

**HARYANA STAFF SELECTION COMMISSION**  
**BAYS NO. 67-70, SECTOR-2, PANCHKULA**

**NOTICE FOR APPOINTMENT OF STAFF ON CONTRACT BASIS**

Applications on plain paper from the retired person(s) for the post of Assistant are invited in the office of Haryana Staff Selection Commission, Bays No. 67-70, Sector-2, Panchkula as per outsourcing policy of Haryana Government **on 50% of initial pay (Pay in Pay Band+Grade Pay + DA as admissible from time to time) of fresh entrant regular employee after 1.1.2006 subject to minimum of Rs. 8100/- per month or as fixed by the State Government (in General Administration Department) from time to time** for the period of one year or till the regular selected candidates are appointed, whichever is earlier.

**Terms and conditions for filling up one post of Assistant.**

- 1 They should have retired from any department of Haryana Govt. having the knowledge to maintain government accounts.
- 2 They must have a vast working experience of computer, operating various programme running under e-system by govt. of Haryana.
- 3 They must have the knowledge to operate following e-system, provided by the govt. :-
  - (a) To operate e-salary and e-billing system.
  - (b) To operate e-budget system.
  - (c) To operate e-posting system
  - (d) To file e-TDS Quarterly Return.
4. They should have at least 5 years experience of cashier and maintaining account of any department of govt. Haryana.
5. They should have the knowledge to write and maintain the Cash Book.
6. Age should not be more than 60 years of age on the day of interview.

The willing person(s), retired from the departments of Haryana Government may attend this office for “**walk-in-interview**” with all documents for the post as mentioned above on 07.10.2015 at 11:00 A.M. This post is purely contractual in nature and can be terminated at one month's notice and the person so engaged shall have no right to claim either regularization or any other benefit of engagement for any purpose in the office. The number of post can be increased/decreased at any time.



Secretary,  
Haryana Staff Selection Commission,  
Panchkula

Dated : 30.9.2015