

All the Dy. Directors of Higher Education
Himachal Pradesh. (Kangra)

17 JUL 2026

Dated : Shimla -171001, the

शिमला-1

July, 2026

Subject:-

Supply of information regarding the preparation of the seniority list of eligible and willing Plus Two-pass Class-IV employees having completed five years of continuous regular service as on 31.12.2024 for promotion to the post of Clerk.

On the subject cited above, it is brought to your kind notice that vacancies for the post of Clerk/JOA (IT) under the 10% promotional quota have arisen in the Department. Accordingly, the State-level seniority list of +2 pass Class-IV employees who have completed five years of continuous regular service as on 31-12-2024 is required to be prepared.

Further, Class-IV employees who have attained the age of 50 years, possess the qualification of Matric or its equivalent, and have completed five years of continuous regular service as on 31-12-2024 shall also be included in the seniority list for consideration for promotion to the post of Clerk against the 10% promotional quota.

It is also informed that 4% reservation is admissible to Persons with Benchmark Disabilities (PwBDs), i.e., 1% each for (i) Blindness and Low Vision, (ii) Hearing Impaired, (iii) Locomotor Disability, and (iv) Multiple Disabilities.

You are, therefore, directed to prepare/update the district-wise seniority list of all eligible and willing Class-IV employees in accordance with the above criteria. While preparing the seniority list, the category of each employee, including SC/ST and the applicable PwBD category, shall invariably be indicated.

The Seniority list may be prepared in excel sheet in dd/mm/yyyy format and may be submitted (soft copy as well as hard copy) dully signed by the DDHE concerned through e-mail< estt2.dhe.hp@gmail.com>. As per format detailed below:-

Distt. Snty. No. as C-IV	Name of the Employee	Present place of posting	Distt. Name	DOB dd/mm/yyyy	DOJ on regular basis dd/mm/yyyy	Category	Qualification	Remarks
Certified that the Seniority List of eligible Class-IV posted in this District for the promotion of the post of Clerk has been prepared on the basis of option exercised, office record and information received from institutions concerned and all the above information/ list is complete & correct.								

The information/representations received from the concerned quarters, along with the supporting documents, shall be retained in your office record and shall not be forwarded to this Directorate. Further, the information of all eligible candidates shall be furnished in one consolidated list only. Partial lists/information submitted at different points of time shall not be entertained.

(Suneeta Singh)

Director Higher Education
Himachal Pradesh Shimla-1

e-mail: dhe-sm1-hp@gov.in

Tel. No. 0177-2656621

Director of School Education (Sec)

25 JUL 2026

Dispatch No. 5469-70
Kangra at Dharamshala

Office of the Deputy Director of School Education (Sec.)
Kangra at Dharamshala.

Endst.No.EDN-KGR-E(2) 2026-27

Dated: July, 2026

Copy forwarded to: -

- 1) All the concerned Principals / BEEOs / Headmasters, of Govt. Colleges / Govt. Sen. Sec. Schools / High Schools of Distt. Kangra are requested/ directed to submitted hard copy eligible and willing Plus Two- Class-IV employee to this office within 15 days for further necessary compliance as per above direction.
- 2) I.T.in-charge (internal) to upload this on website.

Deputy Director of School Education (Sec.)
Kangra at Dharamshala.