

From

The Chief Secretary to Government, Haryana.

To

All Heads of the Departments of the Haryana Government.

Dated Chandigarh, the 10th July, 2014.

Subject:- Regarding filling up of Two posts of Assistant Research Officer in Haryana Civil Secretariat, Chandigarh on deputation basis.

Sir,

I am directed to refer to the subject cited above and to inform you that Two posts of Assistant Research Officer in P.B-2- i.e Rs. 9300-34800+ Rs.4000/-(Grade Pay) + Rs. 200/- as Special Pay are proposed to be filled up in Administrative Reforms Department(in Research Unit) of Haryana Civil Secretariat on deputation basis for a period of one year in the 1st instance from amongst the Assistant /Statistical Assistants having following qualifications and experience:-

- i) Post Graduate in Public Administration with atleast 2nd Division from a recognised University. At least one year experience in a recognised University or Institute of State Government/Government of India in research/teaching in the relevant subject;
- ii) One year experience as Assistant;
- iii) Knowledge of Hindi or Sanskrit upto Matric standard;
- iv) Working knowledge of computer especially data entry and processing.

You are requested to forward application of willing and eligible candidates along with their bio-data and Annual Confidential Reports/ACR summaries of last ten years upto 2013-14 to Establishment-1 Branch, Haryana Civil Secretariat, Chandigarh by 11.08.2014 positively. Please ensure that the names of the recommended person should not be under any kind of disciplinary action under Rule-7 or 8 of the Haryana Civil Services (Punishment & Appeal) rules, 1987 and also be free from any type of vigilance enquiry. It is further requested that the names of such officials may please be recommended who can be easily relieved by the concerned department in case of selection.

Yours faithfully,

(Signature)
9/7/2014

Superintendent Establishment-I,
for Chief Secretary to Government, Haryana.

CHANDIGARH
Dy No: 445
Date: 15.07.2014
A (Yash Rani)