



भारत सरकार / Government of India
कौशल विकास एवं उद्यमशीलता मंत्रालय / Ministry of Skill Development & Entrepreneurship
प्रशिक्षण महानिदेशालय / Directorate General of Training
क्षेत्रीय कौशल विकास एवं उद्यमशीलता निदेशालय हरियाणा एवं चंडीगढ़
Regional Directorate of Skill Development and Entrepreneurship Haryana & UT Chandigarh
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Campus: BSNL TE Building, Industrial Area, Phase II, Chandigarh-160002
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Ref. No.: RDSDEH/A-12011/Recruitment/Group-C/2990

Dated: -21.08.2026

CIRCULAR

Subject: Filling up 01 posts of Upper Division Clerk (UDC) in Pay Level-4 and 02 posts of Accountant in Pay Level-5 on deputation basis at National Skill Training Institute, Panipat/RDSDE Haryana, Chandigarh.

Applications are invited from eligible candidates for filling up the following posts on deputation basis:

Sl. No.	Name of Post	Pay Level	Place of Posting	No. of Posts
1.	Upper Division Clerk (UDC)	Level-4	RDSDE Haryana & Chandigarh	01
2.	Accountant	Level-5	RDSDE Haryana & Chandigarh	01
3.	Accountant	Level-5	NSTI(W), Panipat	01

The period of deputation initially be for a period of one year extendable to maximum of three years.

Eligibility For Upper Division Clerk (UDC): -

Officers of the Central Government or State Government or Union territories administration.

(a) (i) holding analogous post on regular basis in the parent cadre or department;

OR

(ii) with eight years' service rendered after appointment to the post of Lower Division Clerk grade on a regular basis in level-2 in the pay matrix Rs. 19900-63200.

(b) possessing the following educational qualifications and experience, namely: -

(i) 12th class pass or equivalent from a recognized Board; and

(ii) a typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer. (35 words per minute and 30 words per minute correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).

(iii) at least three years' experience in the field of establishment or accounts or store section or training related work.

Eligibility For Accountant: -

Officers of the Central Government or State Government or Union territories administration.

(a)(i) holding analogous post on regular basis;

OR

(ii) with Five years' service rendered after appointment to the post of Upper Division Clerk or cashier or Assistant hostel superintendent grade on a regular basis in level-4 in the pay matrix Rs. 25500-81100.

(b) possessing the following educational qualifications and experience, namely: -

(i) 12th class pass or equivalent from a recognized Board; and

(ii) a typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer. (35 words per minute and 30 words per minute correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).

(iii) possessing experience in Accounts or Audit or caretaker, Hostel or Purchase relevant to the post.

Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on the deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.

Note 3: The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.

Applications in the enclosed Proforma along with photocopies of the complete and upto date APARs of last five years duly attested by Head of Office in respect of the officers who could be spared in the event of their selection may be sent to the the

Deputy Director/HOO, RDSDE Haryana & Chandigarh, BSNL TE Building, Industrial Area Phase-II Chandigarh-160002 within 30 days of issue of this circular. Applications received after the last date or without attested copies of Confidential Reports or otherwise found incomplete, will not be considered. While forwarding applications, it may be verified and ensured that particulars furnished by the applicants are true and correct. A certificate that no Vigilance case is pending or contemplated against the applicant and no major/minor penalty is imposed on him/her during last 5 years along with cadre clearance and integrity certificate may be furnished with the applications. Candidate may also send an advance application to the undersigned.

This issues with the approval of competent authority.

Encl: **Proforma.**


(Yash Pal, ISDS)
Dy. Director/HOO
RDSDE Yash Pal, ISDS
यश पाल, भा.कौ.व.उ. / Deputy Director/HOO
उप निदेशक / कार्यालयाध्यक्ष / Deputy Director/HOO
क्षेत्रीय कौशल विकास एवं उद्यमशीलता निदेशालय, हरियाणा एवं चण्डीगढ़
Regional Directorate of Skill Development & Entrepreneurship, Haryana & Chandigarh
प्रशिक्षण महानिदेशालय / Directorate General of Training
कौशल विकास एवं उद्यमशीलता मंत्रालय
Ministry of Skill Development & Entrepreneurship
भारत सरकार / Govt. of India
BSNL TE Building, Industrial Area, Phase-II, Chandigarh-160002

Copy to:-

1. All Ministries/Department of Govt. of India including DGT, Ministry of Skill Development & Entrepreneurship - Through RDSDE Haryana Website.
2. All Field Offices of DGT.
3. Nodal Officer (IT) to upload the circular on website.
4. Notice Board.

PROFORMA FOR THE POST OF UPPER DIVISION CLERK (UDC) IN RDSDE HARYANA

1. Name
2. Date of birth
3. Date of appointment
4. Educational Qualification
5. Present Post held, date
From which held & Pay Scale
6. Name of Department/Organization
7. Nature of Duties
(Please attach a signed separate sheet, if necessary)
8. Whether belongs to SC/ST/OBC/PH
9. Whether Permanent/Temporary
10. Any other information in support
of your candidature

Dated:

(Signature of the applicant)

CERTIFICATE OF EMPLOYER

It is certified that the above particulars of Shri/Smt. _____ are verified and he/she is free from vigilance angle. His/her attested copies of upto date APARs for the last 05 years are enclosed herewith. He/She can be spared for transfer as & when required.

Signature of Head of Office
With Office Seal

**PROFORMA FOR THE POST OF ACCOUNTANT IN NATIONAL SKILL TRAINING INSTITUTE
PANIPAT/RDSDE HARYANA.**

1. Name
2. Date of birth
3. Date of appointment
4. Educational Qualification
5. Present Post held, date
From which held & Pay Scale
6. Name of Department/Organization
7. Nature of Duties
(Please attach a signed separate sheet, if necessary)
8. Whether belongs to SC/ST/OBC/PH
9. Whether Permanent/Temporary
10. Any other information in support
of your candidature

Dated:

(Signature of the applicant)

CERTIFICATE OF EMPLOYER

It is certified that the above particulars of Shri/Smt. _____ are verified and he/she is free from vigilance angle. His/her attested copies of upto date APARs for the last 05 years are enclosed herewith. He/She can be spared for transfer as & when required.

Signature of Head of Office
With Office Seal