

No. EDN-HE(1)B(4)01/2019- Comp.Apptt.(Ele.)

Directorate of Higher Education
Himachal Pradesh.

Dated: Shimla the ,2022

शिक्षा निदेशालय उच्चतर हि०प्र०

12 JAN 2022

OFFICE ORDER

As per provision contained in the revised policy formulated by the Government of Himachal Pradesh, Department of Finance OM No. Fin-(A)-(16)-1/2013 dated 07.03.2019 & subsequent amendments made there under from time to time for providing employment assistance to dependants of Government servants, who died while in Govt. Service and leaving their families in indigent circumstances or such Govt. Servants who have sought premature retirement on medical grounds are eligible for employment assistance under kith and kin policy and as per approval conveyed by the Government of Himachal Pradesh vide letter no. EDN-C.B(2)1/2020 dated 26/02/2021 as well as per recommendation of the screening committee and also qualifying the type test vide office order no. EDN-HE(1)B(2)-2/2020-TT-Clk dated 12.01.2022, the following candidates are hereby offered appointment as Junior Office Assistant (IT) on contract basis on fixed contractual emoluments equivalent to minimum of Pay Band of Rs. 5910 - 20200 + Grade Pay Rs 1950/- against vacancy, subject to acceptance and fulfillment of usual and specific terms & conditions which are annexed as Annexure "A".

| Sr. No. | Name and address of candidates | D.O.B. | Category | Place of posting |
|---------|--|----------|----------|-------------------------|
| 1. | Seema Devi D/o Late sh. Gore Lal, Village Tali, PO Sai, Tehsil Baddi, Distt. Solan, H.P. | 22.10.99 | SC | GSSS Goela Panner (SIn) |
| 2. | Dropti W/o Late Sh. Prem Singh, Village Thatta, PO Bonderi, Teshil Churah, Distt. Chamba, H.P. | 02.02.89 | SC | GSSS Bonderi (Cba) |

If specific as well as usual terms and conditions are acceptable to the candidate, he/she will report for duty at the institution of his/her posting **within 15 days** from the date of issue of these orders along with documents required to be produced as per terms of this order and will execute the requisite bond of contract, failing which the offer of the appointment shall automatically stand cancelled and the candidate will have no right to claim it.

These orders are available on the Website. www.education.hp.gov.in

Director Higher Education
Himachal Pradesh

Endst No. Even: Dated, Shimla, the ,2022

Copy to the following for information and necessary action to:-

1. The Pr. Secretary (Education) to the Government of Himachal Pradesh.
2. The Director Elementary Education Himachal Pradesh, Shimla-1.
3. All the concerned Dy. Director of Higher/Elementary Education in Himachal Pradesh.
4. All the Head of the institutions concerned with the directions that before accepting the joining of the candidate, Attestation form and self declaration on prescribed format which is annexed as Annexure "C" be taken from him/her and the character and antecedents/ qualification and other certificates of the candidate be got verified within six month and the report and findings be sent to this directorate. 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. Further it is also ensure that no publicity is made by anyone to attain political mileage and to follow "MCC" instructions.
5. The Candidate concerned on above given address through registered post.
6. The In-charge, IT Cell for uploading the said orders on official website please.
7. The President, Non-teaching Federation Himachal Pradesh, Shimla-1.
8. Guard file.

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12 JAN 2022

Director Higher Education
Himachal Pradesh.

TERMS & CONDITIONS

1. On his/her joining as JOA (IT) in the Department, compassionate appointee must immediately get her/himself enrolled with National Institute of Electronics and Information Technology (NIELIT) for acquiring "O" or "A" level Diploma.
2. During his/her period of acquiring Diploma, the person will get emoluments equal to the minimum of the pay band plus grade pay as is applicable to Junior Office Assistant (IT) appointed through direct recruitment on contract basis in any of Government Department along-with annual increase to be accrued thereon;
3. The maximum period for acquiring One Year Diploma in Information Technology from NIELIT be prescribed as "Two Years".
4. During the period of such training, subject to a maximum of one year, the fee for such training will be reimbursed by the Government subject to successful completion of such course by the concerned appointee.
5. If the compassionate appointee is not successful in getting the diploma in one year, he/she may continue the training related to diploma in IT but the same will be at her/his own cost and the State Government will not reimburse anything for this extended period of training.
6. If any compassionate appointee so enrolled with NIELIT does not acquire the necessary minimum qualification as described above within the maximum time limit of two years, he/she shall be offered compassionate employment to Class-IV post on daily wage basis in the respective department.
7. Candidate should give an undertaking in writing as in prescribed application format that he/she will maintain properly other family members, who were dependent on the deceased or the medically retired Government servant and in case it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly by him/her, his/her appointment may be terminated forthwith.
8. In case of any false information is detected later on, his/her appointment should be terminated forthwith and case under Criminal Law should be registered against him/her by the Department.
9. Head of the institution concerned are directed that before accepting the Joining of the candidate, Attestation form and self declaration on prescribed format which is annexed as Annexure "C" be taken from him/her and the character and antecedents/ qualification and other certificates of the candidate be got verified within six month and the report and findings be sent to this directorate. 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.
10. The contractual appointee will be paid fixed contractual amount @ Rs.7860/- p.m. (which shall be equal to minimum of the pay band + grade pay). The contract appointee will be entitled for increase in contractual amount @ Rs. 236/- (3% of minimum of the pay band + grade pay of the post) for further extended years and no other allied benefits such as Senior/Selection Scales etc. will be given. However, enhanced Grade Pay as admissible to contract appointee will also be allowed to him/her as per rules and instructions issued by the Government from time to time.
11. The service of the contract appointee will be purely on temporarily basis. The appointment is liable to be terminated in case the performance/ conduct of the contract appointee is not found satisfactory.
12. Contract Appointee 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 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. Contract appointee 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.
13. 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 contract appointee shall not be entitled for contractual amount for this period of absence from duty. Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.
 14. 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.
 15. Candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. Woman candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The woman candidate will be re-examined for the fitness from an authorized Medical Officer/ Practitioner.
 16. 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 are applicable to regular counterpart officials at the minimum of the pay scale.
 17. Provisions of service rules like FRSR, leave Rules, GPF Rules, Pension Rules and 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.
 18. Candidate shall have to produce the following documents at the time of his/her joining:-
 - a. Attested copies of educational qualifications certificate.
 - b. Character Certificate from a Gazetted Officer.
 - c. Bonafide Himachali Certificate.
 - d. Certificate to this effect that he belongs to SC/ST/OBC, category, if any.
 - e. Minimum Educational Qualification Certificate i.e. Plus Two Certificate or its equivalent .
 19. Candidate should have to enter into an agreement on non-judicial stamp paper of Rs. 5/- with the Department (Performa enclosed as annexure- B).
 20. Candidate shall have to furnish a declaration to the effect that in case of his/her married status; he/she is having a one living spouse.
 21. Candidate will have to give an undertaking in writing that he/she was never convicted by any court of Law and if so, he/she will have to furnish details regarding offence committed and punishment thereof. In case of concealing of facts his/her services are liable for termination.
 22. Candidate will have to take an oath of allegiance/faithfulness to the constitution of India.



Director Higher Education
Himachal Pradesh.

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. Contract appointee (here in after called the (**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.

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. Contract Appointee----- (Name of post) 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 ---- (Name of post) 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. Contract appointee ---- (Name of post) 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 _____ (Name of the post) shall not be entitled for contractual amount for this period of absence from duty. Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.

6. An official appointed on contract basis who have completed 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 from a Government /Registered Medical Practitioner. In case of woman candidates pregnant beyond twelve weeks will render her temporarily unfit till the confinement is over. The woman candidate should be re-examined for fitness from an authorized Medical office/Practitioner.

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 counterpart 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)

(Name and full address)

2. -----

(Name and full address)

IN THE PRESENCE OF WITNESS

1. -----

(Name and full address)

(Signature of **SECOND PARTY**)

IN THE PRESENCE OF WITNESS.

2-----

(Name and full address)

ATTESTATION FORM

| | | | |
|---|---|---|------|
| <p>----- Affixed Signed Passport size (5cms. x 7 cms.) Approx. copy of recent photograph -----</p> | | <p>1. The furnishing of false information or suppression of any factual information in the Attestation Form would be disqualification, and is likely to render the candidate unfit for employment under the government.</p> <p>2. If detained, arrested prosecuted, bound down, fines convicted, debarred, acquitted etc. subsequent to the completion and submission of this form, the details should be communicated immediately to the authorities to whom the Attestation Form has been sent early, failing which it will be deemed to be a suppression of factual information.</p> <p>3. If, the fact that false information has been furnished or that there has been suppression of any factual information in the Attestation Form comes to notice at any time during the service of a person his services would be liable to be terminated”.</p> | |
| 1. | Name in full in block capitals) with aliases, if any, (Please indicate if you have added or dropped in any stage, any part of your name or surname): | Surname | Name |
| 2. | Present Address in full (i.e. Village Thana and District, or House No. Lane/Street/Road & Town): | | |
| 3.(a) | Home Address in full (i.e. Village Thana and District, or House No. Lane/Street/Road & Town and name of District headquarters) | | |
| (b) | If originally a resident of Pakistan/Bangladesh (erstwhile East Pakistan) the address in that country and the date of migration to Indian Union. | | |
| 4. | Adhar Card No. (If available) | | |
| 5. | Pan No. (If available) | | |

| | | | | | | |
|------|--|--|--|---|---|------------------------|
| 6. | Nationality | | | | | |
| 7 | (a) | Date of Birth | | | | |
| | (b) | present age | | | | |
| | | Age at Matriculation | | | | |
| 8. | (a) | Place of birth, district and state in which situated | | | | |
| | (b) | District and State to which you belong | | | | |
| | (c) | District and State to which your father originally belong. | | | | |
| 8. | (a) | Your Religion | | | | |
| | (b) | Are you a member of a scheduled Caste/Scheduled Tribes / Other Backward Classes? (Answer Yes/No) | | | | |
| 10. | Particulars of Places (with periods of residence) where you have resided for more than one year at a time during the proceeding five years. In case of stay abroad (including Pakistan), particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given. | | | | | |
| From | | To | Residential Address in full (i.e. Village Thana & District or House No. Lane/Street/Road & Town | | Name of the District Headquarter or the place mentioned in preceding column. | |
| 11. | Name (in full & aliases if any) | Nationality (by birth & or by domicile | Place of birth | Occupation if employed give designation & official address. | Present postal address (If dead give last address) | Permanent Home address |
| a) | Father | | | | | |
| b) | Mother | | | | | |
| c) | Spouse | | | | | |
| 12. | Information to be furnished with regard to son(s) and/or daughters in case they are studying/living in a foreign country: | | | | | |
| Name | Nationality by birth & or by domicile | | Place of birth | Country in which studying/living with full address | Date from which studying/living in the country mentioned in the previous column | |
| 13. | Educational Qualification showing places of education with years in Schools and colleges since 15 th year of age. | | | | | |

| | | | |
|--|--|---|---|
| Name of School/ College (with full Address) | Date of Entering | Date of leaving | Examination Passed |
| 14 (a) | Are you holding or have any time held an appointment under Central or State Government or a Semi Government or a Quasi Government body or an autonomous body or a Public sector Undertaking or a private firm or institution ? If so, give full particulars with date of employment up to date. | | |
| Period From | To | Designation, emoluments & nature of employment | Full name & address Reason for leaving previous service |
| 14.(b) | <p>If the previous employment was under the Government of India/ a State Government/ undertaking owned or controlled by the Government of India or a State Government/ and autonomous Body/University/Local Body.</p> <p>If you had left service on giving a month's notice under Rule 5 of the Central Civil Services(Temporary Service) rules 1965, or any similar corresponding rules, were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent dates(s), before your service actually terminated?</p> | | |
| 15 (i) | (a) | Have you ever been kept under detention? | Yes/No |
| | (b) | Have you ever been arrested? | Yes/No |
| | (c) | Have you ever been prosecuted? (i.e. has a charge sheet in a criminal case been filed against you in any court of law) | Yes/No |
| | (d) | In any criminal case pending against you in any court of law at the time of filling up this Attestation form? | Yes/No |
| | (e) | Have you ever been convicted by a court of law for any office? | Yes/No |
| | (f) | Whether discharged/expelled/withdrawn from any training/ institution under the Government or otherwise? | Yes/No |
| | (g) | Have you ever been rusticated by any University or any other educational authority/institution? | Yes/No |
| | (h) | Have you ever been debarred /disqualified by any Public Service Commission /Staff Selection commission for any of its examination/selection ? | Yes/No |
| (ii) | If answer to any of the above mentioned question is "Yes" give full particulars of the case/ arrest/ detention/ fine/conviction/sentence/punishment etc. and/ or the nature of the case pending in the court/University/Educational Authority etc. at the time of filling up this attestation form: | | |
| Notes: | (i) | Please also see the " WARNING" at the top of this Attestation form. | |
| | (ii) | Specific answers to each of the Question should be given by striking | |

| | | |
|--|--|----------|
| | out "Yes" or " No" as the case may be | |
| 16. | Name of two responsible person of your locality or two references to whom you are known: | 1) 2) |
| <p>DECLARATION</p> <p>I certify that the foregoing information is correct and complete to the best of my knowledge and belief.</p> <p>I am fully aware that by providing false information or suppressing material information while filling this form, the authorities have full right to terminate my appointment letter and I am liable for appropriate criminal/civil/legal action as a consequence.</p> <p>I am not aware of any circumstances which might impair my fitness for employment under Government.</p> <p style="text-align: right;">Signature of Candidate: Date: Place:</p> | | |

TO BE FILLED BY THE OFFICE

- ii) Name, Designation and full address of the appointment authority.
- iii) Post for which the candidate is being considered.