

Government of Himachal Pradesh
Department of Social Justice & Empowerment
Directorate for the Empowerment of SCs, OBCs, Minorities
& the Specially Abled, Himachal Pradesh, Shimla-9

No.:1-96/84-Wel-Estt.-

Dated: Shimla, the

February, 2025

OFFICE ORDER

On the recommendations of Himachal Pradesh Rajya Chayan Aayog, the following candidate is hereby offered appointment to the post of **Junior Office Assistant(IT)(Class-III) (SCDP wing)**, purely on Contract basis, initially for a period of one year, in the office mentioned against each as under, on fixed contractual amount of ₹12,360/- (Rupees Twelve Thousand Three Hundred Sixty)(i.e. 60% of the first cell of the applicable Level i.e. in Level -4, i.e. ₹20,600-65,500 of the pay matrix) per month, 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 **within 05 days (upto 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 SCDP wing of the O/o
1.	Suraksha D/o Sh Raj Krishan Village Kayalu Jalel, PO Shoghi Tehsil Shimla (R) District Shimla (H.P.)171219	Directorate for the Empowerment of SCs, OBCs, Min. & the Specially Abled, H.P. Shimla-9

1. She will be paid a fixed contractual amount @ ₹12,360/- (Rupees Twelve Thousand Three Hundred & Sixty) 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/she 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. She 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

C/F

maternity leave for 180 days. A female contract appointee shall 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/she shall not be entitled for contractual amount for this period of absence from duty.
5. She will submit a certificate of his/her fitness from the concerned District/Zonal Govt. Hospital.
6. She 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 official 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/her case.
8. No travelling allowance will be paid to her for joining duties at aforesaid place of her posting.
9. She 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 her.
10. In case, the contract appointee do 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 services 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-8(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, she may report for duty in the aforesaid office as mentioned against each on or before _____ positively. She is further directed to execute the enclosed Contract Agreement and affidavit as stipulated in conditions No.9 above on the stamp paper of ₹ 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 detail given are correct. In case, character and antecedents of the candidate is 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.esomsa.hp.gov.in

(Kiran Bhadana, IAS)
Director
Empowerment of SCs, OBCs, Minorities &
the Specially Abled, Himachal Pradesh

2757-2764

24 FEB 2025

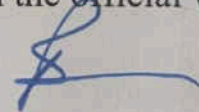
Endst No. No.:1-96/84-Wel-Estt.-

Dated: Shimla

February, 2025

Copy to the following for information and necessary action:-

1. The Secretary (SJ&E) to the Government of Himachal Pradesh.
2. The Secretary, HP Rajya Chayan Aayog, Hamirpur, Distt. Hamirpur w.r.t. his letter No. HP SSC-C (2)-119/20-(R-1)-2836 Dated 30.01.2025.
3. The Chief Medical Officer, Shimla, Himachal Pradesh.
4. The Superintendent Gr.-1, Directorate ESOMSA, HP Shimla-9 concerned with the remarks that duly attested copies of the certificate be kept in the personal file for office record after due verification from original certificates.
5. The Dy Director (SCDP wing) Directorate ESOMSA, HP Shimla-9
6. The Assistant Controller (F&A) Directorate ESOMSA, HP Shimla-9
7. The Individual concerned through Registered Post. She is directed to contact the O/ o concerned Chief Medical Officer of District for her medical examination.
8. I.T. Programmer of this Directorate for uploading these order on the official website.



(Kiran Bhadana, IAS)

Director

Empowerment of SCs, OBCs, Minorities &
the Specially Abled, Himachal Pradesh

Form of contract/agreement to be executed between the _____ and the Government of Himachal Pradesh through the _____ (_____) to the Government of Himachal Pradesh.

This agreement is made on this day of in the year.....Between Sh/Smt.S/o/D/o Shri..... R/o.....

Contract appointee (hereinafter called the FIRST PARTY), AND The Governor, Himachal Pradesh through _____ (_____) to the Government of Himachal Pradesh (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a _____ on contract basis on the following terms & conditions:-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as a _____ for a period of one year commencing on day of and ending on the 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 extension/renewal of contract period the 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 amount of the First Party will be ₹ _____/- per month (which shall be 60% of the first cell of the applicable level of pay matrix of the corresponding cadre, as per H.P. Civil Services (Revised Pay) Rules, 2022).
3. The service of 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/she 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 to him/her.

4. The Contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days' medical leave and 5 days' special leave, in a calendar year. A female contract appointee with less than two surviving children may be granted maternity leave for 180 days'. A female contract 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. A contract employee shall not be entitled for medical re-imburement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

Un-availed casual leave, medical leave & special leave can be accumulated upto the Calendar Year and will not be carried forward for the next Calendar Year.

5. Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the contract. However, in exceptional cases where the circumstances for un-authorized absence from duty were beyond his/her control on medical grounds such period shall not be excluded while considering his/her case for regularization but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the contract appointee shall not be entitled for contractual amount for this period of absence from duty:

Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.

6. An official appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative ground.
7. Selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in case of a Gazetted Government servant and by Government Medical Officer in the case of a Non-Gazetted Government servant. In case of women candidates who are to be appointed against posts carrying hazardous nature of duties, and in case they have to complete a period of training as a condition of service, such women candidate, who as a result of tests is found to be pregnant of twelve weeks standing or more shall be declared temporarily unfit and her appointment shall be held in abeyance until the confinement is over. Such 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 appointed to the post kept reserved for her.

8. Contract appointee shall 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 counter-part official at the minimum of pay scale.
9. The Employees Group Insurance Scheme as well as EPF/GPF will not be applicable to contractual appointee(s).

IN WITNESS, the FIRST PARTY AND SECOND PARTY have herein to set their hands the day, month and year first, above written.

IN THE PRESENCE OF WITNESS:

1.

.....

(Signature of the FIRST PARTY)

2.

.....

(Name and Full Address)

IN THE PRESENCE OF WITNESS:

1.....

.....

(Name and Full Address)

(Signature of the SECOND PARTY)

2.....

.....

(Name and Full Address)

Page 7

ATTESTATION FORM

<p>_____ Affix signed Passport size (5 cms. X 7 cms.) Approx. copy of recent photograph _____</p>		<p>"WARNING" 1. The furnishing of false information or suppression of any factual information in the Attestation Form would be disqualification, and is likely to render the candidate unfit for employment under the government. 2. If detained, arrested prosecuted, bound down, fines convicted, debarred, acquitted etc. subsequent to the completion and submission of this form, the details should be communicated immediately to the authorities to whom the Attestation Form has been sent early, failing which it will be deemed to be a suppression of factual information 3. If, the fact that false information has been furnished or that there has been suppression of any factual information in the Attestation Form comes to notice at any time during the service of a person his services would be liable to be terminated".</p>	
1.	Name in full (in block capitals) with aliases, if any, (Please indicate if you have added or dropped in any stage, any part of your name or surname):	Surname	Name
2.	Present Address in full (i.e. Village, Thana and District, or House No., Lane/Street/Road & Town):		
3.(a)	Home Address in full (i.e. Village, Thana & District, or House No., Lane/Street/Road and Town and name of District Headquarters)		
(b)	If originally a resident of Pakistan/Bangladesh (erstwhile East Pakistan) the address in that country and the date of migration to Indian Union.		
4.	Adhar Card No. (if available)		
5.	PAN No. (if available)		
6.	Nationality		
7.(a)	Date of Birth		
(b)	Present age		
(c)	Age at Matriculation		
8.(a)	Place of birth, district and state in which situated		

(b)	District and State to which you belong					
(c)	District and State to which your father originally belong					
9.(a)	Your Religion					
(b)	Are you a member of a scheduled Caste/Scheduled Tribe/Other Backward Classes? (Answer Yes/No)					
10.	Particulars of places (with periods of residence) where you have resided for more than one year at a time during the proceeding five years. In case of stay abroad (including Pakistan), particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given.					
	From	To	Residential Address in full (i.e. Village Thana & District or House No. Lane/Street/Road & Town	Name of the District Head Quarter or the place mentioned in preceding column.		
11.	Name (in full & aliases if any	Nationality (by birth & or by domicile	Place of birth	Occupation if employed give designation & official address	Present postal address (if dead give last address	Permanent Home address
a) Father						
b) Mother						
c) Spouse						
12.	Information to be furnished with regard to son(s) and/or daughters in case they are studying/living in a foreign country:					
	Name	Nationality by birth & or by domicile	Place of birth	Country in which studying/living with full address	Date from which studying/living in the country mentioned in the previous column	
13.	Educational Qualification showing places of education with years in Schools and Colleges since 15 th year of age:					
	Name of School/College (with full address	Date of Entering	Date of Leaving	Examination Passed		

14. (a)		Are you holding or have any time held an appointment under Central or State Government or a Semi-Government or a Quasi Government body or an autonomous body or a public Sector Undertaking or a private firm or institution? If so, give full particulars with date of employment up-to -date		
Period		Designation, emoluments & nature of employment	Full name & address of employer	Reasons for leaving previous service
From	To			
14.(b)		<p>If the previous employment was under the Government of India/a State Government/ undertaking owned or controlled by the Government of India or a State Government/ and Autonomous Body/University/Local Body.</p> <p>If you had left service on giving a month's notice under Rule 5 of the Central Civil Services (Temporary Service) Rules 1965, or any similar corresponding rules, were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent dates(s), before your service actually terminated?</p>		
15. (i)	(a)	Have you ever been kept under detention?	Yes/No	
	(b)	Have you ever been arrested?	Yes/No	
	(c)	Have you ever been prosecuted? (i.e has a charge sheet in a criminal case been filed against you in any court of law)	Yes/No	
	(d)	Is any criminal case pending against you in any Court of Law at the time or filling up this Attestation form?	Yes/No	
	(e)	Have you ever been convicted by a court of Law for any Office?	Yes/No	
	(f)	Whether discharged/expelled/withdrawn from any training/institution under the Government or otherwise?	Yes/No	
	(g)	Have you ever been rusticated by any University or any other educational authority/institution?	Yes/No	
	(h)	Have you ever been debarred / disqualified by any Public Service Commission/Staff Selection Commission for any of its examination/selection?	Yes/No	
	(ii)	If the answer to any of the above mentioned question is 'Yes' give full particulars of the case/arrest/detention/fine/conviction/sentence/punishment etc and/or the nature of the case pending in the Court/University/Educational Authority etc at the time of filling up this attestation form:		
Notes:	(i)	Please also see the 'WARNING' at the top of this Attestation Form		
	(ii)	Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be		
16.	Names of two responsible person of your locality or two references to whom you are known:		1)	

-23-

		2)
DECLARATION		
<p>I certify that the foregoing information is correct and complete to the best of my knowledge and belief.</p> <p>I am fully aware that by providing false information or suppressing material information while filling this form, the authorities have full right to terminate my appointment letter and I am also liable for appropriate criminal/civil/legal action as a consequence.</p> <p>I am not aware of any circumstances which might impair my fitness for employment under Government.</p>		
<p>Signature of Candidate: Date: Place:</p>		

TO BE FILLED BY THE OFFICE

- i) Name, Designation and full address of the appointment authority.

- ii) Post for which the candidate is being considered.