

HPGCL

Memo No. 6321  
 Dated 7.9.22  
 DS/Estt.  
 DS/NGE  
 DS/General  
 DS/T&M  
 XEN/HR&TRG  
 XEN/Rectt.

CE/Adm.

From

Secretary to Government, Haryana,  
 Foreign Cooperation Department

To

1. The Secretaries of all Ministries/Departments of Government of Haryana.
2. All the Administrative Secretaries to Government Haryana.
3. All the Heads of Department and Commissioners of all Division in Haryana.
4. All the Managing Directors/Chief Administrators of Boards/Corporations in Haryana.

Memo No. 01/03/2021-FCD

Dated:-

**Subject:- Filling up of the different cadre Posts on a deputation basis in Foreign Cooperation Department.**

Sir/Madam,

Reference to the subject cited above, Foreign Cooperation Department (FCD), Haryana intends to fill up the following 11 posts on a deputation basis for an initial period of one year (and extendable up to a maximum of 5 years from eligible persons holding analogous posts in Ministries/Departments/Organisations /Offices under Govt. of Haryana/Govt. of India:

#	Name of Post/Pay Scale	No. of Posts	Age	Qualification & Experience
1.	Additional Director/Joint Director FPL-10	2	Age not exceeding 56 years as on last date of receipt of application	Officers of Ministries/Departments/Organisations/Offices under Govt. of Haryana/Govt. of India
2.	Section Officer (SAS Cadre) FPL-7	1	- do -	- do -
3.	Superintendent FPL-7	1	- do -	- do -
4.	Accountant FPL-6	1	- do -	- do -
5.	Assistant FPL-6	1	- do -	- do -
6.	Personal Assistant FPL-6	3	- do -	- do -
7.	Accounts Clerk FPL-2	1	- do -	- do -
8.	Clerk-cum- Data Entry Operator FPL-2	1	- do -	- do -
	<b>Total</b>	<b>11</b>		

**Procedure to apply**

- The interested applicants may apply for the said posts through proper channel along with all supporting documents latest by 15<sup>th</sup> September 2022 for consideration at the below-mentioned address:-

12564 1448  
 CFMS/Diary No. 1056  
 MD/HPGCL  
 Dated 06/09/2022

12564  
 CFMS/Diary No. 1056/Director Finance  
 Dated 06/09/22

Anant Prakash Pandey, IFS  
 Director General & Secretary,  
 Foreign Cooperation Department  
 Room No. 28, 9<sup>th</sup> Floor  
 Haryana Civil Secretariat  
 Chandigarh - 160001  
 Email: [anantppandey.99@gov.in](mailto:anantppandey.99@gov.in)

Diary No. 3632  
 Dated 07/9/22  
 Supdt.  
 AE  
 AEE-I  
 AEE-II  
 AEE-III  
 AEE-IV  
 AEE-V  
 AEE-VI  
 D.S/Estt.

**Application Form for Staff on Deputation to Foreign Cooperation 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. (Landline & Mobile No):
7. Date of Birth (DD/MM/YYYY):
8. Date of retirement under Central/State Govt. rules(DD/MM/YYYY):
9. Whether the applicant is currently working with Govt. of Haryana (Yes/No):
10. Education Qualification (Please enclose self-attested photocopies of relevant documents):

Paste here your  
recent passport  
size photo

Exam Passed	University/Board	Year of Passing	Duration	Subjects	Percentage secured

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

Office / Institute / Organization	Post Held	Period		Nature of appointment (Regular / Ad-hoc / Deputation)	Scale of Pay / Basic Pay / Pay Band with Grade Pay	Nature of Duty
		From	To			

13. Present Post Held:

14. Nature of present employment i.e. permanent/temporary/ad hoc:

15. In case the present employment is on deputation/contract basis, please state:

- a. Date of initial appointment (DD/MM/YYYY):
- b. Period of appointment on deputation/contract (in months):
- c. Name of the parent office/organization:

16. Additional details about present employment. Please state whether working under (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)

17. 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:

18. Current Pay Scale:

19. Please state whether you are applying for deputation/absorption/reemployment Basis (Officers under Central/State Government are only eligible for "Absorption").

20. Category of application:

- a. General
- b. SC
- c. ST
- d. OBC

21. Additional Remarks (The candidates may indicate information with regard to):

a. Research/publications and reports and special projects

b. Awards Scholarship/Official Appreciation

**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 post.

Place:

Date:

**Signature of the Candidate**

Official Address:

**Countersigned  
(HoD with seal)**