

**REGISTERED**

From

The Director,  
Women & Child Development Department,  
Haryana, Panchkula.

To

1. Renu D/o Sh. Ram Chander  
Vill & Post office Kandela, Tehsil & District Jind-126102,  
Haryana.
2. Jyoti Bindu D/o Satbir  
Vill. Bwani Khera, Ward No. 09, Near Adarsh High School.  
Bawani Khera, Teh. Bawani Khera, Distt. Bhiwani, Haryana.  
Pin. : - 127032
3. Anita Kamari D/o Sh. Sukhbir  
H.No. 138, Vill. Lilodh, Tehsil-Kosli,  
District-Rewari, Haryana, Pin: - 123303 (Haryana).
4. Meena Kumari D/o Sh. Jaipal W/o Sh. Sandeep Rohilla,  
H.NO. 1087/21, Gautam Nagar, Gohana,  
District-Sonapat, Haryana.
5. Manisha D/o Sh. Birender Singh,  
H.No. 1003, Sector-20B, Chandigarh  
Tehsil Chandigarh, Distt. Chandigarh, Pin:- 160020.
6. Subhash Chander S/o Sh. Bhalle Ram,  
H.No. 286, Sector-6 P, HUDA City,  
Hansi, Teh. Hansi, District-Hisar 125033, Haryana.
7. Bhagat Singh S/o Sh. Jodhram,  
H.no. D-409, Bandora Patti City, Manpur, Tehsil-Hathin,  
District- Palwal, Haryana, Pin: - 121105.
8. Deepak Kumar S/o Sh. Rohtash Singh,  
H.No. 63, Caning Road, F.R.I, P.O. New Forest City, Dehradun.  
Tehsil & District- Dehradun (Uttarakhand), Pin: 248006.

Memo No 46787-94 /EA-4/WCD/2019,  
Panchkula. dated the: 14-02-2019

**Subject: - APPOINTMENT TO THE POST OF CLERK**

On the recommendations made by the Haryana Staff Selection Commission, Panchkula, vide their Memo. No. HSSC (Confd.)/Recomm./2018/ 1009 dated 25.12.2018, you are hereby offered a temporary appointment as Clerk in this department. in the scale of PB-1 of Rs.5200-20200+1900 GP (FPL-6) plus usual allowances as sanctioned by the Haryana Govt. from time to time, w. e. f. the date you join your duty & posted in the offices mentioned below against your names, on the following terms and conditions:-

Sr. No.	Name of the Candidate Ms/Mr.	Name of office where posted
1	Renu D/o Sh. Ram Chander Vill & Post office Kandela, Tehsil & District Jind-126102, Haryana.	O/o District Programme Officer, Women & Child Development Department, Hisar.
2	Jyoti Bindu D/o Satbir Vill. Bwani Khera, Ward No. 09, Near Adarsh High School, Bawani Khera, Teh. Bawani Khera, Distt. Bhiwani, Haryana. Pin. :- 127032	O/o Women & Child Development Project Officer, Bawani Khera.
3	Anita Kamari D/o Sh. Sukhbir H.No. 138, Vill. Lilodh, Tehsil-Kosli, District-Rewari, Haryana, Pin: - 123303 (Haryana).	O/o District Programme Officer, Gurugram.


4	Meena Kumari D/o Sh. Jaipal W/o Sh. Sandeep Rohilla, H.NO. 1087/21, Gautam Nagar, Gohana, District-Sonapat, Haryana.	O/o District Programme Officer, Panipat.
5	Manisha D/o Sh. Birender Singh, H.No. 1003, Sector-20B, Chandigarh, Tehsil Chandigarh, Distt. Chandigarh, Pin: - 160020.	O/o District Programme Officer, Rewari.
6	Subhash Chander S/o Sh. Bhallo Ram, H.No. 286, Sector-6 P, HUDA City, Hansi, Teh. Hansi, District-Hisar 125033, Haryana.	O/o Women & Child Development Project Officer, Siwani.
7	Bhagat Singh S/o Sh. Jodhram, H.No. D-409, Bandora Patti City, Manpur, Tehsil-Hathin, District- Palwal, Haryana, Pin:- 121105.	O/o Women & Child Development Project Officer, Palwal-R-I.
8	Deepak Kumar S/o Sh. Rohtash Singh, H.No. 63, Caning Road, F.R.I, P.O. New Forest City, Dehradun, Tehsil & District- Dehradun (Uttarakhand), Pin: 248006.	O/o District Programme Officer, Gurugram.

**TERMS AND CONDITIONS:-**

1. Your appointment is subject to the condition that your documents pertaining to your Qualification, Experience, Age and Caste/Category, as claimed by you in the application form will be got verified from the concerned issuing authorities. Therefore, you shall have submit an affidavit on judicial paper of Rs. 10/- at the time of joining that in case your documents as claimed by you in application form is found fake, your services will be terminated without assigning any reason and without giving any prior notice. Besides, criminal action will be taken against the defaulter. Further, you shall have to produce the same original certificates to concerned Head of office at the time of joining.
2. You will be covered under New Pension Scheme of Haryana Govt. which is in force w.e.f. 01.01.2006.
3. You will remain on probation for a period of two years which may be extended upto three years. If during or at the end of this period of probation, your work or conduct is not found satisfactory, your services will be liable to be dispensed with, without any notice and without assigning any reason.
4. Your 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 recruited similarly.
5. Your service will be governed by the Haryana Civil Services Rules and Haryana Civil Services (Punishment & Appeal), Rules-2016.
6. If, at any stage you desire to resign your post you will be required to give one month clear notice of forfeit, in lieu thereof your salary including allowances for one month. Such a notice will be given to you by the Govt. also in case it is proposed to terminate your services for reason other than that mentioned in para (2) above. Govt. 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 case of misconduct, however, you will be given a reasonable opportunity to show cause why your service should not be terminated, in which case, the condition of one month notice will not apply.
7. You will have to qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) with in the probation period of one year, extendable by one year. The candidate promoted/appointed against the aforesaid category of post in Group 'C' shall not be entitled to earn any increment in their pay scale till they qualify the said test, failing which they will be terminated. The typing speed of 25 words per minutes in Hindi and 30 words per minute in English converted with equivalent key depression in both cases as the typing speed, would be tested on computers.
8. You will not undertake higher studies of any kind without prior permission of the competent authority. Consequently, no leave of any kind will be granted for persecution of higher studies.

9. You will be required to produce the original Educational and date of birth certificates at the time of joining the post.
10. Your appointment is subject to the condition that you have passed the Matriculation or equivalent examination with Hindi.
11. You will be required to take the prescribed oath of allegiance to the constitution of India.
12. In case you are married, you have not more than one living spouse/you are not married to a person who have more than one living spouse/and if so, you should justify the circumstances for that.
13. No TA/DA or joining time will be allowed to you for joining this post.
14. Your character and antecedents have not been got verified and in case, subsequently any adverse facts come to the notice of the State Government regarding your character and antecedents, your services are liable to be terminated without any notice.
15. You shall have to furnish the Medical Certificate fitness from the Civil Surgeon of the concerned district as required under Haryana Civil Services Rules 2016 Chapter III of rule- 9 at the time of joining the post.
16. During the period of probation, no transfer will be effected.

  
Director

Women & Child Development Deptt.  
Haryana, Panchkula. 

**Endst. No. /EA-4/WCD/2019, Panchkula Dated the**

A copy of above is forwarded to the Secretary, H.S.S.C. Panchkula with reference to their Memo. No. HSSC (Confd.)/Recomm./2018/1009 dated 25.12.2018 for further necessary action.


  
Director

Women & Child Development Deptt.  
Haryana, Panchkula.

**Endst. No. /EA-4/WCD/2019, Panchkula Dated**

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

- 1- Additional Director (Admn.) H.Q.
- 2- Civil Surgeon Concerned.
- 3- District Programme Officers, Hisar, Bhiwani, Gurugram, Panipat, Rewari and Palwal.
- 4- Women & Child Project officer, Bawani Khera, Siwani and Palwal (R-I).
- 5- Office order file.

  
Director

Women & Child Development Deptt.  
Haryana, Panchkula.