

DATE BOUND

No.41/3/2015-5SII  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 14<sup>th</sup> August, 2015.

To

All the Heads of Departments in Haryana  
(Except the Chief Secretary to Government Haryana and  
Additional Chief Secretary to Government, Haryana,  
Revenue & Disaster Management and Consolidation Departments)

Subject: - Recruitment to the HCS (Executive Branch) against the vacancies of the year 2014 from Register A-II of members of Group-C Service.

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Sir/Madam,

I am directed to invite your attention to the subject noted above and to say that the State Government has decided to fill up four vacancies of HCS (Executive Branch) from Register A-II of members of Group 'C' Service against the vacancies of the year 2014 in terms of rule 10 of Haryana Civil Service (Executive Branch) Rules, 2008. You are, therefore, requested to recommend the name of one member of Group 'C' service working under your control for the aforesaid recruitment to the Chief Secretary to Government, Haryana, Personnel Department (Services-II Branch, 5<sup>th</sup> Floor, Haryana Civil Secretariat, Sector-1, Chandigarh). The members of Group 'C' Service whose name is to be recommended should fulfil the following conditions of eligibility as on 15.09.2015:-

- (a) (i) has completed eight years' continuous Government service.
- (ii) has not attained the age of more than forty five years.
- (iii) is not facing disciplinary proceedings against whom action is being contemplated; and
- (iv) is clear from vigilance angle
- (v) is not a confirmed Gazetted officer.

(b) is a graduate of a recognized University.

2. The department shall follow the instructions of Chief Secretary, Haryana issued vide endorsement no. 46/1/2013- 5 SII dated 10<sup>th</sup> May, 2013 and name (s) of the meritorious candidates shall be forwarded to the Chief Secretary to Government, Haryana. While making recommendations, the following record/information may also be forwarded:-

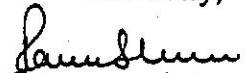
- i) Service profile of the eligible officer in proforma 'I' (five copies).
- ii) The upto date ACRs in original, of the officer concerned.
- iii) Attested copies of summaries of ACRs from the year 2005-2006 to 2014-2015 in Form 'II' (five copies).
- iv) Integrity certificate in Form 'III' (five copies).

3. It is also clarified that all the recommending authorities can only make recommendation of such member of Group 'C' Service for whom they are employers and has a lien in their Departments or lien would be maintained and they can not recommend the name of the member of Group 'C' Service who belongs to other Departments but is working temporarily/ on deputation / transfer basis in their Departments. It is further clarified that you can recommend the name of one candidate only under the relevant rules. Therefore, you are requested to recommend the name of only one member of Group 'C' Service from your department. No department shall make recommendation beyond the

prescribed number of recommendation as per rules ibid and in case, any department make the recommendation beyond the prescribed number of recommendations as per table in rule 10 (1) of the rules ibid, then all the recommendations of the department will be returned without assigning any reasons.

4. The recommendations should reach the Services-II Branch, 5<sup>th</sup> Floor, Haryana Civil Secretariat, Chandigarh by 15<sup>th</sup> September, 2015 positively. In case no recommendation is received till the aforesaid date, it would be presumed that you have no recommendation to make.

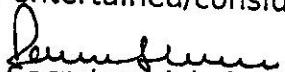
Yours faithfully,



Under Secretary Administration,  
for Chief Secretary to Government Haryana.

A copy, along with enclosures, is forwarded to the Chief Secretary to Government, Haryana (In Establishment-I Branch).

2. He is requested to kindly recommend the name of any three eligible members of Group 'C' Service for recruitment to the HCS (Executive Branch) of the year 2014 from Register A-II of the members of Group 'C' Service in accordance with the provisions contained in rule 10 of the Haryana Civil Service (Executive Branch) Rules, 2008 up to the 15<sup>th</sup> September, 2015. He is also requested to follow the instructions of Chief Secretary, Haryana issued vide endorsement no. 46/1/2013- 5 SII dated 10<sup>th</sup> May, 2013 and name (s) of the meritorious candidates shall be forwarded to the Chief Secretary to Government, Haryana. Recommendations received after this date will not be entertained/considered.



Under Secretary Administration,  
for Chief Secretary to Government Haryana.

To

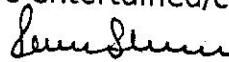
The Chief Secretary to Government Haryana  
(in Establishment-I Branch)

U.O. No. 41/3/2015 – 5 SII,

Dated, Chandigarh, 14<sup>th</sup> August, 2015.

A copy, alongwith enclosures, is forwarded to the Additional Chief Secretary to Government, Haryana and Financial Commissioner, Revenue & Disaster Management and Consolidation Departments.

2. He is requested to kindly recommend the name of any two eligible members of Group 'C' Service for recruitment to the HCS (Executive Branch) of the year 2014 from Register A-II of the members of Group 'C' Service in accordance with the provisions contained in rule 10 of the Haryana Civil Service (Executive Branch) Rules, 2008 upto the 15<sup>th</sup> September, 2015. He is also requested to follow the instructions of Chief Secretary, Haryana issued vide endorsement no. 46/1/2013- 5 SII dated 10<sup>th</sup> May, 2013 and name (s) of the meritorious candidates shall be forwarded to the Chief Secretary to Government, Haryana. Recommendations received after this date will not be entertained/considered.



Under Secretary Administration,  
for Chief Secretary to Government Haryana.

To

Additional Chief Secretary to Government, Haryana  
Revenue & Disaster Management and Consolidation Departments.

U.O. No. 41/3/2015 – 5 SII,

Dated, Chandigarh, 14<sup>th</sup> August, 2015.

**FORM 'I'**

**SERVICE PROFILE OF CANDIDATE FOR THE RECRUITMENT TO THE HCS (EXECUTIVE BRANCH) FROM REGISTER A-II OF MEMBERS OF GROUP 'C' SERVICE AGAINST THE VACANCIES OF THE YEAR 2014 AS ON 15.09.2015**

Sr. No.	Name of the Recommending Authority	Name/Designation/ Educational Qualification(s)	Home District	Caste in the case of the candidates of reserved categories viz SCs/BCs etc.	Date of Birth and Age Y:M:D	Continuous Government Service and summary of post(s) held	Grading of ACRs from 2005-2006 to 2014-2015	Details of adverse remarks in the ACRs, if any. No./date / year	Details of penalties, if any No./date / year
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
		<p>(a) Name: (b) Designation: (c) Edu. Qualifications:</p>		<p>(a) DOB (b) Age</p>		<p>(a) Total No. of ACRs: (b) Outstanding: (c) Very Good: (d) Good: (e) Average: (f) Below average:</p>			

(Signature of the Recommending Authority)  
 Name:  
 Seal:

FORM 'II'

Summary of ACR Dossier of Shri/Smt. \_\_\_\_\_

Sr.No.	Period of report	Grading	Remarks (Adverse remarks conveyed /appreciation letter issued. if any, No./date/year)
1.	2.	3.	4.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10:

Abstract of reports for the years from  
2005-06 to 2014-2015

1.	Outstanding reports	=
2.	Very Good reports	=
3.	Good reports	=
4.	Average reports	=
5.	Below Average reports	=

TOTAL =

ATTESTED

FORM 'III'

The integrity of the Shri /Smt. / Km. \_\_\_\_\_ is certified on the  
basis of the entries in his / her confidential Reports.

(Signature of the Recommending Authority)

Place :  
Dated :

Name

Seal