

Haryana Kisan Ayog

VACANCY ANNOUNCEMENT

The government of Haryana has established the Haryana Kisan Ayog and its Headquarter is now at Anaj Mandi Sector-20, Panchkula. It also has a office at Gurgaon. The following positions are to be filled up on deputation/ contract basis.

S. No.	Post	No. of Post	Consolidated emoluments per month	Essential Qualification
1	Accountant	1 at Panchkula	15000/-	Commerce graduate(B.Com) with computer knowledge and accounting system having five years experience as accounts clerk in a govt department/ Universities/ PSU.
2	Personal Assistant	1 at Panchkula	15000/-	Graduate with sound knowledge of computer and office procedures and knowing shorthand(English) at the speed of 80 w.p.m. and transcription thereof at 30 w.p.m. OR Hindi short hand at the speed of 64w.p.m.and transcription thereof at the Speed of 18 w.p.m. on computer. Preference will be given to experienced/retired persons.
3	Research Fellow	1 at Panchkula	Rs.26400/-for Doctoral Degree holders Rs.25300/- for Masters Degree holder.	M.Sc./Ph.D. in any discipline of Agriculture/Veterinary / Science having good academic record.
4	Assistant	1 at Panchkula	15000/-	Graduate with knowledge of computer and office procedures having five years experience as clerk in a govt. department/Universities/PSU.

1. Applications are invited on plain paper with complete bio-data and recent passport size photograph beside copies of certificates and testimonial so as to reach the undersigned by 5th Dec.2013 for filling up these posts purely on contract basis on fixed and consolidated emoluments as mentioned against each initially for a period of one year.
2. Interested candidates working on analogous positions in any government department/local body/university may also apply through their respective Head of department, provided they fulfil the eligibility conditions. If selected, their services will be obtained on deputation terms and conditions applicable to Haryana Government employees.
3. The applicants may be shortlisted for the interview for which separate letters will be issued to the applicants.
4. Applicants for the position of personal Assistants may also have to appear in Shorthand/ type text, if necessary.
5. Retired govt. /University employee in good state of health shall also be considered for appointment till they attain the age of 65 years.
6. No TA/DA will be paid to the candidates for attending the interview/test.
7. The candidates will have no claim, implicit or explicit, for regularization against the posts applied for.
8. Service conditions will be governed by the guidelines/instructions of Haryana Kisan Ayog/State Govt. from time to time
9. The incumbents will be posted at Panchkula but may be transferred anywhere in Haryana.

Member Secretary