

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

Registered office Vidyut Bhawan, HPSEBL, Shimla-171004(H.P)
Number (CIN) U40109HP2009SGC031255
GST No. HPSEBL 02 AACCH4894EHZB
Telephone Number 0177-2803600, 2801675 (Office), 2658984(Fax)
Website address www.hpsebl.com
Email cmd@hpsebl.in

OFFICE ORDER

The Himachal Pradesh State Electricity Board Limited has decided to adopt "Enactment of the Himachal Pradesh Recruitment and Conditions of Service of Government Employees Act, 2024, (Act No. 23 of 2025)" issued vide letter No. PER(AP)-C-A(3)-6/2024 dated 20.02.2025 by the Under Secretary (Personnel) and the notification regarding **requisition of vacancies, selection process and offer of appointments-guidelines of Trainee** vide letter No. PER (AP)-C-B(15)-3/2024- Loose dated 14th May, 2025 circulated by the Under Secretary (Personnel) to the Government of Himachal Pradesh, (Copy enclosed) shall also be applicable in the HPSEBL in toto.

This bears the approval of the competent authority.


Under Secretary (R&E)
HPSEBL, Vidyut Bhawan,
Shimla-4.

No. HPSEBL(SECTT)R&E/Contract file/25-26- 28421-641

Dated:-17/7/25

Copy of above is forwarded to the following for information and strict compliance please.

1. The Secretary (Personnel) to the Govt. of H.P. with reference to above please.
2. All the Chief Engineers in HPSEBL, i/c M.D. BVPCL, Jogindernagar District Mandi (H.P.)
3. The Chief Accounts Officer / Chief Auditor, HPSEBL, Shimla-4.
4. All the Superintending Engineers in HPSEBL.
- ✓ 5. The Superintending Engineer (IT), HPSEBL, Shimla-4, for uploading the above order on the Board's Website.
6. All the Sr. Executive Engineers / Resident Engineers in HPSEBL.
7. The Special Private Secretary/ Sr.PS/ PS/ PA to the worthy Chairman/ Managing Director/ Directors/ Executive Director (Pers.) in Board Secretariat HPSEBL.
8. All the Under Secretaries in the Board's Sectt.
9. The Company Secretary, HPSEBL, Vidyut Bhawan, Shimla-4, for information please.
10. All the Section Officers in the Board's Sectt.
11. Guard file of this section.

DA/As above


Under Secretary (R&E),
HPSEBL Ltd. Vidyut Bhawan,
Shimla-4.

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Website address www.hpseb.com
Email cmd@hpseb.in

No. _____

Dated:- _____

OFFICE ORDER

Consequent to adoption of "Enactment of the Himachal Pradesh Recruitment and Conditions of Service of Government Employees Act 2024, and guidelines framed for appointment as **Trainee regarding requisition of vacancies, selection process and offer of appointments-guidelines thereof** and on the recommendations of Himachal Pradesh Rajya Chayan Aayog, the following candidates are hereby offered appointment to the post of _____ purely as Trainee initially for a period of Two years, in the O/o _____ on fixed consolidated amount of Rs. _____ per month, in level- _____ of the pay matrix, as per HPSEBL (Revised Pay) Regulation-2022 subject to the conditions that the joining shall be considered on or after (upto including joining time), in the public interest, on the following terms & conditions:-

Sr. No	Name & Address of the Candidates	Designation

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- i. The candidates shall be engaged as Trainee (Name of the post).
 - ii. The candidate engaged as Trainee shall sign an agreement as per Annexure-A appended to these instructions.
 - iii. The regularization of the incumbents engaged as Trainees will be governed by the instructions issued in this regard by the Government, after completion of training.
 - iv. The Trainee..... (Name of the post) will be paid consolidated fixed amount @ Rs. /- P.M. (which shall be 60% of the first cell of the applicable level of pay matrix of the corresponding cadre).
 - V. The candidates engaged as Trainee shall not be entitled for the service benefits as are admissible to Government employees on regular basis.
 - vi. The service of the Trainee will be governed on the basis of agreement (Annexure-A). The engagement is liable to be terminated in case the performance /conduct of the Trainee is not found to be satisfactory. In case, the Trainee is not satisfied with the termination orders served by the Engaging Authority, he /she may prefer an appeal before the Appellate Authority who shall be higher in rank to the Engaging Authority, within a

period of 45 days, from the date on which a copy of termination orders is delivered to him/her.

- vii. The Trainee engaged will be entitled for one day's casual leave after putting in one month's service, 10 days' medical leave and 05 days' special leave, in a calendar year. A female Trainee engaged with less than two surviving children, may be granted maternity leave for 180 days'. A female Trainee engaged 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 Trainee engaged shall not be entitled for medical re-imbursement, LTC etc. No leave of any other kind, except above, will be admissible to the Trainee. 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.
- viii. Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the Trainee. However, in exceptional cases, where the circumstances for un-authorized 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 in this regard well in time. However, the Trainee shall not be entitled for any remuneration for this period of absence from duty.

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

- ix. Selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in case the post for which he is being given training is a Gazetted post and by Government Medical Practitioner in case the said post is a Non- Gazetted. In case of women candidates who are to be engaged for training to carry out hazardous nature of duties as a result of tests is found to be pregnant of 12 weeks' standing or more shall be declared temporarily unfit and her engagement 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 engaged.
- x. Trainee will be entitled to TA/DA if required to go on tour in connection with his /her training duties at the same rate as applicable to regular counterpart official at the minimum of pay scale.
- xi. Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules and Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of a Trainee. The Employees Group Insurance Scheme as well as EPF/GPF will also not be applicable to a Trainee.

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 O/o _____, on or before _____, positively. They are further directed to execute the enclosed Trainee Agreement on the stamp paper.

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 is given by the candidates in self-declaration, the provisional appointment will be cancelled forthwith and criminal legal action will be taken as a consequence.

Signature Authority

Endst. No. HPSEBL

Dated:

1. The Secretary, HPRCA, Hamirpur.
2. The Chief Medical Officer,
3. Individual concerned through Registered Post, they are directed to contact the O/o _____ Chief Medical Officer, _____ for their medical examination.
4. Guard file.

Signature Authority

Annexure-A

Form of agreement to be executed between the Trainee.....(Name) and the Himachal Pradesh State Electricity Board Ltd. through (Designation of the Appointing Authority).

This agreement is made on this.....day ofin the Year..... ..between Sh/Smt.....S/o/D/o.Shri..... ..R/O
..... Trainee (hereinafter called the FIRST PARTY), AND The Himachal Pradesh State Electricity Board Ltd. through (Designation of the Appointing Authority)HPSEBL (here-in-after referred to the SECOND PARTY).

Whereas, the Second Party has engaged the aforesaid FIRST PARTY as a Trainee (Name of the post) and the FIRST PARTY has agreed to the same on the following terms & conditions:-

1. That the FIRST PARTY shall remain on job training under SECOND PARTY as a Trainee..... (Name of the post) for a period of two years commencing on day of.....and ending on the day of.....
2. That the Trainee(Name of the post) will be paid consolidated fixed amount @ Rs...../-P.M (which shall be 60% of the first cell of the applicable level of pay matrix of the corresponding cadre).
3. That the engagement of FIRST PARTY will be purely on temporary basis. The engagement is liable to be terminated in case the performance /conduct of the Trainee is not found satisfactory.
4. That the Trainee engaged will be entitled for one day's casual leave after putting in one month's service, 10 days' medical leave and 5 day's special leave, in a calendar year. A female Trainee engaged with less than two surviving children, may be granted maternity leave for 180 days'. A female Trainee engaged shall also be entitled for maternity leave not exceeding 45 days' (irrespective of the number of serving children) during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Government

Medical Officer. A Trainee engaged shall not be entitled for Medical Reimbursement, LTC etc. No leave of any other kind, except above, will be admissible to the Trainee.

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.

5. That the Unauthorized absence from the training without the approval of the Controlling Officer shall automatically lead to the termination of the Trainee. However, in exceptional cases, where the circumstances for un-authorized absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while considering his/her case for regularization after completion of training but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the Trainee shall not be entitled for any remuneration for this period of absence from duty.

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

6. That the selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in case the post for which he/she is being given training is a Gazetted post and by Government Medical Practitioner in case the said post is a Non- Gazetted. In case of women candidates who are to be engaged for training to carryout hazardous nature of duties as a result of tests is found to be pregnant of 12 weeks' standing or more shall be declared temporarily unfit and her engagement 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 engaged.
7. That the Trainee will be entitled to TA/DA if required to go on tour in connection with his/her training duties at the same rate as applicable to regular counterpart official at the minimum of the pay scale.
8. That the provisions of service rules like FRSR, Leave Rules, GPF Rules, Pension Rules and Conduct Rules etc. as are applicable in case of regular employees will not be applicable in case of a Trainee. The Employees Group Insurance Scheme as well as EPF/GPF will also not be applicable to a Trainee.

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9. That the FIRST PARTY understands and agrees that on account of said engagement, he/she shall not be entitled for any service benefits as are admissible to the HPSEBL employees on regular basis and he/she shall not claim the same. He /She may be considered for regular appointment only after successful completion of the training as per the instructions of the Government/ HPSEBL.

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 WITNESSES:

1.
.....
.....
(Name and Full Address)

(Signature of the FIRST PARTY)

2.
.....
.....
(Name and Full Address)

IN THE PRESENCE OF WITNESSES:

1.
.....
.....
(Name and Full Address)

Signature of the SECOND PARTY)

2.
.....
.....
(Name and Full Address)