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

Directorate of School Education
21 JUL 2026
Himachal Pradesh, Shimla-171001

Dated: Shimla -171001 Dated July, 2026

OFFICE ORDER

On the nomination of the Directorate of Youth Service & Sports, Shimla-2, the following candidates are hereby engaged 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, on the following terms and conditions:-

Sr. No.	Name & Address of the candidates Sh./ Smt.	D.O. B	Category	Place of posting
1.	Smt. Meenakshi Kashyap, w/o Sh. Rinkesh Kumar, Vill- Gani, P.O- Kiari, Tehsil- Kotkhai, Distt. Shimla, HP- 171204	01.11.85	SC	GSSS Mashobra, (Shimla)

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.

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 **25.07.2026** positively.

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

(Ashish Kohli, IAS)
Director School Education
Himachal Pradesh

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

Copy for information and further necessary action to:-

1. The Secretary (Education) to the Govt. of Himachal Pradesh, Shimla-171002.
2. The Directorate Youth Service & Sports, Shimla-2 H.P.
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, HP.
6. The Nodal officer (IT Cell), Directorate of School Education, HP to upload these orders on department website.
7. Guard file.

Director School Education
Himachal Pradesh

Directorate of School Education
21 JUL 2026
Himachal Pradesh, Shimla-171001

Annexure-B

DRAFT AFFIDAVIT

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

5. 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).
6. 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