

**OFFICE OF DIRECTOR GENERAL HIGHER EDUCATION, HARYANA,
PANCHKULA**

ORDER

NO. 21/33-2014 ME(1)

Dated: 15.8.2014

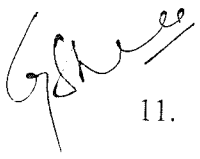
Consequent upon the decision taken by the Haryana Govt. vide Notification No. 6/7/2014-1G.S.I dated 18.06.2014 to regularize the services of Group C and Group D employees engaged on contract basis or engaged by the Govt. through approved agency of the State Government who have worked for not less than 3 (three) years as on 28.05.2014 and also still in service on 28.05.2014. The following officials are hereby offered appointment as Steno-typist in an officiating capacity as per provisions contained in the "Haryana Education Department (Sub Offices College Cadre (Group-C) Services) " as amended from time to time in the pay band of Rs.5200-20200+1900 G.P. plus usual allowances as sanctioned by the Haryana Government from time to time and are hereby posted at the present place of posting i.e. Govt. Colleges :-

Sr.No	Name (Sh./Smt./Ms.)	Name of post on which working	Date of birth according to education Certificate	Place of posting	Category
1	Mukesh Kumar	Steno-typist	8.8.1982	G.C.Saha	SC
2	Balvinder Singh	Steno-typist	5.7.1987	G.C.Israna	SC
3	Prabha	Steno-typist	7.4.1983	G.C.Meham	Gen
4	Jagdeep	Steno-typist	13.02.1982	G.C. Tohana	Gen
5	Naveen Kumar	Steno-typist	19.01.1987	G.C. Jhajjar	BC-B (PH)

Terms and Condition:-

1. His/her appointment is on a purely temporary post which is likely to be abolished at any time and carries no promise of subsequent employments. No offer of a permanent vacancy can be made to him/her at present in this respect.
2. If at any stage he/she desires to resign, he/she will be required to give one month clear notice or deposit forfeit in lieu thereof his/her salary including allowances for one month or for the period by which the notice falls short of one month. Such a notice will also be giving to his/her by the competent authority in case it is proposed to terminate his/her services except as result of disciplinary action or for the reason other than that mentioned in Clause-I above.
3. This appointment is against temporary posts and his confirmation against substantive posts shall be considered on the basis of his/her seniority and record of service as and when such post is available.

4. He/she shall be on probation for a period of two years. The period of probation can be extended for a period not exceeding one year, if considered necessary. His/her services are liable to be terminated without assigning any reason by giving one month notice or pay and allowances in lieu thereof.
5. Your character and antecedents are to be verified in terms of Government instructions issued vide Memo No. 52/3/2005-6S(I) dated 18.11.2005, within three months from the date of issue of this order. It is made clear to you that in case subsequently any adverse facts come to the notice of the State Government regarding your character and antecedents, your services are liable to be terminated immediately without any notice and without prejudice to such further action as may be taken under provision of the Indian Penal Code for production of false certificates/information.
6. No TA/ DA will be admissible for joining on the post.
7. Before assuming the charge of duty, he/she will be required to take the prescribed oath of allegiance to the Constitution of India.
8. He/she is hereby directed to produce his/her original certificates of academic qualifications, and other relevant certificates to the office along-with a Photostat self-attested copies. The office will compare the Photo copies with the original and thereafter original certificates and testimonials will be returned to the candidate.
9. In the matters, not specifically mentioned in this communication, his/her services shall be governed by the Civil Services Rules as applicable to Haryana Government Employee and such orders/ instructions as may be issued by the Government from time to time.
10. In case of reserved category candidates, the appointment is provisional and is subject to verification of the Scheduled Castes/ Scheduled Tribes/ Backward Class and ESM Category Certificate. If after verification it is revealed that the claim of the candidate belonging to SC/ST/BC and ESM category (as the case may be) is false then his/her services will be terminated forthwith without assigning any further reason and without prejudice to such further action as may be taken under provisions of the Indian Penal Code for production of false certificate.
11. He/she shall be covered under the New Pension Scheme-2009 of the Haryana Government.
12. The candidate shall have to qualify the State Eligibility Test in Computer Appreciation and applications (SETC) within the probation period of two years, extendable by one year in case of direct recruitment. The candidate appointed against the aforesaid



categories of posts in the group 'C' shall not be entitled to earn any increment in his pay scale till he/she qualifies the said test failing which the services of such employees shall be dispensed with. The person who are promoted to the post of Clerk, Junior or Senior Scale Stenographer shall also qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the period of probation of one year extendable by one year failing which he/she will be reverted back.

13. The employees possessing the following qualifications are exempted from taking the State Eligibility Test in Computer Appreciation and Application (SETC) :-
- (i) M.Tech/ B.Tech (Computers), MCA, BCA or Diploma in Computers from the recognized institutions e.g. Polytechnics.
 - (ii) Basic Computer Literary Certificate from any recognized center established under the National Institute of Electronics & Information Technology (NIELIT) (erstwhile DOEACC Society)
 - (iii) Haryana State- Certificate in Information Technology (HS- CIT) from the Authorized Learning Centres (ALCs) of the HKCL.
 - (iv) Candidates/employees who have already passed the SETC and the same are valid at the time of joining the service.
 - (v) Physically disabled candidates.

However, these employees, with the exception of those mentioned under sub-para (v) above, shall be required to clear the 'typing speed' part of the State Eligibility Test in Computer Appreciation and Applications (SETC).

14. The Government of Haryana hereby authorize the Haryana State Electronics Development Corporation Limited (HARTRON), as the authorized Agency for conducting the State Eligibility Test in Computer Appreciation and Applications (SETC), along with a test in typing speed in accordance with the syllabus as prescribed by the Government for the purpose. The test would be conducted by the HARTRON quarterly. The 'pass' certificate issued by HARTRON would be accepted as an evidence of the fulfilment of the prescribed condition of the proposed service rules. The syllabus for the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word processing, Internet browsing and e-mail management only.
15. That in the matters, not specifically mentioned in this communication, they shall be governed by the Civil Services Rule as applicable to Haryana Government employees and such rules/orders/instructions as may be issued by the State Government from time

- to time. They shall further be governed by the " Haryana Education Department (Sub Offices College Cadre (Group-C) Services) " as amended from time to time.
16. In case he/she is married, he/she will have to furnish a declaration to the effect that he/she is not having more than one living spouse. In case he/she is un-married, he/she will have furnish a declaration to the effect that he/she will not have more than one living spouse.
 17. He/she will not under-take higher studies of any kind without prior permission of the competent authority. Consequently, no leave of any kind will be granted for pursue higher studies.
 18. He shall not claim seniority on the basis of this order. His inter-se seniority will also be decided in accordance with the relevant service rules and instructions of the State Government issued from time to time later on.
 19. In the matters, not specifically mentioned in this communication, higher services shall be governed by the Civil Services Rules as applicable to Haryana Government Employees and such orders/ instructions as may be issued by the Government from time to time.
 20. If at any later stage it is found that he/she has got appointment on the basis of his/her furnishing false/forged documents or fraudulent information/ facts, he/she would be liable for termination of services without any notice.
 21. If he/she has not been vaccinated within the last twelve months, he/she should have it done immediately.
 22. The candidates have to furnish a Medical Fitness Certificate from the Concerned Chief Medical Officer as required under Rule 3.1 of the Punjab CSR Vol.I,Part-I.
 23. No application for employment outside the department will be considered before he/she completes three years of service.
 24. He/she is directed to join his/her place of posting within 15 days from the date of issuance of this order, failing which this offer of appointment will stand cancelled.

Place : Panchkula

ANKUR GUPTA
Director General Higher Education
Haryana Panchkula

Endst. No.


Dated, Panchkula the 19/8/2014

A copy of the above is forwarded to the following for information & necessary action:-

1. Accountant General (A&E) & (Audit), Haryana, Chandigarh.
2. Additional Chief Secretary to Govt. Haryana, Higher Education Department, Chandigarh.

Handwritten signature

3. Secretary, Haryana Staff Selection Commission, Sector-2, Panchkula.
4. Concerned Principal. He/ She is directed to allow the newly appointed candidates for joining after obtaining the medical fitness certificate by the concerned CMO. A copy of joining report may be sent to this Directorate immediately.
5. Concerned candidate.
6. Chief Medical Officer, Concerned, it is requested that the above named candidate may be examined as and when they report for the purpose and the Medical Certificate of Health for first entry into Government Service be issued for further action to this office.
7. PS/DGHE, Steno to Addl. Dir. Admn.
8. Superintendent Accounts Branch (Local).
9. DDCC.


Additional Director Administration
for Director General Higher Education
Haryana Panchkula



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Sr.No	Name (Sh./Smt./Ms.)	Name of post on which working	Date of birth according to education Certificate	Place of posting	Category
1	Amit	Clerk	05.08.1992	G.C. Meham	Gen
2	Mukesh Kumar	Clerk	23.10.1973	G.C. Naraingarh	BC-B
3	Mohit Kumar	Clerk	27.12.1989	G.C. Naraingarh	BC-B
4	Ved Parkash	Clerk	20.11.1980	G.C.Tohana	Gen
5	Satyavan	Clerk	05.12.1985	G.C.Tohana	Gen
6	Harish	Clerk	01.3.1986	G.C.Mandi Dabwali	Gen

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1. His/her appointment is on a purely temporary post which is likely to be abolished at any time and carries no promise of subsequent employments. No offer of a permanent vacancy can be made to him/her at present in this respect.
2. If at any stage he/she desires to resign, he/she will be required to give one month clear notice or deposit forfeit in lieu thereof his/her salary including allowances for one month or for the period by which the notice falls short of one month. Such a notice will also be giving to his/her by the competent authority in case it is proposed to terminate his/her services except as result of disciplinary action or for the reason other than that mentioned in Clause-I above.



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4. He/she shall be on probation for a period of two years. The period of probation can be extended for a period not exceeding one year, if considered necessary. His/her services are liable to be terminated without assigning any reason by giving one month notice or pay and allowances in lieu thereof.
5. Your character and antecedents are to be verified in terms of Government instructions issued vide Memo No. 52/3/2005-6S(I) dated 18.11.2005, within three months from the date of issue of this order. It is made clear to you that in case subsequently any adverse facts come to the notice of the State Government regarding your character and antecedents, your services are liable to be terminated immediately without any notice and without prejudice to such further action as may be taken under provision of the Indian Penal Code for production of false certificates/information.
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