EMPLOYMENT NOTICE

Recruitment of Heavy Vehicle Drivers & Conductors for Haryana Roadways City Bus Service Faridabad

The applications are invited through registered post on the prescribed application form from the eligible MALE candidates for the engagement of Heavy Vehicle Drivers & Conductors purely on an annual contract basis (renewal of the agreement only on the satisfactory service with 10% increase in wages) for Haryana Roadways City Bus Service at Faridabad. Reservation for SC, BC A&B, Ex-Servicemen and Outstanding Sports Person shall be as per Haryana Government rules/instructions. The benefit of reservations shall be available only to bonafide residents of Haryana State.

Name of the Post | No. of Drivers/ Conductors required | Age | Qualification and Experience | Consolidated fixed monthly emolument
--- | --- | --- | --- | ---
Heavy Vehicle Driver | 350 | 18-40 Years (as on 02.12.2011) | i) Matriculation with Hindi or Sanskrit. ii) Holding Transport Vehicle Driving Licence along with minimum of 2 years experience of driving a Heavy Goods vehicle including proficiency in driving a heavy passenger Motor Vehicle or 10 years experience of driving a vehicle in the Armed Forces. | ₹ 10,000/-
Conductor | 350 | 18-40 Years (as on 02.12.2011) | i) Matriculation with Hindi or Sanskrit. ii) Should hold valid Conductor’s Licence on cut off date. | ₹ 8,000/-

1. Applicants are required to attach the self attested photocopies of the necessary documents as per the details provided with the application form.
2. All the applicants are required to attach a demand draft of ₹ 200/- as an application processing fee. The demand draft should be issued in favour of General Manager, Haryana Roadways Faridabad payable at Faridabad.
3. The original Certificates should not be enclosed to the application form. All documents should be self attested.
4. Candidate should submit only one application for one post in the office of General Manager, Haryana Roadways Faridabad depot.
5. The Heavy Vehicle Drivers will be engaged purely on temporary basis (contractual agreement). They will receive a consolidated fixed remuneration of ₹ 10,000/- Per Month.
6. The Conductors will be engaged purely on temporary basis (contractual agreement). They will receive a consolidated fixed remuneration of ₹ 8,000/- Per Month.
7. The Heavy Vehicle Driver/Conductor engaged for a fixed monthly remuneration are required to execute a prescribed service agreement detailing the terms and conditions of engagement with the General Manager, Haryana Roadways, Faridabad.
8. The services of the Heavy Vehicle Driver/Conductor so engaged shall stand terminated on the expiry of the term and shall not vest any other right or consequential benefits.
9. The Heavy Vehicle Drivers/Conductors are specifically being engaged for Haryana Roadways City Bus Service in Faridabad.
10. The Heavy Vehicle Drivers/Conductors engaged against this advertisement shall not have any legal right for claiming regularisation of his services in the department.
11. Eligible candidates will be engaged through a selection process, which comprises of shortlisting based on merit and experience, driving proficiency test (Dug Test, Zigzag Test, Road Test etc.) and an interview.
12. The applicant shall clearly write the name of the post on the envelope and shall send it through registered post to the following address i.e. General Manager, Haryana Roadways, Faridabad.

The application form is available at the office of General Manager, Haryana Roadways Faridabad depot and also downloadable at our website i.e. http://hartrans.gov.in/form.pdf

NOTE: Please note that the posts are specific to the City Service of Faridabad and in no way, transferable.

All the applications forms, duly filled in must reach by registered post to the office of General Manager, Haryana Roadways Faridabad depot on or before the last date i.e. 2-12-2011 (upto 5:00 PM).

Sd/
Arun Kumar, IAS
Director General, State Transport,
Haryana, Chandigarh.
DIRECTOR GENERAL, STATE TRANSPORT, HARYANA
महानिदेशक, राज्य परिवहन, हरियाणा
30 Bays building, Sector 17, Chandigarh.
सेक्टर 17, चंडीगढ़।
PINCODE: 160017 घाटा नंबर 160017

APPLY FOR CONDUCTOR IN HARYANA ROADWAYS CITY BUS SERVICE, FARIDABAD
हरियाणा राज्य परिवहन फरीदाबाद में सिटी बस सर्विस के लिए परिचालकों के अनुबंध हेतु आवेदन पत्र

(i) Please read the instructions and other relevant information contained in the advertisement for engagement of conductors, a copy of which is enclosed and is a part of the application pack.

परिचालकों के अनुबंध के लिए विज्ञापन में दर्शाई गई हिदायतें / सूचना इत्यादि का अवलोकन करें, जिसकी एक प्रति प्रार्थना पत्र के साथ संलग्न है।

Please fill up the form in Capital Letters using Ink or Type. All columns of this form must be filled up by the applicant.

कृपया आवेदन पत्र को स्पष्ट शब्दों में स्पष्टता का प्रयोग करते हुए भरें अथवा टाइप करें। आवेदन पत्र के सभी स्थितियां स्पष्ट भरें।

1. CANDIDATE’S NAME (in Capital letters as given in class X Certificate) (In English)
   प्राप्ति का नाम (विद्यार्थियों के प्राप्ति पत्र अनुसार)

2. FATHER’S NAME (in Capital letters as given in class X Certificate) (In English)
   पिता का नाम (विद्यार्थियों के प्राप्ति पत्र अनुसार)

3. MOTHER’S NAME (in Capital letters) (In English)
   माता का नाम (विद्यार्थियों के प्राप्ति पत्र अनुसार)

4. Date of birth
   जन्म तिथि

5. Age as on last date of submission of application i.e. 02.12.2011: Years Months Days
   आवेदन करने की अन्तिम तिथि 02.12.2011 को आयु

6. Category
   (Tick appropriate boxes)
   वर्ग (आवश्यक मार्क करें)

   [सही वृत्त में (✓) अंकित करें]

   सामान्य अनुसूचित पिछड़ी पिछड़ी पिछड़ी
   जाति—ए जाति—बी

   [स्वतन्त्र सूचित छात्रप्रतिद्वंद्वियों संलग्न करें]

   ExSM [✓] Outstanding Sports Person [✓]
   विख्यात खेल प्राप्ति

   (Self-attested photocopies of the certificates shall be attached)

7. Application Fees: ` 200/-
   आवेदन शुल्क ` 200/-

   Draft No. ड्राफ्ट सं.
   Date तिथि
   Issuing Bank Name जारी करने वाले बैंक का नाम
8. Write name & Complete Mailing address in BLOCK LETTERS
बड़े शब्दों में नाम और पत्र व्यवहार कर पूरा पता लिखें।

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<tr>
<th>Name:</th>
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<tr>
<td>Address:</td>
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<tr>
<td>Town/Village</td>
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<tr>
<td>District</td>
<td></td>
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<tr>
<td>State</td>
<td></td>
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</table>

| Pin Code |  |

9. Are you Resident of Faridabad District
(Attach photocopy of voter identity card / Residence proof)
क्या आप फरीदाबाद जिला के निवासी हैं

| Yes | No |

(विदेशीय वहाँ अधिनियम पत्र / निवास प्रमाण पत्र की छायाप्रति संलग्न करें)

10. Whether you are registered with Employment Exchange, Faridabad if any
क्या आप रोजगार कार्यालय फरीदाबाद में पंजीकृत हैं, पय्यर या नहीं

| Yes | No |

11. If Yes, Employment Exchange, Faridabad Registration No. & Date
यदि हां तो रोजगार कार्यालय फरीदाबाद का पंजीकरण संख्या तथा तिथि

<table>
<thead>
<tr>
<th>Registration No.</th>
<th>Date of Registration</th>
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12. Are you DOMICILE of Haryana
(Attach photocopy of Domicile Certificate)
क्या आप हरियाणा के स्वामी निवासी हैं

| Yes | No |

(निवास प्रमाण पत्र की छायाप्रति संलग्न करें)

13. Details of CONDUCTOR LICENCE
(Self-attested copies of Certificates shall be attached)
परिचालक लाइसेंस का विवरण
(परिचालक लाइसेंस की फोटोप्रति स्वयं सत्यापित कर संलग्न करें)

<table>
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<tr>
<th>Licence No.</th>
<th>Date of Issue काशी करने की तिथि</th>
<th>Valid upto कब तक वैध है</th>
<th>Name of Licensing Authority परिचालक लाइसेंस गारी करने वाले दीर्घसंख्याकारी का नाम</th>
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14. EDUCATIONAL QUALIFICATIONS from 10th class onwards:
(Self-attested copies of Certificates and Marks sheets be attached)
शैक्षिक योग्यता दसवीं चरण एवं अग्रें तक
(प्रमाण पत्र और अंक तालिका की छायाप्रति स्वयं सत्यापित कर संलग्न करें)

<table>
<thead>
<tr>
<th>Year वर्ष</th>
<th>Examination परीक्षा</th>
<th>Total Marks कुल अंक</th>
<th>Marks Obtained प्राप्त अंक</th>
<th>%Age में प्रतिशत अंक</th>
<th>University / Board विद्यालय / बोर्ड</th>
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15. Total Experience in years (As Conductor) if any

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<tr>
<th>Year</th>
<th>Month</th>
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16. Details of Experience (As conductor):

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<tr>
<th>S.No. क्र.स.</th>
<th>Dates (Months &amp; Year) वर्ष</th>
<th>Name &amp; Address of Bus Operator &amp; Telephone No.</th>
<th>Licence Number of Bus Operator &amp; Permit Issuing Authority</th>
<th>Salary वेतन</th>
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<td>From To</td>
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17. Visible physical identification mark, if any

18. Were you ever involved in any Fraud Cases?

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<tr>
<th>Yes</th>
<th>No</th>
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19. Were you ever convicted by any court of law?

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<tr>
<th>Yes</th>
<th>No</th>
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DECLARATION:

I hereby declare that the statements contained in this application are, to the best of my knowledge true and correct; I agree that any false/incorrect information or misrepresentation by me will lead to the termination of the service agreement (contract) without any obligation or liability to the Government. I have read the provisions of the advertisement / application form and I hereby undertake to abide by them. I fulfil all the conditions of eligibility regarding age, educational qualification etc as prescribed in the advertisement and other relevant rules and instructions.

Signature of candidate……………………………………. Date…………………………

(Unsigned applications shall be summarily rejected)
Engagement of Conductor for Haryana Roadways City Bus Service, Faridabad

Closing Date : 02-12-2011

INSTRUCTIONS AND OTHER TERMS & CONDITIONS FOR FILLING UP THE APPLICATION FORM

All the applicants are requested to read these instructions carefully before filling up the application form:

1) A recent coloured passport size photograph is to be affixed on the application form in the given box.

2) Candidate should fill up the form in CAPITAL letters with Blue or Black Pen.

3) Applicant should fill up his name exactly as recorded in his Matriculation Certificate.

4) Applicant should be above 18 years and less than 40 years of age on the last date of the submission of the application i.e. 2-12-2011.

5) Applicant should mark his category in the appropriate box at S.No.6 of the application form.

6) Reservation for SC, BCA, BCB, Ex-Servicemen and Outstanding Sports Persons shall be as per Haryana Govt. Rules/instructions. The benefit of reservation shall be available only to bonafide residents of the State of Haryana.

7) The dependent sons of Ex-Servicemen (DESM) who fulfil all conditions of qualifications, age etc. prescribed for post will be considered on merit for the posts reserved for ESM to the extent of non-availability of suitable ESM candidates. The children and the grandchildren of Freedom Fighters (DFF) would be considered to the extent mentioned in Haryana Govt. letter No. 22/20/83-3GSIII, dated 26.07.1984 as amended from time to time, if the quota reserved for Ex-servicemen, remains unfiled due to non-availability of suitable Ex-servicemen or their dependents.

8) ESM/Dependent of Ex-servicemen (DESM) candidates of Haryana claiming benefit will have to produce the fresh Eligibility Certificate from the concerned Zila Sainik Board at the time of interview. Mere Dependent Certificate will not be entertained. ESM candidates should also produce at the time of interview attested photo copy of Identity Card issued by the concerned Zila Sainik Board.

DIRECTOR GENERAL, STATE TRANSPORT, HARYANA
30 Bays building, Sector 17, Chandigarh.

PINCODE: 160017
A person may be working on an adhoc basis against the post advertised or somewhere else.

A person may be unemployed at the time of making the application but he may have other source of income viz from agriculture, trade, property, bank balance etc. 

A person who is a member of the joint Hindu family and remains dependent upon the Karta till there is partition in the family or he ceases to be a member of the joint Hindu family and is obliged to pass on all his income to the Karta and he draws money for his subsistence from the pool of the joint Hindu family with the consent of the Karta.

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A person may be working on an adhoc basis against the post advertised or somewhere else.
17) Candidates are also required to provide name, address and telephone number of the experience certificate issuing agency/authority.

18) Only duly filled in application forms alongwith signatures of the candidate will be accepted.

19) Application forms without signatures of the candidate at the end of declaration shall be summarily rejected.

20) Applications which are incomplete/ received after the last date not accompanied by required documents and not signed by the candidate himself are liable to be rejected.

21) Cut-off date for age, qualifications and experience is the last date for the receipt of application.

22) Candidate seeking benefit of Outstanding Sports Persons shall enclose “Graduation Certificate” issued by the Director Sports Haryana.

23) DESM shall be required to attach the self-attested photocopy of Eligibility Certificate duly issued by the respective Zila Sainik Board with the application.

Age Limit:

The candidate shall not be less than 18 years and more than 40 years of age. Candidates belonging to SC/BC category shall be given age relaxation as per Haryana Government Rules. In case of Ex-serviceman candidates the upper age limit shall be relaxed by the continuous military service added by three years.

Eligibility:

A candidate must (a) be a citizen of India, (b) be of good moral character (c) be of sound health (d) not have more than one spouse living (e) should have passed matric school examination with Hindi or Sanskrit as language subject and should have a CONDUCTOR LICENCE. Eligibility shall be determined with regard to the last date fixed for the receipt of the application form.

Documents to be attached:

1) Affix recent coloured passport size photograph.


3) Attach self-attested photocopy of Caste Certificate from competent authority, if claiming any reservation.
4) Original demand draft of ₹ 200/- issued after the date of advertisement i.e. 10.11.2011 by any nationalised/scheduled bank in favour of General Manager, Faridabad payable at Faridabad.

5) Attach self-attested photocopy of voter identity card/residence proof, if resident of Gurgaon.

6) Attach self-attested photocopy of Registration Certificate of Employment Exchange, Gurgaon, if registered.

7) Attach self-attested photocopy of domicile certificate, if resident of Haryana.

8) Attach self-attested photocopy of Conductor licence.

9) Attach self-attested photocopy of Matriculation Certificate or 10th standard mark-sheet issued by any recognised Board/University.

10) Attach self-attested photocopy of Experience Certificate carrying the details of minimum of 2 years of experience.

Note: Original Certificate should not be attached to the application form. All documents should be self-attested photocopies.

टिप्पणी:— आवेदक मूल प्रमाण पत्र आवेदन पत्र के साथ संलग्न न करें। भी दस्तावेजों की छायाप्रतियां स्वयं सत्यापित करके ही संलग्न करें।