

Government of Himachal Pradesh  
Directorate of Higher Education  
Himachal Pradesh Shimla-1

No. EDN-HE(1)B(2)-03/2024-JOA-IT-Ex-Men. Dated: Shimla-171001,



**OFFICE ORDER**

On the recommendation of Directorate of Sainik Welfare Ex-Servicemen Employment Cell Hamirpur- 177001 vide letter no. DSW Ex-Cell OC-103/2020-16029-43, dated 19.08.2024, the following candidates are hereby offered appointment to the post of JOA(IT) purely on contract basis, initially for a period of one year, in offices/institutions shown against each on fixed contractual amount of Rs.12360/- per month, in level-4 Cell-1 of the pay matrix, as per Rule 3(i) of the H.P Civil Services (Revised Pay), Rules 2022 subject to the conditions that the joining shall be considered within five days from the issuance of these orders including joining time, in the public interest, on the following terms & conditions:-

Sr. No.	Name and Address of the Candidates	D.O.B	Regn No	NCO/ Caste	Proposed place of posting
1.	Ex. Gnr Pawan Kumar S/o Sh. Lal Bahadur VPO Banoori, Tehsil Palampur, Distt. Kangra Hp 176061	21.08.1982	P-137/19 19080639006	X001.20/ SC	GSSS Kandi (Kgr)
2.	Ex Nk Kamlesh s/o Late Sh. Kaila Ram R/o Vill. Chaskar, P.O. Manlogkalen, Tehsil Nalagarh Distt. Solan HP 173218	15.02.1979	NG-04/19 19012818011	X001.20/ SC	GC Saraswati Nagar (SML)
3.	Ex Gdr Kuldeep Kumar s/o Sh. Jai Singh r/o Vill-Molichak P.O. Saliana Tehsil Palampur Distt. Kangra HP 176103	08.05.1983	P-43/20 20020639006	X001.20/ SC	GSSS Kosri (Kgr)
4.	Ex Nk (TS) Ved Parkash s/o Sh. Banwari Lal, r/o Vill-Shogi, P.O. Nayagram, Tehsil Kasauli Distt. Solan HP-173220	05.03.1982	KS-03/20 20021448005	X001.30/ SC	GSSS Barotiwala (Sln)
5.	Ex Sub (Clk) Prem Chand Pandiar s/o Sh. Ganu Ram Pandiar r/o VPO & Tehsil Ramshehar Distt. solan HP 174102	19.07.1972	NG-61/21 21100618001	4114.10/ SC	GSSS Chhiachi (Sln)

6	Ex. Rfn Sanjay Kumar s/o Sh. Sunder r/o Vill. Rathorha, P.O. Tikker, Tehsil Sadar, Distt. Mandi HP 175006	24.04.1987	DXS-128/22 21121675020	X001.20/ SC	GSSS Karkoh (Mnd)
7	Mr Devinder Kumar s/o Sh. Madan Lal, r/o Vill-Ghumarwin P.O. Lag Manwin, Tehsil Bhoranj, Distt. Hamirpur HP - 177118	15.08.1988	XSD-12/22 22022351004	4114.10/ SC	GSSS Badehar (Hmr)
8	Ex Sgt (Clk) Madan Lal S/o Sh. Sahab Singh r/o Vill-Dhulari, PO & Tehsil Harchakian, Distt. Kangra HP-176210	23.07.1978	KGR-44/22 22090941013	4114.10/ SC	GSSS Gharjarot (Kgr)
9	Ex Rfn Dinesh Panwar s/o Sh. Med Ram r/o Vill.-ser Klean, P.O. Tehsil Distt. Solan HP-173212	16.10.1986	SL-35/22 22060411004	4114.10/ SC	GSSS Oachghat (Sln)
10	Ex Sigmn Bhupinder s/o Sh. Jagdev Singh r/o Vill-Baruhi, P.O. Chowki Maniar, Tehsil Bangana, Distt. Una HP-174314	01.03.1987	BNG-72/22 20061906012	4114.10/ SC	GDC Chintpurni (Una)
11	Ex L/Nk Sunil Kumar s/o Sh. Jagdish Chand r/o VPO Utpur, Tehsil Tauni Devi, Distt. Hamirpur HP - 177022	08.04.1983	H-114/23 20021910003	4114.10/ SC	GSSS Dandroo (Hmr)
12	Ex. Sep Sohan Lal s/o Sh. Ram Singh r/o VPO Chhaproh Kalan, Tehsil Bangana Distt. Una HP-174321	11.12.1984	BNG-47/23 22041977003	4113.10/ SC	GSSS Haroli (Una)
13	Ex spr Ajay Kumar S/o sh. Veer Singh r/o Vill Balh Rehre, PO Balh, Tehsil Bangana, Distt. Una 174321	25.05.1985	BNG-46/23 22042177002	4113.35/ SC	GSSS (B) Una
14	Ex PO Sahil Kumar s/o Sh. Printam Chand r/o VPO Nagehar, Tehsil Baijnath, Distt. Kangra HP-176218	18.05.1988	BN-65/23 20070443736	4114.10/ SC	GSSS Darini (Kgr)

1. **Offer of appointment shall be subject to the final outcome of the investigation/court cases.**
2. They will be paid a fixed contractual amount @ Rs. 12360 / per month.
3. 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. In case the contract appointee is not satisfied with the termination order issued by the Appointing Authority, he may prefer an appeal before the Appellate Authority who shall be higher in rank to the appointing Authority, within a period of 45 days, from the date on which a copy of termination orders is delivered.
4. They will be entitled for one day's casual leave after putting in one month service. A female contract appointee with less than two surviving children may be granted maternity leave for 180 days. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of number of surviving children) during the entire service, in case of miscarriage including abortion on production of Medical certificate issued by the authorized Government Medical Officers. However, he/she will also be entitled for 10 days Medical Leave and 05 days Special leave. He/She shall not be entitled for Medical reimbursement and LTC, etc. No leave of any kind except above is admissible to him.
5. Unauthorized absence from duties without approval of the controlling officer shall automatically lead to the termination of the contract agreement. However, in exceptional cases where the circumstances for unauthorized absence from duty where beyond their control on medical grounds, such period shall not be excluded while considering their control on medical grounds, such period shall not be excluded while considering their case for regularization but the incumbent shall have to intimate the controlling authority in this regard well in time. However, he shall not be entitled for contractual amount for this period of absence from duty.
6. They will submit a certificate of his fitness from the CMO Hospital concerned.
7. They will be entitled to TA/DA, if required to go on tour in connection with the official duties, at the same rate as applicable to regular counterpart officials at the minimum of pay scale.
8. Provisions of service rule 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 his case.
9. No travelling allowance will be paid to them for joining duties in the posting station.
10. They shall have to produce an affidavit to the effect that there is no court case/criminal /vigilance or appeal thereof pending for adjudication in any court of Law in or outside the state of Himachal Pradesh against them.
11. In case, the contract appointee do not report for duty within the stipulated time period to the allotted station or brought outside influence for change of station, in that event the offer of appointment will stand automatically cancelled.
12. In rare and exceptional circumstances if a contractual employee is transferred to another station/cadre/establishment on his /her own request with the approval of the competent authority, he /she be treated as fresh appointee in the new station/cadre/establishment and the services rendered on contract basis in the earlier cadre/establishment on appointment /transfer to another station/cadre/establishment will not be counted for regularization purposes and for any other financial benefits. The contract appointee will be treated as fresh appointee for all intents and purposes.
13. The services of the incumbents appointee on contract basis will be regularized once in a year as per provisions of instructions by the Department of Personnel vide letter No. PER(AP)-C-B(2)/2015, dated 02.12.2023 and any amendment issued from time to time, in future.

*[Handwritten signature]*

If, the offer of appointment on the above terms and conditions is acceptable to the above named candidates, they may report for duty within five days positively from the issuance of these orders. They are further directed to execute the enclosed contract Agreement and affidavit as stipulated in conditions No. 10 above on the stamp paper of Rs. 10/-(Ten Rupees.)

The appointment shall be considered provisional till the verification of character and antecedents, which will be carried out on the basis of self declaration form (Copy enclosed), submitted by the candidates at the time of joining duties, certifying therein that all facts and details given are correct. In case, character and antecedents of the candidate are not found verified or any false information is given by the candidates in self declaration, the provisional appointment will be cancelled for with and criminal legal action will be taken as a consequence.

शिक्षा निदेशालय उच्चतर हि०प्र०

10 OCT 2024



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

Endst. No. Even शिमला-1 Dated: Shimla-171001 the, 10<sup>th</sup> October, 2024

Copy to the following for information and necessary action-

1. The Director, Directorate of Sainik Welfare Ex-Servicemen Employment Cell, Hamirpur, 171001.
2. The Secretary (Education) to the Government of HP, Shimla-171002.
3. The Chief Medical Officer concerned.
4. Individual concerned through Registered Post.
5. All the Head of the institutions concerned with the directions that the duly attested copies of the certificates be kept in the personal file for office record after due verification and ensure that the candidate is fulfilling the requisite qualification to the post. One set of attested copies of certificate be also sent to this directorate along with joining of the candidate. **It is further intimated that the post of Junior Office Assistant (IT) has been filled up in your institution in lieu of surrender of vacant post of clerk.**
6. In-charge IT Cell to upload the same on departmental website.
7. Guard file.



Director Higher Education  
Himachal Pradesh Shimla-1  
e-mail: [dhe-sml-hp@gov.in](mailto:dhe-sml-hp@gov.in)  
Tel. No. 0177-2653120

**Form of Contract/agreement to be executed between the ----- (Name of the post) and the Government of Himachal Pradesh, through Director of Higher Education:-**

This agreement is made on this-----day of -----in the year-----between.  
Sh./Smt. -----S/O/D/O Sh.-----R/O Village -----PO. -----  
Tehsil-----District-----HP.

( **FIRST PARTY**), AND The Governor Himachal Pradesh through Director of Higher Education (here in after the **SECOND PARTY**).

Whereas the **SECOND PARTY** has engaged the aforesaid **FIRSTPARTY** and the **FIRST PARTY** has agreed to serve as a-----on contract basis on the following terms and conditions.

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

Provided that for further extension/renewal of contract period the HOD shall issue a certificate that the service and conduct of the contract appointee was satisfactory during the year and only then the period of contract is to be renewed/extended.

2. The contractual amount of the **FIRST PARTY** will be Rs. -----per month (which shall be 60% of the first cell of the applicable level of pay matrix of the corresponding cadre, as per H.P. Civil Services (Revised Pay) Rules, 2022..

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 satisfactory. In case the contract appointee is not satisfied with the termination orders issued by the appointing Authority, he/she may refer an appeal before the Appellate Authority, who shall be higher in rank to the appointing authority, within a period of 45 days, from the date on which a copy of termination orders is delivered to him/her.

4. Contract Appointee JOA(IT) will be entitled for one day's casual leave after putting one month service, 10 day's Medical leave and 5 days Special leave in a calendar year. A female contract appointee with less than two surviving children may be granted maternity leave for 180 days'. A female contract appointee JOA(IT) shall also be entitled for maternity leave not exceeding 45 day's ( irrespective of the number of surviving children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Government Medical Officer. A contract appointee JOA(IT) shall not be entitled for Medical Reimbursement and LTC etc.. No leave of any other kind except above is admissible to the contract appointee.

Un-availed casual leave, medical leave and special leave can be accumulated up to the calendar year and will not be carried forward for the next calendar year.

5. Unauthorized absence from the duty without the approval of Controlling Officer shall automatically lead to the termination of the contract. However, in exceptional cases where the circumstances for un-authorized absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while considering his/her case for regularization but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the contractual JOA(IT) shall not be entitled for contractual amount for this period of absence from duty.

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

Continued...

6. An official appointed on contract basis who have completed three years tenure at one place of posting will be eligible for transfer on need based basis where ever required on administrative grounds.
7. Selected candidate will have to submit a certificate of his/her fitness issued by a medical Board in case of a Gazetted Government servant and by Government Medical officer in the case of a Non-Gazetted Government servant. In case of women candidates who are to be appointed against posts carrying hazardous nature of duties, and in case they have to complete a period of training as a condition of service, such women candidate, who as a result of tests is found to be pregnant of twelve weeks standing or more shall be declared temporarily unfit and her appointment shall be held in abeyance until the confinement is over. Such women candidate be re-examined for medical fitness six weeks after the date of confinement, and if she is found fit on production of Medical fitness certificate from the authority as specified above, she may be appointed to the post kept reserved for her.
8. Contract appointee shall 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 counter-part official at the minimum of the pay scale.
9. The employees Group Insurance Scheme as well as EPF/GPF will not be applicable to contractual appointees(s).

**IN WITNESS** the **FIRST PARTY AND SECOND PARTY** have herein to set their hands the day, month and year first, above written

**IN THE PRESENCE OF WITNESS.**

1. \_\_\_\_\_  
 \_\_\_\_\_

(SIGNATURE OF FIRST PARTY)

2. \_\_\_\_\_  
 \_\_\_\_\_

(Name and full address)

**IN THE PRESENCE OF WITNESS**

1. \_\_\_\_\_  
 \_\_\_\_\_

(Name and full address)  
 (Signature of **SECOND PARTY**)

2. \_\_\_\_\_  
 \_\_\_\_\_

(Name and full address)