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Additional Chief Secretary to Govt. Haryana,  
Human Resources Department.

To

1. The Secretaries of all Ministries/Departments of Government of India.
2. All the Administrative Secretaries to Government Haryana.
- ✓ 3. All the Heads of Departments, Haryana.

Memo No. 01/40/2023-4CCI  
Dated: 17.04.2025

**Subject:- Filling up of various posts on Deputation basis in Directorate, Human Resources Department, Haryana.**

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Kindly refer to the subject noted above.

2. The Directorate, Human Resources Department, Haryana invites applications to fill up the following vacant posts on deputation for an initial period of three years from eligible officers/officials holding analogous posts in Ministries/Departments under Government of India & Departments under Government of Haryana. The details of the posts along with pay scale of the posts mentioned as under:-

S.No	Name of Post	Pay Scale	Number of Posts	Eligibility Criteria
1	Superintendent	FPL -7	3	Having 03 years experience as Superintendent or Superintendent who had worked on the post of Assistant/Deputy Superintendent for more than 08 years
2	Private Secretary	FPL -6	1	Having 03 years experience as Private Secretary or Private Secretary who had worked on the post of Personal Assistant for more than 08 years
3	Assistant	FPL -6	15	Having 03 years experience as Assistant
4	Personal Assistant	FPL -6	3	Having 02 years experience as Personal Assistant
5	Jr. Scale Stenographer (both language H&E)	FPL -4	2	Having 02 years experience as Jr. Scale Stenographer
6	Clerk	FPL -3	9	Having 03 years experience as Clerk
7	Steno-typist (both language H&E)	FPL -3	3	Having 03 years experience as Steno-typist
8	Driver	FPL -4	3	---
9	Peon/Sweeper/Chowkidar	DL	7	---

It is, therefore, requested to forward the application of willing and eligible regular officers/officials along with bio-data in the specific format (attached), along with the summary of ACRs for the last 5 years, within 30 days from the date of issuance of this letter to Directorate of Human Resources, Department at room No. 29, 9<sup>th</sup> Floor, Haryana Civil Secretariat, Sector-1, Chandigarh.

3. Kindly ensure that the names of recommended Officers/officials should not be under any kind of disciplinary proceeding, no effect of currency of punishment as on date and also free from any type of vigilance enquiry. It is also requested that names of only such employees be recommended who can be easily relieved by the concerned Department/Organization in case of his/her selection. The desirous candidates may send advanced copy of application. However, NOC will be required from the parent department/ Organization for appearing in the interview for consideration and selection. The selection will be made by the Selection Committee constituted in this regard.

4. The Terms & Conditions of deputation will be in accordance with the relevant provisions of Haryana Civil Services (General) Rules, 2016.

*Dradeep*  
Deputy Secretary to Govt. Haryana,  
for, Additional Chief Secretary to Govt. Haryana,  
Human Resources Department.

**Bio-Data for apply the posts on Deputation basis in Directorate, Human Resources**  
**Department, Haryana**

1.	Name of Applicant				
2.	Post applied for				
3.	a) Present post held(whether regular or on deputation basis)				Post: Place of posting: Department:
4.	b) If presently on deputation, please indicate designation of the post held in the parent office/cadre and scale of pay of that post along with the parent basic pay in that grade.				
5.	Present Pay Band and Grade Pay/FPL as applicable (also mention Basic Pay)				
6.	Date of getting the parent pay scale on regular basis				
7.	Date of Birth				
8.	Date of entry into Govt. Service				
9.	Date of Retirement				
10.	Office Address				
11.	Applicant's Phone				
12.	E-mail Address				
13.	Educational Qualification				
14.	Position held since entry into service(in Chronological order)				
	Designation & Place of Posting	Scale of Pay	From	To	Whether post held on regular or ad-hoc basis
15.	Name and Address, telephone number of concerned Administrative Officer in the office of Directorate of Department/Organization				
16.	Describe the responsibilities of post held by you in your career.				
17.	Whether you are comfortable to work on computer				Yes/No
18.	Please attach the copy of Appreciation letters if received in your service career				
19.	Any commendable achievements during Govt. Service				
20.	Any other				

Date:

Signature of Candidate  
Name of applicant:

(For Office use only)

Particulars of the applicant verified and found correct. There are no disciplinary proceedings under Rules 7 & 8 of the Haryana Civil Services (Punishment and Appeal) Rules, 2016, no effect of currency of Punishment as on date and not any type of vigilance enquiry is pending against the applicant. Therefore, application forwarded to Directorate, Human Resources, Haryana for consideration.

Signature of HoD/Appointing Authority  
Alongwith Stamp