

SCO 128-129, 4th floor Sector 34-A, Chandigarh Ph-93160-68310, 93164-88310



HP CLERK RECRUITMENT 2026

NOTIFICATION OUT

FULL DETAILS

WATCH NOW



BY RAHUL DEV SIR



IMPORTANT DATES

Opening date for submission of Online Recruitment Application (ORA) Form:	14.08.2026
Closing date for submission of Online Recruitment Application (ORA) Form:	11.09.2026

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Online Applications are invited from the eligible candidates only for direct recruitment for the **posts of Clerk on Job Trainee** basis through the official website of Himachal Pradesh Rajya Chayan Aayog, Hamirpur i.e. <https://hprca.hp.gov.in>. The online application can be filled up from **14.08.2026 (10:00AM) to 11.09.2026 till 11:59 PM**, thereafter website link will be disabled. The candidates are strictly advised to apply online well in advance to avoid rush during closing dates of submission of Online Recruitment Applications. No Offline Application Form will be accepted by the HPRCA. The candidates must read the instructions carefully before filling up of ORA.

A **correction window** shall be opened for a period of **(04) four days**, commencing after the **closing date for submission of ORAS**, during which the candidates shall be permitted to rectify errors in their ORAS, subject to payment of the prescribed fee.

The **downloaded copy of the online application form** along with necessary **original certificates and self attested photocopies** must be brought **at the time of document verification** or to submit the same whenever required by the HPRCA to ascertain the eligibility of applicants.

AGE

The minimum and maximum age limit is **18 and 45 years** respectively and will be reckoned as on 01-01-2026. The upper age limit for the candidates belonging to **Scheduled Caste, Scheduled Tribe and Other Backward Classes, Persons with Disabilities** categories who are domiciles of Himachal Pradesh and for the employees of Himachal Pradesh Government and Ex-servicemen of Himachal Pradesh shall be **relaxable upto five (05) years** as is permissible under the general or special order(s) of the Department of Personnel, Government of Himachal Pradesh.

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No. of post(s) is/are tentative and may increase or decrease from time to time for different categories of posts. If any, fresh requisitions received from any requisitioning authorities for the posts having common/similar Job Trainee Policy/R&P Rules (as the case may be), they may be included in the present number of posts up to 30.11.2026 or the date of Computer Based/Written Objective Screening Test whichever is earlier. Therefore, all the candidates are requested to apply under their respective category (s) as the post of any reserved category can be included to be filled up on the basis of this advertisement. The number of vacancies & reservation of post is liable to be altered without any notice.

The minimum qualifying marks of written screening test/OMR/CBT shall be atleast 45% marks for general category candidates and 40% marks in the case of Scheduled Caste/Scheduled Tribe/ Other Backward Classes/Wards of Freedom Fighters candidates. However, if the number of candidates securing the prescribed percentage of marks is less than the number of advertised posts, the Aayog may relax the qualifying percentage by a maximum of 5%, i.e., upto 40% for General category candidates and 35% for candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and Wards of Freedom Fighters, for reasons to be recorded in writing.

Where a **skill test** (i.e. type and/or shorthand test) or **physical test** is an essential qualification, the candidate(s) will be required to undergo these tests for the **prescribed speed/standard**, which shall be of qualifying in nature. The candidates for the **skill test or physical test shall be shortlisted based on the merit of multiple choice questions (MCQ) examination** and the number of candidates to be shortlisted for typing test/physical test shall be as under:-

- Candidates equal to five times the number of posts advertised, if the number is less than 30.
- 150 candidates if the number is between 30 and 40 both inclusive.
- Candidates equal to 4 times the number of posts advertised if the number is greater than 40.

DETAIL OF POSTS

Name of Department/Pay Band/Honorarium	Post Code	Break-up of Posts
Department of Personnel (Secretariat Administration Services-I) Clerk (Job Trainee) Consolidated fixed amount Rs. 12,500/-. Note-I:- The candidates may note recruitment that the and engagement as per this advertisement shall be governed by the Job Trainee Policy issued by Department of Personnel vide its Notification No. Per(AP)-C-B(15)-3/2024 dt. 19.07.2025 & subsequent letter dated 26.09.2025.	26045	Gen(UR)-17 EWS-04, OBC(UR)-07 OBC(BPL)-01 SC(UR)-09 SC(BPL)-01 ST(UR)-01 Total=40

Essential qualification(s)

- i) **Bachelor's Degree** from a recognized University.
- ii) Should possess a minimum speed of **30 words per minute in English** type writing or **25 words per minutes in Hindi** type writing in Computer.

Desirable:-

Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

Mode of Selection

- Computer Based Test/ written screening test of 120 marks of $1\frac{1}{2}$ hours (one and a half hours) duration or as decided by the Aayog.
- The **shortlisted candidates** shall be required to appear for a prescribed typing **skill test**, which shall be qualifying in nature.

SYLLABUS

The objective type screening test will consist of **120 multiple-choice questions**, with each question carrying 1 mark.

- i) Subjects(s)/field(s) upto the level of prescribed essential qualification(s) as notified in the advertisement.
- ii) (a) General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs.
(b) Everyday Science, Logical Reasoning, Social Science, General English & General Hindi of Matric Standard.
(c) Word Processing on computer.

EXAMINATION AND OTHER **PROCESSING FEES**

The detail of fee for all categories is as under:-

Category	Total Fees
The candidates of all categories shall be required to pay ₹100/- as examination fee and ₹700/-as processing fee.	₹800.00
Correction fee (A link for correction window shall be opened for a period of four days, commencing after three days from the closing date for submission of ORAS)	₹100.00

SCREENING TEST/WRITTEN **EXAMINATION/DOCUMENTATION ETC.**

- The mode of examination will be **Computer Based Test (CBT) or OMR**.
- The provisional answer key of CBT will be uploaded on the official website after the freezing of the answer sheets of the candidates for calling objections from the candidates. Seven days time shall be given for inviting objections in the answer key, if any. **A non-refundable fee of Rs.200 shall be charged for every challenge to the answer key.** The objections will be got vetted through an expert panel and the result will be finalized as per the revised answer key.

- Any request for rechecking/re-evaluation of scripts of written tests/Skill tests/Physical tests/CBT, as the case may be, will not be entertained.
- The eligibility of candidate(s) called for the documentation will be determined on the basis of original documents produced at the time of documentation and the HPRCA will not be responsible if the candidature of any candidate is rejected at that stage or at the time of verification by the Appointing Authority. As such, admission to the CBT/Written Examination shall be purely provisional.
- The Centers for holding the examination are liable to be changed at the discretion of the HPRCA. However, every effort will be made to allot the examinations centre(s) of their choice to the candidates. But, the HPRCA may, at its discretion, allot a different centre to a candidate if circumstances so warrant.

*Thank
you*

