

HIMACHAL PRADESH
PUBLIC WORKS DEPARTMENT
NO.PWE-94-82 (Misc)/28-ES-I **705637** Dated: **10-10-2025**
From Engineer-in-Chief,
HP.PWD, Shimla-2.

To The Engineer-in-Chief (Projects)HPPWD,
The Chief Architect HPPWD, Shimla,
All the Chief Engineer (s) HPPWD,
All the Superintending Engineer (s) HPPWD,
All the Executive Engineer(s) HPPWD,
LAOs Shimla/Mandi /Kangra HPPWD,

Subject:- **Regarding placing of requisitions for requirements
under Job Trainee Scheme.**

I am directed to enclose herewith a photocopy of letter No. PER(AP)-C-B(15)-3/2024-Loose dated 26-09-2025 received from the Secretary (Personnel) to the Govt. of H.P.Shimla quoting therein the reference of notificaiiton No.PER(AP)-C-B(15)-3/2024 dated 19.07.2025 , of Secretary (Personnel) to the Govt. of Himachal Pradesh vide which the scheme for engagement of "Job Trainees" in Group-A,Group-B and Group-C cadres of the Government and its instrumentalities has been notified. The departments are in the process of placing of requisitions for requirements under this scheme to the respective Recruiting Agencies.

Your kind attention is invited to the para-5(xix) of the notification and to convey that the requisitions to the concerned Authorised (Recruiting agency) for engaging "Job Trainee(s)" under this scheme must be strictly in accordance with the provisions outlined in this paragraph. The requisitioning authority is required to specify the same eligibility criteria and selection process, etc, applicable to the concerned post when submitting requisitions to the Authirised Authority through the online system without any other document.In case where requisitions are submitted offline, the requisitioning authority must attach a separate sheet detailing the eligibility criteria and selection process, which should also be duly attested.

These instructions may be brought to the notice for strict compliance.

Encl: As Above

Signed by

Vijay Kumar Dhiman
Date: 10-10-2025 15:19:19
Registrar,
HimachalPradesh,PWD
Shimla-2

Copy forwarded for information and similar necessary action to:-
1 The Executive Engineer (IT Wing) HP.PWD Shimla-2 with direction to upload this letter a/w its enclosures on the official website of the Department.
2. The Supdt.Gr.I ES-II,III and Dealing Assistant ES-I,EA-I,II,&IVfor information and necessary action.

- Sd -
Registrar,
HimachalPradesh,PWD
Shimla-2

From

To

The Secretary (Personnel) to the
Government of Himachal Pradesh

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1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All Divisional Commissioners in Himachal Pradesh.
3. Deputy Commissioners in Himachal Pradesh.
4. All Heads of Departments in Himachal Pradesh.
5. All the Chairmen/Managing Director/Secretaries & Registrars of all the Public Sector Undertakings/Corporations/Boards/Universities, etc. in H.P.
6. The Secretary, HP Public Service Commission, Shimla-2
7. The Secretary, HP Rajay Chayan Aayog, Hamirpur-177001

Dated: Shimla-171002, the 26th September 2025.

9
9/10/25
3183
3/10/25

Subject: - Regarding placing of requisitions for requirements under Job Trainee Scheme.
Sir,

I am directed to invite your attention towards the Notification No.PER(AP)-C-B(15)-3/2024, dated 19.07.2025 vide which the scheme for engagement of "Job Trainees" in Group-A, Group-B and Group-C cadres of the Government and its instrumentalities has been notified. The departments are in the process of placing of requisitions for requirements under this scheme to the respective Recruiting Agencies.

2. The attention is invited to the para-5(xix) of the notification and to convey that the requisitions to the concerned Authorised (Recruiting agency) for engaging "Job Trainee(s)" under this scheme must be made strictly in accordance with the provisions outlined in this paragraph. The requisitioning authority is required to specify the same eligibility criteria and selection process, etc., applicable to the concerned post when submitting requisitions to the Authorised Authority through the online system without any other document. In cases where requisitions are submitted offline, the requisitioning authority must attach a separate sheet detailing the eligibility criteria and selection process, which should also be duly attested.

3. These instructions may be brought to the notice of all concerned.

Yours faithfully,

(R)
(Balbir Singh)

Additional Secretary (Personnel) to the
Government of Himachal Pradesh
Phone No.0177-2628475

No.PER(AP)-C-B (15)-3/2024-Loose
Government of Himachal Pradesh
Department of Personnel (AP-III)

From

The Secretary (Personnel) to the
Government of Himachal Pradesh

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All Divisional Commissioners in Himachal Pradesh.
3. Deputy Commissioners in Himachal Pradesh.
4. All Heads of Departments in Himachal Pradesh.
5. All the Chairmen/Managing Director/Secretaries & Registrars of all the Public Sector Undertakings/Corporations/Boards/Universities, etc. in H.P.
6. The Secretary, HP Public Service Commission, Shimla-2
7. The Secretary, HP Rajya Chayan Aayog, Hamirpur-177001

Dated: Shimla-171002, the 17 September 2025.

Subject: - Regarding scheme for engagement as Job Trainee on fixed amount in the Departments of the State Government.

3038
20/9/25.
Sir,

I am directed to invite your attention towards the Notification No.PER(AP)-C-B(15)-3/2024, dated 19.07.2025 vide which the scheme for engagement of "Job Trainees" in Group-A, Group-B and Group-C cadres of the Government and its instrumentalities has been notified. As per provisions of para-5(iv) of the Scheme, the consolidated monthly fixed amount to the Job Trainee(s) is to be decided by the Government. Further, the scheme stipulates that it is compulsory to obtain prior approval of the Appropriate Authority/Finance Department before initiating proposals for engagement as Job Trainee.

2. In this context, it has been decided that the consolidated monthly fixed amount to the Job Trainee(s) to be engaged under the scheme will be decided by the Finance Department, on case to case basis, on receiving proposals in the Finance Department for filling-up of such requirements.
3. These instructions may be brought to the notice of all concerned.

Yours faithfully,

[Signature]
(Sant Raj Puharta)
Under Secretary (Personnel) to the
Government of Himachal Pradesh
Phone No.0177-2628479
