

To

1. The Chief Secretary to Govt., Haryana,
Haryana Civil Secretariat, Chandigarh.
2. HOD in Haryana State.
3. All the Divisional Commissioners in the Haryana State.
4. All the Deputy Commissioners in the Haryana State.

Memo No.:-Estt-112/ 4242704245 Dated:- 25/02/2020

Sub:-

Filling up 01 post of Record Restorer, 01 post of Assistant, 01 post of Senior Scale Stenographer, 02 post of Driver, 01 post of Auditor (SC) and 03 post of Head Clerk/Deputy Superintendent (Group-C) in the o/o Chief Electrical Inspector to Govt., Haryana, Chandigarh on deputation/transfer basis.

Reference on the subject noted above.

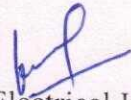
The department intends to fill up 01 post of Record Restorer, 01 post of Assistant, 01 post of Steno Typist (both language) 01 post of Senior Scale Stenographer (both language), 02 post of Driver, 01 post of Auditor (SC) and 03 post of Head Clerk/Deputy Superintendent (Group-C) on department for three year or till the arrival of regular incumbent whichever is earlier:-

Sr. No.	Name & number of Posts	Pay Scale	Qualification and Experience
1	Record Restorer (01 post)	As per 7 th pay commission	<p><u>Educational Qualifications:-</u></p> <p>(i) Matric or its equivalent from recognized Institution;</p> <p>(ii) Hindi/Sanskrit upto Matric or higher education;</p> <p><u>Experience.</u></p> <p>(i) Three year experience as Group 'D' employee.</p>
2	Assistant (01 post)	As per 7 th pay commission	<p>By Transfer or deputation :-</p> <p>(i) Graduate from a recognised University;</p> <p>(ii) Hindi/Sanskrit upto Matric or higher education; and</p> <p>(iii) Two years experience as Assistant;</p>
3	Steno typist (01 post)	As per 7 th pay commission	<p>By transfer or deputation-</p> <p>(i) 10+2</p> <p>(ii) Hindi /Sanskrit upto Matric or higher education;</p> <p>(iii) Speed in Hindi shorthand at 64 words per minute and transcription thereof at 11 words per minute on manual typewriter; or at 20 words per minute on computer with commonly used words processing software;</p> <p style="text-align: center;">OR</p> <p>Speed in English shorthand at 80 words per minute and transription thereof at 15 words per minute on manual typewriter; or at 35 words per minute on computer with commonly used words processing software;</p> <p>(iv) Two years experience as Steno Typist.</p> <p>(Note: 8% mistake are allowed for qualifying the prescribed test.</p>

3	Senior Scale Stenographer (01 post)	As per 7 th pay commission	<p>By transfer or deputation-</p> <p>(i) Graduate from a recognised University; (ii) Hindi/Sanskrit upto Matric or higher education; (iii) Five years experience as Senior Scale Stenographer. (iv) Speed in Hindi shorthand at 80 words per minute and transcription thereof at 15 words per minute on manual typewriter; or 25 words per minute in Hindi on computer with commonly used words processing software, or English shorthand at 100 words per minute and transcription thereof at 20 words per minute on manual typewriter; or at 40 words per minute in English on computer with commonly used words processing software. Note: 4% mistake are allowed for qualifying the prescribed test.</p>
4	Driver (1 post)	As per 7 th pay commission	<p><u>Educational Qualifications:-</u></p> <p>By transfer or deputation-</p> <p>(i) Matric; (ii) Should have a valid light vehicle driving licence at least three years old; (iii) Should not be colour blind; (iv) Hindi/Sanskrit upto Matric standard or higher education</p> <p><u>:Experience.</u></p> <ul style="list-style-type: none"> • Three Years experience in driving light vehicle.
5	Auditor (01 post SC)	As per 7 th pay commission	<p>By transfer or deputation:-</p> <p>(i) Graduate from a recognized University. (ii) Hindi/Sanskrit upto Matric or higher education; and (iii) Five years experience as Assistant in Accounts, Budget and Audit Work..</p>
6	Head Clerk/Deputy Superintendent 03post	As per 7 th pay commission	<p>By transfer or deputation:-</p> <p>(i) Graduate from a recognized University. (ii) Total five years experience as Auditor / Assistant (iii) Hindi/Sanskrit upto Matric or higher education;</p>

Conditions:-

1. That there is nothing adverse about the integrity of the officials during the whole service.
2. That no chargesheet under rule 7, 8 or any criminal proceedings/court case is pending against them.
3. The Department/Board/Corporation are requested to recommend suitable names of willing persons alongwith their bio-data, summary of ACRs to this office within 30 days from the date of issue of this letter. No request would be accepted after the due date.
4. Application should be routed through proper channel. No, direct application would beentertained.
5. That consequent upon their appointment on deputation/transfer basis will be for three years maximum or till the arrival of regular incumbent whichever is earlier.


Chief Electrical Inspector
to Govt., Haryana, Chandigarh.