

No.- EDN-HE(1)B(2)-01/13-regu. of cont. clk.
Directorate of Higher Education
Himachal Pradesh.

Dated: Shimla-171001, the 11th July, 2014

To

All the Deputy Director of Higher Education,
in Districts of Himachal Pradesh.

Subject: Regarding **Seniority/regularization** of clerks appointed on contract basis.

Memo,

This is in reference to the Principal Secretary (Personnel) to the Government of Himachal Pradesh office letter No. PER(AP)-C-B(2)-3/2012 dated 28th June, 2014 on the subject cited above.


In this context, you are directed to collect the documents from the educational institutions/offices working in your districts in respect of those clerks who have completed six years of continuous service on contract basis as on 31.03.14 and forward the same to this directorate after compiling/verifying as per information/documents required below within ten days positively. In case, there is no eligible candidate in your district, NIL report to this effect is also send to this Directorate. It is also directed that a certificate may also be given that no case of above category of your districts is left out in the said compilation/verification.

List of Documents which are required is as under:-

1. Attested copy of Appointment orders.
2. Mode of recruitment
3. Attested copy of Termination orders, if any.
4. Attested copy of Re-engagement orders, if any.
5. Attested copy of Academic qualification(from matric onwards)
6. Attested copy of Bonafide (Himachali) certificate.
7. Attested copy of Type test qualified orders, if any.
8. Character certificate.
9. Work and Conduct certificate.
10. Attested copy of Category/ Caste certificate.
11. Certificate of six-year continuous services.

(Date wise and year wise information be supplied).

This information is also available on the departmental website www.educationhp.org.



Director of Higher Education
Himachal Pradesh.

Endst. No. Even

Dated: Shimla, the 11th July, 2014.

Copy to the:-

1. The Secretary (Education) to the Government of Himachal Pradesh for information please.
2. The Director of Elementary Education Himachal Pradesh with the request that information with regard to the officials presently working under his kind control may be supplied to this Directorate at earliest please.
3. Guard file.


Director of Higher Education
Himachal Pradesh.