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HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT

No. 42/21-A/2008-4GS1

Chandigarh, June 21st, 2013.

To

1. All the Administrative Secretaries to Government Haryana.
2. All Heads of the Departments, Commissioner Ambala, Hisar, Rohtak and Gurgaon Divisions.
3. All the Deputy Commissioners of Haryana.
4. All the Managing Directors of Boards/Corporations/Public Undertakings in Haryana State.

Subject:- Supply of requisitions in respect of Class-IV vacancies of various categories.

I am directed to invite your kind attention on the above cited subject and to intimate that the State Government has decided to fill up vacancies of Class-IV categories having same/similar qualifications through a combined recruitment drive. In this regard, General Administration Department will notify the vacancies and invite applications of the candidates at a common place.

You are, therefore, requested to kindly send your requisitions in the prescribed proforma (copy enclosed) **by 5th July, 2013 positively** so that further necessary action in the matter can be initiated. It is, however, clarified that reservation to the Special Backward Classes and Economically Backward Persons in General Castes is to be given on the posts which have arisen/ fallen vacant on or after the date of issuance of instructions i.e. on or after 28.2.2013.



Yours faithfully,

Subhash Ahuja

Under Secretary General Administration
for Chief Secretary to Government Haryana.

Endst No. 42/21-A/2008-4GS1

21/6/2013
Dated 21 June, 2013.

A copy is forwarded to the Member Secretary, Haryana Bureau of Public Enterprises.

CSA (Public Enterprises)

Subhash Ahuja

Under Secretary General Administration
for Chief Secretary to Government Haryana.

21/6/2013

REQUISITION PROFORMA

- (1) This form should be very carefully filled as it is strictly in accordance with the information supplied therein that the post(s) will be advertised.
- (2) Entries should be neatly made and any additions and alterations therein should invariably be attested by a competent authority.
- (3) The form should be signed by the Administrative Secretary to Government/Head of the Department concerned at the end.

Requisition for the recruitment of Candidates for Appointment to the Group 'D' Post

1.	a) Designation of the Post b) Number of Posts to be filled	
2.	a) Class and service to which the post belongs. (See Chapter XVI of the Civil Services Rules (Punjab), Volume I, Part I). b) Whether there are any published Rules for this Service/post ?	
3.	Whether permanent or temporary ? (If temporary, period for which it will last)	
3.A	If the post is permanent, please state: (i) By whom the post is held or was last held and his age and qualifications ; (ii) The nature of the vacancy and how it has arisen.;	
3.B.	(B) If the post is temporary, please state:	
	(i) When it was sanctioned? (ii) The period for which it has been sanctioned ; (iii) Irrespective of the period of sanction how long it is expected to last and whether it is expected to be retained on a permanent basis eventually. (iv) By whom the post is held or was last held and his age and qualifications.	
4.	Period of probation, if any- (a) For candidates already in Government Service (b) For direct recruits	
5.	Can the appointment be terminated by notice? If so, on what conditions?	
6.	(a) Duties (b) Place or places in which the official will be required to serve.	
7.	When will the selected candidate (s) be required to join ?	
8.	Scale of Pay with Grade Pay (a) For direct recruits	

	(b) For persons already in Government service, if Government servants are eligible.	
9.	Prospects of promotion to higher posts or to higher time scales of pay, if it is desired to state them.	
10.	Admissibility of the benefits of Contributory Provident Fund	
11.	Any special concessions, such as rent-free quarters, light, water.	
12.	<p>Qualifications required:</p> <p>(a) Academic (If more than one qualifications are prescribed, it should be stated which is considered to be most important).</p> <p>(b) Training</p> <p>(c) Hindi Qualifications</p> <p>(d) i). Experience ii). State clearly whether the experience gained by a candidate after acquiring the minimum basic qualification (s) prescribed against clause (a) above is to be taken into consideration.</p> <p>Note: If no reply is given to (ii) above, the experience gained by a candidate after acquiring the minimum basic qualification (s)</p> <p>(e) Any other qualifications</p> <p>(f) State which of the above requirements will be strictly adhered to ;</p> <p>(g) Will equivalent qualifications be accepted? If so, equivalent should be stated.</p>	
13.	<p>(1) Age limits (if any):-</p> <p>(i) Lower</p> <p>(ii) Upper</p> <p>(2) Exact date on which the age is to be determined.</p> <p>(3) Whether any relaxation is admissible for</p> <p>(i) Government servants</p> <p>(ii) Otherwise suitable candidates</p> <p>Note- Where an exact date is not specified the age will be determined on the last date for the receipt of applications as advertised by the Committee.</p>	
14.	<p>a) Nationality (Please state clearly whether only citizen of the Indian Union are eligible).</p> <p>(b) Domicile condition if any, prescribed in the rules applicable to the service/post.</p>	
15.	Are Government servants eligible?	
16.	<p>(a) Are any vacancies reserved for members of Scheduled castes, etc. of Haryana which is not adequately represented in service. If so, how many are reserved for-</p> <p>(i) Scheduled Castes:</p>	

	(ii) Scheduled Tribes: (iii) Backward Classes declared as such in the letters/memoranda issued by Government from time to time (iv) Special Backward Classes (SBC) (v) Economically Backward Persons (EBP) (b) Are any vacancies reserved for Ex-servicemen? (c) PHC	
17.	Name of officer of the Department whom Government would like the Commission to invite to be present to assist them in any advisory capacity. Note: This suggestion is to be made only in case of recruitment to technical services or technical posts.	Yes
18.	Any other condition or qualifications not covered by the above questions	

Dated.....

Signature.....
Designation.....
