

DATE BOUND

Subject: Recruitment in HCS (Executive Branch) from Register A-I of District Revenue Officers/ Tehsildars under rule 9 of Haryana Civil Service (Executive Branch) Rules, 2008 against the vacancies of the year 2012.

Will the Additional Chief Secretary to Government, Haryana and Financial Commissioner, Revenue & Disaster Management and Consolidation Departments kindly refer to the subject noted above?

2. He is informed that it has been decided to fill up four vacancies of HCS (Executive Branch) from Register A-I of District Revenue Officers/ Tehsildars against the vacancies of the year 2012 in terms of rule 9 of Haryana Civil Service (Executive Branch) Rules, 2008. He is, therefore requested to send a list of eligible District Revenue Officers/ Tehsildars of not more than five times of the number of vacancies as per rules for the aforesaid recruitment.

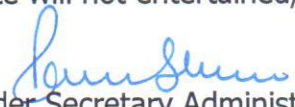
3. The officers whose names are to be recommended should fulfil the following conditions of eligibility as on **1.1.2014:-**

- i) has completed eight years continuous Government service;
- ii) has not attained the age of forty eight 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 2003-2004 to 2012-2013 in Form 'II' (five copies).
- iv) Integrity certificate in Form 'III' (five copies).

5. He is requested to send the recommendations by **15th October, 2013 positively**. Recommendations received after this date will not entertained/considered.


Under Secretary Administration,
for Chief Secretary to Government Haryana.

To

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

FORM 'I'

SERVICE PROFILE OF THE CANDIDATES FOR THE RECRUITMENT FROM REGISTER A-I TO THE HCS (EXECUTIVE BRANCH) AGAINST THE VACANCIES OF THE YEAR 2012 AS ON 01.01.2014

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 2003-2004 to 2012-2013	Details of adverse remarks in the ACRs, if any. No./date/year	Details of penalties, if any No./date/year
1.	2.	3. (a) Name: (b) Designation (c) Edu. Qualifications:	4.	5.	6. (a) DOB (b) Age	7.	8. (a) Total No. of ACRs: (b) Outstanding: (c) Very Good: (d) Good: (e) Average: (f) Below average:	9.	10.

(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
2003-2004 to 2012-2013

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.

Place :

Dated :

(Signature of the Recommending Authority)

Name

Seal