

HIMACHAL PRADESH
PUBLIC WORKS DEPARTMENT

"OFFICE ORDER"

In pursuance of letter No. PBW-AB(1)-2/2019- dated 06/03/2024 from the Principal Secretary (PW) to the Govt.of HP and on the recommendations of the Directorate of Sainik Welfare, Ex-Servicemen Employment Cell, Hamirpur vide letter No.DSW Ex-Cell OC-10/2024-12046-58 dated 07/06/2024 the following Ex-servicemen's are hereby offered appointment as Junior Office Assistant (IT) (Class-III) on contract basis in the fixed emoluments of Rs. 12360/-P.M.(i.e. equal to 60% Per Cent of the first Cell of Level 4 of the Pay Matrix) as per Himachal Pradesh Civil Services (Revised Pay) Rule 2022 , and posted as mentioned below against each:-

Sr N	Name & Address of the Candidates	Category	Place of Posting/reporting
1	2	3	4
1.	Ex Hav Surjeet Singh S/o Sh.Ram Lal,VPO-Samoh, Tehsil-Jhandutta,Distt-Bilaspur,HP-174021	General	Jhandutta Divison HPPWD,Jhandutta
2.	Ex Nk(TS) Anirudh Kumar S/o Sh.Milap Chand,Vill-Ganguhi, PO-Dhupkiara,Tehsil Jaisinghpur,Distt-Kangra, HP-176096	General	Palampur Division,HPPWD,Palampur
3.	Ex Nk Karan Singh S/o Sh.Shiv Dev Singh,Vill-Ado, PO Nehri,Tehsil Amb,Distt.Una,HP-177210	General	Daulatpur Division HPPWD Daulatpur
4.	Ex Hav Ram Kumar S/o Sh.Des Raj,VPO Chhattar Khas,Tehsil Nurpur,Distt.Kangra,HP-176022	General	9 th Circle Nurpur HPPWD Nurpur
5.	Ex Nk(TS) Dharamveer S/o Sh.Bidhi Chand,Vill-Ghirtheri, P.O.,Tehsil & Distt.Hamirpur, HP-177001	OBC	Hamirpur Divison HPPWD,Hamirpur
6.	Ex Nk(TS) Muneesh Kumar Mankotia S/o Sh.Baldev Singh,VPO Khiah,Tehsil & Distt. Hamirpur, HP-177020	OBC	Tauni Devi Division HPPWD Tauni Devi.

The appointment shall be subject to following terms and conditions: -

1. The contract appointee will be paid monthly a fixed contractual amount equal to 60 percent of the first Cell of the applicable level of the Pay Matrix of the post under Himachal Pradesh Civil Services (Revised Pay) Rules 2022 i.e. 20600/- * 60 % equal to 12360/-PM.

2. A form of contract/agreement on prescribed format initially for one year shall executed between the Junior Office Assistant (IT) and the Government of Himachal Pradesh through the appointing authority which shall be further extended subject to the satisfaction of official's work & conduct.
3. The services of the contract appointee 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 satisfactory. In case the contract appointee is not satisfied with the termination orders issued by the Appointing authority, he/she may prefer an appeal before the Appellate Authority who shall be higher in rank to the appointing Authority, within a period of 45 days from the date on which a copy of termination orders is delivered to him/her.
4. The contract appointee will be entitled for one day's casual leave after putting one month's services, 10 days' 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 180 days. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of the number of children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Govt. Medical Officer. A contract employee shall not be entitled for medical re-imbursement 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.
5. Unauthorized absence from the duty without the approval of the 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 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 Govt.
6. The candidate shall be eligible for transfer on completion of three years of services at one place of posting and can be transferred anywhere in the state on need basis wherever required on administrative grounds.

7. Selected candidate will have to submit a certificate of his/her fitness issued by the Medical Board in the case of a Gazetted Govt. servant and by Govt. Medical Officer in the case of a Non-Gazetted Govt. 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 services, such woman 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 woman 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 appointed to the post kept reserved for her.
8. The candidate shall give a declaration that he/she has got only one living spouse.
9. The Candidate is required to produce antecedent verification certificate to the satisfaction of the department from the First Class magistrate or two Gazetted officers known to him/her at least for last five years.
10. The Candidate is also required to produce all original certificates in support of his/her qualification/technical education, age, Himachali Bonafide and belonging to any reserved Class against which He/she is proposed to be appointed at the time of joining the post.
11. Provisions of service rules like FR SR, Leave Rules etc. as applicable in case of regular employees shall not be applicable to a contract employee.
12. The contract employee shall be entitled for TA/DA as admissible/or allowed by the State Govt. time to time.
13. The employees' group insurance scheme, EPF and GPF will not be applicable to a contract employee.
14. All the Head of Office may ensure that after joining the incumbent(JOA-IT) the equal number of posts of clerks deemed abolished in his office's as per direction of Principal Secretary (PW) to the Govt.of HP vide his office letter No. PBW-AB(1)-2/2019- dated 06/03/2024.
15. That in case of any factual error/omission is detected later on, the appointment orders so issued will be withdrawn and the concerned official shall have no claim for the same. The concerned Controlling Officer will obtain an undertaking to this effect from every incumbents.
16. The candidate will be required to take oath /affirm on the following form:-

I _____ do swear /solemnly affirm that I will be faithful and either bear true allegiance to the constitution of India as by laws established and that I shall carry out the duties of my office with loyalty, honestly and impartiality.

* So help me God. *

If candidate accepts the offer on the terms and conditions given above, he will report for duty to the office of **as mentioned in coloumn-4 above** within a period of one month, failing which the offer shall stand cancelled automatically.

(Er.Narinder-Pal Singh)
Engineer-in-Chief,
HP PWD Shimla-02

Through Registered Post

1.	Ex Hav Surjeet Singh S/o Sh.Ram Lal,VPO-Samoh, Tehsil-Jhandutta,Distt-Bilaspur,HP-174021
2.	Ex Nk(TS) Anirudh Kumar S/o Sh.Milap Chand,Vill-Ganguhi, PO-Dhupkiara,Tehsil Jaisinghpur,Distt-Kangra, HP-176096
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6.	Ex Nk(TS) Muneesh Kumar Mankotia S/o Sh.Baldev Singh,VPO Khiah,Tehsil & Distt. Hamirpur, HP-177020

No. PWE-82-I-Apptt (Recruitment) ESI- 5260 - 67 Dated:- 24/7/2024
Copy forwarded to following for information and necessary action to:-

1. The Principal Secretary (PW) to HP Govt. with reference to his letter referred to above.
2. The Directorate of Sainik Welfare Ex-Servicemen Employment Cell Hamirpur w.r.t. letter referred above.
3. The Chief Engineer (HZ), and Kangra Zone HPPWD Hamirpur & Kangra(at Dharmshala).
4. The Superintending Engineer's 5th Circle Palampur, 8th Circle Hamirpur, 9th Circle HPPWD Nurpur, 10th Circle Bilaspur & 15th Circle Una
5. The Sub-Regional Employment Officer Ex-Servicemen Employment Cell, Himachal Pradesh at Hamirpur.
6. The Executive Engineer's, Jhandutta, Palampur, Daulatpur, Hamirpur and Tauni Devi Division's of HPPWD.
7. The Executive Engineer (IT) in this office for uploading the same in departmental website.
8. Guard file.

(Dola Ram Thakur)
Registrar,
HP PWD Shimla-02