

**HIMACHAL PRADESH
PUBLIC WORKS DEPARTMENT**

PBW-B018/4/2025-ESTT.- I (Comp. No.: 302017)- 971011

Dated:- 07/09/26

From

The Engineer-in-Chief,

To

The Engineer-in-Chief (P)
HPPWD Shimla-02.

The Chief Architect,
HPPWD Shimla

All the Chief Engineers in HPPWD
All the Superintending Engineers in HPPWD
All the Executive Engineers in HPPWD
All the LAOs in HPPWD
All Branches in this office.

Subject:- Regarding filling up of Four (04) posts of Steno Typist(s) in HP Secretariat on secondment basis.

The Secretary (SA) to the Government of HP vide his letter No. Per (SAS-I) A (3)-3/2025 dated 31.08.2026 has requisitioned the applications from amongst the Steno Typist(s) of various Government Department(s)/ Board(s)/Corporation(s) in order to fill up 04 posts of Steno Typist (s) in HP Secretariat on secondment basis initially for one year in their own pay scale, subject to the following conditions:-

- (a) Who are having Bachelor degree from recognized University?
- (b) Who have rendered minimum 05(five) years regular service in their respective department(s) Board(s)/Corporation(s) as on 31.08.2026.
- (c) Their initial appointment(s) in their parent organization/department have been done through direct recruiting agency.

Further, the relevant provision of the Recruitment & Promotion Rules for the post of steno Typist notified vide this Department's Notification No. Per(SAS-1)A(3)-3/2025-L dated 06.07.2026, relating to the eligibility criteria are re-produced here under:-

1	Essential Qualification	Bachelor's Degree from a recognized University	
2	Speed in shorthand	English	60WPM
		Hindi	60WPM
3	Speed in typing on computer	English	35WPM
		Hindi	30WPM

It is therefore requested to circulate the letter dated 31.08.2026 amongst the Steno Typist(s) working under your jurisdiction and forward the application(s) of the eligible and willing officials alongwith their essential qualification certificate(s) as well as complete ACR dossiers to this office immediately so that same could be forwarded to the Pr. Secretary (SA) to the Govt. of HP within stipulated period. **While sending the applications and required documents, the information in respect of the official (s) on the point No. (a) & (b) may also be certified and enclosed.**

Encl:-As above.

Digitally signed by
DEEPAK KUMAR WALIA
Date: 07-09-2026
12:00:38
Registrar,
HPPWD Shimla-02.

Copy to Executive Engineer (IT) in this office for uploading the same on official website of department.


Registrar,
HP.PWD.Shimla-02.