

**DIRECTORATE OF TECHNICAL EDUCATION
VOCATIONAL & INDUSTRIAL TRAINING
HIMACHAL PRADESH SUNDER AGAR**

OFFICE ORDER

No. 1597

Dated 03/07/2025

As per the recommendations of the Secretary, Himachal Pradesh Rajya Chayan Aayog, Hamirpur received vide letter No. HPSSC-C(2)-31/22-199 dated 23/04/2025 the following candidate is hereby offered appointment to the post of Workshop Instructor (Machinist) Post Code 993 engaged as Trainee, initially for a period of 02 years on fixed consolidated amount of Rs. 22860/-PM (equal to 60% of the first cell of level-10 of the Pay Matrix of the corresponding cadre) 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 upto 15/07/2025 including joining time, in the public interest, on the following terms & conditions:-

Sr. No.	Name and address of candidates	Category	Proposed Place of posting
1	Sh. Dinesh Kumar S/o Sh. Jai Chand Village- Nalu, P.O Jai Devi, Tehsil- Sundernagar, Distt. Mandi, (HP) - 175031	General	Govt. Polytechnic Rohru Distt. Shimla (HP)

TERMS AND CONDITIONS:

- i. The candidate shall be engaged as Trainee Workshop Instructor (Machinist).
- ii. The candidate engaged as Trainee shall sign an agreement as per Annexure-A appended to these instructions.
- iii. The regularization of the incumbents engaged as Trainees will be governed by the instructions issued in this regard by the Government, after completion of training.
- iv. The Trainee Workshop Instructor (Machinist) will be paid consolidated fixed amount @ ₹ 22860 /- P.M (which shall be 60% of the first cell of the applicable level of pay matrix of the Corresponding cadre).
- v. The candidates engaged as Trainee shall not be entitled for the service benefits as are admissible to Government employees on regular basis.
- vi. The service of the Trainee will be governed on the basis of agreement (Annexure-A). The engagement is liable to be terminated in case the performance/conduct of the Trainee is not found to be satisfactory. In case, the Trainee is not satisfied with the termination orders served by the

Engaging Authority, he/she may prefer an appeal before the Appellate Authority who shall be higher in rank to the Engaging Authority, within a period of 45 days, from the date on which a copy of termination orders is delivered to him/her.

- vii. The Trainee engaged will be entitled for one day's casual leave after putting in one month's service, 10 days' medical leave and 5 days' special leave, in a calendar year. A female Trainee engaged with less than two surviving children, may be granted maternity leave for 180 days'. A female Trainee engaged 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 authorised Government Medical Officer. A Trainee engaged shall not be entitled for medical reimbursement, LTC etc. No leave of any other kind, except above, will be admissible to the Trainee. Un-availed casual leave, medical leave and special leave can be accumulated upto the calendar year and will not be carried forward for the next calendar year.
- viii. Unauthorised absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the Trainee. However, in exceptional cases, where the circumstances for unauthorised absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while considering his/her case for regularisation but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the Trainee shall not be entitled for any remuneration for this period of absence from duty.

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

- ix. Selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in case the post for which he is being given training is a Gazetted post and by Government Medical Practitioner in case the said post is a Non-Gazetted. In case of women candidates who are to be engaged for training to carry out hazardous nature of duties as a result of tests is found to be pregnant of 12 weeks' standing or more shall

be declared temporarily unfit and her engagement 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 engaged.

- x. Trainee will be entitled to TA/DA if required to go on tour in connection with his/her training duties at the same rate as applicable to regular counterpart official at the minimum of pay scale.
- xi. 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 a Trainee. The Employees Group Insurance Scheme as well as EPF/GPF will also not be applicable to a Trainee.
- xii. No travelling allowance will be paid to him/her for joining duties in the Office.

If the offer of appointment, on the above terms and conditions is acceptable to the above named candidates, they may report for duty upto 15/07/2025 positively. They are further directed to execute the enclosed Agreement and affidavit as stipulated in conditions No. 02 above on the stamp paper. In case, they do not report for the duty within the stipulated time period, in that event the officer of engagement as Trainee will stand automatically cancelled.

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.


(Akshey Sood, HPAS)

Director

Technical Education
Vocational & Industrial Training
Himachal Pradesh, Sundernagar

Endst. No. STV(TE)HB(2)8/Requisition/Class-III(Poly)-

40859-864

Dated 03/07/2025

Copy to:-

1. The Secretary, Himachal Pradesh Rajya Chayan Aayog, Hamirpur, Distt. Hamirpur w.r.t. his office letter referred as above for information please.
2. The Secretary (Technical Education, Vocational & Industrial Training) to the Govt. of Himachal Pradesh Shimla for information please.
3. The Chief Medical Officer concerned.
4. The Principal, Govt. Polytechnic, Rohru Distt. Shimla for information and necessary compliance.
5. Individual concerned through registered post.
6. P.S. to Director (TE) for information and record.
7. The Branch Officer, CCDC Branch to upload the same on Departmental website.
8. Guard file.

(Akshey Sood, HPAS)
Director

Technical Education
Vocational & Industrial Training
Himachal Pradesh, Sundernagar

Annexure-A

**Form of agreement to be executed between the Trainee
(Name) and the Government of Himachal Pradesh through
_____ (Designation of the Appointing Authority).**

This agreement is made on this _____ day of _____ in the year _____ between Sh./Smt. _____ S/o/D/o Shri R/o Trainee (hereinafter called the FIRST PARTY), AND The Governor of Himachal Pradesh through _____ (Designation of the Appointing Authority) Himachal Pradesh (here-in-after referred to as the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY as a Trainee (name of the post) and the FIRST PARTY has agreed to the same, on the following terms and conditions:-

1. That the FIRST PARTY shall remain on job training under SECOND PARTY as a Trainee (Name of the post) for a period of two years commencing on day of _____ and ending on the day of _____.
2. That the Trainee..... (Name of the post) will be paid consolidated fixed amount @ ₹...../- P.M (which shall be 60% of the first cell of the applicable level of pay matrix of the corresponding cadre).
3. That the engagement of FIRST PARTY will be purely on temporary basis. The engagement is liable to be terminated in case the performance/conduct of the Trainee is not found satisfactory.
4. That the Trainee engaged will be entitled for one day's casual leave after putting in one month's service, 10 days' medical leave and 5 days' special leave, in a calendar year. A female Trainee engaged with less than two surviving children, may be granted maternity leave for 180 days'. A female Trainee engaged shall also be entitled for maternity leave not exceeding 45 days' (irrespective of the number of surviving children)

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during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorised Government Medical Officer. A Trainee engaged shall not be entitled for medical re-imburement, LTC etc. No leave of any other kind, except above, will be admissible to the Trainee.

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

5. That the unauthorised absence from the training without the approval of the Controlling Officer shall automatically lead to the termination of the Trainee. 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 regularisation after completion of training but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the Trainee shall not be entitled for any remuneration for this period of absence from duty.

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

6. That the selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in case the post for which he is being given training is a Gazetted post and by Government Medical Practitioner in case the said post is a Non-Gazetted. In case of women candidates who are to be engaged for training to carry out hazardous nature of duties, as a result of tests is found to be pregnant of 12 weeks' standing or more shall be declared temporarily unfit and her engagement 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 engaged.

7. That the Trainee will be entitled to TA/DA if required to go on tour in connection with his/her training duties at the same rate as applicable to regular counterpart official at the minimum of pay scale.
8. That the 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 a Trainee. The Employees Group Insurance Scheme as well as EPF/GPF will also not be applicable to a Trainee.
9. That the FIRST PARTY understands and agrees that on account of the said engagement, he/she shall not be entitled for any service benefits as are admissible to the Government employees on regular basis and he/she shall not claim the same. He/she may be considered for regular appointment only after successful completion of the training as per the instructions of the Government.

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. _____

(Name and Full Address)

(Signature of the FIRST PARTY)

2. _____

(Name and Full Address)

(Signature of the SECOND PARTY)
