



GOVERNMENT OF HARYANA

Haryana Labour Welfare Board/ हरियाणा श्रम कल्याण बोर्ड  
Bays No. 29-30, Pocket-II, 1<sup>st</sup> Floor, Sector- 4, Panchkula, Pin- 13-1112 (Haryana)  
Ph. No. 0172-2560226 Email- hlwb51hry@gmail.com



From

The Principal Secretary Labour to Govt. Haryana.  
Labour Department, Chandigarh.

To

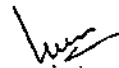
1. All the Secretaries to Government of India, New Delhi.
2. All Chief Secretaries to Government of all States.
3. All the Heads of the Departments of Haryana.
4. Commissioners Ambala, Hisar, Rohtak, Gurugram, Karnal and Faridabad Divisions.

HLWB/Estt/2024/ 140-343

Dated:- 11/1/24

**Subject:-** Filling up the posts of Labour Welfare Officers in the Haryana Labour Welfare Board on deputation basis.

I am directed to request you to sponsor the name of the eligible and willing officials posted on the post having Grade Pay level-7 of Rs. 4600 (Pre-revised Functional Pay Rules-2016) for considering their names for the appointment to the post of Labour Welfare Officer in Haryana Labour Welfare Board on deputation basis. The candidates shall have to submit their application on proforma annexed as Annexure-II duly countersigned by the employer latest by 09-02-2024. While sending the nominations, it may please be ensured that no criminal/ civil / departmental proceedings are pending or contemplated against the officer/ official and they have completed the required eligibility criteria conditions as mentioned in Annexure-I. A certificate annexed with this letter may also be furnished duly signed by the Head of Office/ Department whichever is applicable.


  
Deputy Labour Commissioner (Welfare)  
for Principal Secretary Labour to Govt. Haryana  
Labour Department.

Encls. No./

Dated :

A copy is forwarded to the following for information please :-

1. P.S. to Principal Secretary Labour to Govt. Haryana, Labour Department for kind information of worthy PSL.
2. PS to worthy Labour-cum-Welfare Commissioner, Haryana for kind information of worthy Labour Commissioner - cum - Welfare Commissioner, Haryana.
3. Accounts Officer, Haryana Labour Welfare Board.
4. Programmer, Haryana Labour Welfare Board and he is directed to upload above on the website of hrylabour.gov.in. and under Section 4 of RTI Act, 2005.

  
Deputy Labour Commissioner (Welfare)  
for Principal Secretary Labour to Govt. Haryana  
Labour Department



## Annexure-I

### Requisite Qualification and Experience for the post of Labour Welfare Officer on Deputation Basis

Name of the post	No. of the post	Pay Band/ Grade Pay	Academic qualification and experience, if any for direct recruitment Or transfer or deputation
Labour Welfare Officer	06	44900 FPL-7 PB-2 9300-34800-4600 G.P (Pre-revised Functional Pay Rules-2016)	(1) Graduate from a recognized university with Economics or Public Administration or Commerce or Sociology or Psychology or Law Degree with Labour Law as one of the subjects. (2) Degree or Diploma in Social Work or Labour Welfare or Its equivalent from any recognized university or institution. (3) Adequate knowledge of Hindi.

1. Applicant must be an Officer posted in any Government Department in Haryana or any other State or Central Government on the post carrying Grade pay level-7 of Rs. 4600/- (Pre-revised Functional Pay Rules-2016) and must have three years experience of handling of Welfare Schemes.
2. The appointment will be made on deputation basis initially for a period of one year or till the appointment of regular officers, whichever is earlier.
3. The pay and allowance will be admissible as decided by the Haryana Labour Welfare Board from time to time.
4. The age of applicant should be according to Haryana Government/ Centre Government deputation policy.
5. The application in the prescribed proforma (Annexure-II) complete in all respect and the certificate may be reached in the o/o Welfare Commissioner, Haryana Labour Welfare Board, Bays No. 29-30, Pocket-II, Sector-4, Panchkula through proper channel latest by 09-02-2024. Application received after the date fixed shall not be entertained in any case.
6. It is made clear that the appointment is not confirmed merely on the basis of submission of application. The Board has exclusive right to scrutinize and assess the candidates on the basis of certain criteria.



ANNEXURE-II

PROFORMA OF APPLICATION FOR THE POST OF LABOUR WELFARE OFFICER IN HARYANA LABOUR WELFARE BOARD ON DEPUTATION BASIS.

1. Name of the Officer (In Block Letters) Self Attested  
Photograph  
  
should be  
  
Attached
2. Address :
3. Date of Birth :
4. Date of Retirement under State Govt. Rules :
5. Educational Qualifications :
6. Whether eligibility conditions are fulfilled :
7. Additional details about present employment. Please state whether working under (indicate the name of your employer against relevant column):
  - a) State Government
  - b) Other State
  - c) Central Government
8. Are you in the Grade Pay Level-7 (Pre-revised Functional Pay Rules-2016) of pay (7<sup>th</sup> Pay Commission) ? if yes, give the date from which the revision took place and also indicate the Pre-revised scale of pay :
9. Total emoluments per month now being drawn :
10. Additional information, if any, which would you like to mention in support of your suitability for the post. (This among other things may provide information with regard to)
  - i) Additional academic qualifications :
  - ii) Work experience over and above prescribed in the Annexure-I
11. Whether belongs to GEN/ SC/ ST/ OBC/Handicaped :

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the application duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

**Official Address :**

**Signature of the Candidate**

**Countersigned  
(Head of Office with seal)**



**CERTIFICATE**

1. Certified that the particulars furnished by Sh./Smt./Ms./.....have been verified from his service record and found correct.
2. No criminal / civil / Departmental proceeding is either pending or contemplated against Sh./Smt./Ms./ ....., his/her integrity is beyond doubt.
3. No major / minor penalty was imposed on Sh./Smt./Ms./..... during the last 10 years in the department.
4. His/Her latest 10 A.C.Rs are good and above. No adverse remarks regarding integrity has been recorded. Summary thereof is attached herewith.

Signature of Head of  
Office with seal.



GOVERNMENT OF HARYANA/ हरियाणा सरकार

Haryana Labour Welfare Board/ हरियाणा श्रम कल्याण बोर्ड

Bays No. 29-30, Pocket-II, 1<sup>st</sup> Floor, Sector-4, Panchkula, Pin-134112 (HR)

Ph. No. 0172-2560226 Email: hlwb51hry@gmail.com



From

Welfare Commissioner, Haryana,  
Haryana Labour Welfare Board,  
Bays No. 29-30, Pocket-II,  
Sector-4, Panchkula.

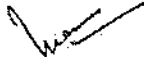
To

1. All the Heads of the Departments of Haryana.
2. Commissioners Ambala, Hisar, Rohtak, Gurugram, Karnal and Faridabad Divisions.

No. HLWB/Estt/2024/347-442  
Dated :- 11/11/24

**Subject:- Filling up the posts of Labour Inspector (Welfare) in the Haryana Labour Welfare Board on deputation basis.**

I am directed to request you to sponsor the name of the eligible and willing officials posted on the post in Pay Matrix Level-6 (Pre Revised functional pay Rule-2016) or higher or equivalent and having one year experience on the posts of Assistant / Accountant / Senior Scale Stenographer for considering their names for the appointment to the post of Labour Inspector (Welfare) on deputation basis. The candidates shall have to submit their application on proforma annexed as Annexure-II duly countersigned by the employer latest by 09-02-2024. While sending the nominations, it may please be ensured that no criminal/ civil / departmental proceedings are pending or contemplated against the officer/ official and they have completed the required eligibility criteria/ conditions as mentioned in Annexure-I. A certificate annexed with this letter may also be furnished duly signed by the Head of Office/ Department whichever is applicable.

  
Dy. Labour Commissioner (Welfare)  
for Welfare Commissioner, Haryana.

Endst. No./

Dated :

A copy is forwarded to the following for information please :-

1. P.S., Labour-cum-Welfare Commissioner, Haryana for kind information of W/W.C.
2. Accounts Officer, Haryana Labour Welfare Board.

  
Dy. Labour Commissioner (Welfare)  
for Welfare Commissioner, Haryana.



## Annexure-1

## Appendix - B

Requisite Qualification and Experience for the post of Labour Inspector (Welfare)  
on Deputation Basis

Designation / Pay Scale of posts	No. of Posts	Academic qualification and experience, if any for direct recruitment	Academic qualification and experience for appointment other than by direct recruitment	Remarks
1	2	3	4	5
Labour Inspector (Welfare) FPL-6	07	i) A Bachelor degree 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. ii) Knowledge of Hindi upto Matric standard	i) A Bachelor degree of a recognized university or its equivalent. ii) Four years experience as Assistant / Accountant/ Senior Scale Stenographer iii) Knowledge of Hindi upto Matric standard	As per Draft Service Rules 12(i)- The Labour Inspector (Welfare) appointed to the service shall have to qualify the department examination as per syllabus and other conditions prescribed in Appendix-E to these rules within a period of one year

1. Applicant must be working on the post in FPL Matrix-6 and possessed the experience of 4 years on the post on any Assistant/ Accountant/ Senior Scale Stenographer posted in any Government Department in Haryana or any other State or Central Government and must have 4 years experience of handling of Welfare Schemes.
2. The appointment will be made on deputation basis initially for a period of one year or till the appointment of regular officials, whichever is earlier.
3. The pay and allowance will be admissible as decided by Haryana Labour Welfare Board from time to time.
4. The age of applicant should be according to Haryana Government/Centre Government deputation policy.
5. The application in the prescribed proforma (Annexure-II) complete in all respect and the certificate may be reached in the o/o Welfare Commissioner, Haryana Labour Welfare Board, Bays No. 29-30, Pocket-II, Sector-4, Panchkula through proper channel latest by 09-02-2024. Application received after the date fixed shall not be entertained in any case.
6. It is made clear that the appointment is not confirmed merely on basis of submission of application. The Board has exclusive right to scrutinize and assess the candidates on the basis of certain criteria.



**Annexure-II**

**Proforma of Application for the post of Labour Inspector (Welfare) in Haryana Labour Welfare Board on Deputation Basis.**

1. Name of the Officer (In Block Letters)
2. Address
3. Date of Birth
4. Date of Retirement under State Govt. Rules
5. Educational Qualifications
6. Whether eligibility conditions are fulfilled
7. Additional details about present employment. Please state whether working under (Indicate the name of your employer against relevant column):
  - a) State Government
  - b) Other State
  - c) Central Government
8. Are you in the revised scale of pay (7<sup>th</sup> Pay Commission) ?
9. Total emoluments per month now being drawn :
10. Additional information, if any, which would you like to mention in support of your suitability for the post. (This among other things may provide information with regard to
  - i) Additional academic qualifications :
  - ii) Work experience over and above prescribed in the Annexure-I
11. Whether belongs to GEN/ SC/ ST/ OBC :

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the application duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

**Official Address :**

**Signature of the Candidate**

**Countersigned**  
(Head of Office with seal)



**CERTIFICATE**

1. Certified that the particulars furnished by Shri/ Smt.Kum.....have been verified from his / her service record and found correct.
  
2. No criminal / civil / Departmental proceeding is either pending or Contemplated against Shri. / Smt./ Kum.....his/her integrity is beyond doubt.
  
3. No major / minor penalty was imposed on Shri / Smt. / Kum.....during the last 10 years in the department.
  
4. His/ her latest 10 A.C.Rs are good and above. Summary thereof is attached herewith.

**Signature of Head of**

**Office with seal.**