

**HIMACHAL PRADESH
PUBLIC WORKS DEPARTMENT**

OFFICE ORDER

On the recommendation of the Directorate Sainik Welfare Ex-Servicemen Employment Cell Himachal Pradesh at Hamirpur vide letter No. **DSW Ex-Cell OC-06/2018-1336-39 Dt. 11 Sep., 2025**, the following Ex-Serviceman is hereby offered engagement as Trainee Junior Draughtsman (Civil) initially for two years in HPPWD on consolidated fixed amount of Rs. 15360/- per month, in level-6 (which is 60% of Cell1 of level admissible to the post) of HPCS (RP) Rules 2022, subject to the acceptance and fulfillment of the usual as well as specific terms and conditions:-

Sr. No.	Name and Address of the candidate	Category	Place of posting
1	Sh. Madhu Pal (DoB 22.10.1981) S/o Sh. Sunder, R/o Village Badidhar, PO- Katindhi, Tehsil-Sadar, Distt. Mandi, HP 175005	SC	HPPWD Division, Solan.

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).
- (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 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 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 **15 days** 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.

Signed by

Narinder Pal Singh

Date: 04-10-2025 18:23:39

Engineer-in-Chief,

HPPWD, Shimla-2.

PBW-B018(96)/2/2025-ESTT.-I-PWD HQ-975354-59 Dt-6/10/2025

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, 3rd Circle, HPPWD, Solan
4. The Sub. Regional Employment Officer, Ex-servicemen Employment Cell, Himachal Pradesh at Hamirpur.
5. The Executive Engineer, HPPWD Divn, Solan.
6. The Nodal Officer (IT) in this office
7. Sh. Sh. Madhu Pal (DoB 22.10.1981) S/o Sh. Sunder, R/o Village Badidhar, PO-Katindhi, Tehsil-Sadar, Distt. Mandi, HP 175005 (through registered post).
8. The Guard file/.

Signed by

Vijay Kumar Dhiman

Date: 06-10-2025 10:12:28

Registrar

HPPWD, Shimla-2.

ANNEXURE-A

Form of agreement to be executed between the Trainee.....(Name) and the Government of Himachal Pradesh through Engineer-in-Chief, HPPWD.

This agreement is made on the this.....day ofin 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 **Engineer-in-Chief, HPPWD** Himachal Pradesh (here-in-after referred to as the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY as a Trainee Junior Draughtsman (Civil) 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 the SECOND PARTY as a Trainee Junior Draughtsman (civil) for a period of two years commencing on day of and ending on the day of.....
2. That 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 of the corresponding cadre).
3. That 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 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.

5. That the 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.

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 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 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 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 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.

8. That the 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.

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 instruction of the Govt.

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)