

**No. 42/35/2025-5HR-II**  
**HARYANA GOVERNMENT**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**(HUMAN RESOURCES-II BRANCH)**

Dated, Chandigarh the 01<sup>st</sup> December, 2025

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments in the State of Haryana.
3. All the Divisional Commissioners in the State of Haryana.
4. All the Deputy Commissioners in the State of Haryana.
5. All the Managing Directors/Chief Administrators/Chief Executive Officers of all Boards/Corporations in the State of Haryana.

**Subject:- Regarding uploading the fresh requisitions of Group-C posts on the portal of Haryana Staff Selection Commission.**

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Sir/Madam,

I am directed to invite your attention to Instructions of even number dated 10<sup>th</sup> November, 2025 on the subject noted above vide which directions were given to all the Administrative Secretaries/Head of Departments etc. to send their requisition of all vacant posts of Group C of direct recruitment quota to Haryana Staff Selection Commission.

2. This matter has been re-examined and it has been decided that the requisition of the posts of Clerks will not be sent to HSSC because in near future the employees of Group D of Common Cadre are to be considered for promotion to the posts of Clerks.

3. It is also clarified here that if the requisition of the vacant posts of Clerks has already been sent to HSSC the same may be withdrawn at the earliest. HSSC is also requested not to take any action on the requisitions sent by various Departments/Boards/Corporations for the vacant posts of Clerks.

4. It has also been decided that the last date of requisition already fixed 15.11.2025 has been changed to 10.12.2025.

5. These instructions may please be brought to the notice of all concerned for compliance.

6. This issues with the approval of Competent Authority.

Yours faithfully,

  
Superintendent, Human Resources-II,  
for Chief Secretary to Government Haryana

Endst. No. 42/35/2025-5HR-II

Dated, Chandigarh the 01<sup>st</sup> December, 2025

A copy is forwarded to the Secretary, Haryana Staff Selection Commission, Sector-2, Panchkula with the request not to take any action on the requisition of the posts of Clerks sent by various Departments/Boards/Corporations etc. under Govt. Instructions dated 10.11.2025.

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Superintendent, Human Resources-II,  
for Chief Secretary to Government Haryana