## From

Administrator, Micro Irrigation and Command Area Development Authority Haryana, Bays No.39-40, Sector-4, Panchkula.

To

Sr.	Name & address of the Candidate	Roll No.
No.	S/Sh./Smt./Ms.	
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5.	Abhishek S/o Vijay Kumar,	4245724451
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7	Sonu S/o Krishan Lal,	4245716708
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10.	Mohit S/o Subhash,	4245724150
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	Near Reliance Tower, V.P O Chiri	
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13.	H.No.537, VPO Nilothi. M.NO. 8708257171.	424570503
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14.	Nikhil S/o Pyare Lal, Ward No.4, Near Govt. Girls College. M.No.9518638223. Email:heyiamnikhill@gmail.com	424571937
15_	Mohit S/o Ishwar Singh,	40.45704.10
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16	Yogesh Kumar	424572102
	S/o Ramesh Chand Yaday	424372102
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21.	Karan Singh S/o Tara Chand,	4245721682
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30	Monu Bhargarh S/o Jhabar Singh,	4245707662
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Memo No.MICADA/Admn.2024/20A/ 5327-61

Dated 93-10.2024.

Subject: Provisional Appointment to the temporary post of Clerk against Advt.04/2024, Category No.380 - Recommendation thereof.

On the recommendations of the Haryana Staff Selection Commission, Panchkula. sent vide letter No.HSSC/Confd./CA-14/CET-Group-C/2024/711 dated 19.10.2024, you are hereby offered Provisional Appointment on a temporary post of Clerk in Micro Irrigation and Command Area Development Authority, Haryana in the Functional Pay Level – 3 (at initial stage i.e. Rs.21,700/- per month) of the Pay Matrix of Haryana Civil Services (Revised Pay) Rules, 2016 alongwith usual allowances as sanctioned by the Government of Haryana from time to time.

The above offer is subject to the following terms and conditions:-

- It should be clearly understood that your appointment on the post of Clerk which is purely a temporary post is on provisional basis. This post is liable to be abolished at any time and carries no promise of subsequent permanent employment. No offer on permanent vacancy can be made to you at present in this respect. You will have to take chance like others who have been similarly recruited. The confirmation will be made as per Rules & instructions of Haryana Government.
- Your appointment is subject to matching of Biometric/Facial verification Attendance before the HSSC within two weeks from the date of joining as per Govt. instructions issued vide memo No.52/06/2018-2HR-III dated 11.10.2024.
- 3. You should appear before the concerned Chief Medical Officer within a period of two months from the date of issue of this letter for medical examination of your health & fitness and to get the Medical Fitness Certificate, which you will submit in the office wherever posted. In case you are declared medically unfit by the C.M.O., your services shall be terminated from the date of submitting arrival report.
- 4. Your character and antecedents will be got verified from the Police Department as per Govt. instructions. Therefore, it is made clear that in case any adverse fact comes to the notice of the Government regarding your character and antecedents, your services shall be terminated immediately without giving any notice and without prejudice to such further criminal logal action as may be taken under provisions of the Indian Penal Code for providing/manipulating false certificates/statements/documents.
- 5. You will be on probation for a period of two years from the date of joining. The probation period can be extended for another one or more years. In case your work and conduct is not found satisfactory during the probation period, your services shall be liable to be terminated without giving any notice or pay in lieu thereof.
- 6. If any information provided by you in the Attestation Form/Declaration is found false at any stage, your services shall stand terminated without any notice, in addition to initiating criminal/legal action.
- 7. You will have to qualify the State Eligibility Test in Computer Appreciation and Application (SETC) alongwith a test in typing with the speed of 30 words per minute in English or 25 words per minute in Hindi, within the probation period failing which your probation period shall be extended till the date of passing of SETC. Simultaneously, you shall not earn annual increment(s) till such time as you qualify the SETC. The increment(s) shall, however, be released with retrospective effect but without allowing any arrears of pay/increment for the intervening period.
- 8. Your services shall be governed under the Service Rules of MICADA Haryana, as are finalized by the Government/Authority and subsequent Rules as modified or amended by the Government/Authority from time to time and shall also be governed under other rules, regulations, executive instructions etc. issued or to be issued by the State Govt. from time to time. Your seniority shall be determined as per Service Rules. Govt. instructions and relevant clarifications issued by the Government time to time.
- 9. Your services can be utilized anywhere in the State/Country including any other projects outside the State, wherein Haryana State has interest.
- 10. In case you are married, you should have only one living spouse and if not married, then you will not marry a person who has living spouse. If you have more than one living spouse, you should justify the circumstances for that. If you are unmarried, you shall have to furnish a declaration immediately after marriage regarding non-acceptance of dowry by you to the concerned Authority as per declaration in Annexure-A&B in terms of Government instructions issued vide Chief Secretary to Govt Haryana letter No.18/1/2004-2GS-I dated 21 02.2006
- 11. You will not persue higher studies of any kind without obtaining prior permission from the competent authority and no leave of any kind will be granted to you for pursuing higher studies.

- 12. You will be governed by the "New Defined Contribution Pension Scheme" as per Haryana Government Finance Department Notification No.1/1/2004-1 Pension dated 28.10.2005.
- 13. Your original certificates regarding educational qualification, age, caste/category, domicile, sports gradation, disability etc. will be got checked/verified from the concerned issuing authorities. If any document is found false/fictitious, your services shall be terminated without assigning any further reason and without prejudice to such further criminal/legal action as may be taken under the provisions of Indian Penal Code for Production of false certificate. In this regard, you shall have to submit a self-declaration by way of an affidavit duly attested by the Notary Public/Ist Class Magistrate to your controlling officer within a week after allotment of place of posting.
- 14. In case of SC/ST/BC (A&B) candidates, the appointment is provisional and subject to the production of a SC/ST/BC (A&B) certificate, which shall be got verified through proper channel by the office and if the verification reveals at any stage that the claim belonging to SC/ST/BC (A&B), as the case may be, is false, your services shall be terminated forthwith without assigning any reason and without prejudice to such further criminal/legal action as may be taken under the provisions of Indian Penal Code for production of false certificate.
- 15. You will have to take oath of allegiance to the Constitution of India.
- 16. In case you are employed in any office of any other State, you should either bring "No Objection Certificate" from your present employer or the letter of acceptance of your resignation by such department/organization before submitting arrival report to this Authority.
- 17. Your pay will commence from the day you actually join duty in this office/Authority.
- 18. No travelling allowance/D.A. will be admissible for joining this assignment.
- 19. Since the work of the Authority is done on computers in view of modernization of technology, you will have to work on computers also.
- 20. If you wish to resign from service at any stage, you will be required to give one month's notice of your intension to do so or you will be liable to deposit salary for one month or for the period by which the notice falls short of one month. Such a notice will be given to you by this department also in case it is proposed to terminate your services for the reasons other than those mentioned in para 2-6 & 13-14 above. The Authority will also be liable to pay you salary of one month in the event of non-giving of one month's notice for the purpose. However, in case of misconduct, you will be entitled to a reasonable opportunity to show cause as to why your services should not be terminated. In such case, the condition of month's notice shall not apply. The willful absence from duty after expiry of leave or otherwise will be treated as a misconduct for the purpose of this condition.
- 21. This offer is subject to the final outcome of any Civil Writ Petition pending in the Hon'ble Punjab and Haryana High Court or any other Court of law.
- 22. You will be allowed to join the assignment only after submission/filling up of Attestation Form/Declaration to be provided by the office to you at the time of joining.
- 23. If you are willing to accept this offer of provisional appointment on the terms and conditions mentioned above, you should report for duty to the Administrator, Micro Irrigation and Command Area Development Authority, Haryana, Sector-4, Panchkula within a period of one month from the date of issue of this letter. If you fail to join the assignment within the specified period, then this offer shall stand cancelled without giving any notice.

Dated: 22 .10.2024.

(Dr. S.S.KADIAN)
ADMINISTRATOR
MICADA HARYANA,
PANCHKULA.

Endst. No. MICADA/Admn.2024/20A/5362-70.

Dated 23.10.2024

A copy is forwarded to the following for information & necessary action :-

- The Director General, Health Services Haryana, Sector-6, Panchkula with the request to direct all the Civil Surgeons of all districts for doing medical examination of the above named candidates who have been provisionally offered appointment on a temporary post of Clerk.
- The Secretary, Haryana Staff Selection Commission, Bays No.67-70, Sector-2, Panchkula for information w.r.t. letter No.HSSC/Confd./CA-14/CET-Group-C/2024/711 dated 19.10.2024
- 3. The Chief Accounts Officer, MICADA, Haryana, Panchkula.

4. All the Superintending Engineers, MICADA, Haryana, Panchkula.

5. Secretary to Administrator for kind information of Worthy Administrator.

Computer Programmer, MICADA, Haryana, Panchkula.

Establishment Officer, For Administrator, MICADA, Haryana, Panchkula.

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