

No. 42/19/2020-2GS-I
Haryana Government
General Administration Department
(General Services-I Br.)

Dated: Chandigarh, the 10th November, 2020

To

1. All the Administrative Secretaries to Government Haryana
2. All the Heads of Departments,
3. All the Managing Directors/Chief Executive Officers of Boards/Corporations in Haryana.
4. All the Divisional Commissioners in Haryana.
5. All the Deputy Commissioners in Haryana.

Subject: Regarding to send status report of various categories of Stenographer (Senior Scale Stenographer, Junior Scale Stenographer, Steno-typist) Advt. No. 12/2015, Category No. 1 to 8 vacant post due to non-joining or resignation.

Sir/Madam,

I am directed to invite your attention to Government letter of even number dated 21.08.2020 on the subject cited above and letter No. 42/19/2020-2GS-I, dated 13.10.2020 vide which validity of waiting list was extended upto 30th November, 2020.

2. All the Departments were requested to send the status report of the posts of Senior Scale Stenographer/Junior Scale Stenographer/Steno-typist pertaining to above said advertisement which are lying vacant due to non-joining or resignation of the candidate(s) recommended by the Haryana Staff Selection Commission but the same has not been made available by all the Departments/Boards/Corporations. The validity of waiting list has already been extended upto 30th November, 2020.

3. Now all the Heads of Departments and other Appointing Authorities are requested to send their requisition to HSSC for recommendation of candidates against the posts of Senior Scale Stenographer, Junior Scale Stenographer, Steno-typist which are lying vacant, if any, due to non-joining or resignation of the candidate(s) already recommended by the Commission by 20th of November, 2020 positively in the prescribed proforma enclosed herewith.

3. It is also informed that as soon as candidates are recommended by HSSC from the waiting list, the concerned departments shall issue offer of appointment with the direction to join within 15 days of issue of the appointment letter. The concerned departments shall also make sincere efforts to contact the candidates personally through telephone/ call-centre and motivate them to join within 15 days. The process of joining of candidates in the waiting lists should be completed by 30.11.2020 positively.

Yours faithfully,


Superintendent General Services-I,
for Chief Secretary to Govt. of Haryana

Endst. No. 42/19/2016-2GS-I**Dated Chandigarh, the 10th November, 2020**

A copy of the above is forwarded to the Secretary, Haryana Staff Selection Commission with the direction to recommend the category-wise candidates from the waiting lists immediately in accordance with the information made available by the Departments/Boards/Corporations regarding posts of Steno-typists/Stenographers pertaining to Adv. No. 12/2015 which are lying vacant due to resignation or not joining by the candidates already recommended by HSSC against these posts.


Superintendent General Services-I
for Chief Secretary to Govt. of Haryana

Annexure-A

Vacancy Position of Stenographer Adv No. 12/2015 (Category No. 1 to 8)

Advt. No. 12/2015

Category No. _____

Name of Post. _____

Sr. No.	Post Name	Gen	SC	BCA	BCB	ESM-GEN	ESM-SC	ESM-BCA	ESM-BCB	ESP-GEN	ESP-SC	ESP-BCA	ESP-BCB	With Parent Category			
														OH	HH	VH	BM
1														Gen:	Gen:	Gen:	Gen:
														SC:	SC:	SC:	SC:
														BCA:	BCA:	BCA:	BCA:
														BCB:	BCB:	BCB:	BCB:
														Gen:	Gen:	Gen:	Gen:
2														SC:	SC:	SC:	SC:
														BCA:	BCA:	BCA:	BCA:
														BCB:	BCB:	BCB:	BCB:
														Gen:	Gen:	Gen:	Gen:
														SC:	SC:	SC:	SC:
3														BCA:	BCA:	BCA:	BCA:
														BCB:	BCB:	BCB:	BCB:
														Gen:	Gen:	Gen:	Gen:
														SC:	SC:	SC:	SC:
														BCA:	BCA:	BCA:	BCA:
4														BCB:	BCB:	BCB:	BCB:
														Gen:	Gen:	Gen:	Gen:
														SC:	SC:	SC:	SC:
														BCA:	BCA:	BCA:	BCA:
														BCB:	BCB:	BCB:	BCB:
5														Gen:	Gen:	Gen:	Gen:
														SC:	SC:	SC:	SC:
														BCA:	BCA:	BCA:	BCA:
														BCB:	BCB:	BCB:	BCB:
														Gen:	Gen:	Gen:	Gen:
6														SC:	SC:	SC:	SC:
														BCA:	BCA:	BCA:	BCA:
														BCB:	BCB:	BCB:	BCB:
														Gen:	Gen:	Gen:	Gen:
														SC:	SC:	SC:	SC: