



HARYANA INSTITUTE OF PUBLIC ADMINISTRATION
76, HIPA COMPLEX, SECTOR-18, Gurugram

Ref. No. A-12011/4/2016-AD (ADMIN)/E-I/1332

Dated: 29-07-2022

To

The Director General,
Department of Public Relations & Cultural Affairs
Haryana, SCO 23, Sector-7-C, Chandigarh

Subject:- Advertisement for the posts of Principal

Sir,

Please find enclosed herewith a copy of the advertisement for the posts of Principal for publishing in Hindustan Times and Dainik Tribune (Haryana/NCR edition). The payment will be made after receipt of the bill of the advertisement from the concerned Agency.

Thanking you,

Yours faithfully

Rehman
29/07/2022

Assistant Director (Admn.)
for Director General, Haryana Institute
of Public Administration, Gurgaon

Advertisement

Post: Principal 04 Post at Divisional Training Centre (HIPA) at Panchkula Rohtak , Hisar & Gurugram

Mode of Appointment:

- a. On Deputation – In his/her own pay scale
- b. On Contract – Last pay drawn minus pension

Maximum Age Limit to apply: 65 years

Duration: Maximum 03 year or extendable upto age of 68 Years which ever will be earlier .

Qualifications:-

A. Essential:

Serving/Retired officers from the categories mentioned below:

'HCS (Executive), Additional /Joint HoD (including Joint LR or Deputy LR), District Revenue Officer and District Education Officer (Education) with minimum 5 years experience as DDO (Drawing and Disbursing Officers)/ Deputy Secretary/ Under Secretary and equivalent of Government of Haryana/ Chief Accounts Officers of Treasury and Accounts Department, Government of Haryana

Performa of Application for deputation is at Annexure - A

Note:-

1. Candidates will be shortlisted based on qualification and suitability of Divisional training Centre.
2. No TA/DA will be paid for appearing in the interview.
3. Candidates may apply by 12th August 2022 for the position by sending their detailed Curriculum Vitae through email at rekhad@hipa.in.
4. In case of Deputation :
 - (a) Candidates should apply in the prescribed format through proper channel in the parent Department/ organization in the format enclosed with a **advance copy to HIPA**.
 - (b) While forwarding the application, Cadre controlling Authority in the parent department must certify the detail furnished by candidates are true and application must be recommended and forwarded to HIPA by Cadre controlling Authority in the parent department along with certified copy of APAR/API/ACR of the last 5 years and latest integrity certificate.
 - (c) The "Certificate by the Employer / Controlling authority " forming part of prescribed application should be signed by the concerned Authority while forwarding the application to HIPA

- (d) The officers will be posted purely on transfer on deputation basis. No absorption shall be allowed.
2. **For contractual appointment: working or retired person they may apply directly at above mentioned email address** the mail must include name, contact address, professional qualifications, and details of work and research experience in their CV along with name of two references with their official address , email ID and mobile numbers.
 3. Application received after the last date shall not entertained.

Director General HIPA

ANNEXURE - I

BIO-DATA CURRICULUM VITAE PROFORMA FOR DEPUTATION

1. Name and Address (in Block Letters)	
2. Date of Birth	
3. Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied.	
Qualifications/ Experience required as mentioned in the advertisement vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification	B) Qualification
C) Experience	D) Experience
Desirable	Desirable
A) Qualification	B) Qualification
C) Experience	D) Experience
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post	
Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied	

7. Detail of Employment, in chronological order. Enclosed a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institutes	Post held on regular basis	From	To	❖ Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

a. The date of initial appointment	b. Period of appointment on deputation/contract	c. Name of the parent office/organization to which the applicant belongs.	d. Name of the post and Pay of the post held in substantive capacity in the parent organization
8. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a. Central Government b. State Government c. Autonomous Organization d. Government Undertaking e. Universities f. Others			
9. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
10. Total emoluments per month now drawn			
Basic Pay in PB		Grade Pay	Total Emoluments
11. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed			
Basic Pay with Scale of Pay and rate of increment		Dearness Pay/interim relief/ other Allowances etc. (with break-up details)	Total
12. A Additional information, if any, relevant to the post you applied for in support of your suitability for (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)			

(Note: Enclose a separate sheet, if the space is insufficient)	
<p>16. B Achievements : The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> i. Research publications and reports and special projects ii. Awards/Scholarships/Official Appreciation iii. Affiliation with the professional bodies/institutions/societies and; iv. Patents registered in own name or achieved for the organization v. Any research/innovative measure involving official recognition vi. vi) any other information. <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address _____

Date: _____

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i. There is no vigilance or disciplinary case pending/ contemplated against Shri./Smt._____.
- ii. His/Her integrity is certificate.
- iii. His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested are enclosed.
- iv. No major/ minor penalty has been imposed on him/ her during the last 10 years
Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be).

Countersigned

(Employer/Cadre Controlling Authority with Seal)