

OFFICE OF DIRECTOR HIGHER EDUCATION, HARYANA, PANCHKULA

ORDER

Dated, Panchkula, the 17.01.2025

NO. 5/6-2024-Lib (2)

In reference to Instructions No. 1/39/2023-2-CC-1 dated 24.12.2024 issued by Human Resources Department Common Cadre-1 Branch), the following Group-D (Common Cadre) candidates selected against advt. no. 01/2023 to the post of LIBRARY ATTENDANT, are hereby allotted the following places of postings, mentioned against each:-

Sr. No.	Application No.	Candidate Name	Fathers Name	Date of Birth	Gender	Allocated post	Allocated district	Station Allotted	Remarks
1.	645984	Alka Sharma	Subhash Sharma	1992-01-29	Female	Library Attendant	Gurugram	DGC Gurugram	Against vacancy
2	2123119	Anjali Kumari	Ajay Kumar	1999-08-15	Female	Library Attendant	Panchkula	GCW Sector-14, Panchkula	Against Vacancy
3	828603	Anu Attri	Mahesh Attri	1993-10-08	Female	Library Attendant	Rohtak	GC Rohtak	Against vacancy
4	647092	Asha	Pratap Singh	1996-08-03	Female	Library Attendant	Gurugram	DGC Gurugram	Against vacancy
5	665218	Asha Sharma	Ved Prakash Vats	1996-02-15	Female	Library Attendant	Karnal	GC Nigdu (Karnal)	Against vacancy
6	777709	Deeksha Sharma	Vinod Sharma	1995-01-08	Female	Library Attendant	Gurugram	GCJatauli Haily Mandi, Gurugram	Against vacancy
7.	1560257	Jyoti	Ranbeer Singh	2002-04-16	Female	Library Attendant	Bhiwani	GC Loharu	Against vacancy
8	228418	Kanika Rani	Om Prakash	1998-10-10	Female	Library Attendant	Faridabad	GCG Ballabgarh	Against vacancy
9.	316366	Manisha Kumari	Rupesh Kumar	1999-03-02	Female	Library Attendant	Bhiwani	GCW Loharu	Against vacancy
10	1493314	Neelam Redhu	RAJBIR	2001-01-27	Female	Library Attendant	Jind	GC Jind	Against vacancy
11.	1220409	Nisha	Prem singh	1999-11-19	Female	Library Attendant	Bhiwani	GCW Tosham	Against vacancy
12	121591	Pinki	Naresh Kumar	1990-01-10	Female	Library Attendant	Panchkula	GC Barwala, Panchkula	Against vacancy
13.	1178631	Ravina Devi	Balbir Singh	1997-02-10	Female	Library Attendant	Karnal	GCW Karnal	Against vacancy
14	414505	Shabana	Abdul Gani	1997-04-17	Female	Library Attendant	Nuh	GC Nagina	Against vacancy
15.	141580	Shalini	Ramvir	1995-01-16	Female	Library Attendant	Faridabad	GC Faridabad	Against vacancy
16	434578	Sonia	Ranbir	2001-12-24	Female	Library Attendant	Faridabad	GCW Faridabad	Against vacancy

17.	1178488	Sweta	Ramesh Chand	1997-03-20	Female	Library Attendant	Nuh	GC Tauru	Against vacancy
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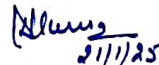
RAHUL HOODA, IAS
DIRECTOR HIGHER EDUCATION,
HARYANA, PANCHKULA.

Endst. No. Even

Dated, Panchkula, the 21-01-2025

A copy of the above is forwarded to the following for information and necessary action, please:-

1. PS to W/DHE.
2. The Director Human Resource Department in reference to their letter no. 01/39/2023-2CCI dated 24.12.2024.
3. All Concerned Principal of Govt. Colleges. He/she is requested to issue appointment order to the concerned newly selected candidate as per existing rules/instructions issued from time to time, being the appointing authority of Group-D employees. It is also directed to compliance the HRD letter no. 1/39/2023-2CCI dated 27.12.2024 & 15.01.2025(Copy attached) in case of displacement of contractual employees due to joining of newly selected regular Group-D employees. Further, your are also requested to obtain medical certificate of fitness and verification of character from the newly selected candidates. He/She is also requested to send the compliance /joining report of concerned candidate in the Directorate immediately through email hechrylibraries@gmail.com and through registered post. Further
- ✓ 4. In charge IT Cell to upload it on the Web Portal.
5. Deputy Director, HRMS (Local).


21/1/25
Deputy Superintendent Library
for Director Higher Education,
Haryana, Panchkula.

No. 01/39/2023-2CC-I
Haryana Government
Human Resources Department
(Common Cadre-I Branch)

Dated: 27th December, 2024

To

All the Administrative Secretaries to Government Haryana.
All the Head of Departments
All the Divisional Commissioners in Haryana.
All the Deputy Commissioners in Haryana.

Subject: Joining of newly posted Group D Common Cadre employees and adjustment of surplus contractual employees engaged through Haryana Kaushal Rozgar Nigam Ltd. or working under Outsourcing Policy Part-II.

Sir/Madam,

I am directed to invite your attention to the subject cited above and to say that newly recruited Group D employees recommended by HSSC against Advertisement No. 01/2023 were working in the office of respective Divisional Commissioner office/Deputy Commissioner Office Panchkula and were waiting for further posting orders. On 24th December, 2024 the posting order have been issued by the Director, Human Resources Department (HRD), Haryana. The Department-wise list has also been sent by the Director HRD to all the Heads of Departments by email. These Group D employees will report to the Nodal Officer concerned designated by the Head of Department for their further joining/posting. Following decision has been taken regarding joining and posting of these Group D employees :-

The newly recruited Common Cadre Group D employees are to be allowed to join at the post and the District against which he/she has been posted by the Human Resources Department. The Department and District-wise list has been sent by the Director Human Resources Department Haryana to all the Head of Departments by email. If the post has already been occupied by a contractual employee of Group D Level engaged under Outsourcing Policy Part-II or by a Level-I employee deployed through HKRNL or otherwise by a contractual employee who was initially engaged before 15th August, 2019 in any of the Organizations under Haryana Government, such employee will not be relieved and his/her case will be processed by the concerned Department for grant of benefit of security of service under the Haryana Contractual Employees (Security of Service) Act, 2024. If after the joining of newly posted Group D employees of common cadre and adjustment of all contractual employees getting benefit of security of service under the Haryana Contractual Employees (Security of Service) Act, 2024, the vacant posts are not available at the District level, then the contractual employee initially engaged through HKRNL will be relieved by applying the principle of 'first in first out', i.e. the contractual employee with the most length of engagement to be firstly relieved.

2. All the Departments are also informed for strict compliance of instructions of even number dated 10.12.2024 at the time of joining of all the newly posted Group D employees.

3. It is also intimated that a portal to upload the joining related information of above said Group-D employees has been developed. The URL of that portal is <https://recruitment.groupd.csharyana.gov.in/>, it is therefore, requested to nominate a Nodal Officer at Department level to upload the consolidated joining report of Common Cadre Group-D employees on the above said portal on daily basis. Further, the contact details of the Nodal Officers may be shared on email ID i.e. hrd-goh@hry.gov.in in the following format for creation of their ID's:-

Sr. No.	Department Name	Nodal officer's Name	Designation	Mobile No.	e-mail ID

4. These instructions shall be applicable with immediate effect. These instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Lovish Bhatia
 Superintendent Common Cadre-I Br,
 for Chief Secretary to Government, Haryana.

Endst. No. 01/39/2023-2CC-I

Dated: Chandigarh, the 27th December, 2024

A copy is forwarded to all the Divisional Commissioners in Haryana and the Deputy Commissioner Panchkula for relieving of the Common Cadre Group D employees till 30th December, 2024 positively and to send a compliance report in this regard by 31st December, 2024 to Human Resources Department by email ID i.e. hrd-goh@hry.gov.in.

Lovish Bhatia
 Superintendent Common Cadre-I Br,
 for Chief Secretary to Government, Haryana.

No.01/39/2023-2CC-I
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
Common Cadre-I

Dated, Chandigarh, the 15th January,2025

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments, Haryana.
3. All the Divisional Commissioners in the State of Haryana.
4. All the Deputy Commissioners in the State of Haryana.

Subject: Joining of newly posted Group-D common Cadre employees and adjustment of surplus contractual employees engaged through Haryana Kaushal Rozgar Nigam Ltd. or working under Outsourcing Policy Part-II.

Sir/Madam,

I am directed to invite your attention to the subject noted above and to say that it has been observed that in some cases, joining is not being given by the Departments to the Group-D Common Cadre employees whose posting orders have been issued by Director, HRD on 24th December 2024 citing the reason that either no vacancy is available or that no sanctioned post exists in the Department in that particular district. In this regard, it is informed that the posting orders have been issued taking into consideration district and post wise vacancy position uploaded by the Departments themselves on the portal <https://recruitment.groupd.csharyana.gov.in/> till the month of June 2024 regarding which instructions were issued on 31.01.2024 and 20.06.2024(copies attached). The requisition as uploaded by the Departments on the above portal is being sent through e-mail for perusal.

2. Further, it is observed that Departments are not allowing newly posted Group D Common Cadre employees to join due to the reason that contractual employees are posted against the said posts. Detailed instructions in this regard have already been issued vide Memo No. 01/39/2023-2CC-I dated 27.12.2024 wherein it is clearly specified that the Group D common cadre employees are to be allowed to join against the allotted posts. Further, if the post has already been occupied by a contractual employee of Group-D level engaged through Outsourcing policy Part-II or by a Level-I employee engaged through HKRNL or otherwise by a contractual employee who was initially engaged before 15th August, 2019 in any of the Organizations under Haryana Government, such employee will not be relieved and his/her case will be processed by the concerned Department for grant of benefit of security of service under the Haryana Contractual Employees (Security of Service) Act 2024. If after the joining of newly posted Group D Common cadre employees and adjustment of contractual employees getting benefit of security of service, the vacant posts are not available at District level, then the contractual employees initially engaged through HKRNL will be relieved by applying the principle of 'first in first out'. Meaning thereby that Group D Common cadre employees cannot be denied joining if sanctioned posts exist as per the details given by Departments on the portal <https://recruitment.groupd.csharyana.gov.in/>. Moreover, contractual employees getting benefit of security of service are not to be relieved. In cases where the sum of the number of Group D Common Cadre employees posted by Human Resources Department on a

particular Group D post and the contractual employees (working on that Group D post) covered under the Haryana Contractual Employees(Security of Service) Act 2024 exceeds the sanctioned vacant posts for that Group D post for a Department in a particular office, instructions will be issued shortly regarding adjustment of surplus contractual employees getting the benefit of security of service.

Illustration A: Suppose Department has submitted vacancy position of 12 posts of Peon in a particular district on the portal <https://recruitment.groupd.csharyana.gov.in/> and 12 Group D Common Cadre employees have been posted as Peons by the Human Resources Department. Further, 12 contractual employees are working as Peons out of which 4 contractual employees are covered under the Haryana Contractual Employees (Security of Service) Act 2024. Then all 12 Common cadre Group D employees posted as Peons have to be allowed to join and also the 4 existing contractual employees getting the benefit of security of service under the said Act have to be retained. The surplus 8 contractual employees not covered under the said Act are to be relieved.

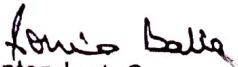

Illustration B: Suppose Department has filled vacancy position of 10 employees of Peons in a particular District on the portal <https://recruitment.groupd.csharyana.gov.in/>. 5 Group D Common Cadre employees have been posted as Peons by Human Resources Department. 7 contractual employees are working as Peons out of which 4 contractual employees are covered under the Haryana Contractual Employees (Security of Service) Act 2024 and 3 employees are working through HKRNL not covered under the said Act. Then, the 5 Common cadre Group D employees posted as Peons have to be allowed to join and 4 existing contractual employees getting the benefit of security of service under the said Act have to be retained. One existing contractual employee not covered under the said Act has to be retained and the surplus 2 contractual employees have to be relieved as per the instructions issued vide Memo No. 01/39/2023-2CC-I dated 27.12.2024.

3. All the Departments are informed for strict compliance of instructions of even no. 01/39/2023-2CC-I dated 27.12.2024. Further if there is any mismatch in data of district and post wise vacant posts submitted by any Department on the portal <https://recruitment.groupd.csharyana.gov.in/> , the case may be sent immediately to Director, Human Resources Department by the Head of Department concerned along-with the reasons for submitting incorrect information in the first case.

4. All Departments are also requested to share the details of Departmental Nodal officers in the format shared vide instructions dated 27th December 2024 for the purpose of creation of IDs on joining portal. It is noticed that some Departments are sending details of district Nodal officers. It is clarified that for the purpose of joining portal, only one Nodal officer is to be nominated by each Department whose details shall be shared by 17.01.2025 with Human Resources Department.

5. These instructions, issued with the approval of competent authority may be brought to the notice of all concerned for strict compliance.

Yours faithfully


Superintendent, Common Cadre-I
for Additional Chief Secretary to Govt. Haryana,
Human Resources Department. 

No. 01/39/2023-2CC-I
Haryana Government
HUMAN RESOURCES DEPARTMENT
(Common Cadre-I Branch)

Dated: Chandigarh the 31st January, 2024

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Head of the Departments to Government, Haryana.

Subject: Regarding creation of portal for all Head of the Departments to fill vacant seats and District wise requisition for Common Cadre Group-D new recruitment (against Advt. 01/2023).

Sir/Madam,

I am directed to invite your kind attention towards the Govt. letter dated 25.01.2024 on the matter cited as subject above and to intimate that a portal for all the HODs of all the departments has been developed to fill vacant seats and District wise requisition details of new recruitment (against Advt. 01/2023) of Common Cadre Group-D. The URL of that portal is <https://recruitment.groupd.csharyana.gov.in> If any, technical issues/enquiry, you can contact HKCL at Contact numbers – 0172- 5210290/91.

2. It is therefore, requested to fill vacant seats and District wise requisition details of new recruitment (against Advt. 01/2023) of Common Cadre Group-D, already sent by the departments to HSSC.

3. Please note that the total number of posts sent in earlier requisition should stay exactly the same. However, actual district of each post and post nomenclature needs to be filled now.

Yours Faithfully.

Sanjay Bhatia
Superintendent, Common Cadre-I,
for Principal Secretary to Government Haryana,
Human Resources Department.

CC:

- 1) Secretary, HSSC
- 2) MD, HKCL
- 3) SIO/NIC

No. 01/39/2023-2CC-I
Haryana Government
HUMAN RESOURCES DEPARTMENT
(Common Cadre-I Branch)

Dated: Chandigarh the 20th June, 2024

To

1. All the Head of the Departments to Government, Haryana.
2. All the Nodal Officers of HRMS in the State of Haryana

Subject: Regarding fill up the vacant posts and District wise requisition for Common Cadre Group-D new recruitment (against Advt. 01/2023).

Sir/Madam,

I am directed to invite your kind attention towards the Govt. letter dated 31.01.2024 and 26.02.2024 on the matter cited as subject above. It is requested to fill the latest vacant posts and District wise requisition details of new recruitment (against Advt. 01/2023) of Common Cadre Group-D on the portal within 48 hours. The URL of that portal is <https://recruitment.groupd.csharyana.gov.in>.

2. It is also requested that the actual district of each post and post nomenclature is to be filled. It has been observed in the past that some vacancy positions uploaded by the Nodal Officer were found incorrect. Therefore, Nodal Officers are strictly directed to observe all caution while uploading the above said requisition details. Further, if any mismatch regarding vacancy position is found, then appropriate disciplinary action could be initiated

3. This may please be treated as Most Urgent.

Yours Faithfully,

Louise Balle
Superintendent, Common Cadre-I,
for Principal Secretary to Government Haryana,
Human Resources Department.

CC:

- 1) Secretary, HSSC
- 2) MD, HKCL
- 3) SIO/NIC