

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

Dated: Chandigarh, the 01st February, 2021

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: Extension in validity of original list as well as waiting list of Steno-typists and Stenographers (Category 1 to 8) against Advt. No.12/2015.

Sir/Madam,

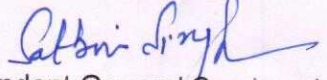
I am directed to invite your attention on the subject cited above and to say that the process of allocation of departments and joining of candidates in respect of Steno-typists/Stenographers (Category 1 to 8) against Advt. No.12/2015 could not be finalized due to administrative constraint and situation created due to COVID-19. Accordingly, the validity of original list of the following categories of Steno-typist/Stenographer against Advt. No. 12/2015 was extended up to 30.11.2020 vide letter even number dated 13.10.2020:-

Advt. No	Cat.	Post Code	Extended date
12/2015	1	Steno-Typist (English)	30.11.2020
12/2015	2	Steno-Typist (Hindi)	30.11.2020
12/2015	3	Steno-Typist (Both Language)	30.11.2020
12/2015	4	Junior Scale Stenographer (Eng)	30.11.2020
12/2015	5	Junior Scale Stenographer (Hindi)	30.11.2020
12/2015	6	Junior Scale Stenographer (Both Languages)	30.11.2020
12/2015	7	Senior Scale Stenographer (English)	30.11.2020
12/2015	8	Senior Scale Stenographer (Both Languages)	30.11.2020

2. In view of various administrative reasons and effect of COVID-19 on administrative efficiency, it has been decided in public interest to extend the validity of original list as well as waiting list in respect of all the categories relating to above said Advt. No. 12/2015 till the **28th of February, 2021.**

3. As soon as candidates are recommended by HSSC from the waiting list, the concerned departments shall issue offer of appointment to candidates 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 28.02.2021 positively.

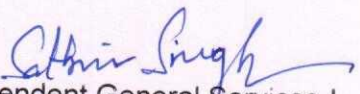
Yours faithfully,


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

Endst. No. 42/19/2020-2GS-I

Dated Chandigarh, the, 01st February, 2021

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