

10.10.2017

OFFICE ORDER

Consequent upon taking over of the services of non-teaching staff of erstwhile privately managed Jawalaji Degree College Jawalamukhi, Distt. Kangra vide Government letter No. EDN-A-Ka(1)-14/2013-21.08.2017, the services of the following candidate is hereby taken over as clerk on contract basis on fixed contractual emoluments equivalent to minimum of Pay Band of Rs. 5910 - 20200 + Grade Pay Rs 1900/- against the vacant post of clerk with effect from the date of joining after taking over the services, subject to acceptance and fulfillment of terms and conditions which are annexed as annexure "A".

Sr. No	Name of the candidate and address	Designation	Permanent/ Correspondence Address	Place of Posting
1.	Mrs Sushma Sharma D/o Sh. Bichatar Chand, Jawalaji erstwhile privately managed Degree College Jawalamukhi, Distt. Kangra	Clerk	VPO Jwalamukhi, Distt. Kangra	GSSS Bari Kalan, Distt. Kangra
2.	Mrs Vanita Sharma D/o Dh. Shruti Prakash erstwhile privately managed Degree College Jawalamukhi, Distt. Kangra	Clerk	VPO Marhoon Tehsil Palampur, Distt. Kangra	GSSS Nalian, Distt. Kangra

If specific as well as usual terms and conditions are acceptable to the candidate, she will report for duty at the institution of 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.educationhp.org.

Director Higher Education
Himachal Pradesh.

Endst No. Even:

Dated, Shimla, the

10.10.2017


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. Dy. Director of Higher Education, Kangra, Distt. Kangra, Himachal Pradesh.
3. Principal, GDC Jawalmukhi, Distt. Kangra
4. Head of institutions 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 and one set along with his/her joining be sent to this directorate.
5. Candidate concerned on above given address through registered post.
6. DDO Internal
7. Guard file.

Director Higher Education
Himachal Pradesh

TERMS & CONDITIONS

1. The contractual appointee will be paid fixed contractual amount @ Rs.7810/- 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. 234/- (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.
2. 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.
3. 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 135 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.
4. 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.
5. 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.
6. Contract appointee 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.
7. 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.
8. 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.
9. Contract appointee 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.
10. Contract appointee should have to enter in to an agreement on non-judicial stamp paper of Rs. 5/- with the Department (Proforma enclosed as annexure- B).
11. Contract appointee 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.
12. Contract appointee 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.
13. Contract appointee 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 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.
2. 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.
3. The contractual amount of the FIRST PARTY will be Rs. -----per month.
4. 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.
5. Contractual -----(Name of the 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 calender year. A female contract appointee with less than two surviving children may be granted meternity leave for 135 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 contractual____ (Name of post) . 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. The employees Group Insurance Scheme as well as EPF/GPF will not be applicable to contractual appointees(s).

WITNEES the FIRST PARTY AND SECOND PARTY have herein to set their hands the day, month and year first, above written

IN THE PRESENCE OF WITHNESS.

1.-----

(Name and full address)

(Signature of the FIRST PARTY)

2.-----

(Name and full address)

(Signature of the SECOND PARTY)