

**Government of Himachal Pradesh  
Department of Urban Development**

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No. UD-H(A)(1)-2/95-XII-Loose 19768-790 Dated

Shimla 08/10/2024

**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 Services of Municipal Corporations**, 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 Municipal Corporation Shimla 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	Kamini Verma D/o Sh. Geeta Ram Verma	W/o Shikhar Thakur, Village Kotla, PO Hanuman Barog, Tehsil Arki, District Solan, H.P	817146042	GENERAL (UR)	Municipal Corporation, Shimla, H.P.
2	Arun Verma D/o Sh. Puran Chand Verma	Village Mulbhajji, PO Thaila, Tehsil Sunni, District Shimla, H.P,	817166719	GENERAL (UR)	
3	Dipti Yatri D/o Sh. Tikam Singh	Village Koptu, PO Olwa, Tehsil Anni, District Kullu, H.P.	817163226	SC (UR)	
4	Mahesh Kumar S/o Sh. Jaipal Singh	VPO Thangar, Tehsil Nerwa, District Shimla, H.P	817140949	GENERAL (UR)	
5	Anil Thakur S/o Sh. Santosh Raj Thakur	Village Neddha, PO & Tehsil Nihri, District Mandi, H.P.	817131403	GENERAL (UR)	
6	Anit Thakur S/o Nanak Chand	Village Sakrain, PO Tanher, Tehsil Dharampur, District Mandi, H.P.	817158315	GENERAL (UR)	
7	Shilpa Soni D/o Sh. Parveen Soni	House No. 738, Ward No. 7, Gandhi Chowk, Hamirpur, H.P.	817027749	GENERAL (UR)	
8	Rahul Sati S/o Sh. Rakesh Sati	Sati Niwas, PO Mashobra, Tehsil & District Shimla, H.P.	817162902	GENERAL (UR)	
9	Preeti D/o Sh. Rajender	VPO Massal (Garkyalu), Tehsil Nagrota Bagwan, District Kangra, H.P.	817168474	GENERAL (UR)	
10	Sunil S/o Sh. Prem Chand	Village Khairi, PO Jubbarhatti, Tehsil & District Shimla, H.P.	817143254	SC (UR)	
11	Tara Devi D/o Sh. Mitter Sen	Village Mashu, PO Jamana, Tehsil Shillai, District Sirmour, H.P.	817182330	SC (UR)	



12	Mohinder Singh S/o Sh. Tek Singh	Village Mehran, PO Sapnot, Tehsil Karsog, District Mandi, H.P.	817150659	GENERAL (BPL)
13	Ravi Raj Kaul S/o Sh. J L Kaul	Cozy home, Near SVM Primary School, Vikasnagar, Shimla, H.P.	817146653	SC (UR)
14	Kashish Mehra S/o Sh. Vinod Mehra	H. No. 72, VPO Chetru, Tehsil Dharamshala, District Kangra, H.P.	817055277	OBC (UR)
15	Virender Kumar S/o Sh. Parmod Singh	VPO Dohag Dehrian, Tehsil Jawalamukhi, District Kangra, H.P.	817071226	OBC (UR)
16	Praveen Kumar S/o Sh. Desh Raj	Village Chharal, PO Talwara, Tehsil Ghumarwin, District Bilaspur, H.P.	817011489	GENERAL (BPL)
17	Somesh Thakur S/o Sh. Kartar Singh	Village Kiryuni, PO Killar, Tehsil Pangi, District Chamba, H.P.	817015633	ST (UR)

The appointment to the post(s) of Junior Office Assistant (Information Technology) on contract basis in State Level Services of Municipal Corporations 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/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

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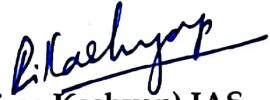
- control on medical grounds, such period shall not be excluded while considering their case for regularization, but the incumbent shall have to intimate the controlling authority in this regard well in time. However, he/she shall not be entitled for contractual amount for this period of absence from duty.
5. They will submit a certificate of his/her fitness from Chief Medical Officer, Deen Dayal Upadhyaya Hospital, Shimla-1, District Shimla, H.P.
  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 **Municipal Corporation Shimla**.
  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 **office of the Commissioner, Municipal Corporation Shimla, District Shimla, HP** 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)-735 dated 20.08.2024 for information, please.
3. The Chief Medical Officer, Deen Dayal Upadhyaya Hospital, Shimla-1, District Shimla, H.P.
4. Commissioner, Municipal Corporation Shimla, District Shimla, H.P, 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(s) to this office immediately.
5. Candidate concerned through Registered Post, they are directed to contact the O/ o Chief Medical Officer, Deen Dayal Upadhyaya Hospital, Shimla-1, District Shimla, H.P. for their medical examination.
6. Guard File..

  
Director,  
Urban Development,  
Himachal Pradesh.