

*Regd letters*

**H.P. STATE FOREST DEVELOPMENT CORPORATION LIMITED  
VAN NIGAM BHAWAN, KASUMPTI, SHIMLA-9**

**MEMORANDUM**

On the recommendations of special Selection Committee as constituted vide office order No. Per (AP-II) B(2)-3/75 dated 27/12/2017 Department of Personnel for the selection of Persons with Disabilities against 1 advertised post of Clerk reserved for Persons with Disabilities i.e. Locomotor Disability (LD) in HP State Forest Dev. Corporation Ltd. evaluation of documents held on 23/07/2022 & 25/07/2022 in the O/o the Managing Director, HPSFDCL, Kasumpti, Shimla-9, **Miss Alka D/o Sh. Kamal Kishore, Vill. Bayar, P.O. Tilli, Tehsil Sadar, Distt. Mandi H.P.** is hereby appointed as **Clerk**, purely on contract basis on the fixed amount of Rs.12120/- per month (equal to the 60% of the first cell of the applicable level-3 of the Pay Matrix). The appointee is directed to report for duty in the O/o Director (Central Zone) HPSFDCL, Mandi. This appointment is subjected to joining within the prescribed time, acceptance and fulfillment of the following specific terms and conditions:-

**TERMS AND CONDITIONS:**

1. Since the Appointment is being given purely on contract basis, the appointee will have to execute a bond on the judicial paper with the Director/Divisional Manager of concerned Directorate/ Division, on behalf of Managing Director, HPSFDCL where he/she is posted, that he/she has carefully gone through the conditions of the contract appointment and the conditions imposed are acceptable to him/her. The joining report will be accepted only after the execution of the requisite bond between the Director/Divisional Manager and the appointee as per Annexure-A.
2. The contractual appointee will be paid fixed emoluments Rs.12120/- per month (equal to 60% (sixty percent) of the first cell of the applicable Level-3 of Pay Matrix).
3. The contract will be renewed year to year basis after furnishing certificate by the head of the office, regarding performance/ conduct of the contract appointee in that year.
4. The services of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated at any time in case his/her performance/ conduct is found unsatisfactory.
5. The appointment carries liability to serve in any part of Himachal Pradesh or any other office of the Corporation outside Himachal Pradesh.
6. The contract appointee will be entitled for one day's casual leave after putting one month's service. However, the contract appointee will also be entitled for 135 days maternity leave, 10 days medical leave and 5 days special leave. He/She will not be entitled for medical reimbursement and LTC etc. No leave of any other kind except above is admissible to the contractual 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.
7. Unauthorized absence from the duty without the approval of the controlling officer, shall automatically lead to the termination of 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 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 have to submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.

8. 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 ground.
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 counterpart official at the minimum of pay scale.
10. 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 contract appointee.
11. The Employees Group Insurance Scheme as well as GPF will not be applicable to contractual appointee(s). However, contribution/deduction of EPF shall be made from the contract appointee in view of statutory provisions of EPF, Act.
12. The appointment to the service shall be subject to order regarding reservation in the service for Scheduled Castes/Scheduled Tribes/ Other Backward Classes/ other categories of persons issued by the Govt. of HP from time to time.
13. Selected candidate will have to submit a certificate of his/her fitness from a Government Medical Officer. Women candidate pregnant beyond 12 weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Medical Officer/Practitioner.
14. No Travelling Allowance/Dearness Allowance will be allowed for joining the appointment.
15. The appointment is further subject to the production of following certificates/documents before joining the duty: -
  - a) An attested copy of educational qualification certificates indicating therein the date of birth.
  - b) Character certificate from the Magistrate 1st Class or from any Gazetted Officer to whom the candidate is known for the last three years.
  - c) Certificate of Bonafide Resident of Himachal Pradesh.
  - d) A certificate if he/she belongs to SC/ ST/ OBC/ WFF /IRDP/Ex-Serviceman from the competent authority.
  - e) A declaration that he/she has only living spouse, if married.
  - f) A declaration to the effect that if any of the information or documents submitted by him/her proved false, his/her services will be terminated.
  - g) The other conditions of services will be governed by the Service Bye Laws of the Corporation in force from time to time.

If any information/declaration furnished by him/her proves to be false or any material/information found to have been willfully suppressed, he/she will be liable for removal from service and also any other action as the Corporation may deem fit.

If, this offer is acceptable to him/her on the above terms and conditions, he/she may report for joining along with the above mentioned documents complete in all respect within 30 days from the date of issue of this memorandum in the O/o Director (Central Zone), HPSFDCL, Mandi, failing which the offer of the appointment shall automatically stand cancelled and the candidate will have no right to claim it. The joining report will not be entertained without requisite documents/ certificate.

  
(Dr. Pavnesh Kumar, IFS)  
Managing Director  
HPSFDCL, Shimla

Endst.No. HPSFDC/Estt./(I)B(15)-35/V/13342-43

Dated. 22/09/2022

1. The Director (Central Zone), HPSFDCL, Mandi for information and necessary action. He is directed to execute the contract agreement with the above candidate on behalf of HPSFDCL. Before, accepting the joining report of the candidate, please ensure that all the documents required and produced by the above candidate are correct in all respect.
2. Miss Alka D/o Sh. Kamal Kishore, Vill. Bayar, P.O. Tilli, Tehsil Sadar, Distt. Mandi H.P. 175001 for information and necessary action.

  
Managing Director