

**IMMEDIATE**  
**DATE BOUND**  
From

To The Chief Secretary to Government, Haryana.

All the Heads of the Departments of the Haryana Government

Memo No. 02/04/2024-6Estt.-I

Dated: Chandigarh, the 07<sup>th</sup> January, 2025.

Subject:-

Regarding filling up of One (01) vacant post of Assistant Research Officer (ARO) (General) in State Budget & Fiscal Management (SB&FM), FD, Haryana Civil Secretariat on transfer basis.

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Refer to the subject noted above.

2 It is informed that one (01) vacant post of ARO (General) in State Budget & Fiscal Management (SB&FM), FD, Haryana Civil Secretariat (Group 'C') is in the Pay Matrix, Level-6 of Haryana Civil Services (Revised Pay) Rules, 2016 is proposed to be filled up in Finance Department, Haryana Civil Secretariat on transfer basis amongst the Assistants/ Statistical Assistants/ Assistants Research Officers/ Accountants having the following Qualifications/ experience:-

i) *Post Graduate Degree from a recognized University in Statistics or Economics/Agriculture Economics/Mathematics/Commerce with Statistics as one of the subjects either at Postgraduate Degree level.*

Or

*Graduate in Honours School in Mathematics or Economics with Statistics as one of the papers at Graduation Honours School level in these subjects or a Postgraduate degree in Statistics;*

ii) *One year experience of collection, compilation and interpretation of Statistical data on the post of Statistical Assistant/ Assistant/ Accountant in a State or Central Government or a recognized University or Research Institute or State/ Central Public undertakings;*

iii) *Working knowledge of computer especially data entry and processing.*

iv) *Hindi or Sanskrit as one of the subject in Matric or Hindi as one of the subject in higher standard.*

3. It is also requested to forward the application of suitable, willing and eligible candidates who will cover the Government instructions No. 42/20/82-5GS-I, dated 19.08.1982 and 42/176/99-5GS-I, dated 07.01.2000 alongwith their curriculum vitae to Establishment-I Branch, 05<sup>th</sup> floor, Haryana Civil Secretariat, Chandigarh, who can be spared immediately on selection and the same may be sent to the undersigned within 30 days from the date of issuance of this circular alongwith the following documents:-

- Clear xerox copies of ACRs duly attested by Group "A" officer.*
- Integrity Certificate.*
- Certificate confirming that no disciplinary/ vigilance case pending or being contemplated against the officer.*
- A statement showing major or minor penalties, if any, imposed on the applicant.*

4. Application received after the closing date or without the xerox copies of ACR duly attested by a Group "A" Officer or without recommendation of the concerned office or otherwise found incomplete are liable to be rejected. While forwarding the applications, it may also be verified that the certificate and particulars furnished by the official are correct in all respects.

It may also be confirmed that in the event of selection for appointment, the official concerned will be relieved immediately to join his/ her new assignment.

Hardik  
8-1-25

for

Superintendent Establishment-I  
for Chief Secretary to Government Haryana

No. 02/04/2024-6Estt.-I

Dated: Chandigarh, the 07<sup>th</sup> January, 2025

A copy is forwarded to the Additional Chief Secretary to Government Haryana, Finance Department (in SB&FM) w.r.t their CFMS No. 30258, dated 27<sup>th</sup> December, 2024 for information please.

for

Superintendent Establishment-I  
for Chief Secretary to Government Haryana