

21 OCT 2026

शिमला-1

October, 2026

All the Dy. Directors of Higher Education
Himachal Pradesh.

Dated: Shimla -171001, the

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 31.10.2026 for promotion to the post of Clerk.

It is in continuation to this Directorate letter no even dated 17.07.2026, it is intimated that seniority list of +2 pass Class-IV employees who have completed five years of continuous regular service as on 31.10.2026 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 31.10.2026 shall also be included in the seniority list for consideration for promotion to the post of Clerk against the 10% promotional quota.

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) duly signed by the DDHE concerned with in two days 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 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.

DDO Kangra Superintendent G-I
Director of Higher Education
Himachal Pradesh Shimla-1
e-mail: dhe-sml-hp@gov.in
Tel. No. 0177-2656621

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

Endst.No.EDN-KGR-E(2) 2024-25

Dated: October, 2026

Copy forwarded to:-

- 1) All the concerned Principals / Headmasters, of Govt. College's Govt. Sen. Sec. School's/ High Schools of Distt. Kangra are requested/ directed to submitted hard copy eligible and willing Plus Two- Class-IV employee to this office by hand within 02 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.