

**Department of Digital Technologies & Governance
Government of Himachal Pradesh**

No. DIT-B(1)2/2020-163

Dated: Shimla the 18th November, 2025

OFFICE ORDER

On the recommendations of Himachal Pradesh Rajya Chayan Aayog, Hamirpur, the following candidate is hereby engaged as Trainee Junior Office Assistant (IT) in the Directorate of Digital Technologies & Governance, Himachal Pradesh on the following terms & conditions in consonance to the Department of Personnel letter No. Per(AP)-C-B(15)-3/2024-Loose dated 14th May, 2025:-

Sr. No.	Name & address of the candidate	Contact No.
1.	Sh. Sahil Koundal S/o Sh. Prem Singh Vill. Bag Tehsil & Distt. Kangra H.P.	86280-79660

1. The candidate shall be engaged as Trainee Junior Office Assistant (IT).
2. The candidate engaged as Trainee shall sign an agreement as per Annexure-A appended to these instructions.
3. The regularization of the incumbent engaged as Trainees will be governed by the instructions issued in this regard by the Government, after completion of training.
4. The Trainee Junior Office Assistant (IT) will be paid consolidated fixed amount @ ₹12,360/- P.M. (which shall be 60% of the first cell of the applicable level of pay matrix of the corresponding cadre)
5. The candidate engaged as Trainee shall not be entitled for the service benefits as are admissible to Government employees on regular basis.
6. The service of the 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 Trainee is not found satisfactory. In case the Trainee is not satisfied with the termination orders served by the Engaging Authority, he /she may prefer an appeal before the Appellate Authority, within a period of 45 days, from the date on which a copy of termination orders is delivered to him/ her.
7. The Trainee engaged 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 Trainee engaged with less than two surviving children may be granted maternity leave for 180 days'. A female Trainee engaged 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. A Trainee engaged shall not be entitled for medical re-imburement and LTC etc. No leave of any other kind, except above, will be admissible to the Trainee. 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.

8. Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the Trainee. 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 his/her case for regularization but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the Trainee shall not be entitled for any remuneration for this period of absence from duty.

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

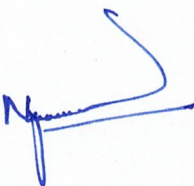
9. Selected candidate will have to submit a certificate of his/ her fitness issued by a Medical Board in case the post for which he/ she is being given training is a Gazetted post and by Government Medical Practitioner in case the said post is a non-Gazetted. In case of women candidates who are to be engaged for training to carry out hazardous nature of duties 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 under the confinement is over. Such women 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.
10. Trainee will be entitled to TA/DA if required to go on tour in connection with his/ her training duties at the same rate as applicable to regular counterpart officials at the minimum of pay scale.
11. Provisions of service rules like FRSR, Leave Rules, GPF Rules, Pension Rules & Conduct Rules etc. as are applicable in case of regular employees will not be applicable

in case of a Trainee. The Employees Group Insurance Scheme as well as EPF/ GPF will also not be applicable to a Trainee.

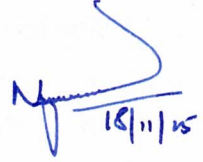
12. The appointment is further subject to the production of following certificates/ documents before joining the duty:-

- i. Certificate of medical fitness issued by the CMO of the concerned district.
- ii. His/her original degree/certificate of age/ certificate of character may be produced for verification at the time of joining.
- iii. Certificate of Bonafide resident of Himachal Pradesh.
- iv. Certificate if He/ She belongs to SC/ST/OBC from the competent authority.
- v. He/she will be required to take an oath of allegiance/faithfulness to the Constitution of India for make the solemn affirmation to that effect in the prescribed form.
- vi. He/ she will be required to submit the declaration in the prescribed format that in case marriage, he/she has only one living spouse.
- vii. A declaration that to the effect that if any of the information or documents submitted by him/ her proved false, her/his services will be terminated.
- viii. This engagement as Trainee Junior Office Assistant (IT) shall be subject to verification of character and antecedents, which will be carried out on the basis of submission of self declaration form (**copy enclosed**) submitted by the candidates 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 candidates in self declaration, the provisional appointment as Trainee Junior Office Assistant (IT) will be cancelled forthwith and criminal legal action will be taken as a consequence.
- ix. No travelling allowance will be paid for joining the post in this Department.
- x. Other condition of service will be governed by the relevant rules and other instructions issued by the State Government from time to time.

If the offer on the above terms and conditions is acceptable to the above named incumbents/ candidates, he/ she may report for duty in the Directorate of Digital Technologies & Governance, Himachal Pradesh, IT Bhawan, Shoghi Bypass, Mehli Shimla-171013 within fifteen days from the date of issuance of these orders, positively. He/ she is further directed to execute the enclosed Agreement as stipulated in condition No. 02 above on



the stamp paper. In case, he/ she do not report for the duty within the stipulated time period, in that event the offer of engagement as Trainee Junior Office Assistant (IT) will stand automatically cancelled.



18/11/25

(Nipun Jindal, IAS)

Director,

Department of Digital Technologies & Governance,
Shimla-171013, Himachal Pradesh

Endst No. as above

Dated: 18th November, 2025

Copy for information and further necessary action to following:-

1. The Secretary (DT&G) to the Govt. of HP for favour of information please.
2. The Secretary, HP Rajya Chayan Aayog, Hamirpur w.r.t. their office letter No. HP SSC-C(2)-119/20-(R-1)-2126 dated 28.10.2025.
3. Individual concerned, through registered/ speed post with the directions to contact the office of Chief Medical Officer Deen Dyaal Uppadhyay Hospital (Rippon Hospital), Shimla for medical examination.
4. Guard file



18/11/25

(Nipun Jindal, IAS)

Director,

Department of Digital Technologies & Governance,
Shimla-171013, Himachal Pradesh

o/c