

# एच.पी. स्टेट सिविल सप्लाइज कारपोरेशन लिमिटेड

पंजीकृत कार्यालय: ब्लॉक नं. 16-17, एस.डी.ए. कमर्शियल

नॉर्मलैस, कसुमटो, शिमला-171 009, हि 0 प्र 0

सी.आई.एन.: U99999HP1980SGC004263

जी.एस.टी.आई.एन.: 02AABCH4054K1ZV



दूरभाष नं.: 0177-2621583, 2621951, 2627951,

2621176, 2627017, 2620539

फैक्स नं.: 0177-2625537

ई-मेल: headoffice@himapurti.com,

वेबसाइट: www.himapurti.in

No. HPSCSC/Admn. 1-1/2022 - 6027-6039

Dated 31-07-2025

## OFFICE ORDER

The offer of appointment made vide Office Order No. HPSCSC/Admn.241-344 dated 05.04.2025 and order of even No. 2214-2224 dated 14.05.2025 on “**Contract Basis**” to the post of Junior Office Assistant (Accounts) may be read as “**Trainee**” keeping in view the instructions issued by the Department of Personnel (AP-III) vide letter No. PER(AP)-C-B(15)-3/2024-Loose dated 14<sup>th</sup> May, 2025.

The above offer of appointment shall further be subject to the provisions of Himachal Pradesh Recruitment & Conditions of Service of Government Employees Act, 2024 and will be governed by the terms and conditions as conveyed by the Department of Personnel (AP-III) vide letter dated 14<sup>th</sup> May, 2025.

The candidates who have been appointed vide office orders Nos. as referred above shall subject to fresh agreement as per **Annexure-A** enclosed.

*[Signature]*  
Managing Director

### Copy for information and necessary action:-

1. The Executive Director, HPSCSC Limited, Head Office, Shimla for kind information.
2. ✓ The FA, HPSCSC Limited, Head Office, Shimla with the request to upload the same on Corporation website.
3. All the DMs/AMs, HPSCSC Limited with the request to inform all the concerned officials under their control and ensure to execute fresh agreement as per the enclosed format.
4. The Personal files of the concerned officials.
5. Guard file.

*[Signature]*  
Managing Director

*[Handwritten]*  
F.A.  
01/08/2025

*[Handwritten]*  
ACP

*[Handwritten]*  
Li  
02/08/2025

**Annexure-A**

**Form of agreement to be executed between the Trainee .....  
(Name) and the Government of Himachal Pradesh through  
..... (Designation of the Appointing Authority).**

This agreement is made on this \_\_\_\_\_ day of  
\_\_\_\_\_ in the year \_\_\_\_\_ between Sh./Smt.  
\_\_\_\_\_ S/o/D/o Shri ..... R/o .....  
Trainee (hereinafter called the FIRST PARTY), AND The Governor of  
Himachal Pradesh through \_\_\_\_\_ (Designation of the  
Appointing Authority) Himachal Pradesh (here-in-after referred to as  
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 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. That the Trainee..... (Name of the post) will be paid  
consolidated fixed amount @ ₹...../- 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 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 authorised 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.

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 unauthorised 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-authorised absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while considering his/her case for regularisation 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.

*Amg*  
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 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.

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 the FIRST PARTY)

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

(Signature of the SECOND PARTY)

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