

No: EDN-H(Elm)(I)B(6)1/2017-I(Apptt.)JOA (IT)
Directorate of Elementary Education,
Himachal Pradesh, Lalpani, Shimla-171001
Ph. No. 0177-2812464, E-mail ID: - eledu-hp@gov.in

Dated: Shimla-171001

April, 2018

OFFICE ORDER

On the recommendation of the Secretary Himachal Pradesh Staff Selection Commission Hamirpur, Distt. Hamirpur vide letter No.HP-SSSB-B-(2)843/2015-3054, dated 24.03.2018, against the requisition made vide letter No.EDN-H(Elm)(I)B(6)1/2017-I(Apptt.)JOA(IT), dated 12.03.2018 and as per recommendation of the screening committee, the following candidates are hereby offered appointment as Junior Office Assistant (IT) purely on contract basis on fixed contractual emoluments equivalent to minimum of Pay Band of Rs. 5910-20200 + Grade Pay Rs 1950/-, against vacancy, subject to the acceptance and fulfillment of the usual as well as specific Terms and Conditions which are annexed at **Annexure "A"**.

Sr. No.	Roll No.	Name & Address of Candidates (Sh./Smt/Ms)	Category	Sub-Cate.	DOB	Place of Posting
1.	502197	Vikram Dhiman S/o Sh. Virender Dhiman, Ward No. 4, Town, Tehsil & P.O. Arki, Distt. Solan, H.P. 173208	Gen	UR	13.04.88	BEEO Tikkar (SML)
2.	513975	Hem Lata D/o Sh. Chaman Lal Sharma W/o Sh. Jitender Sharma, Arun Bhawan, Dhingu Dhar Road Sanjauli, Distt Shimla, H.P.171006	Gen	UR	14.04.88	DEE Shimla
3.	509847	Ashok Kumar S/o Sh.Lal Singh Vill. Slapper, P.O. Sudahan, Tehsil Sundernagar, Distt. Mandi, H.P. 175017	Gen	UR	09.07.88	DEE Shimla.
4.	505947	Balak Ram S/o Sh. Bihari Lal Vill.Dumehar P.O. Chauntra, Tehsil Jogindernagar, Distt. Mandi, H.P. 173032	Gen	UR	06.08.88	DEE Shimla
5.	507886	Vineet Patial S/o Sh. Kartar Chand Patial Vill. Lower Ambari P.O. Malan, Tehsil & Distt. Kangra, H.P. 176047	Gen	UR	06.09.88	BEEO Sundla (CBA)
6.	517000	Arun Chauhan S/o Sh. Ram Lal Chauhan Vill. Barwas P.O. Kamroo, Tehsil Paonta Sahib, Distt. Sirmour, H.P. 173029	Gen	UR	01.03.89	BEEO Sarahan (SMR)
7.	502091	Sunil Kumar S/o Sh. Ram Nath Vill. Behal Nawane P.O. Hawat, Tehsil Ghumarwin, Distt. Bilaspur, H.P. 174026	Gen	UR	05.08.89	BEEO Tikkar (SML)

8.	504907	Satish Kumar S/o Sh. Roshan Lal, Vill. Awah Buhla, P.O. Salouni, Tehsil Barsar, Distt. Hamirpur, H.P. 174311	SC	UR	03.04.81	DEE Shimla.
9.	516178	Shashi Kumar S/o Lala Ram, Shashi Kunj, Lower Vikasnagar Kasumpti, Distt. Shimla, H.P. 171009	SC	UR	31.07.82	DDEE Kinnaur at Reckong Peo.
10.	509764	Anju Devi D/o Sh. Bhim Singh W/o Sh. Dev Raj, Vill. Neri Maigal P.O. Bijni, Tehsil Sadar, Distt. Mandi, H.P. 175001	OBC	UR (Against OBC BPL)	27.12.88	BEEO Chachiot-II at Chailchowk (MND)

If the terms and conditions as given in “**Annexure-A**” are acceptable to the candidate(s), he/she will report for duty at the place of his/her posting within 15 days from the date of issuance of these orders alongwith original documents required to be produced as per terms and will execute the requisite bond of contract on non judicial stamp paper as per “**Annexure-B**”, failing which the offer of appointment shall automatically stand cancelled.

These orders are available on the departmental website i.e himachal.nic.in/eledu

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प्रारम्भिक शिक्षा निदेशालय (हि.प्र.)

(Manmohan Sharma)
Director Elementary Education
Himachal Pradesh.

08 MAY 2018

Dated Shimla-1

April, 2018

Endst. No: even,

Copy for information and compliance to:-

- 1) The Secretary (Education) to the Government of Himachal Pradesh, Shimla-1
- 2) The Secretary, Himachal Pradesh Staff Selection Commission Hamirpur, Distt Hamirpur H.P. w.r.t. letter number referred to above along with copy of undertaking/declaration in respect of Roll No. 516178 for information please.
- 3) The Concerned Deputy Director of Ele. Education in Himachal Pradesh.
- 4) All the Head of the offices concerned with the remarks that Character and antecedents of the candidate appointed under his control may be got verified and the report and findings be sent to this Directorate within 7 days. The duly attested copies of the certificate be kept in the personal file for office record after due verification from original certificates. One set of attested copies of certificates be also sent to this Directorate along with joining of the candidate.
- 5) The Candidate concerned through **registered Post**.
- 6) Guard file.

sd/—

(Manmohan Sharma)
Director Elementary Education
Himachal Pradesh.

TERMS & CONDITIONS

1. Selected candidate shall have to produce the following documents at the time of his/her joining:-
 - i) Attested copies of educational/professional qualification certificates.
 - ii) Character Certificate from a Gazetted Officer.
 - iii) Bonafide Himachali Certificate.
 - iv) Certificate to this effect that he belongs to SC/ST/OBC, category, if any.
 - v) Minimum Essential Educational Qualification Certificate i.e. Plus Two Certificate/Computer Diploma
2. Selected candidate should have to enter into an agreement on non-judicial stamp paper of Rs. 5/- with the Department (Performa enclosed as per Annexure- B).
3. The Contractual appointee will be paid fixed contractual amount @ Rs.7860/- p.m. (which shall be equal to minimum of the pay band + grade pay). The contract appointee will be entitled for increase in contractual amount @ Rs. 236/- (3% of minimum of the Pay Band + Grade Pay of the post) for further extended years and no other allied benefits such as Senior/Selection scales etc. will be given.
4. The service of the contract appointee will be purely on temporarily basis. The appointment is liable to be terminated in case the performance/ conduct of the contract appointee is not found Satisfactory.
5. Contractual Junior Office Assistant (Information Technology) will be entitled for one day's casual leave after putting one month service. However, the contract appointee will also be entitled for 135 days maternity leave, 10 days medical leave and 5 days special leave. He/she shall not be entitled for medical re-imbursement and LTC etc. No leave of any other kind except above is admissible to the Junior Office Assistant (IT). Provided that the 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.
6. Unauthorized absence from the duty without the approval of Controlling Officer shall automatically lead to the termination of the contract. However in exceptional cases where the circumstances for un-authorized absence 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 for 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 Government.
7. An official appointed on contract basis will be eligible for transfer on completion of three years tenure at one place of posting, on need based basis where ever required on administrative grounds.
8. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. Woman candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The woman candidate will be re-examined for the fitness from an authorized Medical Officer/ practitioner.
9. Contract appointee will be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as are applicable to regular counterpart officials at the minimum of the pay scale.
10. 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 contract appointees.
11. Before joining candidates shall have to produce the attested copies of certificates from a Gazetted Officer in regard to their education qualification and diploma in computer application/computer science/IT, etc.
12. The appointment is subject to outcome of decision of the court matters pending, if any.
13. The Candidates shall have to submit an undertaking to the effect that if their certificates relating to education qualification and computer application are found fake or are not from recognized university/institution & societies/under Society Act, Rashtriya Sakshakrta Mission, IT programme/Skill development programme etc. then their appointment can be terminated by the department at any time by giving a notice.
14. Selected candidate shall have to furnish a declaration to the effect that in case of his/her married status, he/she is having one living spouse.
15. Selected candidate will have to give an undertaking in writing that he/she was never convicted by any court of Law and if so, he/she will have to furnish details regarding offence committed and punishment thereof. In case of concealing of facts his/her services are liable for termination.
16. Selected candidate will have to take an oath of allegiance/faithfulness to the constitution of India.

Director Ele. Education, H.P.

ANNEXURE-B

Form of contract/agreement to be executed between the Junior Office Assistant (Information Technology) and the Government of Himachal Pradesh through Director of Elementary Education

This agreement is made on this _____ day of _____ in the year _____ between Sh./Smt. _____ S/o/D/o _____ Shri _____ R/o _____

Contract appointee (hereinafter called the **FIRST PARTY**), AND the Governor of Himachal Pradesh through Director of Elementary Education, Himachal Pradesh (Here-in-after called the **SECOND PARTY**).

Whereas, the **SECOND PARTY** has engaged the aforesaid **FIRST PARTY** and the **FIRST PARTY** has agreed to serve as a Junior Office Assistant(IT) on contract basis on the following terms and conditions:-

1. That the **FIRST PARTY** shall remain in the service of the **SECOND PARTY** as a Junior Office Assistant(IT) for a period of one year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the **FIRST PARTY** with **SECOND PARTY** shall ipso-facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary.

Provided that for further extension/renewal of contract period on year to year basis the concerned HOD shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his period of contract is to be renewed/extended.

2. The contractual amount of the **FIRST PARTY** will be Rs. _____/-per month.
3. The service of **FIRST PARTY** 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.
4. Contractual Junior Office Assistant will be entitled for one day casual leave after putting one month service. However, the contract appointee will also be entitled for 135 days maternity leave, 10 days medical leave and 5 days special leave. A female contract appointee 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 authorized Government Medical Officer. He/She shall not be entitled for Medical Reimbursement and LTC etc. No leave of any other kind is admissible to the contract appointee.

Provided that the un-availed Casual/medical/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 for 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 Government.

6. Junior Office Assistant (Information Technology) appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
7. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. In case of women candidates pregnant beyond twelve weeks will render her temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical Officer/Practitioner.
8. Contract appointee shall be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counter-part official at the minimum of pay scale.
9. The Employees Group Insurance Scheme as well as EPF/GPF will not be applicable to contractual appointee(s).

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.....
.....

2.
.....

(Name and Full Address)

(Signature of the FIRST PARTY)

1.
.....

2.
.....

(Name and Full Address)

(Signature of the SECOND PARTY)