

cmr 14911

From The Principal Secretary to Government of Haryana  
Development and Panchayats Department

1-7-20

To The Director  
Public Relation & Cultural Affair Haryana,  
Sector-7, Madhya Marg, Chandigarh.

Memo No. 413-4ECD-II-2020/  
Chandigarh, dated

Subject:- Notice regarding Re-employment against the post of SDO,s (PR).

Kindly find enclosed herewith a notice regarding Re-employment against the post of SDO,s (PR) for publication in the newspaper which has wide circulation in the State of Haryana.

D.A as above

-st-  
Superintendent Dev.-II  
for Principal Secretary to Government of Haryana  
Development and Panchayats Department

Endst No. 413-4ECD-II-2020/ 2798 Chandigarh, dated 18.6.2020

✓ A copy of the above along with application form and Terms and Conditions are forwarded to the AEIT O/o Director, Development & Panchayats Deptt., Sector 28 Chandigarh for uploading the same on the website of the Department.

Satyawan Sml  
Superintendent Dev.-II  
for Principal Secretary to Government of Haryana  
Development and Panchayats Department

CF

AEIT

1/3/7/20

SA/II

Ankita  
3/7/20

Prag



**HARYANA GOVERNMENT**  
**DEVELOPMENT AND PANCHAYATS DEPARTMENT**  
New Secretariat Building, Sector- 17 Chandigarh  
**PROFORMA FOR THE APPLICATION**

1. Post applied for : .....
2. Name of the Applicant : .....
3. Mother's Name : .....
4. Father's Name : .....
5. Date of Birth : .....
7. Permanent Address : .....
- .....
- .....
- .....
8. Correspondence Address : .....
- .....
- .....
- .....
9. Mobile/Telephone : .....
10. Email ID : .....
11. Educational Qualifications :

Examination Passed	Subject	Marks Obtained	Total Marks	% of Marks	Year of passing	University /Board	Remarks
Graduation							
Post Graduation							
Any other							

12. Particulars of past service i.e. Sub Divisional Officer (Panchayti Raj)

Designation	date of joining	date of superannuation	last pay with pay band or pay scales

13. Details of pending disciplinary proceedings, if any :-

date of charge sheet issued	detail of charges

14. Details of punishment given in the departmental proceedings, if any :

date of charge sheet issued	detail of Punishment given

15. List of Enclosures:

- (a).....(b).....
- (c).....(d).....
- (e).....(f).....
- (g).....(h).....

**16. The candidate shall attach self attested copies of the document in support of their academic qualification.**

17. The option for three districts other than home district :

first	second	Third

18. Declaration: I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may be rejected or employment terminated. I shall also be liable to legal action as per law. I further understand that Government also reserves the right to rescind the re-employment at any time without notice, in case my work and conduct is not found satisfactory or the exigencies, so require .Moreover, I have read the terms & conditions carefully which are duly accepted by me.

(Signature of the applicant)



HARYANA GOVERNMENT  
DEVELOPMENT AND PANCHAYATS DEPARTMENT  
New Secretariat Building, Sector- 17 Chandigarh

---

1. Instructions for the candidates :

- (a) Applicants are requested to send their application in the prescribed proforma along with their attested copies of all certificates, mark-sheets, recent passport size photo.
- (b) The applicants will have to appear before the selection committee for the interview.
- (c) Applicants have to bear their travel cost and no TA/DA will be shall be paid for the purpose.
- (d) The candidates are advised to ensure that they fulfill the prescribed eligibility before applying.
- (e) The Department also reserves the right to accept or reject any application without assigning any reason thereof
- (f) The applicant should clearly mention the name of the post applied for on top of the envelope containing the application.
- (g) Application received after the due date, unsigned applications, applications where the post number is not filled correctly and applications incomplete in any respect will not be considered
- (h) No application will be entertained received through email/fax
- (i) If, at any stage, it is found that an attempt has been made by the applicant to willfully conceal or misrepresent the facts, the candidature will be summarily rejected or the employment will be terminated
- (j) Applicants must apply in the format given below and send their applications clearly mentioning the post applied for, on the envelope.
- (k). Interview will be conducted for the posts.
- (l) Selected candidates will be informed subsequently.

Sd/-

AMITA AHUJA  
Under Secretary to Govt, Haryana  
Development & Panchayats Department



**HARYANA GOVERNMENT  
DEVELOPMENT AND PANCHAYATS DEPARTMENT  
New Secretariat Building, Sector-17 Chandigarh**

**APPOINTMENT ON CONTRACT BASIS**

Applications are invited for the following posts on contract basis in Development and Panchayats Department, Haryana : -

**1. SUB DIVISIONAL OFFICER**

**L. Qualification:**

- Sub Divisional Officer who has been retired from the Development & Panchayats Department at the age of superannuation i.e 58 years ;

**A. Age Limit :**

- 63 years and below, while applying for re-employment subject to re-employment only up to the age of 65 years

**B. Application by serving officers :**

- A Sub Divisional Officer who is in service can apply two months prior to attaining the age of superannuation.

**C. Service Record :**

- Satisfactory work performance during service i.e. no pending charge sheet under Rule-7 of relevant Punishment & Appeal Rules of the State or infliction of major penalty, 70 % of A.C.R good and no framing of criminal charges/conviction by any Court involving moral turpitude.

**D. Physical Fitness :**

- He should be medically fit based on report from the concerned Medical Authority.

**E. Performance Monitoring :**

- Development and Panchayats Department will devise appropriate proforma for monitoring the performance of re-employed Sub Divisional Officers after the age of 58 years. For administrative purposes the normal hierarchy of the Development Department will continue to work as such. The performance of Sub Divisional Officers shall be appraised by the officers in the same hierarchy as is being done in case of regular staff.

**F. Re-employment Tenure :**

- The re-employment shall be initially for a period of one year which may be extended by another year. The re-employment period can be extended on yearly basis subject to maximum of two years, depending upon the administrative need and subject to satisfactory performance.
- The candidate shall have to give two months prior notice in case he wishes to terminate the re-employment.

- The re-employment can be terminated at any time by the competent authority without any notice or reason.

**G. Emoluments :**

- The re-employed person shall be paid as prescribed in chapter XI of Haryana Civil Services (Pay) Rules, 2016.

**H. Liability of Service :**

- The selected candidate shall be liable to serve at any place, within State of Haryana, on being ordered so to do by the appointing authority ;
- The applicant may give option for three districts in order of his preference. However, the Government shall not be bound with the said option in any manner ;

**I. Disciplinary proceedings :**

- The selected candidate found guilty of misconduct, misappropriation, embezzlement etc. during re-employment shall be subject to disciplinary action as per the the Haryana Civil Services (Government Employees' conduct) Rules, 2016 & Haryana Civil Services (Punishment & Appeal) Rules, 2016.

**J. Special Provisions :**

- The Government reserves the right to rescind the re-employment of the engaged officer and relieve him/her of the charge at any time without notice, in case his/her work and conduct is not found satisfactory or the exigencies, so require.
- In case, recommendations for appointment to the post of Sub Divisional Officers are received from Haryana Public Service Commission, then the candidates recommended by the Haryana Public Service Commission will replace the re-employed officers according to their age i.e. the older officer shall be relieved first.

Sd/-

**AMITA AHUJA**  
Under Secretary (Dev) to Govt, Haryana  
Development and Panchayats, Department