



STATE INFORMATION COMMISSION, HARYANA,
NETAJI SUBHAS CHANDRA BOSE, SUCHANA BHAWAN,
Plot no. IP-8, Sector 3, Panchkula (Haryana)
Telephone No. 0172-2726568,
Email- ussichry@yahoo.co.in

No. /CIC/2025/EA-I

20896

To

1. The Chief Secretary to Govt., Haryana,
Haryana Civil Secretariat, Chandigarh.
2. The Additional Chief Secretary to Govt., Haryana
Revenue and Disaster Management Department.
3. All Heads of Departments in the State of Haryana.

Dated Panchkula, the 28 July, 2025

Subject: - Filling up the One Post of Under Secretary, 3 Posts of Private Secretary & One Post of Research Officer in the State Information Commission, Haryana.

Madam/Sir,

I am directed to address you on the subject cited above and to say that the State Information Commission, Haryana has decided to fill up the following vacant posts by way of transfer amongst the staff already working under your control. Accordingly, to fill up the said vacant posts, applications from interested candidates having following qualifications are hereby invited:-

No. & Name of Post	Sanctioned pay scale	Qualification required
Under Secretary	Level 11 (Cell-1) Rs. 67700/-	By transfer or deputation- (i). One years experience as Under Secretary. or Five years experience as Superintendent; and (ii) Hindi or Sanskrit as one of the subject in Matric or Higher Education.
Private Secretary	FPL 8 (cell 1) -Rs 47600/-	By Transfer or deputation - (i)Holding post of Private Secretary on regular basis in the parent cadre. or (ii)One year regular service as Personal Assistant; or eight years experience as Senior Scale Stenographer. Provided that knowledge of short hand of both languages i.e. English Shorthand at a speed of 120 words per minute and transcription thereof at a speed of 40 words per minute; and Hindi shorthand at a speed of 100 words per minute and transcription thereof at a

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		speed of 20 words per minute would be essential. (iii) Hindi or Sanskrit as one of the subject in Matric or Higher Education.
Research Officer	FPL 7 (Cell 1) -Rs 44900/-	By transfer or deputation - (i) Two years experience as Research Officer; (ii) Graduate in Economics or Statistics from any recognised university with at least 55% marks; (iii) Two years experience in collection and compilation of statistical data; (iv) Hindi or Sanskrit as one of the subject in Matric or Higher Education.

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You are, therefore, requested to forward the applications of interested officials along with their attested summary of ACR files of the last ten years or as the case may be to the Commission latest by **30.08.2025**.

It may be ensured that names of only such employees be forwarded who can be immediately spared/relieved on selection and lien of such candidates shall have to be maintained by their respective parent department.

The Departments will also have to ensure that no proceedings under rule 7 or 8 of Haryana Civil Services (Punishment and Appeal) Rules, 2016 are pending or contemplated against the officials whose names are being forwarded to the Commission. It may also be categorically mentioned that the integrity of the said officials during their entire service has never been doubted.


**Superintendent,
for State Information Commission,
Haryana.**