



Ref. No. KPARDB/Admn.-06/2025-26/

**Appointment Orders**

Refer to recruitment advertisement dated 22.11.2024 for the recruitment to the 24 posts under various categories through IBPS, Mumbai and subsequent approval of waiting panel accorded by the Registrar, Cooperative Societies, Himachal Pradesh vide letter No. 5-MC-KPARDB/94-Coop.(C&M)-II dated 20.09.2025, the Bank Management is pleased to appoint following candidates as Trainees in the Bank:-

S. No.	Name of Candidate	IBPS Roll No.	Appointed as Trainee in the post of	Category/Sub-category	Minimum Pay and level as per 7 <sup>th</sup> Central Pay Commission	Place of Posting
1	Sh. Rohit Thakur S/o Sh. Sheesh Ram, Vill & P.O. Sapnot, Tehsil Karsog, Tehsil Mandi, HP. 175010	1110000040	Assistant Manager	GEN(UR)	Rs. 25,500/- (Level-4)	B.O. Nadaun, Distt. Hamirpur, HP
2	Sh. Gulshan Kumar S/o Sh. Netar Singh, Village Majaon, Post Office Khuhan, Tehsil Bali Chowki, Distt. Mandi, HP. 175106	1410000069	Assistant Manager	GEN(UR)	Rs. 25,500/- (Level-4)	B.O. Dadasiba, Distt. Kangra, HP
3	Sh. Shubham Sharma S/o Sh. Vidya Parkash Sharma, Vill & P.O. Ratti, Tehsil Balh, Distt. Mandi, HP. 175008	1410000154	Recovery Supervisor/OA	GEN(UR)	Rs. 21,700/- (Level-3)	B.O. Thural, Distt. Kangra, HP
4	Sh. Harpit S/o Sh. Balbir Singh, Village DharJatta, Post Office Bhumti, Tehsil Arki, Distt. Solan, HP. 173221	2210000094	Recovery Supervisor/OA	GEN (PwBD)	Rs. 21,700/- (Level-3)	B.O. Ispur, Distt. Una, HP
5	Sh. Nitish Bhardwaj S/o Sh. Piar Singh, Vill. Kallar, P.O. Kotlu Brahmana, Tehsil Ghumarwin, Distt. Bilaspur, HP. 174029	1810000249	Recovery Supervisor/OA	GEN (WFF)	Rs. 21,700/- (Level-3)	B.O. Nagrota Surian, Distt. Kangra, HP

**Terms and conditions for the above appointments are as follows:-**

- 1) That these appointments shall be governed by the "**Himachal Pradesh Recruitment and Conditions of Service of Government Employees Act, 2024**" which has come into force from 20.02.2025 and the Employees Service Rules of this Bank.
- 2) The candidates at Sr. No. 1 to 2 shall be engaged as Trainee Assistant Manager and the candidates at Sr. No. 3 to 5 shall be engaged as Trainee Recovery supervisor/OA.
- 3) The candidate engaged as Trainee shall sign an agreement as per "**Annexure-A**" appended to these orders.
- 4) The regularisation of the incumbents engaged as Trainees will be governed by the instructions issued in this regard by the Government, after completion of training.
- 5) The Trainees will be paid consolidated fixed amount per month, which shall be **60%** of the first cell of the applicable level of pay matrix of the corresponding cadre.

The candidates engaged as Trainee shall not be entitled for the service benefits as are admissible to Government employees on regular basis.

- 7) The service of the Trainee will be governed on the basis of agreement (**Annexure-A**). The engagement is liable to be terminated in case the performance/conduct of the Trainee is not found to be satisfactory. In case, the Trainee is not satisfied with the termination orders served by the Engaging Authority, he/she may prefer an appeal before the Appellate Authority who shall be higher in rank to the Engaging Authority, within a period of 45 days, from the date on which a copy of termination orders is delivered to him/her.
- 8) The Trainee engaged 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 Trainee engaged with less than two surviving children, may be granted maternity leave for 180 days'. A female Trainee engaged 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 Trainee engaged shall not be entitled for medical re-imbursement, LTC etc. No leave of any other kind, except above, will be admissible to the Trainee. 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.
- 9) Unauthorised absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the Trainee. However, in exceptional cases, where the circumstances for un-authorised absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while considering his/her case for regularisation but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the Trainee shall not be entitled for any remuneration for this period of absence from duty.  
*Provided that he/she shall submit the certificate of illness/fitness in support of his/her illness, issued by the Medical Officer, as per prevailing instructions of the Government.*
- 10) Selected candidate will have to submit a Medical fitness certificate from the Chief Medical officer/ Medical Officer of the area concerned. In case of women candidates who are to be engaged for training to carry out hazardous nature of duties 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 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.
- 11) Trainee will be entitled to TA/DA if required to go on tour in connection with his/her training duties at the same rate as applicable to regular counterpart official at the minimum of pay scale.
- 12) Provisions of service rules like FRSR, Leave Rules, GPF Rules, Pension Rules and Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of a Trainee. The Employees Group Insurance Scheme as well as EPF/GPF will also not be applicable to a Trainee.
- 13) The Trainees will have to submit certificates of educational qualifications and certificate showing proof of your age and a character certificate from competent authority or Gazetted Officer to whom you are known for last ten years.
- 14) The services of the trainees will be purely on temporary basis. The appointment will be liable to be terminated in case the performance/conduct of the trainee is not found satisfactory. This temporary hiring shall not confer any right to claim regularization before the period of 2 years at any stage.
- 15) The Trainees will not be entitled for joining time, T.A. /D.A. on first reporting for duty in the Bank.
- 16) The Trainees will have to submit the required documents duly attested viz. Academic qualification, Bonafide certificate, Character certificate, Category/Sub category Certificate etc. at the time of joining in the Bank.
- 17) The Trainees will have to give an undertaking in writing that they were never convicted by any court of Law and in case of concealing of facts their services are liable for termination.
- 18) The Trainees will have to submit a declaration to the effect that if married, they have only one spouse living. The woman candidate will declare that she has not married a person having a living wife.
- 19) The Trainees will have to furnish a declaration to the effect that they are not a dismissed employee of any Govt./Semi Govt. Department/Organization.
- 20) The services of the Trainees shall be transferable after completion of Two years tenure at one place of

posting on need based basis wherever required on administrative grounds.

- 21) The Trainees will not be entitled for any honorarium during the period of unauthorized absence and any other allowance like Bonus/Ex-gratia.
- 22) The Trainees will have to deposit a cash security in the tune of Rs. 1,000/- in the Bank.
- 23) The Trainees will have to undergo a periodical training programmes on the date and time to be communicated to you in due course of time.
- 24) The kith and kin of the Trainees shall have no claim for employment in the Bank on Compassionate ground basis under the policy.

If these terms & conditions are acceptable to you, then you are directed to report yourself for duty at your place of posting within **15 (Fifteen)** days from the receipt of this letter, failing which the order will automatically stand cancelled.

Endst. No. Even/2025-26/

General Manager  
21<sup>st</sup> November, 2025

Copy for information to:-

- 1) The Hon'ble Chairman of the Bank.
- 2) The Branch Manager, B.O. J.T. .... with the direction to accept joining of the official after collecting all the requisite documents from the Trainee.
- 3) All Section Incharges at Head Office.

General Manager.