

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 : undersecretary@gmail.com

MEMORANDUM

On the recommendation of Director, Youth Service & Sports, HP Shimla-2 vide his office letter No. 5-188/2016-YSS-4054-60 dated 03.12.2021 against the requisition made through this office letter dated 05.08.2021 the following candidates are hereby appointed as Junior Office Assistant (IT) 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+1950 Grade Pay. 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, Father name and address.	D.O.B	Education Qualificatio	Categor y	Name of office where posted.
1	Miss. Reena Kumari D/O Sh. Neter Singh, Vill Koot P.O. Nandi Tehsil Chachyot Distt. Mandi H.P. 175124 Ph. No. 8628848441, 9882229441, 8580693905 Kabaddi C-III	16.12.1998	10+2 B.A.	Gen	ESD Gohar (under ED Gohar)
2	Miss. Priti Thakur, D/O Sh. Sanjeev Kumar, Vill & P.O. Dobha, Tehsil Sadar, Distt. Bilaspur, HP-174001 Ph. 9857901800, 9996299368 Wrestling C-III	13.09.2000	10+2	Gen	E. D Bilaspur
3	Smt. Babita, D/O Sh. Nand Lal, Vill. Sanganara PO Khagna, Tehsil Chopal, Distt. Shimla, H.P. 171211, Kabaddi C-III Ph. No. 8629019378, 9418856901	04.04.1991	10+2 1 Year Master Diploma in Computer Software Technology	Gen	ESD Theog(ED Theog)

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4	Miss. Suhana D/O Sh. Hamid Khan Vill Up Muhal Roura Tehsil Bilaspur Sadar, Dist. Bilaspur, HP. Ph. 8360810994, 8968981163 Handball C-III	25.12.1999	10+2	Gen	ESD Parwanoo (ED Parwanoo)
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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 1st 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.

Registered


All the above named
Candidates/incumbents.


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

No. HPSEBL (Sectt.)NGE/6-1/2022-20685-703 Dated:- 6/6/2022

Copy forwarded for information and necessary action to:-

1. The Director, Youth Service & Sport, HP Shimla-2 with reference to his office letter No. 5-188/2016-YSS-4054-60 dated 03.12.2021.
2. The Chief Engineer, Operation South/Central Zone, HPSEB Ltd., Shimla & Mandi.
3. The Superintending Engineer, Operation Circle HPSEB Ltd., Mandi /Bilaspur/Shimla/Solan/
IT Cell Kumar House.
4. 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.
5. Supdt. IV of NGE Section.
6. Office Order/Guard file.


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