

**Regd/Email**

From

Director ESI Health Care, Haryana,  
Plot No. IP-5A, Sector -14 Panchkula.

To

Sr. No	Roll No.	C-Name F-Name	address	Place of posting	Place of Reporting
1.	32348002 30	GEETANJALI GULSHAN KUMAR	House No. 1860 30/ Street No.- NEW CHINYOT COLONY/ Land Mark- ROHTAK/ PinCode- 124001	ESI Hospital, Panipat	CS Karnal
2.	32348002 17	RITU JAIPAL	House No.-266/ Street No.- WARD NO 10/ Land Mark- UCHANA KALAN/ PinCode- 126115	ESI Hospital Sector- 8, Faridabad	CS Faridabad
3.	32348001 00	HITESH  ANAND KUMAR	House No.- 30/ Street No.- VILL- LALA PO-ROHRAI/ Land Mark- VILL- LALA PO- ROHRAI TEH-REWARI DISTT- REWARI HARYANA/ PinCode- 123401	ESI Hospital, Bhiwani	CS Bhiwani

Memo No: 101/19-1E1/2024/1943-45

Dated: 13/03/2024

**Subject: Appointment to the post of Operation Theatre Assistant (Group-C).**

\*\*\*\*\*

On the recommendation of Haryana Staff Selection Commission, Panchkula Selection of candidate for the post of Operation Theater Assistant, Advt. No. 03/2023, Cat.No. 299 vide their recommendation no. HSSC /Confid. /CA-14/CET-Group-C/2024/214 dated 12-03-2024, you are hereby appointed provisionally basis to the post of Operation Theater Assistant (Group -C) in the institution of ESI Health Care Haryana mentioned above before their names, @ the Functional pay level FPL-4 as may be admissible from time to time, on subject to the following condition:

1. Appointment will be provisional subject to the conditions mentioned in Govt. letter No. 52/08/2022-3GS-III dated 23.06.2022 and letter no. 52/06/2018-2HR-III dated 05.02.2024.
2. That in case your certificate/document found fake/bogus, your candidature will be cancelled automatically without any notice/intimation.
3. You will be entitled to draw such allowances and other benefits as sanctioned by the Government from time to time .
4. The post is temporary and your appointment will be terminable on one month 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. This condition will, however, not be applicable in case of your services are dispensed with during the probation period/
5. You are 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

SL

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 necessary orders are issued by the competent authority. Your appointment during probation period can be terminated without signing any reasons or giving any notice.

6. Your services will be subject to Government Employee Haryana Conduct Rules 2016 as amended from time to time. You will be governed by the Haryana Civil Services, Rules, 2016 and the relevant recruitment and conditions of Service Rules as applicable to them or amended from time to time, For all other matters, not specified herein, You shall act subject to rules, regulations, and instructions of Government as in force from time to time. In respect of pay, leaves and all other matters not expressly provided for in the HCS Rules, You will be governed by such other regulations and rules, as have been/would be framed and adopted by the competent authority under the Constitution of India. You will be covered under New Pension Rules as notified vide No. 1/1/2004-1Pension, dated 18.08.2008.
7. On appointment joining You will be required to take an oath of allegiance to the Constitution of India
8. You are furnish certificate to the effect that You has not more that one living spouse, not married to a person already having one living husband wife and You was not on any previous on dismissed from service under any department of Government or convicted by a Court of Law or no case is pending again you in any court of law.
9. In case you are married, You will have to file a declaration about non acceptance/giving of dowry. If You will be unmarried, You will have to furnish a declaration immediately after marriage regarding no 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
10. A declaration in writing that You was 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.
11. Your seniority will be determined according to his/ her position in the merit list sent by Haryana Staff Selection Commission
12. You are liable to be transferred anywhere within or outside the State of Haryana.
13. You are required to produce your academic certificate in original and 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 Health Services Haryana of Concerned District (Home or posting station)
14. In case you have already appeared before the Medical Board in Haryana during the past 6 months under declared medically fit, You need not to appear for the same. In case You are already employed somewhere under the Haryana Govt. and You has 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.
15. The appointment is provisional and is subject to the Academic Qualification Certificate/ Schedule Castes Schedule Tribes Backward Classes

ESM/DESM/DFF/Socio Economic etc certificates and any other declaration being verified through proper channel and if the verification reveals that the claims to belong to academic qualification certificate/Schedule Castes Schedule Tribes/Backward Classes/ESM/ DESM/DFF/Socio Economic etc, as the case may be, is false, the services shall be dispensed with forthwith without assigning any further notice and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.

16. This offer of appointment is further subject to the verification of character and antecedents, in case it is found that appointee is not of good character and anything in adverse against your. the services will be dispensed with at once without any notice to your in this regard.

If You are willing to accept this offer of appointment on the above mentioned terms and conditions, You should report to concerned Civil Surgeons for joining within 15 days from the date of issue of this letter, and submit your original documents related to your qualification and also submit declaration form as per Govt. letter No. 52/08/2022-11GS dated 23.06.2022 (copy of declaration form is enclosed) at the time of joining, no extension in joining time would be allowed. If You will be fail to report for duty within stipulated period, it will be presumed that You are not willing to accept this offer of appointment and your candidature will be treated as cancelled.

**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.**

  
Administrative Officer  
For, Director ESI Health Care, Haryana

Endst No. 101/19-1E1/2024/ 1946-SF

Dated 13/03/2024

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

- 1 All Civil Surgeon, Health Services are requested that on arrival of the candidate, You 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, You may be informed accordingly and directed to report for duty.
- 2 Civil Surgeon ESI Health Care, Faridabad, Karnal and Bhiwani is directed to the document pertaining to their Essential Qualification, Age, Caste/Category, College/Universities etc. as claimed by the candidates in the application form may be got verified from the issuing authorities, within two months of joining however they will be allowed to joining the duty after declared medical fit by the competent authority.
- 3 Medical Superintendent, ESI Hospital Faridabad, Jagadhari and Bhiwani.
- 4 Secretary, Haryana Staff selection Commission Panchkula to their confidential Letter No. HSSC /Confid. /CA-14/CET-Group-C/2024/214 dated 12.03.2024.
- 5 Jr. Programmer for uploading the website.

  
Administrative Officer  
For, Director ESI Health Care, Haryana