Himachal Pradesh Power Corporation Limited

(A State Govt. Undertaking)
Himfed Building, BCS, New Shimla, Shimla-171009.
Phone: 0177-2670633,2671831, Fax No.: 0177-2671589
CIN:U40101HP2006SGC030591

No. HPPCL/P&A/Recruitment/JOA/2022-14830-33

Dated: - 08|01|25

<u>**Regd. Letter/ Email**</u>
Call Letter

To
Sh./Smt./Kumari

1	Ashutosh Thakur, S/o Sh. Joginder Singh, Ward No. 3 Diyal (163) Kangra, Himachal Pradesh-177104. Mob: No. :- 8580633197
2	Reena Kumari, D/o Sher Singh, VIII. Lahar, P.O. Dugha, Tehsil Hamirpur, Himachal Pradesh-177001 Mob. No.:- 7018601770

Subject: - **Regarding Verification/ documentation for the post of "Junior Office Assistant-Trainee at W-3 Level (Post Code- 843)" in HPPCL on contract basis from the waiting Panel.**

Dear Sir/Madam,

This is in reference to the recommendation dated 23rd December 2024, received from the Secretary, HP Rajya Chayan Aayog, Hamirpur, wherein, your name has been recommended for the above-mentioned post. In this regard, it is informed that the verification of documents for this purpose has been scheduled as per the details given below :

Date: -	14.01.2025
Time: -	11:00 AM
Venue: -	HPPCL Corporate Office, BCS, Himfed Building, Shimla

Therefore, you are requested to appear in person for verification/documentation on the specified date, time, and venue. You are required to bring the original certificates/documents listed in **Annexure-A** in order to attend the verification/documentation.

You will have no claim for appointment to this post solely based on this letter. No TA/DA will be provided for appearing on the above-mentioned date.

Dy. Controller (F&A)-cum-
Chairman of the Committee

Copy for information and necessary action to:-
1) The Sr. Manager (IT), HPPCL, Shimla-9 for uploading on the website of HPPCL.
2) The Sr. Manager (Estate), Corporate Office, HPPCL for availability of Conference Hall, on the said Date & Time, along with arrangement of Tea/ Snacks.

Dy. Controller (F&A)-cum-
Chairman of the Committee 8/01/2025

Please bring following original certificates/testimonials along with one set of attested copies:-

1. Matric Certificate.

2. 10+2 certificate.

3. One year Diploma in Computer Science/Computer Application/IT from an Institution affiliated to a recognized Board or University or from a deemed University OR 'O' or 'A' level diploma from NIELIT OR Diploma in Information Technology (IT) from an Industrial Training Institute (ITI).

4. Bonafide Himachali Certificate.

5. SC/ST/OBC/EWS & Antodaya/BPL Certificate.

6. NOC from the Employer, if you are in Govt./ Semi Govt. Services.

7. Any other relevant certificates for the above post.