

HARYANA GOVERNMENT
TECHNICAL EDUCATION DEPARTMENT

Notification 2017

No. GSR. __/Const./Art. 309/____- In exercise of the powers conferred by the provision to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules for regulating the recruitment, and conditions of service of persons appointed to the Haryana Technical Education Department (Engineering College Cadre Group A Non- Teaching) Service, namely:-

PART – I GENERAL

1.Short title	These rules may be called the Haryana Technical Education Department (Engineering College Cadre Group A Non-Teaching) Service Rules, 2017.
2.Definitions	<p>In these rules, unless the context otherwise requires,-</p> <p>(a) “Commission” means the Haryana Public Service Commission of the Government of Haryana.</p> <p>(b) “Direct recruitment” means as appointment made otherwise than by transfer/deputation/ promotion from within the service or by deputation of an official already in the service of the Government of India or any State Government.</p> <p>(c) “Government” means, the Haryana Government in the Administrative Department.</p> <p>(d) “Service” means the Group A Services of non teaching in Engineering Colleges Cadre) in Technical Education Department Haryana;</p> <p>(e) “Recognized University” means, -</p> <p>(i) any University incorporated by law in India ; or</p> <p>(ii) any other University, which is declared by the Government to be a recognized University for the purpose of these rules;</p> <p>(f) “ Engineering College/SIETs” means:-</p> <p>(I) Any Engineering College established by law in force in the State of Haryana by Government of Haryana.</p> <p>(g) “Engineering Disciplines” means the discipline of Engineering or Technology or any discipline as defined by the All India Council for Technical Education or defined by the Council of Architecture;</p> <p>(h) “Non Engineering Disciplines” means the discipline of Pharmacy / Library Science / Commercial Practice & Stenography / Management / Applied Sciences or any other disciplines not covered under provision (g).</p> <p>(i) “Applied Sciences” means the subjects Physics, Chemistry, Mathematics, Technical Communication;</p> <p>(j) “Administrative Secretary” means the officer declared Administrative Secretary, Government of Haryana, Technical Education Department by the Government.</p> <p>(k) “Head of Department” means the officer declared Head of Department of Technical Education Department, by the Government.</p> <p>(l) “Experience”-- The term ‘Experience’ as used herein shall mean the service rendered in the Department of Technical Education, Haryana, after regular appointment on the post”.</p> <p>(Amendment notification No. G.S.R.37/Const.Art.309/2008 dated 11.11.2008).</p>

	<p>(m) “Higher qualification” means the qualification acquired by any of teaching faculty member or by any member of service, higher than that of the essential academic qualifications prescribed for the post, against which he was appointed initially.</p> <p>(n) “NET” means the National Eligibility Test to be conducted by the Agency authorized by Government of India/UGC/MHRD. “GATE” means the Graduate Aptitude Test in Engineering to be conducted by the Agency authorized by Government of India/MHRD.</p>
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PART-II RECRUITMENT TO SERVICE

3.Number and character of Post	<p>The service shall be comprise of the posts shown in Appendix A to these rules:-</p> <p style="padding-left: 40px;">Provided that nothing in these rules shall affect the inherent right of Government to make additions to, or reductions in, the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.</p>
4.Nationality, domicile and character of candidate appointed to service	<p>(1) No person shall be appointed to any post in the Service unless he is :-</p> <ul style="list-style-type: none"> (a) A citizen of India or (b) A citizen of Nepal or (c) A subject of Bhutan or (d) A Tibetan refugee who came over to India, before the 1st day of January, 1962, with the intention of permanently settling in India or (e) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka of any of East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Taganyika and Zanzibar), Zambia, Malawi, Zaire and Ethopia, with intention of permanently settling in India. <p style="padding-left: 40px;">Provided that a parson belonging to any of the categories (b), (c), (d) or (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.</p> <p>(2) A person, in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Commission or any other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the appointing authority.</p> <p>(3) No person shall be appointed to any post in the Service by direct recruitment, unless he produces a certificate of character from the principal, academic officer of the University, College, School, or Institution last attended, if any and similar certificate from two other responsible persons, not being his relatives who ate well acquainted with him in his private life and are unconnected with his University, College, School or Institution.</p>
5.Age	<p>No person shall be appointed to any post in the service by direct recruitment who is less than Twenty one year or more than forty two years of age on last date of submission of application to the recruiting authority/commission.</p> <p style="padding-left: 40px;">Provided that the relaxation in upper age limit to any class/category of persons shall be in accordance with the orders issued by Government in this regard, from time to time.</p>

6.Appointing authority	Appointments to the post in the Group A (Non Teaching) Service of Government Engineering Colleges/SIETs shall be made by the State Government.
7.Qualification	<p>(i) No person shall be appointed to any post in the Service unless he is in possession of minimum essential qualifications and experience specified in Column 3 of Appendix-B to these rules in the case of direct recruitment and those specified in Columns 4 of the aforesaid Appendix in the case of appointment otherwise than by direct recruitment:</p> <p>Provided that in the case of direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50% at the discretion of the Commission / recruiting authority or any other recruiting authority in case sufficient number of candidates belonging to Scheduled Castes / Backward Classes / Ex-servicemen and Physically handicapped candidates, possessing the requisite experience, are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing.</p> <p>(a) As per Chief Secretary Instructions issued vide letter no 42/178/2008-5GSI dated 21.5.2009, the candidate, who attains the Technical qualification through distance education mode, will not be eligible for direct recruitment as well as for the promotions/transfer/deputation under these provisions as per the policy of the State Government.</p> <p>(ii) In case of appointment of Scheduled Castes / Scheduled Tribes categories of State of Haryana :</p> <p>The relaxation of 5% marks in the eligibility criteria in qualifying examination i.e. in minimum essential academic qualifications as shown in column 3 of Appendix B of these rules, for appointment of SC/ST Category of State of Haryana in various teaching posts in Technical Education Department will be implemented.</p> <p style="text-align: center;">(Notification No. 44/55/2012-1T.E. dated 06.09.2012)</p>
8.Disqualification	<p>No Person: -</p> <p>(a) Who has entered into or contracted a marriage with a person having spouse living; or</p> <p>(b) Who having a spouse living, had entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the service:</p> <p>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.</p>

<p>9.Method of Recruitment</p>	<p>Recruitment to the service shall be made: -</p> <p>1. in the case of Registrar in Govt. Engineering Colleges/SIETs: -</p> <p>by transfer or deputation of an employee already in the service of Technical Education Haryana/Finance Department Haryana or any State Government or the Government of India;</p> <p>2. in the case of Deputy Registrar: -</p> <p>50 % Direct recruitment or by transfer or deputation of an employee already in the service of Technical Education Haryana or any State Government or the Government of India; and</p> <p>50% by promotion from amongst the Superintendent of Government Engineering Colleges/SIETs.</p> <p>3. in the case of Workshop Superintendent: -</p> <p>50 % Direct recruitment; or</p> <p>by transfer or deputation of an employee already in the service of Technical Education Haryana or any State Government or the Government of India ; and</p> <p>50% by promotion amongst the Workshop Forman/Workshop Instructor/Lab. Technician (Engineering) already in the service of Technical Education Haryana.</p> <p>4. in the case of Director (Phy. Education & Sport):-</p> <p>100 % by transfer or deputation of an employee already in the service of sports and youth affairs Department Haryana or any State Government or the Government of India ;</p> <p>5. in the case of Librarian: -</p> <p>100 % Direct recruitment; or</p> <p>by transfer or deputation of an employee already in the service of Technical Education Haryana or any State Government or the Government of India;</p>
<p>9(2)</p>	<p>All promotions unless otherwise provided shall be made on seniority cum fitness basis and seniority alone shall not give any right to such promotions.</p>
<p>9(3)</p>	<p>The post to direct quota shall only be allocated only on completion of complete figure in proportionate in percentage given in each cadre, but not in fraction. The appointments to the posts allocated to transfer/deputation/promotion quota shall be made first and thereafter the recruitment to the post allocated to direct quota shall be made.</p>
<p>9(4)</p>	<p>50% promotions of Workshop Superintendent will be done amongst the Foremen who fulfil the qualifications.</p>
<p>10. Probation</p>	<p>1. Person appointed to any post in Service shall remain on probation for a period of two years, if appointed by direct recruitment and one year, if appointed otherwise:</p> <p>Provided that :-</p> <p>(a) Any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation:</p> <p>(b) Any period of work in equivalent or higher rank, prior to appointment to any post in the service may, in the case of an</p>

	<p>appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule : and</p> <p>(c) Any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall on the completion of the prescribed period of probation be entitled to be confirmed, unless he is appointed against a permanent vacancy.</p> <p>(2) If in the opinion of the appointing authority the work and conduct of a person during the period of probation is not satisfactory, it may :-</p> <p>(a) if such person is appointed by direct recruitment, dispense with his service : and</p> <p>(b) if such person is appointed otherwise than by direct recruitment :-</p> <p>(i) revert him to his post: or</p> <p>(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.</p> <p>(3) on the completion of the period of probation of a person, the appointing authority may:-</p> <p>(a) if his work and conduct has, in its opinion, be satisfactory:-</p> <p>(i) Confirm such person from the date of his appointment. If appointed against a permanent vacancy: or</p> <p>(ii) confirm such person from the date from which a permanent vacancy occurs, If appointed against a temporary vacancy: or</p> <p>(iii) declare that he has completed his probation satisfactory, if there is and permanent vacancy : or</p> <p>(b) if his work and conduct has in its opinion been not satisfactory:-</p> <p>(i) dispense with his service if appointed by direct recruitment, if appointed otherwise, revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment permit : or</p> <p>(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.</p> <p>Provided that the total period of probation, including extension, if any, shall not exceed three years.</p>
<p>11. Seniority</p>	<p>2. Seniority, inter se of members of the Service shall be determined by the length of continuous Service on any post in the service :-</p> <p>Provided that where there are different cadres in the Service, the seniority shall be determined separately for each cadre according to seniority list provided by the Haryana Public Service Commission/ Haryana Staff Selection Commission in the Gradation list:</p> <p>Provided further that in the case of a member appointed by direct</p>

	<p>recruitment, the order of merit determined by the Haryana Public Service commission/ Haryana Staff Selection Commission shall not be disturbed in fixing the seniority:</p> <p>Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows:-</p> <p>A) A member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer;</p> <p>B) A member appointed by promotion shall be senior to a member appointed by transfer;</p> <p>C) In the case of a member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointment from which they were promoted or transferred; and</p> <p>D) In the case of members appointed by promotion or 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 pay drawn are also the same then by the length of their service in the appointments and if the length of such service are also the same the older member shall be senior to the younger member.</p>
<p>12. Liability to serve</p>	<p>(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.</p> <p>(2) A member of the Group 'A' Service may also be deputed to serve under-</p> <p>(i) A company or association or a body of individuals whether incorporated or not which is wholly or substantially owned or controlled by the State Government municipal corporation or a local authority or university within the State of Haryana.</p> <p>(ii) The central Government or a company association or a body of individuals whether incorporated or not which is wholly or substantially owned or controlled by the central Government or</p> <p>(iii) Any other state Government or an international organization or an autonomous body not controlled by the Government or a private body:</p> <p>Provided that no member of the service shall be deputed to serve the Central or any other State Government or an organization or body referred to in clause (ii) or clause (iii) except with his consent.</p>
<p>13. Pay leave pension and other matters.</p>	<p>In respect of pay leave pension and all other matters not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority under the constitution of India or under any law for the time being in force made by the state legislature.</p>
<p>14. Discipline penalties and appeals</p>	<p>(i) In matter relating to discipline, penalties and appeals, members of the Service shall be governed by the Haryana Civil Services (Punishment and Appeal) Rules 1987 as amended from time to time.'</p>

	<p>Provided that the nature of penalties which may be imposed by the authority empowered to impose such penalties and appellate authority shall subject to the provision of any law or rules made under article 309 of the constitution of India be such as are specified in Appendix C to these rules.</p> <p>(2) The authority competent to pass an order under clause © or clause(d) of sub-rule (1) or rules (9) of the Haryana Civil Services (Punishment and Appeal) Rules, 1987 and the appellate authority shall also be as specified in Appendix D to these rules.</p>
15. Vaccination	Every member of the Service shall get himself vaccinated or re-vaccinated as and when the Government so directs by a special or general order.
16. Oath of allegiance	Every member of the service unless he has already done so shall be required to take oath of allegiance to Indian and to the Constitution of India as by law established.
17. Power of Relaxation	Where the government is of the opinion that it is necessary of expedient to do so, it may, by order for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
18. Special Provisions	Notwithstanding anything contained in these rules, the appointing authority may impose special terms and conditions in the order to appointment if is deemed expedient to do so.
19. Reservations	<p>Nothing contained in these rules shall affect reservations and other concessions required to be provided for scheduled Cast, Backward Classes, Ex-.servicemen, Physically Handicapped persons or any other class or category of persons in accordance with the orders passed by the state Government in this regard time to time.</p> <p>Provided that the total percentage of reservations so made shall not exceed fifty percent at any time.</p>
20. Repeal and saving	<p>Any rules applicable to the Service and corresponding to any of these rules which is in force immediately before the commencement of these rules is hereby repealed:</p> <p>Provided that any order made or action taken under the rules so repealed shall be demand to have been made or taken under the corresponding Provisions of these rules.</p>

APPENDIX -A

(See rule 3)

Sr. No.	Designation of the posts	Number of posts			Scale of pay / Pay Band
		Permanent	Temporary	Total	
1	2	3	4	5	6
1.	Registrar (Admn./Accounts)		3		15600-39100+7600GP
	Registrar		1		15600-39100+6000GP
2.	Deputy Registrar		1		15600-39100+6000GP
	Deputy Registrar		3		15600-39100+5400GP
3.	Workshop Superintendent		4		15600-39100+6000GP
4.	Director Physical Education & sports		4		15600-39100+6000GP
5	Librarian		4		15600-39100+6000GP
	Total		20		

APPENDIX-B
(See rule 7)

Sr. No.	Designation of post	Essential academic qualifications and experience, if any, for direct recruitment	Essential qualifications and experience, if any, for appointment by promotion
1.	Registrar (Admn./Accounts)	(i) Masters degree in Engineering / Management / Science/ Law/Maths/Commerce with at least 60% of the marks or its equivalent grade. (ii) 8 Years of experience of Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration or Comparable experience in research establishment and/or other institutions of higher education. Or Five years of administrative experience as Deputy Registrar/ Assistant Registrar or in an equivalent post in the GP of Rs. 5400 and above preferably in educational administration and/or institutions of higher education.	(i) Subject to the condition that this post may be filled up from Assistant Professor in the AGP of Rs. 6000/- with 8 yrs experience in educational administration or comparable experience in research establishment and/or other institutions of Higher Education, Or From CAO/ (SAS cadre) of FD being same job profile and pay scale.
2.	Deputy Registrar	(i) Master's Degree in Engg./Law/ Management/ Science / Mathematics / Commerce with at least 60% of the marks or its equivalent grade. (ii) Assistant Professor in the AGP of Rs. 5400/- with 2 years experience in educational administration or comparable experience in research establishment and/or other institutions of Higher Education.	(i) Assistant Professor in the AGP of Rs. 5400/- with 2 years experience in educational administration or comparable experience in research establishment and/or other institutions of Higher Education Or Five years of administrative experience as superintendent or in an equivalent post in the GP of Rs. 4200/- and above preferably in educational administration and/or institution of higher education.
3.	Workshop Superintendent	B.E./ B. Tech and M.E./M.Tech in Mechanical Engineering with First Class or equivalent either in B.E. / B.Tech or M.E. / M.Tech.	(i) B.E./ B. Tech and M.E./M.Tech in Mechanical Engineering with First Class or equivalent either in B.E. / B.Tech or M.E. / M.Tech. (ii) Five year experience as Workshop Foreman.
4.	Director (Phy. Education & Sport)	1. A Master's Degree in Physical Education or Master's Degree in sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.	By transfer from Sports and Youth affairs Department Govt. of Haryana.

		<p>2. Record of having represented the University/ College at the inter-university/ inter-collegiate competitions or the State and/ or national championships.</p> <p>3. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>4. Passed the physical fitness test conducted in accordance with these Regulations.</p> <p>5. However, candidates, who are, or have been awarded Ph. D. degree in accordance with the “University Grants Commission (Minimum standards and Procedure for Award of Ph. D. Degree), Regulations 2009; shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Director of Physical Education & Sports.</p>	
5.	Librarian	<p>(i) A Ph.D. and Master’s degree in Library Science/Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.</p> <p>(ii) Qualifying the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>(iii) However, candidates, who are, or have been awarded Ph.D. degree in accordance with the “University Grants Commission (Minimum Standards and procedure for Award of Ph.D. degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment as Librarian.</p>	<p>(i) Ph.D. and Master’s degree in Library Science/Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.</p> <p>(ii) Five years experience as Librarian in a College.</p>

APPENDIX-C

[See rule 14 (1)]

Sr. No.	Designation of posts	Appointing Authority	Nature of penalty	Authority empowered to impose penalty	Appellate Authority
1	2	3	4	5	6
1.	Registrar (Admn./Accounts)	Government	<p>Minor penalties</p> <p>(i) Warning with a copy in the personal file (character roll);</p> <p>(ii) censure ;</p> <p>(iii) withholding of promotion ;</p> <p>(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or a State Government or to a company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or university set up by an Act of the Parliament or of the Legislature of the State ; and</p> <p>(v) with-holding of increments of pay without cumulative effect.</p> <p>Major Penalties --</p> <p>(i) withholding of increments of pay with cumulative effect;</p> <p>(ii) reduction to a lower stage in the time scale 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 ;</p> <p>(iii) 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</p>	Director-General	Administrative Secretary
2.	Deputy Registrar				
3.	Workshop Superintendent				
4.	Director Physical Education & sports				
5.	Librarian			Administrative Secretary	Government

			restoration to that grade, post or service ; (iv) compulsory retirement ; (v) removal from service which shall not be a disqualification for future employment under the Government ; (vi) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.		
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Anil Malik,
Principal Secretary to Government Haryana,
Technical Education Department.

APPENDIX D

[See rule 14(2)]

Sr. No.	Designation of posts	Nature of order	Authority empowered to make for order	Appellate Authority
1	2	3	4	5
1.	Registrar (Admn./Accounts)/Registrar	(i) Reducing or with-holding the amount of ordinary / additional pension admissible under the rules governing pension ; and (ii) Terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for superannuation.	Administrative Secretary	Government
2.	Deputy Registrar			
3.	Workshop Superintendent			
4.	Director Physical Education & sports			
5.	Librarian			

Anil Malik,
Principal Secretary to Government Haryana,
Technical Education Department.