

# HARYANA KAUSHAL ROZGAR NIGAM LIMITED

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

## Through E-mail

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.: HKRNL /Deputation/2024/ 6885

Dated: 22/10/2024

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

Please refer to the subject cited above.

1. 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), 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)

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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 reach within a period of 15 days from the date of issue of this letter.
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>)
7. Those who have served earlier in HKRNL are not required to apply.

Encls: Annexure-I & II



General Manager/Admin.  
For Chief Executive Officer  
Haryana Kaushal Rozgar Nigam Limited  
Panchkula





**HARYANA KAUSHAL ROJGAR NIGAM LIMITED**  
(Registered under Companies Act, 2013)  
Plot No. 101, Sector-12, PANCHKULA.  
Website: www.hkrnl.itiharyana.gov.in

**FILLING UP OF VACANT POSTS ON DEPUTATION BASIS**

Applications are invited for filling up of the following posts in Haryana Kaushal Rozgar Nigam Limited at Panchkula purely on Deputation basis as per the following details:

Sr. No.	Designation	Qualification	Remuneration	No. of Posts
1	General Manager (Business Development & Coordination)	Officer equivalent to Joint Director or Additional Director Working in Department/Board/ Corporation/ State Univ. etc. under the Govt. of Haryana  <b>Desirable:</b> Proficient in Information technology.  <b>OR</b>  Officer Equivalent to Deputy Director with minimum of 5 years on the same post (proficient in information technology)  <b>Desirable:</b> Proficient in Information technology.	Own Pay scale.	02 No.
2	General Manager (Information Technology)	Officer working in IT Department / NICS/ NIC/HARTRON in minimum FPL-12 or equivalent pay.  <b>OR</b>  Officer working in IT Department/NICS/ NIC/HARTRON in minimum FPL-11 or equivalent pay having minimum experience of 5 Years on the same pay scale.	Own pay Scale	01 No.
3	Deputy General Manager (Finance)	Officer Equivalent to Senior Accounts Officer level from Haryana subordinate Account services (HSAS) Cadre working in Government of Haryana.  <b>Desirable:</b> Proficient in Information technology.	Own Pay Scale	01 No.
4	Executive Assistant/ Office Executive	Personal Assistant/Private Secretary Working in Deptt/Board/Corporation/State Univ. etc under Gov of Haryana  <b>Desirable:</b> Proficient in Information technology.	Own Pay Scale	01 No.

Interested eligible regular officers can get their application forwarded in the prescribed format (available on hkrnl.it haryana.gov.in website) upto 15 days (till 05/11/2024) of this advertisement to the undersigned along with the recommendations of the Head of the Department of their department/organization. NOC will be required from the parent department. **Those who have served earlier in HKRNL are not required to apply.**

Dated: 22/10/2024

  
Chief Executive Officer  
Haryana Kaushal Rozgar Nigam Ltd

**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

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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