

DATE BOUND

No.41/2013-5SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 18th September, 2013

To

All the Heads of Departments in Haryana
(Except the Chief Secretary to Government Haryana and Additional Chief
Secretary to Government, Haryana and Financial Commissioner,
Revenue & Disaster Management and Consolidation Departments)

Subject: - Recruitment to the HCS (Executive Branch) against the vacancies of the
year 2012 from Register A-II of members of Group-C services.

Sir/Madam,

I am directed to invite your attention to the subject noted above and to say that the State Government has decided to fill up three vacancies of HCS (Executive Branch) from Register A-II of members of Group 'C' services against the vacancies of the year 2012 in terms of rule 10 of Haryana Civil Service (Executive Branch) Rules, 2008. You are, therefore, requested to recommend the name of one member of Group 'C' service working under your control for the aforesaid recruitment to the Chief Secretary to Government, Haryana, Personnel Department (Services-II Branch, 5th Floor, Haryana Civil Secretariat, Sector-1, Chandigarh). The member of Group 'C' service whose name is to be recommended should fulfil the following conditions of eligibility as on **1.1.2014**:-

- (a) (i) has completed eight years' continuous Government service.
- (ii) has not attained the age of more than forty eight years.
- (iii) is not facing disciplinary proceedings against whom action is being contemplated; and
- (iv) is clear from vigilance angle
- (v) is not a confirmed Gazetted officer.

(b) is a graduate of a recognized University.

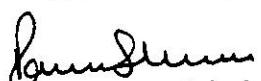
2. The department shall follow the instructions of Chief Secretary, Haryana issued vide endorsement no. 46/1/2013- 5 SII dated 10th May, 2013 and name (s) of the meritorious candidates shall be forwarded to the Chief Secretary to Government, Haryana. While making recommendations, the following record/information 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).

3. It is also clarified that all the recommending authorities can only make recommendation of such member of 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 '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 of one candidate only under the rules. Therefore, you are requested to recommend the name of one member of Group 'C' Service only. The recommendations made beyond the prescribed number would not be considered. No Department will be allowed to make change of any sort at any cost after the receipt of the recommendation by the Personnel Department.

4. The recommendation should be reached to the Services-II Branch, 5th Floor, Haryana Civil Secretariat, Chandigarh by **15th 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,

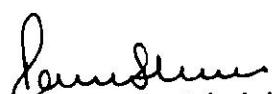


Under Secretary Administration,
for Chief Secretary to Government Haryana.

W.M
18/9/13

A copy, along with enclosures, is forwarded to the Chief Secretary to Government, Haryana (In Establishment-I Branch).

2. He is requested to kindly recommend the name of any three eligible members of Group 'C' Service for recruitment to the HCS (Executive Branch) of the year 2012 from Register A-II of the members of Group 'C' Service in accordance with the provisions contained in rule 10 of the Haryana Civil Service (Executive Branch) Rules, 2008 up to the **15th October, 2013**. He is also requested to 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. Recommendations received after this date will not be entertained/considered.



Under Secretary Administration,
for Chief Secretary to Government Haryana.

To

The Chief Secretary to Government Haryana
(in Establishment-I Branch)

U.O. No. 41/2/2013 – 5 SII,

Dated, Chandigarh, 18th September, 2013.

A copy, alongwith enclosures, is forwarded to the Additional Chief Secretary to Government, Haryana and Financial Commissioner, Revenue & Disaster Management and Consolidation Departments.

2. He is requested to kindly recommend the name of any two eligible members of Group 'C' Service for recruitment to the HCS (Executive Branch) of the year 2012 from Register A-II of the members of Group 'C' Service in accordance with the provisions contained in rule 10 of the Haryana Civil Service (Executive Branch) Rules, 2008 upto the **15th October, 2013**. He is also requested to 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. Recommendations received after this date will not be entertained/considered.

Paras Sharma
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.

U.O. No. 41/2/2013-5 SII,

Dated, Chandigarh, the 18th September, 2013.

FORM 'I'

SERVICE PROFILE OF THE CANDIDATES FOR THE RECRUITMENT FROM REGISTER A-II 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	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.	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) Good: (d) Very Good: (e) Average: (f) Below average:			

(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.**

(Signature of the Recommending Authority)

Place : _____ **Name**
Dated : _____

Seal