

**E-Mail/Regd./Urgent**

From

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

To

1. The Principal,  
Govt. College, Hodal (Palwal).
2. The Principal,  
Govt. College, Dujana (Jhajjar).
3. The Principal,  
Govt. College, Bhiwani.

Memo No :18/3-2019 Lib (2)  
Dated, Panchkula, the 14-06-19

Subject:- **Appointment on the post of Library Attendant (Group D) recommendations received from HSSC against Advt No. 4/2018, Cat. No. 1.**

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Kindly refer to the subject cited above.

The list of selected candidates which is to be given appointment on the post of Library Attendant, (Group D) in the respective Govt. Colleges has been received from the Secretary, Haryana Staff Selection Commission, Panchkula. As per service rules the appointing authority of Library Attendant (Group D) is Principal of concerned Govt. College. Hence you are requested to issue appointment letters to the selected candidates **(As per the list attached)**. Further it is specifically mention here that before issuance of Appointment Letter following points may be considered:-

1. **The draft of /model appointment letter is sent herewith.** Please issue appointment letter as per this model letter.
2. As per service rules the academic qualifications and experience, if any for direct recruitment to the post of Library Attendant Group D) is as under:-
  - (i) Matric pass.
  - (ii) Knowledge of Hindi upto matric standard.

The original certificates of above essential qualification may be checked and verified before issuance of appointment letter and a copy of these documents may be kept in the record. In case of reserve category, the original certificate of that category may be checked and verified and eligibility on the post of candidate may also be checked and verified before issuance of appointment letter and a copy of these documents may also be kept in the record.

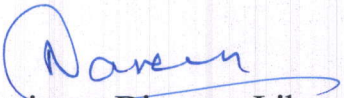

3. The application form with all the enclosures which was filled by the candidate to the **HSSC is enclosed.**
4. The eligibility of ESP Candidate may be checked and verified as per Chief Secretary to Govt. Haryana instructions No. 22/10/2013-1 GS-III dated 06.04.2018. In case of Ex-serviceman/Dependent Ex-serviceman and eligibility certificate issued from concerned Zila Sainik Board may be checked and verified.
5. Principals are directed to strictly follow the instructions issued vide letter No. HSSC/ Confd./ Recomm/ 2019/262 dated 27-05-2019 of Haryana staff selection, commission, Panchkula (Enclosed).

Further, hard copy of joining report may be sent to the Directorate immediately.

The above directions may strictly be followed.



DA/As Above

  
Assistant Director Libraries  
For Director Higher Education ,  
 Haryana, Panchkula

Sr. No.	Roll No.	Category	D.O.B.	C_Name	F_Name	Gender	Address	Remarks	Proposed place of posting against vacancy.
1	4181772883	SC	16.04.92	Amarjeet	Harchandi	M	H. No. 139, Near Harijan Chaupal, City : Bansa, Tehsil : Hodal, Distt. Palwal, Pin 121107, State-Haryana.	Against General	Govt. College, Hodal (Palwal).
2	4181772432	General	15.01.85	Sandeep Kumar	Raj Kumar	M	VPO Beri Pana, Baithan Ward No.12, City: Beri, Tehsil Beri, Distt. Jhajjar, Pin-124201, State Haryana.		Govt. College, Dujana (Jhajjar).
3	4181193689	BCA	11.7.90	Aarti	Satyabhan	F	Aarti W/o Vidya Sagar Sharma, H. No. 2007/1, Ward No.8, Bank Colony, Bhiwani City: Bank Colony, Bhiwani, Tehsil Bhiwani, Distt. Bhiwani.		Govt. College, (Bhiwani).

From

The Principal  
Govt. College,

To

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\_\_\_\_\_  
\_\_\_\_\_  
Memo No.  
Dated :

**Subject: Appointment to the post of Library Attendant (Group-D).**

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On the recommendation of the Haryana Staff Selection Commission vide letter No HSSC/Conf./Recomm/2019/262 dated 27.05.2019. You are hereby appointed as **LIBRARY ATTENDANT** on purely temporary/provisional basis at Govt. Colleges (Field Cadre) in the Schedule-I, Pay Matrix Level-DL in Haryana Civil Services (Revised Pay) Rules, 2016 plus usual allowance as sanctioned by the Haryana Government from time to time, with effect from the date He/She/They assume his/her/their duties in this college on the terms and conditions mentioned herein after:-

Sr. No.	Merit No.	Roll No.	Name, Father Name and address	Category, Gender, DOB

**TERMS AND CONDITIONS:-**

- 1 . You are appointed purely on temporary/ 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 will available.
3. If at any stage you desire to resign, you will be required to give one month advance notice or deposit forfeit in lieu thereof 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 reason other than that mentioned in Clause-I above.
4. You will remain on probaton for a period of two years from the date of joining in the Department which may further be extended for a period of one year. In case your work and conduct is not found satisfactory during the period of probation, your service is liable to be terminated forthwith without assigning any reason,
5. It is also made clear that your character and antecedents has not been verified by the Department in term of Govt. instructions issued vide letter No. 52/18/2018-3GSIII dated 10.01.2019. In case any adverse facts come to the notice of the State Government regarding your character and antecedents, your service is liable to be terminated immediately without any notice and without prejudice to such further

action as may be taken under provision of the Indian Penal Code for production of false certificates/ information.

6. You will be required to take the prescribed oath of allegiance to the Constitution of India.
7. In case you are married, you will have to furnish a declaration to the effect that you are not having more than one living spouse.
8. In case you are married, you will have to furnish a declaration to the Head of the Department that you have not taken any dowry after marriage. The declaration should be signed by your wife, father and father-in-law, as per Chief Secretary to Govt. Haryana letter No. 18/1/2004-2GSI dated 21.02.2006.
9. You should submit the medical certificate of fitness from the concerned Chief Medical Officer before joining within seven days.
10. If you have not been vaccinated within the last twelve months, they should vaccinate before reporting for duties.
11. This appointment is subject to final verification of your educational qualification and other eligibility conditions.
12. At any stage, if the certificates produced by you are found to be bogus or defective, Your services 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 services shall be terminated forthwith without prejudice to any other terms and conditions.
13. You will not under-take 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.
14. You will be require to produce the original certificates of academic qualifications, experience/age and caste/category, as claimed by you in the application form and other before joining duty.
15. No TA/DA at joining time will be allowed to you for joining the post.
16. Your seniority will be fixed in accordance with Departmental Rules.
17. You will be covered by the "NEW DEFINED CONTRIBUTORY PENSION SCHEME" as per Finance Department's notification dated 28.10.2005.
18. The appointment is subject to the final outcome of CWP No. 37683/ 2018, 30376 /2018, 23769/.2018,31085/2018, 32246/2018, 24327/2018, 26801/2018, 26478/2018, 37683/2018 and 22969/2018 etc. and any other writ petitions pending in the High Court and any other CWP pending in any other court of law.

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

Principal,  
Govt. College

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Endst. No.: Even

Dated, \_\_\_\_\_ the

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

1. Principal Accountant General (A&E) & (Audit), Haryana, Chandigarh.
2. Additional Chief Secretary to Govt. Haryana, Higher Education Department, Chandigarh.
3. Secretary, Haryana Staff Selection Commission, Sector-2, Panchkula in reference to their letter No HSSC/Confid./Recomm/2019/262 dated 27.05.2019.
4. Chief Medical Officer concerned, it is requested that the above named candidate may be examined medically as and when he/she report for the said purpose and the Medical Certificate of Health for first entry into Government Service be issued for further action to this office.
5. PS/ACSHE/DHE, Sr. S. Steno to Joint Dir. Admn.
6. Nodal Officer HSSC (Smt. Naveen Aggarwal, A.D. Library).
7. Superintendent Accounts Branch (Local).
8. Spare copy for personal file.
9. A copy to upload the same on HRNIS/web/IVIIS Portal.

Principal,  
Govt. College

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**Confidential**

1969-LIL  
3/6/19

No. HSSC / Confd. / Recomm /2019/262

FROM

The Secretary,  
Haryana Staff Selection Commission,  
Bays No. 67-70, Sector-2,  
Panchkula.

TO

THE DIRECTOR  
HIGHER EDUCATION, HARYANA, PANCHKULA

Dated, Panchkula, the 27.05.2019

Subject:- Selection on the post of GROUP-D against advt. No. 4/2018 Cat No.1 Recommendation there of.

Sir,

I am directed to invite your attention on the subject noted above and to say that on the basis of written examination and socio economic & experience marks and (online computer based) scrutiny of documents, the Commission had finalised the selection for the post of GROUP-D on 19.01.2019. In continuation of this office earlier letter No. HSSC / Confd. / Recomm /2019/1111, dated 21.01.2019 full particular of the now recommended candidates soft copy through E-mail has been sent to the nodal officer of your department and CD/Compact Disc is enclosed herewith. The said data is password protected and the same will be sent through SMS on the mobile of the nodal officer of your department

2. The waiting list will be maintained by the Haryana Staff Selection Commission and in event of non joining of any candidate out of the recommended candidates, the name of the next candidate out of waiting list higher in merit could be got from the Haryana Staff Selection Commission for making appointment in accordance with the instructions issued by the Chief Secretary to Govt., Haryana. However, the candidates selected in the waiting list should not be considered against the fresh vacancies and the validity period of the list shall be one year from the date of issuance of this letter in accordance with the Chief Secretary to Govt., Haryana instructions dated 7.10.1998.

3. The selected candidates have not been medically examined and no special enquiry into their antecedents has been made. The documents pertaining to their Educational Qualification, age, Caste/Category and Universities and socio economic criteria & experience as claimed by them in the application form may please be got checked/verified from the issuing authorities, before they are allowed to join their duties. A copy of the appointment letter issued to the candidates may also be endorsed to the Commission.

4. The result is subject to the final outcome of CWP No. 37683/2018, 30376/2018, 23769/2018, 31085/2018, 32246/2018, 24327/2018, 26801/2018, 26478/2018, 37683/2018 and 22969/2018 etc. and any other writ petitions pending in the Hon'ble High Court and any other CWP pending in any other Court of Law. A condition to this effect in the appointment letter should be incorporated.

5. The original application forms in softcopy with all enclosure of (7) now recommended candidates for the Group-D Post of your department has been sent through E-Mail to the nodal officer of your department and compact Disc for further necessary action at your end. You are requested to download the original application forms along with documents for all selected candidates and get them checked/verified at your own end.

Your's Faithfully

UNDER SECRETARY

FOR Secretary, Haryana Staff Selection Commission

Panchkula

**HARYANA STAFF SELECTION COMMISSION**  
**RECOMMENDATION LIST FOR THE POST OF Library Attendant**  
**Higher Education , Advt.No.4/2018,Cat.No. 01 - Group-D**

Sr.No.	Roll No.	Category D.O.B.	C_Name F_Name	Gender	Address	Remarks
1	4181772883	SC ... 16/04/1992	AMARJEET HARCHANDI	M	H.NO 139,NEAR HARIJAN CHAUPAL City: BANSWA, Tehsil: HODAL, Dist: Palwal, Pin: 121107 State: Haryana	<b>Against General</b>
2	4181772432	General ... 15/01/1985	SANDEEP KUMAR RAJ KUMAR	M	Vpo beri pana baithan Ward no 12 City: Beri, Tehsil: Beri, Dist: Jhajjar, Pin: 124201 State: Haryana	
3	4181193689	BCA ... 11/07/1990	AARTI SATYABHAN	F	Aarti w/.VIDHYA SAGAR SHARMA HOUSE NO. 2007/1 WARD NO. 8 BANK COLONY BHIWANI City: Bank colony Bhiwani, Tehsil: BHIWANI, Dist: Bhiwani,	

