

HIMACHAL PRADESH
PUBLIC WORKS DEPARTMENT

"OFFICE ORDER"

In pursuance of letter No. PBW-AB(15)-11/2019-L dated 05.05.2021 from the Principal Secretary (PW) to the Govt. of HP and after passing pre-requisite typing test within the prescribed time limit as conveyed by the Superintending Engineer, 11th Circle HPPWD Rampur Bushahr vide his office letter No. PW/SE-XI/EA-I/E-6/2023-24-4228-29 dated 23.06.2023 and even File No. 4887 dated 10.07.2023, Miss Susheela Devi (D.O.B.: 21.10.1991) D/o Late Sh. Kripal Singh R/o Vill. & P.O. Jhakri, Tehsil Rampur, Distt. Shimla HP is hereby offered appointment on Compassionate Grounds as Junior Office Assistant (IT) (Class-III) on contract basis in the fixed emoluments equal to 60 Per Cent of the first Cell of the applicable level of the Pay Matrix of the post under Himachal Pradesh Civil Services (Revised Pay) Rule 2022 and posted in the office of the Engineer-in-Chief, HPPWD Shimla-171002.

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 be 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 shall be granted maternity leave for 180 days and entitled for maternity leave not exceeding 45 days 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.

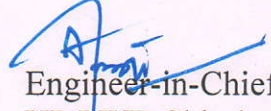
6. The candidate shall be eligible for transfer on completion of three years of services at one place of posting and can be transferred anywhere in the state on need basis wherever required on administrative grounds.
7. Selected candidate will have to submit a certificate of his/her fitness issued by 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.
8. 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.
9. 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.
10. 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.
11. The contract employee shall be entitled for TTA/DA as admissible/or allowed by the State Govt. time to time.
12. The employees' group insurance scheme, EPF and GPF will not be applicable to a contract employee.
13. In case of woman candidate, she shall produce her marital status at the time of joining to the controlling officer.

14. At the time of joining, the candidate will have to produce Non-Employment certificate to the extent that none of family members of deceased Govt. employee is in any Govt./Semi Govt. services.
15. **In addition to above, the following terms & conditions incorporated in the policy for "Providing Compassionate Employment" by the Principal Secretary (Finance) to Govt. of H.P. vide O.M. No. Fin-F-(A)-(16)-1/2013 dated 06.08.2020 shall be applicable to a compassionate appointee.**
- I. On his/her joining as JOA (IT), compassionate appointee must immediately get her/himself enrolled with National Institute of Electronics and Information Technology (NIELIT) for acquiring "O" or "A" level Diploma.
 - II. During his/her period of acquiring Diploma, the person will get emoluments equal to 60 percent of the first Cell of the applicable level of the Pay Matrix as is applicable to Junior Office Assistant (IT) appointed through direct recruitment on contract basis.
 - III. The maximum period for acquiring One Year Diploma in Information Technology from NIELIT be prescribed as "Two Years".
 - IV. 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.
 - V. 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 Government will not reimburse anything for this extended period of training.
 - VI. 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 basis.
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, she will report for duty to the office of **Engineer-in-Chief, HPPWD Shimla-2** within a period of one month, failing which the offer shall stand cancelled automatically.


Engineer-in-Chief,
HP PWD Shimla-02

Registered

Miss Susheela Devi D/o Late Sh.Kripal Singh
R/o Vill. & P.O. Jhakri, Tehsil Rampur,
Distt. Shimla HP

No. PWE-82-I-Apptt (Compassionate Grounds) ESI- **4175-81** Dated:- **18/07/2023**
Copy forwarded for information and necessary action to:-

1. The Principal Secretary (PW) to HP Govt. with reference to his letter referred to above.
2. The Superintending Engineer, 11th Circle HPPWD Rampur.
3. The Executive Engineer, Rampur Division (B&R), HPPWD Rampur.
4. The Executive Engineer (IT) in this office for uploading the same in departmental website.
5. The Superintendent Gr.I Cash Section in this office.
6. Guard/Recruitment file.


Registrar,
HP PWD Shimla-02