

**HARYANA KAUSHAL ROZGAR NIGAM LIMITED**

**(Registered under Companies Act, 2013)**

**Plot No. 101, Sector-12, PANCHKULA.**

Website: [www.hkrnl.itiharyana.gov.in](http://www.hkrnl.itiharyana.gov.in)


**FILLING UP OF VACANT POSTS ON DEPUTATION/CONTRACTUAL BASIS**

Applications are invited for filling up of the below mentioned post **to be filled through Deputation** in Haryana Kaushal Rozgar Nigam Limited at Panchkula. **However, if no suitable candidate found available on deputation , then this post may be filled on Contractual basis.**

Sr. No.	Designation	Qualification	Remuneration	No. of post
<b>Details of Post to be filled on Deputation Basis:-</b>				
1	Assistant District Attorney (ADA)	Officer working as Assistant District Attorney level in Government of Haryana	Own Pay Scale	01 No.
<b>Note: The Above mention post is to be filled through Deputation. However, if no suitable candidate found available on deputation, then this post may be filled on Contractual basis.</b>				
<b>Details of Post to be filled on Contract Basis:-</b>				
1	Assistant District Attorney (ADA)	LLB and LLM passed through regular mode with a minimum of 3 years experience of High court and 1 year experience of any govt. organization.	Consolidated remuneration of Rs. 50,000/- per month with 2-5% performance based annual increment.	01 No.

Interested and eligible candidates(deputation/contract) can apply through offline mode and can send the application form along with the recommendations of the Head of the Department of their department/organization (In case of Deputation). NOC will be required from the parent department/organization for appearing in the interview for consideration and selection through in person or can send by post (only registered) within 15 days i.e. up to 28.03.2025 at the address- Haryana Kaushal Rozgar Nigam Limited, Plot No. 101, Near Iskcon Temple, Sector-12, Panchkula. For application form please visit the website @ [hkrnl.itiharyanan.gov.in](http://hkrnl.itiharyanan.gov.in). **Those who have served earlier in HKRNL are requested not to apply.**

Dated: 13.03.2025

  
General Manager  
For Chief Executive Officer  
Haryana Kaushal Rozgar Nigam Ltd  
Panchkula

**BIO-DATA FOR DEPUTATION IN  
HARYANA KAUSHAL ROZGAR NIGAM LIMITED**

1.	Name of Applicant				
2.	Post applied for				
3.	a) Present post held (whether regular, ad-hoc or on deputation basis).	Post:			
		Place of Posting:			
		Department:			
3.	b) If presently on deputation, please indicate designation of the post held in the parent office/cadre and scale of pay of that post along with the present basic pay in that grade.				
4.	Present Pay Band and Grade Pay/FPL as applicable (also mention Basic Pay)				
5.	Date of getting the present pay scale on regular basis.				
6.	Date of Birth				
7.	Date of entry into Govt. service				
8.	Date of Retirement				
9.	Office Address				
10.	Applicant's Phone				
11.	E-mail address				
12.	Educational Qualification:				
13.	Position held since entry into service (in chronological order)				
	Designation & Place of posting	Scale of Pay (pre-revised)	From	To	Whether post held on regular or ad-hoc basis.

14.	Name and address, telephone number of concerned Administrative officer in the office of Directorate of Department/ Organization.	
15.	Describe the responsibilities of post held by you in your career.	1. Name of Post:
		2.
		3.
16.	Whether you are comfortable to work on computer	MS Word Yes/No
		MS Excel Yes/No
		Power Point Yes/No
17.	How do you think that you are most suitable for this post. (Please describe in 150 words)	(Attached separate sheet)
18.	Please attach the copy of Appreciation letters if received in your service career.	
19.	Any commendable achievements during Govt. Service.	
20.	Any Other	

Date:

Signature of the Candidate

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For Office Use Only

Particulars of the applicant verified and found correct. No disciplinary proceedings under Rules 7 & 8 of the Haryana Civil Services (Punishment & Appeal) Rules, 2016 and not any type of vigilance enquiry is pending against the applicant. Therefore, application forwarded to CEO, HKRNL for consideration.

Signature of HoD/Appointing Authority  
along with Stamp

**Application should reach to this office on or before 28.3.2025 at 05:00 PM**

**by Registered/Speed Post/By-Hand**

To

Chief Executive Officer  
Haryana Kaushal Rozgar Nigam Limited  
HKRNL Bhawan, Plot No. 101,  
Sector-12  
Panchkula (Haryana).

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**Subject:- Application for the Contractual Post of \_\_\_\_\_  
under Haryana Kaushal Rozgar Nigam Limited.**

R/Sir,

With reference to the advertisement published in various Newspapers by the Nigam for recruitment on contract basis, I wish to apply on the contractual post of \_\_\_\_\_ under Haryana Kaushal Rozgar Nigam Limited. My details are as under:

Name of the applicant							
Father's Name/ Husband Name							
Gender	Male	Female		Other			
Permanent Address							
Address for correspondence							
Phone Number	Mob:		Mob:				
Email							
Date of Birth	DD	MM	YYYY	Age as on 28.03.2025	Years	Months	Days
Present post	Post:						
	Place of Posting:						
	Organization:						
Present Pay							
Name, address and Telephone number of concerned organization.							

<u>Education Qualifications:</u>						
Sr. No.	Examination	Year of Passing	Board/ University from where passed	College/	Marks%	Remarks
i)						
ii)						
iii)						
iv)						
v)						

Past Experience:

Sr. No.	Name of Organisation	Post Name	Duration of experience	Total Experience in years /months	Amount of last salary drawn per month

Note: Please attach proofs of salary e.g. salary slips/certificates for every experience mentioned above, issued by concerned organization/establishment/industry, to establish the genuineness of the experience.

Give details if having any professional achievements/appreciations:

(May attach separate sheets if required)

How do you think that you are most suitable for this post (please described in 150 words:

(May attach separate sheets if required)

Fill the following information if applicable for the post applied for:

- Please mention about your proficiency in Computer Operation:

MS Word	Yes/No
MS Excel	Yes/No
Power Point	Yes/No
- Please mention about your proficiency in documentation and report writing skills:

- Please mention about your good command in writing and spoken English:
- Please mention about your experience and expertise about conducting workshops/seminars in the Organization(s) you have worked:

(May attach separate sheets for these proficiency if required)

I am enclosing herewith the self attested copies of my educational qualifications, experience etc. with this application form.

I declare that all the information given on this application form are true and accurate to the best of my knowledge and I fulfill the qualifications for the post applied for. If any document and information filled in this form is found false/wrong at any stage, then I will be responsible for the same and consequences thereof.

Thanking you,

Dated:

Encl:

Signature of the Applicant

Name: .....

Address: .....

.....

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Phone No. ....

**Note:**

1. Please submit separate application form for every post, if wish to apply.