

HARYANA KISAN AYO
Notification of vacancies for the temporary posts
(On contract basis)

The Government of Haryana has established the Haryana Kisan Ayog with its Headquarter at Chaudhary Charan Singh, Haryana Agricultural University Hisar and a camp office at Gurgaon. Accordingly the following positions are to be filled up on contract basis:

Sr. No	Post	No. of Post	Consolidated emoluments Per month	Essential Qualification
1.	Administrative Officer	1	Rs. 25,000/-	Graduate or Post Graduate or MBA or CA Knowledge of Computers and office procedures Atleast five years experience as Office Supdt. and atleast two years experience as Administrative officer in any Univ./Govt. office
2.	Personal Assistant	2 (One at Gurgaon)	Rs. 15,000/-	Graduate with knowledge of computer and office procedures and knowing short-hand with 80 w.p.m. and transcription thereof at 30 w.p.m on computer. Preference will be given to experienced/retired person.
3.	Dy. Superintendent	1	Rs. 15,000/-	Graduate with computer knowledge and accounting system having 5 years experience as office assistant in a Govt. deptt./University/PSU

- Applications are invited on plain paper with complete bio-data and recent passport size photograph besides copies of certificates and testimonials so as to reach the undersigned by 30 January, 2012 for filling up these posts purely on contract basis on fixed and consolidated emoluments as mentioned against each for a period of one year, in the first instance, extendable for another year for the qualified candidates as per prescribed qualifications having shown good performance.
- Retired Govt./Univ. employees in good state of health shall also be considered for appointment till they attain the age of 65 years.
- The candidates will have no claim, implicit or explicit, for regularization against the posts applied for.
- Service conditions will be governed by the guidelines/instructions of Haryana Kisan Ayog/State Govt. from time to time.

Member - Secretary