

**HIMACHAL PRADESH  
PUBLIC WORKS DEPARTMENT**

**OFFICE ORDER**

On the recommendations of Departmental Recruitment Committee and in pursuant to instruction(s) issued by the Secretary (Personnel) to the Govt. of Himachal Pradesh vide letter No. PER(AP)-C-B(15)-3/2024-Losse dated 14-5-2025 and even file No. dated 15-05-2025, the following candidates are hereby offered engagement as **Trainee Junior Draughtsman (Civil)** initially for a period of two years in **HPPWD** on consolidated fixed amount of Rs. 15360/- per month, in level-6 (which is 60% of Cell 1 of Level admissible to the post) of the pay matrix, as per Rule 3(j) of the H.P Civil Services (Revised Pay) Rules, 2022 subject to the conditions that the joining shall be considered within one month (including joining time), in the public interest:-

Sr. No.	Name and Address of the candidate	Employment Exchange	Batch/ Category	Place of posting
1	Sh. Amit Gautam (D.o.B. 15.03.1982), S/o Jitender Kumar Gautam, Aashirwad Cottage near Kandi Rest House Chirawali, Nahan Distt. Sirmour HP.	DEO Nahan	Passed the course in Feb. 2000	NH Divn., HPPWD, Nahan
2	Sh. Aman Sood (D.o.B. 01-01-1980) S/o Sh. Kewal Krishan Sood VPO Gummer, Tehsil Jawalamukhi, Kangra HP 176029	Jawalmukhi	Passed the course in Feb. 2000	HPPWD Divn., Nurpur
3	Smt. Mamta Kumari (D.o.B 31.03.1981) W/o Sh. Joginder Singh VPO Samirpur Tehsil Tauni Devi Distt. Hamirpur, HP	Bhoranj	Passed the course in July 2000	HPPWD Divn., Hamirpur
4	Promila Devi (19.09.1981) W/o Sh. Nageshwar Chand, Vill. Bhater, PO Patrigarh Tehsil Baldwara, Distt. Mandi, H.P.	Sarkaghat	Passed the course in July 2000	Mandi Zone, HPPWD
5	Sh. Chander Singh (D.o.B. 19.04.1985) S/o Sh. Doda Ram, Village Thaltu (Gadhiman) PO Devdhar, Tehsil Chachyot, Distt. Mandi 175029	Gohar	Passed the course in July 2007.	HPPWD Divn., Karchham
6	Sh. Pyara Lal (D.o.B.17.05.1989), S/o Sh. Chandu Ram, Villag Shilh Choridhar, Tehsil Karsog, Distt.Mandi, H.P.	Karsog	Passed the course in July 2010	HPPWD Divn, Kalpa

This offer of engagement as Trainee Junior Draughtsman (Civil) will be regulated with the following terms & conditions:-

- (i). The candidates shall be engaged as Trainee Junior Draughtsman (Civil)/
- (ii). The candidate(s) engaged as Trainee Junior Draughtsman (civil) shall sign an agreement as per **Annexure-A** appended to this order.
- (iii). The regularisation of incumbents engaged as Trainees will be governed by the instructions issued in this regard by the Government, after completion of training.
- (iv). The Trainee Junior Draughtsman (civil) will be paid consolidated fixed amount @ Rs. 15360/-P.M. (which shall be 60% of the first cell of Level 6 of pay matrix).

*[Signature]*



(v). The candidates engaged as Trainee Junior Draughtsman (Civil) shall not be entitled for the service benefits as are admissible to Government employees on regular basis.

(vi). The service of the Trainee Junior Draughtsman (Civil) will be governed on the basis of agreement (Annexure-A). The engagement is liable to be terminated in case the performance/conduct of the Trainee is not found 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 a copy of termination orders is delivered to him/her.

(vii). The Trainee Junior Draughtsman (Civil) 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 day. A female Trainee engaged shall also be entitled for maternity leave not exceeding 45 days (irrespective of 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 Officers. A Trainee engaged shall not be entitled for Medical reimbursement and LTC, etc. No leave of any kind except above, will be admissible to the Trainee. Un-availed casual leave, medical leave and special leave can be accumulated upto the calendar years and will not be carried forward for the next calendar year.

(viii). Unauthorized absence from duties without approval of the Controlling Officer shall automatically lead to the termination of the Trainee Junior Draughtsman (Civil). 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 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 instruction of the Government.

(ix). Selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in case the post for which he is being training is a Gazetted post and by a Government Medical Practitioner in case the said post is a Non-Gazetted. In case of women candidates who are to be engages 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 confinement is over. Such woman candidate 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 Junior Draughtsman (Civil) 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 officials at the minimum of pay scale.

(xi) Provisions of services rules like FR, SR, 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 Employment Group Insurance Scheme as well as EPF/GPF will also not be applicable to a Trainee.

If, the offer of engagement on the above terms and conditions is acceptable to the above named candidates, they may report for duty in place of posting, within one month positively from the issuance of this office order.

The engagement as Trainee Junior Draughtsman (civil) shall be considered provisional till the verification of character and antecedents, which will be carried out on the basis of self declaration form, submitted by the Trainee Junior Draughtsman at the time of joining duties, certifying therein that all facts and detail given are correct. In case, character and antecedents of the candidate are not found verified or any false information is given by the candidates in self declaration, the provisional engagement as Trainee Junior Draughtsman will be cancelled forthwith and criminal legal action will be taken as a consequence.


  
(Er. Narinder Pal Singh)  
Engineer-in-Chief,  
HPPWD, Shimla-2.

Dt 20-5-2025

**PWE-119-1-JDM(Contract Basis) /ESI-2453-83**

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

1. The Secretary (PW) to the Govt. HP, Shimla-2.
2. All the Chief Engineers in HPPWD.
3. The Superintending Engineer(s), HPPWD, 12<sup>th</sup> Circle Nahan/ 9<sup>th</sup> Circle Nurpur/ 8<sup>th</sup> Circle Hamirpur /11<sup>th</sup> Circle Rampur.
4. The Executive Engineer, HPPWD Divn, Nurpur/Hamirpur/Karchham/Kapla.
5. The District Employment Exchange, Nahan/Mandi//Hamirpur.
6. The Sub. Employment Exchange Jawalamukhi/Bhoranj/Sarkaghat/Gohar/Karsog.
7. The Nodal Officer (IT) in this office.
8. The above names officials through registered post.
9. The Guard file/.

  
(Vijay Dhiman)  
Registrar  
HPPWD, Shimla-2.

**Annexure-A**

**Form of agreement to be executed between the Trainee .....  
(Name) and the Government of Himachal Pradesh through  
..... (Designation of the Appointing Authority).**

This agreement is made on this \_\_\_\_\_ day of  
\_\_\_\_\_ in the year \_\_\_\_\_ between Sh./Smt.  
\_\_\_\_\_ S/o/D/o Shri ..... R/o .....  
Trainee (hereinafter called the FIRST PARTY), AND The Governor of  
Himachal Pradesh through \_\_\_\_\_ (Designation of the  
Appointing Authority) Himachal Pradesh (here-in-after referred to as  
the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid  
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. That the Trainee..... (Name of the post) will be paid  
consolidated fixed amount @ ₹...../- P.M (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 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 authorised 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.

Un-availed casual leave, medical leave and special leave can be accumulated upto the calendar year and will not be carried forward for the next calendar year.

5. That the unauthorised absence from the training 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-authorised absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while considering his/her case for regularisation 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 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.

6. That the selected candidate 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 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 engaged.

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.

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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 the FIRST PARTY)

2. \_\_\_\_\_  
\_\_\_\_\_  
(Name and Full Address)

(Signature of the SECOND PARTY)

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