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 approval of HPSEB Ltd., the following candidates are hereby engaged as **"Job Trainee" Junior Office Assistant (IT)** under the policy for providing "Compassionate Employment" dated 07.03.2019 against direct recruitment quota and in relaxation of ban on direct recruitment as per the Clause-7(a) & (b) of the ibid policy. The Govt. of H.P. vide Office Memorandum dated 08.10.2025 revised the Compassionate Employment policy and relaxed the 5% Direct Recruitment Quota under Clause-8. The terms & conditions of the scheme for engagement as **"Job Trainee"** has notified by the Govt. of H.P. vide Notification dated 19.07.2025. The candidates engaged under this scheme shall be paid monthly consolidate fixed amount Rs.**12500/- (Rupees Twelve Thousand Five Hundred only)** as clarified by the Government of H.P. vide dated 17.07.2026. The appointees shall report for duty at their respective places of posting as indicated against their name (s) within the prescribed time.

Sr. No	Name of applicant	DOB	Category	Posting Station
1	Ajay Kumar S/o Late Sh. Gian Chand, V.P O. Sullah, Tehsil Palampur, Distt. Kangra	16.03.1989	OBC	ESD Maranda under Electrical Division, HPSEBL, Palampur.
2	Shubham Sharma S/O Late Sh. Bal Krishan, Village Bharoli, PO Sheel, Tehsil Rohru, Distt. Shimla	12.01.2001	Genl.	Electrical Division, HPSEBL, Rohru
3	Nikhil Gupta S/o Late Sh. Tek Chand Gupta, V.P.O Banjar, Tehsil- Banjar, Distt. Kullu	24.02.2002	Genl.	ESD Banjar under Electrical Division, HPSEBL, Thalout.
4	Lalit Kumar S/O Late Sh. Mast Ram, VPO Himri, Sub-Tehsil, Jalog, Distt. Shimla	30.08.1983	Genl.	Superintending Engineer (ES) Circle, HPSEBL, Totu.
5	Ravi Sharma S/o Late Sh. Krishan Chand, Village-Dhanot. PO-Adhwani, Tehsil-Jawalamukhi, Distt. Kangra.	20.12.1991	Genl.	ESD No.-II Jawalamukhi under Electrical Division, HPSEBL, Jawalamukhi

6	Surjeet Kumar S/o Late Sh. Moti Lal, Village-Anas, Po-Nither, Tehsil-Nither, Distt. Kullu.	05.08.1994	SC	ESD Anni under Electrical Division, HPSEBL, Anni
7	Harish Chauhan S/O Late Sh. Kartar Singh, Village-Bachhri, PO- Morsinghi, Tehsil Ghurwin, Distt. Bilaspur	16.02.1995	Genl.	ESD No.-I Ghumarwin under Electrical Division, HPSEBL, Ghumarwin
8	Sh. Aditya Kumar. S/O Late Sh. Vinay Kumar, Village-Rajehr, PO-Chachain, Tehsil-Palampur, Distt. Kangra	29.10.2002	SC	ESD Bhawarna under Electrical Division, HPSEBL, Palampur
9	Bhag Chand S/O Late Sh. Jai Ram, Village-Ghain, PO-Rakol, Tehsil Nihri, Distt. Mandi.	22.12.1989	Genl.	ESD No.-III, Mandi under Electrical Division, HPSEBL, Mandi
10	Neeraj Sharma S/O Late Sh. Naresh Kumar, Village PO-Kangoo, Tehsil-Sudernagar, Distt. Mandi.	05.09.2000	Genl.	ESD Kot under Electrical Division, HPSEBL, Bilaspur
11	Kalzang Dolma D/o Late Sh. Tandup Chhering, Village-Khurik, Po-Rangrik, Tehsil-Spiti, Distt.-Lahul Spiti	01.01.1995	ST	ESD Keylong under Electrical Division, HPSEBL, Keylong
12	Rajneesh Kumar S/O Late Sh. Baljeet Singh, Village-Kachhwin, PO-Sohari, Tehsil-Dhatwal, Distt. Hamirpur.	23.04.1986	Genl.	ESD No.-I Hamirpur under Electrical Division, HPSEBL, Hamirpur.
13	Kuldeep S/o Late Sh. Hima Ram Sharma, Village-Macharyana, PO-Sainj, Tehsil-Dhami, Distt. Shimla.	05.12.1998	Genl.	Head Office, HPSEBL, Shimla
14	Yash Pal S/o Late Sh. Sita Ram, Village-Masoli, P.O. Jalpehar, Tehsil-Jogindernagar, Distt. Mandi.	10.04.1997	Genl.	ESD Baldwara under Electrical Division, HPSEBL, Sarkaghat
15	Smt. Supriya W/o Late Sh. Sanjeev Kumar, Village-Nagri, PO- Junga, Tehsil-Junga, Distt. Shimla	13.08.1999	Genl.	CE (Op.) Shimla Zone, HPSEBL, Shimla
16	Miss. Prachi Sister of Late Sh. Akshit Kumar, Village-Khai, PO- Bani, Tehsil-Barsar, Distt. Hamirpur	13.12.1998	OBC	ESD Bijhar under Electrical Division, HPSEBL, Barsar
17	Miss. Ambika Sister of Late Sh. Akshay Kumar, Village-Mandhot, PO-Manoh Sihal, Tehsil-Fatehpur, Distt. Kangra	22.09.2001	Genl.	ESD Fatehpur under Electrical Division, HPSEBL, Fatehpur

Their engagement shall be subject to the acceptance of compliance with all terms and conditions contained in the aforesaid policy, scheme, notification and this orders:-

TERMS AND CONDITIONS:-

1. The engagement of above person(s) shall be strictly in accordance with the Scheme for the engagement as Job Trainee introduced by the Personnel Department vide Notification No. Per(AP)-C-B(15)-3/2024, dated the 19th July, 2025.
2. The above engagement of the incumbents as a **State Cadre Job Trainee** shall be regulated and governed by such service conditions as may be prescribed by the State Government from time to time. The incumbent shall be bound by all such provisions and any modifications thereof during the period of engagement including inter-departmental transfer/postings.
3. All the persons engaged shall be paid monthly consolidated fixed amount of **Rs. 12500/- PM.**
4. The Services of the persons engaged under this scheme on completion of two year's period as Job Trainee in the relevant financial year, shall be considered for regularization in the succeeding financial year, as per instructions issued by the Government from time to time, subject to passing of qualifying examination or efficiency bar test successfully.
5. The Job Trainee shall not be treated as a Government Employee during the period of engagement. The Job Trainee shall be governed exclusively by the provision of Job Trainee Scheme and term and conditions prescribed thereunder, as amended from time to time. He/She shall not be entitled for any of the benefits as admissible to regular Govt. Employee nor shall he/she claim for such benefits. A guarantee/affidavit to this effect shall be submitted as per **Annexure-"B"**
6. If, at any stage, it is found that the person engaged under this scheme is involved in any misconduct, embezzlement, criminal proceedings, sexual harassment at work place etc., the engagement shall be terminated after affording on opportunity of being heard.
7. An incumbent engagement on fixed amount under this scheme will be entitled to TA/DA, if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counterpart official at the minimum pay scale.
8. The person engaged under this scheme shall be eligible for Medical benefit schemes under HIMCARE/Ayushman Bharat, as applicable and such persons shall become the member of scheme. The Government medical rules shall not be applicable to such Trainees.
9. The person being engaged under this scheme with monthly fixed amount shall have to perform all the duties as assigned by the Competent Authority of the department, in which he/she is engaged.
10. The general conditions of this engagement to be made as Job Trainee in monthly fixed amount shall be governed as per the agreement attached herewith as **Annexure-C**.

11. Any service rule including CCS/CCA/Leave Rules/Pension Rules or any other Rules as applicable to Govt. Servant shall not be applicable to the persons engaged under this scheme.

12. The Job Trainee engaged under this scheme will be entitled for one day's casual leave after putting one month's service, 10 day's medical leave and 5 days' special leave, in a calendar year. A female Job Trainee engaged under his scheme with less than two surviving children may be granted maternity leave for 180 days. A female Job Trainee engaged under this scheme shall also be entitled 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 Job Trainee engaged under this scheme shall not be entitled for medical re-imbursement, LTC etc. No leave of any other kind, accept above, will be admissible to the Job Trainee under this scheme. Un-availed casual leave, medical leave and special leave can be accumulated up to the calendar year and will not be carried forward for the next calendar year.

Un-authorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the Job Trainee engaged under this scheme. However, in exceptional cases, where the circumstances for un-authorized absence from duty were beyond his control on medical grounds, such period shall not be excluded while considering his case for regularization/ conversion in regular pay scale but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the Job Trainee engaged under this scheme 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.

13. Eligible Job Trainee engaged under this scheme, will have to submit a certificate of his/her fitness issued by the Government Medical Officer. In case of women candidates who are to be engaged for training carrying hazardous nature of duties, such woman candidate, who 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 a 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 to the post kept reserved for her.

14. He/She should produce a certificate of approved character from Magistrate 1st Class or a Gazetted Officer known to his/her for the last three years before he/she joins the post.

15. His/Her appointment will be subject to the production of Medical Certificate of fitness from the Medical Officer of the Government Hospital.

16. He/She is required to produce all original certificates viz. non-employment certificate (in the name of deceased wife/Qualification Certificates/ 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.

17. He/She will 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 him/her.

18. In case he/she is willing to accept this offer of engagement as Job Trainee 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 whereof the offer shall be automatically stand cancelled/withdrawn and the candidate will have no right to claim of such appointment thereafter.

This bears the approval of the competent authority.

14/10/2026

Deputy Secretary (NGE)
Vidyut Bhawan, HPSEBL,
Shimla-171004.

Registered A/D:-
All the above named candidates.

No. HPSEBL (SECTT.)/NGE/6-2 (EAS)/2026- 45024-38 **Dated:-** 14/10/2026.

Copy forwarded for information and necessary action to:-

1. The Chief Engineer (OP) Kangra Zone, HPSEBL, Dharamshala/Mandi Zone, HPSEBL, Mandi/Hamirpur Zone, HPSEBL, Hamirpur/Shimla Zone, HPSEBL, Shimla
2. The Chief Engineer (ES) , HPSEBL, Hamirpur.
3. The Chief Accounts Officer, F&A Wing, HPSEBL, Shimla.
4. The Superintending Engineer (IT), HPSEBL, Shimla.
5. The Superintending Engineer (OP) Circle, HPSEBL, Kangra/ Kullu/Dehra/Rohru/ Rampur/Mandi/Bilaspur/Hamirpur/Dalhousie/(ES) Circle, HPSEBL, Totu.
6. The Sr. Accounts Officer (PNG/HR), F&A Wing, HPSEBL, Shimla.
7. The Under Secretary (Genl.), Head Office, HPSEBL, Shimla.
8. The Sr. Executive Engineer, Electrical Division, HPSEBL, Palampur/Rohru/Thalout/ Jawalamukhi/Ghumarwin/Bilaspur/Keylong/Hamirpur/Sarkaghat/ Barsar & Fatehpur. The joining report of the candidates may be intimated to this office for record. All the certificates may be properly checked before the candidate is allowed to join the post. Attested copies of the certificates may also be obtained from the candidate and sent to this office immediately for record. The Specimen performa of **"Job Trainee" JOA (IT)** agreement enclosed herewith as **Annexure-"B &C".**
9. Dealing Assistant S-I & S-VI of NGE Section.
10. Office Order.

14/10/2026

Deputy Secretary (NGE)
Vidyut Bhawan, HPSEBL,
Shimla-171004.

Annexure-E

DRAFT AFFIDAVIT

I _____ aged _____ resident of _____ do hereby solemnly affirm and declare on oath as under:-

1. That I have read the terms and conditions of engagement with fixed amount, on agreement basis, as conveyed vide Letter/ Notification No....., dated..... and I fully agree with the said terms and conditions. I have also received a copy of these terms and conditions. I accept the offer of engagement with fixed amount as enunciated therein, and perform duties as Job Trainee....., (Name of the post). I understand that during my training period on fixed amount as Job Trainee..... (Name of the post), benefits received by a regular government employee shall not be admissible to me. The deponent undertakes that he shall not claim any benefit as admissible to a regular government employee, for the period of training on fixed amount, as Job Trainee..... (Name of the post).
2. That the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing material has been concealed therefrom.

Verified at ..... (Name of place) on this the ....., day of ..... (Name of Month), ... (Year).

Place.....
Date.....

DEPONENT

(6) The persons engaged under this scheme shall be eligible for Medical benefit schemes under HIMCARE/Ayushman Bharat, as applicable, and such persons shall become member of the scheme. The Government medical rules shall not be applicable to such job trainees.

(7) Any service Rule including CCS/CCA/Leave Rules/Pension Rule or any other rules, as applicable to government servants, shall not be applicable to the persons engaged under this scheme.

(8) The person being engaged under this scheme with monthly fixed amount shall have to perform all the duties as assigned by the Competent Authority of the department, in which he is engaged.

(9) Shri/Smt./Ku. ..... shall normally be given training during office hours. However, he shall have to perform tasks beyond office-hours, if instructed by the concerned authority.

(10) Shri/Smt./Ku. ..... shall give a guarantee as per the Annexure-B enclosed herewith.

(11) After the period as Job Trainee for two years, Shri/Smt./Ku. ..... shall be considered for regularisation on the relevant post in regular pay scale, keeping in view the following points:-

(A) The regularisation of such Job Trainee in regular pay-scale shall be considered only on passing of qualifying examination/efficiency bar test successfully.

(B) Shri/Smt./Ku. ..... shall not be regularised in regular pay-scale, if he does not pass the prescribed post-training examination as required under this scheme.

(12) (A) The misconduct of the Job Trainee proved after inquiry from competent authority by following principles of natural justice or due to lack of fitness/ability for the post of ....., his engagement shall be terminated. In case, the Job Trainee

is not satisfied with the termination orders, he may prefer an appeal before the Appellate Authority who shall be higher in rank to the Authority making such order, within a period of 45 days, from the date on which a copy of termination orders is delivered to him.

(B) In case of voluntarily resignation by the Job Trainee, he may get relieved after submitting one month's notice and after acceptance of resignation. But if any bond has been executed under pre-service training, he shall pay the amount of such bond.

.....

Signature of job trainee

.....

Signature of the Authorised Officer.

Place:

(1) .....

Signature,

Name & Address of witness

Date:

(2) .....

Signature,

Name & Address of witness

Annexure-C

Draft Agreement

The terms and conditions of the incumbent engaged as ***Job Trainee*** on consolidated fixed amount on the ***Group-A, Group-B and Group-C*** posts of..... under ..... Department:-

(1) Shri/Smt./Ku. .....has been engaged as Job Trainee with a consolidated fixed amount for a period of two years from his joining date on a monthly consolidated amount of Rs....., as decided/notified by the Finance Department vide Letter/O.M No:.....dated .....

(2) Shri/Smt./Ku. ..... shall not be entitled for any of the benefits as admissible to regular government employee nor can he demand such benefits.

(3) Shri/Smt./Ku. ..... shall be entitled to travelling and daily allowance as per the provisions of the instructions of the Finance Department issued from time to time, if required to go on tour in connection with his official duties at the same rate as applicable to regular counterpart official at the minimum pay scale.

(4) The Job Trainee engaged under this scheme 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 Job Trainee engaged under this scheme with less than two surviving children, may be granted maternity leave for 180 days'. A female Job Trainee engaged under this scheme 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 Job Trainee

engaged under this scheme shall not be entitled for medical re-imbursement, LTC, etc. No leave of any other kind, except above, will be admissible to the Job Trainee engaged under this scheme. 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.

Unauthorised absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the Job Trainee engaged under this scheme. However, in exceptional cases, where the circumstances for un-authorised absence from duty were beyond his control on medical grounds, such period shall not be excluded while considering his case for regularisation/conversion in regular pay-scale but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the Job Trainee engaged under this scheme shall not be entitled for any remuneration for this period of absence from duty.

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

(5) Selected Job Trainee, engaged under this scheme, will have to submit a certificate of his fitness issued by the Government Medical Officer. In case of women candidates who are to be engaged for training carrying hazardous nature of duties, such woman candidate, who 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 a 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 to the post kept reserved for her.