) Pay scale for regular incumbents:
Pay Band 10300-34800+ 4400/-Grade Pay
(iii) Emoluments for contract employees:—
14700/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A.

5. Whether "Selection" post or "Non-Selection" post.—Not applicable.

6. Age for direct Recruitment.—Between 18 and 45 years;

Provided that 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 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 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 of such constitutions 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 and who are/were finally absorbed in the service of such Corporations/ Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

(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 Exchange or as the case may be.

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

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

(a) Essential Qualification(s): Candidate should possess MBA in Marketing from a recognized University or from an Institution duly recognized by the H.P./Central Government with two years experience in the marketing field.

The candidate should have Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh:

Provided this condition shall not apply to Bonafide Himachalis.

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

(II) Contractual Emoluments.—The Marketing Assistant appointed on contract basis will be paid consolidated fixed contractual amount @ 14,700/- per month (which shall be equal to minimum of the pay band + grade pay) and any enhancement notified by the State Government from time to time. An amount of Rs.441/- (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, H.P. State Co-Operative Milk Producers' Federation Ltd. 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 by a written test or practical test, the standard/syllabus etc. of which will be determined by the concerned recruitment agency i.e. H.P. Staff Selection Commission, Hamirpur.

(V) Committee for selection of Contractual Appointments.—As may be constituted by the concerned recruiting agency i.e. H.P. 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 contract appointee will be paid fixed contractual amount @ 14700/- per month (which shall be equal to minimum of the pay band + grade pay) plus any enhancement notified by the state Government for contract employees. The contract appointee will be entitled for increase in contractual amount @ 441/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as seniority/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-imbursement 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 has 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 26 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.

(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 official at the minimum of pay

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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 services 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 and in consultation with the Himachal Pradesh Staff Selection Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

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(9) The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contractual appointee(s).

IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET THEIR HANDS THE DAY, MONTH AND YEAR FIRST, ABOVE WRITTEN

IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

(Signature of first party).

2. _____

(Name and full address)

(Signature of first party).

IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

(Signature of Second party)

2. _____

(Name and full address)

(Signature of Second party)

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Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

Form of contract/agreement to be executed between the Marketing Assistant and the Managing Director, H.P. State Cooperative Milk Producers' Federation Limited.

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ R/O _____ contract appointee (hereinafter called the First Party) AND the Managing Director, H.P. State Cooperative Milk Producers' Federation Limited (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Marketing Assistant on contract basis on the following terms & conditions:—

- (1) That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Marketing Assistant for a period of one year commencing on _____ day of _____ and ending on the _____ day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall ipso fact stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

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.

- (2) The contractual amount of the FIRST PARTY will be Rs. 14700/- per month+any enhancement notified by the State Government for contract employees from time to time.
- (3) The service of FIRST PARTY 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.
- (4) Contractual Marketing Assistant will be entitled for one day casual leave after putting in one month service. This leave can be accumulated up to one year. No leave of any kind is admissible to the contractual Marketing Assistant. He/She will not be entitled for Medical Reimbursement and LTC etc. only maternity leave will be given as per Rules.
- (5) Unauthorized absence from duty without the approval of the controlling officer shall automatically lead to the termination of the contract. A contractual Marketing Assistant will not be entitled for contractual amount for the period of absence from duty.
- (6) 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.
- (7) Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. Women candidate pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Govt. authorized/ registered Medical Practitioner.
- (8) Contract appointee shall be entitled for TA/DA if required to go on tour in connection with his/her official duty at the same rate as applicable to regular counterpart official at the minimum of pay scale.

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The Himachal Pradesh State Co-Operative Milk Producers' Federation Ltd.

Recruitment and Promotion Rules for the Post of Plant Engineer (Non-Gazetted) Class-II, in the H.P. State Co-Operative Milk Producers' Federation Limited.

1. **Name of Post.**—Plant Engineer
2. **Number of Post(s).**—As sanctioned and may be sanctioned by the BOD and Service Committee of the Federation from time to time.
3. **Classification.**—Class-II(Non- Gazetted)
4. **Scale of Pay.**—(i) Pay scale for regular incumbents:
Pay Band-10300-34800+ 5000/-Grade Pay
(ii) Emoluments for contract employees:—
15300/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A.

5. **Whether "Selection" post or "Non-Selection" post.**—Not applicable.

6. **Age for direct Recruitment.**—Between 18 and 45 years:

Provided that 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 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 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 of such constitutions 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 and who are/were finally absorbed in the service of such Corporations/ Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

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 Exchange or as the case may be.
2. Age and experience in the case of direct recruitment, relaxable at the discretion of Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.
7. **Minimum educational and other qualifications required for direct recruit(s).**—
(i) **Essential Qualification(s):** Candidate should possess Degree in Electrical/Mechanical/Electronic Engineering having atleast one year's experience of repair and maintenance of machinery & equipment in a Milk Processing/Milk Products manufacturing Plant.

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OR

Diploma in Electrical/Mechanical/Electronic having 03 years experience of repair and maintenance of machinery and equipment in a Milk Processing/Milk Products manufacturing Plant.

OR

Diploma in Electrical /Mechanical/Electronic Engg. followed by Diploma in Dairy Engg. having atleast 02 years experience in repair and maintenance of machinery and equipments in a Milk Processing/Products manufacturing Plant.

- (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.

8. Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote (s).—Age: Not applicable.

Educational Qualification: Not applicable.

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(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post (s) to be filled in by various methods.—100% by direct recruitment on a regular basis or by recruitment on contract basis or on daily wages basis, as the case may be. The contract employee(s) will get emoluments as given in Column 15-A and will be governed by the service conditions as specified in the said column.

11. In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.—Not applicable.

12. If a Departmental Promotion committee exists, what is its composition?—Not applicable.

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 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 or if the Himachal Pradesh Public Service Commission or other recruiting agency/authority as the case may be, so consider necessary or expedient on the basis of interview/personality test

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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. H.P.P.S.C., Shimla from time to time.

(b) For post(s) falling outside the purview of HPPSC:

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 Annexure-"B" appended to these Rules.

(VII) Terms and Conditions.—(a) The contract appointee will be paid fixed contractual amount @ 15300/- per month (which shall be equal to minimum of the pay band + grade pay). The contract appointee will be entitled for increase in contractual amount @ 459/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as seniority/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. However, the contract appointee will also be entitled for 180 days maternity leave, 10 days medical leave and 5 days special leave. 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. He/She shall not be entitled for Medical Re-imbursement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

Provided that the un-availed casual leave, medical leave and special leave can be accumulated upto 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 this 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 has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.

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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-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 Plant Engineer, in the H.P. State Co-Operative Milk Producers' Federation Ltd. 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 H.P.P.S.C. The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruitment agency i.e. H.P. P.S.C., Shimla.

(c) Post falls out of the purview of HPPSC.—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will advertise the details of the vacant posts in atleast two leading newspapers and invite applications from candidates having the prescribed qualifications and fulfilling the other eligibility conditions as prescribed in these rules.

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

(II) Contractual Emoluments.—The Plant Engineer appointed on contract basis will be paid consolidated fixed contractual amount @ 15300/- per month (which shall be equal to minimum of the pay band + grade pay). An amount of Rs.459/- (3% of the minimum of pay band+grade pay of the post) as annual increase in contractual emoluments for the subsequent years(s) will be allowed, if contract is extended beyond one year.

(III) Appointing/Disciplinary Authority.—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. H.P. will be appointing and disciplinary authority.

(IV) Selection Process.—

(a) For post(s) falling within the purview of HPPSC:

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 physically test, the standard/syllabus etc. of which will be determined by the concerned recruiting agency i.e. H.P.P.S.C., Shimla.

(b) For post(s) falling out of the purview of HPPSC:

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

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(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 shall be re-examined 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 official 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.

16. Reservation.—The appointment to the services 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 and in consultation with the Himachal Pradesh Public Service Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

Managing Director,
The H.P. State Coop. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

Form of contract/agreement to be executed between the Plant Engineer and the Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd.

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ R/O _____

contract appointee (hereinafter called the First Party) AND the Managing Director, H.P. State Co-Operative Milk Producers' Federation Limited (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Plant Engineer on contract basis on the following terms & conditions:—

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Plant Engineer for a period of one year commencing on _____ day of _____ and ending on the _____ day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall ipso fact stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

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.

2. The contractual amount of the FIRST PARTY will be Rs. 15300/- per month+any enhancement notified by the State Government for contract employees from time to time.
3. The service of FIRST PARTY 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.
4. Contractual Plant Engineer will be entitled for one day casual leave after putting in one month service. However, the contract appointee will also be entitled for 180 days maternity leave, 10 days medical leave and 5 days special leave. 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. He/She shall not be entitled for Medical Re-imbursement and LTC etc. No leave of any other kind except above is admissible to the contract appointee. Provided that the un-availed casual leave, medical leave and special leave can be accumulated upto the calendar year and will not be carried forward for the next calendar year.

5. Unauthorized absence from 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 this period of absence from duty.

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The H.P. State Co-op. Milk
Producers' Federation Ltd.,
FOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milked, Tolu, Shimla-11

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

6. 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.
7. Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. Women candidate pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Govt. authorized/ registered Medical Practitioner.
8. Contract appointee shall be entitled for TA/DA if required to go on tour in connection with his/her official duty at the same rate as applicable to regular counter part official at the minimum of pay scale.
9. The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contractual appointee(s).

IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET THEIR HANDS THE DAY, MONTH AND YEAR FIRST, ABOVE WRITTEN

IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

(Signature of first party).

2. _____

(Signature of Second party).

Managing Director,
The H.P. State Co-op. Milk
Producers' Federation Ltd.,
FOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milked, Tolu, Shimla-11

The Himachal Pradesh State Co-Operative Milk Producers' Federation Ltd.

Recruitment and Promotion Rules for the Post of Technical Superintendent Class-III, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. **Name of Post.**—Technical Superintendent
2. **Number of Post(s).**—As sanctioned and may be sanctioned by the BOD and Service Committee of the Federation from time to time.
3. **Classification.**—Class-III (Non- Gazetted)
4. **Scale of Pay.**—(i) Pay scale for regular incumbents:
Pay Band 10300-34800+ 4400/-Grade Pay
(ii) Emoluments for contract employees:—
14700/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A.

(5) Whether "Selection" post or "Non-Selection" post.—Not applicable.

(6) Age for direct Recruitment.—Between 18 and 45 years:

Provided that 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 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 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 of such constitutions 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 and who are/were finally absorbed in the service of such Corporations/ Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

(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 Exchange or as the case may be.

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

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

- (a) Essential Qualification(s): Candidate should possess full time 04 years degree in Dairy Technology/Food Technology from the recognized University.

The candidate should have Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh:

Provided this condition shall not apply to Bonafide Himachalis.

Managing Director,
The H.P. State Co-op. Milk
Producers' Federation Ltd.,
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(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.

8. Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promotee(s).—Age: Not applicable.

Educational Qualification: Not applicable.

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(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post (s) to be filled in by various methods.—80% by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be. The contract employee(s) will get emoluments as given in Column 15-A and will be governed by the service conditions as specified in the said column. 20% by Promotion on Seniority-cum-Merit basis from amongst Incharge, Chilling Centre having atleast 05 years regular service on the post. Provided that eligible candidates should either have a full time 04 years degree in Dairy Technology or Dairy Husbandry from the recognized University.

11. In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.—Not applicable.

12. If a Departmental Promotion committee exists, what is its composition?—Managing Director shall have the powers to form the Selection Committee of atleast three officers of the Federation.

13. Circumstances under which the H.P.S.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 post by direct recruitment.—Selection for appointment to the post in the case of direct recruitment shall be made on the basis a written test or practical test, the standard/syllabus etc. of which will be determined by the Commission/other recruiting authority as the case may be.

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 Technical Superintendent, in the H.P. State Co-Operative Milk Producers' Federation Ltd. will be engaged on contract basis initially for one year, which may be extended 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.

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Assistant Controller (F&A)
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(b) Post falls within the purview of H.P. Staff Selection Commission.—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruitment agency i.e. H.P. Staff Selection Commission, Hamirpur. The selection will be made in accordance with the eligibility conditions prescribed in these R&P Rules.

(II) Contractual Emoluments.—The Technical Superintendent appointed on contract basis will be paid consolidated fixed contractual amount @ 14,700/- per month (which shall be equal to minimum of the pay band + grade pay) and any enhancement notified by the State Government from time to time. An amount of Rs.441/- (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, H.P. State Co-Operative Milk Producers' Federation Ltd. 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 by a written test or practical test, the standard/syllabus etc. of which will be determined by the concerned recruitment agency i.e. H.P. Staff Selection Commission, Hamirpur.

(V) Committee for selection of Contractual Appointments.—As may be constituted by the concerned recruiting agency i.e. H.P. 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 contract appointee will be paid fixed contractual amount @ 14700/- per month (which shall be equal to minimum of the pay band + grade pay) plus any enhancement notified by the state Government for contract employees. The contract appointee will be entitled for increase in contractual amount @ 441/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as seniority/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-imbursement 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 has 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 26 weeks

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TOTU, SHIMLA-171011

Assistant Controller (F&A)
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ANNEXURE-B

Form of contract/agreement to be executed between the Technical Superintendent and the Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ R/O _____ contract appointee (hereinafter called the First Party) AND the Managing Director, H.P. State Cooperative Milk Producers' Federation Limited (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Technical Superintendent on contract basis on the following terms & conditions :-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Technical Superintendent for a period of one year commencing on _____ day of _____ and ending on the _____ day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall post-impose facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

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.

2. The contractual amount of the FIRST PARTY will be Rs. 14,700/- per month+any enhancement notified by the State Government for contract employees from time to time.
3. The service of FIRST PARTY 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.
4. Contractual Technical Superintendent will be entitled for one day casual leave after putting in one month service. This leave can be accumulated up to one year. No leave of any kind is admissible to the contractual Technical Superintendent He/She will not be entitled for Medical Reimbursement and LTC etc. only maternity leave will be given as per Rules.
5. Unauthorized absence from duty without the approval of the controlling officer shall automatically lead to the termination of the contract. A contractual Technical Superintendent will not be entitled for contractual amount for the period of absence from duty.
6. 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.
7. Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. Women candidate pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Govt. authorized/ registered Medical Practitioner.
8. Contract appointee shall be entitled to TA/DA if required to go on tour in connection with his/her official duty at the same rate as applicable to regular counterpart official at the minimum

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The H.P. State Co-op. Milk
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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.

(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 official 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 services 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 and in consultation with the Himachal Pradesh Staff Selection Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).



Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
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Assistant Controller (F&A)
H.P. Milked, Totu, Shimla-11

of pay scale.

9. The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contract appointee(s).

IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET THEIR HANDS THE DAY, MONTH AND YEAR FIRST, ABOVE WRITTEN

IN THE PRESENCE OF WITNESS :

1. _____

(Name and full address)

2. _____

(Signature of first party).

IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

2. _____

(Signature of Second party)

(Signature of Second party)

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
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Assistant Controller (F&A)
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The Himachal Pradesh State Co-Operative Milk Producers' Federation Ltd.

Recruitment and Promotion Rules for the Post of Field Officer (Milk Procurement), Class-III, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

- 1. Name of Post.**—Field Officer (Milk Procurement)
- 2. Number of Post(s).**—As sanctioned and may be sanctioned by the BOD and Service Committee of the Federation from time to time.
- 3. Classification.**—Class-III (Non- Gazetted)
- 4. Scale of Pay.**—(i) Pay scale for regular incumbents:
Pay Band 10300-34800+4400/-Grade Pay
(ii) Emoluments for contract employees:—
14700/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A.

5. Whether "Selection" post or "Non-Selection" post.—Not applicable.

6. Age for direct Recruitment.—Between 18 and 45 years:

Provided that 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 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 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 of such constitutions 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 and who are/were finally absorbed in the service of such Corporations/Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

(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 Exchange or as the case may be.

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

7. Minimum educational and other qualifications required for direct recruit(s).— Not applicable

(a) i Essential Qualification(s): Not applicable

The candidate should have passed Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh:

Provided this condition shall not apply to Bonafide Himachalis.

Managing Director,
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Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

(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.

8. Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote (s).—Age: Not applicable.

Educational Qualification: Not applicable.

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(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post (s) to be filled in by various methods.—100% by promotion. By Promotion on Seniority-cum-Merit basis from amongst Incharge, CC having at least 05 years regular service on the post.

11. In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.—Not applicable.

12. If a Departmental Promotion committee exists, what is its composition?—The Managing Director shall have the powers to form the Selection Committee of atleast three officers of the Federation.



Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

ANNEXURE-B

Form of contract/agreement to be executed between the Field Officer (Milk Procurement) and the Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ R/O _____ contract appointee (hereinafter called the FIRST PARTY) AND the Managing Director, H.P. State Cooperative Milk Producers' Federation Limited (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Field Officer (Milk Procurement) on contract basis on the following terms & conditions:—

- That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Field Officer (Milk Procurement) for a period of one year commencing on _____ day of _____ and ending on the _____ day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall ipso fact stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

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.

- The contractual amount of the FIRST PARTY will be Rs. 14,700/- per month+any enhancement notified by the State Government for contract employees from time to time.
- The service of FIRST PARTY 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.
- Contractual Field Officer (Milk Procurement) will be entitled for one day casual leave after putting in one month service. This leave can be accumulated up to one year. No leave of any kind is admissible to the contractual Field Officer (Milk Procurement) He/She will not be entitled for Medical Reimbursement and LTC etc. only maternity leave will be given as per Rules.
- Unauthorized absence from duty without the approval of the controlling officer shall automatically lead to the termination of the contract. A contractual Field Officer (Milk Procurement) will not be entitled for contractual amount for the period of absence from duty.
- 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.
- Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. Women candidate pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Govt. authorized/ registered Medical Practitioner.
- Contract appointee shall be entitled for TA/DA if required to go on tour in connection with his/her official duty at the same rate as applicable to regular counter part official at the minimum

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of pay scale.

- The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contractual appointee(s).

IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET THEIR HANDS THE DAY, MONTH AND YEAR FIRST ABOVE WRITTEN

IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

(Signature of first party).

2. _____

(Name and full address)

(Signature of first party).

IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

(Signature of Second party)

2. _____

(Name and full address)

(Signature of Second party)

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

The Himachal Pradesh State Co-Operative Milk Producers' Federation Ltd.

Recruitment and Promotion Rules for the Post of Junior Quality Control Officer (Non-Gazetted) Class-III, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. Name of Post.— Junior Quality Control Officer
2. Number of Post(s).—As sanctioned and may be sanctioned by the BOD and Service Committee of the Federation from time to time.
3. Classification.—Class-III (Non- Gazetted)
4. Scale of Pay.—(i) Pay scale for regular incumbents:
10300-34800+ 4400/-Grade Pay
(ii) Emoluments for contract employees:—
14700/- Enhancements notified by the state Govt. from time to time as detailed in Column 15-A.

5. Whether "Selection" post or "Non-Selection" post.—Not applicable.

6. Age for direct Recruitment.—Between 18 and 45 years:

Provided that 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 or on contract basis had become overage 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 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 of such constitutions 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 and who are/were finally absorbed in the service of such Corporations/ Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

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 Exchange or as the case may be.
2. Age and experience in the case of direct recruitment, relaxable at the discretion of Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.
7. Minimum educational and other qualifications required for direct recruit(s).—
(a) i. Essential Qualification(s): Candidate should possess M.Sc. Microbiology/Biotechnology/Food Technology from any recognized university with 02 years experience in Dairy Industry.

The candidate should have passed Matriculation and 10+2 from any School/Institution situated

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

(b) Post falls within the purview of H.P. Staff Selection Commission.—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruitment agency i.e. H.P. Staff Selection Commission, Hamirpur.

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

(II) Contractual Emoluments.—The Junior Quality Control Officer appointed on contract basis will be paid consolidated fixed contractual amount @ 14700/- per month (which shall be equal to minimum of the pay band + grade pay) and any enhancement notified by the State Government from time to time. An amount of Rs.441/- (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, H.P. State Co-Operative Milk Producers' Federation Ltd. 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 by a written test or practical test, the standard/syllabus etc. of which will be determined by the concerned recruitment agency i.e. H.P. Staff Selection Commission Hamirpur.

(V) Committee for selection of Contractual Appointments.—As may be constituted by the concerned recruiting agency i.e. H.P. 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 contract appointee will be paid fixed contractual amount @ 14700/- per month (which shall be equal to minimum of the pay band + grade pay) plus any enhancement notified by the state Government for contract employees. The contract appointee will be entitled for increase in contractual amount @ 441/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as seniority 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-imbursement 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 has completed five years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

within Himachal Pradesh:

Provided this condition shall not apply to Bonafide Himachalis.

(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.

8. Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote (s).—Age: Not applicable.

Educational Qualification: Not applicable.

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(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post (s) 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 employee(s) will get emoluments as given in Column 15-A and will be governed by the service conditions as specified in the said column.

11. In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.—Not applicable.

12. If a Departmental Promotion committee exists, what is its composition?—Not applicable.

13. Circumstances under which the H.P.S.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 post by direct recruitment.—Selection for appointment to the post in the case of direct recruitment shall be made on the basis a written test or practical test, the standard/syllabus etc. of which will be determined by the Commission/other recruiting authority as the case may be.

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 Junior Quality Control Officer, in the H.P. State Co-Operative Milk Producers' Federation Ltd. will be engaged on contract basis initially for one year; which may be extended 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.

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(f) Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. Women candidate pregnant beyond 26 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.

(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 official 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 services 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 and in consultation with the Himachal Pradesh Staff Selection Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

Form of contract/agreement to be executed between the Junior Quality Control Officer and the Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd.

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ R/O _____ and the Managing Director, H.P. State Cooperative Milk Producers Federation Limited (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Junior Quality Control Officer on contract basis on the following terms & conditions:—

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Junior Quality Control Officer for a period of one year commencing on _____ day of _____ and ending on the _____ day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall ipso fact stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

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.

The contractual amount of the FIRST PARTY will be Rs. 14700/- per month—any enhancement notified by the State Government for contract employees from time to time.

3. The service of FIRST PARTY 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.
4. Contractual Junior Quality Control Officer will be entitled for one day casual leave after putting in one month service. This leave can be accumulated up to one year. No leave of any kind is admissible to the contractual Junior Quality Control Officer He/She will not be entitled for Medical Reimbursement and LTC etc. only maternity leave will be given as per Rules.
5. Unauthorized absence from duty without the approval of the controlling officer shall automatically lead to the termination of the contract. A contractual Junior Quality Control Officer will not be entitled for contractual amount for the period of absence from duty.
6. 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.
7. Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. Women candidate pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Govt. authorized/ registered Medical Practitioner.
8. Contract appointee shall be entitled for TA/DA if required to go on tour in connection with his/her official duty at the same rate as applicable to regular counter part official at the minimum of pay scale.

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA—171011

Assistant Controller (F&A),
H.P. Milkfed, Totu, Shimla-11

The Himachal Pradesh State Co-Operative Milk Producers' Federation Ltd.

Recruitment and Promotion Rules for the Post of Senior Assistant (Establishment) Class-III, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. **Name of Post.**— Senior Assistant (Establishment)
2. **Number of Post(s).**—As sanctioned and may be sanctioned by the BOD and Service Committee of the Federation from time to time.
3. **Classification.**—Class-III (Non- Gazetted)
4. **Scale of Pay.**— (i) Pay scale for regular incumbents: 10300-34800+ 4400/-Grade Pay
(ii) Emoluments for contract employees:— 14700/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A.
5. **Whether "Selection" post or "Non-Selection" post.**—Not applicable.
6. **Age for direct Recruitment.**—Between 18 and 45 years:

Provided that 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 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 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 of such constitutions 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 and who are/were finally absorbed in the service of such Corporations/ Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

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 Exchange or as the case may be.
2. Age and experience in the case of direct recruitment, relaxable at the discretion of Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.
7. **Minimum educational and other qualifications required for direct recruit(s).**—

(a) **Essential Qualification(s):** The candidate should possess Graduate with 10 years experience in Establishment matters and should be well conversant with Service Rules and Labour Law.

The candidate should have passed 10+2 from any School/Institution situated within Himachal Pradesh:

Provided this condition shall not apply to Bonafide Himachalis.

(b) **Desirable Qualification(s):** Knowledge of customs, manners and dialects of Himachal Pradesh.

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Assistant Controller (F&A),
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9. The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contractual appointee(s).

IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET THEIR HANDS THE DAY, MONTH AND YEAR FIRST ABOVE WRITTEN

IN THE PRESENCE OF WITNESS:

1. _____
(Name and full address)

(Signature of first party).

2. _____

(Signature of first party).

IN THE PRESENCE OF WITNESS:

1. _____
(Name and full address)

(Signature of Second party)

2. _____

(Signature of Second party)

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA—171011

Assistant Controller (F&A),
H.P. Milkfed, Totu, Shimla-11

Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

8. **Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote (s).**—Age: Not applicable.

Educational Qualification: Not applicable.

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(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post (s) to be filled in by various methods.**—100% by Promotion on Seniority-cum-Merit basis from amongst the common clerical cadre of Clerks/Junior Assistant with at least 10 years combined regular service if they possess the minimum educational qualification of 10+2. By direct recruitment in case of non-availability of eligible incumbents in the feeder category on a regular basis or by recruitment on contract basis, as the case may be. The contract employee(s) will get emoluments as given in Column 15-A and will be governed by the service conditions as specified in the said column.

11. **In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.**—Not applicable.

12. **If a Departmental Promotion committee exists, what is its composition?**—The Managing Director shall have the powers to form the Selection Committee of atleast three officers of the Federation.

13. **Circumstances under which the H.P.S.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 post by direct recruitment.**—Selection for appointment to the post in the case of direct recruitment shall be made on the basis a written test or practical test, the standard/syllabus etc. of which will be determined by the Commission/other recruiting authority as the case may be.

- 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:—

- (1) **Concept.**—(a) Under this policy the Senior Assistant (Establishment), in the H.P. State Co-Operative Milk Producers' Federation Ltd. will be engaged on contract basis initially for one year; which may be extended 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 H.P. Staff Selection Commission.**— The Managing Director,

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.
TOTU, SHIMLA—171011

Assistant Controller (F&A),
H.P. Milkfed, Totu, Shimla-11

H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruitment agency i.e. H.P. Staff Selection Commission, Hamirpur.

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

(II) **Contractual Emoluments.**—The Senior Assistant (Establishment) appointed on contract basis will be paid consolidated fixed contractual amount @ 14700/- per month (which shall be equal to minimum of the pay band + grade pay) and any enhancement notified by the State Government from time to time. An amount of Rs.441/- (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, H.P. State Co-Operative Milk Producers' Federation Ltd. 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 by a written test or practical test, the standard/syllabus etc. of which will be determined by the concerned recruiting agency i.e. H.P. Staff Selection Commission, Hamirpur.

(V) **Committee for selection of Contractual Appointments.**—As may be constituted by the concerned recruiting agency i.e. H.P. 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 contract appointee will be paid fixed contractual amount @ 14700/- per month (which shall be equal to minimum of the pay band + grade pay) plus any enhancement notified by the state Government for contract employees. The contract appointee will be entitled for increase in contractual amount @ 441/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as seniority 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.

©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-imbursement 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 has 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 26 weeks will

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stand temporarily unfit till the confinement is over. The women candidate will be re-examined 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 official 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 services 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 and in consultation with the Himachal Pradesh Staff Selection Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).



Managing Director,
The H.P. State Co-op. Milk
Producers' Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milked, Totu, Shimla-11

Form of contract/agreement to be executed between the Senior Assistant (Establishment) and the Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ R/O _____ contract appointee (hereinafter called the FIRST PARTY) AND the Managing Director, H.P. State Cooperative Milk Producers' Federation Limited (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Senior Assistant (Establishment) on contract basis on the following terms & conditions:—

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Senior Assistant (Establishment) for a period of one year commencing on _____ day of _____ and ending on the _____ day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall ipso fact stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

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.

2. The contractual amount of the FIRST PARTY will be Rs.14700/- per month+any enhancement notified by the State Government for contract employees from time to time.

3. The service of FIRST PARTY 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.

4. Contractual Senior Assistant (Establishment) will be entitled for one day casual leave after putting in one month service. This leave can be accumulated up to one year. No leave of any kind is admissible to the contractual Senior Assistant (Establishment). He/She will not be entitled for Medical Reimbursement and LTC etc. only maternity leave will be given as per Rules.

5. Unauthorized absence from duty without the approval of the controlling officer shall automatically lead to the termination of the contract. A contractual Senior Assistant (Establishment) will not be entitled for contractual amount for the period of absence from duty.

6. 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.

7. Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. Women candidate pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Govt. authorized/ registered Medical Practitioner.

8. Contract appointee shall be entitled for TA/DA if required to go on tour in connection with his/her official duty at the same rate as applicable to regular counter part official at the minimum of pay scale.

9. The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contractual

Managing Director,
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Producers' Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milked, Totu, Shimla-11

appointee(s).

IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET THEIR HANDS THE DAY, MONTH AND YEAR FIRST, ABOVE WRITTEN

IN THE PRESENCE OF WITNESS:

1. _____
(Name and full address)

(Signature of first party).

2. _____
(Name and full address)

(Signature of first party).

IN THE PRESENCE OF WITNESS:

1. _____
(Name and full address)

(Signature of Second party)

2. _____
(Name and full address)

Managing Director,
The H.P. State Co-op. Milk
Producers' Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milked, Totu, Shimla-11

The Himachal Pradesh State Co-Operative Milk Producers' Federation Ltd.

Recruitment and Promotion Rules for the Post of Senior Assistant (Accounts) Class-III, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. **Name of Post.**— Senior Assistant (Accounts)
2. **Number of Post(s).**—As sanctioned and may be sanctioned by the BOD and Service Committee of the Federation from time to time.
3. **Classification.**—Class-III (Non- Gazetted)
4. **Scale of Pay.**— (i) Pay scale for regular incumbents: 10300-34800+ 4400/-Grade Pay
(ii) Emoluments for contract employees:— 14700/-+ Enhancements notified by the state Govt. from time to time as detailed in Column15-A.

5. **Whether "Selection" post or "Non-Selection" post.**—Not applicable.

6. **Age for direct Recruitment.**—Between 18 and 45 years:

Provided that 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 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 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 of such constitutions 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 and who are/were finally absorbed in the service of such Corporations/ Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

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 Exchange or as the case may be.

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

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

(a) i. **Essential Qualification(s):** Candidate should possess Commerce Graduate with 10 years experience of working in Accounts cell or a Commercial Organization.

The Candidate should have passed 10+2 from any School/Institution situated within Himachal Pradesh:

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Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

year and only then his period of contract is to be renewed/extended.

(i) **Post falls within the purview of H.P. Staff Selection Commission.**—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruitment agency i.e. H.P. Staff Selection Commission, Hamirpur.

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

(II) **Contractual Emoluments.**—The Senior Assistant (Accounts) appointed on contract basis will be paid consolidated fixed contractual amount @ 14700/- per month (which shall be equal to minimum of the pay band + grade pay) and any enhancement notified by the State Government from time to time. An amount of Rs.441/- (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, H.P. State Co-Operative Milk Producers' Federation Ltd. 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 by a written test or practical test, the standard/syllabus etc. of which will be determined by the concerned recruiting agency i.e. H.P. Staff Selection Commission, Hamirpur.

(V) **Committee for selection of Contractual Appointments.**—As may be constituted by the concerned recruiting agency i.e. H.P. 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 contract appointee will be paid fixed contractual amount @ 14700/- per month (which shall be equal to minimum of the pay band + grade pay) plus any enhancement notified by the state Government for contract employees. The contract appointee will be entitled for increase in contractual amount @ 441/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as seniority/scale etc. will be given.

(a) 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.

(b) 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-imbursement and LTC etc. only maternity leave will be given as per rules.

(c) 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.

(d) An official appointed on contract basis who has completed five years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.

Managing Director,
The H.P. State Co-op. Milk
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Assistant Controller (F&A)
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Provided this condition shall not apply to Bonafide Himachalis.
(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.

8. **Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote (s).**—Age: Not applicable.

Educational Qualification: Not applicable.

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(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post (s) to be filled in by various methods.**—100% by Promotion on Seniority-cum-Merit basis from amongst the common Clerical cadre of Clerks/Junior Assistant with atleast 10 years combined regular service if they possess the minimum educational qualification of 10+2. Provided further that eligible candidates should have at least 08 years experience of Accounts. By direct recruitment in case eligible candidates are not available in feeder category. By direct recruitment on a regular basis or by recruitment on contract basis, as the case may be. The contract employee(s) will get emoluments as given in Column15-A and will be governed by the service conditions as specified in the said column.

11. **In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.**—Not applicable.

12. **If a Departmental Promotion committee exists, what is its composition?**—The Managing Director shall have the powers to form the Selection Committee of atleast three officers of the Federation.

13. **Circumstances under which the H.P.S.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 post by direct recruitment.**—Selection for appointment to the post in the case of direct recruitment shall be made on the basis a written test or practical test, the standard/syllabus etc. of which will be determined by the Commission/other recruiting authority as the case may be.

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 Senior Assistant (Accounts), in the H.P. State Co-Operative Milk Producers' Federation Ltd. will be engaged on contract basis initially for one year, which may be extended 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

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Assistant Controller (F&A)
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(e) Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. Women candidate pregnant beyond 26 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.

(f) 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 official at the minimum of pay scale.

(g) 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 services 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 and in consultation with the Himachal Pradesh Staff Selection Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

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Form of contract/agreement to be executed between the Senior Assistant (Accounts) and the Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd.

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ R/O _____ contract appointee (hereinafter called the FIRST PARTY) AND the Managing Director, H.P. State Cooperative Milk Producers' Federation Limited (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Senior Assistant (Accounts) on contract basis on the following terms & conditions:—

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Senior Assistant (Accounts) for a period of one year commencing on _____ day of _____ and ending on the _____ day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall ipso fact stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

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.

2. The contractual amount of the FIRST PARTY will be Rs.14700/- per month+any enhancement notified by the State Government for contract employees from time to time.
3. The service of FIRST PARTY 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.
4. Contractual Senior Assistant (Accounts) will be entitled for one day casual leave after putting in one month service. This leave can be accumulated up to one year. No leave of any kind is admissible to the contractual Senior Assistant (Accounts). He/She will not be entitled for Medical Reimbursement and LTC etc. only maternity leave will be given as per Rules.
5. Unauthorized absence from duty without the approval of the controlling officer shall automatically lead to the termination of the contract. A contractual Senior Assistant (Accounts) will not be entitled for contractual amount for the period of absence from duty.
6. 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.
7. Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. Women candidate pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Govt. authorized/ registered Medical Practitioner.
8. Contract appointee shall be entitled for TA/DA if required to go on tour in connection with his/her official duty at the same rate as applicable to regular counter part official at the minimum of pay scale.
9. The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contractual appointee(s).

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The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
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The Himachal Pradesh State Co-Operative Milk Producers' Federation Ltd.

Recruitment and Promotion Rules for the Post of Senior Scale Stenographer Class-III, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. Name of Post.— Senior Scale Stenographer
2. Number of Post(s).—As sanctioned and may be sanctioned by the BOD and Service Committee of the Federation from time to time.
3. Classification.—Class-III (Non- Gazetted)
4. Scale of Pay.— (i) Pay scale for regular incumbents:
10300-34800+ 4400/-Grade Pay
(ii) Emoluments for contract employees:—
14700/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A.

5. Whether "Selection" post or "Non-Selection" post.—Not applicable.

6. Age for direct Recruitment.—Between 18 and 45 years:

Provided that 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 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 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 of such constitutions 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 and who are/were finally absorbed in the service of such Corporations/ Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

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 Exchange or as the case may be.

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

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

- (a) i. Essential Qualification(s): Candidate should possess Graduate with a Shorthand/Typing speed of 80/40 w.p.m. and should have atleast 10 years experience of working as a Steno Typist/Stenographer.

Managing Director,
The H.P. State Co-op. Milk
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TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET THEIR HANDS THE DAY, MONTH AND YEAR FIRST, ABOVE WRITTEN

IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

(Signature of first party).

2. _____

(Name and full address)

(Signature of first party).

IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

(Signature of Second party)



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The H.P. State Co-op. Milk
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Assistant Controller (F&A)
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10+2 2nd Division with a Shorthand/Typing speed of 80/40 w.p.m. and should have atleast 12 years experience of working as a Steno Typist/Stenographer.

The candidate should have passed 10+2 from any School/Institution situated within Himachal Pradesh:

Provided this condition shall not apply to Ranagide Himachal.

(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.

8. Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote (s).—Age: Not applicable.

Educational Qualification: Not applicable.

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(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post (s) to be filled in by various methods.—100% by Promotion on Seniority-cum-Merit basis from amongst the Junior Scale Stenographer with atleast 10 years regular service on the post. By direct recruitment in case eligible candidates are not available in feeder category on a regular basis or by recruitment on contract basis, as the case may be. The contract employee(s) will get emoluments as given in Column 15-A and will be governed by the service conditions as specified in the said column.

11. In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.—Not applicable.

12. If a Departmental Promotion committee exists, what is its composition?—The Managing Director shall have the powers to form the Selection Committee of atleast three officers of the Federation.

13. Circumstances under which the H.P.S.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 post by direct recruitment.—Selection for appointment to the post in the case of direct recruitment shall be made on the basis a written test or practical test, the standard/syllabus etc. of which will be determined by the Commission/other recruiting authority as the case may be.

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 Senior Scale Stenographer, in the H.P. State Co-Operative Milk Producers' Federation Ltd. will be engaged on contract basis initially for one year; which may be extended on year to year basis.

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Producers Federation Ltd.,
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Assistant Controller (F&A)
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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 H.P. Staff Selection Commission.—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruitment agency i.e. H.P. Staff Selection Commission, Hamirpur.

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

(II) Contractual Emoluments.—The Senior Scale Stenographer appointed on contract basis will be paid consolidated fixed contractual amount @ 14700/- per month (which shall be equal to minimum of the pay band + grade pay) and any enhancement notified by the State Government from time to time. An amount of Rs.441/- (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, H.P. State Co-Operative Milk Producers' Federation Ltd. 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 by a written test or practical test, the standard/syllabus etc. of which will be determined by the concerned recruiting agency i.e. H.P. Staff Selection, Commission, Hamirpur.

(V) Committee for selection of Contractual Appointments.—As may be constituted by the concerned recruiting agency i.e. H.P. 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 contract appointee will be paid fixed contractual amount @ 14700/- per month (which shall be equal to minimum of the pay band + grade pay) plus any enhancement notified by the state Government for contract employees. The contract appointee will be entitled for increase in contractual amount @ 441/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as seniority scales etc. will be given.

(a) 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.

(b) 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-imbursement and LTC etc. only maternity leave will be given as per rules.

(c) 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.

(d) An official appointed on contract basis who has completed five years tenure at one place of

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The H.P. State Co-op. Milk
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posting will be eligible for transfer on need based basis wherever required on administrative grounds.

(e) Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. Women candidate pregnant beyond 26 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.

(f) 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 official at the minimum of pay

scale.

(g) 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 services 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 and in consultation with the Himachal Pradesh Staff Selection Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

Managing Director,
The H.P. State Co-op. Milk
Producers' Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
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ANNEXURE-B
Form of contract/agreement to be executed between the Senior Scale Stenographer and the Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ R/O _____ (hereinafter called the First Party) AND the Managing Director, H.P. State Cooperative Milk Producers' Federation Limited (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Senior Scale Stenographer on contract basis on the following terms & conditions :—

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Senior Scale Stenographer for a period of one year commencing on _____ day of _____ and ending on _____ day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall ipso facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

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.

2. The contractual amount of the FIRST PARTY will be Rs. 14700/- per month—any enhancement notified by the State Government for contract employees from time to time.

3. The service of FIRST PARTY 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.

4. Contractual Senior Scale Stenographer will be entitled for one day casual leave after putting in one month service. This leave can be accumulated up to one year. No leave of any kind is admissible to the contractual Senior Scale Stenographer. He/She will not be entitled for Medical Reimbursement and LTC etc. only maternity leave will be given as per Rules.

5. Unauthorized absence from duty without the approval of the controlling officer shall automatically lead to the termination of the contract. A contractual Senior Scale Stenographer will not be entitled for contractual amount for the period of absence from duty.

6. 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.

7. Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. Women candidate pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Govt. authorized/registered Medical Practitioner.

8. Contract appointee shall be entitled for TA/DA if required to go on tour in connection with his/her official duty at the same rate as applicable to regular counterpart official at the minimum of pay scale.

9. The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contractual

Managing Director,
The H.P. State Co-op. Milk
Producers' Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

appointee(s).

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IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET THEIR HANDS THE DAY, MONTH AND YEAR FIRST, ABOVE WRITTEN

IN THE PRESENCE OF WITNESS :

1. _____

(Name and full address)

(Signature of first party).

2. _____

(Name and full address)

(Signature of first party).

IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

(Signature of Second party)

2. _____

(Name and full address)

Managing Director,
The H.P. State Co-op. Milk
Producers' Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

Recruitment and Promotion Rules for the Post of Foreman (Electrical) Class-III, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. **Name of Post.**— Foreman (Electrical)
2. **Number of Post(s).**—As sanctioned and may be sanctioned by the BOD and Service Committee of the Federation from time to time.
3. **Classification.**—Class-III (Non- Gazetted)
4. **Scale of Pay.**— (i) Pay scale for regular incumbents:
10300-34800+ 4400/-Grade Pay
(ii) *Emoluments for contract employees:*—
14700/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A.

5. **Whether "Selection" post or "Non-Selection" post.**—Not applicable.

6. **Age for direct Recruitment.**—Between 18 and 45 years:

Provided that 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 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 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 of such constitutions 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 and who are/were finally absorbed in the service of such Corporations/ Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

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 Exchange or as the case may be.

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

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

(a) 1. **Essential Qualification(s):** Candidate should possess I.T.I. Certificate in Electrical trade with atleast 10 years experience of repair & maintenance of Electric installation in a Factory.

The candidate should have passed Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh:

Provided this condition shall not apply to Bonafide Himachalis.

(b) **Desirable Qualification(s):** Knowledge of customs, manners and dialects of Himachal

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The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

recruitment agency i.e. H.P. Staff Selection Commission, Hamirpur.

(j) The selection will be made in accordance with the eligibility conditions prescribed in these R&P Rules.

(II) **Contractual Emoluments.**—The Foreman (Electrical) appointed on contract basis will be paid consolidated fixed contractual amount @ 14700/- per month (which shall be equal to minimum of the pay band + grade pay) and any enhancement notified by the State Government from time to time. An amount of Rs.441/- (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, H.P. State Co-Operative Milk Producers' Federation Ltd. 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 by a written test or practical test, the standard/syllabus etc. of which will be determined by the concerned recruiting agency i.e. H.P. Staff Selection Commission, Hamirpur.

(V) **Committee for selection of Contractual Appointments.**—As may be constituted by the concerned recruiting agency i.e. H.P. Staff Selection Commission, Hamirpur.

(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 contract appointee will be paid fixed contractual amount @ 14700/- per month (which shall be equal to minimum of the pay band + grade pay) plus any enhancement notified by the state Government for contract employees. The contract appointee will be entitled for increase in contractual amount @ 441/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as seniority/selection scales etc. will be given.

(a) 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.

(b) 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-imbursment and LTC etc. only maternity leave will be given as per rules.

(c) 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.

(d) An official appointed on contract basis who has completed five years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.

(e) Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. Women candidate pregnant beyond 26 weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

8. **Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote (s).**—Age: Not applicable.

Educational Qualification: Not applicable.

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(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post (s) to be filled in by various methods.**—100% by Promotion on Seniority-cum-Merit basis from amongst the Technician (Electrical) having atleast 05 years experience on the post. By direct recruitment in case eligible candidates are not available in feeder category. By direct recruitment on a regular basis or by recruitment on contract basis, as the case may be. The contract employee(s) will get emoluments as given in Column 15-A and will be governed by the service conditions as specified in the said column.

11. **In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.**—Not applicable.

12. **If a Departmental Promotion committee exists, what is its composition?**—The Managing Director shall have the powers to form the Selection Committee of atleast three officers of the Federation.

13. **Circumstances under which the H.P.S.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 post by direct recruitment.**—Selection for appointment to the post in the case of direct recruitment shall be made on the basis a written test or practical test, the standard/syllabus etc. of which will be determined by the Commission/other recruiting authority as the case may be.

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 Foreman (Electrical), in the H.P. State Co-Operative Milk Producers' Federation Ltd. will be engaged on contract basis initially for one year; which may be extended 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 H.P. Staff Selection Commission.**—The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacancy on contract basis will place the requisition with the concerned

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

for the fitness from an authorized Medical officer/Practitioner.

(f) 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 official at the minimum of pay scale.

(g) 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 services 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 and in consultation with the Himachal Pradesh Staff Selection Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

Form of contract/agreement to be executed between the Foreman (Electrical) and the Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd.

This agreement is made on this _____ day of _____ in the year _____ between Shri/Smt. _____ R/O _____ contract appointee (hereinafter called the First Party) AND the Managing Director, H.P. State Cooperative Milk Producers' Federation Limited (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Foreman (Electrical) on contract basis on the following terms & conditions :-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Foreman (Electrical) for a period of one year commencing on _____ day of _____ and ending on the _____ day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall ipso fact stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

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.

2. The contractual amount of the FIRST PARTY will be Rs. 14700/- per month+any enhancement notified by the State Government for contract employees from time to time.

3. The service of FIRST PARTY 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.

4. Contractual Foreman (Electrical) will be entitled for one day casual leave after putting in one month service. This leave can be accumulated up to one year. No leave of any kind is admissible to the contractual Foreman (Electrical). He/She will not be entitled for Medical Reimbursement and LTC etc. only maternity leave will be given as per Rules.

5. Unauthorized absence from duty without the approval of the controlling officer shall automatically lead to the termination of the contract. A contractual Foreman (Electrical) will not be entitled for contractual amount for the period of absence from duty.

6. 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.

7. Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. Women candidate pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Govt. authorized/ registered Medical Practitioner.

8. Contract appointee shall be entitled for TA/DA if required to go on tour in connection with his/her official duty at the same rate as applicable to regular counter part official at the minimum of pay scale.

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Engineer (F&A)
H.P. Milk Co., Ltd., Shimla-11

9. The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contractual appointee(s).

IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET THEIR HANDS THE DAY, MONTH AND YEAR FIRST, ABOVE WRITTEN

IN THE PRESENCE OF WITNESS :

1. _____

(Name and full address)

(Signature of first party).

2. _____

(Name and full address)

(Signature of first party).

IN THE PRESENCE OF WITNESS:

1. _____

(Name and full address)

(Signature of Second party)

2. _____

(Name and full address)

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Engineer (F&A)
H.P. Milk Co., Ltd., Shimla-11

The Himachal Pradesh State Co-Operative Milk Producers' Federation Ltd.

Recruitment and Promotion Rules for the Post of Foreman (Boiler) Class-III, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. Name of Post.— Foreman (Boiler)
2. Number of Post(s).—As sanctioned and may be sanctioned by the BOD and Service Committee of the Federation from time to time.
3. Classification.—Class-III (Non- Gazetted)
4. Scale of Pay.— (i) Pay scale for regular incumbents:
10300-34800- 4400/-Grade Pay
(ii) Emoluments for contract employees:—
14700/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A.

5. Whether "Selection" post or "Non-Selection" post.—Not applicable.

6. Age for direct Recruitment.—Between 18 and 45 years:

Provided that 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 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 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 of such constitutions 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 and who are/were finally absorbed in the service of such Corporations/ Autonomous after initial constitution of the Public Sector Corporations/Autonomous Bodies.

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 Exchange or as the case may be.
2. Age and experience in the case of direct recruitment, relaxable at the discretion of Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.
7. Minimum educational and other qualifications required for direct recruit(s).—
(a) 1. Essential Qualification(s): The candidate should possess 'B' Class Certificate from Chief Inspector of Boiler with atleast 10 years experience of operation & maintenance of Coal/Oil fired Boilers.

The candidate should have passed Matriculation and 10-12 from any School/Institution situated within Himachal Pradesh:

Provided this condition shall not apply to Bonafide Himachalis:

- (b) Desirable Qualifications: Knowledge of customs, manners and dialects of Himachal

Managing Director,
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TOTU, SHIMLA-171011

Assistant Engineer (F&A)
H.P. Milk Co., Ltd., Shimla-11

Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

8. Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promote (s).—Age: Not applicable.

Educational Qualification: Not applicable.

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(s) of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of post (s) to be filled in by various methods.— 100% by Promotion. on Seniority-cum-Merit basis from amongst the Senior Technicians(Boiler) having atleast 05 years experience on the post. By direct recruitment in case eligible candidates are not available in feeder category on a regular basis or by recruitment on contract basis, as the case may be. The contract employee(s) will get emoluments as given in Column 15-A and will be governed by the service conditions as specified in the said column.

11. In case of recruitment by promotion, deputation, transfer, grade from which promotion/deputation/transfer is to be made.—Not applicable.

12. If a Departmental Promotion committee exists, what is its composition?—The Managing Director shall have the powers to form the Selection Committee of atleast three officers of the Federation.

13. Circumstances under which the H.P.S.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 post by direct recruitment.—Selection for appointment to the post in the case of direct recruitment shall be made on the basis a written test or practical test, the standard/syllabus etc. of which will be determined by the Commission/other recruiting authority as the case may be.

- 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 Foreman (Boiler), in the H.P. State Co-Operative Milk Producers' Federation Ltd. will be engaged on contract basis initially for one year; which may be extended 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 H.P. Staff Selection Commission.— The Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd. after obtaining the approval of the Government to fill up the vacant post on contract basis will place the requisition with the concerned

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Assistant Engineer (F&A)
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recruitment agency i.e. H.P. Staff Selection Commission, Hamirpur.

(k) The selection will be made in accordance with the eligibility conditions prescribed in these R&P Rules.

(II) **Contractual Emoluments.**—The Foreman (Boiler) appointed on contract basis will be paid consolidated fixed contractual amount @ 14700/- per month (which shall be equal to minimum of the pay band + grade pay) and any enhancement notified by the State Government from time to time. An amount of Rs.441/- (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, H.P. State Co-Operative Milk Producers' Federation Ltd. 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 by a written test or practical test, the standard/syllabus etc. of which will be determined by the concerned recruiting agency i.e. H.P. Staff Selection Commission, Hamirpur.

(V) **Committee for selection of Contractual Appointments.**—As may be constituted by the concerned recruiting agency i.e. H.P. Staff Selection Commission, Hamirpur.

(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 contract appointee will be paid fixed contractual amount @ 14700/- per month (which shall be equal to minimum of the pay band + grade pay) plus any enhancement notified by the state Government for contract employees. The contract appointee will be entitled for increase in contractual amount @ 441/- (3% of the minimum of pay band + grade pay of the post) for further extended years and no other allied benefits such as seniority scales etc. will be given.

(a) 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.

(b) 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-imbursement and LTC etc. only maternity leave will be given as per rules.

(c) 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.

(d) An official appointed on contract basis who has completed five years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.

(e) Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. Women candidate pregnant beyond 26 weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined

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Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

ANNEXURE-B

Form of contract/agreement to be executed between the Foreman (Boiler) and the Managing Director, H.P. State Co-Operative Milk Producers' Federation Ltd

This agreement is made on this -----day of ----- in the year-----
between Shri/Smt. -----R/O-----
contract appointee (hereinafter called the First Party) AND the Managing Director, H.P. State Cooperative Milk Producers' Federation Limited (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Foreman (Boiler) on contract basis on the following terms & conditions :-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Foreman (Boiler) for a period of one year commencing on ----- day of ----- and ending on the -----day of ----- . It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY shall ipso factotand terminated on the last working day i.e. on ----- and information notice shall not be necessary.

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.

2. The contractual amount of the FIRST PARTY will be Rs. 14700/- per month+any enhancement notified by the State Government for contract employees from time to time. The service of FIRST PARTY 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.

4. Contractual Foreman (Boiler) will be entitled for one day casual leave after putting in one month service. This leave can be accumulated up to one year. No leave of any kind is admissible to the contractual Foreman (Boiler). He/She will not be entitled for Medical Reimbursement and LTC etc. only maternity leave will be given as per Rules.

5. Unauthorized absence from duty without the approval of the controlling officer shall automatically lead to the termination of the contract. A contractual Foreman (Boiler) will not be entitled for contractual amount for the period of absence from duty.

6. 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.

7. Selected candidate will have to submit a certificate of his/her fitness from the Government/Registered Medical Practitioner. Women candidate pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Govt. authorized/ registered Medical Practitioner.

8. Contract appointee shall be entitled for TA/DA if required to go on tour in connection with his/her official duty at the same rate as applicable to regular counterpart official at the minimum of pay scale.

Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

for the fitness from an authorized Medical officer/Practitioner.

(f) 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 official at the minimum of pay scale.

(g) 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 services 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 and in consultation with the Himachal Pradesh Staff Selection Commission relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).



Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
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Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11

9. The Employees Group Insurance Scheme as well as EPF/GPF will be applicable to contractual appointee(s).

IN WITNESS THE FIRST PARTY AND SECOND PARTY HAVE HEREIN TO SET THEIR HANDS THE DAY, MONTH AND YEAR FIRST, ABOVE WRITTEN

IN THE PRESENCE OF WITNESS :

1. -----

(Name and full address)

(Signature of first party).

2. -----

(Signature of first party).

IN THE PRESENCE OF WITNESS:

1. -----

(Name and full address)

(Signature of Second party)

2. -----



Managing Director,
The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-11