

From

The Labour Commissioner-cum-Secretary,
Haryana Building & Other Construction
Workers Welfare Board, Panchkula .

To

1. All the Secretaries to Government of India, New Delhi.
2. The Chief Secretary to Government, Haryana.
3. All Administrative Secretaries to Government of Haryana.
4. All Head of Departments/Boards/Corporations in Haryana State.
5. All Divisional Commissioners in Haryana State.

Memo No. HBOCWFB/2024/

Dated:-

Subject:- For filling the various vacant posts in Haryana Building and Other Construction Workers Welfare Board on deputation basis from other departments etc.

Kindly refer to the subject cited above

I have been directed to inform you that following posts are to be filled-up in Haryana Building & Other Construction Workers Welfare Board on deputation basis initially for a period of two years having the following qualification/experience/Term & conditions etc.:-

Name of Post	No. of Posts	Qualifications/Experience	Scale/Pay Level
Group-B			
Assistant Welfare Officer	5	i) Bachelor Degree in Sociology or Social Science or Social Work or Public Administration from any recognized University. ii) By transfer or deputation of an official already in the service of any State or Central Government. iii) Experience:- Group-B officers of FPL 7 of State or Central Government, having relevant minimum 2 years experience.	FPL-7
Group-C			
Executive Assistant	13	i) Bachelor degree from any recognized University ii) By transfer or deputation of an official already in the service of any State or Central Government.	FPL-6
Statistical Assistant	1	i) Bachelor degree with Economics /Public Administration / Mathematics / Commerce Statistical with minimum 60% marks from any recognized University. ii) By transfer or deputation of an official already in the service of any State or Central Government.	FPL-6
Accountant	4	i) Bachelor of Commerce from any recognized University. ii) By transfer or deputation of an official already in the service of any State or Central Government.	FPL-6
Senior Scale Stenographer	1	By transfer or deputation of an official already in the service of any State or Central Government.	FPL-6
Junior Auditor	2	By transfer or deputation of an official already in the service of any State or Central Government.	FPL-5
Junior Scale Stenographer	2	By transfer or deputation of an official already in the service of any State or Central Government.	FPL-4


Term & conditions:

1. The appointment will be made on deputation basis initially for a period of two years or till the appointment of regular incumbent, whichever is earlier.
2. No disciplinary proceeding under Rule 7 & 8 of Haryana Civil Services (Punishment & Appeal Rules 2016) or vigilance enquiry or any other criminal proceedings will be pending against the officials.

3. The pay and allowances will be paid as per provisions made in Haryana Civil Services Rules, 2016.
4. Appointed employee may be posted anywhere in the State of Haryana.

It is, therefore, requested to circulate this letter in all offices of your department/organization etc. and forward the application of willing and eligible regular officers along with bio-data in the prescribed format (**Annexure-I**), along with summary of ACRs for the last 5 years, within 30 days from the date of issuance of this letter at postal address:- Secretary, Haryana Building & Other Construction Workers Welfare Board, Panchkula, Bays No. 29-30, Sector-4, Panchkula or at e-mail ID-hbocwwb@gmail.com.

It is, further, requested to ensure that there should not be any pending disciplinary proceeding under Rules 7 & 8 of the Haryana Civil Services (Punishment & Appeal) Rules, 2016 and vigilance enquiry or any other criminal proceedings against the officers, whose names have been recommended. It is also requested that names of only such officers may be recommended who can be easily relieved by the concerned Department/Organization etc. in case of his/her selection.




Establishment Officer
for Labour Commissioner-cum-Secretary,
Haryana Building & Other Construction
Workers Welfare Board, Panchkula

Endst. No. HBOCWWB/2024/ 11037

Dated:- 23/10/24

A copy is forwarded to the following for information and necessary action:-

1. PS to Additional Chief Secretary to Government Haryana, Labour Department.
2. Labour Commissioner-cum-Secretary, HBOCWW Board, Panchkula.
3. Senior Accounts Officer, HBOCWW Board, Panchkula.
4. Superintendent O/o Additional Chief Secretary to Government Haryana, Labour Department.
5. Programmer (IT), HBOCWW Board, Panchkula with direction to upload above on the website of hrylabour.gov.in and under Section 4 of RTI Act, 2005.


Establishment Officer
for Labour Commissioner-cum-Secretary,
Haryana Building & Other Construction
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Annexure-I

Bio-Data for Deputation in Haryana Building & Other Construction Workers Welfare Board,
Panchkula.

1.	Name of Applicant (In Block Letters)	
2.	Post applied for	
3.	Present post held on regular basis etc.	Post:- Place of Posting:- Department etc.:- State or Centre Government:-
4.	Present Pay Band and Grade Pay/FPL as applicable (also mention Basic Pay).	
5.	Date of getting the parent pay scale on regular basis.	
6.	Date of Birth	
7.	Whether belongs to GEN/SC/BC/PWD/EWS	
8.	Date of entry into Govt. Services	
9.	Date of Retirement	
10.	Office Address	
11.	Applicant's Mobile No.	
12.	E-mail Address of the applicant	
13.	Education Qualification	
14.	Whether you are comfortable to work in computer.	MS Word Yes/No
MS Excel Yes/No		
Power Point Yes/No		
15.	Any Other information, if any.	

Date:-

Signature of Candidate

For office Use Only

The particulars of the applicant/officer i.e. Sh./Smt./Ms..... verified and found correct. No disciplinary proceedings under Rules 7 & 8 of the Haryana Civil Services (Punishment and Appeal) Rules, 2016 and vigilance enquiry or any other criminal proceedings against the applicant/officer are pending. Therefore, application is forwarded to the Secretary, Haryana Building & Other Construction Workers Welfare Board, Panchkula.

Signature of Head of Department/Appointing Authority Along
with Stamp