

**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 Steno-Typist** initially for a period of two years in **HPPWD** on consolidated fixed amount of Rs. 12780/- per month, in level-5 (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 of Candidate and Father name	Place of Posting
1	Nishant Gautam S/o Ram Partap	EE, HPPWD, Bilaspur Division No. I
2	Pushpa Devi Thakur D/o Munish Kumar	EE, NH HPPWD, Division Solan
3	Dharmender Kumar S/o Punnu Ram	EE, HPPWD, Division Chamba
4	Sahil Kapoor S/o Hans Raj	EE, HPPWD, Division Baijnath
5	Sahil Chaudhary S/o Preetam Chand	EE, HPPWD, Division Hamirpur

**This offer of engagement as Trainee Steno-Typist will be regulated with the following terms & conditions:-**

- i. The candidate shall be engaged as Trainee Steno-Typist.
- ii. The candidate engaged as Trainee shall sign an engagement as per Annexure-A appended to those 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 Steno-Typist will be paid consolidated fixed amount @ Rs. 12780/- PM (which shall be 60 % of the 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



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 days 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 o 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, LTC etc. No leave of any other kind, expect above will be admissible to the trainee. Un-availed casual leave, medical leave and special leave can accumulated up to 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 case, 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 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 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, issue by the Medical Officer, as per prevailing instructions 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 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 women candidate be re-examined for medical fitness six weeks after the date of confinement, and if she is found fit in 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 the official duties, at the same rate as applicable to regular counterpart officials at the minimum of pay scale.
- xi. 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 Trainee. The employees 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 (1 Month) positively from the issuance of this office order.

The engagement as Steno-Typist 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 **Steno-Typist** 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 will be cancelled forthwith and criminal legal action will be taken as a consequence.


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

No.PWE-82-1-Apptt.(Recruitment)ES-I-2024- 2484-14

Dated:- 20/5/2025

Copy for information and further necessary action to following:-

1. The Secretary (PW) to the Govt. with reference to his letter referred to above.
2. The Secretary, Himachal Pradesh Rajya Chayan Ayog, Hamirpur.
3. All the Chief Medical Officer concerned in HPPWD.
4. All the Chief Engineers in HPPWD.
5. The Superintending Engineers/ Executive Engineers concerned in HPPWD.
6. The Executive Engineer (IT) in this office with the directions to upload the same on Departmental website.
7. All the individual concerned through Registered post, they are directed to contact the O/o Chief Medical Officer, for their medical examination.
8. Guard file.

  
(Vijay Dhiman)  
Registrar,  
HPPWD Shimla-2.