

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

No. 4/22-2020 ME(1)

Dated, Panchkula, the 05.02.2020

The Governor of Haryana is pleased to appoint the following official as Clerk in Haryana Education Department, Sub-Offices College Cadre Ministerial (Group-C) service by way of transfer from the Department mentioned against her name w.e.f. the date you join her duties in the college indicated against her name in the grade (Level-2) 19900-63200 usual allowances as sanctioned by the Haryana Government from time to time on the following terms and conditions:-

Sr. No.	Candidate Name & Father's Name	Address	Name of the Department in which the employee was working earlier	Place of Posting	Remarks
1	Smt. Munni Devi W/o Sh. Bhola Ram	VPO Ateli, Tehsil Ateli, Mahender- garh	16 Haryana Bn. NCC, Narnaul	Govt. College, Sihma (Mahender- garh)	Appoint- ment by way of transfer

Terms & Conditions :

1. You are appointed purely on temporary / provisional basis.
2. This appointment is against temporary post and your confirmation against substantive post shall be considered on the basis of your seniority and record of service as and when such posts are available.
3. If at any stage, you desire to resign from your post, you will be required to give one month's notice or forfeit in lieu thereof your salary including allowances for one month or for the period by which the notice falls short of one month. The Directorate will give such a notice to you also in case it is proposed to terminate your services for the reasons other than mentioned in clause (1) above.
4. You will remain on probation for a period of two years from the date of joining in the Department. The period of probation can be extended in accordance with the existing rules. For assessing your performance during the period of probation, your work and conduct will be taken into consideration.
5. You will be required to pass departmental type test in Hindi/ English at the speed of 25/30 words per minute within one year from the date of appointment. Otherwise you will not be allowed annual increment until

6. It is also made clear here that character and antecedents of newly appointed candidates have not been verified by the department. After joining you are required to submit four copies of character and antecedents verification forms duly filled in within ten days either in person or through registered post in the office of Director General Higher Education, Haryana, Shiksha Sadan, Sector-5, Panchkula. The specimen of character and antecedents verification be obtained from the Principal of your college. In case, any adverse fact comes to the notice of the State/Department regarding your character and antecedents, your services are liable to be terminated without any notice.
7. You will be required to take the prescribed oath of allegiance to the Constitution of India.
8. In case you are married, you will produce the certificate that you are not having more than one living spouse.
9. In case you are unmarried, you will have to furnish a declaration to the effect that you are unmarried till the date of joining the duty.
10. If you have not been vaccinated within last twelve months, you should vaccinate before joining the duty.
11. Your appointment is subject to having passed Matriculation or its equivalent examination with Hindi.
12. You will not undertake higher studies of any kind without prior permission of the competent authority. Consequently, no leave of any kind will be granted for the prosecution of higher studies.
13. You will be required to produce the original educational certificates and date of birth certificate to concerned before joining your duties.
14. No TA/DA or joining time will be allowed to them for joining this post.
15. Your services will be governed by Haryana Education Department, sub offices college cadre Ministerial (Group C) Service Rule-1995.
16. Your seniority will be fixed in accordance with the Departmental Rules.
17. You will be covered by the "New Defined Contribution Pension Scheme" as per F.D. Notification dated 28.10.2005.

If the above terms and conditions are acceptable to them, you should report for duty within 15 days of the receipt of this communication along with relevant documents stated above failing which these order will be cancelled.

Endst. No. Even


Dated, Panchkula 06/02/2020

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

1. The Accountant General (A&E) & (Audit), Haryana, Chandigarh.
2. The Financial Commissioner & Principal Secretary to Govt. Haryana, Education Department, Chandigarh.
3. The Secretary, Haryana Staff Selection Commission, Panchkula.

Regd.

4. Principal, Govt. College, Sihma (Mahendergarh). You are directed to allow the newly appointed candidate to join. A copy of joining report may be sent to this Directorate immediately.
5. Deputy Superintendent, NCC Branch w.r.t. their U.O. 5/5-2019 NCC(1) dated 03.02.2020. She is requested that the official may please be relieved of his duties at any early date of join his new place of appointment/ posting and before relieving the employee. No due Certificate/ NOC and No Enquiry pending Certificate may please be sent to the Higher Education Department (ME Branch). It is also requested that the personal file/ service book and LPC of the official may please be sent to the Principal, Govt. College, Sihma (Mahendergarh).
6. Concerned candidate.


Deputy Director ME
for Director General Higher Education
Haryana, Panchkula.

