

From

The Principal Secretary to Government Haryana.
Industries & Commerce Department.

To

All Head of the Departments/Boards/Corporations in Haryana

Memo No. 02/04/2021-1IB-II
Dated Chandigarh, the 16th Dec, 2021.

Subject: **Filling up the posts of Additional Director, Joint Director (Group-A), Deputy Director (Industrial Promotion/Projects) /Statistics) (Group-A) and Assistant Directors (Industrial Promotion/Projects) (Group-B) in the Directorate of Micro, Small and Medium Enterprises Haryana and District MSME Centres on deputation basis.**

Kindly refer to the subject cited above.

2. In this regard, it is intimated that the following posts are proposed to be filled up in the Directorate of Micro, Small and Medium Enterprises Haryana and District MSME Centres on deputation/transfer basis initially for a period of one year or till the posting of regular incumbents, whichever is earlier:-

Sr. No.	Name of the Post to be filled up	No. of the Post to be filled up	Pay Scale of the post	Eligibility Conditions (deputation basis)
1.	Additional Director	01	FPL-13 (88400-202600) (Rs.15600-39100+8000G P) (Pre-revised)	<p>i. Bachelor Degree in Engineering or Technology with 1st Division or Postgraduate Degree in Commerce/ Economics/ Statistics / Mathematics /Business Administration with 2nd division from recognized university ; and</p> <p>ii. Candidate already holding the post of Additional Director for at least one year; and</p> <p>iii. Hindi or Sanskrit upto Matric standard or higher education.</p>

2.	Joint Director	14	FPL-11 (67700-191000) (Rs. 15600-39100+6400 GP (Pre-revised))	<p>i. Bachelor degree in engineering or Technology with 1st division or Post Graduate degree in Commerce/Economics/Statistics/Mathematics/Business Administration with 2nd division from recognized university; and</p> <p>ii. Candidate already holding the post of Joint Director for at least one year; and</p> <p>iii. Hindi or Sanskrit upto matric standard or higher education.</p>
3.	Deputy Director (Industrial Promotion/Projects/Statistics)	23	FPL-10 (56100-177500) (Rs. 15600-39100+5400 GP (Pre-revised))	<p>(a) Deputy Director (Industrial Promotion)</p> <p>i. Candidate already holding the post of Deputy Director (Industrial Promotion) for at least one year; and</p> <p>ii. Bachelor Degree in Engineering or Technology with 1st Division or Postgraduate Degree in Commerce/Economics/Business Administration with 2nd Division from recognized university; and</p> <p>iii. Hindi or Sanskrit upto matric standard or higher education.</p> <p>(b) Deputy Director (Projects):-</p> <p>i. Candidate already holding the post of Deputy Director (Project) for at least one year; and</p>

				<p>ii. Graduate in Engineering or Technology with 1st Division from recognized university: and</p> <p>iii. Hindi or Sanskrit upto matric standard or higher education.</p> <p>(c) Deputy Director (Statistics):-</p> <p>i. Candidate already holding the post of Deputy Director (Statistics) for at least one year; and</p> <p>ii. Masters Degree Economics/Statistics/ Commerce/Mathematics with 2nd division or Chartered Accountant or Company Secretary or Chartered Financial Analyst (CFA) from recognized university: and</p> <p>iii. Hindi or Sanskrit upto matric standard or higher education.</p>
5.	Assistant Directors (Industrial Promotion)	14	FPL-7 (44900-142400) (9300-34800+4600 Grade Pay (Pre-revised))	<p>(a) Assistant Director (Industrial Promotion)</p> <p>i. Candidate already holding the post of Assistant Director (Industrial Promotion) for at least one year; and</p> <p>ii. Knowledge of Hindi or Sanskrit upto matric standard or higher education.</p> <p>(b) Assistant Director (Projects)</p> <p>i. Candidate already holding the post of Assistant Director</p>

				(Projects) for at least one year; and
				ii. Knowledge of Hindi or Sanskrit upto matric standard or higher education.

3. In case of appointment of an employee working in any Corporation/Board of the Haryana Government, the terms and conditions of the appointment on deputation/transfer will be standard terms and conditions as prescribed in Haryana Civil Services (General) Rules, 2016.
4. The deputation on the above posts shall be on selection basis amongst the applications received from the eligible candidates. In case, any junior become eligible for promotion, during the tenure of deputation, the officer on deputation will be repatriated back to their parent department.
5. The department reserves the right to increase or decrease vacancies without any notice.
6. The department reserves the right to post any employee appointed on deputation/transfer basis at Headquarters or anywhere in the Haryana State in the field offices under the control of Directorate of MSME, Haryana.
7. You are therefore, requested to send names and details of willing & eligible officers in the prescribed format at **Annexure-I** along with summary of ACRs for the last 10 years (attested copies) within 15 days, through proper channel, from the date of issuance of this memo i.e. up to 31.12.2021. Please ensure that the names of recommended officers should not be under any kind of disciplinary proceedings under Rule 7 or 8 of the Haryana Civil Services (Punishment & Appeal) Rules, 2016 and also free from any type of vigilance enquiry/judiciary proceeding.
8. The applications may be sent through e-mail on **jointdirectormsme03@gmail.com**.


Superintendent, Industries-II
For Principal Secretary to Government Haryana,
Industries & Commerce Department

Endst. No. 02/04/2021-1IB-II

Dated:16/12/2021

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

1. Chief Secretary to Government of Haryana.
- ✓ 2. Director General, MSME, Haryana, Plot No. C-3, HSVP Complex, Sector 6, Panchkula, Haryana 134109.
3. Director General, Industries & Commerce, Haryana, 30 Bays Building, Sector 17-C, Chandigarh with a request to upload the circular on the website of the department.


Superintendent, Industries-II
For Principal Secretary to Government Haryana,
Industries & Commerce Department

CC:-

1. PS to Deputy CM, Haryana.
2. PS to PSI&C.

15. Experience Details: -

S. No.	Nomenclature of the Post	Department/Board /Corporation	Pay Level of the post held	From	To	Nature of Duties

16. Details of previous deputation/foreign assignment (if any):-

S. No.	Organization	Designation	From	To	Nature of Duties

16.	Whether debarred from deputation? If yes, please furnish details.	:	
17.	Whether cooling off period completed? If yes, date of return from previous deputation with details, whenever applicable	:	

18. APAR/ACR Ratings for last 10 years, if available: -

Sr. No.	Year	Rating
1.		
2.		
3.		
4.		
5.		

6.		
7.		
8.		
9.		
10.		

19. Details of Disciplinary Proceeding pending at present and/or finalized with a minor/major penalty during the service period (add separate sheet, if required):-

20. Awards/ Incentive/Appreciation letters during Service Career, If any:-

S. No.	Name of award	Brief Details
1.		
2.		
3.		
4.		
5.		

I certify that the details furnished by me above are true and I am eligible for the post as the criteria laid down in the vacancy notice.

(Name and Signature of the applicant)

Place:

Date:

PROFORMA
FOR SUBMISSION OF APPLICATION FOR
APPOINTMENT ON DEPUTATION

Post against which application has been submitted	
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Personal Data

1.	Name of the Applicant	:	
2.	Gender	:	
3.	Category of the Applicant	:	
4.	Date of Birth	:	
5.	Date of Joining Service on Regular Basis	:	
6.	Present Designation	:	
7.	Date of appointment to present post	:	
8.	Pay Scale of the post presently held	:	
9.	Present Pay Level/Basis Pay of the Employee	:	
10.	Group of the present post	:	
11.	Name of Parent Department/Board/Corporation	:	
12.	Place of posting	:	
13.	Contact Details	:	
	(a) Email ID	:	
	(b) Mobile Number	:	

14. Educational Qualifications: -

S. No.	Qualification/Degree	Years/Division	Institution/University, Place/Country