

Registered
From

Director General Health Services, Haryana,
Panchkula.

To

Roll No 1510642432
Name POONAM S/o JAI SINGH
R/o POONAM W/O JOGINDER VPO JAKHOULI City: KAMAN PATTI, Tehsil: KAITHAL, Dist: Kaithal,
Pin: 136027 State: Haryana

Memo No. 2/1-1Admn -2018/2312
Dated: 16-03-2018

Subject: **Appointment to the post of Clerk in the office of Director General Health Services, Haryana.**

On the recommendation of Haryana Staff Selection Commission Panchkula, send vide their letter No. HSSC/Conf./ Recomn/2018/255 dated 15-03-2018. 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. This condition will, however not be applicable in case of your services are dispensed with during the probation period.

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 governed by the Haryana Health Directorate Ministerial (Group C) Service Rules, 1983 and as amended from time to time. In respect of pay, leaves and all other matters not expressly provided for in the Rule, you shall be governed by such other regulation and rules as have been/would be framed and adopted by the Competent Authority under the Constitution of India.

5. 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.

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 **Haryana Civil Services Rules, 2016** 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 Scheme under new pension Rule as notified vide No, 1/1/2004-1Pension, dated 18-8-2008.**

8. You will be on **probation for a period of two years** from the date of joining which can be extended if necessary, up to three years. The services put in against the temporary post might be counted towards the period of probation but the completion of two years temporary services will not itself entitle you to confirmation unless the post is substantively vacant. 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 or giving any notice. 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.

12. This offer of appointment is subject to the outcome of CWP No. 14886, 16873, 19270, 23764, 23861, 23882, 23906, 24057, 24060, 24098, 24191, 24247, 24278, 24288, 24436, 24535, 27510 & 27740 of 2017 and 1252 of 2018 and other writ petitions pending in Hon'ble High Court.

13. 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:-

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

14. You are required to furnish a medical Certificate of fitness before joining from the Medical Board constituted under Rule 9 of Haryana CSR (General) Rules, 2016. You should appear for medical examination in the office of concerned Civil Surgeon of Haryana. If declared fit, you should report of duty in this office of within 15 days of the receipt of this communication failing which the offer of appointment made to him will be treated as cancelled.

Additional Director (Admin)
for Director General Health Services, Haryana

Endst. No. 2/1-1Admn -2018/2313

Dated: 16-03-2018

A copy is forwarded to the Secretary Haryana Staff Selection Commission vide their letter no HSSC/Conf./Recomm/2018/255, dated 15-03-2018 Bays No. 67-70, Sector-2, Panchkula for information.

Additional Director (Admin)
for Director General Health Services, Haryana

Endst. No. 2/1-1Admn -2018/2314

Dated: 16-03-2018

A copy forwarded to the Civil Surgeon, Kaithal for information and with the request that on arrival of the candidate concerned he may please be examined as to his fitness for first entry into Government Service. If declared mentally and physically fit, he may be informed accordingly and directed to report for duty in this office. The Medical Certificate may be dispatched to this office, the day on which he is medically examined.

Additional Director (Admin)
for Director General Health Services, Haryana

Endst. No. 2/1-1Admn -2018/2315-2316

Dated: 16-03-2018

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

Additional Director (Admin)
for Director General Health Services, Haryana