

**HARYANA GOVERNMENT**

**TECHNICAL EDUCATION DEPARTMENT**

**Notification 2017**

No. GSR.\_\_\_\_/Const./Art. 309/\_\_\_\_\_ In exercise of the powers conferred by the proviso 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 C and D) Service, namely:-

**PART – I GENERAL**

<b>1.Short title</b>	These rules may be called the Haryana Technical Education Department (Engineering College Cadre Group C and D ) Service Rules, 2017
<b>2.Definitions</b>	<p>In these rules, unless the context otherwise requires,-</p> <p>(a) “Commission” means the Haryana Subordinate Staff 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 C and D Services (Engineering College 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” means:-</p> <p>(I) Any Engineering College established by law in force in the State of Haryana. Or</p> <p>(II) Any other Engineering College recognized by the Government for the purpose of these rules.</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 &amp; 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><b>(Amendment notification No. G.S.R.37/Const.Art.309/2008 dated 11.11.2008).</b></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

<b>3.Number and character of Post</b>	<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>
<b>4.Nationality, domicile and character of candidate appointed to service</b>	<p>(1) No person shall be appointed to any post in the Service unless he is :-</p> <ul style="list-style-type: none"> <li>(a) A citizen of India or</li> <li>(b) A citizen of Nepal or</li> <li>(c) A subject of Bhutan or</li> <li>(d) A Tibetan refugee who came over to India, before the 1<sup>st</sup> day of January, 1962, with the intention of permanently settling in India or</li> <li>(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.</li> </ul> <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>
<b>5.Age</b>	<p>No person shall be appointed to any post in the service by direct recruitment who is less than Twenty 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 in the case of all reserve categories of State of Haryana, the relaxation upper age limit shall be in accordance with the orders issued by Government in this regard, from time to time.</p>

<b>6.Appointing authority</b>	Appointments to the post in the Service shall be made by the State Government.
<b>7.Qualification</b>	<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>(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;"><b>(Notification No. 44/55/2012-1T.E. dated 06.09.2012).</b></p>
<b>8.Disqualification</b>	<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>
<b>9.Method of Recruitment</b>	<p>Recruitment to the service shall be made:-</p> <p><b>1. in the case of Deputy Superintendent:-</b></p> <p>(i) 100 % by promotion ; 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><b>2. in the case of Assistant:-</b></p> <p>(i) 100 % by promotion among clerk cum DEOs of the Department ; 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><b>3. in the case of Store Keeper:-</b></p> <p>(i) 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><b>4. (a) in the case of Personal Assistant:-</b></p> <p>(i) 100 % by Promotion ; 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><b>(b) in the case of Account Assistant:-</b></p> <p>(i) 100 % by promotion amongst Clerks cum DEOs ; 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><b>(c) in the case of Legal Assistant:-</b></p> <p>(i) 100 % by transfer from Legal and Prosecution Department Haryana.; 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><b>5. in the case of Senior Scale Stenographer:-</b></p> <p>(i) 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>(ii) 50 % by promotion from amongst the Junior Scale Stenographer</p> <p><b>6. in the case of Junior Scale Stenographer:-</b></p> <p>(i) 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 ; and</p> <p><b>7. in the case of Cashier:-</b></p> <p>(i) 100 % by promotion amongst Clerk cum DEOs/Junior Scale Stenographer ; or</p> <p>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><b>8. in the case of Clerk-cum-Data Entry Operator:-</b></p> <p>(i) 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><b>9. in the case of Library Professional Assistant:-</b></p> <p>(i) 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 ;</p> <p>(ii) 50% by promotion amongst the Library Counter Clerk.</p> <p><b>10. in the case of Library Counter Clerk:-</b></p> <p>(i) 100 % Direct recruitment ; or</p> <p>by transfer or deputation of an employee already in the service of Technical</p>
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	<p>Education Haryana or any State Government or the Government of India ;</p> <p><b>11. in the case of Workshop Instructor:-</b></p> <p>(i) 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><b>12. in the case of Junior Programmer:-</b></p> <p>(i) 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><b>13. in the case of Lab Technician (Engineering):-</b></p> <p>(i) 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><b>14. in the case of Lab Technician (Sciences):-</b></p> <p>(i) 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><b>15. in the case of Lab Attendant:-</b></p> <p>(i) 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><b>16. in the case of Hostel Supervisor:-</b></p> <p>(i) 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><b>17. in the case of Hostel Clerk:-</b></p> <p>(i) 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>
<b>9(2)</b>	All promotions unless otherwise provided shall be made on seniority cum fitness basis and seniority alone shall not give any right to such promotions.
<b>9(3)</b>	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.
<b>10. Probation</b>	<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</p>

	<p>corresponding or a higher post shall count towards the period of probation:</p> <p>(b) Any period of work in equivalent of higher rank, prior to appointment to any post in the service may, in the case of an 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, of 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><b>11. Seniority</b></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</p>

	<p>the Haryana Staff selection Commission in the Gradation list:</p> <p>Provided further that in the case of a member appointed by direct recruitment, the order of merit determined by the Haryana Public Service commission shall not be disturbed in fixing the seniority:</p> <p>Provided further that in the case of two of 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 of 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 of by transfer, seniority shall be determined according to the sonority 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 of 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><b>12. Liability to serve</b></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 de 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 an 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 university within the State of Haryana.</p> <p>(ii) The central Government or a company association or a body of individuals whether incorporated rated or not which is wholly or substantially owned or controlled by the central Government or</p> <p>(iii) Any other state Government an international organization 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><b>13. Pay leave pension and other matters.</b></p>	<p>In respect of pay leave pension and all other matters no 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><b>14. Discipline</b></p>	<p>(i) In matter relating to discipline, penalties and appeals members of the Service</p>

<b>penalties and appeals</b>	<p>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 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>
<b>15. Vaccination</b>	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.
<b>16. Oath of allegiance</b>	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.
<b>17. Power of Relaxation</b>	Where the government is of the opinion that it is necessary or 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.
<b>18. Special Provisions</b>	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.
<b>19. Reservations</b>	<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>
<b>20. Repeal and saving</b>	<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.	<b>Deputy Superintendent</b>		1		9300-34800+4000GP
2.	Assistant		15		9300-34800+3600GP
3.	Store Keeper		4		9300-34800+3600GP
4.	(a) Personal Assistant (PA)		4		9300-34800+4000GP
	(b) Accounts Assistant		1		9300-34800+3600GP
	(c) Legal Assistant		1		9300-34800+3600GP
5.	Sr. Scale Stenographer		3		9300-34800+3600GP
6.	Junior Scale Stenographer		5		9300-34800+1900GP
7.	Cashier		3		9300-34800+3600GP
8.	Clerk-cum-DEO		28		9300-34800+1900GP
9.	Library Professional Assistant		5		9300-34800+4000GP
10	Library Counter Clerk		4		5200-20200+1900GP
11	Workshop Instructor		22		9300-34800+3600GP
12	Junior Programmer		5		9300-34800+4200GP
13	Lab Technician (Engineering)		30		9300-34800+3600GP
14	Lab Technician (Science)		8		9300-34800+3600GP
15	Lab Attendant		13		5200-20200+1900GP
16	Hostel Supervisor		5		9300-34800+3600GP
17	Hostel Clerk		6		5200-20200+1900GP
	<b>Total</b>		<b>163</b>		

**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	2	3	4
1.	Deputy Superintendent	<p><b>Essential:</b></p> <p>Minimum 2<sup>nd</sup> Division in Bachelor's Degree in Humanities/ Commerce/ Sciences. The candidate must have a five years experience as Assistant in a Govt. Department/ Government Undertaking/ University/ Degree College/ Polytechnic. Persons with working knowledge of computers would be preferred.</p>	<p>(i) Minimum 2<sup>nd</sup> Division in Bachelor's Degree in Humanities/ Commerce/ Sciences. The candidate must have a five years experience as Assistant in a Govt. Department/ Government Undertaking/ University/ Degree College/ Polytechnic. Persons with working knowledge of computers would be preferred.</p>
2.	Assistant/Accounts Assistant/	<p><b>Essential:</b></p> <p>1 Bachelor Degree with at least 55% of the marks or its equivalent grade from a recognized University.</p> <p>2. 3 years experience as Clerk or its equivalent in any Educational institution/Government Department/ Board/ Corporation etc.</p> <p><b>Desirable:</b> Working knowledge of Computer.</p>	<p>1 Bachelor Degree with at least 55% of the marks or its equivalent grade from a recognized University.</p> <p>2. 3 years experience as Clerk-cum-DEO /Clerk or its equivalent in any Educational institution/Government Department/ Board/ Corporation etc.</p>
	Legal Assistant	<p><b>Essential:</b></p> <p>1 Bachelor Degree with at least 55% of the marks or its equivalent grade from a recognized University.</p> <p>2. 3 years experience as Clerk or its equivalent in any Educational institution/Government Department/ Board/ Corporation etc.</p> <p><b>Desirable:</b> Working knowledge of Computer.</p>	<p>By transfer from Legal and Prosecution Department, Govt. of Haryana.</p>
3.	Store Keeper	<p><b>Essential:</b></p> <p>1. First class Bachelor Degree in Engineering from a recognized University or Three years diploma with First class in any branch of Engineering from a recognized institutions of State Board of Technical Education.</p> <p>2. 2 years experience as Store /Supervision of Store/Purchase in University/ Engg. College/Any Govt. Dept./Board/Educational Institution/Corporation etc.</p> <p><b>Desirable:</b> Working knowledge of Computer.</p>	<p>1. First class Bachelor Degree in Engineering from a recognized University or Three years diploma with First class in any branch of Engineering from recognized institutions of State Board of Technical Education.</p> <p>2. Two years experience as Store clerk/Supervision of Store/Purchase in University/ Engg. College/Any Govt. Dept./Board/Educational Institution/Corporation etc.</p>
4.	Personal Assistant	<p>1. Bachelor Degree with at least 55% of the marks or its equivalent grade from a recognized university.</p>	<p>1. Bachelor Degree with at least 55% of the marks or its equivalent grade from a</p>

		<p>2 Three years experience as Senior Scale Stenographer/ Assistant or its equivalent in any Educational institutions/Government Department/Board/Corporation etc.</p> <p>3. English Short hand at the speed of 100 w.p.m and transcription thereof 20 w.p.m. with word processing speed of 5000 key depressions per hour on computers.</p> <p>4. Should be capable to work on computer and with Knowledge of internet.</p>	<p>recognized university.</p> <p>2 Three years experience as Senior Scale Stenographer/ Assistant or its equivalent in any Educational institutions/Government Department/Board/Corporation etc.</p> <p>3. English Short hand at the speed of 100 w.p.m and transcription thereof 20 w.p.m. with word processing speed of 5000 key depressions per hour on computers.</p>
5.	Sr. Scale Stenographer	<p>1. Bachelor Degree with at least 55% of the marks or its equivalent grade from a recognized university.</p> <p>2 Three years experience as Stenographer /Steno-Typist or its equivalent in any Educational institutions/Government Department /Board/Corporation etc.</p> <p>3. English Short hand at the speed of 100 w.p.m and transcription thereof 20 w.p.m. with word processing speed of 5000 key depressions per hour on computers.</p> <p>4. Should be capable to work on computer and with Knowledge of internet.</p>	Three years experience as Junior Scale Stenographers.
6.	Junior Scale Stenographer	<p>2nd Division in Bachelor's Degree in Humanities/Commerce/Sciences. The candidate must have a typing speed of 50 WPM in English, 80 WPM in English shorthand and word-processing speed of Candidate must have a two years experience as Steno Typist in educational institution/ Govt. Department/ Government Corporation/ Limited Company of repute.</p>	
7.	Cashier	<p><b>Essential:</b></p> <p>1. Bachelor Degree (preferably in Commerce/accounting) with at least 55% of the marks or its equivalent grade from a recognized University.</p> <p>2. Three year experience of handling accounts/ cash as clerk or its equivalent in an educational institutions /Government Department /Board/ Corporation any educational Institutions/ Government Department/ Board/corporation etc.</p>	Three year experience of handling accounts/ cash as Clerk-cum-D.E.O. or its equivalent
8.	Clerk-cum-DEO	<p>1. Bachelor degree from a recognized University.</p> <p>Or</p> <p>Diploma in Modern office Practice from a recognized University/Board.</p> <p>2. Candidate must have word processing speed of 30 w.p.m. in English and Data Entry at the speed of 5000 key depressions as per hour.</p> <p>Desirable: Capability to typing in Hindi with world</p>	

		processing speed of 20 w.p.m.	
9.	Library Professional Assistant	<p><b>Essential:</b></p> <p>Masters Degree in Library Science with at least 55% marks or its equivalent grade from a recognized University.</p> <p>OR</p> <p>Masters Degree in Library Science with First Class Bachelor Degree in Library Science from a recognized University.</p> <p><b>Desirable:</b> Working knowledge of Computer.</p>	<p>1. Masters Degree in Library Science with at least 55% marks or its equivalent grade from a recognized University.</p> <p>2. Five years experience as Library Counter Clerk.</p>
10	Library Counter Clerk	<p><b>Essential:</b></p> <p>Bachelor Degree from a recognized University.</p> <p>Or</p> <p>Diploma in Library Science / Information Science / Documentation Science or its equivalent from a recognized university/ Board.</p> <p><b>Desirable:</b> Working knowledge of Computer.</p>	
11	Workshop Instructor	<p><b>Essential:</b></p> <p>Three years diploma with first class in Mechanical/ Production Engineering from a recognized institute affiliated by State Board of Technical Education</p> <p>or</p> <p>B.E. / B.Tech in Mechanical /Production Engineering from a recognized University.</p> <p><b>Desirable:</b></p> <p>Professional experience in the related field.</p> <p>Working knowledge of Computer</p>	
12	Junior Programmer	<p>1. First Class B.E/ B.Tech in computer Science &amp; Engineering/ Computer Science/ Software Engineering/ Information Technology from a recognized University.</p> <p>OR</p> <p>First Class Master degree in Computer Science &amp; Engineering /Computer Science/ Computer Applications/ Software Engineering / Information Technology from a recognized University.</p> <p>2. Should be familiar with programming Techniques and code writing with commonly used Software packages.</p>	
13	Lab Technician (Engineering)	<p><b>Essential:</b></p> <p>Three years diploma with first class in the relevant branch of Engineering from a recognized institute or State Board of Technical Education or B.E./B.Tech. in the relevant branch of Engineering from a recognized University.</p>	

		<p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>• Professional experience in the related field.</li> <li>• Working knowledge of Computer.</li> </ul>	
14	Lab Technician (Science)	<p><b><u>Essential:</u></b></p> <p>Bachelor of Science Degree with first class in the relevant subject from a recognized University or Master of Science Degree in the relevant subject from a recognized University.</p> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>• Professional experience in the related field.</li> <li>• Working knowledge of Computer.</li> </ul>	
15	Lab Attendant	<p><b><u>For Engineering Branch:</u></b></p> <p>Pass in Secondary School Examination/ Matric Examination or its equivalent with Industrial Training Institute certificate in relevant Engineering trade.</p> <p><b><u>For Science Branch:</u></b></p> <p>Pass in Senior Secondary School Examination/ X+II Examination with Science (Physics/ Chemistry).</p>	
16	Hostel Supervisor	<p>Bachelor Degree in Tourism and Hotel Management with at least 55% of the marks or its equivalent grade from a recognized University.</p> <p>Or</p> <p>First Class Diploma in Tourism and Hotel Management or its equivalent from any State Board or recognized University.</p> <p>Or</p> <p>Bachelor with at least 55% of marks or its equivalent grade from a recognized University along with at least one year certificate course in Tourism and Hotel Management duly recognized by any Board/ University.</p>	
17	Hostel Clerk	<p><b><u>Essential:</u></b></p> <p>Bachelor Degree with at least 55% of the marks or its equivalent grade from a recognized University.</p> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>• Working knowledge of Computer.</li> <li>• One year experience of working in Hostels of educational institutions/ hotels and/ or maintaining mess accounts.</li> </ul>	

**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.	<b>Deputy Superintendent</b>	Government	<p><b>Minor penalties</b></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><b>Major Penalties --</b></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 restoration to that grade, post or service ;</p>	Director-Principal	Director-General
2.	Assistant				
3.	Store Keeper				
4.	(a) Personal Assistant (PA)				
	(b) Accounts Assistant				
	(c) Legal Assistant				
5.	Sr. Scale Stenographer				
6.	Junior Scale Stenographer				
7.	Cashier				
8.	Clerk-cum-DEO			Director-General	Administrative Secretary
9.	Library Professional Assistant				
10	Library Counter Clerk				
11	Workshop Instructor				
12	Junior Programmer				
13	Lab Technician (Engineering)				
14	Lab Technician (Science)				
15	Lab Attendant				
16	Hostel Supervisor				
17	Hostel Clerk				

			(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,**  
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**Technical Education Department.**

**APPENDIX D**  
[See rule 14(2)]

<b>Sr. No.</b>	<b>Designation of posts</b>	<b>Nature of order</b>	<b>Authority empowered to make for order</b>	<b>Appellate Authority</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>1.</b>	<b>Deputy Superintendent</b>	(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.	Director-General	Administrative Secretary
<b>2.</b>	Assistant			
<b>3.</b>	Store Keeper			
<b>4.</b>	(a) Personal Assistant (PA)			
	(b) Accounts Assistant			
	(c) Legal Assistant			
<b>5.</b>	Sr. Scale Stenographer			
<b>6.</b>	Junior Scale Stenographer			
<b>7.</b>	Cashier			
<b>8.</b>	Clerk-cum-DEO			
<b>9.</b>	Library Professional Assistant			
<b>10</b>	Library Counter Clerk			
<b>11</b>	Workshop Instructor			
<b>12</b>	Junior Programmer			
<b>13</b>	Lab Technician (Engineering)			
<b>14</b>	Lab Technician (Science)			
<b>15</b>	Lab Attendant			
<b>16</b>	Hostel Supervisor			
<b>17</b>	Hostel Clerk			

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