

हरियाणा पिछड़े वर्ग एवं आर्थिक रूप से
कमजोर वर्ग कल्याण निगम
(राज्य सरकार का उपक्रम)

HUCKN

S.C.O. 813-814, First Floor, Sector 22-A, Chandigarh, Ph. 0172-2701722

Haryana Backward Classes & Economically
Weaker Sections Kalyan Nigam
(A State Govt. Undertaking)

Ref. No. HUCKN/EA-II/2025/5113-5162

Dated: 04.07.2025

To

All Head of the Departments/Boards/Corporations in Haryana

Subject: Filling up the vacant posts of Administrative Officer and Superintendent in Haryana Backward Classes & Economically Weaker Sections Kalyan Nigam on deputation basis.

Kindly refer to the subject cited above.

2. In this regard, it is intimated that applications are invited from eligible candidates for filling up the following posts in Haryana Backward Classes & Economically Weaker Sections Kalyan Nigam headquarter on deputation basis:

Sr. No.	Name of the post to be filled up	No. of posts	Eligibility conditions	Pay Scale of the post
1.	Administrative Officer	01	Officer working on equivalent post OR Superintendent having 3 years experience	FPL-7 (44900-142400)
2.	Superintendent	01	Officer working on equivalent post OR Deputy Superintendent having 5 years experience	FPL-7 (44900-142400)

3. All terms & conditions of deputation would be the same as prescribed in the Haryana Civil Service Rules, 2016.

4. The time period for deputation will be for one year initially, which can be extended for three years after review on yearly basis subject to approval of parent department.

5. You are therefore, requested to send names and details of willing & eligible officers in the prescribed format at Annexure-I alongwith summary of ACRs for the last 10 years (attested copies) within 20 days from date of issuance of this memo.

i.e. upto 23/03/2025, through proper channel. Please ensure that the names of recommended officers should not be under any kind of disciplinary proceedings under Rule 7 or 8 of the Haryana Civil Services (Punishment & Appeal) Rules, 2016 and also free from any type of vigilance enquiry/judiciary/proceeding.

7. The applications may be sent through e-mail on hbcknestablishment@gmail.com.


Accounts Officer
for Managing Director
Haryana Backward Classes
and Economically Weaker
Sections Kalyan Nigam

Endst No: HBCKN/EA-II/2025/5267

Dated: 24/03/2025

A copy of the above is forwarded to PA/Managing Director, Haryana Backward Classes and Economically Weaker Sections, Kalyan Nigam, Chandigarh for their kind perusal.


Accounts Officer
for Managing Director
Haryana Backward Classes
and Economically Weaker
Sections Kalyan Nigam

PROFORMA
FOR SUBMISSION OF APPLICATION FOR
APPOINTMENT ON DEPUTATION

1.	Name of Applicant	
2.	Post against which application has been submitted	
3.	Gender	
4.	Date of Birth	
5.	Date of Joining service on regular basis	
6.	Present Designation	
7.	Place of posting	
8.	Date of appointment to present post	
9.	Pay Scale of the post presently held	
10.	Present Pay Level/Basic Pay of the Employee	
11.	Group of present post	
12.	Date of Retirement	
13.	Please attach copy of Appreciation letters, if received in your service career	
14.	Contact Details:	
	(i) Email ID	
	(ii) Mobile Number	

15. Education Qualifications:-

Sr. No.	Qualification/Degree	Years/Division	Institution/University

16. Experience Details:-

Sr. No.	Nomenclature of the post	Department/Board/ Corporation	Pay Level of the post held	From	To

17. Details of previous deputation/foreign assignment (if any):-

Sr. No.	Organization	Designation	From	To

18.	Whether debarred from deputation? If yes, please furnish details.	
19.	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable.	

20. ACR Ratings for last 10 years, if available:-

No.	Year	Rating
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

I certify that the above details furnished by me are true and I am eligible for the post as the criteria laid down in the vacancy notice.

Date:
Place:

Name and signature of the applicant

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 and not any type of vigilance enquiry is pending against the applicant. Therefore application is forwarded to MD, HBCKN for consideration.

Signature of HoD/Appointing Authority
alongwith Stamp



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

NAAC ACCREDITED 'A' GRADE

Email: dr_estb.nt@mdurohtak.ac.in

ESTABLISHMENT NON-TEACHING BRANCH

Establishment Branch(Non- Teaching)

Endst. No. EN-4/200(Vol.-VI)/2025/2956-57 Dated: 17/3/25

Copy of letter No. HBCKN/EA-11/2025/5113-5263 dated 04.03.2025 received from the Accounts Officer, Haryana Backward Classes and Economically Weaker Sections Kalyan Nigam, SCO No. 813-14, Sector-22/A, Chandigarh is forwarded to the following for information and necessary action:-

1. Librarian, Vivekananda Library, Maharshi Dayanand University, Rohtak with the request to display on the notice board.
2. Director, University Computer Centre, Maharshi Dayanand University, Rohtak with the request to display on the University website.

D.A. as above

[Signature]
17/3/25
Superintendent (Estt. NT)
For Registrar

[Signature]
17/3

[Signature]