

HARYANA GOVT. GAZ. DEC. 17, 1996  
(AGHN. 26,1918 SAKA)  
(Authorised English Translation)

**HARYANA GOVERNMENT**  
**CIVIL AVIATION DEPARTMENT**

Notification

The 5<sup>th</sup> December, 1996

No. GSR 105/Const/Art,309/105- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Civil Aviation (Group-C) Service, namely:-

**PART I- GENERAL**

- |              |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| Short title  | 1 | These rules may be called the Haryana Civil Aviation (Group-C) Service Rules, 1996.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Definitions. | 2 | <p>In these rules, unless the context otherwise requires:-</p> <ul style="list-style-type: none"><li>(a) “Adviser” means Adviser, Civil Aviation, Haryana;</li><li>(b) “Board” means the Subordinate Service Selection Board, Haryana</li><li>(c) “Direct recruitment” means as appointment made otherwise than by promotion from within the service or by transfer of any official already in the service of the Government of India or any State Government;</li><li>(d) “Government” means the Government of Haryana in Administrative Department;</li><li>(e) “institution” means,-<ul style="list-style-type: none"><li>(i) any institution established by law in force in the State of Haryana; or</li><li>ii) any other institution recognised by the Government for the purpose of these rules;</li></ul></li><li>(f) “recognised university” means,-<ul style="list-style-type: none"><li>i) any university incorporated by law in India ; or</li><li>(ii) in the case of a 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</li><li>(iii) any other university which is declared by the Government to be a recognized University for the purpose of these rules; and</li></ul></li><li>(g) “Service” means the Haryana Civil Aviation (Group C) service.</li></ul> |

## PART II- RECRUITMENT TO SERVICE

Number character of posts. 3		The service shall comprise the posts shown in Appendix A to these rules:  Provided that nothing in these rules shall affect the inherent right of the Government to make additions to, or reductions in the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.
Nationality, domicile character of candidates of appointed to Service.	4	<div> <div>1</div> <div>           No person shall be appointed to any post in the service, unless he is, -           <div> <div>(a) a citizen of India; or</div> <div>(b) a subject of Nepal; or</div> <div>(c) a subject of Bhutan ; or</div> <div>(d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India; or</div> <div>(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania(formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India:</div> </div> </div> <div>           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.         </div> <div> <div>2</div> <div>           A person in whose case a certificate of eligibility in 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.         </div> </div> <div> <div>3</div> <div>           No person shall be appointed to any post in the Service by direct recruitment, unless he produces a certificate of character           <div>             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 this relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.           </div> </div> </div> </div>

Age 5 No person shall be appointed to any post in the Service by direct recruitment who is less than 18 years or more than 42 years of age on or before the 1st day of month next preceding the last date of submission of application to Board.

Appointment authority, 6 Appointment to any posts in the service shall be made by the Director .

Qualifications 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 the case of appointment by direct recruitment, the qualifications 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, categories, possessing the requisite experience, are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing.

Disqualifications 8 No person,-  
(a) Who has entered into or contracted a marriage with a person having a spouse living; or  
(b) Who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the Service.

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

Method of recruitment 9 (I) Recruitment to the Service shall be made-

### **MINISTERIAL CADRE**

(a) In case of Deputy Superintendent and Head Assistant (Accounts),-

- (i) by promotion from amongst Assistant, Accountant, Senior Scale Stenographer; or
- (ii) by transfer or deputation of an official already in the service of any State Government or Government of India.

(b) in case of Accountant and Assistant,-

- (i) by promotion from amongst, Junior Scale Stenographers, Steno-Typists, Clerks; or

- (ii) by transfer or deputation of an official already in the service of any State Government or Government of India;
- (c) In case of Senior Scale Stenographer,-
  - (i) by promotion from amongst Junior Scale Stenographer; or
  - (ii) by direct recruitment; or
  - (iii) by transfer, or deputation of an official already in the service of any State Government or Government of India.
- (d) in case of Junior Scale Stenographer;-
  - (i) by promotion from amongst Steno typist; or
  - (ii) by direct recruitment; or
  - (iii) by transfer, or deputation of an official already in the service of any State Government or Government of India
- (e) in case of Driver,-
  - (i) by promotion from amongst Daftri, Jamadar, Peons, Chowkidar-cum-Mali, Chowkidar-cum-Mali-cum-Sweeper and Helper; or
  - (ii) by direct recruitment; or
  - (iii) by transfer or deputation of an official already in the service of any State Government or Government of India.
- (f) in case of Steno-typist;-
  - (i) by promotion from amongst Clerks; or
  - (ii) by direct recruitment; or
  - (iii) by transfer, or deputation of an official already in the service of any State Government or Government of India.
- (g) in case of Clerks,-
  - (i) 20% by promotion from amongst Daftri, Jamadar, Peons, Chowkidar-cum-Mali, Chowkidar-cum-Mali-cum-Sweeper, Mali-cum-Chowkidar; or
  - (ii) 80% by direct recruitment; or
  - (iii) by transfer or deputation of an official already in the service of any State Government or Government of India.

(h) In case of Clerk,-

- (i) 20% by promotion from amongst Daftri, Jamadar, Peons, Chowkidar-cum-Mali, Chowkidar-cum-Mali-cum-Sweeper, Mali-cum-Chowkidar; or
- (ii) 80% by direct recruitment; or
- (iii) by transfer or deputation of an official already in the service of any State Government or Government of India.

### **TECHNICAL CADRE**

(a) in case of Senior Mechanic,-

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

(b) in case of Senior Mechanic(Electronics),-

- (i) by direct recruitment; or
- (ii) by transfer, or deputation of an official already in the service of any State Government or Government of India.

(c) in case of Senior Store-Keeper,-

- (i) by promotion from amongst Store-Keeper/Store man: or
- (ii) by direct recruitment; or
- (iii) by transfer or deputation of an official already in the service of any State Government or Government of India.

(d) in case of Junior Mechanic,-

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

(e) in case of Store-Keeper/Storeman,-

- (i) by promotion from amongst Helpers; or

(ii) by direct recruitment; or

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

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

Probation

0 (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 deputations 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 any appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule; and

(c) Any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed unless he is appointed against a permanent vacancy.

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

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

(b) if such persons 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 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 satisfactory, if there is no permanent vacancy; or
- (b) If his work or conduct has , in its opinion, been not satisfactory;
- (i) Dispense with his service, if appointed by direct recruitment, if appointed otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of previous appointment permit; or
  - (ii) Extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation:

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

Seniority.                    1      Seniority, inter se of members of the services, shall be determined by the length of continuous Service on any post in the Service:

Provided that in Technical and Ministerial cadres the seniority shall be determined separately for each cadres:

Provided further that in the case of members appointed by direct recruitment the order of merit determined by the Board 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 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 in the appointments and if the length of such service is also the same, the older member shall be senior to the younger member.

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

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

- (i) a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a Municipal Corporation or a local Authority or university within the State of Haryana;
- (ii) the Central Government or a company, an association, or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government; or
- (iii) any other State Government, an international organisation, an autonomous body not controlled by the 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.

Pay, leave Pension and other matters.	13 In respect of pay, leave, pension and all other matters not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State legislature.
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Discipline, penalties and appeals	14. (1) In matters relating to discipline, penalties and appeals member of the service shall be governed by the Haryana Civil Service (Punishment and Appeals) Rules, 1987, as amended from time to time:
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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 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 directs by a special or general order.
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Oath allegiance.	of 16. Every member of the Service, unless he has already done so, shall required to take the oath of allegiance to India and to the Constitution of
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India as by law established.

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| 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.                                                                                                                                                     |
| Reservations.       | 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 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.

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| 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: |
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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)

Sr. No	Designation of posts	Number of posts			Scale of pay
		Perma-Nent	Tem-Porary	Total	
1	2	3	4	5	6

MINISTERIAL CADRE

1	Deputy Superintendent	1		1	5500-175-8300-EB-175-9000
2	Head Assistant(Accounts)	1		1	5500-175-8300-EB-175-9000
3	Accountant	1	1	2	5000-150-7100-EB-150-7850
4	Assistant	4		4	5000-150-7100-EB-150-7850
5	Senior Scale Stenographer	1		1	5000-150-7100-EB-150-7850
6	Junior Scale Stenographer	1		1	4000-100-4800-EB-100-6000
7	Driver	2	1	3	4000-100-4800-EB-100-6000+Spl 200
8	Steno-typist	1		1	3050-75-3950-EB-80-4590+Spl 100
9	Clerk	2		2	3050-75-3950-EB-80-4590
10	Clerk (computer qualified)		1	1	3050-75-3950-EB-80-4590

TECHNICAL CADRE

1	Senior Mechanic	2		2	5000-150-7100-EB-150-7850
2	Senior Mechanic(Electronics)		1	1	5000-150-7100-EB-150-7850
3	Senior Store-Keeper	1		1	5000-150-7100-EB-150-7850
4	Junior Mechanic	2	3	5	4000-100-4800-EB-100-6000
5	Store-Keeper	1		1	3050-75-3950-EB-80-4590
6	Storeman	1		1	3050-75-3950-EB-80-4590

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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

**MINISTERIAL CADRE**

1	Deputy Superintendent	--	(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;  (ii) Knowledge of Hindi/Sanskrit up to Matric standard;  (iii) Five years experience as Assistant/Accountant/Senior Scale Stenographer;  Senior Scale Stenographer should have performed 1/3 duties as an Assistant in addition to his own duties for a period of 2 years.
2	Head Assistant (Accounts)	--	(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;  (ii) Knowledge of Hindi/Sanskrit up to Matric standard;  (iii) Five years experience as Assistant/Accountant/Senior Scale Stenographer;  Senior Scale Stenographer should have performed 1/3 duties as an Assistant in addition to his own duties for a period of 2 years.
3	Accountant	--	(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;  (ii) Knowledge of Hindi/Sanskrit up to Matric standard;  (iii) Five years experience as Junior Scale Stenographer, Steno-typist, Clerk, Clerk;

			Junior Scale Stenographer/Stenotypist should have performed 1/3 duties as Clerk in addition to his own duties for a period of 2 years.
4	Assistant	--	<p>(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;</p> <p>(ii) Knowledge of Hindi/Sanskrit up to Matric standard;</p> <p>(iii) Five years experience as Junior Scale Stenographer, Steno-typist, Clerk, Clerk;</p> <p>Junior Scale Stenographer/Stenotypist should have performed 1/3 duties as Clerk in addition to his own duties for a period of 2 years.</p>
5	Senior Scale Stenographer	<p>(i) Matric/Higher Secondary or its equivalent/ 10+2 (Vocational) ;</p> <p>(ii) Knowledge of Hindi/ Sanskrit up to Matric standard;</p> <p>(iii) Proficiency of short-hand both in English and Hindi/Sanskrit at a speed of 100/80 words per minute and transcription thereof at a speed of 20/15 words per minute.</p> <p>(iv) Typing test is substituted with the State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of service. The State Eligibility Test in Computer Appreciation and Applications (SETC) shall be a part requisite condition/ qualification which all the newly recruited/ appointed Senior Scale Stenographer shall have to qualify. The Senior Scale Stenographer shall also have to qualify stenography test as prescribed in service rules.</p>	<p>(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;</p> <p>(ii) Knowledge of Hindi/Sanskrit up to Matric standard;</p> <p>(iii) Three years experience as Junior Scale Stenographer, Subject to passing of departmental test both in English and Hindi/Sanskrit shorthand at a speed of 100/80 words per minute and transcription thereof at a speed of 20/15 words per minute as conducted by the department.</p>

		<p>(v) Candidate shall have to qualify the State Eligibility Test within probation period of two years, extendable by one year in case of direct recruit.</p> <p>(vi) The candidate appointed 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 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.</p> <p>(vii) The Govt. of Haryana may authorizes the Haryana State Electronics Development Corporation Limited (HARTRON) or any other agency as prescribed by the Govt, as the authorized Agency for conducting the State Eligibility Test in Computer Appreciation and Applications (SETC), along with 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 fulfillment of the prescribed condition of the Service Rules.</p> <p>(viii) The syllabus for the State Eligibility Test in Computer Appreciation and</p>	
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		<p>Applications (SETC) would contain Word Processing Internet Browsing and E-mail management only.</p> <p>(ix) The following qualifications are exempted from taking the State Eligibility Test in Computer Appreciation and Applications (SETC):-</p> <p>(a) M. Tech/B. Tech (Computers), MCA, BCA or Diploma in Computers from the recognized institutions e.g. Polytechnics;</p> <p>(b) Basis Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics &amp; Information Technology (NIELIT) (erstwhile DOEACC Society);</p> <p>(c) Haryana State-Certificate in Information Technology (HS-CIT) from the Authorized Learning Centers (ALCs) of the HKCL;</p> <p>(d) 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</p> <p>(e) 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.</p>	
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6	Junior Scale Stenographer	<p>(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;</p> <p>(ii) Knowledge of Hindi/Sanskrit up to Matric standard;</p> <p>(iii) Proficiency of short-hand both in English and Hindi/Sanskrit at a speed of 100/64 words per minute and transcription thereof at a speed of 15/11 words per minute respectively.</p> <p>(x) Typing test is substituted with the State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of service. The State Eligibility Test in Computer Appreciation and Applications (SETC) shall be a part requisite condition/qualification which all the newly recruited/ appointed Senior Scale Stenographer shall have to qualify. The Senior Scale Stenographer shall also have to qualify stenography test as prescribed in service rules.</p> <p>(xi) Candidate shall have to qualify the State Eligibility Test within probation period of two years, extendable by one year in case of direct recruit.</p> <p>(xii) The candidate appointed 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 promoted to the post of Clerk and Steno Typist shall also qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within</p>	<p>(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;</p> <p>(ii) Knowledge of Hindi/Sanskrit up to Matric standard;</p> <p>(iii) Two years experience as Steno typist and who qualified the departmental test both in English and Hindi/Sanskrit shorthand at a speed of 80/64 words per minute and transcription thereof at a speed of 15/11 words per minute as conducted by the department.</p>
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		<p>the period of probation of one year extendable by one year, failing which he/ she will be reverted back.</p> <p>(xiii) The Govt. of Haryana may authorizes the Haryana State Electronics Development Corporation Limited (HARTRON) or any other agency as prescribed by the Govt, as the authorized Agency for conducting the State Eligibility Test in Computer Appreciation and Applications (SETC), along with 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 fulfillment of the prescribed condition of the Service Rules.</p> <p>(xiv) The syllabus for the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word Processing Internet Browsing and E-mail management only.</p> <p>(xv) The following qualifications are exempted from taking the State Eligibility Test in Computer Appreciation and Applications (SETC):-</p> <p>(a) M. Tech/B. Tech (Computers), MCA, BCA or Diploma in Computers from the recognized institutions e.g. Polytechnics;</p> <p>(b) Basis Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics &amp; Information Technology (NIELIT)</p>	
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		<p>(erstwhile DOEACC Society);</p> <p>(c) Haryana State-Certificate in Information Technology (HS-CIT) from the Authorized Learning Centers (ALCs) of the HKCL;</p> <p>(d) 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</p> <p>(iv) (e) 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.</p>	
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7	Driver	<p>(i) Matric</p> <p>(ii) Should have a light and heavy vehicle valid driving License, at least three years old;</p> <p>(iii) Should have passed the driving test conducted by the Haryana Staff Selection Commission;</p> <p>(iv) He should not be color blind;</p> <p>(v) Hindi/ Sanskrit upto Matric/ Higher Education;</p>	<p>(i) Matric</p> <p>(ii) Should have a light and heavy vehicle valid driving License, at least three years old;</p> <p>(iii) Three Years experience on Class IV posts;</p> <p>(iv) Should have passed the driving test conducted by the department;</p> <p>(v) He should not be color blind;</p> <p>(vi) Hindi/ Sanskrit upto Matric/ Higher Education;</p> <p>(vii) He should not be more than 50 years in age.</p> <p><b>By Transfer/Deputation:-</b></p> <p>(i) Matric</p> <p>(ii) Should have a light and heavy vehicle valid driving License, at least three years old;</p> <p>(iii) Should have passed the driving test conducted by the Haryana Staff Selection Commission;</p> <p>(iv) He should not be color blind;</p> <p>(v) Hindi/ Sanskrit upto Matric/ Higher Education;</p> <p>(vi) He should not be more than 50 years in age.</p>
8	Steno-typist	<p>(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;</p> <p>(ii) Knowledge of Hindi/Sanskrit up to Matric standard;</p> <p>(iii) Proficiency of shorthand in English or Hindi/Sanskrit at a speed of 80/64 words per minute and transcription thereof at a speed of 15/11 words per minute respectively.</p> <p>(xvi) Typing test is substituted with the State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of service. The State Eligibility Test in Computer Appreciation and Applications (SETC) shall be a part requisite condition/qualification which all the newly recruited/ appointed Senior Scale Stenographer</p>	<p>(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;</p> <p>(ii) Knowledge of Hindi/Sanskrit up to Matric standard;</p> <p>(iii) Two years experience as Clerk who qualified departmental test in English or Hindi/Sanskrit shorthand at a speed of 80/64 words per minute and transcription thereof at a speed of 15/11 words per minute respectively as conducted by the department.</p>

		<p>shall have to qualify. The Senior Scale Stenographer shall also have to qualify stenography test as prescribed in service rules.</p> <p>(xvii) Candidate shall have to qualify the State Eligibility Test within probation period of two years, extendable by one year in case of direct recruit.</p> <p>(xviii) The candidate appointed 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 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.</p> <p>(xix) The Govt. of Haryana may authorizes the Haryana State Electronics Development Corporation Limited (HARTRON) or any other agency as prescribed by the Govt, as the authorized Agency for conducting the State Eligibility Test in Computer Appreciation and Applications (SETC), along with 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 fulfillment of the prescribed condition of the Service</p>	
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		<p>Rules.</p> <p>(xx) The syllabus for the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word Processing Internet Browsing and E-mail management only.</p> <p>(xxi) The following qualifications are exempted from taking the State Eligibility Test in Computer Appreciation and Applications (SETC):-</p> <p>(a) M. Tech/B. Tech (Computers), MCA, BCA or Diploma in Computers from the recognized institutions e.g. Polytechnics;</p> <p>(b) Basis Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics &amp; Information Technology (NIELIT) (erstwhile DOEACC Society);</p> <p>(c) Haryana State-Certificate in Information Technology (HS-CIT) from the Authorized Learning Centers (ALCs) of the HKCL;</p> <p>(d) 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</p> <p>(iv) (e) 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</p>	
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		which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped.	
9	Clerk	<p>(i) 10+2 or its equivalent;</p> <p>(ii) Knowledge of Hindi/Sanskrit/Sanskrit up to Matric standard;</p> <p>(iii) Typing speed of 30 words per minute in English and 25 words per minute in Hindi/Sanskrit converted with equivalent key depressions in both cases as the typing speed would be tested on computers.;</p> <p>(iv) 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</p>	<p>(i) 10+2 or its equivalent;</p> <p>(ii) Knowledge of Hindi/Sanskrit/Sanskrit up to Matric standard;</p> <p>(iii) Typing speed of 30 words per minute in English and 25 words per minute in Hindi/Sanskrit converted with equivalent key depressions in both cases as the typing speed would be tested on computers.;</p> <p>(iv) 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).</p> <p>(v) The candidate shall have to qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the</p>

		<p>test or the State Eligibility Test in Computer Appreciation and Application (SETC).</p> <p>(v) 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.</p> <p>(vi) The Govt. of Haryana may authorizes the Haryana State Electronics Development Corporation Limited (HARTRON) or any other agency as prescribed by the Govt, as the authorized Agency for conducting the State Eligibility Test in Computer Appreciation and Applications (SETC), along with a test in typing speed in accordance with the syllabus as the State Government may specify</p>	<p>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.</p> <p>(vi) The following qualifications are exempted from taking the State Eligibility Test in Computer Appreciation and Applications (SETC):-</p> <p>(i) M. Tech/B. Tech (Computers), MCA, BCA or Diploma in Computers from the recognized institutions e.g. Polytechnics;</p> <p>(ii) Basis Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics &amp; Information Technology (NIELIT) (erstwhile DOEACC Society);</p> <p>(iii) Haryana State-Certificate in Information Technology (HS-CIT) from the Authorized Learning Centers (ALCs) of the HKCL;</p> <p>(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.</p>
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		<p>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 fulfillment of the prescribed condition of the Service Rules.</p> <p>(vii) The following qualifications are exempted from taking the State Eligibility Test in Computer Appreciation and Applications (SETC):-</p> <p>(i) M. Tech/B. Tech (Computers), MCA, BCA or Diploma in Computers from the recognized institutions e.g. Polytechnics;</p> <p>(ii) Basis Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics &amp; Information Technology (NIELIT) (erstwhile DOEACC Society);</p> <p>(iii) Haryana State-Certificate in Information Technology (HS-CIT) from the Authorized Learning Centers (ALCs) of the HKCL;</p> <p>(iii) 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.</p>	<p>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</p> <p>(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.</p>
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10	Clerk	<p>(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;</p> <p>(ii) Knowledge of Hindi/Sanskrit up to Matric standard;</p> <p>(iii) Should have minimum one year working experience in handling accountsmatters .</p> <p>(iv) Knowledge of typing in Hindi/Sanskrit or English at a speed of 25/30 words per minute respectively.</p>	<p>(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;</p> <p>(ii) Knowledge of Hindi/Sanskrit up to Matric standard;</p> <p>(iii) Five years experience as Daftri Jamadar, Peon, Chowkidar-cum-Mali-cum-Sweeper, Mali-cum- Chowkidar.</p> <p>(iv) Annual increment will be released after qualifying the type tes in Hindi/Sanskrit or English at a speed of 25/30 words per minute respectively within one year of his promotion.</p>
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### TECHNICAL CADRE

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	Senior Mechanic	<p>(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;</p> <p>(ii) Knowledge of Hindi/ Sanskrit up to Matric standard;</p> <p>(iii) Successful completion of approved course in Aviation Maintenance Engineering with 5 years experience.</p>	<p>(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;</p> <p>(ii) Three experience as a Junior Mechanic.</p>
2	Senior Mechanic (Electronics)	<p>(i) 10+2 with Science ;</p> <p>(ii) Knowledge of Hindi/Sanskrit up to Matric standard;</p> <p>(iii) Industrial Training Institute 2yearsCertificate in Radio/Television/Electronics Trade;</p> <p>(iv) Minimum 3 years experience in Radio/Television Maintenance Organization; or Ex-Air force (Radio/Radar Trade) with 15 years experience; or Basic Aircraft Maintenance Engineer Course(Radio) from Director General of Civil Aviation Government of India, New Delhi with 2 years experience; or Work experience in Director</p>	<p>(i) 10+2 with Science ;</p> <p>(ii) Knowledge of Hindi/Sanskrit up to Matric standard;</p> <p>(iii) Industrial Training Institute 2yearsCertificate in Radio/Television/Electronics Trade;</p> <p>(iv) Minimum 3 years experience in Radio/Television Maintenance Organization; or Ex-Air force (Radio/Radar Trade) with 15 years experience; or Basic Aircraft Maintenance Engineer Course(Radio) from Director General of Civil Aviation Government of India, New Delhi with 2 years experience; or Work experience in Director</p>



		General of Civil Aviation approved Lab(Radio) Five years.	General of Civil Aviation approved Lab(Radio) Five years.
3	Store Keeper(Supervisor)	<p>(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;</p> <p>(ii) Knowledge of Hindi/Sanskrit up to Matric standard;</p> <p>(iii) Five years experience in maintaining Aviation Stores.</p>	<p>(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;</p> <p>(ii) Knowledge of Hindi/Sanskrit up to Matric standard;</p> <p>(iii) Five years experience on the post of Store-Keeper/Storeman.</p>
4	Junior Mechanic	<p>(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;</p> <p>(ii) Knowledge of Hindi/Sanskrit up to Matric standard;</p> <p>(iii) Successful completion of course in Aircraft Maintenance Engineer.</p>	<p>(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;</p> <p>(ii) 3 years experience in Aviation as Helper.</p>
5	Store-Keeper	<p>(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;</p> <p>(ii) Knowledge of Hindi/Sanskrit up to Matric standard;</p> <p>(iii) Two years experience in maintaining technical stores.</p>	<p>(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;</p> <p>(ii) 5 years experience as Helper.</p>
6	Store man	<p>(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;</p> <p>(ii) Knowledge of Hindi/Sanskrit up to Matric standard;</p> <p>(iii) Two years experience in maintaining technical stores</p>	<p>(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;</p> <p>(ii) 3 years experience in as Helper.</p>

**APPENDIX C**  
**{See rule 14 (1)}**

Sr. No .	Designation of Posts	Appointmen t Authority	Nature of Penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5	6
MINISTERIAL CADRE:		1. Minor Penalties			
1	Deputy Superintendent	Adviser	(i) Warning with a copy in the personal file (Character roll) ;	Adviser	Government
2.	Head Assistant (Accounts)		(ii) Censure ;		
3.	Accountant		(iii) withholding of promotions ;		
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 ; and		
5	Senior Scale Stenographer				
6	Junior Scale Stenographer				
7	Driver				
8	Steno-Typist				
9	Clerk				
10	Accounts Clerk		v) withholding of increments of pay without cumulative effect ;		
TECHNICAL CADRE		2. Major Penalties			
1	Senior Mechanic		(vi) withholding of increment of pay with cumulative effect ;		
2	Senior Mechanic (Electronics)		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 or his pay ;		
3	Senior Store-Keeper				
4	Junior Mechanic				
5	Store-keeper				
6	Storeman				

			<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 direction 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 ;</p> <p>(ix) compulsory retirement ;</p> <p>(x) removal from service which shall not be a disqualification or future employment under the government ;</p> <p>(xi) dismissal from Service which shall ordinarily be a disqualification for future employment under the government ;</p>		
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## APPENDIX D

{See rule 14 (2)}

Sr. 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
	MINISTERIAL CADRE				
1	Superintendent	(i) reduction or withholding the amount of ordinary or additional pension admissible under the rules governing pension ;  ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation	Government	-	-
2.	Head Assistant (Accounts)				
3.	Accountant				
4	Assistant				
5	Senior Scale Stenographer				
6	Junior Scale Stenographer				
7	Driver				
8	Steno-Typist				
9	Clerk				
10	Clerk				
	TECHNICAL CADRE				
1	Senior Mechanic				
2	Senior Mechanic (Electronics)				
3	Senior Store-Keeper				
4	Junior Mechanic				
5	Store-keeper				
6	Storeman				

*[Authorised English Translation]*

**HARYANA GOVERNMENT**

**CIVIL AVIATION DEPARTMENT**

**Notification**

The 28th January, 2014

**No. G.S.R. 13/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 to further amend the Haryana Civil Aviation, (Group C) Service Rules, 1996, namely :—

1. These rules may be called the Haryana Civil Aviation, (Group C) (Amendment) Service Rules, 2014.

2. In the Haryana Civil Aviation (Group C) Service Rules, 1996 (hereinafter called the said rules), for the words "Accounts Clerk" wherever occurring the word "Clerk" shall be substituted.

3. In the said rules, in rule 9, in sub-rule (1) under heading "Ministerial Cadre," clause (h) shall be omitted.

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

(3) The Government of Haryana may authorize 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), along with 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).".

5. In the said rules, in Appendix A, against serial number 9, under "Ministerial Cadre," under columns 3, 4 and 5, for the existing entries, the following entries shall be substituted, namely :—

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6	2	8".
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6. In the said rules, in Appendix B under Ministerial Cadre—

- (i) against serial number 5, under column 3, for existing item (i), the following item shall be substituted, namely :—

"(i) 10+2";

(II) against serial number 6, under column 3, for exiting item (i) the following item shall be substituted, namely :—

“(i) 10+2”;

(III) against serial number 8, under column 3, for exiting item (i) the following item shall be substituted, namely :—

“(i) 10+2”;

(IV) against serial number 9,—

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

“(i) 10+2;

(ii) Knowledge of Hindi upto Matric standard;

(iii) Omitted in view of rule 9A.”;

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

“(i) 10+2;

(ii) Knowledge of Hindi upto Matric standard;

(iii) 5 years experience as Daftri, Peon, Jamadar, Chowkidar-cum-Mali, Chowkidar-cum-Mali-cum-Sweeper and Mali-cum-Chowkidar;

(iv) Omitted in view of rule 9A;”

(V) entries against serial number 10 shall be omitted.

7. In the said rules, in Appendices A, C and D, under heading “Ministerial Cadre,” under column 1 and 2 entries against serial number 10 shall be omitted.

R. R. JOWEL,

Principal Secretary to Government Haryana,  
Civil Aviation Department.



[Authorised English Translation]

**HARYANA GOVERNMENT**  
**CIVIL AVIATION DEPARTMENT**

**Notification**

The 30th October, 2014

**No. G.S.R. 46/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 to further amend the Haryana Civil Aviation (Group C) Service Rules 1996, namely :—

1. These rules may be called the Haryana Civil Aviation (Group C) Service (Amendment) Rules, 2014.

2. In the Haryana Civil Aviation (Group C) Service Rules 1996, (hereinafter called the said rules), in Appendix A, under heading "Ministerial Cadre", under columns 1, 2, 3, 4, 5 and 6, for serial number 7 and entries there against, the following serial numbers and entries there against shall be substituted, namely :—

1	2	3	4	5	6
"7	Driver	2	4	6	Pay Band-1=₹5200-20200+₹2400 Grade Pay+₹200/-Special Pay".

3. In the said Rule, in Appendix B, under heading "Ministerial Cadre", under columns 1, 2, 3 and 4, for serial number 7 and entries there against, the following serial numbers and entries there against shall be substituted, namely :—

1	2	3	4
"7	Driver	(i) Matric	<b>By Promotion—</b>
		(ii) Should have a light and heavy vehicle valid driving Licence, at least three years old;	(i) Matric
		(iii) Should have passed the driving test conducted by the Haryana Staff Selection Commission;	(ii) Should have a light and heavy vehicle valid driving Licence, at least three years old;
		(vi) He should not be colour blind;	(iii) Three years experience on Class IV posts;
		(v) Hindi/Sanskrit upto Matric/Higher Education;	(iv) Should have passed the driving test conducted by the department;
			(v) He should not be colour blind;
			(vi) Hindi/Sanskrit upto Matric/Higher Education;

1	2	3	4
			(vii) He should not be more than 50 years;
			<b>By Transfer/Deputation—</b>
			(i) Matric
			(ii) Should have a light and heavy vehicle valid driving Licence, at least three years old;
			(iii) Should have passed the driving test conducted by the department;
			(iv) He should not be colour blind;
			(v) Hindi/Sanskrit upto Matric/Higher Education;
			(vi) He should not be more than 50 years;".

R. R. JOWEL,  
Principal Secretary to Government Haryana,  
Civil Aviation Department.

1	2	3	4	5	6
4.	Assistant	4	—	4	Rs. 5000-150-7100-EB-150-7850
5.	Senior Scale Stenographer	1	—	1	Rs. 5000-150-7100-EB-150-7850
6.	Junior Scale Stenographer	1	1	2	Rs. 4000-100-4800-EB-100-6000
7.	Driver	2	1	3	Rs. 4000-100-4800-EB-100-6000
8.	Steno Typist	2	—	2	Rs. 3050-75-3950-EB-80-4590
9.	Clerk	5	2	7	Rs. 3050-75-3950-EB-80-4590
10.	Accounts Clerk	1	—	1	Rs. 3050-75-3950-EB-80-4590

**TECHNICAL CADRE**

1.	Welding Engineer	—	1	1	Rs. 5500-175-8300-EB-175-9000
2.	Senior Mechanic	2	1	3	Rs. 5000-150-7100-EB-150-7850
3.	Senior Mechanic (Electronics)	—	1	1	Rs. 5000-150-7100-EB-150-7850
4.	Store-Keeper (Supervisor)	1	—	1	Rs. 5000-150-7100-EB-150-7850
5.	Junior Mechanic	2	4	6	Rs. 4000-100-4800-EB-100-6000
6.	Electrician	—	1	1	Rs. 4000-100-4800-EB-100-6000
7.	Bench Fitter-cum-Turner	—	1	1	Rs. 4000-100-4800-EB-100-6000
8.	Dope Worker-cum-Glider Mechanic	—	1	1	Rs. 4000-100-4800-EB-100-6000



1	2	3	4	5	6
9.	Carpenter-cum-Glider Mechanic	—	1	1	Rs. 4000-100-4800-EB-100-6000
10.	Fabric Worker-cum-Tailor	—	1	1	Rs. 4000-100-4800-EB-100-6000
11.	Store-Keeper	—	1	1	Rs. 3050-75-3950-EB-80-4590
12.	Storeman	1	—	1	Rs. 3050-75-3950-EB-80-4590."

4. In the said rules, in Appendix B, under columns 1, 2, 3 and 4 under heading "TECHNICAL CADRE", after the serial number 2, and entries thereagainst the following serial number and entries thereagainst shall be inserted, namely :—

1	2	3	4
"2A Senior Mechanic (i) 10+2 with Science ; (Electronics)		(i) 10+2 with Science ; (ii) Knowledge of Hindi upto Matric Standard ; (iii) Industrial Training Institute 2 years Certificate in Radio/Television/ Electronics Trade ; (iv) Minimum 3 years experience in Radio/ Television Maintenance Organisation ; or Ex-Airforce (Radio/Radar Trade) with 15 years experience ; or Basic Aircraft Maintenance Engineer Course (Radio) from Director General of Civil Aviation, Government of India, New Delhi with 2 years experience ;	(i) 10+2 with Science ; (ii) Knowledge of Hindi upto Matric Standard ; (iii) Industrial Training Institute 2 years Certificate in Radio/Television/ Electronics Trade ; (iv) Minimum 3 years experience in Radio/ Television Maintenance Organisation ; or Ex-Airforce (Radio/Radar Trade) with 15 years experience ; or Basic Aircraft Maintenance Engineer Course (Radio) from Director General of Civil Aviation, Government of India, New Delhi with 2 years experience ;

1	2	3	4
		or	or
		Work experience in Director General of Civil Aviation approved Lab (Radio) five years.	Work experience in Director General of Civil Aviation approved Lab (Radio) five years."

5. In the said rules, in Appendix C, under columns 1 and 2 under heading "TECHNICAL CADRE", after serial number 2, and entry thereagainst, the following serial number and entry thereagainst shall be inserted, namely :—

1	2
"2A	Senior Mechanic (Electronics)."

6. In the said rules, in Appendix D, under columns 1 and 2 under heading "TECHNICAL CADRE", after serial number 2, and entry thereagainst, the following serial number and entry thereagainst shall be inserted, namely :—

1	2
"2A	Senior Mechanic (Electronics)."

D. S. DHESI,  
Commissioner and Secretary to  
Government Haryana,  
Civil Aviation Department.