

From

Director General Health Services, Haryana,
Panchkula.

To

Sh.Shanni Sharma S/o Sh.Maha Beer Prashad
VPO-Jhagroli, City:Mahendergarh,Tehsil Mahendergarh, Dist: Mahendergarh, Haryana

Memo No. 2/1-1Admn -2018/8882

Dated: **24.08.2018**

Subject: **Appointment to the post of Clerk in the office of Director General Health Services, Haryana(HQ) against advt.No.10/2015 Cat No.1(EBPG Category).**

On the recommendation of Haryana Staff Selection Commission Panchkula, send vide their letter No. HSSC/Confid./Recomn/2018/561 dated 28-07-2018 above. You are hereby offered appointment to the post of **Clerk** in the office of Director General Health Services, Haryana, Sec-6, Panchkula in the pay Level of **FPL-2 @ 19900/- P.M.** plus usual allowances sanctioned by the Government from time to time, on purely temporary basis. The terms and conditions are as under:-

1. The appointment is **purely provisional** as per Chief Secretary, Haryana instruction No. 52/06/2018-3GS-III, dated 15-03-2018 and is subject to the verification of the eligibility conditions such as academic qualifications and any other certificates such as Scheduled Castes/Scheduled Tribes/Backward Classes/ESM/DESM/OSP/PH if any, submitted by you. If on verification, it reveals that the information given by you is false, then your services will be **terminated** forthwith without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.

2. Your appointment is on 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 similarly recruited. Consequently, your services may be terminated without notice whenever there is no vacancy against which you can be retained.

3. Your service will be terminable by one month's notice on either side or one month salary including allowances in lieu of notice (except in case of removal/dismissal for misconduct). It will however be open to Govt. to pay in lieu of notice your salary for the period by which the notice falls short of one month and similarly if you wish to resign from the post, you may do so by depositing with Government your salary in lieu of notice for the period by which it falls short of one month. Such notice of resignation should be addressed to competent authority. In case of misconduct, however, you will be entitled to reasonable opportunity to show cause why your services not be terminated, in which case, the condition of one month notice shall not apply.

4. You will be required to submit this office along with the joining report –

- i) A declaration attested by a Gazetted officer or a Magistrate First Class to the effect that you have only one living spouse and is not married to a person already having one living husband/wife.
- ii) A declaration in writing that you were not on any previous occasion dismissed from service under any department of Government or convicted by a Court of Law or no case is pending against you in any court of law.
- iii) In case you are married, you will have to file a declaration about non acceptance/giving of dowry. If you are unmarried, you shall have to furnish a declaration immediately after marriage regarding non acceptance/giving of dowry by you to the office as per declaration in Annexure A and B in terms of Government instructions issued vide No. 18/2/2017-2GS-1 dated 22-12-2017.
- iv) On taking up your appointment you will be required to take an **oath of allegiance** to the Constitution of India.

5. Your seniority in the cadre of ministerial staff of this directorate will be determined from the date of joining in this directorate. No benefit of service of Clerk Ministerial cadre of field will be given for the purpose of seniority in this directorate. You are required to give affidavit to this affect.

6. You will be liable to be transferred to any place under Health Department, Haryana.

7. You will be subject to Government Employees **Conduct Rules 2016** as amended from time to time. You will be governed by the provision of the **Civil Services Rules** and the relevant recruitment and conditions of Service

Rules as applicable to your post as existing from time to time. For all other matters, not specified herein, you will be subject to rules, regulations, and instructions of Government as in force from time to time. You shall be covered under **New Pension Rules as notified vide No, 1/1/2004-1Pension, dated 18-8-2008.**

8. You will be on **probation for a period of two years** as per Service Rule applicable to you which can be extended, total period not exceeding two years. In case your work or conduct is not found satisfactory during the period of probation, your services are liable to be terminated forthwith without assigning any reason. No application for employment outside the Department will be considered before completion of three years of service.

9. You must understand that if any information/declaration furnished by you in connection with this appointment is at any time found to be false or incorrect, you will be liable to be dismissed from service.

10. No TA/DA and joining time will be admissible for joining your new place of posting. You should produce your academic certificate in original to this office before joining. You need to examine yourself medically, if not done in previous employment. If done already, then fitness report needs to be produced.

11. As your character and antecedents have not been got verified in terms of Government instructions issued vide Memo No. 52/3/2005-6 S (1) dated the 18th. November, 2005, therefore, it is made clear to you that in case subsequently any adverse facts come to the notice of the State Government regarding your character and antecedents, your services will be liable to be terminated without giving any notice. in view of chief secretary to Govt. Haryana letter no. 7473-75/14433, dated 08-06-1976, your appointment or retention in service is subject to satisfactory character verification.

12. You will have to qualify the state Eligibility Test in Computer Appreciation and Application (SETC), within the probation period of one year extendable by one year, failing which your services shall be dispensed-with. You shall not earn annual increment till such time as you qualify the SETC, the increment(s) shall however, be released with retrospective effect without allowing any arrears of the intervening period. However, you may be **exempted** from taking the SETC on computer if you have fulfilled one of the following qualifications, conditions:-

- (i) M.Tech/B.Tech (Computers), MCA, BCA or Diploma in Computers from the recognized institutions e.g. Polytechnics,
- (ii) Basic Computer Literacy Certificate from any recognised Centre establish under the National Institute of Electronics & Information Technology (NIELIT) (erstwhile DOEACC Society)
- (iii) Haryana State Certificate in Information Technology (HS-CIT) from the Authorized Learning Centres (ALCs) of the HKCL;
- (iv) Candidates/employees who have already passed the SETC and the same are valid at the time of joining the service.
- (v) Physically disabled candidates.

However, these employees, with the exception of those mentioned under sub-para (v) above, shall be required to clear the 'typing speed' part of the State Eligibility Test in Computer Appreciation and Applications (SETC).

Dated 24.08.2018

Panchkula

Endst. No. 5/7-1Admn -2018/8883


A copy is forwarded to the Secretary Haryana Staff Selection Commission vide their letter no HSSC/Confid./Recomm/2018/561, dated 28-07-2018 Bays No. 67-70, Sector-2, Panchkula for information.


Endst. No. 5/7-1Admn -2018/8884


A copy is forwarded to the Civil Surgeon, Narnaul for information & necessary action.


Endst. No. 5/7-1Admn-2018/ 8885-86

A copy is forwarded to the following Superintendent Accounts/Bill Branch for information & necessary action.


Director General Health Services, Haryana
Dated: **24.08.2018**


Superintendent (Admin)
for Director General Health Services, Haryana
Dated: **24.08.2018**


Superintendent (Admin)
for Director General Health Services, Haryana
Dated: **24.08.2018**


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for Director General Health Services, Haryana