Government of Himachal Pradesh
Directorate of Higher Education
Himachal Pradesh Shimla-1

शिक्षा निदेशालय उच्चतर हि0प्र0

No. EDN-HE(1)B(4)01/2024-Comp. Apptt.(C-III) Dated: Shimla-171001, 10 NOV 2025 10, **November, 2025**

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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-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. EDN-HE(1)B(2)-2/2024-TT-CLK, dated 09.10.2025, the **Sh. Ajay Kumar S/o Late. Sh. Manohar Lal VPO Mundkhar Tehsil Bhoranj Distt. Hamirpur HP** is hereby engaged as Trainee Junior Office Assistant (IT), initially for a period of two years, and as such posted at **O/o Deputy Director School Education (Elementary) Hamirpur Distt. Hamirpur** 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 14.11.2025 (joining time 05 days), in the public interest, on the following terms & conditions: -

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-imbursement, 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 a Trainee.

xii) On his/her joining as JOA (IT) in the Department, compassionate appointee must immediately get her/himself enrolled with National Institute of Electronics and Information Technology (NIELIT) for acquiring "O" or "A" level Diploma.

xiii) During his/her period of acquiring Diploma, the person will get emoluments equal to the minimum of the pay band plus grade pay as is applicable to JOA(IT) appointed through direct recruitment on Trainee basis in any of Government department along-with annual increase to be accrued theron.

xiv) The maximum period for acquiring One year Diploma in Information Technology from NIELIT be prescribed as "Two years".

xv) During the period of such training, subject to a maximum of one year, the fee for such training will be reimbursed by the Government subject to successful completion of such course by the concerned appointee.

xvi) If the compassionate appointee is not successful in getting the diploma in one year, he/she may continue the training related to diploma in IT but the same will be at her/his own cost and the State Governement will not reimburse anything for this extended period of training.

xvii) If any compassionate appointee so enrolled with NIELIT does not acquire the necessary minimum qualification as described above within the maximum time limit of two years, he/she shall be offered compassionate employment to Class-IV post on daily wage in the respective department.

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

Endst. No. Even Dated: Shimla-171001 the, **10, November, 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.

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10 NOV 2025

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Director Higher Education
Himachal Pradesh Shimla-1
e-mail: dhe-sml-hp@gov.in
Tel. No. 0177-2653120

IT cell