

Official communication should be addressed to the Secretary, Haryana Public Service Commission and not to any person by name.

Director of Prosecution, Haryana

Diary No.

Date

6925

20-6-19

From:

Secretary,
Haryana Public Service Commission,
Panchkula (Haryana)

To

Additional Chief Secretary,
Administration of Justice Department
Haryana.

No. BF 20/91-CAG/

Dated:

Subject: Vacancy circular regarding filling up one temporary post of Secretary (Legal) Group-A in the Haryana Public Service Commission on absorption basis by way of transfer from the eligible Law Officers of the Prosecution Department/Law Department of Haryana.

Sir,

With reference to above mentioned subject, I have been directed to inform that the Commission wants to fill up the post of Secretary (Legal) Group-A in the pay scale of 37400-67000+8700 GP (which has been revised w.e.f.01.01.2016) in the O/o Haryana Public Service Commission on absorption basis by way of transfer from amongst the Law officers (by whatever nomenclature he/she may be called) of Prosecution/Law Department, Haryana. The qualification, experience, age and other conditions of service for the aforesaid post are as under:-

1. Educational Qualification:- The officer should be having bachelor degree in Law passed in 1st division from a recognized University. Preference will be given to those having Master's degree in Law (LLM).
2. Experience as officer should not be less than 15 years in dealing with service matter.
3. The officer should not be more than 50 years of age.
4. Other condition of service shall be governed by the Rules/Instructions issued by the Government of Haryana.

The applications in prescribed format (attached) alongwith requisite documents submitted by the applicant shall be forwarded to HPSC through proper channel on or before 03.07.2019 (Closing Date) alongwith dossiers or photocopies of ACR's of last 15 years and certify that no major/minor penalty has been awarded to him during the last ten years. The eligible and interested officers may also submit an advance copy of application alongwith requisite documents to the Commission on or before 03.07.2019 (Closing Date). It is further inform that eligibility of the officer regarding age, qualification, experience shall be determined on the last date of submission of the application. Further, the probation period for the said post is One year and all the previous service consequential benefits shall be protected as the per Government Rules/Instructions.

Note:- The Commission will be at liberty to devise any method for selection to the above said post.

Yours faithfully,

Dy. Secretary

Endst. No. BF 20/91-CAG/ 6126

Dated:- 19/6/19

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

1. The Director, Prosecution Department, Haryana.
2. The Secretary, Law & Legislative Department, Haryana.

Dy. Secretary

Address: Bays No. 1-10, Block - B, Sector - 4, Panchkula (Haryana) - 134112

Web: <http://hpsc.gov.in>

Tel: 0172 - 2560755

Email: info.hpsc@gmail.com

Fax: 0172 - 2560756

**APPLICATION FORMAT FOR THE POST OF SECRETARY (LEGAL)
ON ABSORPTION BASIS BY WAY OF TRANSFER**

Self Attested
Photo

1. Name of the applicant : _____
2. Father/Husband Name : _____
3. Date of Birth : _____
4. Age as on (Closing date) : _____
5. Present Post Holding : _____
6. The date of initial appointment : _____
7. Name of the parent Office/Deptt. : _____
to which you belong.
8. Candidate's contact No. : _____

9. Educational Qualification (from 10th onwards):-

Sr. No.	Examination Passed	Year of Passing	Board/University	% of marks obtained	Division

10. Experience (in chronological order):-

Sr. No.	Post held	Department	Post held		Nature of duties
			From	To	

11. Whether any major/minor penalty was ever imposed during last 10 years: Yes/No
12. Whether presently any departmental enquiry is pending or not: Yes/No

DECLARATION

I solemnly declare that the statement and details above in the application form are correct to the best of my knowledge and belief. In case any of the details in the application form are found false at a later stage, my candidature/appointment may be cancelled/withdrawn.

Date: _____

Place: _____

Signature of the Candidate

To be certified by the Authority/Employer

- i) Certified that no major/minor penalty has been awarded to him/her during last 10 years.
- ii) Up-to-date ACR dossier of the Officer or photocopies of ACRs for last 15 years are enclosed.

Date: _____

Place: _____

Signature, Name & Seal of the HOD/Head of Office