

No. EDN-HE(1)B(2)-10/2014-Placement(Jr. Asstt.)
Directorate of Higher Education,
Himachal Pradesh

Dated Shimla-171001, the

शिक्षा निदेशन **MOST URGENT**

29 MAR 2017

March, 2017
शिमला - 1

To

The Deputy Director's of Higher/Elementary Education,
Shimla/Solan/Sirmour/Kinnaur/Kaza/Kelong/Kullu
Bilaspur/Hamirpur/Una/Mandi/Kangra/Chamba(H.P.)

Subject:- Particulars of Clerks for placement as Junior Assistant.

Memo,

On the subject cited above, it is informed that as per existing R&P Rules for the placement as Junior Assistant notified by the Govt., all such incumbent will be eligible for placement as Junior Assistant only if, they possess the minimum educational qualification of 10+2 and qualified type test. Department has time and again issued placement orders as Junior Assistant on the basis of their seniority in the cadre of Clerk with imposed the said condition in the placement orders, but it has come to the notice of the department that some Head of offices are ignoring the said conditions.

Now, it has been decided by the department that in future before making placement, it will be the personal responsibility of the Head of the offices/institution that the desired particulars of the concerned officials should be checked properly from the service book as well as from original record and same information should be forwarded to this Directorate on prescribed proforma enclosed herewith through proper channel as and when required by the department, failing which no placement orders will be issued of the concerned officials.

You are, therefore, directed to circulate the said letter to all the institutions/offices (Hr./Ele. both) situated in your Distt. for strict compliance and supply the particulars of the concerned officials shown in the list(ANNEXURE-A) **as well as leftout cases**, if any, to this Directorate on prescribed proforma alongwith photocopies of other documents, **within one month from the date of issuance of this letter**, so that placement as Junior Assistant of concerned officials could be issued accordingly.

The said letter is also available on the department web site i.e. www.educationhp.org.

Encl:

1. List of Clerks eligible for placement as Jr. Asstt.(ANNEXURE-A)
2. Proforma.

Director Hr. Education
Himachal Pradesh
March, 2017

Endst. No. Even Dated Shimla-171001, the

Copy to:-

1. The Director of Elementary Education for similar action please.
2. DA dealing with the service book (internal) for similar action.
3. The Supdt. ACR Branch, Dte. of Hr. Education with the directions that to complete the ACR dossiers of the above officials and supply these dossiers to E-I branch for further action.
4. Incharge Computer Cell, Dte. of Hr. Edu. for uploading on the departmental website.

Director Hr. Education
Himachal Pradesh

ANNEXURE-A**ACR's + Documents required for Placement of Junior Assistant**

Sr.No.	Sty. No.	Name	Place of posting	D.O.B	D.O.A
1.	3223	Prem Pal Attri	BEEO Nauradhar(Smr)	06.03.64	15.09.11
2.	3224	Darshan Singh	DDHE Chamba	26.01.73	06.09.11
3.	3225	Mohender Singh	GC Sarkaghat(Mnd)	03.02.76	06.09.11
4.	3226	Kodru Ram	GSSS Nankhari(Sml)	03.07.72	15.09.11
5.	3227	Sanjeev Kumar	GDC Joginder Nagar(Mnd)	29.05.70	06.09.11
6.	3228	Madan Lal	GSSS Bhaliyani(Klu)	26.10.74	06.09.11
7.	3229	Nek Ram	GHS Mangroor(Sln)	12.04.71	15.09.11
8.	3230	Nand Lal Verma	BEEO Sunni(Sml)	02.02.77	06.09.11
9.	3231	Rajeev Kumar	DHE HP	04.04.69	06.09.11
10.	3232	Tara Devi	DDEE Mandi	05.03.71	15.09.11
11.	3233	Babu Ram	DEE HP Shimla	18.11.68	06.09.11
12.	3234	Gopal Dass	DHE HP	20.01.74	06.09.11
13.	3235	Ramesh Kumar	BEEO Balh (Mnd)	12.04.71	15.09.11
14.	3236	Sanjay Kumar	DEE HP Shimla	02.02.77	06.09.11
15.	3236-A	Rajesh Kumar	GSSS Sujampur Tihra(Hmr)	28.07.73	06.09.11
16.	3237	Tarun Kumar	DDEE Chamba	04.04.69	06.09.11
17.	3238	Budh Ram	BEEO Nahan(Smr)	05.03.71	15.09.11
18.	3239	Pratap Singh	GSSS Dansa(Sml)	18.11.68	06.09.11
19.	3240	Meena Kumari	GBSSS Mandi(Mnd)	20.01.74	15.09.11
20.	3241	Vipin Kumar	6HP(i)coyNCC Una	14.08.77	15.09.11
21.	3242	Lal Singh	GSSS Nanidhar(Smr)	14.03.75	15.09.11
22.	3243	Sunita Devi	GGHS Bijhari(Hmr)	23.09.71	15.09.11
23.	3244	Gopi Ram	GSSS Balh Churani(Blp)	19.04.79	15.09.11
24.	3245	Sudesh Kumari	GSSS Kothi Deora(Sln)	03.01.66	15.09.11
25.	3246	Kanta Sharma	DDEE Shimla	20.08.65	15.09.11
26.	3247	Vidya Singh	GSSS Dhamwari(Sml)	13.11.70	15.09.11
27.	3248	Bhumeshwar Dutt	GSSS Dutt Nagar(Sml)	20.11.68	15.09.11
28.	3249	Ishwari Devi	BEEO Rohru(Sml)	02.09.65	15.09.11
29.	3250	Pardeep Kumar	GDC Dhaliara(Kgr)	08.07.71	15.09.11
30.	3251	Bhagat Ram	GHS Mangoo(Sln)	19.03.69	15.09.11
31.	3252	Madan Lal	GSSS Kakkarhatti(Sln)	19.05.72	15.09.11
32.	3253	Rakesh Kumar	GSSS Badoli(Una)	22.10.63	15.09.11
33.	3254	Padam Singh	GSSS Dhar(Mnd)	30.04.77	15.09.11
34.	3255	Leela Devi	DDEE Mandi	16.03.60	15.09.11
35.	3256	Raj Kumar	GSSS Khaddar(Mnd)	21.10.75	15.09.11
36.	3257	Attar Singh	GSSS Shamtha(Sml)	15.04.80	15.09.11
37.	3258	Som Nath	GSSS Loharghat(Sln)	09.02.76	15.09.11

Sr.No.	Sty. No.	Name	Place of posting	D.O.B	D.O.A
38.	3259	Sohan Lal	GSSS Kuthar(Sln)	27.02.73	15.09.11
39.	3260	Nokh Ram	DDEE Shimla	11.02.69	15.09.11
40.	3261	Om Prakash	BEE0 Sunni(SML)	12.05.72	15.09.11
41.	3262	Sharmila Devi	GHS Kheel(Mnd)	01.03.75	15.09.11
42.	3263	Devki Nandan	GSSS Nihari(Mnd)	04.12.74	15.09.11
43.	3264	Hero Devi	DDHE Kullu	05.06.72	15.09.11
44.	3265	Tilak Raj	GSSS Cheuni(Mnd)	02.08.68	15.09.11
45.	3266	Pardeep Kumar	DEE HP Shimla	14.01.68	15.09.11
46.	3267	Naresh Kumar	GSSS Bathalang(Sln)	06.11.76	15.09.11
47.	3268	Narender Paul	BEE0 Nadaun(Hmr)	20.09.69	15.09.11
48.	3269	Vijay Kumar	GHS Baffrin(Hmr)	02.11.74	15.09.11
49.	3270	Prem Lal	GSSS Kandha(Mnd)	15.11.65	15.09.11
50.	3271	Ashok Kumar	GSSS Ghain(Mnd)	31.01.74	15.09.11
51.	3272	Durga Devi	GSSS Batheri(Mnd)	28.02.71	15.09.11
52.	3273	Naresh Chand	GC Sanjauli Shimla	02.02.78	15.09.11
53.	3274	Anita Devi	HP State Library Shimla	10.04.78	15.09.11
54.	3274-A	Ugam Ram Thakur	GSSS Langoti(Klu)	15.04.69	15.09.11
55.	3275	Raj Pal	GHS Kallar(Blp)	28.09.70	15.09.11
56.	3276	Jagdish Kumar	DHE HP	01.03.73	15.09.11
57.	3277	Veena Mahajan	DDHE Kullu	03.07.63	15.09.11
58.	3278	Manohar Lal	GDC Anni at Haripur(Klu)	08.04.71	15.09.11
59.	3279	Surinder Kumar	GSSS Chhausha(Sln)	10.05.73	15.09.11
60.	3280	Vijay Kumar	BEE0 Haroli(Una)	15.12.75	15.09.11
61.	3281	Pawan Kumar	GSSS Beetan(Una)	11.06.81	15.09.11
62.	3282	Geeta Sharma	GDC Sanjauli(Sml)	14.12.75	15.09.11
63.	3283	Brij Lal	BEE0 Chachiot-I(Mnd)	22.07.70	15.09.11
64.	3284	Seema Kumari	GC Rajgarh(Smr)	20.05.75	15.09.11
65.	3285	Kalu Ram	GSSS Baggi(Mnd)	08.03.76	15.09.11
66.	3286	Kishori Lal	GSSS Sherpur(Cmb)	28.10.69	15.09.11
67.	3287	Naresh Kumar	GSSS Korag(Smr)	03.05.72	15.09.11
68.	3288	Balinder Singh	GHS Barthal Madhana(Smr)	19.02.67	15.09.11
69.	3289	Sarla Devi	GHS Sarsoo(Smr)	22.03.76	15.09.11
70.	3290	Rakesh Kumar	GSSS Buchher(Klu)	22.03.73	15.09.11
71.	3291	Narender Singh	BEE0 Bhawarna(KGR)	30.10.75	15.09.11
72.	3292	Sita Devi	GSSS Nakhlehra(Blp)	20.07.71	15.09.11
73.	3293	Ashwani Kumar	GSSS Bahanwin(Hmr)	27.04.85	15.09.11
74.	3294	Kashmir Singh	GHS Silag(Mnd)	06.03.67	15.09.11
75.	3295	Jogan Devi	DDHE Kinnaur	26.12.79	15.09.11

Sr.No.	Sty. No.	Name	Place of posting	D.O.B	D.O.A
76.	3296	Neel Chand	GSSS Tharas(Klu)	02.05.78	15.09.11
77.	3297	Chet Ram	GSSS Rawalakiar(Sml)	04.01.70	15.09.11
78.	3297-A	Nehar Singh	GHS Todsa(Sml)	19.06.76	15.09.11
79.	3298	Raksh Pal	BEE0 Nankhari(Sml)	21.02.73	15.09.11
80.	3299	Baru Ram	GSSS Dhar Chanana(Sml)	13.09.74	15.09.11
81.	3300	Tejender Singh	GBSSS Kullu	22.02.78	15.09.11
82.	3301	Subhash Chand	GSSS Melthi(Sml)	01.05.77	15.09.11
83.	3302	Bittu Ram	GHS Seema(Sml)	20.04.72	15.09.11
84.	3303	Jogindri Devi	GSSS Samoli(Sml)	25.02.76	15.09.11
85.	3304	Sanjeev Kumar	GHS Sard Dogri(KGR)	07.10.70	15.09.11
86.	3305	Maya Devi	GGSS Jawalamukhi(Kgr)	15.04.67	15.09.11
87.	3306	Sudhir Kumar	GDC Solan	18.03.76	15.09.11
88.	3307	Keshav Ram	BEE0 Chhohara(Sml)	18.03.78	15.09.11
89.	3308	Champa Devi	GHS KB D/shala	15.11.77	15.09.11
90.	3309	Chaman Singh	GSSS Purthi(P)(Cmb)	08.11.69	15.09.11
91.	3310	Rajneesh Kumar	GSSS Jawali(Kgr)	29.09.88	07.04.11
92.	3311	Rajinder Kumar	BEE0 Fatehpur(Kgr)	29.04.76	29.09.11
93.	3312	Lalita Sharma	DDHE Chamba	15.05.70	28.04.11
94.	3313	Babita Kumari	DDEE Nahan(Smr)	11.12.85	12.12.11

PROFORMA

To be submitted by the Head of Institutions through concerned Deputy Director in duplicate for placement as Junior Assistant.

1.	Name of candidate with mobile No.	
2.	Father's Name	
3.	Date of regular appointment as Clerk	
4.	Date of Joining as Clerk in the Deptt.	
5.	Final Seniority No. as Clerk	
6.	Total length of regular service as Clerk excluding DIES-Non/EOL also give the full details of DIES-Non/EOL/ Penalty etc. with period, if any	
7.	Present place of posting with Tel. No.	
8.	Previous all posting with period	
9.	Educational qualifications i.e. Matric/+2 etc. attached photo copies	
10.	Date of birth attached photo copies	
11.	Type test qualified yes or no, if yes, attached photo copy	
12.	Category (Gen./SC/ST/Ex-serviceman /OBC etc.)attached photo copy	
13.	Mode of recruitment	
14.	Permanent address	
15.	Integrity Vigilance/Departmental enquiry if any status thereof	
16.	PMIS Code	

I do certify that all particulars Sr. No. 01 to 15 are correct.

Signature of concerned officials

Certified that all particulars shown at Sr. No. 01 to 15 are true and correct, hence verified.

Signature of Head of office with seal

COUNTERSIGNED BY DDHE