

LABOUR DEPARTMENT / श्रम विभाग



GOVERNMENT OF HARYANA / हरियाणा सरकार

**LABOUR DEPARTMENT HARYANA**

**श्रम विभाग हरियाणा**

उत्पादकता एवं सामाजिक न्याय  
Productivity with Social Justice

LABOUR DEPARTMENT HARYANA  
श्रम विभाग, हरियाणा

शांति, सामंजस्य एवं सुरक्षा  
Peace, Harmony and Safety

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**Invitation of applications from retiree of Govt. of Haryana for re-employment on the post of Labour Inspector and Clerk in Labour Department, Haryana.**

The Government of Haryana intends to invite applications from interested retired officials on prescribed format **(Appendix-A)** for filling up 4 posts of Labour Inspectors and 21 posts of Clerks in Labour Department, Haryana by way of re-employment of officials who have retired or going to retire in two months from the last date of submission of application from Haryana Government after attaining the age of superannuation i.e. 58 years. The prescribed format **(Appendix-A)** can be downloaded from Homepage of the official website of Labour Department Haryana i.e. hrylabour.gov.in. The eligibly criteria along-with terms and conditions of selection of officials against said post shall be as follows:-

**Eligibility/Qualification Criteria for the post of Labour Inspector and Clerk:-**

	<b>In case of Labour Inspector</b>	<b>In case of Clerk</b>
i.	a) A degree of Bachelor of Arts including Public Administration of a recognized university or its equivalent. Persons possessing the qualification of Diploma/ Degree in Social Welfare and Specialisation in labour laws shall be preferred. b) Knowledge of Hindi upto Matric Standard.	a) 10+2 b) Knowledge of Hindi upto Matric Standard. c) Basic Computer knowledge of MS office including type test at speed 25 word per minute.

	<b>In case of Labour Inspector</b>	<b>In case of Clerk</b>
ii.	The Labour Inspector who have retired or going to retire in two months from the last date of submission of application from Haryana Government after attaining the age of superannuation i.e 58 years and are willing to work on the post of Labour Inspector on re-employment can submit their applications.	The Clerk who have retired or going to retire in two months from the last date of submission of application from Haryana Government after attaining the age of superannuation i.e 58 years and are willing to work on the post of Clerk on re-employment can submit their applications.
<b>The other term and condition are as under:-</b>		
a)	Good service record shall be non-negotiable. More than 70% of ACRs of the officials in 10 years before his retirement should be good or above and no disciplinary proceedings under Haryana Civil Services (Punishment and Appeal) Rules, 2016 or any judicial/ criminal proceedings/vigilance Enquiry should be pending against him.	
b)	The upper age limit shall be 63 years as on 01.10.2022.	
<b>Note:-</b> The applicant has to submit certificate issued by Head of the Department from where he/she has retired or going to retire w.r.t. (ii) (a) & (b) along with his/her application form. The specimen of certificate is at <b>Appendix-B</b> which can also be downloaded from Homepage of the official website of Labour Department Haryana i.e. <a href="http://hrylabour.gov.in">hrylabour.gov.in</a> .		

**Other General Terms and Conditions:-**

- The closing date for submission of application will be within 15 days from the date of publication at 5 p.m. Thereafter no application will be entertained.
- The offer of re-employment of the said post shall be for a period of one year or till regular incumbent join through direct recruitment to the post of Labour Inspector and Clerk after selection through Haryana Staff Selection Commission, whichever is earlier.

- The applicants who have already completed/or going to complete their re-employment term of two years/2nd year Haryana Government during the current year shall not be eligible to apply for the re-employment of the said post.
- The applicants shall submit their application through registered post/speed post in the office of Labour Department, Haryana, 30 Bays Building, Sector-17B, Chandigarh. The application delivered in person at the diary and dispatch section of the office of Labour Commissioner, Haryana in any working day shall also be accepted.
- All the application received till closing date shall be scrutinized by a committee of officers. The documents/certificates in support of eligibility criteria of each applicant shall be verified by the committee of officers and shall conduct their interview. The date of conducting interview by the committee shall be intimated through registered post as well as e-mail,
- A merit list shall be prepared by the committee of officers.
- The following criteria shall be adopted for evaluation of each candidate/preparation of merit list.

<b>Sr. No.</b>	<b>Description</b>	<b>Max. Marks.</b>	<b>Criteria for evaluation</b>
1.	<p><b>In case of Labour Inspector:-</b> A degree of Bachelor of Arts including Public Administration 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.</p> <p><b>In case of Clerk:-</b> 10+2</p>	15	<p>If an applicant has obtained 65% in degree. His marks will be evaluated as under:- <math>65\% \times 10 = 6.50</math></p> <p>If an applicant has obtained 65% in 10+2 certificate. His marks will be evaluated as under:- <math>65\% \times 10 = 6.50</math></p>

Sr. No.	Description	Max. Marks.	Criteria for evaluation
2.	Length of experience on the post Labour Inspector and Clerk	30	Evaluation shall be made the following basis : Two marks for experience for each year as Labour Inspector or Clerk subject of maximum 30 marks
3.	Letter of appreciation from the government for excellence in the field.	05	If an applicant possessing letter of appreciation he will score 5 marks straight away, else nil, irrespective of no. of appreciation letters.
4.	Interview	10	Individual member of the committee shall give marks out of 5 after assessment. The average of marks given by the members shall be considered. For e.g.. There are four members in the committee. Say A,B,C, & D ---marks are given by the member out of 5 are: A-3 B-4 C-3 D-3.5 Average, $3+4+3+3.5= 3.375$ Hence, 3.375 marks shall be awarded for interview
	<b>Total Marks</b>	<b>60</b>	

- The recommendation of committee of officers for considering eligibility/suitability of applicants for re-employment along with the merit list shall be refer to Worthy Additional Chief Secretary to Government of Haryana, Labour Department for consideration and approval.
- The offer of re-employment shall be subject to verification of necessary documents/certificates mentioned in eligibility criteria and usual terms and conditions of re-employment.

**Physical Fitness:-**

- He should be mentally and physically fit based on report from registered medical authority.

**Service Condition on Re-employment:-**

- The selected candidates shall be posted in any district of State of Haryana on availability of vacancy.
- Successful candidate shall be offered re-employment as per the number of vacancies for which applications are advertised and they have to take their charge within 15 days from the receipt of offer letter. In case of any successful candidates fails to join his/her duties, the applicants next in the line as per merit list shall be offered re-employment. The decision of the Government shall be final as to whether re-employment to be offered against subsequent vacancies or not.
- The selected candidates shall have to give two months prior notice in case he wishes to terminate the re-employment.
- The Government reserve the right to rescind the re-employment of engaged official and relieve the charge at any time without notice. In case his/her work conduct is not satisfactory the exigencies, so require.

**Disciplinary proceedings:-**

- If the selected candidate is found guilty of misconduct, misappropriation, embezzlement etc during re-employment shall be liable to disciplinary action including criminal & recovery as per the provisions applicable to the regular employees in addition to making applicable relevant Haryana civil services (Pension) Rules, 2016 and other relevant Rules.

- The Haryana Civil Services (Government Employees Conduct, Rules, 2016 & Haryana Civil Services (Punishment and Appeal) Rules, 2016 shall be applicable on the official so re-employed.

**Moluments:-**

- On re-employment, the pay/emoluments shall be prescribed chapter XI Haryana Civil Services (Pay) Rules, 2016 or as applicable from time to time.

**Sd/-  
Labour Commissioner, Haryana.**

**Appendix-A**

<b>Application Form</b>					<b>Paste passport Size photo</b>
<b>1. Personal Details</b>					
a)	Name of Applicant (in capital letter)				
b)	Residential Address for correspondence				
c)	Home District				
d)	Mobile No.				
e)	Email ID				
f)	Date of Birth				
<b>2. Particulars of past Service</b>					
a)	Name of the Department from where retired along with Address.				
b)	Date of Joining	Designation at the time of Joining	Date of Superannuation	Designation held at the time of Superannuation	Last pay drawn (with pay band or pay scale)
c)	Length of Experience on the post (years and months)	Additional Length of experience on the post (years and months if applicable)	Whether re- employed at present in any Department under Haryana Government (Yes or No)	If yes, intimate whether it is 1 <sup>st</sup> , 2 <sup>nd</sup> year of re- employment along-with date of expiry of re- employment term.	Whether any letter of appreciation issued by the Govt. for excellence in applicants field (Yes/No)

<b>3. Education Qualification:-</b>					
<b>a.</b>	10+2/Graduation	Subject	Marks obtained	Maximum Marks	Percentage

**5. List of enclosures:**

- a.** Proof of date of birth (Birth Certificate/Matriculation Certificate).
- b.** Self attested copies of the documents in support of their education qualification.
- c.** Certificate issued by Head of the Department as at Appendix-B.
- d.** Letter of appreciation issued by the Government for excellence in applicant's field.

Note:- The application without supporting documents mentioned as a), b), C) and d) above shall be rejected.

**Declaration:-**

I affirm that information given in this application is true and correct. I also fully understand that if any stage it is discovered that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidates may be rejected and re-employment terminated. I shall also liable to legal action as per law. I further understand that Government also reserves the right to rescind the re-employment at any time without notice, in case my work and conduct is not found satisfactory or the exigencies, so, require. Moreover, I have read the terms and conditions carefully, which are duly accepted by me.

Date  
Place

(Signature of the applicant)

**Appendix-B**

**Certificate (to be issued by concerned Head of Department)**

1. That Sh. ...., retired on ...../going to retire on 31.12.2022 from the post of ..... From this department after attending the age of 58 years.
2. That he as an experience of ..... years ..... months on the post of .....
3. That he has the majority of the ACRs as good and oabve with no adverse remarks on his integrity in his service career.
4. That there is no pending disciplinary action under Haryana Civil Services (Punishment and Appeal) Rules, 2016/Vigilance enquiry/ criminal proceedings against him.

Name and Signature of Head of Department  
with office seal