

**Regd:****Office of Director Higher Education, Haryana, Panchkula**

Order No. 4/32-2017 Ad. (4)

Dated: Panchkula, the 28.6.2019

The following candidates are hereby engaged as Legal Assistant on contractual basis in accordance with the State Outsourcing policy as per need based requirement on the consolidated salary of Rs. 23,320/- p.m. in the Higher Education Department, Haryana under Finance Department letter No. 20/3/2017/Acctt./HBPE (FD) dated 21.06.2017

Sr. No	Reg. No	Name, Father Name, Gender, DOB	Cat.	Address
1	55D4829	SAHIL SHARMA SH. SUDHIR SHARMA MALE; DOB; 21.09.1991	GEN	H.NO. 39-B, NEW MODEL TOWN, MUKERIAN DISTT: HOSHIARPUR, Pb-144211 MOB: 9855406991
2	1DB6EE8	ARCHANA SH. RAVINDER SNGH FEMALE; DOB: 05.04.1992	GEN	B.MCF 177 ARYAN ANGAR BALBGARH DISTT. FARIDABAD MOB; 7982133504
3	C8D9ABD	SUBHAM WALIA SH. RAKESH WALIA MALE; DOB 21.02.1995	GEN	HOUSE NO 6 VILL AGE MILAK; PO NARAINGARH DIST: AMBALA MOB: 8930134422
4	AF39461	KOMAL SH. Y K TOMAR FEMALE; DOB: 07.03.1991	GEN	E-4, N.D.R.I CAMPUS, N.D.R.I KARNAL HARYANA DIST: KARNAL MOB; 9467100555
5	040AB0E	HIMANI ATTRI SH. RAJIV KUMAR ATTARI FEMALE; DOB: 25.08.1993	GEN	# 21 , SUN CITY, BIGHARWAL ROAD, SUNAM DISTRIC: SANGRUR, Pb. MOB: 8146822276
6	A3901C9	MANJU KUMARI SH. RAJENDRA SINGH FEMALE; DOB: 25/7/1995	SC	HOUSE NO 261, DESRAJ COLONY GALI NO 15 PANIPAT DISTT. PANIPAT MOBILE 9992105942
7	7CEF384	LAXMI RANI SH. JANG BAHADUR FEMALE; DOB: 21.10.1987	SC	4A/18, DHARAM SINGH COLONY NARWANA DISTT. JIND MOB; 9729863656
8	50BF1AO	ANKIT SH. RAMDHAN MALE DOB: 19.10.1996	BCA	VILL- TIHARA KALAN PO TIHARA KHURD DIST- SONIPAT MOB- 8059944647
9	DC2E4D9	SARMEET KAUR SH. GURDEV SINGH FEMALE; DOB: 14.09.1983	BCA	W.N. 14, DAV COLONY, CHEEKA P.O. CHEEKA TEH. GULHA DIST- KAITHAL MOB -9053101201
10	308745F	KULDEEP SAINI SH. SURAT SINGH MALE; DOB: 11.12.1991	BCB	MAIN BAZAAR, SIANI DARWAJA WARD NO. 8 SAFIDON DIST. JIND DIST- JIND MOB: 8950609904

**Terms and Conditions of the engagement are as under:-**

1. The services of Legal Assistant will be purely contractual basis in accordance with the State Outsourcing policy as per need based requirement on the consolidated salary of Rs. 23,320/- p.m. in the Higher Education Haryana under Finance Department letter No. 20/3/2017/Acctt./HBPE (FD) dated 21.06.2017 for one year from the date of issuance of this order. The engagement on contractual basis will be reviewed by the competent authority on the performance during the contract period and the appointment is liable to be terminated in case the



performance/conduct is not found satisfactory. He/She shall not have any claim for continuation of service beyond the contract period. He/She shall not work and hold any other post or office or profit in any Government, semi-Government and Private establishments while working in the Department. No right to hold the post shall be conferred upon he/she on account of his/her continuance on the post without any extension by the Competent Authority and he/she can be relieved of his/her duties at any time thereafter, without giving any prior notice.

2. He/She will deal with all court cases from receipt till final stage and advise on legal issues pertaining to the field as well as HQ. He/She will discuss and prepare draft reply in consultation with the head quarter. The draft of written statement shall be vetted from legal cell (Head Quarter) as well as Office of the Advocate, General, Haryana and Advocate on record at New Delhi. He/She will attend the Court and do any other work duly related to court cases/legal matters as assigned to him/her.
3. He/She will bring the original academic certificate/relevant certificates at the time of joining of duty. He/She will also have to furnish attested copies of certificates in support of his/her date of birth, academic/professional qualifications/experience and SC/BC/ESM etc. certificate (If applicable) before joining the duty. Later on, if it is revealed that he/she does not possess the prescribed qualifications/experience etc. and/ or his/her certificates are found to be fake or bogus, his/her services shall be terminated forthwith and legal action will be initiated accordingly.
4. He/She will be paid consolidated salary of Rs. 23,320/- per month. The deduction of EPF/ESI will be made as per rules/instructions. He/She will be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to Govt. Employees/Assistants.
5. He/She shall sign an agreement with Joint Director Administration on a duly prescribed form as appended herewith which will be the part of this appointment/offer letter.
6. He/She will be governed by the Haryana Govt instructions dated 01.09.2016 vide which the provision for leave is limited to 10 days Casual Leave and 10 ten days Medical Leave in a calendar year. Maternity leave shall be admissible to women employees as decided by the Haryana Government from time to time.
7. Unauthorized absence from the duty for more than a week without the prior approval of the controlling officer shall be liable for termination of the contract without any notice. He/She shall not be entitled for contractual amount for the period of absence from duty.
8. He/She may be posted/deputed anywhere within or outside of the State of Haryana. He/She may be transferred/adjusted at anywhere on administrative ground.
9. He/She is required to submit a certificate of physical fitness from the Civil surgeon of the district concerned.

10. If his/her work and conduct are not found satisfactory or in case he/she is found guilty of insubordination or any other misconduct or in case any criminal proceedings initiate against you then his/her services can be terminated without giving any prior notice.
11. The person so engaged shall not have any legal right claiming regularization of his/her service etc., where he/she has been engaged.
12. Notwithstanding anything contained herein, rules, regulations, bye-laws, instructions, lawful orders, etc. as framed/notified/modified by the Government relating to the conditions of the service and additions, amendments, modifications, alterations, etc. made in the said conditions of service from time to time shall apply irrespective, of whether these matters are provided for herein or not.
13. He/She will not take up any part time/full time employment or assignments elsewhere or do any business/profession during the period of the contract with the Department.
14. His/Her services will be utilized in the Education Department i.e. Higher Education, Department, Haryana.
15. No T.A/D.A shall be admissible for joining the post.

**Note:** If he/she is willing to accept this offer of engagement on the terms and conditions mentioned above, then he/she may report for duty in the office of Director Higher Education, Haryana Panchkula within 10 days from issuance of this letter. In case of failure to join, the offer of engagement shall automatically stand cancelled and no representation will be entertained in this regard.


A. Sreenivas  
Director Higher Education  
Haryana, Panchkula

**Endst. No. Even**

**Dated, Panchkula the 28.6.2019**

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

1. The Principal Accountant General (A&E) Haryana, Chandigarh.
2. The Advocate General, Haryana, Chandigarh.
3. All concerned Officers/Superintendents in the Directorate.
4. PS/ACSHE, PS/DHE, PA/JDA.
5. District Attorney O/o Director Higher Education Haryana, Panchkula.
6. All Law Officers.
7. IT Cell (HQ).

  
Assistant Director Administration  
for Director Higher Education Haryana  
Panchkula  
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