

From

Commissioner & Secretary to Govt. of Haryana
Women & Child Development Department
Haryana, Panchkula.

To

1. All Administrative Secretaries to Government Haryana.
2. All Heads of Departments in Haryana.
3. All Managing Directors/Chief Administrators of Boards, Corporations and Public Sector Undertakings in Haryana.

Memo No. 19505-619 Date: 02/06/26

Subject: Filling up of one vacant post of Publicity Officer in the Women & Child Development Department, Haryana on transfer/deputation basis.

I am hereby directed to invite applications from eligible officials of Haryana Government Departments/Boards/Corporations for filling up one vacant post of Publicity Officer (Group-B) in the Women & Child Development Department, Haryana on transfer/deputation basis till one year or further orders.

The eligibility conditions prescribed under the Women & Child Development Department Service Rules, 2025 are as under:

Sr. No.	Name of Post/Pay Scale	No. of Posts	Essential Qualifications/Experience
1.	Publicity Officer FPL-7	01	(i) Seven years' experience as Research Officer. (ii) Hindi/Sanskrit up to Matric standard or higher education.

The applications of willing and eligible officials may be forwarded through proper channel along with the following documents at Directorate Women & Child Development Department, Haryana, Bays No. 15-20, Sector 4, Panchkula:

1. Bio-data of the applicant.
2. The ACRs/Integrity Certificate record for previous ten years should be good or does not have any adverse remarks.
3. No Chargesheet/pending inquiry should be against the candidate.

The applications complete in all respects should reach this department within 30 days from the date of issue of this letter. Incomplete applications or applications received after the prescribed date shall not be entertained.

Encl.: Proforma.

[Signature]
Superintendent, Establishment-I
for Director, Women & Child Development Department
Haryana, Panchkula

Endst. No.

Dated

A copy of the above is hereby forwarded to the following for information:-

1. Director, Women & Child Development Department, Haryana, Panchkula.
2. PS/Commissioner & Secretary to Govt. Haryana, WCD.
3. Office Order file.

Superintendent, Establishment-I
for Director, Women & Child Development Department
Haryana, Panchkula.

Application Form for the Post of Publicity Officer on Transfer/Deputation basis in Women and Child Development Department, Government of Haryana

1. Name of the Applicant (in Block Letters):
2. Father's Name (in Block Letters):
3. Postal Address:
4. Permanent Address:
5. Email Id:
6. Contact No.:
7. Date of Birth (DD/MM/YYYY):
8. The applicant is currently working with Govt. of Haryana (Yes/No):
9. Date of Retirement:
10. Educational Qualification

(Please enclose self-attested photocopies of relevant documents) :

11. Whether eligibility conditions are fulfilled (Yes / No):
12. Details of employment, in chronological order. *(Enclose separate sheet duly Authenticated under your signatures, if the space below is insufficient) :*

Office/Institute/Organisation	Post Held	Period	Pay Scale	Nature of Duty

13. Present Post Held:
 - a. Date of initial appointment (DD/MM/YYYY):
 - b. Period of appointment on deputation/contract (in months):
 - c. Name of the parent Department/organization:
14. Additional details about present employment. *(Please state whether working under and indicate the name of your employer against the relevant column):*
 - a. State Government:
 - b. Autonomous organization:
 - c. Government Undertaking:
 - d. Boards/Corporations/Authorities:

e. Universities:

f. Others (Please specify):

15. Are you in the revised scale of pay? If yes, give the date from which the revision took place and also indicate the re-revised scale of pay:

16. Current Pay Scale:

Please attach any other relevant information (supported by document, if any)

Declaration

I have carefully gone through the vacancy circular/advertisement and I am well aware that the application duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the advertised post.

Place:

Date:

Signature of the Candidate

Official Address:

Countersigned
(HOD with Seal)