

Memo No. Aviation-E-2020/ 8845-8957

From

The Adviser, Civil Aviation Haryana,  
30 Bays Building, 3<sup>rd</sup> Floor,  
Sector-17/B, Chandigarh.  
Pin Code-160017.  
**Telephone No. 0172-2709174**

To

- i) The Chief Secretary to Govt. Haryana.
- ii) All the Heads of Department in the Haryana State.
- iii) All the Divisional Commissioner in the Haryana State.
- iv) All the Deputy Commissioners in the Haryana State.

Dated, Chandigarh, the <sup>29</sup>03 March, 2020.

**Subject:- Filling up one post of Accountant on transfer basis from other Govt. Departments.**

Sir,

One post of **Accountant** in the pay matrix FPL-6 lying vacant in this department at Chandigarh is to be filled on transfer basis from other State Govt. Departments. The qualification, and experiences given as under:-


**Qualification & Experience:**

- (i) **Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;**
- (ii) **Knowledge of Hindi up to Matric standard;**
- (iii) **Five years experience as Junior Scale Stenographer, Steno-typist, Accounts Clerk, Clerk;**

**Junior Scale Stenographer/Steno-typist should have performed 1/3 duties as Clerk in addition to his own duties for a period of 2 years.**

The person to be taken on transfer will be given the benefit of pay protection etc. However, his seniority will be determined in the Civil Aviation Department from the date of the official actually joins.

It is requested that the said requisition may please be circulated amongst all eligible persons for obtaining their willingness to come on transfer basis to the office of Adviser, Civil Aviation Haryana, 30 Bays Building, Sector - 17, Chandigarh. alongwith their summary of Annual Confidential Reports for the last ten years and information regarding disciplinary action or Vigilance Enquiry pending against them, if any. The application of the eligible candidates alongwith all requisite documents may be forwarded to this office on or before 17.03.2020. The applications which are received after due date/not sent through proper channel will not be considered.

  
Administrative Officer,  
for Adviser, Civil Aviation Haryana.