

From

The Transport Commissioner,  
Haryana, Chandigarh.

To

1. The Chief Secretary to Govt Haryana,  
Haryana Civil Secretariat, Chandigarh.
2. All the Heads of the Departments  
in the Haryana State.
3. All the Divisional Commissioners  
in the Haryana State.
4. All the Deputy Commissioners  
in the Haryana State.

Memo No. 6199-6307 /AT-5/ST-I/4/1/742

Dated: 05-2-2020

**Subject: Filling up 59 posts of Clerks, 23 posts of Stenotypists and 6 posts of Junior Scale Stenographers (Group 'C') in the Transport Department (Regulatory Wing) on deputation.**

Reference on the subject cited above.

This department intends to fill up 59 posts of Clerks, 23 posts of Stenotypists and 6 posts of Junior Scale Stenographers on deputation for one year or till the arrival of regular incumbent, whichever is earlier:-

Sr. No.	Name & number of posts	Pay scale	Qualifications and experience
1.	Junior Scale Stenographers-6 posts	₹ 25500/- FPL-4	<p>(i) Graduate from a recognized university or 10+2;</p> <p>(ii) Hindi Shorthand at 80 words per minute and transcription thereof at 15 words per minute on computer with commonly used word processing software; and</p> <p>(iii) English Shorthand at 100 words per minute and transcription thereof at 20 words per minute on computer with commonly used word processing software.</p> <p>(iv) Five years experience as Junior Scale Stenographer; and</p> <p>(v) Knowledge of Hindi upto Matric Standard;</p> <p>(vi) Should have passed State Eligibility Test in Computer Appreciation and Applications (SETC);</p>



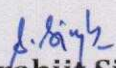
2.	Stenotypists-23 posts	₹ 19900/- FPL-2	(i) 10+2; (ii) Knowledge of Hindi upto Matric Standard; (iii) Hindi shorthand at a speed of 64 wpm and transcription thereof at a speed of 11 wpm; and (iv) English shorthand at a speed of 80 wpm and transcription thereof at a speed of 15 wpm. (v) Five year experience as Stenotypist. (vi) Should have passed State Eligibility Test in Computer Appreciation and Applications (SETC);
3.	Clerks-59 posts	₹ 19900/- FPL-2	(i) 10+2 passed; (ii) Five years experience as Clerk. (iii) Should have passed State Eligibility Test in Computer Appreciation and Applications (SETC); and (iv) Knowledge of Hindi upto Matric standard.

**CONDITIONS:-**

1. That there is nothing adverse about the integrity of the officials during the whole service.
2. That no chargesheet under rule 7, 8 or any criminal proceedings/court case is pending against them.
3. That on appointment in the Transport Department, their lien will remain intact in their parent department.
4. That officials with knowledge of computers having one year course basic in computer operations will be given preference.
5. That consequent upon their appointment on deputation for two years basis extendable with permission of Govt. in the Transport Department (Regulatory Wing) , they will have no right of absorption in Transport Department(Regulatory Wing).

You are, therefore, requested to recommend names of regular, suitable, willing employees who fulfill the above said conditions within a fortnight from the date of issue of this letter so as to reach this office on or before 28.2.2020 positively. The applications received directly or after the due date shall be outrightly rejected.

The resume of last five years ACRs duly attested must accompany with your recommendations.

  
**(Sarabjit Singh)**  
**Publicity Officer (Road Safety),**  
**for Transport Commissioner,**  
**Haryana, Chandigarh.**