

प्रेषक

श्रम आयुक्त, हरियाणा,  
चंडीगढ़।

सेवा में,

1. सभी अधिष्ठता अधिकारी, श्रम न्यायालय, हरियाणा राज्य।
2. अतिरिक्त श्रम आयुक्त (एन.सी.आर.), गुरुग्राम।
3. सभी उप श्रम आयुक्त, हरियाणा राज्य।
4. सभी उप निदेशक, औद्योगिक सुरक्षा एवं स्वास्थ्य, हरियाणा राज्य।
5. सभी उप निदेशक, औद्योगिक स्वास्थ्य, हरियाणा राज्य।
6. सभी सहायक निदेशक, औद्योगिक सुरक्षा एवं स्वास्थ्य, हरियाणा राज्य।
7. सभी सहायक निदेशक, औद्योगिक सुरक्षा एवं स्वास्थ्य (कैमिकल) हरियाणा राज्य।
8. सभी सहायक निदेशक, औद्योगिक स्वास्थ्य, हरियाणा राज्य।
9. सभी सहायक श्रम आयुक्त, हरियाणा राज्य।
10. कल्याण अधिकारी (महिला) पानीपत।

क्रमांक: स्था0/04/2020/13361-466

दिनांक: 07/12/2020


Subject:- Filling up the posts of Labour Inspector (Welfare) in the Haryana Labour Welfare Board on deputation basis.

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उपरोक्त विषय के संबंध में।

विषयोक्त मामलें में आपको कल्याण आयुक्त, हरियाणा, कार्यालय हरियाणा श्रम कल्याण बोर्ड, सैक्टर-4, पंचकूला से प्राप्त पत्र की प्रति भेजते हुए अनुरोध किया जाता है कि आप अपने अधीनस्थ श्रेणी-III के कर्मचारी (सहायक/अकाउंटेंट/वरिष्ठ आशुलिपिक या समकक्ष) को इस बारे अवगत करवायें और इच्छुक कर्मचारी जो अपना आवेदन भिजवाना चाहता है, उनके नाम मुख्यालय को नियमानुसार अनुलग्नक-III के साथ दिनांक 15.12.2020 सांय 05.00 तक बजे तक अग्रेषित करें। यहां पर यह भी स्पष्ट किया जाता है कि दिनांक 15.12.2020 सांय 05.00 तक बजे तक प्राप्त होने वाले नामों पर ही विचार किया जायेगा। इसके उपरांत प्राप्त होने वाले आवेदन पत्रों पर विचार नहीं किया जायेगा और उन्हें फाईल कर दिया जाएगा।


संलग्न उपरोक्त

  
उप अधीक्षक,  
कृते: श्रम आयुक्त, हरियाणा।

पृष्ठाकांन क्रमांक: स्था0/04/2020/

दिनांक:

पत्र की प्रति मुख्यालय पर कार्यरत सभी शाखा अधिकारियों को भेजकर अनुरोध है कि वह अपने अधीनस्थ कर्मचारियों को उपरोक्त हिदायतें बारे सूचित करें और अगर कोई कर्मचारी इस बारे अपना आवेदन भेजना चाहता है तो दिनांक 15.12.2020 सांय 05.00 तक बजे तक भिजवायें।

  
उप अधीक्षक,  
कृते: श्रम आयुक्त, हरियाणा।

Annexure-I

**Requisite Qualification and Experience for the post of Labour Inspector (Welfare)  
on Deputation Basis**

Designation / Pay Scale of posts	No. of Posts	Academic qualification and experience, if any for recruitment	Academic qualification and experience for appointment other than by direct recruitment	Remarks
1	2	3	4	5
Labour Inspector (Welfare)  FPL-6	07	i) A Bachelor degree of a recognized University or its equivalent ; Persons possessing the qualification of diploma/ degree in Social Welfare and specialization in Labour Laws shall be preferred.  ii) Knowledge of Hindi upto Matric standard	i) A Bachelor degree of a recognized University or its equivalent. ii) Four years experience as Assistant / Accountant/ Statistical Assistant/ Senior Scale Stenographer iii) Knowledge of Hindi upto Matric standard	As per Draft Service Rules 12(i)- The Labour Inspector (Welfare) appointed to the service shall have to qualify the department examination as per syllabus and other conditions prescribed in Appendix-E to these rules within a period of one year

1. Applicant must be working on the post in FPL Matrix-6 and possessed the experience of 4 year on the post on any Assistant/ Accountant/ Senior Scale Stenographer/ S.A posted in Haryana Government Department or Central Government.
2. The appointment will be made on deputation basis initially for a period of two years or till the appointment of regular officers, whichever is earlier.
3. The pay and allowance will be admissible as decided by Haryana Labour Welfare Board from time to time.
4. The age of applicant shall not be more than 50 years.
5. The application in the prescribed proforma (Annexure-II) complete in all respect and the certificate may be reached in the o/o Welfare Commissioner, Haryana Labour Welfare Board, Bays No. 29-30, Pocket-II, Sector-4, Panchkula through proper channel latest by 23-12-2020 Application received after the date fixed shall not be entertained in any case.
6. Preference will be given to the employees who have experience of Audit and Accounts.
7. It is made clear that the appointment is not confirmed merely on basis of submission of application. The Board has exclusive right to scrutinize and assess the candidates on the basis of certain criteria.

**Annexure-II**

**Proforma of Application for the post of Labour Inspector (Welfare) in Haryana Labour Welfare Board on Deputation Basis.**

1. Name of the Officer (In Block Letters)
2. Address
3. Date of Birth
4. Date of Retirement under State Govt. Rules
5. Educational Qualifications
6. Whether eligibility conditions are fulfilled
7. Additional details about present employment. Please state whether working under (indicate the name of your employer against relevant column):
  - a) State Government
  - b) Board
8. Are you in the revised scale of pay (7<sup>th</sup> Pay Commission) ?
9. Total emoluments per month now being drawn :
10. Additional information, if any, which would you like to mention in support of your suitability for the post. (This among other things may provide information with regard to
  - (iii) Additional academic qualifications :
  - (iv) Work experience over and above prescribed in the Annexure-I
11. Whether belongs to GEN/ SC/ ST/ OBC :

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the application duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

**Official Address :**

**Signature of the Candidate**

**Countersigned**  
(Head of Office with seal)