Office of The Director Fisheries Haryana
Bays No. 31-32 Sector-4 Panchkula
कार्यालय निदेशक मत्स्य विभाग हरियाणा।
बेज़ नं0 31–32 सैक्टर–4 पंचकूला, फोन 0172-2565743
Email:- fisheries@hry.nic.in

SHORT NOTE

Subject: Regarding filling up the post of Clerk (Group-C) on Deputation/Transfer basis in the Fisheries Department.

In continuation of the subject cited above, it is hereby re-notified that the posts of Clerk in the Fisheries Department, Haryana are to be filled up on deputation/transfer basis for a period of one year. The eligibility criteria and requisite conditions are as under:-

Sr. No.	Name of Post	No. of Post	Pay Matrix/Pay Scale	Eligibility & Conditions for Transfer/Deputation
1	Clerk	20	FPL-3 (21,700/-)	(i) 10+2 or its equivalent; (ii) two years experience as Clerk in any State Government or Government of India, and (iii) Hindi or Sanskrit as one of the subject in Matric or Hindi as one of the subject in Higher Education. **Note.-** To get annual increment or further promotion, SETC in both the parts shall have to be qualified after joining service as Clerk, if already not qualified.

1. Employment Status: The candidate must be working as a Clerk or equivalent post on a regular basis in any Department / Board / Corporation / Authority of the Haryana Government.
2. No Objection Certificate (NOC): The selection of the employee shall be made only after the issuance of a No Objection Certificate (NOC) by their Parent Department.
3. ACR/APAR Grading: It is mandatory that the grading of the Annual Confidential Reports (ACR) of the employee for the last 10 years must be at least 70% "Good" or "Very Good". (In case an employee's total service period as Clerk is less than 05 years, the ACR grading for their total working tenure as Clerk will be considered).
4. Integrity: The integrity of the employee must be beyond doubt.
5. Pending Inquiries: No charge sheet / vigilance inquiry under Rule 7 or Rule 8 should be pending against the employee.
6. Withheld Increment: No order for withholding the annual increment of the employee in past years should be in force at present.
7. SETC Qualification: Passing the SETC Test is mandatory for the employee as per the instructions of the Haryana Government.

Note:-

1. *Tenure Period: This deputation shall be for a period of 1 year or till the appointment of a Clerk in the department through direct recruitment, whichever is earlier.*
2. *Pay & Allowances: The official coming on deputation will be granted pay in Pay Matrix Level Rs. 21700/- (FPL-3) for the post of Clerk in the Fisheries Department.*

Before the expiration of the 30 days time limit of the advertisement previously issued by the Fisheries Department, the last date of submitting applications for interested employees has been extended up to 21-12-2026.

Therefore, interested and eligible employees should forward their applications along with their bio-data and a summary of ACRs (certified copies) for the last 10 years through the competent authority of the Concerned Department. Further, it is also requested that only those officials be recommended who can be easily relieved by the concerned department upon selection.

Deputy Director Fisheries-I (HQ)
for: Director Fisheries Department, Haryana,
Panchkula

Application for the post of Clerk on deputation basis in Haryana State Fisheries Department, Bays No. 31-32, Sector- 4, Panchkula

1. Name of Applicant: _____
(in capital Letters)

Self attested photograph should be attached

2. Postal/Permanent Address: _____
(in capital Letters)

3. Date of Birth (dd/mm/yy): _____

4. Email ID: _____

5. Contact No: (Mobile) _____ (Land line) _____

6. Holding Present Post: _____
(alongwith date of holding present post)

7. Name of Parent Organization: _____

8. Pay Scale:_____
(details of total emoluments drawn per month)

9. Qualifications:

Sr. No.	**Year**	**Degree/Diploma**	**University/Board**	**Marks Obtained**	**Remarks**
1					
2					
3					
4					
5					

10. Experience (Details of experience in chronological order):

Sr. No.	Office/Institution/ Organization	Post(s) Held	Dates		Pay in PB+ Grade Pay/Basic Pay/ FPL in 7th CPC	Nature of duties performed (*)
1			From	To		
2						
3						
4						
5						
6						
7						
8						
9						
10						

*Please attach separate sheet for each office/institution/organization clearly indicating achievements, if any.

11. Grading of ACRs of last 10 years: _____
(Financial Year Wise)

12. Details of disciplinary action /vigilance enquiry conducted against the official in the last 05 years and the final action taken in the matter _____

Signature of Applicant
Certificate by employer

Certified that the above particulars have been verified and found to be correct. The integrity of the official is beyond doubt and no vigilance case is pending /contemplated against the official.

Signature of Authorised Person
Under his seal & date