

No: EDN-H(2)B(2)5&6/2022-PHH
Directorate of Elementary Education,
Himachal Pradesh, Lalpani, Shimla-171001

Dated Shimla-171001

the 3rd Dec, 2024 3 DEC 2024

प्रारम्भिक शिक्षा निदेशालय (हि.प्र.)

शिमला-1

OFFICE ORDER

Consequent upon the selection in the counselling conducted by the Special Selection Committee on dated 19.12.2022 & 20.12.2022 in respect of persons with benchmark disability (Orthopaedically Handicapped/Hearing Impaired/Multiple Disabled) amongst TET qualified candidates from HPSSSB Hamirpur or Himachal Board of School Education Dharamshala, the following selected candidate is hereby appointed as Trained Graduate Teachers (Arts) in order of their respective merit purely on contract basis on fixed salary of Rs. 22860/- (i.e. equal to 60% (Sixty percent) of the first cell of the applicable level of the pay Matrix of the corresponding cadre of employees appointed/working on regular basis) as per Govt. office memorandum No. Fin(C)-B(7)-2/2021 dated 12.01.2022. The appointee is directed to report for duty in the respective school of his posting against clear-cut vacancy, as shown against their name **within 10 days** positively from the issuance of this communication subject to the acceptance and fulfillment of the following specific terms and conditions in addition to the usual terms and conditions of appointment annexed as Annexure "A".

1. Since the appointment is being offered purely on contract basis, the candidate will have to execute a bond on judicial paper with the Principal/Headmaster of concerned school, where he/she is posted that he/she has carefully gone through the conditions of the contract appointment and the conditions imposed are acceptable to him/her. The joining report will be accepted only after the execution of the requisite bond between the Head of institution and the candidate.
2. The contract will be initially for one year and the candidate shall have to enter into fresh contract agreement with the head of institution after completion of one year. The contract shall be extendable on year to year basis subject to satisfactory performance of the candidate.
3. It will be the personal responsibility of the candidate/individual to inform this Directorate on the proforma enclosed duly counter signed by the concerned Principal/Headmaster of their school that he/she has joined the place of his/her appointment on or before schedule period failing which this offer shall stand withdrawn without any notice.
4. That the age, educational and professional qualifications possessed by the candidate shall be as per the latest R&P Rules. The Head of the school will ensure that the educational and professional qualifications possessed by the candidate are as per latest R&P Rules for the post concerned and is from a recognized University/institution and he/she is TET qualified from HPSSSB Hamirpur or H.P. Board of School Education Dharamshala. Necessary verification to this effect is to be made by the Head of the concerned school at the time of joining of the candidate. Duly attested copies of certificates awarded to the candidates by the recognized University/Board be kept in the office for record. **In case educational qualification of any candidate does not match with the latest R&P Rules or Degree of B.A. /B.Com/B.Sc. & B.Ed. does not seems genuine than refer such cases to this Directorate immediately. If, at later stage it is found that joining of any ineligible candidate is accepted than disciplinary action against the erring official will be taken as per law.**

5. **The Head of the school will also ensure that the candidate is a permanent handicapped and Medical certificate has been issued by the competent authority. Necessary verification to this effect is to be made by the Head of the concerned school at the time of his/her joining. Duly attested copies of medical certificate issued in favour of the candidate be kept in the office for record. Copy of fresh medical certificate issued from DDU Zonal Hospital Shimla-1 may also be obtained from the candidate and kept in office record.**

If the offer of contractual appointment is acceptable to the candidates he/she shall submit joining to the concerned head of the institution under intimation to this Directorate within 15 days. If the joining is not made within prescribed period it will be deemed that the candidate is not willing to join and offer shall stand withdrawn automatically without any notice:-

Sr. No.	Name & Address of the applicants Sh./Smt/Miss	Reg. No.	D.O.B	Subject TGT	PHH Cat	Category	Place of posting
1	Anju Bala D/o Sh. Baldev Singh, VPO Chamral, PO Lahroon, Teh. Fatehpur, Distt. Kangra, HP, 176022	1612223 8004	12-01-1976	Arts	HI	Gen	GHS Shoura (Kangra)

Director of Elementary Education
Himachal Pradesh
the 3rd Dec, 2024

Endst. No. As Even Dated Shimla-171001

Copy for information and n/a to:-

1. The Secretary (Education) to the Govt. of Himachal Pradesh, Shimla-171002.
2. The Director of SC, OBC & Minority Affairs, HP. Shimla-171009.
3. The Commissioner-cum-Director of Labour & Employment Himachal Pradesh, Shimla-171002
4. The Director of Higher Education, H.P Shimla-171001.
5. The Secretary, H.P. Board of School Education Dharamshala Distt. Kangra, HP.
6. The concerned Deputy Directors of Higher/Elementary Education, Himachal Pradesh with the direction that the character and all other antecedents of the candidate appointed may be got verified within three months of the date of his/her joining and report be sent to this directorate within 10 days after completion of the scheduled date /time of three months. The intimation of the joining of the candidate may also be sent.
7. The concerned Principal /Head Master with the directions that before accepting the joining report of the candidate a bond on Judicial Paper(in triplicate) is required to be executed between the Head of the institution and the contract appointee as per specimen copy enclosed. Original copy of the bond will be retained in the office of the school, other copy is to be handed over to the appointee and third copy will be forwarded to this directorate alongwith joining report. The joining will be treated incomplete if this office has not received aforesaid documents. The joining of appointee will be treated from the date of signing of the bond. It is further directed that on the joining of substitute the present incumbent be relieved immediately with the direction to report to the Directorate of Elementary Education for further posting forthwith.
8. The D.A. dealing with seniority/Transfer matters in the Establishment Branch-II (Internal) Directorate of Elementary Education with the directions that the separate seniority of the teachers appointed on contract basis be maintained.
9. The Concerned Employment Exchange.
10. The Nodal Officer, IT Cell, with the request to upload the same on Departmental website.
11. Individual concerned through Registered Post.
12. The Guard file.



Director of Elementary Education
Himachal Pradesh, Shimla-171001

Annexure-B

Form of contract/ agreement to be executed between the Trained Graduate Teacher (Name of the post) and the Government of Himachal Pradesh through Director of Elementary Education. (Designation of the Appointing Authority).

This agreement is made on this _____ day of _____ in the year _____ between Sh./Smt. _____ S/O Shri _____ R/O _____ Contract appointee (hereinafter called the FRIST

PARTY), AND The Governor of Himachal Pradesh through Director of Elementary Education (Designation of the Appointing Authority)/Head of the Institution i.e Principal/Headmaster (here-in-after the SECOND PARTY). Whereas , the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Trained Graduate Teacher (Name of the post) on contract basis on the following terms & conditions:-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Trained Graduate Teacher (Name of the post) for a period of 1 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.
2. The contractual amount of the FIRST PARTY will be Rs. 22860/- (i.e. equal to 60% (Sixty percent) of the first cell of the applicable level of the pay Matrix of the corresponding cadre.
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 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. Contract appointee will be entitled for one day casual leave after putting one month's service, 10 day's medical leave and 5 days special leave, in a calendar year. A female contract appointee with less than two surviving children may be granted maternity leave for 180 days. A female contract appointee shall also be entitled for maternity leave not exceeding 45 day' (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. 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 upto 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. Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government. However, contract appointee shall not be entitled for contractual amount for the period of absence from duty.
6. An official appointed n contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need basis wherever required on administrative grounds.
7. Selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in the case of a Gazetted Government servant and by Government Medical Officer in the case of a Non-

Gazetted Government servant. In case of women candidates who are to be appointed against posts carrying hazardous nature of duties, and in case they have to complete a period of training as a condition of service, such woman candidate, who as a result of tests is found to be pregnant of twelve weeks' standing or more shall be declared temporarily unfit and her appointment 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 appointed to the post kept reserved for her.

8. 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 applicable to regular counter-part official.

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. _____

(Name and full Address)

(Signature of the FIRST PARTY)

2. _____

(Name and full Address)

IN THE PRESENCE OF WITNESS:

1. _____

(Name and full Address)

(Signature of the Second PARTY)

2. _____

(Name and full Address)

Annexure-“A”

TERMS AND CONDITIONS of Contract Appointment(TGT)	
1.	The concerned candidate will have to produce the medical fitness certificate from the Chief Medical Officer/Medical Officer of the Illaqa/area concerned at the time of his/her joining.
2.	The candidate concerned shall have to submit a declaration to the effect that if married, he/she has only one spouse living. The woman candidate(s) will declare that she has not married a person having a living wife.
3	The concerned candidate shall have to produce attested copies of his/her academic/professional qualification/domicile/ date of birth etc. certificates.
4	The concerned candidate shall have to produce a character certificate from competent authority or Gazetted Officer to whom he/she is known for the last ten years.
5	The concerned candidate shall furnish a declaration to the effect that he/she is not a dismissed employee of any Govt./Semi Govt. Department/ Organization.
6	The appointment may be terminated at any time by a month's notice on either side without assigning any reason.
7	The concerned candidate will have to make an oath of allegiance/faithfulness to the constitution of India.
8	The candidate(s) belonging to SC/ST/OBC etc. will furnish the requisite certificate on the prescribed form only issued by the competent authority from H.P.
9.	His/her retention in service is subject to his/her character and antecedent being found satisfactory which should be got verified by the concerned Deputy Director/Head of concerned school within scheduled period of three months.
10	He/she will have to give in writing whether he/she was ever convicted by a court of law and if so the particulars of the offence and punishment be stated. Failing to disclose the facts, he/she will render himself/herself liable to be removed from service without any notice as and when the factual facts comes to light.
11	The candidate(s) concerned shall have to produce the certificate of his/her being a citizen of India.
12.	In case the candidate belongs to Antodaya/IRDP family he/she shall have to produce a certificate to this effect from Block Development Officer of the area concerned.
13	In case of any of the certificates/information produced/given by the candidate is found false/wrong, later on his/her services will be terminated.
14	The appointee shall have to serve in the difficult area Sub-Cadre for a minimum period of three years.
15.	The appointee shall have to submit an undertaking to the effect that he/she has passed educational/professional qualification from a recognized University/institution. If at any stage it is detected that the educational & professional qualification are not from a recognized University/institution then the services are liable to be terminated forthwith.
16.	The appointee shall have to submit an undertaking of having passed TET exam from HPSSSB Hamirpur/Board of School Education Dharamshala. He/she shall have to place a copy of the TET certificate on record immediately after being issued by the HPSSSB Hamirpur/H.P. Board of School Education Dharamshala.

Sd/-

Director of Elementary Education, Himachal Pradesh

Annexure-A-I

Name of the candidate	
Father Name/husband name	
Date of Birth	
Category	
Date of joining	

Signature of the candidates

Signature of the Principal/Head Master