

EDN-HE(PS-DHE)-3/2020-Misc-69
Directorate of Higher Education
Himachal Pradesh, Shimla-1

Dated: Shimla-1, the 23rd April 2020

To

The Principal
all Government Colleges in the State

Subject:- Regularization of contract appointees (Assistant Professors)

Sir

In continuation to this Directorate letter No. EDN-H(8)B(15)-1/2019-Contract Regularisation, dated: the 30th September 2019, on the subject cited above.

In this context, you are hereby directed to provide the information in respect of those Assistant Professors who are working in the department on Contractual Basis and completed 3 years of continuous service, as on 30.02.2020, on the prescribed proforma attached herewith along with the relevant documents, immediately.

2. The said information in respect of those incumbents who are going to complete 3 years of continuous service as on 30.09.2020, may also be provided to the department, on 03.10.2020 or up to 06.10..2020.

It is pertinent to mention here that if there is no eligible candidate, NIL information may be sent to the Directorate.



(Dr. Amarjeet K. Sharma)
Director of Higher Education
Himachal Pradesh, Shimla-1

Endorsement No. Even, Dated: Shimla-1, the 23rd April 2020

Copy for information and further necessary action to;

1. The Principal Secretary (Education) to the Government of HP, Shimla-1
2. Guard file



Director of Higher Education
Himachal Pradesh, Shimla-1

SUBMISSION OF PARTICULARS IN R/O ASSISTANT PROFESSOR WORKING ON CONTRACTUAL BASIS FOR REGULARISATION ON COMPLETION OF 3 YEARS OF CONTINUOUS SERVICE AS ON 30.03.2020 OR 30.09.2020

1.	Name of Contract Assistant Professor			IP No.
				PMIS No.
2.	Subject			
3.	Father's Name			
4.	Address of Present place of posting with contact No			
		Phone No. with STD code or Mob. No of Principal		
5.	Name of institution where initially joined. Also mention Distt., Mob. No./ phone No. of the institution			
		Phone No. with STD code or Mob. No. of Principal		
6.	Permanent Address of candidate (Mob. No. mandatory)			
		Mob. No. of teacher		
7.	Date of Birth			Male/Female
8.	Date of joining			Appointment order No & date (Also attach the copy of same)
9.	Category (Gen/SC/ST/OBC) Attach copy in case of SC/ST/OBC			
10.	Detail of un-authorized absence period, if any till 30.09.2019 for which salary not drawn:			
	From (Date)	To (Date)	No of days	Reason of un-authorized absence
11.	Total length of service as on 30.09.2019 after excluding the period as mentioned in column No 10			

12.	Educational Qualification (Please attach copy of relevant certificates):-					
	Qualification	Name of Uni./Board	Year of Passing	Total Marks	Marks Obtained	Percentage
	Matric					
	10+2					
	BA/BSc/B.Com					
	MA/MSc/M.Com					
	M.Phil					
	Ph.D					
	NET/SET					
13.	Himachali domicile, specify Yes or No, if Yes attach copy of certificate					

14. **Work and conduct certificates (attested copies) be sent to this Directorate alongwith information.**

1. It is certified that Sh/ Smt/Miss..... is working as contract Assistant Professor in.....subject who was initially appointed as such vide Govt. Notification No..... dated.....

(Copy attached).

- His/her work and conduct isduring the period w.e.f..... till date.
- Certified that separate character certificate of the above contract Lecturer is enclosed with the case.
- Certified that the information as mentioned above is correct as per the school/relevant record.
- Certified that all entries pertaining to individuals joining and leave etc. has been made in his/her service book.

Date:.....

Signature of Principal (official seal)

(Name of signing officer,.....)

Check list for Principal/DDO to ensure before sending the case from institution:-

- Whether all columns have been filled correctly. Don't make any alteration in the above Proforma.
- Whether Mobile No./phone No in v/o teacher and institution is mentioned.
- Whether all the documents have been attached in order i.e. Appointment order, Academic qualification certificate Matric, PG, M.Phil, Ph.D, NET/SET, Category certificate if any, character certificate and Domicile Himachali.

For office use only (at Directorate level):

Remarks of Screening committee if any :.....

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Whether Recommended for regularization or Not:.....

Signature of Member Signature of Member Signature Member Secretary Signature of Chairman