

Dated: Shimla-171009, the

04 February, 2025

### OFFICE ORDER

On the recommendations of Himachal Pradesh Rajya Chayan Aayog, Hamirpur, the following candidates are hereby offered appointment to the post of Junior Office Assistant (IT) purely on contract basis, initially for a period of one year, in the offices as shown against each of them on fixed contractual amount of Rs. 12360/- per month, in Level-4 of the Pay Matrix, as per Rule-3(j) of the H.P. Civil Services (Revised Pay) Rules, 2022 subject to the condition that the joining shall be considered on or after 05-02-2025 (upto 19-02-2025 including joining time), in the public interest, on the terms & conditions mentioned herein below:-

Sr. No.	Name & Address of the candidates	Place of Posting
1	Sh. Aman Kumar, S/o Sh. Pawan Kumar, R/o Village Badgaon, PO Bir Tungal, Tehsil Kptli, District Mandi (HP) Pin Code-175001	O/o Tehsildar, Tehsil Nankhari, District Shimla
2	Sh. Manish Kumar, S/o Sh. Jai Ram, R/o VPO Chanhouta, Tehsil Bharmaur, District Chamba (HP) Pin Code-176309	O/o Tehsildar, Tehsil Chirgaon, District Shimla

1. The contract appointee will be paid a fixed contractual amount @ Rs.12360/- per month, which is equal to 60% of the first cell of Pay Matrix Level-4 of the H.P. Civil Services (Revised Pay) Rules, 2022.
2. The services of contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of contract appointee is not found satisfactory. In case the contract appointee is not satisfied with 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 the copy of such termination orders is delivered to him/her.
3. The initial appointment will be for one year from the date of joining on contract basis and the contract shall stand terminated automatically on the expiry of year unless it is extended. The contract can be extended for further period subject to the good work and conduct of the appointee.
4. The contract appointee will be entitled for one day casual leave after putting in one month service. 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 number of surviving children) during the entire service, in case of miscarriage including abortion on production of Medical Certificate issued by authorized Government Medical Officers. The contract appointee will also be entitled for 10 days Medical Leave and 05 days Special Leave. They shall not be entitled for Medical Reimbursement and LTC, etc. No leave of any kind except above is admissible to them.
5. Unauthorized absence from duties without the approval of controlling officer shall automatically lead to the termination of contract agreement. However, in exceptional cases where the circumstances for un-authorized absence from duty were beyond the control of contract appointee on medical grounds, such period shall not be excluded while considering their matters of absence on medical

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grounds, such period shall not be excluded while considering their case for regularization but the incumbents shall have to intimate their controlling authority in this regard well in time. However, they shall not be entitled for contractual amount for this period of absence from duty.

6. The contract appointee will submit a certificate of their fitness from the Chief Medical Officer of concerned district.
7. The contract appointee will be entitled to TA/DA, if they are required to go on tour in connection with official duties, at the same rate as applicable to regular counterpart officials at the minimum of pay scale.
8. The provisions of service rules like Fundamental Rules, Supplementary Rules, Leave Rules, GPF Rules, Pension Rules, Conduct Rules, etc. as are applicable in case of regular employees will not be applicable in their case.
9. No travelling allowance will be paid to the contract appointee for joining duties in their allotted station of postings.
10. The contract appointee shall have to produce an affidavit to the effect that there is no court cases criminal/vigilance or appeal thereof pending for adjudication in any Court of Law in or outside the State of Himachal Pradesh against them.
11. In case, the contract appointee do not report for duty within the stipulated time period to the allotted station or brought outside influence for change of station in that event the offer of appointment will stand automatically cancelled.
12. In rare and exceptional circumstances, if a contractual employee is transferred to another cadre/establishment on his/her own request with the approval of the competent authority, he/she shall be treated as fresh appointee in the new cadre/establishment and the services rendered on contract basis in the earlier cadre/establishment on appointment/transfer to another cadre/establishment will not be counted for regularization purposes and for any other financial benefits as per instructions issued by the Department of Personnel (AP-III), GoHP vide its letter No. PER(AP)-C-B(2)-2/2024 dated 16-08-2024. The contract appointee will be treated as fresh appointee for all intents and purposes in case of inter- cadre/establishment transfer.
13. The services of the incumbents appointed on contract basis will be regularized once in a year as per provisions of instructions issued by the Department of Personnel vide letter No. PER (AP)-C-8(2)-2/2015 dated 02-12-2023 and any amendments issued from time to time, in future.
14. The contract appointee who have completed three years tenure at one place, which include both contract as well as regular service, shall be eligible for transfer at par with regular government employees on administrative grounds wherever required against vacancy on need basis.
15. That the appointment will carry the liability to serve in any part of Himachal Pradesh.
16. That an oath of allegiance to the constitution of India shall have to be taken.
17. The all essential educational qualification certificates, Bonafide Himachali Certificate, Character Certificate and SC/ST /OBC Certificates, etc. (if applicable) issued by the competent authority will have to be produced at the time of joining.
18. That the appointment of contract appointee will be subject to verification of their credentials and genuineness of educational/other certificates produced by them at the time of joining.
19. That the appointment is provisional and subject to the further orders of Hon'ble High Court, Himachal Pradesh in CMP No . 3418/2021 in CWP No. 1866/2021 titled as Prem Singh Draik & Others v/s Union of India & Others.
20. That the offer of appointment is conditional and subject to the final outcome of the investigation/ court cases as per letter No. HPSSC-C(2)-57/2020-(R-I)- 2684 dated 17-01-2025 of Himachal Pradesh Rajya Chayan Aayog, Hamirpur.





If, the offer of appointment, on the above terms and conditions is acceptable to above named candidates, they may report for duty in their allotted station of postings, **on or before 19-02-2025**, positively. They are further directed to execute the enclosed contract agreement as per **Annexure-B** on the Non-Judicial Stamp of ₹ 100/- (Hundred Rupees) and an affidavit as stipulated in **condition No.10** above on Non-Judicial Stamp of ₹ 20/- (Twenty Rupees).

The appointment shall be considered **provisional** till the verification of character and antecedents, which will be carried out on the basis of self declaration submitted by the candidates in this regard at the time of joining duties, certifying therein that all facts and detail given are correct. In case, character and antecedents of the candidate are not found verified or any false information is given by the candidates in self declaration, the provisional appointment will be cancelled forthwith and the criminal/legal action will be taken as a consequence.



(Ritika) IAS  
Director of Land Records,  
Himachal Pradesh, Shimla-9

Endst. No. Rev.(DLR)ESC/Misc-2/2024- 1407-13

Dated: 4/02/25

**Copy forwarded to followings for information and necessary action:-**

1. The Addl. Chief Secretary-cum-FC(Revenue) to the Government of Himachal Pradesh, Shimla-2.
2. The Deputy Commissioner, Shimla, District Shimla (HP).
3. The Chief Administrator, H.P. Rajya Chayan Aayog, Hamirpur (HP) w.r.t. their office letter No. HPSSC-C(2)-57/2020-(R-I)- 2684 dated 17-01- 2025.
4. The Chief Medical Officer, Shimla (HP)
5. The Tehsildar, Tehsil Nankhari/Chirgaon, District Shimla.
6. All individual concerned through **Registered Post** and they are directed to contact the O/o Chief Medical Officer, Shimla for their medical examination.



Director of Land Records,  
Himachal Pradesh, Shimla-9