

From

The Special Secretary to Government, Haryana,
Secretariat Establishment.

✓ To

The Administrative Officer
NIC, 09th floor, Haryana Civil Secretariat.

Memo No.22/20/2018-6Estt.-I
Dated: Chandigarh, the 15th February, 2019.

Subject: Filling up the various posts on deputation-regarding.

Kindly refer to the subject cited above.

2. Please find enclosed herewith the following circulars for uploading on Chief Secretary, Haryana's website:-

1. No. 181/6/2018, dated 05.02.2019.
2. No. 3027-ARS-1-2018/1589, dated 08.02.2019

Ramesh Kumar
Superintendent Establishment-I
for Secretary to Government, Haryana,
Secretariat Establishment

15.2.19

Endst. No.22/20/2018-6Estt.-I

Dated: Chandigarh, the 15th February, 2019.

A copy is forwarded the following for information and necessary action:-

1. Secretary, Secretariat of the Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi-110001.
2. Superintendent, Revenue & Disaster Management Department, Government of Haryana, Haryana New Secretariat, Sector-17, Chandigarh-160017.

sd/-
Superintendent Establishment-I
for Secretary to Government, Haryana,
Secretariat Establishment

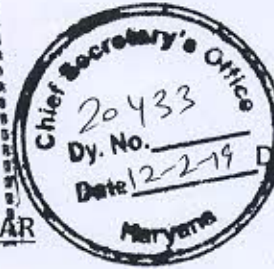
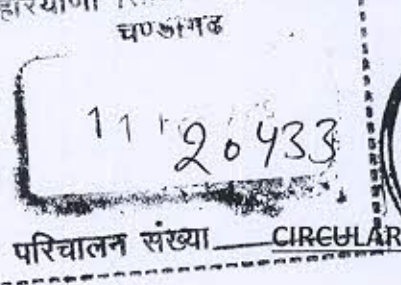
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For external circulation only.

SECRETARIAT OF THE
ELECTION COMMISSION OF INDIA

Nirvachan Sadan,
Ashoka Road,
New Delhi-110001.

No. 181/6/2018



Dated: 5th February, 2019

Sub: Filling up of one (01) post of Library and Information Officer in Level 11 [Rs.67, 700-208700] of the Pay Matrix (PB-3, Rs.15600-39100/- with corresponding Grade Pay of Rs.6600/-) in the Secretariat of the Election Commission of India.

It is proposed to fill up one post of Library and Information Officer in Level 11 [Rs.67, 700-208700] of the Pay Matrix (PB-3, Rs.15600-39100/- with corresponding Grade Pay of Rs.6600/-) in the Secretariat of the Election Commission of India, New Delhi on deputation basis.

2. Officers under the Central Government or State Government or Union territories:

- (a) (i) Holding analogous post on regular basis in the parent cadre/department;
or
(ii) With seven years regular service in post in Level 7 of the Pay Matrix (Pay Band-2 Rs.9300-34800/- with corresponding Grade Pay of Rs.4600/-) or equivalent and
- (b) possessing the educational qualification and experience as below: -
- (i) Masters Degree in Library Science or Library Information Science of a recognized University or Institute;
- (ii) Five years' professional experience in a Library under Central/State Government/ Autonomous or Statutory organization/PSU/University or recognized Research or Educational Institution.

Desirable: -

- (i) One year experience of computerizing Library activities in a Library under Central/State Government/ Autonomous or Statutory organization/PSU/University or recognized Research or Educational Institution.
- (ii) One year Professional experience in the specific areas of activities of the Department/Ministry viz. Technical or scientific, if any, to be specified at the time of framing RRs
- (iii) Diploma in Computer Applications from a recognized University/ Institution

Note: The maximum age limit for appointment by deputation shall not exceed 56 years as on closing date for receipt of applications.

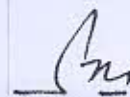
3. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the Election Commission of India or some other organization/ department of the Central Govt. shall not ordinarily exceed three years.

4. The applications, in duplicate, in the enclosed proforma, along with the complete and up-dated C.R. dossier for the last 5 years of the officials who could be spared in the event of his/her selection, may be forwarded to the Principal Secretary (Admin.), Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi-01 on or before 21.03.2019. Applications received after the last date or otherwise found incomplete will not be considered.

5. Pay of the Official selected on deputation will be regulated under the provisions contained in the Deptt. of Personnel and Training O.M. NO.6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

6. If anyone is selected from a higher Scale/pay his or her pay shall be protected by the Commission.

7. The official applying for the post will not be allowed to withdraw their nomination subsequently.



(B.C. PATRA)
SECRETARY
Tel: 23052016

To

1. All Ministries/Departments of Govt. of India (As per list attached).
2. The Chief Secretaries of all State Govt. and Union Territories.
3. All Autonomous Organizations/PSUs

Bio-Data Proforma

1. Name and Address (in Block letters)
2. Date of Birth (in Christian era)
3. Date of Retirement
4. Educational Qualifications
5. Service to which belong
6. Whether belongs to SC/ST
7. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post
8. Details of Employment (in chronological order). Enclose a separate sheet, duly authenticated by your signature if the space below is insufficient.

<u>Office/Institution/Orgn.</u>	<u>Post held</u>	<u>From</u>	<u>To</u>	<u>Scale of pay & Basic Pay</u>	<u>Nature of Duties</u>
9.	Nature of present employment i.e. ad-hoc or (Temporary) quasi-permanent or permanent				
10.	In case the present employment is held on deputation/contract basis, please state: (a) The date of initial appointment (b) Period of appointment on deputation/contract				
11.	Additional details about present employment. Please state whether working under: (a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertaking				
12.	Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.				
13.	Existing total emoluments drawn per month				
14.	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.				
15.	Remarks				

Signature of the candidate
Address:

Forwarding Note by the Employer:

It is certified that:

- (i) Information given in the above proforma is correct as per the service record of the applicant.
- (ii) The applicant is clear from vigilance angle.
- (iii) The integrity of the applicant is beyond doubt.
- (iv) That no major/minor penalty has been imposed on the applicant in last 10 years.
- (v) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.
- (vi) The ACR Dossier of the applicant is enclosed with the application.

(Signature with seal of the authorized signatory
on behalf of the employer)



राजस्व एवं आपदा प्रबंधन तथा चकबन्दी विभाग
(हरियाणा सरकार)
हरियाणा नव सचिवालय, सैक्टर-17, चण्डीगढ़-160017

सेवा में

- ✓ 1. मुख्य सचिव, हरियाणा।
2. हरियाणा राज्य के सभी विभागाध्यक्ष।

यादी क्रमांक 3027-ए.आर.एस.-1-2018/1589

चण्डीगढ़, दिनांक 8-2-2019

CS (Asst)

विषय:-

PS/CS
13.2.19

निदेशालय चकबन्दी हरियाणा में अधीक्षक का पद स्थानान्तरण आधार पर भरने बारे।

SSR
13.2.19

राजस्व एवं आपदा प्रबंधन तथा चकबन्दी विभाग, हरियाणा, चण्डीगढ़ के चकबन्दी विभाग में अधीक्षक का एक पद पदोन्नति कोटे के रिक्त पद को वेतनमान 9300-34800+4200 जी0पी0(Matrix) के वेतनमान में स्थानान्तरण आधार पर भरा जाना प्रस्तावित है, हरियाणा चकबन्दी विभाग (ग्रुप 'ख') सेवा नियम, 1998 के अनुसार इस पद को स्थानान्तरण आधार पर भरने हेतु निम्नलिखित योग्यताएं/शर्तें आवश्यक हैं :-

USSE (condem)

13.2.19

- i) उपाधीक्षक के रूप में एक वर्ष का अनुभव या
- ii) सहायक के रूप में 10 वर्ष का अनुभव

SE-2
13/02/2019

6ET

2. जो इच्छुक उम्मीदवार उपरोक्त शर्तें/योग्यताएं पूर्ण करते हों, की प्रारम्भिक नियुक्ति (Initial Appointment) का माध्यम तथा पिछले वर्षों का सत्यापित गोपनीय रिकार्ड एवं सिफारिश सहित उनके नाम इस पत्र के जारी होने की तिथि के 30 दिनों की अवधि के भीतर इस विभाग को भेजने का कष्ट करें। स्थानान्तरण आधार पर आने वाले इच्छुक उम्मीदवारों के विरुद्ध हरियाणा सिविल सेवा (दण्ड तथा अपील) नियम, 1987 के नियम-7 व 8 या हरियाणा सिविल सेवाएं (दण्ड तथा अपील) नियम, 2016 के अर्न्तगत कोई अनुशासनिक कार्यवाही का मामला या चौकसी विभाग की जांच लम्बित न हो।

(Signature)

अधीक्षक,

कृते: अतिरिक्त मुख्य सचिव एवं वित्तायुक्त, हरियाणा सरकार,
राजस्व एवं आपदा प्रबंधन तथा चकबन्दी विभाग।

