



No.UHF.Regr.Rectt.2-15/2025/- 30143-64

Dated: - 23.09.2025

**OFFICE ORDER**

Consequent upon the approval of the State Government received from the Secretary (Horticulture) to Government of Himachal Pradesh vide his letter No. HTC-F(11)-2/2004 dated 16.05.2025 to fill up various posts through direct recruitment and on the basis of qualifying the written objective type examination, shorthand and typewriting test vis-a-vis based upon verification of respective original document(s)/certificate(s) by the Selection Committee, the following candidates are hereby engaged as **Trainee Junior Scale Stenographer** in the Krishi Vigyan Kendra(s)/ College/Research Station of this University, as shown against their names:-

Sr. No.	Name and Address	Category	Place of Posting
1.	Shri Sourabh Kumar, S/o Shri Madan Lal, Village Chohra, Post Office Jhaja, Tehsil Kandaghat, District Solan (HP)-173217	SC [against Unreserved due to merit]	Krishi Vigyan Kendra, Kinnaur, District Kinnaur (HP) against the vacant post of Junior Scale Stenographer under the Scheme HCR-040-59.
2.	Ms. Sonali, D/o Shri Paras Ram, Village Dolag, Post Office & Tehsil Kandaghat, Solan (HP)-173215	SC [against Unreserved due to merit]	College of Horticulture & Forestry, Thunag at Gohar (Gudhari), District Mandi (HP). However, her salary will be drawn against the vacant post of Junior Scale Stenographer from Department of Social Sciences under the Scheme HPL-207-18.
3.	Shri Mahesh Kumar, S/o Shri Bhola Shankar, Village & PO Reur, Sub Tehsil Rewalsar Balh, District Mandi (HP)- 175023.	SC	RHR&TS, Bajaura, District Kullu (HP). However, his salary will be drawn against the vacant post of Junior Scale Stenographer from Department of Soil Science & Water Management under the Scheme HPL-206-17.
4.	Shri Rohit Choudhary, S/o Shri Gurubachan Singh, Village & PO Ichhi, Tehsil & District Kangra (HP)-176209.	OBC	Krishi Vigyan Kendra, Rohru, District Shimla (HP) against the vacant post of Junior Scale Stenographer under the Scheme HCR-041-60.

Further, their engagement is subject to the following terms and conditions:-

- i) that their 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 they 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 they will have to sign an agreement, on non-judicial stamp paper of ₹ 5, as per **Annexure-A** appended to this engagement order;
- iv) that they shall not be entitled for any service benefits as are admissible to regular University employees nor can they demand such benefits;
- v) that they 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 their official duties at the same rate as applicable to regular counterpart official at the minimum of pay scale;
- vi) that they 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. However, a Female Job Trainee engaged 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 authorized Government Medical Officer. They shall not be entitled for medical reimbursement, LTC etc. No leave of any other kind, except above, will be admissible to them. 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 their termination. However, in exceptional cases, where the circumstances for un-authorized absence from duty were beyond their control on medical grounds, such period shall not be excluded while considering their case for regularisation/conversion in regular pay-scale but they shall have to intimate the controlling authority in this regard well in time. However, they shall not be entitled for any remuneration for this period of absence from duty. Provided that they shall submit the certificate of illness/ fitness in support of their illness, issued by the Medical Officer, as per prevailing instructions of the State Government;
- viii) that they will have to submit a certificate of their fitness issued either from the Medical Officer of the University or by a Government Medical Officer;
- ix) that they will be eligible for Medical benefits schemes under HIMCARE/Ayushman Bharat, as applicable, and they will become member of the scheme. However, the Government Medical rules shall not be applicable on them;
- 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 them;
- xi) that they shall have to perform all the duties as assigned to them by the Controlling Officer;
- xii) that they shall normally be given training during office hours. However, they shall have to perform tasks beyond office hours, if instructed by the concerned authority;
- xiii) that they 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 they shall have to pass the prescribed post training examination. After the second year of Job Trainee period, they 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 their service will be governed on the basis of agreement (**Annexure-A**). The engagement is liable to be terminated in case the misconduct of them proved after inquiry from competent authority by following principles of natural justice or due to lack of fitness/ability for this post. . In case, they are not satisfied with the termination orders served by the Engaging Authority, they 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 them;
- xvi) that in case voluntarily resignation with prior one month's notice is tendered by them, they shall be relieved after acceptance of resignation. But, if any bond has been executed under pre-service training, they shall pay the amount of such bond;
- xvii) that they will have to submit an undertaking to the effect that if their certificates related to educational qualification or professional qualification, as the case may be, are found fake or are not from recognized University/Institution, then their engagement can be terminated by the University at any time by giving a notice;
- xviii) that they will have to pass the shorthand test in second language i.e English/Hindi (as the case may be) at the prescribed speed, within a period of three years from the date of their engagement, failing which they will not be eligible to draw their annual increment after the regularization, AND;
- xix) that the University will not be obliged to provide any transport facility from their residence to the place of training.

If the above terms and conditions are acceptable, the above incumbents are directed to report for on job training to the concerned Controlling Officers, as shown against each alongwith documents specified above as well as copies of their 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.

  
(Siddhartha Acharya, HPAS)  
Registrar

Endst.No.Even/- 30143-64

Dated:- 23-09-2025

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

1. All the Statutory Officer, Dr. YSP, UHF, Nauni (Solan).
2. The Dean, College of Horticulture & Forestry, Thunag at Gohar, District Mandi (HP).
3. The Associate Director (R&E), RHR&TS, Bajaura, District Kullu (HP).
4. The Professor & Head, Department of Soil Science & Water Management, Dr. YSP, UHF, Nauni (Solan).
5. The Head, Department of Social Sciences, Dr. YSP, UHF, Nauni (Solan).
6. The Senior Scientist & Head, Krishi Vigyan Kendra, Rohru (Shimla).
7. The Senior Scientist & Head, Krishi Vigyan Kendra, Kinnaur (HP).
8. The Officer Incharge, Computing & Informatics Centre, Dr. YSP UHF, Nauni (Solan) with the request to get the engagement order uploaded in the University website.
9. The Deputy Registrar (Establishment-II), Dr. YSP UHF, Nauni (Solan).
10. The Deputy Controller (Audit)/Incharge (Pay Cell), UHF, Nauni, Solan.
11. Individual Concerned (**Through Registered Post/E-mail**)/Guard File.

  
Registrar