



# State Election Commission, Haryana

Nirvachan Sadan, Sector- 17, Panchkula, Haryana – 134109

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Dated :- 10.03.2022

To

- (i) The Chief Secretary to Govt. Haryana,
- (ii) The Additional Chief Secretary to Government of Haryana,  
Revenue and Disaster Department,
- (iii) All Heads of Departments /Directorates in the State of Haryana.
- (iv) All the Deputy Commissioners in the State of Haryana.

**Subject: Filling up vacant posts of Assistants on transfer basis at District Election Cells under the State Election Commission, Haryana.**

Sir/Madam

I have been directed to refer to the above subject and to say that nine (09) posts of Assistants for District Election Cells (Panchayats & Municipal Election) transferable to any district are lying vacant. The Commission has decided to fill up these posts on temporary transfer basis from amongst the Assistants/Clerks of other Govt. departments who fulfill the following qualification:-

| Name of the post | No. of posts | Pay in the functional pay Matrix Level (Cell) | Vacant at                                                                                                                                                           | Qualifications                                                                                       |
|------------------|--------------|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Assistant        | 09<br>(Nine) | Pay Matrix Level 6<br>(Rs. 35400-112400)      | Ambala, Charkhi<br>Dadri, Fatehabad,<br>Gurugram, Jind,<br>Kaithal, Karnal,<br>Kurukshetra,<br>Mahendergarh,<br>Nuh, Panchkula,<br>Palwal, Rewari,<br>Yamuna Nagar, | i) One-year experience as Assistant or five years experience as Clerk in any State Govt. Department. |

2. It is, therefore, requested to forward the applications of those officials alongwith their ACR files or attested copy of the summary of ACRs who are willing to work at District Election Cell, on transfer basis within 30 days from the date of issue of this circular. While forwarding the applications, it may kindly be ensured that no disciplinary proceedings under rule 7 or 8 of the Haryana Civil Service (Punishment & Appeal) Rules, 2016 are pending or are to be contemplated against him/her. It may kindly be specifically mentioned that the integrity of the employees whose application is being forwarded has never been found doubtful. The number of posts can increase or decrease.

3. It is also requested that this circular may be circulated in the field offices of your department.



Yours faithfully,

Assistant State Election Commissioner,  
for State Election Commission, Haryana