

(TO BE SUBSTITUTED BEARING THE SAME NO.& DATE)

IMMEDIATE
DATE BOUND

From

The Director General,
Department of Employment,
Haryana, Bays No-55-58, Second Floor,
Paryatan Bhawan, Sector-2 Panchkula.

To

- 1 The Chief Secretary to Government of Haryana.
- 2 All Heads of the Departments.
- 3 Commissioner, Ambala/Hisar/Rohtak/Gurgaon Division.
- 4 All the Deputy Commissioners in the State.
- 5 All the General Manager Haryana Roadways in the State.

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Memo No.: A-46(B)/10439-588

Dated: 3/5/18

Subject:-

Filling Up the posts of Steno Typists in the Employment Department by way of transfer from other departments.

Kindly refer to the subject noted above.

In this Department 4 posts of Steno typists of English and 6 posts of Hindi, have been sanctioned to be filled up by way of transfer from other Departments. These posts will carry the pay scale of Rs. 5200-20200 + 1900 G.P (As per Revised Pay Rules 2016 Schedule-1 Pay Matrix cell-I, level-II Rs. 19,900 + 100/- special pay) plus usual allowances. The persons to be taken by way of transfer will be given the benefit of pay protection etc. Their seniority will be determined as per the rules of the Department.

IT EXP

Applications are invited from the desirous persons to fill up the above mentioned 10 posts of Steno Typists who fulfils the following Qualifications:

- 1 10+2/with Hindi/Sanskrit.
- 2 English Shorthand at a speed of 80 w.p.m and transcription there to at a speed of 15 w.p.m.
- 3 Hindi Shorthand at a speed of 64 w.p.m and transcription there to at a speed of 11 w.p.m.
- 4 The persons having knowledge of word processing on computer will be preferred.
- 5 A shorthand and typing test will be taken by a committee of officers before making a selection.
- 6 Out of all the applicants, the selection will be made by way of pre-determined criteria keeping in view the service record of each person.
- 7 No disciplinary proceedings should be pending against the persons and he should not have been awarded major punishments in the past.

It is requested that this requisition may be circulated amongst all the eligible persons for obtaining their willingness to come to employment Department on transfer basis for being posted in the offices of the Divisional Employment Exchanges or at the headquarter. The applications of the desirous persons may please be sent to the office of Director General of Employment, Haryana, Bays No. 55-58, Second Floor, Paryatan Bhawan, Sector-2, Panchkula alongwith summary of their service record by 30 May, 2018.

Joint Director
for Director General