

Fairlawns, Shimla-171012,

Dated 30<sup>th</sup> September, 2024

**OFFICE ORDER**

On the recommendations of Himachal Pradesh Rajya Chayan Aayog, Hamirpur, the offer of appointment to the post of **Junior Office Assistant (IT) (Class-III)** on contact basis in the **level-4, i.e. Rs. 20600-65500** of the pay matrix, as per Rule 3(j) of the H.P. Civil Services (Revised Pay) Rules, 2022 is hereby given to the following candidates, with immediate effect, subject to the terms and conditions as indicated below.

Sr. No.	Name and address of candidates	Place of posting
1.	Sh. Lakshay Verma, S/o T.C. Verma R/o Verma Niketan, Anand Nagar, Lower Khallini, Shimla-171002 (HP)	H.P. Institute of Public Administration Fairlawns, Shimla-171012.
2.	Sh. Manoj Kumar, S/o Sh. Vidya Dutt, Village Shangliana, Post Office Sayri, Sub-Tehsil Mamligh, Distt. Solan (H.P.) 173207	H.P. Institute of Public Administration Fairlawns, Shimla-171012.
3.	Sh. Vivek Verma, S/o Sh. Prem Lal R/o Jyoti Niwas, Cemetry Road, Gahan, Kamla Nagar, Sanjauli, Shimla-171006 (HP)	H.P. Institute of Public Administration Fairlawns, Shimla-171012.
4.	Ms. Sonal Thakur, S/o Sh. Surender Mohan Pundir, Village Tikker, Post Office Sarahan, Tehsil Pachhad Distt. Sirmour (H.P.) 173024	H.P. Institute of Public Administration Fairlawns, Shimla-171012.
5.	Sh. Hemant Kumar, S/o Sh. Hukam Chand, VPO-Balini, Tehsil Karsog, Distt. Mandi-175010.	H.P. Institute of Public Administration Fairlawns, Shimla-171012.
6.	Ms. Neha, D/o Sh. Rajender Singh, Village Amlehar, Post Office Kherian, Tehsil Dehra, Distt. Kangra, Distt. Kangra (H.P.) - 176028.	H.P. Institute of Public Administration Fairlawns, Shimla-171012.

1. They will be paid a fixed contractual amount @ **Rs. 12,360/- (Rs. Twelve Thousand Three Hundred & Sixty)** per month. (i.e. 60% of Cell-I in Level-4 Rs. 20,600/-)
2. 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. 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.
3. The contract appointee will be entitled for one day's casual leave after putting one month's 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 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- imbursement and LTC etc.

**Contd. P/2**

*(Handwritten signature)*

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.

4. 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.
5. 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.
6. They will submit a certificate of his/her fitness from Deen Dayal Upadhyaya Zonal Hospital, Shimla.
7. They 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 officials at the minimum of pay scale.
8. The employee's group insurance scheme as well as EPF/GPF will not be applicable to him/her.
9. 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 his case.
10. No travelling allowance will be paid to them for joining duties at H.P. Institute of Public Administration, Fairlawns, Shimla-171012.
11. They shall have to produce an affidavit to the effect that there is no court case/ criminal/vigilance or appeal thereof pending for adjudication in any Court of Law in or outside the State of Himachal Pradesh against him.
12. In case, the contract appointee does not report for duty within the stipulated time period to the allotted station or brings outside influence for change of station, in that event the offer of appointment will stand automatically cancelled.
13. In rare and exceptional circumstances if a contractual employee is transferred to another station/ 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 station/ cadre/ establishment and the services rendered on contract basis in the earlier cadre/ establishment on appointment / transfer to another station/ cadre/ establishment will not be counted for regularization purposes and for any other financial benefits. The contract appointee will be treated as fresh appointee for all intents and purposes.

14. 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- B (2)-2/2015, dated 02-12-2023 and any amendments issued from time to time, in future.

If, the offer of appointment, on the above terms and conditions is acceptable to the above named candidates, they may report for duty in H.P. Institute of Public Administration, Fairlawn's, Shimla-171012 within 10 days from the issue of this office order. They are further directed to execute the enclosed Contract Agreement and affidavit as Stipulated in condition No. 11 above on the Stamp paper of Rs.10/- (Ten 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 from (copy enclosed), submitted by the candidates 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 criminal legal action will be taken as a consequence.

These orders are also available on the official Website [www.hipashimla.nic.in](http://www.hipashimla.nic.in)



(Shubh Karan Singh),  
Director,

H.P. Institute of Public Administration,  
Fairlawn's, Shimla-171012.

Dated 30<sup>th</sup> September, 2024

Endst. No. As above.  
Copy forwarded to:-

1. The Secretary (Training & FA) to the Government of Himachal Pradesh, Shimla-171002 for information please.
2. The Chief Administrator, H.P. Rajya Chayan Aayog, Hamirpur, Distt. Hamirpur w.r.t. their letter No. HP SSC-C (2)-57/2020 -(R-1) -672 dated 20<sup>th</sup> August, 2024.
3. The Chief Medical Officer, Deen Dayal Upadhyaya Zonal Hospital, Shimla-171001 for necessary action.
4. The Drawing & Disbursing Officer, HIPA/Bill Assistant, HIPA for information.
5. The individual concerned through Registered Post with the direction to contact the O/o Chief Medical Officer, Deen Dayal Upadhyaya Zonal Hospital, Shimla-171001 for their Medical Examination, before joining.
6. The Assistant Professor (IT), HIPA, Shimla-12 for uploading these orders on the official website.
7. Copy to Personal file of the officials.



Director,  
H.P. Institute of Public Administration,  
Fairlawn's, Shimla-171012.