



HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
(A State Govt. undertaking)



Registered office : Vidyut Bhawan, HPSEBL, Shimla-171004(H.P)

Corporate Identity Number :
U40109HP2009SGC031255

GST No. : HPSEBL 02 AACCH4894EHZB

Website address : www.hpseb.in

Telephone Number : 0177-2803600,2801675(Office), 2813563(Fax)

Email : md@hpseb.in & dirf@hpseb.in

MEMORANDUM

On the recommendation of the Special Selection Committee constituted for selection of person with disabilities Blind Persons only Low Vision in compliance to the Deputy Secretary (Pers.), Government of Himachal Pradesh office order No. Per (AP-II) B (2) -3/75 dated 26.12.2019 and further adopted by the HPSEBLtd. vide this office order No. HPSEB (Sectt.)/R&E/14-2(PWD)/2019-75527-747 dated 03.02.2020, the following candidate is hereby appointed as Junior Office Assistant (IT) purely on contract basis shall now be revised to a fixed amount equal to 60% (sixty percent) of the first cell of the applicable level of the pay Matrix of the corresponding cadre of employees appointed/ working on a regular basis, in the relevant Pay Matrix of its employees notified vide office order No. 1 dated 12.04.2022. The appointee is directed to report for duty in the respective office of their posting as shown against their name (s) within the prescribed time subject to the acceptance and fulfill of the following specific terms and conditions:-

Sr. No	Name and address	Category	Place of Posting
1.	Miss. Heena Prota (DOB- 28.03.98), D/O Sh. Kalim Deen, Vill, Salyanall, P.O. Chailnair, Teh. Kotkhai, Distt. Shimla.	Blind Persons only Low Vision	Elect. Sub-Division HPSEBL, Kotkhai (under Elect. Division Jubbal)

TERMS AND CONDITIONS:-

1. The appointment initially shall be purely on contractual basis for a period of One Year from the date of joining the post, which contract could be extended further depending upon requirement of the services of such appointee and recommendation by Head of Office about his/her performance, on the basis of work and conduct certificate of the appointee. However, his/her services may be terminated even prior

to the completion of contract period by issuing of one month notice or payment of one month wages in lieu of notice, if his/ her services are not required due to non-availability of work for which principle of first come last go shall be followed. His/ Her services may also be terminated during the contract period of his/her conduct and performance is not found satisfactory for which with opportunity of being heard shall be given.

2. The appointment shall further be subject to terms & conditions of attached form of Contract/agreement bond (**Annexure-I**) annexed herein which is to be executed between the candidate and the HPSEB Ltd. (Appointing Authority) on stamp paper value of Rs. 5/- only duly attested.
3. He/ She should give a declaration that he/she has got only one living wife/husband or is a bachelor.
4. He/ She should produce a certificate of character from the Magistrate 1st Class or a Gazetted officer known to him/her for the last three years before he/she joins the post.
5. He/ She will furnish a declaration in writing that he / she has not been prescribed from the Govt. service and has not been dismissed from any institute under the Govt.
6. He/ She will have to take an oath and undertaking in writing that he/she will not leak out any office information.
7. His/ her appointment will be subject to the production of Medical Certificate of fitness from the Medical Officer of the Government Hospital.
8. He / She is required to produce all original certificates viz. qualification certificate/ Himachali Bonafide certificate, SC/ST/OBC etc. in support of his/her qualification, age and belonging to any reserved class at the time of joining the post.
9. He / She will have to serve anywhere in the HPSEB Ltd. has its Office(s).
10. He/She will be required to take an oath/affirm on the following form.
I _____do swear/ solemnly affirm that I will be faithful and bear true allegiance to the Constitution of India as by law established and that I shall carry out my office duties with loyalty, honesty and with impartiality.
11. In case he/ she is willing to accept this offer of appointment on contract basis on the terms and conditions indicated above, he / she should report for execution of Agreement as well as for duty at the station of his /her posting immediately, but not later than **30 (thirty) days from** the date of issue of this offer failing which in default where of the offer shall be automatically stand cancelled / withdrawn and the candidate will have no right to claim it and next candidate of waiting panel shall be appointed.
12. As per R&P provision that visually impaired persons selected/ recruited under 1 % quota will be exempted from acquiring diploma in computer science/ computer application / information technology and passing of type test instead they shall be imparted necessary basic training including computer training course by the HPSEBL

through composite regional center (CRC) Sundernagar or National institute for the Visually Handicapped (NIVH), Dehradun or composite training center (CTC) Ludhiana. They shall have to complete the above training for which three chances will be afforded. If the incumbent fails to qualify the same his/her services shall be terminated. However, the incumbents already in the services shall be afforded sufficient number of chance to complete the aforesaid training.

Registered

The above named
Candidate/incumbent.

No. HPSEBL (Sectt.)NGE/6-1/2019- 51395-51404

(Manoj Kumar)
Executive Director (Pers.),
HPSEB Ltd., Vidyut Bhawan,
Shimla-171004.

Dated:- 23.8.22

Copy forwarded for information and necessary action to:-

1. The Director, Empowerment of SC'S, OBC's, Minorities & Specially Abled, HP, Shimla -171009.
2. The Chief Engineer, Operation South, HPSEB Ltd., Shimla-4.
3. The Superintending Engineer, Operation Circle HPSEB Ltd., Shimla.
4. The Sr. Executive Engineer in above mentioned Division the date of joining of the candidate may be intimated to this office for record. All the certificates may be checked properly before the candidate is allowed to join the post. Attested copies of the certificate may also be obtained from the candidate and sent to this office immediately on joining for office record. The specimen Performa of Contract/Agreement is enclosed herewith.
5. Supdt. IV of NGE Section.
6. Office Order/Guard file.

(Manoj Kumar)
Executive Director (Pers.)
HPSEB Ltd., Vidyut Bhawan,
Shimla-171004.