



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

Registered office : Vidyut Bhawan, HPSEBL, Shimla-171004(H.P)
GST No. : HPSEBL 02 AACCH4894EHZB
Telephone Number : 0177-2803600,2801675(Office),
2813563(Fax)

Corporate Identity Number : U40109HP2009SGC031255
Website address : www.hpseb.in
Email : md@hpseb.in & dirf@hpseb.in

MEMORANDUM

On the recommendation of Sub Regional Employment Officer, Ex-Servicemen Employment Cell, Himachal Pradesh, at Hamirpur vide letter No. DSW Ex-Cell OC-28/2021-20021-24 dated 30.12.2024 against HPSEBL requirement No. HPSEBL (Sectt.)/NGE/6-78/2021:-25061 dated 02.07.2021, the recommendation of the scrutiny committee vide proceeding dated 27.01.2025, the following candidate is hereby offered appointed to the post of **Junior Office Assistant (Accounts)** purely on contract basis, initial for a period of one year in HPSEBL, on a fixed contractual amount equal to 60% (sixty percent) of the first cell of the applicable level (level-4) of pay Matrix of HPSEBL, (Revised) Pay Regulation 2022 (on Govt. pattern) of the corresponding cadre of employee appointed/working on a regular basis, in the relevant Pay Matrix of its employees notified vide office order No. 06 dated 03.06.2022 in public interest, on following terms & conditions:-

| Sr. No. | Name & Address of the candidate | D.O.B. | Category | Posting Station |
|---------|--|------------|----------|--|
| 1. | Ex. NK Balvinder Singh, S/o Sh. Desh Raj, VPO- Loharli, Tehsil- Amb, Distt. Una HP-177208. | 21.06.1979 | OBC | Elect. Sub-Division, HPSEBL, Khad (Under Elect. Division Haroli) |

TERMS AND CONDITIONS:-

1. They will be paid a fixed contractual amount @ Rs. 12360/- 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/ her.

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/she 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 Distt. 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, NPS Rules / Pension Rules & Conduct Rules, etc. as are applicable in case of regular employees of HPSEBL will not be applicable in their case.
8. No travelling allowance will be paid to them for joining duties in 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 incumbent 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.

13. They will have to serve anywhere in the HPSEB Ltd. has its Office(s).
14. 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 in the above mentioned office 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.
15. 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 on or before the date mentioned as above, after document verification in the concern Division office positively. They are further directed to execute the enclosed Contract Agreement and affidavit as stipulated in condition No. 9 above on the stamp paper of Rs. 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 given by the candidates in self declaration, the provisional appointment will be cancelled forthwith and criminal legal action will be taken as a consequence.

Registered
The above named
Candidate/incumbent.


ISHA (HPAS),
Executive Director (Pers.),
HPSEB Ltd., Vidyut Bhawan,
Shimla-171004.

No. HPSEBL (Sectt.)NGE/6-78/2025-73829-36 **Dated:- 22/02/25**

Copy forwarded for information and necessary action to:-

- 1 The Ex-Serviceman Employment Cell Hamirpur Himachal Pradesh. - w.r.t. to your office letter No. DSW Ex-Cell OC-28/2021-20021-24 dated 30.12.2024
- 2 The Chief Engineer (Op.) Hamirpur Zone, HPSEBL, Hamirpur.
- 3 The Superintending Engineer, Op Circle, HPSEBL, Una.
- 4 The Sr. Executive Engineer, Elect. Division HPSEBL, Haroli. 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 retained his personal record. The specimen Performa of Contract/ Agreement is enclosed herewith.
- 5 The Assistant Engineer, Elect. Sub-Division HPSEBL, Khad.
- 6 Supdt. VI of NGE Section/Office Order/Guard file.


ISHA (HPAS),
Executive Director (Pers.)
HPSEB Ltd., Vidyut Bhawan,
Shimla-171004.