No.- EDN-HE(1)B(2)-01/25-regu. of cont. clk
Directorate of Higher Education
Himachal Pradesh.

शिक्षा निदेशालय उच्चतर हि0प्र0
07 AUG 2026
शिमला-1

Dated: Shimla-171001, the August, 2026

To

All the Deputy Director of School Education (Secondary),
Himachal Pradesh.

Subject: **Regarding Seniority/regularization of Clerk/JOA(IT) appointed on contract basis.**

On the subject cited above, it is informed that some of Clerk's/JOA(IT)'s will complete two years of continuous service on contract basis as on 30.09.2026 and are eligible for regularization as per Government policy. Therefore, you are directed to collect the relevant documents from the Educational Institutions/Offices including Colleges/ NCC Offices/Library etc. working in your districts in r/o of those Clerks/JOA(IT)'s **who is going to complete two years of continuous service on contract basis as on 30.09.2026** on requisite Performa "B" and forward the same to this Directorate after compiling/verifying as per information/documents required below on Proforma- "A".

In case, there is no eligible candidate in your district, NIL report to this effect be also sent to this Directorate. Further, it is also directed that a certificate may also be given to the effect that no Clerk/JOA(IT) of above category of your districts is left out in the said compilation/verification. **It is also ensured that information for regularization of Clerks/JOA (IT) be submitted separately.**

List of documents which are required to be submitted to this directorate is as under:-

1. Attested copy of Appointment orders.
2. Mode of recruitment.
3. Attested copy of Termination orders, if any.
4. Attested copy of re-engagement orders, if any.
5. Attested copy of academic qualification (from matric onwards)
6. Attested copy of Bonafide (Himachali) certificate.
7. Whether type test qualified or not.
8. Character certificate.
9. Work and Conduct certificate.
10. Attested copy of category/ caste certificate, if any.
11. Certificate of two year continuous service as on 30.09.2026
12. Photocopy of latest medical fitness certificate which should be in accordance with the provisions contained in FR 10 and SR 4(1),4(2) and 4(3).

This information is also available on the departmental website www.education.hp.gov.in

(Suneeta Singh)
Director Higher Education
Himachal Pradesh.

Endst. No. Even Dated: Shimla, the **August, 2026**

Copy to the following for information and necessary action please:-

1. The Secretary (Education) to the Government of Himachal Pradesh for information.
2. The Director of School Education Himachal Pradesh with the request that information with regard to the officials presently working under your jurisdiction may be supplied to this Directorate in consolidated manner at earliest please.
3. All the Head of Offices/Institutions (including Colleges, NCC units, Library etc.) working in the district concerned with the directions to send the regularization proforma along with all relevant Documents & Work and Conduct certificates of Clerk's/JOA (IT)'s who will complete two year continuous service as on 30.09.2026 on the proforma to the concerned Deputy Director of Higher Education in Himachal Pradesh. **No direct correspondence to this effect will be entertained in this regard**
4. DA dealing with the Establishment of Directorate of Higher Education HP internal for similar action.
5. Incharge IT Cell (Internal) to upload these instructions on departmental website.
6. Guard file.

Director Higher Education
Himachal Pradesh.

PERFORMA-"A"

SUBMISSION OF PARTICULARS IN R/O CONTRACT CLERK/JOA(IT) FOR REGULARIZATION AFTER COMPLETION OF 2 YEARS CONTINUOUS SERVICE AS ON 30.09.2026

1.	**Name of Contract Clerk/JOA(IT)**					
2.	**Father's Name**					
3.	**Category (Gen/SC/ST/OBC)**					
4.	**Address of Present place of posting with contact No**					
5.	**Name of institution where initially joined.**					
6.	Permanent Address of candidate **(Mob. Number mandatory)**			**Mob. No of Clerk/ JOA(IT)**		
7.	Date of Birth			**Male/Female**		
8.	Date of joining		**Appointment order No & date**			
9.	Date of qualifying the type test with order no.					
10.	**Detail of un-authorized absence period, if any till 30.09.2026 for which salary not drawn:**					
	From (Date)	**To (Date)**	**No of days**	**Reason of un-authorized absence**		
11.	**Total length of Continuous service as on 30.09.2026 after excluding the period as mentioned in column No 10**					
12.	**Educational Qualification:-**					
	Qualification	**Name of Univ./Board**	**Year of Passing**	**Total Marks**	**Marks Obtained**	**Percentage**
	Matric					
	10+2					
	BA/BSc/B.Com					
	MA/MSc/M.Com					
	Other					

Signature of Contract Clerk/JOA(IT)
(Name.....)

Performa-"B"

Proforma for regularization of contract Clerk/JOA(IT) who are going to complete two years continuous service as on 30.09.2026

S. No.	Name of the Clerk/JOA (IT)	Father's name	Qualification		Name of the School /office presently posted	Date of Birth	Date of joining on 1st apptt.	Date of qualifying the type test	Period of un-authorized absence (mention the dates)	No. of days of un-authorized absence	Total Length of continuous service as 30.09.2026	Category	Remarks
			+2	Other Higher									
1													
2													
3													
4													
5													
6													
7													
8													

Certificate

Certified that all the information supplied above is correct in all respect as per record.

Dy. Director of Hr. Education
.....Distt.....H.P

1. It is certified that Sh/ Smt/Miss..... is working as contract Clerk/JOA(IT) who was initially appointed as such vide Directorate of Hr Education order No.....dated..... at serial number .....

2. His/her work and conduct is .....during the last two years (attach copy).

3. Certified that the information as mentioned above is correct as per the school/relevant record.

Date:.....

Signature of Principal/DDO (official seal)
(Name of signing officer.....)

Check list for Principal/DDO to ensure before sending the case from institution:-

1. *Whether all columns have been filled correctly. Don't make any alteration in the above Performa.*
2. *Whether Mobile No./phone No in r/o teacher and institution is mentioned.*
3. *Whether work and conduct certificate has been attached.*

For office use only (at Directorate level):

Remarks of Screening committee if any :.....
.....
.....
.....
.....

Whether Recommended for regularization or Not:.....

If Not mention the reason .....

Signature of Member Signature of member Signature Convener

Directorate of School Education
Himachal Pradesh, Lalpani, Shimla-1

Directorate of School Education
07 AUG 2026
Himachal Pradesh-171001

Endst. No. EDN-H(Ele)(1)B(6)1/2025-Pro/Sent/Regu Dated: Shimla, the August,2026

Copy for information and necessary action to :-

1. The Secretary (Education) to the Govt. of Himachal Pradesh for information please.
2. The Director of Higher Education H.P. Shimla w.r.t. their letter referred to above.
3. All the Deputy Director of School Education (Elementary) with the request that the information with regard to the officials presently working under your jurisdiction may be supplied to this Directorate in consolidated manner at earliest please.
4. All the Head of offices (DIET/BEEOs) with the direction to send the regularization proforma along with all relevant Documents & work and conduct certificates of Clerks/JOA (IT)s who will complete two year continuous service as on 30.09.2026 on the proforma to the concerned DDSE (Elementary) in Himachal Pradesh. No Direct correspondence to this effect will be entertained in this regard.
5. Incharge IT Cell to upload these instructions on departmental website.
6. DA dealing with Establishment Seat E-I branch with the Directions that the information in respect of clerks/JOA appointed on contract basis in Directorate of School Education be submitted immediately.
7. Guard File.

Additional Director (Admn.)
School Education, H.P.

Directorate of School Education
07 AUG 2026
Himachal Pradesh-171001