

**GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF PERSONNEL
SECRETARIAT ADMINISTRATION SERVICES-I**

No. Per(SAS-I)B(2)-9/2016-Pt.-I-L

Dated: Shimla-2

26th July, 2025.

OFFICE ORDER

The following candidates are hereby engaged as Trainee Clerk in the H.P. Secretariat, Shimla-171002 on the following terms & conditions in consonance to Department of Personnel letter No. Per(AP)-C-B(15)-3/2024-Loose dated 14th May, 2025:-

Sr. No.	Roll No.	Name of candidate & address S/Shri/Smt./Km.
1.	926	Sapana Devi D/o Sh. Padam Dev, Village Kashauhal, PO Bhanera, Tehsil Karsog, Distt. Mandi, 175011.
2.	492	Sameer Mohammad S/o Sh. Raffi, Village Jabera, PO Kaloti, Tehsil Chirgaon, Distt. Shimla, 171208.
3.	1573	Sunita Devi D/o Sh. Devi Ram, Village Banouti, PO Kholanal, Tehsil Balichowki, Distt. Mandi, 175124.
4.	1261	Darshan Kumar S/o Sh. Prem Chand, Village Raipur Jakhanli, PO Lodhimajra, Tehsil Baddi, Distt. Solan, 173205.

The terms & conditions of engagement of Trainee Clerk shall be as under:-

- (1) He/ She shall be engaged as Trainee Clerk.
- (2) He/ She shall sign an agreement as per **Annexure-A** to this Office Order.
- (3) The regularisation of the incumbents engaged as Trainee Clerk shall be governed by the instructions issued in this regard by the Government, after completion of training.
- (4) The Trainee Clerk shall be paid consolidated fixed amount of Rs. 12120/- per month {which shall be 60% (sixty percent) of the first cell of the applicable level of pay matrix of the corresponding cadre}.
- (5) He/ She shall not be entitled for the service benefits as are admissible to Government employees on regular basis.
- (6) The service of the Trainee Clerk 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 Clerk is not found to be satisfactory. In case, the Trainee Clerk 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.
- (7) The Trainee Clerk 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 Clerk with less than two surviving children, may be granted maternity leave for 180 days'. A female Trainee Clerk 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 authorised Government Medical Officer. Trainee Clerk engaged shall not be entitled for medical reimbursement, LTC etc. No leave of any other kind, except above, will be admissible to the Trainee. 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.
- (8) Unauthorised absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the services as Trainee Clerk. However, in exceptional cases, where the circumstances for un-authorised absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while considering his/her case

for regularisation but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the Trainee Clerk 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 Government Medical Officer, as per prevailing instructions of the Government.

- (9) He/ She will have to submit a certificate of his/her fitness from Deen Dayal Upadhyay (Rippon) Hospital, Shimla. 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 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 engaged.
- (10) Trainee Clerk 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 official at the minimum of pay scale.
- (11) 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 a Trainee Clerk. The Employees Group Insurance Scheme as well as EPF/GPF will also not be applicable to a Trainee Clerk.
- (12) A certificate from the recognised Institution shall be produced about having passed Bachelors Degree/Graduation from University recognized by the H.P./Central Govt. and also another certificate from the Gazetted Officer to the satisfaction of bearing good moral character shall also be produced. Original copies of all certificate(s) along with its attested copies may be submitted at the time of joining. If married, a certificate shall be produced before joining duty to the effect that the individual has not more than one spouse living.
- (13) No travelling allowance will be paid for joining the post in the Secretariat.

If, the offer on the above terms and conditions are acceptable to the above incumbents/candidates, they may report for duty in the HP Secretariat within fifteen days (from the date of issuance of these orders), positively. They are further directed to execute the enclosed Agreement as stipulated in condition No. 02 above on the stamp paper. In case, they do not report for the duty within the stipulated time period, in that event the offer of engagement as Trainee Clerk will stand automatically cancelled.

This engagement as Trainee Clerk shall be subject to verification of character and antecedents which will be carried out on the basis of submission of self declaration form (copy enclosed), submitted by the candidates at the time of joining duties, certifying therein that all facts and details given are correct. In case character and antecedents of the candidate are not found verified or any false information is given by the candidate in their self declaration, the engagement as Trainee Clerk will be cancelled forthwith and criminal legal action will be taken as a consequence.

By Order

Rakesh Kanwar
Secretary(SA) to the
Government of Himachal Pradesh.

Endst. No. Per(SAS-I)B(2)-9/2016-Pt.-I-L

Dated: Shimla-2

26th July, 2025

Copy forwarded to:-

1. The SPS to Chief Minister , Himachal Pradesh
2. The SPS to Chief Secretary / Secretary (SA) to the govt of H.P.
3. The Chief Medical Officer, The Deen Dayal Upadhyay Hospital (Rippon Hospital), Shimla-1 with the request to get all the above named incumbents medically examined.
4. The Section Officer, SAS-II, HP Secretariat, Shimla-2 with spare copies.
5. The Section Officer, SA-Accounts-I & II, HP Secretariat, Shimla-2.
6. Incharge, Biometric cell, H.P. Secretariat, Shimla-2.
7. Individual Concerned, through registered post with the directions to contact the office of Chief Medical Officer Deen Dyaal Uppadhyay Hospital (Rippon Hospital), Shimla for medical examination.
8. Guard file.



(Kapil Mohan)

Under Secretary(SA) to the
Government of Himachal Pradesh.

Annexure-A

**Form of agreement to be executed between the Trainee
(Name) and the Government of Himachal Pradesh through
..... (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

Trainee (hereinafter called the FIRST PARTY), AND The Governor of
Himachal Pradesh through _____ (Designation of the
Appointing Authority) Himachal Pradesh (here-in-after referred to as
the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid
FIRST PARTY as a Trainee (name of the post) 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
SECOND PARTY as a Trainee (Name of the post) for a period
of two years commencing on day of _____ and ending
on the day of _____.
2. That the Trainee..... (Name of the post) will be paid
consolidated fixed amount @ ₹...../- P.M (which shall be
60% of the first cell of the applicable level of pay matrix of the
corresponding cadre).
3. That the 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 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 days'. A female Trainee
engaged 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 authorised Government Medical Officer. A Trainee engaged shall not be entitled for medical re-imburement, LTC etc. No leave of any other kind, except above, will be admissible to the Trainee.

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. That the unauthorised absence from the training without the approval of the Controlling Officer shall automatically lead to the termination of the Trainee. However, in exceptional cases, where the circumstances for un-authorised absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while considering his/her case for regularisation after completion of training 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.

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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 instructions 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 given training is a Gazetted post and by 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

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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 engaged.

7. That the Trainee 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 official at the minimum of pay scale.
8. That the 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 a Trainee. The Employees 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 instructions of the Government.

Day

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)

ATTESTATION FORM

<p>Affix signed Passport size (5 cms. X 7 cms.) Approx. copy of recent photograph</p>	<p>1.</p> <p>2.</p> <p>3.</p>	<p style="text-align: center;">"WARNING"</p> <p>The furnishing of false information or suppression of any factual information in the Attestation Form would be disqualification, and is likely to render the candidate unfit for employment under the government.</p> <p>If detained, arrested prosecuted, bound down, fines convicted, debarred, acquitted etc. subsequent to the completion and submission of this form, the details should be communicated immediately to the authorities to whom the Attestation Form has been sent early, failing which it will be deemed to be a suppression of factual information</p> <p>If, the fact that false information has been furnished or that there has been suppression of any factual information in the Attestation Form comes to notice at any time during the service of a person his services would be liable to be terminated".</p>	
1.	Name in full (in block capitals) with aliases, if any, (Please indicate if you have added or dropped in any stage, any part of your name or surname):	Surname	Name
2.	Present Address in full (i.e. Village, Thana and District, or House No., Lane/Street/Road & Town):		
3.(a)	Home Address in full (i.e. Village, Thana & District, or House No., Lane/Street/Road and Town and name of District Headquarters)		
(b)	If originally a resident of Pakistan/Bangladesh (erstwhile East Pakistan), the address in that country and the date of migration to Indian Union.		
4.	Adhar Card No. (if available)		
5.	PAN No. (if available)		
6.	Nationality		
7.(a)	Date of Birth		
(b)	Present age		
(c)	Age at Matriculation		
8.(a)	Place of birth, district and state in which situated		

(b)	District and State to which you belong					
(c)	District and State to which your father originally belong					
9.(a)	Your Religion					
(b)	Are you a member of a scheduled Caste/Scheduled Tribe/Other Backward Classes? (Answer Yes/No)					
10.	Particulars of places (with periods of residence) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan), particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given.					
From	To	Residential Address in full (i.e. Village Thana & District or House No. Lane/Street/Road & Town	Name of the District Head Quarter or the place mentioned in preceding column.			
11.	Name (in full & aliases if any)	Nationality (by birth & or by domicile)	Place of birth	Occupation if employed: give designation & official address	Present postal address (if dead give last address)	Permanent Home address
a) Father						
b) Mother						
c) Spouse						
12.	Information to be furnished with regard to son(s) and/or daughters in case they are studying/living in a foreign country:					
Name	Nationality by birth & or by domicile	Place of birth	Country in which studying/living with full address	Date from which studying/living in the country mentioned in the previous column		
13.	Educational Qualification showing places of education with years in Schools and Colleges since 15 th year of age:					
Name of School/College (with full address)		Date of Entering	Date of Leaving	Examination Passed		

14. (a)		Are you holding or have any time held an appointment under Central or State Government or a Semi-Government or a Quasi Government body or an autonomous body or a public Sector Undertaking or a private firm or institution? If so, give full particulars with date of employment up-to -date			
Period		Designation, emoluments & nature of employment	Full name & address of employer	Reasons for leaving previous service	
From	To				
14. (b)		<p>If the previous employment was under the Government of India/a State Government/ undertaking owned or controlled by the Government of India or a State Government/ and Autonomous Body/University/Local Body.</p> <p>If you had left service on giving a month's notice under Rule 5 of the Central Civil Services (Temporary Service) Rules 1965, or any similar corresponding rules, were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent date(s), before your service actually terminated?</p>			
15. (i)		(a)	Have you ever been kept under detention?	Yes/No	
		(b)	Have you ever been arrested?	Yes/No	
		(c)	Have you ever been prosecuted? (i.e has a charge sheet in a criminal case been filed against you in any court of law)	Yes/No	
		(d)	Is any criminal case pending against you in any Court of Law at the time of filling up this Attestation form?	Yes/No	
		(e)	Have you ever been convicted by a court of Law for any offence?	Yes/No	
		(f)	Whether discharged/expelled/withdrawn from any training/institution under the Government or otherwise?	Yes/No	
		(g)	Have you ever been rusticated by any University or any other educational authority/institution?	Yes/No	
		(h)	Have you ever been debarred / disqualified by any Public Service Commission/Staff Selection Commission for any of its examination/selection?	Yes/No	
(ii)		If the answer to any of the above mentioned question is 'Yes' give full particulars of the case/arrest/detention/fine/conviction/sentence/punishment etc and/or the nature of the case pending in the Court/University/Educational Authority etc at the time of filling up this attestation form:			
Notes:		(i)	Please also see the 'WARNING' at the top of this Attestation Form.		
		(ii)	Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be		
16.		Names of two responsible person of your locality or two references to whom you are known:		1)	

		2)
<p align="center">DECLARATION</p> <p>I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am fully aware that by providing false information or suppressing material information while filling this form, the authorities have full right to terminate my appointment letter and I am also liable for appropriate criminal/civil/legal action as a consequence.</p> <p>I am not aware of any circumstances which might impair my fitness for employment under Government.</p> <p align="right">Signature of Candidate: Date: Place:</p>		

TO BE FILLED BY THE OFFICE

- i) Name, Designation and full address of the appointment authority.
- ii) Post for which the candidate is being considered.