

**No.01/39/2023-2CC-I**  
**HARYANA GOVERNMENT**  
**HUMAN RESOURCES DEPARTMENT**  
**Common Cadre-I**

Dated, Chandigarh, the 15<sup>th</sup> January, 2025

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments, Haryana.
3. All the Divisional Commissioners in the State of Haryana.
4. All the Deputy Commissioners in the State of Haryana.

**Subject: Joining of newly posted Group-D common Cadre employees and adjustment of surplus contractual employees engaged through Haryana Kaushal Rozgar Nigam Ltd. or working under Outsourcing Policy Part-II.**

\*\*\*\*\*

Sir/Madam,

I am directed to invite your attention to the subject noted above and to say that it has been observed that in some cases, joining is not being given by the Departments to the Group-D Common Cadre employees whose posting orders have been issued by Director, HRD on 24th December 2024 citing the reason that either no vacancy is available or that no sanctioned post exists in the Department in that particular district. In this regard, it is informed that the posting orders have been issued taking into consideration district and post wise vacancy position uploaded by the Departments themselves on the portal <https://recruitment.groupd.csharyana.gov.in/> till the month of June 2024 regarding which instructions were issued on 31.01.2024 and 20.06.2024(copies attached). The requisition as uploaded by the Departments on the above portal is being sent through e-mail for perusal.

2. Further, it is observed that Departments are not allowing newly posted Group D Common Cadre employees to join due to the reason that contractual employees are posted against the said posts. Detailed instructions in this regard have already been issued vide Memo No. 01/39/2023-2CC-I dated 27.12.2024 wherein it is clearly specified that the Group D common cadre employees are to be allowed to join against the allotted posts. Further, if the post has already been occupied by a contractual employee of Group-D level engaged through Outsourcing policy Part-II or by a Level-I employee engaged through HKRNL or otherwise by a contractual employee who was initially engaged before 15th August, 2019 in any of the Organizations under Haryana Government, such employee will not be relieved and his/her case will be processed by the concerned Department for grant of benefit of security of service under the Haryana Contractual Employees ( Security of Service) Act 2024. If after the joining of newly posted Group D Common cadre employees and adjustment of contractual employees getting benefit of security of service, the vacant posts are not available at District level, then the contractual employees initially engaged through HKRNL will be relieved by applying the principle of 'first in first out'. Meaning thereby that Group D Common cadre employees cannot be denied joining if sanctioned posts exist as per the details given by Departments on the portal <https://recruitment.groupd.csharyana.gov.in/>. Moreover, contractual employees getting benefit of security of service are not to be relieved. In cases where the sum of the number of Group D Common Cadre employees posted by Human Resources Department on a



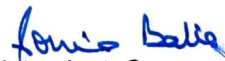

particular Group D post and the contractual employees (working on that Group D post) covered under the Haryana Contractual Employees( Security of Service ) Act 2024 exceeds the sanctioned vacant posts for that Group D post for a Department in a particular office, instructions will be issued shortly regarding adjustment of surplus contractual employees getting the benefit of security of service.

**Illustration A:** Suppose Department has submitted vacancy position of 12 posts of Peon in a particular district on the portal <https://recruitment.groupd.csharyana.gov.in/> and 12 Group D Common Cadre employees have been posted as Peons by the Human Resources Department. Further, 12 contractual employees are working as Peons out of which 4 contractual employees are covered under the Haryana Contractual Employees (Security of Service) Act 2024. Then all 12 Common cadre Group D employees posted as Peons have to be allowed to join and also the 4 existing contractual employees getting the benefit of security of service under the said Act have to be retained. The surplus 8 contractual employees not covered under the said Act are to be relieved.

**Illustration B:** Suppose Department has filled vacancy position of 10 employees of Peons in a particular District on the portal <https://recruitment.groupd.csharyana.gov.in/>. 5 Group D Common Cadre employees have been posted as Peons by Human Resources Department. 7 contractual employees are working as Peons out of which 4 contractual employees are covered under the Haryana Contractual Employees (Security of Service) Act 2024 and 3 employees are working through HKRNL not covered under the said Act. Then, the 5 Common cadre Group D employees posted as Peons have to be allowed to join and 4 existing contractual employees getting the benefit of security of service under the said Act have to be retained. One existing contractual employee not covered under the said Act has to be retained and the surplus 2 contractual employees have to be relieved as per the instructions issued vide Memo No. 01/39/2023-2CC-I dated 27.12.2024.

3. All the Departments are informed for strict compliance of instructions of even no. 01/39/2023-2CC-I dated 27.12.2024. Further if there is any mismatch in data of district and post wise vacant posts submitted by any Department on the portal <https://recruitment.groupd.csharyana.gov.in/> , the case may be sent immediately to Director, Human Resources Department by the Head of Department concerned along-with the reasons for submitting incorrect information in the first case.
4. All Departments are also requested to share the details of Departmental Nodal officers in the format shared vide instructions dated 27th December 2024 for the purpose of creation of IDs on joining portal. It is noticed that some Departments are sending details of district Nodal officers. It is clarified that for the purpose of joining portal, only one Nodal officer is to be nominated by each Department whose details shall be shared by 17.01.2025 with Human Resources Department.
5. These instructions, issued with the approval of competent authority may be brought to the notice of all concerned for strict compliance.

Yours faithfully

  
Superintendent, Common Cadre-I  
for Additional Chief Secretary to Govt. Haryana,  
Human Resources Department. 

**No. 01/39/2023-2CC-I**  
**Haryana Government**  
**HUMAN RESOURCES DEPARTMENT**  
**(Common Cadre-I Branch)**

**Dated: Chandigarh the 31<sup>st</sup> January, 2024**

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Head of the Departments to Government, Haryana.

**Subject: Regarding creation of portal for all Head of the Departments to fill vacant seats and District wise requisition for Common Cadre Group-D new recruitment (against Advt. 01/2023).**

\*\*\*\*\*

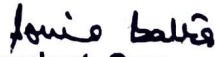
Sir/Madam,

I am directed to invite your kind attention towards the Govt. letter dated 25.01.2024 on the matter cited as subject above and to intimate that a portal for all the HODs of all the departments has been developed to fill vacant seats and District wise requisition details of new recruitment (against Advt. 01/2023) of Common Cadre Group-D. The URL of that portal is <https://recruitment.groupd.csharyana.gov.in> If any, technical issues/enquiry, you can contact HKCL at Contact numbers – 0172- 5210290/91.

2. It is therefore, requested to fill vacant seats and District wise requisition details of new recruitment (against Advt. 01/2023) of Common Cadre Group-D, already sent by the departments to HSSC.

3. Please note that the total number of posts sent in earlier requisition should stay exactly the same. However, actual district of each post and post nomenclature needs to be filled now.

Yours Faithfully.

  
**Superintendent, Common Cadre-I,**  
**for Principal Secretary to Government Haryana,**  
**Human Resources Department.**

CC:

- 1) Secretary, HSSC
- 2) MD, HKCL
- 3) SIO/NIC



**No. 01/39/2023-2CC-I**  
**Haryana Government**  
**HUMAN RESOURCES DEPARTMENT**  
**(Common Cadre-I Branch)**

**Dated: Chandigarh the 20<sup>th</sup> June, 2024**

To

1. All the Head of the Departments to Government, Haryana.
2. All the Nodal Officers of HRMS in the State of Haryana

**Subject: Regarding fill up the vacant posts and District wise requisition for Common Cadre Group-D new recruitment (against Advt. 01/2023).**

\*\*\*\*\*

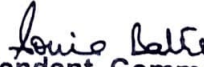
Sir/Madam,

I am directed to invite your kind attention towards the Govt. letter dated 31.01.2024 and 26.02.2024 on the matter cited as subject above. It is requested to fill the latest vacant posts and District wise requisition details of new recruitment (against Advt. 01/2023) of Common Cadre Group-D on the portal within 48 hours. The URL of that portal is <https://recruitment.groupd.csharyana.gov.in>.

2. It is also requested that the actual district of each post and post nomenclature is to be filled. It has been observed in the past that some vacancy positions uploaded by the Nodal Officer were found incorrect. Therefore, Nodal Officers are strictly directed to observe all caution while uploading the above said requisition details. Further, if any mismatch regarding vacancy position is found, then appropriate disciplinary action could be initiated.

3. This may please be treated as Most Urgent.

Yours Faithfully,

  
**Superintendent, Common Cadre-I,**  
**for Principal Secretary to Government Haryana,**  
**Human Resources Department.**

CC:

- 1) Secretary, HSSC
- 2) MD, HKCL
- 3) SIO/NIC