





**OFFICE OF THE DIRECTOR SECONDARY EDUCATION, HARYANA,  
PANCHKULA**

**Order No. 12/27-2017 Admn (2)**

**Dated, Panchkula the 26.04.2017**

A copy of letter No. 41/2/2017-5SII Dated 12.04.2017 received from Govt. of Haryana Chief Secretary's Office, Personnel Department regarding Recruitment to the HCS (Executive Branch) from Register A-II of members of Group 'C' Service upto the vacancies of the year 2016 is forwarded to the following for information and necessary action. **They are requested that all cases may be sent to this Directorate upto 03.05.2017 at 05:00 P.M. alongwith all relevant record positively:-**

1. Director Elementary Education, Haryana, Panchkula.
2. Director SCERT Haryana, Gurgaon.
3. All DIET's in the State.
4. All District Education Officer's in the State. Letter referred above alongwith proforma have been uploaded on Departmental Website and you are requested to circulate the same to the offices under your control for further necessary action.
5. All District Elementary Education Officer's in the State. Letter referred above alongwith proforma have been uploaded on Departmental Website and you are requested to circulate the same to the offices under your control for further necessary action.
6. All the Headquarter Officers.
7. All the Superintendent (HQ).
8. PA/DSE.
9. PA/ Additional Director Administration/ Joint Director Administration.
10. Technology Officer (I.T. Cell) H.Q.

  
**SUPERINTENDENT ADMINISTRATION  
FOR DIRECTOR SECONDARY EDUCATION  
HARYANA, PANCHKULA** 

~~Secondary Educ~~  
~~176 Admn (C)~~

176 Admn (C)  
21/4/17

DATE BOUND

No.41/2/2017-5SII  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 12<sup>th</sup> April, 2017.

To

All the Heads of Departments in Haryana  
(Except, Chief Secretary to Government Haryana and  
Additional Chief Secretary and Financial Commissioner to Government  
Haryana, Revenue & Disaster Management Departments)

Subject: - Recruitment to the HCS (Executive Branch) from Register A-II of members  
of Group 'C' Service upto the vacancies of the year 2016.

\*\*\*\*\*

Sir/Madam,

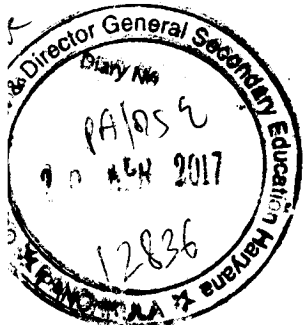
I am directed to invite your attention to the subject noted above and to say  
that the State Government has decided to fill up seven vacancies of HCS (Executive  
Branch) from Register A-II of members of Group 'C' Service upto the year 2016 in terms  
of rule 10 of Haryana Civil Service (Executive Branch) Rules, 2008. You are, therefore,  
requested to recommend the name of one member of Group 'C' Service working under  
your control for the aforesaid recruitment to the Chief Secretary to Government, Haryana,  
Personnel Department (Services-II Branch, 5<sup>th</sup> Floor, Haryana Civil Secretariat, Sector-1,  
Chandigarh). The member of Group 'C' Service whose name is to be recommended  
should fulfil the following conditions of eligibility as on 1.11.2016:-

- (a) (i) has completed eight years continuous Government Service;  
(ii) has not attained the age of fifty years;  
(iii) is not facing disciplinary proceedings and against whom action is not  
being contemplated; and  
(iv) is clear from vigilance angle;  
(v) is not a confirmed Gazetted officer.
- (b) is a graduate from a recognized University.

2. The department shall follow the instructions of Chief Secretary, Haryana  
issued vide endorsement no. 46/1/2013- 5 SII dated 10<sup>th</sup> May, 2013 and name (s) of the  
meritorious candidates shall be forwarded to the Chief Secretary to Government,  
Haryana. While making recommendations, the following record/information may also be  
forwarded:-

- i) Service profile of the eligible officer in proforma 'I' (five copies).  
ii) The upto date ACRs in original, of the officer concerned.  
iii) Attested copies of summaries of ACRs from the year 2006-2007 to  
2015-2016 in Form 'II' (five copies).  
iv) Integrity certificate in Form 'III' (five copies).

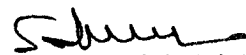
3. It is also clarified that all the recommending authorities can only make  
recommendation of such member of Group 'C' Service for whom they are employers and  
has a lien in their Departments or lien would be maintained and they can not recommend  
the name of the member of Group 'C' Service who belongs to other Departments but is  
working temporarily/ on deputation / transfer basis in their Departments. It is further  
clarified that you can recommend the name of one candidate only under the relevant



rules. Therefore, you are requested to recommend the name of one member of Group 'C' Service from your department. No department shall make recommendation beyond the prescribed number of recommendation as per rules ibid and in case, any department make the recommendation beyond the prescribed number of recommendations as per table in rule 10 (1) of the rules ibid, then all the recommendations of the department will be returned without assigning any reasons.

4. The recommendation should be reached to the Services-II Branch, 5<sup>th</sup> Floor, Haryana Civil Secretariat, Chandigarh within 30 days from issuance of this letter i.e. upto **11<sup>th</sup> May, 2017** positively. In case no recommendation is received till the aforesaid date, it would be presumed that you have no recommendation to make.


Yours faithfully,

  
Under Secretary Administration,  
for Chief Secretary to Government Haryana.

No. 41/2/2017- 5 SII

Dated, Chandigarh the 12<sup>th</sup> April, 2017.

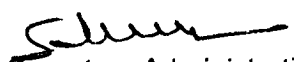
A copy, along with enclosures, is forwarded to the Chief Secretary to Government, Haryana (In Establishment-I Branch) with the request to kindly recommend the name of any three eligible members of Group 'C' Service for recruitment to the HCS (Executive Branch) from Register A-II of the members of Group 'C' Service in accordance with the provisions contained in rule 10 of the Haryana Civil Service (Executive Branch) Rules, 2008 within 30 days from issuance of this letter i.e. up to **11<sup>th</sup> May, 2017**. It is also requested to follow the instructions of Chief Secretary, Haryana issued vide endorsement no. 46/1/2013- 5 SII dated 10<sup>th</sup> May, 2013 and name (s) of the meritorious candidates shall be forwarded to the Chief Secretary to Government, Haryana. Recommendations received after this date will not be entertained/considered.

  
Under Secretary Administration,  
for Chief Secretary to Government Haryana.

No. 41/2/2017- 5 SII

Dated, Chandigarh, the 12<sup>th</sup> April, 2017.

A copy, alongwith enclosures, is forwarded to the Additional Chief Secretary to Government, Haryana and Financial Commissioner, Revenue & Disaster Management and Consolidation Departments with the request to kindly recommend the name of any two eligible members of Group 'C' Service for recruitment to the HCS (Executive Branch) from Register A-II of the members of Group 'C' Service in accordance with the provisions contained in rule 10 of the Haryana Civil Service (Executive Branch) Rules, 2008 within 30 days from issuance of this letter i.e. upto the **11<sup>th</sup> May, 2017**. She is also requested to follow the instructions of Chief Secretary, Haryana issued vide endorsement no. 46/1/2013- 5 SII dated 10<sup>th</sup> May, 2013 and name (s) of the meritorious candidates shall be forwarded to the Chief Secretary to Government, Haryana. Recommendations received after this date will not be entertained/considered.

  
Under Secretary Administration,  
for Chief Secretary to Government Haryana.

FORM '1'

SERVICE PROFILE OF CANDIDATE FOR THE RECRUITMENT TO THE HCS (EXECUTIVE BRANCH) FROM REGISTER A-II OF MEMBERS OF GROUP 'C'SERVICE AGAINST THE VACANCIES OF THE YEAR 2016 AS ON 01.11.2016.

Sr. No.	Name of the Recommending Authority	Name/Designation/ Educational Qualification(s)	Home District	Case in the case of the candidates of the reserved categories viz SCs/BCs etc.	Date of Birth and Age Y:M:D	Continuous Government Service and summary of post(s) held Y: M: D	Grading of ACRs from 2006-2007 to 2015-2016	Details of adverse remarks in the ACRs, if any. No./date /year	Details of penalties, if any No./date /year
1.	2.	3. (a) Name: (b) Designation: (c) Edu. Qualifications:	4.	5.	6. (a) DOB (b) A	7.	8. (a) Total No. of ACRs: (b) Outstanding: (c) Very Good: (d) Good: (e) Average: (f) Below average:	9.	10.

(Signature of the Recommending Authority)

Name:

Seal:

FORM 'II'

Summary of ACR Dossier of Shri/Smt./Kumari \_\_\_\_\_

Sr.No.	Period of report	Grading	Remarks (Adverse remarks conveyed /appreciation letter issued. if any, No./date/year
1.	2.	3.	4.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Abstract of reports for the years from  
2006-07 to 2015-2016

---

1.	Outstanding reports	=
2.	Very Good reports	=
3.	Good reports	=
4.	Average reports	=
5.	Below Average reports	=

---

TOTAL =

---

ATTESTED

-5-

FORM 'III'

The integrity of the Shri /Smt. / Km. \_\_\_\_\_ is certified on the basis of the entries in his / her confidential Reports.

(Signature of the Recommending Authority)

Place :

Dated :

Name

Seal