

Government of Himachal Pradesh  
Department of Urban Development

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No. UD-H(A)(1)-2/2015-VII-19143-19195 Dated

Shimla 27/09/2024

**OFFICE ORDER**

On the recommendations of Himachal Pradesh Rajya Chayan Aayog, the following candidates are hereby offered appointment to the post of **Junior Office Assistant (IT)** purely on Contract basis, initially for a period of one year, in **State Level Municipal Services** in following **Municipal Councils/Nagar Panchayats** shown against each, on fixed contractual amount of Rs. 12,360/- per month, in Level-4 of the pay matrix, as per Rule 3 (j) of the H.P Civil Services (Revised Pay) Rules, 2022, subject to the conditions that all shall join at respective places of posting within 15 days from the date of issuance of this office order, in the public interest, on the following terms & conditions:-

Sr. No.	Name	Address of the Candidate	Roll No.	Caste	Place of Posting(s)
1	Smt. Neil Agnihotri D/o Sh. Pritam Chand	C/o Sh. Amit Sharma, W/o Sh. Amit Sharma, Village Budhana, Post Office Kango, Tehsil Nadaun, District Hamirpur, H.P.-177040.	817205037	GENERAL (UR)	Municipal Council Kangra
2	Smt. Shruti Ghalta D/o Sh. Rajesh Ghalta	Village Ghasi Gaon, Post Office Panog, Tehsil Kotkhai, District Shimla-171204.	817167564	GENERAL (UR)	Nagar Panchayat Narkanda
3	Sh. Sunil Rana S/o Sh. Dharam Chand	Village & Post Office, Kango Ka Gehra, Tehsil Sarkaghat, District Mandi, H.P. 175024.	817037297	GENERAL (UR)	Municipal Council Sarkaghat
4	Sh. Ashish Kumar S/o Sh. Bhushan Singh	S/o Sh. Bhushan Singh, V.P.O. Samote, Tehsil Sihunta, District Chamba, H.P. 176207.	817074324	GENERAL (W-ExM)	Municipal Council Chamba
5	Sh. Bhishm Kumar S/o Sh. Om Prakash	Village Phanipra, Post Office Sianj, Tehsil Chachyot, District Mandi, H.P. 175029.	817121912	GENERAL (UR)	Nagar Panchayat Bhuntar
6	Sh. Aayush Sharma S/o Sh. Ashwani Sharma	Village Chamyanu, Post Office Nabahi Devi, Tehsil Sarkaghat, District Mandi, H.P. 175024.	817145184	GENERAL (UR)	Municipal Council Nerchowk
7	Sh. Ashish Dhadwal S/o Sh. Ramesh Chand	Bir (470), P.O. Almpur, Tehsil Jaisinghpur, District Kangra, H.P.-176082.	817076733	GENERAL (UR)	Nagar Panchayat Bhota
8	Sh. Amit Kumar S/o Sh. Kamal Kumar	Village Kandi, Post Office Bhalei, Tehsil Salooni, Bhalai (42), District Chamba, H.P. 176308.	817020942	GENERAL (UR)	Municipal Council Dalhousie
9	Sh. Surjeet Singh S/o Sh. Raghubir Singh	V.P.O. Dugana, Tehsil Kamrau District Sirmaur, H.P. 173029.	817168455	GENERAL (UR)	Municipal Council Paonta-Sahib.
10	Sh. Pradeep Kumar S/o Sh. Bhim Sen	V.P.O. Samrahan, Tehsil Kotli, District Mandi, H.P.-175003.	817106104	GENERAL (UR)	Municipal Council Sundernagar

11	Sh. Sunil Kumar S/o Sh. Om Chand	Village Tikker, Tehsil Sarkaghat Tikar (172), District Mandi, H.P.-175049.	817111501	GENERAL (UR)	Municipal Council Sundernagar
12	Sh. Saurabh Chauhan S/o Sh. Prem Pal	Village Dhanoti Hansari (19), Tehsil Tikkar, District Shimla, H.P. 171203.	817140307	GENERAL (UR)	Municipal Council Rohru
13	Sh. Manjul Sharma S/o Sh. Naresh Kumar Sharma	Sharma Kuteer, Krishan Colony, V.P.O. Chalet, Tehsil & District Una H.P.-177204.	817203254	GENERAL (UR)	Nagar Panchayat Gagret
14	Sh. Akashdeep Dhiman S/o Sh. Kewal Kumar	Village Ghaluwal Saloh, Sub-Tehsil Ispur, Tehsil & District Una. H.P.- 177209.	817208597	SC (UR)	Nagar Panchayat Tahliwal
15	Smt. Ambika Gauri Sharma D/o Sh. Subhash Chand Sharma	Village Ajnoli, Post Office Kotla Kalan, Tehsil & District Una, H.P.- 174303.	817211411	GENERAL (UR)	Municipal Council Una
16	Sh. Satpal S/o Sh. Hem Singh	Village Kounsai, Post Office Pehad, Sub- Tehsil Mandap, District Mandi, H.P.- 175040.	817083219	GENERAL (UR)	Municipal Council Jogindernagar
17	Sh. Nishant Thakur S/o Sh. Subhash Chand	Village Mawalaghat, Post Office Kaloor, Tehsil Nadaun, District Hamirpur, H.P.- 177033.	817027626	GENERAL (UR)	Nagar Panchayat Nadaun
18	Sh. Praveen Kumar S/o Sh. Desh Raj	Village Bum, Post Office Pantehra, Tehsil Ghumarwin, District Bilaspur, H.P.- 174028.	817151353	GENERAL (UR)	Municipal Council Ghumarwin
19	Sh. Amit Kumar S/o Sh. Parveen Kumar	Village Chanan-Kalan, Post Office Paisa, Tehsil Dehra, District Kangra, H.P.- 177114.	817076086	GENERAL (UR)	Municipal Council Dehra
20	Smt. Sonica Pathania D/o Sh. P.S. Pathania	Village and Post Office Bhaura, Tehsil Palampur, District Kangra, H.P.-176087.	817056062	GENERAL (UR)	Municipal Council Sujampur Tihra

The appointment to the post(s) of Junior Office Assistant (Information Technology) on contract basis in State Level Municipal Services of Municipal Councils/Nagar Panchayats in H.P. will be subject to the following **terms & conditions:-**

1. They will be paid a fixed contractual amount @ Rs. 12,360/ per month.
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 orders issued by the Appointing Authority, he 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 day'. 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 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 fitness from the concerned Chief Medical Officer of the concerned District 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, GPF Rules, Pension Rules & Conduct Rules, etc. as are applicable in case of regular employees will not be applicable in his/her case.
8. No travelling allowance will be paid to them for joining duties in **respective Municipal Councils/Nagar Panchayats**.
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 incumbents 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)-C8(2)-2/2015, dated 02.12.2023 and any amendment issued from time to time, in future.

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 of Executive Officer/Secretary of the concerned Municipal Council/Nagar Panchayat shown against each within 15 days from the date of issuance of this office order, positively. They are further directed to execute the enclosed Contract Agreement and affidavit as stipulated in conditions No.9 above on the stamp paper of 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 is given by the candidate in self declaration, the provisional appointment will be cancelled forthwith and criminal legal action will be taken as a consequence.


The above appointment is subject to the final outcome of the investigation/court cases.

  
(Rima Kashyap) IAS  
Director,  
Urban Development,  
Himachal Pradesh.

**Endst No. Dated: Shimla 2024**

**Copy for information and further necessary action to following:-**

1. Principal Secretary (UD) to the Govt. of H.P. Shimla-171002 for information, please.
2. Administrator, Himachal Pradesh Rajya Chayan Aayog, Hamirpur, District Hamirpur, H.P., w.r.t. his letter No. HP SSC-C(2)-57/2020-(R-1)-715 dated 20.08.2024 for information, please.
3. The Chief Medical Officer of all the District hospital of the State (except Kinnaur & Lahaul Spiti).
4. Executive Officer/Secretary, Municipal Council/Nagar Panchayat concerned with the direction that copies of all relevant documents viz. educational & other qualifications certificate(s) and diploma certificates etc. be obtained from the candidate concerned at the time of joining and after verifying the same from original certificate(s)/diploma certificate(s) the same be kept in personal file(s) of the candidate(s). Further directed to send a copy of the joining report alongwith agreement duly filled in by the candidate to this office immediately.
5. Candidate concerned through Registered Post, they are directed to contact the O/ o Chief Medical Officer, of concerned District Hospital, for their medical examination.
6. Guard File.

  
Director,  
Urban Development,  
Himachal Pradesh.