

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

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(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**

Short title	1	These rules may be called the Haryana Civil Aviation (Group-C) Service Rules, 1996.	
Definitions.	2	In these rules, unless the context otherwise requires:-	
		(a)	“Adviser” means Adviser, Civil Aviation, Haryana;
		(b)	“Board” means the Subordinate Service Selection Board, Haryana
		(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;
		(d)	“Government” means the Government of Haryana in Administrative Department;
		(e)	“institution” means,-
		(i)	any institution established by law in force in the State of Haryana; or
		(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
		(iii)	any other university which is declared by the Government to be a recognized University for the purpose of these rules;

			and
		(g)	“Service” means the Haryana Civil Aviation (Group C) service.

## PART II- RECRUITMENT TO SERVICE

Number and character of posts.	3	<p>The service shall comprise the posts shown in Appendix A to these rules:</p> <p>Provided that nothing in these rules shall affect the inherent right of the Government to make 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.</p>	
Nationality domicile and character of candidates of appointed to Service.	4	1	No person shall be appointed to any post in the service, unless he is, -
		(a)	a citizen of India. or
		(b)	a subject of Nepal; or
		(c)	a subject of Bhutan ; or
		(d)	a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India; or
		(e)	a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania(formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India; Provided that a person belonging to any of the categories (b), (c),(d) or (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.
		2	A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the 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.
		3	No person shall be appointed to any post in the Service by direct recruitment, unless he produces a certificate of character

			from the Principal, Academic Officer of the University college, school or institution last attended, if any, and similar certificate from two other responsible persons, not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.
Age	5		No person shall be appointed to any post in the Service by direct recruitment who is less than 17 years or more than 35 years of age on or before the 1st day of month next preceding the last date of submission of application of 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 relaxable 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 as 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-
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### MINISTERIAL CADRE

		(a)	In case of General Assistant(Aviation) 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, 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 Stenotypist; 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.

### 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 Store-Keeper(Supervisor),-
		(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	10	(1)	Persons appointed to any post in the service shall remain or 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, spend 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, n 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.	11	Seniority, inter se of members of the services, shall be determined by the length of continuous Service on any post in the Service
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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 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.
	12	(1)	A member of the Service shall be liable to serve at any place, whether within or outside the State of Haryana, on being ordered so to do by the appointing authority.
		(2)	A member of the Service may also be deputed to serve under-
		(i)	a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a Municipal Corporation or a local Authority or university within the State of Haryana;
		(ii)	the Central Government or a company, an association, or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government; or
		(iii)	any other State Government, an international 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 matter 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
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.
Oath of allegiance.	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 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.
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.

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	General Assistant(Aviation)	1		1	5500-175-8300-EB-175-9000
2	Head Assistant(Accounts)	1		1	5500-175-8300-EB-175-9000
3	Accountant	2		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	2		2	3050-75-3950-EB-80-4590+Spl 100
9	Clerk	5	2	7	3050-75-3950-EB-80-4590
10	Accounts Clerk	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	Store-Keeper(Supervisor)	1		1	5000-150-7100-EB-150-7850
4	Junior Mechanic	2		2	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	General Assistant (Aviation)	--	(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;  (ii) Knowledge Hindi 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 Hindi 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 Hindi up to Matric standard;

			<p>(iii) Five years experience as Junior Scale Stenographer, Steno-typist, Accounts Clerk, Clerk;</p> <p>Junior Scale Stenographer/Steno-typist should have performed 1/3 duties as Clerk in addition to his own duties for a period of 2 years.</p>
4	Assistant	--	<p>(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;</p> <p>(ii) Knowledge Hindi up to Matric standard;</p> <p>(iii) Five years experience as Junior Scale Stenographer, Steno-typist, Accounts Clerk, Clerk;</p> <p>Junior Scale Stenographer/Steno-typist 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 Hindi up to Matric standard;</p> <p>(iii) Proficiency of shorthand both in English and Hindi at a speed of 100/80 words per minute and transcription thereof at a speed of 20/15 words per minute</p>	<p>(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;</p> <p>(ii) Knowledge Hindi 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 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>
6	Junior Scale Stenographer	<p>(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;</p> <p>(ii) Knowledge Hindi up to Matric standard;</p> <p>(iii) Proficiency of shorthand both in English and Hindi at a speed of 100/64 words per minute and transcription thereof at a speed of 15/11 words per</p>	<p>(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;</p> <p>(ii) Knowledge Hindi up to Matric standard;</p> <p>(iii) Two years experience as Steno-typist and who qualified departmental test both in English and Hindi shorthand at a speed of 80/64 words per minute and transcription thereof</p>

		minute respectively.	at a speed of 15/11 words per minute as conducted by the department.
7	Driver	(i) Middle pass with Hindi; (ii) Possess valid license for driving the light and heavy transport vehicle; (iii) should not have been convicted of any offence for inefficient driving; (iv) Should have experience of three years driving of light transport vehicle and 5 years experience of heavy transport vehicle; or 10 years experience of driving heavy transport vehicle/light transport vehicle in case of Military personnel.	(i) Middle pass with Hindi;  (ii) Possess license for driving the light and heavy transport vehicle; (iii) Five years experience as Daftri, Jamadar, Peon, Chowkidar-cum-Mali-cum-Sweeper, Mali-cum-Chowkidar and Helper working in Group-D, Service who qualify the test in driving conducted by the department.
8	Steno-typist	(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ; (ii) Knowledge Hindi up to Matric standard; (iii) Proficiency of shorthand in English or Hindi at a speed of 80/64 words per minute and transcription thereof at a speed of 15/11 words per minute respectively.	(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;  (ii) Knowledge Hindi up to Matric standard;  (iii) Two years experience as Clerk who qualified departmental test in English or Hindi 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.
9	Clerk	(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ; (ii) Knowledge Hindi up to Matric standard; (iii) Knowledge of typing in Hindi or English at a speed of 25/30 words per minute respectively.	(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;  (ii) Knowledge Hindi up to Matric standard;  (iii) Five years experience as Daftri, Jamadar, Peon, Chowkidar-cum-Mali-cum-Sweeper, Mali-cum-Chowkidar.  (iv) Annual increment will be released after qualifying the type test in Hindi or English at a speed of 25/30 words per minute respectively within one year of his promotion.

10	Accounts Clerk	<p>(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;</p> <p>(ii) Knowledge Hindi up to Matric standard;</p> <p>(iii) Should have minimum one year working experience in handling accounts matters.</p> <p>(iv) Knowledge of typing in Hindi 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 Hindi 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 test in Hindi 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 Hindi 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 Hindi up to Matric standard;</p> <p>(iii) Industrial Training Institute 2years Certificate in Radio/Television/Electronics Trade;</p> <p>(iv) Minimum 3 years experience in Radio/Television Maintenance Organisation; or Ex-Air force (Radio/Radar Trade) with 15 years experience;</p>	<p>(i) 10+2 with Science ;</p> <p>(ii) Knowledge Hindi up to Matric standard;</p> <p>(iii) Industrial Training Institute 2years Certificate in Radio/Television/Electronics Trade;</p> <p>(iv) Minimum 3 years experience in Radio/Television Maintenance Organisation; or Ex-Air force (Radio/Radar Trade)</p>

		<p>or Basic Aircraft Maintenance Engineer Course(Radio) from Director General of Civil Aviation Government of India, New Delhi with 2 years experience;</p> <p>or Work experience in Director General of Civil Aviation approved Lab(Radio) Five years.</p>	<p>with 15 years experience;</p> <p>or Basic Aircraft Maintenance Engineer Course(Radio) from Director General of Civil Aviation Government of India, New Delhi with 2 years experience;</p> <p>or Work experience in Director General of Civil Aviation approved Lab(Radio) Five years.</p>
3	Store Keeper(Supervisor)	<p>(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;</p> <p>(ii) Knowledge Hindi 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 Hindi 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 Hindi 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 Hindi 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 Hindi 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>

