

From

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

To

The Principal,  
Govt. Colleges (As per list attached)

Memo No :- KW 18/3-2019 Lib (2)  
Dated, Panchkula, the 19/12/19

**Subject:- Appointment by transfer on the post of Library Attendant (Group D) list received from Chief Secretary to Govt. Haryana.**

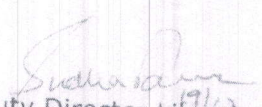
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Kindly refer to the subject cited above.

The list of selected candidates which is to be given appointment by transfer basis on the post of Library Attendant (Group D) in the respective Govt. Colleges has been received from Chief Secretary to Govt. Haryana vide their letter No. 15/18/2019-1GS-II Dated 09.12.2019, 11.12.2019 and 13.12.2019. 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 on transfer basis to the candidates related your college. Further it is specifically mention here that before issuance of Appointment Letter following points may be considered:-

1. The appointment letter may be issued as per the enclosed draft of model appointment 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) Matriculation from recognized Board.
  - (ii) Hindi/Sanskrit upto matriculation, as one of the subject.
3. The original certificates of educational qualifications of the candidates and 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 to the candidate.
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 an eligibility certificate issued from concerned Zila Sainik Board may be checked and verified.

The above directions may strictly be followed.

  
Deputy Director Libraries  
for Director Higher Education  
Haryana, Panchkula



From

Principal

To

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Memo No.

Dated:

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

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Kindly refer to the subject cited above.

On the recommendation of the Chief Secretary, to Govt. Haryana vide their letter No. 15/18/2019-1GS-II dated 09.12.2019. You are hereby, appointed on transfer basis as Library Attendant in the Schedule-I, Pay Matrix Level-DL in Haryana Civil Services (Revised Pay) Rules, 2016 on purely temporary/provisional basis from the date joining i.e. \_\_\_\_\_ submitted in the office of Director Higher Education, Haryana, Panchkula. You will submit your joining report to the undersigned on the terms and conditions given below:-

**Terms & Conditions:**

1. You are appointed purely on temporary/provisional basis.
2. This 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 probation 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 services are liable to be terminated forthwith without assigning any reason.
5. It is also made clear that if your character and antecedents has not been verified by the previously allotted Department in terms of Govt. instructions issued vide letter No. 52/18/2018-3GS-III dated 21.05.2019, you are requested to get their character and antecedents verified. In case any adverse facts come to the notice of the State Government regarding your character and antecedents, your services are 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. (If not given earlier)
8. In case you are unmarried, you will have to furnished 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. (If not given earlier).
9. If you have not been vaccinated within the last twelve months, you should vaccinate before joining the duty.
10. Your appointment is subject to final verification of your education qualification and other eligibility conditions.



11. 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.
12. You will be required 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 duties.
13. No TA/DA and joining time will be allowed to you for joining the post.
14. You will be covered by the "NEW DEFINED CONTRIBUTION PENSION SCHEME" as per FD notification dated 28.10.2005.
15. 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, 22969/2018 and any other writ petitions, might have been filed and are pending in any court or may be subsequently filed in the Hon'ble High Court.

You are abide by submit relevant documents within seven days. In case of failure, appointment offered to you will be withdrawn.

**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

Endst. No.: Even

Dated, Panchkula 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. Director Higher Education Haryana, Panchkula w.r.t their letter No. \_\_\_\_\_ dated \_\_\_\_\_.
3. Chief Secretary to Govt. Haryana w.r.t. their letter No. \_\_\_\_\_ dated \_\_\_\_\_.

PRINCIPAL  
GOVT. COLLEGE



Sr. No.	Name of Candidate	Category	Existing Post	Roll No.	From	To	Station
1	RAJESH DALAL	ESP_GEN	Peon	4181728971	Advocate General	Higher Education (Library Attendant)	GC, Jasia (Rohtak) Against Vacancy
2	VISHAL KODAN	GEN	Peon	4181775045	Advocate General	Higher Education (Library Attendant)	GC, Bahadurgarh (Jhajjar) Against Vacancy
3	SATISH KUMAR	GEN	Peon	4182446706	Agriculture	Higher Education (Library Attendant)	GCG, Padda (Karnal) Against Vacancy
4	VIJAY KUMAR	SC	Peon	4181607281	Agriculture	Higher Education (Library Attendant)	GC Education Bhiwani (Bhiwani) Against Vacancy
5	VISHAL	GEN	Library Attendant	4182460504	DG Police	Higher Education (Library Attendant)	GC Matanhail (Jhajjar) Against Vacancy
6	RAVINDER KUMAR	ESM_BCB	Beldar	4182497704	Irrigation & water Resources	Higher Education (Library Attendant)	GC Ateli (Mahendergarh) Against Vacancy