

From

The Additional Chief Secretary to Govt. of Haryana
Labour Department, Chandigarh.

C.R. No. 5965
Dated: 19/2/21

OFFICE OF THE CHIEF SECRETARY
GOVT. OF HARYANA
Date: 17/02/21

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To

1. All the Secretaries to Government of India, New Delhi.
2. All Chief Secretaries to Government of all States.
3. All the Heads of the Departments of Haryana.
4. Commissioners Ambala, Hisar, Rohtak, Gurugram, Karnal and Faridabad Divisions.

No. HLWB/Estt/2021/
Dated :-

Subject:- Filling up the posts of Labour Welfare Officers in the Haryana Labour Welfare Board on deputation basis.

I am directed to request you to sponsor the name of the eligible and willing officials posted on the post having Grade Pay of Rs. 4600 (Pre-revised Functional) for considering their names for the appointment to the post of Labour Welfare Officer in Haryana Labour Welfare Board on deputation basis. The candidates shall have to submit their application on proforma annexed as Annexure-II duly countersigned by the employer latest by 11-03-2021. While sending the nominations, it may please be ensured that no criminal/ civil / departmental proceedings are pending or contemplated against the officer/ official and they have completed the required eligibility criteria/ conditions as mentioned in Annexure-I. A certificate annexed with this letter may also be furnished duly signed by the Head of Office/ Department whichever is applicable. The candidates who have applied earlier through proper channel in response to this office letter No. Hlwb/Estt/2020/5137-5236 dated 06-08-2020 need not apply.

babu
Deputy Labour Commissioner (Welfare)
for Additional Chief Secretary to Govt. Haryana
Labour Department.

Dated: 12-2-2021

Endst. No. 1848-32

A copy is forwarded to the following for information please :-

1. P.S. to Additional Chief Secretary to Govt. of Haryana, Labour Department, Chandigarh for kind information of worthy A.C.S.
2. PS to worthy Labour-cum-Welfare Commissioner, Haryana for kind information of worthy Labour Commissioner - cum - Welfare Commissioner.
3. Accounts Officer, Haryana Labour Welfare Board.
4. Programmer, Haryana Labour Welfare Board and he is directed to upload above on the website of hrylabour.gov.in. and under Section 4 of RTI Act, 2005

babu
Deputy Labour Commissioner (Welfare)
for Additional Chief Secretary to Govt. Haryana
Labour Department.

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Chief Secretary
Govt. of Sikkim

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17/02/21

SS/P
19.2.2021

Requisite Qualification and Experience for the post of Labour Welfare Officer on Deputation Basis

Name of the post	No. of the post	Pay Band/ Grade Pay	Academic qualification and experience, if any for direct recruitment Or transfer or deputation
Labour Welfare Officer	06	44900 FPL-7 PB-2 9300- 34800-4600 G.P (Pre-revised Functional)	(1) Graduate from a recognized university with Economics or Public Administration or Commerce or Sociology or Psychology or Law Degree with Labour Law as one of the subjects. (2) Degree or Diploma in Social Work or Labour Welfare or Its equivalent from any recognized university or institution. (3) Adequate knowledge of Hindi.

1. Applicant must be an Officer posted in any Government Department in Haryana or any other State or Central Government on the post carrying Grade pay of Rs. 4600/- (Pre-revised Functional).
2. The appointment will be made on deputation basis initially for a period of two years or till the appointment of regular officers, whichever is earlier.
3. The pay and allowance will be admissible as decided by the Haryana Labour Welfare Board from time to time.
4. The age of applicant shall not be more than 50 years.
5. The application in the prescribed proforma (Annexure-II) complete in all respect and the certificate may be reached in the o/o Welfare Commissioner, Haryana Labour Welfare Board, Bays No. 29-30, Pocket-II, Sector-4, Panchkula through proper channel latest by 11-03-2021. Application received after the date fixed shall not be entertained in any case.
6. It is made clear that the appointment is not confirmed merely on the basis of submission of application. The Board has exclusive right to scrutinize and assess the candidates on the basis of certain criteria.

ANNEXURE-II

**PROFORMA OF APPLICATION FOR THE POST OF LABOUR WELFARE OFFICER
IN HARYANA LABOUR WELFARE BOARD ON DEPUTATION BASIS.**

Name of the Officer (In Block Letters)

Self Attested
Photograph
should be
Attached

- 2. Address :
- 3. Date of Birth :
- 4. Date of Retirement under State Govt. Rules :
- 5. Educational Qualifications :
- 6. Whether eligibility conditions are fulfilled :
- 7. Additional details about present employment. Please state whether working under (indicate the name of your employer against relevant column):
 - a) State Government
 - b) Central Government
- 8. Are you in the revised scale of pay (7th Pay Commission) ? if yes, give the date from which the revision took place and also indicate the Pre-revised scale of pay :
- 9. Total emoluments per month now being drawn :
- 10. Additional information, if any, which would you like to mention in support of your suitability for the post. (This among other things may provide information with regard to
 - (i) Additional academic qualifications :
 - (ii) Work experience over and above prescribed in the Annexure-I
- 11. Whether belongs to GEN/ SC/ ST/ OBC :

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the application duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Official Address :

Countersigned
(Head of Office with seal)

CERTIFICATE

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1. Certified that the particulars furnished by Shri/Smt./Ms./... have been verified from his service record and found correct.
2. No criminal / civil / Departmental proceeding is either pending or contemplated against Shri/Smt./Ms. ... his/her integrity is beyond doubt.
No major / minor penalty was imposed on Shri. ... during the last 10 years in the department.
3. At least 20 A C/Rs are good and above. No adverse remarks regarding integrity has been recorded. Summary thereof is attached herewith.

Signature of Head of
Office with seal.