

H.P.C.C.L

From

The Additional Chief Secretary to Government of Haryana,
Industries & Commerce Department.

To

All the Heads of Departments/Boards/Corporations of Government of
Haryana.

Memo No.05/01/2023-2IB-I

Dated Chandigarh, the 17/01/2023

Subject:

Filling up the posts of Deputy Director (Legal) (Group A) and
Assistant Director (Legal) (Group B) in the Directorate of
Industries & Commerce, Haryana (Headquarters) on deputation
basis.

Kindly refer to the subject noted above.

2. It is informed that the following posts are proposed to be filled up in
the Directorate of Industries & Commerce, Haryana (Headquarters) on deputation
basis initially for a period of one year or till promotion of eligible candidate or till the
joining of new incumbent through Haryana Public Service Commission, whichever is
earlier:-

Sr. No.	Name of the Post to be filled up	Group of post	No. of the Post to be filled up	Pay Scale of the post	Eligibility Conditions (by transfer and deputation basis)
1.	Deputy Director (Legal)	A	1	FPL-10 (56100-177500) (Rs. 15600-39100+5400 GP (Pre-revised))	(i) Candidate already holding the post of Deputy Director (Legal) for at least one year; (ii) Bachelor Degree of Law with 2nd Division from a recognized University; and (iii) Hindi or Sanskrit up to Matric Standard or higher education.
2.	Assistant Director (Legal)	B	2	FPL-7 (44900-142400) (9300-34800+4600 Grade Pay (Pre-revised))	(i) Candidate already holding the post of Assistant Director (Legal) for at least one year; and (ii) Knowledge of Hindi or Sanskrit upto Matric Standard or higher education.

3. In case of appointment of an employee working in any Corporation/Board of the Haryana Government, the terms and conditions of the deputation will be standard terms and conditions as prescribed in Haryana Civil Services (General) Rules, 2016 and as amended.

4. The department reserves the right to increase or decrease vacancies without any notice.

Memo No. 469
Dated 20/01/23
DS/Estt.
US/NGE
DS/General
DS/T&M
XEN/HR&TRG
XLN/Recdt.

CE/Admn.

Diary No. 253
Dated 23/01/23
Supdt.
AE
AEE-I
AEE-II
AEE-III
AEE-IV
AEE-V
AEE-VI
D.S/Estt.

MD/HPGCL
19/01/2023

Dix/fin

19/01/23

(E/Admn)

1038
CFMS/Diary No. 137
MD/HPGCL
Dated 19/01/2023


1038
CFMS/Diary No. 96
Director Finance
Dated 19/01/23

5. Though, these vacancies are for Directorate, yet the department reserves the right to post any employee appointed on deputation basis at Headquarters or anywhere in the Haryana State in the field offices under the control of Directorate of Industries & Commerce, Haryana.

6. It is, therefore, requested to send names and details of willing & eligible officers in the prescribed format at **Annexure-I** alongwith summary of ACRs for the last 10 years (clear attested copies) and certificate at **Annexure -II within 30 days, through proper channel, from the date of issuance of this memo.** Please ensure that the names of recommended officers should not be under any kind of disciplinary proceedings under Rule 7 or 8 of the Haryana Civil Services (Punishment & Appeal) Rules, 2016 and also free from any type of vigilance enquiry/judiciary proceeding. Names of only those officers be forwarded who can be relieved immediately upon their selection.

7. Please ensure the application be forwarded through proper channel. Direct applications shall not be entertained.

8. This circular is also available on the website of the department i.e. www.haryanaindustries.gov.in

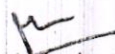

Deputy Secretary Industries
for Additional Chief Secretary to Government of Haryana
Industries & Commerce Department
W

Endst. No.05/01/2023-21B-I

Dated: 17/01/2023

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

1. Chief Secretary to Government of Haryana with a request to upload this circular on the website of Chief Secretary, Haryana for wide publicity.
2. Director General, Industries & Commerce, Haryana, 30 Bays Building, Sector- 17 C Chandigarh with a request to upload the circular on the website of the department.


Deputy Secretary Industries
for Additional Chief Secretary to Government of Haryana
Industries & Commerce Department
W

PROFORMA
APPLICATION FOR APPOINTMENT ON DEPUTATION
(to be fill up in BLOCK LETTERS)

Post against which application has been submitted	
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A. Personal Data

(i)	Name of the Applicant	:	
(ii)	Gender	:	
(iii)	Category of the Applicant	:	
(iv)	Date of Birth	:	
(v)	Date of Joining Service on: Regular Basis	:	
(vi)	Date of Superannuation	:	
(vii)	Present Designation	:	
(viii)	Date of appointment to present: post	:	
(ix)	Pay Scale of the post presently: held	:	
(x)	Present Pay Level/Basis Pay of: the Employee	:	
(xi)	Group of the present post	:	
(xii)	Name of Parent: Department/Board/Corporation	:	
(xiii)	Place of posting	:	
(xiv)	Contact Details	:	
	(a) Email ID	:	

	(b) Mobile Number :
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B. Educational Qualifications (Matric onwards): -

S. No.	Qualification/Degree	Years/Division	Institution/University, Place/Country

C. Experience Details: -

S. No.	Nomenclature of the Post	Department/Board/Corporation	Pay Level of the post held	From	To

D. Details of previous deputation/foreign assignment (if any):-

S. No.	Organization	Designation	From	To

S. No.	Organization	Designation	From	To

E.	Whether debarred from deputation? If yes, please furnish details.		
F.	Whether cooling off period completed? If yes, date of return from previous deputation with details, whenever applicable		

G. APAR/ACR Ratings for last 10 years, if available: -

Sr. No.	Year	Rating
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

H. Details of Disciplinary Proceeding pending at present and/or finalized with a minor/major penalty during the service period (add separate sheet, if required):-

I. Awards/ Incentive/Appreciation letters during Service Career, If any:-

S. No.	Name of award	Brief Details
1.		
2.		
3.		
4.		
5.		

I certify that the details furnished by me above are true and I am eligible for the post as the criteria laid down in the vacancy notice.

(Name and Signature of the applicant)

Place:

Date:

Annexure-II

Certificate to be furnished by the Employer/Head of Office/Forwarding Authority

Certified that the above particulars furnished by Shri/Smt. _____ are correct. It is also certified:

1. That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri/Smt. _____.
2. That his/her integrity is not doubtful in last 10 years.
3. That attested copy of his/her last 10 years ACRs/APRs dossier is enclosed.
4. That no major/minor penalty has been imposed on him/her during the last 10 years.
5. That the appointing authority/cadre controlling authority has no objection to the consideration of the applicant for the post applied for.

Place:

Date:

.....
Signature of authority/authorized person:

Name:

Designation:

Contact No.:

(Office Seal)