

- (c) in the case of Steno-typist,—
- (i) 75 per cent by direct recruitment;
 - (ii) 25 per cent by promotion from amongst clerks in the Service who qualify the test conducted by the Administrator General; and
 - (iii) by transfer or on deputation of an official already in service of the Government of India or of any State Government.
- (d) in the case of Clerks,—
- (i) 80 per cent by direct recruitment; and
 - (ii) 20 per cent by promotion from amongst class IV employees who are matriculates or possess equivalent qualifications and have worked as such for not less than a period of five years.

(2) Appointments by promotion except where otherwise provided shall be made on the basis of seniority-cum-merit to the post; and no person shall be entitled to claim promotion as a matter of right and on the basis of seniority one.

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

Probation

Provided that,—

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

- (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 the 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 of members of the service.

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

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

Provided further that in the case of 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 members appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and
- (d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay in his previous appointment, and if the rates of pay drawn are also the same, then by the length of their service in the appointments, and if the length of such service is also the same, the older member shall be senior to the younger member.

Liability to serve.

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

- (2) A member of the Service may also be deputed to serve 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 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 the Central or any other State Government or any organisation or body referred to in clause (ii) and (iii) except with his consent.

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

Leave, Pension or other matters.

14. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, as amended from time to time :

Discipline, penalties and appeals.

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

(2) The authority competent to pass an order under clauses (c) and (d) of sub rule (1) of rule 10 of the said rules and the Appellate Authority shall also be as specified in Appendix 'A' to these rules.

15. Every member of the Service shall get himself vaccinated and re-vaccinated if and when the Government so directs by special or general order.

Vaccination.

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

Oath of allegiance.

17. Where the Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Power of relaxation.

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

Special Provision.

19. Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes and Backward Classes in accordance with the orders issued by the State Government in this regard from time to time under clause (4) of article 16 of the Constitution.

Reservations.

20. The Administrator General and Official Trustee Punjab Subordinate Service Rules, 1947 in their application to the State of Haryana, are hereby repealed :

Repeal and Savings.

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

APPENDIX 'A'
(See rule 3)

Designation of posts	Number of posts		Total Scale of Pay
	Permanent	Temporary	
Head Assistant	—	1	1. 700-30-850/900-40-1100-EB-50-1250
Assistants	—	2	2. 525-15-600-20-660/700-30-850-EB-890-40-1050
Steno-typist	—	1	1. 400-10-490/540-15-600-EB-20-660+25 special pay
Clerks	—	1	1. 400-10-490/540-15-600-EB-20-660

APPENDIX 'B'

(See rule 7)

Designation of posts	Academic qualification and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment
1	2	3
Head Assistant	—	Matriculate of a recognised University/ Board with 5 years experience or Graduate with three years experience as Assistant.
Assistant		Graduate with three years experience or Matriculate with 5 years experience as Clerk.
Steno-typist	<ol style="list-style-type: none"> 1. Matriculate/Higher Secondary of a recognised university/ Board. 2. Knowledge of Hindi upto Matric Standard 3. Speed in Hindi shorthand at 64 words per minute and transcription thereof 11 words per minute, <p style="text-align: center;">OR</p> <p>English shorthand at 80 words per minute and transcription thereof 15 words per minute.</p>	<ol style="list-style-type: none"> 1. Matriculate/Higher Secondary or equivalent examination of a recognised university. 2. Knowledge of Hindi upto Matric standard, 3. Speed in Hindi shorthand at 64 words per minute and transcription thereof 11 words per minute. <p style="text-align: center;">OR</p> <p>English shorthand at 80 words per minute transcription thereof 15 words per minute.</p>
Clerk	<ol style="list-style-type: none"> 1. Matric/Higher Secondary or equivalent of a recognised university. 2. Knowledge of Hindi upto Matric Standard. 3. He/she will be required to qualify the English/Hindi type test at a speed of 30/25 words per minute respectively within one year from the date of his/her appointment. 	<ol style="list-style-type: none"> 1. Matric/Higher Secondary or equivalent of a recognised university. 2. Knowledge of Hindi upto Matric Standard 3. Who has worked as in the office of Administrator General and Official Trustee against the post of class IV employee for a period of not less than five years. 4. He/she will be required to qualify the English/Hindi type test at a speed of 30/25 words per minute respectively within one year from the date of his/her appointment.

APPENDIX 'C'

[See rule 14 (1)]

Designation of posts	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5
Head Assistant Assistants Steno-typist Clerk	Administrator-General	a) Warning with a copy on personal file; b) censure ; c) withholding of increments or promotion, including stoppage at an efficiency bar; d) recovery from pay of the whole or part of any pecuniary loss caused to Govt. by negligence or breach of orders; e) reduction to a lower post or time scale or to a lower stage in a time scale; f) removal from the Service which does not disqualify from future employment ; g) dismissal from the Service which does ordinarily disqualify from future employment ;	Administrator General	Government General

APPENDIX 'D'

[See rule 14 (2)]

Designation of posts	Nature of order	Authority empowered to make order	Appellate authority
1	2	3	4
1. Head Assistant 2. Assistants 3. Steno-typists 4. Clerks	i) Reducing or withholding the amount of ordinary/additional pension admissible under the rules governing pension. ii) Terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for superannuation.	Administrator General	Government General

L. D. KATARIA,
Commissioner & Secretary to Govt. Haryana,
Administration of Justice Department.

हरियाणा सरकार

राजस्व तथा आपदा प्रबन्धन विभाग

अधिसूचना

दिनांक 8 नवम्बर, 2013

संख्या सांका०नि० 50/संवि०/अनु० 309/2013.—भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा महाप्रशासक (राज्य सेवा ग्रुप ग) नियम, 1980 को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :—

1. ये नियम हरियाणा महाप्रशासक (राज्य सेवा ग्रुप ग) (संशोधन) नियम, 2013, कहे जा सकते हैं।
2. हरियाणा महाप्रशासक (राज्य सेवा ग्रुप ग) नियम, 1980 के (जिन्हें, इसमें, इसके बाद, उक्त नियम कहा गया है) में, नियम 9 के बाद, निम्नलिखित नियम रखा जाएगा, अर्थात् :—

“9क.—(1) टंकण परीक्षा, लिपिकों, आशुटंककों, कनिष्ठ वेतनमान आशुलिपिकों और वरिष्ठ वेतनमान आशुलिपिकों के लिए सेवा शर्तों के भाग रूप में कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) से प्रतिस्थापित की जाती है। कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) बाद की अपेक्षित शर्त/अर्हता होगी जो सरकारी विभागों/संस्थाओं में सभी नए भर्ती/नियुक्त किए गए लिपिकों, आशुटंककों, कनिष्ठ वेतनमान आशुलिपिकों और वरिष्ठ वेतनमान आशुलिपिकों को अर्हक करनी होगी। वर्तमान लिपिक जो ग्रुप घ तथा रेस्टोरर इत्यादि से पदोन्नत किए गए हैं, जिन्होंने सेवा नियमों के अधीन यथा अपेक्षित अब तक टंकण परीक्षा पास नहीं की है उन्हें या तो टंकण परीक्षा या कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) पास करने का विकल्प होगा। आशुटंककों, कनिष्ठ वेतनमान आशुलिपिकों और वरिष्ठ वेतनमान आशुलिपिकों को भी सेवा नियमों में यथाविहित आशुलिपी परीक्षा भी अर्हक करनी होगी।

(2) उम्मीदवार को सीधी भर्ती की दशा में एक वर्ष तक विस्तारयोग्य दो वर्ष की परिवीक्षा अवधि के भीतर कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा(एस०ई०टी०सी०) अर्हक करनी होगी। ग्रुप ग में पदों के पूर्वोक्त प्रवर्गों के विरुद्ध नियुक्त उम्मीदवार तब तक अपने वेतनमान में कोई वेतनवृद्धि अर्जित करने के लिए हकदार नहीं होगा जब तक वह उक्त परीक्षा अर्हक नहीं कर लेता/लेती है, जिसमें असफल रहने पर ऐसे कर्मचारियों की सेवाएं समाप्त कर दी जाएंगी। व्यक्ति जो लिपिक तथा आशुटंकक के पद पर पदोन्नत किए गए हैं, को भी एक वर्ष तक विस्तारयोग्य एक वर्ष की परिवीक्षा अवधि के भीतर कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) अर्हक करनी होगी जिसमें असफल रहने पर उसे वापस प्रतिवर्तित कर दिया जाएगा।

(3) हरियाणा सरकार, इसके द्वारा, हरियाणा राज्य इलैक्ट्रॉनिक विकास निगम लिमिटेड (हारट्रोन) या सरकार द्वारा यथाविहित किसी अन्य एजेन्सी को इस नियम के उप-नियम (4) में यथा उपबन्धित पहले पाठ्यक्रम के अतिरिक्त जैसा सरकार समय-समय पर इस सम्बन्ध में विनिर्दिष्ट करे पाठ्यक्रम के अनुसार टाइपिंग स्पीड में परीक्षा सहित कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) आयोजित करने के लिए प्राधिकृत एजेन्सी के रूप में प्राधिकृत करती है। हारट्रोन या सरकार द्वारा यथा अनुमोदित किसी अन्य एजेन्सी द्वारा जारी किया गया 'पास' प्रमाण-पत्र सेवा नियमों में विहित शर्त को पूरा करने के साक्ष्य के रूप में स्वीकार किया जाएगा।

(4) कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) लिए पाठ्यक्रम में केवल वर्डप्रोसेसिंग, इन्टरनेट ब्राउजिंग तथा ई-मेल मनेजमेंट होंगे।

(5) लिपिकों की दशा में, दोनों मामलों में समकक्ष की (Key) दबाने सहित बदलकर अंग्रेजी में प्रति मिनट 30 शब्द तथा हिन्दी में प्रति मिनट 25 शब्द की टाइपिंग स्पीड, चूंकि टाइपिंग स्पीड कम्प्यूटर पर परीक्षित की जाएगी।

(6) निम्नलिखित योग्यता रखने वाले कर्मचारियों को कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) देने से छूट दी जाती है :—

- (i) एम०टैक०/बी०टैक० (कम्प्यूटर), एम०सी०ए०, बी०सी०ए० या मान्यता प्राप्त संस्थान जैसे पॉलिटेक्निक से कम्प्यूटर में डिप्लोमा;
- (ii) राष्ट्रीय इलैक्ट्रॉनिक्स तथा सूचना प्रौद्योगिकी संस्थान (एन०आई०ई०एल०आई०टी०) (पूर्वी डी०ओ०ई०ए०सी०सी० सोसाइटी) के अधीन स्थापित किसी मान्यताप्राप्त केन्द्र से बेसिक कम्प्यूटर साक्षरता प्रमाण-पत्र;
- (iii) एच०के०सी०एल० के प्राधिकृत शिक्षा केन्द्रों (ए०एल०सी०जे०) से सूचना प्रौद्योगिकी में हरियाणा राज्य प्रमाण-पत्र (एच०एस०सी०आई०टी०);
- (iv) उम्मीदवारों/कर्मचारियों जिन्होंने एस०ई०टी०सी० पहले से ही पास कर रखी है तथा वह सेवा ग्रहण करते समय वैध है। किसी उम्मीदवार द्वारा पहले से ही पास कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) को हारट्रोन द्वारा या सरकार द्वारा प्राधिकृत किसी अन्य एजेन्सी द्वारा ऐसा प्रमाण-पत्र जारी करने की तिथि से पांच वर्ष की अवधि के लिए वैध माना जाएगा; तथा
- (v) शारीरिक रूप से अशक्त उम्मीदवारों अर्थात् हाथ (बायां तथा दायां) का अंगच्छेदन, ऊपरी अंगों का अंगच्छेदन, पॅरेल्डिसिस ऑफ रेड्यल (रेड्यल नै:व पॉ:लूजि) दोनों में से कोई एक ऊपरी अंग। नै:वस सिस्टम को प्रभावित करने वाला डेक्लिनरेशन डिजेनरैटिव डिस्ऑ:ड्स जो हाथ के लकवे तथा इसकी मांसपेशियों की क्षीणता तथा आंखों की विकलांगता का कारण हो सकता है।

तथापि, इन कर्मचारियों को उपरोक्त उप-पैरा (v) के अधीन वर्णित अपवाद सहित कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस०ई०टी०सी०) की भागरूप टंकण परीक्षा क्लीयर करना अपेक्षित होगा।”।

3. उक्त नियमों में, परिशिष्ट 'ख' में,—

I. आशुटंकक के पद के सामने, खाना 2 के नीचे, विद्यमान पर प्रविष्टि के स्थान पर, निम्नलिखित प्रविष्टि प्रतिस्थापित की जाएगी, अर्थात् :—

“(i) 10+2;”;

II. लिपिक के पद के सामने, —

(क) खाना 2 के नीचे, विद्यमान प्रविष्टियों के स्थान पर, निम्नलिखित प्रविष्टियां प्रतिस्थापित की जाएगी, अर्थात् :—

“(1) 10+2;

(2) मैट्रिक स्तर तक हिन्दी का ज्ञान;

(3) नियम 9 क के दृष्टिगत मद 3 लोप की गई ”;

(ख) खाना 3 के नीचे, विद्यमान प्रविष्टियों के स्थान पर, निम्नलिखित प्रविष्टियां प्रतिस्थापित की जाएगी, अर्थात् :—

“(1) 10+2;

(2) मैट्रिक स्तर तक हिन्दी का ज्ञान;

(3) जिसमें महाप्रशासक तथा कार्यालय न्यासी के कार्यालय में कम से कम पांच वर्ष की अवधि के लिए श्रेणी IV के पद के विरुद्ध कार्य किया हो;

(4) नियम 9 क के दृष्टिगत मद 4 लोप की गई है।”।

कृष्ण मोहन,

अपर मुख्य सचिव तथा वित्तायुक्त, हरियाणा सरकार,
राजस्व तथा आपदा प्रबन्धन विभाग।

[Authorised English Translation]

HARYANA GOVERNMENT

REVENUE AND DISASTER MANAGEMENT DEPARTMENT

Notification

The 8th November, 2013

No. G.S.R. 50/Const./Art. 309/2013.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Haryana Administrator General (State Services Group C) Rules, 1980, namely :—

1. These rules may be called the Haryana Administrator General (State Services Group C) Amendment Rules, 2013.

2. In the Haryana Administrator General (State Services Group- C) Rules, 1980 (hereinafter called the said rules) after rule 9, the following rule shall be inserted, namely :—

“9A. (1) Typing test is substituted with the State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of service requirement for Clerks, Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers. The State Eligibility Test in Computer Appreciation and Applications (SETC) shall be a post requisite condition/qualification which all the newly recruited/appointed Clerks, Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers in the Government Departments/Organizations shall have to qualify. The existing Clerks, who have been promoted from Group-D and Restorer etc. who have not passed the typing test till date as required under the Service Rules shall have an option either to pass the typing test or the State Eligibility Test in Computer Appreciation and Applications (SETC). The Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers shall also have to qualify the stenography test as prescribed in the Service Rules.

(2) The candidate shall have to qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the probation period of two years, extendable by one year in case of direct recruit. The candidate appointed against the aforesaid categories of posts in Group C shall not be entitled to earn any increment in his/her pay scale till he/she qualifies the said test, failing which the services of such employees shall be dispensed with. The persons who are promoted to the post of Clerk and Steno-typist shall also qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the period of probation of one year extendable by one year, failing which he/she will be reverted back.

(3) The Government of Haryana hereby authorizes the Haryana State Electronic Development Corporation Limited (HARTRON) or any other agency as prescribed by the Government, as the authorized Agency for conducting the State Eligibility Test in Computer Appreciation and Applications (SETC), alongwith a test in typing speed in accordance with the syllabus as the State Government may specify in this regard from time to time, besides the syllabus already provided in sub-rule (4) of this rule. The 'pass' certificate issued by HARTRON or any other agency, as approved by the Government, would be accepted as an evidence of the fulfilment of the prescribed condition in the Service Rules.

(4) The syllabus for the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word processing, Internet Browsing and E-mail management only.

(5) In the case of Clerks, typing speed of 30 words per minute in English and 25 words per minute in Hindi converted with equivalent key depressions in both cases as the typing speed, would be tested on computers.

(6) The employees possessing the following qualifications are exempted from taking the State Eligibility Test in Computer Appreciation and Applications (SETC) :—

- (i) M. Tech./B.Tech. (Computers), M.C.A., B.C.A. or Diploma in Computers from the recognized institutions e.g. Polytechnic;
- (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