



State Election Commission, Haryana
NirvachanSadon, Sector- 17, Panchkula, Haryana – 134109

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No.SEC/3Admn./2025/ 1584-1743

To

1. The Chief Secretary to Government, Haryana,
2. All Administrative Secretaries to Government of Haryana.
3. All Heads of Departments/Directorates in Haryana State.
4. All the Deputy Commissioners in Haryana State.

(Except Boards, Corporations and Authorities etc.)

Dated, Panchkula, the 2nd December, 2025

Subject: Filling up vacant posts of Assistants on Temporary Transfer/Deputation basis in District Election Cells of the State Election Commission, Haryana.

Sir/Madam

I have been directed to refer to the above subject to say that 10 posts of Assistants are to be filled in different District Election Cells (Panchayat & Municipal Election) on Temporary Transfer/Deputation basis initially for a period of three years and extendable up to further two years from amongst the Assistants/Clerks of State Government employees only having the qualification/experience with terms and conditions as given as under:-

Name of the post	No. of posts	Pay in the functional pay Matrix Level (Cell)	District Name	Qualifications
Assistants	10	Pay Matrix Level-6 (Rs. 35400-112400)	Ambala, Faridabad, Fatehabad, Jind, Kaithal, Nuh, Panchkula, Palwal, Sirsa, Yamuna Nagar	i) One year experience as Assistant or five years' experience as Clerk in the State Government Department or Government of India. ii) Hindi or Sanskrit as one of the subject in Matric or Hindi as one of the subject in Higher Standard. iii) Must have passed SETC as applicable under Haryana Government instructions.

Term & Conditions:

- 1) The application should be sent through the competent authority i.e. Head of the Department. An advance/direct application forwarded by any applicant without through proper channel shall not be entertained under any circumstances.
- 2) That only government employees who come under the purview of Rule 8 (36) of Haryana Government Employees (General) Rules, 2016 would be considered for temporary transfer/deputation basis.
- 3) Number of posts could be increased or decreased. The appointment in the District Election Cells are inter-changeable and the employee taken on temporary transfer/deputation could be appointed in any district or in the office of State Election Commission, Haryana, Panchkula as per exigency of the work.

2. You are therefore, requested to forward applications of such employees with detail filled in proforma (as attached) of those officials who are willing to work in the District Election Cell under the administrative control and supervision of the State Election Commission, Haryana and the respective Deputy Commissioner on temporary transfer/deputation basis alongwith attested copy of the summary of ACRs for the last 5 years within 40 days from the date of issue of this circular. While forwarding the applications, it may be ensured that no disciplinary proceedings under Rule 7 & 8 of Haryana Civil Services (Punishment & Appeal Rules 2016) or vigilance enquiry and/or any other criminal proceedings are pending/contemplated against the employee concerned.

Yours faithfully,

Superintendent/Admn
for State Election Commissioner, Haryana.

Enclose: Proforma

PROFORMA FOR APPLICATION FOR POST OF ASSISTANT

1.	NAME OF THE OFFICE (IN BLOCK LETTERS)				
2	NAME OF EMPLOYEE (IN BLOCK LETTERS)				
3.	FATHER'S/HUSBAND's NAME (IN BLOCK LETTERS)				
4.	DESIGNATION				
5.	CATEGORY				
6.	DATE OF BIRTH				
7.	DATE OF JOINING (FN/AN)				
8.	TOTAL EXPERIENCE				
9.	EDUCATIONAL QUALIFICATION				
	Essential Qualification	Maximum Marks	Obtained Marks		Percentage
i	10 th				
ii	12 th				
	Whether passed Hindi or Sanskrit as one of the subject in Matric or Higher Education.				
iii	Graduation or its equivalent with stream				
iv	Post Graduate or its equivalent, if any with stream				
v	Additional Technical/ Computer Qualification, if any with stream				
vi	Any other Qualification with stream				
10	Pending Enquiry Report (Yes/No.)	Under Rule 7 & 8	Judicial enquiry		Vigilance
11.	Detail of last five years ACRs.		Year of the ACRs	Overall Grading	Integrity report
			2020-2021		
			2021-2022		
			2022-2023		
			2023-2024		
			2024-2025		
12.	Whether the SETC passed or not? If not, reason thereof.		Yes/No		
13.	Any Other information, if any				

Date:-

Signature of Candidate

The above particulars of the applicant/official Shri/Smt./Ms _____
verified and found correct. No disciplinary proceedings under Rules 7 & 8 of the Haryana Civil
Services (Punishment and Appeal) Rules, 2016 and vigilance enquiry or any other criminal
proceedings against the applicant/official are pending.

Verified & Singed by
Head of Department
(With Stamp)