



HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED

(A State Govt. undertaking)

Registered office
Corporate Identity Number (CIN)
Goods and Services Tax (GST) No.
Telephone Number
Website address
Email

Vidyut Bhawan, HPSEBL, Shimla-171004(H.P)
U40109HP2009SGC031255
HPSEBL 02 AACCH4894EHZB
0177-2803600,2801675(Office), 2658984(Fax)
www.hpseb.com
cmd@hpseb.in & directorfa@hpseb.in

APPOINTMENT MEMORANDUM

As per the recommendations of H.P. Staff Selection Commission, Hamirpur vide their letter No. HPSSC-C-(2)-1011/16-4133 dated 22-02-2019 (Post code-610) and in pursuance to the Executive Director (Pers.) HPSEB Ltd., Vidyut Bhawan, Shimla-4 letter No. HPSEBL (Sectt.) /FTE-2/321-36/2019-_____ Dated _____, Mr./Ms. _____ DOB _____ S/D/of _____) is hereby offered appointment as **Sub-Station Attendant (SSA)** (Class-III post) against the share of direct recruitment quota post purely on **Contract basis** in HPSEBL in the minimum of Pay Band-2 i.e. 6400-20200+3050 Grade Pay notified by the Board vide Office order No.8 dated 25-02-2019 endorsed vide No. HPSEBL(SECTT)/Scale-1(Regulation)/2018-92546-92766 dated 25-02-2019, strictly as per R&P Rules on the following terms & conditions:-

1. He/ she will be paid consolidated monthly emoluments @ Rs.9450/- i.e. minimum of Pay Band + Grade Pay of post plus 100% enhanced Grade Pay or as revised from time to time. He /She shall not be entitled for any other allowance whatsoever admissible to the regular employee of the State Govt. / Board from time to time.
2. The appointment shall be purely on contractual basis for a period of one year from the date of joining the post which will be extended for another years on need basis.
3. His / her age should be between **18 to 45** years as on **01-01-2018**. However, upper age limit is relaxable by five years for candidates belonging to Scheduled caste, Scheduled Tribe and three years for Other Backward Classes as per provision of relevant rules / instructions of H.P. Govt.
4. His/ her appointment will be subject to the production of medical certificate of fitness duly issued from the **Chief Medical Officer** of the Govt. Hospital.
5. The appointment shall further be subject to terms & conditions of attached form of Contract/ agreement bond (**Annexure-"B"**) which are to be executed between the candidate and HPSEBL (**Head of Office**) on stamp paper valuing Rs. 10/- only duly attested.
6. He/ she should give a declaration that he/ she got one living wife / husband or is bachelor.
7. He/ She is required to produce antecedent verification certificate to the satisfaction of the department from the Ist class Magistrate or two Gazetted Officers known to him/her at least from the last three years.
8. He/ she is required to produce all original certificates viz qualification certificate / Technical qualification certificate/ Himachali Bonafide certificate / Scheduled castes certificate /Scheduled Tribe certificate/ OBC Certificate (in case of Scheduled Caste/Tribe /OBC candidate) etc. in support of his/ her qualification,

age and if he/she belongs to any reserved class and Identity proof i.e. Aadhar card etc. at the time of joining the post.

9. He/ She will be required to take an oath / affirm on the following form.

I _____do swear/ solemnly affirm that I will be faithful and bear true allegiance to the Constitution of India as by laws established and that I shall carry out the duties with loyalty, honestly and with impartiality.

If he/ she accept the offer on the terms and conditions given above, he/ she should report for execution of agreement as well as for duty in the office of the ASE/ Sr. Executive Engineer, _____within 15 days positively from issue date of this offer, failing which his/her appointment shall stand automatically cancelled.

Superintending Engineer,
Operation Circle, HPSEBL_____
(Appointing Authority)

Regd.

Mr. /Ms. _____

No.HPSEBL/_____

Copy forwarded for information and necessary action to:

1. The Executive director (Pers.) w.r.t. his office letter No. referred to above.
2. The Chief Engineer _____
- 3.The ASE/ Sr. Executive Engineer, Electrical/ Electrical System Division, HPSEBL, _____He is advised to ensure proper verification of all requisite original documents of each candidate before joining the post and kept self-attested photocopy of same in the personal record of appointee in Division office.

Superintending Engineer,
Operation Circle, HPSEBL_____

FORM OF CONTRACT/ AGREEMENT TO BE EXECUTED BETWEEN THE CONTRACT APPOINTEE AND THE H.P STATE ELECTRICITY BOARD LIMITED (HEAD OF OFFICE)

This agreement is made on this _____ day of _____, 2019 between Mr./Mrs. _____(DOB _____) S/D of Shri _____ resident of _____

Contract Appointee (hereinafter called the FIRST PARTY) and the H.P State Electricity Board Limited (hereinafter SECOND PARTY).

WHEREAS, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve ason contract basis on the following terms and conditions:-

1. THAT the FIRST PARTY shall remain in the service of the SECOND PARTY as.....for a period of one year commencing on the day ofand ending on the day ofIt is specifically mentioned and agreed upon the both the parties that the contract of the FIRST PARTY with SECOND PARTY shall ipso- facto stand terminated on the last working day i.e. onand information notice shall not be necessary.
2. Contract Appointee shall be paid fixed contractual emoluments of Rs. _____ - per month as minimum Basic Pay + Grade Pay of the post plus enhanced Grade Pay as prescribed by the Board from time to time.
3. Contract Appointee so selected under these rules will not have any right to claim regularization or permanent absorption in HPSEBL.
4. The appointment is liable to be terminated in case the performance/ conduct of the contract appointee is not found satisfactory.
5. Contract Appointee will be entitled for one day Casual Leave after putting one month service and other leaves as admissible to contractual employee in H.P. Govt./HPSEB Ltd. No leave of any other kind is admissible to the contract appointee. He/ She shall not be entitled for Medical Reimbursement & LTC etc. Only Maternity leave will be given as per rules.
6. Un- authorized absence from the duties without the approval of the controlling officer shall automatically lead to the termination of the contract. Contract appointee shall not be entitled for wages for the period of willful absence from duty.
7. Transfer of contract appointee will not be permitted from one Circle to another, as it is a Circle level cadre post except on administrative grounds subject to forfeit of seniority.

8. Selected candidate will have to submit a certificate to his/ her fitness from a Govt./ registered Medical Practitioner, Woman candidate, pregnant beyond 12 weeks will be considered temporarily unfit till the confinement is over. The woman candidates will be re-examined for the fitness by an authorized Medical Officer/ Practitioner.
9. Contract appointee 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 staff members.

Signature of Contract Appointee.

(FIRST PARTY)

Signature of Employer

(SECOND PARTY)

Witnesses

1.....

2.....