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Special Attention

11 OCT 2023

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

To

All the Deputy Director Higher Education,  
Himachal Pradesh.

Dated: Shimla-171001 the, 11, October, 2023

Subject: -

Regarding requirement of particular of Clerks for the placement as Junior Assistant who have completed five years regular service on before 03.01.2022.

Memo,

With reference to the subject cited above. It has come to the notice that some Clerks who have completed 05 years of regular service as on 03.01.2022 but could not be placed as Junior Assistant due to non submission of particulars and ACR's by the individual concerned to this Directorate.

Therefore, you are hereby directed to circulate this letter to all the Institutions/Offices (Higher/Elementary) under your control for strict compliance and send the particulars to this office as per proforma (Annexure "A"). So that necessary action in matter could be taken in right perspective.

Yours faithfully,

Encls. As above.  
(Annexure "A")

(Dr. Amarjeet K. Sharma)  
Director Higher Education  
Himachal Pradesh Shimla-1

Endst. No. Even Dated: Shimla-171001 the, 11, October, 2023

Copy forwarded for information and necessary action to: -

1. The Director Elementary Education Himachal Pradesh for similar action please.
2. All the DDO of Govt. Colleges/GSSSs/GHS's in the state of Himachal Pradesh.
3. In-charge IT Cell to upload the same on departmental website.
4. Guard file.

Director Higher Education  
Himachal Pradesh Shimla-1  
E-mail: [dhe-sml-hp@gov.in](mailto:dhe-sml-hp@gov.in)  
Tel. No. 0177-2653120

**PROFORMA**

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

1.	Name of official	
2.	Father's Name	
3.	Date of regularization	
4.	Date of Joining as Clerk in the Deptt. on contract basis	
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	
8.	Previous all place of posting with period	
9.	Educational qualifications i.e. Matric/+2 etc. (Attach photo copies)	
10.	Date of Birth	
11.	Type test qualified Yes/No, if Yes (Attach photo copy)	
12.	Category (Gen./SC/ST/Ex-serviceman /OBC etc.) Attach photo copy	
13.	Mode of recruitment	
14.	Permanent address	
15.	Integrity/Vigilance/Departmental inquiry status	
16.	PMIS Code	

I do certify that all particulars Sr. No. 01 to 16 are correct.

Signature of concerned officials

It is certified that all particulars shown at Sr. No. 01 to 16 are true and correct, hence verified.

Signature of Head of office with seal

**COUNTERSIGNED BY DDHE**