

No. Per (SAS-I) A (3) -3/2025
Government of Himachal Pradesh
Department of Personnel
(Secretariat Administration Services-I)

From

The Secretary (SA) to the
Government of Himachal Pradesh..

To

1. All the Administrative Secretaries in H.P.
2. All the Divisional Commissioners in H.P.
3. All the Heads of Departments in H.P.
4. All the Managing Directors of PSU's in H.P..

Dated Shimla-2, the 15th December, 2025

Subject: Regarding filling up of Two (02) posts of Steno Typist(s) in H.P. Secretariat on secondment basis.

Sir/Madam,

I am directed to refer to the subject captioned above and to say that **02(Two) posts of Steno Typist(s)** are required to be filled up in H.P. Secretariat on secondment basis initially for a period of six months. These posts will be filled up from amongst the Steno- Typist(s) of various Government Department(s)/ Board(s)/ Corporation(s), in their own pay scale, subject to the conditions detailed as under:-

- (a) Who are having a Bachelors degree from recognized University.
- (b) Who have rendered minimum 05 (Five) years regular service in their respective Department(s) as on 30.11.2025.
- (c) Their initial appointment(s) in their parent organization/ department have been done through direct recruiting agency.

Further, eligibility criteria is being re-produced hereunder:

1	Essential Qualification	Bachelor's Degree from a recognized University.
2	Speed in shorthand	English 60 WPM Hindi 60 WPM
3	Speed in typing on computer	English 35 WPM Hindi 30 WPM

You are, therefore requested to forward the application(s) of the eligible and willing Steno-Typist(s) alongwith their essential qualification certificate as well as complete ACR dossiers to the undersigned **within 15 days** from the date of issuance of this letter. The candidates will be required to qualify shorthand test either in Hindi or English in the first instance alongwith typing test on computer in English as well as Hindi.

Yours faithfully,



(Kapil Mohan)

Under Secretary (SA) to the
Government of Himachal Pradesh