HARYANA GOVERNMENT
TECHNICAL EDUCATION DEPARTMENT

Notification

The 16th September, 1996

No. G.S.R 85/Constitution/Art. 309/96.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India the Governor of Haryana makes the following rules for regulating the recruitment and conditions of service of persons appointed to the Haryana State Technical Education Department, Headquarters Office, Ministerial (Group C) Service namely :

PART I—GENERAL

1. These rules may be called the Haryana State Technical Education Department, Headquarters Office Ministerial (Group C) Service Rules, 1996.

Definitions

2. In these rules, unless the context otherwise requires,

(a) "Board" means the Subordinate Services Selection Board, Haryana;

(b) "Direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any other State Government;

(c) "Director" means the Director, Technical Education Department, Haryana;

(d) "Government" means the Haryana Government in the Administrative Department;

(e) "Institution" means,—

(i) any institution established in force in the State of Haryana; or

(ii) any other institution recognised by the Government for the purpose of these rules;

(f) "recognised university" means,—

(i) any university incorporated by law in India; or

(ii) in the case of a degree, diploma or certificate obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University; or

(iii) any other university, which is declared by the Government to be a recognised university for the purpose of these rules;

(g) "Service" means the Haryana Technical Education Department, Headquarters Office, Ministerial (Group C) Service.
6. Appointments to the posts in the Service shall be made by the Director.

7. No person shall be appointed to any post in the Service, unless he is in possession of qualifications and experience specified in column 3 of Appendix B to these Rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of persons appointed other than by direct recruitment:

Provided that in the case of appointment by direct recruitment the qualifications regarding experience shall be relaxable to the extent of 50% at the discretion of the Board or any other recruiting authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Persons with a physical disability, and physically handicapped categories possessing their requisite experience are not available to fill up the vacancies reserved for them after recording reasons for so doing in writing.

8. No person,
   (a) who has entered into or contracted a marriage with a person having a spouse living; or
   (b) who having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to any post in the service:

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

9. (1) Recruitment to the Service shall be made by

   (a) in case of Deputy Superintendent,
       (i) by promotion from amongst the Assistant, Account Clerk, Junior Auditor and Senior Scale Stenographer; or
       (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

   (b) in case of Deputy Superintendent Planning,
       (i) by promotion from amongst the Statistical Assistant, Monitoring Assistant, Technical Assistant; or
       (ii) by direct recruitment; or
       (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

   (c) in case of Personal Assistant,
       (i) by promotion from amongst Senior Scale Stenographers; or
       (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

   (d) in case of Statistical Assistant,
       (i) by direct recruitment; or
(ii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

(l) in the case of Junior Scale Stenographer,—

(i) 75% by promotion amongst the Stenotypists; and

(ii) 25% by direct recruitment; or

(iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

(m) in the case of Driver—

(i) 50% by promotion amongst the peons; and

(ii) 50% by direct recruitment; or

(iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

(n) in the case of Data Entry Operator,—

(i) by direct recruitment; or

(ii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

(o) in the case of Stenotypist,—

(i) 75% by direct recruitment; and

(ii) 25% by promotion from amongst the Clerks; or

(iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

(p) in the case of Clerk,—

(i) 80% by direct recruitment; and

(ii) 20% by promotion from amongst Group D employees; or

(iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

(q) in the case of Duplicating Machine Operator,—

(i) by promotion from amongst Group D employees; or

(ii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

(r) in the case of Restorer,—

(i) by promotion from amongst Group D employees; or

(ii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
(ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation:
Provided that the total period of probation, including extension, if any, shall not exceed three years.

11. Seniority, _inter se_ of members of the Service shall be determined by the length of continuous Service on any post in the Service;
Provided that where there are different cadres in the Service, the seniority shall be determined separately for each cadre:
Provided further that in the case of a member appointed by direct recruitment the order of merit determined by the Board shall not be disturbed in fixing the seniority:
Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows:—

(a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer;
(b) a member appointed by promotion shall be senior to a member appointed by transfer;
(c) in the case of members appointed by promotion or by transfer seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and
(d) in case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay in his previous appointment, and if the rates of a pay drawn are also the same, then by the length of their service in the appointments and if the length of such service is also the same, the older member shall be senior to the younger member.

12. (1) A member of the Service shall be liable to serve at any place, whether within or outside the State of Haryana, on being ordered so to do by the appointing authority.

(2) A member of the Service may also be deputed to serve under—

(i) a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a Municipal Corporation or a local authority or University within the State of Haryana;
(ii) the Central Government or a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government; or
(iii) any other State Government or an international Organisation, an autonomous body not controlled by the Government or a private body:
Provided that no member of the Service shall be deputed to serve the Central or any other State Government or any organisation or body referred to in clauses (ii) or (iii) except with his consent.
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Designation of posts</th>
<th>Number of Posts</th>
<th>Permanant</th>
<th>Temporary</th>
<th>Total</th>
<th>Scale of pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deputy Superintendent</td>
<td>1</td>
<td>3</td>
<td>4</td>
<td>Rs. 1,640-60-2,600-EB 75-2,900</td>
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<tr>
<td>2</td>
<td>Deputy Superintendent (Planning)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Rs. 1,640-60-2,600-EB 75-2,900</td>
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<tr>
<td>3</td>
<td>Personal Assistant</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Rs. 1,640-60-2,600-EB 75-2,900 + Rs. 150 special pay</td>
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<tr>
<td>4</td>
<td>Statistical Assistant</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Rs. 1,600-50-2,300-EB 60-2,660</td>
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<td>5</td>
<td>Assistant</td>
<td>10</td>
<td>14</td>
<td>24</td>
<td>Rs. 1,400-40-1,600-50-2,300-EB-60-2,600</td>
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<tr>
<td>6</td>
<td>Accounts Clerk</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Rs. 1,400-40-1,600-50-2,300-EB-60-2,600</td>
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<tr>
<td>7</td>
<td>Junior Auditor</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Rs. 1,400-40-1,600-50-2,300-EB-60-2,600</td>
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<tr>
<td>8</td>
<td>Senior Scale Stenographer</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>Rs. 1,400-40-1,600-50-2,300-EB-60-2,600</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Technical Assistant</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>Rs. 1,400-40-1,600-50-2,300-EB-60-2,600</td>
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<tr>
<td>10</td>
<td>Monitoring Assistant</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Rs. 1,400-40-1,600-50-2,300-EB-60-2,600</td>
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<td>11</td>
<td>Computer Operator</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>Rs. 1,400-40-1,600-50-2,300-EB-60-2,600</td>
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<tr>
<td>12</td>
<td>Junior Scale Stenographer</td>
<td>1</td>
<td>4</td>
<td>4</td>
<td>Rs. 1,200-30-1,560-EB-40-2,040</td>
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### APPENDIX B

(See rule 7)

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Designation of Number of posts</th>
<th>Academic qualifications and experience, if any, for direct recruitment</th>
<th>Academic qualifications and experience, if any, for appointment other than by direct recruitment</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Deputy Superintendent</td>
<td>(i) Matric or Higher secondary or equivalent; (ii) Knowledge of Hindi upto Matric standard; (iii) 5 years experience as Assistant Accounts Clerk, Junior Auditor or Senior Scale Stenographer, who has worked at least for a period of 2 years as Assistant; By promotion— (i) Master's degree of recognised university in Economics or Mathematics or Agriculture economics or commerce with statistics or M.A. in Statistics or B.A. Honours school in Mathematics or Economics or Commerce or Statistics; (ii) One year experience in collection, compilation and analysis of statistical data in Government office; (iii) Hindi upto Matric Standard; OR (i) Graduate with Economics or statistics or Agriculture Economics or Commerce</td>
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<td>2</td>
<td>Deputy Superintendent Planning</td>
<td>(i) Master’s degree of recognised university in Economic or Mathematics or Agriculture economics or commerce with statistics or M.A. in Statistics or B.A. Honours school in Mathematics or Economics or Commerce or Statistics; (ii) One year experience in collection, compilation and analysis of statistical data in Government office; (iii) Hindi upto Matric Standard; OR (i) Graduate with Economics or statistics or Agriculture Economics or Commerce</td>
<td>By transfer— (i) Master’s degree of recognised university in Economics or Mathematics or Agriculture economics or commerce with statistics or M.A. in Statistics or B.A. Honours school in Mathematics or Economics or Commerce or Statistics; (ii) One year experience in collection, compilation and analysis of statistical data in Government office; (iii) Hindi upto Matric Standard; OR (i) Graduate with Economics or statistics or Agriculture Economics or Commerce</td>
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</tbody>
</table>
(ii) Preference will be given to those candidates who possess one year experience in collection, compilation and analysis of Statistical data in some Government office;

(iii) Hindi upto Matric standard; (iii) Hindi upto Matric standard

or

(i) Graduate with Economics or Agriculture Economics or Commerce or Statistics as one of the elective subject;

(ii) 3 years experience of collections compilation and analysis of Statistical data in some Government office;

(iii) Hindi upto Matric Standard.

5 Assistant

6 Accounts Clerk

7 Junior Auditor

8 Senior Scale Stenographer

5 years experience as Stenotypist or Clerk.

5 years experience as Stenotypist or Clerk

5 years experience as Stenotypist or Clerk

(i) Matric or Higher Secondary or equivalent/10+2

(ii) Knowledge of Hindi upto Matric standard;

(iii) At the speed of 80 words per minute shorthand in Hindi and transcription thereof 15 words per minute.

OR

At the speed of 100 words per minute Shorthand in English and transcription thereof at 20 words per minute;

By promotion

(ii) required to pass departmental examination At the speed of 80 words per minute in shorthand in Hindi and transcription thereof 15 words per minute;

OR

At the speed of 100 words per minute shorthand in English and transcription thereof 20 words per minute;
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<td></td>
<td></td>
<td>(iii) Knowledge of Hindi upto Matric Standard;</td>
<td>(iii) Knowledge of Hindi upto Matric Standard;</td>
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<tr>
<td>11 Computer Operator</td>
<td>(i) candidates should be B. Sc. or B. Com. with diploma in Computer application (minimum one year course) from a recognised university with minimum one year experience;</td>
<td>(i) candidates should be B. Sc. or B. Com. with diploma in Computer application (minimum one year course) from a recognised university with minimum one year experience;</td>
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<td>OR</td>
<td>OR</td>
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<td></td>
<td>B. Sc. or B. Com. with minimum three years practical experience in Computer operation on cromix or equivalent.</td>
<td>B. Sc. or B. Com. with minimum three years practical experience in Computer operation on cromix or equivalent.</td>
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<tr>
<td>(ii) Knowledge of Hindi upto Matric Standard;</td>
<td>(ii) Knowledge of Hindi upto Matric Standard;</td>
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<td></td>
</tr>
<tr>
<td>12 Junior Scale Stenographer</td>
<td>(i) Matric or Higher Secondary or equivalent/10 x 2 (Vocational)</td>
<td>(i) Matric or Higher secondary or equivalent/10 + 2 (Vocational)</td>
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<td></td>
<td>(ii) Knowledge of Hindi upto Matric standard;</td>
<td>(ii) Knowledge of Hindi upto Matric standard;</td>
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<td>(iii) At the speed of 80 words per minute shorthand in Hindi and transcription thereof at 15 words per minute.</td>
<td>(iii) required to pass departmental test at the speed of 80 words per minute shorthand in Hindi and transcription thereof at 15 words per minute.</td>
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<td>OR</td>
<td>OR</td>
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<td>At the speed of 100 words per minute shorthand in English and transcription thereof at 20 words per minute;</td>
<td>At the speed of 100 words per minute shorthand in English and transcription thereof at 20 words per minute;</td>
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<td></td>
<td>2 years experience as Stenotypist;</td>
<td>2 years experience as Stenotypist;</td>
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<tr>
<td>13 Driver</td>
<td>(i) Middle with Hindi;</td>
<td>(i) Middle with Hindi;</td>
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<td>16 Clerk</td>
<td>(i) Matric or Higher secondary or equivalent/10+2 (Vocational); (ii) Knowledge of Hindi upto Matric standard; (iii) Hindi or English Typing at the speed of 25 or 30 words per minute respectively as per Government instructions;</td>
<td>(i) Matric or Higher Secondary or equivalent/10+2 (Vocational); (ii) Hindi upto Matric standard; (iii) 5 years experience as Restorer, Duplicating Machine Operator and Group D employees; (iv) Hindi or English Typing at the speed of 25 or 30 words per minute respectively as per Government instructions;</td>
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</tr>
<tr>
<td>17 Duplicating Machine Operator.</td>
<td>(i) Atleast middle pass with knowledge of reading and writing Hindi or English ; (ii) Knowledge of Handling of the Duplicating Machine (Gestetner Machine); (iii) 3 years experience as Group D employee;</td>
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<tr>
<td>18 Restorer</td>
<td>(i) Atleast Middle pass with knowledge of reading and writing Hindi and English ; (ii) 5 years experience on Group Deposit.</td>
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</table>
of pay for a specified period with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;

(viii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service;

(ix) compulsory retirement;

(x) removal from Service which shall not be a disqualification for future employment under the Government;

(xii) dismissal from Service which shall ordinarily be a disqualification for future employment under Government.