

No. WCD-A-B(1)-209/2019-Estt-
Directorate of Women & Child Development,
Himachal Pradesh, Shimla-I

Registered

To Sh. Virender Kumar,
S/O Late. Sh. Chunni Lal,
Village-Kishanpura, P.O. Jamniwala,
Tehsil-Paonta Sahib, District-Sirmour,
(H.P.)

Dated: Shimla, the

Subject:- Offer for the post of Junior Office Assistant (IT) on Contract basis.

Memo:

On the recommendation of the government vide office letter No-SJE-A-B(2)3/2019 Dated 10/10/2022, you are offered appointment on the post of **Junior Office Assistant (IT)** (on compassionate ground) (on Contract basis) for one year period against vacancy on the following terms and conditions:-

1. This contractual appointment will be initially for one year which may be extendable on a year to year basis depending upon your performance and conduct on the job.
2. The contractual appointee will be paid contractual emoluments as per notification No. Fin(PR)B(7)-1/2021 dated 03.01.2022 shall now be revised to a fixed amount, equal to 60% (sixty percent) of the cell of the applicable level of the Pay Matrix is Rs. 12360/- (Level 04 Cell 01) for further extended years and no other benefits such as senior/selection scales etc. will be given. The contract will only be extended/renewed if work performance and conduct of the contractual appointee is found satisfactory.
3. The Service of the Contractual Appointee shall 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.
4. Contractual Appointee will be entitled for one day casual leave after putting one month service. 10 days medical leave and 05 days special leave in a calendar year. A female contractual employee with less than two surviving children may be granted maternity leave for 180 days. A female contractual 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 Medical Officer, The 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.

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5. Unauthorized absence from the duty without the approval of the controlling officer shall automatically lead to the termination of the contract. Contractual Appointee shall not be entitled for contractual amount for the period of absence from duty.
6. An official appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis whenever required on administrative grounds, vide OM No-Per(AP)(B)(7)-1/2008 dated 10-04-2008.
7. Selected candidate shall have to submit a certificate of his/ her fitness from a Government/ Registered Medical Practitioner. Women candidates pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for fitness from an authorized Medical Officer/Practitioner.
8. Contractual appointee shall be entitled to TA/DA if required to go on tour in connection with his official duties at the same rate as applicable to regular counterpart officials at the minimum of the pay scale.
9. Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules & Conduct Rules etc. as are applicable in case of regular employees will not be applicable in case of contractual appointees.
10. The Employees Group Insurance Scheme as well as EPF/GPF will not be applicable to the contractual appointee.
11. Contractual Appointee shall have to execute an agreement (on enclosed Annexure-B) on non-judicial stamp paper of the appropriate value for a period of one year w.e.f. the date of joining this post. The Head of the office shall sign the agreement on behalf of the Government, a copy of which shall be kept in his safe custody and one copy is to be sent to this Directorate.
12. Contractual Appointee will may ensure to submit a self certified declaration to Head of Office that there is no litigation either pending or going against him/her. Then Head of Office will ensure to send report to Head of the Department after receiving the same from Contractual Appointee.
13. Contractual Appointee will qualify the typing test with a minimum speed of 25 words per minute in English Typewriting or 20 words per minute in Hindi Typewriting on computer. Only 03 (THREE) chances are permitted within a maximum time span of 12 months. The typing test may be conducted through the Government Industrial Training Institute(s) located at the State Headquarter or District Headquarter.

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14. The offer for the contract appointment will be further subjected to the production of attested copies of the following certificates at the time of joining:-

- iii) Certificate of his/her Medical fitness certificate from Government/ Registered Medical Practitioner.
- ii) Certificate of Educational Qualification (10+2) i.e. Graduation from a recognized University.
- iii) Certificate of Matriculation Examination as proof of date of birth.
- iv) Character Certificate from a Magistrate or Gazetted Officer to whom the candidate may be known for the last three years. Certificate belonging to Scheduled Caste/ S.T./ OBC (if any).

If the aforesaid conditions are acceptable to **Sh. Virender Kumar** he may report for duty in the office of the **District Programme Officer, Nahan District, Sirmour (H.P.)** latest by **25-10-2022**, failing which, the offer shall stand cancelled and he will not be considered for re-engagement in future.

(Rupali Thakur)
Director,
Women and Child Development,
Himachal Pradesh.

Endst.No: Even.

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Dated:

Copy is forwarded to the following for information and n/a.:-

1. The Additional Chief Secretary (SJ&E) to the Govt. of H.P. w.r.t. her letter No. SJE-A-B(2)3/2019 Dated 10/10/2022 for information.
2. The District Programme Officer, Sirmour Distt. Sirmour for information.
3. The Treasury Officer, concerned Treasury for information.
4. P.A. to the Director, WCD for information.
5. Guard file.

(Rupali Thakur)
Director,
Women and Child Development,
Himachal Pradesh.