



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- 20714-16

Dated: - 24.02.26

Regd. Letter/ Email

Call Letter

To

Ex L/Nk Arun Kumar,
S/o Sh. Jodh Singh,
R/o House No. 22916, Ropa Colony,
VPO & Tehsil Sarkaghat, Distt. Mandi, HP-175024,
Mob. No. 7807341217

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

Dear Sir

This is in reference to the recommendation dated 09 Feb, 2026, 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: - 02.03.2026 (Monday)
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 TA/DA will be provided for appearing on the above-mentioned date.

Deputy General Manager (P&A)

Copy for information and necessary action to:-

- 1) The Sr. Manager (IT), HPPCL, Shimla-9 for uploading on the website of HPPCL.
- 2) 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.