

HARYANA SKILL DEVELOPMENT MISSION

To

1. All the Secretaries to the Government of India.
2. All the Administrative Secretaries to the Government of Haryana.
3. All the Head of Departments in the State of Haryana.
4. All the Managing Director, Boards/Corporation/Mission etc. in the State of Haryana.

Memo No.: HSDM/Deputation/2024/310

Dated: 19/06/2024

Subject: Filling-up the post of Chief Skills Officer and Deputy Director in Haryana Skill Development Mission, Panchkula on deputation basis.

In reference to the subjected cited above, the Haryana Skill Development Mission, Panchkula invites the applications for the following posts on deputation basis:-

#	Name of the Post	Pay Structure as per 7 th CPC	Number of Post	Remarks
1	Chief Skills Officer	FPL-15 (118700) (In GP-8800/- pre-revised)	One	On Deputation
2	Deputy Director	FPL-11 (67700)	Two	On Deputation

The eligibility criteria for above posts is as under:-

Chief Skills Officer: Officer working in Central/ State Government/ Board/ Corporation etc. in relevant area with minimum 10 years' experience in Teaching/ Educational Planning/ Administration/ Training etc.

Deputy Director: Officer working in Central/ State Government/ Board/ Corporation in relevant area with minimum 06 years' experience in Teaching/ Educational Planning/ Administration/ Training etc.

Further, the following should also be adhered while forwarding the application/s:-

- Initially deputation will be only for 2 years which may further be extended on the basis of the performance or requirement of the Mission. Therefore,



HARYANA SKILL DEVELOPMENT MISSION

candidates having less than 3 years of remaining service will not be considered.

- The vigilance status along with Annual Confidential Reports of last 5 years be also sent while forwarding the applications by the concerned Departments/Boards/Corporations/Mission etc.
- Number of vacancies may be increased and decreased without assigning any reasons.
- Only those candidates will be called for interaction whose application will be received through proper channel in HSDM.

The interested candidate(s) are advised to submit their application only in enclosed format '**Annexure-A**' through proper channel in a sealed envelope by superscripting the "**Name of the Post applied for**" on the top of the envelope. The duly completed and signed applications alongwith requisite certificates/documents should reach in the office of HSDM within **21 days** from the date of issuance of this letter, i.e., **on or before 10.07.2024 upto 05:00 PM** and should be addressed to the **Mission Director, Haryana Skill Development Mission, Kaushal Bhawan, 1st Floor, IP-2 (Near Majri Chowk), Sector-3, Panchkula-134109.**



Mission Director

Haryana Skill Development Mission
Panchkula

Encl.: As above.

CC: PS/PS-YE&E Department for kind information of W/PS-YE&E.



Haryana Skill Development Mission (HSDM)

(Application for Recruitment on Deputation Basis)

Affix Recent
Passport Size
Photograph
Duly Signed

1. Advertisement No. : _____
2. Post applied for : _____
3. Full Name : _____
(In Block Letter)
4. Date of Birth : _____
5. Age as on closing date : YY ____ MM ____ DD ____
6. Gender : _____
7. Nationality : _____
8. Aadhaar No. : _____
9. Father's Name/
Husband's Name : _____
10. Mother's Name : _____
11. Correspondence Address : _____

12. Permanent Address : _____

13. Mobile/Phone No. : _____
14. E-mail Id. : _____
15. Category : _____
(Gen/SC/BC/ESM/Others)
16. State to which you belong : _____
17. State of Health : _____

18. Details of Educational Qualification (From matriculation/ SSC onwards)

Examination Passed	Universities/Boards/ Institution/ Council of Examination	Month/ Year of Passing	Marks Obtained / Total Marks	Percentage of Marks	Subjects

*Please attach relevant certificates.

19. Details of previous/ current employment: Give particulars below:

Name of the Organization	Period of Service		Designation	Nature of duties performed	Scale of Pay
	From	To			

* Additional sheet may be enclosed for any other details of experience.

* Please attach your latest detailed C.V.

* Please attach relevant documents in support of the above.

20. Working in Pay Scale (FPL) : _____

21. If selected, specify the minimum time required to join : _____

22. Mention your knowledge in the field of skilling (A separate sheet may be attached, if required)

23. Name, address and contact numbers and designation of two references with whom the Candidates has worked/ known in the last preceding five years:

1. _____ 2. _____

I hereby declare that all information given above are true, complete and correct. In the event of any information being found false or incorrect at any stage or satisfying the eligibility criteria according to the requirement of the relevant advertisement, my candidature may be cancelled, even after my appointment.

I undertake to abide by all the terms & conditions of the Mission.

Date:

Signature of the Candidate

**Certificate to be recorded by the Employer/ Cadre Controlling Authority
while forwarding the Application**

Certified that the above particulars filled by Sh. / Smt. _____
Designation _____ have been verified and found correct. The
date of his / her appointment in the present substantive grade of _____ is
_____. It is also certified that no vigilance case/ enquiry is pending or
contemplated against him/her. Attested copies of his / her ACRs for the last 5 years are
enclosed.

Certified that no major / minor penalties were imposed on the Officer during the
last ten years of his / her service.

In case the officer is selected he/ she will be relieved within 15 days of receiving
the intimation.

Countersigned

Date:

Employer/Cadre Controlling Authority with Seal