

Department of Social Justice & Empowerment,  
Directorate of Women and Child Development,  
Himachal Pradesh, Shimla-171001.

No. WCD-A-B(1)105/84-Estt.-(S.A)-Vol-IV-

Dated: Shimla-1 the

16 .03.2022.

**OFFICE ORDER.**

On the recommendation of the Secretary, Himachal Pradesh Staff Selection Commission, Hamirpur vide his office letter No.HPSSC-C-32/18-90, dated: 05.01.2022, offer for the appointment on a temporary post of Statistical Assistant on contract basis in the on fixed amount of Rs.23100/- (Rupees Twenty three Thousand one Hundred only) per month {60% of 38500/- i.e. first cell of applicable level of the Pay matrix of the post as per H.P. Govt. O.M. No.Fin (C)-B(7)-2/2021, dated: 12.01.2022} under Direct Recruitment is hereby given to the following candidates and posted in the offices of the Child Development Project Officers shown against their names on the terms and conditions for appointment as under:-

Sr. No	Name and Address of the candidate.	O/o the Child Development Project Officers/District Programme Officer, where joining is to be given latest by 31.03.2022.
1.	Sh.Arvind Guleria, S/o Sh. Dyal Singh, R/o Village & P.O. Nagtota Surian, Tehsil, Jawali, District-Kangra (H.P).	O/o the Child Development Project Officer, Fatehpur, District-Kangra.
2.	Sh. Sanjeev Kumar, S/o Sh. Baldev Singh, R/o Village-Bandal, P.O. Khouda, Tehsil-Dharampur, District-Mandi (H.P).PIN-175026.	O/o the District Programme Officer,, Lahaul at Keylong, District-Lahaul & Spiti.
3.	Sh. Adarsh Sharma, S/o Sh. Tilak Raj, R/o Village & P.O. Panjgain, Tehsil Bilaspur Sadar, District-Bilaspur (H.P). PIN-174012.	O/o the Child Development Project Officer, Tissa, District-Chamba.
4.	Sh. Narender Pal, S/o Sh.Dhyan Singh, R/o Village- Bagwar Mundkhar, Tehsil-Bhoranj, District-Hamirpur (H.P).	O/o the Child Development Project Officer, Pangi, District-Chamba.
5.	Sh. Gurmeet Singh, S/o Sh.Ishwar Dass, R/o Village- Jassor, P.O. Rounkhar, Tehsil-Nagrota-Bagwan, District-Kangra (H.P).	O/o the District Programme Officer, Hamirpur, District-Hamirpur.
6.	Sh. Ajeet Kumar, S/o Sh. Roshan Lal, R/o Village-Khunda, P.O. Sarpara, Tehsil, Rampur, District-Shimla (H.P).	O/o the Child Development Project Officer, Spiti at Kaza, District-Lahaul & Spiti.

*Satish*

--Contd. at P-2--

**Terms & conditions of appointment:-**

This contract appointment will be initially for one year which may be extendable on year to year basis depending upon the performance and work and conduct on the job:-

1. The contractual appointee will be paid fixed contractual amount of Rs. 23100/- (Rupees Twenty three Thousand one Hundred only) per month which shall be equal to 60% of 38500/- i.e. first cell of applicable level of the Pay matrix of the post as per H.P. Govt. O.M. No.Fin (C)-B(7)-2/2021, dated: 12.01.2022 of the post of Statistical Assistant.
2. No other benefits such as senior/selection scales etc. shall be given. The contract will be extended/ renewed for next one year if work performance and conduct of the contractual appointee is found satisfactory.
3. The service of the contractual appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contractual appointee is not found satisfactory.
4. Contractual 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 contractual employee with less than two surviving children may be granted maternity leave for 180 days. A female contractual 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. 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.
5. The contractual appointee shall not be entitled for medical reimbursement and LTC etc. No leave of any kind except above is admissible to the contract employee.
6. Unauthorized absence from duty without the approval of the controlling officer shall automatically lead to the termination of the contract. Contractual appointee shall not be entitled for contractual amount for the period of absence from duty.
7. An official appointed on contract basis who has completed three years tenure at one place of posting shall be eligible for transfer on need basis whenever required on administrative grounds.
8. Contractual appointee will have to submit a certificate of his/her fitness from Chief Medical Officer.
9. Contractual appointee will be entitled for TA/DA if required to go on tour in connection with his official duties at the same rate as applicable to regular counterpart officials in the minimum of the pay band.
10. Provisions of service rules like FR, SR, 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 contractual appointees.
11. The Employees Group Insurance Scheme as well as EPF/GPF will not be applicable to the contractual appointee.

--Contd. at P-3--





12. Contractual appointee shall have to execute agreement (on enclosed Annexure-B) on non-judicial stamp paper of the appropriate value for the period of one year w.e.f. the date of joining this post. The concerned CDPO/DPO shall sign the agreement on behalf of the Government, a copy of which shall be forwarded to the Directorate.

This offer of contract appointment will be further subjected to the production of attested copies of the following certificates at the time of his joining:-

- (i) Certificate of his/her medical fitness from Chief Medical Officer.
- (ii) Certificates of Essential Education Qualification i.e. Graduation Degree.
- (ii) Certificate of Matriculation Examination passed as a proof of date of birth.
- (iii) Character Certificate from a Magistrate or Gazetted Officer to whom the candidate may be known for last three years.
- (iv) Certificates related to his sports achievements.

If the aforesaid conditions are acceptable to him, he may report for joining/duty to the aforesaid concerned Child Development Project Officer/District Programme Officer, latest by 31<sup>st</sup> of March, 2022, failing which, this offer shall stand cancelled and you will not be considered for re-engagement in future.

Encls: 02 (as above)



Director,

Women and Child Development,  
Himachal Pradesh Shimla-1.

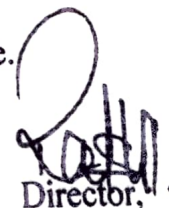
Dated:-Shimla-1 the 16 .03.2022.

Endst No. Even 19121 - 150

Copy to:-

1. The Additional Chief Secretary (SJ&E) to the Government of H.P. for information please.
2. The Secretary, Himachal Pradesh Staff Selection Commission, Hamirpur (H.P) w.r.t. his office letter No.HPSSC-C-32/18-90, dated: 05.01.2022 for information please.
3. The Assistant Controller (F&A) Directorate of WCD (H.P) for information and necessary action.
4. The District Programme Officers, Kangra at Dharamshala & Chamba (H.P) for information and necessary action.
5. The District Programme Officers, Lahaul at Keylong, Hamirpur & Child Development Project Officers, Fatehpur, Tissa, Pangi, Spiti at Kaza (H.P) for information and necessary action. He/She is further directed to execute contractual agreement on enclosed Annexure-B with the above contract appointee and forward a copy of same along with the confirmation of the joining/other required documents of the above official to this Directorate.
6. The concerned Treasury Officer for information please.
7. **(Regd)** The above mentioned candidates (Sr. No.01 to 06 above) for information and necessary action.
8. Personal File of the official concerned/ Guard File.

PMIS



Director,

Women and Child Development,  
Himachal Pradesh Shimla-1.

**Annexure-B**

**Form of contract/Agreement to be executed between the contractual Statistical Assistant, Class-III (Non-Gazetted) and the Government of Himachal Pradesh through Director, Women and Child Development, H.P.**

This agreement is made on this.....day of .....in the year .....between  
Sh./Smt./Km.....s/oD/o.....

Shri.....R/o.....  
.....

.....contract appointee (hereinafter called the FIRST PARTY). And the Governor, Himachal Pradesh through, Director, Women and Child Development, Himachal Pradesh( here-in-after called the SECOND PARTY) and whereas the second party has engaged the aforesaid FIRST PARTY and the FIRST PARTY HAS AGREED TO SERVE as Statistical Assistant on contract basis on the following terms & conditions:-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a Statistical Assistant for a period of 1 year commencing on 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 contractual period of 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 emoluments of the FIRST PARTY will be Rs. 23100/- 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.

4. The Contractual appointee will be entitled for one day casual leave after putting one month service. He will not be entitled for Medical Reimbursement and LTC etc. Only maternity leave will be given as per Rules.

5. Un-authorized absence from the duty without the approval of the controlling officer shall automatically lead to the termination of the contract. The contractual appointee will not be entitled for salary for the period of absence from duty.

6. An official appointed on contractual appointee on contract basis who have completed three years service at one place of posting will be eligible for transfer on need based basis whenever 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 pregnancy 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. Contractual appointee shall be entitled to TA/DA if required to go on tour in connection with his duties at the same as applicable to regular counter-part Officer at the minimum of pay scale.

9. The Employees Group Insurance Scheme as well as EPF/GPF will not be applicable to the contractual appointee (s)

In Witness thereof, the party to the agreement have put their hands on the day month and the year above written.

In the presence of Witness:

1. ....

.....

.....

(name & full address)

2. ....

.....

.....

(name & full address)

(Signature of the 1<sup>st</sup> Party)

In the presence of witness:

1.....

.....

.....

(name & full address)

2. ....

.....

.....

(name & full address)

(Signature of the 2<sup>nd</sup> Party)