

**OFFICE OF DIRECTOR GENERAL HIGHER EDUCATION HARYANA  
PANCHKULA**

**ORDER**

No. DHE-130004/86/2020-Admin

Dated, Panchkula, the 09/09/2020

On the recommendations of Haryana Staff Selection Commission vide their letter no. HSSC/Confid/Recomn/2020/430 dated 07/09/2020, you are hereby appointed as clerk on temporary/provisional basis in the office of Director General Higher Education Haryana Panchkula w.e.f. the date you join duties in the grade pay Level-2 of Haryana Civil Services (Revised Pay) Rules, 2016 (having initial 1<sup>st</sup> Cell of Rs.19,900)(Pre-revised PB-I, 5200-20200+1900 Grade Pay) and such allowances as admissible by the Haryana Government from time to time on the following terms and conditions:-

Sr. No.	Merit No. (HSSC)	Name & Address of the Candidate Sarv Sh. / Smt. / Ms.	Roll Number	Category DOB
1.	91	Mohit S/o Sh. Balwan, Bichla Pana, VPO Gangoli, Tehsil Safidon, Distt. Jind Pin 126113	9990141663	PWD-VH 11.11.1995

**TERMS & CONDITIONS**

1. You are appointed purely on temporarily/provisional basis
2. Your appointment is against temporary post and your confirmation against substantive post shall be considered on the basis of your seniority and record of service as and when such post is available.
3. If at any stage, you desire to resign from your post, you will be required to give one month's notice or forfeit in lieu thereof your salary including allowances for one month or for the period by which the notice falls short of one month. The Directorate will give such a notice to you also in case it is proposed to terminate your services for the reasons other than that mentioned in clause (1) above.
4. You will remain on probation for a period of two years from the date of joining in the department. The period of probation can be extended in accordance with the existing rules. For assessing your performance during the period of probation, your work and conduct will be taken into consideration.
5. You will be required to qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) with Typing speed of 30 words per minute in English and 25 words per minute in Hindi converted with equivalent key depressions in both cases as typing speed, would be tested on computers with in the probation period of two years, extendable by one year. You are not entitled to earn any increment in your pay scale till you qualifies the said test, failing which your services will be dispensed with.
6. It is also made clear here that character and antecedents of newly appointed candidates have not been verified by the department in terms of Government instruction issued vide No. 52/18/2018-3GSIII dated 18<sup>th</sup> August, 2020. In case, any adverse facts come to the notice of the State/ Department regarding your character and antecedents, your services are liable to be terminated without giving any notice.
7. You will be required to take the prescribed oath of allegiance to the Constitution of India.
8. In case you are married, you will produce the certificate that you are not having more than one living spouse.
9. In case you are married, you will have to furnish a declaration to the Head of Department that you have not taken any dowry at the time of marriage. The declaration should be signed by your wife, father and father in law, as per Chief Secretary, Haryana letter No. 18/1/2004-2GSI dated 21.02.2006.
10. If you are unmarried, you will have to take an oath of allegiance to the Constitution of India and affirm that you do not give or take or abet the giving or taking of dowry, or demand, directly or indirectly from the parents or guardians of the bride or bridegroom, as the case



may be, any dowry, as per Chief Secretary, Haryana letter No. 18/1/2004-2GSI dated 21.02.2006.

11. This offer of appointment is further subject to your submission of medical fitness certificate from the concerned Chief Medical officer within 15 days from the date of appointment, failing which this appointment will stand cancelled.
12. If you have not been vaccinated within last twelve months, you should vaccinate before joining the duty.
13. Your appointment is subject to final verification of your educational qualification and other eligibility conditions.
14. At any stage if the certificates produced by you are found to be bogus or defective, your service shall be terminated. Notwithstanding anything contained in this appointment letter, your appointment is subject to condition that if you are found unfit/unsuitable for appointment to Government Service on the basis of medical report or on the basis of character and antecedents' Verification or otherwise, your service shall be terminated forthwith without prejudice to any other terms and conditions.
15. You will not undertake higher studies of any kind without prior permission of the competent authority. Consequently, no leave of any kind will be granted for pursuing higher studies.
16. You will be required to produce the original educational documents pertaining to your qualification, experience, age and caste/ category, as claimed by you in the application form & others before joining your duties.
17. No TA/DA or joining time will be allowed to you for joining this post.
18. The appointment order is subject to the final outcome of CWP No. 127/2020,124/2020, 631/2020, 795/2020, 124/2020, 597/2020, 3883/2020 and 738/2020 and any other writ petition pending in the Hon'ble Punjab and Haryana High Court or any other Court of law.
19. Your services will be governed by Haryana Education Directorate (State Service Class-III) - Rules 1974 as amended from time to time.
20. Your seniority will be fixed in accordance with the Departmental Rules.
21. You will be governed by NEW PENSION RULES as notified vide No. 1/1/2004-1 Pension, dated 18.8.2008.

If the above terms and conditions are acceptable to you, you should report for duty within 15 days of the receipt of appointment order alongwith relevant documents stated above, failing which appointment order will be cancelled.

**Note:- The appointee would not be entitled to any claim/benefit because of anything essential regarding rules & regulations left to be quoted in this appointment order or any clerical mistake/error.**



Joint Director Administration  
O/o Director General Higher Education  
Haryana, Panchkula.

Endst. No. Even

Dated, Panchkula, the 09/09/2020

A Copy is forwarded to the following for information and necessary action to:-

1. Accountant General (A&E), Haryana, Chandigarh.
2. The Secretary, Haryana Staff Selection Commission, Panchkula w.r.t. his letter No. HSSC/Conf/Recomn /2020/430 dated 07/09/2020.
3. Director General Health Services, Haryana, Panchkula.
4. C.M.O. concerned.
5. PS/PSHE, PS/DGHE, PA/JDC, Assistant Director Admn.
6. Superintendent, Administration. She is directed to allow the newly appointed candidate for joining after obtaining the medical fitness certificate by the CMO and also the documents pertaining to his/her qualification, experience, age and caste/category, as claimed by his/her in the application form.
7. Superintendent, Accounts (Local).
8. HRMS, IT Cell
9. Spare copy for personal file.



Joint Director Administration  
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