

Department of Social Justice and Empowerment.
Directorate of Women and Child Development,
4th Floor, MC Parking, Tutikandi, Shimla 171004

No. WCD-A-B(1) 68/2018-Estt-loose-12246-12305 Dated: Shimla, the 8/10/24

OFFICE ORDER

On the recommendations of **Directorate of Sainik Welfare, Ex-Servicemen Employment Cell, Hamirpur**, the following candidate is hereby offered appointment to the Post of **Junior Office Assistant (IT)** purely on Contract Basis, initially for a period of one year, in the office mentioned below against his name, on fixed contractual amount of **Rs. 12360/-** (Rs. Twelve Thousand Three Hundred Sixty Only) 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 conditions that the joining shall be considered on or after 09.10.2024 (upto 23.10.2024 **including joining time**), in the public interest, on the following terms & conditions:-

Sr. No.	Name & Address of the Candidates Sh./Smt./Km/	Place of Posting in the O/o
1.	Sh. Devi Ram S/o Sh. Dhanu Ram Village Thanout P.O. Sehli Teh Sadar Mandi Distt. Mandi H.P.	District Programme Officer, Keylong Distt. Lahul & Spiti H.P.

1. He will be paid a fixed contractual amount @Rs.12360/-per month.
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 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.
3. He will be entitled for one day's 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 day'. A female contract appointee shall be 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 the authorized Government Medical Officers. However, he/she will also be entitled for 10 days Medical Leave and 05 days Special Leave.

He/she shall not be entitled for Medical reimbursement and LTC, etc. No leave of any kind except above is admissible to him.

4. Unauthorized absence from duties without approval of the controlling officer shall automatically lead to the termination of the contract agreement. However, in exceptional cases where the circumstances for un-authorized absence from duty were beyond their control on medical grounds, such period shall not be excluded while considering their control on medical grounds, such period shall not be excluded while considering their case for regularization but the incumbent shall have to intimate the controlling authority in this regard well in time. However, he shall not be entitled for contractual amount for this period of absence from duty.
5. He will submit a certificate of his fitness from the Chief Medical Officer of concerned District / Hospital.
6. He will be entitled to TA/DA, if required to go on tour in connection with the official duties, at the same rate as applicable to regular counterpart officials at the minimum of pay scale.
7. 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.
8. No travelling allowance will be paid to them for joining duties at aforesaid place of their posting.
9. He 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 them.
10. In case, the contract appointee does 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.
11. 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 service 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.
12. The services of the incumbent 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 amendment issued from time to time, in future.

If, the offer of appointment, on the above terms and conditions is acceptable to the above named candidate, he may report for duty in the aforesaid office as mentioned against **his name on or after 09.10.2024 (upto 23.10.2024 including joining time) positively**. He is further directed to execute the enclosed Contract Agreement and affidavit as stipulated in conditions No. 9 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 form (copy enclosed), submitted by the candidate at the time of joining duties, certifying therein that all facts and details given are correct. In case, character and antecedents of the candidate are not found verified or any false information is given by the candidate 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.wcd-hp@nic.in.

(Rupali Thakur)
Director

Women and Child development
Himachal Pradesh
Dated: Shimla, the 8/10/24,

Endst. No. As above: 12296-12310

Copy for information and further necessary action:-

1. The Secretary (SJ&E) to the Government of Himachal Pradesh.
2. The Sub-Regional Employment Officer, Ex-Serviceman Cell, Hamirpur, Distt. Hamirpur, w.r.t. his letter No. DSW Ex-Cell OC-107/2018-15021-24 dated 19.08.2024.
3. The Chief Medical Officer, Lahaul & Spiti, Himachal Pradesh.
4. The Treasury Officer, concerned Treasury, Himachal Pradesh.
5. The Assistant Director (Nutrition), Directorate of Women and Child Development.
6. The Assistant Controller, (F&A) Directorate of WCD, Shimla-4.
7. The District Programme Officer, Lahul & Spiti at Keylong in Himachal Pradesh with the direction that duly attested copies of all requisite certificates be kept in the personal file for office record. Photocopy of agreement duly attested be also sent to this directorate along with joining of the candidate.
8. Bill Assistant, Directorate of WCD for compliance.
9. Sh. Devi Ram S/o Sh. Dhanu Ram Village Thanout P.O. Sehli Tehsil Sadar Mandi, Distt. Mandi H.P. through registered post, he is directed to contact the office of Chief Medical Officer, Lahaul & Spiti at Keylong for his medical examination.
10. Personal File and Guard File.

(Rupali Thakur)
Director

Women and Child development
Himachal Pradesh.