

Registered

No. EDN-(SE)H(20)-6/2026-Appnt. JOA(Lib.)
Directorate of School Education
Himachal Pradesh

Directorate of School Education
28 MAR 2026
March, 2026
Himachal Pradesh, Shimla-171001

To

Dated Shimla-171001, the

The Director,
Department of Information and Public Relation,
HP, Shimla-171002.

Subject:-


Recruitment of Junior Office Assistant (Library) Class-III (on Job trainee reserved for Persons with benchmark Disabilities (specially able persons)- Publishing the public notice thereof.

Sir,

On the subject cited above, department is going to fill up the 04 (four) posts of Junior Office Assistant (Library) Class-III (on Job trainee basis), hence it is requested to advertize the same at least in the three leading news papers published in Himachal Pradesh as well as in weekly Giriraj for wide publicity at earliest please.

Enclosures:- Public Notice.


Yours faithfully,


Director School Education
Himachal Pradesh
March, 2026

Endst. No. As above Dated Shimla-171001, the
Copy for information is forwarded to:-

1. The Secretary (Education) to the Govt. of Himachal Pradesh Shimla-2.
2. The Labour Commissioner-cum- Director Employment, Special Employment Exchange for specially able persons, Himrus Bhawan, Shimla-171001 .
3. Director, All India Radio Chaura Maidan Road, Chaura Maidan, Shimla, H.P.-171004 with the request to announce the said notice on AIR Shimla at earliest please.
4. Notice Board, DSE HP.
5. Guard File.

6 ✓ IT cell (DSE)


Director School Education
Himachal Pradesh

Directorate of School Education
28 MAR 2026
Himachal Pradesh, Shimla-171001

प्रेस विज्ञप्ति

निदेशालय स्कूल शिक्षा हिमाचल प्रदेश द्वारा जे0ओ0ए0 (लाईब्रेरी) के दिव्यांग अभ्यर्थियों के लिये आरक्षित पदों को प्रचलित भर्ती एवं पदोन्नति नियमों के अनुरूप जॉब ट्रेनी आधार पर भरे जाने हैं तथा पात्र उम्मीदवारों से सादे कागज पर आवेदन-पत्र दिनांक 30-04-2026 तक आमिन्त्रत किये जाते है, रिक्त पदों का श्रेणीवार विवरण निम्न प्रकार से है :-

विषय	योग	श्रेणी				शारीरिक उपेक्षा
		दृष्टि बाधित (क)	श्रवण बाधित (ग)	अस्थि बाधित (ग)	एकाधिक अक्षम (घ)	
जे0ओ0ए0 (लाईब्रेरी)	04	01	01	01	01	क) अल्प दृष्टि ख) बधिर और श्रवण- बाधित ग) गतिविषयक दिव्यांगता, जिसके अंतर्गत प्रगस्तिष्क घात, कुष्ठ रोग मुक्त, बौनापन, तेजाबी आक्रमण पीडित और पेशीय दुष्पोषण भी है। ड) खण्ड (क) से (ग) के अनतर्गत व्यक्तियों में से बहुदिव्यांगताएं।
योग	04	01	01	01	01	

1. आयु ; 18 - 45 वर्ष
2. शैक्षणिक / व्यावसायिक अर्हताएं :-

क्र. सं	पद का नाम	शैक्षणिक - व्यावसायिक
1	जे0ओ0ए0 (लाईब्रेरी)	शैक्षणिक अर्हताएं : किसी मान्यता प्राप्त बोर्ड / विश्वविद्यालय से किसी भी विषय में जमा दो परीक्षा में 50 % प्रतिशत अंकों के साथ पास होना अनिवार्य है। व्यावसायिक अर्हता : पुस्तकालय विज्ञान / पुस्तकालय एवं सूचना विज्ञान में एक वर्षीय डिपलोमा होना अनिवार्य है।

बायोडाटा फार्म के साथ संलग्न किए जाने वाले प्रमाण पत्र

1. Matriculation & 10+2 Certificates.
2. Bachelor in Library Science/Library and Information Science
3. Certificate of additional qualification if any.
4. Bonafide Himachali Certificate.
5. Caste / Category Certificate (In case of SC/ST/OBC)
6. Permanent Physically Handicapped Category Certificate/Card.
7. Character Certificate issued by the concerned SDO(C)/Tehsildar/Naib Tehsildar.
8. Notified Backward Area or Panchayat. (If applicable.)
9. Landless family/family having land less than 1 Hectare .to be certified by the concerned Revenue Authority. (If applicable.)
10. Non Employment Certificate to the effect that none of the family member is in Govt./Semi. Govt. (If applicable.)
11. BPL family having family annual income (from all sources) below Rs.50,000/- or as prescribed by the Govt. from time to time. (If applicable.)
12. Widow/Divorced/Destitute/Single Woman. (If applicable)
13. Single daughter / Orphan. (If applicable)
14. Training at least 6 months related to the post applied for from a recognized University/Institution. (Apart from regular course) (If applicable).
15. Experience up to a maximum of 5 Years in Govt./Semi Govt. organization relating to the post of applied for (0.4 marks only for each completed year in case Class-III posts). (If applicable.)

Note:-

1. The certificate of Backward Area /Panchayat, Landless family/family having less than 1 hectare land, non-employment/income certificate etc. shall be issued by the concerned SDO(C)/Tehsildar/Naib Tehsildar.
2. The BPL certificate, Widow/Divorced/Destitute/Single Woman /Single Daughter /Orphan etc. shall be certified/issued by the concerned B.D.O./Competent Authority by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate.
3. Differently abled person certificate shall be issued by the H&FW Authorities/Medical Boards.

The said advertisement is also available on the Deptt. Website i.e. himachal.nic.in-dse.

प्रतिलिपि:-

मुख्य संपादक / संपादक, पंजाब केसरी / अमर उजाला / दिव्य हिमाचल / दैनिक भास्कर।

Press Note

Department of School Education has invited applications on plain paper to fill up the post of JOA (Library) from the eligible specially able person till dated 30-04-2026, category wise detail of vacancies are as under:

Subject	Total	Category				Physical Requirement
		Visually Impaired (a)	Hearing Impaired (b)	Ortho. Handicapped (c)	Multiple Disabilities (d)	
JOA (Library)	04	01	01	01	01	a) Low Vision b) Deaf and Hard of Hearing c) Locomotors disability including cerebral palsy, leprosy cured, dwarfism acid attacks victims and muscular dystrophy. d) Multiple disability from amongst person under clause (a) to (d)
Total	04	01	01	01	01	

1. Age ; 18 to 45 years
2. Academic & Professional Qualification:-

Sr.NO.	Name of post	Academic & Professional Qualification
1	JOA (Library)	<u>Academic:</u> Should be 10+2 with marks 50 % in any discipline from a recognized Board/ University. <u>Professional :</u> Bachelor in Library Science/ Library and Information Science. OR One year Diploma in Library Science/ Library and Information Science.

Certificates to be attached with the Bio-data form:-

1. Matriculation & 10+2 Certificates.
2. Bachelor in Library Science/Library and Information Science
3. Certificate of additional qualification if any.
4. Bonafide Himachali Certificate.
5. Caste Certificate (In case of SC/ST/OBC)
6. Permanent Physically Handicapped Category Certificate/Card.
7. Character Certificate issued by the concerned SDO(C)/Tehsildar/Naib Tehsildar.
8. Notified Backward Area or Panchayat. (If applicable.)
9. Landless family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority. (If applicable.)
10. Non Employment Certificate to the effect that none of the family member is in Govt./Semi. Govt. (If applicable.)
11. BPL family having family annual income (from all sources) below Rs.50,000/- or as prescribed by the Govt. from time to time. (If applicable.)
12. Widow/Divorced/Destitute/Single Woman. (If applicable)

13. Single daughter / Orphan. (If applicable)
14. Training at least 6 months related to the post applied for from a recognized University/Institution. (Apart from regular course) (If applicable).
15. Experience up to a maximum of 5 Years in Govt./Semi Govt. organization relating to the post of applied for (0.4 marks only for each completed year in case Class-III posts). (If applicable.)

Note:-

1. The certificate of Backward Area /Panchayat, Landless family/family having less than 1 hectare land, non-employment/income certificate etc. shall be issued by the concerned SDO(C)/Tehsildar/Naib Tehsildar.
2. The BPL certificate, Widow/Divorced/Destitute/Single Woman /Single Daughter /Orphan etc. shall be certified/issued by the concerned B.D.O./Competent Authority by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate.
- 3 Differently abled person certificate shall be issued by the H&FW Authorities/Medical Boards.

The said advertisement is also available on the Deptt. Website i.e. himachal.nic.in-dse.

Copy to:-

Chief Editor/ Editor, Punjab Kesari/ Editor, Amar Ujala/ Editor, Divya Himachal/ Editor, Dainik Bhaskar.

BIO – DATA FORM-(PWD)

BIO-DATA FORM TO BE FILLED BY THE CANDIDATE FOR APPLYING TO THE POST OF JUNIOR OFFICE ASSISTANT (LIBRARY) PURLY ON JOB TRAINEE BASIS ON FIXED SALARY OF Rs. 12500/-. (Date of Counseling to be filled later.....)

Please Affix
latest Self
Attested
photograph

Post Applied for – Junior Office Assistant (Library) EMP. EXCHANGE

.....

Regd. No. Date of Registration

Contact No. _____ Category UR/SC/ST/OBC Sub Category- EWS/BPL/PHH

Type of Disability..... (VI / OH / HI / MD)

1.	Name of Candidate (In Capital Letters)	
2.	Father's Name	
3.	Mother's name	
4.	Date of Birth (D.O.B.) (As per 10 th Class Certificate) (Both in figures & words)	DD/MM/YYYY (In Words.....)
5.	Permanent Home Address	
6.	Address for Correspondence	

7. Detail of Educational/Professional Qualification:-

Name of Exam	Board/ University	Date of passing the Exam.	Regular Course or CC	Max. Marks	Marks Obtd.	Pass %age	Subject Studied
Matric (10 th)							
Hr.Sec./10+2							
Diploma in Library Science							
Bachelor Degree in Library Science							

8.	Do you belong to SC/OBC/ST category, If yes, attach an attested copy of the certificate issued by the magistrate Class-1st of your illaqua on the prescribed form.	Yes/No
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9.	Specify the Handicapped category and attach an attested copy of Medical Certificate issued by the Competent Medical Authority (Govt. CMO) in support thereof on the disability & nature of disability (VI/Hi/OH/MD)	
10.	Mention percentage (%) of disability /Permanent or Temporary.	
11.	Do you belong to notified backward area or panchayat ? If yes attach an attested copy of the certificate issued by the competent authority.	Yes/No
12.	Do you belong to landless family/family having land less than 1 hectare? If yes, attach an attested copy of certificate issued by the competent authority.	Yes/No
13.	Are you un-employed? If yes, attach an attested copy of Non-Employment certificate to the effect that none of the family members is in Govt./Semi. Govt. issued by the competent authority.	Yes/No
14.	Do You belong to BPL/IRDP family having annual income (From all sources) below Rupees 50,000/-or as prescribed by the Govt. from time to time ? If yes, attach an attested copy of the certificate issued by the competent authority.	Yes/No
15.	Are you Widow/Divorced/Destitute/Single? If yes, attach an attested copy of the certificate issued by the competent authority.	Yes/No
16.	Are you Single Daughter/Orphan? If yes, attach an attested copy of the certificate issued by the competent authority.	Yes/No
17.	Have you got Training of at least 6 months duration related to the post applied for from a recognized university/institution? If yes, attach an attested copy of the certificate issued by the competent authority.	Yes/No
18.	Are you claiming experience up to a maximum of five years and minimum of one year in Government/Semi Government organization relating to the post applied for? If yes, attach an attested copy of the certificate issued by the competent authority.	Yes/No
DECLARATION		
	I.....Son/Daughter/W/o of Sh Village.....PO.....Tehsil.....Distt..... (H.P.) declare that the information furnished by me is true, correct& best of my knowledge. If it is found false/wrong in later stage, my candidature is liable to be rejected accordingly.	

Date.....

Place

Signature of the Candidate
(.....)
Full Name in Block Letters

Encls:-

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....
- 7.....
- 8.....
- 9.....
- 10.....
- 11.....
- 12.....
- 13.....
- 14.....

[Authoritative English Text of this department Notification No. EDN-A-Ka(3)-5/2021-L, dated 06-12-2023 as required under clause (3) of Article 348 of the Constitution of India].

HIGHER EDUCATION DEPARTMENT

NOTIFICATION

Shimla-2, the 6th December, 2023

No. EDN-A-Ka(3)-5/2021-L.— In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission, is pleased to make the Recruitment and Promotion Rules for the post of Junior Office Assistant (Library), Group-C in the Department of Education, Himachal Pradesh, as per Annexure-“A”, namely:—

1. Short title and commencement.—(1) These rules may be called the Junior Office Assistant (Library), Group-C, Department of Education Himachal Pradesh, Recruitment & Promotion Rules, 2023.

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

By order,

Secretary (Education).

ANNEXURE “A”

RECRUITMENT AND PROMOTION RULES FOR THE POST OF JUNIOR OFFICE ASSISTANT (LIBRARY) GROUP-C, IN THE DEPARTMENT OF HIGHER EDUCATION, HIMACHAL PRADESH

- 1. Name of post.**— Junior Office Assistant (Library)
- 2. Number of post.**— 771 (Seven hundred seventy one)
- 3. Classification.**— Group-C
- 4. Scale of Pay.**—(i) Pay Scale for regular incumbent(s): Level - 4 of the pay matrix attached with time scale of the post, as per H.P. Civil Services (Revised Pay) Rules, 2022.
(ii) Emoluments for contract employee(s): 60% of the first cell of the applicable level of pay matrix of the corresponding cadre, as per H.P. Civil Services (Revised Pay) Rules, 2022.
- 5. Whether “Selection” post or “Non- Selection” post.**— Non-Selection
- 6. Age for direct recruitment.**—Between 18 to 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 or on contract basis had become over-age on the date he/she was appointed as such he/she shall not be eligible for any relaxation in the prescribed age-limit by virtue of his / her such *ad hoc* or contract appointment;

Provided further that upper age-limit is relaxable for Scheduled Castes / Scheduled Tribes / Other Backward Classes and 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 servants 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 Corporations/Autonomous bodies and who are/were finally absorbed in the service of such Corporations/Autonomous after initial constitution of the Public Sector Corporations/Autonomous bodies.

Note.—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 application or notified to the Employment Exchanges or as the case may be.

7. Minimum educational and other qualifications required for direct recruit(s).—ESSENTIAL QUALIFICATION(S) (a) Should be 10+2 with 50% marks in any discipline from a recognized Board/University and one year Diploma in Library Science/Library and information Science,

OR

Bachelor in Library Science/Library and Information Science:

Provided that the candidate must have passed Matriculation or 10+2 from any School/Institution situated within Himachal Pradesh:

Provided further that this condition shall not apply to Bonafide Himachalis

(b) DESIRABLE QUALIFICATION: Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

8. Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of the promotee(s).—Age: Not applicable.

Educational Qualifications: Not applicable

9. Period of probation, if any.—(a) 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.

(b) No probation in the case of appointment on contract basis

10. Method(s) of recruitment, whether by direct recruitment or by promotion/secondment/transfer and the percentage of post(s) to be filled in by various methods.—100% by direct recruitment in the following manner:—

1. 50% by direct recruitment on regular basis or recruitment on contract basis as the case may be; and
2. 50% by batch-wise recruitment on regular basis or recruitment on contract basis, as the case may be:

11. In case of recruitment by promotion/secondment/transfer, grade for which promotion/ secondment / transfer is to be made.—Not applicable.

12. If a Departmental Promotion/Confirmation Committee exists, what is its composition.—(a) *Departmental Promotion Committee* : Not applicable.

- (b) *Departmental Confirmation Committee*: As may be constituted by the Government from time to time.

13. Circumstances under which the Himachal Pradesh Public Service Commission (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.—Direct Recruitment through the Himachal Pradesh Rajya Chayan Aayog (HPRCA) : Selection for appointment to the post in case of direct recruitment shall be made on the basis of merit of written Examination and/ or practical test or skill test or physical test, the standard/syllabus etc. will be determined by the Himachal Pradesh Public Service Commission/Himachal Pradesh Rajya Chayan Aayog/other recruiting agency/authority, as the case may be.

(b) Direct Recruitment on batch-wise through the concerned recruiting authority : Selection for appointment to the post in the case of direct recruitment on batch-wise shall be made by the Director of Higher Education on the basis of batch-wise merit/*inter-se-seniority* of the candidates of a particular batch has passed out from the University/Institution duly recognized by the State/Central Government.

The date recorded by the concerned University/Institution on the original 'Detail Marks Certificate' of Bachelor in Library Science/Library and Information Science/Diploma in Library Science/Library and Information Science shall be deemed date for reckoning the batch of the candidate.

The batch-wise merit/*inter-se-seniority* of a particular batch shall be determined on the basis of marks obtained in the diploma/degree course. In case, the marks obtained in the diploma/degree course by two or more candidates are same, the *inter-se-merit* would be decided on the basis of marks obtained in +2 level and if there is still a tie, the candidates senior in age would be placed above the junior in the merit /*inter-se-seniority*.

Note.—First posting to the candidates shall be offered in remote and difficult areas of the district, where they shall have to serve atleast for 5 years.

15-A. Selection for appointment to the post by contract appointment.— Notwithstanding anything contained in these Rules, contract appointment(s) to the post will be made subject to the terms and conditions given below:—

(I) CONCEPT:

- (a) Under this policy the Junior Office Assistant (Library), in the Department of Higher Education, Himachal Pradesh 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 WITHIN THE PURVIEW OF HIMACHAL PRADESH RAJYA CHAYAN AAYOG (HPRCA) :** The Director of Higher Education after obtaining the approval of the Government to fill up the vacant posts on contract basis will place the requisition with the concerned recruiting agency *i.e.* Himachal Pradesh Rajya Chayan Aayog (HPRCA).
- (c) **POST FALLS OUT OF THE PURVIEW OF HIMACHAL PRADESH RAJYA CHAYAN AYOG (HPRCA) :** The Director of Higher Education after obtaining the approval of the Government to fill up the vacant posts on contract basis will advertise the details of the vacant posts in at least two leading newspapers and invite application from candidates having the prescribed the qualification and fulfilling the other eligibilities condition as prescribed in these rules.
- (d) The selection will be made in accordance with the eligibility conditions prescribed in these Rules.

(II) ONTRACTUAL EMOLUMENTS:

The Junior Officer Assistant (Library) appointed on contract basis will be paid consolidated fixed contractual amount 60% of the first cell of the applicable level of pay matrix of the corresponding cadre, as per H.P. Civil Services (Revised Pay) Rules, 2022.

(III) APPOINTING / DISCIPLINARY AUTHORITY:

The Director of Higher Education HP will be the appointing & disciplinary authority

(IV) SELECTION PROCESS:

- (a) Recruitment through the Himachal Pradesh Rajya Chayan Aayog (HPRCA).— Selection for appointment to the post in case of contract appointment shall be made on the basis of merit of written Examination screening test/skill test, the standard/ syllabus etc. of which will be determined by the concerned recruiting agency *i.e.* HPPSC/Himachal Pradesh Rajya Chayan Aayog (HPRCA)/other recruiting agency/ authority, as the case may be.
- (b) Direct recruitment on batch wise through the concerned recruiting authority.— Selection for appointment to the post in the case of direct recruitment on batch-wise

shall be made by the Director of Higher Education on the basis of batch-wise merit/*inter-se-seniority* of the candidates of a particular batch has passed out from the University/Institution duly recognized by the State/Central Government.

The date recorded by the concerned University/Institution on the original 'Detail Marks Certificate' of Bachelor in Library Science/Library and Information Science/ Diploma in Library Science/Library and Information Science shall be deemed date for reckoning the batch of the candidate.

The batch-wise merit/*inter-se-seniority* of a particular batch shall be determined on the basis of marks obtained in the diploma/degree course. In case, the marks obtained in the diploma/ degree course by two or more candidates are same, the *inter-se-merit* would be decided on the basis of marks obtained in +2 level and if there is still a tie, the candidates senior in age would be placed above the junior in the merit/*inter-se-seniority*.

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:

- (a) FOR POST(S) FALLING WITHIN THE PURVIEW OF HPPSC/HPRCA.—As may be constituted by the concerned recruiting agency *i.e.* Himachal Pradesh Rajya Chayan Aayog (HPRCA), from time to time.
- (b) FOR POST(S) FALLING OUT SIDE THE PURVIEW OF HPRCA.—As may be constituted by the concerned 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 consolidated fixed contractual amount 60% of the first cell of the applicable level of pay matrix of the corresponding cadre, as per H.P. Civil Services (Revised Pay) Rules, 2022.
- (b) The service of 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. 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 order(s) appealed, is delivered to him / her.
- (c) The contract appointee will be entitled for one-day's casual leave after putting one month service, 10 days medical leave and 05 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 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 contract employee shall not be entitled for Medical Re-imburement 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.

- (d) 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. However, the contract appointee shall not be entitled for contractual amount for this period of absence from duty:

Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.

- (e) 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 wherever required on administrative grounds.
- (f) 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 12 (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.
- (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 counterpart 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. The Employees Group Insurance Scheme as well as EPF/GPF will also not be applicable to contract appointee(s).

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 Government is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the Himachal Pradesh Public Service Commission relax any of the provision(s) of these Rules with respect to any class or category of person(s) or post(s).

Form of contract/agreement to be executed between the Junior Office Assistant (Library) and the Government of Himachal Pradesh through Director of Higher Education (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 _____ (Designation of the appointing authority) Himachal Pradesh/ Head of the Institution _____ (hereinafter the SECOND PARTY). Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY and SECOND PARTY has agreed to serve as **Junior Office Assistant (Library)** on contract basis on the following terms & conditions:—

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a **Junior Office Assistant (Library)** for a period of one 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 *if-so-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. 12360/-per month (which shall be 60% of the first cell of the applicable level of pay matrix of the corresponding/ cadre).
3. The service of the 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. The contract appointee will be entitled for one day's casual leave after putting one month service, 10 days 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'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 contract employee shall not be entitled for medical re-imburement 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.

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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. 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 contract appointee shall not be entitled for contractual amount for this period of absence from duty:

Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.

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 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 and Medical Officer in case of 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 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 officer/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).

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)