

DATE BOUND

Subject: Recruitment in HCS (Executive Branch) from Register C of District Development and Panchayats Officers/ Block Development and Panchayats Officers under rule 14 of Haryana Civil Service (Executive Branch) Rules, 2008 against the vacancies of the year 2014.

Will the Additional Chief Secretary to Government, Haryana Development and Panchayats Department kindly refer to the subject noted above?

2. She is informed that it has been decided to fill up two vacancies of HCS (Executive Branch) from Register C of District Development and Panchayats Officers/ Block Development and Panchayats Officers against the vacancies of the year 2014 in terms of rule 14 of Haryana Civil Service (Executive Branch) Rules, 2008. She is, therefore requested to send a list of eligible District Development and Panchayats Officers/ Block Development and Panchayats Officers not more than five times of the number of vacancies as per rules for the aforesaid recruitment.


3. The officers whose names are to be recommended should fulfil the following conditions of eligibility as on **15.09.2015:-**

- i) has completed eight years continuous Government service;
- ii) has not attained the age of forty five years;
- iii) is not facing disciplinary proceedings against whom action is being contemplated ; and
- iv) is clear from vigilance angle;
- v) is a graduate of a recognised University.

4. The department shall follow the instructions of Chief Secretary, Haryana issued vide endorsement no. 46/1/2013- 5 SII dated 10th 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).

5. He is requested to send the recommendations by **15th September, 2015 positively**. 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,
Development and Panchayats Departments.

U.O. No. 41/4/2015- 5 SII

Dated, Chandigarh the 14th August, 2015.

FORM 'I'

SERVICE PROFILE OF CANDIDATE FOR THE RECRUITMENT TO THE HCS (EXECUTIVE BRANCH) FROM REGISTER C OF DISTRICT DEVELOPMENT & PANCHAYAT OFFICERS/ BLOCK DEVELOPMENT & PANCHAYAT OFFICERS 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 the reserved categories viz SCs/BCs etc.	Date of Birth and Age Y:M:D	Continuous Government Service and summary of post(s) held Y: M: D	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.
		(a) Name: (b) Designation: (c) Edu. Qualifications:			(a) DOB (b) Age		(a) Total No. of ACRs: (b) Outstanding: (c) Very Good: (d) Good: (e) Average: (f) Below average:		

(Signature of the Recommending Authority)
Name:
Seal:

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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	=
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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