OFFICE ORDER

On the recommendation of the Secretary Himachal Pradesh Staff Selection Commission Hamirpur, Distt. Hamirpur vide letter No.HP-SSSB-B-(2)843/2015-31735, dated 26.09.2017, against the requisition made vide letter No.EDN-H(Ed)(II)(6)/2006-Vol-I, dated 26.08.2015 and as per recommendation of the screening committee, the following candidates are hereby offered appointment as Junior Office Assistant (IT) purely on contract basis on fixed contractual emoluments equivalent to minimum of Pay Band of Rs. 5910-20200 + Grade Pay Rs 1950/-, against vacancy, subject to the acceptance and fulfillment of the usual as well as specific Terms and Conditions which are annexed at Annexure “A”.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Roll No.</th>
<th>Name &amp; Address of Candidates (Sh. Smt./Ms)</th>
<th>Category</th>
<th>Sub Category</th>
<th>DOB</th>
<th>Place of Posting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>508568</td>
<td>Dharam Dass S/o Sh. Maya Ram, Village Alwah, PO Gadagusain, Tehsil Banjar, Distt Kullu, H.P. 175123</td>
<td>Gen</td>
<td>UR</td>
<td>27.02.82</td>
<td>BEEO Keylong-I (L&amp;G)</td>
</tr>
<tr>
<td>2.</td>
<td>513953</td>
<td>Harish Thakur S/o Sh. Lagan Dass, VPO Tunan, Tehsil Nirmand, Distt Kullu, H.P. 172001</td>
<td>Gen</td>
<td>UR</td>
<td>01.05.93</td>
<td>BEEO Theog (SML)</td>
</tr>
</tbody>
</table>

If the terms and conditions as given in “Annexure-A” are acceptable to the candidate(s), he/she will report for duty at the place of his/her posting within 15 days from the date of issuance of these orders alongwith original documents required to be produced as per terms and will execute the requisite bond of contract on non judicial stamp paper as per “Annexure-B”, failing which the offer of appointment shall automatically stand cancelled.

These orders are available on the departmental website i.e himachal.nic.in/eledhu

[Signature]
Mannohan Sharma
Director Elementary Education
Himachal Pradesh.
October, 2017.

Endst. No: even,
Copy for information and compliance.
1) The Principal Secretary (Education) to the Government of Himachal Pradesh, Shimla-1
2) The Secretary, Himachal Pradesh Staff Selection Commission Hamirpur, Distt Hamirpur H.P. w.r.t. letter number referred to above along with copies of undertaking/declaration in respect of Roll No. 508568 & 513953 for information please.
3) The Concerned Deputy Director of Ed. Education in Himachal Pradesh.
4) All the Head of the offices concerned with the remarks that Character/antecedents and credentials/genuineness of the certificate/diploma & degree etc. of the
candidate appointed under his control may be got verified and the report and findings be sent to this Directorate within 7 days. The duly attested copies of the certificate be kept in the personal file for office record after due verification from original certificates. One set of attested copies of certificates be also sent to this Directorate along with joining of the candidate.

5) The Candidate concerned through **registered Post**.

6) Guard file.

(Manmohan Sharma)
Director Elementary Education
Himachal Pradesh.
1. Selected candidate shall have to produce the following documents at the time of his/her joining:—
   i) Medical fitness certificate from the CMO/MO of the area concerned.
   ii) Attested copies of educational/professional qualification certificates.
   iii) Character Certificate from a Gazetted Officer.
   iv) Bonafide Himachali Certificate.
   v) Certificate to this effect that he/she belongs to SC/ST/OBC, category, if any.
   vi) Minimum Essential Educational Qualification Certificate i.e. Plus Two Certificate/Computer Diploma
2. Selected candidate should have to enter into an agreement on non-judicial stamp paper of Rs. 5/- with the Department (Performa enclosed as per Annexure- B).
3. The Contractual appointee will be paid fixed contractual amount @ Rs.7860/- p.m. (which shall be equal to minimum of the pay band + grade pay). The contract appointee will be entitled for increase in contractual amount @ Rs. 236/-(3% of minimum of the Pay Band + Grade Pay of the post) for further extended years and no other allied benefits such as Senior/Selection scales etc. will be given.
4. The service of the contract appointee will be purely on temporarily basis. The appointment is liable to be terminated in case the performance/ conduct of the contract appointee is not found Satisfactory.
5. Contractual Junior Office Assistant (Information Technology) will be entitled for one day’s casual leave after putting one month service. However, the contract appointee will also be entitled for 135 days maternity leave, 10 days medical leave and 5 days special leave. He/she shall not be entitled for medical reimbursement and LTC etc. No leave of any other kind except above is admissible to the Junior Office Assistant (IT). Provided that the 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.
6. Unauthorized absence from the duty without the approval of Controlling Officer shall automatically lead to the termination of the contract. However in exceptional cases where the circumstances for un-authorized absence 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.
7. An official appointed on contract basis will be eligible for transfer on completion of three years tenure at one place of posting, on need based basis where ever required on administrative grounds.
8. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. Woman candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The woman candidate will be re-examined for the fitness from an authorized Medical Officer/ practitioner.
9. 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 are applicable to regular counterpart officials at the minimum of the pay scale.
10. Provisions of service rules like FRDR, leave Rules, GPF Rules, Pension Rules and Conduct Rules etc. are applicable in case of regular employees will not be applicable in case of contract appointees.
11. Before joining candidates shall have to produce the original certificates in regard to their education qualification and diploma in computer application/computer science/IT etc.
12. The appointment should be subject to outcome of decision of the court matter pending, if any.
13. The Candidates shall have to submit an undertaking to the effect that if their certificates relating to education qualification and computer application are found fake or are not from recognized university/institution & societies/under Society Act, Rashtriya Sakshatka Mission, IT programme/Skill development programme etc. then their appointment can be terminated by the department at any time by giving a notice.
14. Selected candidate shall have to furnish a declaration to the effect that in case of his/her married status, he/she is having one living spouse.
15. Selected candidate will have to give an undertaking in writing that he/she was never convicted by any court of Law and if so, he/she will have to furnish details regarding offence committed and punishment thereof.
16. Selected candidate will have to take an oath of allegiance/faithfulness to the constitution of India.

Director Ele. Education, H.P.
Form of contract/agreement to be executed between the Junior Office Assistant (Information Technology) and the Government of Himachal Pradesh through Director of Elementary Education

This agreement is made on this______day of _______in the year _____ between
Sh./Smt. ___________________ S/o/D/o ___________________ R/o ___________________

Contract appointee (hereinafter called the FIRST PARTY), AND the Governor of Himachal Pradesh through Director of Elementary Education, Himachal Pradesh (Here-in-after called the SECOND PARY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Junior Office Assistant(IT) on contract basis on the following terms and conditions:

2. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Junior Office Assistant(IT) 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 ipso-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 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.

2. The contractual amount of the FIRST PARTY will be Rs. _______/ -per month.

3. The service of 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 good or if a regular incumbent is appointed/posted against the vacancy for which the first party was engaged on contract.

4. Contractual Junior Office Assistant will be entitled for one day casual leave after putting one month service. However, the contract appointee will also be entitled for 135 days maternity leave, 10 days medical leave and 5 days special leave. 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. He/She shall not be entitled for Medical Reimbursement and LTC etc. No leave of any other kind is admissible to the contract appointee.

Provided that the un-availed Casual/medical/Special leave can be accumulated up to the calendar year and will not be carried forward for the next calendar year.

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.

--Continued--
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. Junior Office Assistant (Information Technology) 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.

7. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. In case of women candidates pregnant beyond twelve weeks will render her temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical Officer/Practitioner.

8. Contract appointee shall 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 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).

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. ............................................
   ............................................

2. ............................................
   ............................................

(Name and Full Address)       (Signature of the FIRST PARTY)

1. ............................................
   ............................................

2. ............................................
   ............................................

(Name and Full Address)       (Signature of the SECOND PARTY)