

**HARYANA GOVERNMENT
ELECTRONICS AND INFORMATION TECHNOLOGY DEPARTMENT**

Notification
The 22nd October, 1998

No. G.S.R. 58/Const./Art./309/98- 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 Electronics and Information Technology Department Directorate (**Group B**) Service, namely:-

PART 1 –GENERAL

Short title and commencement:	<p>1. (1) These rules may be called the Haryana Electronics and Information Technology Department (Group B) Service Rules, 1998.</p> <p>2. They shall come into force from the date of publication in the official gazette.</p>
Definitions:	<p>2. In these rules, unless the context otherwise requires.-</p> <p>(a) “Commission” means the Haryana Public Service Commission;</p> <p>(b) “Director recruitment” means an appointment made otherwise than by promotion from within the Service or by transfer of an officer already in Service of the Government of India or any State Government ;</p> <p>(c) “Government” means the Haryana Government in the Administrative Department ;</p> <p>(d) “Institution” means,-</p> <p style="padding-left: 40px;">(i) any institution established by law in force in the State of Haryana; or</p> <p style="padding-left: 40px;">(ii) any other institution recognized by the</p> <p style="padding-left: 40px;">(iii) Government for the purpose of these rules; and</p> <p>(e) “recognized university” means-</p> <p style="padding-left: 40px;">(i) any university incorporated by law in India; or</p> <p style="padding-left: 40px;">(ii) any other university which is declared by the Government to be a recognized university for the purposes of these rule; and</p> <p>(f) “Service” means the Haryana Electronics and Information Technology Department (Group B) Service.</p>

PART II - RECRUITMENT TO SERVICE	
Number and character of posts;	<p>3. This 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 temporally.</p>
Nationality, domicile and character of candidates appointed to Service:	<p>4. (1) No person shall be appointed to any post in the Service, unless he is, -</p> <p>(a) a citizen of India; or</p> <p>(b) a subject of Nepal; or</p> <p>(c) a subject of Bhutan; or</p> <p>(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</p> <p>(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 setting in India:</p> <p>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 of India.</p> <p>(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.</p> <p>(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.</p>

Age;	5. No person shall be appointed to any post in the Service by direct recruitment who is less than 21 years or more than 35 years of age, on or before the first day of the month preceding the last date of submission of application to Commission.
Appointing Authority.	6. Appointment to the post in the Service shall be made by the Government.
Qualifications:	<p>7. No person shall be appointed to any post in Service, unless he is in possession of qualifications and temperance specified in column 2 of Appendix 'B' be these rules in the case of direct recruitment and those specified in column 3 of the aforesaid Appendix in the case of appointment other than by direct recruitment;</p> <p>Provided that in case of appointment by direct recruitment, the qualifications regarding experience shall be relax able to the extent of 50 percent at the discretion of the Commission 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 so doing in writing.</p>
Disqualifications;	<p>8. No person,-</p> <p>(a) who entered into or contracted a marriage with a person having a spouse living; or</p> <p>(b) who having a spouse living has entered into or contracted a marriage with any person,</p> <p>Shall be eligible for appointment to any post in Service:</p> <p>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.</p>
Method of recruitment:	<p>9. (1) Recruitment to the Service shall be made in case of Superintendent (Administration),-</p> <p>(i) by promotion from amongst Technical Assistants/ Assistants; or</p> <p>(ii) by transfer or deputation of an officer already in the service of any State Government or the Government of India;</p> <p>2. All promotions, otherwise, shall be made on seniority-cum-merit basis and seniority alone shall not confer any right to such promotions.</p>
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 Service; and
 - (b) if such person is appointed otherwise than by direct recruitment,-
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may,-
- (a) if his work or conduct has, in its opinion, been satisfactory,-
 - (i) confirm such person from the date of his appointment, if appointed against a permanent vacancy; or
 - (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or probation
 - (iii) declare that he has completed his satisfactorily, if there is no permanent vacancy; or
 - (b) if his work or conduct has in its opinion, been not satisfactory,-

	<p>(i) dispense with his services, if appointed by direct recruitment, it 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</p> <p>(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</p> <p>Provided that the total period of probation, including extension, if any, shall not exceed three years.</p>
Seniority:	<p>11. Seniority inter se of members of Service shall be determined by the length of continuous Service on any post in the service:</p> <p>Provided that where there are different cadres in the Service, the seniority shall be determined separately, for each cadre:</p> <p>Provided further that in the case of member appointed by direct recruitment, the order of merit determined by the Commission shall not be disturbed in fixing the seniority:</p> <p>Provided further that in case of two or more members appointed on the same date, their seniority shall be determined as follows:-</p> <p>(a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer:</p> <p>(b) a member appointed by promotion shall be senior to a member appointed by transfer;</p> <p>(c) in the case of a member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and</p> <p>(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.</p>
Liability to serve:	<p>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.</p> <p>(2) A member of the service may also be deputed to serve</p>

	<p>under,-</p> <p>(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;</p> <p>(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</p> <p>(iii) any other State Government, an international organization, an autonomous body not controlled by the Central Government or a private body;</p> <p>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) or clause (iii) except with his consent.</p>
Pay, leave, pension and other matters:	<p>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 regulated 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.</p>
Discipline, penalties and appeals:	<p>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:</p> <p>Provided that 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 articles 309 of the Constitution of India, be such as are specified in Appendix C to these rules.</p> <p>(2) The authority competent to pass an order under clause © 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.</p>
Vaccination:	<p>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.</p>
Oath of allegiance:	<p>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.</p>
Power of relaxation:	<p>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</p>

	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:	<p>19. Notwithstanding anything 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:</p> <p style="text-align: center;">Provided that the total percentage of reservations so made shall not exceed fifty percent at any time.</p>
Repeal and savings:	<p>20. Any rules applicable to the service and corresponding to any of these rules which are in force immediately before the commencement of these rules is hereby repealed:</p> <p style="text-align: center;">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.</p>

APPENDIX A (See rule 3)				
Designation of post	Number of posts -----Total Permanent Temporary			Scale of pay
1	2	3	4	5
Superintendent (Administration)	--	1	1	Rs. 6500-200-8500-EB- 200-10500

APPENDIX B (See rule 7)		
Designation of post	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
Superintendent (Administration)		By Promotion- (i) 7 years experience as Technical Assistant out of which two year experience of administration work. OR (ii) 10 years experience as Assistant By Transfer or Deputation- (i) Superintendent working in other Departments. (ii) Knowledge of Hindi up to Metric Standard.

APPENDIX A
[See rule 14 (1)]

Designation of posts	Appointing Authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5
Superintendent (Administration)	Government	<p>(i) warning with a copy in the personal file (character roll);</p> <p>(ii) Censure;</p> <p>(iii) withholding of promotion;</p> <p>(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, an 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 or Parliament or of the legislature of a State; and</p> <p>(v) withholding of increments of pay without cumulative effect;</p> <p>Major penalties;</p> <p>(v) (a) withholding of increments of pay with cumulative effect;</p> <p>(vi) 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;</p>	Government	

		<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 employees to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade post or service;</p> <p>(ix) compulsory retirement;</p> <p>(x) removal from service which shall not be a disqualification for future employment under the Government ; and</p> <p>(v) dismissal from service which shall ordinarily be disqualification for future employment under the Government.</p>		
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APPENDIX A [See rule 14 (1)]			
Name of post	Nature of order	Authority empowered	Appellate authority
1	2	3	4
Superintendent (Administration)	(i) reducing 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	--

DHARMA VIR

Commissioner and Secretary to Government, Haryana
Electronics and Information Technology Department

[Authorised English Translation]

HARYANA GOVERNMENT

ELECTRONICS AND INFORMATION TECHNOLOGY DEPARTMENT

Notification

The 22nd October, 1998

No. G.S.R. 68 /Const./Art./309/98.—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 Electronics and Information Technology Department Directorate (Group C) Service, namely :—

PART I—GENERAL

Short title and commencement:

1. (1) These rules may be called the Haryana Electronics and Information Technology Department (Group C) Service Rules, 1998.

(2) They shall come into force from the date of publication in the official gazette.

Definitions :

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

(a) "Commission" means the Haryana State Selection Commission ;

(b) "Director" means the Director, Electronics and Information Technology Department, Haryana ;

(c) "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 ;

(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 ; and

(f) "recognised university" means —

(i) any university incorporated by law in India ; or

(ii) in the case of a degree, diploma or certificate obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University ; or

- (iii) any other university which is declared by the Government to be a recognised university for the purposes of these rules ;

(g) "Service" means the Haryana Electronics and Information Technology Department (Group C) Service.

PART II—RECRUITMENT TO SERVICE

Number and 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 and character of candidates 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 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 ;

Provided that a person belonging to any of the categories (b), (c), (d) or (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

(2) A person, in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission 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 certificates 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 seventeen years or more than thirty-five years of age on the last date of submission of applications to the Commission or any other recruiting authority, as the case may be.

Appointing authority :

6. Appointments to the 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 or those specified in column 4 of the aforesaid Appendix in the case of appointment other than by direct recruitment :

Provided that in the case of direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50 per cent at the discretion of the Commission or any other recruiting authority in case sufficient number of candidates belonging to Scheduled Castes/Backward Classes, Ex-Servicemen and Physically Handicapped Categories, candidate possessing the requisite experience, are not available to fill up the vacancies reserved for them, after recording reasons for so doing 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. (1) Recruitment to the Service shall be made,—

(a) in the case of Technical Assistant,—

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

(b) in the case of Junior Scale Stenographer,—

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

(c) in the case of Driver,—

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

(d) In the case of Clerk-cum-typist,—

- (i) 80% posts by direct recruitment ; and
- (ii) 20% posts by promotion from amongst peons, on the basis of seniority cum-fitness ; or
- (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

2. Except as otherwise expressly provided, all promotions from one grade to another shall be made by selection based on seniority-cum-merit and seniority along shall not confer any right to such promotions.

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 appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule ; and
- (c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.

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

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

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

(a) if his work or conduct has, in its opinion, been satisfactory,—

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

(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.

Seniority:

11. Seniority, *inter se* of the 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 a members appointed by direct recruitment, the order of merit determined by the Commission or any other recruiting authority, as the case may be 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 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 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) 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.

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 the appellate authority shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India, be such as are specified in Appendix C to these rules.

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

Vaccination:

15. Every member of the Service shall get himself vaccinated and 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 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, and 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 per cent, at any time.

Repeal and Savings:

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

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

APPENDIX A

(See Rule 3)

Sr. No.	Designation of Posts	Number of posts			Scale of Pay
		Perma- nent	Tempo- rary	Total	
1	2	3	4	5	6
1	Technical Assistant	—	1	1	Rs. 5000—150—7100—EB— 150—7850
2	Junior Scale Stenographer	—	1	1	Rs. 4000—100—4800—EB— 100—6000
3	Driver	—	2	2	Rs. 4000—100—4800—EB 100—6000
4	Clerk-cum-Typist	—	4	4	Rs. 3050—75—3950—EB 80—4500

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
1.	Technical Assistant	<p>(i) B. Sc. with Physics/Chemistry, or its equivalent</p> <p>(ii) One year experience in testing of Electronics equipment/components</p> <p>(iii) Knowledge of Hindi up to Matric standard ;</p>	<p>By transfer or Deputation :</p> <p>(i) B. Sc with physics and Chemistry, or its equivalent ;</p> <p>(ii) Knowledge of Hindi up to Matric standard ;</p> <p>(iii) Three years experience as a Technical Assistant in Electronics filed.</p>
2.	Junior Scale Stenographer	<p>(i) Matric 1st Division/Higher Secondary 2nd Division/Intermediate 2nd Division/10+2 (vocational) 2nd Division/Graduate or its equivalent ; (for Ex-servicemen Matric only).</p> <p>(ii) Knowledge of Hindi up to Matric standard ;</p> <p>(iii) English shorthand with a speed of 100 words per minute and transcription thereof at 20 words per minute ; and</p> <p>(iv) Hindi Shorthand with a speed of 80 words per minute and transcription thereof at 15 words per minute ;</p> <p>(v) Three years experience as Junior Scale Stenographer.</p>	<p>By transfer or Deputation :</p> <p>(i) Matric 1st Division/Higher Secondary 2nd Division/Intermediate 2nd Division/10+2 (vocational) 2nd Division/Graduate or its equivalent ; (For Ex Servicemen Matric only).</p> <p>(ii) Knowledge of Hindi upto Matric standrad ;</p> <p>(iii) English shorthand with a speed of 100 words per minute and transcription thereof at 20 words per minute ; and</p> <p>(iv) Hindi Shorthand with a speed of 80 words per minute and transcription thereof at 15 words per minute.</p>
3.	Driver	<p>(i) Matric with Hindi ;</p> <p>(ii) Light transport vehicle driving licence ;</p>	<p>By promotion :</p> <p>(i) Matric with Hindi ;</p>

1	2	3	4
	(iii) 3 years experience of driving a light transport vehicle.	(ii) Light transport vehicle driving licence ; and (iii) Three years experience as peon ; OR	
		By transfer/Deputation :	
		(i) Matric with Hindi,	
		(ii) Three years experience of Driving a light transport	
4. Clerk-cum-Typist	(i) Matric 1st Division/Higher Secondary 2nd Division/Intermediate 2nd Division/10+2 (vocational) 2nd Division/Graduate or its equivalent (for ex-servicemen Matric only)	By promotion :	
	(ii) Knowledge of Hindi up to Matric standard ; and	(i) Matric with Hindi or its equivalent ;	
	(iii) Shall have to qualify the departmental type test in Hindi/English with a speed of 25/30 words per minute, respectively, within a year from the date of appointment. The candidate will be allowed annual increment only after qualifying the above test.	(ii) 5 years experience as a peon ; and	
		(iii) The official appointed to the post of clerk-cum-typist will have to qualify departmental type test in Hindi/English with a speed of 25/30 words per minute respectively within a year from the date of his appointment. The candidate will be allowed annual increment only after qualifying the above test. They shall have to qualify a written test of Hindi and English languages of the matriculation level conducted by the head of department.	
		Transfer or Deputation :	
		(i) Matric 1st Division/Higher Secondary 2nd Division/Intermediate 2nd Division/10+2 (vocational) 2nd Division/Graduate or its equivalent ;	
		(ii) Three years experience as clerk, the candidate should qualify the departmental type test in Hindi/English with a speed of 25/20 words per minute respectively.	

APPENDIX C

[See rule 14(1)]

Serial No.	Designation of posts	Appointing Authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5	6

MINOR PENALTIES :

- | | | | | | |
|---|---------------------------|----------|--|----------|------------|
| 1 | Technical Assistant | Director | (i) warning with a copy in the personal file (character roll) ; | Director | Government |
| 2 | Junior Scale Stenographer | | (ii) Censure ; | | |
| 3 | Driver | | (iii) withholding of promotion ; | | |
| 4 | Clerk-cum-Typist | | (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, an 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 | | |
| | | | (v) withholding of increments of pay without cumulative effect ; | | |

MAJOR PENALTIES :

- (vi) withholding of increments of pay with cumulative effect ;
- (vii) reduction to a lower stage in the time scale of pay for a specified period, with further directions

1	2	3	4	5	6
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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 ;

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

APPENDIX D

[(See rule 14(2)]

Serial No.	Designation of posts	Nature of order	Authority empowered to pass order	Appellate Authority
1	2	3	4	5
1	Technical Assistant	(a) reducing or withholding the amount of ordinary or additional pension admissible under the rule governing pension ;	Director	Government
2	Junior Scale Stenographer			
3	Driver	(b) terminating the appointment otherwise then on his attaining the age fixed for superannuation.		
4	Clerk-cum-Typist			

DHARAM VIR,

Commissioner and Secretary to Government, Haryana,
Electronics and Information Technology Department.

हरियाणा सरकार

इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी विभाग
सूचना प्रौद्योगिकी सचिवालय

अधिसूचना

दिनांक 9 नवम्बर, 2013

संख्या सांकांनि० 81/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 इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी विभाग (गुप ग) सेवा नियम, 1998, को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्:—

1. ये नियम हरियाणा इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी विभाग (गुप ग), सेवा (संशोधन) नियम, 2013, कहे जा सकते हैं।

2. हरियाणा इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी विभाग (गुप ग) सेवा नियम, 1998 (जिन्हें, इसमें, इसके बाद, उक्त नियम कहा गया है) में "लिपिक एवं टाइपिस्ट" शब्द जहाँ कहीं भी आये, के स्थान पर "लिपिक" शब्द प्रतिस्थापित किया जाएगा।

3. उक्त नियमों में, नियम 9 के बाद, निम्नलिखित नियम रखा जाएगा, अर्थात्:—

"9क--(1) टंकण परीक्षा लिपिकों, आशुटंककों, कनिष्ठ वेतनमान आशुलिपिकों और वरिष्ठ वेतनमान आशुलिपिकों के लिये सेवा शर्तों के भाग रूप में कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) से प्रतिस्थापित की जाती है। कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) 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 गुप घ तथा रैस्टोरर इत्यादि से पदोन्नत किए गए हैं, जिन्होंने सेवा नियमों के अधीन तथा अपेक्षित अब तक टंकण परीक्षा पास नहीं की है उन्हें या तो टंकण परीक्षा या कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) पास करने का विकल्प होगा। आशुटंककों, कनिष्ठ वेतनमान आशुलिपिकों और वरिष्ठ वेतनमान आशुलिपिकों को भी सेवा नियमों में यथाविहित आशुलिपि परीक्षा भी अर्हक करनी होगी।

(2) उम्मीदवार को सीधी भर्ती की दशा में एक वर्ष तक विस्तारयोग्य दो वर्ष की परीक्षा अवधि के भीतर कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) अर्हक करनी होगी। गुप ग में पदों के पूर्वोक्त प्रवर्गों के विरुद्ध नियुक्त उम्मीदवार जब 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 जायेंगी। व्यक्ति जो लिपिक तथा आशुटंकक के पद पर पदोन्नत किए गये हैं, को भी एक वर्ष तक विस्तारयोग्य एक वर्ष की परीक्षा अवधि के भीतर कम्प्यूटर अप्रीशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) अर्हक करनी होगी जिसमें असफल रहने पर उसे वापस प्रतिवर्तित कर दिया जायेगा।

- (3) हरियाणा सरकार द्वारा हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड (हारट्रोम) या सरकार द्वारा यथाविहित किसी अन्य एजेंसी 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 (एस.ई.टी.सी.) आयोजित करने के लिए प्राधिकृत एजेंसी के रूप में प्राधिकृत करती है। हारट्रोम या सरकार द्वारा यथा अनुमोदित किसी अन्य एजेंसी द्वारा जारी किया गया 'पास' प्रमाण-पत्र सेवा नियमों में विहित शर्त को पूरा करने के साक्ष्य के रूप में स्वीकार किया जायेगा।
- (4) कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) के लिए पाठ्यक्रम में केवल वर्ड प्रोसेसिंग, इन्टरनेट ब्राउजिंग तथा ई-मेल मैनेजमेंट होंगे।
- (5) लिपिकों की दशा में दोनों भागलों 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 जायेगी।
- (6) निम्नलिखित योग्यता रखने वाले कर्मचारियों को कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) देने से छूट दी जाती है :-
 - (i) एम.टैक./बी.टैक. (कम्प्यूटर), एम.सी.ए., बी.सी.ए. या मान्यता प्राप्त संस्थान जैसे पॉलिटेक्निक से कम्प्यूटर में डिप्लोमा;
 - (ii) राष्ट्रीय इलेक्ट्रॉनिक्स तथा सूचना प्रौद्योगिकी संस्थान (एन.आई.ई.एल.आई.टी.) (पूर्व डीआईएससी सीराइटी) के अधीन स्थापित किसी मान्यता प्राप्त केंद्र से बेसिक कम्प्यूटर स्तर पर 'प्रमाण-पत्र'।
 - (iii) एच.के.सी.एल. के प्राधिकृत शिक्षा केन्द्रों (ए.एल.सी.ज) से सूचना प्रौद्योगिकी में हरियाणा राज्य प्रमाण-पत्र (एचएससीआईटी);
 - (iv) उम्मीदवारों/कर्मचारियों जिन्होंने एसईटीसी 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 (एस.ई.टी.सी.) को हारट्रोम द्वारा या सरकार द्वारा प्राधिकृत किसी अन्य एजेंसी द्वारा ऐसा प्रमाण-पत्र जारी करने की तिथि से पांच वर्ष की अवधि के लिए वैध माना जायेगा; तथा
 - (v) शारीरिक रूप से अशक्त उम्मीदवारों अर्थात् हाथ (बायां तथा दायां) का अंगच्छेदन, ऊपरी अंगों का अंगच्छेदन, पैरैल्जिसिस ऑफ रेड्यल (रेड्यल नैव पॉलजि) दोनों में से कोई एक ऊपरी अंग। नैवस सिस्टम को प्रभावित करने वाला डेवेलपेशन डिजेनरैटिव डिस्ऑर्डर 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 (एस.ई.टी.सी.) की भागीदार संस्था परीक्षा क्लियर करना अपेक्षित होगा।।

4. उक्त नियमों में परिशिष्ट "ख" में—

(I) क्रम संख्या 2 के सामने खाना 3 के नीचे, विद्यमान मद (i) के स्थान पर, निम्नलिखित मद प्रतिस्थापित की जाएगी अर्थात् :—

“(i) 10+2 स्नातक या इसके समकक्ष

(भूतपूर्व सैनिकों के लिये केवल 10+2);

(II) क्रम संख्या 4 के सामने, खाना 3 के नीचे, विद्यमान मदों के स्थान पर, निम्नलिखित मद प्रतिस्थापित की जाएगी, अर्थात् :

“(i) 10+2 स्नातक या इसके समकक्ष

(भूतपूर्व सैनिकों के लिये केवल 10+2);

(ii) मैट्रिक स्तर तक हिन्दी का ज्ञान,

(iii) विद्यमान मद (iii) का नियम 9 क के दृष्टिगत लोप कर दिया है।

खाना 4 के नीचे,—

(क) “पदोन्नति द्वारा” शीर्ष के नीचे, विद्यमान प्रविष्टियों के स्थान पर, निम्नलिखित प्रविष्टियाँ प्रतिस्थापित की जाएंगी, अर्थात्:—

“(i) 10+2

(भूतपूर्व सैनिकों के लिये केवल 10+2);

(i) मैट्रिक स्तर तक या उच्चतर शिक्षा में हिन्दी का ज्ञान,

(ii) सेवादार के रूप में पाँच वर्ष का अनुभव;

(iii) विद्यमान मद (iii) का नियम 9क के दृष्टिगत लोप किया गया है।।”

(ख) “स्थानान्तरण अथवा प्रतिनियुक्ति” शीर्ष के नीचे, विद्यमान प्रविष्टियों के स्थान पर, निम्नलिखित प्रविष्टियाँ प्रतिस्थापित की जाएंगी, अर्थात्:—

“(i) 10+2 स्नातक या इसके समकक्ष;

(ii) लिपिक के रूप में तीन वर्ष का अनुभव;

विभागीय टाइप टेस्ट की शर्त नियम 9क के दृष्टिगत लोप किया गया है।।”

वाई० एस० मलिक,
अपर मुख्य सचिव, हरियाणा सरकार,
इलेक्ट्रॉनिक्स तथा सूचना प्रौद्योगिकी विभाग।

[Authorised English Translation]

HARYANA GOVERNMENT

**ELECTRONICS AND INFORMATION TECHNOLOGY DEPARTMENT
SECRETARIAT FOR INFORMATION TECHNOLOGY**

Notification

The 9th November, 2013

No. G.S.R. 81/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 to further amend the Haryana Electronics and Information Technology Department (Group C) Service Rules, 1998, namely:—

1. These rules may be called the Haryana Electronics and Information Technology Department (Group C) (Amendment) Service Rules, 2013.

2. In the Haryana Electronics and Information Technology Department (Group C) Service Rules, 1998 (hereinafter called the 'said rule'), for the words and signs 'Clerk cum-typist', wherever occurring, the word "Clerk", shall be substituted.

3. In the said rules, after rules 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-typists 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), MCA, BCA 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 & Information Technology (NIELIT) [erstwhile DOEACC Society];
 - (iii) Haryana State – Certificate in Information Technology [HS-CIT] from the Authorized 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 5 years from the date of issue of such certificate by HARTRON or any other agency authorized by the Government; and
 - (v) Physically disabled candidates i.e. amputation of hand (Left and Right) Amputation of upper limbs, Paralysis of Radial Nerve (Radial Nerve Palsy) of either upper limb. Declination degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped.

However, these employees, with the exception of those mentioned under sub-para (v) above, shall be required to clear the 'typing test' being part of the State Eligibility Test in Computer Appreciation and Applications (SETC)."

4. In the said rules, in Appendix B,—

- I. against serial number 2, under column 3, for the existing item (i), the following item shall be substituted, namely:—
“(i) 10+2/Graduate or its equivalent
(for ex-servicemen 10+2 only);
- II. against serial number 4, under column 3, for the existing items, the following items shall be substituted, namely:—
(i) 10+2/Graduate or its equivalent
(for ex-servicemen 10+2 only);
(ii) Knowledge of Hindi upto Matric standard or higher education; and
(iii) Existing item (iii) omitted in view of rule 9A.”.

Under column 4,—

- (a) under heading “by Promoteion”, for the existing entries, the following entries shall be substituted, namely:—
“(i) 10+2;
(for ex-servicemen 10+2 only);
(ia) Knowledge of Hindi upto Matric standard or higher education;
(ii) 5 years experience as a peon;
(iii) Existing item (iii) omitted in view of rule 9A.”;
- (b) Under heading ‘Transfer or Deputation’ for existing entries, following entries shall be substituted, namely:—
“(i) 10+2/Graduate or its equivalent;
(ii) Three years experience as a Clerk;
condition of department ‘type test’ omitted in view of rule 9A.”.

Y. S. MALIK.

Additional Chief Secretary to Government Haryana,
Electronics & Information Technology Department.

[Authorised English Translation]

HARYANA GOVERNMENT

ELECTRONICS & INFORMATION TECHNOLOGY DEPARTMENT

[Notification]

The 16th October, 1998

No. G.S.R.55/Const./Art. 309/98.—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 Electronics & Information Technology Department (Group D) Service, namely:—

PART I—GENERAL

Short Title and commencement:

1. (1) These rules may be called the Haryana Electronics & Information Technology Department (Group D) Service Rules, 1998.

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

Definitions :

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

(a) “director” means the Director, Electronics & Information Technology Department, 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) “Employment Exchange” means State Employment Exchange, 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) “Service” means the Haryana Electronics Department (Group D) Service.

Number and 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 post or to create new posts with different designations and scales of pay, either permanently or temporarily.

Nationality, domicile and character of candidates appointed to Service:

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 person of Indian origin who has migrated from Pakistan, Burma, Srilanka 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 intention of permanently settling in India :

Provided that a person belonging to any of the categories (b), (c), or (d) 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 appointing 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 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 recruited to any post in the Service by direct appointment who is less than sixteen years or more than 35 years of age on the last date of submission of application to the appointing authority.

Appointing Authority:

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

Qualifications:

7. No persons shall be appointed to any post in the Service, unless he is in possession of qualifications and experience specified in column 2 of Appendix B to these rules in the case of direct recruitment and those specified in Column 3 of the aforesaid Appendix in the case of persons appointed other than by direct recruitment.

Disqualifications :

8. (1) 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 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 in case of peon shall be made,—

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

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 appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule ; and
- (c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.

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

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

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

- (a) if his work or conduct has, in its opinion, been satisfactory—
 - (i) confirm such person from the date of his appointment, if appointed against a permanent vacancy ; or

- (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ; or
- (iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy ; or
- (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.

Seniority:

11. Seniority, *inter se* of the 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 member appointed by direct recruitment, the order of merit determined by the appointing 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 follow:—

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer ;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer ;
- (c) in the case of a member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and
- (d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to 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 previous appointment, 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 serve the Central or any other State Government or any organisation or body referred to in clause (ii) or clause (iii) except with his consent.

Pay, leave, pension 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 the appellate authority shall be as specified in Appendix D to these rules.

Vaccination :

15. Every member of the Service shall get himself vaccinated and revaccinated as and when the Government so 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 provisions :

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

Reservation :

19. Nothing contained in these rules shall affect 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 per cent at any time.

Repeal and savings :

20. Any rule applicable to the service and corresponding if any, of these rules which is enforced immediately before the commencement of these rules is hereby repealed :

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

APPENDIX A

(See rule 3)

Designation of posts	Number of posts			Scales of pay
	Permanent	Temporary	Total	
1	2	3	4	5
Peon	—	3	3	Rs. 2550-55-2660-EB-60-3200

APPENDIX B

(See rule 7)

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
Peon	(i) Middle with Hindi	(i) Middle with Hindi

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
1. Minor Penalties:				
Peon	Director	(i) warning with a copy in the personal file (character roll); (ii) censure ; (iii) withholding of pro- motion ; (iv) recovery from pay of the whole or part of any pecuniary loss, caused by negligence or breach of orders; to the Central Govern- ment or a State Govern- ment 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 (v) withholding of incre- ments of pay without cumulative effect ;	Director	Government
2. Major Penalties :				
		(vi) withholding of incre- ments of pay without cumulative effect ;		

1	2	3	4	5
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(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 ;

(viii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service ;

(ix) compulsory retirement ;

(x) removal from service which shall not be disqualification for future employment under the Government ;

(xi) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.

APPENDIX D

[See rule 14 (2)]

Designation of posts	Nature of order	Authority empowered to make order	Appellate authority
1	2	3	4
Peon	(i) reducing or withhold- ing the amount of ordinary or additional pension admissible under the rules governing pension ; (ii) terminating the appointment other- wise than on his attaining the age fixed for superannua- tion.	Director	Government

DHARAM VIR,

Commissioner and Secretary to
Government, Haryana, Electronics and
Information Technology
Department.



हरियाणा सरकार / HARYANA GOVERNMENT

सूचना प्रौद्योगिकी सचिवालय

SECRETARIAT FOR INFORMATION TECHNOLOGY

No. Admn. /254/1SIT/Vol-II/1171

From

Additional Chief Secretary to Government Haryana,
Electronics & Information Technology Department.

To

1. All the Administrative Secretaries to Government of Haryana.
2. All the Heads of Departments in Haryana.
3. Registrar, Punjab & Haryana High Court
4. All the Divisional Commissioners in Haryana.
5. Managing Directors/Chief administrators/Chief Executive officers of all the Boards, Corporations etc. in Haryana.
6. All the Deputy Commissioners in Haryana.
7. Registrars of all the Universities in Haryana.

Dated Chandigarh the 18.02.2014

Subject: Clarification with regard to para 3 of instructions No. Admn./254/1SIT/667 dated 12.08.2013.

Sir/Madam,

I am directed to address you on the subject cited above and to say that a number of communications have been received from the various Departments/IT Professionals seeking clarification with regard to para 3 of instructions issued by this Department vide letter no Admn./254/1SIT/667 dated 12.08.2013 to the effect 'whether the Data Entry Operators/ Computer professionals working in the District IT Society and engaged on contractual basis by way of advertisement, after passing the test and selected by the Committee duly constituted for the purpose' are entitled for the benefits as contained in the above referred instructions.

2. In this regard, it is clarified that the Computer Professionals who have been engaged on contract basis as per instructions/guidelines issued by this Department vide letter no. Admn./256/04/1SIT/1796 dated 02.03.2006 and those who have been engaged by adopting due procedure of the Government after obtaining "No Objection Certificate" from IT Department/ HIL shall also be entitled for the grant of same benefit as contained in the instructions bearing no. Admn./254/1SIT/667 dated 12.08.2013 without undergoing the prescribed HIL computer test.

Administrative Officer
for Additional Chief Secretary to Govt., Haryana,
Electronics & Information Technology Department



HARYANA GOVERNMENT/ हरियाणा सरकार
SECRETARIAT FOR INFORMATION TECHNOLOGY
सूचना प्रौद्योगिकी सचिवालय

No. Admn/254/1SIT/775

From

Principal Secretary to Government Haryana
Electronics and Information Technology Department.

To

- (i) All the Administrative Secretaries to Government of Haryana.
- (ii) All the Heads of Departments in Haryana.
- (iii) Registrar, Punjab & Haryana High Court,
- (iv) All the Divisional Commissioners in Haryana.
- (v) Managing Directors/ Chief Administrators/Chief Executive Officers of all the Boards/Corporations etc. in Haryana.
- (vi) All the Deputy Commissioners in Haryana
- (vii) Registrars of all the Universities in Haryana.

Chandigarh: Dated, the 18.09.2013

Subject: Clarifications regarding fixation of remuneration of the computer professionals engaged on job-work/ contract basis in various government departments/ organisations with reference to the Instructions issued by the Government vide letter no. Admn/254/1SIT/667 dated 12.08.2013.

Sir/Madam,

I am directed to address you on the subject cited above. As you are aware, the Government has revised the rates of Contract/ Job-work remuneration in respect of various categories of IT Professionals, effective from 01.06.2013, vide letter no. Admn/254/1SIT/667 dated 12.08.2013. A number of references have been received in the Electronics & IT Department seeking clarifications regarding the method of determination/ fixation of contract remuneration of computer professionals engaged on contract/ job work basis by various government department/ organisations in terms of above letter dated 12.08.2013. The said references have been examined.

2. I have been directed to inform you that the contract remuneration of computer professionals engaged on contract/ job work basis and whose contracts are renewed further beyond one year, would be determined under the revised rates based on the following formula:

“Revised Base Rate plus Annual Increase(s) drawn in the pre-revised base rate up to 31.05.2013. His/her next annual increase @ 5% under the revised base rate shall become due on the completion of one year of his/her existing contract agreement”.



HARYANA GOVERNMENT/ हरियाणा सरकार
SECRETARIAT FOR INFORMATION TECHNOLOGY
सूचना प्रौद्योगिकी सचिवालय

3. The manner of determination of contract remuneration in accordance with the above formula is further explained with the following illustrations:

Illustration 1:

- (i) Suppose "A" was engaged on job work/ contractual basis as a 'Data Entry Operator' at a contract remuneration @ Rs. 8000/- per month (referred to as the 'Base Rate') on 1.1.2010. Assuming that the employing department/ organisation has been renewing his contract year-on-year basis and accounting for an annual increase @ 5% on the base rate, his contract remuneration would be Rs. 8400/- per month as on 1.1.2011, Rs. 8800/- per month as on 1.1.2012 and Rs. 9200/- as on 1.1.2013.
- (ii) As on 1.6.2013, his contract remuneration in the revised 'Base Rate' of Rs.10,000/- per month would be determined as under:-

Nomenclature: Data Entry Operator		
Category	Remuneration as on 31.05.2013	Remuneration as on 01.06.2013
Category (i)	Rs. 8000+1200= Rs. 9200/-	Rs. 10000 + Rs. 1200 = Rs. 11200/-
Category (ii)	Rs. 9000 +1350= Rs. 10350/-	Rs. 11000 + Rs. 1350 = Rs. 12350/-
Category (iii)	Rs. 10000+1500= Rs. 11500/-	Rs. 12000 + Rs. 1500 = Rs. 13500/-

Illustration 2:

- (i) Suppose "B" was engaged on job work/ contractual basis as a 'Programmer/ Data Analyst/ Networking Engineer' at a contract remuneration @ Rs. 16,000/- per month (referred to as the 'Base Rate') on 1.1.2011. Assuming that the employing department/ organisation has been renewing his contract year-on-year basis and accounting for an annual increase @ 5% on the base rate, his contract remuneration would be Rs. 16,800/- per month as on 1.1.2012, and Rs. 17,600/- as on 1.1.2013.
- (ii) As on 1.6.2013, his/ her contract remuneration in the revised 'Base Rate' of Rs. 18,000/- per month would be determined as under:-

Nomenclature: Programmer/ Data Analyst/ Networking Engineer		
Category	Remuneration as on 31.05.2013	Fixation of remuneration as on 01.06.2013
Category (i)	Rs. 16000 + 1600= Rs. 17600/-	Rs. 18000 + Rs. 1600 = Rs. 19600/-
Category (ii)	Rs. 18,000+ 1800= 19800/-	Rs. 20,000 + Rs. 1800 = Rs. 21,800/-

4. All the concerned controlling officers are requested to determine the contract remuneration of the IT professionals engaged by them, subject to their meeting the eligibility conditions, in accordance with the manner explained/ clarified above.

Administrative Officer
for Principal Secretary to Government Haryana,
Electronics & Information Technology Department.



HARYANA GOVERNMENT/ हरियाणा सरकार
SECRETARIAT FOR INFORMATION TECHNOLOGY
सूचना प्रौद्योगिकी सचिवालय

No. Admn/254/1SIT/667

From

Principal Secretary to Government Haryana
Electronics and Information Technology Department.

To

- (i) All the Administrative Secretaries to Government of Haryana.
- (ii) All the Heads of Departments in Haryana.
- (iii) Registrar, Punjab & Haryana High Court,
- (iv) All the Divisional Commissioners in Haryana.
- (v) Managing Directors/ Chief Administrators/Chief Executive Officers of all the Boards/Corporations in Haryana.
- (vi) All the Deputy Commissioners in Haryana
- (vii) Registrars of all the Universities in Haryana.

Chandigarh: Dated the 12.08.2013

Subject: Revision of job work fee/ contract remuneration of computer professionals of various categories engaged for various Departments/ Boards/ Corporations through Haryana Informatics Limited (HIL) and Policy decisions governing their service conditions.

Sir/Madam,

I am directed to invite a reference to this office letter No. Admn./ 254/ 1SIT/ 1077 dated 17.3.2010 on the subject cited above and to inform you that the State Government has decided to increase the base rate of job work fee/ contract remuneration of the IT Professionals working in the State across various Departments/ organizations to partially neutralize the impact of Dearness allowance and annual increment admissible to regular employees as per the enclosed Annexure.

2. The revised job work fee/ contract remuneration shall be applicable from 1st of June, 2013 for a period of three years.
3. The above job work fee/ contractual remuneration shall also be applicable to the Data Entry Operators engaged by the District IT Societies subject to their fulfilling the prescribed qualifications as mentioned in the letter referred above and their qualifying the Computerised Test conducted by HIL/ Hartron.

Page 1 of 2

9th Floor, Haryana Civil Secretariat, Sector-1, Chandigarh. 160001

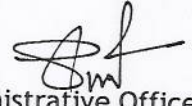
Tel: CIT 2740009, SSIT, DIT 2741547, Ad.O.:2748142, Fax:0172-2749985

E-mail:cit@hry.nic.in, ssit@hry.nic.in, sit@hry.nic.in Website.www.haryanait.nic.in



HARYANA GOVERNMENT/ हरियाणा सरकार
SECRETARIAT FOR INFORMATION TECHNOLOGY
सूचना प्रौद्योगिकी सचिवालय

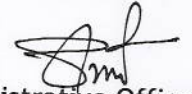
4. Female employees engaged on contract basis in these categories shall be entitled for Maternity leave as per instructions issued by the Government vide letter No. 11/126/007-1FR dated 22nd June, 2009.
5. The expenditure on this account shall be borne by the respective Departments/ Organisations from their own budget provisions.
6. The other terms and conditions, as contained in letter No. Admn./ 254/ 1SIT/ 1077 dated 17.3.2010, shall remain the same.
7. This issues with the concurrence of the Finance Department conveyed vide their UO No.1/116/2001-1FDIII/2013 (19087) dated 31.7.2013.


Administrative Officer
for Principal Secretary to Govt. Haryana
Electronics & Information Technology Department.

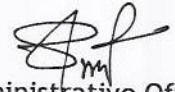
Endst No. Admn/254/1SIT/668

Chandigarh dated, the 12.08.2013

A copy is forwarded to the Accountant General, Haryana (Accounts & Audit), Chandigarh for information and necessary action.


Administrative Officer
for Principal Secretary to Govt. Haryana
Electronics & Information Technology Department.

A copy is forwarded to the Principal Secretary to Govt. Haryana Finance Department with reference to his UO No.1/116/2001-1FDIII/2013 (19087) dated 31.7.2013 for information and necessary action.


Administrative Officer
for Principal Secretary to Govt. Haryana
Electronics & Information Technology Department.

To

Principal Secretary to Govt. Haryana
Finance Department

U.O. No. Admn/254/1SIT/669

Chandigarh: dated, the 12.08.2013


Page 2 of 2

ANNEXURE

Sr.	Designation/ category of person on job work basis	Qualification	Existing remuneration Per month (Amt. in Rs.)	Revised Job Work /contract fee per month w.e.f. 1.6.2013 (Amt. in Rs.)
	2	3	4	5
1.	<u>Data Entry Operator</u> Category (i)	<p>i) 10+2 (with 50% marks) & 'O' Level/ one year Diploma/Course in Programming Asstt. / Comp. Application/ NCVT Certificate (with 50% marks)</p> <p>Or</p> <p>Graduate & 'O' Level/ one year Diploma/Course in Programming Asstt. / Comp. Application/ NCVT Certificate (with 50% marks)</p> <p>Or</p> <p>Three Years diploma in Modern Office Practices/ Office Management & Computer Applications/ Comp. Engg. / Electronics & Comm. Engg./ BCA (with 50% marks)</p> <p>Or</p> <p>Two years diploma in Office Management & Computer Applications (with 50% marks)</p> <p>Or</p> <p>Post Matric one year ITI Course/ NCVT in stenography (with 50% marks) and</p> <p>ii) Data Punching speed of 8000 key depressions per hour or 133 key depressions per minute.</p>	8000/-	10,000/-
	Category (ii)	Qualification as per category (i) above with 4 to 7 years of contract service	9000/-	11,000/-
	Category (iii)	Qualification as per category (i) above with more than 7 years of contract service	10,000/-	12,000/-
2.	<u>DTP Operator</u>	i) 10+2 with minimum 1 years Course in Desktop Publishing or Graduation with 6 months full time Certificate Course in Desktop Publishing or Bachelor in Fine Arts.	11,500/-	13,500/-

Sr.	Designation/ category of person on job work basis	Qualification	Existing remuneration Per month (Amt. in Rs.)	Revised Job Work /contract fee per month w.e.f. 1.6.2013 (Amt. in Rs.)
	2	3	4	5
		ii) Having minimum 2 years experience in designing print media like Advertisements, Brochures, News Letters etc using Coral Draw/ Page Maker and Adobe Premiere/Photoshop.		
3.	<u>Junior Programmer/ Junior Data Analyst/ Networking Assistant/ Web Designer</u> Category (i)	PGDCA/PDCA/PGDIT/APGDCA/MCA/M.Sc/ BCA/ BSc (Comp. Sc./IT)/ 3 Yrs. Diploma in Comp. Application/ IT from SBTE/University / 'A' Level course from DOE with minimum 55% marks and having knowledge in software Dev. in a Limited Company. Or (i) 3 years diploma in Comp. Sc./ IT/ Electronics/ Electronics & Comm. with 55% marks or BCA/B.Sc (Comp. Sc./IT) with 55% marks or 'A'/'B' Level Course from DOE with 55% marks (ii) 1 year working experience in troubleshooting and resolving operation issues of Electronics Equipment, LAN/WAN/ Internet/Intranet, all types of hardware, system software from a reputed company. (iii) Person having MCP/MSCE/CCNA/DCNE/ Linux/Solaris/ Network+/ A+ Certification shall be given pref. Or i) 10+2 with minimum 2 years Course in multimedia/web designing or Graduation with 6 months full time Certificate Course in Multimedia/Web Designing or Bachelor in Fine Arts. ii) Having minimum 2 years experience in designing multimedia presentations, tutorials, websites using Macromedia Flash/ Dreamweaver/3D Max and Adobe Premiere/Photoshop	13,000/-	15,000/-
	Category (ii)	Qualification as per category (i) above with 4 to 7 years of Contract Service	15,000/-	17,000/-
	Category (iii)	Qualification as per category (i)	16,000/-	18,000/-

Sr.	Designation/ category of person on job work basis	Qualification	Existing remuneration Per month (Amt. in Rs.)	Revised Job Work /contract fee per month w.e.f. 1.6.2013 (Amt. in Rs.)
	2	3	4	5
		above with more than 7 years of Contract Service		
4.	<u>Programmer/ Data Analyst/ Networking Engineer</u> Category (i)	<p>i) B.E./B.Tech./M.Tech. (Comp. Sc./IT/ Electronics & Comm. in 1st Divn. Or M.Sc. (Comp. Sc./IT) in 1st Divn. Or MCA in 1st Divn. Or 'B'/'C' Level course from DOE in 1st Divn. Or M.Sc (Phy/Math/Statistics) in 1st Divn. and PGDCA in 1st Divn</p> <p>and</p> <p>ii) Project Work of Software Development in a reputed company on .NET or Java/J2EE/ WebSphere/ PHP, MySQL and Linux/ VB and MS Access/SQL Server/Oracle</p> <p>Or</p> <p>(i)) B.E./B.Tech./M.Tech. in Comp. Sc./IT/ Electronics & Comm. with 1st Division Or MCA with 1st Division Or 'B'/'C' Level Course from DOE with 1st Division/"A" Grade.</p> <p>(ii) Certification MCSE/CCNA/DCNE/Linux/ Solaris</p> <p>(iii) Working Experience of handling networking project troubleshooting and resolving operation issues of LAN/WAN/ Internet/ Intranet, all types of hardware, system software from a reputed company.</p>	16,000/-	18,000/-
	Category (ii)	Qualification as per category (i) above with 4 to 7 years of Contract Service	18,000/-	20,000/-
5.	<u>System Analyst</u>	Qualification as per serial no. 4 category (i) with Min. 5 years Exp. as Programmer/ Data Analyst/ Networking Engineer	25,000/-	27,000/-
6.	<u>Senior System Analyst</u>	Qualification As per serial no. 4 category (i) with Min. 5 years experience as System Analyst	26,000/-	28,000/-
7.	<u>Dy. General Manager</u>	<p>(i) 1st Divn. in B.E./B.Tech./M.Tech. (Comp.Sc./ IT/Electronics & Comm.)/MCA with MBA (1st Div.)</p> <p>(ii) 12 yrs. experience in Software industries in Software development implementation. At least 5 years experience at Sr. level in execution of projects in</p>	32,000/-	34,000/-



Sr.	Designation/ category of person on job work basis	Qualification	Existing remuneration Per month (Amt. in Rs.)	Revised Job Work /contract fee per month w.e.f. 1.6.2013 (Amt. in Rs.)
	2	3	4	5
		relevant field. Or Min. 5 years experience as Sr. System Analyst in the pay scale of Rs. 10000-15200 (pre revised)		
8	<u>General Manager</u>	(i) 1 st Divn. in B.E. /B.Tech./M.Tech. (Comp.Sc./ IT/ Electronics & Comm.)/ MCA with MBA (1 st Div.) (ii) 16 yrs. Experience in software development / implementation of IT projects out of which at least 8 years at Sr. level in the Execution of Projects in the relevant field. Or Min. 5 years experience as Deputy General Manager in the pay scale of Rs. 12000-16500 (pre revised)	55,000/-	57,000/-

From

The Financial Commissioner & Principal Secretary to Govt. Haryana,
Electronics and Information Technology Department.

To

1. All the Administrative Secretaries to Government of Haryana.
2. All the Heads of Departments in Haryana.
3. Registrar, Punjab & Haryana High Court.
4. All the Divisional Commissioners in Haryana.
5. Managing Directors/Chief Administrators/Chief Executive Officers of all the Boards, Corporations etc. in Haryana.
6. All the Deputy Commissioners in Haryana.
7. Registrars of all the Universities in Haryana.

Dated the 2nd of June 2010

Subject: Revision of the job work fee/ contract remuneration of computer professionals of various categories engaged for various Departments/ Boards/ Corporations through Haryana Informatics Limited(HIL) and policy decisions governing their service conditions. - clarifications regarding.

Sir/Madam,

I am directed to address you on the subject cited above and to say that a number of communications have been received from various Departments/ IT Professionals seeking clarifications regarding revision of the job work fee/ contract remuneration of computer professionals of various categories engaged for various Departments/ Boards/ Corporations in the State in terms of this Department letter No. Admn/254/1SIT/1077 dated 17.3.2010. The points raised in these communications have been clarified on pages 2 and 3 in the enclosed Annexure "A".



Administrative Officer
for Financial Commissioner & Principal Secretary to Govt. Haryana,
Electronics & Information Technology Department.

Annexure 'A'

Sr. No	Issue raised by Dept.	Issue	Clarification																				
1	Health	As per policy 5% raise has been allowed annually to the Computer professionals. If 5% raise will be given every year to the Data Entry Operator on his/ her existing remuneration of Rs. 8000/- per month, then after 4 years department will pay Rs. 9,600/- and after 7 years department will pay Rs. 10,800/-. How it is possible because Data Entry Operator after 4 years will be eligible for Rs. 9,000/- per month as job work fee and Rs. 10,000/- after 7 years experience. Similar is the position for other categories also.	The Job Work fee of Rs. 8,000/-, Rs. 9,000/- and Rs. 10,000/- as specified under the said instructions for Category 1(i), 1(ii) and 1(iii) respectively is the <u>base rate</u> as on 1 st January, 2010 for placing the Computer Professionals in the appropriate sub-category. Wherever a contract is renewed on year to year basis, subject to the satisfaction of the engaging authority, an increase in the remuneration would be allowed @ 5 % on the base-rate prescribed for the category as on 01.01.2010. For example, the base rate of remuneration of the data entry operators who have been engaged for a period of 4 to 7 years as on 01.01.2010 will be Rs. 9,000/- as on 01.01.2010 and they would be allowed an increase of 5% i.e. Rs. 450/- on renewal of their contract on 01.01.2011 and so on and so forth.																				
2	Labour	Whether CPF and ESI will be deducted or not from the wages of computer professionals who are working in Government Departments?	Attention in this behalf is invited to para (ix) of para 1 of the instructions wherein it has clearly stated that the ESI contribution, wherever payable, will be paid by the employer over and above the fixed remuneration.																				
3.	Excise and Taxation	<p>The Computer Professionals working in Category II (Old Category) have represented that their remuneration has not been increased, rather it has been decreased as compared to other IT professionals which they have enumerated as under:-</p> <table border="1"> <thead> <tr> <th>Name of the post</th><th>Previous Remuneration</th><th>Revised Remuneration</th><th>Increase (%)</th></tr> </thead> <tbody> <tr> <td>DEO</td><td>4950-6050</td><td>8000-10000</td><td>61.61-65.28</td></tr> <tr> <td>Jr Prog.</td><td>7700-9900</td><td>13000-16000</td><td>68.83-61.61</td></tr> <tr> <td>Prog.</td><td>11040-13800</td><td>16000-18000</td><td>44.92-30.48</td></tr> <tr> <td>Syst. Anal.</td><td>25300-28750</td><td>25000</td><td>-1.18 - 13.04</td></tr> </tbody> </table>	Name of the post	Previous Remuneration	Revised Remuneration	Increase (%)	DEO	4950-6050	8000-10000	61.61-65.28	Jr Prog.	7700-9900	13000-16000	68.83-61.61	Prog.	11040-13800	16000-18000	44.92-30.48	Syst. Anal.	25300-28750	25000	-1.18 - 13.04	The remuneration/job work fee of the IT professionals had earlier been fixed on an adhoc basis, partly keeping in view the market trends. In certain categories, these were much lower. However, these have been rationalized now under the new guidelines, wherein the approximate linkages with counterpart regular posts have been used for determining the revised remuneration levels. For example, while determining the remuneration of a fresh Data Entry Operator, the regular pay scale of a Clerk has been used as the reference point. As such, the rate of increase cannot be uniform in all the categories. Moreover, the current level of remuneration drawn by an existing person has been protected under sub-para (x) of para 1 of the said guidelines and there is no reduction of the emoluments drawn earlier.
Name of the post	Previous Remuneration	Revised Remuneration	Increase (%)																				
DEO	4950-6050	8000-10000	61.61-65.28																				
Jr Prog.	7700-9900	13000-16000	68.83-61.61																				
Prog.	11040-13800	16000-18000	44.92-30.48																				
Syst. Anal.	25300-28750	25000	-1.18 - 13.04																				

Sr. No	Issue raised by Dept.	Issue	Clarification
4.	IT Professionals from Labour Department	<p>According to them, this policy will be applicable only after the expiry of previous contract and not from 01-01-2010. Kindly make it clear that the policy applicable from 01-01-2010 to all IT Professionals irrespective of the previous contact agreements.</p> <p>The second confusion is in Category I [(II) & (iii)] Wages - Rs.9000 & 10,000 respectively. For these categories, qualification are same, but requires more than 4 and 7 year contact experience. In this there is a need of clarification that whether the concerned office will upgrade the category or applicant has to submit the application to upgrade his category. How the experience will be counted, as previously the agreement was with the HIL and after 01-02-2009 the agreement is with the concerned department. The same case is with category 4(ii).</p>	<p>The policy has been made effective with effect from 1st January, 2010. As such, a fresh contract/ supplementary agreement can always be signed with the IT professional for the balance period of his tenure of contract, wherein a provision for revised rates of remuneration can be made.</p> <p>ii (a) It has already been made clear that in the Policy/ instructions that the IT professionals whose performance is 'Very good' and above, their case for up-gradation of the category shall be considered by the concerned Department/ organization itself;</p> <p>ii (b) The Computer Professionals have been engaged and deployed by HIL under the State Government policy, which was in existence before the new policy has been implemented. Accordingly, the contractual experience of the Computer Professionals deployed through HIL before 1st January, 2010 should be counted for placing the Computer Professionals in the appropriate category of the new policy.</p>
5	General	On completion of 4/7 years contract services, from which date the job work fee is to be granted in next category	The Computer professionals normally join in between the month and increase in job fee for next category of 4 to 7 years or more than 7 years service contract is to be granted job work fee at a higher rate immediately from 1 st of the next month. For example, if any IT Professional completes prescribed experience of contract service mentioned in policy on 7 th of March then he/she shall be entitled for next category from the 1 st day of the next month i.e. 1 st April of that year.



HARYANA GOVERNMENT
SECRETARIAT FOR INFORMATION TECHNOLOGY

No. Admn/254/1SIT / 1077

From:

The Financial Commissioner & Principal Secretary to Govt. Haryana,
Electronics and Information Technology Department.

To

1. All the Administrative Secretaries to Government of Haryana.
2. All the Heads of Departments in Haryana.
3. Registrar, Punjab & Haryana High Court
4. All the Divisional Commissioners in Haryana.
5. Managing Directors/Chief Administrators/Chief Executive Officers of all the Boards, Corporations etc. in Haryana.
6. All the Deputy Commissioners in Haryana.
7. Registrars of all the Universities in Haryana.

Dated Chandigarh the 17-03-2010

Subject: Revision of the job-work fee/contract remuneration of Computer Professionals of various categories engaged for various Departments/ Boards/ Corporations through Haryana Informatics Limited (HIL), and policy decisions governing their service conditions.

Sir/Madam,

I am directed to address you on the subject cited above and to inform you that the case regarding revision of job-work fee/ contract remuneration of Computer Professionals in various categories engaged for various Departments/ Boards/Corporations in the State has been under consideration of the Government for some time. After careful consideration, the State Government has decided to revise the remuneration of the computer professionals w.e.f. 1st January, 2010 as per the enclosed Annexure. It has also been decided that the future engagement of computer personnel on job-work fee/ contract basis would be on the following terms and conditions:

- i) The decision to engage IT personnel in various categories on contract basis, increase or reduce the numbers and renewal/ extension of their contracts from time to time rests primarily with the client department/ organization which has to be need-based.



HARYANA GOVERNMENT
SECRETARIAT FOR INFORMATION TECHNOLOGY

- ii) The contract period for the IT Professionals, wherever so engaged, and subject to requirements of the client Department/ organization, shall be a minimum of one year (as against the current six months) which would be renewable on year to year basis, subject to their performance being found very good or above, by the concerned Department/ Organisation where they are deployed.
- iii) Hartron would be involved only at the time of initial screening and selection of a candidate and charge a fee equal to one month's remuneration. Thereafter, the concerned professional shall be on the rolls of the concerned Department/organization. The concerned Department/ Organisation shall ensure that his monthly contract amount/ remuneration/ job work fee is paid in the same manner as the salary of regular employees. The contract amount would be paid out of the 'Object Head" viz. Professional Services, for which a provision will be got made in the budget of the Department. Further, the concerned Department/ organization will also be responsible for deposit of CPF/ESI etc. as applicable, in respect of the concerned resource. Every Department/ Organisation requisitioning the services will follow the instructions bearing No. Admn/307/2006/1SIT/6272 dated 29.12.2008 issued by this Department in this behalf.
- iv) The expenditure shall be borne by the borrowing Departments/ Boards/ Corporations/Agencies/Authorities who are utilizing the services of the IT professionals.
- v) In the event an IT Professional is found fit/suitable for renewal/ extension of his contract based on justified requirements, he/she may be allowed a raise @ 5% over the base amount specified in the Annexure.
- vi) Hartron shall prepare a standard form of 'Service Contract Agreement" to be signed with the IT personnel, which shall be got vetted from Labour Department and shall circulate the same to all the Departments/ Organisations. The said contract Agreement shall be prepared both for the initial engagement as well as the extension/ renewal of contract.
- vii) Every IT professional engaged on contract basis may be allowed 10 days Casual leave in a calendar year during the period of engagement. Any leave beyond this period would entail prorated deduction from his job work fee.
- viii) The IT Professionals, engaged on job-work fee/ contract basis in accordance with the above, would also be entitled to payment of TA/DA whenever required to undertake journeys for official duties at the same rate/ scale as is permissible to a regular employee of equivalent level in the State Government.



HARYANA GOVERNMENT
SECRETARIAT FOR INFORMATION TECHNOLOGY

- ix) IT professionals, who are not covered under the ESI scheme, would also be entitled to payment of fixed medical allowance @ Rs.500/- per month over and above the consolidated remuneration/job work fee as prescribed. In cases where ESI contribution is mandatory, the Department/ organization shall deposit the same over and above the fixed remuneration.
- x) In case any person so engaged is currently drawing a higher amount of job work fee/ contract remuneration than the revised remuneration/amount, the same will be protected till it gets neutralized with annualized increase.
2. This issues with the concurrence of the Finance Department conveyed vide their UO No.1/116/2001-5FDIII/2010 dated 10.3.2010.
3. If any question/doubt arises as to the interpretation of these instructions, it shall be referred to the office of Information Technology for decision/ clarification.
4. These instructions should be brought to the notice of all concerned for strict compliance.

Administrative Officer
For Financial Commissioner & Principal Secretary to Govt. Haryana
Electronics & Information Technology Department.

No. Admn/254/1SIT 1078

Dated: 17/03/2010

A copy alongwith its enclosure is forwarded to the Accountant General, Haryana (Accounts & Audit), Chandigarh for information and necessary action.

Administrative Officer
For Financial Commissioner & Principal Secretary to Govt. Haryana
Electronics & Information Technology Department.



HARYANA GOVERNMENT
SECRETARIAT FOR INFORMATION TECHNOLOGY

No. Admn/254/1SIT /1079

Dated: 17/03/2010

A copy alongwith its enclosure is forwarded to the Managing Director, Haryana State Electronics Development Corporation Limited, Chandigarh, Haryana for taking necessary action on point (vi) above.

Administrative Officer

For Financial Commissioner & Principal Secretary to Govt. Haryana
Electronics & Information Technology Department.

A copy alongwith its enclosure is forwarded to all the Financial Commissioners & All Administrative Secretaries to Govt. of Haryana for information and necessary action.

Administrative Officer

For Financial Commissioner & Principal Secretary to Govt. Haryana
Electronics & Information Technology Department.

To

All Financial Commissioners &
All Administrative Secretaries to Govt. of Haryana.

UO: No. Admn/254/1SIT /1080

Dated: 17/03/2010

Endst. No. Admn/254/1SIT /1081

Dated: 17/03/2010

A copy alongwith its enclosure is forwarded to SIO, NIC for placing the above said instructions on the websites of IT Department.

Administrative Officer

For Financial Commissioner & Principal Secretary to Govt. Haryana
Electronics & Information Technology Department.

ANNEXURE

Sr.	Designation/category of person on job work basis.	Qualification	Nature of job	Existing Category	Existing remuneration. Per month (Amt. In Rs.)	Counterpart post in Govt./ Hartron/NIC (for the purpose of TA/ DA)	Approved job Work/contract fee p.m. as on 1.1.2010 in (Rs.)
1	2	3	4	5	6	7	8
1.	<u>Data Entry Operator</u> Category (i)	<p>i) 10+2 (with 50% marks) & 'O' Level/one year Diploma/ Course in Programming Asstt. / Comp. Application/ NCVT Certificate (with 50% marks)</p> <p>Or</p> <p>Graduate & 'O' Level/one year Diploma/ Course in Programming Asstt. / Comp. Application/ NCVT Certificate (with 50% marks)</p> <p>Or</p> <p>Three Years diploma in Modern Office Practices/ Office Management & Computer Applications/ Comp. Engg. / Electronics & Comm. Engg./ BCA (with 50% marks)</p> <p>Or</p> <p>Two years diploma in Office Management & Computer Applications (with 50% marks)</p> <p>Or</p> <p>Post Matric one year ITI Course/NCVT in stenography (with 60% marks) and</p> <p>ii) Data Punching speed of 8000 key depressions per hour or 133 key depressions per minute.</p>	To enter data in a proper format as per design of the software	Category 9	4950/-	<u>Clerk/Steno</u> <u>Typist.</u> Rs.5200-20200+ GP of Rs.1900/-	8000/-
	Category (ii)	Qualification As per category (i) above with 4 to 7 years of contract service	-do-	Category 8	6050/-	-do-	9000/-
	Category (iii)	Qualification As per category (i) above with More than 7 years of contract service	-do-	New category	New Category	-do-	10000/-
2	<u>DTP Operator</u>	<p>i) 10+2 with minimum 1 years Course in Desktop Publishing or Graduation with 6 months full time Certificate Course in Desktop Publishing or Bachelor in Fine Arts.</p> <p>ii) Having minimum 2 years experience in designing print media like Advertisements, Brochures, News Letters etc using Coral Draw/Page Maker and Adobe Premiere/Photoshop.</p>	Designing of Brochures, Reports, Project Advertisements etc	Category 13	7700/-	<u>Jr. Scale Steno</u> 5200-20200+ GP 2400	11500/-

Sr.	Designation/category of person on job work basis.	Qualification	Nature of job	Existing Category	Existing remuneration. Per month (Amt. In Rs.)	Counterpart post in Govt./ Hartron/NIC (for the purpose of TAI/DA)	Approved job Work/contract fee p.m. as on 1.1.2010 in (Rs.)
1	2	3	4	5	6	7	8
3	Junior Programmer/ Junior Data Analyst/ Networking Assistant/ Web Designer Category (i)	PGDCA/PDCA/PGDIT/APGDCA/MCA/M.Sc./BCA/BSc (Comp. Sc./IT) / 3 Yrs. Diploma in Comp. Application/ IT from SBTE/University / 'A' Level course from DOE with minimum 55% marks and having knowledge in software Dev. in a Limited Company. Or (i) 3 years diploma in Comp. Sc./ IT/Electronics / Electronics & Comm. with 55% marks or BCA/B.Sc. (Comp. Sc. / IT) with 55% marks or 'A'/'B' Level Course from DOE with 55% marks (ii) 1 year working experience in troubleshooting and resolving operation issues of Electronics Equipment, LAN/WAN/Internet/Intranet, all types of hardware, system software from a reputed company. (iii) Person having MCP/MSC/CCNA/DCNE/ Linux/ Solaris/Network+/A+ Certification shall be given pref. Or i) 10+2 with minimum 2 years Course in multimedia/web designing or Graduation with 6 months full time Certificate Course in Multimedia/Web Designing or Bachelor in Fine Arts. ii) Having minimum 2 years experience in designing multimedia presentations, tutorials, websites using Macromedia Flash/ Dreamweaver/3D Max and Adobe Premiere/Photoshop	Modify/Maintain Software Applications/ Data MIS & Analysis Report and assist the programmer Hardware maintenance, assembly and networking Designing and development of Multimedia presentations and websites	Category 6 Category 10	7700 to 9900	Assistant in Govt./ Jr. Programmer in Hartron 9300-34800+GP 3200	13000/-

Sr. I	Designation/category of person on job work basis.	Qualification	Nature of job	Existing Category	Existing remuneration. Per month (Amt. In Rs.)	Counterpart post in Govt./ Harton/NIC (for the purpose of TA/ DA)	Approved job Work/contract fee p.m. as on 1.1.2010 In (Rs.)
1	2	3	4	5	6	7	8
	Category (ii)	Qualification As per category (i) above with 4 to 7 years of Contract Service	-do-	Category 5	-do-	-do-	15000/-
	Category (iii)	Qualification As per category (i) above with more than 7 years of Contract Service	-do-	New Category	New Category	-do-	16000/-
4.	<u>Programmer/ Data Analyst/Networking Engineer</u>					<u>Programmer in Harton</u>	
	Category (i)	i) B.E./B.Tech./M.Tech. (Comp. Sc./IT/ Electronics & Comm. in 1st Divn. Or M.Sc. (Comp. Sc./IT) in 1st Divn.Or MCA in 1st Divn. Or 'B'/'C' Level course from DOE in 1st Divn. Or M.Sc (Phy/Math/Statistics) in 1st Divn., and PGDCA in 1st Divn and ii) Project Work of Software Development in a reputed company on .NET or Java/J2EE/ WebSphere/ PHP, MySQL and Linux/ VB and MS Access/SQL Server/Oracle Or (i)B.E/B.Tech/M.Tech in Comp. Sc/ IT/ Electronics & Comm. With 1 st Division or MCA with 1 st Division or 'B'/'C' Level Course from DOE with 1 st Division/"A" Grade. (ii) Certification MCSE/ CCNA/ DCNE/ Linux/Solaris (iii) Working Experience of handling networking project troubleshooting and resolving operation issues of LAN/WAN/ Internet/ Intranet, all types of hardware, system software from a reputed company.	To Develop Software Applications Data MIS & Analysis Report Hardware maintenance assembly and networking	Category 4 Category 11	11040-13800 9300-34800+GP Rs.4200	16000/-	
	Category (ii)	Qualification As per category (i) above with 4 to 7 years of Contract Service	do	Category 3	-do-	-do-	18000/-

Sr.	Designation/category of person on job work basis.	Qualification	Nature of job	Existing Category	Existing remuneration. Per month (Amt. in Rs.)	Counterpart post in Govt./ Hartron/NIC (for the purpose of TA/ DA)	Approved job Work/contract fee p.m. as on 1.1.2010 in (Rs.)
1	2	3	4	5	6	7	8
5.	System Analyst	Qualification As per serial no. 4 category (i) with Min. 5 years Exp. as Programmer/ Data Analyst/ Networking Engineer	System study, system design & development of IT applications	Category 2	25300 to 28750	System Analyst in NIC 15600-39100+ GP 5400/-	25000/-
6.	Senior System Analyst	Qualification As per serial no. 4 category (i) with Min. 5 years experience as System Analyst	System study, analysis & designing and development & supervision/monitoring of projects.	New	New Category	Sr. System Analyst in NIC 15600-39100+ GP 6400/-	26000/-
7.	Dy. General Manager	(i) 1st Divn. in B.E./B. Tech./M. Tech. (Comp.Sc./ IT/ Electronics & Comm.)/ MCA with MBA (1st Div.) (ii) 12 yrs. experience in Software Industries in Software development implementation. At least 5 years experience at Sr. level in execution of projects in relevant field. Or Min. 5 years experience as Sr. System Analyst in the pay scale of Rs. 10000-15200 (pre revised)	To lead a group of team consisting Prog/SA/SSA for implementation/ planning of business generation for organization, tender submission, bid evaluation, RFP preparation/IT plan, supervision and monitoring of projects of e-Governance.	New	New Category	As in Hartron 15600-39100+GP 7600/-	32000/-

Sr.	Designation/category of person on job work basis.	Qualification	Nature of job	Existing Category	Existing remuneration. Per month (Amt. in Rs.)	Counterpart post in Govt./ Hartron/NIC (for the purpose of TA/ DA)	Approved job Work/contract fee p.m. as on 1.1.2010 in (Rs.)
1	2	3	4	5	6	7	8
8.	<u>General Manager</u>	(i) 1st Divn. in B.E./B.Tech./M.Tech. (Comp.Sc./ IT/ Electronics & Comm.)/ MCA with MBA (1st Div.) (ii) 16 yrs. Experience in software development /implementation of IT projects out of which at least 8 years at Sr. level in the Execution of Projects in the relevant field. Or Min. 5 years experience as Deputy General Manager in the pay scale of Rs. 12000-16500 (pre revised)	To lead a group of team consisting programmer/SA/SSA /DGM for implementation/planning of business generation for organization, tender submission, bid evaluation, RFP preparation/IT plan, and supervision of projects of e-Governance.	New	New Category	<u>As in Hartron</u> 37400-67000+ GP 8800/-	55000/-

