

No. EDN-H(I)B(2)-1/2011
Directorate of Higher Education
Himachal Pradesh

Dated: Shimla-171001, the

To,

1. All the Dy. Director of Hr. Education in H.P.
2. All the Principal, Govt. Colleges in H.P.
3. The Group Commander, NCC, Gr.H.Q., Shimla
4. The Librarian, CLS Solan, H.P.

Subject:- Regarding promotion to the post of Legal Assistant.

Memo,

The Department intends to fill up the post of Legal Assistant by promotion from amongst Common Clerical Cadre of Clerks/Jr.Asstts./Sr.Asstts./Supdts.Gr.II of the Department having five years regular service. Information as per enclosed proforma is required for initiating the case in accordance with the provision of existing R & P Rules.

Information as per enclosed proforma alongwith attested photocopies of detail mark sheets of 3 years LLB(professional) degree alongwith copies of other educational qualifications must reach this Directorate (in a consolidated form from all DDHEs on or before 15th March, 2011). The information in respect of such officials be given who have acquired 3 years LLB (professional) degree. Officials with 2 years academic qualification are not eligible to be considered as per R & P Rules.

Director of Higher Education
Himachal Pradesh

Endst. No. Even Dated: Shimla-171001, the
Copy to:-

1. The Director of Elementary Education, H.P., Shimla-1 with the request that requisite information **in consolidated form** in respect of ministerial staff working in offices under your jurisdiction be provided.
2. All the Branch Officers/Supdts. in Directorate of Hr. Education, H.P.

Director of Higher Education
Himachal Pradesh

PROFORMA

Sr. No.	Name & Desig. of the official, who have acquired 3 yrs. LLB degree	DOB	DOA			Details of acquiring 3 yrs. LLB degree		Details of the permission taken	Other qualification	Remarks
1.	2.	3.	4.			5.	6.	7.	8.	9.
			a	b	c	Whether acquired before joining, details be given	Whether acquired during service, details be given	If yes in column no. 6 then whether permission of the competent authority taken to acquire the said degree give letter no. & date alongwith photocopy		
			As Clerk along with sty.no.	As Sr.Ass tt. along with sty.no.	As Supdt. Gr.-II along with sty.no.					