

From

Director ESI Health Care, Haryana,  
SCO No. 803, NAC Mani Majra, Chandigarh (UT).

To

Roll No. 1215210897  
Kapil Dev Chauhan S/o Mahender Singh  
Village Saini Pura , City Hansi,  
Tehsil- Hansi , District Hissar-Haryana-125033

Memo No. 101/18-ESI-1E-1-2019/ 3748

Dated: 31-12-2019

**Subject: Appointment to the post of Steno Typist (Group C).**

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On the recommendation of Haryana Staff Selection Commission Panchkula vide their letter No. HSSC/Confd.Recomm./2019/715 dated 04.11.2019 you are hereby offered appointment to the post of Steno Typist and posted at ESI Hospital, Bhiwani in the FPL 2 (@ Rs 19900/- P.M.+ Rs. 100 Special pay) usual allowances sanctioned by the Government from time to time on purely temporary basis on following terms and conditions:-

- 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 documents such as **academic qualifications** and any other **certificates** such as Scheduled Castes/Scheduled Tribes/Backward Classes/ESM/DESM/ OSP/PH, etc. if any, submitted by you. If on verification, it reveals that the information given by you is false or incorrect, 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**.
- 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 allowance in lieu of notice (except in case of removal/dismissal for mis conduct). It will however be open to Government 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 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. This condition will, however, not be applicable in case your services are dispensed with during the probation period.
- 4 On appointment/joining you will be required to take an oath of allegiance to the Constitution of India.
- 5 You will be governed by the **HARYANA HEALTH DEPARTMENT. SUBORDINATE OFFICES MINISTERIAL STAFF (GROUP-C)**

- SERVICE RULES 1997** as amended from time to time. In respect of pay, leaves and all other matters not expressly provided for in the Rules, 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.
- 6 You will be subject to Government Employees Conduct Rules 2016 as amended from time to time and Haryana Civil Services (Punishment & Appeal) Rules, 2016. 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 applicable 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.
  - 7 You will be governed by **NEW PENSION RULES** as notified vide no. 1/1/2014-1 Pension, dated 18.08.2008.
  - 8 You shall have to qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the probation period of two years, 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.
  - 9 You will be on **PROBATION FOR A PERIOD OF TWO YEARS**, which can be extended if necessary upto three 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 any notice.
  - 10 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 and suitable action shall be taken against you as per law.
  - 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 18<sup>th</sup> 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 You must submit:-
    - (iii) 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.
    - (iv) 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 21.12.2017.
  - 13 You will furnish a certificate to this office alongwith joining report a declaration attested by a Gazetted Officer or a Magistrate 1<sup>st</sup> class to the effect that you have one living spouse and is not marry to a person already having one living husband/wife.
  - 14 Your seniority will be determined according to your position in the merit list sent by the Haryana Staff Selection Commission.
  - 15 You are liable to be transferred anywhere under ESI Health Care Department within the State of Haryana.
  - 16 If so required, you shall be liable to serve in any Defense Service or post connected with the Defense of India for a period not exceeding four years including the period spent on training if any, provided that:-

- a) Shall not be required to serve as aforesaid after the expiry of ten years from the date of appointment and  
b) Shall not ordinary be required to serve as aforesaid after attaining the age of forty five years.
- 17 You are required to furnish a Medical Certificate of Fitness before joining from the Medical Board constituted under Rule 9 of Haryana Civil Services (General) Rules, 2016. You should appear for medical examination in the office of **Civil Surgeon, Bhiwani/ Hisar**.
- 18 In case you have already appeared before the Medical Board in Haryana during past 6 months and declared medically fit, you need not to appear for the same. In case you are already employed somewhere on a gazetted post under the Haryana Government and you have already produced a medical certificate to the department, you may be exempted from producing fresh medical certificate provided there is no break in your service and you produce a certificate from your employer at the time of joining.
- 19 If you are willing to accept this offer of appointment on the above mentioned terms and conditions, you must report to the Civil Surgeon, ESI Health Care, **Bhiwani** for joining within **30 days** from the date of issue of this letter. **NO EXTENSION IN JOINING TIME WOULD BE ALLOWED.**
- 20 You will not be entitled to any travelling allowance for the journeys to be performed by you, for your medical examination and for joining first appointment.

**Note:-1** The appointee would not be entitled to any claim/benefit because of anything essential regarding rules & regulations left to be quoted in this letter or any clerical mistake/error.

**2** Your documents will be checked by the Civil Surgeon ESI Health Care before joining.

  
Medical Inspector,

For, Director ESI Health care, Haryana

Endst No. 101/18-ESI-1E-1-2019/ 3749-53

Dated 31-12-2019

A copy is forwarded to the following for information and necessary action:-

1. Civil Surgeon Bhiwani/Hisar is requested that on arrival of the candidate, he/she may kindly be examined for first entry into Govt. Service as & when they appear before the Medical Board constituted by them as a "special case." If declared medically and physically fit, he/she may be informed accordingly and directed to report for duty.
2. Civil Surgeon ESI Health Care, Bhiwani is directed to check the document of the candidate before he join.
3. Medical Superintendent, ESI Hospital, Bhiwani.
4. Secretary, Haryana Staff selection Commission Panchkula to their confidential Letter No. HSSC/Confid.Recomm/2019/715 dated 04.11.2019.
5. Programmer for uploading the website.

Medical Inspector,

For, Director ESI Health care, Haryana