



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),
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Corporate Identity Number : U40109HP2009SGC031255
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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 OC98/2019-1528-31 daed 22.6.22 & 1504-07 dated 18.6.2022 vide which the name of two candidates were sponsored against our requisition No.79062 dated 27.1.2016 & 29736 dated 7.8.2019 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 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.Nk Sunny	S/o Sh Manohar Lal	1.11.83	OBC	UR	ESD Nagrota Surian under ED Jawali
2	Ex. Sub Clk Surjeet Kumar	S/o Sh Udham Singh	26.7.79	Gen	UR	ED Sujampur (newly created)

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

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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/6-1/2019- 56216-27 Dated:- 31-8-20

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.

**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 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:

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