

No.EDN-HE(15)B(3)-5/2008-Appntt.-Lib. Cont-Regl.
Directorate of Higher Education
Himachal Pradesh

Dated: Shimla-171001 the March, 2025

To

All the Deputy Director of Higher Education,
Himachal Pradesh.


Subject:

Regularization of contract appointees JOA (Library) in the Government
Departments-Instructions thereof.

Memo,

In continuation of this Directorate letter of even number dated 6th Nov, 2023
on the subject cited above.


In this regard, you are directed to collect and compile the documents from
the Principals of Govt. Degree Colleges, and Senior Secondary Schools and others Public Libraries
including Central State Lib., Distt. Libraries, Community Centre Lib. State Libraries, Tehsil Libraries
& Tribal Libraries under your control in respect of those JOA (Lib) who have completed two years
of continuous service on contract basis as on 31-03-2025, on the proforma-"A" attached alongwith
the required documents and forward the same to this Directorate on the proforma-B enclosed
herewith in consolidated form within ten days positively. In case, there is no eligible candidate in
your District, NIL report to this effect be sent to this Directorate.


Director of Higher Education
Himachal Pradesh, Shimla-1
March, 2025

Endst. No. Even Dated : Shimla-171001 the

Copy to:-

1. The Secretary (Education) to the Govt. of H.P. for information please.
2. The Principal Govt. Degree College/ Govt. Sr. Sec. Schools and Librarians Central State
Library Solan, State Library Shimla and all Distt. Libraries in Himachal Pradesh with the
directions to send the regularization case of those contractual JOA (Lib) who have
completed two years continuous service as on 31.03.2025 on the proforma-A along with
the documents required, to the concerned Deputy Director of Higher Education within
seven days. No direct correspondence to this effect will be entertained in this Directorate.
The Incharge, IT Cell, Directorate of Higher Education, HP Shimla-I to upload this
page on Departmental Website.
3. Guard file.
4. Guard file.


Director of Higher Education
Himachal Pradesh, Shimla-1.

13 MAR 2025

PRAFORMA-"A"

SUBMISSION OF PARTICULARS IN R/O CONTRACT Asstt. Lib. FOR REGULARIZATION AS Asstt. Librarian AFTER COMPLETION OF 5 YEARS SERVICE AS ON 31.03.2016

1.	Name of Asstt. Librarians Contract basis			IP No.
				PMIS No.
2.	Father's/Husband Name			
3.	Address of Present place of posting with contact No			
		Phone No with STD code or Mob. No of Principal		
4.	Name of institution where initially joined. Also mention Distt., Mob. No./ phone No. of the institution			
		Phone No with STD code or Mob. No. of Principal		
5.	Permanent Address of candidate (Mob. No mandatory)			Mob. No of candidate
6.	Date of Birth		Male/Female	
7.	Date of joining	Appointment order No & date (Also attach the copy of same)		
8.	Category (Gen/SC/ST/OBC) Attach copy in case of SC/ST/OBC			
9.	Detail of un-authorized absence period, if any till 31.03.2015 for which salary not drawn:			
	From (Date)	To (Date)	No of days	Reason of un-authorized absence
10.	Total length of service as on 31.03.2015 after excluding the period as mentioned in column No 10			

11.	Educational Qualification (Please attach copy of relevant certificates):-					
	Qualification	Name of Uni./Board	Year of Passing	Total Marks	Marks Obtained	Percentage
	Matric and Hr. Edu. if any					
	Diploma/Degree in Library Science					
12.	Himachali domicile, specify Yes or No , if Yes attach copy of certificate					

Signature of Contract Asstt. Lib.
(Name.....)

1. It is certified that Sh/ Smt/Miss..... is working as contract Asstt. Lib. in..... who was initially appointed as such vide Directorate of Hr Education order No.....dated.....

(Copy attached).

2. His/her work and conduct isduring the period w.e.f..... till date.
3. Certified that separate character certificate of the above contract Asstt. Lib. is enclosed with the case.
3. Certified that the information as mentioned above is correct as per the school/relevant record.

Date:..... Signature of Principal/DDO (official seal)
(Name of signing officer.....)

Check list for Principal/DDO to ensure before sending the case from institution:-

1. Whether all columns have been filled correctly. Don't make any alteration in the above Proforma.
2. Whether Mobile No./phone No in r/o Asstt. Lib. and institution is mentioned.
3. Whether all the documents have been attached in order i.e. Appointment order, Academic qualification certificate Martic, Diploma in Library Science, Category certificate if any, character certificate and Domicile Himachali.

For office use only (at Directorate level):

Remarks of Screening committee if any :.....
.....
.....

Whether Recommended for regularization or Not:.....

Signature of Member

Signature of member

Signature Convener

Proforma-"B"

Proforma for regularization of Asstt. Librarians those who have completed three years as on 31.03.2021

Sr. No.	Name of the Asstt. Lib.	PMIS No.	Qualification		Name of the School presently posted	Date of Birth	Date of joining on 1 st apptt. on contract basis	Name of Institution/ Library where joined on 1st Apptt.	Permanent home address	Total Length of service as 31.03.2021	Category	Remarks
			Matric onwards	Diploma/Degree in Library Science and Hr. Education if any								
1												
2												
3												
4												
5												
6												
7												
8												

Certificate

Certified that all the information supplied above is correct in all respect as per record.

Dy. Director of Hr. Education
Distt.....H.P