

STATE INFORMATION COMMISSION, HARYANA,
SCO NO. 70-71 (1st Floor), SECTOR 8-C, CHANDIGARH.
Telephone No. 0172-2726568, Fax No. 0172-2783834.
Email- ussichry@yahoo.co.in

No. ⁶²⁵⁰/SCIC/2015/EA-I

To

1. The Chief Secretary to Govt., Haryana,
Haryana Civil Secretariat, Chandigarh.
2. The Financial Commissioner & Principal Secretary to Govt., Haryana
Revenue and Disaster Management Department.
3. All Heads of Departments in the State of Haryana.

Dated Chandigarh, the 23rd December, 2015.

Subject: - Filling up the Post of Private Secretary, Personal Assistant and Assistant/Reader/Steno Typist in the State Information Commission, Haryana.

Madam/Sir,

I am directed to address you on the subject cited above and to say that the State Information Commission, Haryana has decided to fill up the following vacant posts by way of transfer amongst the staff already working under your control. Accordingly, to fill up these vacant posts, applications from interested candidates having following qualifications are hereby invited:-


| No. & Name of Post | Sanctioned pay scale | Qualification required |
|--------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Private Secretary | Pay Band Rs.9300-34800+Rs. 4800 Grade Pay | Holding analogous post on regular basis in the parent cadre and department. |
| Personal Assistant | Pay Band Rs.9300-34800+Rs.4200 Grade Pay | Holding analogous post on regular basis in the parent cadre and department. Or Five years regular service as Senior Scale Stenographer having English shorthand at a speed of 120 w.p.m and transcription thereof at a speed of 40 w.p.m and Hindi shorthand at a speed of 100 w.p.m and transcription thereof at a speed of 20 w.p.m. |
| Assistant/Reader | Pay Band Rs.9300-34800+Rs.4000 Grade Pay | Holding analogous post on regular basis in the parent cadre and department. Or Seven years experience as clerk or Steno-typist or Junior Scale Stenographer; having Sanskrit or Hindi Upto Matric Standard. |

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| Steno Typist | Pay Band of Rs. 5200-20200+1900 GP + 100 SP | <p>i) Holding analogous post on regular basis in the parent cadre and department.</p> <p>ii) Sanskrit or Hindi Upto Matric Standard.</p> <p>iii) Test in Computer Appreciation and Application (SETC) as a part of service requirement for steno-Typist.</p> |
|--------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

You are, therefore, requested to forward the applications of interested officials along with their attested summary of ACR files for the last ten years or as the case may be so as to reach in the Commission latest by **15.01.2016**. The department while forwarding the application(s) shall have to ensure that on **selection, the candidate(s) will be spared/relieved immediately and lien of such candidates shall have to be maintained by their respective parent department.** The Departments will have also to ensure that no proceedings under section 7 or 8 of Haryana Civil Services (Punishment and Appeal) Rules, 1987 are pending against the officials whose names are being forwarded to the Commission. It may also be categorically mentioned that the integrity of the said officials during entire service has never been doubted.


Under Secretary,
for State Information Commission,
Haryana.
