

[Authorised English Translation]

HARYANA GOVERNMENT

SOCIAL DEFENCE AND SECURITY DEPARTMENT

Notification

The 29th January, 1998

No. GSR.37/Const/Art.309/98.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules, regulating the recruitment and conditions of service of persons appointed to the Haryana, Social Defence and Security Department (Group C) Service, namely :—

PART I-GENERAL

1. (1) These rules may be called the Haryana Social Defence and Security Department (Group C) Service Rules, 1998.

Short title.

(2) They shall come into force on the date of their publication in the official Gazette.

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

Definitions.

(a) "Commission" means Staff Selection Commission, 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 State Government;

(c) "Director" means the Director, Social Defence and Security Department, Haryana;

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

(e) "institution" means,—

(i) any institution established by law 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 purposes of these rules; and
- (g) "Service" means the Haryana Social Defence and Security Department (Group-C) Service;
- (h) "Technicians" means and includes, Master Cutter, Weaving Technician, Basketary Technician, Leather Technician, Machine Embroidery Technician, Soap Making Technician, Bandage Technician, Hand Embroidery Technician and Designer cum Technician.

#### PART II-RECRUITMENT TO SERVICE

Number and  
Character of  
posts.

3. The Service shall comprise the posts shown in Appendix A to these rules :

Provided that nothing in these rules shall affect the inherent right of the 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.

Nationality  
domicile and  
character of  
candidates app-  
ointed to  
services.

4. (1) No person shall be appointed to any post in the Service, unless he is,—

- (a) a citizen of India ; or
- (b) a subject 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 or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire, and Ethiopia with the intention of permanently settling in India ;

Provided that a person 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 .

(2) A person in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Commission, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

(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 are well acquainted with him in his private life and are unconnected with his University College, School or Institution.

5. No person shall be appointed to any post in the Service by direct recruitment, who is less than seventeen years or more than thirty-five years of age, on or before the 1st day of January next preceding the last date of submission of applications to the Commission.

Age.

6. Appointment to any post in the Service shall be made by the Director.

Appointing Authority.

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 otherwise than by direct recruitment :

Qualifications.

Provided that in the case of appointment by direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50 per cent at the discretion of the Commission, in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes other backward Classes, 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.

8. No person,—

Disqualifications.

- (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,—

Method of recruitment.

- (I) in case of personal Assistant;
  - (a) by promotion from amongst Senior Scale Stenographer ;  
or
  - (b) by transfer or deputation of an official already in the service of any State Government ; or the Government of India ;

- (II) in case of Deputy Superintendent ;
- (a) by promotion from amongst Assistant/Accountant/Cashier/Head Clerk-cum-Accountant/Junior Auditor/Accountant-cum-Store Keeper or Senior Scale Stenographer; or
  - (b) by transfer or deputation of an official already in the Service or any State Government or Government of India;
- (III) in case of Probation Officer,—
- (a) 50% by promotion from amongst Investigator; and
  - (b) 50% by direct recruitment ; or
  - (c) by transfer or deputation of an officer already in the Service of any State Government or Government of India ;
- (IV) in case of Social Welfare Investigation Officer,—
- (a) 50% by promotion from amongst Investigators; or
  - (b) 50% by direct recruitment ; and
  - (c) by transfer or deputation of officer already in the Service of any State Government or Government of India;
- (V) in case of Superintendent Institution (Female),—
- (a) 25% by direct recruitment; and
  - (b) 75% by promotion amongst B.A., B.Ed. Teacher-cum-Supervisor, B. A. B. T. Teacher-cum-Supervisor/Recreational Supervisor (Graduate), Investigator; Technicians or Instructors (from female employees only) excluding Teachers of Blind School.
- (VI) in case of Superintendent Institutions (Male),—
- (a) 75% by promotion amongst, Manager, B.A.B.Ed. Teacher-cum-Supervisor/B.A., B.Ed. Teacher/Investigator (Graduate) Recreational (Graduate); Supervisor ; and
  - (b) 25% by direct recruitment; or
  - (c) by transfer or deputation of an official already in service or any State Government or Government of India;
- (VII) in case of Superintendent Institution (Blind),—
- (a) by promotion from amongst Senior Braille Teacher, Junior Braille Teacher, Braille Teacher-cum-Typing Instructors, Maths Teachers, Science Teacher or Assistant Braille Librarian; or

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

(VIII) in case of Manager,—

- (a) by promotion from amongst the Technicians; Instructors working in the institutions except blind institutions; or
- (b) by transfer or deputation of an official already in service or any State Government; or Government of India;

(IX) in case of Assistant/Accountant/Cashier/Head Clerk-cum-Accountant/Junior Auditor/Accountant-cum-Store-Keeper,—

- (a) by promotion from amongst Clerk/Store-Keeper/Steno-Typist/Accounts Clerks/Clerk-cum-Store Keeper/Clerk-cum-Typist/Junior Auditor/Hostel Warden; or
- (b) by transfer or deputation of an official already in service of State Government;

(X) in case of Senior Scale Stenographer,—

- (a) by promotion amongst Junior Scale Stenographer; or
- (b) by transfer or deputation of an official already in service of any State Government; or Government of India;

(XI) in case of Master Cutter;—

- (a) by promotion from amongst Tailoring Technicians/Instructors; or
- (b) by transfer or deputation of an official already in service or any State Government; or Government of India;

(XII) in case of Investigator,—

- (a) 40% by promotion from amongst Junior Scale Stenographer, Steno typist or Clerk; and equal rank Class-II official working in the department; and
- (b) 60% by direct recruitment; or
- (c) by transfer of an official already in the service of any State Government; or Government of India;

(XIII) in case of Weaving Technician,—

- (a) by direct recruitment; or
- (b) by transfer or deputation of an official already in service or any State Government; or Government of India;

(XIV) in case of Tailoring Technician/Instructor,—

- (a) by direct recruitment; or
- (b) by transfer or deputation of an official already in service or any State Government; or Government of India;

(XV) in case of Basketary Technician,—

- (a) by direct recruitment ; or
- (b) by transfer or deputation of an official already in service or any State Government; or Government of India;

(XVI) in case of Leather Technician,—

- (a) by direct recruitment ; or
- (b) by transfer or deputation of an official already in the service or any State Government; or Government of India;

(XVII) in case of Machine Embroidery Technician,—

- (a) by direct recruitment ; or
- (b) by transfer or deputation of an official already in service or any State Government ; or Government of India;

(XVIII) in case of Soap Making Technician,—

- (a) by direct recruitment ; or
- (b) by transfer or deputation of an official already in service of any State Government ; or Government of India;

(XIX) in case of Bandage Technician,—

- (a) by direct recruitment ; or
- (b) by transfer or deputation of an official already in service of any State Government ; or Government of India;

(XX) in case of Cane Teacher,—

- (a) by direct recruitment ; or
- (b) by transfer or deputation of an official already in service of any State Government ; or Government of India;

(XXI) in case of Weaving Teacher,—

- (a) by direct recruitment ; or
- (b) by transfer or deputation of an official already in service of any State Government; or Government of India;

(XXII) in case of Hand Embroidery Technician,—

- (a) by direct recruitment ; or
- (b) by transfer or deputation of an official already in service of any State Government ; or Government of India;

- (XXIII) in case of Designer-cum-Technician,—
- (a) by direct recruitment; or
  - (b) by transfer or deputation of an official already in service of any State Government ; or Government of India;
- (XXIV) in case of Art and Craft Teacher,—
- (a) by direct recruitment; or
  - (b) by transfer or deputation of an official already in service of any State Government ; or Government of India;
- (XXV) in case of B. A., B.Ed. Teacher-cum-Supervisor/B.A. B.Ed. Teacher,—
- (a) by direct recruitment ; or
  - (b) by transfer or deputation of an official already in service of any State Government ; or Government of India;
- (XXVI) in case of Braille Teacher-cum-Typing Instructor,—
- (a) by direct recruitment ; or
  - (b) by transfer or deputation of an official already in service of any State Government ; or Government of India;
- (XXVII) in case of Senior Braille Teacher,—
- (a) by direct recruitment; or
  - (b) by transfer or deputation of an official already in service of any State Government ; or Government of India;
- (XXVIII) in case of Junior Braille Teacher,—
- (a) by direct recruitment or
  - (b) by transfer or deputation of an official already in service of any State Government ; or Government of India;
- (XXIX) in case of Music Teacher,—
- (a) by direct recruitment ; or
  - (b) by transfer or deputation of an official already in service of any State Government ; or Government of India;
- (XXX) in case of Science Teacher,—
- (a) by direct recruitment; or
  - (b) by transfer or deputation of an official already in service of any State Government ; or Government of India;

(XXXI) in case of Maths Teacher,—

- (a) by direct recruitment ; or
- (b) by transfer or deputation of an official already in service of any State Government ; or Government of India;

(XXXII) in case of Basketary Teachers,—

- (a) by direct recruitment ; or
- (b) by transfer or deputation of an official already in service of any State Government ; or Government of India;

(XXXIII) in case of Typing Instructor,—

- (a) by direct recruitment ; or
- (b) by transfer or deputation of an official already in service of any State Government ; or Government of India;

(XXXIV) in case of Physical Instructor,—

- (a) by direct recruitment ; or
- (b) by transfer or deputation of an official already in service of any State Government ; or Government of India;

(XXXV) in case of Craft Teacher,—

- (a) by direct recruitment ; or
- (b) by transfer or deputation of an official already in service of any State Government ; or Government of India;

(XXXVI) in case of Computer Instructor,—

- (a) by direct recruitment ; or
- (b) by transfer or deputation of an official already in service of any State Government ; or Government of India;

(XXXVII) in case of General Teacher,—

- (a) by direct recruitment ; or
- (b) by transfer or deputation of an official already in service of any State Government ; or Government of India;

(XXXVIII) is in case of Dispenser,—

- (a) by transfer or deputation from the Health Department, Haryana; or



- (b) by transfer or deputation of an official already in service of any State Government ; or Government of India ;
- (XXXIX) in case of Junior Scale Stenographer,—
- (a) by promotion amongst Steno typist/Steno typist-cum-Store Keeper ; or
- (b) by transfer or deputation of an official already in Service of any State Government ; or Government of India ;
- (XL) in case of Driver,—
- (a) by direct recruitment ; or
- (b) by transfer or deputation of an official already in Service of any State Government, or Government of India ;
- (XLI) in case of Assistant Braille Librarian,—
- (a) by direct recruitment ; or
- (b) by transfer or deputation of an official already in service of any State Government ; or Government of India ;
- (XLII) in case of Nursery Teacher,—
- (a) by direct recruitment ; or
- (b) by transfer or deputation of an official already in service of any State Government ; or Government of India ;
- (XLIII) in case of Braille cum General Technician,—
- (a) by direct recruitment ; or
- (b) by transfer or deputation of an official already in service of any State Government ; or Government of India ;
- (XLIV) in case of Staff Nurse,—
- (a) by direct recruitment from Health Department ; or
- (b) by transfer or deputation of an official already in service of any State Government ; or Government of India ;
- (XIV) in case of Recreational Supervisor,—
- (a) by direct recruitment ; or
- (b) by transfer or deputation of an official already in Service of any State Government ; or Government of India ;
- (XLVI) in case of Head Warden,—
- (a) by promotion amongst Warders ; or
- (b) by transfer or deputation of an official already in service of any State Government ; or Government of India ;

(XLVII) in case of Steno Typist/Steno typist-cum-Store Keeper,--

(a) 25 percent by promotion amongst Clerk/Typist/Store Keeper/Hostel warden/Junior Auditor/Accounts Clerk/Clerk-cum-Typist ; and

(b) 75 percent by direct recruitment ; or

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

(XLVIII) in case of Clerk/Store Keeper/Clerk-cum-Typist Accounts Clerk Junior Auditor,--

(a) 20 percent by promotion amongst Restorer/Attendant (Group C) or Attendant (Group D) Class IV employees ; and

(b) 80 percent by direct recruitment ; or

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

(IL) in case of Hostel Warden,--

(a) by direct recruitment ; or

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

(L) in case of General Supervisor,--

(a) by direct recruitment ; or

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

(LI) in case of Matron,--

(a) by direct recruitment ; or

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

(LII) in case of Duplicating Machine man/Operator,--

(a) by promotion amongst Daftri ; or (Group D) employees; or

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

(LIII) in case of Restorer,--

(a) by promotion from amongst Daftri or (Group D) employees; or

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

- (LIV) in case of Proof Reader,—
- (a) by direct recruitment; or
  - (b) by transfer or deputation of an official already in service of any State Government; or Government of India;
- (LV) in case of Bata Instructor,—
- (a) by direct recruitment; or
  - (b) by transfer or deputation of an official already in service of any State Government; or Government of India;
- (LVI) in case of Warder,—
- (a) by direct recruitment; or
  - (b) by transfer or deputation of an official already in Service of any State Government; or Government of India;
- (LVII) in case of Braille Clerk,—
- (a) by direct recruitment; or
  - (b) by transfer or deputation of an official already in service of any State Government; or Government of India;
- (LVIII) in case of Assistant Hand Embroidery Technician,—
- (a) by direct recruitment ; or
  - (b) by transfer or deputation of an official already in service of any State Government; or Government of India;
- (LIX) in case of Daftri,—
- (a) by promotion from amongst Group D employees; or
  - (b) by transfer or deputation of an official already in the service of any State Government; or Government of India;
- (LX) in case of Nurse/Dai,—
- (a) by direct recruitment; or
  - (b) by transfer or deputation of an official already in service of any State Government; or Government of India;
- (LXI) in case of Band Master,—
- (a) by direct recruitment; or
  - (b) by transfer or deputation of an official already in the service of any State Government; or Government of India;

(LXII) in case of Attendant,—

- (a) by direct recruitment; or
- (b) by transfer or deputation of an official already in the service of any State Government; or 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 provisions.

**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 probations;
  - (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 Service; 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 person the appointing authority may:—
- (a) if his work or conduct has, in its opinions, 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 his 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.

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:

Seniority.

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 member 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. 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. A member of the Service may also be deputed to serve under:—

- (i) a company, an association or a body of individual, 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 Government or a private body:

Provided that no member of the service shall be deputed to serve the central or any other State Government of any organisation or body referred to in clause (ii) and (iii) except with his consent.

**Pay, leave Pension and other matters.**

13. In respect of pay, leave, pension and all the 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 here after 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 the Haryana Civil Services (Punishment and Appeal) Rules, 1987, as amended from time to time :

Provided that the 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) of sub-rule (1) or rule 9 of Haryana Civil Services (Punishment and Appeal) Rules, 1987; and the appellate authority shall be as specified in Appendix D to these rules.

**Vaccination.**

15. 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 oath of allegiance to India and to the Constitution of India as by law established.

17. 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.

Power of Relaxation.

18. Not with standing anything contained in these rules the Government may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.

Special Provision.

19. Nothing contained in these rules shall effect reservation and other concessions required to be provided for Scheduled Castes, Backward Classes, other Backward Classes, Ex-Servicemen, physically Handicapped persons of any other Class or category of persons in accordance with the orders issued by State Government in this regard from time to time :

Reservation.

Provided that the total percentage of reservations so made shall not exceed 50% at any time.

20. Any rule 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 :

Repeal and Savings.

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 Posts	Number of Posts		Posts Total	Scale of pay
		Perma- nent	Tempo- rary		
1	2	3	4	5	6
1	Personal Assistant	..	1	1	Rs. 1640—50—2660—EB—75— 2900 Rs. 150 Special Pay
2	Deputy Superintendent	3	..	3	1640—60—2660—EB—75— 2900
3	Probation Officer	1	1	2	1600—50—2600—EB—60— 2660
4	Social Welfare Investigation Officer	2	..	2	1600—50—2600—EB—60— 2660
5	Superintendent Institution (Female)	3	3	6	1600—50—2600—EB—60— 2660
	(i) Home-cum-Training Centres for Destitute Women and Widows, Karnal, Rohtak and Faridabad;				
	(ii) State After Care Home for Girls Karnal ;				
	(iii) Protective Home, Faridabad ;				
6	Superintendent Institution (Male)	..	3	3	1600—50—2600—EB—60— 2600
	(i) Home for Aged and Infirm, Faridabad ;				
	(ii) State After Care Home-cum-Production Unit for Boys, Sonapat ;				
	(iii) Special Home Sonapat				
7	Suprintendent Institution (Blind)	2	..	2	1600—50—2600—EB—60— 2600
	(i) Training Centre-cum-production Unit for the Adult Blind, Sonapat				
	(ii) Government Institute—cum-Braille Library for the Blind boys, Panipat ;				



1	2	3	4	5	6
					Rs.
8	Manager	1	..	1	1400-40-1600-50-2300- EB-60-2600
9	Assistant/Accountant/Cashier/ Head Clerk-cum-Accountant/ Junior Auditor/Accountant-cum- Store Keeper	16	93	114	1400-40-1600-50-2300- EB-60-2600
10	Senior Scales Stenographer	1	..	1	1400-40-1600-50-2300- EB-60-2600
11	Master Cutter	..	1	1	1400-40-1600-50-2300- EB-60-2600
12	Investigator	1	36	37	1400-40-1600-50-2300- EB-60-2600
13	Weaving Technician	..	3	3	1400-40-1600-50-2300- EB-60-2600
14	Tailoring Technician/ Instructor	..	4	4	1400-40-1600-50-2300- EB-60-2600
15	Basketary Technician	..	1	1	1400-40-1600-50-2300- EB-60-2600
16	Leather Technician	1	..	1	1400-40-1600-50-2300- EB-60-2600
17	Machine Embroidery Technician	..	2	2	1400-40-1600-50-2300- EB-60-2600
18	Soap Making Technician	..	1	1	1400-40-1600-50-2300- EB-60-2600
19	Bandage Technician	..	1	1	1400-40-1600-50-2300- EB-60-2600
20	Cane Teacher	..	1	1	1400-40-1600-50-2300- EB-60-2600
21	Weaving Teacher	2	..	2	1400-40-1600-50-2300- EB-60-2600
22	Hand Embroidery Technician	..	1	1	1400-40-1600-50-2300- EB-60-2600
23	Designer-cum-Technician	..	1	1	1400-40-1600-50-2300- EB-60-2600
24	Art and Craft Teacher	1	1	2	1400-40-1600-50-2300- EB-60-2600
25	B.A. B.Ed. Teacher-cum- Supervisor/B.A. B.Ed. Teacher	1	3	4	1400-40-1600-50-2300- EB-60-2600

1	2	3	4	5	6
					Rs.
26	Braille Teacher-cum-Typing Instructor	1	..	1	1400-40-1600-50-2300- EB-60-2600
27	Senior Braille Teacher	1	..	1	1400-40-1600-50-2300- EB-60-2600
28	Junior Braille Teacher	5	..	5	1400-40-1600-50-2300- EB-60-2600
29	Music Teacher	5	..	5	1400-40-1600-50-2300- EB-60-2600
30	Science Teacher	1	1	2	1400-40-1600-50-2300- EB-60-2600
31	Math Teacher	2	..	2	1400-40-1600-50-2300- EB-60-2600
32	Basketary Teacher	1	..	1	1400-40-1600-50-2300- EB-60-2600
33	Typing Instructor	1	..	1	1400-40-1600-50-2300- EB-60-2600
34	Physical Instructor	1	..	1	1400-40-1600-50-2300- EB-60-2600
35	Craft Teacher	2	..	2	1400-40-1600-50-2300- EB-60-2600
36	Computer Instructor	..	1	1	1400-40-1600-50-2300- EB-60-2600
37	General Teacher	..	1	1	1400-40-1600-50-2300- EB-60-2600
38	Dispenser	1	2	3	1350-30-1440-40-1800- EB-50-2200
39	Junior Scale Stenographer	2	1	3	1200-30-1560-EB-40- 2040
40	Driver	1	18	19	1200-30-1560-EB-40- 2040+200 Special Pay
41	Assistant Braille Librarian	1	..	1	1200-30-1560-EB-40- 2040+60 Special pay
42	Nursery Teacher	..	1	1	1200-30-1560-EB-40- 2040
43	Braille-cum-General Technician	..	1	1	1200-30-1560-EB-40- 2040

1	2	3	4	5	6
					Rs.
44	Staff Nurse	..	1	1	1200-30-1560-EB-40-2040
45	Recreational Supervisor	1	..	1	1200-30-1560-EB-40-2040
46	Head Warden	..	1	1	1200-30-1560-EB-40-2040
47	Steno Typist/Steno Typist-cum-Store Keeper	4	15	19	950-20-1150-EB-25-1500+100 Special Pay
48	Clerk/Store Keeper/Clerk-cum-typist/Accounts Clerk/Junior Auditor	22	186	208	950-20-1150-EB-25-1500
49	Hostel Warden	1	..	1	950-20-1150-EB-25-1500
50	General Supervisor	3	4	7	950-20-1150-EB-25-1500
51	Matron	1	..	1	950-20-1150-EB-25-1500
52	Duplicating Machineman/operator	..	1	1	950-20-1150-EB-25-1500
53	Restorer	1	..	1	950-20-1150-EB-25-1500
54	Proof Reader	..	1	1	950-20-1150-EB-25-1500
55	Bata Instructor	..	1	1	950-20-1150-EB-25-1500
56	Warden	5	6	11	950-20-1150-EB-25-1500
57	Braille Clerk	2	1	3	950-20-1150-EB-25-1500
58	Assistant Hand Embroidery Technician	1	..	1	800-15-1010-EB-20-1150
59	Dairi	..	1	..	800-15-1010-EB-20-1150
60	Nurse/Dai	..	1	1	775-12-955-EB-14-1025
61	Band Master	1	..	1	775-12-955-EB-14-1025
62	Attendant	..	2	2	775-12-955-EB-14-1025

1	2	3	4	5	6
					Rs.
44	Staff Nurse	..	1	1	1200—30—1560—EB—40—2040
45	Recreational Supervisor	1	..	1	1200—30—1560—EB—40—2040
46	Head Warden	..	1	1	1200—30—1560—EB—40—2040
47	Steno Typist/Steno Typist-cum-Store Keeper	4	15	19	950—20—1150—EB—25—1500+100 Speical Pay
48	Clerk/Store Keeper/Clerk-cum-typist/Accounts Clerk/Junior Auditor	22	186	208	950—20—1150—EB—25—1500
49	Hostel Warden	1	..	1	950—20—1150—EB—25—1500
50	General Supervisor	3	4	7	950—20—1150—EB—25—1500
51	Matron	1	..	1	950—20—1150—EB—25—1500
52	Duplicating Machineman/operator	..	1	1	950—20—1150—EB—25—1500
53	Restorer	1	..	1	950—20—1150—EB—25—1500
54	Proof Reader	..	1	1	950—20—1150—EB—25—1500
55	Bata Instructor	..	1	1	950—20—1150—EB—25—1500
56	Warden	5	6	11	950—20—1150—EB—25—1500
57	Braille Clerk	2	1	3	950—20—1150—EB—25—1500
58	Assistant Hand Ebroidery Technician	1	..	1	800—15—1010—EB—20—1150
59	Dattri	..	1	..	800—15—1010—EB—20—1150
60	Nurse/Dai	..	1	1	775—12—955—EB—14—1025
61	Band Master	1	..	1	775—12—955—EB—14—1025
62	Attendant	..	2	2	775—12—955—EB—14—1025

## APPENDIX B

(See rule 7)

Sr. No.	Designation of Posts	Academic qualifications and experience if any, for direct recruitment	Academic qualifications and experience, if any, for appointment than by direct recruitment
1	2	3	4
1	Personal Assistant	—	By promotion : (i) Graduate or its equivalent; (ii) Five years experience as Senior Scale Stenographer. By transfer or deputation : (i) Graduate or its equivalent; (ii) Five years experience as Senior Scale Stenographer; (iii) Hindi upto Matric Standard.
2	Deputy Superintendent	—	By promotion : (i) Five years experience as Assistant/Accountant/Cashier/Head-Clerk-cum-Accountant/Junior Auditor/Accountant-cum-Store-Keeper, Senior Scale Stenographer opts the ministerial cadre with no lien in the line of personal Assistant and he has been assigned the work of Assistant for a period of two years or has worked on the post of Assistant for a period of two years. By transfer or deputation : (i) Five years experience as Assistant/Accountant/Cashier/Head-Clerk-cum-Accountant/Junior Auditor/Accountant-cum-Store-Keeper, or Senior Scale Stenographer and he has been assigned the work of Assistant for a period of two years or has worked on the post of Assistant for a period of two years; (ii) Hindi upto Matric Standard. Five years experience as Investigator

1	2	3	4
3	Probation Officer:	(i) Master of Social Work preference will be given to those, who have specialisation in criminology and correctional Administration ; (ii) Hindi upto Matric Standard.	By transfer or deputation : (i) Master of Social Work preference will be given to those, who have specialisation in criminology and correctional Administration ; (ii) Hindi upto Matric Standard;
4	Social Welfare Investigation Officer	(i) M.S.W. or M.A. in Sociology or Psychology ; (ii) Hindi upto Matric Standard.	By promotion : (i) Five years experience as Investigator.
5	Superintendent Institution (Female)	(i) M.S.W., M.A. in Sociology or Psychology with two years experience of Social Work ; (ii) Hindi upto Matric Standard.	By transfer or deputation : (i) M.S.W. or M.A. in Sociology or Psychology ; (ii) Hindi upto Matric Standard. (a) Female employee only ; (b) Seven years experience as B.A.B.Ed. Teacher-cum-Supervisor/ B.A.B.T. Teacher-cum-Supervisor ; OR Eight years experience as Technician Recreational Supervisor (Graduate); OR Eight years experience as Technician, Instructor, Investigators. Technician of Blind institutions are not included.
6	Superintendent (Male)	(i) M.S.W. or M.A. in Sociology or Psychology with 2 years experience of Social Work ; (ii) Hindi upto Matric Standard.	By promotion : (i) Five years experience as Manager ; OR Seven years experience as B.A.B.Ed. Teacher-cum-Supervisor/B.A.B.Ed. Teacher ; OR Eight years experience as Investigator (Graduate); OR Eight years experience as Recreational Supervisor (Graduate).

1	2	3	4
			By transfer or deputation :
			(i) M.S.W. or M.A. in Sociology or Psychology with 2 years experience of Social Work ;
			(ii) Hindi upto Matric Standatr,
7	Superintendent Institution (Blind)	—	By promotion :
			(i) Eight years experience Senior Braille Teacher/Junior Braille Teacher, Braille Teacher-cum-typing Instructor, Maths Teachers, Science Teacher.
			OR
			Ten years experience as Assistant Braille Librarian.
			By transfer or deputation :
			(i) Eight years experience , as Senior Braille Teacher, Junior Braille Teacher, Braille Teacher-cum-typing Instructor, Maths Teacher, Science Teacher ;
			OR
			Ten years experience as Assistant Braille Librarian;
			(ii) Hindi up to Matric Standard.
8	Manager	—	By promotion :
			(i) Five years experience as Technician or Instructor (except Blind Institution).
			By transfer or deputation :
			(i) Five years experience as Technician or Instructor (except Blind Institution) ;
			(ii) Hindi up to Matric Standard.
9	Assistant/Accountant Cashier/Head Clerk cum-Accountant/ Junior Auditor/ Accountant-cum- Store Keeper	—	By promotion :
			(i) Five years experience as Clerks/ Store-Keeper/Steno-typist/Accounts Clerk/Clerk-cum-Store-Keeper/Clerk-cum-typist/Junior Auditor/Hostel

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4

10 Senior Scale Steno-  
grapher —

Warden having passed the type test of English or Hindi as prescribed by the Government from time to time.

By transfer or deputation :

- (i) Five years experience as Clerks/Store Keeper/Steno-typist/Accounts Clerk/Clerk-cum-Store Keeper/Clerk-cum-typist/ Junior Auditor/Hostel Warden having passed the type test of English or Hindi as prescribed by the Government from time to time.
- (ii) Hindi upto Matric Standard.

By promotion:

- (a) Three years experience as Junior Scale Stenographer.
- (b) Passed departmental test in Hindi Shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute or English Shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minute.

By transfer or deputation :

- (a) Three years experience as Junior Scale Stenographer;
- (b) Passed departmental test in Hindi Shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute or English Shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minute.
- (ii) Knowledge of Hindi up to Matric Standard.



1	2	3	4
11 Master Cutter	—	By promotion :	(i) Five years experience as Tailoring Technician/Instructors.,
		By transfer or deputation :	(i) Five years experience as Tailoring Technician/Instructors ; (ii) Hindi up to Matric Standard.
12 Investigator	(i) Graduate with Sociology or Psychology ; (ii) Hindi up to Matric Standard.	By promotion :	(i) Graduate with sociology or Psychology ;
		(ii) Junior Scale Stenographer/Stenotypist/Clerk and equal rank Class III officials working in the Department having 5 years experience.	
		By transfer or deputation :	(i) Graduate with Sociology or Psychology ; (ii) Hindi up to Matric Standard ;
13 Weaving Technician	(i) Hindi upto Matric Standard ; (ii) National Trade Certificate in respective trade ; (iii) Certificate from Central Craft Institution or Teacher Training Certificate in respective trade.	By transfer or deputation :	(i) Hindi up to Matric Standard ; (ii) National Trade Certificate in respective trade ; (iii) Certificate from Central Craft Institution or Teacher Training Certificate in respective trade .
14 Tailoring Technician/Instructor	(i) Hindi up to Matric Standard ; (ii) National Trade Certificate in respective trade ; (iii) Certificate from Central Craft Institution or Teacher Training Certificate in respective trade.	By transfer or deputation :	(i) Hindi up to Matric Standard (ii) National Trade Certificate in respective trade ;

1	2	3	4
			(iii) Certificate from Central Craft Institution or Teacher Training Certificate in respective trade .
15 Basketary Technician	(i) Hindi up to Matric Standard ; (ii) National Trade Certificate in respective trade ; (iii) Certificate from Central Craft Institution or Teacher Training Certificate in respective trade.	By transfer or deputation ; (i) Hindi up to Matric Standard ; (ii) National Trade Certificate in respective trade ; (iii) Certificate from Central Craft Institution or Teacher Training Certificate in respective trade.	
16 Leather Technician	(i) Hindi up to Matric Standard ; (ii) National Trade Certificate in respective trade ; (iii) Certificate from Central Craft Institution or Teacher Training Certificate in respective trade.	By transfer or deputation ; (i) Hindi up to Matric Standard ; (ii) National Trade Certificate in respective trade ; (iii) Certificate from Central Craft Institution or Teacher Training Certificate in respective trade ;	
17 Machine Embroidery Technician	(i) Hindi up to Matric Standard ; (ii) National Trade Certificate in respective trade ; (iii) Certificate from Central Craft Institution or Teacher Training Certificate in respective trade ;	By transfer or deputation ; (i) Hindi up to Matric Standard ; (ii) National Trade Certificate in respective trade ; (iii) Certificate from Central Craft Institution or Teacher Training Certificate in respective trade ;	
18 Soap Making Technician	(i) Hindi up to Matric Standard ; (ii) National Trade Certificate in respective trade ;	By transfer or deputation ; (i) Hindi up to Matric Standard ; (ii) National Trade Certificate in respective trade ;	

1	2	3	4
		(iii) Certificate from Central Craft Institution or Teacher Training Certificate in respective trade .	(iii) Certificate from Central Craft Institution or Teacher Training Certificate in respective trade .
19	Bandage Technician	(i) Hindi up to Matric Standard ; (ii) National Trade Certificate in respective trade ; (iii) Certificate from Central Craft Institution or Teacher Training Certificate in respective trade .	By transfer or deputation : (i) Hindi up to Matric Standard ; (ii) National Trade Certificate in respective trade ; (iii) Certificate from Central Craft Institution or Teacher Training Certificate in respective trade .
20	Cane Teacher	(i) Matric with Hindi ; (ii) National Trade Certificate in that trade ; (iii) Two years experience in that trade .	By transfer or deputation ; (i) Hindi up to Matric Standard ; (ii) National Trade Certificate in that trade ; (iii) Two years experience in that trade .
21	Weaving Teacher	(i) Hindi up to Matric Standard ; (ii) National Trade Certificate in respective trade ; (iii) Certificate from Central Craft Institution or Teacher Training Certificate in respective trade .	By transfer deputation : (i) Hindi up to Matric Standard ; (ii) National Trade Certificate in respective trade ; (iii) Certificate from Central Craft Institution or Teacher Training Certificate in respective trade .
22	Hand Embroidery Technician	(i) Hindi up to Matric Standard ; (ii) National Trade Certificate in respective trade ; (iii) Certificate from Central Craft Institution or Teacher Training Certificate in respective trade .	By transfer or deputation : (i) Hindi up to Matric Standard ; (ii) National Trade Certificate in respective trade ; (iii) Certificate from Central Craft Institution or Teacher Training Certificate in respective trade .

1	2	3	4
23	Designer-cum-Technician	(i) Hindi up to Matric By transfer or deputation : Standard ; (ii) National Trade Certificate in respective trade ; (iii) Certificate from Central Craft Institution or Teacher Training Certificate in respective trade ;	(i) Hindi up to Matric Standard ; (ii) National Trade Certificate in respective trade ; (iii) Certificate from Central Craft Institution or Teacher Training Certificate in respective trade ;
24	Art and Craft Teacher	(i) Matric with Hindi ; By transfer or deputation ; (ii) National Trade Certificate in respective trade .	(i) Matric with Hindi ; (ii) National Trade Certificate ;
25	B.A.B. Ed. Teacher-cum-Supervisor/ B.A.B. Ed. Teacher	(i) Matric with Hindi ; By transfer or deputation ; (ii) B.A.B. Ed./B.A. B.Ed ;	(i) Matric with Hindi ; (ii) B.A.B. Ed./ B.A.B. Ed ;
26	Braille Teacher-cum-typing Instructor	(i) Graduate or its equivalent ; (ii) Must have a certificate in Braille system in English and Hindi ; (iii) Certificate of Teacher's Training Course for Teacher of the Blind organised by the Government of India or certificate/Diploma for the Teacher Training imparted by any recognised institution;	By transfer or deputation : (i) Graduate or its equivalent ; (ii) Must have a certificate in Braille system in English and Hindi ; (iii) Certificate of Teacher's Training Course for teacher of the Blind organised by the Government of India or certificate/Diploma for the Teacher Training imparted by any recognised Institution ; (iv) Preference to the candidate knowing braille type;
		(iv) Preference to the candidate knowing braille type; (v) Knowledge of Hindi up to Matric Standard.	(v) Knowledge of Hindi up to Matric Standard.

1	2	3	4
27	Senior Braille Teacher	(i) M.A. or its equivalent; (ii) Must have a certificate in Braille system in English Hindi; (iii) Certificate of Teacher's Training Course for the Teachers of the Blind being of organis- ed by the Govern- ment of India or certificate/Diploma for the Teacher Training imparted by any recognised Institution; with 3 years teaching experience ; (iv) Knowledge of Hindi upto Matric Standard;	By transfer or deputation : (i) M.A. or its equivalent; (ii) Must have a certificate in Braille system in English and Hindi; (iii) Certificate of Teacher's Training Course for the Teachers of the Blind being organised by the Government of India or certificate/ Diploma for the teacher training imparted by any recognised insitution with 3 years teaching experience ; (iv) Knowledge of Hindi upto Matric Standard.
28	Junior Braille Teacher	(i) Graduate; (ii) Certificate in English Standard Braille Grade-II and Bharti Braille in Hindi with contraction and abbreviation; (iii) Certificate of teacher's training course for teacher of the Blind being organised by the Government of India or certificate/Diploma for the teacher training imparted by any recognised institution; (iv) Preference will be given to the candidate knowing braille type; (v) Knowledge of Hindi upto Matric Standard;	By transfer or deputation: (i) Graduate; (ii) Certificate in English Standard Braille Grade-II and Bharti Braille in Hindi with contraction and abbreviation (iii) Certificate of teacher's training course of for teacher of the Blind being organised by the Government of India or certificate/Diploma for any teacher training imparted by any recognised institution ; (iv) Preference will be given to the candidate knowing braille type; (v) Knowledge in Hindi upto Matric Standard.

1	2	3	4
29 Music Teacher			
			By transfer or deputation:
	(i) Graduate;		(i) Graduate;
	(ii) Diploma of recognised institution in vocational instrumental Music;		(ii) Diploma of recognised institution in vocational or instrumental music;
	(iii) Knowledge of Braille system in English and Bhartiya Braille		(iii) knowledge of Braille system in English and Bhartiya Braille
	(iv) Knowledge of Hindi upto Matric Standard;		(iv) Knowledge of Hindi upto Matric Standard;
30 Science Teacher			
			By transfer or deputation:
	(i) B. SC ;		(i) B.Sc. ;
	(ii) Must have a certificate in Braille system in English and Hindi ;		(ii) Must have a certificate of Braille system in English and Hindi ;
	(iii) Certificate of Teacher's Training Course for the Teacher of the Blind being organised by the Government of India or certificate Diploma for teacher's training imparted by any recognised institution;		(iii) Certificate of Teacher's Training Course for the Blind being organised by the Government of India or certificate/Diploma for teacher's training imparted by any recognised institution;
	(iv) Knowledge of Hindi upto Matric Standard;		(iv) Knowledge of Hindi upto Matric;
31 Math Teacher			
			By transfer or deputation:
	(i) Graduate with Maths;		(i) Graduate with Maths;
	(ii) Knowledge of Hindi upto Matric Standard;		(ii) Knowledge of Hindi upto Matric Standard;
	(iii) Must have a certificate in Braille system in English and Hindi;		(iii) Must have a certificate in Braille system in English and Hindi;

1	2	3	4
		(iv) Certificate of Teacher's Training Course for the teacher's of the Blind being organised by the Government of India or certificate/Diploma for teachers training imparted by any recognised institution;	(iv) Certificate of Teacher's Training Course for the Teacher of Blind being organised by the Government of India or certificate/Diploma for teachers training imparted by any recognised institution;
	32 Basketary Teacher	(i) Matric with Hindi (ii) National Trade Certificate in that trade ;	By transfer or deputation : (i) Matric with Hindi; (ii) National Trade Certificate in that trade ;
	33 Typing Instructor	(i) Graduate ; (ii) Hindi upto Matric Standard (iii) Certificate in typewriting from a recognised institution ; (iv) Must have a certificate in Braille system in English and Hindi ; (v) Preference will be given to the candidate who know braille type;	By transfer or deputation: (i) Graduate ; (ii) Hindi upto Matric Standard ; (iii) Certificate in typewriting from a recognised institution ; (iv) Must have a certificate in Braille system in English and Hindi; (v) Preference will be given to the candidate who know braille type ;
	34 Physical Instructor	(i) B.A. B.Ed. with D.P.Ed. ; (ii) Hindi upto Matric Standard ; (iii) Preference will be given to the candidate having one year experience; (iv) He must be sighted ;	By transfer or deputation ; (i) B.A. B.Ed. with D.P.Ed. ; (ii) Hindi upto Matric Standard ; (iii) Preference will be given to the candidate having one year experience (iv) He must be sighted ;

1	2	3	4
35	Craft Teacher	(i) Matric with Hindi (ii) National Trade certificate in that trade ; (iii) Two years experience in the respective trade ;	By transfer or deputation ; (i) Matric with Hindi ; (i) National Trade Certificate in that trade ; (iii) Two years experience in the respective trade ;
36	Computer Instructor	(i) Graduate with Diploma in Computer from a recognised University one year experience; (ii) Knowledge of Hindi upto Matric Standard ;	By transfer or deputation ; (i) Graduate with Diploma in Computer from a recognised University with one year experience ; (ii) Knowledge of Hindi upto Matric Standard ;
37	General Teacher	(i) B.A.B.Ed. ; (ii) Hindi upto Matric Standard ;	By transfer or deputation ; (i) B.A. B.Ed. ; (ii) Hindi Upto Matric Standard ;
38	Dispenser	—	By transfer or deputation ; (i) From Health Department, Haryana ; (ii) By transfer or deputation of official already in service of State Government or the Government of India ;
39	Junior Scale Stenographer	—	By promotion ; (i) Three years experience as Steno-typist Steno-typist-cum-Store-Keeper ; (ii) The incumbent will have to qualify the test of English Shorthand at a speed of 80 word per minutes and transcription there of at a speed of 20 word per minute or Hindi Shorthand at a speed of 80 word per minutes and transcription there of at a speed 15 word per minute.



1	2	3	4
			By transfer or deputation ;
			(i) Three years experience as Steno-typist/Steno-typist-cum-Store-Keeper;
			(ii) The incumbent will have to qualify the test of English Shorthand at a speed of 80 word per minutes and transcription there of at a speed of 20 word per minutes or Hindi Shorthand at a speed of 80 word per minutes and transcription there of at a speed 15 word per minutes ;
			(iii) Knowledge of Hindi upto Matric Standard ;
			By transfer or deputation ;
40	Driver	(i) Middle with Hindi	(i) Middle with Hindi ;
		(ii) Licence of Driving of light vehicles ;	(ii) License of Driving of light vehicles ;
		(iii) 3 years driving experience of light Transport Vehicle ;	(iii) 3 years experience of driving Light Transport Vehicle ;
			By transfer or deputation ;
41	Assistant Braille	(i) 10+2 and Diploma in Library Science	(i) 10+2 and Diploma in Library Science ;
		(ii) He should have knowledge of braille;	(ii) He should have knowledge of Braille ;
		(iii) Knowledge of braille and use of recording instrument	(iii) Knowledge of braille and use of recording instrument ;
		(iv) 3 years experience in Braille Libray and Transcription in Braille certificate in Library Science ;	(iv) 3 years experience in Braille Library and transcription in Braille certificate in Library Science ;
		(v) Knowledge of Hindi upto Matric Standard ;	(v) Knowledge of Hindi upto Matric Standard ;

1	2	3	4
42	Nursery Teacher	(i) Graduate; (ii) Matric with Hindi (iii) J.B.T. (iv) Certificate of Teachers Training Course for the Teachers of the Blind being organised by the Government of India; (v) One years experience of teaching of Nursery Classes;	By transfer or deputation; (i) Graduate; (ii) Matric with Hindi; (iii) J.B.T. (iv) Certificate of Teachers Training Course for the Teachers of the Blind being organised by the Government of India; (v) One year experience of the teaching of Nursery Classes;
43	Brailles-cum-General Technician	(i) Matric or its equivalent from any recognised board; (ii) Training in repair, maintenance of brailers and other aids and appliances; (iii) Five years experience of handling brailers and others aids and appliances Electronic and Electrical Instruments;	By transfer or deputation; (i) Matric or its equivalent from any recognised Board; (ii) Training in repair maintenance of brailers and other aids and appliances; (iii) Five years experience of handling brailers and others aids and appliances Electronic and Electrical instruments.
44	Staff Nurse		By transfer or deputation; (i) From Health Department, Haryana; (ii) By transfer or deputation of official already in service of State Government or the Government of India;
45	Recreational Supervisor	(i) Hindi upto Matric Standard; (ii) Graduate with Sociiology or Psychology as one of the subjects;	By transfer or deputation; (i) Hindi upto Matric Standard; (ii) Graduate with Sociology or Psychology as one of the subjects;

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46 Head Warder

By promotion;

(i) Three years experience as Warder;

By transfer or deputation;

(i) Three years experience as Warder

(ii) Knowledge of Hindi;

By transfer or deputation;

47 Steno-Typist

Steno/typist-cum-  
Store-Keeper

(i) Hindi upto Matric Standard; (i) Hindi upto Matric Standard;

(ii) English Shorthand and transcription there of at a speed of 15 word per minutes or Hindi Shorthand at a speed of 64 word per minutes and transcription there of at a speed 11 per minutes; (ii) English Shorthand there of at a speed of 80 word per minutes and transcription thereof at a speed of 15 word per minutes of Hindi Shorthand at a speed of 64 word per minutes and transcription there of at a speed 11 word per minutes;

By transfer or deputation;

(i) Hindi upto Matric Standard;

(ii) English Shorthand there of at a speed of 80 word per minutes and transcription there of at a speed of 15 word per minutes of Hindi Shorthand at a speed of 64 word per minutes and transcription there of at a speed 11 word per minutes;

48 Clerk/Store-Keeper/  
Clerk-cum-typist;Accounts Clerk/  
Junior Auditor

(i) Matric with Hindi;

(ii) Shall have to quality Hindi type test at a speed of 25 word per minutes or English type test at a speed of 30 word per minutes within one year of

By promotion ;

(i) Matric with Hindi or its equivalent,

(ii) 2 years experience as Restorer or Attendant (Group C);

(iii) 5 years experience as attendant (Group-D) or Class-IV employees;

(iv) They will be allowed increment only on passing the type test as

1	2	3	4
		<p>recruitment otherwise he will not be given any increment. When he qualifies the type test, he will be allowed increments due to him from the date of passing of the type test but no arrear will be given to him.</p>	<p>per conditions mentioned in column No. 3.</p>
<p>49 Hostel Warden</p>	<p>(i) Matric with Hindi ;</p> <p>(ii) Shall have to qualify Hindi type test at a speed of 25 words per minute or English type test at a speed of 30 words per minute within one year of recruitment otherwise he will not be allowed any increment. When he qualifies the type test, he will be allowed increment due to him from the date of passing the type test but no arrear will be given to him.</p> <p>(iii) Preference will be given to the person having worked in the social institution.</p>	<p>By transfer or deputation :</p> <p>(i) Matric with Hindi ;</p> <p>(ii) Shall have to qualify Hindi type test at a speed of 25 words per minute or English type test at a speed of 30 words per minute within one year of recruitment otherwise he will not be allowed any increment. When he qualifies the type test, he will be allowed increment due to him from the date of passing the type test but no arrear will be given to him ;</p> <p>(iii) Preference will be given to the person having worked in the social institutor.</p>	
<p>50 General Supervisor</p>	<p>(i) Matric with Hindi ;</p> <p>(ii) Shall have to qualify Hindi</p>	<p>By transfer or deputation :</p> <p>(i) Matric with Hindi ;</p> <p>(ii) Shall have qualify Hindi type test at a speed of 25 words per minute</p>	

1	2	3	4
51 Matron	<p>type test at a speed of 25 words per minute or English type test at a speed of 30 words per minute within one year of recruitment otherwise he will not be allowed any increment. When he qualifies the type test, he will be allowed increment due to him from the date of passing the type test but no arrear will be given to him;</p>	<p>or English type test at a speed of 30 words per minute within one year of recruitment otherwise he will not be allowed any increment. When he qualifies the type test, he will be allowed increment due to him from the date of passing the type test but no arrear will be given to him ;</p>	
	<p>(iii) Preference will be given to the person having worked in the social institution.</p>	<p>(iii) Preference will be given to the persons having worked in the social institution ;</p>	
	<p>(i) Matric with Hindi ;</p>	<p>By transfer or deputation : (i) Matric with Hindi ;</p>	
	<p>(ii) Shall have to qualify Hindi type test at a speed of 25 words per minute or English type test at a speed of 30 words per minute within one year of recruitment otherwise he will not be allowed any increment. When he qualifies the type test he will be allowed increment due to him from the date of passing the type test but no arrear will be given to him ;</p>	<p>(ii) Shall have to qualify Hindi type test at a speed of 25 words per minute or English type test at a speed of 30 words per minute within one year of recruitment otherwise he will not be allowed any increment. When he qualifies the type test he will be allowed increment due to him from the due date of passing the type test but no arrear will be given to him ;</p>	
	<p>(iii) Preference will be given to the person having worked in the social institution ;</p>	<p>(iii) Preference will be given to the person having worked in the social institution.</p>	

1	2	3	4
52	Duplicating Machine Man/Operator	—	<p>By promotion :</p> <p>(i) Middle with Hindi ;</p> <p>(ii) Five years experience as Daftri or 10 years experience as Group-D employees.</p> <p>By transfer or deputation :</p> <p>(i) Middle with Hindi ;</p> <p>(ii) Five years experience as Daftri or 10 years experience as Group-D employees.</p>
53	Restorer	—	<p>By promotion :</p> <p>(i) Middle with Hindi ;</p> <p>(ii) Five years experience as Daftri or 10 years experience as Group-D employees.</p> <p>By transfer or deputation :</p> <p>(i) Middle with Hindi ;</p> <p>(ii) Five years experience as Daftri or 10 years experience as Group-D employees.</p>
54	Proof Reader	<p>(i) Matric with Hindi ;</p> <p>(ii) Certificate/knowledge of Bhartiya and English braille Grade-II for which test in reading and writing braille necessary.</p>	<p>By transfer or deputation ;</p> <p>(i) Matric with Hindi ;</p> <p>(ii) Certificate/knowledge of Bhartiya and English Braille Grade-II for which test in reading and writing braille is necessary.</p>
55	Bata Instructor	<p>(i) Hindi upto Matric standard ;</p> <p>(ii) 3 years experience in Plastic/Rubber Industries.</p>	<p>By transfer or deputation ;</p> <p>(i) Hindi upto Matric standard ;</p> <p>(ii) 3 years experience in Plastic/Rubber Industries.</p>

1	2	3	4
56	Warder	(i) Hindi upto Matric Standard; (ii) Candidate should possess (a) Height—5'-6" (5-4" in case of Gorkha or Dogra) (b) Chest Girth-33 (Minimum) ; (c) Vision-Normal of both eyes;	By transfer or deputation ; (i) Hindi upto Matric Standard ; (ii) Candidate should possess: (a) Height— $5\frac{1}{2}$ '-6 ( $5\frac{1}{2}$ -4" in case of Gorkha or Dogra); (b) Chest Girth-33"(Minimum ) (c) vision-Normal of both eyes ;
			By transfer or deputation ;
57	Braille Clerk	(i) Matric with Hindi (ii) Certificate of knowledge of Bhartiya and English Braille Clerk (Grade-II) or which test in reading and writing Braille is Necessary	(i) Matric with Hindi ; (ii) Certificate of Knowledge of Bhartiya and English Braille Clerk (Grade-II) for which test in reading and writing Braille is necessary ;
			By transfer or deputation ;
58	Assistant Hand Embroidery Technician	(i) Hindi upto Matric Standard ; (ii) National Trade Certificate in that trade ;	(i) Hindi upto Matric Standard ; (ii) National Trade Certificate in that trade ;
			By promotion ;
59	Daftri	—	(i) Middle with Hindi ; (ii) Eight years experience as Group-D employees !  By transfer or deputation ; (i) Middle with Hindi ; (ii) Eight years experience as Group-D employees ;

1	2	3	4
			By transfer or deputation :
60 Nurse/Dai	(i) Should have passed Middle Standard examination or its equivalent examination and has also passed Nurse/Dai's examination from recognised Medical Institute ;		(i) Should have passed Middle Standard examination or its equivalent examination and has also passed Nurse/Dai's examination from recognised Medical Institute ;
			By transfer or deputation ;
61 Band Master	(i) Hindi upto Middle Standard ; (ii) 5 years experience in that trade ;		(i) Hindi upto Middle Standard ; (ii) 5 years experience in that trade ;
			By transfer or deputation ;
62 Attendant	(i) Matric with Hindi ; (ii) Persons having experience in Social Institutions will be preferred ;		(i) Matric with Hindi ; (ii) persons having experience in social institutions will be preferred ;



## APPENDIX C

(See rule 14(1))

Sr. No.	Designation of Posts	Appointing authority	Nature of penalties	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5	6
1	Personal Assistant	Director	(1) Minor Penalties (i) warning with a copy on the personal file (character roll); (ii) censure ; (iii) with holding of promotion ; (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 a State Government or 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 ; and	Director	Government
2	Deputy Superintendent				
3	Probation Officer				
4	Social Welfare Investigation Officer				
5	Superintendent (Institution) (Female)				
6	Superintendent Institution (Male)				
7	Superintendent Institution (Blind)				
8	Manager				
9	Assistant/Accountant/Cashier/Head Clerk-cum-Accountant/Junior Auditor/Accountant-cum-store-Keeper				

1	2	3	4	5	6
10	Senior Scale Steno-grapher		(v) withholding of increments of pay without		
11	Master Cutter		cumulative effect ;		
			(2) Major Penalties—		
12	Investigator		(vi) with holding of increments of pay with cumu-lative effect ;		
13	Weaving Technician				
14	Tailoring Technician/ Instructor		(vii) reduction to a lower stage in the time scale of pay for a speci-fied period with further directions as to whether of not the Govern-ment employee will earn incre-ments of pay during the period of such reduction and whether on the expiry of such period, the re-duction will or will not have the effect of post-poning the further increments of his pay ;		
15	Basketary Technician				
16	Leather Technician				
17	Machine Embroidery Technician				
18	Soap Making Technician				
19	Bandage Technician				
20	Cane Teacher				
21	Weavir g Teacher				
22	Hand Embroidery Technician		(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		
23	Designer-cum-Tech-nician				
24	Art and Craft Teacher				
25	B.A.B.Ed. Teacher cum-Supervisor/ B.Ed. Teacher				
26	Braille Teacher-cum-Typing Instructor				

1	2	3	4	5	6
27	Senior Braille Teacher				
28	Junior Braille Teacher				
29	Music Teacher				
30	Science Teacher				
31	Math Teacher				
32	Basketary Teacher				
33	Typing Instructor				
34	Physical Instructor				
35	Craft Teacher				
36	Computer Instructor				
37	General Teacher				
38	Dispenser				
39	Junior Scale Stenographer				
40	Driver				
41	Assistant Braille Librarian				
42	Nursery Teacher				
43	Braille-cum-General Technician				
44	Staff Nurse				
45	Recreational Supervisor				
46	Head Warder				
47	Steno-typist/Steno-typist-cum-Store-Keeper				

directions regarding conditions of restoration to the grade or post of Service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or services ;

(ix) compulsory retirement ;

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

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

1	2	3	4	5	6
48	Clerk-Store-Keeper/ Clerk-cum-typist/ Accounts Clerk/ Junior Auditor				
49	Hostel Warden				
50	General Supervisor				
51	Matron				
52	Duplicating Machine Man/Operator				
53	Restorer				
54	Proof Reader				
55	Bata Instructor				
56	Warder				
57	Braille Clerk				
58	Assistant Hand Embroidery Technician				
59	Daftri				
60	Nurse/Dai				
61	Band Master				
62	Attendant				

## APPENDIX D

[See rule 14(2)]

Sr. No.	Designation of posts	Nature of order	Authority empowered to make the order	Appellate authority
1	2	3	4	5
1	Personal Assistant	(i) reduction or withholding the amount of ordinary or additional pension admissible under the rules governing pension;	Director	Government
2	Deputy Superintendent			
3	Probation Officer			
4	Social Welfare Investigation Officer			
5	Superintendent (Female) (Institution)	(ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation		
6	Superintendent, Institution (Male)			
7	Superintendent (Institution) (Blind)			
8	Manager			
9	Assistant/Accountant/Cashier/Head Clerk-cum-Accountant/Junior Auditor/Accountant-cum-Store Keeper			
10	Senior Scale Stenographer			
11	Master Cutter			
12	Investigator			
13	Weaving Technician			
14	Tailoring Technician/Instructor			
15	Basketary Technician			
16	Leather Technician			
17	Machine Embroidery Technician			

1	2	3	4	5
18	Soap Making Technician			
19	Bandage Technician			
20	Cane Technician			
21	Weaving Teacher			
22	Hand Embroidery Technician			
23	Designer-cum-Technician			
24	Art and Craft Teacher			
25	B.A.,B.Ed. Teacher-cum-Super- visor/B.A.,B.Ed. Teacher			
26	Braille Teacher-cum-Typing Instructor			
27	Senior Braille Teacher			
28	Junior Braille Teacher			
29	Music Teacher			
30	Science Teacher			
31	Math Teacher			
32	Baske.ary Teacher			
33	Typing Instructor			
34	Physical Instructor			
35	Craft Teacher			
36	Computer Instructor			
37	General Teacher			
38	Dispenser			
39	Junior Scale Stenographer			
40	Driver			
41	Assistant Braille Librarian			

1	2	3	4	5
42	Nursery Teacher			
43	Braille-cum-General Technician			
44	Staff Nurse			
45	Recreational Supervisor			
46	Head Warder			
47	Steno-typist/Steno-typist-cum-Store-Keeper			
48	Clerk/Store-Keeper/Clerk-cum-typist/Accounts Clerk/Junior Auditor			
49	Hostel Warden			
50	General Supervisor			
51	Matron			
52	Duplicating Machine Man/Operator			
53	Restorer			
54	Proof Reader			
55	Bata Instructor			
56	Warder			
57	Braille Clerk			
58	Assistant Hand Embroidery Technician			
59	Daftri			
60	Nurse/Dai			
61	Band Master			
62	Attendant			

SANJAY KOTHARI,

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Social Welfare Department.