

No.- EDN-HE(1)3(2)-01/21 regu. of cont. clk  
Directorate of Higher Education  
Himachal Pradesh.

Dated: Shimla-171001, the

06/09/2021

06 SEP



To

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

Subject: Regarding Seniority/regularization of clerk/JOA(IT) appointed on contract basis.

Memo:

With reference to Department of Personnel Government of Himachal Pradesh letter no. PER(AP)-C-B(2)-1/2019 dated 30.03.21 on subject cited above.

In this context, it is informed that some clerk/JOA(IT) are going to complete three years of continuous service on contract basis as on 30.09.2021 and will eligible for regularization. Therefore, 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/JOA(IT) who will complete three years of continuous service on contract basis as on 30.09.21 on Proforma "B" and forward the same to this directorate after compiling/verifying as per information/documents required below within fifteen days on Proforma- "A". 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/JOA(IT) of above category of your districts is left out in the said compilation/verification. It is also ensured that information for regularization of clerks and JOA(IT) be submitted separately.

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

1. Attested copy of Appointment orders.
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 metric onwards)
6. Attested copy of Bonafide (Himachali) certificate.
7. Attested copy of the order of type test qualified.
8. Character certificate.
9. Work and Conduct certificate.
10. Attested copy of category/ caste certificate, if any .
11. Certificate of three-year continuous service as on 30.09.21.
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.education.hp.gov.in](http://www.education.hp.gov.in)

Addl. Director Higher Education (A)  
Himachal Pradesh.

Endst. No. Even Dated: Shimla, the 2021

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. In-charge IT Cell (Internal) to upload these instructions on departmental website.
5. JOA(IT) regularization file.
6. Guard file.

Addl. Director Higher Education (A)  
Himachal Pradesh.

Endst. No. Even  
No. EDN-HE(1)3(2)-01/21 regu. of cont. clk

Dated 08/09/21

Office of the Dy. Director of Higher Education Una  
Forwarded in Original to the Chief Medical Officer/BMO in UNA Distt. for  
Information and action please.

