

Regd./E-Mail

From

Director Higher Education, Haryana,
Shiksha Sadan, Sector-5, Panchkula

To

Sr. No.	Name & Address of the Candidate	Roll Number	Category DOB
1.	Mukesh S/o Sh. Dalip Chand, House No. 710/19, Opposite Arya Samaj Mandir Gali, Near Saraswati School, City & Tehsil-Tohana, District-Fatehabad-125120	9991507914	EWS 01.12.1990
2.	Sunil Kumar S/o Ramesh Chandra, Village- Isharehri, Post Office-Kharindwa, City & Tehsil-Shahabad Markanda, District-Kurukshetra-136135	9990309265	SC 01.01.1988

Memo No. 4/45-2020 Ad (4)
Dated, Panchkula, the 11.12.2023

Subject:- Appointment letter to the post of Clerk against Advt. No. 05/2019 Cat. No. 1 in the Department of Higher Education, Haryana, Panchkula (H.Q.).

On the recommendations of Haryana Staff Selection Commission vide their letter no. HSSC/Confid./Recomm/2022/3356 dated 30.06.2022 and letter No. HSSC/Confid./08/10/2023/1011 dated 22.11.2023, you are hereby appointed as clerk on temporary/provisional basis in the office of Director 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 1st 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:-

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. 52/08/2022-GSIII dated 23.06.2022. 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 any writ petition pending or might have been filed 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 30 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.

MEENAXEE RAJ, HCS
Additional Director Administration
O/o Director Higher Education
Haryana, Panchkula.

Dated, Panchkula, the 11.12.2023

Endst. No. Even

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

1. The Principal, Accountant General (A&E), Haryana, Chandigarh.
2. Treasury Officer, Panchkula.
3. The Secretary, Haryana Staff Selection Commission, Panchkula w.r.t. his letter No. HSSC/Confid./Recomm /2022/3356 dated 30.06.2022 and letter No. HSSC/Confid./08/10/2023/1011 dated 22.11.2023.
4. Director General Health Services, Haryana, Panchkula.
5. C.M.O. concerned, it is requested that the above named candidate may be examined as and when they report for the purpose and the Medical Certificate of Health for first entry into Government service be issued for further action to this office.
6. PS/ACSHE, PS/DHE, PA/Additional Director Admn., A.D. Admn.
7. Superintendent, Accounts (Local).
8. Superintendent Coordination Branch O/o DHE, Haryana, Panchkula w.r.t. their U.O. No. DHE-010009/109-2020 Coordination (1) dated 04.12.2023.
9. In-charge HRMS/ IT Cell for upload on Departmental Web Portal.
10. Mukesh S/o Sh. Dalip Chand, House No. 710/19, Opposite Arya Samaj Mandir Gali, Near Sarswati School, City & Tehsil-Tohana, District-Fatehabad-125120.
11. Sunil Kumar S/o Ramesh Chandra, Village- Isharehri, Post Office- Kharindwa, City & Tehsil-Shahabad Markanda, District-Kurukshetra-136135
12. Spare copies for personal files.

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11/12/23

Ryadar
Superintendent Administration
O/o Director Higher Education
Haryana, Panchkula.