



haryana state electronics development corporation limited

(a state government undertaking)

CIN U00000CH1982SGC004963

Regd. Office : S.C.O. 111-113, Sector 17-B,

Chandigarh - 160 017 (India)

No. HARTRON:M(P&A):2022:622

Dated: 3/6/22

To
D.S./Estt.

Managing Directors of Boards/Corporations in the State of Haryana.

Subject:- Filling up the post of Asstt. General Manager(F&A), Manager(F&A) & Accounts Assistant in HARTRON on deputation basis initially for a period of one year.

Kindly refer to the subject mentioned above.

In this connection, the following posts are to be filled in HARTRON on deputation basis initially for a period of one year as per detail given below:

Sr. No.	Name of the posts	No. of post	Qualifications & Experience	Place of deployment	Pay Matrix Level/Pay scale
1.	Asstt. General Manager (Finance & Accounts)	01	C.A. with 5 years Experience in the Executive Position in the relevant field.	Head Office, Chd/Pkl.	FPL-11 (pre-revised pay scale Rs.15600-39100 + GP Rs.6600)
2.	Manager (Finance & Accounts)	02	C.A. having two years experience in relevant field.	Head Office Chd/Pkl.	FPL-7 (pre-revised pay scale Rs.9300-34800 + GP Rs.4600)
3.	Accounts Assistant	06	1 st Class M. Com with one Year experience in the relevant field.	Head Office Chd/Pkl. (4 Nos.) Field Offices Gurugram (01 No.) & Ambala (01 No.)	FPL-6 (pre-revised pay scale Rs.9300-34800 + GP Rs.3600)

It is, therefore, requested to circulate this letter in the notice of your officers/officials working in your organisation and forward the application of the interested and eligible employee alongwith complete bio-data on the prescribed proforma (attached) together with summary of ACRs/APRs for the last 10 years (duly attested by the parent department), Integrity Certificate, certificate to the effect that no vigilance case or disciplinary proceedings under Rule 7 & 8 of the Haryana Civil Services (Punishment & Appeal) Rules, 2016 is either pending or contemplated against the concerned and no major/minor penalty has been imposed on him/her.

हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड

एस. सी. ओ. 111 - 113, सेक्टर 17 बी, चण्डीगढ़ - 160017 (भारत)



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It is further to mention here that the applications received without the ACRs/APRs, vigilance certificate, integrity certificate and a statement of major/minor penalty, if any, imposed on the officers/officials or otherwise found incomplete, will not be considered.


Deputy General Manager(P&A)
for Managing Director, HARTRON

BIO-DATA FOR DEPUTATION IN HARTRON

1.	Name of Applicant	
2.	Post applied for	
3.	Present post held	Post
		Place of Posting
		Board/ Corporation
4.	Present pay Band and Grade pay/ FPL as application (also mention Basic Pay)	
5.	Date of getting the present pay scale on regular basis.	
6.	Date of Birth	
7.	Date of entry into Govt. Service	
8.	Date of Retirement	
9.	Office Address	
10.	Applicant's Phone	
11.	E-mail Address	
12.	Educational Qualification	
13.	Name and address, telephone number of concerned Administrative officer in the office of Directorate of Board/Corporation	
14.	Describe the responsibilities of post held by you in your career.	1. Name of Post
		2.
		3.
15.	Whether you are comfortable to work on computer	
16.	Any commendable achievements during Govt. Service	
17.	Any other	

Date

Signature of the Candidate

For office Use only

Particulars of the applicant verified and found correct. Neither any disciplinary proceedings under Rules 7 & 8 of the Haryana Civil Service (Punishment & Appeal) Rules, 2016 and nor any type of vigilance enquiry is pending against the applicant. Therefore, application forwarded to HARTRON, Corporate Office, Chandigarh for consideration.

Signature of HOD/Appointing Authority alongwith stamp