

HIMACHAL PRADESH  
PUBLIC WORKS DEPARTMENT

OFFICE ORDER

On the recommendations of **Himachal Pradesh Rajya Chayan Aayog** conveyed vide letter No. HP SSC-C-(2)-57/2020-(R-1)-1778 dated 13.11.2024, the following candidate are hereby offered appointment to the post of Junior Office Assistant (I.T) initially for a period of one year, in Himachal Pradesh Public Works Department on contractual amount of Rs. 12,360/- (Rupees Twelve Thousand Three Hundred Sixty) only per month in Level-4 pay matrix, as per Rule 3(j) of the H.P Civil Services (Revised Pay) Rules, 2022. **Further the offer of appointment to finally selected candidate (s) shall be conditional and subject to the final outcome of the investigation/court cases.**

Sr. No.	Name of address of the candidates	Place of Posting
1	Sh.Pankaj Dhiman S/o Sh. Joginder Singh Village Kohlwin PO Sulkhan, Tehsil Bhoranj District Hamirpur HP Pin Code- 176043.	E-in-C Shimla HPPWD

subject to the conditions that the joining shall be considered on or after issuance of this office order (up to one month including Joining Time) in the public interest, on the following terms &conditions: -

1. They will be paid a fixed contractual amount @ Rs. 12,360/- (Rupees Twelve Thousand Three Hundred Sixty) only 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 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. They 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 maternity leave for 180 day. 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 shall not be entitled for contractual amount for this period of absence from duty.
5. They will submit a certificate of his/her fitness from the Zonal Hospital.
6. They 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 officials 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 them for joining duties in respective place of posting.
9. They 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 them.
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 incumbents 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-B(2)-2/2015, dated 02.12.2023 and any amendment issued from time to time, in future.

**(Before accepting the joining of above-mentioned candidates their credentials, genuineness of the**

**certificates/diploma and recognition of institution issuing certificates/Diploma etc. may be verified as per R&P Rules of JOA (I.T) under intimation to this office.)**

If, the offer of appointment, on the above terms and conditions is acceptable to the above-named candidates, they may report for duty in the place of posting within stipulated time period ( i.e 1 month) positively. They are 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 candidates at the time of joining duties, certifying therein that all facts and detail given are correct. In case, character and antecedents of the candidate are not found verified or any false information is given by the candidates in self-declaration, the provisional appointment will be cancelled forthwith and criminal legal action will be taken as a consequence.

*BB*  
(Er. Narinder Pat Singh)  
Engineer-in-Chief,  
HPPWD Shimla-2

No.PWE-80-4(Appointment HQ/ES-I-2024-17824-94 Dated: 26-11-2024)

Copy for information and further necessary action to following:-

1. The Secretary, HPRCA, Hamirpur.
2. The Secretary (PW) to the Govt. of HP Shimla-2 w.r.t PWD-A-B(2)-16/2024 dated 13.09.2024.
3. All the Chief Medical Officer concerned in Himachal Pradesh.
4. All the Chief Engineers in HPPWD.
5. All the Superintending Engineers in HPPWD.
6. All the Executive Engineers in HPPWD.
7. The Nodal Officer (I.T) in this office with direction to upload the same on departmental website.
8. The Supdt.Cash Section/CR Cell in this office.
9. Sh. Pankaj Dhiman through Registered Post, he is directed to contact the O/o Chief Medical Officer, for their medical examination.
10. Guard File.

*DR*  
(Dola Ram Thakur)  
Registrar,  
HPPWD Shimla-2