



No.UHF.Regr.Rectt.2-15/2025/- 28049-55

Dated: - 05.09.2025

OFFICE ORDER

Consequent upon the approval received from the Secretary (Horticulture) to Government of Himachal Pradesh vide his letter No. HTC-F(11)-2/2004 dated 16.05.2025 and on the basis of qualifying the written objective type and consequent upon verification of original document(s)/certificate(s) by the Selection Committee, **Shri Saini Shukla S/o Shri Pushp Dev, Village-Kasholi, Poshna, Nirmand, Distt- Kullu (HP)-172001** is hereby engaged as **Trainee Laboratory Attendant**, on the following terms and conditions:

- i) that his engagement will be regulated in accordance with the instructions contained in Department of Personnel's letter No.PER(AP)-C-B(15)-3/2024 dated 19.07.2025 read with letter of even number(s) of dated 22.07.2025 and 23.07.2025 respectively, further notified by the University vide Notification No.UHF.Regr.Rectt.2-106/2025/-27814-53 dated 30.08.2025;
- ii) that he will be paid consolidated fixed amount as may be decided and notified by the Government (Finance Department) as mentioned in notification of the Department of Personnel referred under point (i) above;
- iii) that he will have to sign an agreement, on non-judicial stamp paper of ₹ 5, as per **Annexure-A** appended to this engagement order;
- iv) that he shall not be entitled for the any service benefits as are admissible to regular University employees nor can he demand such benefits;
- v) that he will be entitled to TA/DA 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 of pay scale;
- vi) that he will be entitled for one day's casual leave after putting in one month's service, 10 day's medical leave and 5 days' special leave, in a calendar year. He shall not be entitled for medical re-imbursement, LTC etc. No leave of any other kind, except above, will be admissible to him. 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;
- vii) that unauthorised absence from the duty without the approval of the Controlling Officer shall automatically lead to his termination. 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 he shall have to intimate the controlling authority in this regard well in time. However, he 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 State Government;
- viii) that he will have to submit a certificate of his fitness issued either from the Medical Officer of the University or by a Government Medical Officer;
- ix) that he will be eligible for Medical benefits schemes under HIMCARE/Ayushman Bharat, as applicable, and he will become member of the scheme. However, the Government Medical rules shall not be applicable on him;
- x) that provisions of any service rules including CCS/CCA/Leave Rules/Pension Rule or any other rules, as applicable to regular employees of University will not be applicable to him;
- xi) that he shall have to perform all the duties as assigned to him by the Controlling Officer;

- xii) that he shall normally be given training during office hours. However, he shall have to perform tasks beyond office hours, if instructed by the concerned authority;
- xiii) that he shall have to furnish an affidavit, on a non-judicial stamp paper worth ₹ 5/- as per **Annexure-B**, at the time of joining;
- xiv) that he shall have to pass the prescribed post training examination. After the second year of Job Trainee period, he will be required clear a qualifying examination or efficiency bar test based on the work profile of the respective post, as a prerequisite for appointment to an appropriate pay scale, which shall be conducted by the recruitment authority of the University as may be prescribed by the Government from time to time. The nature, syllabus etc. of the examination shall be determined/ finalized by the recruitment authority of the University;
- xv) that his service will be governed on the basis of agreement **(Annexure-A)**. The engagement is liable to be terminated in case the misconduct of him proved after inquiry from competent authority by following principles of natural justice or due to lack of fitness/ability for this post. . In case, he is not satisfied with the termination orders served by the Engaging Authority,, he may prefer an appeal before the Appellate Authority i.e the Vice-Chancellor, Dr. YSP UHF, Nauni (Solan), within a period of 45 days, from the date on which a copy of termination orders is delivered to him;
- xvi) that in case voluntarily resignation with prior one month's notice is tendered by him, he shall be relieved after acceptance of resignation. But, if any bond has been executed under pre-service training, he shall pay the amount of such bond;
- xvii) 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 engagement can be terminated by the University at any time by giving a notice: AND
- xviii) that the University will not be obliged to provide any transport facility from his residence to the place of training.

If the above terms and conditions are acceptable, **Shri Saini Shukla** is directed to report for on job training to **the Dean, College of Horticulture & Forestry, Thunag at Gohar (Gudhari), District (Mandi)** alongwith documents specified above as well as copies of his educational/professional qualification duly attested by Gazetted Officer, within 15 days from the issue of this order, failing which the offer of engagement shall stand automatically cancelled and no request for extension will be allowed.


Deputy Registrar 5/9/25-

Endst.No.Even/- 28049-55

Dated:- 05.09.2025

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

1. The Dean, College of Horticulture & Forestry, Neri (Hamirpur). The salary of Shri Saini Shukla will be charged against the vacant post of Laboratory Attendant under the Scheme HPL-143-62.
2. The Dean, College of Horticulture & Forestry, Thunag at Gohar (Gudhari), District (Mandi).
3. The Comptroller, Dr. YSP, UHF, Nauni (Solan).
4. The Deputy Registrar (Establishment-II), Dr. YSP UHF, Nauni (Solan).
5. The Deputy Controller (Audit)/Incharge (Pay Cell), UHF, Nauni, Solan.
6. Individual Concerned (Through Registered Post)/Guard File.


Deputy Registrar 5/9/25-