

To be substituted bearing same number and date.

Through Email

From

Chief Executive Officer
Haryana Kaushal Rozgar Nigam Limited,
Kaushal Bhawan, Sector-3, Panchkula.

To

1. All Administrative Secretaries, Government of Haryana.
2. All Head of Departments, in the State of Haryana.
3. All Divisional Commissioners, in the State of Haryana.
4. All Managing Directors/Chief Administrator/Chief Executive Officer of all Board/Corporations/Nigams/Agencies/Councils/Companies and other State Government undertaking in the State of Haryana.
5. Secretaries of all Statutory Entities, in the State of Haryana.
6. Registrars of all State Universities, in the State of Haryana.

Memo No.SDIT/HKRNL/Deputation/2021/160

Dated: 04.01.2022

Subject: Filling up vacant posts on deputation basis in Haryana Kaushal Rozgar Nigam Limited at Panchkula.

Please refer to the subject cited above.

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

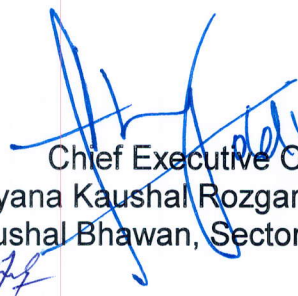
Haryana Kaushal Rozgar Nigam Limited having Registered Office at Plot No.IP-2 Sector-3, Urban Estate, Panchkula-134116, Haryana has been registered on 13.10.2021 with the Ministry of Corporate Affairs, Government of India under the provisions of the Companies Act, 2013.

Following temporary posts are to be filled up in Haryana Kaushal Rozgar Nigam Limited at Panchkula on deputation basis initially for a period of one year as per details given below:-

Sr. No.	Posts	No. of Posts	Essential Qualifications	Pay Scale/Pay
1.	General Manager (Business Development & Coordination)	02	Officer equivalent to Joint Director or Additional Director working in Department/Board/ Corporation/State University etc. under the Govt. of Haryana.	Own Pay Scale
2.	General Manager (Administration)	01	-do-	-do-
3.	General Manager (Information Technology)	01	Officer working in FPL-12 or above in any Department/ Board/ Corporation/ State University etc. under the Govt. of Haryana.	-do-
4.	General Manager (Finance)	01	Officer equivalent to Chief Accounts Officer from Haryana Subordinate Account Services (HSAS) Cadre working in Government of Haryana.	-do-

5.	Deputy General Manager or Assistant General Manager (Finance)	03	For Deputy General Manager, Officer Equivalent to Senior Accounts Officer or for Assistant General Manager, officer equivalent to Accounts Officer Level from Haryana Subordinate Account Services (HSAS) Cadre working in Government of Haryana.	-do-
6.	Deputy General Manager (Administration & Human Resource)	01	Officers working in Government of Haryana on the post of Under Secretary/ Superintendent.	-do-
7.	Assistant District Attorney	01	Officer working as Assistant District Attorney level in Government of Haryana.	-do-
8.	Legal Assistant	01	Official working as Legal Assistant in Department/Board/ Corporation/ State University etc. under the Govt. of Haryana.	-do-
9.	Executive Assistant	01	Personal Assistant/Private Secretary working in Department/Board/ Corporation/ State University etc. under the Govt. of Haryana.	-do-
The age of the applicant should not be more than 54 years as on 01.01.2022 for all posts mentioned above.				

It is, therefore, requested to circulate this letter in all offices of your organization and forward the application of willing & eligible regular officers/officials along with bio-data in the format attached, along with summary of ACRs for the last 10 years, within 30 days from the date of issuance of this letter to the undersigned. Kindly ensure that the names of the recommended officers/officials should not be under any kind of disciplinary proceeding under Rules 7 & 8 of the Haryana Civil Services (Punishment & Appeal) Rules, 2016 and also free from any type of vigilance enquiry. It is also requested that only names of such employees be recommended who can be easily relieved by the concerned Department in case of his/her selection. Advance copy of application can be submitted by the interested candidates, however, NOC will be required from the parent department/ organization for appearing in the interview for consideration and selection.


 Chief Executive Officer
 Haryana Kaushal Rozgar Nigam Limited,
 Kaushal Bhawan, Sector-3, Panchkula.

CC: PS/CS, Government to Haryana-cum-Chairman, HKRNL
 PS/PSSDIT

BIO-DATA FOR DEPUTATION IN HARYANA KAUSHAL ROZGAR NIGAM LIMITED

1.	Name of Applicant				
2.	Post applied for				
3.	a) Present post held (whether regular, ad-hoc or on deputation basis).	Post: Place of Posting: Department:			
3.	b) If presently on deputation, please indicate designation of the post held in the parent office/cadre and scale of pay of that post along with the present basic pay in that grade.				
4.	Present Pay Band and Grade Pay/FPL as applicable (also mention Basic Pay)				
5.	Date of getting the present pay scale on regular basis.				
6.	Date of Birth				
7.	Date of entry into Govt. service				
8.	Date of Retirement				
9.	Office Address				
10.	Applicant's Phone				
11.	E-mail address				
12.	Educational Qualification:				
13.	Position held since entry into service (in chronological order)				
	Designation & Place of posting	Scale of Pay (pre-revised)	From	To	Whether post held on regular or ad-hoc basis.

14.	Name and address, telephone number of concerned Administrative officer in the office of Directorate of Department/ Organization.		
15.	Describe the responsibilities of post held by you in your career.	1. Name of Post:	
2.			
3.			
16.	Whether you are comfortable to work on computer	MS Word	Yes/No
MS Excel		Yes/No	
Power Point		Yes/No	
17.	How do you think that you are most suitable for this post. (Please describe in 150 words)	(Attached separate sheet)	
18.	Please attach the copy of Appreciation letters if received in your service career.		
19.	Any commendable achievements during Govt. Service.		
20.	Any Other		

Date:

Signature of the Candidate

For Office Use Only

Particulars of the applicant verified and found correct. No disciplinary proceedings under Rules 7 & 8 of the Haryana Civil Services (Punishment & Appeal) Rules, 2016 and not any type of vigilance enquiry is pending against the applicant. Therefore, application forwarded to CEO, HKRNL for consideration.

Signature of HoD/Appointing Authority
along with Stamp