



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



भारत 2023 INDIA  
वसुधैव कुटुम्बकम्

ONE EARTH - ONE FAMILY - ONE FUTURE



आजादी का  
अमृत महोत्सव

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### MEMORANDUM

On the recommendation of Sub Regional Employment Officer, Ex-Servicemen Employment Cell Hamirpur (HP) vide its letter No. DSW Ex Cell OC98/2019-539-548 dated 18.03.2023 & No. DSW Ex Cell OC98/2019-556-571 dated 20.03.2023 vide which the name of eleven candidates were sponsored against our requisition No. HPSEBL (Sectt.)/NGE/6-78/2019-29736 dated 07.08.2019 & No. HPSEBL (Sectt.)/NGE/6-78/2019-37603 dated 26.09.2020 respectively. Accordingly, the following candidates are hereby appointed as **Junior Office Assistant (Accounts)** purely on contract basis, on a fixed amount equal to 60% (sixty percent) of the first cell of the applicable level (**Level-4**) 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 appointees are directed to report for their duty in the respective offices of posting as shown against their name(s) within the prescribed time subject to the acceptance and fulfillment of the following specific terms and conditions:-

Sr. No	Name of the candidate	Father/Husband Name	Date of Birth	Cate.	Sub-cate	Proposed posting
1	Ex. Hav Rajesh Kumar.	Sh. Bir Chand	21.10.79	Gen	UR	ESD Mehatpur Under ED Una
2	Ex NK (TS) Neeraj Thakur	Sh. Yudhvir Singh	20.03.79	Gen	UR	ESD Basal Under ED Una
3	Ex Sub Rajinder Kumar	Sh. Garbu Ram	26.05.75		UR	ESD Talai Under ED ED Ghumarwin
4	Ex Hav Jai Karan	Sh. Jhomphy Ram	22.01.77	SC	UR	ED Baijnath
5	Ex Sub Jitender Kumar	Sh. Achhar Singh	07.04.77	Gen	UR	ESD Kakkar Under ED Hamirpur
6	Ex Sub Parveen Kumar	Sh. Sant Ram	15.03.73	Gen	UR	ED UNA

7	Ex NK (TS) Vijay Gautam	Sh. Ramesh Gautam	20.07.85	Gen	UR	ESD Balichowki under ED Thalout
8	Ex L/NK Harish Kumar	Sh. Vijay R am Thakur	04.11.85	Gen	UR	220/132KV ES Divn Kunihar
9	Ex NK Vijender Singh	Sh. Kanshi Ram	05.01.83	Gen	UR	ESD Dhaula Kuan under ED Paonta
10	Ex Rect. Bablu	Sh. Mullu Ram	18.12.98	Gen	UR	Elect. Division Anni

**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 of 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 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 1<sup>st</sup> 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 official 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 nay reserved class at the time of joining the post.




9. He/She will have to serve anywhere in the HPSEB Ltd. Office(s).

10. He/She will be required to take and 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 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.

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

**Registered**


All the above named  
Candidates/incumbents.

**No. HPSEBL (Sectt.)NGE/6-78/2023- 25111-27**

Dated:- 26/6/23

Copy forwarded for information and necessary action to:-

1. The Sub Regional Employment Officer, Ex-Servicemen Employment Cell Hamirpur (HP)- **It is further requested that NOC for all left out post for which candidates are not available, may be please be furnished ,so that could be filled up as per rule.**
2. The Chief Engineer, Operation Central Zone/North, HPSEB Ltd., Mandi & Dharamshala.
3. The Sr. Executive Engineer and Assistant Engineer in above mentioned Division and Sub-Divisions, 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.
4. Supdt. IV of NGE Section.
5. Office Order/Guard file.

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