

**Advertisement**

**“HARYANA VIDHAN SABHA SECRETARIAT  
CHANDIGARH  
(Advertisement No. 2/2024)**

Applications are invited on prescribed format for the following posts in Haryana Vidhan Sabha Secretariat, Chandigarh. The posts may increase or decrease due to administrative reasons: -

<b><u>Sr. No.</u></b>	<b><u>Name of Post</u></b>	<b><u>Number of Post</u></b>
1.	Deputy Secretary	One
2.	Public Relations Officer	One
3.	Law Officer	One
4.	Telephone Attendant	One
5.	Bills Messenger	One
6.	Frash	One

The applications must reach on or before 30.06.2024 to Secretary, Haryana Vidhan Sabha Secretariat, Chandigarh along with prescribed fee by registered post or in person at the counter only. Applications submitted by other than prescribed mode or incomplete shall not be entertained and will liable to be rejected without any notice/reason. Age of applicant shall not be less than 18 years or more than 42 years on the last date prescribed for submission of application. Upper age limit is relaxable in case of candidates belonging to SC/ST/OBC/Ex-Servicemen as per the Rules/Government instructions. Requisite qualification/ experience, other conditions and prescribed format may be downloaded from official website: - [www.haryanaassembly.gov.in](http://www.haryanaassembly.gov.in).

**DR. SATISH KUMAR,  
SECRETARY**

**Join Telegram Group "HaryanaJobs.in"**



**HARYANA VIDHAN SABHA SECRETARIAT**

**Sector-1, Chandigarh**

**FOR OFFICE USE ONLY**

Roll No. \_\_\_\_\_ Scrutiny By \_\_\_\_\_

**APPLICATION FORM**

**IMPORTANT INSTRUCTIONS**

1. Please read instructions/note given in advertisement carefully before filling in each column.
2. Use only Black/Blue ball pen to fill the Form.
3. A passport size photograph duly attested.
4. The name of post applied for may also indicated on the envelope.

Paste here  
your stamp  
size latest  
photograph

**Fee Details :-**

**D.D. No.** \_\_\_\_\_ **Dated** \_\_\_\_\_ **Amount** \_\_\_\_\_

**Name of Bank** \_\_\_\_\_

**Advt. No.** \_\_\_\_\_ **Serial No.** \_\_\_\_\_ **Name of Post applied** \_\_\_\_\_

1. CANDIDATE'S NAME \_\_\_\_\_

[in capital letters as given in Class X Certificate (In English)]

2. FATHER'S/HUSBAND'S NAME \_\_\_\_\_

[in capital letters as given in Class X Certificate (In English)]

3. Date of Birth      Date      Month      Year  
                                              

4. Correspondence Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Educational Qualifications

Educational Qualifications	Year of passing	Marks Obtained	Total Marks	% age	Division	Name of Board/University	Subject

6. Experience, if any \_\_\_\_\_

7. Whether belong to SC/ST/BC category /Ex- Serviceman \_\_\_\_\_

8. Any other information which the candidate consider relevant \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**(SIGNATURE OF THECANDIDATE)**

(Unsigned application will be rejected)

<b>Sr. No.</b>	<b>Nomenclature of the post</b>	<b>Number of the post(s)</b>	<b>Pay scale of the post</b>	<b>Qualification/ Experience</b>
1.	Deputy Secretary	One	Pay Matrix Level-12 with start of Rs.78800/-	(i) Law Graduate (Professional) Having at least two years' experience at Bar; and (ii) Knowledge of Hindi/Sanskrit upto Matric or higher education
2.	Public Relations Officer	One	Pay Matrix Level-7 with start of Rs.44900/- + Rs.200/- as Special Pay	(i) Master Degree in Journalism; or (ii) Graduate with Post Graduate Diploma in Journalism; or (iii) Degree in Mass Communication with five years' experience in a Newspaper or advertising agency or publicity organization of Government; (iv) Knowledge of Hindi/ Sanskrit upto Matric or higher education.
3.	Law Officer	One	Pay Matrix Level-7 with start of Rs.44900/- + Rs.200/- as Special Pay	(i) Law Graduate (Professional); (ii) One year's practice at Bar; (ii) Knowledge of Hindi/Sanskrit upto Matric or higher education
4	Telephone Attendant	One	Pay Matrix Level-4 with start of Rs.25500/- + Rs.40/-as Special Pay	(i) Matric 1 <sup>st</sup> Division; or (ii) Graduate of a recognized University; (iii) Ability to speak fluently Hindi and English; (iv) Knowledge of Hind/ Sanskrit upto Matric or higher education.
5	Bills Messenger	One	Pay Matrix Level-2 with start of Rs.19900/- + Rs.60/-as Special Pay	(i) Matric; (ii) Knowledge of Hind/Sanskrit upto Matric or higher education.
6	Frash	One	Pay Matrix DL with start of Rs.16900/- + Rs.30/-as Special Pay	(i) Middle; (ii) Knowledge of Hindi and English

**Note: - (i) The candidate must ensure his eligibility for the post before applying.**

**(ii) The candidates already serving in any Govt. Department should apply through proper channel.**

**(iii) Applications should be accompanied by self-attested copies of the certificates etc. Incomplete applications will be rejected summarily and fee paid will not be refunded. Haryana Vidhan Sabha Secretariat will not be held responsible for any delay caused due to the Post and Telegraph Department.**

**Details of Fee**

<b>Sr. No.</b>	<b>Category of Post</b>	<b>General Male Female</b>	<b>Female (Haryana resident)</b>	<b>SC/BC/EWS/ Ex-Servicemen Candidates of Haryana State</b>	<b>Person with Disability</b>
1	1 to 5	Rs.500/-	Rs.250/-	Rs.250/-	No Charges
2	6	Rs.250/-	Rs.125/-	Rs.125/-	No Charges

1. The fee may be paid by way of DD in favour of Secretary, Haryana Vidhan Sabha, Chandigarh.
2. Fee once deposited against an application form is neither transferable nor refundable/adjustable.