

**Most URGENT**  
**Notice**  
**Date Bound**

**HARYANA GOVERNMENT**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**CHIEF SECRETARY OFFICE**

No. 42/ 15 /2019-4GSI

To

All Administrative Secretaries to Govt. of Haryana

Dated Chandigarh, the 06.06.2019.

**Subject:- Regarding sending the requisition in respect of JEs', Clerk, Patwari & Group D posts to Haryana Staff Selection Commission.**


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Sir/Madam,

I am directed to invite your attention to the subject cited above.

You are aware that each department has appointed a nodal officer to deal with the matter of job requisitions to be placed with HSSC.

1. Vide instruction of even number dated 08.05.2019, all the Departments/Boards/Corporations were directed to submit their requisition for the post of JEs, Clerks, Patwaris & all Group D posts to HSSC through online requisition module as well as hard copy through special messenger to HSSC.
2. The requisitions sent by all departments was returned by HSSC for adding pending vacancies by (if any) of EBP GC, BC 'C' and SBC category. GAD has issued clarification on EBP GC, SBC, BC 'C' reservation vide instructions No. 22/106/2018-1GS-III dated 05.06.2019.
3. Since all requisitions have to be completed by 7<sup>th</sup> of June 2019 – therefore all Administrative Secretaries are requested to send their Nodal officers (recruitment/requisition) to HKCL office (4<sup>th</sup> Floor, HSIIDC – IT Park, Plot No 1, Sector 22, Panchkula) on 07.06.2019 at 10 am positively along with hard copy of their requisitions.

  
Superintendent General Services-I,  
for Chief Secretary to Government Haryana.

Endst No. 42/ 15 /2019-4GSI

Dated: 06.06.2019

A copy is also forwarded to the Managing Director & CEO of Haryana Knowledge Corporation Ltd, 4<sup>th</sup> Floor, HSIIDC – IT Park, Plot No 1, Sector 22, Panchkula with request to preparation of meeting as per scheduled above.

  
Superintendent General Services-I,  
for Chief Secretary to Government Haryana.