



Himachal Pradesh Power Corporation Limited
(A State Government Undertaking)
 Himfed Building, BCS, New Shimla, Shimla-9
 Phones: 0177-2670633, 2671831. Website: www.hppcl.in
 CIN U4010HP2006SGC030591

Circular No. 3/2026

In pursuance of the recommendations of the Service Committee dated 19.02.2026 duly approved by the Board of Directors of HPPCL vide Item No.93.36 dated 16.03.2026, out of total 59 sanctioned posts, **48 vacant posts** of Junior Office Assistant in the pay scale of Rs. 22700-72000 Level-3 of the HPSEBL/HPPCL Pay Matrix is hereby converted to the post of Junior Office Assistant (Information Technology) in short JOA(IT), in the pay-scale of Rs. 20600-65500 (Level-4 of the H.P. Govt. Pay Matrix) as per GoHP pattern.

Accordingly, cadre of Junior Office Assistant (IT) shall consist of 48 posts in H.P. Power Corporation Limited in the pay-scale of Rs. 20600-65500 (Level-4 of the H.P. Govt. Pay Matrix); as per GoHP pattern.

Consequent upon the above decision, the Recruitment & Promotion Rules for the post of Junior Office Assistant (IT) in HPPCL shall be governed as under:-

S.N.	Particulars	Recruitment & Promotion Rules
1.	Name of Post:	Junior Office Assistant (Information Technology)
2.	Number of Posts:	48 or as may be sanctioned from time to time
3.	Classification:	Group-C (Ministerial Services)
4.	Scale of Pay:	<u>Pay Scale for Regular incumbents</u> Level-4 of GoHP Pay-Matrix i.e. Rs.20600-65500 as per GoHP pattern
5.	Commencement:	These rules shall come into force from the date of issuance of Circular No. 3/2026
6.	Whether "Selection" post or "Non Selection post:	Non selection
7.	Age for direct recruitment:	18 to 45 yrs. Provided also that upper age limit is relaxable for Scheduled Castes/ Scheduled Tribes/ Other Backward Classes and Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government. Note:- Age limit for direct recruitment will be reckoned on the first day of the year in which the Post(s) is/ are advertised for inviting applications or notified to the Employment Exchanges or as the case may be.

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8.	Essential Educational and other qualification(s) for direct recruit(s):	<p>a) Essential Qualification(s):</p> <p>(i) Should have passed 10+2 examination from a recognized Board of School Education/ University.</p> <p style="text-align: center;">OR</p> <p>Matriculation from recognized Board of School Education with one/ two years Diploma/ Certificate from an Industrial Training Institute (ITI) in Information Technology (IT) & Information Technology Enabled Sectors (ITES) as notified by Director General of Employment & Training (Govt. of India) from time to time.</p> <p style="text-align: center;">OR</p> <p>Three years Diploma in Computer Engineering/ Computer Science/ IT from a Polytechnic as approved by All India Council for Technical Education (AICTE).</p> <p>(ii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.</p> <p>Provided further that Visually Impaired Persons selected/ recruited under 1% quota will be exempted from acquiring Diploma in Computer Science/ Computer Application/ Information Technology and passing of Typing test instead they shall be imparted necessary basic training including computer training course by the Department concerned through Composite Regional Centre (CRC) Sundernagar or National Institute for the Visually Handicapped (NIVH) Dehradun or Composite Training Centre (CTC) Ludhiana. They shall have to complete the above training for which three chances will be afforded. If the incumbent fails to qualify the same his/ her services shall be terminated. However, the incumbents already in the service shall be afforded sufficient number of chances to complete the aforesaid training.</p> <p>Provided further that the "differently abled persons" who are otherwise qualified to hold clerical post as certified being unable to type, by the Medical Board, may be exempted from passing the typing test.</p> <p>Explanation:</p> <p>The term, "differently abled persons" does not cover visually impaired persons or persons who are hearing impaired but cover only those whose physical disability/ deformity permanently prevents them from typing.</p> <p>The above criteria for grant of exemption from passing the typing test shall also be applicable to the Skill Test Norms on Computers.</p>
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9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of the promotees:	-Not Applicable-
10.	Period of Probation, if any:	<p>A person appointed by direct recruitment shall be on a probation from the date of his appointment as under:</p> <p>(a) Two years subject to such further extension for a period not exceeding one year as may be ordered by the Competent Authority in special circumstances and reason to be recorded in writing.</p> <p>(b) No probation in case of appointment on tenure basis, re-employment after superannuation and absorption</p>
11.	Method(s) of recruitment	<p>(a) 100 % by direct recruitment on regular basis or recruitment by regularization as the case may be.</p> <p>(b) Failing this, by transfer/ secondment basis from amongst employees working under State Government Departments/ Boards/ Corporations/Autonomous bodies etc. in the equivalent grade/ identical time scale of pay, subject to fulfillment of requisite qualification.</p>
12.	Method of Regularization	<p>Recruitment by way of regularization shall be made, from amongst the trainees and job trainees engaged through authorized agencies under the schemes framed by the State Government, subject to their qualifying an efficiency bar test (<u>in the case of Job Trainee only</u>) based on the work profile.</p> <p>Provided that such regularization shall be subject to the following conditions:</p> <p>(i) The Trainees and Job Trainees have been engaged on a consolidated fixed remuneration.</p> <p>(ii) The engagement was made against the substantive or sanctioned post with the prior approval of the Competent Authority.</p>
13.	If a Department Promotion Committee exists, what is its composition?	Not Applicable
14.	Circumstances under which the HPPSC or HPRCA or any other agency is to be consulted in making recruitment:	As required under law.

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15.	Essential requirement for direct recruitment:	(i) A candidate for appointment to any service or post must be a citizen of India. (ii) A candidate shall be eligible for appointment to Group-C post(s), if he/she has passed Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh and for Group-C posts having Technical Qualification i.e. ITI or Diploma/Certificate course, if he/she has passed Middle and Matriculation from any School/Institution situated within Himachal Pradesh. Provided further that this condition shall not apply to Bonafide Himachalis.
16.	Selection for appointment to the post by direct recruitment:	Selection for appointment to the post in case of direct recruitment shall be made on the basis of merit of written examination and/or practical test or skill test or physical test, the standard/syllabus etc. will be determined by the H.P. Raja Chayan Aayog, Hamirpur/ other Recruiting Agency/Authority, as the case may be.
17.	Reservation	The appointment to the service shall be subject to the orders regarding reservation in the service for Scheduled Caste/ Scheduled Tribes/ Other Backward Classes/ Other categories of persons issued by the Himachal Pradesh Government from time to time.
18.	Departmental Examination:	Not Applicable.
19.	Power to Relax:	Where the Director (Personnel), HPPCL is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing may relax any of the provision(s) of these rules with respect to any class or category of person(s) or post(s).

Director(Personnel)

Dated: 10.04.2026

HPPCL/P&A/PRM/93 BOD/-2026- 552-80

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

1. The Special Private Secretary to the Managing Director, HPPCL, Shimla.
2. PA to the Director (Finance), HPPCL, Shimla.
3. ~~ES~~ to the Director (Civil), HPPCL, Shimla.
4. ~~ES~~ to the Director (Electrical), HPPCL, Shimla.
5. The General Manager (Civil Design), HPPCL, Shimla.
6. All HOPs/HODs, HPPCL, Shimla.
7. The AGM (Finance), HPPCL, Shimla.
8. The Dy. Controller(F&A), HPPCL, Shimla
9. The Sr. Manager(IT), HPPCL, Shimla with a request to upload on the official website of HPPCL.
10. The Sr. Manager (EE), HPPCL, Shimla.
11. The Sr. Manager (S&W), HPPCL, Shimla.
12. The Sr. Manager (Training & IR), HPPCL, Shimla.
13. Guard File-2026

Director(Personnel)