

The Additional Chief Secretary to Government, Haryana,  
Industries and Commerce Department.

To,

1. The All Administrative Secretaries to the Government of Haryana
2. Secretary, Department of Personnel & Training, Ministry of Personnel, P G and Pensions, Government of India, North Block, New Delhi - 110 001
3. All Head of the Departments/Boards/Corporations in Haryana

**Memo No. 04/14/2023-2IB-I**

**Dated, Chandigarh, the 28.11.2023.**

**Subject: Filling up various post of Additional Director and Joint Director in the Directorate of Industries & Commerce, Department, Haryana (HQ & Field Offices) on deputation basis**

Kindly refer to the subject cited above. .

2. In this regard, it is intimated that the following posts are proposed to be filled up in the Directorate of Industries & Commerce, Department, Haryana for HQ & Field Offices on deputation basis:

| Sr No. | Name of the Post to be filled up | Group of post | Pay Scale of the post (as per HCS Revised Pay Rules,2016) | No. of posts proposed to be filled up | Eligibility Conditions (by transfer and deputation basis)                                                                                                                                                                                                                                                                                                                       |
|--------|----------------------------------|---------------|-----------------------------------------------------------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Additional Director              | A             | FPL-13<br>(Rs. 88400-202600)                              | 2                                     | i) Bachelor Degree in Engineering or Technology with 1st Division or Postgraduate Degree in Commerce/Economics/Statistics/Mathematics/Business Administration with 2nd division from recognized university; and<br>ii) Candidate already holding the post of Additional Director for at least one year; and<br>iii)Hindi or Sanskrit up to Matric Standard or higher education. |
| 2.     | Joint Director                   | A             | FLP-11<br>(Rs. 67700-191000)                              | 7                                     | i) Bachelor Degree in Engineering or Technology with 1st Division or Postgraduate Degree in Commerce/Economics/Statistics/Mathematics/Business Administration with 2nd division from recognized university; and<br>ii) Candidate already holding the post of Joint Director for at least one year; and<br>(iii) Hindi or Sanskrit up to Matric Standard or higher education.    |

3. Applications in the prescribed format (at **Annexure-I**) are invited from the eligible and willing candidates to serve in Industries & Commerce Department, Haryana on deputation basis through proper channel within a period of 60 days from the date of issue of circular as per the above mentioned

1. The said deputation shall be initially for a period of two years which may be extended for further one year or as per the policies and directions of the Government in this regard or till the recruitment or regular incumbent by direct recruitment or promotion of any junior employee whichever is earlier.
2. In case any junior employee become eligible for promotion or any regular incumbent is recruited by the recruitment agency, the official on deputation shall be repatriated back to their parent department/organization.
3. The Government/Directorate of Industry reserves the right to increase or decrease the vacancies at any point of time and the officer can be posted at Headquarters or anywhere in the Haryana State in the field offices under the control of Government.
4. The interview and selection of the candidates will be conducted by Committee of officers to be chaired by Additional Chief Secretary to Government Haryana, Industries & Commerce Department.
5. The concerned department will forward the details (at Annexure-II) of willing & eligible officer's along with summary of ACRs of the last 10 years through proper channel and recommended officer should not be under any kind of disciplinary proceedings under rule 7/8 of the Haryana Civil Services (Punishment & Appeal) Rules, 2016 and he/she also should be free from vigilance enquiry/judicial proceedings. Direct applications by the candidates will not be entertained.



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Superintendent Industries - I  
for Additional Chief Secretary to Government Haryana  
Industries and Commerce

Dated, Chandigarh, the 28.11.2023

CS (O.T.)  
PA/CS  
23 NOV 2023  
SP/PS  
Endst: No. 04/14/2023-2IB-I

A copy of the above is forwarded to the following for information and necessary action:

1. Chief Secretary to Government of Haryana with request to upload this circular on the website of Chief Secretary, Haryana for wide publicity.
2. Director General, Industries and Commerce Department Haryana, 30 Bays Building, Sector-17 D, Chandigarh with request to upload this circular on Department's website.

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Superintendent Industries - I  
for Additional Chief Secretary to Government Haryana  
Industries and Commerce

CC:

1. PS to CPS CM
2. PS to Dy. CM
3. PS to ASC, I&C

**PROFORMA**  
**APPLICATION FOR APPOINTMENT ON DEPUTATION**  
**(to be fill up in BLOCK LETTERS)**

Post against which application  
has been submitted

**A. Personal Data**

|        |                                                    |  |
|--------|----------------------------------------------------|--|
| (i)    | Name of the Applicant                              |  |
| (ii)   | Gender                                             |  |
| (iii)  | Category of the Applicant                          |  |
| (iv)   | Date of Birth                                      |  |
| (v)    | Date of Joining Service<br>on Regular Basis        |  |
| (vi)   | Date of Superannuation                             |  |
| (vii)  | Present Designation                                |  |
| (viii) | Date of appointment to<br>present post             |  |
| (ix)   | Pay Scale of the post<br>presently held            |  |
| (x)    | Present Pay Level/Basis<br>Pay of the Employee     |  |
| (xi)   | Group of the present post                          |  |
| (xii)  | Name of Parent<br>Department/Board/Corpo<br>ration |  |
| (xiii) | Place of posting                                   |  |
| (xiv)  | Contact Details                                    |  |
|        | (a) Email ID                                       |  |

**B. Educational Qualifications (Matric onwards): -**

| S. No | Qualification/Degree | Years/Division | Institution/University, Place/Country |
|-------|----------------------|----------------|---------------------------------------|
|       |                      |                |                                       |
|       |                      |                |                                       |
|       |                      |                |                                       |
|       |                      |                |                                       |
|       |                      |                |                                       |

**C. Experience Details: -**

| S. No. | Nomenclature of the Post | Department/Board/Corporation | Pay Level of the post held | From | To |
|--------|--------------------------|------------------------------|----------------------------|------|----|
|        |                          |                              |                            |      |    |
|        |                          |                              |                            |      |    |
|        |                          |                              |                            |      |    |

**D. Details of previous deputation/foreign assignment (if any):-**

| S. No. | Organization | Designation | From | To |
|--------|--------------|-------------|------|----|
|        |              |             |      |    |
|        |              |             |      |    |
|        |              |             |      |    |

|    |                                                                                                                         |  |
|----|-------------------------------------------------------------------------------------------------------------------------|--|
| E. | Whether debarred from deputation? If yes, please furnish details.                                                       |  |
| F. | Whether cooling off period completed? If yes, date of return from previous deputation with details, whenever applicable |  |

G. APAR/ACR Ratings for last 10 years, if available: -

| Sr. No. | Year | Rating |
|---------|------|--------|
| 1.      |      |        |
| 2.      |      |        |
| 3.      |      |        |
| 4.      |      |        |
| 5.      |      |        |
| 6.      |      |        |
| 7.      |      |        |
| 8.      |      |        |
| 9.      |      |        |
| 10.     |      |        |

H. Details of Disciplinary Proceeding pending at present and/or finalized with a minor/major penalty during the service period (add separate sheet, if required):-

**I. Awards/ Incentive/Appreciation letters during Service Career, If any:-**

| <b>S. No.</b> | <b>Name of award</b> | <b>Brief Details</b> |
|---------------|----------------------|----------------------|
| 1.            |                      |                      |
| 2.            |                      |                      |
| 3.            |                      |                      |
| 4.            |                      |                      |
| 5.            |                      |                      |

**I certify that the details furnished by me above are true and I am eligible for the post as the criteria laid down in the vacancy notice.**

**(Name and Signature of the applicant)**

**Place:**

**Date:**

**Certificate to be furnished by the Employer/Head of Office/Forwarding Authority**

Certified that the above particulars furnished by Shri/Smt. \_\_\_\_\_ are correct. It is also certified:

1. That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri/Smt. \_\_\_\_\_.
2. That his/her integrity is not doubtful in last 10 years.
3. That attested copy of his/her last 10 years ACRs/APRs dossier is enclosed.
4. That no major/minor penalty has been imposed on him/her during the last 10 years.
5. That the appointing authority/cadre controlling authority has no objection to the consideration of the applicant for the post applied for.

Place:.....

Date:.....

Signature of authority/authorized person:

Name:

Designation:

Contact No.:

(Office Seal)