

IMMEDIATE  
DATE BOUND

From

The Chief Secretary to Government, Haryana.

To

All the Heads of the Departments of the Haryana Government

Memo No. 03/05/2014-6Estt.-I

Dated: Chandigarh, the 06<sup>th</sup> April, 2023.

Subject:- Regarding filling up the one post of Research Officer in Research Unit of General Administration Department, Haryana Civil Secretariat on transfer basis.

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Reference Government Memo No. 03/05/2014-6Estt.-I, dated 12.10.2022 and subsequent reminders dated 21.11.2022 and 06.02.2023 on the subject noted above.

2 It is again informed that one post of Research Officer (Group 'B') is in the Pay Matrix, Schedule-I, Level-8 of Haryana Civil Services (Revised Pay) Rules, 2016 is proposed to be filled up in Research Unit of General Administration Department, Haryana Civil Secretariat on transfer basis amongst the Assistant Research Officers having following qualification and experience:-

*"Having 3 years experience as Assistant Research Officer and possessing the educational qualification as required for the post of ARO of General Administration Department (in Research Unit) i.e. Post Graduate in Public Administration, Economics or Agriculture with at least 2nd Division from a recognized University".*

3. You are requested to forward the application of suitable, willing and eligible candidates alongwith their curriculum vitae to Establishment-I Branch, 05<sup>th</sup> floor, Haryana Civil Secretariat, Chandigarh, who can be spared immediately on selection and the same may be sent to the undersigned within 30 days from the date of issuance of this circular alongwith the following documents:-

- i) *Clear Photostat copies of ACRs for duly attested by Group "A" officer.*
- ii) *Integrity Certificate.*
- iii) *Certificate confirming that no disciplinary/ vigilance case pending or being contemplated against the officer.*
- iv) *A statement showing major or minor penalties, if any, imposed on the applicant.*

4. Application received after the closing date or without the Photo state copies of ACR duly attested by a Group "A" Officer or without recommendation of the concerned office or otherwise found incomplete are liable to be rejected. While forwarding the applications, it may be verified the certificate and particulars furnished by the official are correct in all respect. It may also be confirmed that in the event of selection for appointment, the officer concerned will be immediately relieved to join his/ her new assignment.

  
Superintendent Establishment-I  
for Chief Secretary to Government Haryana

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6/4/23