

No. Per (SAS-I) B (2) -1/2010-L-I  
Government of Himachal Pradesh  
Department of Personnel  
(Secretariat Administration Services-I)

From

The Pr. Secretary (SA) to the  
Government of Himachal Pradesh.

To

1. All the Administrative Secretaries in H.P.
2. All the Divisional Commissioners in H.P.
3. All the Heads of Departments in H.P.
4. All the Managing Directors of PSU's.

Dated Shimla-2, the 5<sup>th</sup> December, 2023

**Subject: Regarding filling up of Ten (10) posts of Junior Scale Stenographer(s) against the higher vacant posts of Personal staff in H.P. Secretariat on secondment basis.**

**Sir/Madam,**

I am directed to refer to the subject captioned above and to say that **10 posts of Jr. Scale Stenographer(s)** are required to be filled up on secondment basis initially for a period of one year. These posts will be filled up from amongst the Steno- Typist(s) of various Government Department(s)/ Board(s)/ Corporation(s), in their own pay scale, subject to the conditions detailed as under:-


- (a) Who are having Bachelor degree from recognized University.
- (b) Who have rendered minimum 04 (four) years regular service in their respective Department(s) as on 31.10.2023.
- (c) Their initial appointment(s) in their parent organization/ department have been done through direct recruiting agency.
- (d) Higher Scale after 02 years must have been granted to them up till now.

Further, the relevant provision of the R & P Rules w.r.t the eligibility criteria are being re-produced hereunder:

1	Essential Qualification	Bachelor's Degree from a recognized University.
2	Speed in shorthand	English 80 WPM Hindi 70 WPM
3	Speed in typing on computer	English 40 WPM Hindi 30 WPM

You are, therefore requested to forward the application(s) of the eligible and willing Steno-Typist(s) alongwith their essential qualification certificate as well as complete ACR dossiers to the undersigned **within 15 days** from the date of issuance of this letter. The candidates will be required to qualify shorthand test either in Hindi or English in the first instance alongwith typing test on computer in English as well as Hindi as required in the Recruitment and Promotion Rules for the post of Junior Scale Stenographers.

**Yours faithfully,**

  
(Anjana Kumari)  
Under Secretary (SA) to the  
Government of Himachal Pradesh