

No. 01/142/2026-2CC-I
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
(COMMON CADRE-I BRANCH)

Dated Chandigarh, the 27.08.2026

To

All Heads of the Department in the State of Haryana

Subject:- Reconciliation, verification, and online updation of latest vacancy position of Common Cadre Group-D posts on HKCL Requisition Portal.

Sir / Madam,

I am directed to invite your kind attention to the earlier letter dated 01.04.2026 subject mentioned above and to say that certain difficulties are being faced in the allocation and posting of Common Cadre Group-D employees due to non-availability of vacant posts in the concerned offices, incorrect/mismatched vacancy data, and other administrative constraints. Further, appointments on compassionate grounds (ex-gratia) have also been made by the Department, and several candidates recommended by the Haryana Staff Selection Commission (HSSC) under the ESP category against Advt. No. 04/2018 result dated 29.05.2026 have already joined in various Departments. Consequently, the vacancy position of Group-D posts has changed from time to time.

2. Therefore, it is requested to kindly **review, reconcile and verify the latest vacancy position of Common Cadre Group-D posts** under your Department and ensure that the correct and up-to-date vacancy position is uploaded/updated on the **HKCL requisition portal** at <https://recruitment.groupd.csharyana.gov.in> by 11.09.2026.

3. The vacancy position may kindly be updated after taking into account all appointments, postings, and joining of Group-D employees made till date. Only those posts which are actually vacant and available for allocation/posting may be reflected on the portal.

4. It is further requested that, after due verification and updation of the vacancy position, a certificate duly signed by the Head of the Department, certifying that the vacancy position furnished therein is correct, complete, and accurate and has been duly verified with the departmental records/HRMS may also be uploaded on the requisition portal.

5. This may please be treated as **MOST URGENT** and given top priority to enable smooth and timely completion of the post allocation process.

Yours faithfully,

Louie Babu

Superintendent, Common Cadre-I,
for Commissioner & Secretary to Government,
Human Resources Department. @

CC:

1. MD, HKCL
2. SIO, NIC