

OFFICE- ORDER

On the recommendations of Departmental Promotion Committee, the following 10+2 (Ten Plus Two) pass Class-IV employees working in the various educational offices / institutions and who were left out earlier, are hereby promoted to the post of clerk from the date shown against each in the pay scale of Rs. 5910-20200 plus Rs. 1900 Grade Pay plus usual allowances as admissible from time to time and as such posted in the institutions given below against the existing vacancies:-

S.N	Sty. No.	Name of official	Name of Institution	D.O.B.	D.O.A	Category	Place of Posting	Remarks
1.	1-A	Ludar Chand	GMS Bahwa u/c GSSS Nirmand (KLU)	05.04.75	17.04.02	SC	GSSS Pini, Distt. Kullu	On notional basis w.e.f. 27.09.14
2.	96	Bimla Devi	GSSS Sianj (MND)	08.04.70	12.08.08	Gen	GSSS Sainj, Distt. Mandi	With immediate effect

Terms and Conditions

1. The concerned head of office will ensure before reliving/implementation of the promotion orders of the official that the work and conduct of the official concerned of previous five years is satisfactory and no complaint/ inquiry/vigilance case/court case/police case is pending against the official and he/she is not under suspension.
2. The concerned head of the office will also ensure before relieving/implementation of the orders of the official that he/she has completed five years regular service or regular combined with continuous adhoc service rendered, if any, in the grade.
3. The concerned head of the office will also ensure before relieving/implementation of the orders of the official that official has not been promoted/ appointed to the post of L.A., if so, promotion orders of the said official shall be treated stands withdrawn.
4. The concerned head of the office will also ensure the verification of the qualification certificates i.e.10+2 (Ten Plus two) certificate and other qualification certificates of the official. It shall also be ensured that official so promoted has enquired his/her 10+2 or its equivalent qualification from recognized Board/ University (may see official website of this department or HPBOSE in this regard, if required).
5. Officials so promoted as clerks will qualify the typing test on computer with a minimum speed of 25 words per minute in English Typewriting or 20 words per minute in Hindi Typewriting within in the probation period and during the period, if the candidates fail to qualify the typing test within the prescribed period, their probation period will be extended. During this period the incumbents will get one more chance, if the candidates still failed to qualify the typing test in the extended period they will be reverted from clerk to class-IV posts.

