

हिमाचल प्रदेश सरकार
कार्मिक विभाग (नि०-१११)

संख्या: पीईआर (एपी)-सी-ए (३)-३/२०१०. तारीख शिमला-२, १५ नवम्बर, २०१०.

अधिसूचना

हिमाचल प्रदेश की राज्यपाल भारत के संविधान के अनुच्छेद ३०९ के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए हिमाचल प्रदेश सरकार के विभिन्न विभागों में चपड़ासी, वर्ग-IV (अराजपत्रित) लिपिक वर्गीय सेवाएं के पद के लिए इस अधिसूचना से संलग्न उपाबन्ध-क के अनुसार सामान्य सीधी भर्ती नियम बनाती हैं, अर्थात्:-

- संक्षिप्त नाम, प्रारम्भ और लागू होना। 1. (1) इन नियमों का संक्षिप्त नाम हिमाचल प्रदेश कार्मिक विभाग, चपड़ासी वर्ग-IV (अराजपत्रित) लिपिक वर्गीय सेवाएं सामान्य सीधी भर्ती नियम, २०१० है।
(2) ये नियम हिमाचल प्रदेश राजपत्र में प्रकाशित होने की तारीख से प्रवृत्त होंगे।
(3) ये नियम हिमाचल प्रदेश राज्य के समस्त सरकारी विभागों के लिए लागू होंगे।
- निरसन और व्यावृत्तियां 2. (1) इस विभाग की अधिसूचना संख्या पीईआर (एपी)सी-बी (१९)-२/९८ दिनांक ४ जनवरी, १९९९ द्वारा अधिसूचित हिमाचल प्रदेश चतुर्थ श्रेणी लिपिकीय सेवाएं (चपड़ासी) सीधी भर्ती नियम, १९९९ का एतद् द्वारा निरसन किया जाता है।
(2) परन्तु हिमाचल प्रदेश सरकार के विभिन्न विभागों के अधीन समय-समय पर जारी चपड़ासी के पद के भर्ती और प्रोन्नति नियमों में उपबंधित सीधी भर्ती की पद्धति प्रवृत्त नहीं रहेगी :
परन्तु यह और कि ये नियम हिमाचल प्रदेश विधान सभा सचिवालय/हिमाचल प्रदेश उच्च न्यायालय के पदों को लागू नहीं होंगे।
(3) ऐसे निरसन के होते हुए भी उपर्युक्त उप नियम (१) के अधीन इस प्रकार निरसित नियमों के अधीन की गई कोई नियुक्ति, बात या कार्रवाई इन नियमों के अधीन विधि मान्य रूप में की गई समझी जाएगी।
आदेश द्वारा,

प्रधान सचिव (कार्मिक),
हिमाचल प्रदेश सरकार।

उपाबन्ध "क"

हिमाचल प्रदेश सरकार के विभिन्न विभागों में चपड़ासी, वर्ग-IV (अराजपत्रित) के पद के लिए सामान्य सीधी भर्ती नियम।

1	पद का नाम	चपड़ासी
2	पदों की संख्या	जितनी सम्बद्ध विभागों में सरकार द्वारा समय-समय पर मंजूर की गई है और की जाएं।
3	वर्गीकरण	वर्ग -IV (अराजपत्रित) (लिपिक वर्गीय सेवाएं)
4	वेतनमान	(I) नियमित पदधारियों के लिए पे बैंड: ₹ 4900-10680 जमा ग्रेड पे ₹ 1300/- (II) संविदा पर नियुक्त कर्मचारियों के लिए उपलब्धियां: ₹ 6200/-स्तम्भ संख्या: 15-क में दिए गए ब्यौरे के अनुसार।
5	चयन पद अथवा अचयन पद :	लागू नहीं
6	सीधी भर्ती के लिये आयु	18 से 45 वर्ष

परन्तु सीधी भर्ती किए जाने वाले व्यक्तियों के लिए ऊपरी आयु सीमा, तदर्थ या संविदा के आधार पर नियुक्त किए गये व्यक्तियों सहित, पहले से ही सरकार की सेवा में रत अभ्यर्थियों को लागू नहीं होगी :

परन्तु यह और कि यदि तदर्थ या संविदा के आधार पर नियुक्त किया गया अभ्यर्थी इस रूप में नियुक्ति की तारीख को अधिक आयु का हो गया हो तो वह तदर्थ या संविदा के आधार पर नियुक्ति के कारण विहित आयु में छूट के लिये पात्र नहीं होगा :

परन्तु यह और कि अनुसूचित जातियों/अनुसूचित जन जातियों तथा अन्य वर्गों के व्यक्तियों के लिए ऊपरी आयु सीमा में उतनी ही छूट दी जा सकेगी, जितनी हिमाचल प्रदेश सरकार के साधारण या विशेष (आदेश) के अधीन अनुज्ञेय है :

परन्तु यह और भी कि पब्लिक सैक्टर, निगमों तथा स्वायत्त निकायों के सभी कर्मचारियों को जो ऐसे पब्लिक सैक्टर, निगमों तथा स्वायत्त निकायों के प्रारम्भिक गठन के समय ऐसे पब्लिक सैक्टर निगमों/स्वायत्त निकायों में आमेसन से पूर्व सरकारी कर्मचारी थे, सीधी भर्ती में आयु सीमा में ऐसी ही रियायत दी जायेगी जैसी सरकारी कर्मचारियों को अनुज्ञेय है, किन्तु इस प्रकार कि रियायत पब्लिक सैक्टर, निगमों तथा स्वायत्त निकायों के ऐसे कर्मचारिवृन्द को नहीं दी जायेगी जो पश्चात्पूर्वी ऐसे निगमों/स्वायत्त निकायों द्वारा नियुक्त किये गये थे /किये गये हैं और उन पब्लिक सैक्टर निगमों /स्वायत्त निकायों के प्रारम्भिक गठन के पश्चात् ऐसे निगमों/स्वायत्त निकायों की सेवा में अन्तिम रूप से आमेलित किये गये हैं / किये गये थे ।

(1) सीधी भर्ती के लिये आयु सीमा की गणना उस वर्ष के प्रथम दिवस से की जायेगी जिसमें कि पद (पदों) को, आवेदन आमंत्रित करने के लिये, यथास्थिति, विज्ञापित किया गया है या नियोजनालयों को अधिसूचित किया गया है।

(2) अन्यथा सुअर्हित अभ्यर्थियों की दशा में सीधी भर्ती के लिए आयु सीमा और अनुभव, भर्ती प्राधिकरण के विवेकानुसार शिथिल किया जा सकेगा।

7 सीधे भर्ती किये जाने वाले व्यक्तियों के लिये अपेक्षित न्यूनतम शैक्षिक और अन्य अर्हताएं :

क) अनिवार्य अर्हता:

किसी मान्यता प्राप्त स्कूल शिक्षा बोर्ड/ संस्थान से दसवीं की परीक्षा पास हो या इसके समतुल्य हो।

ख) वांछनीय अर्हता (ए) :

हिमाचल प्रदेश की रूढियों, रीतियों और बोलियों का ज्ञान और प्रदेश में विद्यमान विशिष्ट दशाओं में नियुक्ति के लिए उपयुक्तता।

- 8 क्या सीधे भर्ती किये जाने वाले व्यक्तियों के लिये विहित आयु और शैक्षिक अर्हतायें प्रोन्नत व्यक्तियों की दशा में लागू होगी या नहीं : आयु : लागू नहीं । शैक्षिक अर्हता : लागू नहीं ।
- 9 परिवीक्षा की अवधि, यदि कोई हो : दो वर्ष, जिसका एक वर्ष से अनधिक ऐसी और अवधि के लिए विस्तार किया जा सकेगा, जैसा सक्षम प्राधिकारी विशेष परिस्थितियों में और लिखित करणों से आदेश दे ।
- 10 भर्ती की पद्धति : भर्ती सीधी होगी या प्रोन्नति, प्रतिनियुक्ति, स्थानान्तरण द्वारा और विभिन्न पद्धतियों द्वारा भरे जाने वाले पदों की प्रतिशतता : सीधी भर्ती द्वारा यथास्थिति नियमित आधार पर या संविदा के आधार पर भर्ती द्वारा, ऐसा न होने पर स्थानान्तरण द्वारा सैकन्डमेंट आधार पर। संविदा पर नियुक्त कर्मचारी स्तम्भ संख्या 15-क में दी गई उपलब्धियां प्राप्त करेंगे और तथाकथित स्तम्भ में विनिर्दिष्ट सेवा शर्तों द्वारा विनियमित होंगे।
- 11 प्रोन्नति, प्रतिनियुक्ति, स्थानान्तरण की दशा में श्रेणियां (ग्रेड) जिनसे प्रोन्नति/ प्रतिनियुक्ति/ स्थानान्तरण किया जायेगा : हिमाचल प्रदेश सरकार के अन्य विभागों में समतुल्य वेतनमान में कार्यरत इस पद के पदधारियों में से स्थानान्तरण द्वारा/सैकन्डमेंट आधार पर।
- 12 यदि विभागीय प्रोन्नति समिति विद्यमान हो, तो उसकी संरचना : लागू नहीं।
- 13 भर्ती करने में जिन परिस्थितियों में हिमाचल प्रदेश लोक सेवा आयोग से परामर्श किया जायेगा : जैसा विधि द्वारा अपेक्षित हो।
- 14 सीधी भर्ती के लिए अनिवार्य अपेक्षा : किसी सेवा या पद पर नियुक्ति के लिए अभ्यर्थी का भारत का नागरिक होना अनिवार्य है।
- 15 सीधी भर्ती द्वारा पद पर नियुक्ति के लिये चयन : सीधी भर्ती के मामले में, पद पर नियुक्ति के लिए चयन, मौखिक परीक्षा के आधार पर किया जाएगा, यदि भर्ती प्राधिकरण ऐसा करना आवश्यक या समीचीन समझे, तो लिखित परीक्षा या व्यावहारिक परीक्षा के आधार पर किया जाएगा जिसका स्तर/ पाठ्यक्रम आदि भर्ती प्राधिकरण द्वारा अवधारित किया जाएगा।

15-क संविदा नियुक्ति द्वारा पद पर नियुक्ति के लिए चयन :- इन नियमों में किसी बात के होते हुये भी पद पर संविदा नियुक्तियों नीचे दिए गए निबन्धनों और शर्तों के अधीन की जायेंगी:-

1) संकल्पना

(क) इस पॉलिसी के अधीन _____ (विभाग का नाम) में चपड़ासी को संविदा के आधार पर प्रारम्भ में एक वर्ष के लिए लगाया जाएगा जिसे वर्षानुवर्ष आधार पर बढ़ाया जा सकेगा : वर्षानुवर्ष आधार पर संविदा अवधि को बढ़ाने/नवीकरण करने हेतु सम्बद्ध विभागाध्यक्ष एक प्रमाण-पत्र जारी करेगा कि वर्ष के दौरान संविदा पर नियुक्त व्यक्ति की सेवा ओर आचरण संतोषजनक रहा है और केवल तभी उसकी संविदा की अवधि का विस्तारीकरण/नवीकरण किया जा सकेगा।

(ख) पद का हिमाचल प्रदेश लोक सेवा आयोग/ हिमाचल प्रदेश अधीनस्थ सेवायें चयन बोर्ड के कार्यक्षेत्र में न आना:

सम्बद्ध विभागाध्यक्ष (नियुक्ति प्राधिकारी का पदनाम) रिक्त पदों को संविदा के आधार पर भरने के लिये सरकार का अनुमोदन प्राप्त करने के पश्चात् रिक्त पदों के ब्यौरे को कम से कम दो अग्रणी समाचार पत्रों में विज्ञापित करवाएगा और इन नियमों में यथाविहित अर्हताओं और अन्य पात्रता शर्तों को पूरा करने वाले अभ्यर्थियों से आवेदन आमंत्रित करेगा।

(ग) चयन इन नियमों में विहित पात्रता शर्तों के अनुसार किया जायेगा ।

(II) संविदात्मक उपलब्धियां

संविदा के आधार पर नियुक्त चपड़ासी को ₹ 6200 /- की समेकित नियत संविदात्मक रकम (जो पे बैंड जमा ग्रेड पे के न्यूनतम के बराबर होगी) प्रतिमास संदत्त की जाएगी। यदि संविदा में एक वर्ष से अधिक की बढ़ौतरी की जाती है तो पश्चात्वर्ती वर्ष (वर्षों), के लिए संविदात्मक उपलब्धियों में ₹ 190 /- की रकम (पद के पे बैंड के न्यूनतम जमा ग्रेड पे का तीन प्रतिशत) वार्षिक वृद्धि के रूप में अनुज्ञात की जाएगी।

(III) नियुक्ति/ अनुशासन प्राधिकारी

सम्बद्ध विभाग का विभागाध्यक्ष (नियुक्ति प्राधिकारी का पदनाम) नियुक्ति और अनुशासन प्राधिकारी होगा।

(IV) चयन प्रक्रियां

संविदा नियुक्ति की दशा में पद पर नियुक्ति के लिए चयन, मौखिक परीक्षा के आधार पर किया जायेगा या यदि आवश्यक या समीचीन समझा जाए तो लिखित परीक्षा या व्यावहारिक परीक्षा के आधार पर किया जाएगा, जिसका स्तर/ पाठ्यक्रम इत्यादि सबद्ध भर्ती प्राधिकारी अर्थात् सम्बद्ध विभागाध्यक्ष (नियुक्ति प्राधिकारी का नाम) द्वारा अवधारित किया जाएगा।

(V) संविदात्मक नियुक्तियों के लिए चयन समिति

जैसी सम्बद्ध भर्ती प्राधिकारी अर्थात् सम्बद्ध विभाग के विभागाध्यक्ष (नियुक्ति प्राधिकारी का नाम) द्वारा समय-समय पर गठित की जाए।

(VI) करार

अभ्यर्थी को चयन के पश्चात् इन नियमों से संलग्न उपाबन्ध - "ख" के अनुसार करार हस्ताक्षरित करना होगा।

(VII) निबन्धन और शर्तें

- (क) संविदा के आधार पर नियुक्त व्यक्ति को ₹ 6200 /- की नियत संविदात्मक रकम (जो पे बैंड के न्यूनतम जमा ग्रेड पे के बराबर होगी) प्रतिमास संदत्त की जाएगी। संविदा पर नियुक्त व्यक्ति आगे बढ़ाए गये वर्ष/ वर्षों के लिए संविदात्मक रकम में ₹ 190 /-(पद के पे बैंड के न्यूनतम जमा ग्रेड पे का तीन प्रतिशत) की वृद्धि का हकदार होगा और अन्य कोई सहबद्ध प्रसुविधाएं जैसे वरिष्ठ / चयन वेतनमान आदि नहीं दिया जाएगा।
- (ख) संविदा पद नियुक्त व्यक्ति की सेवा पूर्णतया अस्थाई आधार पर होगी। यदि संविदा पर नियुक्त व्यक्ति का कार्य /आचरण ठीक नहीं पाया जाता है तो नियुक्ति समाप्त किए जाने के लिए दायी होगी।
- (ग) संविदा पर नियुक्त व्यक्ति एक मास की सेवा पूरी करने के पश्चात एक दिन के आकस्मिक अवकाश का हकदार होगा। यह अवकाश एक वर्ष तक संचित किया जा सकेगा। संविदा पर नियुक्त व्यक्ति को किसी भी प्रकार का अन्य कोई अवकाश अनुज्ञात नहीं होगा। वह चिकित्सा प्रतिपूर्ति और एल0टी0सी0 इत्यादि के लिए भी हकदार नहीं होगा/होगी। केवल प्रसूति अवकाश नियमानुसार दिया जाएगा।
- (घ) नियन्त्रक अधिकारी के अनुमोदन के बिना सेवा से अनधिकृत अनुपस्थिति से स्वतः ही संविदा का पर्यावसान (समापन) हो जाएगा। संविदा पर नियुक्त व्यक्ति, कर्तव्य (डियुटी) से अनुपस्थिति की

अवधि के लिए संविदात्मक रकम का हकदार नहीं होगा।

- (ड.) संविदा के आधार पर नियुक्त कर्मचारी जिसने तैनाती के एक स्थान पर पांच वर्ष का कार्यकाल पूर्ण कर लिया हो, आवश्यकता के आधार पर स्थानान्तरण का पात्र होगा जहां भी प्रशासनिक आधार पर ऐसा करना अपेक्षित हो।
- (च) चयनित अभ्यर्थी को सरकारी/रजिस्ट्रीकृत चिकित्सा व्यवसायी से अपना आरोग्य प्रमाण-पत्र प्रस्तुत करना होगा। बारह सप्ताह से अधिक की गर्भवती महिला अभ्यर्थी प्रसव होने तक, अस्थाई तौर पर अनुपयुक्त बनी रहेगी। महिला अभ्यर्थियों का किसी प्राधिकृत चिकित्सा अधिकारी/व्यवसायी द्वारा उपयुक्तता के लिए पुनः परीक्षण किया जाएगा।
- (छ) संविदा पर नियुक्त व्यक्ति का यदि अपने पदीय कर्तव्यों के सम्बन्ध में दौरे पर जाना अपेक्षित हो, तो वह उसी दर पर जैसी नियमित प्रतिस्थानी कर्मचारियों को वेतनमान के न्यूनतम पर लागू है, यात्रा भत्ते/दैनिक भत्ते का हकदार होगा/होगी।
- (ज) नियमित कर्मचारियों की दशा में यथा लागू सेवा नियमों के उपबन्ध जैसे एफ0आर0, एस0आर0, छुट्टी नियम, साधारण भविष्य निधि नियम, पेंशन नियम तथा आचरण नियम आदि संविदा पर नियुक्त व्यक्तियों की दशा में लागू नहीं होंगे। वे इस स्तम्भ में यथावर्णित उपलब्धियों इत्यादि के लिए हकदार होंगे।

- 16 आरक्षण : सेवा में नियुक्ति, हिमाचल प्रदेश सरकार द्वारा समय-समय पर अनुसूचित जातियों/अनुसूचित जन जातियों/अन्य पिछड़े वर्गों और अन्य प्रवर्ग के व्यक्तियों के लिये सेवा में आरक्षण की बाबत जारी किये गये अनुदेशों के अधीन होगी।
- 17 विभागीय परीक्षा : लागू नहीं।
- 18 शिथिल करने की शक्ति : जहां राज्य सरकार की यह राय हो कि ऐसा करना आवश्यक या समीचीन है, वहां वह, कारणों को लिखित में अभिलिखित करके, आदेश द्वारा, इन नियमों, के किन्हीं उपबन्ध (उपबन्धों) को किसी वर्ग या व्यक्तियों के प्रवर्ग या पद (पदों) की बावत, शिथिल कर सकेगी।

चपड़ासी और हिमाचल प्रदेश सरकार के मध्य निष्पादित सम्बद्ध विभाग के विभागाध्यक्ष (नियुक्ति प्राधिकारी का पदनाम) के माध्यम से निष्पादित की जाने वाली संविदा/करार का प्ररूप।

यह करार श्री/श्रीमति..... पुत्र/पुत्री श्री.....
..... निवासी....., संविदा पर नियुक्त व्यक्ति (जिसे इसमें इसके पश्चात् ‘प्रथम पक्षकार’ कहा गया है), और हिमाचल प्रदेश की राज्यपाल, के मध्य, सम्बद्ध विभाग के विभागाध्यक्ष (नियुक्ति प्राधिकारी का पदनाम) के माध्यम से (जिसे इसमें इसके पश्चात् ‘द्वितीय पक्षकार’ कहा गया है) के माध्यम से आज तारीख..... को किया गया।

‘द्वितीय पक्षकार’ ने उपरोक्त प्रथम पक्षकार को लगाया है और प्रथम पक्षकार ने चपड़ासी के रूप में संविदा के आधार पर निम्नलिखित निबन्धनों और शर्तों पर सेवा करने के लिए सहमति दी है:—

1. यह कि प्रथम पक्षकार चपड़ासी के रूप में से प्रारम्भ होने और..... को समाप्त होने वाले दिन तक एक वर्ष की अवधि के लिए द्वितीय पक्षकार की सेवा में रहेगा। यह विनिर्दिष्ट रूप से उल्लिखित किया गया है और दोनों पक्षकारों द्वारा करार पाया गया है कि प्रथम पक्षकार की द्वितीय पक्षकार के साथ संविदा, आखिरी कार्य दिवस को अर्थात् दिन को स्वयंमेव ही पर्यवसित (समाप्त) हो जाएगी और सूचना नोटिस आवश्यक नहीं होगा।

वर्षानुवर्ष आधार पर संविदा अवधि को बढ़ाने/नवीकरण के लिए विभागाध्यक्ष एक प्रमाण-पत्र जारी करेगा कि संविदा पर नियुक्त व्यक्ति की सेवा और आचरण वर्ष के दौरान संतोषजनक रहा है और केवल तभी उसकी संविदा की अवधि को बढ़ाया/नवीकृत किया जा सकेगा।

2. प्रथम पक्षकार की संविदात्मक रकम ₹ 6200/- प्रतिमास होगी।

3. प्रथम पक्षकार की सेवा पूर्णतया अस्थाई आधार पर होगी। यदि संविदा पर नियुक्त व्यक्ति का कार्य/आचरण ठीक नहीं पाया जाता है या यदि नियमित पदधारी उस रिक्ति के विरुद्ध नियुक्त/तैनात कर दिया जाता है, जिसके लिए प्रथम पक्षकार को संविदा पर लगाया गया है, तो नियुक्ति पर्यवसित (समाप्त) किए जाने के लिए दायी होगी।

4. संविदा पर नियुक्त चपड़ासी एक मास की सेवा पूरी करने के पश्चात् एक दिन के आकस्मिक अवकाश का हकदार होगा। यह अवकाश एक वर्ष तक संचित किया जा सकेगा। संविदा पर नियुक्त चपड़ासी को किसी भी प्रकार का अन्य कोई अवकाश अनुज्ञात नहीं होगा। वह चिकित्सा प्रतिपूर्ति और एल0टी0सी0 इत्यादि के लिए भी हकदार नहीं होगा/होगी। केवल प्रसूति अवकाश नियमानुसार दिया जाएगा।

5. नियन्त्रक अधिकारी के अनुमोदन के बिना कर्तव्य से अनधिकृत अनुपस्थिति से स्वतः ही संविदा का पर्यावसान (समापन) हो जाएगा। संविदात्मक नियुक्त चपड़ासी कर्तव्य (डियूटि) से अनुपस्थिति की अवधि के लिए, संविदात्मक रकम का हकदार नहीं होगा।

6. संविदा पर नियुक्त कर्मचारी जिसने तैनाती के एक स्थान पर पांच वर्ष का कार्यकाल पूर्ण कर लिया है, आवश्यकता के आधार पर स्थानान्तरण हेतु पात्र होगा, जहां भी प्रशासनिक आधार पर ऐसा करना अपेक्षित हो।

7. चयनित अभ्यर्थी को सरकारी/रजिस्ट्रीकृत चिकित्सा व्यवसायी से अपना आरोग्य प्रमाण-पत्र प्रस्तुत करना होगा। महिला अभ्यर्थियों की दशा में, बारह सप्ताह से अधिक की गर्भावस्था, प्रसव होने तक, उसे अस्थाई तौर पर अनुपयुक्त बना देगी। महिला अभ्यर्थियों का प्राधिकृत चिकित्सा अधिकारी/व्यवसायी द्वारा उपयुक्तता के लिए पुनः परीक्षण किया जाना चाहिए।

8. संविदा पर नियुक्त व्यक्ति का, यदि अपने पदीय कर्तव्यों के सम्बन्ध में दौरे पर जाना अपेक्षित हो, तो वह उसी दर पर, जैसी कि नियमित प्रतिस्थानी कर्मचारी को वेतनमान के न्यूनतम पर लागू है, यात्रा भत्ते/दैनिक भत्ते का हकदार होगा/होगी।
9. संविदा पर नियुक्त व्यक्ति(यों) को कर्मचारी सामूहिक बीमा योजना के साथ-साथ ई0पी0एफ0/जी0पी0एफ0 भी लागू नहीं होगा।

इसके साक्ष्यस्वरूप **प्रथम पक्षकार** और **द्वितीय पक्षकार** ने साक्षियों की उपस्थिति में इसमें सर्वप्रथम उल्लिखित मास, वर्ष और तारीख को अपने अपने हस्ताक्षर कर दिए हैं।

साक्षियों की उपस्थिति में

1.....

.....

(नाम व पूरा पता)

2.....

.....

(नाम व पूरा पता)

(प्रथम पक्षकार के हस्ताक्षर)

साक्षियों की उपस्थिति में

1.....

.....

(नाम व पूरा पता)

2.....

.....

(नाम व पूरा पता)

(द्वितीय पक्षकार के हस्ताक्षर)

(Authoritative English Text of Government Notification No. Per (AP) C-A (3)3/2010 dated 15-11-2010 as required under clause (3) of Article 348 of the Constitution of India).

Government of Himachal Pradesh
Department of Personnel (AP-III)

No. Per (AP) C-A(3)3/2010

Dated: Shimla-171002,

15th November, 2010.

NOTIFICATION

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh is pleased to make the Common Direct Recruitment Rules for the post of Peon, Class-IV (Non-Gazetted) Ministerial Services, in various Departments of the Government of Himachal Pradesh as per Annexure Attached to this notification, namely:-

Short title, Commencement and application. 1. (1) These rules may be called the Himachal Pradesh, Department of Personnel, Peon Class-IV (Non-Gazetted) Common Direct Recruitment Rules, 2010.

(2) These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.

Provided that the method of direct recruitment provided in Recruitment and promotion Rules for the posts of Peon under various Departments of the Himachal Pradesh Government issued from time to time, shall cease to operate:

(3) These rules shall be applicable to all the Government Departments of State of Himachal Pradesh.

Repeal and savings 2. (1) The Himachal Pradesh Class-IV Ministerial Services (Peon) notified vide this Department Notification No. No. Per (AP) C-B (19)-2/98 dated: 04.01.1999 are hereby repealed.

Provided further that these Rules shall not apply to the posts of the Vidhan Sabha Secretariat/ High Court of H.P.

(2) Notwithstanding such repeal, any appointment made or anything done or any action taken under the rules so repealed under sub-rule (1) supra, shall be deemed to have been validly made or done or taken under these rules.

By order

Principal Secretary (Personnel) to the
Government of Himachal Pradesh.

Annexure-I

Common Direct Recruitment Rules for the post of Peon, Class-IV (Non-Gazetted) in the various Departments under Government of Himachal Pradesh.

1. Name of Post : Peon
2. Number of Posts : As sanctioned and may be sanctioned by the Govt. from time to time in the Department concerned.
3. Classification : Class-IV (Non-Gazetted) (Ministerial Services).
4. Scale of Pay : (I) Pay band for regular incumbents:
Rs. 4900-10680+1300 Grade Pay.
(II) Emoluments for Contract Employees: Rs. 6200/- as per details given in Col. 15-A.
5. Whether "Selection" Post or "Non-Selection" Post : N.A
6. Age for Direct Recruitment : Between 18 and 45 years.

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on ad-hoc or on contract basis :

Provided further that if a candidate appointed on ad-hoc basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such ad-hoc or contract appointment :

Provided further that upper age limit is relaxable for Scheduled Castes/Scheduled Tribes/Other categories of persons to the extent permissible under the general or special order (s) of the Himachal Pradesh Government :

Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servant before absorption in Public Sector Corporations/Autonomous Bodies at the time of initial constitution of such Corporations/Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/Autonomous Bodies who were/are subsequently appointed by such Corporation/Autonomous Bodies and who are/were finally absorbed in the service of such Corporations/Autonomous Bodies after initial constitution of the Public Sector Corporations/Autonomous Bodies.

- (1) Age limit for direct recruitment will be reckoned on the first day of the year in which the Post(s) is/are advertised for inviting applications or notified to the Employment Exchanges or as the case may be.

(2) Age and experience in the case of direct recruitment are relaxable at the discretion of the Recruiting Authority in case the candidate is otherwise well qualified.

- 7 Minimum Educational and other qualifications required for direct recruitment
- a) ESSENTIAL QUALIFICATION :
- Should have passed Matriculation Examination or its equivalent from recognized Board of School Education/ Institution.
- b) DESIRABLE QUALIFICATION (S):
- Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotees
- Age : Not Applicable.
- Educational Qualification : Not Applicable.
9. Period of Probation, if any
- Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.
10. Method of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of posts to be filled in by various methods
- By direct recruitment on a regular basis or by recruitment on Contract basis, as the case may be, failing which by transfer/secondment basis. The contract employees will get emoluments as given in Col. 15-A & will be governed by service conditions as specified in the said column.
11. In case of recruitment by promotion deputation, transfer, grades from which promotion/ deputation/ transfer is to be made
- By transfer/secondment basis from amongst the incumbents of this post working in the identical pay scales from other H.P. Government Departments.
12. If a Departmental Promotion Committee exists, what is its composition
- N.A.
13. Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment
- As required under the Law.
14. Essential requirement for a direct recruitment
- A candidate for appointment to any service or post must be a Citizen of India.
15. Selection for appointment to the post by direct recruitment
- Selection for appointment to the post in the case of direct recruitment shall be made on the basis of viva-voce test if the recruiting authority, so consider necessary or expedient by a written test or practical test,

the standard syllabus etc. of which, will be determined by the recruiting authority.

15-A Selection for appointment to the post by contract appointment.

Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below:

(I) CONCEPT:

(a) Under this policy the Peon in _____(Name of the Department) will be engaged on contract basis initially for one year, which may be extendable on year to year basis:

Provided that for 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.

(b) POST FALLS OUT OF THE PURVIEW OF HPPSC/HPSSSB

The HOD of the concerned Department (Designation of the appointing authority) after obtaining the approval of the Government to fill up the posts on contract basis will advertise the details of the vacant posts in at least two leading news papers and invite applications from candidates having the prescribed qualification and fulfilling the other eligibility conditions as prescribed in these Rules.

(c) The selection will be made in accordance with the eligibility conditions prescribed in these Rules.

(II) CONTRACTUAL EMOLUMENTS

The Peon appointed on contract basis will be paid consolidated fixed contractual amount @ 6200/- P.M (which shall be equal to minimum of the pay band + Grade pay). An amount of Rs. 190/- (3% of the minimum of pay band + grade pay of the post) as annual increase in contractual emoluments for the subsequent year(s) will be allowed if contract is extended beyond one year.

(III) APPOINTING/ DISCIPLINARY AUTHORITY

The HOD of the concerned Department (Designation of the appointing authority) will be the appointing & disciplinary authority.

(IV) SELECTION PROCESS

Selection for appointment to the post in the case of Contract Appointment will be made on the basis of viva-voce test or if considered necessary or expedient by a written test or practical test the standard / syllabus etc. of which will be determined by the concerned recruiting authority i.e. HOD of the concerned Department (Name of the recruiting authority).

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS.

As may be constituted by the concerned recruiting authority i.e. HOD of the concerned Department (Name of the recruiting authority) from time to time.

(VI) AGREEMENT

After selection of a candidate he/she shall sign an agreement as per Annexure-“B” appended to these Rules.

(VII) TERMS AND CONDITIONS:

(a) The contractual appointee will be paid fixed contractual amount @ Rs. 6200/- 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. 190/- (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.

(b) The service 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.

(c) Contract Appointee will be entitled for one day casual leave after putting one month

service. This leave can be accumulated up to one year. No leave of any other kind is admissible to the contract appointee. He/She shall not be entitled for Medical Reimbursement and LTC etc. only maternity leave will be given as per rules.

- (d) Unauthorized absence from the duty without the approval of the controlling Officer shall automatically lead to the termination of the contract. Contract Appointee shall not be entitled for contractual amount for the period of absence from duty.
- (e) An official appointed on contract basis who have completed five years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
- (f) Selected candidate will have to submit a certificate of his /her fitness from a Government / Registered Medical Practitioner. Women candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over . The women candidate will be re-examined for the fitness from an authorized Medical Officer / Practitioner.
- (g) 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 at the minimum of pay scale.
- (h) 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 contract appointees. They will be entitled for emoluments etc. as detailed in this Column.

16	Reservation	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/ Scheduled Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government from time to time.
17	Departmental Examination	Not Applicable.
18	Power to Relax	Where the State Govt. is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing, relax any of the provision (s) of these Rules with respect to any class or category of persons or post (s).

ANNUEXURE-“B”

Form of contract/agreement to be executed between the Peon and the Government of Himachal Pradesh through HOD of the concerned Department (Designation of the Appointing Authority).

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 HOD of the concerned Department (Designation of the Appointing Authority) 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 Peon on contract basis on the following terms & conditions:-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Peon 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 :

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

2. The contractual amount of the FIRST PARTY will be Rs.6200/- 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 Peon will be entitled for one day casual leave after putting in one month service. This leave can be accumulated upto one year. No leave of any kind is admissible to the contractual Peon. He will not be entitled for Medical Reimbursement and LTC etc. Only maternity leave will be given as per Rules.
5. Unauthorized absence from the duty without the approval of the controlling Officer shall automatically lead to the termination of the contract. A contractual Peon will not be entitled for contractual amount for the period of absence from duty.
6. An official appointed on contract basis who have completed five 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 woman 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. _____

(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)

(Authoritative English Text of Government Notification No. Per (AP) C-A (3)3/2010 dated 15-11-2010 as required under clause (3) of Article 348 of the Constitution of India).

Government of Himachal Pradesh
Department of Personnel (AP-III)

No. Per (AP) C-A(3)3/2010

Dated: Shimla-171002,

15th November, 2010.

NOTIFICATION

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh is pleased to make the Common Direct Recruitment Rules for the post of Peon, Class-IV (Non-Gazetted) Ministerial Services, in various Departments of the Government of Himachal Pradesh as per Annexure Attached to this notification, namely:-

Short title, 1. (1) These rules may be called the Himachal Pradesh, Department of Commencement and application. Personnel, Peon Class-IV (Non-Gazetted) Common Direct Recruitment Rules, 2010.

(2) These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.

Provided that the method of direct recruitment provided in Recruitment and promotion Rules for the posts of Peon under various Departments of the Himachal Pradesh Government issued from time to time, shall cease to operate:

(3) These rules shall be applicable to all the Government Departments of State of Himachal Pradesh.

Repeal and savings 2. (1) The Himachal Pradesh Class-IV Ministerial Services (Peon) notified vide this Department Notification No. No. Per (AP) C-B (19)-2/98 dated: 04.01.1999 are hereby repealed.

Provided further that these Rules shall not apply to the posts of the Vidhan Sabha Secretariat/ High Court of H.P.

(2) Notwithstanding such repeal, any appointment made or anything done or any action taken under the rules so repealed under sub-rule (1) supra, shall be deemed to have been validly made or done or taken under these rules.

By order

Principal Secretary (Personnel) to the
Government of Himachal Pradesh.

Annexure-I

Common Direct Recruitment Rules for the post of Peon, Class-IV (Non-Gazetted) in the various Departments under Government of Himachal Pradesh.

1. Name of Post : Peon
2. Number of Posts : As sanctioned and may be sanctioned by the Govt. from time to time in the Department concerned.
3. Classification : Class-IV (Non-Gazetted) (Ministerial Services).
4. Scale of Pay : (I) Pay band for regular incumbents:
Rs. 4900-10680+1300 Grade Pay.
(II) Emoluments for Contract Employees: Rs. 6200/- as per details given in Col. 15-A.
5. Whether "Selection" Post or "Non-Selection" Post : N.A
6. Age for Direct Recruitment : Between 18 and 45 years.

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on ad-hoc or on contract basis :

Provided further that if a candidate appointed on ad-hoc basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such ad-hoc or contract appointment :

Provided further that upper age limit is relaxable for Scheduled Castes/Scheduled Tribes/Other categories of persons to the extent permissible under the general or special order (s) of the Himachal Pradesh Government :

Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servant before absorption in Public Sector Corporations/Autonomous Bodies at the time of initial constitution of such Corporations/Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/Autonomous Bodies who were/are subsequently appointed by such Corporation/Autonomous Bodies and who are/were finally absorbed in the service of such Corporations/Autonomous Bodies after initial constitution of the Public Sector Corporations/Autonomous Bodies.

- (1) Age limit for direct recruitment will be reckoned on the first day of the year in which the Post(s) is/are advertised for inviting applications or notified to the Employment Exchanges or as the case may be.

(2) Age and experience in the case of direct recruitment are relaxable at the discretion of the Recruiting Authority in case the candidate is otherwise well qualified.

- 7 Minimum Educational and other qualifications required for direct recruitment
- a) ESSENTIAL QUALIFICATION :
- Should have passed Matriculation Examination or its equivalent from recognized Board of School Education/ Institution.
- b) DESIRABLE QUALIFICATION (S):
- Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotees
- Age : Not Applicable.
- Educational Qualification : Not Applicable.
9. Period of Probation, if any
- Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.
10. Method of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of posts to be filled in by various methods
- By direct recruitment on a regular basis or by recruitment on Contract basis, as the case may be, failing which by transfer/secondment basis. The contract employees will get emoluments as given in Col. 15-A & will be governed by service conditions as specified in the said column.
11. In case of recruitment by promotion deputation, transfer, grades from which promotion/ deputation/ transfer is to be made
- By transfer/secondment basis from amongst the incumbents of this post working in the identical pay scales from other H.P. Government Departments.
12. If a Departmental Promotion Committee exists, what is its composition
- N.A.
13. Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment
- As required under the Law.
14. Essential requirement for a direct recruitment
- A candidate for appointment to any service or post must be a Citizen of India.
15. Selection for appointment to the post by direct recruitment
- Selection for appointment to the post in the case of direct recruitment shall be made on the basis of viva-voce test if the recruiting authority, so consider necessary or expedient by a written test or practical test,

the standard syllabus etc. of which, will be determined by the recruiting authority.

15-A Selection for appointment to the post by contract appointment.

Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below:

(I) CONCEPT:

(a) Under this policy the Peon in _____(Name of the Department) will be engaged on contract basis initially for one year, which may be extendable on year to year basis:

Provided that for 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.

(b) POST FALLS OUT OF THE PURVIEW OF HPPSC/HPSSSB

The HOD of the concerned Department (Designation of the appointing authority) after obtaining the approval of the Government to fill up the posts on contract basis will advertise the details of the vacant posts in at least two leading news papers and invite applications from candidates having the prescribed qualification and fulfilling the other eligibility conditions as prescribed in these Rules.

(c) The selection will be made in accordance with the eligibility conditions prescribed in these Rules.

(II) CONTRACTUAL EMOLUMENTS

The Peon appointed on contract basis will be paid consolidated fixed contractual amount @ 6200/- P.M (which shall be equal to minimum of the pay band + Grade pay). An amount of Rs. 190/- (3% of the minimum of pay band + grade pay of the post) as annual increase in contractual emoluments for the subsequent year(s) will be allowed if contract is extended beyond one year.

(III) APPOINTING/ DISCIPLINARY AUTHORITY

The HOD of the concerned Department (Designation of the appointing authority) will be the appointing & disciplinary authority.

(IV) SELECTION PROCESS

Selection for appointment to the post in the case of Contract Appointment will be made on the basis of viva-voce test or if considered necessary or expedient by a written test or practical test the standard / syllabus etc. of which will be determined by the concerned recruiting authority i.e. HOD of the concerned Department (Name of the recruiting authority).

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS.

As may be constituted by the concerned recruiting authority i.e. HOD of the concerned Department (Name of the recruiting authority) from time to time.

(VI) AGREEMENT

After selection of a candidate he/she shall sign an agreement as per Annexure-“B” appended to these Rules.

(VII) TERMS AND CONDITIONS:

(a) The contractual appointee will be paid fixed contractual amount @ Rs. 6200/- 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. 190/- (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.

(b) The service 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.

(c) Contract Appointee will be entitled for one day casual leave after putting one month

service. This leave can be accumulated up to one year. No leave of any other kind is admissible to the contract appointee. He/She shall not be entitled for Medical Reimbursement and LTC etc. only maternity leave will be given as per rules.

- (d) Unauthorized absence from the duty without the approval of the controlling Officer shall automatically lead to the termination of the contract. Contract Appointee shall not be entitled for contractual amount for the period of absence from duty.
- (e) An official appointed on contract basis who have completed five years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
- (f) Selected candidate will have to submit a certificate of his /her fitness from a Government / Registered Medical Practitioner. Women candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over . The women candidate will be re-examined for the fitness from an authorized Medical Officer / Practitioner.
- (g) 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 at the minimum of pay scale.
- (h) 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 contract appointees. They will be entitled for emoluments etc. as detailed in this Column.

16	Reservation	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/ Scheduled Tribes/Other Backward Classes/other categories of persons issued by the Himachal Pradesh Government from time to time.
17	Departmental Examination	Not Applicable.
18	Power to Relax	Where the State Govt. is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing, relax any of the provision (s) of these Rules with respect to any class or category of persons or post (s).

ANNUEXURE-“B”

Form of contract/agreement to be executed between the Peon and the Government of Himachal Pradesh through HOD of the concerned Department (Designation of the Appointing Authority).

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 HOD of the concerned Department (Designation of the Appointing Authority) 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 Peon on contract basis on the following terms & conditions:-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Peon 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 :

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

2. The contractual amount of the FIRST PARTY will be Rs.6200/- 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 Peon will be entitled for one day casual leave after putting in one month service. This leave can be accumulated upto one year. No leave of any kind is admissible to the contractual Peon. He will not be entitled for Medical Reimbursement and LTC etc. Only maternity leave will be given as per Rules.
5. Unauthorized absence from the duty without the approval of the controlling Officer shall automatically lead to the termination of the contract. A contractual Peon will not be entitled for contractual amount for the period of absence from duty.
6. An official appointed on contract basis who have completed five 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 woman 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. _____

(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)