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

No. 2340 **Dated:** 15/09/2026

OFFICE ORDER

In compliance with the approval conveyed by the Government vide letter No. EDN(TE)B(2)1/2023 dated 15.10.2025, and the further clarification conveyed vide letter No. EDN(TE)B015/27/2024-TE dated 25.07.2026, and consequent upon having passed/qualified the Type Test, the following candidate is hereby offered appointment as JOA (IT) (Job Trainee), initially for a period of two years, on a fixed amount of ₹12,360/- per month in Level-4, Cell-1 of the Pay Matrix, which shall be 60% of the first cell of the applicable level of the Pay Matrix of the corresponding cadre, as per Rule 3(j) of the H.P. Civil Services (Revised Pay) Rules, 2022, on compassionate grounds in the Department of Technical Education, Vocational & Industrial Training, Himachal Pradesh, subject to the following terms and conditions:-

Sr. No.	Name and Address of the candidate	Category
1.	Mr. Rajat Kumar S/O Late Sh. Hari Singh R/o Village Jhullar, Tehsil Shahpur, Distt. Kangra (HP).	ST

i. The candidates shall be engaged as JOA(IT) Job Trainee.

ii. The candidate engaged as Job Trainee shall sign an agreement as per Annexure-A appended to these instructions.

iii. The regularization of the incumbents engaged as Job Trainees will be governed by the instructions issued in this regard by the Government, after completion of training.

iv. The JOA(IT) Job Trainee will be paid consolidated fixed amount @ 12360/- 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 Job 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 Job 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 authorized Government Medical Officer. A Trainee engaged shall not be entitled for medical re-imbursement, 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 Job Trainee. However, in exceptional cases, where the circumstances for un-authorised absence from duty were beyond his/her control on medical ground, 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 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 test 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 women candidate be re-examined for medical fitness six week after the date of confinement, and if she is found fit on production of Medical fitness certificate from authority as specified above, she may be engaged.

x. Job Trainee will be entitled to TA/DA if required to go on tour in connection with his/her trainee duties at the same rate as applicable to regular counterpart official at the minimum of pay scale.

xi. Provisional of service rule like FRSR, Leave Rule, GPF Rule, Pension Rule and Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of a Job Trainee. The Employees Group Insurance Scheme as well as EPF/GPF will also not be applicable to a Job Trainee.

If the offer of appointment, on the above terms and conditions is acceptable to the above named candidate, he may report to this Directorate within 10 days from the issuance of this orders failing which the offer of appointment shall stand cancelled.

Digitally signed by
ROHIT RATHOUR
(Rohit Rathour HPAS)
Date: 09-09-2026
11:58:05
Director
Technical Education
Vocational & Industrial Training
Himachal Pradesh

Endst. No. STV(TE)HB (2)7/07/Requisition (Class-III)/JOA(IT)/145182-184 Dated 15/09/2026
Copy to the following for information and necessary action:-

1. The Principal Secretary (Technical Education, Vocational & Industrial Training) to the Govt. of Himachal Pradesh, Shimla.
2. The Chief Medical Officer concerned.
3. Individual concerned through registered post.
4. The D.D.O. Directorate of Technical Education, Sundernagar.
5. P.S. to Director (TE) for information and record.
6. The Branch Officer, CCDC Branch to upload the same on Departmental website.
7. Guard file.

Signed/-
(Rohit Rathour HPAS)
Director
Technical Education
Vocational & Industrial Training
Himachal Pradesh

Uploaded please.

16/9

CCDC