

From

The Advisor Civil Aviation Haryana,  
30 Bays Building, Sector-17 B,  
Chandigarh 160017.  
**Tele.No.0172-2709386**

To

- i) The Chief Secretary to Govt. Haryana.
- ii) All Heads of Department.
- iii) Commissioner, Ambala/Hisar/Rohtak/Gurgaon/Karnal/Faridabad Division.
- iv) All the Deputy Commissioners in the State.

Dated, Chandigarh, the 17/11/2022

**Subject:- Filling up the posts of Assistant (03), Accountant (02) Junior Mechanic (06), Steno Typist (Both English or Hindi)(01) and Clerk (03) on transfer basis from State Govt. Departments.**

Sir,

I am directed to invite your kind attention on the subject cited above and to intimate that the following posts are to be filled on transfer basis. The qualification, experiences and pay scales of the above posts are given as under:-

Sr. No.	Name of Post	Category	Number of vacant post	Service rule of post (On deputation/ transfer)
1.	Assistant	Gen.-2 SC-1	03	(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ; (ii) Knowledge of Hindi/Sanskrit up to Matric standard; (iii) Five years experience as Junior Scale Stenographer, Steno-typist, Clerk, Clerk; Junior Scale Stenographer/Stenotypist should have performed 1/3 duties as Clerk in addition to his own duties for a period of 2 years.
3.	Accountant	Gen-1 BCB-1	02	(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ; (ii) Knowledge of Hindi/Sanskrit up to Matric standard; (iii) Five years experience as Junior Scale Stenographer, Steno-typist, Clerk, Clerk; Junior Scale Stenographer/Stenotypist should have performed 1/3 duties as Clerk in addition to his own duties for a period of 2 years.
4.	Junior Mechanic	Gen-4 SC-1 BCA-1	06	(i) Matric/ Higher Secondary or its equivalent/10+2 (Vocational) ; (ii) 3 years experience in


				Aviation as Helper.
7.	Steno Typist (Hindi or English)	Gen.-1	01	<p>(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational);</p> <p>(ii) Knowledge of Hindi/Sanskrit up to Matric standard;</p> <p>(iii) Two years experience as Clerk who qualified departmental test in English or Hindi/Sanskrit shorthand at a speed of 80/64 words per minute and transcription thereof at a speed of 15/11 words per minute respectively as conducted by the department.</p>
8	Clerk	ESM(SC)-1 Gen.-2	03	<p>(i) 10+2 or its equivalent;</p> <p>(ii) Knowledge of Hindi/Sanskrit/Sanskrit up to Matric standard; (iii) Typing speed of 30 words per minute in English and 25 words per minute in Hindi/Sanskrit converted with equivalent key depressions in both cases as the typing speed would be tested on computers.; (iv) The existing Clerks, who have been promoted from Group-D and Restorer etc. who have not passed the typing test till date as required under the Service Rules shall have an option either to pass the typing test or the State Eligibility Test in Computer Appreciation and Application (SETC). (v) The candidate 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 in case of direct recruit. The candidate appointed against the aforesaid categories of posts in Group C shall not be entitled to earn any increment in his/her pay scale till he/she qualifies the said test, failing which the services of such employees shall be dispensed with. The persons who are promoted to the post of Clerk and Steno-typist shall also qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within</p>



				<p>the period of probation of one year extendable by one year, failing which he/she will be reverted back. (vi) The following qualifications are exempted from taking the State Eligibility Test in Computer Appreciation and Applications (SETC):- (i) M. Tech/B. Tech (Computers), MCA, BCA or Diploma in Computers from the recognized institutions e.g. Polytechnics; (ii) Basis Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics &amp; Information Technology (NIELIT) (erstwhile DOEACC Society); (iii) Haryana State-Certificate in Information Technology (HS-CIT) from the Authorized Learning Centers (ALCs) of the HKCL; (iv) Candidates/employees who have already passed the SETC and the same is valid at the time of joining the service. The State Eligibility Test in Computer Appreciation and Applications (SETC) passed by any candidate earlier shall be considered. valid for a period of five years from the date of issue of such certificate by HARTRON or any other agency authorized by the Government; and (v) Physically disabled candidates i.e. amputation of hand (Left and Right) Amputation of upper limbs, Paralysis of Radial Nerve (Radial Nerve Palsy) of either upper limb. Declination degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped.</p>
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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 B, Chandigarh 160017 alongwith their summary of Annual Confidential Reports for the last ten years/ after joining and information regarding disciplinary action or Vigilance Enquiry pending against them, if any, to this office for making selection by 30 days.

  
Junior Pilot-cum-DDO  
for Additional Chief Secretary to Govt. of Haryana,  
Civil Aviation Department, Haryana  
