

From

The Director General,  
Development and Panchayats Department,  
Haryana, Chandigarh.

To

Sh. Dharam Vir Singh S/o Sh. Ram Kishan,  
Village- Jindran, P.O- Kidwali  
City- Rohtak, Tehsil Rohtak,  
Dist: Rohtak, Pin: 124303,  
State- Haryana.

**Subject: Appointment to the Post of Clerk in the Development and Panchayats Department.**

As per recommendations made by the Haryana Staff Selection Commission vide their Memo No. HSSC/Confid./Recomm-/2018/1010 dated, Panchkula, the 25.12.2018, you are hereby offered a temporary post of Clerk in the pay matrix- Level 2 pay range of Rs. 19900-63200 plus usual allowances as are admissible to the Government employees from time to time.

The above offer of appointment is further subject to the following terms and conditions:-

- i) It should be clearly understood that this offer of appointment is against a purely temporary post, which is liable to be abolished at any time and carries no promise of subsequent permanent employment. No offer of permanent vacancy can be made to you at present and in this respect you will have to take your chance like others, who have been similarly recruited. Consequently, your services can be terminated, whenever there is no vacancy against which they can be retained;
- ii) If at any stage, you desire to resign your post in the department, you will be required to give one month's clear notice or forfeit, in lieu thereof, your salary including allowances for one month or for the period by which the notice falls short of one month. Such a notice will be given to you by Government also in case it is proposed to terminate his services for a reason other than that mentioned in sub para-i above. Government will also be liable to pay your salary including allowances for one month or for the period by which the notice falls short of one month in that case. However, in the case of misconduct you will be given a reasonable opportunity to show case as to why your services should not be terminated and in that case the condition of one month's notice will not apply;
- iii) It is also made clear to you that you will not undertake higher studies of any kind without obtaining prior permission. Consequently, no leave of any kind will be granted for the preparation of higher studies;
- iv) No T.A. will be granted for joining the appointment;
- v) You will be on probation for a period of two years from the date of joining. The period of probation can be extended for a further period not exceeding one year, if your work and conduct is not found satisfactory;
- vi) You will be governed by the Haryana Development and Panchayat (Group-C) Head Office Services Rules, 2013 as may be amended from time to time and also the Government instructions issued in this behalf;

- vii) You should have not entered into or contracted a marriage with a person having spouse living or if you have a spouse living, should have not entered into or contracted marriage with any person;
- viii) You should appear before the Chief Medical Officer of District to which they belong and obtain from him a medical certificate of fitness before joining duty. In case you have already been declared medically fit for Government Services a fresh medical certificate from the Chief Medical Officer of the District will not be necessary;
- ix) Consequent upon joining the service, you would be members of Head Office Service and your inter-se seniority will be determined later on as per merit drawn by HSSC;
- x) This offer is being made to you without verification of your character and antecedents from the Police Department and consequent upon submission of an undertaking to the effect by the candidates and in case, anything is found against you later-on, then your services will be terminated without any notice and without assigning any reason;
- xi) Your Academic Qualification/Age/Caste certificates have not been got verified and in case any misrepresentation/ forged act is noticed at any later stage, your services will be terminated without any notice and without assigning any reason; and
- xii) The Contributory Pension Scheme/New Pension Scheme would be applicable after joining the service;
- xiii) You will have to qualify State Eligibility Test in Computer Appreciation and Application (SETC) under Rule 9 (A) of Haryana Development and Panchayat Department Rule (Group-C) Head Office (Amendments) Rule, 2013. Within the probation period of two years extendable by one year to earn any increments in your pay scale. In case, you fail to qualify the test within above stipulated period your services shall be dispensed with.

Consequent upon your appointment to the post of Clerk you are posted in the offices of Director General, Development and Panchayat Department:

Sr. No.	Roll No.	Category D.O.B	Candidate Name/ F' Name	Gender	Address	Place of Posting
1.	1510266129	ESM Gen (Self) 20.11.1979	Dharam Vir Singh/Ram Kishan	M	Vill.- Jindran, P.O- Kidwali, City- Rohtak, Tehsil Rohtak, Dist: Rohtak, Pin: 124303, State- Haryana.	H.Q.

If you are willing to accept the offer of appointment on the above mentioned terms and conditions, they should report for duty to the concerned office within a period 15 days from the date of receipt of this letter.

While reporting for duty, you should bring with you the following documents:-

- i) Original and one set of self attested copies of their academic qualification, Age, Caste Certificate as the case may be;
- ii) Character Certificate from the two responsible persons not being related to them besides an undertaking to the effect that no criminal proceedings involving moral turpitude are pending against them;
- iii) Medical Certificate of fitness.

Dated: 18.06.2019

(Sumit Kumar, HCS),  
Joint Director, Admn,

Endst. No. AA-4-2019/ 4009-14 Dated: 20-6-19

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

1. The Principal Accountant (A&E) Haryana, Chandigarh.
2. The Secretary, Haryana Staff Selection Commission, Panchkula.
3. Chief Medical Officer, Rohtak, with request to examine the candidate as and when he appear before them for medical examination regarding his fitness for entry into Government Service.
4. The DDO-Cum-Assistant Director-I. (Hqtr)
5. A.E (IT) for uploading on the website of the department.
6. PS/ W-PSDP

21/6/19

SA

25/6/19

S-Prag

28/6/19  
Superintendent (Admn.-1)

for Director General, Development and Panchayats Department  
Haryana, Chandigarh