

Qualification :

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 B 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 commissions in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Other Backward Class, Ex-Servicemen and physically handicapped categories possessing the requisite experience are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing.

Disqualification :

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.

Method of recruitment :

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

(a) in case of Personal Assistant,—

(i) by promotion from amongst Steno-typists ;

or

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

(b) in the case of Librarian,—

(i) by direct recruitment ; or

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

(c) in the case of Technical 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 ;

(d) in the case of Assistant,—

- (i) by promotion from amongst Steno-typist/Clerks ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

(e) in the case of Driver,—

- (i) by promotion from amongst Peons ; or
- (ii) by direct recruitment ; or
- (iii) by transfer or deputation of official already in the service of any State Government or the Government of India ;

(f) In the case of Steno-typist ;—

- (i) by promotion from the post of Clerk ; 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 ;

(g) in the case of Clerks,—

- (i) 20 % by promotion from amongst Peons/Sweeper-cum-Chowkidar; and
- (ii) 80% 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 ;

(2) All Promotions unless otherwise provided, shall be made on seniority-cum-merit basis and seniority alone shall not confer any right to such promotions.

Probation

10. (1) Persons appointed to any post in the Service shall remain on probation, for a period of two years, if appointed by direct recruitment, and one year, if appointed otherwise :

Provided that—

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation ;
- (b) any period of work in equivalent or higher rank, prior to appointment to any post in the Service, may, in the case of appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule; and
- (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.

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may,—

(a) if such person is appointed by direct recruitment, dispense with his Services; and

(b) if such person is appointed otherwise than by direct recruitment—

(i) revert him to his former post ; or

(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may ;—

(a) if his work or conduct has, in its opinion, been satisfactory,—

(i) confirm such person from the date of his appointment, if appointed against a permanent vacancy ; or

(ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ; or

(iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy ; or

(b) If his work or conduct has, in its opinion, been not satisfactory :

(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 previous appointment permit ; or

(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.

Seniority

11. Seniority, *inter se* of the 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 Commission 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 a member 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 the 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 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.

Liability to serve.

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, an international organisation, an autonomous body not controlled by the Central 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.

Pay, leave, pension and other matters.

13. 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.

Discipline, penalties and appeals.

14. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by Haryana Civil Services (Punishment and Appeal) Rules, 1987, as amended from time to time :

Provided that nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority shall, subject to the provisions 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.

(2) The authority competent to pass an order under clause (c) or clause (d) sub-rule (1) of rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987, and appellate authority shall be as specified in Appendix D to these rules.

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.

Oath of allegiance.

16. Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to India and to the Constitution of India as by law established.

Power of relaxation.

(7) 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.

Special provision.

18. Notwithstanding anything contained in these rules the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.

Reservations.

19. Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Other Backward Classes, Ex-servicemen, physically handicapped persons or any other class or category of persons in accordance with the orders issued by the State Government in this regard, from time to time :

Provided that the total percentage of reservations so made shall not exceed fifty per cent at any time.

Repeal and savings.

20. Any rule applicable to the Service, which is in force immediately before the commencement of these rules, is hereby repealed :

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

APPENDIX A

(See rule 3)

Serial No.	Designation of Post	Number of Posts		Total	Scale of Pay
		Perma- nent	Tempo- rary		
1	2	3	4	5	6
1	Personal Assistant	—	2	2	Rs. 1640—60—2600—EB—75—2900+SP
2	Librarian	—	1	1	Rs. 1640—60—2600—EB—75—2900
3	Technical Assistant	—	1	1	Rs. 1600—50—2300—EB—60—2600
4	Assistant	—	1	1	Rs. 1400—40—1600—50—2300—EB—60—2600
5	Driver	—	2	2	Rs. 1200—30—1560—EB—2040+Special Pay Rs. 200
6	Steno-typist	—	2	2	Rs. 950—20—1150—EB—25—1500+Special Pay Rs. 100
7	Clerk	—	3	3	Rs. 950—20—1150—EB—25—1500

APPENDIX B

(See rule 7)

Serial No.	Designation of post	Academic qualification and experience, if any for direct recruitment	Academic qualifications & experience, if any, for appointment other than by direct recruitment
1	2	3	4
1	Personal Assistant	—	<p>By promotion—</p> <p>(i) 8 years experience as Steno-typist;</p> <p>(ii) English Shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 Words Per Minute;</p> <p>(iii) Hindi Shorthand at a speed of 80 Words Per minute and transcription thereof at a speed of 15 Words Per Minute;</p> <p>By Transfer or Deputation</p> <p>(i) 8 years experience as Steno-typist;</p> <p>(ii) English Shorthand at a Speed of 100 Words Per Minute and transcription thereof at a speed of 20 Words Per Minute;</p> <p>(iii) Hindi Shorthand at a speed of 80 Words Per Minute and transcription thereof at a speed of 15 Words Per Minute;</p> <p>(iv) Hindi upto Matric standard;</p>
2	Librarian	<p>(i) B.A. IInd Division</p> <p>(ii) M. Library Science IInd Division ; OR *</p>	<p>By transfer or Deputation—</p> <p>(i) B.A. IInd Division;</p>

1	2	3	4
		(i) M.A. Hind Division ;	(ii) M. Lib. Science Hind Division ; or
		(ii) B. Library Science 1st Division ; and	(i) M.A. Hind Division ;
		(iii) Hindi upto Matric Standard.	(ii) B. Lib. Science 1st Division ; and
			(iii) Two years experience as Librarian ;
			(iv) Hindi upto Matric standard.
3	Technical Assistant	(i) B.Sc. or Diploma in Electrical/Mechanical/Electronics/Computer Science atleast 50% marks in aggregate;	By Transfer or deputation—
		(ii) Hindi upto Matric Standard.	(i) B.Sc. or Diploma in Electrical/Mechanical/Electronics/Computer Science atleast 50% marks in aggregate;
			(ii) Hindi upto Matric Standard.
4	Assistant	—	By promotion—
			(i) Five Years experience as Steno-typist/Clerk.
			By Transfer or deputation—
			(i) Five Years experience as Steno-typist/Clerk ;
			(ii) Hindi upto Matric Standard.
5	Driver	(i) Matric with Hindi ;	By promotion—
		(ii) Light Transport Vehicle Driving Licence ;	(i) Middle Pass;
		(iii) Three years experience of driving light vehicle	(ii) Group 'D' employees having five years experience;
			(iii) Light transport vehicle driving licence with driving experience of two years.
			By Transfer or deputation—
			(i) Matric;
			(ii) Light transport vehicle driving licence;

2	3	4	
6	Steno- typist	<p>(i) Matric 1st Division/ Higher Secondary IInd Division/Intermediate IInd Division/10+2 (Vocational) IInd Divi- sion/Graduate (For ex- Serviceman Matric only)</p> <p>(ii) English Shorthand at a speed of 80 Words Per Minute and transcription thereof at a speed of 15 Words Per Minute ;</p> <p>(iii) Hindi Shorthand at a speed of 64 Words Per- Minute and transcrip- tion thereof at a speed of 11 Words Per Minute ;</p> <p>(iv) Hindi upto Matric Standard.</p>	<p>(iii) Two years experience of driving light vehicle;</p> <p>(iv) Hindi upto Matric Standard.</p> <p>By Promotion —</p> <p>(i) One year experience as Clerk;</p> <p>(ii) English Shorthand at a speed of 80 Words per- Minute and transcrip- tion thereof at a speed of 15 Words Per Minute ;</p> <p>(iii) Hindi Shorthand at a speed of 64 Words Per Minute and transcription thereof at a speed of 11 Words Per Minute .</p> <p>By transfer or deputation—</p> <p>(i) One year experience as Clerk ;</p> <p>(ii) English Shorthand at a speed of 80 Words Per Minute and transcrip- tion thereof at a speed of 15 Words Per Minute ;</p> <p>(iii) Hind Shorthand at a speed of 64 Words per Minute and transcription thereof at speed of 11 words per Minute ;</p> <p>(iv) Hindi upto Matric Standard</p>
7	Clerk	<p>(i) Matric 1st Division/ Higher Secondary IInd Division/Intermediate IInd Division/10+2 (Vocational) IInd Division/Graduate (For ex-serviceman Matric only);</p> <p>(ii) Hindi/English typing at a speed of 25/30</p>	<p>By Promotion—</p> <p>(i) Matric</p> <p>(ii) Five years experience as Peon/Sweeper-cum-Chowki- dar;</p> <p>(iii) The candidate will have to pass the type test in English and Hindi both at 30/25WPM respectively.</p>

1	2	3	4
		Words Per Minute respectively ;	within one year from the date of appointment otherwise no annual grade increment will be admissible ;
	(iii) Hindi upto Matric Standard		(iv) Shall have to pass a test in Hindi and English upto Matric Standard held by the Director;
			By Transfer or deputation—
			(i) Matric 1st Division/ Higher Secondary 2nd Division/Intermediate 2nd Division/10+2 (Vocational) 2nd Division/Graduate (For ex-Serviceman Matric only);
			(ii) Hindi/English typing at 25/30 WPM respectively.
			(iii) Hindi upto Matric standard.

APPENDIX C

[See rule 14(1)]

Serial No.	Designation of Posts	Appointing authority	Nature of Penalty	Authority empowered to impose penalty	Appellate authority	Second & final Appellate authority if any
1	2	3	4	5	6	7
1	Personal Assistant	Director	MINOR PENALTIES	Director	Government	
2	Librarian	(i)	Warning with a copy on the personal file :			
3	Technical Assistant	(ii)	censure :			
4	Assistant	(iii)	withholding of promotion :			
5	Driver	(iv)	recovery from pay of the whole or part of any pecuniary loss caused by negligence or a breach of orders, to the Central Government or 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 Parliament or of the Legislature of a State :			
6	Steno-typist					
7	Clerk					
			MAJOR PENALTIES			
		(vi)	withholding of increments of pay with cumulative effect :			

1

2

3

4

5

6

7

(vii) 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 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 :

(xi) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.

APPENDIX D

[See rule 14 (2)]

Serial No.	Designation of Posts	Nature of order	Authority empowered to make order	Appellate authority	Second and final authority, if any.
1	2	3	4	5	6
1	Personal Assistant	(a) reducing or withholding the amount of	Director	Government	—
2	Librarian	ordinary or additional			
3	Technical Assistant	pension admissible under the rules			
4	Assistant	governing pension.			
5	Driver				
6	Steno-typist	(b) terminating the appointment otherwise			
7	Clerk	than on his attaining the age fixed for superannuation			

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