



Directorate of Food and Supplies

खाद्य एवं पूर्ति निदेशालय

To

1. The Chief Secretary to Government, Haryana.
2. All the Additional Chief Secretaries to Government Haryana.
3. All the Principal Secretaries to Government Haryana.
4. All the Heads of Departments (Except Haryana Vidhan Sabha) in Haryana State.
5. The Divisional Commissioner, Ambala, Rohtak, Gurgaon and Hisar.
6. All the Deputy Commissioners in the State.
7. All the District Food & Supplies Controllers in the State.

Memo No. 34/20/2013-5E(I)/ 10020
Dated Chandigarh, the 11/5/2013

Subject:- Filling up the vacant posts of Junior Scale Stenographers, Steno Typists and Clerks Hqrs. & Sub Offices of Food and Supplies Department on transfer basis.

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This is to inform you that some posts of Junior Scale Stenographers, Steno Typists and Clerks are lying vacant in the Food and Supplies Department, Haryana. It has been decided to fill up these vacant posts on transfer basis from other Departments of Haryana Government. The details of Pay Scale, Requisite Qualifications and name & number of posts are as under:-

Sr. No.	Name of Posts	No. of posts	Pay Scale	Requisite Qualification
1.	Jr. Scale Stenographer (for Headquarter)	02	5200-20200+ 2400 G.P	(i). Matric Ist Division/Higher Secondary 2 nd Division/ Intermediate 2 nd Division/ Graduate or its equivalent. (for Ex-servicement Matric only) (ii) Knowledge of Hindi upto Matric standard. (iii) English Shorthand at the speed of 100 w.p.m and transcription thereof at 20 w.p.m. and, (iv) Hindi Shorthand at the speed of 80 w.p.m. and transcription thereof at 15w.p.m.
2.	Steno-typist, (for Headquarter)	04	5200-20200+ 1900 G.P plus special pay of Rs. 100	(i) Matric Ist Division/Higher Secondary 2 nd Division/Intermediate 2 nd Division/Graduate or its equivalent. (for Ex-servicement Matric only) (ii) Knowledge of Hindi upto Matric standard. (iii) English Shorthand at the speed of 80 w.p.m and transcription thereof at 15 w.p.m. and (iv) Hindi Shorthand at the speed of 64 w.p.m. and transcription thereof at 11 w.p.m.
3.	Clerk (for Headquarter)	23	5200-20200+ 1900 G.P	(i) Matric Ist Division/Higher Secondary 2 nd Division/ Intermediate 2 nd Division /Graduate or its equivalent. (for Ex-servicement Matric only) (ii) Knowledge of Hindi upto Matric standard. (iii) Shall have to qualify the departmental type test in Hindi/English with a speed of 25/30 w.p.m. respectively, within a year from the date of appointment. He will be allowed Annual Increment only after qualifying the above type test.
4.	Steno-typist, (for Sub-Offices)	09	5200-20200+ 1900 G.P plus special pay of Rs. 100	(i) Matric or its equivalent. (ii) Knowledge of Hindi upto Matric standard. (iii) English Shorthand at the speed of 80 w.p.m and transcription thereof at 15 w.p.m. or Hindi Shorthand at the speed of 64 w.p.m. and transcription thereof at 11 w.p.m.



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5.	Clerk (for Sub- Offices)	66	5200-20200+ 1900 G.P	(i) Matric or its equivalent. (ii) Knowledge of Hindi upto Matric standard. (iii) Shall have to qualify the departmental type test in Hindi/English with a speed of 25/30 w.p.m. respectively, within a year from the date of appointment. He will be allowed Annual Increment only after qualifying the above type test.
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The seniority of the employees so selected will be fixed at the bottom of the cadre and as per their date of joining in this Department as per the Departmental Service Rules. They will not be given the benefit of their past service towards seniority; however, they will be given benefit of pay protection.

Employees having knowledge of computer will be given preference.

You are requested to sponsor/recommend the names of the willing officials having 70% good service record and above. Application forms and certified summary of ACRs of the recommended employees alongwith the detailed information in the following proforma may be sent **latest by 31.05.2013** to the Director General, Food and Supplies, Haryana, 30 Bays Building, 2nd Floor, Sector-17, Chandigarh:-

For Clerk

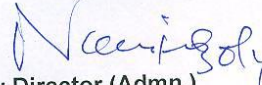
Sr. No.	Name & Designation of Official	Date of appointment	Category	Applied for the cadre (HQ or Sub offices)	Education qualification and certification of passing the type test.

For Junior Scale Stenographer and Steno Typist

Sr. No.	Name & Designation of Official	Date of appointment	Category	Applied for the post/cadre	Education qualification	Steno Typist/ Junior Scale Stenographer of either Hindi or English, or both lanagues.

Before sponsoring/recommending the names of employees, it should be ensured that no disciplinary proceedings under rule 7 or 8 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987 are pending against them.

The Annual confidential Report/Summary of service rendered by the official may also be supplied along with above information.


Deputy Director (Admn.)
for Director General Food & Supplies,
Haryana