

No. 9952/SCIC/2013/EA-I

To

1. The Chief Secretary to Govt., Haryana,
Haryana Civil Secretariat, Chandigarh.
2. The Financial Commissioner & Principal Secretary to Govt., Haryana
Revenue and Disaster Management Department.
3. All Heads of Departments in the State of Haryana.

Dated Chandigarh, the 25th September, 2013.

Subject: - Filling up the Post of Private Secretary, Personal Assistant and Assistant/Reader in the State Information Commission, Haryana.

Madam/Sir,

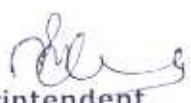
I am directed to address you on the subject cited above and to say that the State Information Commission, Haryana has decided to fill up the following vacant posts by way of transfer amongst the staff already working under your control. Accordingly, to fill up these vacant posts, applications from interested candidates having following qualifications are hereby invited:-

No. & Name of Post	Sanctioned pay scale	Qualification required
Research Officer-cum-Consultant	Pay Band Rs. 9300-34800+4600 GP	Candidates holding the post of Research Officer. The Officer expert in Record Management and office procedures having basic knowledge of Computer will be preferred.
Private Secretary	Pay Band Rs.9300-34800+Rs. 4800 Grade Pay	Candidates already holding the post of Private Secretary. Or Personal Assistants having atleast five years experience with knowledge of computer.
Personal Assistant	Pay Band Rs.9300-34800+Rs.4200 Grade Pay	Candidate already Holding the post of Personal Assistant with knowledge of Shorthand and Typing in English and Hindi. Or Senior Scale Stenographer with atleast five years experience having adequate speed to take dictation in English and Hindi languages and typing thereof with knowledge of Computer.
Assistant/Reader	Pay Band Rs.9300-34800+Rs.3600 Grade Pay	Candidate already holding the post of Assistant with knowledge of computers. Or Graduate Clerks/Steno-Typists with more than 10 years experience as such and able to deal with the cases in English with basic knowledge of computers.

STATE INFORMATION COMMISSION, HARYANA,
SCO NO. 70-71 (1st Floor), SECTOR 8-C, CHANDIGARH.
Telephone No. 0172-2726568, Fax No. 0172-2783834.
Email- ussichry@yahoo.co.in

Steno Typist	Pay Band of Rs. 5200-20200+1900 GP + 100 SP	Candidate already holding the post of Steno Typist with knowledge of typing and computer. Or Clerks able to take English dictation 80 WPM and transcription thereof at 11 WPM and Hindi at 64 WPM and transcription 11WPM. Note: In case candidates with knowledge of shorthand both language are not available, candidates to take dictation in any one language with requisite speed will also be considered.
Clerk-cum-Computer Operator	Pay Band of Rs. 5200-20200+1900 GP + 40 SP	Candidates already holding the post of Clerk with knowledge of typing and computer.

You are, therefore, requested to forward the applications of interested officials along with their attested summary of ACR files for the last ten years or as the case may be so as to reach in the Commission latest by **25.10.2013**. On **selection, the candidates will be spared/relieved immediately and lien of such candidates shall have to be maintained by their respective parent department.** The Departments will have also to ensure that no proceedings under section 7 or 8 of Haryana Civil Services (Punishment and Appeal) Rules, 1987 are pending against the officials whose names are being forwarded to the Commission. It may also be categorically mentioned that the integrity of the said officials during entire service has never been doubted.


**Superintendent,
for State Information Commission,
Haryana.**