IMMEDIATE
DATE BOUND

From

The Chief Secretary to Government, Haryana.

To

All the Heads of the Departments of the Haryana Government

Memo No. 03/05/2014-6Estt.-I
Dated: Chandigarh, the 19th December, 2025

Subject:- Regarding filling up (01) one posts of Assistant Research Officer in Research Unit of Administrative Reforms Department in Haryana Civil Secretariat on transfer basis.

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Refer to the subject noted above.

2. It is informed that (01) one post of Assistant Research Officer (Group 'C') is in the Pay Matrix, Schedule-I, Level-6 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 Government employees of Haryana Government having following qualification and experience:-

(i) Master's degree in Economics or Agricultural Economics or Mathematics or Commerce from a recognised University with at least 55% Marks and Statistics as one of the papers at the Master's level;

Or

Master's degree in Statistics or Operation Research from a recognized University with at least 55% Marks;

Or

Master's degree in Public Administration with at least 2nd Division from a recognised University.

(ii) One year experience of collection, compilation and analysis of Statistical data on the post having pay matrix level -6 in the State of Haryana.

(iii) Knowledge of Hindi/ Sanskrit upto Matric Standard or Higher Education.

Note:- Preference will be given to candidates having basic knowledge of Computer operation (MS Word, MS Excel, Power Point etc).

3. You are therefore 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 issuance of this circular** alongwith the following documents:-

i) Clear Photo copies of ACRs duly attested by Gazetted officer.
ii) Integrity Certificate.
iii) Certificate confirming that no disciplinary/ vigilance case pending or being contemplated against the official.
iv) A statement showing major or minor penalties, if any, imposed on the applicant.

4. Application received after the closing date or without the Photo state copies of ACR duly attested by a Gazetted 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 that the certificate and particulars furnished by the official are correct in all respect. It may also be confirmed that in the event of selection, the official concerned will be immediately relieved to join his/ her new assignment.

Deputy Superintendent Establishment-I
for Chief Secretary to Government Haryana