

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): <ul style="list-style-type: none"> (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: <ul style="list-style-type: none"> (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	<ul style="list-style-type: none"> (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	(a) Job description i.e., a statement of the work done, responsibilities involved, skill or training required and personal requirements of the job. (b) Place(s) at which the officer(s) will be required to serve.	
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	If Posts to be filled by direct recruitment (regular basis) Qualifications required: (a) Essential: (b) Desirable: (c) Are these qualifications in accordance with the Recruitment & Promotion Rules? If not please state reasons for deviation.	

<p>(d) Are the qualification relaxable? If so, by whom, for whom to what extent and in what circumstances?</p>	
<p>16 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 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? (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 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? (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</p> <p>(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</p> <p>(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)