

No.EDN-KGR-Misc -2024-25

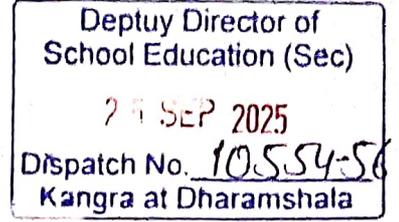
Office of the Deputy Director of School Education (Sec.)

Kangra at Dharamshala.

Dated: Dharamshala-176215, the _____ September, 2025

To

The All concerned Principals/ Headmasters
Of Distt. Kangra Himachal Pradesh.



Subject :-

Addendum

Sir/Madam,

Please find enclosed herewith the Addendum No. EDHE(1)B(4)01/2024 Comp. Apptt.(C-III) dated 24.09.2025, regarding appointment on trainee basis as Junior Office Assistant (IT) on compassionate grounds terms and conditions added at Sr. No. xii to xvii.

In this regard, you are directed that do the needful as per addendum dated 24.09.2025 under intimation to this office.

(Treat it as most urgent)


Deputy Director of School Education (Sec.)
Kangra at Dharamshala.

Endst. No. Even

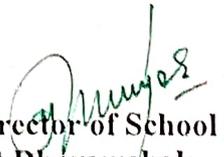
Dated: Dharamshala-176215

the

September, 2025

Copy forwarded to the following for information and necessary action :-

- 1) The Director of Higher Education Shimla Himachal Pradesh.
- 2) I.T.in-charge(internal) to upload this on website.
- 3) Guard file.


Deputy Director of School Education (Sec.)
Kangra at Dharamshala.

Government of Himachal Pradesh
Directorate of Higher Education
Himachal Pradesh Shimla-1

No. EDN-HE(1)B(4)01/2024-Comp. Apptt.(C-III) Dated: Shimla-171001, the, September, 2025

ADDENDUM

In continuation of this Directorate Office Order No. EDN-HE(1)B(4)01/2024-Comp. Apptt.(C-III) dated 20.08.2025 regarding appointment on Trainee basis as Junior Office Assistant (IT) on compassionate ground following terms and conditions are hereby added at Sr. No. xii to xvii as under:-

- xii. On his/her joining as JOA (IT) in the Department, compassionate appointee must immediately get her/himself enrolled with National Institute of Electronics and Information Technology (NIELIT) for acquiring "O" or "A" level Diploma.
- xiii. During his/her period of acquiring Diploma, the person will get emoluments equal to the minimum of the pay band plus grade pay as is applicable to JOA(IT) appointed through direct recruitment on Trainee basis in any of Government department along with annual increase to be accrued thereon.
- xiv. The maximum period for acquiring One year Diploma in Information Technology from NIELIT be prescribed as "Two years".
- xv. During the period of such training, subject to a maximum of one year, the fee for such training will be reimbursed by the Government subject to successful completion of such course by the concerned appointee.
- xvi. If the compassionate appointee is not successful in getting the diploma in one year, he/she may continue the training related to diploma in IT but the same will be at her/his own cost and the State Government will not reimburse anything for this extended period of training.
- xvii. If any compassionate appointee so enrolled with NIELIT does not acquire the necessary minimum qualification as described above within the maximum time limit of two years, he/she shall be offered compassionate employment to Class-IV post on daily wage in the respective department.

Other Terms and conditions of the appointment shall remain unchanged.


(Dr. Amarjeet K. Sharma)
Director Higher Education
Himachal Pradesh

Endst No. Even:Dated, Shimla, the

September, 2025

Copy to the following for information and necessary action:-

1. The Director School Education HP Shimla-1.
2. The All concerned Deputy Director Higher /Elementary Education Shimla-1 in Himachal Pradesh.
3. TO, IT Cell for uploading the orders on departmental website.
4. All the 29 individual concerned through registered post.
5. Guard file.

शिक्षा विभाग उच्चतर हि०प्र०

24 SEP 2025

शिमला-1


Director Higher Education
Himachal Pradesh.

Government of Himachal Pradesh
Directorate of Higher Education
Himachal Pradesh Shimla-1

शिक्षा निदेशालय उच्चतर हि०प्र०
20 AUG 2025
शिमला-1, 20 August, 2025

No. EDN-HE(1)B(4)01/2024-Comp. Apptt.(C-III) Dated: Shimla-171001, the, 20 August, 2025

OFFICE ORDER

As per provision contained in the revised policy formulated by the Government of Himachal Pradesh, Department of Finance OM No. Fin-(A)-(16)-1/2013, dated 07.03.2019 & subsequent amendments were made there under from time to time for providing employment assistance to dependants of Government servants, who died while in Govt. Service and leaving their families in indigent circumstances or such Govt. Servants who have sought premature retirement on medical grounds are eligible for employment assistance under kith and kin policy and as per approval conveyed by the Government of Himachal Pradesh vide letter No. EDN-C-B(2)1/2020, dated 26.02.2021, No. EDN-A-KHA(2)-7/2022, dated 16.03.2024 and No. EDN-A-Kha(2)-9/2022, dated 16.11.2024 and as per recommendation of the screening committee and also qualifying the type test vide officer order no. office order No. EDN-HE(1)B(2)-2/2024-TT-CLK, dated 06.08.2024 and 30.12.2024, the following candidates are hereby offered appointment and engaged on Trainee basis as Junior Office Assistant (IT), initially for a period of two years, in offices/institutions shown against each on fixed amount of Rs. 12360/- per month, in level-4 Cell-1 of the pay matrix, (which shall be 60% of the first cell of the applicable level of pay matrix of the corresponding cadre) as per Rule 3(i) of the H.P Civil Services (Revised Pay) Rules 2022 subject to the conditions that the joining shall be considered upto 25.08.2025 (joining time 05 days), in the public interest, on the following terms & conditions:

| Sr. No. | Name and address of candidates | D.O.B. | Category | Place of posting |
|---------|--|------------|----------|------------------------|
| 1. | Yashpal S/o Late Sh. Chatro Ram Village Hathani PO Surangani Tehsil Salooni Distt. Chamba HP | 21.07.1998 | SC | GSSS Manjeer (CBA) |
| 2. | Arjun Singh S/o Late Sh. Jagdish Singh, Village Sukhar Bharana, PO, Sukhar Choudharian, Tehsil Nurpur, Distt. Kangra, H.P. | 05.07.1988 | OBC | GSSS Beh-Dhaunta (KGR) |
| 3. | Pankaj Kaushal S/o Late Sh. Chaman Singh Village Dadriyara PO Jandrang Tehsil Bhatiyatat Distt. Chamba HP | 18.09.1997 | ST | GSSS Dadriara (CBA) |
| 4. | Lal Chand S/o Late Sh. Nomi Ram Vill. Ninu PO Shiah Teh. Bhunter Distt. Kullu HP | 08.02.1987 | Gen | GSSS Mohini (KLU) |
| 5. | Dinesh Kumar S/o Late Sh. Swaran Singh VPO Barot Tehsil Fatehpur Distt. Kangra HP | 13.04.1991 | Gen | GSSS Baduhi (KGR) |
| 6. | Manoj Kumar S/o Late Sh. Ramesh Chand Vill Kiari PO Sarain Teh. Chopal Distt. Shimla HP | 01.09.1997 | Gen | NCC Gp Hq Shimla |
| 7. | Prabal Chauhan, S/o Late Sh. Satish Kumar Vill Rukhla PO Rawalakiar Tehsil Kotkhai Distt. Shimla HP | 30.09.2000 | Gen | DHE HP |

| | | | | |
|-----|---|------------|-----|-------------------------------|
| 8. | Anita Devi W/o late Sh. Rajender Kumar, Village Padhiarkhar, PO, Sungal, Tehsil Palampur, Distt. Kangra, H.P. | 03.08.1977 | ST | GSSS Bathu Tippri (KGR) |
| 9. | Joginder Kumar S/o Late Sh. Puran Chand Village Shirar PO Shirar Teh. & Distt. Kullu HP | 30.01.2002 | SC | GSSS Naggar (KLU) |
| 10. | Raj Kumar S/o Late Sh. Devi Dass Vill Sidwadi The. Dharamshala Distt Kangra HP | 16.04.1987 | SC | DDHE Kangra |
| 11. | Vineet Kumar S/o Late Sh. Baldev Singh Vill Bharata PO Sholi Tehsil Nankhari Distt Shimla HP | 12.09.2000 | Gen | DHE HP |
| 12. | Amrit S/o Late Sh. Sher Singh Village Chambak PO Moring Tehsil Udaipur Distt. Lahaul & Spiti HP | 07.06.2001 | ST | DDHE Keylong (L&S) |
| 13. | Vineet S/o Late Sh. Dharam Pal R/o Village Tinchha PO Sarvi (Ghathoo) Tehsil Nirmand Distt. Kullu HP | 22.07.2004 | Gen | GC Nirmand (KLU) |
| 14. | Navdeep Rahar S/o Late Smt. Shashi Kiran Village Khohar PO Manjhiar Tehsil Nadaun Distt. Hamirpur HP | 11.01.1997 | OBC | DSE HP |
| 15. | Mukesh Kumar S/o Late Sh, Naresh Kumar Village Raipur PO Marwari Tehsil Ghanari Distt. Una HP | 27.04.1991 | OBC | 6 HP (1) Coy. Una |
| 16. | Vijay Negi S/o Late Sh. Mohan Lal Village Latipari PO Bahu Tehsil Banjar Distt. Kullu HP | 11.09.1999 | Gen | GSSS Jibhi (KLU) |
| 17. | Nishant Menon S/o Late Sh. Ashwani Kumar VPO Dehlan Distt. Una HP | 13.03.1995 | Gen | GSSS Dehlan (UNA) |
| 18. | Kanbir Krishan Sharma S/o late Smt. Usha Devi, Village Bhagwanpura, PO, Sarol, Tehsil & Distt. Chamba, H.P. | 05.02.1979 | Gen | GSSS Sillaghrat (CBA) |
| 19. | Ashish Bhardwaj S/o Late Smt. Kalpna Wati Hari Bhawan Below Flora Hotel Vasantvihar Saproon Distt. Solan HP | 29.06.1983 | Gen | DHE HP |
| 20. | Jyoti Prakash S/o Late Sh Surat Ram Village Sanjav PO Khunachi Sub Tehsil Chhatri Thunag Distt Mandi HP | 29.07.1992 | SC | DDHE Mandi |
| 21. | Ankit Kumar S/o late Smt. Jeewana Devi, Village Gamaru, PO & Tehsil Dharamshala, Distt. Kangra, H.P. | 06.07.1994 | OBC | GSSS Bajinath (KGR) |
| 22. | Anchal Chaudhary S/o late Sh. Jogeshwar Chand, Village Sole Banehar, PO.Upper Lambagaon, Tehsil Jaisinghpur, Distt. Kangra, | 24.06.1997 | OBC | GBSSS Jawalamukhi (KGR) |
| 23. | Vinod S/o Late Sh. Panu Ram, Village Pansejal, PO Jais, Tehsil Theog, District Shimla HP | 06.08.1990 | SC | DSE HP |

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|-----|--|------------|------|--------------------|
| 24. | Vijay Singh Chandel S/o Sh. Jaswant Singh Chandel, Village Baloh, PO Nanawan, Tehsil Ghumarwin, District Bilaspur HP | 26.12.1986 | GEN. | DSE HP |
| 25. | Mamta Kumari, D/o Late Sh. Gopal Singh, Village & PO Shisaso, Tehsil Pooh, District Kinnaur HP | 15.02.1993 | ST | DDHE Kinnaur |
| 26. | Dipanshu Jaswal, S/o Late Sh. Bharat Singh, VPO Samas, Tehsil Lad Bharol, District Mandi HP | 27.08.1998 | GEN. | DDHE Mandi |
| 27. | Kamaljeet S/o Late. Sh. Jagdish Ram, VPO Bathri, Tehsil Haroli, District Una HP | 20.04.1991 | SC | GSSS Saloh. (UNA) |
| 28. | Kishore Kumar S/o Late Sh. Mohan Lal, VPO Kangal, Tehsil Kumarsain, Distt. Shimla, HP | 18.12.1994 | SC | DSE HP |
| 29. | Rajinder Kumar S/o Late Sh. Budhiya Village Ghenthara PO Kihar Tehsil Salooni Ditt. Chamba HP | 22.07.1990 | Gen. | GSSS Bhandal (CBA) |

Offer of appointment shall be subject to the outcome of the investigation/court cases.

- i. The candidate 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/- PM (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 terminate 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 as 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 5 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-imburement, LTC etc. No leave of any other kind, except above, will be admissible to the Trainee. Unavailed casual leave, medical leave and special leave can accumulated upto the calendar year and will not be carried forward for the next calendar year.

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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 candidates 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 confinements is over. Such women 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. Provision of service rules like FRSR, Leave Rules, GPF Rules, Pension Rules and Conduct rules etc. as are application 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.

20 AUG 2025

शिमला-1


(Dr. Amarjeet K. Sharma)
Director Higher Education
Himachal Pradesh Shimla-1

Endst. No. Even Dated: Shimla-171001 the, August, 2025

Copy to the following for information and necessary action-

1. The Secretary (Education) to the Government of HP, Shimla-171002
2. The Chief Medical Officer concerned.
3. Individual concerned through Registered Post.
4. All the Head of the institutions concerned with the directions that the duly attested copies of the certificates be kept in the personal file for office record after due verification and ensure that the candidate is fulfilling the requisite qualification to the post. Also send one set of attested copies of certificate to this directorate along with joining of the candidate. **It is further intimated that the post of Junior Office Assistant (IT) has been filled up in your institution in lieu of surrender of vacant post of clerk.**
5. In-charge IT Cell to upload the same on departmental website.
6. Guard file.


Director Higher Education
Himachal Pradesh Shimla-1

ANNEXURE-A

Form of agreement to be executed between the Trainee ----- (Name of the post) and the Government of Himachal Pradesh, through Director of Higher Education:-

This agreement is made on this-----day of -----in the year-----between. Sh./Smt. -----S/O/D/O Sh.-----R/O Village -----PO. ----- Tehsil-----District-----HP. Trainee (here in after called the (**FIRST PARTY**), **AND** The Governør Himachal Pradesh through Director of Higher Education (here in after the **SECOND PARTY**).

Whereas the **SECOND PARTY** has engaged the aforesaid **FIRSTPARTY** and the **FIRST PARTY** as a Trainee (Name of the post) and the **FIRST** party has agreed to the same, on the following terms and 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. The the Trainee----- (Name of the post) will be consolidated fixed amount @ Rs. -----per month (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 one month service, 10 day's Medical leave and 5 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 shall also be entitled for maternity leave not exceeding 45 day's (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 Reimbursement and LTC etc.. No leave of any other kind except above is admissible to the Trainee.

a. Un-availed casual leave, medical leave and special leave can be accumulated up to 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 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 remuneration for this period of absence from duty.

i. 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. 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 posts 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 women 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.

Continued...

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 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.
9. That the FIRST PARTY understands and agrees that on account of the said engagement, he/she shall not be entitled for any service benefits as are admissible to the Government 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.

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. _____

(Name and full address)

(SIGNATURE OF FIRST PARTY)

2. _____

(Name and full address)

(Signature of SECOND PARTY)