

H.P.P.S.C. FORM-23

(TO BE FILLED BY THE ADMINISTRATIVE DEPARTMENT WHILE SENDING THE REQUISITION TO THE HIMACHAL PRADESH PUBLIC SERVICE COMMISSION FOR MAKING DIRECT RECRUITMENT TO THE POST/SERVICE)

1	If Posts to be filled by direct recruitment (regular basis): (a) Designation of the post / service (b) Scale of pay (in case of Regular post) as per H.P. Civil Services Revised Pay Rules, 2022. (c) Number of posts to be filled including category-wise reservation, if any	
2	If posts to be filled by direct recruitment under Job Trainee Policy: (a) Nomenclature of Job Trainee: (b) Consolidated monthly fixed amount (Approved by the Finance Department) (c) Whether prior approval of the Appropriate Authority/Finance Department has been taken before initiating proposal for recruitment to the post as Job Trainee. (d) Number of Job Trainee to be appointed/selected including category-wise reservation, if any.	
3	(a) Class and service to which the post belongs (as per instructions of DoP issued vide letter No. PER (AP)-C-A (3)-5/2013-II dated 19-07-2025): (b)(i) Whether the post is ministerial (See F.R. 9(17)). (ii) Whether the post is scientific/ technical or connected with research. (iii) Whether the post is technical, quasi technical or non technical.	

<p>4 If Posts to be filled by direct recruitment (regular basis)</p> <p>(a) Have Recruitment &Promotion Rules for the post been framed and notified? If yes, enclose an updated copy of the rules alongwith latest amendments, if any</p> <p>(b) If, according to the Rules, a percentage of vacancies is to be filled by direct recruitment, please state whether the present vacancy / vacancies fall in the direct recruitment quota.</p> <p>(c) If the Recruitment Rules provide for other method(s) of recruitment being tried before the direct recruitment is resorted to, please indicate the action in that regard.</p> <p>(d) If post or one or more of these posts do not fall in direct recruitment, state if an order of relaxation has been / is being passed for its / their diversion to direct recruitment.</p>	
<p>5. If posts to be filled by direct recruitment under Job Trainee Policy</p> <p>(a) Specify the eligibility criteria and selection process in accordance with instructions of department of Personnel, issued vide Notification No. PER (AP)-C-B(15)-3/2024 dated 19-07-2025 & subsequent letter dated 26-09-2025.</p> <p>(Duly authenticated by an officer not below the rank of Under Secretary to the Government of Himachal Pradesh/HOD)</p>	
<p>6 (a) Is the post permanent?</p> <p>(b) Is the post temporary?</p> <p>(c) If so, please state:-</p> <p>(i) When it was sanctioned?</p> <p>(ii) The period for which it has been sanctioned.</p> <p>(iii) Irrespective of the period of sanction how long it is expected to last and whether it is expected to be retained on a permanent basis, eventually.</p>	

7	Is the post pensionable or non-pensionable	
8	Period of Probation ((In accordance with DOP instructions issued vide letter No. PER(AP)-C-A(3)-3/2023 dated 05/07/2025):	
9	Can the appointment/ engagement be terminated by notice? If so, on what conditions.	
10	<p>(a) Job description i.e., a statement of the work done, responsibilities involved, skill or training required and personal requirements of the job.</p> <p>(b) Place(s) at which the officer(s) will be required to serve.</p>	
11	When will these selected candidates(s) be required to join?	
12	Can higher initial pay be granted for specially well-qualified and experienced candidates or to candidates for post/service for which there is dearth of qualified candidates? If so, please specify the limit, if any.	
13	Prospects of promotion to higher post(s) /service in higher time scales(s) of pay	
14	Are there any provident funds or other benefits? Please specify.	
15	<p>If Posts to be filled by direct recruitment (regular basis)</p> <p>Qualifications required:</p> <p>(a) Essential:</p> <p>(b) Desirable:</p> <p>(c) Are these qualifications in accordance with the Recruitment & Promotion Rules? If not please state reasons for deviation.</p>	

	<p>(d) Are the qualification relaxable? If so, by whom, for whom to what extent and in what circumstances?</p>	
<p>16</p> <p>If posts to be filled by direct recruitment under Job Trainee Policy</p> <p>Qualifications required:</p> <p>(a) Essential:</p> <p>(b) Desirable:</p> <p>(c) Are these qualification in accordance with instructions of department of Personnel, issued vide Notification No. PER (AP)-C-B(15)-3/2024 dated 19-07-2025 & subsequent letter dated 26-09-2025.</p> <p>(d) Are the qualification relaxable? If so, by whom, for whom to what extent and in what circumstances?</p>		
<p>17</p> <p>If Posts to be filled by direct recruitment (regular basis)</p> <p>(a) Age-limits, if any.</p> <p>(b) Are the age-limits relaxable for Government Servants / Scheduled Castes / Scheduled Tribes / Other Backward Class / Demobilized Armed Forces Personnel or any other category of candidates? If so, to what extent?</p> <p>(Specific reply may be given with reference to each category).</p> <p>(c) Are these age limit is in accordance with Recruitment & Promotion Rules? If not, please state reasons for deviation.</p>		
<p>18</p> <p>If posts to be filled by direct recruitment under Job Trainee Policy</p> <p>(a) Age-limits, if any.</p>		

<p>(b) Are the age-limits relaxable for Government Servants / Scheduled Castes / Scheduled Tribes / Other Backward Class / Demobilized Armed Forces Personnel or any other category of candidates? If so, to what extent?</p> <p>(Specific reply may be given with reference to each category).</p> <p>(c) Are these age limit is in accordance with instructions of department of Personnel, issued vide Notification No. PER (AP)-C-B(15)-3/2024 dated 19-07-2025 & subsequent letter dated 26-09-2025</p>	
<p>19 (a) Are any posts reserved for Scheduled Castes/ Scheduled Tribes/ Other Backward Classes/Demobilized Armed Forces Personnel or any other category of candidates? Please give details of reservation for each category.</p> <p>(b) Which of these posts are to be advertised as reserved for the first time ? (Reply category wise)</p> <p>(c) Are the reserved posts to be treated as unreserved, if suitable candidates of the category for whom the posts are reserved are not available?</p>	
<p>20 (i) Is the position of reservation given from (a) to (c) of Column No.19 above is in accordance with the extant rules / instructions / orders on the subject and the roster maintained in regard to these posts?</p> <p>(ii) If not, give reasons for deviations.</p>	
<p>21 Any other condition(s) of recruitment(s) not covered by the above columns.</p>	

22 Is recruitment to this / these post(s) necessarily required to be made through an examination? If so, quote the relevant rule.	
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Date

Signature_____

Name & Designation of the officer

Place

(Not lower than the rank of Under Secretary to the Government of Himachal Pradesh)