

No. HPRCA-B (1)-2/2024- 12841
Himachal Pradesh Rajya Chayan Aayog, Hamirpur.

From

The Secretary,
HP Rajya Chayan Aayog, Hamirpur.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All the Head of Departments in Himachal Pradesh.
3. All the Divisional Commissioners in Himachal Pradesh.
4. All the Deputy Commissioners in Himachal Pradesh.
5. All the Chief Executive Officer(s)/Managing Director(s)/Member Secretary(s) of Board(s)/Corporations(s)/Autonomous bodies of H.P.

Dated: Hamirpur-177001

the 1st October, 2026.

Subject:

Regarding filling up of various vacant posts on Secondment basis etc in the HP Rajya Chayan Aayog.

Sir/Madam,

Consequent upon the approval conveyed by the Department of Personnel, Government of Himachal Pradesh, vide letter No. **PER (AP-B) B (1)-1/2024**, dated **17th September, 2026**, I am directed to invite applications from eligible and willing employees working in Departments/Boards/Corporations/Autonomous Bodies under the Government of Himachal Pradesh, for filling up the following vacant posts in the **Himachal Pradesh Rajya Chayan Aayog, Hamirpur** on **Secondment basis** on usual terms and conditions of secondment:-

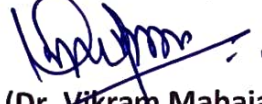
Sr. No.	Name of Post	No. of Posts	Pay Matrix Level
1.	Personal Assistant	01	Level-12
2.	Senior Assistant	01	Level-11
3.	Senior Scale Stenographer	01	Level-11
4.	Junior Scale Stenographer	01	Level-7
5.	JOA (IT)/Clerk	11	Level-4 & Level-3



Terms and conditions

1. The above-mentioned posts are required to be filled up on **Secondment basis** for the smooth and effective functioning of the Himachal Pradesh Rajya Chayan Aayog and to meet the requirement of staff in connection with various recruitment activities and examinations being conducted by the Aayog.
2. The concerned Departments/Boards/Corporations/Autonomous Bodies are requested to circulate this Office Memorandum amongst all eligible employees under their administrative control and forward the applications of willing and eligible officials working against **analogous posts** and recruited under the **common Recruitment & Promotion Rules applicable to Government employees**, in their respective Departments/Boards/Corporations/Autonomous Bodies, to this office on or before **31st October, 2026**.
3. The terms and conditions of secondment, including **tenure, pay and allowances, lien, joining time, relieving of the selected official and other service matters**, shall be governed by the applicable rules/instructions of the Government of Himachal Pradesh and the terms and conditions specified in the order of secondment issued from time to time.
4. The applications, duly filled in the **prescribed format enclosed herewith**, from willing and eligible officials may be forwarded through their respective **Head of Department/Cadre Controlling Authority/Competent Authority**, as applicable, so as to reach the office of the **Secretary, Himachal Pradesh Rajya Chayan Aayog, Hamirpur-177001**, on or before **31st October, 2026**.
5. Applications received after the prescribed last date or applications not forwarded through the proper channel shall not be entertained. The Aayog reserves the right to **scrutinize the applications and select suitable candidates** in accordance with the applicable rules/instructions and the functional requirements of the posts.

Yours faithfully,



(Dr. Vikram Mahajan) HPAS
Secretary,
HP Rajya Chayan Aayog,
Hamirpur.

**APPLICATION FOR PLACEMENT ON SECONDMENT BASIS IN HP RAJYA CHAYAN
AAYOG, HAMIRPUR**

1. Name of Post applied for on Secondment: _____
2. Name of Applicant: _____
3. Father's/Husband's Name: _____
4. Date of Birth: _____
5. Permanent address _____

6. Present Designation: _____
7. Name of Parent Department & Office: _____
8. Date of Appointment in Government Service: _____
9. Educational/Professional Qualifications:

Sr. No.	Qualification	University/Board	Year of Passing	%age
1.				
2.				
3.				

9. Details of Present Post:

- Date of appointment to present post: _____
 - Nature of appointment: Regular/Other _____
 - Pay Matrix & Level: _____
10. Relevant Experience: _____
 11. Vigilance/Disciplinary Status: _____
 12. Mobile No.: _____
 13. Email ID: _____



DECLARATION

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I have read the terms and conditions of Secondment and, if selected, I am willing to serve on Secondment basis in the borrowing Department/Office in accordance with the applicable rules/instructions of the Government of Himachal Pradesh.

Date: _____

Place: _____

Signature of Applicant

Name: _____

Designation: _____

CERTIFICATE OF THE FORWARDING/COMPETENT AUTHORITY

It is certified that the particulars furnished by the applicant have been verified from the official records and are found correct. It is further certified that no disciplinary/criminal/vigilance proceedings are pending or contemplated against the official and his/her integrity is beyond doubt. In the event of his/her selection, the official will be relieved immediately to join the Himachal Pradesh Rajya Chayan Aayog, Hamirpur as per the terms of Secondment. The details of last 05 (Five) years ACR/APAR grading are as under:-

Sr. No.	Name of the Official Smt./Sh.	Year & Remarks				
		2021-22	2022-23	2023-24	2024-25	2025-26

Place: _____

Date: _____

Signature: _____

Name & Designation: _____

Office Seal: _____