



**Himachal Pradesh Power Corporation Limited**  
(A State Govt. Undertaking)

Himfed Building, BCS, New Shimla, Shimla-171009.  
Phone: 0177-2670633, Fax No.: 0177-2671589  
CIN:U40101HP2006SGC030591

No. HPPCL/P&A/PRM/Apprentice/2024- *10838-50*

Dated: *26/10/24*

To

S.N.	Name	Father's Name	Address	Place of Posting
1	Ms. Divya Verma	Sh. Tilak Verma	Vill. Talah, PO Reog Tehsil Sunni, Distt. Shimla, HP-171301	O/o the Sr. Manager (IT), HPPCL, Corporate Office, Shimla, HP-171009.
2	Ms. Arushi Sharma	Sh. Rajesh Sharma	House No. 114/1, Krishna Nagar, Shimla, HP-171001	O/o the Sr. Manager (IT), HPPCL, Corporate Office, Shimla, HP-171009.
3	Ms. Simran Saini	Sh. Mahinder Kumar	Vill. Ropa, PO Bhojpur, Tehsil Sundernagar, Distt. Mandi (HP)-175002	O/o The General Manager (Designs), HPPCL, Sundernagar, Distt. Mandi, HP-175019.
4	Ms. Sonali Thakur	Sh. Hem Raj	Vill. Bini, PO Chehani, Tehsil Banjar, Distt. Kullu, HP-175123	O/o The Deputy General Manager (Elect.)-cum-HoP, Sainj HEP, HPPCL, Sarabai (Bhunter), Distt Kullu, HP-175125.

**Subject: Engagement as an Apprentice ( IT) in HPPCL.**

Dear Madam,

Please refer to your application received in this Office in pursuance to the Advertisement No. 3/2024 dated 12.09.2024 for the above mentioned discipline/trade.

In context to the above, the HPPCL is pleased to engage you as an **Apprentice (IT) for a period of one year (without any extension whatsoever)** on the following terms and conditions: -

1. **Apprenticeship Duration:** The duration of apprenticeship shall be for a period of 12 months from the date of joining. No extension of apprenticeship will be given after the completion of one year apprenticeship training. HPPCL shall have no obligation to offer regular appointment to apprentices during and/or after the completion of apprenticeship period.
2. **Stipend:** You will be paid stipend of Rs. 9,000/- per month (fixed). Bachelor Accommodation will be provided in projects, however, subject to availability only. No other monetary or non-monetary benefits such as HRA, Conveyance, Medical Facility etc. shall be admissible to the Apprentices.

3. **Leave:** You will be allowed 12 days causal leave and 10 days sick leave per year in addition to the public holidays in HPPCL.
4. **TA/DA:** If sent on tour, TA&DA will be paid in accordance with rules of HPPCL as applicable to the lowest rung of equivalent level of executive category.
5. **Others:**
  - a. This offer will not confer any right upon the candidate to claim permanent employment in HPPCL.
  - b. You can leave the apprenticeship by giving one week notice without assigning any reason and similarly HPPCL can also terminate the apprenticeship by giving one week notice without assigning any reason.
  - c. A report on performance and conduct of the Apprentice from concerned HOPs/HODs will be obtained before issuing certificate of successful completion of apprenticeship. If no adverse reports are received, a certificate on successful completion of 1 year apprenticeship will be awarded to you.
  - d. In case any of the information/documents provided by you are found to be incorrect/ false at a later stage; then this offer shall stand cancelled/ withdrawn.

In case you are willing to accept the above offer, you may report at the aforementioned place of posting within 10 days from the date of issue of this engagement offer, failing which the offer shall automatically stand cancelled.

Yours Sincerely,

  
Dy. General Manager (P&A)

**Copy to the following for information and necessary action:-**

1. The Director (Personnel), HPPCL, Corporate Office, Shimla-9.
2. The Director (Finance), HPPCL, Corporate Office, Shimla-9.
3. The Director (Electrical), HPPCL, Corporate Office, Shimla-9.
4. The General Manager (Designs), HPPCL, Sundernagar, Distt. Mandi, HP-175019.
5. The AGM (F&A), HPPCL, Corporate Office, Shimla-9.
6. The Deputy General Manager (E)-cum-HoP, Sainj HEP, HPPCL, Sarabai (Bhunter), Distt. Kullu, HP-175125.
7. The Sr. Manager (IT), HPPCL, Corporate Office, Shimla, HP-171009.
8. The Sr. Manager (Training and IR), HPPCL, Corporate Office, Shimla-9.
9. The Deputy Manager (Estate), HPPCL, Corporate Office, Shimla-9.

  
Dy. General Manager (P&A)