

From

The Director,  
Women & Child Development,  
Haryana, Panchkula.

To

Registered.

Pinki D/O Jaibir  
Address House No 1511/04 Patal Nagar Near Post Office Hisar  
Pin :125001 State Haryana.  
No. 34441 EA4/WCD/2019  
Dated: 03/12/19

Subject: - Appointment to the post of temporary Stenographer(English)

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On the recommendations by the HSSC/Confid. Recomm./2019/ 707 dated 31.10.2019. You are hereby offered a temporary appointment of Stenographer(English) in this department in the scale of Pre revised FPL-2 plus usual allowances as sanctioned by the Haryana Govt. from time to time w.e.f the date you join your duty & posted in the office of Directorate, Women & Child Development Department at Panchkula on the following terms and conditions :-

Terms and conditions:-

- 1- It should be clearly understood that your appointment on the post of Steno Typist is on provisional basis on purely temporary post. Your appointment is against 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 recruited similarly.
- 2- You will remain on probation for a period of two years which may be extended up to three years. If during or at the end of this period of probation, your work or conduct is not found satisfactory, your services will be liable to be dispensed with, without any notice and without assigning any reason.
- 3- Your service will be governed by the Haryana Civil Services Rules and Haryana Civil Services (Punishment & Appeal), Rules-2016.
- 4- If, at any stage you desire to resign your post, you will be required to give one month clear notice of forfeit, in lieu thereof your salary including allowances for one month. Such a notice will be given to you by the Govt. also in case it is proposed to terminate your services for reason other than that mentioned in Para (2) above. Govt. will also be liable to pay your salary including allowances for one month or for the period by which the notice falls short of one month. In case of misconduct, however, you will be given a reasonable opportunity to show cause why your service should not be terminated, in which case, the condition of one month notice will not apply.
- 5- You will have to qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) with in the probation period of one year, extendable by one year. The candidate promoted/appointed against the aforesaid category of post in Group 'C' shall not be entitled to earn any increment in their pay scale till they qualify the said test, failing which they will be reverted back.
- 6- You will not undertake higher studies of any kind without prior permission of the competent authority. Consequently, no leave of any kind will be granted for persecution of higher studies.

- 7- You will be required to produce the original Educational and date of birth certificates at the time of joining the post. If any original certificate found fake after verification from the concerned Board of School Education, Haryana and Tehsildar, Your services shall be dispensed with atonce.
- 8- Your appointment is subject to the condition that you have passed the Matriculation or equivalent examination with Hindi.
- 9- You will be required to take the prescribed oath of allegiance to the Constitution of India.
- 10- In case you are married, you have not more than one living spouse/you are not married to a person who have more than one living spouse/and if so, you should justify the circumstances for that.
- 11- No TA/DA or joining time will be allowed to you for joining this post.
- 12- You shall have to furnish the Medical Certificate of fitness from the Civil Surgeon of the concerned district as required under Haryana Civil Services Rules 2016 Chapter III of rule 9 at the time of joining the post.
- 13- You will be covered under New Pension Scheme of Haryana Govt. which is in force w.e.f. 01.01.2006.
- 14- The original documents pertaining to your Educational Qualifications, Age, Caste, Category, Experience and Universities etc as claimed by you in the application form, if any document is found fake at any stage, your services will be terminated without any notice.
- 15- As your character and antecedents have not been got verified in terms of government instruction issued vide Memo No. 52/03/2005-65 (1) , dated 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 this department regarding your character and antecedents, your services will be liable to be terminated without giving any notice.

If the above terms and conditions are acceptable, you should report for duty within 15 days from the receipt of this communication in the concerned office mentioned in para 1 failing which, the offer of appointment will be treated as cancelled.

  
Director,

Women and Child Development Deptt.  
Haryana, Panchkula.

Endst. No. 34442 /EA-4/WCD/2019, Panchkula Dated 03/12/19

A copy of above is forwarded to the Secretary, HSSC, Panchkula with reference to their Memo No. HSSC/Confid. Recomm./2019/ 707 dated 31-10-2019 with the request that for information and necessary action.

Superintendent (Estt.),

For Director Women and Child Dev. Deptt.  
Haryana, Panchkula.

Endst. No. 34443-42 /EA-4/WCD/2019, Panchkula Dated 02/12/19

A copy of above is forwarded to the following for information and necessary action.

1. Additional Director (Admn.), Hqr.
2. Concerned Civil Surgeon.
3. Concerned Distt. Programme Officer, WCD.
4. Concerned Official.
5. Office order file.

Superintendent (Estt.),

For Director Women and Child Dev. Deptt.  
Haryana, Panchkula.