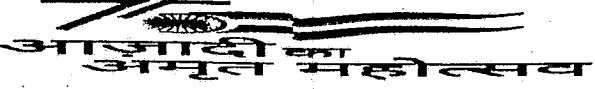

	<b>HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED</b> <b>( A State Govt. undertaking)</b> 	
Registered office : - Corporate Identity Number : GST No. : HPSEBL 02 AACCH4894EHZB Telephone Number : 0177-2803600,2801675(Office), 2813563(Fax)		Vidyut Bhawan, HPSEBL, Shimla-171004 (HP) U40109HP2009SGC031255 Website address : <a href="http://www.hpseb.in">www.hpseb.in</a> Email : <a href="mailto:md@hpseb.in">md@hpseb.in</a> & <a href="mailto:dir@hpseb.in">dir@hpseb.in</a>

MEMORANDUM

On the recommendation of Sub-Regional Employment Officer, Ex-Servicemen Employment Cell, Hamirpur (HP) vide letter NO:DSW Ex Cell OC:03/2016-432-40 dated 03.03.2022 & 441-51 dated 03.03.2022, against the requisition made through letter dated HPSEBL(Sect//NGE/6-78/2016-79062 27 Jan. 2016 & No. 35461 dated 29 July 2016, the following candidates are hereby appointed as Junior Office Assistant (Accounts) purely on contract basis on the fixed amount equal to the minimum of the Pay Band plus Grade Pay of the post (i.e. Rs.5910 + Rs.1950 Grade Pay + 150% enhanced Grade Pay only) per month in the Pay Band of Rs.5910-20200 + Rs.1950 Grade Pay. 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 following specific terms and conditions:-


Sr. No. as per list supplied by Cell	Name	Father's Name	Permanent Address	DOB	Category	Place of posting
1	2	3	4	5	6	7
4 (list-1)	Ex Rect Lakhbinder Singh	Sh.Manjeet Singh	Vill Malag PO Malnoo Tehsil Bhawarna Distt. Kangra (HP) 176083	25.3.98	OBC (UR)	ESD Thural under ED Lambagaon
5 (list-1)	Ex Hav Amin Chand	Sh.Bansi Ram	Vill Manhan PO Suhani The Jhandutta Distt Bilaspur HP-174029	8.7.75	SC	ESD Baddi uner ED Baddi
1 (list-2)	Ex NK Tabinder Singh	Sh Kartar Singh	Vill Gharlahar PO & Tehsil Khundian Distt. Kangra HP-176030	1.3.82	Gen	ESD Khundia under ED Jawalamukhi
5 (list-2)	Ex Hav /Cik Bikram Singh	S/o Sh. Baldev Singh	Vill Kupaar PO Naunta Tehsil Nurpur Distt Kangra(HP)	13.1.73	ST	ED Shahpur

#### 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 his joining the post 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/OBC and Ex-Serviceman as per Rules.
3. 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.
4. He/She should give a declaration that he/she has got only one living wife/husband or is a bachelor.
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. He/She is required to produce all original certificates viz. 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.
8. He/She will have to serve anywhere where the HPSEB Limited has its office(s).
9. 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.
10. 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)

PL

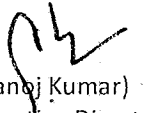
days from the date of issue of this offer failing which in default whereof the offer shall be automatically stand cancelled/withdrawn and the candidate will have no right to claim it and next candidate of waiting panel shall be appointed.

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

NO: HPSEBL (SECTT)/NGE/6-78/2022: - 90962 - 82 Dated: 31-3-22  
Copy forwarded for information and necessary action to:-

1. The Sub Regional Employment Officer, Ex-Servicemen Employment Cell HP at Hamirpur w. r. to its office letter NO: DSW Ex-Cell OC-03/2016-432-40 dt.3.3.2022 & 441-51 dated 3.3.2022. It is intimated that candidates appearing at Sr.No.2 Mr. Naveen Rana(Gen) Sr.No.4 Arun Kumar (Gen) has intimated that they are already in job and not attend the screening process further candidate appearing at Sr.3 Mr.Pradeep Kumar(Gen) and Sr.No.1 Mr.Manjeet Katoch(Gen), Sr.No.2 Surender Kumar(Gen) & Sr.No.3 Sh.Vishal Sharma(Gen) abstain the screening process. Hence their names could not be considered. **It is further requested that the next candidates appearing at waiting panel may be sent to this Department, immediately.**
2. The Chief Engineer, (OP) Central Zone/ (OP) North Zone/ (OP) South/ Generation/, HPSEBL, Shimla/Mandi/Dharamshala/Sundernagar.
3. The Chief Accounts Officer, HPSEB Ltd, F&A Wing, Shimla-4.
4. The Superintending Engineer (Op) Circle, HPSEBL, Kangra.
5. All the Sr. Executive Engineers/ Resident Engineers, in above mentioned Divisions.
6. All the Assistant Engineers, in above mentioned Sub Divisions.
7. Supdt.-VI of NGE Section.
8. Officer Order/Guard file.

**Note:-** All the concerned offices are intimated/requested that the Medical certificate/ Character certificate of the candidate has been obtained during verification of the documents which are being sent to the concerned offices seperately. It is also requested that joining date of candidates may kindly be intimated to this office for our reference and record. The specimen proforma of contract/ agreement is enclosed herewith.

  
(Manoj Kumar)  
Executive Director (Pers.),  
H.P.S.E.B. Ltd., Vidyut Bhawan,  
Shimla-171004.

Annexure-I

**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 appointee (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 the minimum of the Pay Band plus Grade Pay of the post (i.e. Rs.5910+Rs.1950 Grade Pay + **150%** enhanced grade pay only i.e. in the Pay Band of Rs.5910-20200 +Rs.1950 Grade Pay. 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 for 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 areas 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 in connection with his/her official duties at the same rate as applicable to regular staff members.

*Signature of Contract Appointee*  
(FIRST PARTY)

*Signature of Employer*  
(SECOND PARTY)

**WITNESSES:**

1.....

2.....