

OFFICE OF DIRECTOR HIGHER EDUCATION, HARYANA,
PANCHKULA


ORDER

Order No- 12/2-2017 Ad(3)

Dated, Panchkula the 27.11.2018

A copy of letter No.MDA/Admn/2018/1298-1337 dated 23.10.2018 received from Chief Executive Officer, Mewat Development Agency, Nuh "**regarding filling up the vacant posts in MDA on deputation**" is forwarded to the following for information and necessary action:-

1. All the Principals of Government Colleges in the State.
2. All the Commanding Officers, NCC Units in the State.
3. Registrar, Kurukshetra University, Kurukshetra/Maharishi Dayanand University, Rohtak/Chaudhary Devi Lal University, Sirsa/Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonapat)/Indira Gandhi University, Meerpur (Rewari)/Chaudhary Ranbir Singh University, Jind/Chaudhary Bansi Lal University, Bhiwani.
4. All the Librarians of District Libraries/Sub Divisional Libraries in the State of Haryana / Librarian.


Superintendent Administration,
for Director Higher Education,
Haryana, Panchkula




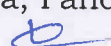
Endst. No.- Even

Dated, Panchkula 7/12/18

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

1. PS/DGHE, Steno/Additional Director Admn.
2. All the HQ Officers and Head of Branches.
3. All the Assistants of Admin Branch.


Superintendent Administration,
for Director Higher Education,
Haryana, Panchkula




14/11



9841 Adm
16/11/18

OFFICE OF THE
Chief Executive Officer
Mewat Development Agency
Housing Board Colony,
Nuh, Distt. Mewat, Haryana
Tel. : 01267-271461, 271179
Fax: 01267-271461
Website: www.mda.nic.in
E-mail: ceomda@yahoo.co.in

Reminder

To

1. The All Head of the Departments in Haryana.
2. The Commissioner, Faridabad, Gurugram, Rohtak, Ambala & Hisar Division.
3. The All Deputy Commissioners in Haryana.

Memo No. MDA/Admn./2018/ 1298-1337

Dated Nuh, the:- 23-10-18

Sub:- Filling up the vacant posts in MDA on deputation.

Kindly refer to this office letter No.MDA/Admn./2018/534-570 dated 13.7.2018 on the subject noted above.

It is informed that Mewat Development Agency is an implementing agency of Mewat Development Board, Haryana and implementing various developmental activities in the Mewat area with the financial assistance from State Govt. The Agency is to provide Massive Developmental Support in the region through people's participation for all round development of this backward area. There is acute shortage of staff, hence, the agency is in need of experienced staff for smooth functioning of the agency.

The details of sanctioned posts which are to be filled up on deputation from the employees of Govt. Deptts. as per the normal terms and conditions of deputation are enclosed herewith. Application of deserving candidates may be forwarded to the undersigned through proper channel within a month period.

In view of the above, you are again requested to send the applications of deserving candidates at the earliest.

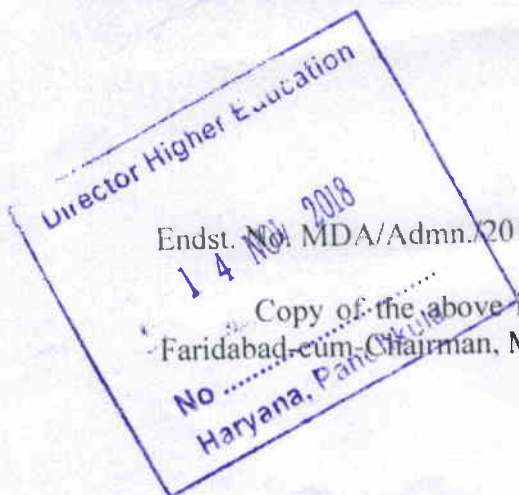
Leg
Chief Executive Officer,
Mewat Development Agency,
Nuh

Dated

Endst. MDA/Admn./2018/

Copy of the above is forwarded to the Commissioner, Faridabad Division, Faridabad-cum-Chairman, MDA for kind information please.

sdh
Chief Executive Officer,
Mewat Development Agency,
Nuh



Detail of sanctioned and vacant posts in MDA.

| S.N. | Post | No. of post | Pay Scale | Essential Qualification & Experience |
|------|------------------------|-------------|-----------------|---|
| 1. | Project Economist | 1 | 9300-34800+4200 | M.A. in Economics/Math/ Statistics with minimum 2 years experience in the line. |
| 2. | Administrative Officer | 1 | 9300-34800+4200 | Graduate person having Administrative Background with minimum 5 years experience. |
| 3. | Field Coordinator | 1 | 9300-34800+4200 | Master in Social Work with minimum 3 years experience in development works in Govt./Semi-Govt. Organization. |
| 4. | Personal Assistant | 1 | 9300-34800+3600 | Graduate or its equivalent recognized by the Govt. with speed of 100 WPM in English and 80 WPM in Hindi, Shorthand and transcription speed of 20 WPM respectively with 4% mistakes and knowledge of Hindi upto Matric standard and having Computer knowledge. |
| 5. | Statistical Assistant | 1 | 9300-34800+3300 | Post Graduate in Economics/Math/ Statistics with minimum 1 years experience in the line. OR Graduate with Economics/Math/ Statistics with minimum 3 years experience in the line. |
| 6. | Accountant | 1 | 9300-34800+3200 | B.Com. from a recognized University and 5 years experience of Accountant in any Govt./Semi-Govt. Organization. Knowledge of Hindi upto Matric standard and having Computer knowledge. |