

No. 46/1/2013-5SII  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

Dated, Chandigarh the 22<sup>nd</sup> December, 2017.

To

1. All the Additional Chief Secretaries to Government, Haryana.
2. All the Principal Secretaries to Government, Haryana.
3. All Heads of Department in the State.
4. The Commissioners, Ambala, Hisar, Gurgaon, Rohtak, Faridabad and Karnal Divisions.
5. All the Deputy Commissioners of the State.

Subject: - Criteria for making recruitment to the Haryana Civil Service (Executive Branch) from Register A-I and Register-C under rule 9 and 14 of the Haryana Civil Service (Executive Branch) Rules, 2008.

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Sir/Madam,

I am directed to invite your kind attention to this department letter of even number dated 10<sup>th</sup> May, 2013 on the subject noted above and to say that matter has been re-considered by the State Government in pursuance of orders dated 01.05.2017 of Hon'ble High Court of Punjab and Haryana, Chandigarh passed in CWP No. 23972 of 2015- Dr. Ramphal Shastri and another versus State of Haryana and others. Now, it has been decided that while making recommendations for recruitment to HCS (Executive Branch) from Register A-I and Register-C, the candidate (s) shall be assessed by the departments on the basis of scrutiny of their service records, relevant experience, academic achievements and appreciation letters issued on the basis of ACRs as per Government's instructions and name (s) of the meritorious candidates shall be forwarded by the Departments to the Chief Secretary to Government, Haryana.

2. Out of **maximum 100 marks**, the weightage for each of the four components will be as under:-

(i)	Service records with particular reference to ACRs for the last 08 years	70 % weightage or 70 marks
(ii)	Relevant experience	13 % weightage or 13 marks
(iii)	Academic achievements	13 % weightage or 13 marks
(iv)	Appreciation letter(s) issued on the basis of ACR as per government instructions during the last eight years	04 % weightage or 04 marks

(i) **Service records with particular reference to ACRs for the last 8 years:-** The department would assign 8.75 marks for "Outstanding", 7 marks for "Very Good" and 5 marks for "Good" grading in each ACR during the last eight years. The candidates should have at least 6 ACRs of "Very Good" category and 2 ACRs of not less than "Good" category during the last eight years.

(ii) **Relevant Experience:-** The department would assign 0.5 marks for each completed year of Service after eight years continuous Government Service on the relevant post/Service as per rule for relevant experience.

(iii) **Academic Achievements:-** The department would assign 13 marks for Academic Achievements on the following degrees/qualifications obtained/acquired after appointment on the relevant post/Service:-

(a) Post Graduation/Masters degree or any professional degree of PG diploma where a graduate degree is a pre-requisite for admission like LLB. = 09 marks (maximum)

(a) For 1<sup>st</sup> Division = 09 marks

(b) For 2<sup>nd</sup> Division = 07 marks

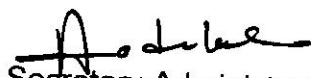
(c) For 3<sup>rd</sup> Division = 05 mark

(b) Any additional Post Graduation degree/ professional degree like LLB/LLM/B.Ed./ PG diploma in management/PGDCA/Ph.D/ any diploma where a degree at the level of Graduation is a pre-requisite for admission. = 04 marks (maximum)

One mark would be assigned for each additional Post Graduation degree/professional degree like LLB/LLM/B.Ed/PG diploma in management/PGDCA/diploma subject to maximum 4 marks.

(iv) **Appreciation letter (s) issued on the basis of ACRs as per Government's instructions during the last eight years:-** The department would assign maximum 4 marks for the Appreciation Letters on the basis of ACR issued as per Government instructions during the last 8 years. For the first appreciation letter, 02 marks would be assigned and thereafter 01 mark would be assigned for each subsequent appreciation letter.

Yours faithfully,

  
Deputy Secretary Administration,  
for Chief Secretary to Government Haryana.

Endst. No. No. 46/1/2013-5SII

Dated, Chandigarh, the 22<sup>nd</sup> December, 2017.

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

1. Additional Chief Secretary to Government Haryana and Financial Commissioner, Revenue and Disaster Management Departments.
2. Additional Chief Secretary to Government Haryana, Development & Panchayats Departments.

  
Deputy Secretary Administration,  
for Chief Secretary to Government, Haryana.