

From

The Chief Secretary to Government, Haryana.

To

All the Heads of the departments of the Haryana Government

Dated: Chandigarh, the 29th November, 2021.

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

Sir,

I am directed to refer to the subject cited above and to inform you 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 Administrative Reforms Department (in Research Unit), Haryana Civil Secretariat on transfer basis amongst the Assistant Research Officers having following qualification and experience:-

"Having Seven years experience as Assistant Research Officer and possessing the education as required for the post of ARO of Administrative Reforms Department (in Research Unit) i.e. Post Graduate in Public Administration with at least 2nd Division from a recognised University".

You are requested to forward the application of suitable, willing and eligible candidates alongwith their curriculum vitae to Establishment-I Branch, 05th 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 issue of this circular** alongwith the following documents:-

- i) ***Clear Photostat copies of their ACR for the last 10 years i.e. from 2011-2012 to 2020-2021 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 during the last 10 years.***

2. 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 official concerned will be immediately relieved of his duties.


Superintendent Establishment-I
for Chief Secretary to Government Haryana


29.11.2021