

No-EDN –KGR- E-II-(C&V) Apptt. Trainee-A&CT
Office of the Dy. Director of Elementary Education
Kangra at Dharmshala
Dated : Dharmshala 176215
OFFICE ORDER

Conf. Director of
Elementary Education

28 NOV 2025
Nov. 2025

Dispatch No. 6032-34
Kangra at Dharamshala

On the recommendation of HP Rajya Chayan Ayog, Hamirpur, following candidates are hereby appointed as Art & Craft Teacher in order of merit as Trainee A&CT, subject to the final outcome of CWP No. 6762/2025 titled as Jitender Verma VS State of HP, on the fixed salary equal to 60% of the first cell of the applicable level of the pay matrix of the corresponding cadre of employees, appointed/ working on regular basis. The appointees are directed to report for duty in the respective schools of their posting, as shown against their names within the prescribed time, subject to the acceptance and fulfilment of specific terms and conditions in addition to the usual terms and conditions of appointment annexed as annexure –A.

1 Since the appointment is being given purely as trainee A&CT, the appointee will have to execute a bond on the judicial paper with the Headmaster/Principal of the concerned school where he/she is posted, that he/she has carefully gone through the conditions of appointment and the conditions imposed are acceptable to him. The joining report will be accepted only after the execution of the requisite bond between the Head of the institution and the appointee.

2 It will be the personal responsibility of the candidate /individual to inform this office through the Principal / Headmaster of the concerned school that he/she has joined the place of his /her appointment on or before the schedule period failing which his /her appointment shall stand withdrawn on the expiry of the stipulated date and time and he/she will be debarred from appointment.

3 That the educational and professional qualification possessed by the candidate will be the same as prescribed by the department for the post of A&CT in the concerned post. The DDO concerned can check this from the departmental website. **The head of the school will also ensure that the educational and professional qualification possessed by the candidate is from a recognised University. Necessary verification to this effect is to be made by the head of the concerned school.** Duly attested copies of certificates awarded to the candidate by the recognized Universities/Board, be kept in the office records.

4 That each candidate being offered appointment as A&CT will have to ensure that he/she has acquired complete knowledge of latest CCS/CCA conduct rules with in a fortnight of the date of joining duties and will submit an undertaking to this effect in writing to his/her head of school.

5 He/she is being posted in non sub cadre area temporarily due to non availability of vacancy in sub cadre area he/she is to serve in sub cadre area as and when vacancy arises in this area. If these specific as well as usual terms and conditions are acceptable to the candidates he /she will report for duty at the institution of his /her posting within Fifteen days from the date of issue of these orders along with documents required to be produced as per terms of this order and will execute the requisite bond, failing which the offer of appointment shall automatically stand cancelled and the candidate will have no right to claim it.

Sr No.	Name & address of candidate Sh. /Smt.	DOB	Category	Place of posting
1	Nisha Kumari D/O Krishan Dev W/O Rakesh Kumar Vill. Majehar PO Garoru Teh. Tihra Distt. Mandi Distt. Mandi HP-175026	05.12.1987	Gen-UR	GSSS Sarimolag (KGR)

Dy. Director of Elementary Education
Kangra at Dharmshala

Endst. No. Even Dated Dharamshala the Nov. 2025
Copy for information and necessary action to :--

- 1 The Director of Elementary Education HP Shimla for information please.
- 2 The Principal/ Headmaster of the concerned school with the directions that before accepting the joining report of a candidate a bond on the judicial paper (in Triplicate) is required to be executed between the Head of institution and the Trainee appointee as per specimen copy enclosed. Original copy of the bond will be retained in the office of the school, other copy is to be handed over to the appointee and third copy will be forwarded to this office along with joining report. Their joining will be incomplete if this office has not received aforesaid documents. The Joining of appointee will be treated from the date of signing the bond.
- 3 The DA dealing with seniority (Internal).
- 4 The concerned candidate.
- 5 The concerned Employment Exchanges.
- 6 The Chief Medical Officer, Kangra at Dharamsala


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TERMS AND CONDITIONS OF TRAINEE APPOINTMENT (C&V)

- 1 The concerned candidate will have to produce the medical fitness certificate from the CMO/MO of the area concerned at the time of his /her joining.
- 2 The candidate concerned shall have to submit a declaration to the effect that if married he/she has only one living spouse. The women candidates will declare that she has not married a person having a living wife.
- 3 The concerned candidate shall have to produce attested copies of his/her academic/professional qualifications/domicile/date of birth etc.
- 4 The concerned candidate shall have to produce a character certificate from the competent authority.
- 5 The concerned candidate shall have to furnish a declaration to the effect that he/she is not a dismissed employee of any Govt./Semi-Govt. Deptt. /Organization.
- 6 The appointment may be terminated at any time by a month's notice on either side without assigning any reason.
- 7 The concerned candidate will have to make an oath of allegiance /faithfulness to the constitution of India.
- 8 The candidates belonging to SC/ST/OBC etc. will furnish the requisite certificate on the prescribed format only, issued by the competent authority.
- 9 His/her retention in service is subject to his/her character being found satisfactory, which should be got verified by the concerned head of the school within the period of three months.
- 10 He /she will have to submit in writing whether he/ she was ever convicted by any criminal court and if so the particulars of the offence and punishment be stated. Failing to disclose the facts, will render himself or herself liable to be removed from service without any notice as and when the factual position comes into light.
- 11 The candidate concerned shall have to produce a certificate of his /her being a citizen of India and bonafide candidate of Himachal Pradesh.
- 12 In case the candidate belongs to IRDP family he/she shall have to produce a certificate to this effect from the concerned Block Development Officer.
- 13 In case any of the certificate/information produced /given by the candidate is found false /wrong later on his/her services will be terminated.
- 14 The appointee shall have to serve in the difficult area/sub cadre area for a minimum period of five years.
- 15 If any factual error come into the notice of this department at any later stage this offer of appointment can be withdrawn.
- 16 **The academic and professional certificates of the candidate must be got verified from the concerned board/University by the DDO concerned, within Two months of joining.**


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