

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

06.03.2017


**OFFICE ORDER**

Consequent upon taking over of the services of non-teaching staff of erstwhile privately managed Swami Vivekanand Gramodya College Shivnagar, Distt. Kangra vide Government letter No. EDN-A-Ka(1)-16/2014- dated 22.09.2016, the services of the following candidates are hereby taken over as clerk on contract basis in the pay structure of Rs. 5910 - 20200 + Grade Pay Rs. 1900/- with effect from the date of joining after taking over the services against vacancy, subject to 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.	Sh. Manjeet Singh S/o Sh. Mehar Chand, VPO Chhainchhari, Tehsil Palampur, Distt. Kangra (HP).	Clerk	Swami Vivekanand Gramodya Govt. College Shivnagar, Distt. Kangra (HP)	GSSS upper Lambagaon, Distt. Kangra

If specific as well as usual terms and conditions are acceptable to the candidate, he will report for duty at the institution of his 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.educationhp.org](http://www.educationhp.org).**

  
Director Higher Education  
Himachal Pradesh.

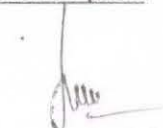
06.03.2017

Endst No. Even:

Dated, Shimla, the

Copy for information and necessary action is forwarded to the :-

1. Principal Secretary (Education) to the Government of Himachal Pradesh with reference to above referred letter.
2. Principal, Swami Vivekanand Gramodya GDC Shivnagar, Distt. Kangra (HP).
3. Principal, GSSS Upper Lambagaon, Distt. Kanga 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 and one set along-with his/her joining be sent to this directorate.
4. Candidate concerned on above given address through **registered post**.
5. DDO Internal
6. Guard file.

  
Director Higher Education  
Himachal Pradesh

**ANNEXURE-B**

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 **FIRST PARTY** 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. Contractual----- (Name of the post) will be entitled for one day casual leave after putting in month service. No leave of any kind is admissible to the contractual----- (Name of the post). However, the contract employee will also be entitled for 135 days maternity leave and 10 days medical leave and 5 days special leave He/She will not be entitled for Medical Reimbursement and L T C etc.. No leave of any kind is admissible to the contractual----- (Name of the post). Provided that the un-availed Casual leave and medical Leave can be accumulated up to the calendar Year and will not be carried forwarded for the next 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 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.
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. Contract appointee 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).

**WITNESSES** 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.-----

(Name and full address)

(Signature of the **FIRST PARTY**)

2. -----

(Name and full address)

(Signature of the **SECOND PARTY**)