

[Authorised English Translation]

## HARYANA GOVERNMENT

## SOCIAL WELFARE DEPARTMENT

## Notification

The 12th June, 1997

No. GSR. 52/Const./Art. 309/97.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Government of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Women and Child Development Department (Group C) Service, namely :—

## PART I—GENERAL

Short title

1. These rules may be called the Haryana Women and Child Development Department (Group-C) Service Rules, 1997.

Definitions.

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

- (a) "Board" means the Subordinate Service Selection Board, 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, Women and Child Development, 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 and Dacca University ; or
- (iii) any other university which is declared by the Government to be a recognised university for the purpose of these rules ; and
- (g) "Secretary" means the Secretary to Government Haryana, Social Welfare Department ; and
- (h) "Service" means Haryana Women and Child Development Department (Group C) Service.

PART II—RECRUITMENT TO SERVICE

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

Number and Character of posts.

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.

4. (1) No person shall be appointed to any post in 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 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 ;

Nationality, domicile and character of candidates appointed to Service.

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.

5. No person shall be appointed to any post in the service by direct recruitment who is less than seventeen years or more than thirty-five years of age, on or before the last date of submission of application to the Board :

Age.

Provided that in the case of direct recruitment of statistical Assistant, Mukhya Sevika (female) and Research Assistant, the age limit shall be from twenty-one years to thirty-five years and in case of Supervisor (female) to be recruited out of Matriculate candidates having experience of Bal Sevika or Anganwadi Workers, the age limit shall be from seventeen years to forty-five years.

6. Appointment to any post in the service shall be made by the Director.

Appointing authority.

## 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 appointment 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 per cent at the discretion of the Board or any other recruiting authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Ex-Servicemen and Physically Handicapped categories, possessing the requisite experience, are not available to fill up the vacancies reserved for them, after recording reasons for doing so in writing.

## Disqualification.

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 so doing, exempt any person from the operation of this rule.

## Method of recruitment.

9. Recruitment to the Service shall be made,—

(a) in case of Personal Assistant,—

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

(b) in case of Deputy Superintendent,—

- (i) by promotion from amongst Assistant Director or Assistant Incharge or Assistant-cum-Accountant-cum-cashier-cum-Junior Auditor (in Assistant grade or Senior Scale Stenographer; or
- (ii) by transfer or deputation of an official, already in service of any State Government or the Government of India ;

(c) in case of Social Welfare Officer,—

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

(d) in case of Assistant Director,—

(i) by promotion from amongst Assistant Incharge or Assistant-cum-Accountant-cum-Cashier-cum-Junior Auditor (in Assistant grade) or Senior Scale Stenographer ; or

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

(e) in case of Research Officer,—

(i) by promotion from amongst Statistical Assistant ; or

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

(f) in case of Statistical Assistant,—

(i) 75% by direct recruitment ; and

(ii) 25% by promotion from amongst Assistant Incharge or Assistant-cum-Accountant-cum-Cashier-cum-Junior Auditor (in Assistant grade) or Research Assistant or Clerk-cum-Accounts Clerk-cum-Store Keeper-cum-Junior Auditor (in Clerk grade) ; or

In case, eligible officials of the department are not available, these posts be filled up by transfer or deputation ;

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

(g) in case of Assistant Incharge,—

(i) by promotion from amongst Assistant-cum-Accountant-cum-Cashier-cum-Junior Auditor (in Assistant grade) ;  
or

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

(h) in case of Assistant-cum-Accountant-cashier-cum-Junior Auditor (in Assistant grade),—

(i) by promotion amongst Junior Scale Stenographer or Assistant Librarian or Stenotypist or Clerk-cum-Store-Keeper-cum-Accounts Clerk-cum-Junior Auditor (in clerk grade) ;  
or

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

(i) in case of Senior Scale Stenographer,—

(i) by promotion from amongst Junior Scale Stenographer ;  
or

(ii) by direct recruitment ;

- (j) in case of Supervisor (female),—
- (i) by direct recruitment ;—
    - (a) 75% posts will be filled up by graduate candidates ; and
    - (b) 25% posts will be filled up by Matriculate candidates having experience as Anganwari Worker or Bal Sevika
  - (ii) by transfer or deputation of an official already in service of any State Government or the Government of India ;
- (k) in case of Mukhya Sevika (female),—
- (i) 50% by direct recruitment ; and
  - (ii) 50% by promotion from amongst Gram Sevika ;
- (l) in case of Social Welfare Teacher (female),—
- (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 ;
- (m) in case of Pre-School Instructor (female),—
- (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 ;
- (n) in case of Health Instructor (female) —
- (i) by direct recruitment ;
  - (ii) by transfer or deputation of an official already in service of any State Government or the Government of India ;
- (o) in case of Research 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 ;
- (p) in case of Technical Supervisor (Electrical),—
- (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 ;
- (q) in case of Technical Supervisor (Mechanical),—
- (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 ;
- (r) in case of Driver (light vehicle),—
- (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 ;
- (s) in case of driver (heavy vehicle),—
- (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 ;
- (t) in case of Junior Scale Stenographer :—
- (i) by promotion from amongst Stenotypist ; or
- (ii) by direct recruitment ;
- (u) in case of Assistant Librarian,—
- (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 ;
- (v) in case of Steno-typist,—
- (i) by promotion from amongst Clerk-cum-Accounts Clerk-cum-Store Keeper-cum-Junior Auditor (in Clerk grade) ; or
- (ii) by direct recruitment ; or
- (iii) by transfer or deputation of an official already in service of any State Government or the Government of India ;
- (w) in case of Gram Savika (female),—
- (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 ;
- (x) in case of Clerk-cum-Accounts Clerk-cum-Store Keeper-cum-Junior Auditor (in Clerk grade),—
- (i) 80% by direct recruitment ; and
- (ii) 20% by promotion from Peon, or Peon-cum-Chowkidar or Chowkidar or Labourer or Sweeper-cum-Chowkidar, or Sweeper or Helper ;

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

(3) Unless otherwise provided in these rules, whenever 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 opinions, been satisfactory,—
  - (i) confirm such person from the date of his appointment, if appointed against a permanent vacancy ; or
  - (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ; or
  - (iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy ; or
- (b) if his work or conduct has, in its opinion, been not satisfactory,—
  - (i) dispense with his Services, if appointed by direct recruitment, if appointed otherwise, revert him to his former post or deal with him in such other manner as the 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.

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

Seniority.

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

Provided further that in the case of members appointed by direct recruitment, the order of merit determined by the Board or any other recruiting authority, shall not be disturbed in fixing the seniority :

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

(a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer ;

(b) a member appointed by promotion shall be senior to a member appointed by transfer ;

(c) in the case of members appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the 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.

Liability to serve.

(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 organisation or body referred to in clauses (ii) or clause (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.

Discipline,  
penalties and  
appeals.

14. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Haryana Civil Services (Punishment and Appeal) 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 appellate authority shall be as specified in Appendix D to these rules.

Vaccination.

15. Every member of the Service, shall get himself vaccinated and re-vaccinated 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 be 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  
provision.

18. Notwithstanding anything contained in these rules, the appointing authority may impose special terms and conditions in the orders of appointment if it is deemed expedient to do so.

19. Nothing contained in these rules shall effect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Ex-servicemen, Physically handicapped persons or any other class or category of persons in accordance with the orders issued by the State Government in this regard from time to time:

Reservations

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

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 :

Repeal and Savings.

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

## APPENDIX A

(See Rule 3)

Serial No.	Designation of Posts	Number of Posts			Scale of Pay
		Perma- nent	Tempo- rary	Total	
1	2	3	4	5	6
					Rs.
1	Personal Assistant	..	1	1	1610-60-2600-EB-75-2900 plus 150 special pay
2	Deputy Superintendent	..	1	1	1640-60-2600-EB-75-2900
3	Social Welfare Officer	1	..	1	1600-50-2300-EB-60-2660 plus 100 special pay
4	Assistant Director	..	3	3	1600-50-2300-EB-60-2660 plus 100 special pay
5	Research Officer	1	..	1	1600-50-2300-EB-60-2660
6	Statistical Assistant	..	116	116	1600-50-2300-EB-60-2660
7	Assistant Incharge	1	..	1	1400-40-1600-50-2300-EB-60-2600 plus 60 special pay
8	Assistant-cum-Accountant-cum-Cashier-cum-Junior Auditor (in Assistant grade)	..	165	165	1400-40-1600-50-2300-EB-60-2600
9	Senior Scale Stenographer	..	2	2	1400-40-1600-50-2300-EB-60-2600
10	Supervisor (female)	..	517	517	1400-40-1600-50-2300-EB-60-2600
11	Mukhya Sevika	70	38	108	1400-40-1600-50-2300-EB-60-2600
12	Social Welfare Teachers (female)	..	12	12	1400-40-1600-50-2300-EB-60-2600
13	Pre School Instructor (female)	..	12	12	1400-40-1600-50-2300-EB-60-2600
14	Health Instructor (female)	..	12	12	1400-40-1600-50-2300-EB-60-2600

1	2	3	4	5	6
15	Research Assistant	1	..	1	1400-40-1600-50-2300- EB-60-2600
16	Technical Supervisor (Electrical)	..	1	1	1400-40-1600-50-2300- EB-2600
17	Technical Supervisor (Mechanical)	..	2	2	1400-40-1600-50-2300- EB-60-2600
18	Driver (light vehicle)	1	126	127	1200-30-1560-EB-40- 2040 plus 200 special pay if posted at Headquarter Chandigarh and Rs. 100 special pay, if posted in field offices
19	Driver (heavy vehicle)	..	1	1	1200-30-1560-EB-40- 2040 plus Rs. 100 special pay
20	Junior Scale Stenographer	..	10	10	1200-30-1560-EB-40-2040
21	Assistant Librarian	1	..	1	1200-30-1560-EB-40-2040
22	Steno-typist	..	30	30	950-20-1150-EB-25-1500 plus 100 special pay
23	Gram Sevika (female)	140	70	210	950-20-1150-EB-25-1500
24	Clerk-cum-Accounts Clerk-cum Store Keeper-cum-Junior Auditor (in Clerk grade)	..	165	165	950-20-1150-EB-25-1500

## APPENDIX B

(See Rule 7)

Serial 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	Personal Assistant	..	<p>1 By promotion—</p> <p>Three years experience as Senior Scale Stenographer ;</p> <p>2 By transfer or deputation—</p> <p>(i) Graduate ;</p> <p>(ii) Three years experience as Senior Scale Stenographer ;</p> <p>(iii) Knowledge of Hindi upto Matric Standard.</p>
2	Deputy Superintendent	..	<p>1 By promotion—</p> <p>One year experience as Assistant Director</p> <p>OR</p> <p>Five years experience as Assistant Incharge or Assistant-cum-Accountant cum-cashier-cum-Junior Auditor (in Assistant grade) or Senior Scale Stenographer ;</p>

*Note* :—Senior scale stenographer will be eligible for promotion as Deputy Superintendent, if he has worked as Assistant for 2 years in addition of his own duties.

- 2 By transfer or deputation—
- (i) One year experience as Assistant Director; or

1	2	3	4
<p>(i) Two years experience as Statistical Assistant</p> <p>(ii) Knowledge of Hindi upto Matric Standard</p>	<p><b>3 Social Welfare Officer</b></p>	<p><b>4 Assistant Director</b></p>	<p>(ii) Five years experience as Assistant Incharge or Assistant-cum-Accountant-cum-Cashier-cum-Junior Auditor (in Assistant grade) or senior scale stenographer ;</p> <p>(iii) Knowledge of Hindi upto Matric Standard.</p>
<p>(i) Two years experience as Statistical Assistant</p> <p>(ii) Knowledge of Hindi upto Matric Standard</p>	<p><b>5 Research Officer</b></p>	<p>..</p>	<p>1 By promotion—</p> <p>Two years experience as Research Officer; or</p> <p>2 By transfer or deputation—</p> <p>OR</p> <p>(i) Two years experience as Research Officer ;</p> <p>(ii) Knowledge of Hindi upto Matric Standard.</p> <p>1 By promotion—</p> <p>Five years experience as Assistant Incharge of Assistant-cum-Accountant-cum-Cashier-cum-Junior Auditor (in Assistant grade) or five years experience as Senior Scale Stenographer if he opts the ministerial cadre ; or</p> <p>2 By transfer or deputation —</p> <p>(i) Five years experience as Assistant Incharge or Assistant-cum-Accountant-cum-Cashier-Junior Auditor (in Assistant grade) or five years experience as Senior Scale Stenographer if he opts the ministerial cadre ;</p> <p>(ii) Knowledge of Hindi upto Matric Standard.</p> <p>1 By promotion—</p> <p>Two years experience as Statistical Assistant; or</p>

1

2

3

4

6 Statistical Assistant

- (i) Master's degree in Statistics or Economics with Statistics as one of the papers or Mathematics or Commerce;

OR

Graduate IInd Class with Statistics or Mathematics or Economics as one of the elective subjects or Commerce with at least two years experience of Statistical work;

- (ii) Knowledge of Hindi upto matric Standard

2 By transfer or deputation—

- (i) Two years experience as Statistical Assistant;
- (ii) Knowledge of Hindi upto Matric Standard.

1 By promotion—

- (i) Two years experience as Assistant Incharge or Assistant-cum-Accountant-cum-Cashier-cum-Junior Auditor (in Assistant grade) having graduate qualifications with Statistics or Economics or Mathematics or Commerce;

*Note* :—If Assistant Incharge or Assistant-cum-Accountant-cum-Cashier-cum-Junior Auditor (in Assistant grade) opts for promotion to the post of Statistical Assistant he will have no lien in his original cadre ;

OR

- (ii) Two years experience as Research Assistant;

OR

- (iii) Seven years experience as Clerk-cum-Accounts Clerk-cum-Junior Auditor (in Clerk grade)-cum-Store keeper having qualifications Graduate with Statistics or Economics or Mathematics or Commerce; or

2 By transfer or deputation—

- (i) Two years experience as Assistant Incharge or Assistant-cum-Accountant-cum-Cashier-cum-Junior Auditor (in Assistant grade) having qualification Graduate with

1 2 3 4 5

Statistics or Economics or  
Mathematics or Commerce;  
OR

(ii) Two years experience as  
Research Assistant;

OR

(iii) Seven years experience as  
Clerk-cum-Accounts Clerk-  
cum-Junior Auditor (in  
Clerk grade-cum-Store  
Keeper having Graduate  
qualifications with Statistics  
or economics or Mathematics  
or Commerce;

(iv) Knowledge of Hindi upto  
Matric Standard.

7 Assistant Incharge

1 By promotion—

Two years experience as  
Assistant-cum-Accountant-  
cum-Cashier-cum-Junior  
Auditor (in Assistant grade);  
or

2 By transfer or deputation—

(i) Two years experience as  
Assistant -cum-Accountant-  
cum-Cashier-cum-Junior  
Auditor (in Assistant grade);

(ii) Knowledge of Hindi upto  
Matric Standard.

8 Assistant-cum-Accountant  
cum-Cashier-cum-Junior  
Auditor (in Assistant  
grade)

1 By promotion—

(i) Two years experience as  
Junior Scale Stenographer or  
Assistant Librarian;

OR

(ii) Five years experience as  
Stenotypist or Clerk-cum  
Store keeper-cum-Accounts  
Clerk-cum-Junior Auditor  
(in Clerk grade);



1	2	3	4
---	---	---	---

*Note !* If Stenotypist or Junior Scale Stenographer opts for promotion to the post of Assistant-cum-Accountant cum-Cashier-cum-Junior Auditor (in Assistant Grade). He will have no lien in his original cadre;

2 By transfer or deputation—

- (i) Graduate from a recognised University;
- (ii) Five years experience as Clerk-cum-Store Keeper-cum Accounts Clerk-cum-Junior Auditor (in Clerk grade or Stenotypist;

OR

- (i) Matric from a recognised Board;
- (ii) Ten years experience as Stenotypist or Clerk-cum-Store Keeper-cum-Accounts clerk-cum-Junior Auditor (in Clerk grade);
- (iii) Knowledge of Hindi upto Matric Standard.

9 Senior Scale Stenographer

- (i) Matric/Higher Secondary or equivalent/10+2 (Vocational);
- (ii) Knowledge of Hindi upto Matric Standard;
- (iii) Speed in Hindi shorthand at 80 words per minute and transcription thereof at 15 words per minute ;

OR

speed in English shorthand at 100 words per minute and transcription thereof at 20 words per minute.

- (i) Three years experience as Junior Scale Stenographer;
- (ii) Required to pass departmental test in Hindi shorthand at 80 words per minute and transcription thereof at 15 words per minute;

OR

English shorthand at 100 words per minute and transcription thereof at 20 words per minute.

1	2	3	4
10 Supervisor (Female) (a)	(i) Graduate from a recognised University; preferably in Home Science or Child Development or Nutrition; and	By transfer or deputation :	(i) Matric from a recognised Board;
	(ii) Knowledge of Hindi up to Matric Standard; or		(ii) Five years experience as Supervisor in Integrated Child Development Services Scheme;
			(iii) Knowledge of Hindi upto matric Standard.
	(b)(i) Matriculate from a recognised Board;		
	(ii) Eleven months training as Bal Sevika;		
	(iii) Eight years experience as Bal Sevika or Anganwadi Workers in Integrated Child Development Services Scheme or both;		
	(iv) Knowledge of Hindi upto Matric Standard;		
	OR		
	(c)(i) Matriculate from a recognised Board;		
	(ii) Ten years experience as Anganwadi Workers in Integrated Child Development Services Scheme;		
	(iii) Knowledge of Hindi upto Matric Standard.		
11 Mukhya Sevika (female)	(i) Graduate in Home Science from a recognised University;	Five years experience as Gram Sevika	
	(ii) Knowledge of Hindi up to Matric Standard.		

1	2	3	4
12 Social Welfare Teacher (female)	(i) Master's degree in Social Works from a recognised University;  (ii) Knowledge of Hindi upto Matric Standard.	By transfer or deputation—  (i) Master's degree in Social Works from a recognised University;  (ii) Knowledge of Hindi upto Matric Standard	
13 Pre School Instructor (female)	(i) Graduate from a recognised University; (ii) B.Ed;  (iii) Knowledge of Hindi upto Matric Standard;  (iv) Preference will be given to candidates who have pre-school Teacher Training Diploma Certificate.	By transfer or deputation —  (i) Graduate from a recognised University; (ii) B.Ed;  (iii) Knowledge of Hindi upto Matric Standard;  (iv) Preference will be given to candidates who have Pre- School Teacher Training Diploma Certificate	
14 Health Instructor (female)	(i) B. Sc. Nursing; (ii) Knowledge of Hindi upto Matric Standard	By transfer or deputation—  (i) B.Sc. Nursing ; (ii) Knowledge of Hindi upto Matric Standard.	
15 Research Assistant	(i) Graduate IInd Class with Statistics or Mathematics or Economics as one of the Elective subjects or Commerce;  (ii) Knowledge of Hindi Matric Standard	By transfer or deputation—  (i) Graduate IInd class with statistics or Mathematics or Economics as one of the Elects subjects or Commerce;  (ii) Knowledge of Hindi upto Matric standard	
16 Technical Supervisor (Electrical)	(i) Matric from a recognised Board;  (ii) Certificate of Industrial Training Institute in the Electrical Trade. Preference will be given to experience hand in Electric Work;	By transfer or deputation—  (i) Matric from a recognised Board;  (ii) Certificate of Industrial Training Institute in Electrical Trade;	

1

2

3

4

17. Technical Supervisor  
(Mechanical)

(iii) Knowledge of Hindi upto Matric Standard

(iii) Two years experience in Electrical work;

(iv) Knowledge of Hindi upto matric Standard.

(i) Matric from a recognised Board;

By transfer or deputation—  
(i) Matric from a recognised Board;

(ii) Certificate of Industrial Training Institute in Mechanical Trade. Preference will be given to experienced hand in Mechanical work;

(ii) Certificate of Industrial Training Institute in Mechanical Trade;

(iii) two year experience in Mechanical work;

(iii) Knowledge of Hindi upto Matric Standard

(iv) Knowledge of Hindi upto Matric Standard.

18. Driver (light Vehicle)

(i) Middle from a recognised Board;

By transfer or deputation—  
(i) Middle from a recognised Board;

(ii) Valid driving licence for light transport vehicle

(ii) Valid driving licence for light transport vehicle.

(iii) Three years experience of driving light transport vehicle;

(iii) Three years experience of driving light transport vehicle;

(iv) Knowledge of Hindi upto Middle Standard.

(iv) Knowledge of Hindi upto Middle Standard.

19. Driver (heavy vehicle)

(i) Middle from a recognised Board;

By transfer or deputation—  
(i) Middle from a recognised Board;

(ii) Valid driving licence for heavy transport vehicle;

(ii) Valid driving licence for heavy transport vehicle;

(iii) Three years experience of driving heavy transport vehicle;

(iii) Three years experience of driving heavy transport vehicle;

(iv) Knowledge of Hindi upto Middle Standard.

(iv) Knowledge of Hindi upto Middle Standard.

1	2	3	4
20 Junior Scale Stenographer	(i) Matric/Higher Secondary or equivalent/10+2 (Vocational) ;  (ii) Knowledge of Hindi upto Matric Standard ;  (iii) Speed in Hindi shorthand at 80 words per minute and trans- cription thereof at 15 words per minutes;	(i) Three years experience as Stenotypist ;  (ii) required to pass departmental test in Hindi shorthand at 80 words per minute and transcription thereof at 15 words per minute;	
	OR	OR	
	Speed in English shorthand at 100 words per minute and transcription there of at 20 words per minute.	Speed in English shorthand at 100 words per minute and transcription thereof at 20 words per minute.	
21 Assistant Librarian	(i) Matric from a recognised Board ;  (ii) Certificate or Diploma in Library Science ;  (iii) Knowledge of Hindi upto Matric Standard.	By transfer or deputation— (i) Matric from a recognised Board ;  (ii) Certificate or Diploma in Library Science ;  (iii) Knowledge of Hindi upto Matric Standard	
22 Stenotypist	(i) Matric/Higher Secondary or equivalent/10+2 (Vocational) ;  (ii) Knowledge of Hindi upto Matric Standard ; (iii) Speed in Hindi short- hand at 64 words per minute and trans- cription there at 11 words per minute;	(i) Two years experience as Clerk-cum-Accounts Clerks- cum-Store Keeper -cum- Junior Auditor (in Clerk grade);  (ii) required to pass departmental test in Hindi shorthand at 64 words per minute and transcription thereof at 11 words per minute;	
	OR	OR	
	Speed in English shorthand at 80 words	Speed in English shorthand at 80 words per minute and	

1	2	3	4
		per minute and transcription thereof at 15 words per minute.	transcription thereof at 15 words per minute.
23 Gram Sevika (female)	<ul style="list-style-type: none"> <li>(i) Matric from a recognized Board;</li> <li>(ii) Two years tailoring and embroidery certificate (one year each) or two years diploma in these trades;</li> <li>(iii) Knowledge of Hindi upto Matric Standard.</li> </ul>	<ul style="list-style-type: none"> <li>(i) Matric from a recognized Board;</li> <li>(ii) Two years tailoring and embroidery certificate (one year each) or two years diploma in these trades;</li> <li>(iii) Knowledge of Hindi upto Matric Standard.</li> </ul>	
24 Clerk-cum-Accounts Clerk-cum-Store Keeper-cum-Junior Auditor (in Clerk grade)	<ul style="list-style-type: none"> <li>(i) Matric/Higher Secondary or equivalent/10+2 (Vocational);</li> <li>(ii) Knowledge of Hindi upto Matric Standard;</li> <li>(iii) Hindi typing at a speed of 25 words per minute or English typing at a speed of 30 words per minute within a period of one year from the date of appointment by qualifying departmental test in this regard as per Government instructions issued from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>(i) Matric/Higher Secondary or equivalent/10+2 (Vocational);</li> <li>(ii) Knowledge of Hindi upto Matric Standard;</li> <li>(iii) Five years experience as Peon or Peon-cum-Chowkidar or Chowkidar or Labourer or Sweeper-cum-Chowkidar or Sweeper or Helper;</li> <li>(iv) Hindi typing at a speed of 25 words per minute or English typing at a speed of 30 words per minute within a period of one year from the date of promotion by qualifying departmental test in this regard as per Government instructions issued from time to time.</li> </ul>	

## APPENDIX-C

[See Rule 14 (b)]

Serial No.	Designation of posts	Appointing authority	Nature of penalty	Authority empowered to imposing penalty	Appellate authority
1	2	3	4	5	6
1	Personal Assistant		Minor Penalties :	Director	Secretary
2	Deputy Superintendent		(i) Warning with a copy in the personal file, (character roll) ;		
			(ii) censure ;		
3	Social Welfare Officer		(iii) withholding of promotion ;		
4	Assistant Director		(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	Research Officer	Director			
6	Statistical Assistant				
7	Assistant Incharge				
8	Assistant-cum-Accountant-cum-Cashier-cum-Juni or Auditor (i) Assistant grade)				
9	Senior Scale Stenographer		(v) withholding of increments of pay without cumulative effect ;		

1	2	3	4	5	6
			(2) Major Penalties :		
10	Supervisor (female)		(vi) Withholding of increments of pay with cumulative effect ;	Director	Secretary
11	Mukhya Sevika (female)		(vii) reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay ;		
12	Social Welfare Teacher (female)				
13	Pre School Instructor (female)				
14	Health Instructor (female)				
15	Research Assistant	Director	(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 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 ;		
16	Technical Supervisor (Electrical)				
17	Technical Supervisor (Mechanical)				
18	Driver (light vehicle)				
19	Driver (heavy vehicle)				
20	Junior Scale Stenographer				
21	Assistant Librarian		(ix) compulsory retirement ;		
22	Stenotypist		(x) removal from service which shall not be a disqualification for future employment under the Government ;		
23	Gram Sevika (female)				
24	Clerk-cum- Accounts Clerk- cum-Store Keeper- cum-Junior Auditor (in Clerk Grade)		(xi) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.		



## APPENDIX D

[See rule 14 (2)]

Sr. No.	Designation of posts	Nature of order	Authority empowered to make the order	Appellate authority
1	2	3	4	5
1	Personal Assistant	(i) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension ;	Director	Secretary
2	Deputy Superintendent			
3	Social Welfare Officer	(ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation.		
4	Assistant Director			
5	Research Officer			
6	Statistical Assistant			
7	Assistant Incharge			
8	Assistant-cum-Accountant-cum-Cashier-cum-Junior Auditor (in Assistant grade)			
9	Senior Scale Stenographer			
10	Supervisor (female)			
11	Mukhiya Sevika (female)			
12	Social Welfare Teacher (female)			
13	Pre-School Instructor (female)			

---

1	2	3	4	5
14	Health Instructor (female)		Director	Secretary
15	Research Assistant			
16	Technical Supervisor (Electrical)			
17	Technical Supervisor (Mechanical)			
18	Driver (Light Vehicle)			
19	Driver (heavy vehicle)			
20	Junior Scale Stenographer			
21	Assistant Librarian			
22	Stenotypist			
23	Gram Sevika (female)			
24	Clerk-cum-Accounts Clerk-cum Store Keeper-cum-Junior Auditor (in clerk grade).			

---

KOMAL ANAND,

Secretary to Government, Haryana,  
Social Welfare Department.