

20 AUG 2025

No. EDN-HE(1)B(4)01/2024-Comp. Apptt.(C-III) Dated: Shimla-171001, the 20<sup>th</sup> August, 2025

**OFFICE ORDER**

As per provision contained in the revised policy formulated by the Government of Himachal Pradesh, Department of Finance OM No. Fin-(A)-(16)-1/2013, dated 07.03.2019 & subsequent amendments were made there under from time to time for providing employment assistance to dependants of Government servants, who died while in Govt. Service and leaving their families in indigent circumstances or such Govt. Servants who have sought premature retirement on medical grounds are eligible for employment assistance under kith and kin policy and as per approval conveyed by the Government of Himachal Pradesh vide letter No. EDN-C-B(2)1/2020, dated 26.02.2021, No. EDN-A-KHA(2)-7/2022, dated 16.03.2024 and No. EDN-A-Kha(2)-9/2022, dated 16.11.2024 and as per recommendation of the screening committee and also qualifying the type test vide officer order no. office order No. EDN-HE(1)B(2)-2/2024-TT-CLK, dated 06.08.2024 and 30.12.2024, the following candidates are hereby offered appointment and engaged on Trainee basis as Junior Office Assistant (IT), initially for a period of two years, in offices/institutions shown against each on fixed amount of Rs. 12360/- per month, in level-4 Cell-1 of the pay matrix, (which shall be 60% of the first cell of the applicable level of pay matrix of the corresponding cadre) as per Rule 3(i) of the H.P Civil Services (Revised Pay) Rules 2022 subject to the conditions that the joining shall be considered upto 25.08.2025 (joining time 05 days), in the public interest, on the following terms & conditions:

Sr. No.	Name and address of candidates	D.O.B.	Categor.	Place of posting
1.	Yashpal S/o Late Sh. Chatro Ram Village Hathani PO Surangani Tehsil Salooni Distt. Chamba HP	21.07.1998	SC	GSSS Manjeer (CBA)
2.	Arjun Singh S/o Late Sh. Jagdish Singh, Village Sukhar Bharana, PO, Sukhar Choudharian, Tehsil Nurpur, Distt. Kangra, H.P.	05.07.1988	OBC	GSSS Beh-Dhaunta (KGR)
3.	Pankaj Kaushal S/o Late Sh. Chaman Singh Village Dadriyara PO Jandrong Tehsil Bhatiyatat Distt. Chamba HP	18.09.1997	ST	GSSS Dadriara (CBA)
4.	Lal Chand S/o Late Sh. Nomi Ram Vill. Ninu PO Shiah Teh. Bhunter Distt. Kullu HP	08.02.1987	Gen	GSSS Mohini (KLU)
5.	Dinesh Kumar S/o Late Sh. Swaran Singh VPO Barot Tehsil Fatehpur Distt. Kangra HP	13.04.1991	Gen	GSSS Baduhi (KGR)
6.	Manoj Kumar S/o Late Sh. Ramesh Chand Vill Kiari PO Sarain Teh. Chopal Distt. Shimla HP	01.09.1997	Gen	NCC Gp Hq Shimla
7.	Prabal Chauhan, S/o Late Sh. Satish Kumar Vill Rukhla PO Rawalakiar Tehsil Kotkhai Distt. Shimla HP	30.09.2000	Gen	DHE HP



8.	Anita Devi W/o late Sh. Rajender Kumar, Village Padhiarkhar, PO, Sungal, Tehsil Palampur, Distt. Kangra, H.P.	03.08.1977	ST	GSSS Bathu Tippi (KGR)
9.	Joginder Kumar S/o Late Sh. Puran Chand Village Shirar PO Shirar Teh. & Distt. Kullu HP	30.01.2002	SC	GSSS Naggar (KLU)
10.	Raj Kumar S/o Late Sh. Devi Dass Vill Sidwadi The. Dharamshala Distt Kangra HP	16.04.1987	SC	DDHE Kangra
11.	Vineet Kumar S/o Late Sh. Baldev Singh Vill Bharata PO Sholi Tehsil Nankhari Distt Shimla HP	12.09.2000	Gen	DHE HP
12.	Amrit S/o Late Sh. Sher Singh Village Chambak PO Moring Tehsil Udaipur Distt. Lahaul & Spiti HP	07.06.2001	ST	DDHE Keylong (L&S)
13.	Vineet S/o Late Sh. Dharam Pal R/o Village Tinha PO Sarvi (Ghathoo) Tehsil Nirmand Distt. Kullu HP	22.07.2004	Gen	GC Nirmand (KLU)
14.	Navdeep Rahar S/o Late Smt. Shashi Kiran Village Khohar PO Manjhiar Tehsil Nadaun Distt. Hamirpur HP	11.01.1997	OBC	DSE HP
15.	Mukesh Kumar S/o Late Sh. Naresh Kumar Village Raipur PO Marwari Tehsil Ghanari Distt. Una HP	27.04.1991	OBC	6 HP (1) Coy. Una
16.	Vijay Negi S/o Late Sh. Mohan Lal Village Latipari PO Bahu Tehsil Banjar Distt. Kullu HP	11.09.1999	Gen	GSSS Jibhi (KLU)
17.	Nishant Menon S/o Late Sh. Ashwani Kumar VPO Dehlan Distt. Una HP	13.03.1995	Gen	GSSS Dehlan (UNA)
18.	Kanbir Krishan Sharma S/o late Smt. Usha Devi, Village Bhagwanpura, PO, Sarol, Tehsil & Distt. Chamba, H.P.	05.02.1979	Gen	GSSS Sillaghrat (CBA)
19.	Ashish Bhardwaj S/o Late Smt. Kalpna Wati Hari Bhawan Below Flora Hotel Vasantvihar Saproon Distt. Solan HP	29.06.1983	Gen	DHE HP
20.	Jyoti Prakash S/o Late Sh Surat Ram Village Sanjav PO Khunachi Sub Tehsil Chhatr Thunag Distt Mandi HP	29.07.1992	SC	DDHE Mandi
21.	Ankit Kumar S/o late Smt. Jeewana Devi, Village Gamaru, PO & Tehsil Dharamshala, Distt. Kangra, H.P.	06.07.1994	OBC	GSSS Baijnath (KGR)
22.	Anchal Chaudhary S/o late Sh. Jogeshwar Chand, Village Sole Banehar, PO.Upper Lambagaon, Tehsil Jaisinghpur, Distt. Kangra,	24.06.1997	OBC	GBSSS Jawalamukhi (KGR)
23.	Vinod S/o Late Sh. Panu Ram, Village Pansejal, PO Jais, Tehsil Theog, District Shimla HP	06.08.1990	SC	DSE HP



24.	Vijay Singh Chandel S/o Sh. Jaswant Singh Chandel, Village Baloh, PO Nanawan, Tehsil Ghumarwin, District Bilaspur HP	26.12.1986	GEN.	DSE HP
25.	Mamta Kumari, D/o Late Sh. Gopal Singh, Village & PO Shisaso, Tehsil Pooh, District Kinnaur HP	15.02.1993	ST	DDHE Kinnaur
26.	Dipanshu Jaswal, S/o Late Sh. Bharat Singh, VPO Samas, Tehsil Lad Bharol, District Mandi HP	27.08.1998	GEN.	DDHE Mandi
27.	Kamaljeet S/o Late. Sh. Jagdish Ram, VPO Bathri, Tehsil Haroli, District Una HP	20.04.1991	SC	GSSS Saloh (UNA)
28.	Kishore Kumar S/o Late Sh. Mohan Lal, VPO Kangal, Tehsil Kumarsain, Distt. Shimla, HP	18.12.1994	SC	DSE HP
29.	Rajinder Kumar S/o Late Sh. Budhiya Village Ghenthara PO Kihar Tehsil Salooni Ditt. Chamba HP	22.07.1990	Gen.	GSSS Bhandal (CBA)

**Offer of appointment shall be subject to the outcome of the investigation/court cases.**

- i. The candidate shall be engaged as Trainee JOA-IT.
- ii. The candidate engaged as Trainee shall sign an agreement as per Annexure-A appended to these instructions.
- iii. The regularization of the incumbents engaged as Trainees will be governed by the instructions issued in this regard by the Government, after completion of training.
- iv. The Trainee JOA-IT will be paid consolidated fixed amount @ Rs. 12360/- PM (which shall be 60% of the first cell of the applicable level of pay matrix of the corresponding cadre).
- v. The candidates engaged as Trainee shall not be entitled for the service benefits as are admissible to Government employees on regular basis.
- vi. The service of the Trainee will be governed on the basis of agreement (Annexure-A). The engagement is liable to be terminate in case the performance/conduct of the Trainee is not found to be satisfactory. In case, the trainee is not satisfied with the termination orders served by the engaging authority, he/she may prefer an appeal before the Appellate Authority who shall be higher in rank to the engaging authority, within a period of 45 days, from the date on which as copy of termination orders is delivered to him/her.
- vii. The Trainee engaged will be entitled for one day's casual leave after putting in one month's service, 10 days medical leave and 5 days special leave, in a calendar year. A female Trainee engaged with less than two surviving children, may be granted maternity leave for 180 days'. A female Trainee engaged shall also be entitled for maternity leave not exceeding 45 days(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. A Trainee engaged shall not be entitled for medical re-imburement, LTC etc. No leave of any other kind, except above, will be admissible to the Trainee. Unavailed casual leave, medical leave and special leave can accumulated upto the calendar year and will not be carried forward for the next calendar year.



- viii. Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the Trainee. 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 Trainee shall not be entitled for any remuneration for this period of absence from duty.

Provided that he/she shall submit the certificate of illness/fitness in support of his/her illness, issued by the Medical Officer, as per prevailing instructions of the Government.

- ix. Selected candidates will have to submit a certificate of his/her fitness issued by a Medical Board in case the post for which he is being given training is a Gazetted post and by Government Medical Practitioner in case the said post is a Non-Gazetted. In case of women candidates who are to be engaged for training to carry out hazardous nature of duties as a result of tests is found to be pregnant of 12 weeks standing or more shall be declared temporarily unfit and her engagement shall be held in abeyance until the confinements is over. Such women candidate be re-examined for medical fitness six weeks after the date of confinement, and if she is found fit on production of Medical fitness certificate from the authority as specified above, she may be engaged.
- x. Trainee will be entitled to TA/DA if required to go on tour in connection with his/her training duties at the same rate as applicable to regular counterpart official at the minimum of pay scale.
- xi. Provision of service rules like FRSR, Leave Rules, GPF Rules, Pension Rules and Conduct rules etc. as are application in case of regular employees will not be applicable in case of a Trainee. The Employees Group Insurance Scheme as well as EPF /GPF will also not be applicable to Trainee.

20 AUG 2025  
शिमला-1

(Dr. Amarjeet K. Sharma)  
Director Higher Education  
Himachal Pradesh Shimla-1

Endst. No. Even Dated: Shimla-171001 the, August, 2025  
Copy to the following for information and necessary action-

1. The Secretary (Education) to the Government of HP, Shimla-171002
2. The Chief Medical Officer concerned.
3. Individual concerned through Registered Post.
4. All the Head of the institutions concerned with the directions that the duly attested copies of the certificates be kept in the personal file for office record after due verification and ensure that the candidate is fulfilling the requisite qualification to the post. Also send one set of attested copies of certificate to this directorate along with joining of the candidate. **It is further intimated that the post of Junior Office Assistant (IT) has been filled up in your institution in lieu of surrender of vacant post of clerk.**
5. In-charge IT Cell to upload the same on departmental website.
6. Guard file.

Director Higher Education  
Himachal Pradesh Shimla-1



Form of agreement to be executed between the Trainee ----- (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. ----- (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 as a Trainee (Name of the post) and the FIRST party has agreed to the same, on the following terms and conditions:-

1. That the FIRST PARTY shall remain on job training under SECOND PARTY as a Trainee (Name of the post) for a period of two years commencing on day of ----- and ending on the day of -----.
2. The the Trainee ----- (Name of the post) will be consolidated fixed amount @ Rs. ----- per month (which shall be 60% of the first cell of the applicable level of pay matrix of the corresponding cadre).
3. That the engagement of FIRST PARTY will be purely on temporary basis. The engagement is liable to be terminated in case the performance /conduct of the Trainee is not found satisfactory.
4. That the trainee engaged 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 Trainee engaged with less than two surviving children may be granted maternity leave for 180 days'. A female Trainee 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. A Trainee engaged shall not be entitled for Medical Reimbursement and LTC etc.. No leave of any other kind except above is admissible to the Trainee.
  - a. 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.
5. That the unauthorized absence from the training without the approval of Controlling Officer shall automatically lead to the termination of the Trainee. 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 after completion of training but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the Trainee shall not be entitled for remuneration for this period of absence from duty.
  - i. Provided that he/she shall submit the certificate of illness/fitness in support of his/her illness, issued by the Medical Officer, as per prevailing instructions of the Government.
6. Selected candidate will have to submit a certificate of his/her fitness issued by a medical Board in case of a Gazetted Government servant and by Government Medical officer in the case of a Non-Gazetted Government servant. In case of women candidates who are to be appointed against posts carrying hazardous nature of duties, and in case they have to complete a period of training as a condition of service, such women candidate, who as a result of tests is found to be pregnant of twelve weeks standing or more shall be declared temporarily unfit and her appointment shall be held in abeyance until the confinement is over. Such women candidate be re-examined for medical fitness six weeks after the date of confinement, and if she is found fit on production of Medical fitness certificate from the authority as specified above, she may be engaged.

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7. That the Trainee will be entitled to TA/DA if required to go on tour in connection with his/her training duties at the same rate as applicable to regular counterpart official at the minimum of pay scale.
8. That the 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 a Trainee. The Employees Group Insurance Scheme as well as EPF /GPF will also not be applicable to a Trainee.
9. That the FIRST PARTY understands and agrees that on account of the said engagement, he/she shall not be entitled for any service benefits as are admissible to the Government employees on regular basis and he/she shall not claim the same. He/she may be considered for regular appointment only after successful completion of the training as per the instructions of the Government.

**IN WITNESS** 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 **FIRST PARTY**)

2. \_\_\_\_\_

\_\_\_\_\_

(Name and full address)

(Signature of **SECOND PARTY**)