


HPGCL

**Registered Post**

From,

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

  
MD/HPGCL  
04/12/2023  
DIR.Tech-I

To,

1. The All Administrative Secretaries to the Government of Haryana
2. Secretary, Department of Personnel & Training, Ministry of Personnel, P G and Pensions, Government of India, North Block, New Delhi - 110 001
3. All Head of the Departments/Boards/Corporations in Haryana

**Memo No. 04/14/2023-2IB-I**  
**Dated, Chandigarh, the 28.11.2023.**

Director/Technical  
No. 5054 Dt. 05/12/23  
CE/Admin.  
CE/Fuel  
CE/DCRTPP  
CE/RGTPP  
CE/PTPS  
CE/Plg.  
CE/REO  
CE/Proj  
CE/Regulatory  
SE/Tech.  
XEN/Tech.  
Personal Assistant

**Subject: Filling up various post of Additional Director and Joint Director in the Directorate of Industries & Commerce, Department, Haryana (HQ & Field Offices) on deputation basis**

Kindly refer to the subject cited above. .

2. In this regard, it is intimated that the following posts are proposed to be filled up in the Directorate of Industries & Commerce, Department, Haryana for HQ & Field Offices on deputation basis:

Sr No.	Name of the Post to be filled up	Gro up of post	Pay Scale of the post (as per HCS Revised Pay Rules,2016)	No. of posts proposed to be filled up	Eligibility Conditions (by transfer and deputation basis)
1.	Additional Director	A	FPL-13 (Rs. 88400-202600)	2	i) Bachelor Degree in Engineering or Technology with 1st Division or Postgraduate Degree in Commerce/Economics/Statistics/Mathematics/Business Administration with 2nd division from recognized university; and ii) Candidate already holding the post of Additional Director for at least one year; and iii) Hindi or Sanskrit up to Matric Standard or higher education.
2.	Joint Director	A	FLP-11 (Rs. 67700-191000)	7	i) Bachelor Degree in Engineering or Technology with 1st Division or Postgraduate Degree in Commerce/Economics/Statistics/Mathematics/Business Administration with 2nd division from recognized university; and ii) Candidate already holding the post of Joint Director for at least one year; and iii) Hindi or Sanskrit up to Matric Standard or higher education.

CFMS/Diary No. 15054  
SPS/MD/HPGCL  
Dated 05/12/2023

Memo No. 8207  
07/12/23  
DS/General  
DS/T&M  
XEN/HR&TRG  
XEN/Rectt.

  
CE/Admin.

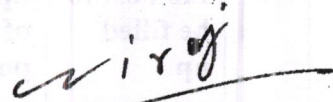
Diary No. 3984  
Dated 08/12/23  
Supdt.  
AE  
AEE-I  
AEE-II  
AEE-III  
AEE-IV  
AEE-V  
AEE-VI

  
D.S/Estt.

Applications in the prescribed format (at **Annexure-I**) are invited from the eligible and willing candidates to serve in Industries & Commerce Department, Haryana on deputation basis through proper channel within a period of 60 days from the date of issue of circular as per the above mentioned eligibility conditions and details of the posts, subject to the following conditions:-



1. The said deputation shall be initially for a period of two years which may be extended for further one year or as per the policies and directions of the Government in this regard or till the recruitment or regular incumbent by direct recruitment or promotion of any junior employee whichever is earlier.
2. In case any junior employee become eligible for promotion or any regular incumbent is recruited by the recruitment agency, the official on deputation shall be repatriated back to their parent department/organization.
3. The Government/Directorate of Industry reserves the right to increase or decrease the vacancies at any point of time and the officer can be posted at Headquarters or anywhere in the Haryana State in the field offices under the control of Government.
4. The interview and selection of the candidates will be conducted by Committee of officers to be chaired by Additional Chief Secretary to Government Haryana, Industries & Commerce Department.
5. The concerned department will forward the details (at Annexure-II) of willing & eligible officer's along with summary of ACRs of the last 10 years through proper channel and recommended officer should not be under any kind of disciplinary proceedings under rule 7/8 of the Haryana Civil Services (Punishment & Appeal) Rules, 2016 and he/she also should be free from vigilance enquiry/judicial proceedings. Direct applications by the candidates will not be entertained.



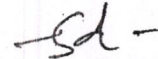
Superintendent Industries - I  
for Additional Chief Secretary to Government Haryana  
Industries and Commerce

**Endst:** No. 04/14/2023-2IB-I

Dated, Chandigarh, the 28.11.2023

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

1. Chief Secretary to Government of Haryana with request to upload this circular on the website of Chief Secretary, Haryana for wide publicity.
2. Director General, Industries and Commerce Department Haryana, 30 Bays Building, Sector-17 D, Chandigarh with request to upload this circular on Department's website.



Superintendent Industries - I  
for Additional Chief Secretary to Government Haryana  
Industries and Commerce

**CC:**

1. Ps to CPS CM
2. PS to Dy. CM
3. PS to ASC, I&C



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

<b>Post against which application has been submitted</b>	
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**A. Personal Data**

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

**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



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:-**

<b>S. No.</b>	<b>Name of award</b>	<b>Brief Details</b>
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:**

**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)