

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

From

The Pr. Secretary (SA) to the  
Government of Himachal Pradesh.  
Shimla-171002.

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

18<sup>th</sup> August, 2022.

Subject: Regarding filling up of 10 (Ten) posts of Jr. Scale Stenographers on secondment basis in H.P. Secretariat.

Sir/Madam,

I am directed to refer to the subject captioned above and to say that 10 posts of Jr. Scale Stenographer in the Level-7 of the Pay Matrix of ₹ 28900-91600 plus Secretariat Pay of ₹ 1000/- plus Special pay ₹ 800/- in H.P. secretariat 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 Jr. Scale Stenographer of various departments/PSUs. The relevant provision of R&P Rules w.r.t. eligibility criteria is being re-produced hereunder:-

- |  |   |   |
|--|---|---|
| 1. <b>Essential Qualification</b>      | - | Bachelor's Degree from a recognized University. |
| 2. <b>Speed in shorthand</b>           | - | English - 80 WPM<br>Hindi - 70 WPM              |
| 3. <b>Speed in Typing on Computer-</b> | - | English - 40 WPM<br>Hindi - 30 WPM              |

You are, therefore, requested to forward the application form of the eligible and willing Jr. Scale Stenographers along with their ACR dossiers to this department **within 15 days** from the date of issue of said letter, to the undersigned. The candidates will require to qualify shorthand test either in Hindi & English in the first instance along with typing test on computer in English and Hindi as per the requirement of R&P Rules.

Yours faithfully,



Under Secretary (SA) to the  
Government of Himachal Pradesh.