

No.Per(AP-B)A(3)6/2020  
Government of Himachal Pradesh  
Department of Personnel (Appointment-II)

From

The Secretary (Personnel) to the  
Government of Himachal Pradesh

To

1. All Administrative Secretaries to the Government of Himachal Pradesh
2. All Heads of Departments in H.P.
3. All the Managing Director/Member Secretary/Commissioner/Secretary/Chief Executive Officer of Boards/Corporations/Councils/Authority/Municipal Corporations/Co-Operative Banks in Himachal Pradesh

Dated Shimla-171002, the 17<sup>th</sup> November, 2025

Subject

**Regarding carrying out amendments in the HPPSC Form-23 in pursuance to the instructions issued by the Government vide Notification No. Per(AP-C)B(15)-3/2024-loose dated 19-07-2025.**

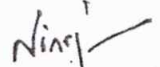
Sir/Madam,

I am directed to invite your attention towards this Department's letter No.Per(AP-B)A(3)2/2014 dated 18.12.2018 and letter of even number dated the 16<sup>th</sup> October, 2020 vide which it was made mandatory for all the Departments as well as Boards./ Corporations/ Autonomous Bodies to send the requisition on the revised check list alongwith Form-23.

2. The Himachal Pradesh Recruitment and Conditions of Service of Government Employees Act, 2024 has come into force. In accordance with this Act, a new Scheme for the engagement of Job Trainees in Group-A, Group-B and Group-C cadres of the Government and its instrumentalities has been formulated by the Personnel Department vide Notification No. Per(AP)-C(-B(15)-3/2024 dated 19th July, 2025. Consequently, Form-23 has been revised to align with the provisions of the Scheme. The modified Form-23 is annexed.

3. It is, therefore, requested that the requisition may be sent to the Commission in the revised Form-23, duly signed by an officer not below the rank of Under Secretary/Head of Institute to the Government of Himachal Pradesh, to enable the Commission to take further necessary action in the matter.

Yours faithfully,



(Niraj Kumar)

Deputy Secretary (Personnel) to the  
Government of Himachal Pradesh

Tel. No.0177-2880844

SE-3/0/11/14/15

**DIRECTORATE OF SCHOOL EDUCATION  
HIMACHAL PRADESH, LALPANI, SHIMLA-171001**

Directorate of School Education

16 DEC 2025

Himachal Pradesh  
December, 2025

**Endorsement No: EDN (SE)-H(1)A(7) /2025(PER), dated**

Copy is forwarded for information and necessary action to:-

1. All the Joint Director (Schools), Directorate of School Education, H.P. Shimla-1.
2. The Joint Controller (F&AS), Directorate of School Education, H.P. Shimla-1.
3. The District Attorney, Directorate of School Education, H.P. Shimla-1.
4. All the Nodal/Branch Officer, Directorate of School Education, Shimla-1.
5. All the Deputy Director of Education (Elementary/Secondary/Quality) in Himachal Pradesh with the directions that these instructions also be brought to the notice of all concerned under their jurisdiction.
6. ✓ The Nodal Officer-IT Cell, Directorate of School Education, Himachal Pradesh, Shimla-1 with the remarks to upload the same on departmental website.
7. The Assistant Controller (F&AS), Directorate of School Education, H.P. Shimla-1.
8. All the Branch Superintendent/Incharge, Directorate of School Education H.P. Shimla-1.
9. The Section Officer (F&AS), Directorate of School Education, H.P. Shimla-1.
10. P.S. to Director School Education, Himachal Pradesh, Shimla-01.
11. P.A. to Additional Director (Admn), Dte. of School Education, H.P. Shimla-1
12. Guard file.

(B.R. Sharma)HPAS,  
Addl. Director School Education,  
Himachal Pradesh, Shimla-1,

IT



## H.P.P.S.C. FORM 23

(TO BE FILLED BY THE ADDMINSTRATIVE DEPARTMENT WHILE SENDING THE REQUISITION TO THE HIMACHAL PRADESH PUBLIC SERVICE COMMISSION FOR MAKING DIRECT RECRUITMENT TO THE POST / SERVICE)

Sr. No.	Particulars	
1	<p><b>If Posts to be filled by direct recruitment (regular basis):</b></p> <p>(a) Designation of the post / service.</p> <p>(b) Scale of pay (in case of Regular post) as per H.P. Civil Services Revised Pay Rules, 2022.</p> <p>(c) Number of posts to be filled including category-wise reservation, if any.</p>	
2	<p><b>If posts to be filled by direct recruitment under Job Trainee Policy</b></p> <p>(a) Nomenclature of Job Trainee:</p> <p>(b) Consolidated monthly fixed amount (Approved by the Finance Department)</p> <p>(c) Whether prior approval of the Appropriate Authority/Finance Department has been taken before initiating proposal for recruitment to the post as Job Trainee.</p> <p>(d) Number of Job Trainee to be appointed/ selected including category-wise reservation, if any.</p>	

3	<p>(a) Class and service to which the post belongs (as per instructions of DoP issued vide letter No. PER (AP)-C-A (3)-5/2013-II dated 19-07-2025):</p> <p>(b)(i) Whether the post is ministerial (See F.R. 9(17)).</p> <p>(ii) Whether the post is scientific/ technical or connected with research.</p> <p>(iii) Whether the post is technical, quasi technical or non technical.</p>	
4	<p>If Posts to be filled by direct recruitment (regular basis)</p> <p>(a) Have Recruitment &amp; Promotion Rules for the post been framed and notified? If yes, enclose an updated copy of the rules alongwith latest amendments, if any.</p> <p>(b) If, according to the Rules, a percentage of vacancies is to be filled by direct recruitment, please state whether the present vacancy / vacancies fall in the direct recruitment quota.</p> <p>(c) If the Recruitment Rules provide for other method(s) of recruitment being tried before the direct recruitment is</p>	



	<p>resorted to, please indicate the action in that regard.</p> <p>(d) If post or one or more of these posts do not fall in direct recruitment, state if an order of relaxation has been / is being passed for its / their diversion to direct recruitment.</p>	
5	<p>If posts to be filled by direct recruitment under Job Trainee Policy</p> <p>(a) Specify the eligibility criteria and selection process in accordance with instructions of department of Personnel, issued vide Notification No. PER (AP)-C-B(15)-3/2024 dated 19-07-2025 &amp; subsequent letter dated 26-09-2025.</p> <p>(Duly authenticated by an officer not below the rank of Under Secretary to the Government of Himachal Pradesh/HOD)</p>	
6	<p>(a) Is the post permanent?</p> <p>(b) Is the post temporary?</p> <p>(c) If so, please state:-</p> <p>(i) When it was sanctioned?</p> <p>(ii) The period for which it has been sanctioned.</p> <p>(iii) Irrespective of the period of sanction how long it is expected to last and whether it is expected to</p>	

	be retained on a permanent basis, eventually.	
7	Is the post pensionable or non-pensionable	
8	Period of Probation ((In accordance with DOP instructions issued vide letter No. PER(AP)-C-A(3)-3/2023 dated 05/07/2025):	
9	Can the appointment/ engagement be terminated by notice? If so, on what conditions.	
10	(a) Job description i.e., a statement of the work done, responsibilities involved, skill or training required and personal requirements of the job.  (b) Place(s) at which the officer(s) will be required to serve.	
11	When will these selected candidates(s) be required to join?	
12	Can higher initial pay be granted for specially well-qualified and experienced candidates or to candidates for post/service for which there is dearth of qualified candidates? If so, please specify the limit, if any.	
13	Prospects of promotion to higher post(s) / service in higher time scales(s) of pay.	
14	Are there any provident funds or other benefits? Please specify.	
15	If Posts to be filled by direct recruitment (regular basis) Qualifications required: (a) Essential: (b) Desirable:	



	<p>(c) Are these qualifications in accordance with the Recruitment &amp; Promotion Rules? If not please state reasons for deviation.</p> <p>(d) Are the qualification relaxable? If so, by whom, for whom, to what extent and in what circumstances?</p>	
16	<p><b>If posts to be filled by direct recruitment under Job Trainee Policy</b></p> <p>Qualifications required:</p> <p>(a) Essential:</p> <p>(b) Desirable:</p> <p>(c) Are these qualification in accordance with instructions of department of Personnel, issued vide Notification No. PER(AP)-C-B(15)-3/2024 dated 19-07-2025 &amp; subsequent letter dated 26-09-2025.</p> <p>(d) Are the qualification relaxable? If so, by whom, for whom, to what extent and in what circumstances?</p>	
17	<p><b>If Posts to be filled by direct recruitment (regular basis)</b></p> <p>(a) Age-limits, if any.</p> <p>(b) Are the age-limits relaxable for Government Servants / Scheduled Castes / Scheduled Tribes / Other Backward Class / Demobilized Armed Forces Personnel or any other category of candidates? If so, to what extent?</p> <p>(Specific reply may be given with reference to each category).</p> <p>(c) Are these age limit is in accordance with</p>	

	Recruitment & Promotion Rules? If not, please state reasons for deviation.	
18	<p>If post to be filled by direct recruitment under Job Trainee Policy</p> <p>(a) Age-limits, if any.</p> <p>(b) Are the age-limits relaxable for Government Servants/ Scheduled Castes/other Backward Class /Demobilized Armed Forces Personnel or any other category of candidates? If so, to what extent? (Specific reply may be give with reference to each category)</p> <p>(c) Are these age limit is in accordance with instructions of Department of Personnel, issued vide Notification No. PER (AP)-C-B(15)-3/2024 dated 19/07/2025 &amp; Subsequent letter dated 26/09/2025</p>	
19	<p>(a) Are any posts reserved for Scheduled Castes/ Scheduled Tribes/ Other Backward Classes/ Demobilized Armed Forces Personnel or any other category of candidates? Please give details of reservation for each category.</p> <p>(b) Which of these posts are to be advertised as reserved for the first time ? (Reply category wise).</p> <p>(c) Are the reserved posts to be treated as unreserved, if suitable candidates of the category for whom the posts are reserved are not available?</p>	



20	<p>(i) Is the position of reservation given from (a) to (c) of Column No.19 above is in accordance with the extant rules / instructions / orders on the subject and the roster maintained in regard to these posts?</p> <p>(ii) If not, give reasons for deviations.</p>	
21	Any other condition(s) of recruitment(s) not covered by the above columns.	
22	Is recruitment to this / these post(s) necessarily required to be made through an examination? If so, quote the relevant rule.	

Date:

Place:

Signature \_\_\_\_\_

Name & Designation of the officer

(Not lower than the rank of Under Secretary to the Government of Himachal Pradesh)