

No. EDN-(SE)-H(20)-B-6/2025-Appointment JOA(Lib.)(Ex-S-Men)
Directorate of School Education
Himachal Pradesh

Dated: Shimla -171001 Dated

Directorate of School Education
14 JAN, 2025
Himachal Pradesh, Shimla-171001

OFFICE ORDER

On the nomination of the Director Ex-Servicemen Cell, Hamirpur, the following candidates are hereby engaged on Job Trainee basis as JOA(Library), **initially for a period of two years**, in Govt. Sr. Sec. Schools as shown against their name(s) on fixed emoluments Rs. 12,360/- per month in level 4 of the pay matrix, on the following terms and conditions:-

Sr. No.	Name & Address of the candidates Sh./ Smt.	D.O. B	Reg. No. and Name of Employee Exchange	Category	Place of posting
1.	Ex Sep Pawan Kumar S/o Sh. Shri Ram r/o Vill- Behran, P.O- & Tehsil- Jhandutta, District- Bilaspur, HP-174031	16.07.1982	G-19100513003	General	GGSSS Ghumarwin, Distt. Bilaspur
2.	Ex N/Sub Devender Rana S/o Sh. Jagan Nath r/o VPO-Bhukkar, Tehsil- Bhoranj, Distt. Hamirpur, HP-177024	03.07.1978	BH-20091151006	General	GSSS Jahu, Distt. Hamirpur
3.	Swr Nikhil S/o Sh. Beli Ram, r/o Vill- Panog, P.O- Halog(Dhami), Tehsil & Distt. Shimla, HP-171103	22.06.1983	SM 20082002010	General	GSSS Sunni, Distt. Shimla
4.	Ex NK Kamal Kishore S/o Late Sh. Ramesh Chand r/o VPO-Khudla, Tehsil- Sarkaghat, Distt. Mandi, HP-175033	09.06.1984	SG 23122330003	General	GSSS Chauntra, Distt. Mandi
5.	Ex Hay Rajeev Kumar S/o Sh. Prem Chand r/o Vill- Chamyola, P.O- Bani, Tehsil- Barsar, Distt. Hamirpur, HP- 174304	04.04.1984	BDR 23011027004	General	GSSS Kangoo, Distt. Hamirpur
6.	Ex Ald Anoj Kumar S/o Sh. Baldev Singh r/o Vill-Panjali, P.O- Majhog Sultani, Tehsil & Distt. Hamirpur, HP-177020	06.04.1986	H-21041210008	General	GSSS Amroh, Distt. Hamirpur
7.	Ex Nk Dharam Pal S/o Sh. Narayan Singh r/o Vill- Chandeh, P.O- Kotmoras, Tehsil- Sadar Mandi, Distt. Mandi, HP, 175001	09.09.1981	M-19040608032	General	GSSS Karsog, Distt. Mandi
8.	Ex Hav (Clk) Satish Kumar Naryal S/o Late Sh. Sharuti Prakash r/o vill- Abdullapur, P.O- Zamanabad, Tehsil & Distt. Kangra, HP, 176001	23.07.1979	KGR-24020841001	OBC	GSSS Kherian, Distt. Kangra
9.	Ex Sub Sudheer Kumar S/o Sh. Parma Nand r/o VPO- Mundkhar, Tehsil -Bhoranj, Distt. Hamirpur, HP- 176044	11.02.1976	BH-24092451004	OBC	GSSS Tauni Devi, Distt. Hamirpur
10.	Ex Rfn Baljeet Singh S/o Sh. Bikram Singh r/o Vill- Hatli, P.O- Gummer, Tehsil- Jawalamukhi, Distt. Kangra, HP-176031	19.07.1986	JWM-24030272001	SC	GSSS Shahpur, Distt. Kangra

11.	Ex Nb/sub Neelam Kumar S/o Sh. Thakur Dass r/o Vill- Kandi Thala, P.O- Kandi, Tehsil- Palampur, Distt. Kangra, HP- 176061	29.06.1981	P- 21041239001	ST	GSSS Palampur, Distt. Kangra
12.	Ex Nk (TS) Vivek Rana S/o Sh. H.S. Rana r/o Vill- Mirgan Biara, P.O- Biara, Tehsil- Palampur, Distt. Kangra, HP- 176103	24.10.1983	P- 19022139003	General	GSSS Rajpur, Distt. Kangra

Terms and Conditions


- i. The candidate shall be engaged as Job Trainee JOA (Library).
- ii. The candidate engaged as Job Trainee shall sign an agreement as per Annexure-A appended to these instructions.
- iii. The regularization of the incumbents engaged as Job Trainee will be governed by the instructions issued in this regard by the Government, after completion of training.
- iv. The Job Trainee JOA(Library) will be paid consolidated fixed amount @ Rs.12360/- PM (which shall be 60% of the first cell of the applicable level of pay matrix of the corresponding cadre).
- v. The candidates engaged as Job Trainee shall not be entitled for the service benefits as are admissible to Government employees on regular basis.
- vi. The service of the Job Trainee will be governed on the basis of agreement (Annexure-A). The engagement is liable to be terminated in case the performance/conduct of the Job Trainee is not found to be satisfactory. In case, the Job Trainee 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 as copy of termination orders is delivered to him/her.
- vii. The Job 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 Job Trainee engaged with less than two surviving children, may be granted maternity leave for 180 days'. A female Job 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 authorized Government Medical Officer. A Job Trainee engaged shall not be entitled for medical reimbursement, LTC etc. No leave of any other kind, except above, will be admissible to the Job Trainee. Un-availed casual leave, medical leave and special leave can accumulated up to the calendar year and will not be carried forward for the next calendar year.
- viii. Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the Job Trainee. 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 Job Trainee 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 Medical Officer, as per prevailing instructions of the Government.
- ix. Selected candidates 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 confinements is over. Such women 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.
- x. Job 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.
- xi. Provision of service rules like FRSR, Leave Rules, GPF Rules, Pension Rules and Conduct rules etc. as are application in case of regular employees will not be applicable in case of a Job Trainee. The Employees Group Insurance Scheme as well as EPF /GPF will also not be applicable to a Job Trainee.

If, the offer of appointment, on the above terms and conditions is acceptable to the above named candidates, they may report for duty on or before 19.01.2026 positively.


These orders are available on Departmental website i.e. www.himachal.nic.in/dse

Directorate of School Education
14 JAN 2026
Himachal Pradesh, Shimla-171001


Director School Education
Himachal Pradesh
January, 2026

Endst. No. even Dated: Shimla-171001 the ,
Copy for information and further necessary action to:-

1. The Secretary (Education) to the Govt. of Himachal Pradesh, Shimla-171002.
2. The Director (Sainik Welfare.), Directorate of Sainik Welfare, Ex-Servicemen Employment Cell at Hamirpur H.P.
3. The concerned Deputy Director of School Education (Secondary), Himachal Pradesh.
4. The concerned Principal of the Schools 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 Job Trainee as per specimen copy enclosed. Original copy of the bond will be retained in the office of the schools, other copy is to be handed over to the appointee and third copy will be forwarded to this Directorate along with joining report. Their joining will be incomplete if this office has not received aforesaid documents. The joining of appointee will be treated from the date of signing of the bond:-
5. The Superintendent (Transfer Cell) Directorate of School Education, HP.
6. The Nodal officer (IT Cell), Directorate of School Education, HP to upload these orders on department website.
7. Guard file.


Director School Education
Himachal Pradesh

ANNEXURE-A

**Form of agreement to be executed between the Job Trainee (Name of the post)
and the Government of Himachal Pradesh, through Director of School Education:-**

This agreement is made on this.....day of.....in the
year.....between. Sh./Smt.....S/O/D/O Sh.....R/O
VillagePO.
.....Tehsil.....District.....HP. Job Trainee (here in after
called the (**FIRST PARTY**), AND The Governor Himachal Pradesh through Director of
School Education (here in after the **SECOND PARTY**).

Whereas the **SECOND PARTY** has engaged the aforesaid **FIRSTPARTY** and the **FIRST PARTY** as a Job 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 Job Trainee (Name of the post) for a period of two years commencing on day of..... and ending on the day of
2. The Job Trainee..... (Name of the post) will be consolidated fixed amount @ Rs.per month (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 Job Trainee is not found satisfactory.
4. That the Job Trainee engaged will be entitled for one day's casual leave after putting one month service, 10 day's Medical leave and 5 days Special leave in a calendar year. A female Job Trainee engaged with less than two surviving children may be granted maternity leave for 180 days'. A female Job Trainee shall also be entitled for maternity leave not exceeding 45 day's (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 Job Trainee engaged shall not be entitled for Medical Reimbursement and LTC etc.. No leave of any other kind except above is admissible to the Job Trainee. 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.
5. That the unauthorized absence from the training without the approval of Controlling Officer shall automatically lead to the termination of the Job Trainee. 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 after completion of training but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the Job Trainee shall not be entitled for 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 Medical Officer, as per prevailing instructions of the Government.
6. Selected candidate will have to submit a certificate of his/her fitness issued by a medical Board in 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 women 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 women 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 Job 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 Job Trainee. The Employees Group Insurance Scheme as well as EPF /GPF will also not be applicable to a Job 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.

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)

2.....

.....

(Name and full address)

(SIGNATURE OF **FIRST PARTY**)

(Signature of **SECOND PARTY**)

