

Scheme for engagement as **Job Trainees** on fixed amount in the departments of the State Government.

Government of Himachal Pradesh
Department of Personnel
(APPOINTMENT-III)

No.PER(AP)-C-B(15)-3/2024

Date: 19th July, 2025

NOTIFICATION

INTRODUCTION

For some time past, the need to foster a professional and well-prepared workforce through a structured, performance-driven framework has been under active consideration. After careful deliberation, the State Government has now decided to introduce a new scheme for the engagement of Job Trainees in Group-A, Group-B and Group-C cadres of the Government and its instrumentalities.

2. AIMS AND OBJECTIVE OF THE SCHEME:-

- a. **Greater Accountability:** The new scheme is expected to bring greater accountability among new entrants.
- b. **Motivation and Professionalism:** The scheme aims to foster motivation and professionalism among entrants.
- c. **Improved Governance:** Ultimately, the reform-oriented engagement framework is expected to strengthen the administrative machinery and enhance the quality of governance.

This initiative is aimed at institutionalizing a transparent, merit-based selection process and fostering the development of a professional, well-prepared workforce through a structured and performance-driven framework. Under this scheme, candidates selected through open competitive examinations will be engaged as Job Trainees on a consolidated fixed amount. During this Job Trainee tenure, they will undergo role-specific training and gain practical experience, enabling them to develop the requisite knowledge, skills and orientation for public service delivery.

As mentioned above this reform-oriented framework is expected to bring greater accountability, motivation and professionalism among new entrants, ultimately strengthening the administrative machinery and enhancing the quality of governance.

3. DEFINITIONS:-

- a. **"Authorised Authority/Agency"** means an authority or agency authorised by the Government to select candidates for engagement under this scheme and to make recommendations to the requisitioning Department, Authority, Board, Corporation, etc.
- b. **"Competent Authority"** means an authority competent to make appointment to the service/post;
- c. **"Engagement"** means engagement as a Job Trainee;
- d. **"Job Trainee"** means a person engaged for training and acquiring experience and suitability before appointment/regularisation.

See,
4. APPLICABILITY OF THE SCHEME:- This Scheme shall be applicable to Group-A, Group-B and Group-C posts/services in all departments of the State Government, except posts/services included in **Annexure-A** appended to this scheme.

5. PROVISIONS:-

- i. Under this scheme, new engagements shall be made in all departments of the State Government where job trainees are required for Group-A, Group-B and Group-C posts/services.
- ii. All the persons engaged under this scheme shall be paid monthly consolidated fixed amount. The services of the persons engaged under this scheme on completion of two years' period as Job Trainee in the relevant financial year, shall be considered for regularization in the succeeding financial year, as per instructions issued by the Government from time to time, subject to passing of qualifying examination or efficiency bar test successfully.
- iii. A Job Trainee by no stretch of imagination will be government employee and shall be governed by this scheme only. Any benefit available to Government employees on regular basis shall not be given to a candidate engaged under this scheme. The candidates engaged under this scheme cannot claim such

benefits in this regard. A guarantee/affidavit to this effect shall be secured before giving the engagement order, as per Annexure-B appended to this scheme.

- iv. The person being engaged under this scheme shall be paid consolidated fixed amount as may be decided by the Government (Finance Department) by issuing separate instructions. The amount so decided will also be indicated in the advertisement to be issued by the Authorised Authority/ Agency while inviting applications for engagement under the scheme.
- v. As the Economy Instructions of the State Government apply to the Boards/Corporations/Grant-in-Aid Institutions also, this Scheme will also apply to them subject to the approval as per the Rules of procedure of such organisation. However, the Departments, Boards/Corporations, etc. as well as the Grant-in-aid Institutions shall have to obtain the prior approval of the Appropriate Authority/Finance Department through the Administration Department before making engagements under this scheme.
- vi. The approval of State Government shall not amount to filling up the posts in government departments. The Job Trainee engaged under such Autonomous institutions shall remain the Job Trainee of such Autonomous Institution.
- vii. The reservation policy of the State Government shall be strictly followed where the engagements are made under this scheme. Therefore, this scheme shall be applied also to the engagements given against the reserved and the backlog requirements and such engagements shall be considered against the roster points.
- viii. Selection for engagement under this scheme shall be made only through the Authorised Authority/Agency.
- ix. If, at any stage, it is found that the person engaged under this scheme does not fulfill the criteria for the post or ineligible, the person can be relieved after issuing notice according to the conditions of the agreement during the period of engagement.
- x. If, at any stage, it is found that the person engaged under this scheme, is involved in any misconduct, embezzlement, criminal proceedings, sexual harassment at work place, etc., the engagement shall be terminated after affording an opportunity of being heard.
- xi. An incumbent engaged on fixed amount under this scheme will be entitled to TA/DA, if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counterpart official at the minimum pay scale.
- xii. The person engaged under this scheme shall be eligible for Medical benefit schemes under HIMCARE/Ayushman Bharat, as applicable and such persons shall become the member of

- the scheme. The Government medical rules shall not be applicable to such Trainees.
- xiii. The person being engaged under this scheme with monthly fixed amount shall have to perform all the duties as assigned by the Competent Authority of the department, in which he is engaged.
- xiv. All engagements on batch-wise basis shall also be made under this scheme, on the monthly consolidated fixed amount.
- xv. The general conditions of this engagement to be made as Job Trainee in monthly fixed amount shall be governed as per the agreement attached herewith as Annexure-C which shall have to be mentioned in the advertisement as well as also in the engagement order.
- xvi. All the engagements on monthly consolidated fixed amount are to be made according to the specified selection procedure.
- xvii. The incumbent engaged under this scheme shall have to pass the prescribed post training examination. After the second year of Job Trainee period, the candidates will be required to clear a qualifying examination or efficiency bar test based on the work profile of the respective posts, as a prerequisite for appointment to an appropriate pay scale, which shall be conducted by an agency as may be prescribed by the Government from time to time. The nature, syllabus etc. of the examination shall be determined/finalized by the Competent Authority in consultation with the examination agency.
- xviii. It is compulsory to obtain prior approval of the Appropriate Authority/Finance Department before initiating proposal for recruitment as Job Trainee with monthly consolidated fixed amount by engagement in all the cadres of Group-A, Group-B and Group-C in the Departments/Organizations under the State Government.
- xix. The Competent Authority/Requisitioning Authority while placing requisition to the Authorised Authority/Agency shall specify the same eligibility criteria and selection process as prescribed in the Recruitment and Promotion Rules of the post/service concerned. The requisitions to the Authorised Authority/Agency shall be made through the Directorate of Recruitment, wherever applicable.
- xx. Any service Rule including CCS/CCA/Leave Rules/Pension Rule or any other rules as applicable to government servants shall not be applicable to the persons engaged under this scheme.

M. Indhade
Secretary (Personnel) to the
Government of Himachal Pradesh

Enclosure: Annexure.

To:-

1. All the Administrative Secretaries to the Government of Himachal Pradesh
2. All the Divisional Commissioners in Himachal Pradesh
3. All the Heads of the Departments in Himachal Pradesh
4. All the Deputy Commissioners in Himachal Pradesh
5. All the Chairmen/Managing Director/Secretaries & Registrars of all the Public Sector Undertakings/Corporations/Boards/Universities, etc. in Himachal Pradesh.
6. The Secretary, HP Public Service Commission, Shimla-2.
7. The Secretary, HP Rajya Chayan Aayog, Hamirpur.
8. The Joint Secretary (GAD) to the Government of Himachal Pradesh, Shimla-2 w.r.t. item No.5 of CMM meeting dated 31.05.2025.

Dr. J. S. Arora
Under Secretary (Personnel) of the
Government of Himachal Pradesh

Annexure-A

List of posts/services which are out of purview of this scheme.

Sl.No.	Name of Post/Nomenclature
1.	All posts/services filled through the Himachal Pradesh Administrative Services Combined Competition Examination.
2.	Civil Judge
3.	Assistant Professors, Associate Professors and Professors of various disciplines in the Government Medical Colleges of the State.
4.	Professors of various disciplines in Ayush Vibhag.
5.	Assistant Conservator of Forests (ACF)
6.	Naib Tehsildar
7.	Section Officer (HPF&AS)
8.	Assistant State Taxes & Excise Officer
9.	Constables (Male/Female) in Police Department

Annexure-B

DRAFT AFFIDAVIT

I _____ aged _____ resident of _____ do hereby solemnly affirm and declare on oath as under:-

1. That I have read the terms and conditions of engagement with fixed amount, on agreement basis, as conveyed vide Letter/ Notification No....., dated..... and I fully agree with the said terms and conditions. I have also received a copy of these terms and conditions. I accept the offer of engagement with fixed amount as enunciated therein, and perform duties as Job Trainee..... (Name of the post). I understand that during my training period on fixed amount as Job Trainee..... (Name of the post), benefits received by a regular government employee shall not be admissible to me. The deponent undertakes that he shall not claim any benefit as admissible to a regular government employee, for the period of training on fixed amount, as Job Trainee..... (Name of the post).
2. That the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing material has been concealed therefrom.

Verified at (Name of place) on this the day of (Name of Month), (Year).

Place.....

Date.....

DEPONENT

Annexure-C

Draft Agreement

The terms and conditions of the incumbent engaged as **Job Trainee** on consolidated fixed amount on the **Group-A, Group-B and Group-C** posts of..... under Department:-

- (1) Shri/Smt./Ku.has been engaged as Job Trainee with a consolidated fixed amount for a period of two years from his joining date on a monthly consolidated amount of Rs....., as decided/notified by the Finance Department vide Letter/O.M No.....dated
- (2) Shri/Smt./Ku. shall not be entitled for any of the benefits as admissible to regular government employee nor can he demand such benefits.
- (3) Shri/Smt./Ku. shall be entitled to travelling and daily allowance as per the provisions of the instructions of the Finance Department issued from time to time, if required to go on tour in connection with his official duties at the same rate as applicable to regular counterpart official at the minimum pay scale.
- (4) The Job Trainee engaged under this scheme 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 Job Trainee engaged under this scheme with less than two surviving children, may be granted maternity leave for 180 days'. A female Job Trainee engaged under this scheme 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 authorised Government Medical Officer. A Job Trainee

engaged under this scheme shall not be entitled for medical re-imburement, LTC, etc. No leave of any other kind, except above, will be admissible to the Job Trainee engaged under this scheme. 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.

Unauthorised absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the Job Trainee engaged under this scheme. However, in exceptional cases, where the circumstances for un-authorised absence from duty were beyond his control on medical grounds, such period shall not be excluded while considering his case for regularisation/conversion in regular pay-scale but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the Job Trainee engaged under this scheme shall not be entitled for any remuneration for this period of absence from duty.

Any.

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

- (5) Selected Job Trainee, engaged under this scheme, will have to submit a certificate of his fitness issued by the Government Medical Officer. In case of women candidates who are to be engaged for training carrying hazardous nature of duties, such woman candidate, who 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 until the confinement is over. Such a woman 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 to the post kept reserved for her.

- (6) The persons engaged under this scheme shall be eligible for Medical benefit schemes under HIMCARE/Ayushman Bharat, as applicable, and such persons shall become member of the scheme. The Government medical rules shall not be applicable to such job trainees.
- (7) Any service Rule including CCS/CCA/Leave Rules/Pension Rule or any other rules, as applicable to government servants, shall not be applicable to the persons engaged under this scheme.
- (8) The person being engaged under this scheme with monthly fixed amount shall have to perform all the duties as assigned by the Competent Authority of the department, in which he is engaged.
- (9) Shri/Smt./Ku. shall normally be given training during office hours. However, he shall have to perform tasks beyond office-hours, if instructed by the concerned authority.
- (10) Shri/Smt./Ku. shall give a guarantee as per the Annexure-B enclosed herewith.
- Reg.
(11) After the period as Job Trainee for two years, Shri/Smt./Ku. shall be considered for regularisation on the relevant post in regular pay scale, keeping in view the following points:-
- (A) The regularisation of such Job Trainee in regular pay-scale shall be considered only on passing of qualifying examination/efficiency bar test successfully.
- (B) Shri/Smt./Ku. shall not be regularised in regular pay-scale, if he does not pass the prescribed post-training examination as required under this scheme.
- (12) (A) The misconduct of the Job Trainee proved after inquiry from competent authority by following principles of natural justice or due to lack of fitness/ability for the post of, his engagement shall be terminated. In case, the Job Trainee

is not satisfied with the termination orders, he may prefer an appeal before the Appellate Authority who shall be higher in rank to the Authority making such order, within a period of 45 days, from the date on which a copy of termination orders is delivered to him.

(B) In case of voluntarily resignation by the Job Trainee, he may get relieved after submitting one month's notice and after acceptance of resignation. But if any bond has been executed under pre-service training, he shall pay the amount of such bond.

2nd

.....
Signature of job trainee

.....
Signature of the Authorised Officer.

Place:

(1)

Signature,

Name & Address of witness

Date:

(2)

Signature,

Name & Address of witness
