

# HARYANA KAUSHAL ROZGAR NIGAM LIMITED

Registered Office: IP-2, Sector-3, Panchkula  
Office Address: Plot No. 101, Sector-12, Panchkula

From

Chief Executive Officer  
Haryana Kaushal Rozgar Nigam Limited,  
Plot no. 101, Sector-12, panchkula.

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Heads of Departments in the State of Haryana.
3. The Divisional Commissioners, Ambala/Karnal/Faridabad/Hisar/Rohtak and Gurugram Administrative Divisions in the State of Haryana.
4. All the Managing Directors/Chief Administrators of Boards/Corporations/ State Public Sector Undertakings in the State of Haryana.
5. All Chairpersons/CEOs of all Statutory Bodies of Govt. of Haryana.
6. Registrar of all Universities in the State of Haryana.
7. All Deputy Commissioners in the State of Haryana.

Memo No. 5305

Dated: 21-2-24

**Subject: Filling up the posts of General Manager, Deputy General Manager (Finance), RTI/Misc Superintendent and Executive Assistant /Office Executive in Haryana Kaushal Rozgar Nigam Limited, Panchkula on deputation basis-regarding**

Sir/Madam,

Government of Haryana has established Haryana Kaushal Rozgar Nigam Limited(HKRNL) for providing/deploying contractual manpower for specified Government Departments, Boards, Corporations, Statutory Authorities, State Universities and other agencies under Government of Haryana and also in Private Organizations.

2. HKRNL requires the services of suitable officers for appointment against vacant posts of General Manager, Deputy General Manager (Finance), RTI/Misc Superintendent and Executive Assistant /Office Executive in HKRNL on deputation basis. The details of no. of posts, education qualification, experience and other eligibly criteria of appointment on deputation basis for the above mentioned posts are given at **Annexure-1**. The appointment would be on the terms and conditions of deputation as applicable to employees of State Governments/Autonomous organizations working on deputations.

3. Applications of only such officers will be considered which are routed through proper channel and are accompanied by (i) bio-data(in duplicate) (ii) Application form duly filled by the officer given in **Annexure-II** (iii) Duly self-attested photocopies of all relevant documents.

4. It is requested that this may be circulated to the eligible officers of the State Government Departments/ Autonomous/Statutory Organizations and the applications of suitable and eligible officers may be sent to Chief Executive Officer, Haryana Kaushal Rozgar Nigam Limited, Plot No. 101, Sector-12, Panchkula so that the same may be reached upto **28<sup>th</sup> February 2024**.

5. Applications received after the prescribed closing date or not accompanied with the required certificate/documents are liable to be rejected.

6. The vacancy circular may also be visited on the website of Haryana Kaushal Rozgar Nigam Limited(HKRNL) ( <https://www.hkrnl.itiharyana.org.in>)

Encls: Annexure-I & II

  
General Manager (HKRNL)  
for Chief Executive Officer  
Haryana Kaushal Rozgar Nigam Limited