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No.41/4/2010-5SII  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 16<sup>th</sup> September, 2013

To

All the Heads of Departments in Haryana.  
(As per list enclosed).

Subject: - Special Recruitment to the HCS (Executive Branch) for the year 2012.

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Sir/Madam,

I am directed to refer to Haryana Government, Personnel Department Notification No. 41/4/2010-5SII, dated 16<sup>th</sup> September, 2013 (copy enclosed) and to say that the State Government has decided to fill up 20 posts of HCS (Executive Branch) through Special Recruitment from members of Group 'B' and 'C' Services of all the departments in the State of Haryana in the grade pay of Rs. 3600/- and above, excluding Doctors, Engineers, Police Officers and Technical Staff. You are requested to recommend the name(s) of member of Group 'B' and 'C' Service working under your control as per Annexure 'A'.

2. The member of Group 'B' and 'C' Service whose name is to be recommended should fulfil the following conditions of eligibility as on 15<sup>th</sup> October, 2013:-

- (i) has completed 10 years' continuous Government service either in Group 'B' or Group 'C' or taken together;
- (ii) has not attained the age of more than 48 years;
- (iii) has not been charge-sheeted in a criminal proceedings or disciplinary proceeding for major penalty;
- (iv) is clear from vigilance angle;
- (v) is a graduate from a recognized University;
- (vi) should have at least seven ACRs of 'very good' category and three ACRs of not less than 'good' category during the last ten years;
- (vii) integrity has never been doubted in the career.

3. While making recommendations, the following record/information may also be sent:-

- (i) Service profile of the eligible member of Group 'B' and 'C' Service in Form 'I' (five copies)
- (ii) The upto-date ACRs, in original, of the eligible member of Group 'B' and Group 'C' Service.
- (iii) Attested summary of ACR dossiers of the eligible member of Group 'B' and Group 'C' Service from the year 2003-2004 to 2012-2013 in Form "II" (five copies)
- (iv) Integrity Certificate in respect of the eligible member of Group 'B' and Group 'C' Service in Form 'III' (five copies).

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4. It is also clarified that all the recommending authorities can only make recommendation of such member of Group 'B' and 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 'B' and 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(s) of candidate only as per Annexure 'A' and the number of candidates to be recommended by the departments shall not exceed the number of candidate (s) allocated to each department in the Annexure 'A'. No Department will be allowed to make change of any sort at any cost after the receipt of the recommendation by the Personnel Department.

5. The recommendation should reach to the Chief Secretary to Government, Haryana (in Services-II Branch, 5<sup>th</sup> Floor, Haryana Civil Secretariat, Chandigarh) by 15<sup>th</sup> October, 2013 positively. In case no recommendation is received till the aforesaid date, it would be presumed that you have no recommendation to make.

Yours faithfully,

*Sham Singh*

9c Deputy Secretary Administration,  
for Chief Secretary to Government Haryana.

18/9/13