

Recruitment and Promotion Rules for the Post of Foreman (Refrigeration) Class-III, in the I.L.P.

State Co-Operative Milk Producers' Federation Ltd.

1. **Name of Post.**—Foreman (Refrigeration)
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):** The Candidate should possess I.T.I. Certificate in Refrigeration trade with atleast 10 years experience of working 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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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 Foreman (Refrigeration) 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-I 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-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

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The H.P. State Co-op. Milk
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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(Refrigeration) 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 (Refrigeration), 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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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 Foreman (Refrigeration) 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 (Refrigeration) 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 (Refrigeration) 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. 14700/- 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 Foreman (Refrigeration) 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 (Refrigeration). 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 Foreman (Refrigeration) 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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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 Foreman (Transport) Class-III, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. Name of Post.— Foreman (Transport)
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): The Candidate should possess I.T.I. Certificate in Motor Mechanical trade with atleast 10 years experience of repair of light, medium and heavy vehicles.

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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9. The Employees Group Insurance Scheme as well as EPF/GPF will be applicable 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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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 Technicians (Transport) 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 (Transport), 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

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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 Foreman (Transport) 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 LIT 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 for the fitness from an authorized Medical officer/Practitioner.

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ANNEXURE-B

Form of contract/agreement to be executed between the Foreman (Transport) 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 (Transport) 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 (Transport) 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.

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 (Transport) 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 (Transport). He/She will not be entitled for Medical Reimbursement
and LIT 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 (Transport) 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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Assistant Controller (F&A)
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(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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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)

(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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TGTU, SHIMLA-171011

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

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

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

1. **Name of Post.**— Incharge, Chilling Centre
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+ 4200/-Grade Pay
(ii) **Emoluments for contract employees.**— 14500/-+ 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):** The candidate should possess Degree in Dairy Technology/Dairy Husbandry from recognized University.

OR

Diploma in Dairy Technology/Dairy Husbandry. Provided further that Degree holders joining as Incharge Chilling Centre shall be given Two advance increments.

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

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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 Incharge, Chilling Centre appointed on contract basis will be paid consolidated fixed contractual amount @ 14500/- 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.435/- (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 @ 14500/- 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 @ 435/- (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.

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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 Promotion on Seniority- cum-merit basis from amongst the Milk Procurement Assistants with 5 years regular service 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 Incharge, Chilling Centre 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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(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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Assistant Controller (F&A)
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Form of contract/agreement to be executed between the Incharge, Chilling Centre 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 Incharge, Chilling Centre on contract basis on the following terms & conditions :-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Incharge, Chilling Centre 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. 14500/- 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 Incharge, Chilling Centre 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 Incharge, Chilling Centre. 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 Incharge, Chilling Centre 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 TADA 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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Co-Operative 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 Junior Scale Stenographer, Class-III, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. **Name of Post.**— Junior 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+ 3200/-Grade Pay
(ii) Emoluments for contract employees:— 13500/-+ 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.

1. 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):** The candidate should possess Matric 2nd Division with Typing/Shorthand speed of 40/80 w.p.m. with 07 years experience of working as Steno Typist.

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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)

(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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10+2 with I.T.I. Certificate in Shorthand possessing speed of 40/80 w.p.m. in Typing/Shorthand with 05 years experience of working as steno Typist.

OR

Graduate with typing/shorthand speed of 40/80 w.p.m.

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 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. By Promotion on Seniority-cum-Merit basis from amongst Clerks/Typists having 05 years regular service on the post, provided that they qualify the typing/shorthand test prescribed for Junior Scale Stenographer.

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.**—

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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 Junior 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.

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 Junior Scale Stenographer appointed on contract basis will be paid consolidated fixed contractual amount @ 13500/- 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.405/- (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 @ 13500/- 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 @ 405/- (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.

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Assistant Controller (F&A)
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ANNEXURE-H

Form of contract/agreement to be executed between the Junior 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 _____ 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 Junior 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 Junior Scale Stenographer 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. 13500/- 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 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 Junior 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 Junior 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 TADA 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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Assistant Controller (F&A)
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(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 for the fitness from an authorized Medical officer/Practitioner.

(f) 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.

(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 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.,
TOTU, SHIMLA-171011

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. _____

(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

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

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

1. **Name of Post.**— Senior Technician (Refrigeration)
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: 5910-20200+ 2800/-Grade Pay
(ii) Emoluments for contract employees:— 8710/-+ 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.
7. **Minimum educational and other qualifications required for direct recruit(s).**—
(a) **Essential Qualification(s).** The candidate should possess I.T.I. Certificate in the trade of Refrigeration with 05 years experience of working in a Factory in the respective field.
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

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

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

(II) **Contractual Emoluments.**—The Senior Technician (Refrigeration) appointed on contract basis will be paid consolidated fixed contractual amount @ 8710/- 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.261/- (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 @ 8710/- 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 @ 261/- (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-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

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 Technicians (Refrigeration) having atleast 05 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 Technician (Refrigeration), 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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for the fitness from an authorized Medical officer/Practitioner.
(f) 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.

(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 Technician (Refrigeration) 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 Senior Technician (Refrigeration) 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 Technician (Refrigeration) 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. 8710/- 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 Technician (Refrigeration) 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 Technician (Refrigeration). 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 Technician (Refrigeration) 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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The Himachal Pradesh State Co-Operative Milk Producers' Federation Ltd.

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

1. Name of Post.— Senior Technician (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:
5910-20200+ 2800/-Grade Pay
(ii) Emoluments for contract employees:
8710/-+ 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): The candidate should possess I.T.I. Certificate in the trade of Electrical with 05 years experience of working in a Factory in the respective field.

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

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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. _____

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Provided this condition shall not apply to Bonafide Himachals.
(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 Technicians (Electrical) having atleast 05 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 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 Technician (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.

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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.

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

(II) Contractual Emoluments.—The Senior Technician (Electrical) appointed on contract basis will be paid consolidated fixed contractual amount @ 8710/- 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.261/- (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 of 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 @ 8710/- 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 @ 261/- (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.

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Form of contract/agreement to be executed between the Senior Technician (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 Senior Technician (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 Senior Technician (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 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. 8710/- 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 Technician (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 Senior Technician (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 Senior Technician (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 counterpart official at the minimum

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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).

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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 Co-op. Milk
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TOTU, SHIMLA-171011

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

1. **Name of Post.**—Senior Technician (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: 5910-20200+ 2800/-Grade Pay
(ii) Emoluments for contract employees: 8710/-+ 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):** The candidate should possess 'B' Class Certificate in Boiler operation issued by Chief Inspector of Boilers with 05 years experience of working in a factory in the respective field.

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

Provided this condition shall not apply to Bona-fide Himachalis.

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

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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 Technician (Boiler) appointed on contract basis will be paid consolidated fixed contractual amount @ 8710/- 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.261/- (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 @ 8710/- 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 @ 261/- (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-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

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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.**—100% by Promotion. By promotion on Seniority- cum-merit basis from amongst the Technicians (Boiler) having atleast 05 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 Technician (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

Managing Director,
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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.

(f) Contract appointee will be entitled to I.A/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 Senior Technician (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 Senior Technician (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 Senior Technician (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 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. 8710/- 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 Technician (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 Senior Technician (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 Senior Technician (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 NDA 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

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 Milk Procurement Assistant, Class-III, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. **Name of Post.**— Milk Procurement 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:
5910-20200+ 2800/-Grade Pay
(ii) Emoluments for contract employees:—
8710/-+ 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): The candidate should possess Matric with Certificate of Stock Assistant Vety. Pharmacist training from Animal Husbandry Department of H.P. Govt.

OR

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

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 Co-op. Milk
Producers Federation Ltd,
TOTU, SHIMLA-171011

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

Graduate from a recognized University having Rural Background.

OR

Matric having a rural Background with atleast 10 years experience of working on Milk Procurement & Input activities under any Milk Union/Milk Federation.

OR

Secretaries of Village Dairy Cooperative Societies who are Matriculate and possess Diploma in Cooperation with atleast 05 year experience of working as Secretaries.

OR

Secretaries of Village Dairy Cooperative Societies who are Matriculate and have 10 years working experience as Secretaries of Village Dairy Cooperative Societies.

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 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.**—12% from the Secretaries of Village Dairy Cooperative Societies. The 50% of remaining 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% of remaining by Promotion from amongst the Plant Operators and Salesman on the basis of Inter-se-Seniority having atleast 05 years of experience on regular service as such.

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

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 Milk Procurement 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.

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

(II) Contractual Emoluments.—The Milk Procurement Assistant appointed on contract basis will be paid consolidated fixed contractual amount @ 8710/- 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.261/- (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.

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

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

Form of contract/agreement to be executed between the Milk Procurement Assistant 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 Milk Procurement 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 Milk Procurement 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. 8710/- 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 Milk Procurement 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 Milk Procurement 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 Milk Procurement 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 counter part official at the minimum of pay scale.

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

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

(VII) Terms and Conditions.—(a) The contract appointee will be paid fixed contractual amount @ 8710/- 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 @ 261/- (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-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 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 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.,
T.O.T.U. SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Tolu, 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.,
T.O.T.U. SHIMLA-171011

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

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

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

- (1) **Name of Post.**— Junior Laboratory Technician
- (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:
5910-20200+ 2400/- Grade Pay
(ii) **Emoluments for contract employees:**—
8310/-+ 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 M.Sc/B.Sc (Microbiology/Biotechnology) from any recognized university.

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

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 Laboratory Technician appointed on contract basis will be paid consolidated fixed contractual amount @ 8310/- 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.249/- (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 @ 8310/- 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 @ 249/- (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

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 policy the Junior Laboratory Technician, 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

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 Laboratory Technician 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 Junior Laboratory Technician 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 Laboratory Technician 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. 8310/- 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 Junior Laboratory Technician 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 Laboratory Technician 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 Junior Laboratory Technician 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.

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

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

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

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

1. **Name of Post.**— Technician (Refrigeration)
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: 5910-20200+ 2400/-Grade Pay
(ii) Emoluments for contract employees: 8310/-+ 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):** The candidate should possess I.T.I. Certificate in the Trade of Refrigeration.

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

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The H.P. State Co-op. Milk
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TGTU, SHIMLA-171011

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

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)

(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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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 policy the Technician (Refrigeration), 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

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

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 Technician (Refrigeration) appointed on contract basis will be paid consolidated fixed contractual amount @ 8310/- 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.249/- (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 @ 8310/- 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 @ 249/- (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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The H.P. State Co-op. Milk
Producers Federation Ltd.,
TOTU, SHIMLA-171011

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

Form of contract/agreement to be executed between the Technician (Refrigeration) 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 Technician (Refrigeration) on contract basis on the following terms & conditions :—

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Technician (Refrigeration) 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. 8310/- 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 Technician (Refrigeration) 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 Technician (Refrigeration). 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 Technician (Refrigeration) 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 Director (F&A)
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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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The H.P. State Co-op. Milk
Producers Federation Ltd.,
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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)



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

Assistant Director (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 Technician (Electrical) Class-III, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. **Name of Post.**— Technician (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: 5910-20200+ 2400/-Grade Pay
(ii) *Emoluments for contract employees:*— 8310/-+ 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.

7. **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.
8. **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.
9. **Minimum educational and other qualifications required for direct recruit(s).**—
(a) i. **Essential Qualification(s):** The candidate should possess I.T.I. Certificate in the Trade of Electrical.

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

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Producers Federation Ltd.
TOTU, SHIMLA-171011

Assistant Controller (F&A)
H.P. Milkfed, Tolu, 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 Technician (Electrical) appointed on contract basis will be paid consolidated fixed contractual amount @ 8310/- 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.249/- (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 @ 8310/- 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 @ 249/- (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
Producers Federation Ltd.
TOTU, SHIMLA-171011

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

within Himachal Pradesh:

Provided this condition shall not apply to Bona-fide 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 policy the Technician (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.

(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)
H.P. Milkfed, Tolu, Shimla-11

Form of contract/agreement to be executed between the Technician (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 Technician (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 Technician (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.
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. 8310/- 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 Technician (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 Technician (Electrical). 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 Technician (Electrical) 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.

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 Technician (Motor Mechanic) Class-III, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. Name of Post.— Technician (Motor Mechanic)
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:
5910-20200+ 2400/-Grade Pay
(ii) Emoluments for contract employees:—
8310/-+ 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): The candidate should possess I.T.I. Certificate in the Trade of Motor Mechanic.

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

Provided this condition shall not apply to candidates from Himachals.

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

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 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?—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 policy the Technician (Motor Mechanic), 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.

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

(II) **Contractual Emoluments.**—The Technician (Motor Mechanic) appointed on contract basis will be paid consolidated fixed contractual amount @ 8310/- 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.249/- (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 @ 8310/- 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 @ 249/- (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-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

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

ANNEXURE-B

Form of contract/agreement to be executed between the Technician (Motor Mechanic) 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 Technician (Motor Mechanic) on contract basis on the following terms & conditions :-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Technician (Motor Mechanic) 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. 8310/- 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 Technician (Motor Mechanic) 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 Technician (Motor Mechanic). 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 Technician (Motor Mechanic) 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. Milked, 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. Milked, Totu, Shimla-11

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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)



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 Technician (Fitter) Class-III, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. **Name of Post.**— Technician (Fitter)
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:
5910-20200+ 2400/-Grade Pay
(ii) Emoluments for contract employees:—
8310/-+ 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.

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):** The candidate should possess I.T.I. Certificate in the trade of Fitter.

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

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 Technician (Fitter) appointed on contract basis will be paid consolidated fixed contractual amount @ 8310/- 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.249/- (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 @ 8310/- 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 @ 249/- (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-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
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 policy the Technician (Fitter), 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

(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 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

Form of contract/agreement to be executed between the Technician (Fitter) 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 Technician (Fitter) on contract basis on the following terms & conditions :-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Technician (Fitter) 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. 8310/- 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 Technician (Fitter) 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 Technician (Fitter). 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 Technician (Fitter) 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 TADA 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 Technician (Boiler) Class-III, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. Name of Post.— Technician (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:
5910-20200+ 2400/-Grade Pay
(ii) Emoluments for contract employees:—
8310/-+ 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): The candidate should possess 'B' Class Boiler Attendant Certificate issued by Chief Inspector of Boilers.

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

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

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 policy the Technician (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,

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

430-245
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 Technician (Boiler) appointed on contract basis will be paid consolidated fixed contractual amount @ 8310/- 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.249/- (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 @ 8310/- 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 @ 249/- (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.

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

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

431-246
(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 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.
TGTU, SHIMLA-171011

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

432-247
Form of contract/agreement to be executed between the Technician (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 Technician (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 Technician (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 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. 8310/- 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 Technician (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 Technician (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 Technician (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.
TGTU, SHIMLA-171011

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

433-248
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.
TGTU, SHIMLA-171011

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

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

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

1. **Name of Post.**— Plant Operator
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: 5910-20200+ 2400/-Grade Pay
(ii) Emoluments for contract employees:— 8310/-+ 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.

7. **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):** The Candidate should possess I.T.I. Certificate in the trade of Fitter/Mechanic/Electrical/Refrigeration.

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

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

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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.

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

(II) **Contractual Emoluments.**—The Plant Operator appointed on contract basis will be paid consolidated fixed contractual amount @ 8310/- 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.249/- (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.**—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 @ 8310/- 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 @ 249/- (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-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.

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

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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.**—20% 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. 80% By Promotion on Seniority-cum-Merit basis from amongst the Dairy Helpers who are Matriculate and having atleast 08 years experience of regular service as Dairy Helper out of which 03 years experience as Dairy helper in a Milk Processing Plant and operating the machinery and equipments in the Dairy Plant.

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 03 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 Plant Operator, 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.

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

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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 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

Form of contract/agreement to be executed between the Plant Operator 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 Plant Operator 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 Operator 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. _____/- 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 Operator 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 Plant Operator. 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 Plant Operator 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 Salesman, Class-III, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. **Name of Post.**— Salesman
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: 5910-20200+ 2400/-Grade Pay
(ii) Emoluments for contract employees:— 8310/-+ 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 institutions 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.

7. **Minimum educational and other qualifications required for direct recruit(s).**—
(a) i. **Essential Qualification(s):** The candidate must possess 10+2

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

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. _____

(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

(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.**—20% 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. 80% By Promotion on Seniority-cum-Merit basis from amongst the Dairy Helpers who are Matriculate and having atleast 08 years experience of regular service as Dairy Helper out of which 03 years should be in the Sales/Marketing Section.

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 03 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 Salesman, 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

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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.

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

(II) **Contractual Emoluments.**—The Salesman appointed on contract basis will be paid consolidated fixed contractual amount @ 8310/- 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.249/- (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.**—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 @ 8310/- 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 @ 249/- (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 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 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



True 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 Salesman 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 Salesman on contract basis on the following terms & conditions :-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Salesman 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. 8310/- 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 Salesman 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 Salesman. 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 Salesman 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

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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)



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 Driver (Male) (Non-Gazetted) Class-III, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. Name of Post.—Driver (Male)

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-2 5910-20200+ 2000/- Grade Pay
(ii) Emoluments for contract employees:—
7910/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A.

(iii) Emoluments on Daily wages employees:—
The rate of daily wages for the post of Driver, Notified by the State Government from time to time

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): 10th pass if he has passed Matriculation and 10+2

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

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

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.—NA

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

(II) Contractual Emoluments.—The Driver (Male) appointed on contract basis will be paid consolidated fixed contractual amount @ 7910/- 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.237/- (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 Selection Committee of the Federation.

(V) Committee for selection of Contractual Appointments.—As may be constituted by the Managing Director, H.P. Milkfed.

(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 @ 7910/- 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 @ 237/- (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-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
Producers Federation Ltd.,
FOTU, SHIMLA-171011

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

from any School/Institution situated within Himachal Pradesh:
Provided this condition shall not apply to Bonafide Himachalis.

ii. Must possess valid driving licence for plying of Heavy Vehicles in Hilly terrain

(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.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 Selection Committee constituted by the Managing Director, H.P. Milkfed.

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 Driver (Male), 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

Managing Director
The H.P. State Co-op. Milk
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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 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.,
FOTU, SHIMLA-171011

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

Form of contract/agreement to be executed between the Driver (Male) and the Government of Himachal Pradesh through 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 Governor, Himachal Pradesh through Director Ayurveda, Himachal Pradesh (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 Driver (Male) on contract basis on the following terms & conditions :-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Driver (Male) 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. 7910/- 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 Driver (Male) 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 Driver (Male). 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 Driver (Male) 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

Managing Director
The H.P. State Co-Operative Milk
Producers' Federation Ltd.
TGTU, SHIMLA-171014

Assistant Controller (F&A)
H.P. Milkfed, TGTU, Shimla-17

**The Himachal Pradesh State Co-Operative Milk Producers' Federation Ltd.
Recruitment and Promotion Rules for the Post of Junior Office Assistant (IT) (Non-Gazetted)
Class-III, in the H.P. State Co-Operative Milk Producers' Federation Ltd.**

1. Name of Post.— Junior Office Assistant (IT)
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:
5910-20200 + 1950/- Grade Pay
(ii) Emoluments for contract employees:—
7860/-+ 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 the 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):

1. 10+2 from a recognized Board of School Education/University.
2. One year Diploma in Computer Science/Computer Application/Information Technology from a recognized University/Institution.
3. Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.

Managing Director
The H.P. State Co-Operative Milk
Producers' Federation Ltd.
TGTU, SHIMLA-171014

Assistant Controller (F&A)
H.P. Milkfed, TGTU, Shimla-17

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.,
TGTU, SHIMLA-171014

Assistant Controller (F&A)
H.P. Milkfed, TGTU, Shimla-17

OR

1. 10+2 from a recognized Board of School Education/University
2. 'O' or 'A' level Diploma from National Institute of Electronics & Information Technology (NIELIT).
3. Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.

OR

1. 10+2 from a recognized Board of School Education/University.
2. Diploma in Information Technology (IT) from a recognized ITI/Institution.
3. Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.

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 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

Managing Director
The H.P. State Co-Operative Milk
Producers' Federation Ltd.
TGTU, SHIMLA-171014

Assistant Controller (F&A)
H.P. Milkfed, TGTU, Shimla-17

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 Junior Office Assistant (IT), 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.

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

(II) Contractual Emoluments.—The Junior Office Assistant (IT) appointed on contract basis will be paid consolidated fixed contractual amount @ 7860/- 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.236/- (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.S.S.C. 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 @ 7860/- 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 @ 236/- (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 Reimbursement 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 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.

19. 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.

20. Departmental Examination.—Not applicable.

21. 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.
TOLU, SHIMLA-171011

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

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

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

ANNEXURE-B

Form of contract/agreement to be executed between the Junior Office Assistant (IT) 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, 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 Junior Office Assistant (IT) 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 Office Assistant (IT) 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. 7860/- 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 Office Assistant (IT) 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 Office Assistant (IT). 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 Office Assistant (IT) 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



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Assistant Controller (F&A)
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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)



(Signature of Second party)

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Producers Federation Ltd.
TOLU, SHIMLA-171011

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

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

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

1. **Name of Post.**— Clerk-Cum-Typist
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: 5910-20200+ 1900/-Grade Pay
(ii) Emoluments for contract employees:— 7810/-+ 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 limit 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): The candidate should possess Graduate with typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi respectively.

OR

Commerce Graduates

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

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 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 Clerk-cum-Typist, 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.

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

(II) **Contractual Emoluments.**—The Clerk-cum-Typist appointed on contract basis will be paid consolidated fixed contractual amount @ 7810/- 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.234/- (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 of 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.**—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 @ 7810/- 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 @ 234/- (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

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

OR -274- -459-
10+2 with typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi respectively with 02 years experience of working in Govt./Commercial Organization/Cooperative Sector on Daily wages Clerk.

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 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. 10% By Promotion on Seniority-cum-Merit basis from amongst the class-IV officials who have passed 10+2 examination or its equivalent from a recognized Board of School Education/University and possess five years regular service or regular combined with continuous Adhoc service rendered, if any, in the grade:

Provided that if a Class-IV official is otherwise eligible to be promoted to the post of Clerk with the qualification Matric or Hindi Rattan with Matric (English) then he will be so promoted but shall have to acquire the qualification of 10+2 standard within 03 years, if the candidate fails to acquire the 10+2 qualification by 31.12.2011, then he shall be reverted from Clerk to the class-IV post.

Provided further that all the class-IV officials so promoted as Clerks will qualify the typing test with a minimum speed of 30 words per minute in English Typewriting or 25 words per minute in Hindi Typewriting within the probation period which will be conducted by the concerned Departments and the incumbents will get three chances during the probation period. If the candidates failed to qualify the typing test within the prescribed period, their probation period will be extended. During this period the incumbents will get one more chance. If the candidates still failed to qualify the typing test in the extended period, they will be reverted from Clerk to Class-IV post. For the purpose of promotion a combined seniority of eligible Class-IV officials on the basis of length of service without disturbing their cadre wise inter-se-seniority shall be prescribed.

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 03 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.

Managing Director
The H.P. State Co-Op. Milk
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Assistant Controller (F&A)
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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 for the fitness from an authorized Medical officer/Practitioner.

(f) 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.

(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 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

Form of contract/agreement to be executed between the Clerk-cum-Typist 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 Clerk-cum-Typist on contract basis on the following terms & conditions :-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Clerk-cum-Typist 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. 7810/- 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 Clerk-cum-Typist 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 Clerk-cum-Typist. 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 Clerk-cum-Typist 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 Security Assistant, Class-III, in the I.L.P. State Co-Operative Milk Producers' Federation Ltd.

1. Name of Post.— Security 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:
5910-20200+ 1900/-Grade Pay
(ii) Emoluments for contract employees:—
7810/-+ 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.

7. Minimum educational and other qualifications required for direct recruit(s).—
(a) i. Essential Qualification(s): Ex-Serviceman not below the Rank of NCO and should be Matriculate.

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): Ex-Serviceman not below the Rank of NCO and should be Matriculate.

The candidate should have passed Matriculation and 10-12 from any School/Institution situated within Himachal Pradesh:

Provided this condition shall not apply to Banafide Himachalis.

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

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TOTU, SHIMLA-171011

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. _____

(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

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?—The Managing Director shall have the powers to form the Selection Committee of atleast 03 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 Security 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.

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

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

(II) **Contractual Emoluments.**—The Security Assistant appointed on contract basis will be paid consolidated fixed contractual amount @ 7810/- 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.234/- (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, I.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.**—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 @ 7810/- 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 @ 234/- (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-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

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

Assistant Controller (F&A)
H.P. Milk Producers' Federation Ltd.,
TOTU, SHIMLA-171011

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 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. Milk Producers' Federation Ltd.,
TOTU, SHIMLA-171011

ANNEXURE-B

Form of contract/agreement to be executed between the Security Assistant 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 Security 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 Security 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.7810/- 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 Security 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 Security 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 Security 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.

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

Assistant Controller (F&A)
H.P. Milk Producers' Federation Ltd.,
TOTU, SHIMLA-171011

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 Controller (F&A)
H.P. Milk Producers' Federation Ltd.,
TOTU, SHIMLA-171011

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

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

1. **Name of Post.**— Dairy Helper
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-IV (Non- Gazetted)
4. **Scale of Pay.**—(i) Pay scale for regular incumbents:
4900-10680+ 1300/-Grade Pay
(ii) Emoluments for contract employees:—
6200/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A.
(iii) Emoluments on Daily wages employees:—
The rate of daily wages for the post of Dairy Helper, Notified by the State Government from time to time
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.

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.

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

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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.**—N.A.

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

(II) **Contractual Emoluments.**— The Dairy Helper appointed on contract basis will be paid consolidated fixed contractual amount @ 6200/- 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.186/- (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 or daily wages basis will be made on the basis by a written test or practical test, the standard/syllabus etc. of which will be determined by the Selection Committee of the Federation.

(V) **Committee for selection of Contractual/ Daily wages Appointments.**—As may be constituted by the Managing Director, H.P. Milkfed.

(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 @ 6200/- 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 @ 186/- (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

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Assistant Controller (F&A)
H.P. Milk Ltd., totu, Shimla-11

- (a) i. **Essential Qualification(s):** Matric or Middle with 02 years experience of working in Chilling Plant/Dairy Plant/Laboratory/Store/Secretary of a Village Dairy Cooperative Society.

The candidate should have passed Middle or Matriculation 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 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 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 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.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 Selection Committee constituted by the Managing Director, H.P. Milkfed.

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

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grounds.

(c) 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 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. Milk Ltd., totu, Shimla-11

**Form of contract/agreement to be executed between the Dairy Helper 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 Dairy Helper on contract basis on the following terms & conditions:—

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Dairy Helper
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. 6200/- 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 Dairy Helper 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 Dairy Helper. 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 Dairy Helper 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 TADA 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

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

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

1. **Name of Post.**— Peon
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-IV (Non- Gazetted)
4. **Scale of Pay.**—
 - (i) Pay scale for regular incumbents:
4900-10680+ 1300/-Grade Pay
 - (ii) Emoluments for contract employees:—
6200/-+ Enhancements notified by the state Govt. from time to time as
detailed in Column 15-A.
 - (iii) Emoluments on Daily wages employees:—
The rate of daily wages for the post of Peon, Notified by the State
Government from time to time

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.

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

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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)



Managing Director,
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Producers Federation Ltd,
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- (i) Essential Qualification(s): Matric or Middle preference will be given to person
having atleast 03 years experience of working with Village Dairy Cooperative Societies.

The candidate should have passed Middle or Matriculation from any School/Institution situated
within Himachal Pradesh:

Provided this condition shall not apply to Bona-fide 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 or 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.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 Selection Committee constituted by the
Managing Director, H.P. Milkfed.

- 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 Peon 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. Staff Selection Commission. —N.A.

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

(II) **Contractual Emoluments.**—The Peon appointed on contract basis will be paid consolidated fixed contractual amount @ 6200/- 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.186/- (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 or daily wages basis will be made on the basis by a written test or practical test, the standard/syllabus etc. of which will be determined by the Selection Committee of the Federation.

(V) **Committee for selection of Contractual/ Daily wages Appointments.**—As may be constituted by the Managing Director, H.P. Milkfed.

(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 @ 6200/- 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 @ 186/- (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-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.

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ANNEXURE-B

Form of contract/agreement to be executed between the Peon 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 Peon on contract basis on the following terms & conditions:—

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Peon 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. 6200/- 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 Peon 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 Peon. 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 Peon 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 H.P. State Co-op. Milk
Producers Federation Ltd.,
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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 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.,
FOTU, SHIMLA-171011

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

(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. Milkfed, Tolu, Shimla-11

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

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

1. **Name of Post.**— Chowkidar
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-IV (Non- Gazetted)
4. **Scale of Pay.**— (i) Pay scale for regular incumbents:
4900-10680+ 1300/-Grade Pay
(ii) Emoluments for contract employees:—
6200/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A.
(iii) Emoluments on Daily wages employees:—
The rate of daily wages for the post of Chowkidar, Notified by the State Government from time to time

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.

Managing Director
The H.P. State Co-op. Milk
Producers Federation Ltd.,
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Assistant Controller (F&A)
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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.**—N.A.

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

(II) **Contractual Emoluments.**— The Chowkidar appointed on contract basis will be paid consolidated fixed contractual amount @ 6200/- 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.186/- (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 or daily wages basis will be made on the basis by a written test or practical test, the standard/syllabus etc. of which will be determined by the Selection Committee of the Federation.

(V) **Committee for selection of Contractual/ Daily wages Appointments.**—As may be constituted by the Managing Director, H.P. Milkfed.

(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 @ 6200/- 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 @ 186/- (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-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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Assistant Controller (F&A)
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7. Minimum educational and other qualifications required for direct recruit(s).—

- (a) i. **Essential Qualification(s):** Matric or Middle with 02 years experience of working in Chilling Plant/Dairy Plant/Laboratory/Store/Secretary of a Village Dairy Cooperative Society.

The candidate should have passed Middle or Matriculation 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 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 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.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 Selection Committee constituted by the Managing Director, H.P. Milkfed.

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 Chowkidar, in the H.P. State Co-Operative Milk Producers'

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

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 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
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TGTU, SHIMLA-171011

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

Form of contract/agreement to be executed between the Chowkidar 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 Chowkidar on contract basis on the following terms & conditions :-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Chowkidar 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. 6200/- 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 Chowkidar 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 Chowkidar. 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 Chowkidar 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-171011

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

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

1. Name of Post. — Mali
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-IV (Non- Gazetted)
4. Scale of Pay.—(i) Pay scale for regular incumbents:
4900-10680- 1300/- Grade Pay
(ii) Emoluments for contract employees:—
6200/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A.
(iii) Emoluments on Daily wages employees:—
The rate of daily wages for the post of Mali, Notified by the State Government from time to time

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).—

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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- (a) i. Essential Qualification(s): Matric or Middle with 02 years experience of working in Chilling Plant/Dairy Plant/Laboratory/Store/Secretary of a Village Dairy Cooperative Society.

The candidate should have passed Middle or Matriculation 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 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 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.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 Selection Committee constituted by the Managing Director, H.P. Milkfed.

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 Mali, 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

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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-171011

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

Assistant Controller (F&A)
H.P. Milkfed, Totu, Shimla-171011

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.—N.A.

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

(II) Contractual Emoluments.—The Mali appointed on contract basis will be paid consolidated fixed contractual amount @ 6200/- 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.186/- (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 or daily wages basis will be made on the basis by a written test or practical test, the standard/syllabus etc. of which will be determined by the Selection Committee of the Federation.

(V) Committee for selection of Contractual/ Daily wages Appointments.—As may be constituted by the Managing Director, H.P. Milkfed.

(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 @ 6200/- 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 @ 186/- (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.

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ANNEXURE-B

Form of contract/agreement to be executed between the Mali 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 Mali on contract basis on the following terms & conditions :-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Mali 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. 6200/- 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 Mali 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 Mali. 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 Mali 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.

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H.P. Milkfed, Totu, Shimla-11

(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 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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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 Ltd.

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

1. **Name of Post.**— Cleaner.
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-IV (Non- Gazetted)
4. **Scale of Pay.**— (i) Pay scale for regular incumbents:
4900-10680+ 1300/- Grade Pay
(ii) Emoluments for contract employees:—
6200/-+ Enhancements notified by the state Govt. from time to time as detailed in Column I-S-A.
(iii) Emoluments on Daily wages employees:—
The rate of daily wages for the post of Cleaner, Notified by the State Government from time to time

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).—

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

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.**—N.A.

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

(II) **Contractual Emoluments.**—The Cleaner appointed on contract basis will be paid consolidated fixed contractual amount @ 6200/- 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.186/- (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 or daily wages basis will be made on the basis by a written test or practical test, the standard/syllabus etc. of which will be determined by the Selection Committee of the Federation.

(V) **Committee for selection of Contractual/ Daily wages Appointments.**—As may be constituted by the Managing Director, H.P. Milkfed.

(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 @ 6200/- 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 @ 186/- (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.

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The H.P. State Co-op. Milk
Producers Federation Ltd.
S.O. 4-A—171011

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

(a) i. Essential Qualification(s): Matric or Middle with 02 years experience of working in Chilling Plant/Dairy Plant/Laboratory/Store/Secretary of a Village Dairy Cooperative Society.

ii. The Candidate should have Valid Conductor Licence issued by competent authority. The candidate should be physically fit for which physical test will be conducted.

The candidate should have passed Middle or Matriculation 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 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 daily wages basis, as the case may be. The contract employee(s) will get emoluments as given in Column I-S-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 Selection Committee constituted by the Managing Director, H.P. Milkfed.

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

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

(c) 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 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

Form of contract/agreement to be executed between the Cleaner 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 Cleaner on contract basis on the following terms & conditions :-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Cleaner 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. 6200/- 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 Cleaner 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 Cleaner. 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 Cleaner 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.

6. 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 TADA 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

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

Assistant Controller (F&A)
H.P. Milk Producers' Federation Ltd,
TOTU, SHIMLA-171011

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. Milk Producers' Federation Ltd,
TOTU, SHIMLA-171011

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

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

1. Name of Post.— Sweeper
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-IV (Non- Gazetted)
4. Scale of Pay.— (i) Pay scale for regular incumbents: 4900-10680- 1300/- Grade Pay
(ii) Emoluments for contract employees:— 6200/- Enhancements notified by the state Govt. from time to time as detailed in Column 15-A.
(iii) Emoluments on Daily wages employees:— The rate of daily wages for the post of Sweeper, Notified by the State Government from time to time

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.

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.

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

- (a) i. Essential Qualification(s): Middle. He/she should be a bonafide Sweeper.

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

Assistant Controller (F&A)
H.P. Milk Producers' Federation Ltd,
TOTU, SHIMLA-171011

The candidate should have passed Middle or Matriculation 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 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 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.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 Selection Committee constituted by the Managing Director, H.P. Milkfed.

- 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 Sweeper, 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

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

Assistant Controller (F&A)
H.P. Milk Producers' Federation Ltd,
TOTU, SHIMLA-171011

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.—N.A.

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

(II) Contractual Emoluments.—The Sweeper appointed on contract basis will be paid consolidated fixed contractual amount @ 6200/- 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.186/- (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 or daily wages basis will be made on the basis by a written test or practical test, the standard/syllabus etc. of which will be determined by the Selection Committee of the Federation.

(V) Committee for selection of Contractual/ Daily wages Appointments.—As may be constituted by the Managing Director, H.P. Milkfed.

(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 @ 6200/- 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 @ 186/- (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.

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 Sweeper 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 Sweeper Helper on contract basis on the following terms & conditions :-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Sweeper 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. 6200/- 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 Sweeper 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 Sweeper. 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 Sweeper 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

(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 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

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 Ltd.
Recruitment and Promotion Rules for the Post of Guest House Attendant (Non-Gazetted) Class-
IV, in the H.P. State Co-Operative Milk Producers' Federation Ltd.

1. **Name of Post.**— Guest House Attendant
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-IV (Non- Gazetted)
4. **Scale of Pay.**— (i) Pay scale for regular incumbents: 4900-10680+ 1300/-Grade Pay
 (iii) Emoluments for contract employees:— 6200/-+ Enhancements notified by the state Govt. from time to time as detailed in Column 15-A.
 (iv) Emoluments on Daily wages employees:—
 The rate of daily wages for the post of Guest House Attendant, Notified by the State Government from time to time.
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):** Matriculation.

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

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

Assistant Controller (P&A)
H.P. Supplies, Shimla

- (b) Post falls within the purview of H.P. Staff Selection Commission.—N.A.

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

(II) **Contractual Emoluments.**— The Guest House Attendant appointed on contract basis will be paid consolidated fixed contractual amount @ 6200/- 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.186/- (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 or daily wages basis will be made on the basis by a written test or practical test, the standard/syllabus etc. of which will be determined by the Selection Committee of the Federation.

(V) **Committee for selection of Contractual/ Daily wages Appointments.**—As may be constituted by the Managing Director, H.P. Milkfed.

(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 @ 6200/- 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 @ 186/- (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 Reimbursement 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

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

Assistant Controller (P&A)
H.P. Supplies, Shimla

Provided this condition shall not apply to Bonafide Himachalis.

- ii. Preference will be given to the candidates having one year diploma in Hotel Management
 - iii. Preference will be given to candidate having desired skill in cooking for which skill test will be conducted.
- (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 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.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 Selection Committee constituted by the Managing Director, H.P. Milkfed.

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 Guest House Attendant, 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

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

Assistant Controller (P&A)
H.P. Supplies, Shimla

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 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.,
FOTU, SHIMLA-171011

Assistant Controller (P&A)
H.P. Supplies, Shimla

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ANNEXURE-B

Form of contract/agreement to be executed between the Guest House Attendant 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 Guest House Attendant on contract basis on the following terms & conditions :-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Guest House Attendant 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-ipo 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. 6200/- 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 Guest House Attendant 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 Guest House Attendant. 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 Guest House Attendant 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

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

A. Pandey
H.P. Milk Producers' Federation Ltd.
T-102-11

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 (HSA)
H.P. Milkfed, Totu, Shimla-11