

No.- EDN-HE(1)B(2)-01/15-regu. of cont. clk.  
Directorate of Higher Education  
Himachal Pradesh.  
Dated: Shimla-171001, the



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)-2/2015 dated  
07.05.15 on the subject cited above.

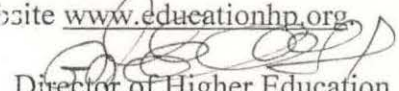
In this context, you are directed to collect the documents  
from the educational institutions/offices working in your districts in respect of those  
clerks who have completed five years of continuous service on contract basis as on  
31.03.15 and forward the same to this directorate after compiling/verifying 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..
8. Character certificate.
9. Work and Conduct certificate.
10. Attested copy of Category/ Caste certificate.
11. Certificate of five-year continuous service as on 31.03.15.

(Date wise and year wise information be supplied).

This information is also available on the departmental website [www.educationhp.org](http://www.educationhp.org).

  
Director of Higher Education  
Himachal Pradesh.


Endst. No. Even

Dated: Shimla, the

18.05.2015

Copy to the:-

1. The Addl. Chief 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 in consolidated manner at earliest please.
3. DA dealing with the establishment of directorate of Higher Education HP internal  
for similar action.
4. Guard file.

  
Director of Higher Education  
Himachal Pradesh.