Haryana State Council for Science, Innovation and Technology

Government of Haryana/हरियाणा सरकार

To

1. The Chief Secretary to Government, Haryana,
Haryana Civil Secretariat, Chandigarh.

2. The Additional Chief Secretary to Government, Haryana and
Financial Commissioner Revenue Department,
New Secretariat Building, Sector-17, Chandigarh.

3. All Administrative Secretaries of Haryana State

4. All Head of the Departments,
Chandigarh & Panchkula

5. All M.D/Secretary/Head of the Boards/Corporations/Commssions,
Chandigarh & Panchkula.

6. The Secretary,
Haryana Vidhan Sabha Secretariat, Chandigarh.

No. HSCSIT/2021/ 1928-33
Dated : 18-8-21

Subject: - **Filling up of the posts of Accounts Assistant, Assistant and Clerk (Group 'C') in the Haryana State Council for Science, Innovation and Technology on Deputation Basis.**

Please refer to the subject cited above.

In this regard, it is intimated that the following posts are to be filled up in Haryana State Council for Science, Innovation & Technology at Panchkula on deputation basis initially for a period of one year or till the incumbent joins the post whichever is earlier.

Sr. No.	Name of post	Number of post	Pay level in pay Matrix	Eligibility
1.	Accounts Assistant	1	FPL-6	Holding analogous post on regular basis OR Five years experience as Accounts Clerk. Preference will be given who having the knowledge of computer.
2.	Assistant	1	FPL-6	Holding analogous post on regular basis OR Five years experience as Clerk. Preference will be given to those employees who have basic knowledge of Computer.
3.	Clerk	1	FPL-2	Holding analogous post on regular basis SETC if applicable should be cleared otherwise increment would be granted after passing SETC.

You are, therefore, requested to send a panel of willing & eligible regular employees along with bio-data and summaries of ACRs for the last 5 years (attested copies) within 30 days from the date of issue of this letter. Please ensure that the names of the recommended officials should not be under any kind of disciplinary proceeding under Rule 4(a) or 4(b) of the Haryana Civil Services (Punishment & Appeal) Rules, 2016 and also free from any type of vigilance enquiry and court cases. It is also requested that only names of such employees may be recommended who can be easily relieved by the concerned Department in case of selection.

Deputy Superintendent (D)
for Secretary, EC

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