

No. EDN-HE(1)B(4)-11/2010-ST  
Directorate of Higher Education  
Himachal Pradesh,  
Dated: Shimla-171001, the

30<sup>th</sup> December, 2013

**OFFICE ORDER**

Consequent upon taking over of the services of non-teaching staff of 95% aided Grant-in-aid N.K.S.D. Chand Public Senior Secondary School Guggar, Distt. Kangra schools vide notification No. Shiksha-II –E(1)-63/2011 dated 28.09.13,08.11.13 &16.12.13 and in pursuance to letter no. Shiksha-II-Chha(10)-8/2011 dated 20.07.11&03.07.12, the services of the following candidate is hereby taken over as clerk on regular basis with immediate effect in the Pay Structure of Rs. 5910 - 20200 + Grade Pay Rs. 1900/- , subject to the acceptance and fulfillment of terms and conditions which are annexed as Annexure "A".

Sr. No	Name of the candidate and address	Existing Designation i.e. at the time of taking over of service	Permanent/ Correspondence Address	Place of Posting
1.	Smt. Supriya D/o Sh. Uttam Chand Sharma, NKSD Chand Public Sr. Sec. School, Guggar, Distt. Kangra	Clerk	VPO Gharjumla, Tehsil Palampur, Distt. Kangra.	GGSSS Palampur, Distt. Kangra

The services of above-mentioned staff is taken over as a fresh appointment on regular basis on minimum pay scale of the post. However, salary will be protected as measure personal to them in terms of policy the date he has been covered under the grant-in-aid from the Government; such pay protection will be admissible in the pay scale of the post on which appointment has been offered on the taking over of the services. The past service rendered in aided institution shall not be counted for any other intents and purpose i.e. seniority, pensionary benefits etc. They will be placed at the bottom of the seniority list.

**These orders are available on the Website [www.educationhp.org](http://www.educationhp.org)**

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Director of Higher Education  
Himachal Pradesh.

Endst No. Even:

Dated, Shimla, the

30<sup>th</sup> December, 2013

Copy for information and necessary action is forwarded to:-


1. The Secretary (Higher) Education to the Government of Himachal Pradesh with reference to above referred letter.
2. Jt. Controller (F&A), Directorate of Higher Education Himachal Pradesh.
3. Dy. Director of Higher Education concerned.
4. Head of the institution concerned with the remarks that the character and antecedents of the candidate appointed under his control may be got verified. The duly attested copies of the certificate be kept in the personal file for office record after due verification.
5. Candidate concerned on above given address through **registered post**.
6. Guard file.

Director of Higher Education  
Himachal Pradesh

**ANNEXURE-A**

**Terms and Conditions for appointment to the post of Clerk**

1. The post is temporary but likely to be continued. His/her permanent absorption to the cadre will be subject to the availability permanent posts and his / her work & conduct being satisfactory.
2. No TA/DA will be admissible for joining the service at his/her place of posting unless and otherwise admissible under rules.
3. The candidate will have to serve the department anywhere in H.P. and he may also to serve in difficult area notified, for a minimum period of 5 years.
4. The candidate concerned shall have to produce the certificate of his/her being citizen of India.
5. The concerned candidate will have to take an oath of allegiance and faithfulness to the Constitution of India.
6. The candidate's appointment /retention in service will be subject to his/her character and antecedents being found satisfactory through the Deputy Director of Education/Head of the institution concerned within stipulated period of three months.
7. The concerned candidate shall have to produce a character certificate from a Gazetted Officer to whom he/she is known for the last ten years.
8. The concerned candidate will furnish a declaration to the effect that he/she is not a dismissed employee of any Govt. /Semi. Govt. Department/ Organization.
9. The concerned candidate will furnish a declaration to the effect that he/she has only one living spouse.
10. The candidate will have to give in writing, whether he/she was ever convicted by any criminal court or any departmental proceeding/ vigilance case is not pending against him/ her.
11. The concerned candidate will have to produce the medical Certificate from the Chief Medical officer/ Medical Officer of the area, before joining to the post.
12. The candidate will have to submit category certificate to which he/ she belongs issued by the competent authority.
13. The candidate will have to produce the attested copies of Himachali Bonafide Certificate and Certificate bearing date of birth at the time of joining.
14. The candidate will have to submit a return of assets and liabilities as required under rule 18(1) of the CCS (Conduct) Rules 1964.
15. The candidate should have possessed minimum qualification i.e. Matric II division or +2 pass and attested copies of qualifications certificates may be submitted.
16. Appointment of service can be terminated at any time by giving one month notice or by paying a sum equivalent to salary of a month or a sum equivalent, for a period by which the period of notice fall short or one month without assigning any reason or if any discrepancy comes to the notice at a later stage.
17. If the offer is acceptable to the candidate, he/ she may join service at his/ her place of posting within 15 days from the date of issue of these orders under intimation to this Directorate.



Director of Higher Education  
Himachal Pradesh.