



H.P. INFRASTRUCTURE DEVELOPMENT BOARD
(Govt. of Himachal Pradesh)
NEW HIMRUS BUILDING, CIRCULAR ROAD, SHIMLA-171001
Email: hpdb-hp@nic.in, Telephone :0177-2626696,2627312

No. HPIDB/Appointment of Peons/2025-26

Dated: 12.11.2025

ADVERTISEMENT NOTICE

Applications duly filled on the prescribed application format are invited from the eligible candidates to fill up 02 posts of Peon in Himachal Pradesh Infrastructure Development Board (HPIDB), Shimla (on Regular basis). Last date for submission of application is on or before **06.12.2025 upto 5.00 PM.** The details of posts, educational qualification and emoluments/wages are as under:-

S.No	Name of Post	Total Vacancy	Category	Essential Qualification	Pay Scale
1	Peon (on Regular basis).	02	Unreserved	Should have passed Matriculation from any School Education Board/ Institution recognised by HP Govt./Central Govt. situated within Himachal Pradesh.	(18000-56900) (level-1 as per HPCS (RP) RULES 2022)

Age: The applicant should be between 18 to 45 years as on 01.01.2025.

Five years relaxation in upper age limit is admissible only to the Bonafide S.C. of H.P. / S.T. of H.P. / O.B.C. of H.P. /W.F.F. of H.P./Persons with disabilities of Himachal Pradesh. For H.P. Govt. employees and Ex-Servicemen of H.P.; age relaxation is as per Government's instructions issued from time to time and as mentioned in detail under title Age Limits. The age relaxation for bonafide S.C. of H.P. / S.T. of H.P. / O.B.C. of H.P. /W.F.F. of H.P./ Persons with disabilities of Himachal Pradesh/ Ex. Servicemen of H.P. is available only if there is a post reserved for these categories.

NOTE I: Candidates should note that only the date of birth as recorded in the matriculation Examination Certificate be accepted by the HPIDB and no subsequent request for its change will be considered or granted.

NOTE II: Candidates should also note that once a date of birth has been claimed by them and entered in the records of the HPIDB for the purpose of admission to selection process, no change will be allowed subsequently on any grounds whatsoever.

Application Forms: Application form can be downloaded from the official website of HPIDB i.e. <http://himachalservices.nic.in/hpidb/> No other application form will be accepted.

Documents : (Self Attested Photocopies only) to be sent along with the application Form:

1. Matric Certificate showing details of marks obtained.
2. SC/ST/OBC/Ex-Servicemen / BPL / IRDP/ Experience certificate.

3. One passport size recent photograph of the candidate (duly signed by candidate) pasted on prescribed box in the Application form.
4. Himachali bonafide certificate.
5. Aadhar card copy.

Note: Original certificates will have to be produced at the time of Documentation/evaluation. If their claim is found to be incorrect; besides rejection they may render themselves liable to action by the Board.

Desirable Qualification:

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

Important instruction:

1. The short listing/selection of applicants shall be made according to the Criteria fixed by the HP Govt. Notified vide Department of Personnel Notification No. Per (APB) B (15-)5/2014-Part Dated 17th April, 2017.
2. No individual correspondence shall be made in any case.
3. Place of work: Shimla
4. Application Fee is Rs.500/- for General and Rs.300/- for OBC/ST/SC categories which is payable in the shape of Bank Demand Draft in favour of Chief General Manager, HPIDB payable at Shimla.
5. Number of posts are likely to be increased or decreased.
6. The candidates should be bonafide Himachali only.
7. Should have passed Matriculation from any School Education Board / Institution recognised by HP Govt./Central Govt. situated within Himachal Pradesh, provided that this condition shall not apply to Bonafide Himachalis.
8. Only one Application should be sent in one envelope.
9. The Application form should be filled in by the candidate in his/her own handwriting with blue /black ink ball point pen.
10. The candidate must fulfill all the required essential educational and other qualifications on the last date fixed for the receipt of application form.
11. The candidate shall write his/her name as per the matriculation certificate in the relevant column of the application form.

12. Candidates claiming fee concession should possess a valid certificate of the respective category as on the last date of submission of application & the copy of the certificate is required at the time of securitizing, failing which the candidature is liable to be cancelled at the securitizing stage.

13. No change of category shall be allowed after last date of receipt of application forms i.e. from SC to OBC/ST etc. vice versa.

14. The certificate of Scheduled Caste, Scheduled Tribe, Other Backward Classes should be on parental basis.

15. The candidates are required to furnish the valid certificate in support of his/her claim. The validity of the certificate is required to be seen at the time of scrutiny.

16. The validity of IRDP/BPL certificate is of six months from the date of its issuance.

17. Candidates belonging to OBC category are required to produce OBC certificate, which should not be more than two years old at the time of last date fixed for receipt of applications and securitizing, along with latest affidavit duly attested by the authority .authorized under the Indian Oath Act stating that his/her status as OBC has not changed and that they are not excluded from the category of OBC on account of being covered under creamy layer. Such certificate should be based on the lineage of parental family. The validity of the certificate is required to be seen at the time of scrutinizing.

18. The candidates must ensure their eligibility in respect of category, experience, age and essential qualification(s) etc. as mentioned in the advertisement to avoid rejection at any later stage.

19. Those officials who are already on contract/outsourced/daily wages rolls of HPIDB can also apply, however they shall be treated as fresh recruits and past service shall not be counted for seniority or protection of pay in the event of final selection. Their services shall be treated as fresh.

20. The candidates must read the instructions carefully.

21. Incomplete recruitment applications submitted without requisite documents, will be rejected straightway.

22. The candidate should possess requisite essential qualification(s) prescribed for the post to which he/she is applying as on last date, for submission of recruitment applications in the HPIDB.

23. The date of determining the eligibility of all candidates in terms of essential qualification(s), experience, if any, shall be reckoned as on the closing date for submission of Applications.

24. All candidates, whether already in Government Service, Government owned industrial undertakings or other similar organizations or in private employment should apply to the Board by physically submitting fully filled application before the closing date. Persons already in Government service, whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under Public Enterprises are however, required to inform their Head of Office/Department that they have applied for the Posts. They are also required to submit an undertaking that they have informed in writing their Head of

Office/Department that they have applied for the post of Peon in HPIDB. The candidates should note that in case a communication is received from their employer by the HPIDB withholding permission to the candidates applying for/ appearing in the evaluation, their application/candidature will liable to be cancelled.

25. Disputes, if any, shall be subject to Court jurisdiction at Shimla.

26. Desirous/eligible candidates must submit an application, on prescribed application format, in office of the Chief General Manager, HPIDB during office hours on or before **06.12.2025 upto 5:00 PM** along with requisite self attested documents/certificates Matric onwards in support of their eligibility, any other mode would not be accepted and will be summarily rejected.

27. HPIDB shall not be responsible for any delay in postal delivery. Late received applications shall be out rightly rejected.

28. Application form is available on HPIDB official website: <http://himachalservices.nic.in/hpidb/>

29. No applications will be entertained after **06.12.2025 (5:00 PM)**.

30. The Candidates are advised to visit the HPIDB's website: <http://himachalservices.nic.in/hpidb/> from time to time for updates in their own interest.

31. The decision of the HPIDB regarding eligibility etc. of a candidate for selection will be final and no correspondence/ personal enquiries will be entertained.

Chief General Manager

APPLICATION FORM

Latest Passport
Size Photo

Post applied for

Detail of Fees: DD No.

Dated:

Name of the Bank

1	Name of Applicant (in capital letters)					
2	Father's/Husband Name					
3	Date of birth					
4	Category (in capital letters)					
5	Age (as on)					
6	Male/Female					
7	Married/Unmarried					
8	Permanent Address with phone Number					
9	Address for correspondence					
10	District					
11	State					
12	Pin Code					
13	Mobile Number					
14	E-mail ID (if any)					
15	Aadhar Number					
16	Educational Qualification- Matric onwards (attach attested copies)	S.No	Edu. qualification	Name of Inst./Board	Year of passing	%age of marks (in two decimal places)
		1				
		2				
		3				
17	Experience, if any,					

DECLARATION BY THE CANDIDATE

I hereby declare that the above information is true, complete and correct to the best of my knowledge and belief. I have not suppressed any material or factual information. I have not been debarred from appearing in any examination nor I have ever been arrested, prosecuted or convicted by any criminal court or involved in any other case registered by the police. I understand that my candidature is liable to be rejected in the event of any mis-statement/discrepancy in the particulars given in the application form. In case, I am selected and appointed, my services are liable to be terminated without any notice to me or reason thereof, in case, it is found at any later stage that I have given wrong information in my application form.

Dated:

Place:

(Signature of Candidate)

CRITERIA OF EVALUATION FOR 100 MARKS FOR PEON, CLASS-IV POSTS:

S.No	Name of certificate	
1	Merit of minimum educational qualification, in terms of the Recruitment & Promotion Rules, shall be calculated as under: {Percentage of marks obtained in prescribed educational qualification to be calculated out of 85 marks. For example, a candidate getting 50% marks in Matric will be given 42.5 mark},	85 Marks
2	Evaluation of candidates to be made in the following manner: 1. Belonging to notified Backward Area or Panchayat, as the case may be. =01Mark. 2. Land less family / family having land less than 1 Hectare to be certified by the concerned revenue Authority. =02 Marks. 3. Non-employment Certificate to the effect that none of the family members is in Government / Semi Government service. = 2.5 Marks. 4. Differently abled persons with more than 40% impairment/ disability/infirmity. =01 Mark. 5. NSS atleast one year / certificate holders in NCC/the Bharat Scout and Guide / Medal winner in National Level sports competitions. = 01 Mark 6. BPL Family having annual income (from all sources) below ₹40,000/- or as Prescribed by the Government from time to time. = 2.5 Marks. 7. Widow / divorced / destitute / single women. = 1.5 Marks. 8. Single daughter / orphan. = 01 Mark. 9. Experience upto a maximum of 5 years in Govt. / Semi- Govt. Organization relating to the post applied for (0.5 marks only for each completed year). =2.5 Marks	15 marks

The following are the issuing authorities for the above mentioned certificate(s):

S.No	Name of certificate	:	Issuing authority
1	Backward Area/ Panchayat, Landless family/ family having less than 1 (one) hec. Land, non employment, income certificate etc.	:	SDO(Civil)/Tehsildar/Naib Tehsildar
2	BPL/Widow/Divorced/destitute/ Single Woman/ Single Daughter/ Orphan etc.	:	BDO(by taking the authenticated entries in the 'Parivar Register' as the basis of such certificate) in Panchayat. Commissioner/ Joint/ Assistant Commissioner in Municipal Corporation. Executive Officer in Municipal Council. Secretary in Nagar Panchayats.
3	Differently abled persons	:	Health & Family Welfare Authorities/ Medical Boards
4	NCC/NSS/Scouts & Guides	;	Head of the concerned Institution
5	Medal Winners in National Level Sports Competition	;	Concerned District Youth Services and Sports Officer/ Head of Institution
6	Essential Educational Qualification etc.,	:	Recognized School Board/Universities
7	Himachali Bonafide Certificate	:	SDO(Civil)/Tehsildar/Naib Tehsildar
8	Age Proof Certificate(10 Class Certificate)	:	Recognized School/Board

9	SC/ST/OBC/EWS Certificate	;	SDO(Civil)/Tehsildar/Naib Tehsildar
10	Experience	:	Experience related to post applied as per R&P Rules (wherever required) on proper format duly mentioning experience period in date month & year, signed by the competent authority, with the date of issuance mentioned therein.

Note I: *The statutory certificates like Bonafide Himachali, SC, ST, WFF and legal heir issued on parentage basis on the prescribed format are of permanent nature and are acceptable to the HPIDB. However, the certificates of O.B.C. on parentage basis on the prescribed format and E.W.S. also on the prescribed format issued by the competent authority to be valid not only for the relevant term of the financial year but also covering the prescribed closing date(s) for submission of recruitment application. The latest certificate issued by the competent authority alongwith self undertaking stating that his / her status has not been changed and he / she is not excluded from the category of O.B.C. or E.W.S. or B.P.L. will have to be submitted by the candidate to the HPIDB as and when asked by the HPIDB as well as on the day of document verification/evaluation.*

Note II: *In case the number of candidates applying for the posts of Peon is more than 100, the candidates shall be shortlisted for evaluation in the ratio of 20 times of the total number of posts/vacancies and will be called for evaluation on the basis of claim made by the candidates in their Applications, i.e. marks claimed in Matriculation Examination.*