

No. PLG(ES)-H(1)-B(2)-28/2017-  
Government of Himachal Pradesh  
Department of Economics and Statistics

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Dated: Shimla-171009, the

August, 2025

**OFFICE ORDER**

On the recommendations of the **Secretariat Administrative Department (SAD), GoHP** received vide letter No.Per(SAS-I)B(2)-2/2019-L dated 28.07.2025 the following candidate is hereby offered appointment on compassionate ground to the post of **Investigator** purely on Job trainee basis, initially for a period of two year, in the office shown against his name on consolidated fixed amount of ₹ 12,120/- per month, in Level-3 Cell-1 of the pay matrix, as per Rule 3(j) of the H.P. Civil Services (Revised Pay) Rules, 2022 subject to the conditions that the joining shall be considered **on or after 25.08.2024 (upto 06.09.2025 including joining time)**, in the public interest, on the following terms & conditions:-

Sr. No.	Name & Address of the Candidates	Date of Birth	Cate-gory	Sub Cate-gory	Place of Posting
1.	Sh. Rohit Kashyap S/o Late Sh. Puran Chand. R/o Vill Berty, P.O. Majhiwar, Teh-Sunni, Distt. Shimla, H.P.-171018.	04.09.1996	SC	UR	District Statistical Office, Lahul & Spiti, at Keylong Distt. Lahul & Spiti, H.P.- 175132.

1. The candidate shall be engaged as Job Trainee Investigator.
2. The candidate engaged as Job Trainee shall sign an agreement as per Annexure-A appended these instructions.
3. The regularization of the incumbents engaged as Job Trainee will be governed by the instructions issued in this regard by the Government, after completion of training.
4. The Job Trainee Investigator will be paid consolidated amount of Rs. 12,120/- which shall be 60% of the first cell of the applicable level of pay matrix of the corresponding cadre.
5. The candidates engaged as Job Trainee shall not be entitled for the service benefits as are admissible to regular Government employees.
6. The Service of the Job 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 job trainee appointee is not found satisfactory. In case the job trainee is not satisfied with the termination orders issued by the Appointing Authority, he 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.
7. 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-imbursement, LTC, etc. No leave of any other kind, except above, will be admissible to the Job Trainee engaged under this scheme. Un-availed casual

*[Signature]*

leave, medical leave and special leave can be accumulated upto the calendar year and will not be carried forward for the next calendar year.


8. 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-authorised 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.

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.

9. 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. He/She shall have to produce an affidavit (Annexure-B) 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 Job Trainee 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. Job Trainee 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.
12. 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 case of Job Trainee. The Employee Group Insurance Scheme as well as EPF/GPF will also not be applicable to a Job Trainee.

If, the offer of appointment, on the above terms and conditions is acceptable to the above named candidate, he may report for duty in office shown against his name upto 06.09.2025, positively. He is further directed to execute the enclosed Job Trainee Agreement and affidavit as stipulated in conditions No. 2 & 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 candidate 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.

  
Economic Adviser,  
Economics & Statistics Deptt.,  
Govt. of H.P., Shimla-171009.






Endst. No. PLG(ES)-H(1)-B(2)-28/2017- 4130 Dated: 20<sup>th</sup> August, 2025

Copy for information and further necessary action to following:-

1. The Pr. Secretary (Eco. & Stat.) to the Government of Himachal Pradesh, Shimla-02 w.r.t. the letter No.PLG-B(2)-6/2025 dated 11.08.2025.
2. The Secretary, Secretariat Administration Department, Shimla, H.P.-171001 w.r.t. the letter No.Per(SAS-I)B(2)-2/2019-L dated 28.07.2025.
3. The Chief Medical Officer, Shimla. District Shimla, H.P.
4. The Joint Director at the Hqrs.
- ✓ 5. The Deputy Director-I at the Hqrs. to upload the same on departmental website.
6. Private Secretary to the Economic Adviser.
7. The Research Officer, District Statistical Office, Lahul & Spiti at Keylong, District Lahul & Spiti, H.P.-175132.
8. Individual concerned through Registered Post, with a direction to contact the O/o Chief Medical Officer concerned for his medical examination.
9. Personal file of the Job Trainee.
10. Guard File.

  
Economic Adviser,  
Economics & Statistics Deptt.,  
Govt. of H.P., Shimla-171009.



Annexure-ADraft 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-imbursement, 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-authorised 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.

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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.

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.....  
Signature of job trainee

.....  
Signature of the Authorised Officer.

Place:

(1) .....

Signature,

Name & Address of witness

Date:

(2) .....

Signature,

Name & Address of witness

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Annexure-B

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.

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

Place.....  
Date.....

DEPONENT