

**Haryana, Govt. Gaz., July 1, 1997**  
**(ASAR. 10, 1919 SAKA)**

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**HARYANA GOVERNMENT**  
**WELFARE OF SCHEDULED CASTES AND**  
**BACKWARD CLASSES DEPARTMENT**

Notification  
The 6<sup>th</sup> June, 1997

**No. GSR. 46/Const/Art, 309/97.-** In exercise of the powers conferred by the provision to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of services of persons appointed, to the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group C) Services, Namely:-

**Part I – General**

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|----|---|--------------|
| 1. | In these rules may be called the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group C) Service Rules, 1997.   | Short title, |
| 2. | In these rules, unless the context otherwise requires,-<br>a) “Boards” means the subordinate Service Selection Board, Haryana;<br>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;<br>c) “Director” means the Director, Welfare of Scheduled Castes and Backward Classes, Haryana;<br>d) “Government” means the Haryana Government in the Administrative Department;<br>e) “Institutions” means,-<br>i) any institution established by law in force in the State of Haryana; or<br>ii) any other institution recognised by the Government for the purpose of these rules;<br>f) “recognised university” means,-<br>i) any university incorporated by law in India; or<br>ii) in case of degree, diploma or certificate obtained as a result of an examination held before the 15 <sup>th</sup> August, 1947, the Punjab, Sind or Dacca University; or<br>iii) any other university which is declared by the government to be a recognised university for the purpose of these rules; and<br>(g) “Service” means the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group C) Services. | Definition   |

## PART II- RECRUITMENT TO SERVICES

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3	<p>The Service shall comprise of the posts shown in Appendix A to these rules:</p> <p>Provided that nothing in these rules shall affect the inherent right of the Government to make addition to, or reduction in the number of such posts or to create new posts with different designation and scales of pay, either permanently or temporarily.</p>	Number and Character of posts-
4.	<p>(1) No person shall be appointed to any post in the service, unless he is, :</p> <p>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 1<sup>st</sup> day of January, 1962 with the intention of permanently setting 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, Zaira and Ethiopia with the intention of permanently setting in India:</p> <p>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.</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 Board 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 Government.</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 Offer 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.</p>	Nationality, domicile and character of candidates appointed to service.

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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 1 <sup>st</sup> day of January next preceding the last date of submission of applications to the Board or any recruiting authority.	Age
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6	Appointment to any post in the service shall be made by the Director.	Appointing authority
7	<p>No person shall be appointed to any post in the Service, unless he is in possession of qualifications and experience specified in column 3 of Appendix B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of persons appointed other than by direct recruitment:</p> <p>Provided that in the case of appointment by direct recruitment, the qualification regarding experience shall be relax able to the extent of 50 % at the discretion of the Board or any other recruiting authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, 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.</p>	Qualification
8	<p>No person,-</p> <p>a) Who has entered into or contracted a marriage with a person having a spouse living; or</p> <p>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:</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 form the operations of this rule.</p>	Disqualification
9	<p>(1) Recruitment to the Services shall be made-</p> <p><b>a) in case of Lady Welfare Officer,-</b></p> <p>i) 50 % by promotion from amongst Lady Supervisor; and</p> <p>ii) 50 % by direct recruitment; or</p> <p>iii) By transfer or deputation of and official already in the service of any State Government or Government of India;</p> <p><b>b) in case of Assistant Research Officer-</b></p> <p>i) 50 % by promotion from amongst Statistical Assistance;</p> <p>ii) 50 % by direct recruitment; or</p> <p>iii) by transfer or deputation of an official already in the service of any State Government or the Govt. of India;</p> <p><b>c) in case of Deputy Superintendent,-</b></p> <p>i) by promotion from amongst Assistance, Accountant, Senior Scale Stenographer or Junior Auditor; or</p> <p>ii) by transfer or deputation of an official already in the Service of any State Government or the Govt. of India;</p> <p><b>d) in case of Lecturer Hindi, English, Mathematics and General Studies,-</b></p> <p>i) 25% by promotion from amongst Stenographer Instructor; and</p> <p>ii) 75% by direct recruitment; or</p> <p>iii) by transfer or deputation of an official already in the Service of any State Government or the Govt. of India;</p> <p><b>e) In the case of Statistical Assistant,-</b></p>	Method of recruitment

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i) 25% by promotion from amongst Accountant-cum-clerk  
or  
Cashier; and

ii) 75% by direct recruitment; or

iii) by transfer or deputation of an official already in the  
Service of any State Government or the Govt. of India;

**f) in case of Tehsil Welfare Officer,-**

i) 50 % by promotion from amongst Male Social Workers;

ii) 50 % by direct recruitment; or

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

**g) in case of Assistant , Junior Auditor, Accountant,-**

i) by promotion from amongst Accountant-cum-Clerk or  
Cashier or Junior Scale Stenographer or Clerk; or

ii) by transfer or deputation of an official already in the  
Service of any State Government or the Govt. of India;

**h) in case of Lady Supervisor**

i) 50% by promotion from amongst Lady Social Workers;

ii) 50 % by direct recruitment; or

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

**I) in case of Hostel Warden,-**

i) by direct recruitment; or

ii) By transfer or deputation of and official already in the  
service of any State Government or Government of India;

**J) in case of Stenography Instructor,-**

i) by direct recruitment; or

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

**K) in case of Senior Scale Stenographer**

i) by promotion from amongst junior scale stenographer ; or

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

**L) in case of Junior Scale Stenographer,-**

i) by promotion from amongst Steno-Typist; or

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

**m) in the case of Accountant-cum-Clerk, Cashier,-**

i) by promotion from amongst Clerk, Storekeeper, record  
keeper or Steno-typist; or

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

**(n) in the case of Lady Social Workers,-**

(i) by direct recruitment ; or

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

**(O) in case of Assistant Librarian,--**

(i) by direct recruitment ; or

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

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**(P) in case of Driver,-**

(i) by direct recruitment ;

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

**(q) in the case of steno-typist ,---**

(i) 25 % by promotion from amongst Clerk ; and

(ii) 75 % by direct recruitment ; or

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

**(r) in the case of Male Social Worker .----**

(i) by direct recruitment ; or

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

**(s) in case of Clerk, Store-Keeper, or Record Keeper ,---**

(i) 20 % by promotion from amongst Peon, Sweeper , Chowkidar, Sweeper-cum-chowkider, Cook , Assistant Cook and Lady Attendant ; 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 promotion.

- 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 periods of probations fixed under this rule ; and
  - (c) any period of officiating appointment shall be reckoned as period spent on probations 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 the 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 , then by direct recruitment , ---
    - i) revert him to his former post ; or
    - ii) Deal with him in such other manner as the term 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 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

(a) if his work or conduct has, in its opinion, been not satisfactory ,--

(i) dispense with his Services, if appointed recruitment , if appointed otherwise revert former post or deal with him in such as the term and conditions or the previous permit ; or

ii) 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 satisfactorily,-

i) dispense with his Services , 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 year.

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 case of a member appointed by direct recruitment, the order of merit determined by the Board or any other authority, as the case may be shall not be disturbed in fixing the seniority:

Provided further that in 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 case of member appointed by promotion or by transfer seniority shall be determined according to the seniority of

such members in the appointment from which they were promoted or transferred; and

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 is also the same, the older member shall be senior to the younger member.

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

(2) A member of the Services 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 State of Haryana;

ii) The Central Government or a company, an association of 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 organization, an autonomous body not controlled by the Government or a private body; or

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

13 In respect of pay, leave, pension and 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 enforced made by the State Legislature. Pay, leave, pension and other 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) Rule, 1987, as amended from time to time: Discipline, penalties and appeals

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 (I) 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.
- 15 Every member of the Service, shall get himself vaccinated or revaccinated as and when the Government so directs by a special or general order. Vaccination
- 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 Constitution of India as by law established. Oath of allegiance
- 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  
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. Reservation
- 19 Not contained in these rules shall effect reservations and other concessions required to be provided for Scheduled Castes, 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 percent, at any time. Repeal and Savings
- 20 The Haryana Welfare of Scheduled Castes and Backward Classes Department Group (C) Services Rule, 1985, are hereby repealed:  
Provided that any order made or action taken under the rules to repeal shall be deemed to have been made or taken under the corresponding provision of these rules.

**APPENDIX A**

(See Rule 3)-

Serial	Designation of Posts	No. of posts			Scale of pay
		Perma- nent	Tempo- rary	Total	
1	2	3	4	5	6
1.	Lady Welfare Officer	--	1	1	Rs. 2,000-60-2,300-EB-75-3,200
2.	Assistance Research Officer	--	7	7	Rs. 1,640-60-2,600-EB-75-2,900
3.	Deputy Superintendent	1	13	14	Rs. 1,640-60-2,600-EB-75-2,900
4.	Lecturer Hindi	--	04	04	Rs. 1,600-50-2,300-EB-60-2,660
5.	Lecturer English	--	04	04	Rs. 1,600-50-2,300-EB-60-2,660
6.	Lecturer Mathematics	--	04	04	Rs. 1,600-50-2,300-EB-60-2,660
7.	Lecturer General Studies	--	04	04	Rs. 1,600-50-2,300-EB-60-2,660
8.	Statistical Assistance	12	02	14	Rs. 1,400-40-1,600-50-2,300- EB-60-2,660
9.	Tehsil Welfare Officer	44	55	04	Rs. 1,400-40-1,600-50-2,300- EB-60-2,660
10.	Assistance	17	16	33	Rs. 1,400-40-1,600-50-2,300- EB-60-2,660
11.	Junior Auditor	01	02	03	Rs. 1,400-40-1,600-50-2,300- EB-60-2,660
12.	Accountant	01	01	02	Rs. 1,400-40-1,600-50-2,300- EB-60-2,660
13.	Lady Supervisor	01	07	08	Rs. 1,400-40-1,600-50-2,300- EB-60-2,660
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
14	Hostel Warden	---	9	9	Rs. 1,400-40-1600-50-2,300-EB- 60-2,600
15	Stenography Instructor	3	1	4	Rs. 1,400-40-1,600-50-2,300-EB- 60-2,600
16	Senior Scale Stenographer	1	1	2	Rs. 1,400-40-1,600-50-2,300-EB- 60-2,600
17	Junior Scale Stenographer	2	3	5	Rs. 1,200-30-1,560-EB-40-2,040
18	Accountant-cum- Clerk	12	14	26	Rs. 1,200-30-1,560-EB-40-2,040
19	Cashier	1	--	1	Rs. 1,200-30-1,560-EB-40-2,040

20	Lady Social Worker	38	70	108	Rs. 1,200-30-1,560-EB-40-2,040
21	Assistant Librarian	1	---	1	Rs. 1,200-30-1,560-EB-40-2,040
22	Driver	13	1	14	Rs. 1,200-30-1,560-EB-40-2,040 (Rs. 200 as special pay for head quarter)  Rs. 1,200-30-1,560-EB-40-2,040 (Rs. 100 as special pay for field)
23	Steno-typist	8	13	21	Rs. 950-20-1,150-EB-25-1,500 (Rs. 100 Special pay)
24	Male Social Worker	38	---	38	Rs. 950-20-1,150-EB-25-1,500
25	Clerk	24	32	56	Rs. 950-20-1,150-EB-25-1,500
26	Store-Keeper	---	1	1	Rs. 950-20-1,150-EB-25-1,500
27	Record Keeper	---	1	1	Rs. 950-20-1,150-EB-25-1,500

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**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 other than by direct recruitment
1	2	3	4
1	Lady Welfare Officer	(i) Master's degree from a recognised university in social work or Sociology or Economics  (ii) Hindi upto Matric standard.  (iii) Preference will given to those possessing five years field experience in the Development or Welfare Department of the Central or any State Government.	By promotion----- 8 years experience as Lady Supervisor  By Transfer or deputation---- (i) Master's degree from a recognised university in Social Work or Sociology or Economics. (ii) Hindi upto Matric standard. (iii) Preference will be given to those possessing five years field experience in the Development or Welfare Department of the Central or any State Government.
2	Assistant Research Officer	(i) Master's degree from recognised university in Economics or Mathematics or Commerce or Agriculture Economics with statistics as one of the papers either at Master's level or at the B.A. the Hons. school level in Mathematics or Master's degree in Statistics.  (ii) One year experience in collection, compilation and analysis of Statistical data in some Government office.  (iii) Hindi upto Matric standard	By promotion----- 5 years experience as Statistical Assistant.  By transfer or deputation----- (i) Master's degree from a recognised university in Economics or Mathematics or Commerce or Agriculture Economics with Statistics as one papers either at Master's level or at the B.A. Hons. school level in Mathematics or Economics or Master's degree in Statistics.  (ii) One year experience in collection, compilation and analysis of statistical data in some Government office.

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1	2	3	4
			(iii) Hindi upto Matric standard
3	Deputy Superintendent	-----	(i) Hindi upto Matric standard  (ii) 5 years experience as Assistant, Accountant, Senior Scale Stenographer and Junior Auditor.
4	Lecturer Hindi	(i) At least M.A. 2 <sup>nd</sup> class in Hindi from a recognised university	By promotion----- 5 years experience as Stenography instructor in the Pre-Examination Training Centre provided he is 2 <sup>nd</sup> class M.A. in Hindi.  By transfer or deputation---- At least M.A. 2 <sup>nd</sup> Class in Hindi from a recognised university.
5	Lecturer English	(i) At least M.A. 2 <sup>nd</sup> Class in English from a recognised university  (ii) Hindi upto Matric standard	By promotion----- 5 years experience as Stenography instructor in the Pre-Examination Training Centre Provided he is 2 <sup>nd</sup> class M.A. in English.  By transfer or by deputation----  (i) At least M.A. 2 <sup>nd</sup> class in English from a recognised university. (ii) Hindi upto Matric standard.
6	Lecturer Mathematics	(i) At least M.A. 2 <sup>nd</sup> class in Mathematics from a recognised university.  (ii) Hindi upto Matric standard	By promotion----- 5 years experience as Stenography instructor in the Pre-Examination Training Centre Provided he is 2 <sup>nd</sup> class M.A. in Mathematics.

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1	2	3	4
			<p><b>By transfer or by deputation--</b></p> <p>(i) At least M.A. 2<sup>nd</sup> class in Mathematics from a recognised university ;</p> <p>(ii) Hindi upto Matric standard</p>
7	Lecturer General Studies	<p>(i) At least M.A. 2<sup>nd</sup> class from a recognised university in History or philosophy or political Science or Sociology or Anthropology or Economics or Public Administration or Psychology or Geography</p> <p>(ii) Hindi upto Matric standard</p>	<p><b>By promotion-----</b></p> <p>5 years experience as Stenography instructor in the Pre-Examination Training Centre provided he is 2<sup>nd</sup> class M.A. in History or Philosophy or Political Science or Sociology or Anthropology or Economics or Public Administration or Psychology or Geography ;</p> <p><b>By transfer or deputation-----</b></p> <p>(i) At least M.A. 2<sup>nd</sup> class for a recognised university in History or Philosophy or Political Science or Sociology or Anthropology or Economics or Public Administration or Psychology or Geography ;</p> <p>(ii) Hindi up to Matric standard</p>
8	Statistical Assistant	<p>(i) Master's degree from a recognised university in Economics or Agriculture Economics or Mathematics or Commerce with Statistics as one of the papers either at the Master's level or at the B.A. Hon's school level in Mathematics or Economics or a Master's degree in statistics ;</p> <p>(ii) Hindi up to Matric standard</p>	<p><b>By promotion-----</b></p> <p>3 years experience as Accountant-cum-Clerk or Cashier provided he is graduate with Economics or Agriculture Economics or Mathematics or Commerce or Statistics as one of the elective subjects ;</p>

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1	2	3	4
			<p><b>By transfer or deputation-----</b></p> <p>(i) Mater's degree from a recognised university in Economics or Agriculture Economics or Mathematics or Commerce with Statistics as one of the papers either at Master's level or at the B.A. Hon's school level in Mathematics or Economics or a Mater's degree in statistics ;</p> <p>(ii) Hindi up to Matric standard.</p>
9	Tehsil Welfare Officer	<p>(i) Graduate with Economics or Sociology as one of the subjects from a recognised university or a Master in Social work (M.S.W.)</p> <p>(ii) Hindi up to Matric standard.</p>	<p><b>By promotion-----</b></p> <p>5 years experience as Male Social Workers.</p> <p><b>Now:-</b></p> <p>2 years experience as Accountant-cum-Clerks/ Cashier/Junior Scale Stenographer. Vide Govt. Notification date January, 23, 2009.</p>
			<p><b>By transfer or deputation-----</b></p> <p>(i) Graduate with Economics or Sociology as one of the subject from a recognised university or a Master in Social Worker (M.S.W.)</p> <p>(ii) Hindi up to Matric standard.</p>
10	Assistant		<p>(i) 2 years experience as Accountant –cum-Clerk or Cashier or Junior Scale Stenography ;</p> <p>OR</p> <p>5 years experience as Clerk.</p> <p>(ii) Hindi up to Matric standard</p>

11	Junior Auditor		<ul style="list-style-type: none"> <li>(i) 2 years experience as Accountant-cum-clerk or Cashier or Junior Scale Stenographer;</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>5 years experience as Clerk;</li> <li>(ii) Hindi up to Matric standard.</li> </ul>
12	Accountant	-----	<ul style="list-style-type: none"> <li>(i) 2 years experience as Accountant-cum-Clerk or Cashier or Junior Scale Stenographer;</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>5 years experience as Clerk;</li> <li>(ii) Hindi up to Matric standard</li> </ul>
13	Lady Supervisor		<ul style="list-style-type: none"> <li>(i) Matric or its equivalent.</li> <li>(ii) One year National trade certificate in cutting tailoring and one year National Trade Certificate in Embroidery.</li> <li>(iii) Teacher Training Course/C.T.I. pass in the concerned trade ;</li> <li>(iv) Hindi up to Matric standard</li> </ul> <p><b>By promotion-----</b> 5 years experience as Lady Social Workers and passed two years diploma in tailoring and embroidery from recognised institution provided she is Matric with Hindi.</p> <p><b>By transfer or deputation----</b></p> <ul style="list-style-type: none"> <li>(i) Matric or its equivalent ;</li> <li>(ii) One year National Trade Certificate in cutting and tailoring and one year National Trade Certificate in Embroidery ;</li> <li>(iii) Teacher Training Course/ C.I.T. Pass in the concerned trade;</li> <li>(iv) Hindi up to Matric standard</li> </ul>
14	Hostel Warden		<ul style="list-style-type: none"> <li>(i) Graduate from a recognised university</li> <li>(ii) Hindi up to Matric standard</li> </ul> <ul style="list-style-type: none"> <li>(i) Graduate from a recognised university;</li> <li>(ii) Hindi up to Matric standard.</li> </ul>



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1	2	3	4
15	Stenography Instructor	(i) Graduate from a recognised university;  (ii) For Stenography Instructor (Hindi), Hindi shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute and for Instructor (English), shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minute ;  (iii) Three years teaching experience in type and shorthand ;  (iv) Hindi up to Matric standard	(i) Graduate from a recognised university ;  (ii) For Stenography Instructor (Hindi) , Hindi shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute and for Instructor (English) shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minutes;  (iii) Three years teaching experience in type and shorthand ;  (iv) Hindi up to Matric standard.
16	Senior Scale Stenographer	-----	(i) 2 years experience as Junior Scale Stenographer ;  (ii) Passes test in Hindi shorthand at a speed of 80 words per minutes and transcription thereof at a speed of 15 words per minute and English shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minute.
17	Junior Scale Stenographer	-----	(i) 3 years experience in Steno-typist.  (ii) Passed test in shorthand at a speed of 80 words per minutes and transcription thereof at a

HARYANA GOVT. GAZ., JULY 1, 1997  
(ASAR. 10, 1919 SAKA)

1	2	3	4
			speed of 15 words per minute in Hindi;
			OR
			English shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minutes.
18	Accountant – cum- Clerk	-----	(i) 3 years experience as Clerk or Store-Keeper or Record keeper or Stenotypist;
			(ii) Hindi upto Matric standard.
19	Cashier	-----	(i) 3 years experience as Clerk or Store Keeper or Record Keeper or Stenotypist;
			(ii) Hindi upto Matric standard.
20	Lady Social Worker	(i) Matric or its equivalent; (ii) Hindi up to Matric standard; (iii) Two years tailoring cutting and embroidery certificate (one year each);	(i) Matric or its equivalent; (ii) Hindi up to Matric standard (iii) Two years tailoring cutting and embroidery certificate (one year each);
		OR	OR
		Two years diploma in tailoring and embroidery from a recognised institution.	Two years diploma in tailoring and embroidery from a recognised institution.
21	Assistant Librarian	(i) Graduate from a recognised university with diploma in Library Science ; (ii) Hindi upto Matric standard.	(i) Graduate from a recognised university with diploma in Library Science ; (ii) Hindi upto Matric standard.

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1	2	3	4
22	Driver	(i) Middle with Hindi  (ii) Possesses Light Vehicle Driving Licence  (iii) 3 years experience of Driving of light transport vehicle	(i) Middle with Hindi  (ii) Possesses Light Vehicle Driving Licence  (iii) 3 years experience of Driving of light transport vehicle
23	Steno typist	(i) Matric/Higher Secondary or equivalent/10+2 (Vocational)  (ii) Hindi upto Matric  (iii) Hindi shorthand at a speed of 64 words per minutes and transcription thereof at a speed of 11 words per minutes.  OR  English shorthand at a speed of 80 words per minutes and transcription thereof at a speed of 15 words per minutes	<b>By promotion-----</b> One year experience as Clerk knowing Hindi shorthand at a speed of 64 words per minutes and transcription at a speed of 11 words per minutes  OR  English shorthand at a speed of 80 words per minutes English shorthand at a speed of 80 words per minutes and transcription at a speed of 15 words per minutes  <b>By transfer or deputation-----</b> (i) Matric/Higher Secondary or equivalent/10+2 (Vocational)  (ii) Hindi upto Matric  (iii) Hindi shorthand at a speed of 64 words per minutes and transcription thereof at a speed of 11 words per minutes.  OR  English shorthand at a speed of 80 words per minutes and transcription thereof at a speed of 15 words per minutes

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1	2	3	4
24	Male Social Worker	<ul style="list-style-type: none"> <li>(i) Matric with Hindi</li> <li>(ii) Preference will be given to candidates coming from rural areas</li> <li>(iii) Work experience in rural areas relating to community Development, Agriculture and teaching and other related field</li> </ul>	<ul style="list-style-type: none"> <li>(i) Matric with Hindi</li> <li>(ii) Preference will be given to candidates coming from rural areas</li> <li>(iii) Work experience in rural areas relating to community Development, Agriculture and teaching and other related field</li> </ul>
25	Clerk	<ul style="list-style-type: none"> <li>(i) Matric/Higher Secondary or equivalent /10+2 (Vocational)</li> <li>(ii) Hindi up to Matric standard ;</li> <li>(iii) Hindi or English typing at a speed of 25 or 30 words per minutes respectively within one year of recruitment otherwise he will not be given any increment. When he qualifies the test he will be allowed increment due to him from the date of passing of type test but no arrears will be given to him.</li> </ul>	<p><b>By promotion-----</b></p> <ul style="list-style-type: none"> <li>(i) Matric/Higher Secondary or equivalent /10+2 (Vocational)</li> <li>(ii) Hindi up to Matric standard</li> <li>(iii) 5 years experience as Peon, Sweeper-cum-Chowkidar, Cook, Assistant Cook and Lady attendant</li> <li>(iv) Hindi or English typing at the speed of 25 or 30 words per minutes respectively as per Government instruction.</li> </ul> <p><b>By transfer or deputation-----</b></p> <ul style="list-style-type: none"> <li>(i) Matric/Higher Secondary or equivalent/10+2 (Vocational);</li> <li>(ii) Hindi up to Matric standard</li> <li>(iii) Hindi or English typing at a speed of</li> </ul>

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1	2	3	4
			25 or 30 words per minutes respectively within one year of recruitment otherwise he will not be given any increment. When he qualifies the test he will be allowed increment due to him from the date of passing of type test but no arrears given to him.
26	Store-Keeper	<p>(i) Matric/Higher Secondary or equivalent/10+2 (Vocational)</p> <p>(ii) Hindi up to Matric standard</p> <p>(iii) Hindi or English typing at a speed of 25 or .30 words per minutes respectively within one year of recruitment otherwise he will not be given any increment. When he qualifies the test he will be allowed increment due to him from the date of passing of the type test but no arrears will be given to him</p>	<p>By promotion-----</p> <p>(i) Matric/Higher Secondary or equivalent/10+2 (Vocational)</p> <p>(ii) Hindi up to Matric standard</p> <p>(iii) 5 years experience as Peon, Sweeper, Chowkidar, sweeper-cum-chowkidar, Cook, Assistant Cook and Lady attendant.</p> <p>(iv) Hindi or English typing at the speed of 25 of 30 words per minutes respectively as per Government instruction.</p> <p>By transfer or deputation-----</p> <p>(i) Matric/Higher Secondary or equivalent/10+2 (Vocational)</p> <p>(ii) Hindi upto Matric standard</p> <p>(iii) Hindi or English typing at a speed of 25 of 30 words per minutes respectively within one year of recruitment otherwise he will not be given any increment. When he qualifies the test he will not</p>

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1	2	3	4
			be allowed increment due to him from the date of passing of the type test but no arrears will be given to him.
27	Record Keeper	<p>(i) Matric/Higher Secondary or equivalent /10+2 (Vocational)</p> <p>(ii) Hindi up to Matric standard</p> <p>(iii) Hindi or English typing at a speed of 25 of 30 words per minutes respectively within one year of recruitment otherwise he will not be given any increment. When he qualifies the test he will be allowed increment due to him from the date of passing of the type test but no arrears will be given to him.</p>	<p>By promotion-----</p> <p>(i) Matric/Higher Secondary or equivalent/10+2 (Vocational)</p> <p>(ii) Hindi upto Matric standard</p> <p>(iii) 5 years experience as peon, Sweeper, Chowkidar, Sweeper-cum-Chowkidar, Cook, Assistant Cook and Lady Attendant;</p> <p>(iv) Hindi or English typing at a speed of 25 of 30 words per minutes respectively as per Government instruction.</p>

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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
<b>(1) Minor Penalties:</b>					
1	Lady Welfare Officer	Director	(i) Warning with a copy in the personal file, (character roll);'	Director	Government
2	Assistant Research Officer		(ii) Censure ;		
3	Deputy Superintendent		(iii) with holding of promotion;		
4	Lecturer Hindi		(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 the State Government or to a company and association or a body of individual whether in 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		
5	Lecturer English				
6	Lecturer Mathematics				
7	Lecturer General Studies				
8	Statistical Assistant				
9	Tehsil Welfare Officer				
10	Assistant		(v) withholding of increments of pay without cumulative effect ;		
11	Junior Auditor				
12	Accountant				

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1	2	3	4	5	6
13	Lady Supervisor	Director	<p><b>(2) Major Penalties;</b></p> <p>(vi) Withholding of increments of pay without cumulative effect;</p> <p>(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 the effect of postponing the future increments of his pay;</p> <p>(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 condition 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> <p>(ix) compulsory retirement;</p> <p>(x) removal from service which shall not be a disqualification for future employment under the Government;</p> <p>(xi) dismissal from service which shall ordinarily be a disqualification for future employment under the</p>	Government	
14	Hostel Warden				
15	Stenography Instructor				
16	Senior Scale Stenography				
17	Junior Scale Stenography				
18	Accountant-cum-Clerk				
19	Cashier				
20	Lady Social Worker				
21	Assistant Librarian				
22	Driver				
23	Steno-typist				
24	Male Social Worker				
25	Clerk				
26	Store Keeper				
27	Record Keeper				



			Government.		
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(ASAR. 10, 1919 SAKA)

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	Lady Welfare Officer	(i)	reducing or withholding the amount or ordinary or additional pension admissible under the rules governing pension;	Director	Government
2	Assistant Research Officer				
3	Deputy Superintendent	(ii)	Terminating the appointment otherwise than on his attaining the age fixed for superannuation.		
4	Lecturer Hindi				
5	Lecturer English				
6	Lecturer Mathematics				
7	Lecturer General Studies				
8	Statistical Assistant				
9	Tehsil Welfare Officer				
10	Assistant				
11	Junior Auditor				
12	Accountant				
13	Lady Supervisor				

- 14 Hostel Warden  
15 Stenography  
Instructor

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1	2	3	4	5
16	Senior Scale Stenographer			
17	Junior Scale Stenographer			
18	Accountant- cum-Clerk			
19	Cashier			
20	Lady Social Worker			
21	Assistant Librarian			
22	Driver			
23	Steno typist			
24	Male Social Worker			
25	Clerk			
26	Store Keeper			
27	Record Keeper			

KOMAL ANAND,  
Commissioner and Secretary to Govt. Haryana  
Welfare of Scheduled Castes & Backward Classes Department

HARYANA GOVERNMENT  
WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES DEPARTMENT

Notification

The 1<sup>st</sup> October, 2004

**No. G.S. R. 27/Const./Art.309/2004-** 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 further to amend the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group-C) Service Rules, 1997 namely:-

1. These rules may be called the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group-C) Service (Amendment) Rules, 2004.
2. In the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group-C) Service Rules, 1997 (hereinafter called the said rules), in rule-5, for the words and sign "thirty-five the word, " forty" shall be substituted.
3. In the said rules, in rule-9 in sub-rule (1) after clause (a) the following clause shall be inserted, namely:-

"(aa) in the case of Personal Assistant

- (i) by promotion from amongst Senior Scale Stenographers : or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India".

4. In the said rules, in Appendix-'A' under columns 1,2,3,4,5 and 6 after Sr. No. 1 and entries there against; the following serial number and entry there- against shall be inserted, namely:-

1	2	3	4	5	6
"1A.	Personal Assistant	-	1	1	5500-175-8300-EB-175 9000+150/- Special Pay.";

5. In the said rules, in Appendix-B
    - a. under columns 1,2,3 and 4 after serial number 1 and entries thereagainst, the following serial number and entries thereagainst shall be inserted, namely:-
-

“1A Personal Assistant - (i) Should be Senior Scale Stenographer having minimum 5 years experience on the Post;

(ii) Should be Graduate from a recognized University;

(iii) Knowledge of Hindi upto Matric standard;

(iv) English shorthand at 100 words per minute and transcription thereof at 20 words per minute;

**Preference**

(V) Persons having knowledge of Hindi shorthand at 80 words per minute and transcription thereof at 15 words per minute will be preferred”;

b. Under column 4, against serial number 16, for item (ii), the following item shall be substituted, namely:-

(ii) Shall be required to pass departmental examination in Hindi shorthand at 80 words per minute and transcription thereof at 15 words per minute;

OR

English Shorthand at 100 words per minute and transcription thereof at 20 words per minute;”

6. In the said rules, in Appendix-C, under columns 1 and 2 after serial number 1 and entry thereagainst, the following serial number and entry thereagainst shall be inserted, namely:-

---

1	2
"1A	Personal Assistant

---

7. "In the said rules, in Appendix-D, under columns 1 and 2 after serial number 1 and entry thereagainst, the following serial number and entry thereagainst shall be inserted, namely:-

---

1	2
"1A	Personal Assistant".

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D.S. DHESI,  
Commissioner and Secretary to  
Government Haryana,  
Welfare of Scheduled Castes and  
Backward Classes Department

HARYANA GOVERNMENT  
WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES DEPARTMENT

Notification

The 23<sup>rd</sup> January, 2009

**No. G.S. R. 27/Const./Art.309/2009-** 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 further to amend the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group-C) Service Rules, 1997, namely:-

1. These rules may be called the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group-C) Service (Amendment) Rules, 2009.
2. In the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group-C) Service Rules, 1997 (hereinafter called the said rules), in rule-9, in sub-rule (i), in clause (f) for sub-clauses (i) and (ii), the following sub-clause shall be substituted, namely:-
  - “(i) 25 % by promotion from amongst Accountant-cum-Clerks/Cashier/Junior/Scale Stenographer ; and
  - (ii) 75% by direct recruitment; or.”
3. In the said rules, in Appendix-B against serial number 9, under column 4, under heading “ By Promotion” for the existing entry, the following entry shall be substituted, namely:-

4

---

“Two years experience as Accountant-cum-Clerk/Cashier/Junior Scale Stenographer”.

NAVRAJ SANDHU  
Commissioner and Secretary to Government  
Haryana, Welfare of Scheduled Castes and  
Backward Classes Department

[Authorised English Translation]

**HARYANA GOVERNMENT**  
**WELFARE OF SCHEDULED CASTES AND**  
**BACKWARD CLASSES DEPARTMENT**

**Notification**

The 8th November, 2013

**No. G.S.R. 45/Const./Art. 309/2013.**—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 further to amend the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group C) Service Rules, 1997, namely :—

1. These rules may be called the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group C) Service (Amendment) Rules, 2013.
2. In the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group C) Service Rules, 1997, (hereinafter called the said rules), after rule 9, the following rule shall be inserted, namely :—

“9A. (1) Typing test is substituted with the State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of service requirement for Clerks, Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers. The State Eligibility Test in Computer Appreciation and Applications (SETC) shall be a post requisite condition/qualification which all the newly recruited/appointed Clerks, Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers in the Government Departments/Organizations shall have to qualify. The existing Clerks, who have been promoted from Group-D and Restorer etc. who have not passed the typing test till date as required under the Service Rules shall have an option either to pass the typing test or the State Eligibility Test in Computer Appreciation and Applications (SETC). The Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers shall also have to qualify stenography test as prescribed in the Service Rules.

(2) The candidate shall have to qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the probation period of two years, extendable by one year in case of direct recruit. The candidate appointed against the aforesaid categories of posts in Group C shall not be entitled to earn any increment in his/her pay scale till he/she qualifies the said test, failing which the services of such employees shall be dispensed with. The persons who are promoted to the post of Clerk and Steno-typist shall also qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the

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Sd/-  
Superintendent  
Welfare of Scheduled Castes and  
Backward Classes Department Haryana  
Chandigarh

period of probation of one year extendable by one year, failing which he/she will be reverted back.

(3) The Government of Haryana hereby authorizes the Haryana State Electronic Development Corporation Limited (HARTRON) or any other agency as prescribed by the Government, as the authorized Agency for conducting the State Eligibility Test in Computer Appreciation and Applications (SETC), alongwith a test in typing speed in accordance with the syllabus as the State Government may specify in this regard from time to time, besides the syllabus already provided in sub-rule (4) of this rule. The 'pass' certificate issued by HARTRON or any other agency, as approved by the Government, would be accepted as an evidence of the fulfilment of the prescribed condition in the Service Rules.

(4) The syllabus for the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word processing, Internet Browsing and E-mail management only.

(5) In the case of Clerks, typing speed of 30 words per minute in English and 25 words per minute in Hindi converted with equivalent key depressions in both cases as the typing speed, would be tested on computers.

(6) The employees possessing the following qualifications are exempted from taking the State Eligibility Test in Computer Appreciation and Applications (SETC) :-

- (i) M. Tech./B.Tech. (Computers), M.C.A., B.C.A. or Diploma in Computers from the recognized institutions e.g. Polytechnics;
- (ii) Basic Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics and Information Technology (NIELIT) [erstwhile DOEACC Society];
- (iii) Haryana State - Certificate in Information Technology [HS-CIT] from the Authorised Learning Centres (ALCs) of the HKCL;
- (iv) Candidates/employees who have already passed the SETC and the same is valid at the time of joining the service. The State Eligibility Test in Computer Appreciation and Applications (SETC) passed by any candidate earlier shall be considered valid for a period of five years from the date of issue of such certificate by HARTRON or any other agency authorized by the Government; and

*Attested*  
*Spm*  
Superintendent  
Welfare of Scheduled Castes and  
Backward Classes Department Haryana  
Chandigarh



- (v) Physically disabled candidates *i.e.* amputation of hand (Left and Right) Amputation of upper limbs, Paralysis of Radial Nerve (Radial Nerve Palsy) of either upper limb. Declination degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped.

However, these employees, with the exception of those mentioned under sub-para (v) above, shall be required to clear the 'typing test' being part of the State Eligibility Test in Computer Appreciation and Applications (SETC)."

3. In the said rules, in Appendix 'B',—

- I. against serial number 23, under column 3, for existing entry (i), the following entry shall be substituted, namely :—

"(i) 10+2 ;"

II. against serial number 25,—

- (a) under column 3, for existing entries, the following entries shall be substituted, namely :—

"(i) 10+2;

(ii) knowledge of Hindi/Sanskrit upto Matric Standard;

(iii) item (iii) omitted in view of rule 9A;"

- (b) under column 4, under the heading "By Promotion" for existing entries, the following entries shall be substituted, namely :—

"(i) 10+2;

(ii) knowledge of Hindi/Sanskrit upto Matric Standard;

(iii) 5 year experience as Peon, Sweeper, Chowkidar, Sweeper-cum-Chowkidar, Cook, Assistant Cook and Lady Attendant;

(iv) entry(iv) omitted in view of rule 9A;"

- (c) under column 4, under heading "By Transfer or Deputation" for existing entries the following entries shall be substituted, namely :—

"(i) 10+2;

(ii) knowledge of Hindi/Sanskrit upto Matric Standard;

(iii) entry(iii) omitted in view of rule 9A."

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Signature  
Superintendent  
Welfare of Scheduled Castes and  
Backward Classes Department Haryana  
Chandigarh

P.K. DAS,  
Principal Secretary to Government, Haryana,  
Welfare of Scheduled Castes and  
Backward Classes Department.

हरियाणा सरकार

अनुसूचित जातियों तथा पिछड़े वर्ग कल्याण विभाग

अधिसूचना

दिनांक 8 नवम्बर, 2013

संख्या सांका०नि० 45/संवि०/अनु० 309/2013.—भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा अनुसूचित जातियों तथा पिछड़े वर्ग कल्याण विभाग (युप ग) सेवा नियम, 1997 को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :—

1. ये नियम हरियाणा अनुसूचित जातियों तथा पिछड़े वर्ग कल्याण विभाग (युप ग) सेवा संशोधन नियम, 2013 कहे जा सकते हैं।

2. हरियाणा अनुसूचित जातियों तथा पिछड़े वर्ग कल्याण विभाग (युप ग) सेवा नियम, 1997 (जिन्हें, इसमें, इसके बाद, उक्त नियम कहा गया है) में, नियम 9 के बाद, निम्नलिखित नियम रखा जाएगा, अर्थात् :—

“9क.—(1) टंकण परीक्षा, लिपिकों, आशुटककों, कनिष्ठ वेतनमान आशुलिपिकों और वरिष्ठ वेतनमान आशुलिपिकों के लिए सेवा शर्तों के भाग रूप में कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) से प्रतिस्थापित की जाती है। कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) बाद की अपेक्षित शर्त/अर्हता होगी जो सरकारी विभागों/संस्थाओं में सभी नए भर्ती/नियुक्त किए गए लिपिकों, आशुटककों, कनिष्ठ वेतनमान आशुलिपिकों और वरिष्ठ वेतनमान आशुलिपिकों को अर्हक करनी होगी। वर्तमान लिपिक जो युप घ तथा रस्टोरर इत्यादि से पदोन्नत किए गए हैं, जिन्होंने सेवा नियमों के अधीन यथा अपेक्षित अब तक टंकण परीक्षा पास नहीं की है उन्हें या तो टंकण परीक्षा या कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) पास करने का विकल्प होगा। आशुटककों, कनिष्ठ वेतनमान आशुलिपिकों और वरिष्ठ वेतनमान आशुलिपिकों को भी सेवा नियमों यथाविहित आशुलिपि परीक्षा भी अर्हक करनी होगी।

(2) उम्मीदवार को सीधी भर्ती की दशा में एक वर्ष तक विस्तारयोग्य दो वर्ष की परिवीक्षा अवधि के भीतर कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) अर्हक करनी होगी। युप ग में पदों के पूर्वोक्त प्रवर्गों के विरुद्ध नियुक्त उम्मीदवार तब तक अपने वेतनमान में कोई वेतनवृद्धि अर्जित करने के लिए हकदार नहीं होगा जब तक वह उक्त परीक्षा अर्हक नहीं कर लेता/लेती है, जिसमें असफल रहने पर ऐसे कर्मचारियों की सेवाएं समाप्त कर दी जाएंगी। व्यक्ति जो लिपिक तथा आशुटकक के पद पर पदोन्नत किए गए हैं, को भी एक वर्ष तक विस्तारयोग्य एक वर्ष की परिवीक्षा अवधि के भीतर कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) अर्हक करनी होगी जिसमें असफल रहने पर उसे वापस प्रतिवर्तित कर दिया जाएगा।

(3) हरियाणा सरकार, इसके द्वारा, हरियाणा राज्य इलेक्ट्रॉनिक विकास निगम लिमिटेड (हारट्रोन) या सरकार द्वारा यथाविहित किसी अन्य एजेंसी को इस नियम के उप-नियम (4) में यथा उपबन्धित पहले पाठ्यक्रम के अतिरिक्त जैसा सरकार समय-समय पर इस सम्बन्ध में विनिर्दिष्ट करे पाठ्यक्रम के अनुसार टाइपिंग स्पीड में परीक्षा सहित कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) आयोजित करने के लिए प्राधिकृत एजेंसी के रूप में प्राधिकृत करती है। हारट्रोन या सरकार द्वारा यथा अनुमोदित किसी अन्य एजेंसी द्वारा जारी किया गया 'पास' प्रमाण-पत्र सेवा नियमों में विहित शर्त को पूरा करने के साक्ष्य के रूप में स्वीकार किया जाएगा।

(4) कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) लिए पाठ्यक्रम में केवल वर्डप्रोसेसिंग, इन्टरनेट ब्राउजिंग तथा ई-मेल मनेजमेंट होंगे।

(5) लिपिकों की दशा में, दोनों मामलों में समकक्ष की (Key) दबाने सहित बदलकर अंग्रेजी में प्रति मिनट 30 शब्द तथा हिन्दी में प्रति मिनट 25 शब्द की टाइपिंग स्पीड, चूंकि टाइपिंग स्पीड कम्प्यूटर पर परीक्षित की जाएगी।

(6) निम्नलिखित योग्यता रखने वाले कर्मचारियों को कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) देने से छूट दी जाती है :—

(i) एम०टीक०/बी०टीक० (कम्प्यूटर), एम०सी०ए०, बी०सी०ए० या मान्यता प्राप्त संस्थान जैसे पॉलिटेक्निक से कम्प्यूटर में डिप्लोमा;

(ii) राष्ट्रीय इलेक्ट्रॉनिक्स तथा सूचना प्रौद्योगिकी संस्थान (एन०आई०ई०एल०आई०टी०) (पूर्वी डी०ओ०ई०ए०सी०सी० सोसाइटी) के अधीन स्थापित किसी मान्यताप्राप्त केन्द्र से बेसिक कम्प्यूटर साक्षरता प्रमाण-पत्र;

(iii) एच०के०सी०एल० के प्राधिकृत शिक्षा केन्द्रों (ए०एल०सी०ज०) से सूचना प्रौद्योगिकी में हरियाणा राज्य प्रमाण-पत्र (एच०एस०सी०आई०टी०);

(iv) उम्मीदवारों/कर्मचारियों जिन्होंने एस०ई०टी०सी० पहले से ही पास कर रखी है तथा वह सेवा ग्रहण करते समय वैध है। किसी उम्मीदवार द्वारा पहले से ही पास कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) को हारट्रोन द्वारा या सरकार द्वारा प्राधिकृत किसी अन्य एजेंसी द्वारा ऐसा प्रमाण-पत्र जारी करने की तिथि से पांच वर्ष की अवधि के लिए वैध माना जाएगा; तथा

(v) शारीरिक रूप से अशक्त उम्मीदवारों अर्थात् हाथ (बायां तथा दायां) का अंगच्छेदन ऊपरी अंगों का अंगच्छेदन, पॅरेलइसिस ऑफ रेड्यल नर्व (रेड्यल नर्व पलसि) दोनों में से कोई एक ऊपरी अंग। नर्वस सिस्टम को प्रभावित करने वाला डेक्लिनेशन डिजेनरैटिव डिस्ऑर्डर जो हाथ के लकवे तथा इसकी मांसपेशियों की क्षीणता तथा आंखों की विकलांगता का कारण हो सकता है।

तथापि, इन कर्मचारियों को उपरोक्त उप-पैरा (v) के अधीन वर्णित अपवाद सहित कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) की भागरूप टंकण परीक्षा क्लीयर करना अपेक्षित होगा।”।

3. उक्त नियमों में, परिशिष्ट ख में,

I. क्रम संख्या 23 के सामने, खाना 3 के नीचे, विद्यमान मद (i) के स्थान पर, निम्नलिखित मद प्रतिस्थापित की जाएगी, अर्थात् :—

“(i) 10+2);”।

II. क्रम संख्या 25 के सामने,

(क) खाना 3 के नीचे, विद्यमान प्रविष्टियों के स्थान पर, निम्नलिखित प्रविष्टियाँ प्रतिस्थापित की जाएगी, अर्थात् :—

“(i) 10+2.

(ii) मैट्रिक स्तर तक हिन्दी/संस्कृत का ज्ञान.

(iii) मद (iii) का नियम 9 क के दृष्टिगत लोप कर दिया गया है।”।

(ख) खाना 4 के नीचे, “पदोन्नति द्वारा” शीर्ष के नीचे, विद्यमान प्रविष्टियों के स्थान पर, निम्नलिखित प्रविष्टियाँ प्रतिस्थापित की जाएगी, अर्थात् :—

“(i) 10+2.

(ii) मैट्रिक स्तर तक हिन्दी/संस्कृत का ज्ञान.

(iii) सेवादार, सफाई कर्मचारी, चौकीदार, सफाई कर्मचारी-कम-चौकीदार, कुक, सहायक कुक तथा महिला प्रचारिका के रूप में पांच वर्ष का अनुभव.

(iv) मद (iv) का नियम 9 क के दृष्टिगत लोप कर दिया गया है।”।

(ग) खाना 4 के नीचे, “स्थानान्तरण या प्रतिनियुक्ति द्वारा” शीर्ष के नीचे, विद्यमान प्रविष्टियों के स्थान पर, निम्नलिखित प्रविष्टियाँ प्रतिस्थापित की जाएगी, अर्थात् :—

“(i) 10+2.

(ii) मैट्रिक स्तर तक हिन्दी/संस्कृत का ज्ञान.

(iii) मद (iii) का नियम 9 क के दृष्टिगत लोप कर दिया गया है।”।

पी०के० दास,

प्रधान सचिव, हरियाणा सरकार.

अनुसूचित जातियाँ तथा पिछड़े वर्ग कल्याण विभाग।

हरियाणा सरकार

अनुसूचित जातियां तथा पिछड़े वर्ग कल्याण विभाग

अधिसूचना

दिनांक 12 दिसम्बर, 2014

संख्या सा०का०नि० 55/संवि०/अनु० 309/2014.—भारत से संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुये, हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा अनुसूचित जाति एवं पिछड़े वर्ग कल्याण विभाग (युप.ग) सेवा नियम, 1997, को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :-

1. ये नियम हरियाणा अनुसूचित जाति एवं पिछड़े वर्ग कल्याण विभाग (युप.ग) सेवा (संशोधन) नियम, 2014, कहे जा सकते हैं।
2. हरियाणा अनुसूचित जाति एवं पिछड़े वर्ग कल्याण विभाग (युप.ग) सेवा नियम, 1997 में परिशिष्ट ख में, खाना 1, 2, 3 तथा 4 के नीचे, क्रम संख्या 22 तथा उसके सामने प्रविष्टियों के स्थान पर, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियां प्रतिस्थापित की जाएंगी, अर्थात् :-

1	2	3	4
"22	चालक	(i) मैट्रिक; (ii) कम से कम तीन वर्ष पुरानी वैद्य हल्का वाहन चालन अनुज्ञापि होनी चाहिए; (iii) हरियाणा कर्मचारी चयन आयोग द्वारा आयोजित चालन परीक्षा पास होनी चाहिए; (iv) वर्णान्ध नहीं होना चाहिए; (v) मैट्रिक स्तर तक या उच्चतर शिक्षा में हिन्दी/संस्कृत	(i) मैट्रिक; (ii) कम से कम तीन वर्ष पुरानी वैद्य हल्का वाहन चालन अनुज्ञापि होनी चाहिए; (iii) हल्का वाहन चालक के रूप में तीन वर्ष का अनुभव; (iv) वर्णान्ध नहीं होना चाहिए; (v) मैट्रिक स्तर तक या उच्चतर शिक्षा में हिन्दी/संस्कृत; (vi) पचास वर्ष से अधिक की आयु का नहीं होना चाहिए;"।

*Attested*

*[Signature]*  
Superintendent  
Welfare of Scheduled Castes and  
Backward Classes Department Haryana  
Chandigarh

एस० के० गुलाटी,  
अपर मुख्य सचिव, हरियाणा सरकार,  
अनुसूचित जातियां तथा पिछड़े वर्ग कल्याण विभाग।

[Authorised English Translation]

## HARYANA GOVERNMENT

## WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES DEPARTMENT

## Notification

The 12th December, 2014

**No. G.S.R. 55/Const./Art 309/2014.**—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 further to amend the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group C) Service Rules, 1997, namely:—

1. These rules may be called the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group C) Service (Amendment) Rules, 2014.

2. In the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group C) Service Rules, 1997, in Appendix B, under columns 1, 2, 3 and 4, for serial number 22 and entries thereagainst, the following serial number and entries thereagainst shall be substituted, namely:—

1	2	3	4
"22	Driver	(i) Matric; (ii) should have light vehicle valid driving licence at least three years old; (iii) should have passed the driving test conducted by the Haryana Staff Selection Commission; (iv) should not be colour blind; (v) Hindi/Sanskrit upto Matric standard or higher education;	(i) Matric; (ii) should have light vehicle valid driving licence at least three years old; (iii) Three years experience of driving of light vehicle; (iv) should not be colour blind; (v) Hindi/Sanskrit upto Matric standard or higher education; (vi) should not be more than fifty years age;"

Attested

S. K. GULATI,

Additional Chief Secretary to Government Haryana,  
Welfare of Scheduled Castes and Backward Classes Department.

*S. K. Gulati*  
Superintendent  
Welfare of Scheduled Castes and  
Backward Classes Department Haryana  
Chandigarh

**HARYANA GOVERNMENT**  
**WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES DEPARTMENT**

**Notification**

The 11th May, 2022

**No. G.S.R. 81/Const./Art. 309/2022.**— 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 further to amend the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group-C) Service Rules, 1997, namely:—

1. These rules may be called the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group-C) Service (Amendment) Rules, 2022.
2. In the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group-C) Service Rules, 1997, in rule 5, for the word "seventeen", the word "eighteen" shall be substituted.

VINEET GARG,  
Additional Chief Secretary to Government, Haryana,  
Welfare of Scheduled Castes and Backward Classes Department.

भाग-III

हरियाणा सरकार

अनुसूचित जातियां तथा पिछड़े वर्ग कल्याण विभाग

अधिसूचना

दिनांक 11 मई, 2022

संख्या सांका०नि० 81/संवि०/अनु० 309/2022.- भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा अनुसूचित जाति एवं पिछड़े वर्ग कल्याण विभाग (ग्रुप ग) सेवा नियम, 1997, को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्:-

1. ये नियम हरियाणा अनुसूचित जाति एवं पिछड़े वर्ग कल्याण विभाग (ग्रुप ग) सेवा (संशोधन) नियम, 2022, कहे जा सकते हैं।
2. हरियाणा अनुसूचित जाति एवं पिछड़े वर्ग कल्याण विभाग (ग्रुप ग) सेवा नियम, 1997 में, नियम 5 में, "17" अंकों के स्थान पर, "अठारह" शब्द प्रतिस्थापित किया जाएगा।

विनीत गर्ग,  
अतिरिक्त मुख्य सचिव, हरियाणा सरकार,  
अनुसूचित जातियां तथा पिछड़े वर्ग कल्याण  
विभाग, हरियाणा।