

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 Ex-Serviceman Employment Cell Hamirpur vide its letter No. DSW Ex-Cell OC-28/2021-17017-22 dated 23.09.2024 against HPSEBL requisition No. HPSEBL (SECTT)/NGE/6-78/2021-25061 dated 02.07.2021 & letter No. DSW Ex-Cell OC-121/2020-17023-26 dated 23.09.2024 and requisition No. HPSEBL (SECTT)/NGE/6-78/2019-37603 dated 26.09.2020, the following candidates are hereby appointed as **Junior Office Assistant (Accounts)** purely on contract basis, initially for a period of one year in HPSEBL, on a fixed contractual amount equal to 60% (sixty percent) of the first cell of the applicable level (Level-4) of pay Matrix of HPSEBL, (Revised) Pay Regulations 2022 (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. 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:-

Sr. No.	Name of the Candidate	Date of Birth	Category	Posting station
1	Ms. Bindu Chaudhary W/o Late Nk. Arvind Kumar, R/o Vill. Suri (Chatiala) PO. Marhoon, Tehsil Palampur, Distt. Kangra HP	23.10.1990	OBC	Elect. Sub- Division No-II, HPSEBL, Palampur (Under Elect. Division Palampur)
2	Ex. Nk. Surjeet Kumar, S/o Sh. Rikhi Ram, R/o Vill. Herner, PO Lambloo, Tehsil & Distt. Hamirpur. HP	03.08.1981	Genl.	Elect. Sub-Division, HPSEBL, Lambloo (Under Elect. Division Hamirpur).

TERMS AND CONDITIONS:-

1. They will be paid a fixed contractual amount @ Rs. 12360/- per month (i.e equal to 60% (sixty percent) of the first cell of the applicable level (Level-4) of pay Matrix of HPSEBL (Revised) Pay Regulations 2022).
2. The Service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory. In case the contract appointee is not satisfied with the termination order issued by the Appointing Authority, he/she may prefer an appeal before the Appellate Authority who shall be higher in rank to

the Appointing Authority, within a period of 45 days, from the date on which a copy of termination orders is delivered.

3. They will be entitled for one day's casual leave after putting in one month service. A female contract appointee with less than two surviving children may be granted maternity leave for 180 days. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of number of surviving children) during the entire service, in case of miscarriage including abortion on production of Medical certificate issued by the authorized Government Medical Officers. However, he/she will also be entitled for 10 days Medical Leave and 05 days Special Leave. He/she shall not be entitled for Medical reimbursement and LTC, etc. No leave of any kind except above is admissible to him/ her.
4. Unauthorized absence from duties without approval of the controlling officer shall automatically lead to the termination of the contract agreement. However, in exceptional cases where the circumstances for un-authorized absence from duty were beyond their control on medical grounds, such period shall not be excluded while considering their control on medical grounds, such period shall not be excluded while considering their case for regularization but the incumbent shall have to intimate the controlling authority in this regard well in time. However, he/she shall not be entitled for contractual amount for this period of absence from duty.
5. They will submit a certificate of his/ her fitness from the Distt. Hospital.
6. They will be entitled to TA/DA, if required to go on tour in connection with the official duties, at the same rate as applicable to regular counterpart officials at the minimum of pay scale.
7. Provisions of service rules like FR, SR, Leave Rules, NPS Rules / Pension Rule & Conduct Rules, etc. as are applicable in case of regular employees of HPSEBL will not be applicable in their case.
8. No travelling allowance will be paid to them for joining duties in place of posting.
9. They shall have to produce an affidavit to the effect that there is no court case/criminal/vigilance or appeal thereof pending for adjudication in any Court of Law in or outside the State of Himachal Pradesh against them.

10. In case, the contract appointee do not report for duty within the stipulated time period to the allotted station or brought outside influence for change of station, in that event the offer of appointment will stand automatically cancelled.
11. In rare and exceptional circumstances if a contractual employee is transferred to another station/cadre/establishment on his/her own request with the approval of the competent authority, he/ she shall be treated as fresh appointee in the new station/ cadre/establishment and the services rendered on contract basis in the earlier cadre/establishment on appointment/transfer to another station/cadre/establishment will not be counted for regularization purposes and for any other financial benefits. The contract appointee will be treated as fresh appointee for all intents and purposes.
12. The services of the incumbent appointed on contract basis will be regularized once in a year as per provisions of instructions issued by the Department of Personnel vide letter No. PER(AP)-C-B(2)-2/2015 dated 02.12.2023 and any amendment issued from time to time, in future.
13. They will have to serve anywhere in the HPSEB Ltd. has its Office(s).
14. They 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..
15. 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 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.
16. If, the offer of appointment, on the above terms and conditions is acceptable, to the above named candidates, they may report for duty in the place of posting on or before the date mentioned as above, after document verification in the concern Division offices positively. They are further directed to execute the enclosed **Contract Agreement (Annexure-A)** and affidavit as stipulated in condition No. 9 above on the stamp paper of Rs. 10/- (Ten Rupees).

The appointment shall be considered **provisional** till the verification of Character and antecedents, which will be carried out on the basis of self declaration form (copy enclosed), submitted by the candidates at the time of joining duties, certifying therein that all facts and detail given are correct. In case, character and antecedents of the candidate are not found verified or any false information given by the candidates in self declaration, the provisional appointment will be cancelled forthwith and criminal legal action will be taken as a consequence.

Registered

The above named

Candidates/incumbents.

No. HPSEBL (Sectt.) NGE/6-78/2024-

50968-79

(ISHA) HPAS,

Executive Director (Pers.),

HPSEB Ltd., Vidyut Bhawan,

Shimla-171004.

Dated:-

5-11-24

Copy forwarded for information and necessary action to:-

1. The Ex-Serviceman Employment Cell Hamirpur Himachal Pradesh. - w.r.t. to your office letter No. DSW Ex-Cell OC-28/2021-17017-22 dated 23.09.2024 & No. DSW Ex-Cell OC-121/2020-17023-26 dated 23.09.2024.
2. The Chief Engineer (Op.) Kangra Zone, HPSEBL Dharamshala/ Hamirpur Zone Hamirpur.
3. The Superintending Engineer, Op Circle Kangra/ Hamirpur.
4. The Sr. Executive Engineer, ED Palampur / Hamirpur. The medical fitness certificate have not been produced by the candidates at the time of documentation. The same may be obtained/verified before accepting their joining report. 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 retained his personal record. The specimen Performa of Contract/ Agreement is enclosed herewith.
5. The Assistant Engineer, Elect. Sub-Division No-II, HPSEBL, Palampur/ESD Lambloo.
6. Supdt. VI of NGE Section/Office Order/Guard file.

(ISHA) HPAS

Executive Director (Pers.)

HPSEB Ltd., Vidyut Bhawan,

Shimla-171004.

Annexure-A

FORM OF CONTRACT AGREEMENT TO BE EXECUTED BETWEEN THE _____ and H.P. STATE ELECTRICITY BOARD LTD THROUGH THE ED (P) HPSEBL, SHIMLA.

This agreement is made on this _____ day of _____ in the year _____ between _____ Sh./Smt. _____ Son/Daughter _____ of Sh. _____ resident of _____ contract appointee (herein after called the First PARTY) and the H.P. State Electricity Board Ltd. through ED (Pers.), HPSEBL (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 by 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:

Provided that for extension/renewal of contract period the HOD shall issue a certificate that the service and conduct of the contract appointee was satisfactory during the year and only then the period of contract is to be renewed/extended.

2. The contractual amount of the First Party will be Rs. _____/- per month (which shall be 60% of the first Cell of the applicable level of pay matrix of the corresponding cadre, as notified vide office order No. 1 dated 12.04.2022.
3. The service of contractual appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory. In case the contract appointee is not satisfied with the termination orders issued by the Appointing Authority, he/she may prefer an appeal before the

Appellate Authority who shall be higher in rank to the appointing authority, within a period of 45 days, from the date on which a copy of termination orders is delivered to him/her.

4. The Contract appointee will be entitled for one day's casual leave after putting one month's service, 10 days medical leave and 5 day's special leave, in a calendar year. A female contract appointee with less than two surviving children may be granted maternity leave for 180 days. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of the number of surviving, children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Government Medical Officer. A contract employee shall not be entitled for medical reimbursement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

Un-availed casual leave, medical leave & special leave can be accumulated upto the Calendar Year and will not be carried forward for the next Calendar Year.

5. Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the contract. However, in exceptional cases where the circumstances for unauthorized absence from duty were beyond his /her control on medical grounds such period shall not be excluded while considering his/her case for regularization but the incumbent shall have to intimate the controlling authority shall not be entitled for contractual amount for this period of absence from duty:

Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.

6. An official appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative ground.
7. Selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in case of a Gazetted Government servant and by Government Medical Officer in the case of a Non- Gazetted

Government servant. In case of women candidates who are to be appointed against post carrying hazardous nature of duties, and in case they have to complete a period of training as a condition of service, such women candidate who as a result of tests is found to be pregnant of twelve weeks standing or more shall be declared temporarily unfit and her appointment shall be held in abeyance until the confinement is over. Such woman candidate be re-examined for medical fitness six weeks after the date of confinement, and if she is found fit on production of medical fitness certificate from the authority as specified above, she may be appointed to the post kept reserved for her.

8. 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 counter-part official at the minimum of pay scale.
9. The Employees Group Insurance Scheme as well as EPF/GPF will not be applicable in contractual appointees(s).

IN WITNESS, the FIRST PARTY AND SECOND PARTY have herein to set their hands the day, month and year first, above written.

IN THE PRESENCE OF WITNESS

1.....

.....

(Signature of the first party)

2.....

.....

WITNESSES :

1.....

(Signature of Second Party)

2.....

(Name and Full Address)