

From

The Principal Secretary to Government Haryana.  
Industries & Commerce Department.

To

✓ All Head of the Departments/Boards/Corporations in Haryana

Memo No. 05/11/2020-2IB1

Dated Chandigarh, the 02.07.2021

Subject: Filling up the posts of Joint Director (Group-A), Deputy Director (Industrial Promotion) (Group-A) and Assistant Directors (Industrial Promotion) (Group-B) in the Department of Industries & Commerce, Haryana (Headquarters and Field Offices) on deputation/transfer 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 Department of Industries & Commerce, Haryana (Headquarters and Field Offices) on deputation/transfer basis initially for a period of one year or till the joining of new incumbents through Haryana Public Service Commission, whichever is earlier:-

Sr. No.	Name of the Post to be filled up	No. of the Post to be filled up	Pay Scale of the post	Eligibility Conditions (by transfer and deputation basis)
1.	Joint Director	12	FPL-11 (67700-191000) (Rs. 15600-39100+6400 GP (Pre-revised))	i. Bachelor degree in engineering or Technology with 1 <sup>st</sup> division or Post Graduate degree in Commerce/Economics/Statistics/Mathematics/Business Administration with 2 <sup>nd</sup> division from recognized university; and ii. Candidate already holding the post of Joint Director for at least one year; and iii. Hindi or Sanskrit upto matric standard or higher education.
2.	Deputy Director (Industrial)	10	FPL-10 (56100-177500) (Rs. 15600-	i. Candidate already holding the post of Deputy Director

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	Promotion)		39100-5400 GP (Pre-revised))	(Industrial Promotion) for at least one year; and ii. Bachelor Degree in Engineering or Technology with 1 <sup>st</sup> Division or Postgraduate Degree in Commerce/Economics/B usiness Administration with 2 <sup>nd</sup> Division from recognized university; and iii. Hindi or Sanskrit upto matric standard or higher education.
3.	Assistant Directors (Industrial Promotion)	05	FPL-7 (44900- 142400) (9300- 34800+4600 Grade Pay (Pre-revised))	i. Candidate already holding the post of Assistant Director (Industrial Promotion) for at least one year; and ii. Knowledge of Hindi or Sanskrit upto matric standard or higher education.

3. In case of appointment of an employee working in any Corporation/Board of the Haryana Government, the terms and conditions of the appointment on deputation/transfer will be standard terms and conditions as prescribed in Haryana Civil Services (General) Rules, 2016.

4. The department reserves the right to increase or decrease vacancies without any notice.

5. The department reserves the right to post any employee appointed on deputation/transfer basis at Headquarters or anywhere in the Haryana State in the field offices under the control of Directorate of Industries & Commerce, Haryana and Directorate of MSME, Haryana.

6. You are therefore, requested to send names and details of willing & eligible officers in the prescribed format at Annexure-I along with summary of ACRs for the last 10 years (attested copies) within 30 days, through proper channel, from the date of issuance of this memo i.e. up to 31.07.2021. Please ensure that the names of recommended officers should not be under any kind of disciplinary

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proceedings under Rule 7 or 8 of the Haryana Civil Services (Punishment & Appeal) Rules, 2016 and also free from any type of vigilance enquiry/judiciary proceeding.

7. The applications may be sent through e-mail on [industriesadmnhry@gmail.com](mailto:industriesadmnhry@gmail.com).

Deputy Secretary Industries  
For Principal Secretary to Government Haryana,  
Industries & Commerce Department

Endst. No. 05/11/2020-2IB1

Dated:02.07.2021

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

1. Director General, MSME, Haryana, Plot No. C-3, HSVP Complex, Sector 6, Panchkula, Haryana 134109.
2. Director General, Industries & Commerce, Haryana, 30 Bays Building, Sector 17-C, Chandigarh with a request to upload the circular on the website of the department.
3. SIO, NIC, Haryana Civil Secretariat, Chandigarh with a request to upload the circular on the website of Chief Secretary, Haryana.

-Sd-

Deputy Secretary Industries  
For Principal Secretary to Government Haryana,  
Industries & Commerce Department

CC:-

1. PS to Deputy CM, Haryana.
2. PS to PSI&C.

**PROFORMA**  
**FOR SUBMISSION OF APPLICATION FOR**  
**APPOINTMENT ON DEPUTATION**

Post against which application has been submitted	
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**Personal Data**

1.	Name of the Applicant	:	
2.	Gender	:	
3.	Category of the Applicant	:	
4.	Date of Birth	:	
5.	Date of Joining Service on Regular Basis	:	
6.	Present Designation	:	
7.	Date of appointment to present post	:	
8.	Pay Scale of the post presently held	:	
9.	Present Pay Level/Basis Pay of the Employee	:	
10.	Group of the present post	:	
11.	Place of posting	:	
12.	Contact Details	:	
	(a) Email ID	:	
	(b) Mobile Number	:	

**13. Educational Qualifications: -**

S. No.	Qualification/Degree	Years/Division	Institution/University, Place/Country

14. Experience Details: -

S. No.	Nomenclature of the Post	Department/Board/Corporation	Pay Level of the post held	From	To

15. Details of previous deputation/foreign assignment (if any):-

S. No.	Organization	Designation	From	To

16.	Whether debarred from deputation? If yes, please furnish details.	:	
17.	Whether cooling off period completed? If yes, date of return from previous deputation with details, whenever applicable	:	

18. APAR/ACR Ratings for last 10 years, if available: -

Sr. No.	Year	Rating
1.		
2.		
3.		
4.		
5.		
6.		

7.		
8.		
9.		
10.		

19. Details of Disciplinary Proceeding pending at present and/or finalized with a minor/major penalty during the service period (add separate sheet, if required):-

20. Awards/ Incentive/Appreciation letters during Service Career, If any:-

S. No.	Name of award	Brief Details
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: