

[Authorised English Translation]

HARYANA GOVERNMENT
ENVIRONMENT DEPARTMENT

Notification

The 24th April, 1998

No. GSR.133/Const/Amd/309/98.—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 service of persons appointed to the Haryana Environment Department (Group C) Service, namely :—

PART I—GENERAL

1. Short title and Commencement.

(1) These rules may be called the Haryana Environment Department (Group C) Service Rules, 1998.

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

2. Definitions.

In these rules, unless the context otherwise requires,—

- (a) "Commission" means the Staff Selection Commission, Haryana;
- (b) "direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the Service of the Government of India or any State Government;
- (c) "Director" means the Director, Environment Department, Haryana;
- (d) "Government" means the Haryana Government in the Administrative Department;
- (e) "Institution" means—
 - (i) any institution established by law in force in the State of Haryana; or
 - (ii) any other institution recognised by the Government for the purpose of these rules;
- (f) "Recognised university" means,—
 - (i) any university incorporated by law in India; or
 - (ii) in the case of a degree, diploma or certificate obtained as a result of an examination held before the 15th August, 1947 the Punjab, Sind or Decca University; or

- (iii) any other University which is declared by the Government to be a recognised University for the purpose of these rules;
- (g) "Secretary" means the Secretary to Government, Haryana, Environment Department ;
- (h) "Service" means the Haryana Environment Department (Group C) Service.

PART II—RECRUITMENT TO SERVICE

3. Number and Character of posts.

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

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

4. Nationality, domicile and character of candidates appointed to Service.

(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 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 un-connected with his university, College, School or Institution.

5. Age:

No person shall be appointed to the post in the Service by direct recruitment who is less than seventeen years and more than 35 years of age on or before 1st day of the month next preceeding the last date of submissions of applications to the Commission.

6. Appointing Authority:

Appointment to the posts in the Service shall be made by the Director.

7. Qualifications:

No person shall be appointed to any post in the Service unless he is in possession of qualification 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 appointment other than by direct recruitment:

Provided that in the case of direct recruitment the qualifications regarding experience shall be relaxable to the extent of 50% at the discretion of the Commission in the case of sufficient number of candidates belonging to Scheduled Castes, Backward Classes, other Backward Classes, Ex-Servicemen and Physically Handicapped categories, possessing the requisite experience, are not available to fill up the vacancies reserved for them, after recording reason for so doing in writing

8. Disqualification:

No person —

- (a) who has entered into or contracted a marriage with a person having a spouse living ; or
- (b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the service :

Provided that the Government may, if satisfied, that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

9. Methods of recruitment:

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

(a) in the case of Senior Scientific Assistant —

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

(b) in the case of Junior Scientific Assistants :--

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

(c) 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 Government or the Government of India ;

(d) in the case of Assistant, --

- (i) by Promotion from amongst the Clerk, Clerk-cum-Typist of Ahlmads, or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

(e) in the case of Reader, --

- (i) by promotion from amongst the Clerk, Clerk-cum-Typist or Ahlmad ; or
- (ii) by transfer or deputation of an official already in service of any State Government or Government of India ;

(f) in the case of Accountant-cum-Cashier, --

- (i) by promotion from amongst the Clerk, Clerk-cum-Typist or Ahlmad ; or
- (ii) by transfer or deputation of an official already in service of any State Government or the Government of India ;

(g) in the case of Civil Nazir, --

- (i) by promotion from amongst the Clerk, Clerk-cum-Typist or Ahlmad ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

(h) in the case of Senior Scale Stenographer, --

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

- (i) in the case of Translator,--
- (i) by direct recruitment ; or
 - (ii) by transfer or deputation of an official already in service of any State Government or the Government of India ;
- (j) in the case of Laboratory Assistant,--
- (i) by direct recruitment ; or
 - (ii) by transfer or deputation of an official already in service of any State Government or the Government of India ;
- (k) in the case of Clerks,--
- (i) 20% by promotion from amongst (Group C) or (Group D) employees whose scales are equal or less and whose responsibility is less than that of a Clerk ; 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 ;
- (l) in the case of Clerk-cum-Typist :
- (i) 20% by promotion from amongst (Group C) or (Group D) employees whose scales of pay are equal or less and whose responsibility is less than that of a Clerk-cum-Typist ; 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 ;
- (m) in the case of Ahlad,--
- (i) 20% by promotion from amongst the (Group C) or (Group D) employees whose scales of pay are equal or less and whose responsibility is less than that of a Clerk ; and
 - (ii) 80% by direct recruitment ; or
 - (iii) by transfer or deputation of any official already in the service of any State Government or the Government of India ;
- (n) in the case of Driver,--
- (i) by direct recruitment ; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (o) in the case of Laboratory Attendant,--
- (i) by direct recruitment ; or

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

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

(3) Unless otherwise provided, when any vacancy occurs or is about to occur in the service, the appointing authority shall determine in what manner such vacancy shall be filled in.

Probation :

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

Provided that,—

- (a) any period, after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation ;
- (b) any period of work in equivalent or higher rank, prior to appointment to any post in the Service, may, in the case of an appointment by transfer at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule ; and
- (c) any period of officiating appointment shall be reckoned as period spent on probation but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.

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

- (a) if such person is appointed by direct recruitment, dispense with his services ; and
- (b) if such person is appointed otherwise than by direct recruitment—
 - (i) revert him to his former post ; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

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

- (a) if his work or conduct has in its opinion been satisfactory,—
 - (i) confirm such person from the date of his appointment if appointed against a permanent vacancy ; or
 - (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ; or
 - (iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy ; or

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(b) if his work or conduct has, in its opinion been not satisfactory,—

- (i) dispense with his service, if appointed by direct recruitment, if appointed otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment permit ;
or
- (ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation :

Provided that the total period of probation including extension, if any, shall not exceed three years.

Seniority.

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

Provided that where there are different cadres in the Service, the seniority shall be determined separately for each cadre :

Provided further that in the case of a member appointed by direct recruitment, the order of merit determined by the Commission, shall not be disturbed in fixing the seniority :

Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows :—

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer ;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer ;
- (c) in the case of a member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and
- (d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to member, who has 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 elder member shall be senior to the younger member.

Liability to serve.

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

(2) A member of the Service may also be deputed to serve as 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, Municipal Corporation or a local authority or university within the State of Haryana : or

- (ii) the Central Government or a Company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government ; or
- (iii) any other State Government, an international organisation, an autonomous body not controlled by the Government or a private body :

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

Pay, leave, pension or other matter.

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 rule and regulations as may have been, or may hereafter be, adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

Discipline, Penalties and Appeals.

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

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India, be such as are specified in Appendix C to these rules.

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

Vaccination.

15. Every member of the Service shall get himself vaccinated and revaccinated as and when the Government so direct by a special or general order.

Oath of allegiance.

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

Power of relaxation.

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.

Special provisions.

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. Nothing contained in these rules shall affect reservation and other concessions required to be provided for Scheduled Castes, Backward Classes, Other Backward Classes, Ex-Servicemen and Physically Handicapped persons or any other class or categories of

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persons in accordance with the orders issued by the State Government in this regard, from time to time :

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

Repeal and Savings.

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

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.

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APPENDIX A

(See rule 3)

Number of Posts

Serial Number	Designation of pos's	Perma- nent	Tempo- rary	Total	Scale of pay
1	2	3	4	5	6
1	Senior Scientific Assistant	..	1	1	Rs. 2000-60-2300-75-2900 -EB-100-3500
2	Junior Scientific Assistant	..	2	2	1640-60-2600-EB-75- 2900
3	Personal Assistant	..	1	1	1640-60-2500-EB-75- 2900+150 Special Pay
4	Assistant	..	1	1	1400-40-1600-50-2300- EB-60-2500
5	Reader	..	2	2	1400-40-1600-50- 2300-EB-60-2600
6	Accountant-cum-Cashier	..	1	1	1400-40-1600-50-2300 -EB-60-2600
7	Civil Nazir	..	1	1	1400-40-1600-50-2300 EB-60-2600
8	Senior Scale Stenographer	..	4	4	1400-40-1600-50-2300 -EB-60-2600
9	Translator	..	2	2	1400-40-1600-50-2300- EB-60-2500
10	Laboratory Assistant	..	2	2	1400-40-1600-50-2300- EB-60-2600
11	Clerk	..	3	3	950-20-1150-EB-25 1500
12	Clerk-cum-Typist	..	2	2	950-20-1150-EB-25- 1500
13	Ahland	..	2	2	950-20-1150-EB-25- 1500
14	Driver	..	4	4	1200-30-1560-EB-2040- 200 Special Pay
15	Laboratory Attendant	..	3	3	950-20-1150-EB-25- 1500

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APPENDIX B

(See rule 7)

Serial Number	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	Senior Scientific Assistant	(1) M.Sc. Hnd. Class, Chemistry/Bio-Chemistry with one year experience in a laboratory engaged in environmental investigation, testing or analysis (2) Hindi upto Matric standard.	By Promotion : Five years experience as Junior Scientific Assistant By transfer or deputation - (i) M.Sc. Chemistry/Bio-chemistry with five years experience in a laboratory engaged in environmental investigation, testing or analysis. (ii) Hindi upto Matric Standard.
2	Junior Scientific Assistant	M.Sc. Chemistry/Bio-Chemistry or B.Sc. 1st Class with one year experience in a Laboratory engaged in environmental investigation, testing or analysis.	By promotion - Three years experience as Laboratory Assistant By transfer or deputation --- (i) M.Sc. Chemistry/Bio-chemistry or B.Sc. 1st Class with one year experience in a laboratory engaged in environmental investigation, testing or analysis; (ii) Hindi upto Matric Standard;
3	Personal Assistant	---	(i) Five years experience as Senior Scale Stenographer;
4	Assistant	---	(ii) Hindi upto Matric Standard. (i) Five years experience as Clerk, Clerk-cum-typist or Ahlamad;

1	2	3	4
			(ii) Hindi upto Matric Standard.
5	Reader	---	(i) Five years experience as Clerk, Clerk-cum-typist or Ahlamad; (ii) Hindi upto Matric Standard.
6	Accountant-cum-cashier	---	(i) Five years experience as Clerk, Clerk-cum-typist, Ahlamad; (ii) Hindi upto Matric Standard.
7	Civil Nazir	---	(i) Five years experience as Clerk, Clerk-cum-typist or Ahlamad; (ii) Hindi upto Matric Standard.
8	Senior Scale Stenographer	<p>(1) Matric 1st Division/ Higher Secondary IInd Division/Intermediate IInd Division/10+2 (Vocation) IInd Division or Graduate; (For Ex-servicemen Matric only)</p> <p>(2) Knowledge of Hindi upto Matric Standard</p> <p>(3) English shorthand at a speed of 100 words per minute and transcription thereof 20 words per minute.</p> <p>(4) Hindi shorthand at a speed of 80 words per minute and transcription thereof 15 words per minute.</p>	<p>By Promotion:</p> <p>(i) five years experience as clerk or Clerk-cum-Typist ;</p> <p>(ii)(a) shall have to pass a test in English shorthand at a speed of 100 words per minute and transcription thereof 20 words per minute.</p> <p>(b) shall have to pass a test in Hindi shorthand at a speed of 80 words per minute and transcription thereof 15 words per minute.</p> <p>— By transfer or deputa/ton—</p> <p>(i) (a) Matric 1st Division/ 10+2 IInd Division or Graduate;</p>

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(b) knowledge of Hindi upto Matric Standard;

(c) shall have to pass a test in English shorthand at a speed of 100 words per minute and transcription thereof 20 words per minute.

(i) Hindi shorthand at a speed of 80 words per minute and transcription thereof 15 words per minute;

(ii) five years experience as Steno-typist or three years experience as Junior Scale Stenographer.

By transfer or deputation--

9 Translator

- (1) Graduate with 55% marks; (i) Five years experience as Clerk, Clerk-cum-typist;
(2) Knowledge of Hindi upto Matric Standard; (ii) Hindi upto Matric Standard.
(3) Can read and write Urdu.

By transfer or by deputation--

10 Laboratory Assistant

- (1) B.Sc. IInd Class with Chemistry as one of the subject; (i) B.Sc. IInd Class with Chemistry as one of the subject;
(2) Knowledge of Hindi upto Matric Standard. (ii) Hindi upto Matric Standard.

11 Clerks

- (1) Matric Ist Division/ Higher Secondary IInd Division/ Intermediate IInd Division/10+2 (Vocational) IInd Division/Graduate; (i) Matric with Hindi;
(2) Hindi or English typing speed 25 or 30 words per minute respectively; (ii) Five years experience as (Group C) or (Group D) employees;
(3) Hindi upto Matric Standard. (iii) Should qualify the written test in Hindi and English of Matric level to be held by Director.
(iv) Departmental type test or Hindi or English at the speed of 25 or 30 words per minute respectively within a period

12 Clerk-cum-Typist	(1) Matric Ist Division/ Intermediate/10+2 Hind division/Graduate; (2) Hindi upto Matric Standard; (3) Typing speed Hindi or English 25 or 30 words per minute respectively.	of one year from the date of appointment, failing which no annual increment will be allow- ed. (i) Matric with Hindi. (ii) Five years experience as (Group C) or (Group D) employees; (iii) Departmental type test of Hindi or English at the speed of 25 or 30 words per minute res- pectively within a period of one year from the date of appointment, failing which no annual increment will be allow- ed; (iv) Should qualify the writ- ten test in Hindi and English of Matric level to be held by the Direc- tor.
13 Ahlamad	(1) Matric Ist Divison or 10+2 Hind Division or Graduate; (2) Hindi upto Matric Stan- dard.	(i) Matric with Hindi; (ii) Five years experience as (Group C) and (Group D) employees, (iii) Should qualify the writ- ten test in Hindi and English of Matric level to be held by the Director.
14 Driver	(1) Middle; (2) Having Light Trans- port Vehicle Licence; (3) Can write and read Hindi; (4) Three years ex- perience of Driving.	(i) Three years experience of dri- ving Light Transport Vehicle; (ii) Possesses a licence of Light Transport Vehicle Transport Vehicle; (iii) Can read and write Hindi.
15 Laboratory Attendant	(1) Matric with Science (Physics and Chemistry); (2) Knowledge of Hindi upto Matric Standard.	(i) Three years experience as (Group D) employees; (ii) Matric with Science (Physics- and Chemistry); (iii) Knowledge of Hindi upto Matric Standard.

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APPENDIX C

[See rule-14(1)]

Serial No.	Designation of posts	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate Authority	Second and final appellate authority if any
1	2	3	4	5	6	7
1	Senior Scientific Assistant	Director	1. Minor penalties: --	Director	Secretary	Government
			(i) warning with a copy in the personal file (Character roll) ;			
2	Junior Scientific Assistant		(ii) Censure ;			
3	Personal Assistant		(iii) Withholding of promotion;			
4	Assistant		(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders to the Central Government or a State] Government or to a company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or university set up by an Act of parliament or of the Legislature of a State ;			
5	Reader					
6	Accountant-cum-Cashier					
7	Civil Nazir					
8	Senior Scale Stenographer					
9	Translator					
10	Laboratory Assistant		(v) withholding of increments without cumulative effect;			
11	Clerks		2. Major penalties:--			
12	Clerk-cum-Typist		(vi) withholding of increments with cumulative effect ;			
13	Ahlmad		(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			
14	Drivers					
15	Laboratory Attendant					

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 :

- (viii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service ;
- (ix) compulsory retirement ;
- (x) removal from service which shall not be a disqualification for future employment under the Government ;
- (xi) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.

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APPENDIX D

[See rule-14(2)]

Serial No.	Designation of posts	Nature of Order	Authority empowered to make the order	Appellate Authority	Second and final appellate authority, if any
1	2	3	4	5	6
1	Senior Scientific Assistant	(i) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension;	Director	Secretary	Government
2	Junior Scientific Assistant				
3	Personal Assistant				
4	Asslstant	(ii) terminating the appointment otherwise then on his attaining the age fixed for superannuation.			
5	Reader				
6	Accountant-cum-Cashier				
7	Civil Nazir				
8	Senior Scale Stenographer				
9	Translator				
10	Laboratory Assistant				
11	Clerk				
12	Clerk-cum-Typist				
13	Ahlmad				
14	Driver				
15	Laboratory Attendant				

M. L. TAYAL,

Commissioner and Secretary to Government,
Haryana, Environment Department.

HARYANA GOVERNMENT
ENVIRONMENT DEPARTMENT

Notification

The 8th November, 2013

No. 2/28/2013-1Env.—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 Environment Department (Group C) Service rules, 1998 namely :—

1. These rules may be called the Haryana Environment Department (Group C) Services (Amendment) Rules, 2013.

2. (i) In the Haryana Environment Department (Group C) Service Rule, 1998. (hereinafter called the said rules). in rule 9th sub-rule (1), clause (e) shall be omitted.

(ii) the words "Clerk-cum-typist" wherever occurring shall be omitted.

3. In the said 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 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)."

4. In the said rules, in Appendix A,—

- (i) against serial number 11, under columns 4 and 5, for the existing entries, the following entries shall be substituted, namely :—

4	5
5	5

- (ii) entries serial number 12 shall be omitted.

5. In the said rules, in Appendix B,—

- (i) against serial number 8, under columns 3, for the existing item (1), the following item shall be substituted, namely :—

"(i) 10+2 or Graduate."

(For ex-servicemen 10+2 only);

- (ii) against serial number 11,—

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

(1) 10+2/Graduate;

(2) Omitted in view of rule 9A;

(3) Hindi upto Matric standard.

- (b) under column 4, for the existing items, the following items shall be substituted, namely :—

(i) 10+2;

(ii) Hindi upto Matric Standard five years experience as Group C or Group D employees;

(iii) Should qualify the written test in Hindi and English of 10+2 level to be held by Director;

(iv) Omitted in view of rule 9A."

- (c) Entries against serial number 12 shall be omitted.

6. In the said rules, in Appendix C and D, under Column 2, entries against serial number 12, shall be omitted.

DR. MAHAVIR SINGH,

Principal Secretary to Government Haryana,

Environment Department.

हरियाणा सरकार

पर्यावरण विभाग

अधिसूचना

दिनांक 8 नवम्बर, 2013

संख्या 2/28/2013-1पर्या०.—भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा पर्यावरण विभाग (ग्रुप ग) सेवा नियम, 1998, को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :—

1. ये नियम हरियाणा पर्यावरण विभाग (ग्रुप ग) सेवा संशोधन नियम, 2013, कहा जा सकता है।
2. हरियाणा पर्यावरण विभाग (ग्रुप ग) सेवा नियम, 1998 (जिन्हें, इसमें, इसके बाद, उक्त नियम कहा गया है) में,—

(I) नियम 9 में-उप नियम (1) में,—

- (i) "लिपिक-एवं-टाईपिस्ट" चिह्न तथा शब्दों जहां कहीं भी आएँ, का लोप कर दिया जाएगा; तथा
- (ii) खण्ड (ठ) का लोप कर दिया जाएगा।

(II) नियम 9 के बाद, निम्नलिखित नियम रखा जाएगा, अर्थात् :—

"9क.—(1) टंकण परीक्षा, लिपिकों, आशुटंककों, 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, आशुटंककों, कनिष्ठ वेतनमान आशुलिपिकों और वरिष्ठ वेतनमान आशुलिपिकों को अर्हक करनी होगी। वर्तमान लिपिक जो ग्रुप घ तथा रैस्टोरर 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। आशुटंककों, कनिष्ठ वेतनमान आशुलिपिकों और वरिष्ठ वेतनमान आशुलिपिकों को भी सेवा नियमों में 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। ग्रुप 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 आशुटंकक 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 एजेन्सी 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 अप्रीशिएशन 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 एजेन्सी 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 अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) के लिए पाठ्यक्रम में केवल वर्ड प्रोसेसिंग, 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 अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) देने से छूट दी जाती है :—

- (i) एम०टेक०/बी०टेक० (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 (ए०एल०सी०जे०) 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 अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) को हार्द्वोन द्वारा या सरकार द्वारा प्राधिकृत किसी अन्य एजेन्सी 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, पॅरेल्डिसिस ऑफ रेड्यल (रेड्यल नॅच पॉ:लूजि) दोनों में से कोई एक ऊपरी अंग। नॅक्स सिस्टम को प्रभावित करने वाला डेक्लिनेशन डिजेनॅरॅटिव डिस्ऑ:डॅजें 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 क में,—

- (i) क्रम संख्या 11 के सामने, खाना 4 तथा 5 के नीचे, विद्यमान प्रविष्टियों के स्थान पर, निम्नलिखित प्रविष्टियां प्रतिस्थापित की जाएंगी, अर्थात् :—

4	5
“5	5”;

- (ii) क्रम संख्या 12 तथा उसके सामने विद्यमान प्रविष्टियों का लोप कर दिया जाएगा।

4. उक्त नियमों में, परिशिष्ट ख में,—

- (i) क्रम संख्या 8 के सामने, खाना 3 के नीचे, विद्यमान मद (i) के स्थान पर, निम्नलिखित मद प्रतिस्थापित की जाएगी, अर्थात् :—

“(i) 10+2 अथवा स्नातक
(भूतपूर्व सैनिकों के लिए केवल 10+2);

- (ii) क्रम संख्या 11 के सामने,—

- (क) खाना 3 के नीचे, विद्यमान मदों के स्थान पर, निम्नलिखित मद प्रतिस्थापित की जाएंगी, अर्थात् :—

“(i) 10+2/स्नातक;

(ii) नियम 9क के दृष्टिगत लोप कर दिया गया है;

(iii) मैट्रिक स्तर तक हिन्दी का ज्ञान।”;

- (ख) खाना 4 के नीचे, विद्यमान मदों के स्थान पर, निम्नलिखित मद प्रतिस्थापित की जाएंगी, अर्थात् :—

“(i) 10+2;

(ii) मैट्रिक स्तर पर हिन्दी और ग्रुप ग या घ कर्मचारी के रूप में पांच वर्ष का अनुभव;

(iii) निदेशक द्वारा ली जाने वाली 10+2 स्तर की हिन्दी और अंग्रेजी में लिखित परीक्षा पास करनी होगी;

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

- (iii) क्रम संख्या 12 के सामने विद्यमान प्रविष्टियों का लोप कर दिया गया जाएगा।

5. उक्त नियमों में, परिशिष्ट ग तथा घ में, खाना 2 के नीचे, क्रम संख्या 12 के सामने विद्यमान प्रविष्टि का लोप कर दिया जाएगा।

डॉ० महावीर सिंह,
प्रधान सचिव, हरियाणा सरकार,
पर्यावरण विभाग।