



HARYANA INSTITUTE OF PUBLIC ADMINISTRATION:GURGAON

Ref. No. A-12024/3/2016-ADMIN/15583

Dated:- 22-3-2016

To

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

Subject:- Advertisement for one post of Horticulture Supervisor & Legal Assistant in HIPA.

Sir,

Please find enclosed herewith a copy of the advertisement for one post of Horticulture Supervisor, Legal Assistant, Office Attendant, Technical Operator & Mali in HIPA. for publishing in The Indian Express 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

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



HARYANA INSTITUTE OF PUBLIC ADMINISTRATION:GURGAON

Walk-in Interview

HIPA requires suitable candidates for the following posts on contract basis for a period of one year extendable at fixed wages in terms of Haryana Government instructions on outsourcing policy issued vide No. 16/7/2015-1GSII dated 6.04.2015 :-

1. Horticulture Supervisor (one)
2. Legal Assistant (one)
3. Office Attendant (Three)
4. Technical Operator (one)
5. Mali (Four)

Suitable candidates should report in the office of the Director General Haryana Institute of Public Administration, Plot No.76, Sector-18, Gurgaon for Walk-in-Interview on 30.03.2016 for the posts of sr. no.1 & 2 and for the posts of sr.3, 4 & 5 on 31.03.2016 at 10.00 AM. The other details of the said posts may be seen at HIPA website <http://hipa.nic.in>.

Director General, HIPA



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Walk in Interview

HIPA requires suitable candidates for the following posts on contract basis for a period of one year extendable at fixed wages in terms of Haryana Government instructions on outsourcing policy issued vide No. 16/7/2015-1GSII dated 6.04.2015 :-

1. **Horticulture Supervisor (one)** for HIPA, Gurgaon at fixed wages for Rs.19,514/- per month with the qualifications: i) should be B.Sc Agriculture with five year experience or Diploma in Horticulture Supervisor with two years experience.
2. **Legal Assistant (One)** for HIPA, Gurgaon at fixed wages for Rs. 15,743/- per month with the qualifications i) Law Degree ii) Two years experience in Legal Firms/ with Advocate.
3. **Technical Operator (one)** for DTC Panchkula at fixed wages Rs. 12,790/- with the qualification i) Matric with Hindi ii) Knowledge of operation/handling of the Photostat Machine, LCD, OHP and other training equipments
4. **Office Attendant:-** Three posts, two for DTC, Hisar and one for DTC, Panchkula at fixed salary of Rs. 9,800/- per month with the following qualification and experience:-
 - (i) 10th Class pass.
 - (ii) Should possess knowledge of Hindi.
 - (iii) One year experience of working in an office.
 - (iv) Candidate having higher qualification will be preferred.
5. **Mali:** - Four posts, Three for HIPA, Gurgaon and One for DTC. Hisar at fixed of Rs. 9,000/- per month with knowledge of gardening and should possess knowledge of Hindi.

The age of the candidates should be not less than 17 years and not more than 42 years on the date of publication. Suitable candidates should report in the office of Director General, Haryana Institute of Public Administration, Plot No.76, Sector-18, Gurgaon for Walk-in-Interview on 30.03.2016 at 10.00 A.M for sr. no.1 & 2 and 31.03.2016 at 10.00 A.M. for sr.3,4& 5 along with their documents of qualification and experience etc.