

Registered Speed post

No. 1-18/2016-EXN-H-Estt.-36617  
State Taxes & Excise Department  
Himachal Pradesh.

From

The Commissioner of State Taxes & Excise,  
Himachal Pradesh.

To

Smt. Khushi attri W/o Lt. Sh. Mukul Attri, C/o Sh. Balbir  
Singh Near Gurudwara, UPP. Mohalla Uncha Parwanoo,  
Sector-I Parwanoo.

Dated: Shimla-171009

28 - 11 - , 2022

**Subject: - Regarding Typing test for the post of Jr. Office Assistant (IT) (on  
compassionate grounds).**

Sir,

With reference to this office letter No. 1-18/2016-EXN-H-Estt.-34702 dt.  
04.11.2022 vide which the Pr. Industrial Training Institute, Shimla was requested to  
conduct typing test and fix the date for the same.(second chance).

It is informed that the type test has been scheduled to be held on  
14.12.2022 at 11.00 AM in the O/o the Principal, Govt. Industrial Training Institute, Near  
Chaura Maidan, Shimla-4. The type test will be as per the Himachal Pradesh,  
Department of Personnel, Junior Office Assistant(Information Technology), Class  
III(Non-Gazetted) Ministerial Services, Common Recruitment and Promotion(second  
amendment) Rules,2020 vide Notification No. Per(AP)-C-A(3)-1/2007-III Dated  
28.05.2020. The computer typing speed must be 30 words per minute in English or 25  
words per minute in Hindi is required.

Therefore you are requested to appear at the above mentioned venue, date  
and time for the type test.

Yours faithfully,

(Suneel Sharma HAS)

Addl Excise & Taxation Commissioner(Admn./HQ),  
Himachal Pradesh, Shimla-9.

etc-hp@nic.in Ph. No. 0177-2621635

28 - 11 - 2022

Endst. No1-18/2016-EXN-H-Estt.-36618-21  
A copy is forwarded to the following for information:-

1. The Pr. Secretary(ST&E) to the Govt. of HP with reference to letter No. EXN-A(4)-1/2019 dt.  
02.12.2021
2. The Principal, Industrial Training Institute, Near Chaura Maidan, Shimla-4
3. Sh. Partap Singh and Sh. Nipun Kashyap, Asstt. Commissioner of State Taxes & Excise ,O/o the  
Commissioner of State Taxes & Excise, HP, Shimla 9 for information.
4. The Add. CST&E(IT) for uploading the letter on the official website.

(Suneel Sharma HAS)

Addl Excise & Taxation Commissioner(Admn./HQ),  
Himachal Pradesh, Shimla-9.

Handwritten notes in blue ink: "CO (IT) 29/11/22" and a signature.