

From

Mission Director  
Haryana Skill Development Mission,  
Kaushal Bhawan, Sector-3,  
Panchkula, Haryana.

To

1. Chief Secretary to Govt. of Haryana, Chandigarh
2. All the Administrative Secretaries to Govt. Haryana
3. All Heads of Departments in the State of Haryana
4. All the Managing Director/ Chief Administrator/ Chief Executive Officer of all the Boards/Corporations/Nigams/Agencies /Councils/ Companies/ SPSUs/CPSUs in State of Haryana
5. Secretaries of all Statutory Entities, in the State of Haryana
6. Registrar, Punjab and Haryana High Court, Chandigarh
7. All the Divisional Commissioners in the State of Haryana
8. All the Deputy Commissioners in the State of Haryana

Memo No. HSDM/Deputation/2025/560

Dated: 02/09/2025

**Subject: Filling-up the vacant Post in Haryana Skill Development Mission, Panchkula on deputation basis.**

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Kindly refer to the subject cited above.

Haryana Skill Development Mission was established in 2015 by Govt. of Haryana and registered under Society Act, 2012 with the mandate to work as an apex body in the State to implement & monitor the short term skilling programmes under the ambit of National Skill Development Corporation, Ministry of Skill Development & Entrepreneurship, other ministries & State Govt. of Haryana. Mission has its registered office in Kaushal Bhawan, Sector-3, Panchkula & looks after its field work through 7 Project Managers & 21 District Skill Coordinators posted in field offices at Govt. ITIs at District Headquarters. The further details are available on website [www.hsdm.org](http://www.hsdm.org)

The following regular posts are proposed to be filled in Haryana Skill Development Mission at Panchkula on deputation basis initially for a period of 02 years:-

Sr. No	Designation	No. of vacant Posts	Pay level	Essential qualification
1.	Joint Director	02	FPL-12	From amongst the Officers working in FPL-11 or above on regular basis in Central /State Govt. Department /Board/Corporations/ Universities as a Group-A officer with minimum 9 years' total experience in Technical Education/ Skill Training/ Engineering / Project implementation and having Bachelor degree or above with minimum 70% marks.
2.	Deputy Director	04	FPL-11	From amongst the Officers working in FPL-10 or above on regular basis in Central /State Govt. Department /Board/Corporations/ Universities etc. as a Group-A officer with minimum 6 years' total experience in Technical Education/ Skill Training/ Engineering /Project implementation and having Bachelor degree with minimum 70% marks..
3.	Project manager	06	FPL-9	From amongst the Officers working in FPL-7 or above on regular basis in Central/State Govt. Department /Board/Corporations/ Universities etc. as a Group-B officer with minimum 3 years' total experience in Technical Education/ Skill Training/ Engineering /Project implementation and having Bachelor degree or above with minimum 65% marks.
	District Skill Coordinator	18		From amongst the Official working on regular basis in FPL-6 or above Central /State Govt. Department /

Sr. No	Designation	No. of vacant Posts	Pay level	Essential qualification
4.			FPL-6	Board/ Corporations/ Universities etc. as a Group-C official with minimum 3 years' total experience in Technical Education/ Skill Training/ Engineering / Project implementation and having Bachelor degree or above with minimum 60% marks.
5.	Assistants	04	FPL-6	Bachelor degree or above with minimum 50% marks and having 6 year regular service as Clerk, or 2 year service as Assistant/Tech. Assistant or similar post, on regular basis in Central /State Govt. Department/ Board/ Corporations/ Universities/ District Court etc. 2. SETC test qualified, having 40 w.p.m. typing speed in English on computer.

It is also informed that maximum age for the candidates on the last date of application should not be more than 55 years. The candidate should be working on regular basis and having excellent service record.

It is therefore, requested

- i) to kindly circulate this letter in all the offices under your organization and forward the applications of willing & eligible regular officers/officials along with their bio-data in the format attached, along with summary of ACRs up to last 10 years and a certificate that no disciplinary proceeding under Rules 7 & 8 of the Haryana Civil Services (Punishment & Appeal) Rules, 2016, Central Service Rules/ Punishment (if applicable) and vigilance enquiry is pending against him/her, to the Mission Director, Haryana Skill Development Mission, Kaushal Bhawan, Sector-3, Majri Chowk, Panchkula, Haryana through registered post/ speed post and also through e-mail **dda.hsdm@gmail.com** latest by **25.9.2025**.
- ii) that names of only such officers/officials be forwarded which can be easily relieved by the concerned office/ Department/ organization in case of his/her selection and the application be forwarded through proper channel.
- iii) *The candidates must send an advance copy of their application for deputation along-with all enclosures through e-mail **dda.hsdm@gmail.com** latest by **25.9.2025** however, in case through proper channel application is not received in time, then only such applicants will be considered & interviewed which will produce original copy of 'No Objection Certificate' at the time of interview, issued by his/her Head of Department.*

This is for your kind information and further necessary action.

Encl.: As above

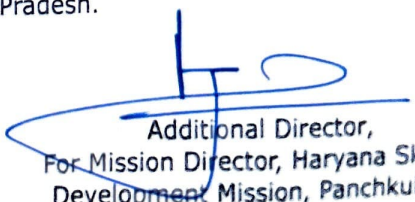
  
Additional Director,  
For Mission Director, Haryana Skill  
Development Mission, Panchkula.

Endst. No. HSDM/Deputation/2025/561-563

Dated: 22/09/2025

A copy of the above is forwarded to the following with the request to kindly circulate this letter in all the Central Govt. offices for information and necessary action.

1. Secretary, Department of Personal & Training, (Training Division) Ministry of Personal, Public Grievance & Pension, Govt. of India, 3<sup>rd</sup> Floor, Block-4, Old JNU Campus, New Mehrauli Road, New Delhi-110067.
2. Secretary, Ministry of Skill Development & Entrepreneurship, Govt. of India, Kaushal Bhawan, 3<sup>rd</sup> floor, New Moti Bagh, New Delhi-110023.
3. Chief Secretary, UT Chandigarh, UT Delhi, Uttar Pradesh, Himachal Pradesh, Uttarakhand, Punjab, Rajasthan & Madhya Pradesh.


  
Additional Director,  
For Mission Director, Haryana Skill  
Development Mission, Panchkula,  
Haryana



Endst. No. HSDM/Deputation/2025/564-567

Dated: 02/09/2025

A copy of the above is forwarded to Worthy Chief Secretary to Govt. Haryana (HRD) with the request to kindly issue instruction to the concerned officer to upload this circular on C.S. Haryana website for information of all officers/officials.

  
Additional Director,  
For Mission Director, Haryana Skill  
Development Mission, Panchkula,  
Haryana.

**CC:**

1. PS /MYE
2. PS / PSYEE
3. PA /MD, HSDM
4. Nodal Officer/HKCL to upload this letter on HSDM website.



(b) Details of relevant Govt. experience certificate					
Experience in skilling schemes					
(c) Service record (summary of ACRs of last 10 years service completed)					
(d) National Award certificate					
(e) State Award certificate					
(f) Certificate of extra ordinary achievement in Govt. service					
Any other					

15.	Position held since entry into service (in chronological order)					
	Designation & place of posting	Scale of pay (pre-revised)	From	To	Whether post held on regular or adhoc basis	Describe the responsibilities of post held by you in your career (Attach details in sheet)

16.	Name and address, telephone number of concerned Administrative officer in the office of Directorate of Department/organization			
17.	Whether you are comfortable to work on computer	Ms Word	Yes/No	
		Ms Excel	Yes/No	
		Power	Yes/No	
		Point		
18.	How do you think that you are most suitable for this post. (please describe in 150 words) (attach sheet)			

19.	Please attach the copy Appreciation letters if received in your service career.	
20.	Any commendable achievements during Govt. Service.	
21.	Any other	

Date:

Signature of the candidate

**For office use only**

Particulars of the applicant verified and found correct. No disciplinary proceedings under Rules 7 & 8 of the Haryana Civil Services (Punishment & Appeal) Rules, 2016, Central Service Rules/Punishment (if applicable) and not any type of vigilance enquiry is pending against the applicant. Therefore, application forwarded to MD, HSDM, Panchkula, Haryana for consideration. If the candidate is selected, he/she will be relieved in 15 days of receipt of offer letter.

Sign & stamp of  
Head of the Department/organization.  
Date: