



Haryana Scheduled Castes Finance & Development Corporation Ltd.

(A State Govt. Undertaking)

हरियाणा अनुसूचित जाति वित्त एवं विकास निगम

(राज्य सरकार का उपक्रम)

To

1. All Administrative Secretaries, Government of Haryana.
2. All Head of Departments, in the State of Haryana.
3. All Divisional Commissioners in the State of Haryana.
4. All Managing Directors/Chief Administrator/Chief Executive Officer of all Board/Corporations/Nigam/Agencies/Councils/Companies and other State Government undertaking in the State of Haryana.
5. Secretaries of all Statutory Entities, in the State of Haryana.
6. Registrars of All State Universities, in the State of Haryana.

No. Estt. - (G-1138) 2023/3702-92 Dated: 17/7/2023

Subject:- Filling up vacant posts of Senior Research officer and Assistant Research Officer on deputation basis in Haryana Scheduled Castes Finance & Development Corporation at Panchkula.

Kindly refer to the subject cited above.

Haryana Scheduled Castes Finance and Development Corporation is a Company registered under the Companies Act. The main objective of Haryana Schedules Castes Finance and Development Corporation is to undertake the tasks of socio-economic upliftment of the Scheduled Castes in the State.

Following regular posts are to be filled up in head office of the Haryana Scheduled Castes Finance & Development Corporation at Panchkula on deputation basis initially for a period of one year as per details given below:-

Name of the Post	No. of Posts	Qualifications/Experience	Scale
Senior Research Officer	01	The officer having Degree in any field with atleast 5 years experience on the post of ARO preferably having experience in compilation research work and applied economics or statics or having experience of designing and supervising socio-economies surveys.	Own Pay Scale
Assistant Research Officer	01	The officer having Degree in any field with atleast 5 years experience on the post of Statical Assistant preferably having experience in collection, compilation and analyses statically data.	Own Pay Scale

Head Office : Kalyan Bhawan, Bays No. 53-54, 1st Floor, Sector-2, Panchkula-134109

Regd Office : 199, Industrial Area, Phase-1, Panchkula - 134 112

Email : hsfdc2427@gmail.com, Contact No.-0172-2567064



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It is, therefore, requested to circulate this letter in all offices of your organization and forward the application of willing & eligible regular officers/officials along with bio-data in the format attached, along with summary of ACRs for the last 10 years, within 20 days from the date of issuance of this letter to the undersigned. Kindly ensure that the names of the recommended officers/officials should not be under any kind of disciplinary proceeding under Rules 7 & 8 of the Haryana Civil Services (Punishment & Appeal) Rules, 2016 and also free from any type of vigilance enquiry. It is also requested that only names of such employees be recommended who can be easily relieved by the concerned Department in case of his/her selection. Advance copy of application can be submitted by the interested candidates, however, NOC will be required from the parent department/organization for appearing in the interview for consideration and selection.


Deputy Superintendent
For Managing Director


PROFORMA

**Haryana Scheduled Castes Finance and Development Corporation,
Panchkula**

1.	Name of Applicant																					
2.	Post applied for																					
3.	a) Present post held (whether regular, add hoc or on deputation basis)	Post:																				
		Place of Posting:																				
		Department																				
4.	b) If presently on deputation please indicate designation of the post held in the parent office/cadre and scale of pay of that post along with the present basic pay in that grade.																					
5.	Present Pay Band and Grade Pay/EPL as applicable (also mention Basic Pay)																					
6.	Date of getting the parent pay scale on regular basis.																					
7.	Date of Birth																					
8.	Date of entry into Govt. Service																					
9.	Date of Retirement																					
10.	Office Address																					
11.	Applicant's Phone																					
12.	E-mail address																					
13.	Education Qualification:																					
14.	Position held since entry into service (in chronological order)																					
	<table border="1"> <thead> <tr> <th>Designation & Place of posting</th> <th>Scale of pay (pre-revised)</th> <th>From</th> <th>To</th> <th>Whether post held on regular or adhoc basis.</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Designation & Place of posting	Scale of pay (pre-revised)	From	To	Whether post held on regular or adhoc basis.															
Designation & Place of posting	Scale of pay (pre-revised)	From	To	Whether post held on regular or adhoc basis.																		
15.	Name and address, telephone number of concerned Administrative officer in the office of Directorate of Department/ Organization.																					
16.	Describe the responsibilities of post held by you in your career.	1. Name of Post:																				
		2.																				
		3.																				
17.	Whether you are comfortable to work on computer	MS Word	Yes/No																			
		MS Excel	Yes/No																			
		Power Point	Yes/No																			

18.	How do you think that you are most Suitable for this post, (Please describe in 1 50 words.	(Attached Separate Sheet)
19	Please attach the copy Appreciation letters if received in your service career.	
20	Any Commendable achievements during Govt. Service.	
21	Any Other	

Date:

Signature of the Candidate

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For Office Use Only

Particulars of the applicant verified and found correct. No disciplinary proceedings under Rules 7 & 8 of the Haryana Civil Services (Punishment & Appeal) Rules, 2016 and not any type of vigilance enquiry is pending against the applicant. Therefore, application forwarded to MD, WW1 for consideration.

Signature of HoD/ Appointing Authority
along with Stamp