

No.EDN-HE(15)B(3)/2023-JOA (Library) Cont- Regl.  
Directorate of Higher Education  
Himachal Pradesh,  
Dated: Shimla-171001 the 19<sup>th</sup> December, 2023

**"OFFICE ORDER"**

19 DEC 2023

In pursuance to the instructions conveyed by the Govt. vide letter No: PER (AP)C-B(2)-1/2014-V.II dated 30<sup>th</sup> April, 2023 and on the basis of the verification by the concerned Principals and thereafter by the Deputy Directors of Higher Education Una & Hamirpur, and also recommendations of the Screening Committee constituted at the Directorate level, the following Junior Office Assistant (Library) who have completed two years services, are hereby regularized as Junior Office Assistant (Library) as per existing R&P Rules in the Pay Scale level-4 Rs. 20600-65500/- plus other allowances as admissible from time to time with immediate effect:-

Sr No	Name of Junior Office Assistant (Library)	Present Place of Posting & District	Date of Birth	Date of Joining Contract	Category
1.	Smt. Rachana Devi	GSSS (Bani) Distt. Hamirpur H. P.	31-05-1975	16-07-2021	Gen (PwBDs)
2.	Smt. Renu Sharma	GSSS Dhusara Distt. Una H. P.	13-04-1984	02-08-2021	Gen

The above regularization is subject to the fulfillment of requisite terms and conditions as under:-

1. The Controlling Officers/DDOs/Principal is directed to verify all the certificates produced by the candidates concerned from the respective universities on priority basis and necessary entries to this effect be recorded in the Service Book of the Junior Office Assistant (Library) concerned. Any lapse in this regard shall be viewed seriously and would be the personal responsibility of the Controlling Officer.
2. The services of only those Contract Junior Office Assistant (Library) have been regularized as Junior Office Assistant (Library) who have put in Two years service in the Department. Period of absence has not been counted towards length of service however; **period of un-authorized absence on Medical Grounds has not been treated as break in period.** Before accepting the joining, concerned DDO / controlling Officer/Principal/ are directed to ensure that no departmental enquiry/vigilance case is pending against any of the Junior Office Assistant (Library) whose services have been regularized. If in any case, it comes to the notice of the authorities at a later stage, then the matter may be brought to the notice of the Department for immediate necessary action.

3. If the above regularized Junior Office Assistant (Library) have been transferred to another institutions he/she will be treated regularized where he/she is presently working and the Principals concerned will ensure to send his/her regularization order to the concerned institution where he/she has been transferred .
4. The seniority of the contract Junior Office Assistant (Library) so regularized shall be on the basis of their merit in the initial selection list.

**The benefits of regularization are subject to the following terms and conditions:-**

- a) The post is temporary but likely to be continued and Junior Assistant (Library) concerned will be on probation for two years which can be extended for another one year if he/she does not satisfactorily completes the probation period keeping in-view the work and conduct of the official.
- b) Prior to granting benefits of regularization every Junior Office Assistant (Library) shall have to submit the documents/undertaking to their Controlling Officer/DDO.
- c) That the regularized Junior Office Assistant (Library) should be medically fit for the post being considered for regularization. The incumbent will have to submit the Medical Fitness Certificate from the Chief Medical Officer / Medical Officer of the area concerned at the time of his/her joining. The regularization shall be subject to the verification of character and antecedents of the candidate by the Head of the Institution.
- d) The regularized contract Junior Office Assistant (Library) shall be liable to be posted anywhere in the State.
- e) The regularized contract Junior Office Assistant (Library) shall have to submit a declaration to the effect that if married, he/she has only one living spouse. The women Junior Office Assistant (Library) will declare that she has not married to a person having another living wife.
- f) The regularized contract Junior Office Assistant (Library) will have to undertake an oath of allegiance/faithfulness to the Constitution of India.
- g) The regularized Junior Office Assistant (Library) belonging to SC/ST/OBC category etc. will furnish the parental certificate to this effect on the prescribed format issued by the competent authority.
- h) In case, the credential of the candidate and any of the certificates/documents produced by him/her are found false/wrong, at any stage, his/her services are liable to be terminated.
- i) The contract Junior Office Assistant (Library) so regularized shall have to serve in the difficult area/Sub-cadre area for a minimum period of five years.
- j) That every candidate who is being regularized as Junior Office Assistant (Library) will have to ensure that he/she has acquired complete knowledge of the latest CCS Conduct Rules within a fortnight and submit an undertaking to this effect in writing to his/her Head of Office/School/College.
- k) The concerned candidates shall have to produce attested copies of his/her academic/professional qualifications/domicile/date of birth certificates etc.
- l) The concerned candidate shall furnish a declaration to the effect that he/she is not a dismissed employee of any Govt./Semi Govt. Department/Organization. He/she will have to give in writing whether he/she was ever convicted by the Competent Court of Law and if so, the particulars of the whether he/she was ever convicted by the



competent Court of Law and if so, the particulars of the offence and punishment be stated. Failing to disclose the facts, he/she will render himself/herself liable to be removed from service without any notice as and when the factual facts come to light. The candidates(s) concerned shall have to produce the certificate of his/her being a citizen of India.

- m) The candidate shall have to produce the bonafide Himachali Certificate issued by the competent authority.

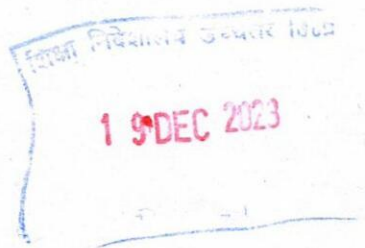
These orders are available on the departmental website i.e. [www.educationhp.org](http://www.educationhp.org)

Director of Higher Education  
Himachal Pradesh, Shimla-

Endst. No. Even Dated : Shimla-171001 the December, 2023

Copy to the following for information and further necessary action:-

1. The Secretary (Education) to the Govt. of H.P. Shimla-2.
2. The Accountant General (Audit) H.P. Shimla-3.
3. The Accountant General (A E) H.P. Shimla-3.
4. The Deputy Director of Higher Education, Hamirpur & Una, HP.
5. The Principal GSSS (Bani) Distt. Hamirpur and GSSS Dhussara Distt Una with the directions that it may also be ensured that no departmental enquiry/vigilance case is pending against the Junior Office Assistant (Library) whose services are being regularized. If in any case it comes to the notice then joining may not be taken and matter may be brought to the notice of the Department for further action.
6. The Supdt. Transfer cell (Internal) Directorate of Higher Education, HP Shimla-I.
- ✓ 7. The Incharge, IT Cell, DHE. Shimla to upload this page on Departmental Website.
8. Guard file.



Director of Higher Education  
Himachal Pradesh, Shimla-1.