

**HARYANA GOVERNMENT  
GENERAL ADMINISTRATION DEPARTMENT**

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

Chandigarh, July 06, 2015.

To

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

**Subject: - Supply of requisitions in respect of Group- D vacancies of various categories.**

I am directed to refer to State Government letter of even number dated 21.06.2013, 12.08.2013 & 03.10.2013 and to intimate that due to increase in upper age limit from 40 years to 42 years the State Government has decided to re-advertise the Group-D posts which were earlier advertised on 22.02.2014.

You are, therefore, requested to send requisitions of Group-D categories vacancies available with your Department /Board /Corporation in the enclosed prescribed proforma to the State Government in General Administration Department (General Services- I Branch) so that further necessary action in the matter can be initiated.

**The requisitions be sent by 17.07.2015 positively.**

Yours faithfully,



Under Secretary General Administration  
for Chief Secretary to Government Haryana

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

Dated: 06.07.2015

A copy is forwarded to the following for information and necessary action:-

1. Director, Employment Haryana.
2. Member Secretary, Haryana Bureau of Public Enterprises.



Under Secretary General Administration  
for Chief Secretary to Government Haryana

## 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) The requisitions of Group-D categories vacancies which had already be sent by you in reference of State Govt. Letter No. 42/21-A/2008-4GS1 dated 21.06.2013, 12.08.2013 & 03.10.2013 which had already been advertised on 22.02.2014.  c) Total number of posts which have become available after the earlier requisition which had been advertised on 22.02.2014.	
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> <p>(ii) Scheduled Tribes:</p> <p>(iii) Backward Classes declared as such in the letters/memoranda issued by Government from time to time</p> <p>(iv) Special Backward Classes (SBC)</p> <p>(v) Economically Backward Persons (EBP)</p> <p>(b) Are any vacancies reserved for Ex- servicemen?</p> <p>(c) PHC</p>	
17.	<p>Name of officer of the Department whom Government would like the Commission to invite to be present to assist them in any advisory capacity.</p> <p>Note: This suggestion is to be made only in case of recruitment to technical services or technical posts.</p>	
18.	Any other condition or qualifications not covered by the above questions	

**Note: - The Department/Board/Corporation who had not sent their requisitions earlier and now the vacancies of Group-D are available with them, they may also send the requisitions in the above proforma, if required.**

Dated.....

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