

HARYANA GOVERNMENT**DEPARTMENT OF ECONOMIC AND STATISTICAL ANALYSIS, HARYANA****Notification**

The 11th October, 2013

No. 8/3/2008-3PIg.— 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 the conditions of service of the persons appointed to the Department of Economic and Statistical Analysis, Haryana namely:—

PART I - GENERAL

Short title.

1. These rules may be called the Haryana Economic and Statistical Analysis Department (Group C) Service Rules, 2013.

Definitions.

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

- (a) "Commission" means Haryana Staff Selection Commission;
- (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, Department of
- (d) Economic and Statistical Analysis, Haryana;
- "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 recognized by the Government for the purpose of these rules;
- (f) "recognized university" means,—
 - (i) any university incorporated by law in India; or
 - (ii) any other university which is declared by the Government to be a recognized university for the purpose of these rules; and
- (g) "Service" means the Haryana Economic and Statistical Analysis Department (Group/C) Service.

PART II - RECRUITMENT TO SERVICE

Number and character of posts.

3. The Service shall comprise of 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 appointed to Service.

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 India 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 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.

(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 forty years of age on or before the last date of submission of applications to the Commission or any other recruiting authority. Age.

6. Appointment to the posts in the Service shall be made by the appointing authority specified in column 3 of Appendix C of these rules. 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 other than by direct recruitment: Provided that in case of appointment by direct recruitment, the qualifications regarding experience shall be relaxable to the extent of fifty percent at the discretion of the Commission or any other recruiting authority in case sufficient number of candidates belonging to Schedules 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 doing so in writing. Qualifications.

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.

(a) in the case of Assistant Research Officer,—

(i) 50% by promotion from amongst the Statistical Assistants; and

(ii) 50% by direct recruitment; or

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

(b) in the case of Assistant District Statistical Officer, —

(i) 50% by promotion from amongst the Statistical Assistants; and

- (ii) 50% by direct recruitment; or
- (iii) by transfer or deputation of an official already in the service of any State or Central Government;
- (c) in the case of Assistant Planning Officer,—
 - (i) 50% by promotion from amongst the Statistical Assistants; and
 - (ii) 50% by direct recruitment; or
 - (iii) by transfer or deputation of an official already in the service of any State or Central Government;
- (d) in the case of Deputy Superintendent,—
 - (i) by promotion from amongst the Assistants; or
 - (ii) by transfer or deputation of an official already in the service of any State or Central Government;
- (e) in the case of Personal Assistant,—
 - (i) by promotion from amongst the Senior Scale Stenographers; or
 - (ii) by transfer or deputation of an official already in the service of any State or Central Government;
- (f) in the case of Statistical Assistant,-
 - (i) 50% by promotion from amongst the Field Assistants; and
 - (ii) 50% by direct recruitment; or
 - (iii) by transfer or deputation of an official already in the service of any State or Central Government;
- (g) in the case of Field Assistant,—
 - (i) 50% by promotion from amongst the Junior Field Investigators; and
 - (ii) 50% by direct recruitment; or
 - (iii) by transfer or deputation of an official already in the service of any State or Central Government;
- (h) in the case of Artist-cum-Draftsman,—
 - (i) 50% by promotion from amongst the Tracers; and
 - (ii) 50% by direct recruitment; or
 - (iii) by transfer or deputation of an official already in the service of any State or Central Government;
- (i) in the case of Assistant,-
 - (i) by promotion from amongst the Junior Scale Stenographers/ Steno-typists/ Clerks; or
 - (ii) by transfer or deputation of an official already in the service of any State or Central Government;
- (j) in the case of Senior Scale Stenographer;
 - (i) by promotion from amongst the Junior Scale Stenographers; or
 - (ii) by transfer or deputation of an official already in the service of any State or Central Government;
- (k) in the case of Driver,—
 - (i) 25% by promotion from amongst the Clerk/Steno- typist/Junior Field Investigator and 25% from amongst the Peon/Peon-cum- Chowkidar/ Sweeper; and

- (ii) 50% by direct recruitment; or
- (iii) By transfer or deputation of an official already in the service of any State or Central Government;
- (l) in the case of Junior Scale Stenographer,—
 - (i) by promotion from amongst the Steno-typists; or
 - (ii) by transfer or deputation of an official already in the service of any State or Central Government;
- (m) in the case of Steno-typist,—
 - (i) by direct recruitment; or
 - (ii) by promotion from amongst the clerks;
- (n) in the case of Junior Field Investigator,—
 - (i) 20% by promotion from amongst the Group-D employees; and
 - (ii) 80% by direct recruitment; or
 - (iii) by transfer or deputation of an official already in the service of any State or Central Government;
- (o) in the case of Clerk,—
 - (i) 20% by promotion from amongst Group- D employees; and
 - (ii) 80% by direct recruitment; or
 - (iii) by transfer or deputation of an official already in the service of any State or Central Government;
- (p) in the case of Duplicating Machine Operator,—
 - (i) by promotion from amongst the Group D employee; or
 - (ii) by direct recruitment; or
 - (iii) by transfer or deputation of an official already in the service of any State or Central Government;

(2) All promotions shall be made on the basis of seniority-cum-merit and no person shall be entitled to claim promotion on the basis of seniority alone.

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: Probation.

Provided that, —

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) any period of work in equivalent or higher rank, prior to appointment to any post in the Service, may, in the case of appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule;
 - (c) and any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may,—
- (a) if such person is appointed by direct recruitment, dispense with his services ; and if such person is appointed otherwise 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 his previous appointment permit.

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

- (a) if his work or conduct has, in its opinion, been satisfactory,—
 - (i) confirm such person from the date of his appointment, if appointed against a permanent vacancy; or
 - (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or
 - (iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or
- (b) if his work or conduct has, in its opinion, been not satisfactory,—(i) dispense with his 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 term 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.

Seniority.

11. Seniority *inter-se* of the members of the Service shall be determined by the length of regular continuous service on any post in the Service:

Provided that where there are different cadres in the Service, the seniority shall be determined separately for each cadre: Provided further that in the case of members appointed by direct recruitment, the order of merit determined by the Commission or any other recruiting authority, as the case may be, 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 members appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and
- (d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by the length of their service in the appointments; and if the length of such service is also the same, the older member shall be senior to a younger member.

Liability to Serve.

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

(2) A member of the Service may also be deputed to serve under,—

- (i) a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a Municipal Corporation or a local authority or university within the State of Haryana;
- (ii) the Central Government or a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially

owned or controlled by the Central Government; or

- (iii) any other State Government, an international organization, 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 or any organization or body referred to in clause (ii) and (iii) except with his consent.

13. In respect of pay, leave, pension and all other matters not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been, or may hereafter be, adopted or made by the competent authority under the Constitution of India or under any law for the time being enforced or made by the State Legislature.

Pay, leave, pension and other matters.

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:

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 (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 re-vaccinated 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.

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.

Special provision.

19. Nothing contained in these rules shall affect 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 Government in this regard from time to time:

Reservations.

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

20. The Punjab Economic and Statistical Organization (State Service, Class III) Rules, 1963 are 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)

Designation of Posts	Number of Posts			Scale of Pay/
	Permanent	Temporary	Total	
1. Assistant Research Officer	47	-	47	P.B.-2 ₹ 9300-34800+ ₹ 4000 G.P.
2. Assistant District Statistical Officer	21	-	21	P.B.-2 ₹ 9300-34800+ ₹ 4000 G.P.
3. Assistant Planning Officer	20	1	21	P.B.-2 ₹ 9300-34800+ ₹ 4000 G.P.
4. Deputy Superintendent	2	-	2	P.B.-2 ₹ 9300-34800+ ₹ 3600 G.P.
5. Personal Assistant	2	-	2	P.B.-2 ₹ 9300-34800+ ₹ 3600 G.P.+ ₹150 S.P.
6. Statistical Assistant/ Inspector (NSS)/ Investigator	43	1	44	P.B.-2 ₹ 9300-34800+ ₹3300 G.P.
7. Field Assistant	65	2	67	P.B.-2 ₹ 9300-34800+ ₹ 3200 G.P.
8. Artist-cum-Draftsman	1	-	1	P.B.-2 ₹ 9300-34800+ ₹ 3200 G.P.
9. Cartographer	-	12	12	P.B.-2 ₹ 9300-34800+ ₹ 3200 G.P.
10. Assistant	34	1	35	P.B.-2 ₹ 9300-34800+ ₹ 3200 G.P.
11. Senior Scale Stenographer	6	-	6	P.B.-2 ₹ 9300-34800+ ₹ 3200 G.P.
12. Driver	4	-	4	P.B.-1 ₹ 5200-20200+ ₹ 2400 G.P.+ ₹ 200 S.P.
13. Junior Scale Stenographer	7	-	7	P.B.-1 ₹ 5200-20200+2400 G.P.
14. Steno-typist	20	-	20	P.B.-1 ₹ 5200-20200+ ₹ 1900 G.P.+ ₹ 100 S.P.
15. Junior Field Investigator	48	-	48	P.B.-1 ₹ 5200-20200+ ₹ 1900 G.P.+ ₹ 50 S.P.
16. Clerk	31	-	31	P.B.-1 ₹ 5200-20200+ ₹ 1900 G.P.
17. Tracer	3	-	3	P.B.-1 ₹ 5200-20200+ ₹ 1900 G.P.
18. Duplicating Machine Operator	4	-	4	P.B.-1 ₹ 5200-20200+ ₹ 1900 G.P.

Note : The posts of Cartographer and Tracer shall stand abolished automatically as the cadre of Cartographer and Tracer is in dying/diminishing cadre.

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	Assistant Research Officer	<p>(i) Master's degree in Economics or Agricultural Economics or Mathematics or Commerce from a recognized University with at least 55% Marks and Statistics as one of the papers at the Master's level;</p> <p style="text-align: center;">OR</p> <p>Master's degree in Statistics or Operation Research from a recognized University with at least 55% Marks;</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education;</p> <p><i>Note:-</i> Preference will be given to candidates having basic knowledge of Computer operation (MS Word, MS Excel, Power Point etc.).</p>	<p>By promotion -</p> <p>(i) Master's degree in Economics or Agricultural Economics or Mathematics or Commerce from a recognized University with Statistics as one of the papers at the Master's level;</p> <p style="text-align: center;">OR</p> <p>Master's degree in Statistics or Operation Research from a recognized University; and</p> <p>(ii) One year experience as Statistical Assistant;</p> <p style="text-align: center;">OR</p> <p>(i) Graduate from a recognized University with Economics or Agricultural Economics or Commerce or Mathematics or Statistics as one of the subjects; and</p> <p>(ii) Two years experience as Statistical Assistant.</p> <p>By transfer/deputation-</p> <p>(i) Master's degree in Economics or Agricultural Economics or Mathematics or Commerce from a recognized University with at least 55% Marks and Statistics as one of the papers at the Master's level;</p> <p style="text-align: center;">OR</p> <p>Master's degree in Statistics or Operation Research from a recognized University with at least 55% Marks;</p> <p>(ii) One year experience of collection, compilation and analysis of statistical data on the post of Statistical Assistant or Economic Investigator or Investigator or Inspector (National Sample Survey) in a State or Central Government or a recognized University or Research Institute or State/ Central Public Undertaking;</p> <p>(iii) Knowledge of Hindi/Sanskrit upto Matric Standard or Higher Education. <i>Note :-</i> Preference will be given to candidates having basic knowledge of Computer operation (MS Word, MS Excel, Power Point etc.).</p>
2	Assistant District Statistical Officer	<p>(i) Master's degree in Economics or Agricultural Economics or Mathematics or Commerce from a recognized University with at least 55% Marks and Statistics as one of the papers at the Master's level;</p> <p style="text-align: center;">OR</p>	<p>By promotion-</p> <p>(i) Master's degree in Economics or Agricultural Economics or Mathematics or Commerce from a recognized University with Statistics as one of the papers at the Master's level;</p> <p style="text-align: center;">OR</p> <p>Master's degree in Statistics or Operation Research from a recognized University; and</p>

1	2	3	4
		<p>Master's degree in Statistics or Operation Research from a recognized University with at least 55% Marks;</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education;</p> <p>(iii) Preference will be given to candidates having basic knowledge of Computer operation (MS Word, MS Excel, Power Point etc.).</p>	<p>(ii) One year experience as Statistical Assistant;</p> <p style="text-align: center;">OR</p> <p>(i) Graduate from a recognized University with Economics or Agricultural Economics or Commerce or Mathematics or Statistics as one of the subjects; and</p> <p>(ii) Two years experience as Statistical Assistant.</p>
			<p>By transfer/deputation:-</p> <p>(i) Master's degree in Economics or Agricultural Economics or Mathematics or Commerce from a recognized University with at least 55% Marks and Statistics as one of the papers at the Master's level;</p>
			<p style="text-align: center;">OR</p> <p>Master's degree in Statistics or Operation Research from a recognized University with at least 55% Marks;</p> <p>(ii) One year experience of collection, compilation and analysis of statistical data on the post of Statistical Assistant or Economic Investigator or Investigator or Inspector (National Sample Survey) in a State or Central Government or a recognized University or Research Institute or State/ Central Public Undertaking;</p> <p>(iii) Knowledge of Hindi/ Sanskrit upto Matric Standard or Higher Education. Note :- Preference will be given to candidates having basic knowledge of Computer operation (MS Word, MS Excel, Power Point etc.).</p>
3	Assistant Planning Officer	<p>(i) Master's degree in Economics or Agricultural Economics or Mathematics or Commerce from a recognized University with at least 55% Marks and Statistics as one of the papers at the Master's level;</p> <p style="text-align: center;">OR</p> <p>Master's degree in Statistics or Operation Research from a recognized University with at least 55% Marks; (ii) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education; Note:- Preference will be given to candidates having basic knowledge of Computer operation (MS Word, MS Excel, Power Point etc).</p>	<p>By promotion-</p> <p>(i) Master's degree in Economics or Agricultural Economics or Mathematics or Commerce from a recognized University with Statistics as one of the papers at the Master's level;</p> <p style="text-align: center;">OR</p> <p>Master's degree in Statistics or Operation Research from a recognized University; and</p> <p>(ii) One year experience as Statistical Assistant;</p> <p style="text-align: center;">OR</p> <p>(i) Graduate from a recognized University with Economics or Agricultural Economics or Commerce or Mathematics or Statistics as one of the subjects; and</p> <p>(ii) Two years experience as Statistical Assistant.</p> <p>By transfer/deputation:-</p> <p>(i) Master's degree in Economics or Agricultural Economics or Mathematics or Commerce from a recognized University with at least 55% Marks and Statistics as one of the papers at the Master's level;</p> <p style="text-align: center;">OR</p>

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4	Deputy Superintendent	Master's degree in Statistics or Operation Research from a recognized University with at least 55% Marks;	<p>(ii) One year experience of collection, compilation and analysis of statistical data on the post of Statistical Assistant or Economic Investigator or Investigator or Inspector (National Sample Survey) in a State or Central Government or a recognized University or Research Institute or State/ Central Public Undertaking;</p> <p>(iii) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education; Note:- Preference will be given to candidates having basic knowledge of Computer operation (MS Word, MS Excel, Power Point etc).</p>
		By promotion- Three years experience as Assistant.	By Transfer/deputation:
		(i) Graduate from a recognized University.	(ii) Three years experience as Assistant in State/ Central Government Office;
		(iii) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education.	By promotion-
5	Personal Assistant	Five years experience as Senior Scale Stenographer.	By transfer/deputation:
		(i) Graduate from a recognized University;	(ii) Hindi shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute or English shorthand at the speed of 100 words per minute and transcription thereof at 20 words per minute;
		(iii) Five years experience as Senior Scale Stenographer in a State/Central Government office;	(iv) Knowledge of Computer operating;
		(v) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education.	By promotion-
6	Statistical Assistant	(i) Master's degree in Economics or Agricultural Economics or Mathematics or Commerce from a recognized University with at least 50% Marks and Statistics as one of the papers at the Master's level;	(i) Graduate from a recognized University with Economics or Agricultural Economics or Commerce or Mathematics or Statistics as one of the subjects;
		OR	(ii) One year experience as Field Assistant.
		Master's degree in Statistics or Operation Research from a recognized University with at least 50% Marks;	By transfer/deputation:
		OR	(i) Master's degree in Economics or Agricultural Economics or Mathematics or Commerce from a recognized University with at least 50% Marks and Statistics as one of the papers at the Master's level;

1	2	3	4
		<p>Graduate with at least 60% Marks from a recognized University with Economics or Agricultural Economics or Commerce or Mathematics or Statistics as one of the subjects;</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education; Note:- Preference will be given to candidates having basic knowledge of Computer operation (MS Word, MS Excel, Power Point etc.).</p>	<p>OR</p> <p>Master's degree in Statistics or Operation Research from a recognized University with at least 50% Marks;</p> <p>OR</p> <p>Graduate with at least 60% Marks from a recognized University with Economics or Agricultural Economics or Commerce or Mathematics or Statistics as one of the subjects;</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education;</p> <p>(iii) Preference will be given to candidates having basic knowledge of Computer operation (MS Word, MS Excel, Power Point etc.).</p>
7	Field Assistant	<p>(i) Master's degree in Economics or Agricultural Economics or Mathematics or Commerce from a recognized University with Statistics as one of the papers at the Master's level;</p> <p>OR</p> <p>Master's degree in Statistics or Operation Research from a recognized University;</p> <p>OR</p> <p>Graduate with at least 55% Marks from a recognized University with Economics or Agricultural Economics or Commerce or Mathematics or Statistics as one of the subjects;</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education;</p> <p>Note:- Preference will be given to candidates having basic knowledge of Computer operation (MS Word, MS Excel, Power Point).</p>	<p>By promotion-</p> <p>(i) One year experience as Junior Field Investigator in case a candidate is Graduate from a recognized University with Economics or Agricultural Economics or Commerce or Mathematics or Statistics as one of the subjects;</p> <p>OR</p> <p>(ii) Two years experience as Junior Field Investigator in case a candidate is having qualification upto Matric or its equivalent.</p> <p>By transfer/deputation :</p> <p>(i) Master's degree in Economics or Agricultural Economics or Mathematics or Commerce from a recognized University with Statistics as one of the papers at the Master's level;</p> <p>OR</p> <p>Master's degree in Statistics or Operation Research from a recognized University;</p> <p>OR</p> <p>Graduate with at least 55% Marks from a recognized University with Economics or Agricultural Economics or Commerce or Mathematics or Statistics as one of the subjects;(ii) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education; Note:- Preference will be given to candidates having basic knowledge of Computer operation (MS Word, MS Excel, Power Point etc.).</p>
8	Artist-cum-Draftsman	<p>(i) Diploma in Draftsman-ship from a recognized institute;</p> <p>OR</p> <p>(ii) Diploma in Commercial Arts from a recognized institute;</p> <p>Note:- Two years experience in free hand drawing and scale drawing of making of</p>	<p>By promotion-</p> <p>Five years experience as Tracer.</p> <p>By transfer/deputation :</p> <p>(i) Diploma in Draftsman-ship from a recognized institute;</p> <p>OR</p> <p>(ii) Diploma in Commercial Arts from a recognized institute;</p>

1	2	3	4
9	Assistant	<p>maps, lineal charts and graphs preferably in Statistical Organization/Department;</p> <p style="text-align: center;">OR</p> <p>(i) Diploma in Cartography/ Artography from a recognized institute;</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education.</p> <p>Note:-Two years experience of drawing pictorial maps and diagrams preferably in Statistical Organization/Department;</p>	<p>Note :- Two years experience in free hand drawing and scale drawing of making of maps, lineal charts and graphs preferably in Statistical Organization/ Department;</p> <p style="text-align: center;">OR</p> <p>(i) Diploma in Cartography/ Artography from a recognized institute;</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education.</p> <p>Note :- Two years experience of drawing pictorial maps and diagrams preferably in Statistical Organization/Department;</p>
		<p>By promotion:-</p> <p>(i) Three years combined experience as Junior Scale Stenographer/ Steno-typist/ Clerk; or</p> <p>(ii) Three years experience as Junior Scale Stenographer/Stenotypist/ Clerk.</p> <p>By transfer/deputation:-</p> <p>(i) Graduate from a recognized University;</p> <p>(ii) Five years experience on the post of Clerk in a State/Central Government office;</p> <p>(iii) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education.</p>	<p>By promotion:-</p> <p>(i) Three years combined experience as Junior Scale Stenographer/ Steno-typist/ Clerk; or</p> <p>(ii) Three years experience as Junior Scale Stenographer/Stenotypist/ Clerk.</p> <p>By transfer/deputation:-</p> <p>(i) Graduate from a recognized University;</p> <p>(ii) Five years experience on the post of Clerk in a State/Central Government office;</p> <p>(iii) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education.</p>
10	Senior Scale Stenographer	<p>By promotion:- One year experience as Junior Scale Stenographer.</p> <p>By transfer/deputation :-(i) Graduate from a recognized University;</p> <p>(ii) Hindi shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute or English shorthand at the speed of 100 words per minute and transcription thereof at 20 words per minute;</p> <p>(iii) Two years experience as Junior Scale Stenographer in a State/Central Government office;</p> <p>(iv) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education.</p>	<p>By promotion:- One year experience as Junior Scale Stenographer.</p> <p>By transfer/deputation :-(i) Graduate from a recognized University;</p> <p>(ii) Hindi shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute or English shorthand at the speed of 100 words per minute and transcription thereof at 20 words per minute;</p> <p>(iii) Two years experience as Junior Scale Stenographer in a State/Central Government office;</p> <p>(iv) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education.</p>
11	Driver	<p>(i) Matric or its equivalent; Possesses valid Light Motor Vehicle Driving Licence which should be at least five years old;</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education.</p>	<p>By promotion:-</p> <p>(i) Five years experience as Group-D or Group-C employee having valid Light Motor Vehicle Driving Licence which should be at least five years old.</p> <p>(ii) Candidate should not be more than 50 years;</p> <p>By transfer/deputation:-</p> <p>(i) Matric or its equivalent; Possesses valid Light Motor Vehicle Driving Licence which should be at least five years old;</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education.</p>

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12 Junior Scale Stenographer

By promotion:-

- (i) Two years experience as Steno-typist;
- (ii) Should have passed test of Hindi shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute or English shorthand at the speed of 100 words per minute and transcription thereof at 20 words per minute.

By transfer/deputation:

- (i) Graduate from a recognized University;
- (ii) Hindi shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute or English shorthand at the speed of 100 words per minute and transcription thereof at 20 words per minute;
- (iii) Two years experience as Steno-typist in a State/Central Government office;
- (iv) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education.

13 Steno-typist

(i) Matric or its equivalent;

(ii) Hindi shorthand at the speed of 64 words per minute and transcription thereof at 11 words per minute or English shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute;

(iii) Knowledge of Hindi/ Sanskrit upto Matric Standard or at higher education level.

By promotion:-

- (i) Two year experience as Clerk;
- (ii) Should have passed test by Hindi shorthand at the speed of 64 words per minute and transcription thereof at 11 words per minute or English shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute.

By transfer/deputation:

- (i) Matric or its equivalent;
- (ii) Hindi shorthand at the speed of 64 words per minute and transcription thereof at 11 words per minute or English shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute;
- (iii) Knowledge of Hindi/ Sanskrit upto Matric Standard or at higher education level.

14 Junior Field Investigator

(i) Graduate from a recognized University with Economics or Agricultural Economics or Commerce or Mathematics or Statistics as one of the subjects;

(ii) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education;

(iii) Preference will be given to candidates having basic knowledge of Computer operation (MS Word, MS Excel, Power Point etc.).

By promotion:-

- (i) Matric or its equivalent;
- (ii) Five years experience as Group-D employee.

By transfer/deputation :

(i) Graduate from a recognized University with Economics or Agricultural Economics or Commerce or Mathematics or Statistics as one of the subjects;

(ii) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education; Note:- Preference will be given to candidates having basic knowledge of Computer operation (MS Word, MS Excel, Power Point etc.).

1	2	3	4
15 Clerk	<p>(i) Matric or its equivalent;</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education.</p> <p><i>Note-</i> Shall have to qualify the departmental type test in Hindi or English at the speed of 25/30 words per minute respectively within a period of one year from the date of appointment failing which the annual increment shall not be allowed to him. However, he will be allowed increment/ increments due to him from the date of qualifying the type test but no arrear will be given to him.</p>	<p>By promotion:-</p> <p>(i) Matric or its equivalent;</p> <p>(ii) Five years experience as Group-D employee.</p> <p><i>Note-</i> Shall have to qualify the departmental type test in Hindi or English at the speed of 25/30 w.p.m. respectively within a period of one year from the date of promotion failing which the annual increment shall not be allowed to him. However, he will be allowed increment/ increments due to him from the date of qualifying the type test but no arrear will be given to him.</p>	<p>By transfer/deputation:</p> <p>(i) Matric or its equivalent;</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education.</p> <p><i>Note-</i> Shall have to qualify the departmental type test in Hindi or English at the speed of 25/30 words per minute respectively within a period of one year from the date of appointment failing which the annual increment shall not be allowed to him. However, he will be allowed increment/increments due to him from the date of qualifying the type test but no arrear will be given to him.</p>
16 Duplicating Machine Operator	<p>(i) Matric or its equivalent;</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education.</p>	<p>By promotion-</p> <p>(i) Matric or its equivalent;</p> <p>(ii) Three years experience as Group-D employee.</p> <p>By transfer/deputation:</p> <p>(i) Matric or its equivalent;</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric Standard or higher education.</p>	

APPENDIX C

[see rule 14 (1)]

Sr. No.	Designation of post	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority	
1	2	3	4	5	6	
1	Assistant Research Officer	Director	<p>(1) Minor Penalties-</p> <p>(i) warning with a copy in the personal file (character roll);</p> <p>(ii) censure;</p> <p>(iii) withholding of promotion for a specific period;</p> <p>(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, or the Central Government or a State Government or to a Company and Association or a Body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or a University set up by an Act of Parliament or of the legislature of a State during discharge of official duty;</p> <p>(v) withholding of increments of pay without cumulative effect;</p> <p>(2) Major Penalties-</p> <p>(vi) withholding of increments of pay with 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 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 employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the 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 Government.</p>	Director	Government	
2	Assistant District Statistical Officer					
3	Assistant Planning Officer					
4	Deputy Superintendent					
5	Personal Assistant					
6	Statistical Assistant/ Inspector (NSS)/ Investigator					
7	Field Assistant					
8	Artist-cum-Draftsman					
9	Cartographer					
10	Assistant					
11	Senior Scale Stenographer					
12	Driver				Director	Government
13	Junior Scale Stenographer					
14	Steno-typist					
15	Junior Field Investigator					
16	Clerk					
17	Tracer					
18	Duplicating Machine Operator					

APPENDIX D

[see rule 14 (2)]

Sr. No.	Designation of posts	Appointing authority	Nature of order	Authority competent to pass order	Appellate authority
1	2	3	4	5	6
1	Assistant Research Officer	Director	(i) Reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pensions; and (ii) Terminating the appointment other wise than on his attaining the age fixed for superannuation.	Director	Government
2	Assistant District Statistical Officer				
3	Assistant Planning Officer				
4	Deputy Superintendent				
5	Personal Assistant				
6	Statistical Assistant /Inspector (NSS)/Investigator				
7	Field Assistant				
8	Artist-cum-Draftsman				
9	Cartographer				
10	Assistant				
11	Senior Scale Stenographer				
12	Driver				
13	Junior Scale Stenographer				
14	Steno-typist				
15	Junior Field Investigator				
16	Clerk				
17	Tracer				
18	Duplicating Machine Operator				

RAJAN GUPTA,
Principal Secretary to Government, Haryana,
Planning Department.

[Authorised English Translation]

HARYANA GOVERNMENT
ECONOMIC AND STATISTICAL ANALYSIS DEPARTMENT

Notification

The 9th November, 2013

No. G.S.R. 83/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 Economic and Statistical Analysis Department (Group-C) Service Rules, 2013, namely :—

1. These rules may be called the Haryana Economic and Statistical Analysis Department (Group-C) Service (Amendment) Rules, 2013.

2. In the Haryana Economic and Statistical Analysis Department (Group C) Service Rules, 2013 (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 Application (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 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
- (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 13, under column 3, for existing item (i), the following items shall be substituted, namely :—

“(i) 10+2;”;

(II) against serial No. 15,—

(I) under column 3, for existing items, the following items shall be substituted, namely :—

“(i) 10+2;

(ii) Knowledge of Hindi/Sanskrit upto Matric standard or Higher Education;
Note omitted in view of rule 9A;”;

(II) under column 4, —

(a) under heading by promotion, for the existing items, the following items shall be substituted, namely :—

“(i) 10+2;

(ii) five years experience as Group-D employee;

Note existing at the end shall be omitted in view of rule 9A;”;

(b) under heading by transfer/deputation, for the existing items, the following items shall be substituted, namely :—

“(i) 10+2;

(ii) Knowledge of Hind/Sanskrit upto Matric standard or Higher Education;

Note existing at the end shall be omitted in view of rule 9A;”;

RAJAN GUPTA,
Additional Chief Secretary to Government, Haryana,
Planning Department.

HARYANA GOVERNMENT

PLANNING DEPARTMENT

Notification

The 18th December, 2014

No. 8/3/2008-3P1g.—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 Economic and Statistical Analysis Department (Group C) Service Rules, 2013, namely:—

1. These rules may be called the Haryana Economic and Statistical Analysis Department (Group C) Service (Amendment) Rules, 2014.

2. In the Haryana Economic and Statistical Analysis Department (Group C) Service Rules, 2013, in Appendix B, under columns 1, 2, 3 and 4, for serial number 11 and entries there against, the following serial number and entries there against shall be substituted, namely:—

1	2	3	4
"11	Driver	(i) Matric; (ii) should have a 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;	By Promotion:— (i) Matric; (ii) should have a light vehicle valid driving Licence, at least three years old; (iii) three years experience as Class III/IV posts. (iv) Hindi/Sanskrit upto Matric standard or higher Education; (v) should have passed the driving test conducted the department; (v) should not be colour blind; (vii) should not be more than fifty years age; By transfer/deputation:— (i) Matric; (ii) should have a light vehicle valid driving licence, at least three years old; (iii) three years experience as light vehicle driver; (iv) Hindi/Sanskrit upto Matric standard or higher education; (v) should not be colour blind; (vi) should not be more than fifty years of age;"

P. K. DAS,
Principal Secretary to Government Haryana,
Planning Department.