

From

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

To

Principal of All the Govt. Aided College in Haryana State.

Memo No. KW 17/01-1996 College-II (4)

Dated Panchkula, the: 23.2.2018.


**Subject: - Advertisement for inviting application for Non-Teaching posts in Govt. Aided Colleges.**

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Refer to the subject cited above.

It has been observed that advertisements which are being published by the Govt. Aided Colleges for inviting application (s) for non-teaching post (s) are improper and incomplete. These do not contain the details required for the post (s). Therefore, it has been decided that the college/Management will adhere to the following specifications while sending advertisement(s) for publication in National Newspapers:-

1. Specific Educational Qualification for the post (Matric, 10+2, diploma, degree as the case may be) as per Govt. /affiliating University Norms.
2. Pay scale of the post.
3. Prescribed age for the post along-with specific provision of relaxation in age.
4. Phone number and e-mail of the college.
5. Last date for the receipt should be specific (e.g. 10.11.2017.) with time and minimum 15 days be given as notice period to apply.
6. Web site of the college should be in the advertisement.
7. The advertisement should be uploaded on the website of the college also.
8. Format of the application should be uploaded on the website.
9. Applications must be supported by the Demand draft for fee in favour of the college/management. It must be clearly mentioned in the advertisement.
10. It should be specifically mentioned whether the college is Govt. Aided Institution or not.
11. It should be specifically mentioned whether the posts are sanctioned or non-sanctioned.
12. The size of advertisement should be minimum 5 inch x 5 inch with a minimum font of fourteen.

Further, while seeking permission to fill up non-teaching post (s) draft for advertisement must be submitted for approval.

  
Deputy Director-II  
for Director General Higher Education,  
Haryana Panchkula

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