

No.- EDN-HE(1)B(2)-01/18-regu. of cont. clk.  
 Directorate of Higher Education  
 Himachal Pradesh.  
 Dated: Shimla-171001, the

20 SEP 2018

2018

To

All the Deputy Director of Higher Education,  
 in Districts of Himachal Pradesh.

Subject:

Regarding Seniority/regularization of clerks appointed on contract basis.

Memo:

With reference to the Principal Secretary (Personnel) to the Government of Himachal Pradesh office letter No. PER(AP)-C-B(2)-1/2018 dated 11.05.18 on the subject cited above.

In this context, you are directed to collect the documents from the educational institutions/offices including colleges/ NCC offices/Library etc. working in your districts in respect of those clerks who have completed three years of continuous service on contract basis as on 30.09.18 and forward the same to this directorate after compiling/ verifying as per information/documents required below immediately. In case, there is no eligible candidate in your district, NIL report to this effect be also sent to this Directorate. It is also directed that a certificate may also be given to the effect that no clerk of above category of your districts is left out in the said compilation/verification.

List of documents which are required to be submitted to this directorate is as under:-

1. Attested copy of Appointment orders and joining.
2. Mode of recruitment.
3. Attested copy of Termination orders, if any.
4. Attested copy of Re-engagement orders, if any.
5. Attested copy of Academic qualification (from matric onwards)
6. Attested copy of Bonafide (Himachali) certificate.
7. Attested copy of orders of type test qualified.
8. Character certificate.
9. Work and Conduct certificate.
10. Attested copy of Category/ Caste certificate.
11. Certificate of three-year continuous service as on 30.09.18.
12. Photocopy of latest Medical fitness certificate which should be in accordance with the provisions contained in FR 10 and SR 4(1), 4(2) and 4(3).

This information is also available on the departmental website [www.educationhp.org](http://www.educationhp.org).

*[Signature]*  
 Jt. Director Higher Education (A)  
 Himachal Pradesh.

Endst. No. Even

Dated: Shimla, the

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Copy to the following for information and necessary action please:-

1. The Secretary (Education) to the Government of Himachal Pradesh for information.
2. The Director of Elementary Education Himachal Pradesh with the request that information with regard to the officials presently working under his kind control may be supplied to this Directorate in consolidated manner at earliest please.
3. DA dealing with the establishment of Directorate of Higher Education HP internal for similar action.
4. Guard file.

5. Incharge IT Cell please upload the said letter on official website.

*[Signature]*  
 Jt. Director Higher Education (A)  
 Himachal Pradesh.