

**No. 66/25/2020-3SIII  
HARYANA GOVERNMENT  
PERSONNEL DEPARMENT  
(SERVICES-III BRANCH)**

Dated Chandigarh, the 30<sup>th</sup> December, 2020

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Head of Departments, Haryana.
3. All the Managing Directors/Chief Administrators of all the Boards/Corporations in Haryana State.

**Subject:- Requisition to Haryana Public Service Commission by Departments for making recruitment.**

Sir/ Madam,

I am directed to refer to the subject cited above and to say that various Departments of the Government/ Boards/Corporations send requisitions to Haryana Public Service Commission for making recruitment against vacancies in direct recruitment quota. It has been observed that it takes considerable time to advertise the vacancies after the receipt of the requisitions. This is because a lot of time is lost in examination of the requisition and seeking clarification/information from the concerned Department. One of the major reasons for this is that the existing proforma carries many columns which are not relevant any more. Seeking unnecessary information only increases the work load in offices and leads to unnecessary confusion and delays.

Therefore, the matter has been duly considered by the Government to revise the proforma after rationalisation, removing the unnecessary columns and inserting new columns keeping in view the changed circumstances and it has been decided to send the requisition to the Commission by all the Departments in the enclosed proforma in future.

2. These instructions may be brought to the notice of all concerned for strict compliance in letter and in spirit.

Yours faithfully

*Rantab*  
30.12.20

Superintendent, Services-III,  
for Chief Secretary to Government Haryana.

No. 66/25/2020-3SIII Dated Chandigarh, the 30<sup>th</sup> December, 2020

A copy is forwarded to the Secretary, Haryana Public Service Commission with reference to their letter No. Misc 07/2020/5422 dated 23.11.2020 for information.

*Rantab*  
30.12.20

Superintendent, Services-III,  
for Chief Secretary to Government Haryana.

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## ANNEXURE- A

## PROFORMA FOR REQUISITION TO THE HARYANA PUBLIC SERVICE COMMISSION

1.	Name of the Department Requisitioning:																																							
2.	Recruitment to the post(s) of:																																							
3.	Group & Service to which the post belongs:																																							
4.	Pay scale of the post:																																							
5.	Number of posts sanctioned:	Permanent:																																						
		Temporary:																																						
6.	Category wise number of vacancies for which this requisition is being sent:	<table border="1"> <tr> <th>Category</th><th>Total</th></tr> <tr> <td>SC</td><td></td></tr> <tr> <td>BC-A</td><td></td></tr> <tr> <td>BC-B</td><td></td></tr> <tr> <td>EWS</td><td></td></tr> <tr> <td>Unreserved</td><td></td></tr> <tr> <td>Total</td><td></td></tr> </table> <table border="1"> <tr> <th>Category</th><th>Total</th></tr> <tr> <td>ESM (Unreserved)</td><td></td></tr> <tr> <td>ESM (SC)</td><td></td></tr> <tr> <td>ESM (BC-A)</td><td></td></tr> <tr> <td>ESM (-BC-B)</td><td></td></tr> <tr> <td>ESP (Unreserved)</td><td></td></tr> <tr> <td>ESP (SC)</td><td></td></tr> <tr> <td>ESP (BC-A)</td><td></td></tr> <tr> <td>ESP (-BC-B)</td><td></td></tr> <tr> <td>PwBD (Blindness or Low Vision)</td><td></td></tr> <tr> <td>PwBD (Hearing Impairment)</td><td></td></tr> <tr> <td>PwBD (Locomotor Disability or Cerebral Palsy)</td><td></td></tr> </table>	Category	Total	SC		BC-A		BC-B		EWS		Unreserved		Total		Category	Total	ESM (Unreserved)		ESM (SC)		ESM (BC-A)		ESM (-BC-B)		ESP (Unreserved)		ESP (SC)		ESP (BC-A)		ESP (-BC-B)		PwBD (Blindness or Low Vision)		PwBD (Hearing Impairment)		PwBD (Locomotor Disability or Cerebral Palsy)	
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	(SC- Scheduled Caste BC-A- Backward Class-A BC-B- Backward Class-B EWS- Economically Weaker Sections ESM- Ex-Servicemen ESP- Eligible Sportspersons PwBD- Persons with Benchmark Disabilities)																																							
7.	If the post/s to be filled is/are temporary, how long the temporary post/s is/are expected to last?																																							
8.	Has the reservation for SC, BC (A), BC (B), EWS, PwBD, ESM and ESP been worked out as per the policy relating to reservation in services of the Government?																																							
9.	Whether the present vacancy/vacancies come under the direct recruitment quota?																																							



10.	(a) Whether there is any litigation underway/pending in any Court of Law in respect of post(s) being presently requisitioned?	
	(b) If so, state the present status of the case with Case No. etc.	
	(c) Does the pending case have any effect on the present requisition? <b>Note:</b> Details of court case, if any, arising out after sending this requisition and the effect such court case may have on the requisition sent, shall be conveyed to the Commission immediately.	
11.	(a) Whether there are any notified Service Rules for this post?	
	(b) If so, please enclose an updated copy thereof for reference.	
	(c) Website link on which the updated Service Rule are available.	
12.	When will the selected candidate/s be required to join?	
13.	Qualifications required as per Service Rules:-	
	(a) Essential:	
	(b) Desirable:	
	(c) Experience (in Years/Months)	
14.	(a) Is equivalent qualification (in essential qualification) acceptable as per Service Rules?	
	(b) If yes, the description of equivalent qualification acceptable:	
15.	Whether experience gained after the date of acquiring the minimum essential qualification to the last date of submission of application is only to be considered?	

16.	Type of organization from which experience certificate is required i.e. whether from Govt./Semi-Govt./Autonomous Organization/PSU/Local Body/Private Organization?  <b>Note:</b> The proforma of the experience certificate required to be submitted by the candidate should be enclosed.	
17.	(a) Age limits:	Lower limit:
		Upper limit:
	(b) Exact date on which the age is to be determined? <b>Note:</b> 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 Commission.	
	(c) Age relaxation admissible as per applicable Rules/Instructions to the Govt. employee:	
	(d) In case the upper age limit is above 42 years, whether the relaxation in age to SC/BC-A/BC-B/PwBD/any other category, is to be given over and above 42 years, or over and above the age prescribed in the Service Rules?	
18.	(a) Nationality:	
	(b) Domicile conditions, if any, prescribed in the rules applicable to service/post:	
19.	Any other requirement or conditions not covered above:	
20.	Whether all the required formalities prior to sending this requisition have been completed?	
21.	Name, Designation and Telephone No. of the Officer of the Department with whom this proposal may be discussed:	

Dated:

Administrative Secretary to Govt. Haryana,  
\_\_\_\_\_ Department.