

From

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

To

Sr. No.	Roll no.	Name Father name	Address
1.	4245712853	Narendra Kumar Sheesh Ram Yadav	VPO- Kaysa Tehsil- Neemrana
2.	4245713585	Shivani Kuldeep Singh	VPO- Arainpura Teh- Gharaunda Distt. Karnal
3.	4245715219	Pooja Vedprakash	VPO- Chulkana Teh- Samalkha Distt. Panipat
4.	4245702294	Jatin Devender	VPO- Ladpur Teh- Badli
5.	4245704235	Sombir Yudh Veer Singh	# 51,1 Shree Ram Nagar, Sunariya Chowk, Rohtak
6.	4245718824	Sahil Shiv Kumar	Sidharth Nagar Gali No.-1, Near Sector 6, Panipat
7.	4245720922	Sudha Bai Rajvir Singh	Vill- Bakhapur PO- Garhi Bolni Distt.-Gurugram
8.	4245722390	Sukhwinder Kaur Bhagwan Das	# 13/1105 Hisar Road, Khairpur Sirsa
9.	4245726604	Harish Ram Singh	#33 Vill-Ludas Teh & Distt.- Hisar
10.	4245715767	Rohit Kumar Suresh Kumar	Village- Chhari PO- Baindi via Radaur
11.	4245720232	Vishal Bansi	Village Rakhi Khas The- Naranund Distt. Hisar
12.	4245709275	Vikrant Bijender Singh	Village Raidaska PO Deedhot Distt. Palwal Vicky.dohan18@gmail.com
13.	4245718552	Vashaw Bandhu Leela Ram	VPO Rasulpur

Memo No: 106/1-4E-1/2024/ 6355-68

Dated: 20/10/2024

Subject: Appointment to the post of Clerk (HQ) (Group-C).

On the recommendation of Haryana Staff Selection Commission, Panchkula Selection of candidate for the post of **Clerk (HQ)**, against Advt. 04/2024 Cat.No. 380 vide their recommendation no. HSSC/ Confd. /CA-14/CET-Group-C/2024/695 dated 19-10-2024, you are hereby appointed provisionally basis to the post of **Clerk (HQ) (Group -C)** in the institution of ESI Health Care Haryana mentioned above before their names, @ the Functional pay level FPL-3 (Rs. 21700/-) as per 7th pay commission plus other usual allowances admissible from time to time, on subject to the following condition:

1. Appointment will be provisional subject to the conditions i.e. Verification of Character and Antecedent, Medical Certificate of Fitness and Biometric / Facial

Verification attendance as per mentioned in Govt. letter No. 52/08/2018-2HR-III dated 11.10.2024.

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 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 will furnish certificate to the effect that You have not more that one living spouse, not married to a person already having one living husband wife and You were 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, within a period of two months from the date of 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/DFP/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/DFP/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 you. the services will be dispensed with at once without any notice to your in this regard.
17. 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. 52/08/2018-2HR-III dated 11.10.2024 (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

Dated 20/10/2024

Endst No. 106/1-4E-1/2024/ 6369-96

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 Sr. Account Officer, HQ.
- 3 Secretary, Haryana Staff selection Commission Panchkula to their confidential Letter No. HSSC /Confid. /CA-14/CET-Group-C/2024/695 dated 19-10-2024.
- 4 PS to Director ESI.
- 5 Jr. Programmer for uploading the website.


Administrative Officer

For, Director ESI Health Care, Haryana