



**HARYANA INSTITUTE OF PUBLIC ADMINISTRATION, GURGAON**

Ref. No. A-12024/10/2016-ADMIN/2867

Dated:- 29-8-2017

To

The Director General,  
Department of Public Relations & Cultural Affairs,  
Haryana, SC O 23, Sector-7-C, Chandigarh.

Subject:- Advertisement for the posts of Clerks, Accounts Clerk, Steno-Typist, Technical Operator and Accountant.

Sir,

Please find enclosed herewith a copy of the advertisement for the post of Clerks, Accounts Clerk, Steno-Typist, Technical Operators and Accountant in HIPA for publishing in The Tribune and Dainik Jagran (Haryana Edition). The payment will be made after receipt of the bill of the advertisement from the Agency.

Thanking you,

Yours faithfully,

*Rehna*  
29/8/17

Assistant Director (Admn.)  
for Director General, Haryana Institute  
of Public Administration, Gurugram.



## HARYANA INSTITUTE OF PUBLIC ADMINISTRATION, GURGAON

### **CORRIGENDUM OF HIPA APPOINTMENTS**

In supersession of this office advertisement dated 25<sup>th</sup> August, 2017 in the The Tribune and Dainik Tribune (Haryana Edition) HIPA requires to fill up the following posts on regular basis in the regular pay scale as under:-

**1. Clerk - 05 - SC(Sports)-1 (Backlog), ESM(G)-1, BC(A)- 1 (Backlog), SC-1, BC(B)-1)**

- 1 10+2 with 1<sup>st</sup> Division or Graduate from recognized university or its equivalent.
2. Pay Scale PB-1, 5200-20200 + 1900 G.P.

**2. Accounts Clerk - 01**

1. B.Com from recognized University; or its equivalent.
2. Pay Scale PB-1, 5200-20200 + 1900 G.P

**3. Technical Operator -03 ( ESM(G) - 1, BC(A) -1(Backlog), BC(B) - 1)**

1. Matric with Hindi
2. Knowledge of operation/handling o the Photostat Machine, LCD, OHP, and other training equipments to be ascertained through test.
3. Pay Scale PB-1, 5200-20200 + 1900 G.P

**4. Steno-Typist - 12 SC-4(Backlog-1), BC(A)-2, BC(Sports)-1, BC(B)-2(Backlog-1), ESM(G)-1, ESM(SC)-1(Backlog), G-1**

1. Degree of a recognized University or its equivalent.
2. Shorthand test in English/Hindi at the speed of 80/60 w.p.m.
3. Six months diploma in Computers from recognized Institute.
4. Pay Scale PB-1, 5200-20200 + 1900 G.P

**5. Accountant - 01**

1. M.Com from recognized University; or its equivalent.
2. Pay Scale PB-1, 9300-34800 + 3600 G.P

**Other qualification for Sr. No. 1, 2, 3, 4 & 5**

1. Knowledge of Hindi up to Matric standard.
2. The age of the candidates should be not less than 17 years and not more than 42 years on the date of publication.

\* Govt. Notification No.42/164/2008-3GS-II dated 11.10.2013 will be applicable for Sr.No. 1, 2 & 4.

Applicants should submit their application along with all particulars and qualifications mentioning Date of birth (along with CV) with self attested photocopies of certificates to the office of Director General, Haryana Institute of Public Administration, Plot No. 76, Sector-18, Gurugram – 122015 within 20 days of the advertisement.

Detail can also be seen at HIPA website: [www.hipa.nic.in](http://www.hipa.nic.in)