

**OFFICE OF DIRECTOR GENERAL HIGHER EDUCATION, HARYANA,  
PANCHKULA**


**ORDER**

No. KW 12/1-2019 Ad (3)

Dated, Panchkula, the 15.07.2021

A copy of letter No. 05/11/2020-2IB1 dated 02.07.2021 received from Deputy Secretary Industries O/o Principal Secretary to Govt. Haryana, Industries & Commerce Department regarding Filling up the posts of Joint Director (Group-A), Deputy Director (Industrial promotion) (Group-A) and Assistant Directors (Industrial Promotion)(Group-B) in the Department of Industries & Commerce, Haryana (Headquarters and Field Offices) on deputation/transfer basis" is forwarded to the following for strict compliance:-

1. All the Principals of Government Colleges in the State.
2. All the Commanding Officers, NCC Units in the State.
3. Registrar, Kurukshetra Univesity, 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/ Gurugram University, Gurugram/ B.R. Ambedkar National Law University, Rai (Sonapat)/Balmiki Sanskrit University, Mundri, Kaithal
4. All the Librarians of District Libraries/Sub Divisional Libraries in the State of Haryana/ Librarian.

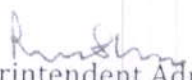
  
Superintendent Administration  
for Director General Higher Education  
Haryana, Panchkula

Endst. No. Even

Dated, Panchkula the 16.07.2021

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

1. PS/DGHE, Steno/Joint Director Admn.
2. Registrar Education
3. All the Branch officers/Superintendent.
4. Incharge IT Cell.

  
Superintendent Administration  
for Director General Higher Education  
Haryana, Panchkula

From

The Principal Secretary to Government Haryana.  
Industries & Commerce Department.

To

✓ All Head of the Departments/Boards/Corporations in Haryana

Memo No. 05/11/2020-21B1  
Dated Chandigarh, the 02.07.2021

Subject:

Filling up the posts of Joint Director (Group-A), Deputy Director (Industrial Promotion) (Group-A) and Assistant Directors (Industrial Promotion) (Group-B) in the Department of Industries & Commerce, Haryana (Headquarters and Field Offices) on deputation/transfer basis.

Kindly refer to the subject cited above.

In this regard, it is intimated that the following posts are proposed to be filled up in the Department of Industries & Commerce, Haryana (Headquarters and Field Offices) on deputation/transfer basis initially for a period of one year or till the joining of new incumbents through Haryana Public Service Commission, whichever is earlier:-

| Sr. No. | Name of the Post to be filled up | No. of the Post to be filled up | Pay Scale of the post  | Eligibility Conditions (by transfer and deputation basis)   |
|---------|----------------------------------|---------------------------------|--|---|
| 1.      | Joint Director                   | 12                              | FPL-11 (67700-191000)<br>(Rs. 15600-39100+6400 GP (Pre-revised)) | i. Bachelor degree in engineering or Technology with 1 <sup>st</sup> division or Post Graduate degree in Commerce/Economics/Statistics/Mathematics/Business Administration with 2 <sup>nd</sup> division from recognized university; and<br>ii. Candidate already holding the post of Joint Director for at least one year; and<br>iii. Hindi or Sanskrit upto matric standard or higher education. |
| 2.      | Deputy Director (Industrial)     | 10                              | FPL-10 (56100-177500)<br>(Rs. 15600-                             | i. Candidate already holding the post of Deputy Director  |

S. Adh  
Ad-3  
13/7/21

|    |   |    |   |  |
|----|---|----|---|--|
|    | Promotion)  |    | 39100+5400 GP<br>(Pre-revised))   | (Industrial Promotion)<br>for at least one year;<br>and<br>ii. Bachelor Degree in<br>Engineering or<br>Technology with 1 <sup>st</sup><br>Division or Postgraduate<br>Degree in<br>Commerce/Economics/B<br>usiness Administration<br>with 2 <sup>nd</sup> Division from<br>recognized university;<br>and<br>iii. Hindi or Sanskrit upto<br>matric standard or<br>higher education. |
| 3. | Assistant<br>Directors<br>(Industrial<br>Promotion) | 05 | FPL-7 (44900-<br>142400)<br>(9300-<br>34800+4600<br>Grade Pay<br>(Pre-revised)) | i. Candidate already<br>holding the post of<br>Assistant Director<br>(Industrial Promotion)<br>for at least one year;<br>and<br>ii. Knowledge of Hindi or<br>Sanskrit upto matric<br>standard or higher<br>education.  |

3. In case of appointment of an employee working in any Corporation/Board of the Haryana Government, the terms and conditions of the appointment on deputation/transfer will be standard terms and conditions as prescribed in Haryana Civil Services (General) Rules, 2016.

4. The department reserves the right to increase or decrease vacancies without any notice.

5. The department reserves the right to post any employee appointed on deputation/transfer basis at Headquarters or anywhere in the Haryana State in the field offices under the control of Directorate of Industries & Commerce, Haryana and Directorate of MSME, Haryana.

6. You are therefore, requested to send names and details of willing & eligible officers in the prescribed format at Annexure-I along with summary of ACRs for the last 10 years (attested copies) within 30 days, through proper channel, from the date of issuance of this memo i.e. up to 31.07.2021. Please ensure that the names of recommended officers should not be under any kind of disciplinary

proceedings under Rule 7 or 8 of the Haryana Civil Services (Punishment & Appeal) Rules, 2016 and also free from any type of vigilance enquiry/judiciary proceeding.

7. The applications may be sent through e-mail on industriesadmnhry@gmail.com.



Deputy Secretary Industries  
For Principal Secretary to Government Haryana,  
Industries & Commerce Department

Endst. No. 05/11/2020-21B1

Dated: 02.07.2021

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

1. Director General, MSME, Haryana, Plot No. C-3, HSVP Complex, Sector 6, Panchkula, Haryana 134109.
2. Director General, Industries & Commerce, Haryana, 30 Bays Building, Sector 17-C, Chandigarh with a request to upload the circular on the website of the department.
3. SIO, NIC, Haryana Civil Secretariat, Chandigarh with a request to upload the circular on the website of Chief Secretary, Haryana.

- Sd -

Deputy Secretary Industries  
For Principal Secretary to Government Haryana,  
Industries & Commerce Department

CC:-

1. PS to Deputy CM, Haryana.
2. PS to PSI&C.

PROFORMA  
FOR SUBMISSION OF APPLICATION FOR  
APPOINTMENT ON DEPUTATION

|   |  |
|---|--|
| Post against which application has been submitted |  |
|---|--|

## Personal Data

|     |   |   |  |
|-----|---|---|--|
| 1.  | Name of the Applicant                       | : |  |
| 2.  | Gender                                      | : |  |
| 3.  | Category of the Applicant                   | : |  |
| 4.  | Date of Birth                               | : |  |
| 5.  | Date of Joining Service on Regular Basis    | : |  |
| 6.  | Present Designation                         | : |  |
| 7.  | Date of appointment to present post         | : |  |
| 8.  | Pay Scale of the post presently held        | : |  |
| 9.  | Present Pay Level/Basis Pay of the Employee | : |  |
| 10. | Group of the present post                   | : |  |
| 11. | Place of posting                            | : |  |
| 12. | Contact Details                             | : |  |
|     | (a) Email ID                                | : |  |
|     | (b) Mobile Number                           | : |  |

## 13. Educational Qualifications: -

| S. No. | Qualification/Degree | Years/Division | Institution/University, Place/Country |
|--------|----------------------|----------------|---------------------------------------|
|        |                      |                |                                       |
|        |                      |                |                                       |
|        |                      |                |                                       |
|        |                      |                |                                       |
|        |                      |                |                                       |

14. Experience Details: -

| S. No. | Nomenclature of the Post | Department/Board/Corporation | Pay Level of the post held | From | To |
|--------|--------------------------|------------------------------|----------------------------|------|----|
|        |                          |                              |                            |      |    |
|        |                          |                              |                            |      |    |
|        |                          |                              |                            |      |    |

15. Details of previous deputation/foreign assignment (if any):-

| S. No. | Organization | Designation | From | To |
|--------|--------------|-------------|------|----|
|        |              |             |      |    |
|        |              |             |      |    |
|        |              |             |      |    |

|     |   |   |  |  |
|-----|---|---|--|--|
| 16. | Whether debarred from deputation? If yes, please furnish details.   | : |  |  |
| 17. | Whether cooling off period completed? If yes, date of return from previous deputation with details, whenever applicable | : |  |  |

18. APAR/ACR Ratings for last 10 years, if available: -

| Sr. No. | Year | Rating |
|---------|------|--------|
| 1.      |      |        |
| 2.      |      |        |
| 3.      |      |        |
| 4.      |      |        |
| 5.      |      |        |
| 6.      |      |        |

|     |  |  |
|-----|--|--|
| 7.  |  |  |
| 8.  |  |  |
| 9.  |  |  |
| 10. |  |  |

19. Details of Disciplinary Proceeding pending at present and/or finalized with a minor/major penalty during the service period (add separate sheet, if required):-

20. Awards/ Incentive/Appreciation letters during Service Career, If any:-

| S. No. | Name of award | Brief Details |
|--------|---------------|---------------|
| 1.     |               |               |
| 2.     |               |               |
| 3.     |               |               |
| 4.     |               |               |
| 5.     |               |               |

I certify that the details furnished by me above are true and I am eligible for the post as the criteria laid down in the vacancy notice.

(Name and Signature of the applicant)

Place:  
Date: