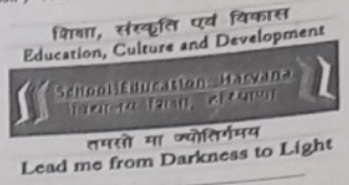




Directorate School Education

विद्यालय शिक्षा निदेशालय



Off.: Plot No. 1B, Shiksha Sadan, Sector 5, Panchkula, Haryana 134109 (India) - Tel: 91(0172)-2560246 Fax: 91(0172)-2560253
कार्यालय: प्लॉट नं० 1बी, शिक्षा सदन, सेक्टर 5 पंचकुला-134109 (भारत) दूरभाष : 91 (0172) 2560246 फैक्स 91 (0172) 2560253
e-mail: edusecondaryhry@gmail.com - site: www.schooleducationharyana.gov.in

From:

The Director Secondary
Education Haryana,
Panchkula.

To

District Education Officer,
Faridabad and Sonapat

Memo No. 1/1-2010 AS (2)

Dated Panchkula the: 28.08.2023

Subject: Appointment to the post of Class- IV in govt. service from amongst aided school.

Refer to the subject cited above.

You are hereby directed to further direct concerned Head of Institution to issue the appointment letter immediately to the person who is working as Class-IV (Chowkidar, Sweeper and Waterwoman) in the Aided School and has opted voluntarily in accordance with the provision made in Haryana Voluntary State Education Service Rules, 2017 and found suitable for appointment as mentioned in aforesaid rules in the Govt. School whose station has been allotted by this Directorate as per the specimen of appointment letter mentioned below send a copy of appointment letter within two days positively through email i.e. aideddse@gmail.com.

They are also directed to verify the genuineness of the original certificates of these Class-IV (Chowkidar, Sweeper and Waterwoman) which have been submitted by them to the Directorate of Secondary Education Haryana along with their application form while opting voluntarily for taken over under the provision made in Haryana Voluntary State Education Service Rules, 2017 through their school management of concerned aided schools and as detailed in terms & conditions before allowing them to join in the concerned School mentioned against their name. He is directed to obtain the attestation forms and self declaration from them before allowing them to join duty and submit the four copies of the same in original to the HRME-II Branch of the Directorate immediately for further necessary action. If anything serious is detected, then they shall be responsible for presenting wrong information/documents and appropriate legal/criminal action can be initiated against them.

Sr. No.	Name/Designation/present place of posting	Address	New place of posting	Remarks
1.	Parmod Kumar, Chowkidar, Mahadev Desai Sr. Sec. School, Sector-16 A, Faridabad	Village Khairatpur, P.O. Jamalpur, Distt. Azamgarh, U.P.	G.S.S.S. Sarai Khawaja, Faridabad (998)	A/V
2.	Anand Kumar, Sweeper, C.R. Z. Sr. Sec. School, Sonapat	#87/2B, Jawahar Nagar, Near Gautam Nagar, Shiksha Sadan, Sonapat	G.M.S. Mandi, Sonapat (3682)	A/V
3.	Tasvir Singh, Chowkidar, C.R. Z. Sr. Sec. School, Sonapat	VPO Rurki (Rohtak)	G.S.S.S. Jasrana (Sonapat) (3465)	A/V
4.	Samita Dahiya, Waterwoman, Modern High School, Pipli (Sonapat)	H.No. 459, Pehladpur Bangar, Delhi	G.H.S. Sohati (Sonapat) (3656)	A/V

Specimen of appointment letter with the terms and conditions:-

Office of ----- (District-----)

Order No. ----- Dated:-----

The following person who is working as Class-IV (Chowkidar, Sweeper and Waterwoman) in the Aided School and has opted voluntarily in accordance with the provision made in Haryana Voluntary State Education Service Rules, 2017 and found suitable for appointment as mentioned in aforesaid rules to the post of Class-IV (Chowkidar, Sweeper and Waterwoman) in the Haryana State Secondary Education Department (Group-D) Service Rules, 1998 in the pay scale as mentioned in DL** of the Schedule 1 of the Pay Matrix of the Haryana Civil Services (Revised Pay) Rules, 2016 plus usual allowances as admissible under the State Government Rules from time to time.

The following terms and conditions may be imposed in their appointment letter:-

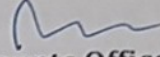
Terms & Conditions

1. He/She is appointed purely on temporary and provisional basis.
2. This appointment is against temporary post and his/her confirmation against substantive post shall be considered on the basis of his/her seniority and record of service as and when such posts are available.
3. He/She shall have to take an oath of allegiance to the Constitution of India.
4. He/She shall produce a certificate before joining the duties to the effect that they have one living wife in case he is married. None of them who has more than one living wife shall be eligible for appointment to the post offered unless the Government after being satisfied that there are special grounds for doing so, exempt him from this condition.
5. He/She shall not be allowed to apply for any post outside the department for a period of at least five years.
6. He/She shall not claim seniority on the basis of these orders. Their inter-se seniority will also be decided in accordance with the department rules and instructions of the State Government later on.
7. In other matters, not specifically mentioned in this communication, he/she shall be governed by the Civil Services Rules as applicable to Haryana Government Employees and such orders/instructions as may be issued by the Government from time to time.
8. Candidate who has been selected as Class-IV (Chowkidar, Sweeper and Waterwoman) may be further directed to show his/her original certificate of academic qualification, experience and other relevant certificate to the concerned District Education Officer of his present place of posting. District Education Officer would verify the genuineness of his original certificate.
9. Their appointment is subject to the condition that in case they have not produced medical fitness certificate at the time of their initial appointment in the aided schools than concerned District Education Officer will ensure that they shall submit their medical fitness certificate first duly issued by the Medical Board only then they should join as Class-IV (Chowkidar, Sweeper and Waterwoman) in the concerned school.
10. Their appointment letter is provisional subject to the condition of good moral character as the verification report is awaited from the District Magistrate, concerned and Superintendent of Police, concerned.
11. If in case character and antecedents of they are found not verified or any false information is given by them in their self declaration, the

- provisional appointment letter will be cancelled forthwith and other criminal/legal action will also be taken as per provisions of Indian Penal Code (IPC) etc. as deemed fit.
12. The exercise of the verification of character and antecedents should be carried out within a period of two months. Once, the verification report is received and there is no objection on the facts given by them, the provisional appointment letter will be confirmed.
 13. He/She shall be governed by the Haryana State Secondary Education Department (Group-D) Service Rules, 1998.
 14. If at any time during the course of his/her temporary appointment, any of the appointee desires to resign, he/she shall be required to give one month's clear notice or forfeit, in lieu thereof, his/her salary including allowances etc. for one month or for the period by which the notice falls short of one month. Such a notice will be given to him/her by the Government also in the case if it is proposed to terminate his services in lieu thereof the Government will be liable to pay him/her salary, including allowance for one month or for the period by which the notice falls short of one month.
 15. No TA/DA will be admissible to the candidates for joining as Class-IV (Waterman).
 16. If he/she gets an appointment as Class-IV (Chowkidar, Sweeper and Waterwoman) on the basis of his furnishing false or fraudulent information/ facts/documents which are detected later on, he/she would be liable for termination of service without any notice.
 17. The appointment under these rules shall be a fresh appointment made on the minimum of pay scale of that post, however, the salary of the employee appointed under these rules shall be protected as a measure personal and shall not be less than the salary which he is already Class-IV (Chowkidar, Sweeper and Waterwoman). The past service rendered shall not be counted for any other intents and purposes except pensionary benefits.
 18. An employee appointed under these rules shall not be entitled for any promotion till he attains the age of superannuation.
 19. An employee under these rules shall be eligible for pension under the provisions of Haryana Civil Services (Pension) Rules, 2016.
 20. An employee appointed under these rules shall be entitled for the amount of contribution towards Contributory Provident Fund alongwith interest liable to be paid by the concerned aided school management for the service rendered in the said school and the Management shall pay the same within a period of one month to the concerned quarters.
 21. Arrears of any kind in respect of the employees who are working in aided schools and are appointed under these orders shall not be paid by the Government for the period prior to the date of appointment in the Service.
 22. No grant-in-aid shall be payable to the aided schools in respect of the posts which have been taken over in the Service.
 23. The leave account of the employees appointed under these rules shall start with a zero balance.
 24. All other matters, not specifically mentioned in the Haryana Voluntary State Education Service Rules, 2017, shall be governed by the Haryana Civil Services Rules and Punjab Financial Rules as applicable to Haryana Government Employees and by such rules and regulations as may have

been, or may hereafter be adopted or made by the competent authority made under the Constitution of India or under any Law for the time being in force made by the State Legislature.

If he/she is willing to accept this offer to appointment as Class-IV (Chowkidar, Sweeper and Waterwoman) on the above terms and conditions, he/she should submit his/her joining report within 15 days in the concerned schools mentioned against his/her name and send a copy the same to the Directorate of Secondary Education Haryana, Panchkula accordingly.

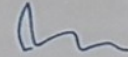

Accounts Officer AS
For Director Secondary Education
Haryana Panchkula

Endst. No. Even

Dated, Panchkula, the 28.08.2023

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

1. Manager/Principal, Mahadev Desai Sr. Sec. School, Sector-16 A, Faridabad. Service book and personal file of Sh. Parmod Kumar, Chowkidar are returned herewith in original.
2. Manager/Principal, C.R. Z. Sr. Sec. School, Sonapat. Service book and personal file of Sh. Anand Kumar, Sweeper and Sh. Tasvir Singh, Chowkidar are returned herewith in original.
3. Manager/Principal, Modern High School, Pipli (Sonapat). Service book and personal file of Smt. Samita Dahiya, Waterwoman are returned herewith in original.
4. Concerned Class-IV employees.
5. Superintendent HRME-II Branch (Local)
6. Joint Director (I.T.) Local for uploading on the website of the Department.


Accounts Officer AS
For Director Secondary Education
Haryana Panchkula