No. 2-9/2019- EXN-H-Estt-2/189-04 State Taxes & Excise Department, Himachal Pradesh.

From

The Commissioner of State Taxes & Excise, Himachal Pradesh, Shimla- 171009

To

1. The Addl. Commissioner State Taxes & Excise, SZ, Shimla.

2. The Jt. Commissioner State Taxes & Excise, CZ/NZ, Mandi/Palampur.

 The Jt. Commissioner State Taxes & Excise, (FS), SZ/CZ/NZ, Parwarnoo/Una/ Palampur.

Dated Shimla- 171009

22-08- 2022

Subject:-

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

Sir,

Please find enclosed herewith a copy of letter No. Per(SAS-I)B(2)-1/2010-Loose dated 18.08.2022 received from the Pr. Secretary (SA) to the Government of Himachal Pradesh, Shimla whereby they have informed that 10 post of "Junior Scale Stenographer" are to be filled up on secondment basis initially for a period of one year.

You are requested to take the consent/option from the Junior Scale Stenographer who are ready to work in the H.P. Secretariat on secondment basis. The requisite option may be submit within 5 days.

Yours faithfully

Suneel Sharma (HAS)

Addl. Commissioner of State Taxes and Excise(Admin/HQ)
Himachal Pradesh, Shimla-9

Phone 2621635

Endst. 2-9/2019-EXN-H-Estt.- 36 | 95-96

Dated 92 - 08 - 2022

A copy forwarded for information and necessary action to:-

1. Sh. Anil Kumar, Ms. Chanchal Kumari, Sh. Ramesh Kumar, and Sh. Manmohan, Jr Scale Stneographer, O/o Commissioner of State Taxes & Excise,(HQ), Shimla.

IT Cell to upload the same in Department web site.

Addl. Commissioner of State Taxes and Excise(Admin/HQ)
Himachal Pradesh, Shimla-9

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 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. Essential Qualification

Bachelor's Degree from a recognized University.

2. Speed in shorthand

English - 80 WPM

3. Speed in Typing on Computer-

Hindi - 70 WPM English - 40 WPM

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 <u>within</u> 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.

3

Addi. CST & E (G-I) (Admi/HQ./TRU/CST)
Addi. CST & E (G-II) (Admi/HQ./IT/O/TAU/A, Tax)
JL/Dy. CST & E (HQ./IT/ERV/LTPUL.cga)
Dy./Assti. Controller (F&A)
Dy. CST & E (Tax/A, Tav/Exclos/ERJ/LTPUMAU)
Assti. CST & E (HQ./Tax/ERV/TAU/Helpdack & CRU)
Crede-1 / DA (E8H-)
PS/PA/Render

Yours faithfully,

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

Commissioner / State To Excise, Himachal Prodesh. 208-22

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