

No: EDN-H(Elm)(I)B(6)1/2017-(Apptt.) JOA (IT)  
 Directorate of Elementary Education,  
 Himachal Pradesh, Lalpani, Shimla-171001  
 Ph. No. 0177-2812464, E-mail ID: - eledu-hp@gov.in

Dated Shimla-171001

29<sup>th</sup> September, 2017.

**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(Elm)(I)B(6)1/2006-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"**.

Sr. No.	Roll No.	Name & Address of Candidates (Sh. Smt/Ms)	Categ-ory	Sub Cate-gory	DOB	Place of Posting
1.	509227	Sarita Thakur D/o Sh. Mohar Chand Thakur, Village Nangabagh, PO Bandrol, Tehsil & Distt. Kullu, H.P.175128	Gen	UR	16.05.88	DEE Shimla.
2.	501670	Poonam Kumari Sharma D/o Sh. Tara Chand Sharma, Sharma Cottage, Near Parvati Villa, Lower Devnagar Kasumpti, Shimla, H.P. 171009	Gen	UR	02.10.85	DEE Shimla.
3.	501061	Anjana Kumari D/o Sh. Tulsi Ram Village Bala, PO Dahad, Tehsil Jhandutta, Distt. Bilaspur, H.P. 174034	Gen	UR	10.07.80	BEE0 Kuthar (SLN)
4.	503179	Abhishek Kumar S/o Sh. Rajender Singh, VPO Ghangot, Tehsil Barsar, Distt Hamirpur, H.P. 176039	Gen	UR	20.12.86	DDEE Solan.
5.	517023	Ashok Chauhan S/o Brij Lal, VPO & Tehsil Shillai Main Bazar Shillai, Distt Sirmour H.P. 173027	Gen	UR	03.04.91	BEE0 Bakras (SMR)
6.	513279	Ashwani Kumar S/o Mohan Lal, Village Barla, PO Bachhunch, Tehsil Rohru, Distt Shimla, H.P.171201	Gen	UR	05.04.83	BEE0 Tikker (SML)
7.	509255	Shashi Verma D/o Sh. Ram Dhan, Village Tetradi, PO Jari, Tehsil Bhuntar, Distt. Kullu, H.P. 175105	Gen	UR	16.12.86	BEE0 Theog (SML)

*10/10/17*

8.	503776	Isha D/o Sh. Bhag Singh, Village Bhakereri, PO & Tehsil Bhoranj, Distt. Hamirpur, H.P. 176045	Gen	UR	08.10.89	DEE Shimla.
9.	509116	Ramana D/o Sh. Chandu Lal, V& PO Burua, Tehsil Manali, Distt. Kullu, H.P. 175103	Gen	UR	04.01.83	BEE0 Chachiot-II at Chailchowk (MND)
10.	516465	Suresh Kumar S/o Sh. Roshan Lal, Village Deen, PO Gad, Tehsil Anni, Distt Kullu, H.P. 172032	Gen	UR	27.07.85	DDEE Shimla.
11.	503501	Ashish Sharma S/o Sh. Tara Chand, Village Dharjol, PO Brarta, Tehsil Sarkaghat, Distt. Mandi, H.P. 175024	Gen	UR	12.07.91	DEE Shimla.
12.	519811	Chander Jeet S/o Sh. Ramesh Chand VPO Bhanwin, Tehsil Bhoranj, Distt. Hamirpur, H.P. 177118	Gen	UR	13.11.78	DDEE Una.
13.	508511	Chandrika Kapoor D/o Sh. Devi Chand Kapoor, Village Chowki, PO Puid, Tehsil & Distt. Kullu, H.P. 175101	Gen	UR	18.05.85	BEE0 Seraj-II at Bali Chowki (MND)
14.	515323	Pradeep Sharma S/o Sh. H D Sharma, Village Dochi, PO Beolia, Tehsil Shimla Rural, Distt. Shimla H.P. 171009	Gen	UR	04.06.87	DEE Shimla.
15.	514959	Neelam Kumari D/o Sh. Mehar Singh VPO Lippa, Tehsil Moorang, Distt. Kinnaur, H.P.172109	ST	UR (Against Gen. UR )	08.08.87	DDEE Kinnaur at R/Peo.
16.	510629	Kaku S/o Sh. Shesh Ram Village Saloti, PO & Tehsil Padhar, Distt Mandi, H.P. 175012	Gen	UR	22.10.87	DDEE Kinnaur at R/Peo.
17.	506470	Manoj Kumar S/o Sh. Prem Lal, Village Swai, PO Sodhot, Tehsil Churah, Distt. Chamba, H.P. 176321	Gen	UR	28.06.88	BEE0 Kalhel (CBA)
18.	516809	Sapna Devi D/o Sh. Bhagwan Dass Village Dugha, PO Chowai, Tehsil Anni, Distt. Kullu, H.P. 172032	Gen	UR	26.08.88	DEE Shimla.
19.	517796	Pooja Devi D/o Sh. Bhim Singh Village Kangra, PO Rajpur, Tehsil Paonta Sahib, Distt. Sirmour, H.P. 173025	Gen	BPL (selected on merit counted in General (BPL))	25.10.92	DDEE Sirmour at Nahan.

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20.	507947	Vikrant Katoch S/o Sh. Prem Chand Katoch Village Lalehar, PO Kachhiari, Tehsil & Distt. Kangra, H.P. 176001	Gen	UR	02.09.77	BEE0 Mehla-I (CBA)
21.	501904	Sanjay Kumar S/o Sh. Ram Parkash Village Kalari, PO Naswal, Tehsil Ghumarwin, Distt. Bilaspur, H.P. 174021	Gen	UR	26.05.83	DEE Shimla.
22.	514736	Meena Devi D/o Sh. Anoukhi Ram w/o Jitender Thakur, Thakur Niwas, NH 22, Kasumpti, Panthaghati, Shimla, H.P. 171009	Gen	UR	12.07.85	DEE Shimla.
23.	508501	Bodh Raj S/o Sh. Dole Ram Village Dobha, PO Panjain, Tehsil Chachyot, Distt. Mandi, H.P. 175106	Gen	UR	22.01.86	DDEE Kullu.
24.	501177	Ashok Kumar S/o Sh. Roshan Lal Shop No. 38, Gandhi Market, Tehsil Sadar, Distt Bilaspur, H.P. 174001	OBC	UR (Against Gen. UR )	19.03.86	BEE0 Kupvi (SML)
25.	511263	Neel Kamal S/o Sh. Tej Singh Village Manihna, PO Movi Devi Galoo, Tehsil Sundernagar, Distt. Mandi H.P. 175031	Gen	UR	02.11.89	DEE Shimla.
26.	514287	Kavita Rani D/o Sh. Thakur Dass, Village Sharoh, PO Majhiwar, Tehsil Sunni, Distt. Shimla H.P. 171018	Gen	UR	17.08.90	DEE Shimla.
27.	502302	Abhishek Barotra S/o Sh. Kuldeep Barotra Vill. Bharori, PO Mangla, Tehsil & Distt Chamba, H.P. 176314	Gen	UR	09.09.90	DDEE Chamba.
28.	514334	Kiran Kanwar D/o Sh. Hira Singh Village Kufridhar, PO Ghnahatti, Tehsil Shimla Rural, Distt Shimla, H.P.171011	Gen	UR	23.08.92	DEE Shimla.
29.	517571	Manjeet Kumari D/o Janak Singh Village Devni, PO Moginand, Tehsil Nahan, Distt. Sirmour, H.P. 173030	Gen	UR	20.12.92	BEE0 Sataun (SMR)
30.	502063	Suneel Datt S/o Sh. Ramesh Chand Village Peharwin, PO Bhager Tehsil Ghumarwin, Distt Bilaspur, H.P. 174021	Gen	UR	10.01.80	BEE0 Rajgarh (SMR)
31.	514896	Narender Kumar S/o Sh. Prem Lal Village Kalani, PO Halog Dhami, Tehsil & Distt. Shimla, H.P. 171103	Gen	UR	09.03.80	DEE Shimla.

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32.	518128	Sanchit Sharma S/o Sh. Jiya Ram VPO Kotla Molar, Tehsil Nahan, Distt. Sirmour, H.P. 173001	OBC	BPL (selected on merit counted in OBC (BPL))	13.12.94	BEE0 Dadahu (SMR)
33.	513629	Desh Raj S/o Shyam Lal VPO Pokhi, Tehsil Karsog, Distt. Mandi, H.P. 175011	Gen	BPL (selected on merit counted in General (BPL))	27.07.86	BEE0 Kumarsain (SML)
34.	507901	Vijay Kumar S/o Sh. Jagdish Chand, VPO Ramerh, Tehsil Nagrota Bagwan, Distt Kangra, H.P. 176052	OBC	BPL (selected on merit counted in OBC (BPL))	27.10.90	DDEE D/Shala (KGR)
35.	510906	Leela Dhar S/o Sh. Banshi Ram VPO & Tehsil Karsog, Distt. Mandi, H.P. 175011	SC	BPL (selected on merit counted in SC (BPL))	17.01.79	BEE0 Nankhari (SML)
36.	511215	Naresh Kumar S/o Sh. Bhume Ram, VPO Shiva Badar, Tehsil Sadar, Distt. Mandi, H.P. 175124	Gen	BPL (selected on merit counted in General (BPL))	26.08.82	BEE0 Matiana (SML)
37.	515173	Pardeep Kumar Kaushal S/o Sh. Lyak Ram Kaushal, Kaushal Niwas Vijay Nagar Tutu, Tehsil Shimla Rural, Distt Shimla, H.P. 171011	SC	UR	25.09.84	DEE Shimla.
38.	517131	Deep Chand S/o Sh. Balwant Singh, Village Kanyoun, PO Rama, Tehsil Nahan, Distt. Sirmour. H.P. 173001	OBC	UR	13.02.86	DDEE Sirmour at Nahan.
39.	502068	Suneel Kumar S/o Sh. Gurbaksh, Village Sai, PO Lunas, Tehsil Nalagarh, Distt. Solan, H.P. 174102	SC	UR	09.07.90	BEE0 Narag (SMR)
40.	504012	Manish Kumar S/o Sh. Som Dutt Village Sareri, PO Bahal, Tehsil Nadaun, Distt. Hamirpur, H.P. 177026	Gen	BPL	24.08.90	BEE0 Chowari (CBA)
41.	510905	Leela Dhar S/o Sh. Khem Raj, Village Sawa-Mahun, PO Mahun Nag, Tehsil Karsog, Distt. Mandi, H.P. 175010	Gen	WFF	27.12.90	DEE Shimla.
42.	504970	Shashi Kant S/o Sh. Prakash Chand Village Maslana kalan, PO Harsour, Tehsil Barsar, Distt. Hamirpur, H.P. 174305	Gen	BPL	29.07.79	BEE0 Bangana (Una)

14/11/20

43.	506949	Raj Kumar S/o Sh. Pritam Chand VPO Bhangwar, Tehsil & Distt. Kangra, H.P. 176029	OBC	UR	09.03.80	BEE0 Banikhet (CBA)
44.	507713	Sunit Kumar S/o Sh. Shubh Chand, VPO Gangath, Tehsil Nurpur, Distt. Kangra, H.P.176204	OBC	BPL	08.05.84	BEE0 Sihunta (CBA)
45.	502543	Kamal Singh S/o Sh. Partap Chand Village Matrog, PO Gehra, Tehsil & Distt. Chamba. H.P. 176324	Gen	BPL	27.09.86	BEE0 Gehra (CBA)
46.	512479	Susheel Kumar S/o Sh. Twarasu Ram Village Madhdhar PO Kotmoras, Tehsil Sadar, Distt. Mandi, H.P. 175001	SC	BPL	21.05.91	BEE0 Sadar-II at Kataula (MND)
47.	514827	Monika Jagyan D/o Sh. Diwan Chand Village & PO Todsa, Tehsil Chirgaon, Distt Shimla, H.P.171214	Gen	BPL	18.09.91	BEE0 Chhohara (SML)
48.	517136	Deepak Kumar S/o Sh. Arun Kumar VPO Kolar, Tehsil Pounta Sahib, Distt. Sirmour, H.P.173001	OBC	UR	24.09.93	BEE0 Kafotta (SMR)
49.	509625	Ajeet Kumar S/o Sh. Mohan Lal VPO Lohara, Tehsil Balh, Distt. Mandi, H.P. 175027	SC	UR	26.12.81	DDEE Mandi.
50.	505994	Bipan Singh S/o Sh. Mangal Singh Village Bhanyarkar, PO Aerla, Tehsil Baroh, Distt. Kangra, H.P. 176054	OBC	UR	09.01.88	BEE0 Chamba.
51.	508624	Ghanshyam Singh S/o Sh. Revti Ram Village Bion, PO Bahu, Tehsil Bhuntar, Distt. Kullu, H.P. 175123	Gen	BPL	04.07.91	BEE0 Keylong-II (L&S)
52.	508395	Anita D/o Sh. Prem Chand VPO Jispa, Tehsil Lahoul, Distt. L&S, H.P. 175132	ST	UR	06.10.82	DDEE Kullu.
53.	501372	Kavita Devi D/o Sh. Sunka Ram Village Nal, PO Raghunathpura, Tehsil Sadar Bilaspur, H.P. 174005	OBC	UR	27.06.94	BEE0 Dhundani (SLN)
54.	510722	Kewal Krishan S/o Sh. Tulsi Ram, Village Sakrani, PO Gohar, Tehsil Chachyot, Distt. Mandi, H.P. 175029	SC	UR	16.07.77	BEE0 Deha (SML)
55.	506614	Narinder Singh S/o Sh. Joginder Singh, Ward No. 4, Baloti, PO Dheera, Tehsil Palampur, Distt. Kangra, H.P. 176101	OBC	UR	18.12.81	BEE0 Lambagaon (KGR)

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56.	513078	Anjani D/o Sh. Narayan Dass, Village Chewla, PO Rounri, Tehsil & Distt. Shimla, H.P. 171011	SC	UR	27.04.86	BEE0 Kasumpti (SML)
57.	507677	Sudhir Kumar S/o Sh. Zalam Singh, Village Bhgwal, PO Bharmar, Tehsil Jawali, Distt. Kangra, H.P. 176021	OBC	UR	20.06.81	BEE0 Nagrota Surian (KGR)
58.	505674	Anil Kumar S/o Sh. Amar Chand, Village Ther, PO Kukher, Tehsil Nurpur, Distt. Kangra, .P.176211	OBC	UR	14.06.82	BEE0 Gagret-I (UNA)
59.	508001	Virender Choudhary S/o Sh. Uttam Choudhary, VPO Durgella, Tehsil Shahpur, Distt. Kangra, H.P. 176206	OBC	UR	21.05.88	BEE0 Kalhel (CBA)
60.	505316	Vikas Bhardwaj S/o Sh. RR Bhardwaj, Village Dandru, PO Kaswal, Tehsil Barsar, Distt. Hamirpur, H.P. 174312	OBC	UR	03.04.85	BEE0 Dadasiba (KGR)
61.	514704	Manoj Kumar S/o Sh. Ganga Ram, Village Kamdali, PO Bonda, Tehsil Rampur, Distt. Shimla, H.P. 172034	SC	UR	03.07.85	BEE0 Jubbal (SML)
62.	508504	Chaman Lal S/o Sh. Saimu Ram, Village Koot, PO Lagauti, Tehsil Anni, Distt. Kullu, H.P.	SC	BPL	12.02.86	BEE0 Pooh (KNR)
63.	517385	Kapil Dev S/o Sh. Inder Singh, VPO Sataun, Tehsil Pounta Sahib, Distt. Sirmour, H.P.173029	OBC	UR	13.10.86	BEE0 Kafotta (SMR)
64.	506752	Pankaj Kumar S/o Sh. Ghanshyam Dass, Village Barwala, PO Ghiana Kalan, Tehsil Dharamshala, Distt. Kangra, H.P.	OBC	UR	20.10.87	DDEE D/Shala (KGR)
65.	507950	Vinay Kumar S/o Sh. Mast Ram Village Bassa, PO Bhanala, Tehsil Shahpur, Distt. Kangra, HP. 176206	SC	UR	21.12.87	BEE0 Mehla-II (CBA)
66.	510946	Mahender Kumar S/o Manohar Lal, VPO Sangalwara, Tehsil Thunag, Distt. Mandi, H.P 175047	SC	UR	28.08.88	BEE0 Seraj-I at Janjehali (MND)
67.	511522	Pooja Devi D/o Sh. Tara Chand, H.No. 197/4 Suhar Mandi, Distt. Mandi, H.P. 175001	SC	UR	19.07.80	BEE0 Mashobra (SML)
68.	510224	Dheeraj Kumar S/o Sh. Jeewan Lal, Village Nela, PO Dudhar, Tehsil Sadar, Distt. Mandi, H.P. 175001	SC	UR	02.11.81	DEE Shimla.
69.	506325	Kranti Kumar S/o Sh. Nar Singh, VPO Upper Sakoh, Tehsil D/Shala, Distt. Kangra, H.P. 176215	SC	UR	15.02.82	BEE0 Salooni (CBA)



70.	514706	Manoj Kumar S/o Sh. Anant Ram Village Halai, PO Darkoti, Tehsil Kotkhai, Distt. Shimla, H.P.171202	SC	UR	01.01.89	BEE0 Kotkhai (SML)
71.	502041	Sonu Kumar S/o Sh. Garja Ram, Village Prohi, PO Noa, Tehsil & Distt. Bilaspur, H.P. 174001	SC	UR	25.03.91	DEE Shimla.
72.	517588	Maya Ram S/o Sh. Kanshi Ram, Village Mashu, PO Jamna, Tehsil Pounta Sahib, Distt. Sirmour, H.P. 173029	SC	UR	14.12.93	BEE0 Paonta Sahib (SMR)
73.	508519	Chhering Diki D/o Sh. Hari Singh Village Parganu, PO & Tehsil Bhuntar, Distt. Kullu, H.P. 175125	ST	UR	01.08.87	DDEE Shimla.
74.	502721	Pappu Ram S/o Sh. Noradh Ram, Village Olla, PO Kiri, Tehsil & Distt Chamba, H.P. 176314	ST	UR	12.10.90	BEE0 Kiani (CBA)
75.	511484	Pawan Kumar S/o Sh. Bhora Ram, Village Kather, Po Chanhouta, Tehsil Bharmour, Distt. Chamba, H.P.176309	ST	BPL	09.03.86	BEE0 Bharmour (CBA)

**Note: - Appointment orders of Candidates bearing Roll No. 508568, 509172 & 513953 have been withheld as they have not submitted the undertaking/self declaration that they have acquire the said diploma/certificate by attending regular classes. They are directed to submit the same to this directorate immediately.**

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 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/eledu**

प्रारम्भिक शिक्षा निदेशालय (हि.प्र.)

29 SEP 2017

(Manmohan Sharma)  
Director Elementary Education  
Himachal Pradesh.

29<sup>th</sup> September, 2017.

Endst. No: even, Dated Shimla-1

Copy for information and compliance to:-

- 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.
- 3) The Concerned Deputy Director of Ele. Education in Himachal Pradesh.

- 4) All the Head of the offices concerned with the remarks that Character/antecedents and credentials/genuineness of the certificates/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.**



**TERMS & CONDITIONS**

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.
  - vi) Certificate to this effect that he 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 upto 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 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 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, Rashtrita Sakshakrta 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. In case of concealing of facts his/her services are liable for termination.
16. Selected candidate will have to take an oath of allegiance/faithfulness to the constitution of India.

  
**Director Ele. Education, H.P.**



**ANNEXURE-B**

**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 Shri \_\_\_\_\_ 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 PARTY**).

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:-

1. 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.

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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)**