

From

The Chief Secretary to Government, Haryana.

To

All the Heads of the Departments of the Haryana Government

Memo No. 02/04/2023-6Estt.-I

Dated: Chandigarh, the 18<sup>th</sup> September, 2023.

Subject:-

Regarding filling up the one post of Research Officer in Research Unit, Administrative Reforms, General Administration Department, Haryana Civil Secretariat on transfer basis.

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Refer to the subject noted above.

2

It is informed that one post of Research Officer (Group 'B') is in the Pay Matrix Level 10, Schedule-I, of Haryana Civil Services (Revised Pay) Rules, 2016 is proposed to be filled up in Research Unit, General Administration Department, Haryana Civil Secretariat on transfer basis amongst the Research Officers having following qualification and experience:-

- i) *Three years experience as Research Officer.*
- ii) *Hindi or Sanskrit as one of the subjects in Matric of Hindi as one of the subjects in higher standard and possessing the educational qualification as required for the post of Assistant Research Officer of Research Unit-AR, General Administration Department, Haryana Civil Secretariat i.e.:-*

- i) *Post Graduate Degree from a recognized University in Statistic or Economics/ Agriculture Economics/ Mathematics/ Commerce with Statistics as one of the subjects either at Postgraduate Degree level.*

Or

*Graduate in Honours School in Mathematics or Economics with Statistics as one the papers at Graduation Honours School level in these subjects or a Postgraduate degree in Statistics.*

Or

- ii) *Post Graduate degree in Public Administration (Degree must be with 02<sup>nd</sup> Division).*
- iii) *One year experience of collection, compilation and interpretation of Statistical data on the post of Statistical Assistant/ Assistant/ Accountant in a State or Central Government or a recognized University or Research Institute or State/ Central Public undertakings;*
- iv) *Working knowledge of computer especially data entry and processing.*
- iv) *Hindi or Sanskrit as one of the subject in Matric or Hindi as one of the subject in higher standard.*

3.

You are, therefore, requested to forward the application of suitable, willing and eligible candidates alongwith their curriculum vitae to Establishment-I Branch, 05<sup>th</sup> floor, Haryana Civil Secretariat, Chandigarh, who can be spared immediately on selection and the applications may be sent to the undersigned within 30 days from the date of issuance of this circular alongwith the following documents:-

- i) *Clear Photostat copies of ACRs/ APARs duly attested by Group "A" officer.*
- ii) *Integrity Certificate.*
- iii) *Certificate confirming that no disciplinary/ Vigilance case pending or being contemplated against the employee.*
- iv) *A statement showing major or minor penalties, if any, imposed on the applicant.*

4.

Application received after the closing date or without the Photo state copies of ACRs/ APARs duly attested by a Group "A" Officer or without recommendation of the concerned office or otherwise found incomplete are liable to be rejected. While forwarding the applications, it may be verified that the certificate and particulars furnished by the employee are correct in all respect. It may also be confirmed that in the event of selection for appointment, the employee concerned will be relieved immediately to join his/ her new

assignment. 6415  
Dated: 20/09/23

Diary No. 3114  
Dated: 21/09/23  
Supdt. ---

Superintendent Establishment-I  
for Chief Secretary to Government Haryana

A copy is forwarded to the Chief Secretary to Government Haryana (in Research Unit, Administrative Reforms, General Administration Department) w.r.t their U.O. No. 06/02/2014-RU, dated 07<sup>th</sup> August, 2023 for information please.

Superintendent Establishment-I  
for Chief Secretary to Government Haryana

To

The Chief Secretary to Government Haryana  
(in Research Unit, Administrative Reforms, General Administration Department).

U.O. No. 02/04/2023-6Estt.-I

Dated: Chandigarh, the 18<sup>th</sup> September, 2023.

MD/HPGCL  
19/09/2023  
Dir/Tech-1  
20/9/2023  
Director/Technical-I  
No.12.000.Dt.19.10.  
CE/Admin.  
CE/Fuel  
AR/DCRTPP  
CE/RGTPP  
CE/PTPS  
CE/Plg.  
CE/REO  
CE/Proj  
CE/Regulatory  
SE/Tech.  
AS/Tech.  
Personal Assistant

Memorandum  
Dated: 20/09/23  
US/NGE  
DS/General  
DS/T&M  
XEN/HR&TRG  
XEN/Recd

AEE-I  
AEE-II  
AEE-III  
AEE-IV  
AEE-V  
AEE-VI

D.S/Estt.