

**DIRECTORATE OF TECHNICAL EDUCATION
VOCATIONAL & INDUSTRIAL TRAINING
HIMACHAL PRADESH, SUNDERNAGAR**

No. 2530

Dated: - 29/09/22

OFFICE ORDER

On the recommendations of the Secretary, Himachal Pradesh Staff Selection Commission, Hamirpur received vide letter No. HP-SSC-C(2)-53/18-(R-I)-18066 dated 20-09-2022, Ms. Pooja D/O Sh. Raj Kumar, Village- Nagdyara, P.O. Bhararu, Tehsil Joginder Nagar, Distt. Mandi (HP)-175015 (category General) is hereby offered appointment to the post of Steno Typist on contract basis on fixed monthly contractual emoluments of Rs. 12780/-PM (equal to 60% of the first cell of level -5 of the Pay Matrix of the corresponding cadre of employee) in the Department of Technical Education, Vocational & Industrial Training, Himachal Pradesh and **posted as such at Govt. Pharmacy College, Kangra at Nagrota Bagwan, Distt. Kangra** on the following terms and conditions;


TERMS & CONDITIONS OF APPOINTMENT ARE AS UNDER:-

1. She shall furnish the agreement and undertaking duly attested by the Competent Authority as per Annexure-B (copy enclosed) before her joining.
2. She shall be paid consolidated fixed monthly contractual emoluments of Rs. 12780/-PM (equal to 60% of the first cell of level -5 of the Pay Matrix of the corresponding cadre of employee) and no other allied benefits such as seniority /selection scales etc. shall be given.
3. She shall remain engaged on contract basis for a period of one year after which her engagement shall automatically cease to be effective i.e. her services shall automatically stand terminated unless the contract is renewed subject to satisfactory work and conduct. No separate intimation of termination of her services shall be given to her.
4. The service of the Contract employees shall 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.
5. She shall be entitled for one day's casual leave after putting in one month service, 10 days Medical Leave and 05 days Special Leave during calendar year. This leave can be accumulated up to calendar year and will not be carried forward for the next calendar Year. No leave of any other kind except above is admissible to the contract employees. She shall not be entitled for Medical Re-imburement and LTC etc.
6. Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the contract. Contract employees shall not be entitled for contractual amount for the period of absence from duty.
7. A candidate appointed on contract basis and has completed three (03) years tenure at one place of posting, can be transferred on need basis wherever required on administrative grounds, as per the policy prescribed thereto.
8. A selected candidate shall have to submit a certificate of her fitness from a Government Medical Practitioner.
9. A selected candidate shall have to produce the educational qualification/professional certificates, character certificate, Bonafide Himachali Certificate at the time of her joining.
10. A contractual employee shall be entitled to TA/DA if required to go on tour in connection with her official duties at the same rate as applicable to regular counterpart official at the minimum of pay scale.

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11. In case she intends to leave the engagement or employment, she shall give at least one month's notice to that effect (specifying the date) and obtain a proper relieving letter from the Head of the Institute concerned. If the period of notice fall short of one month, she will have to deposit the amount for balance period.
12. A contractual employees has no claim or right for regularization of her service.
13. The aforesaid engagement may be terminated even before the expiry of the terms laid down in the preceding clause for any misconduct or breach of discipline or inefficiency in the performance of duties and moral turpitude including cases of misconduct.
14. Provisions of service rules like FR,SR, Leave Rules, GPF Rules, Pension Rules & conduct Rules etc. as are applicable to regular employees shall not be applicable to the contract appointee.
15. The service rendered on contract basis shall not be counted towards qualifying service and pensionary benefits etc.
16. The candidate shall have to pass the shorthand test in second language within a period of three years from the date of appointment. If she qualifies the shorthand test in second language within a period of three years she will be eligible to draw her annual increase from due dates and the candidate(s) who qualifies the said test after three years will be eligible to draw her first increment only from the date of qualifying the prescribed test.

If the offer of appointment is acceptable to the candidate, she may report to her place of posting within 15 days from the issuance of these orders failing which the offer of appointment shall stand cancelled.



(Vivek Chandel, HPAS)
Director
Technical Education
Vocational & Industrial Training
Himachal Pradesh

By Regd. Post

**Ms. Pooja D/O Sh. Raj Kumar,
Village- Nagdyara, P.O. Bhararu,**

Tehsil Joginder Nagar, Distt. Mandi (HP)-175015

87384-389

Endst. No. STV(TE)HB(2)7/07/Requisition(Class-III)/Steno Typist-

Dated...29/09/22

Copy to:-

1. The Secretary, HP Staff Selection Commission, Hamirpur w.r.t. his letter referred as above for information please.
2. The Director/Principal, Govt. Pharmacy College, Kangra at Nagrota Bagwan, Distt.Kangra for information with request to check/verify all the testimonials and relevant documents alongwith agreement form on Annexure- B before accepting the joining of the candidate and submit the same to this Directorate immediately.
3. PS to DTE internal for information.
4. Individual concerned by Registered Post.
5. PF for record.
6. CCDC Branch (Internal) with the direction to upload the same on the Departmental website



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Director
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