No. EDN-(SE)-H(20)-B-6/2025-Appointment JOA (Library)
Directorate of School Education
Himachal Pradesh
Dated: Shimla -171001 Dated July, 2026

Directorate of School Education
03 AUG 2026
Himachal Pradesh, Shimla-171001

OFFICE ORDER

On the recommendation of the Secretary staff selection Commission Hamirpur, Distt. Hamirpur vide letter No. HPRCA-H (3)-P.C.-24/2025-5705, Dated 09.07.2026 and as per recommendation of the screening committee, the following candidates are hereby offered appointment as Junior Office Assistant (Library) on Job Trainee basis as JOA (Library), initially for a period of two years, in Govt. Sr. Sec. Schools as shown against their name(s) on fixed emoluments Rs. 12,500/- per month in level 4 of the pay matrix, as well as specific term & condition which are annexed as annexure "A".

Sr. No.	Roll Number	Name & Address	Date of Birth	Category	Sub - Category	Place of Posting
1.	25024000402	Madhu Kumari D/o Ramesh Chand,Village Morsu Sultani P.O -Didwin Tehsil. Barsar Distt.-Hamirpur H.P-177401	25.11.1987	GEN	UR	GSSS Thakurdwara, (KGR)
2.	25024000666	Pankaj Chauhan S/o Rajinder Singh Village Bagli Uparli, P.O - Bagli, Tehsil.-Dehra Gopipur Distt. Kangra H.P-177103	11.05.1991	GEN	UR	GSSS Indora, (KGR)
3.	25024000197	Pawan Kumar S/o Chain Ram V.P.O Majhewali Tehsil.-Rampur Bushahr Distt. Shimla H.P-172102	13.08.1998	SC	UR	GSSS Nerwa, (SML)
4.	25024001352	Anu D/o Amir Ahmed, House number 135 VPO Nangal Nikku, District-Rupnagar, Punjab-140124	29.01.1996	GEN	UR	GSSS Killar (CBA)
5.	25024001224	Komal Thakur D/o Balram Singh, House no 6 block-C street No 5 Harit Vihar Sant Nagar Burari Distt. North State Delhi-110084	18.12.2000	GEN	UR	GSSS Jukhala (BLP)
6.	25024001107	Parveen Devi D/o Bahadur Singh Village Dheu, P.O- Shadhar, Distt. Shimla-H.P-172102	15.10.1997	GEN	UR	GSSS Namhol, (BLP)
7.	25024000057	Priya Verma D/o Chuni Lal Verma, Village Thach P.O Maindhi, Distt. Mandi H.P-175011	27.02.2001	GEN	UR	GSSS Pangna, (MND)
8.	25024000602	Raveenu Dhiman D/o Kamlesh Dhiman Village Badehar P.O-Patti, Tehsil Palampur, Distt. Kangra-176061	02.10.1999	OBC	UR	GSSS Lanj, (KGR)
9.	25024000429	Abhinav Joshi S/o Rajeev Joshi Village Sukrala P.O Bara Distt. Hamirpur H.P 177044	30.12.2001	GEN	UR	GSSS Jalari, (HMR)
10.	25024000287	Jaswant Singh S/o Shamu, Village- Tadoli, P.O- Saru, Tehsil & Distt. Chamba, H.P 176310	01.03.1993	GEN	UR	GSSS Sihunta, (CBA)
11.	25024000836	Simran Verma D/o Naresh Verma VPO- Ramshehar, Tehsil Ramshehar, Distt. Solan H.P-174102	11.01.2000	GEN	UR	GSSS Kandaghat, (SLN)

12.	25024001000	Jai Verma S/o Om Prakash Village -Kandhi, P.O- Bhanera, Tehsil- Karsog, Distt. Mandi, H.P-175011	02.12.2000	GEN	EWS	GSSS Panarsa, (MND)
13.	25024000243	Ajay Sharma S/o Gouri, Village-Bahlo, P.O Greema, Tehsil Bharmour, Distt., Chamba, H.P-176309	09.06.1995	ST	UR	GGSSS Chamba, (CBA)
14.	25024000436	Zameel Mohammad S/o Mazid Mohammad, Village Magra, P.O-Hathol, Tehsil- Nadaun Distt. Hamirpur H.P-177041	14.05.1993	ST	UR	GSSS Badaran, (HMR)
15.	25024000901	Umang D/o Mast Ram, P-2/118 Jaral Colony Pandoh, P.O Pandoh, Distt. Mandi, H.P-175124	28.08.1994	SC	UR	GSSS Janjehli, (MND)
16.	25024001350	Sonam Yangkit D/o Kunjang VPO- Chango, Tehsil-Yangthang, Distt. Kinnaur H.P-172111	13.02.1995	ST	UR	GSSS Keylong, (L&S)
17.	25024000892	Aamul Rathore S/o Sanjay Rathore, Village- Passal, P.O-Chauntra, Tehsil- Jogindernagar Distt. Mandi H.P-175032	15.02.1998	GEN	EWS	GBSSS JoginderNagar, (MND)
18.	25024000353	Shubham Kumar S/o Ranbir Singh, Village- Chameru, P.O Suan, Tehsil Jaisinghpur, Distt. Kangra, H.P-176094	21.09.1998	SC	UR	GSSS Saleti, (KGR)
19.	25024000086	Ravinder Kumar S/o Man Dass, Village- Maghara, P.O- Dofda Tehsil- Rampur, Distt. Shimla, H.P-172102	28.01.2001	SC	UR	GSSS Nankhari, (SML)
20.	25024000485	Anjali Jaswal D/o Roop Lal Village- Gori Ghulanu, P.O-Nabahi, Tehsil- Sarkaghat Distt. Mandi, H.P-175024	08.08.2001	SC	UR	GSSS Koti, (SML)
21.	25024000412	Sheetal D/o Anju Verma LIG 07 NIT Colony Housing Board, Near Galod Nalti Road Distt., Hamirpur H.P-177001	25.09.2001	GEN	UR	GSSS Amlehar (HMR)
22.	25024001193	Ruchika Vij D/o Chander Sekhar Vij H.No. 577, Phase-2, Goindwal Sahib, District Tarn Taran- Pujab-143422	29.06.1991	GEN	UR	GSSS Mamligh, (SLN)
23.	25024000527	Gagan Deep Singh S/o Jatinder Pal Singh, Village- Lohna, P.O-Bandla Tea Estate, Palampur Distt. Kangra H.P -176061	21.09.1991	GEN	UR	GSSS Joghon, (SLN)
24.	25024000644	Diksha Sharma D/o Sham Lal Village- Bharal, P.O- Rehan Tehsil- Fatehpur Distt. Kangra H.P-176022	01.02.1994	GEN	UR	GSSS Pragpur, (KGR)
25.	25024001113	Vandana Kumari D/o Raj Kumar C/o Satya Sarswati, Burn Side, Sarswati Niwas Boileauganj, Distt. Shimla-171005	13.04.1994	GEN	UR	GSSS Arki (SLN)

26.	25024000567	Ritesh Kumar S/o Ravinder Kumar, Village Badhera Rajputan, P.O- Guglehar, Tehsil-Ghannari, Distt. Una, H.P-177208	16.10.1994	OBC	UR	GSSS Haroli, (Una)
27.	25024000478	Kamlesh Kumar S/o Parkash Chand, Village- Bahi, P.O-Bhambla, Tehsil – Baldwara Distt. Mandi H.P-175004	18.10.1995	OBC	UR	GSSS Kafota, (SMR)
28.	25024000761	Nok Singh S/o Kumat Ram Village Khenvi, P.O -Digerh, Tehsil Anni, Distt. –Kullu, H.P-172026	28.01.1997	GEN	EWS	GBSSS Rampur, (SML)
29.	25024001064	Jyoti D/o Sh. Ramesh Chand, VPO & Tehsil- Kamrau, Distt. Sirmour, H.P-173029	23.03.1997	GEN	EWS	GBSSS Poanta Sahib, (SMR)
30.	25024000371	Akanksha, D/o Sh. Suresh Kumar, House No. 16-A, New Lahore Colony, Shastri Nagar, Distt. East state Dehli-110031	20.07.1999	SC	UR	GSSS Kharwar, (HMR)
31.	25024000230	Arushi Negi, D/o Sh. Mahabir Singh, VPO- Pangi, Distt. Kinnaur, H.P-172107	20.09.2000	ST	UR	GSSS Sangla, (KNR)
32.	25024000766	Kajal, D/o Sh. Trilok Chand, Village- Sohar, P.O & Tehsil-Sandhole, Distt. Mandi-176090	25.01.2002	OBC	UR	GSSS Panjgain, (BLP)
33.	25024001085	Jyoti Bala, D/o Sh. Raj Kumar, Village- Shilidhar, P.O- Tandi, Sub- Tehsil- Neethar, Distt. Kullu, H.P-172033	28.08.2003	SC	UR	GSSS Bhunter, (KLU)
34.	25024000234	Shashi Kant S/o Sh. Ram Singh, Vill- Brow, P.O- Rampur, Distt. Kullu H.P-172001	26.06.1991	GEN	EWS	GSSS Banjar, (KLU)
35.	25024000415	Dinesh Kumar S/o Sh. Ashok Kumar, VPO- Badehar, Tehsil & Distt. Hamirpur, H.P-176048	17.01.1995	SC	UR	GSSS Bhareri, (HMR)
36.	25024001061	Rakesh Sharma S/o Sh. Attma Ram Sharma, Village- Naya, P.O-Shillai, Tehsil Shillai Distt. Sirmour H.P-173027	03.01.1997	OBC	UR	GSSS Shillai, (SMR)
37.	25024000147	Suresh Kumar S/o Sh. Gurdas Ram, Vill- Dolan. P.O- Bassi, Tehsil- Shree Naina Devi Ji, Distt. Bilaspur, H.P-174002	15.06.1991	ST	UR	GSSS Chandi(S), (SLN)
38.	25024000321	Rajan Jaswal S/o Sh. Subhash Chand, Ward No. 4, Villge-Bilkar Kahan, P.O- Bhota Distt. Hamirpur, H.P-176041	02.08.1995	GEN	EWS	GSSS Karot, (HMR)
39.	25024000292	Karam Singh S/o Sh. Chatro, Vill-Laddan, P.O- Devikothi, Tehsil-Churah, Distt. Chamba, HP-176316	04.06.1998	GEN	EWS	GSSS Tissa, (CBA)
40.	25024001344	Nimanshu S/o Sh. Suresh Kumar, Vill- Dhounta, P.O- Beh, Distt. Kangra, HP-177105	13.01.2001	SC	UR	GSSS Rail, (HMR)
41.	25024000938	Phuntsok Dolma D/o Sh. Gyalson Bodh, Lower Summerhill, MI Room Shimla, Distt. Shimla, HP-171005	06.05.1993	ST	UR	GSSS Kaza, (Lahaul & Spiti)

42.	25024000808	Mohit Thakur S/o Sh. Shakti Chand, Vill- Marghan, P.O- Bhalyani, Distt. Kullu, HP- 175102	17.06.1998	GEN	EWS	GBSSS Rohru, (SML)
43.	25024000604	Raj Kumar S/o Sh. Ramesh Kumar, VPO- Gandhigram, Tehsil- Baijnath, Distt. Kangra, HP- 176125	19.01.2000	SC	BPL	GSSS Kunsal, (KGR)
44.	25024000159	Anurag S/o Sh. Ved Prakash, Vill- Bhalari, P.O- Banot (Shamathla), Sub Tehsil- Kotgarh, Distt. Shimla, HP- 172030	19.04.2000	SC	UR	GSSS Chopal, (SML)
45.	25024000235	Kriti Verma D/o Sh. Sunil Kumar, Vill- Shohach, P.O- Nishani, Distt. Kullu, HP- 172002	29.04.2000	GEN	EWS	GBSSS Kullu, (KLU)
46.	25024000969	Akhilesh Thakur S/o Sh. Dharam Chand Thakur, VPO- Kotli, Tehsil- Kotli, Distt. Mandi, HP- 175003	15.06.2000	GEN	EWS	GSSS Tikkar, (SML)
47.	25024000636	Kamal Kumar S/o Sh. Vijay Kumar, Vill- Rin, P.O- Dhaloon, Tehsil- Nagrota Bagwan, Distt. Kangra, HP- 176056	02.07.2002	OBC	UR	GSSS Kapahra, (BLP)
48.	25024000563	Vishal Sharma S/o Sh. Tulsi Ram, Vill- Massi, P.O- Chhatrari, Distt. Chamba, HP- 176324	27.09.1995	GEN	EWS	GSSS Kakira, (CBA)
49.	25024001164	Mehak Panwar D/o Sh. Rakesh Kumar, Vill- Jamli, P.O- Surla, Tehsil- Nahan, Distt. Sirmour, HP-173001	26.12.2000	GEN	EWS	GSSS Sarahan, (SMR)
50.	25024000369	Satish Kumar S/o Sh. Tirth Ram, Vill- Bharni, P.O- Tikri Garh, Tehsil- Churah, Distt. Chamba, HP- 176321	05.01.2001	SC	UR	GSSS Kihar, (CBA)
51.	25024000616	Pankaj S/o Sh. Narender Kumar, Vill- Langhu, PO- Gandhigram, Tehsil- Baijnath, Distt. Kangra, HP- 176125	12.11.2001	OBC	BPL	GSSS Bangana, (Una)
52.	25024000694	Rabia Gosal S/o Sh. Pawan Kumar, Vill- Siholpuri, P.O- Shahpur, Tehsil- Shahpur, Distt. Kangra, HP- 176206	25.03.2005	OBC	UR	GBSSS Bilsapur, (BLP)
53.	25024000430	Naincy D/o Sh. Rattan Chand, Vill- Samtana Khurd, P.O- Samtana, Tehsil- Barsar, Distt. Hamirpur, HP- 176042	08.06.1996	SC	UR	GSSS Amboya, (SMR)
54.	25024000499	Sandeep Kumar S/o Sh. Chaman Lal, Vill- Chornali, P.O- Bandla, Distt. Kangra, HP-176061	28.10.1999	SC	UR	GSSS Kupvi, (SML)
55.	25024000107	Prem Devi D/o Sh. Heera Lal, VPO- Majhewali, Tehsil- Rampur, Distt. Shimla, HP- 172102	03.07.2001	SC	BPL	GSSS Nalagarh, (SLN)
56.	25024000678	Dinesh Kumar S/o Sh. Desh Raj, Vill- Governand, P.O- Thana Bargran, Distt. Kangra, HP- 176037	20.08.1990	SC	UR	GSSS Dulehar, (Una)

57.	25024001205	Manish S/o Sh. Bhajan Singh, VPO- Kotla Kalan Upper, Distt. Una, HP- 174303	07.07.1995	SC	UR	GSSS Badhera, (Una)
58.	25024000014	Deepanshu Chatra S/o Sh. Ravinder Chatra, Vill- Himri, P.O – Himri, Distt. Shimla- HP-171202	12.09.1995	SC	UR	GSSS Sainj, (SML)
59.	25024000488	Sachin Rana S/o Sh. Dharam Pal Rana, Vill- Tutua, P.O- Haripur, Tehsil & Distt. Solan, HP-173206	20.06.1996	OBC	UR	GSSS Dharamshala, (KGR)
60.	25024001316	Navjyot Singh S/o Sh. Joginder Singh, VPO- Raipur Sahoran, Distt. Una, HP- 174015	28.11.1997	OBC	UR	GSSS Kanam, (KNR)
61.	25024001068	Praveen Kumar S/o Sh. Guman Singh, Vill- Naya, P.O- Halla, Tehsil- Shillai, Distt. Sirmour, H.P- 173027	28.02.1999	OBC	UR	GSSS Rajgarh, (SMR
62.	25024001254	Kuldeep S/o Sh. Hem Chand, Vill- Shil, P.O- Jagjitnager, Tehsil- Kasauli, Distt. Solan, HP-173225	29.01.1999	SC	UR	GSSS Nurpur, (KGR)
63.	25024000306	Rajneesh Kumar S/o Sh. Sunit Kumar, Vill- Nahalwin, P.O-Aghar, Tehsil & Distt. Hamirpur, HP- 176041	12.02.1999	OBC	UR	GSSS Darlaghat, (SLN)
64.	25024000675	Aditi Choudhary D/o Late Vijay Kumar, Ward No. 2, Vill- Ichhi Khas, P.O- Ichhi, Tehsil & Distt. Kangra, H.P- 176209	20.11.2001	OBC	UR	GSSS Sundernagar, (MND)
65.	25024000329	Suresh Kumar S/o Sh. Gian Chand, Vill- Jhinjkari, P.O- Mair, Tehsil & Distt. Hamirpur, HP-176042	10.01.1987	SC	UR	GSSS Nichar, (KNR)
66.	25024001253	Rajesh S/o Sh. Vijay Singh, VPO-Manjyat, Distt. Solan, HP-173208	09.06.1987	SC	UR	GSSS Jubbal, (SML)
67.	25024000111	Ankit S/o Sh. Sant Ram, Vill-Narhana, P.O- Jabri, Tehsil & Distt. Shimla, HP-171103	27.12.1996	SC	UR	GGSSS Portmore, (SML)
68.	25024000773	Reetika Kumari D/o Sh. Madan Lal, VPO- Bharmour, Tehsil-Bharmour, Distt. Chamba, HP-176315	08.11.1999	ST	BPL	GSSS Manali, (KLU)
69.	25024000978	Meena Kumari D/o Sh. Maru Ram, Vill- Rathol, P.O- Balt, Tehsil- Balh, Distt. Mandi, HP-175008	02.03.1988	OBC	BPL	GSSS Barotiwala, (SLN)
70.	25024000006	Priyanka Kumari D/o Sh. Karam Singh Chauhan, Co Sh. Karam Singh Chauhan, Near Shivalik Public School Sargheen, Panthagatti, Shimla-9	09.10.1989	GEN	WFF	GSSS Chhota Shimla, (SML)
71.	25024000347	Kuldeep Kumar Dhiman S/o Sh. Lachho Ram, Vill- Ropa, P.O-Nalti, Distt. Hamirpur, HP-177001	20.04.1989	OBC	BPL	GSSS Baddi, (SLN)

Terms and conditions:

i. The candidate shall be engaged as Job Trainee JOA (Library).

ii. The candidate engaged under this scheme shall be paid monthly consolidated fixed amount. The services of the persons engaged under this scheme on completion of two years' period as Job Trainee in the relevant financial year, shall be considered for regularization in the succeeding financial year, as per instructions issued by the Government from time to time, subject to passing of qualifying examination or efficiency bar test successfully.

iii. The candidate engaged under this scheme by no stretch of imagination will be government employee and shall be governed by this scheme only. Any benefit available to Government employees on regular basis shall not be given to a candidate engaged under this scheme. The candidates engaged under this scheme cannot claim such benefits in this regard. A guarantee/affidavit to this effect shall be given by the candidate, as per **Annexure-B**.

iv. The candidate engaged under this scheme shall be paid consolidated fixed amount @ Rs 12500/-pm or as may be decided by the Government (Finance Department).

v. If, at any stage, it is found that the person engaged under this scheme does not fulfill the criteria for the post or ineligible, the person can be relieved after issuing notice according to the conditions of the agreement during the period of engagement.

vi. If, at any stage, it is found that the person engaged under this scheme, is involved in any misconduct, embezzlement, criminal proceedings, sexual harassment at work place, etc., the engagement shall be terminated after affording an opportunity of being heard.

vii. An incumbent engaged on fixed amount under this scheme 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 official at the minimum pay scale.

viii. The person engaged under this scheme shall be eligible for Medical benefit schemes under HIMCARE/Ayushman Bharat, as applicable and such persons shall become the member of the scheme. The Government medical rules shall not be applicable to such Trainees.

ix. The person being engaged under this scheme with monthly fixed amount shall have to perform all the duties as assigned by the Competent Authority of the department, in which he/she is engaged.

x. The services of the Job Trainee will be governed on the basis of agreement attached herewith as **Annexure-C.**

xi. The incumbent engaged under this scheme shall have to pass the prescribed post training examination. After the second year of Job Trainee period, the candidates will be required to clear a qualifying examination or efficiency bar test based on the work profile of the respective posts, as a prerequisite for appointment to an appropriate pay scale, which shall be conducted by an agency as may be prescribed by the Government from time to time. The nature, syllabus etc. of the examination shall be determined/finalized by the Competent Authority in consultation with the examination agency.

xii. Any service Rule including CCS/CCA/Leave Rules/Pension Rule or any other rules as applicable to government servants shall not be applicable to the persons engaged under this scheme.

xiii. The Job Trainee engaged under this scheme will be entitled for one day's casual leave after putting in one month's service, 10 days' medical leave and 5 days' special leave, in a calendar year. A female Job Trainee engaged under this scheme with less than two surviving children, may be granted maternity leave for 180 days'. A female Job Trainee engaged under this scheme 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 Job Trainee engaged under this scheme shall not be entitled for medical re-imbursement, LTC, etc. No leave of any other kind, except above, will be admissible to the Job Trainee engaged under this scheme. 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.

xiv. Un-authorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the Job Trainee engaged under this scheme. However, in exceptional cases, where the circumstances for un-authorized absence from duty were beyond his control on medical grounds, such period shall not be excluded while considering his case for regularization/conversion in regular pay-scale but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the Job Trainee engaged under this scheme shall not be entitled for any remuneration for this period of absence from duty.Provided that he shall submit the certificate of illness/fitness in support of his illness, issued by the Medical Officer, as per prevailing instructions of the Government.

xv. Selected Job Trainee, engaged under this scheme, will have to submit a certificate of his/her fitness issued by the Government Medical Officer. In case of women candidates who are to be engaged for training carrying hazardous nature of duties, such woman candidate, who as a result of tests is found to be pregnant of 12 weeks' standing or more shall be declared temporarily unfit and her engagement shall be held in abeyance until the confinement is over. Such a woman candidate be re-examined for medical fitness six weeks after the date of confinement, and if she is found fit on production of Medical fitness certificate from the authority as specified above, she may be engaged to the post kept reserved for her.

xvi. If, the offer of engagement, on the above terms and conditions is acceptable to the above named candidates, they may report for duty on or before **07.08.2026** positively.

These orders are available on Departmental website i.e. **www.himachal.nic.in/dse**

Directorate of School Education
03 AUG 2026
Himachal Pradesh, Shimla-171001

Encl. As above

(Ashish Kohli, IAS)
Director School Education,
Himachal Pradesh

Endst. No. even Dated: Shimla-171001 the , July, 2026

Copy forwarded for information and further necessary action to:-

1. The Secretary (Education) to the Govt. of Himachal Pradesh, Shimla-171002.
2. The Secretary H.P Rajya Chayan Aayog, Hamirpur Distt. Hamirpur w.r.t their letter No. HPRCA-H(3)P.C.-24/2025-5705 dated 09-07-2026.
3. The concerned Deputy Director of School Education (Secondary) ,Himachal Pradesh.
4. The concerned Principal of the Schools with the directions that before accepting the joining report of the candidate a bond on Judicial Paper (in triplicate) is required to be executed between the Head of the institution and the Job Trainee as per specimen copy enclosed. Original copy of the bond will be retained in the office of the schools, other copy is to be handed over to the appointee and third copy will be forwarded to this Directorate along with joining report. Their joining will be incomplete if this office has not received aforesaid documents. The joining of appointee will be treated from the date of signing of the bond.
5. The Superintendent (Transfer Cell) Directorate of School Education, H.P.
6. The Nodal officer/Incharge (IT Cell), Directorate of School Education, H.P to upload these orders on department website.
7. Guard file.

Director School Education
Himachal Pradesh

No. EDN-(SE)-H(20)-B-6/2025-(Library)
Directorate of School Education
Himachal Pradesh

Directorate of School Education
03 AUG 2026
Himachal Pradesh, Shimla-171001

Dated: Shimla -171001 dated July, 2026

OFFICE ORDER

With the prior approval of competent authority, following posts of JOA(Library) are hereby shifted from the Govt. Sr. Sec. Schools mentioned in column No. 2 to the CBSE Schools mentioned in Column No. 3 with immediate effect in the public interest:-

Sr. No.	**Shifting of JOA (Library) Posts**	
	II	***III***
	From (HPBOSE)	**To (CBSE)**
1	GSSS Samej (KLU)	GSSS Manali (KLU)
2	GSSS Bisha (SLN)	GSSS Baddi (SLN)
3	GSSS Kawarag (SLN)	GSSS Barotiwala (SLN)
4	GSSS Halau (SML)	GGSSS Portmore (SML)
5	GSSS Bhalu (SML)	GSSS Chhota Shimla (SML)

(Ashish Kohli, IAS)
Director School Education,
Himachal Pradesh

Endst. No. even Dated: Shimla-171001 the , July, 2026
Copy forwarded for information and further necessary action to:-

1. The Secretary (Education) to the Govt. of Himachal Pradesh, Shimla-171002.
2. The concerned Deputy Director of School Education (Secondary), Himachal Pradesh.
3. The concerned Principal of the Schools.
4. The Superintendent (Transfer Cell) Directorate of School Education, H.P
5. The Nodal officer/Incharge (IT Cell), Directorate of School Education, H.P to upload these orders on department website.
6. Office copy/ Guard file.

Directorate of School Education
03 AUG 2026
Himachal Pradesh, Shimla-171001

Director School Education
Himachal Pradesh

Annexure-B

DRAFT AFFIDAVIT

I.....aged.....resident.....do hereby solemnly affirm and declare on oath as under:-

1. That I have read the terms and conditions of engagement with fixed amount, on agreement basis, as conveyed vide Letter/ Notification No..... dated..... and I fully agree with the said terms and conditions. I have also received a copy of these terms and conditions. I accept the offer of engagement with fixed amount as enunciated therein, and perform duties as Job Trainee.....(Name of the post). I understand that during my training period on fixed amount as Job Trainee..... (Name of the post), benefits received by a regular government employee shall not be admissible to me. The deponent undertakes that he shall not claim any benefit as admissible to a regular government employee, for the period of training on fixed amount, as Job Trainee.....(Name of the post).
2. That the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing material has been concealed there from.

Verified at..... (Name of place) on this the..... day of..... (Name of Month),..... .....(Year).

Place.....

Date..... DEPONENT

Annexure-C

DRAFT AFFIDAVIT

The terms and conditions of the incumbent engaged as Job Trainee on consolidated fixed amount on the Group-A/ Group-B/ /Group-C posts of..... under..... Department:-

(1) Shri/Smt./Ku..... has been engaged as Job Trainee with a consolidated fixed amount for a period of two years from his joining date. on a monthly consolidated amount of Rs....., as decided/notified by the Finance Department vide Letter/O.M No.....dated .....

(2) Shri/Smt./Ku..... shall not be entitled for any of the benefits as admissible to regular government employee nor can he demand such benefits.

(3) Shri/Smt./Ku. ..... shall be entitled to travelling and daily allowance as per the provisions of the instructions of the Finance Department issued from time to time, if required to go on tour in connection with his official duties at the same rate as applicable to regular counterpart official at the minimum pay scale.

(4) The Job Trainee engaged under this scheme will be entitled for one day's casual leave after putting in one month's service, 10 days' medical leave and 5 days' special leave, in a calendar year. A female Job Trainee engaged under this scheme with less than two surviving children, may be granted maternity leave for 180 days'. A female Job Trainee engaged under this scheme 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 Job Trainee engaged under this scheme shall not be entitled for medical re-imbursement, LTC, etc. No leave of any other kind, except above, will be admissible to the Job Trainee engaged under this scheme. 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.Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the Job Trainee engaged under this scheme. However, in exceptional cases, where the circumstances for unauthorized absence from duty were beyond his control on medical grounds, such period shall not be excluded while considering his case for regularization/conversion in regular pay-scale but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the Job Trainee engaged under this scheme shall not be entitled for any remuneration for this period of absence from duty.Provided that he shall submit the certificate of illness/fitness in support of his illness, issued by the Medical Officer, as per prevailing instructions of the Government.

(5) Selected Job Trainee, engaged under this scheme, will have to submit a certificate of his fitness issued by the Government Medical Officer. In case of women candidates who are to be engaged for training carrying hazardous nature of duties, such woman candidate, who as a result of tests is found to be pregnant of 12 weeks' standing or more shall be declared temporarily unfit and her engagement shall be held in abeyance until the confinement is over. Such a woman candidate be re-examined for medical fitness six weeks after the date of confinement, and if she is found fit on production of Medical fitness certificate from the authority as specified above, she may be engaged to the post kept reserved for her.

(6) The persons engaged under this scheme shall be eligible for Medical benefit schemes under HIMCARE/Ayushman Bharat, as applicable, and such persons shall become member of the scheme. The Government medical rules shall not be applicable to such job trainees.

(7) Any service Rule including CCS/CCA/Leave Rules/Pension Rule or any other rules, as applicable to government servants, shall not be applicable to the persons engaged under this scheme.

(8) The person being engaged under this scheme with monthly fixed amount shall have to perform all the duties as assigned by the Competent Authority of the department, in which he is engaged.

(9) Shri/Smt./Ku.....shall normally be given training during office hours. However, he shall have to perform tasks beyond office-hours, if instructed by the concerned authority.

(10) Shri/Smt./Ku. ..... shall give a guarantee as per the **Annexure-B** enclosed herewith.

(11) After the period as Job Trainee for two years, Shri/Smt./Ku..... shall be considered for regularization on the relevant post in regular pay scale, keeping in view the following points:-

(A) The regularization of such Job Trainee in regular pay- scale shall be considered only on passing of qualifying examination/efficiency bar test successfully.

(B) Shri/Smt./Ku..... shall not be regularized in regular pay-scale, if he does not pass the prescribed post-training examination as required under this scheme.

(12) (A) The misconduct of the Job Trainee proved after inquiry from competent authority by following principles of natural justice or due to lack of fitness/ability for the post of..... his/her engagement shall be terminated. In case, the Job Trainee is not satisfied with the termination orders, he may prefer an appeal before the Appellate Authority who shall be higher in rank to the Authority making such order, within a period of 45 days, from the date on which a copy of termination orders is delivered to him.

(B) In case of voluntarily resignation by the Job Trainee, he may get relieved after submitting one month's notice and after acceptance of resignation. But if any bond has been executed under pre-service training, he shall pay the amount of such bond.

Signature of job trainee

Signature of the Authorized Officer.

Place:

(1) .....
Signature,
Name & Address of witness

Date:

(2) .....
Signature,
Name & Address of witness