

HIMACHAL PRADESH UNIVERSITY
'GENERAL ADMINISTRATION SECTION'

No. 3-1/78-HPU(Genl.)Vol-XXIV

Dated: Shimla-5, the **01 SEP 2025**

NOTIFICATION

The Vice-Chancellor is pleased to adopt the guidelines contained in letter No. PER(AP)-C-B (15)-3/2024-Loose dated 14-05-2025, Notification No. PER(AP)-C-B(15)-3/2024 dated 19-07-2025, letter No. PER (AP)-C-B (15)-3/2024 dated 22-07-2025 and letter No. PER(AP)-C-B (15)-3/2024 dated 23-07-2025 issued by the Secretary (Personnel) to the Govt. of Himachal Pradesh(copies enclosed) with regard to requisition of vacancies, selection process and offer of appointments and scheme for engagement as Job Trainees on fixed amount for its implementation in the University.

REGISTRAR

Dated: **01 SEP 2025**

Endst: No even..

Copy to:-

1. The Dean of Studies/Chief Warden/Dean, CDC/Dean Planning & Teachers' Matter, HPU, Shimla-5.
2. The Director ICDEOL/Phy. Edu & YP/AERC/UIIT/UCBS/UITS/PECC/DIS(IIHS)/IQAC/Regional Centre Dharamshala, Distt. Kangra HP.
3. The Controller of Examination/Finance Officer/ Jt.Controller (SAD)/ I.A.O., HPU.
4. The Librarian/ Executive Engineer (Const./Maint./Design)/In-charge, HPU Health Centre/Computer Centre/PRO/Estate Officer/SPO, HPU, Shimla-5
5. The Principal, Department of Evening Studies, The Mall, Shimla-1
6. The Deputy/Assistant Registrar (Estt.)/ (Rectt.)/ Finance/ Pension, HPU, Shimla.
7. The Web Administrator, HPU, Shimla-5 to upload the above notification on the University Website.
8. The SPS to Vice-Chancellor/PS to Pro-Vice-Chancellor/SPS to Registrar, HPU, Shimla-5
9. Guard file.

REGISTRAR

No. PER(AP)-C-B (15)-3/2024-Loose
Government of Himachal Pradesh
Department of Personnel (AP-III)

H.P. University
Genl. Admn. Section,
By No. 1167
Date 16/5/25

From

The Secretary (Personnel) to the
Government of Himachal Pradesh

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All Heads of Departments in Himachal Pradesh.
3. All Divisional Commissioners/Deputy Commissioners in Himachal Pradesh.
4. All the Chairmen/Managing Director/Secretaries & Registrars of all the Public Sector Undertakings/Corporations/Boards/Universities, etc. in H.P.
5. The Secretary, HP Public Service Commission, Shimla-2.
6. The Secretary, HP Rajya Chayan Aayog, Hamirpur.

Dated: Shimla-171002, the 14th May, 2025.

Subject: - Regarding requisition of vacancies, selection process and offer of appointments-guidelines thereof.

Madam/Sir,

I am directed to refer to the subject cited above and to say that the State Government has enacted the Himachal Pradesh Recruitment and Conditions of Service of Government Employees Act, 2024 which has come into force from 20.02.2025. The certain provisions of the Act have been given retrospective effect from the 12th December, 2003 and recruitment "on contract basis" one of the modes of recruitment has been substituted by the word "by regularization", as such, the mode of appointment on contract basis no longer exists.

2. The matter has been considered by the Government and it has been decided that in the cases where vacancies have been advertised under the then provisions of relevant Rules, selection process underway & completed, recommendations made and offer of appointment thereof given to the candidates irrespective of fact

whether joined/joining kept on hold, such cases shall be regulated with the following terms & conditions:-

- i. The candidates shall be engaged as Trainee (Name of the post).
- ii. The candidate engaged as Trainee shall sign an agreement as per Annexure-A appended to these instructions.
- iii. The regularisation 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..... (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).
- 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 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 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.

- viii. Unauthorised 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-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 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.

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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 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.


- 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 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.

3. It has also been decided that after the commencement of the Act *ibid* i.e. 20.02.2025, the cases where offer of appointment has been made to the candidates on contract basis, vacancies advertised and requisitions pending with the Recruiting Agencies till date shall also be governed under these guidelines.

4. These instructions may be brought to the knowledge of all concerned for strict compliance.


Yours faithfully,

Enclosure: As above.


(Sant Raj Puharta)
Under Secretary (Personnel) to the
Government of Himachal Pradesh
Phone No.0177-2628479

Endst.No.PER(AP)-C-B(15)-3/2024-Loose Dated: Shimla-2 ^{14th} May, 2025.

Copy to all the Section Officers in HP Secretariat,
Shimla-171002 for information and necessary action.


Under Secretary (Personnel) to the
Government of Himachal Pradesh

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.

Any
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

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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)

8

Scheme for engagement as **Job Trainees** on fixed amount in the departments of the State Government.

Government of Himachal Pradesh
Department of Personnel
(APPOINTMENT-III)

No.PER(AP)-C-B(15)-3/2024

Date: 19th July, 2025

NOTIFICATION

INTRODUCTION

For some time past, the need to foster a professional and well-prepared workforce through a structured, performance-driven framework has been under active consideration. After careful deliberation, the State Government has now decided to introduce a new scheme for the engagement of Job Trainees in Group-A, Group-B and Group-C cadres of the Government and its instrumentalities.

2. AIMS AND OBJECTIVE OF THE SCHEME:-

- a. **Greater Accountability:** The new scheme is expected to bring greater accountability among new entrants.
- b. **Motivation and Professionalism:** The scheme aims to foster motivation and professionalism among entrants.
- c. **Improved Governance:** Ultimately, the reform-oriented engagement framework is expected to strengthen the administrative machinery and enhance the quality of governance.

This initiative is aimed at institutionalizing a transparent, merit-based selection process and fostering the development of a professional, well-prepared workforce through a structured and performance-driven framework. Under this scheme, candidates selected through open competitive examinations will be engaged as Job Trainees on a consolidated fixed amount. During this Job Trainee tenure, they will undergo role-specific training and gain practical experience, enabling them to develop the requisite knowledge, skills and orientation for public service delivery.

As mentioned above this reform-oriented framework is expected to bring greater accountability, motivation and professionalism among new entrants, ultimately strengthening the administrative machinery and enhancing the quality of governance.

3. DEFINITIONS:-

- a. **"Authorised Authority/Agency"** means an authority or agency authorised by the Government to select candidates for engagement under this scheme and to make recommendations to the requisitioning Department, Authority, Board, Corporation, etc.
- b. **"Competent Authority"** means an authority competent to make appointment to the service/post;
- c. **"Engagement"** means engagement as a Job Trainee;
- d. **"Job Trainee"** means a person engaged for training and acquiring experience and suitability before appointment/regularisation.

4. APPLICABILITY OF THE SCHEME:- This Scheme shall be applicable to Group-A, Group-B and Group-C posts/services in all departments of the State Government, except posts/services included in Annexure-A appended to this scheme.

5. PROVISIONS:-

- i. Under this scheme, new engagements shall be made in all departments of the State Government where job trainees are required for Group-A, Group-B and Group-C posts/services.
- ii. All the persons engaged under this scheme shall be paid a monthly consolidated fixed amount. The services of the persons engaged under this scheme on completion of two years' period as Job Trainee in the relevant financial year, shall be considered for regularization in the succeeding financial year, as per instructions issued by the Government from time to time, subject to passing of qualifying examination or efficiency bar test successfully.
- iii. A Job Trainee by no stretch of imagination will be government employee and shall be governed by this scheme only. Any benefit available to Government employees on regular basis shall not be given to a candidate engaged under this scheme. The candidates engaged under this scheme cannot claim such

benefits in this regard. A guarantee/affidavit to this effect shall be secured before giving the engagement order, as per Annexure-B appended to this scheme.

- iv. The person being engaged under this scheme shall be paid consolidated fixed amount as may be decided by the Government (Finance Department) by issuing separate instructions. The amount so decided will also be indicated in the advertisement to be issued by the Authorised Authority/Agency while inviting applications for engagement under the scheme.
- v. As the Economy Instructions of the State Government apply to the Boards/Corporations/Grant-in-Aid Institutions also, this Scheme will also apply to them subject to the approval as per the Rules of procedure of such organisation. However, the Departments, Boards/Corporations, etc. as well as the Grant-in-aid Institutions shall have to obtain the prior approval of the Appropriate Authority/Finance Department through the Administration Department before making engagements under this scheme.
- vi. The approval of State Government shall not amount to filling up the posts in government departments. The Job Trainee engaged under such Autonomous institutions shall remain the Job Trainee of such Autonomous Institution.
- vii. The reservation policy of the State Government shall be strictly followed where the engagements are made under this scheme. Therefore, this scheme shall be applied also to the engagements given against the reserved and the backlog requirements and such engagements shall be considered against the roster points.
- viii. Selection for engagement under this scheme shall be made only through the Authorised Authority/Agency.
- ix. If, at any stage, it is found that the person engaged under this scheme does not fulfill the criteria for the post or ineligible, the person can be relieved after issuing notice according to the conditions of the agreement during the period of engagement.
- x. If, at any stage, it is found that the person engaged under this scheme, is involved in any misconduct, embezzlement, criminal proceedings, sexual harassment at work place, etc., the engagement shall be terminated after affording an opportunity of being heard.
- xi. An incumbent engaged on fixed amount under this scheme will be entitled to TA/DA, if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counterpart official at the minimum pay scale.
- xii. The person engaged under this scheme shall be eligible for Medical benefit schemes under HIMCARE/Ayushman Bharat, as applicable and such persons shall become the member of

- the scheme. The Government medical rules shall not be applicable to such Trainees.
- xiii. The person being engaged under this scheme with monthly fixed amount shall have to perform all the duties as assigned by the Competent Authority of the department, in which he is engaged.
- xiv. All engagements on batch-wise basis shall also be made under this scheme, on the monthly consolidated fixed amount.
- xv. The general conditions of this engagement to be made as Job Trainee in monthly fixed amount shall be governed as per the agreement attached herewith as Annexure-C which shall have to be mentioned in the advertisement as well as also in the engagement order.
- xvi. All the engagements on monthly consolidated fixed amount are to be made according to the specified selection procedure.
- xvii. The incumbent engaged under this scheme shall have to pass the prescribed post training examination. After the second year of Job Trainee period, the candidates will be required to clear a qualifying examination or efficiency bar test based on the work profile of the respective posts, as a prerequisite for appointment to an appropriate pay scale, which shall be conducted by an agency as may be prescribed by the Government from time to time. The nature, syllabus etc. of the examination shall be determined/finalized by the Competent Authority in consultation with the examination agency.
- xviii. It is compulsory to obtain prior approval of the Appropriate Authority/Finance Department before initiating proposal for recruitment as Job Trainee with monthly consolidated fixed amount by engagement in all the cadres of Group-A, Group-B and Group-C in the Departments/Organizations under the State Government.
- xix. The Competent Authority/Requisitioning Authority while placing requisition to the Authorised Authority/Agency shall specify the same eligibility criteria and selection process as prescribed in the Recruitment and Promotion Rules of the post/service concerned. The requisitions to the Authorised Authority/Agency shall be made through the Directorate of Recruitment, wherever applicable.
- xx. Any service Rule including CCS/CCA/Leave Rules/Pension Rule or any other rules as applicable to government servants shall not be applicable to the persons engaged under this scheme.

M. H. Shad
Secretary (Personnel) to the
Government of Himachal Pradesh

Enclosure: Annexure.

To:-

1. All the Administrative Secretaries to the Government of Himachal Pradesh
2. All the Divisional Commissioners in Himachal Pradesh
3. All the Heads of the Departments in Himachal Pradesh
4. All the Deputy Commissioners in Himachal Pradesh
5. All the Chairmen/Managing Director/Secretaries & Registrars of all the Public Sector Undertakings/Corporations/Boards/Universities, etc. in Himachal Pradesh.
6. The Secretary, HP Public Service Commission, Shimla-2.
7. The Secretary, HP Rajya Chayan Aayog, Hamirpur.
8. The Joint Secretary (GAD) to the Government of Himachal Pradesh, Shimla-2 w.r.t. item No.5 of CMM meeting dated 31.05.2025.

Dr. J. S. Arora
Under Secretary (Personnel) of the
Government of Himachal Pradesh

Annexure-A

List of posts/services which are out of purview of this scheme.

Sl.No.	Name of Post/Nomenclature
1.	All posts/services filled through the Himachal Pradesh Administrative Services Combined Competition Examination.
2.	Civil Judge
3.	Assistant Professors, Associate Professors and Professors of various disciplines in the Government Medical Colleges of the State.
4.	Professors of various disciplines in Ayush Vibhag.
5.	Assistant Conservator of Forests (ACF)
6.	Naib Tehsildar
7.	Section Officer (HPF&AS)
8.	Assistant State Taxes & Excise Officer
9.	Constables (Male/Female) in Police Department

DRAFT AFFIDAVIT

I _____ aged _____ resident of _____ do hereby solemnly affirm and declare on oath as under:-

1. That I have read the terms and conditions of engagement with fixed amount, on agreement basis, as conveyed vide Letter/ Notification No....., dated..... and I fully agree with the said terms and conditions. I have also received a copy of these terms and conditions. I accept the offer of engagement with fixed amount as enunciated therein, and perform duties as Job Trainee..... (Name of the post). I understand that during my training period on fixed amount as Job Trainee..... (Name of the post), benefits received by a regular government employee shall not be admissible to me. The deponent undertakes that he shall not claim any benefit as admissible to a regular government employee, for the period of training on fixed amount, as Job Trainee..... (Name of the post).

2. That the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing material has been concealed therefrom.

Verified at (Name of place) on this the day of (Name of Month), (Year).

Place.....

Date.....

DEPONENT

Annexure-C

Draft Agreement

The terms and conditions of the incumbent engaged as **Job Trainee** on consolidated fixed amount on the **Group-A, Group-B and Group-C** posts of..... under Department:-

- (1) Shri/Smt./Ku.has been engaged as Job Trainee with a consolidated fixed amount for a period of two years from his joining date on a monthly consolidated amount of Rs....., as decided/notified by the Finance Department vide Letter/O.M No.....dated
- (2) Shri/Smt./Ku. shall not be entitled for any of the benefits as admissible to regular government employee nor can he demand such benefits.
- (3) Shri/Smt./Ku. shall be entitled to travelling and daily allowance as per the provisions of the instructions of the Finance Department issued from time to time, if required to go on tour in connection with his official duties at the same rate as applicable to regular counterpart official at the minimum pay scale.
- (4) The Job Trainee engaged under this scheme 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 Job Trainee engaged under this scheme with less than two surviving children, may be granted maternity leave for 180 days'. A female Job Trainee engaged under this scheme 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 Job Trainee

engaged under this scheme shall not be entitled for medical re-imburement, LTC, etc. No leave of any other kind, except above, will be admissible to the Job Trainee engaged under this scheme. 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.

Unauthorised absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the Job Trainee engaged under this scheme. However, in exceptional cases, where the circumstances for un-authorized absence from duty were beyond his control on medical grounds, such period shall not be excluded while considering his case for regularisation/conversion in regular pay-scale but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the Job Trainee engaged under this scheme shall not be entitled for any remuneration for this period of absence from duty.

Any.

Provided that he shall submit the certificate of illness/fitness in support of his illness, issued by the Medical Officer, as per prevailing instructions of the Government.

- (5) Selected Job Trainee, engaged under this scheme, will have to submit a certificate of his fitness issued by the Government Medical Officer. In case of women candidates who are to be engaged for training carrying hazardous nature of duties, such woman candidate, who 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 a 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 to the post kept reserved for her.

- (6) The persons engaged under this scheme shall be eligible for Medical benefit schemes under HIMCARE/Ayushman Bharat, as applicable, and such persons shall become member of the scheme. The Government medical rules shall not be applicable to such job trainees.
- (7) Any service Rule including CCS/CCA/Leave Rules/Pension Rule or any other rules, as applicable to government servants, shall not be applicable to the persons engaged under this scheme.
- (8) The person being engaged under this scheme with monthly fixed amount shall have to perform all the duties as assigned by the Competent Authority of the department, in which he is engaged.
- (9) Shri/Smt./Ku. shall normally be given training during office hours. However, he shall have to perform tasks beyond office-hours, if instructed by the concerned authority.
- (10) Shri/Smt./Ku. shall give a guarantee as per the Annexure-B enclosed herewith.
- Reg:* (11) After the period as Job Trainee for two years, Shri/Smt./Ku. shall be considered for regularisation on the relevant post in regular pay scale, keeping in view the following points:-
 - (A) The regularisation of such Job Trainee in regular pay-scale shall be considered only on passing of qualifying examination/efficiency bar test successfully.
 - (B) Shri/Smt./Ku. shall not be regularised in regular pay-scale, if he does not pass the prescribed post-training examination as required under this scheme.
- (12) (A) The misconduct of the Job Trainee proved after inquiry from competent authority by following principles of natural justice or due to lack of fitness/ability for the post of, his engagement shall be terminated. In case, the Job Trainee

is not satisfied with the termination orders, he may prefer an appeal before the Appellate Authority who shall be higher in rank to the Authority making such order, within a period of 45 days, from the date on which a copy of termination orders is delivered to him.

(B) In case of voluntarily resignation by the Job Trainee, he may get relieved after submitting one month's notice and after acceptance of resignation. But if any bond has been executed under pre-service training, he shall pay the amount of such bond.

20/11/11

.....
Signature of job trainee

.....
Signature of the Authorised Officer.

Place:

(1)

Signature,

Name & Address of witness

Date:

(2)

Signature,

Name & Address of witness

No.PER(AP)-C-B(15)-3/2024
Government of Himachal Pradesh
Department of Personnel (AP-III)

23/7/25

From

The Secretary (Personnel) to the
Government of Himachal Pradesh

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All the Heads of Departments in Himachal Pradesh.
3. All the Divisional Commissioners/Deputy Commissioners in Himachal Pradesh.
4. All the Chairmen/Managing Director/Secretaries & Registrars of all the Public Sector Undertakings/Corporations/Boards/Universities, etc. in H.P.
5. The Secretary, HP Public Service Commission, Shimla-2.
6. The Secretary, HP Rajya Chayan Aayog, Hamirpur.

Dated: Shimla-171002, the 22nd July, 2025.

Subject: - Regarding requisition of vacancies, selection process and offer of engagements-instructions thereof.

Madam/Sir,

I am directed to refer to the subject cited above and say that the State Government vide letter No.PER(AP)-C-B(15)-3/2024-Loose, dated 14.05.2025 has issued guidelines to regulate the cases after the commencement date of Himachal Pradesh Recruitment and Conditions of Service of Government Employees Act, 2024 i.e. 20.02.2025 where offer of appointment has been made to the candidates on contract basis, vacancies advertised and requisitions pending with the respective Recruiting Agencies till 14.05.2025.

2. The State Government vide letter No.PER(AP)-C-B(15)-3/2024, dated the 19th July, 2025 has issued a new scheme for engagement of Job Trainees in Group-A, Group-B & Group-C cadres of the Government and its instrumentalities. Therefore, all engagements to Group-A, Group-B & Group-C cadres of the Government after 14.05.2025 shall be regulated as per provisions of this scheme. In case, any requisition after 14.05.2025 has been

Page 1 of 2

21/07/25
23.7.25
D.A. (Regu.)

placed by the Appointing Authority to the concerned Recruiting Agency the same may be modified as per provisions of this scheme. Any departure from these instructions and new engagement scheme will be viewed seriously for which the concerned Appointing Authority shall be responsible.

3. These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sant Raj
(Sant Raj Puharta)
Under Secretary (Personnel) to the
Government of Himachal Pradesh
Phone No.0177-2628479

Endst.No.PER(AP)-C-B(15)-3/2024 Dated: Shimla-2 22nd July, 2025.

Copy to all the Section Officers in HP Secretariat,
Shimla-171002 for information and necessary action.

Sant Raj
Under Secretary (Personnel) to the
Government of Himachal Pradesh

No.PER(AP)-C-B(15)-3/2024
Government of Himachal Pradesh
Department of Personnel (AP-III)

From

The Secretary (Personnel) to the
Government of Himachal Pradesh

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All the Heads of Departments in Himachal Pradesh.
3. All the Divisional Commissioners/Deputy Commissioners in Himachal Pradesh.
4. All the Chairmen/Managing Director/Secretaries & Registrars of all the Public Sector Undertakings/Corporations/Boards/Universities, etc. in H.P.
5. The Secretary, HP Public Service Commission, Shimla-2.
6. The Secretary, HP Rajya Chayan Aayog, Hamirpur.

Dated: Shimla-171002, the 23rd July, 2025.

Subject: - Regarding requisition of vacancies, selection process and offer of engagements-instructions thereof.

Madam/Sir,

In continuation of this department's letter of even number dated 22.07.2025 on the subject cited above, I am directed to clarify that all engagements to Group-A, Group-B & Group-C cadres of the Government for requisitions placed to the respective Recruiting Agencies after 14.05.2025 shall be regulated as per provisions of the scheme notified vide notification of even number dated 19.07.2025. The instructions issued vide letter of even number dated 22.07.2025 may be deemed amended to this extent.

2. These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Raj
(Sant Raj Puharta)

Under Secretary (Personnel) to the
Government of Himachal Pradesh
Phone No.0177-2628479

Endst.No.PER(AP)-C-B(15)-3/2024 Dated: Shimla-2 23rd July, 2025.

Copy to all the Section Officers in HP Secretariat,
Shimla-171002 for information and necessary action.

Raj
Under Secretary (Personnel) to the
Government of Himachal Pradesh
