



Dr. Yashwant Singh Parmar University of Horticulture & Forestry,
Nauni (Solan)-173230, Himachal Pradesh
Office of the Registrar, Establishment & Recruitment Section
☎ 01792-252219, 01792-252444, e-mail: registrar@yspuniversity.ac.in

Sandeep Negi, IAS (Registrar)

No.UHF.Regr.Rectt.2-15/2022/- 4083-97

Dated: 19-5-2023

OFFICE ORDER

On the basis of qualifying the written objective type examination, typing test and evaluation of documents/certificates done strictly as per parameters devised by the State Government of Himachal Pradesh further adopted by this University vide Notification No.UHF.Regr.Rectt.2-39/2017/-27703-27745 dated 26.12.2017, Shri Govinda Kaushal, S/O Shri Ram Singh, Village Dalchhamb, Post Office Kattal, Tehsil Ramshaher, District Solan (HP)-173218 is hereby appointed as Junior Office Assistant (Information Technology), purely on contract basis @ ₹ 12,360/- [60% of ₹ 20,600 (Cell-1 in Level-4 of Pay Matrix in HPCS(RP) Rules, 2022)], per month, out of waiting list/panel, initially for a period of one year from the date of his joining.

However, the above contractual appointment is extendable, on year to year basis, if his service and conduct is found satisfactory during the year. Further, his appointment is subject to the following terms and conditions:

- i) that he will have to produce the following documents at the time of his joining:
 - a) Attested copies of his certificates viz. educational/professional qualification certificates, bonafide himachali certificate, caste certificate etc. from a Gazetted Officer.
 - b) Character Certificate from a Gazetted Officer.
- ii) that his appointment is purely temporary and contractual and he will be paid fixed contractual amount of ₹ 12,360/- [60% of ₹ 20,600 (Cell-1 in Level-4 of Pay Matrix in HPCS(RP) Rules, 2022)], per month. However, no other allied benefits will be given;
- iii) that his services will be governed by the regulations/terms and conditions for contract appointments, circulated, vide Notification No.UHF.Regr.Rectt.2-04/2015/-15049-89 dated 15.10.2015;
- iv) that his services will be purely on temporary basis and are liable to be terminated in case his performance/conduct is not found satisfactory;
- v) that he will have to enter into an agreement on non-judicial stamp paper of ₹ 5/- with this University, as per Annexure-B of the policy/terms and conditions for contract appointments, circulated, vide this office Notification No.UHF.Regr.Rectt.2-04/2015/-15049-89 dated 15.10.2015 (proforma enclosed).
- vi) that at the time of joining, he will be required to produce a medical fitness certificate either from the Medical Officer of this University or from the authorised Medical Officer of the H.P. Government;
- vii) that he will have to submit an undertaking to the effect that if his certificates related to educational qualification or professional qualification, as the case may be, are found fake or are not from recognized University/Institution, then his appointment can be terminated by the University at any time by giving a notice.
- viii) that his appointment is subject to the verification of his character and antecedents;
- ix) that no other service benefits are attached with the post and he will not be entitled to other benefits being enjoyed by the regular employees of this University;
- x) that he will be called upon to do work as per his job requirement or any other work as may be assigned by the Controlling Officer from time to time;

- xi) that he will not engage himself in any other work or carry out business except with the permission of the competent authority;
- xii) that he will have to produce a NO OBJECTION CERTIFICATE for joining the post from his present employer, in case he is already employed failing which he will not be allowed to join;
- xiii) that no TA/DA will be admissible to him for taking up this assignment in this University;
- xiv) that the University will not be obliged to provide any transport facility from his residence to the place of duty/work;
- xv) that he will be entitled for one day's casual leave after putting one-month service. However, he will also be entitled for 10 days' medical leave and 05 days special leave. He will not be entitled for medical re-imbursement and LTC etc. and no leave of any other kind except above is admissible to him. Provided that the 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; AND
- xvi) that his appointment on contractual basis is provisional and is subject to the further orders of the Hon'ble High Court in CMP No.3418/2021 in CWP No.1866/2021 titled as "Prem Singh Draik & Ors. Versus Union of India" as per instructions issued by the Additional Chief Secretary (Personnel) to the Government of HP vide letter No.PER(AP)-C-E(3)-2/2021-VOL-III dated 10.11.2021.

If the above terms and conditions are acceptable, you may report for duty to the **Programme Coordinator/Senior Scientist & Head, KVK, Tabo, Lahul Spiti, (HP)**, alongwith documents specified above, within 35 days from the issue of this order, failing which the offer of appointment shall stand automatically cancelled and no request for extension will be allowed.

(Sandeep Negi IAS)
Registrar

Endst.No.Even/- 4083-97

Dated:- 19-5-2023

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

1. All the Statutory Officers, Dr. YSP UHF, Nauni (Solan).
2. The Programme Coordinator/Senior Scientist & Head, Krishi Vigyan Kendra- Lahul & Spiti-II Tabo.
3. The Associate Director (R&E), RHR&TS Dhaulakuan, District Sirmour (HP). His salary will be drawn from RHR&TS, Dhaulakuan against the post of JOA (IT) under the Scheme HPL-086-55.
4. The Officer Incharge, Computer & Instrumentation Centre, Dr. YSP UHF, Nauni (Solan) with the request to upload this order on the University website.
5. The Public Relation Officer, Dr. YSP UHF, Nauni (Solan).
6. The Deputy Controller (Audit)/Incharge (Pay Cell), UHF, Nauni, Solan.
7. Individual Concerned (Through Registered Post/E-Mail)/Guard File.

Registrar

Form of contract/agreement to be executed between the _____
(Name of Post) and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solani)-173230
(HP) through Registrar, UHF, Nauni.

This agreement is made on this _____ day of _____ in the year _____
between Mr./Ms. _____ S/O D/O Shri _____ R/O _____
_____ contract appointee (hereinafter called the **FIRST PARTY**) and Dr. Y.S.
Parmar University of Horticulture & Forestry, Nauni (Solani)-173230 (HP) through Registrar, UHF,
Nauni (Designation of the Appointing Authority), Dr. Y.S. Parmar UHF, Nauni (here-in-after the
SECOND PARTY).

Whereas, the **SECOND PARTY** has engaged the aforesaid **FIRST PARTY** and the
FIRST PARTY has agreed to serve as a Junior Office Assistant (Information Technology) on contract
basis on the following terms & conditions:

1. That the **FIRST PARTY** shall remain in the service of the **SECOND PARTY** as a Junior Office Assistant (Information Technology) for a period of one year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by 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. on _____ and information notice shall not be necessary.

Provided that for further extension/renewal of contract period, the Head of the Department shall issue a certificate that the service and conduct of the contract appointee was satisfactory during the year and only then the period of contract is to be renewed/extended.

2. The contractual amount of the **FIRST PARTY** will be Rs. _____/- per month.
3. The service of **FIRST PARTY** will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found good or if are regular incumbent is appointed/ posted against the vacancy for which the first party was engaged on contract.
4. Contract appointee will be entitled for one day's casual leave after putting one month service. However, the contract appointee will also be entitled for 180 days maternity leave, 10 days medical leave, 05 days special leave. He shall not be entitled for medical reimbursement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

Provided that the 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. Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the contract. 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 contract appointee shall not be entitled for contractual amount for this period of absence from duty.

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

6. An official appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
7. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner or Medical Officer of the University. In case of women candidates pregnant beyond twelve weeks will stand temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical officer/Practitioner.
8. Contract appointee shall 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 counter-part official at the minimum of pay scale.
9. The Employees Group Insurance Scheme as well as EPF/GPF/CPS will not be applicable to contractual appointee(s).

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)

2. _____

(Name and Full Address)

(Signature of FIRST PARTY)

1. _____

(Name and Full Address)

2. _____

(Name and Full Address)

(Signature of SECOND PARTY)
