

OFFICE OF DIRECTOR GENERAL HIGHER EDUCATION HARYANA, PANCHKULA
ORDER

Order No. 4/86-2025 Ad (5)

Dated, Panchkula, the 13.01.2026

Ms. Rachna Saini, Clerk, NCC Group H.Q. Ambala Cantt. is hereby appointed by transfer as Clerk in the Directorate of Higher Education, Haryana, Panchkula against vacancy in the Pay band FPL-3 of Schedule-I Pay Matrix of Haryana Civil Services (Revised Pay) Rules, 2016 plus usual allowances as sanctioned by the Haryana Government from time to time.

1. You are appointed purely on temporarily/provisional basis.
2. Your appointment is against temporary post and your confirmation against substantive post shall be considered on the basis of your seniority and record of service as and when such post is available.
3. If at any stage, you desire to resign from your post, you will be required to give one month's notice or forfeit in lieu thereof your salary including allowances for one month or for the period by which the notice falls short of one month. The Directorate will give such a notice to you also in case it is proposed to terminate your services for the reasons other than that mentioned in clause (1) above.
4. You will remain on probation for a period of one year from the date of joining in the department. The period of probation can be extended in accordance with the existing rules. For assessing your performance during the period of probation, your work and conduct will be taken into consideration.
5. You will be required to qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) with Typing speed of 30 words per minute in English and 25 words per minute in Hindi converted with equivalent key depressions in both cases as typing speed, would be tested on computers with in the probation period of two years, extendable by one year. You are not entitled to earn any increment in your pay scale till you qualifies the said test, failing which your services will be dispensed with.
6. You will be required to take the prescribed oath of allegiance to the Constitution of India.
7. In case you are married, you will produce the certificate that you are not having more than one living spouse.
8. In case you are married, you will have to furnish a declaration to the Head of Department that you have not taken any dowry at the time of marriage. The declaration should be signed by your wife, father and father in law, as per Chief Secretary, Haryana letter No. 18/1/2004-2GSI dated 21.02.2006.
9. If you are unmarried, you will have to take an oath of allegiance to the Constitution of India and affirm that you do not give or take or abet the giving or taking of dowry, or demand, directly or indirectly from the parents or guardians of the bride or bridegroom, as the case may be, any dowry, as per Chief Secretary, Haryana letter No. 18/1/2004-2GSI dated 21.02.2006.
10. Your appointment is subject to final verification of your educational qualification and other eligibility conditions.
11. At any stage, if the certificates produced by you are found to be bogus or defective, your service shall be terminated. Notwithstanding anything contained in this appointment letter, your appointment is subject to condition that if you are found unfit/unsuitable for appointment to Government Service on the basis of medical report or on the basis of character and antecedents' Verification or otherwise, your service shall be terminated forthwith without prejudice to any other terms and conditions.
12. You will not undertake higher studies of any kind without prior permission of the competent authority. Consequently, no leave of any kind will be granted for pursuing higher studies.
13. You will be required to produce the original educational documents pertaining to your qualification, experience, age and caste/ category, as claimed by you in the application form & others before joining your duties.
14. No TA/DA or joining time will be allowed to you for joining this post.
15. The appointment order is subject to the final outcome of any writ petition pending or might have been filed in the Hon'ble Punjab and Haryana High Court or any other Court of law.
16. Your services will be governed by Haryana Education Directorate (State Service Class-III) – Rules 1974 as amended from time to time.
17. Your seniority will be fixed in the tail of present H.Q. Clerks seniority list as affidavit given by you.
18. You will be governed by NEW PENSION RULES as notified vide No. 1/1/2004-1 Pension, dated 18.8.2008.
19. His/her appointment is subject to matching of Biometric/Facial verification. Attendance within two weeks from the date of joining.

20. It is also made clear here that documents of newly appointed candidates have not been verified by the department, if candidate have no documents/certificates which is essential qualification for the post in that case their services will be liable to be terminated without giving any notice.

If the above terms and conditions are acceptable to you, you should report for duty within 15 days of the receipt of appointment order alongwith relevant documents stated above, failing which appointment order will be cancelled.

Note:- The appointee would not be entitled to any claim/benefit because of anything essential regarding rules & regulations left to be quoted in this appointment order or any clerical mistake/error.

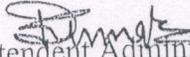
S. NARAYANAN, IFS
DIRECTOR GENERAL HIGHER EDUCATION,
HARYANA, PANCHKULA

Dated, Panchkula, the 16/1/2026

Endst. No. Even

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

1. The Principal, Accountant General (A&E), Haryana, Chandigarh.
2. Treasury Officer, Panchkula.
3. PS/ACSHE, PS/DGHE, Joint Director Administration.
4. Superintendent, Accounts/Budget/College-III Branch (Local).
5. Superintendent NCC Branch O/o DGHE, Haryana, Panchkula. He is requested that the official may please be relieved of her duties through HRMS at an early date to join her new place of appointment/posting. It is also requested that the Personal file/Service Book of the official may please be sent to H.Q.
6. In-charge HRMS/ I.T. Cell for upload on Departmental Web Portal.
7. Official concerned.
8. Record Keeper-3.
9. Spare copy for personal file.


Superintendent Administration
O/o Director General Higher Education
Haryana, Panchkula.

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