



Himachal Pradesh Power Corporation Limited

(A State Govt. Undertaking)

Himfed Building, BCS, New Shimla, Shimla-171009.
Phone: 0177-2670633, 2671831, Fax No.: 0177-2671589

CIN:U40101HP2006SGC030591

No. HPPCL/P&A/Recruitment/JOA/2025- 8372-76

Dated: - 1.08.25

Regd. Letter/ Email
Call Letter

To

1	Ex. LD Sandeep Kumar S/o Sh. Vijay Kumar, r/o Vill. Sukri, PO Amarpur, Tehsil Ghumarwin, Distt. Bilaspur, HP-174021, Mob. 7018312679.
2	Ex. Hav Vinod Kumar S/o Sh. Chaman Lal r/o VPO- Satother, Tehsil Amb, Distt. Una, HP-174302, Mob. No. 8894130547.

Subject: - Regarding Verification/ documentation for the post of "Junior Office Assistant-Trainee at W-3 Level in HPPCL.

Dear Sir

This is in reference to the recommendation dated 19th July, 2025 & 22nd July, 2025, received from the Sub Regional Employment Officer, Ex-Servicemen Employment Cell, Himachal Pradesh at Hamirpur, wherein, your name has been recommended for the above-mentioned post. In this regard, it is informed that the verification of documents for this purpose has been scheduled as per the details given below :

Date: - 04.08.2025
Time: - 11:00 AM
Venue: - HPPCL Corporate Office, BCS, Himfed Building, Shimla


Therefore, you are requested to appear in person for verification/documentation on the specified date, time, and venue. You are required to bring the original certificates/documents listed in **Annexure-A** in order to attend the verification/documentation.

You will have no claim for appointment to this post solely based on this letter. No TADA will be provided for appearing on the above-mentioned date.


Deputy General Manager (P&A)

Copy for information and necessary action to:-

- 1) The Sub-Regional Employment Officer, Directorate of Sainik Welfare, Ex-Servicemen Employment Cell, District Hamirpur, Himachal Pradesh for information.
- 2) The Sr. Manager (IT), HPPCL, Shimla-9 for uploading on the website of HPPCL.
- 3) The Sr. Manager (Estate), Corporate Office, HPPCL for availability of Conference Hall, on the said Date & Time, along with arrangement of Tea/ Snacks.


Deputy General Manager (P&A)

Annexure-A

Please bring following original certificates/testimonials along with one set of attested copies:-

1. Discharge Certificate from Army.
2. Matric Certificate.
3. 10+2 certificate.
4. One year Diploma in Computer Science/Computer Application/IT from an Institution affiliated to a recognized Board or University or from a deemed University OR 'O' or 'A' level diploma from NIELIT OR Diploma in Information Technology (IT) from an Industrial Training Institute (ITI)/ Institution.
5. Bonafide Himachali Certificate.
6. SC/ST/OBC/EWS & Antodaya/BPL Certificate.
7. Any other relevant certificates for the above post.