



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

G20

भारत 2023 INDIA  
वसुधैव कुटुम्बकम्

ONE EARTH - ONE FAMILY - ONE FUTURE



Registered office : Vidyut Bhawan, HPSEBL, Shimla-171004(H.P)  
GST No. : HPSEBL 02 AACCH4894E1HZB  
Telephone Number : 0177-2803600,2801675(Office), 2813563(Fax)

Corporate Identity Number : U40109HP2009SGC031255  
Website address : [www.hpseb.in](http://www.hpseb.in)  
Email : [md@hpseb.in](mailto:md@hpseb.in) & [dir@hpseb.in](mailto:dir@hpseb.in)

**“MEMORANDUM”**

On the recommendation of WTD's of HPSEB Ltd., the following candidates are hereby appointed as Junior Office Assistant (IT) purely on **Contract Basis** under Employment Assistance Scheme against direct recruitment quota and in relaxation of ban on direct recruitment as per the Clause-V (a) & (b) of the ibid scheme (whenever applicable) on the 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 regular basis, in the relevant Pay Matrix of its employees notified vide office order No. 1 dated 12.4.2022. The appointees are directed to report for duty in the respective offices of their posting as shown against their name(s) within the prescribed time subject to the acceptance and fulfillment of the specific terms and conditions:-

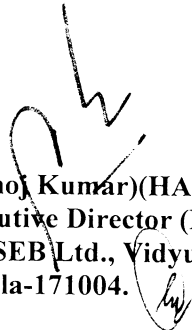
Sr. No.	Name S/Sh./Mr./Ms.	Father's Name Late S/Sh.	D.O.B	Cat.	Address	Name of office where posted
1.	Sh. Ramesh Kumar	Late Sh. Prem Singh.	08.06.1999	ST	R/O Village Parmas, P.O. Killar, Tehsil Pangi, Distt. Chamba, Pin-176323 H.P.	Elect. Division, HPSEBL, Pangi Valley, Killar
2.	Sh. Yogesh Kumar	Late Sh. Yash Pal	27.04.1986	Gen.	R/O Village Kyar, PO Raudi, Tehsil Kasauli, Distt. Solan.	Elect. Sub-Div., HPSEBL, Dharampur Under Elect. Div, HPSEBL Parwanoo
3.	Smt. Sarojini	W/o Late Sh. Kashmir Singh	10.01.1989	ST	R/O Vill & P.O. Rei, Tehsil Pangi, Distt. Chamba, Pin-176323 H.P.	Elect. Div. HPSEBL, Pangi Valley, Killar
4.	Miss Anjali	Sister of Late. Sh. Pankaj Kumar	30.11.2001	Gen.	R/O Village Tikkar, P.O. Bassi, Tehsil Chachayot, Distt. Mandi. H.P.	Elect. Sub-Div., HPSEBL, Gohar Under Elect. Div, HPSEBL Gohar.
5.	Mussa	Brother of Late. Sh. Saif Ali	01.01.1996	ST	R/o Village Rikhwani, P.O. Singadhar, Teh.Salooni Singa, Distt. Chamba, Pin-176320 H.P.	Elect. Sub-Div., HPSEBL, Tissa Under Elect. Div, HPSEBL Chamba
6.	<i>Mousam Jern</i>	Late Sh. Latif Mohd.	03.04.1993	Gen.	R/O Village santeva, P.O. Thalli, Tehsil Churah, Distt. Chamba-H.P.	Elect. Sub-Div., HPSEBL, Tissa Under Elect. Div, HPSEBL Chamba
7.	Surinder Kumar	Late Sh. Sansar Chand	24.01.1985	Gen.	R/O Vill. & P.O. Simni, Tehsil Bhalai, Chamba-H.P.	Elect. Sub-Div., HPSEBL, Bhalai Under Elect. Div, HPSEBL Dalhousie

**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, requirement of work and conduct on the job. 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 the 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 if his/her conduct and performance is not found satisfactory for which notice with due opportunity of being heard shall be given.
2. His/Her age at the time of joining should neither be less than 18 years and not more than 45 years. Relaxation in upper age limit shall however be allowed by 5 years in case of Scheduled Casts/Scheduled Tribe.
3. His/Her appointment will be subject to the production of Medical Certificate of fitness from the Medical Officer of the Government Hospital.
4. 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 valuing Rs.5/- only duly attested.
5. He/She should give a declaration that he/she has got only one living wife/husband or is a bachelor.
6. He/She should produce a certificate of approved character from Magistrate 1<sup>st</sup> Class or a Gazetted Officer known to his/her for the last three years before he/she joins the post.
7. 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.
8. He/She will have to take an oath and undertaking in writing that he/she will not leak-out any official information.
9. 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.
10. He/She will have to serve anywhere where the HPSEB Limited has its office(s).
11. 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.
12. 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 whereof 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.

**Note: - All the above named applicants have qualified their type test as per policy / R&P rules.**

**Registered.**  
**All the above named**  
**Incumbents/candidates.**

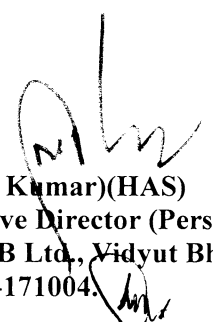
  
**(Manoj Kumar)(HAS)**  
**Executive Director (Pers.),**  
**H.P.SEB Ltd., Vidyut Bhawan,**  
**Shimla-171004.**

NO: HPSEBL (SECTT)/NGE/6-2/2023: 25/28-51

Dated: 26/6/23

**Copy forwarded for information and necessary action to:-**

1. The Chief Engineer (OP) South, Shimla/North, Dharamshala/ Central Zone Mandi.
2. The Superintending Engineer (OP) Circle, HPSEBL, Solan/ Dalhousie/ Mandi.
3. The Chief Accounts Officer, HPSEB Ltd, F&A Wing, Shimla-4.
4. The Sr. Executive Engineers, Elect. Division HPSEB Ltd., Pangi Valley Killar/Parwanoo/ Gohar/Chamba and Dalhousie. The date of joining of the candidate 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 on joining for record. The specimen proforma of contract/Agreement enclosed herewith as Annexure-I,
5. The Company Secretary, HPSEB Ltd., Shimla.
6. Supdt.-S-I & S-VI of NGE Section.
7. Officer Order/Guard file.

  
(Manoj Kumar)(HAS)  
Executive Director (Pers.),  
H.P.SEB Ltd, Vidyut Bhawan,  
Shimla-171004.

FORM OF CONTRACT AGREEMENT TO BE EXECUTED BETWEEN  
AND THE H.P. STATE ELECTRICITY BOARD LTD.

This agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ between \_\_\_\_\_ Son/Daughter of resident of \_\_\_\_\_ contract appointed (hereinafter called the First PARTY) and the H.P. State Electricity Board Ltd. (hereinafter called the SECOND PARTY)

WHEREAS, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as \_\_\_\_\_ on contract basis on the following terms and conditions.

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as \_\_\_\_\_ for a period of 1 year commencing on \_\_\_\_\_ day of \_\_\_\_\_ and ending on the \_\_\_\_\_ day of \_\_\_\_\_. It is specifically mentioned and agreed upon both the parties that the contract of the FIRST PARTY with SECOND PARTY shall ipso-facto stand terminated on the last working day i.e. on \_\_\_\_\_ and information notice shall not be necessary.
2. Contract appointee shall be paid fixed amount equal to 60% (sixty percent) of the first cell of the applicable level (Level-4) of the pay Matrix (on HP Govt. pattern) 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. 14 dated 11.01.2023. He/She shall not be entitled for any other allowance whatsoever admissible to the employees of State Govt. /Board from time to time. However, he/she shall be entitled for 3% increment after putting in one year continuous service as per contract policy.
3. Contract appointee so selected under these rules will not have any right to claim regularization or permanent absorption in HPSEB Ltd.
4. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found good.
5. Contract appointee will be entitled for one day casual leave after putting one month service. The contract appointee will also be entitled for 135 days maternity leave, 10 days medical leave and 5 days special leave. No leave of any other kind is admissible to the contract appointee. He/She shall not be entitled for medical Re-imburement and LTC etc. The un-availed casual leave, medical leave, and special leave can be accumulated upto the calendar year and will not be carried forward of the next calendar year.
6. Un-authorized absence from the duties, without the approval of the controlling officer shall automatically lead to the termination of the contract. Contract appointee shall not be entitled for wages for the period of absence from duty.

7. Contract appointments will be made against vacant posts in difficult and tribal area or the office jobs as per requirement. Transfer of contract appointee will not be permitted from one place to another. However, at the time of renewal of contract, if any, such appointee can be appointed at different place or office on administrative grounds.
8. Selected candidate will have to submit a certificate of his/her fitness from a Medical Officer of the Govt. Hospital. Women candidate, pregnant beyond 12 weeks will be considered temporarily unfit till the confinement is over. The women candidates will be re-examined for the fitness by an authorized Medical Officer of Govt. Hospital
9. Contract appointee will be entitled to TA/DA if required to go on tour connection with his/her official duties at the same rate as applicable to regular staff members.

**Signature of Contract Appointee  
(FIRST PARTY)**

**Signature of Contract Appointee  
(SECOND PARTY)**

**WITNESSES :**

**1.....**

**2.....**

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