

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



Registered office : VidyutBhawan, HPSEBL, Shimla-
171004(H.P)

Corporate Identity Number :
U40109HP2009SGC031255

GST No. : HPSEBL 02 AACCH4894EHZB

Telephone Number : 0177-2803600,2801675(Office),
2813563(Fax)

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Email : md@hpseb.in & dir@hpseb.in

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, Hamirpur the following candidates are hereby offered appointment to the post of Junior Office Assistant (IT) purely as Trainee initially for a period of Two years, in the office mentioned against each on fixed consolidated amount equal to 60% (sixty percent) of the first cell of the applicable level (level-4) of pay Matrix of HPSEBL, (Revised) Pay Regulation 2022 (on Govt. pattern) subject to the conditions that the joining shall be considered on or after 7th November 2025 (upto 6th December, 2025 including joining time) in the public interest, on the following terms & conditions: -

Sr. No.	Name & Address of Candidate	Category	Place of Posting
1.	Sh. Kuldeep Kumar, (D.O.B. 04.05.1995) S/o Sh. Darshan Kumar, VPO. Panoh, Tehsil & Distt. Una HP 174303	OBC (UR)	ESD Mehatpur (Under ED Una)
2.	Sh. Dola Singh, (D.O.B. 24.10.1990) S/o Sh. Inder Singh, Ward No. 5, Vill Marour, PO. Panihar, Tehsil-Banjar, Distt. Kullu. HP 175106	Gen. (EWS)	ESD Nagwain (Under ED Thalout)

Terms and conditions:-

- i. The candidates shall be engaged as Trainee JOA (IT).
- 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 JOA (IT) will be paid consolidated fixed amount @ Rs. 12360/- 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 order 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

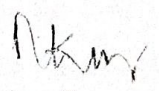
un-authorized absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while considering his/her case for regularization but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the Trainee shall not be entitled 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 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/NPS 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 office mentioned against each on or before 06.12.2025 positively. They are further directed to execute the enclosed Trainee Agreement on the stamp paper.

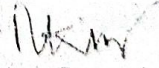
The appointment shall be considered provisional till the verification of character and antecedents, which will be carried out on the basis of self-declaration form (Copy enclosed), submitted by the candidates at the time of joining duties, certifying therein that all facts and detail given are correct. 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.

This bears the approval of competent authority.


Under Secretary (NGE)
HPSEBL, Shimla-171004

No. HPSEBL(Sectt.)NGE/6-1/2025- 61993-63 Dated:- 7-11-25
Copy forwarded for information and necessary action to:- 2-012

1. The Secretary, HPRCA, Hamirpur- w.r.t your office letter No. HP SSC-C(2)-57/2020-(R-1)-1484 dated 25.08.2025.
2. The Chief Medical Officer, Una/Kullu.
3. The Chief Accounts Officer, F&A Wing Shimla.
4. The Chief Engineer (Op.) Hamirpur Zone, HPSEBL, Hamirpur/Mandi Zone, Mandi.
5. The Superintending Engineer, (Op.) Circle, HPSEBL, Una/Kullu/ IT Cell Shimla.
6. The Sr. Executive Engineer, Elect. Division, HPSEBL, Una/Thalout.
7. The Asstt. Engineer, Elect. Division, HPSEBL, Mehatpur/Nagwain.
8. The Sr. PS/PA to MD/Directors/ED (Pers.), HPSEBL, Shimla.
9. Individual concerned through Registered Post, they are directed to contact the O/o Chief Medical Officer, for their medical examination.
10. Guard file.


Under Secretary (NGE)
HPSEBL, Shimla-171004