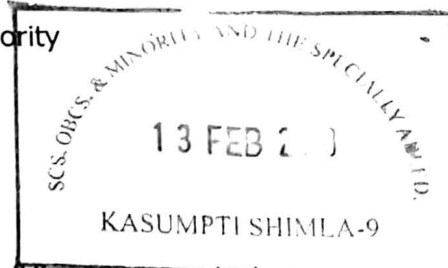


**Registered**

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

**No. 1-96/84-Wel-Estt.(SOMA)** 15 23 15 30 **Dated**

**OFFICE ORDER**



On the recommendation of the Director, Y.S.S. Himachal Pradesh vide letter No. 6-1/2006-YSS-5263 dated 06.09.2017 the following candidates are hereby offered appointment as Junior Office Assistant (IT) on contract basis on fixed contractual emoluments equivalent to minimum of Pay Band of 5910-20200+Grade Pay 1950/- (plus amount equal to 75% of Grade Pay) against vacancy, subject to the acceptance and fulfillment of the usual as well as specific terms and conditions which are annexed as **Annexure "A"**.

Sr. No.	Name & Address	Category	Place of Postings
1	Km.Monika Rani D/O Sh. Ramesh Chand Vill. Badaran P.O. Jhallan Tehsil . Nadaun Distt. Hamirpur.	SC	Tehsil Welfare Officer, Nadaun Distt. Hamirpur (HP)
2	Sh. Ramesh Kumar S/O Sh. Daulat Ram Vill. Bharolian Khurd Tehsil and Distt. Una	OBC	District Welfare Officer, Una Distt. Una (HP)

If specific as well as usual terms and conditions are acceptable to the candidate, he will report for duty at the institution of his posting **within 15 days** from the date of issue of these orders along with documents required to be produced as per terms of this order and will execute the requisite bond of contract, failing which the offer of the appointment shall automatically stand cancelled and the candidate will have no right to claim it.

These orders are available on the Website [www.himachal.nic.in/soma](http://www.himachal.nic.in/soma).

  
Director

Empowerment of SCs, OBCs, Minorities  
& the Specially Abled, Himachal  
Pradesh, Shimla-9

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

1. Additional Chief Secretary (SJ&E) to the Government of Himachal Pradesh .
2. The Director, YSS Himachal Pradesh w.r.t. his letter referred above.
3. Joint Director (Admin) Directorate for Empowerment of SCs, OBCs, Minority & Specially Abled, Himachal Pradesh, Shimla-9
4. District Welfare Officer, Una/Hamirpur 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 and ensure that the candidate is fulfilling the requisite qualification of 10+2 examination. One set of attested copies of certificate along with copy of agreement duly attested be also sent to the directorate along with joining of the candidate. It is further intimated that the post of Junior Office Assistant (IT) has been filled up in your office in lieu of surrender of vacant post of clerk.
5. Tehsil Welfare Officer Nadaun Himachal Pradesh.
6. Candidate concerned on above given address through registered post.
7. Guard file.



Director

Empowerment of SCs, OBCs, Minorities  
the Specially Abled, Himachal Pradesh  
Shimla-9

**TERMS & CONDITIONS**

1. The contractual appointee will be paid fixed contractual amount @ Rs.7860/- p.m. (which shall be equal to minimum of the pay band + grade pay). The contract appointee will be entitled for increase in contractual amount @ Rs. 236/-( 3% of minimum of the pay band + grade pay of the post) for further extended years and no other allied benefits such as Senior/Selection Scales etc. will be given.
2. The service of the contract appointee will be purely on temporarily basis. The appointment is liable to be terminated in case the performance/ conduct of the contract appointee is not found satisfactory.
3. Contract Appointee will be entitled for one day casual leave after putting one month service. However, the contract employee will also be entitled for 180 days maternity leave and 10 days medical leave and 5 days special leave. He / She shall not be entitled for Medical Reimbursement and LTC etc.. No leave of any other kind is admissible to the contract appointee. Provided that the un-availed casual leave and medical leave can be accumulated up to the calendar year and will not be carried forward for the next calendar year.
4. Unauthorized absence from the duty without the approval of Controlling Officer shall automatically lead to the termination of the contract. However, in exceptional cases where the circumstances for unauthorized 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.
5. An official appointed on contract basis who have completed three years tenure at one place of posting will be eligible for transfer on need based basis where ever required on administrative grounds.
6. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. Woman candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The woman candidate will be re-examined for the fitness from an authorized Medical Officer/ Practitioner.

7. Contract appointee will be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as are applicable to regular counterpart officials at the minimum of the pay scale.
8. Provisions of service rules like FRSR, leave Rules, GPF Rules, Pension Rules and Conduct Rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. They will be entitled for emoluments etc. as detailed in this column.
9. Selected candidate shall have to produce the following documents at the time of his/her joining:-
  - a. Attested copies of educational qualifications certificate.
  - b. Character Certificate from a Gazetted Officer.
  - c. Bonafide Himachali Certificate.
  - d. Certificate to this effect that he belongs to SC/ST/OBC, category, if any.
  - e. Minimum Educational Qualification Certificate i.e. Plus Two Certificate.
10. Selected candidate should have to enter in to an agreement on non-judicial stamp paper of Rs. 5/- with the Department (Performa enclosed as annexure- B).
11. Selected candidate shall have to furnish a declaration to the effect that in case of his/her married status; he/she is having a one living spouse.
12. Selected candidate will have to give an undertaking in writing that he/she was never convicted by any court of Law and if so, he/she will have to furnish details regarding offence committed and punishment thereof. In case of concealing of facts his/her services are liable for termination.
13. Selected candidate will have to take an oath of allegiance/faithfulness to the constitution of India.



Director

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

Form of Contract/agreement to be executed between the ----- (Name of the post) and the Government of Himachal Pradesh, through Director of:-  
This agreement is made on this-----day of -----in the year---  
-----between. Sh./Smt. --- -----S/O/D/O Sh.-----R/O Village  
-----PO. -----Tehsil-----District-----HP. Contract  
appointee (here in after called the ( FIRST PARTY).

AND The Governor Himachal Pradesh through  
(here in after the SECOND PARTY). Whereas the SECOND PARTY has engaged  
the aforesaid FIRSTPARTY and the FIRST PARTY has agreed to serve as a-----  
-----on contract basis on the following terms and 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 the 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  
further 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 Rs. -----per month.
3. The service of FIRST PARTY 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 good or if a regular incumbent is  
appointed/posted against the vacancy for which the FIRST PARTY was  
engaged on contract.
4. Contractual----- (Name of the post) will be entitled for one day casual  
leave after putting in month service. However, the contract employee will also  
be entitled for 135 days maternity leave and 10 days medical leave and 5 days  
special leave. He / She shall not be entitled for Medical Reimbursement and  
LTC etc.. No leave of any other kind is admissible to the contractual-----  
---(name of the post). Provided that the un availed casual leave and medical  
leave can be accumulated up to the calendar year and will not be carried  
forward for the next calendar year.
5. Unauthorized absence from the duty without the approval of Controlling Officer  
shall automatically lead to the termination of the contract. However, in  
exceptional cases where the circumstances for unauthorized 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 contractual \_\_\_\_\_ (Name of the post) 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.

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6. An official appointed on contract basis who have completed three years tenure at one place of posting will be eligible for transfer on need based basis where ever required on administrative grounds.
  7. Selected candidate will have to submit a certificate of his/her fitness from a Government /Registered Medical Practitioner. In case of woman candidates pregnant beyond twelve weeks will render her temporarily unfit till the confinement is over. The woman candidate should be re-examined for fitness from an authorized Medical office/Practitioner.
  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 counterpart official at the minimum of the pay scale.
  9. The employees Group Insurance Scheme as well as EPF/GPF will not be applicable to contractual appointees(s). -Continued-

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 FIRST PARTY )

(Name and full address)

2. -----  
-----

(Name and full address) IN THE PRESENCE OF WITNESS

1. -----  
-----

(Name and full address)

(Signature of SECOND PARTY)

IN THE PRESENCE OF WITNESS.

2-----  
-----

(Name and full address)