

### PART III

## HARYANA GOVERNMENT

### PRINTING AND STATIONERY DEPARTMENT

#### Notification

The 28th May, 1976

No. G.S.R.143/Const./Art. 309/76.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules, regulating the recruitment, and the conditions of service of persons appointed, to the Haryana Printing and Stationery Department (Class III) Ministerial Service, namely :—

#### PART I—GENERAL

1. (1) These rules may be called the Haryana Printing and Stationery Department (Class III) Ministerial Service Rules, 1976.

Short title  
and com-  
mencement.

(2) They shall come into force at once.

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

Definitions.

(a) "Board" means the Subordinate Services Selection Board, Haryana ;

(b) "Commission" means the Haryana Public Service Commission ;

(c) "Controller" means the Controller, Printing and Stationery, Haryana ;

(d) "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 ;

(e) "Fitness" means the capability of the Government employees to discharge efficiently the duties and the responsibilities of the concerned post ;

(f) "Government" means the Haryana Government in the Administrative Department ;

(g) "Service" means the Haryana Printing and Stationery Department (Class III) Ministerial Service ;

(h) "recognised university" means —

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

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

or any other university which is declared by Government to be a recognised university for the purpose of these rules.

## 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 effect the inherent right of Government to make additions to or reduction 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 charac-  
ter of  
candidates  
appointed  
to the  
Service.

4. (1) No person shall be appointed to the Service, unless he is —

(a) a citizen of India ; or

(b) a subject of Nepal ; or

(c) a subject of Bhutan ; or

(d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India, or

(e) a person of Indian Origin who has migrated from Pakistan, Burma, Ceylon and East African countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India :

Provided that a person belonging to category (b), (c), (d) or (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he belongs to category (e), the certificate of eligibility will be issued for a period of one year, after which such person will be retained in the service subject to his having acquired Indian citizenship.

(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 the Board or any other recruiting authority on his furnishing proof that he has applied for the certificate and he may also provisionally be appointed subject to the necessary certificate being issued to him by the Government of India.

(3) No person shall be appointed to 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 the Service by direct recruitment who is less than 17 years or more than 27 years of age, on or before the last day of the month next preceding the last date of submission of applications to Commission or Board.

6. Appointments to the posts in the Service shall be made by the Appointing Authority.  
Controller.

7. No person shall be appointed to 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 recruitment by promotion. Qualifications.

8. No person, — Disqualifications.

(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.

9. (1) Recruitment to the Service shall be made — Method of recruitment.

~~(a) In the case of Superintendent —~~

~~(i) by promotion from amongst Managers; or~~

~~(ii) by transfer or deputation of a person already in the service of Government of a State or Government of India, provided he is at least a Graduate.~~

being  
Class-II

(a) In the case of Manager — *deputy Superintendent*

(i) by promotion from amongst ~~Head Assistants~~ or Assistants;  
or

(ii) by transfer or deputation of a person already in the service of Government of a State or Government of India, provided he is at least a Graduate.

(b) In the case of ~~Head Assistant~~ *Now (very Senior)*

(i) by promotion from amongst the Assistants, Stenographers and Junior Auditors ; or

(ii) by transfer or deputation of a person already in the service of Government of a State or Government of India, provided he is at least a Graduate :

Provided that the ~~recruitment of the stenographers~~ will be subject to the ~~conditions laid down in the Punjab Civil Services (Promotion of Stenographer and Steno-typists) Rules, 1961.~~

(d) In the case of Assistant —

- (i) 80% by promotion from amongst Clerks and Steno-typists provided they have qualified the test conducted by the Board; and
- (ii) 20% by direct recruitment or by transfer or deputation of a clerk already in the Service of any State Government or the Government of India provided they have qualified the test conducted by the Board.

(e) In the case of Stenographer—

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

(f) In the case of Junior Auditor—

- (i) 80% by promotion from amongst Clerks, Steno-typist ; and
- (ii) 20% by direct recruitment or by transfer or deputation of an official already in the service of any State Government or the Government of India.

(g) In the case of Steno-typist— *Addition as per N.R.*

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

(h) In the case of Clerk—

- (i) 20% by promotion from amongst class III employees whose scale of pay is less than that of Clerks and class IV employees provided they are below 45 years of age ; and
- (ii) 80% by direct recruitment or by transfer or deputation of an official already in the service of any State Government.

(i) In the case of Addresso-grapher and Duplicator Operator by promotion from amongst photedar or class IV employees. *Addition as per N.R.*

(j) In the case of Photedar by promotion from amongst class IV employees.

(k) In the case of Carpenter—

- (i) 20% by promotion from amongst persons serving in class IV posts in the Department; and
- (ii) 80% by direct appointment.

(l) In the case of Head Mechanic Typewriters, by promotion from amongst Mechanics (Type-writers).



(m) In the case of Mechanics (Typewriters) by direct recruitment.

(n) In the case of Driver (Staff Car) .—

(i) by direct recruitment; or

(ii) by promotion based on selection from amongst class IV employees possessing driving licence.

(2) Whenever any vacancy occurs in the Service the appointing authority shall decide the manner in which it shall be filled in.

(3) The appointment to the Service by promotion shall be made in accordance with the provisions contained in Haryana Services (Appointment by Promotion) Rules, 1974.

10. (1) Persons appointed to any post in the Service, shall remain on Probation. 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 the Service may, in the case of any appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule; and

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

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

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

(b) if such a 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 previous appointment permit; or

(ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation:

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

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

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

Provided further that in the case of members appointed by direct recruitment the order of merit determined by the commission or the Board, 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 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 appointments, and if 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 under the Government at any place, whether within or outside the State of Haryana.

- (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 Government, a municipal corporation or a local authority within the State of Haryana; or
  - (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 State Government; or
  - (iii) any other State Government, an international organisation, an autonomous body not controlled by the Government or a private body :

Provided that no member of the Service shall be deputed to the Central or any other State Government or any organisation or body referred to in clauses (ii) or (iii) except with his consent.

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

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

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

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

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

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

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

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

19. The Punjab Printing and Stationery Department (Class III) Repeal and  
Ministerial Service Rules, 1936 are hereby repealed : Savings.

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

[Authorised English Translation]

**HARYANA GOVERNMENT**  
**PRINTING AND STATIONERY DEPARTMENT****Notification**

The 9th November, 2001

**No. G.S.R. 28/Const./Art. 309/2001.**—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Haryana Printing and Stationery Department (Class III) Ministerial Service Rules, 1976, namely :—

1. (1) These rules may be called the Haryana Printing and Stationery Department (Class III) Ministerial Service (Amendment) rules, 2001.

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

2. In the Haryana Printing and Stationery Department (Class III) Ministerial Service Rules, 1976, in rule 9 as well as in Appendices A, B, C and D, for the words "Head Assistant" wherever occurring, the words "Deputy Superintendent" shall be substituted.

**P. R. KAUSHIK,**  
Financial Commissioner and Secretary  
to Government Haryana,  
Printing and Stationery Department.

## **Haryana Printing and Stationery Department**

### **State Service Group 'A' & 'B' Rules**

#### **PART I—GENERAL**

1 *Short title.*—These rules may be called the Haryana Printing and Stationery Department State Service Group 'A' & 'B' Rules, 1978.

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

- (a) "Commission" means the Haryana Public Service Commission;
- (b) "Department" means the Haryana Printing and Stationery Department;
- (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) "Service" means the Haryana Printing and Stationery Department State Service Group 'A' & 'B'.
- (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 Government to be a recognised university for the purpose of these rules.

#### **PART II—RECRUITMENT TO SERVICE**

3. *Number and character of posts.*—The Service shall comprise the posts shown in Appendix A to these rules:

Provided that nothing in these rules shall effect the inherent right of Government to make additions to, or reductions in, the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

**4. Nationality, domicile and character of candidates appointed to Service.**—(1) No person shall be appointed to the Service, unless he is,—

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, 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 categories (b) to (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 Haryana Public Service 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 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.

**5. Age.**—No person shall be appointed to the Service by direct recruitment who is more than 48 years of age and less than 35 years of age in the case of Group 'A' posts and more than 40 years of age and less than 25 years of age in the case of Group 'B' posts on the 1st day of January, next preceding last date of submission of applications to the Commission.

**6. Appointing Authority.**—Appointments to the posts in the Service shall be made by the Government.

**7. Qualifications.**—No person shall be appointed to the Service unless he is in possession of qualifications and experience specified in Appendix B to these rules.

**8. Disqualifications.**— 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.

**9. Method of recruitment.**— (1) Recruitment to the Service shall be made.—

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

**10. Probation.**— (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 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 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 his previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may,—
- (a) if his work or conduct has, in its opinion, been satisfactory—
    - (i) confirm such person from the date of his appointment if appointed against a permanent vacancy; or

- (ii) confirm such a 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 service, if appointed by direct recruitment, if appointed otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment permit; or
  - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the first period of probation:

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

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

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

Provided further that in the case of members appointed by direct recruitment, the order of merit determined by the commission shall not be disturbed in fixing the seniority:

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

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

**12. Liability to serve.**—(1) A member of the service shall be liable to serve under the State Government at any place whether within or outside the State of Haryana.



(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 or 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.

**13. Leave, Pension and other matters.**—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.

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

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

(2) The authority competent to pass an order under clauses (c) and (d) of sub-rule (1) of rule 10 of the Punjab Civil Services (Punishment and Appeal) Rules, 1952 and the appellate authority shall also be as specified in the Appendix D to these rules.

**15. Vaccination** .— Every member of the Service shall get himself vaccinated and revaccinated if and when the Government so directs by a special or general order.

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

**17. Power of relaxation.**—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 respect of persons.

**18. Special Provision.**—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.

**19. Repeal and Saving .**— The Punjab Printing and Stationery Department Service (State Service Class I and II) Rules, 1962, are hereby repealed:

Provided that any orders made or action taken under the rule 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 Post	Number of Posts		Scale of Pay
	Perma- nent	Tempo- rary	
		Total	
			Rs.
			GROUP 'A'
Controller	1	1	3000—100—3500—125—5000
			GROUP 'B'
Deputy Controller	1	1	2000—60 —2300—E.B.—75—3200— 100—3500
Assistant Controller (Technical)	3	3	2000—60—2300—E.B.—75—3200
Press Manager (Technical)	2	2	2000—60—2300—E.B.—75—3200
Assistant Controller	1	1	2000—60—2300—E.B.—75—3200
Administrative Officer	1	1	2000—60—2300—E.B.—75—3200

## APPENDIX 'B

(See rule 7)

Designation of posts	Academic qualifications and experience, if any	
	For direct recruitment	For appointment other than by direct recruitment
1	2	3
1. Controller	<p>(a) (i) should be a graduate of a recognised university.</p> <p>(ii) should have passed Hindi upto Matric standard;</p> <p>(iii) should hold a three years' diploma in printing technology from a recognised Institute in India or abroad. Preference shall be given to a person having specialised in both letter press and offset processes;</p> <p>(iv) should have administrative experience of atleast ten years in a supervisory post in the management and administration of a large printing press with allied branches employing not less than two hundred employees.</p>	Ten years' experience as Deputy Controller and Press Manager/Assistant Controller out of which, at least five years' experience as Deputy Controller is essential.
2. Deputy Controllor	<p>(i) should be a graduate of recognised university;</p> <p>(ii) should have passed Hindi upto Matric standard;</p> <p>(iii) should hold a three years' diploma in printing technology from a recognised Institute of India, or abroad. Preference shall be given to a person having specialised in both letter press and offset processes;</p> <p>(iv) should have administrative experience of at least five years in a supervisory post in the management and administration of a large printing press with allied branches employing not less than two hundred employees.</p>	Five years' experience as Assistant Controller (Technical) or on an equivalent post.
3. Assistant Controllor (Technical)	<p>(i) should be a Matriculate/Higher Secondary of a recognised university/ board and holds a three years' diploma in printing technology from a recognised Institute of India or abroad. Preference shall be given to a person having specialised in both letter press and offset processes;</p> <p>(ii) should have passed Hindi upto Matric standard.</p>	Five years' experience as General Foreman or on an equivalent post.

1	2	3
	(iii) should have administrative experience of atleast three years in a supervisory post in the management of a printing press with allied branches employing not less than two hundred employees.	
4. Press Manager (Technical)	(1) should be a Matriculate/Higher Secondary of a recognised University/ Board ; and  (i) Three years' Diploma in Lithography; or  (ii) Three years' Diploma in Printing Technology (Letter Press) with one years' Lithography Course (for diploma holders in Letter Press Printing) from a recognised institute.  (2) Passed Hindi upto Matric standard.  (3) Three years' experience in a supervisory post in the management of a Printing Press with allied branches employing not less than two hundred employees.	Three years' experience on all or any one of the posts of General Foreman, Section Holder ; and  (i) Three years' Diploma in Lithography ; or  (ii) Three years' Diploma in Printing Technology (Letter Press ) with one years' Lithography Course (for Diploma holders in letter Press Printing) from a recognised institute.
5. Assistant Controller	(i) should be a graduate of a recognised university, having atleast five year's experience on the post of Superintendent or of an equivalent post. (ii) should have passed Hindi upto Matric standard.	Graduate of a recognised university with five years' experience as Superintendent.
6. Administrative Officer	(i) should be a graduate of a recognised university having atleast five years' experience on the post of Superintendent or on an equivalent post. (ii) should have passed Hindi upto Matric standard.	Five years' experience on all combined or any one of the posts of Head Assistant, Assistant Manager, Manager or Superintendent.
7. Assistant Production Officer	(1) should be a graduate of a recognised university having atleast 10 years' experience on the post of Proof Reader.	Four years' experience as Proof Operator Reader (Ministerial Cadre)

**Note :—** Knowledge of Hindi upto Matric standard is essential in case of promotion cases as well.

## 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
Controller	Government	(a) censure, (b) warning on personal file;	(1) In case of Controller and Group 'A' Officers	Government
Deputy Controller	Government	(c) withholding of increment or promotion, including stoppage at an efficiency bar;	(2) In case of Group 'B' Officers :—	
Assistant Controller (Technical)	Government	(d) recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders;	(i) Controller for (a) and (b); (ii) Controller for (c) for a period not more than one year;	
Press Manager (Technical)	Government			
Assistant Controller	Government	(e) reduction to lower post or time scale or to a lower stage in a time-scale;	(iii) Controller for (d) upto the extent of Rs. 1,000; (iv) Govt. for (e), (f) and (g) as shown in Column 3 and for imposing penalty referred to at (ii) and (iii) above which are beyond the competency of Controller.	
Administrative Officer	Government	(f) removal from the service which does not disqualify from future employment (g) dismissal from the service which does ordinarily disqualify from future employment.		
Assistant Production Officer	Government			

## APPENDIX 'D'

[See Rule 14 (2)]

Designation of posts	Nature of orders	Authority empowered to make the order	Appellate Authority
1	2	3	4
Controller	(i) Reducing or withholding the amount of ordinary/additional pension admissible under the rules governing pension		
Deputy Controller			
Assistant Controller (Technical)	(ii) Terminating the appointment of a member of the service otherwise than on his attaining the age fixed for superannuation.	Government	Government
Administrative Officer			
Assistant Controller			
Assistant Production Officer			
Press Manager (Technical)			

G. V. Gupta,

Secretary to Government Haryana,  
Printing and Stationery Department.

[Authorised English Translation]

**HARYANA GOVERNMENT**  
**PRINTING AND STATIONERY DEPARTMENT**

**Notification**

The 29th May, 1998

**No. G.S.R.59/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 further to amend the Haryana Printing and Stationery Department State Service Group 'A' & 'B' Rules, 1978, namely :—

1. These rules may be called the Haryana Printing and Stationery Department, State Service Group 'A' and 'B' (First Amendment) Rules, 1998.

2. In the Haryana Printing and Stationery Department State Service Group 'A' & 'B' Rules, 1978 (hereinafter referred to as the said rules), in rule 9,

(A) in sub-rule (1),—

(i) for the sign “.”, the sign “:” shall be substituted;

(ii) the following proviso shall be added, namely:—

“Provided that in case of Superintendent, the recruitment shall be made by promotion or by transfer or by deputation an officer already in the service of any State Government, or the Government of India.”;

(B) after sub-rule (1), the following sub-rule shall be added, namely :—

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

3. In the said rules, for rule 14, the following rule shall be substituted, namely:—

“14. Discipline, Penalties and Appeals.—(1) In matters relating to discipline, penalties and appeals members of the Service shall be governed by the Haryana Civil Services (Punishment and Appeal) Rules, 1987 as amended from time to time:

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

(2) The authority competent to pass an order under clause (c) or clause (d) of sub-rule (1) of rule 9 of the Haryana Civil Services (Punishment and Appeal)

Rules, 1987 and appellate authority shall be as specified in Appendix D to these rules.”.

4. In the said rules, for Appendix ‘A’ the following Appendix shall be substituted, namely :—

**“APPENDIX ‘A’**

*(See Rule 3)*

Sr. No.	Designation of Post	Number of Posts			Scale of Pay
		Perma- nent	Tempo- rary	Total	
GROUP A					
1.	Controller	1	—	1	Rs. 13,500—375—17,250
GROUP B					
1.	Deputy Controller	1	—	1	Rs. 8,000—275—10,200—E.B.—275—13,500
2.	Assistant Controller (Technical)	2	—	2	Rs. 6,500—200—8,500—E.B.—200—10,500
3.	Press Manager (Technical)	1	1	2	Rs. 6,500—200—8,500—E.B.—200—10,500
4.	Assistant Controller (Ministerial)	1	1	2	Rs. 6,500—200—8,500—E.B.—200—10,500
5.	Assistant Production Officer	1	—	1	Rs. 6,500—200—8,500—E.B.—200—10,500
6.	Administrative Officer	—	1	1	Rs. 6,500—200—8,500—E.B.—200—10,500
7.	Superintendent	2	—	2	Rs. 6,500—200—8,500—E.B.—200—10,500.”.

5. In the said rules, in Appendix B, under columns 1, 2 and 3 after serial number 6 and entires there against the following serial number and entires there against shall be added at the end, namely :—

1	2	3
“7.	Superintendent	By promotion Three years’ experience as a Manager. By transfer or by deputation (i) Seven years experience as a Deputy Superintendent; and (ii) Knowledge of Hindi upto Matric Standard.”.

6. In the said rules, for Appendices C & D, the follwing Appendices shall be substituted, namely:—



**"APPENDIX 'C'***[See Rule 14 (1)]*

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

**GROUP A**

- |    |            |            |  |            |   |
|----|------------|------------|--|------------|---|
| 1. | Controller | Government | (i) Warning with a copy on the personal file (Character roll). | Government | — |
|----|------------|------------|--|------------|---|

**GROUP B**

- |    |                                    |  |   |  |  |
|----|------------------------------------|--|---|--|--|
| 1. | Deputy Controller                  |  | (ii) Censure;<br>(iii) withholding of promotion;  |  |  |
| 2. | Assistant Controller (Technical)   |  | (iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence of breach of orders to the Central Government or state Government or to a Company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or University set up by an Act of Parliament or of the Legislature of a State ; and |  |  |
| 3. | Press Manager (Technical)          |  |   |  |  |
| 4. | Assistant Controller (Ministerial) |  |   |  |  |
| 5. | Assistant Production Officer       |  |   |  |  |
| 6. | Administrative Officer             |  |   |  |  |
| 7. | Superintendent                     |  |   |  |  |

**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 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:

1	2	3	4	5	6
			<p>(viii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without further 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 the 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;</p> <p>(xi) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.”.</p>		

**"APPENDIX 'D'***[See Rule 14 (2)]*

Sr. No.	Designation of posts	Nature of Order	Authority empowered to make the Order	Appellate Authority
1	2	3	4	5

**GROUP A**

- |    |            |   |            |   |
|----|------------|---|------------|---|
| 1. | Controller | (i) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension ; | Government | - |
|----|------------|---|------------|---|

**GROUP B**

- |    |                                    |   |  |  |
|----|------------------------------------|---|--|--|
| 1. | Deputy Controller                  | (ii) terminating the appointment otherwise than upon his attaining the age fixed for superannuation." |  |  |
| 2. | Assistant Controller (Technical)   |   |  |  |
| 3. | Press Manager (Technical)          |   |  |  |
| 4. | Assistant Controller (Ministerial) |   |  |  |
| 5. | Assistant Production Officer       |   |  |  |
| 6. | Administrative Officer             |   |  |  |
| 7. | Superintendent                     |   |  |  |

**S. K. MAHESHWARI,**  
 Commissioner and Secretary to  
 Government Haryana,  
 Printing and Stationery Department.

[Authorised English Translation]

## HARYANA GOVERNMENT

## PRINTING AND STATIONERY DEPARTMENT

## Notification

The 29th April, 1998

**No. GSR 64/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 further to amend the Haryana Printing and Stationery Department (Class III) Ministerial Service Rules, 1976, namely :—

1. These rules may be called the Haryana Printing and Stationery Department (Class III) Ministerial Service (First Amendment) Rules, 1998.

2. In the Haryana Printing and Stationery Department (Class III) Ministerial Service Rules, 1976 (hereinafter called the said rules), in rule 5, for the figures "27", the figures "35" shall be substituted.

3. In the said rules, in rule 9, in sub-rule (I),—

(i) Clause (a) shall be omitted ;

(ii) after clause (f), the following clause shall be inserted, namely :—

"(ff) in the case of Proof Operator Reader,—

(i) by promotion from Copy Holder; or

(ii) by direct recruitment ; or

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

(iii) after clause (h), the following clause shall be inserted, namely :—

"(hh) in the case of Copy Holder,—

(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."

4. In the said rules, for rule 14, the following rule shall be substituted, namely :—

**"14. Discipline, penalties and appeals.—(I)** 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 and order under clause (c) or clause (d) of sub-rules (I) of rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987 and appellate authority shall be as specified in Appendix D to these rules."

5. In the said rules, for Appendix "A", the following Appendix shall be substituted, namely :—

#### APPENDIX A

(See rule 3)

Serial No.	Designation of post	Number of post		Total	Scale of Pay
		Perma-	Tempo-		
		nent	rary		
1	2	3	4	5	6
					Rs.
1	Manager	6	4	10	5500—175—8300—EB—175—9000
2	Head Assistant	2	1	3	5500—175—8300—EB—175—9000
3	Assistant	29	16	45	5000—150—7100—EB—150—7850
✓4	Stenographer	1	—	1	5000—150—7100—EB—150—7850
5	Junior Auditor	—	2	2	5000—150—7100—EB—150—7850
6	Proof Operator Reader	—	1	1	5000—150—7100—EB—150—7850
✓7	Steno-Typist	1	1	2	3050—75—3950—EB—80—4590+100
✓8	Clerk	48	22	70	3050—75—3950—EB—80—4590
9	Copy Holder	—	1	1	3050—75—3950—EB—80—4590

1	2	3	4	5	6
10	Head Mechanic (Typewriter)	2	=	2	4000—100—4800—EB—100—6000
11	Mechanic (Typewriter)	12	5	17	3050—75—3950—EB—80—4590
12	Driver (Staff Car)	—	1	1	4000—100—4800—EB—100—6000
13	Addressographer	—	1	1	3050—75—3950—EB—80—4590
14	Deplicator Operato:	1	—	1	3050—75—3950—EB—80—4590
15	Carpenter	—	1	1	3050—75—3950—EB—80—4590
16	Photedar	—	1	1	3050—75—3950—EB—80—4590

6. In the said rules, in Appendix B, under columns 1, 2 and 3,—

(i) the post of Superintendent and entries thereagainst shall be omitted;

(ii) after the post of Junior Auditor and entries thereagainst, the following post and entries thereagainst shall be inserted, namely:—

1	2	3
"Proof Operator Reader	<p>(i) Graduate of a recognised University with Hindi or Sanskrit as an elective subject or Honours in any other language; or Graduate with Hons. in Hindi or Sanskrit or M. A. in Hindi or Sanskrit;</p> <p>(ii) One year's experience of proof reading in a department or reputed printing press;</p> <p>(iii) Priority will be given to M. A. in Hindi and Sanskrit.</p>	<p>By promotion:</p> <p>(i) Graduate of a recognised University with three years experience as Copy Holder or Seven years experience as Copy Holder in case of Matric and under-Graduate.</p> <p>By transfer or deputation;</p> <p>(i) Graduate of a recognised University with Hindi or Sanskrit as an elective subject or Honours in any other language; or Graduate with Hons. Hindi or Sanskrit; or M.A. in Hindi or Sanskrit;</p> <p>(ii) one year's experience in proof reading in a department or reputed printing press;</p>

1	2	3
		(iii) priority will be given to M.A. in Hindi and Sanskrit; (iv) Knowledge of Hindi up to Matric."

(iii) after the post of Clerk and entries thereagainst, the following post and entries thereagainst shall be inserted, namely :—

1	2	3
Copy Holder	(i) Matric Ind Division with Hindi; (ii) Preferably with experience in composing.	By transfer or deputation : (i) Matric Ind Division with Hindi; (ii) Preferably with experience in Composing.

7. In the said rules, for Appendices C and D, the following Appendices shall be substituted, namely :—

**"APPENDIX C"**

[See rule 14(1)]

Sr. No.	Designation of posts	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority	Second and final appellate authority, if any
1	2	3	4	5	6	7
1	Manager	Controller	Minor Penalties :	Deputy Controller, Printing and Stationery	Controller	Government
2	Head Assistant		(i) Warning with a copy in the personal file (Character roll);			
3	Assistant					
4	Stenographer		(ii) Censure;			
5	Junior Auditor		(iii) withholding of promotion;			
6	Proof Operator Reader		(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders to the Central			
8	Clerk					
9	Copy Holder					

1	2	3	4	5	6	7
---	---	---	---	---	---	---

10	Head Mechanic (Typewriter)	Government or a State Government or to a company and association or a body of individuals whether incorporated or not which is wholly or substantially owned or controlled by the Government or to a local authority or University set up by an Act of parlia- ment or of the State legislature of a State;
11	Mechanic (Typewriter)	
12	Driver (Staff Car)	
13	Addressographer	
14	Duplicator Operator	
15	Carpenter	
16	Photodar	

(v) withholding of  
increments of pay  
without cumulaive  
effect;

**Major Penalties :**

(vi) withholding of  
increment of pay  
with cumulative  
effect;

(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



1

2

3

4

5

6

7

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 a disqualification for future employment under the Government;

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

**APPENDIX ‘B’**

<b>Designation of Post</b>	<b>Academic qualifications and experience, if any, for direct recruitment</b>	<b>Academic qualifications and experience, if any, for appointment other than by direct recruitment</b>
<b>1</b>	<b>2</b>	<b>3</b>
<b>Manager</b>	--	<b>(i) By Promotion:</b> At least 2 years experience as Head Assistant or 10 years experience as an Assistant. <b>(ii) By transfer or on deputation:</b> A graduate with Hindi upto Matric Standard of a recognized University with atleast five years experience as Head Assistant or of a post of an equivalent status.
<b>Head Assistant/Dy. Superintendent</b>	---	<b>(i) By Promotion</b> At least 7 years experience of working on all combined or on any one of the posts of Assistant, Junior Auditor, Stenographer. <b>(ii) By transfer or on deputation:</b> A graduate with Hindi upto Matric Standard of a recognised University with at least ten years experience as an Assistant or of an equivalent status.
<b>Assistant</b>	A graduate of a recognised University with Hindi upto Matric standard with at least 5 years experience as a Clerk.	Matriculate with Hindi and with at least 3 years experience as Clerk/Steno-typist.

<b>Stenographer</b>	<p>(i) 10+2;</p> <p>(ii) Hindi/Sanskrit upto Matric standard or Higher Education.</p> <p>(iii) Hindi Shorthand at 80 words per minute and transcription thereof at 15 words per minute or English shorthand at 100 words per minute and transcription thereof at 20 words per minute.</p>	<p>(iv) 10+2;</p> <p>(v) Hindi/Sanskrit upto Matric standard or Higher Education.</p> <p>(vi) Hindi Shorthand at 80 words per minute and transcription thereof at 15 words per minute or English shorthand at 100 words per minute and transcription thereof at 20 words per minute.</p>
<b>Junior Auditor</b>	<p>Graduate of a recognised University with Hindi upto Matric standard with 5 years service as Clerk including at least 2 years experience in accounts.</p>	<p>Matric with Hindi upto Matric standard and at least 3 years experience as Clerk, including 2 years experience in accounts.</p>
<b>Steno typist</b>	<p>(i) 10+2;</p> <p>(ii) Hindi/Sanskrit upto Matric standard or Higher Education.</p> <p>(iii) Hindi Shorthand at 64 words per minute and transcription thereof at 11 words per minute or English shorthand at 80 words per minute and transcription thereof at 15 words per minute.</p>	<p>(i) 10+2;</p> <p>(ii) Hindi/Sanskrit upto Matric standard or Higher Education.</p> <p>(iii) Hindi Shorthand at 64 words per minute and transcription thereof at 11 words per minute or English shorthand at 80 words per minute and transcription thereof at 15 words per minute.</p>

<b>Clerk</b>	<b>(i) 10+2; (ii) Hindi/Sanskrit upto Matric standard or Higher Education. (iii) Omitted in view of rule 9A.”;</b>	<b>(i) 10+2; (ii) Hindi/Sanskrit upto Matric standard or Higher Education. (iii) Five years experience of working as Class III posts carrying pay scale less than that of a clerk or on Class IV Ministerial cadre posts.”</b>
<b>Head Mechanic (Typewriter)</b>	<b>---</b>	<b>Middle with 5 years experience as Mechanic.</b>
<b>Mechanic (Typewriter)</b>	<b>Middle with 3 years experience as Mechanic Typewriter.</b>	<b>----</b>
<b>Driver (Staff Car)</b>	<b>Should have knowledge of English and Hindi upto Middle Standard. Should have valid driving licence both for light and heavy vehicles in planins as well as in hills. Practical test essential.</b>	<b>----</b>

[Authorised English Translation]

## HARYANA GOVERNMENT

### PRINTING AND STATIONERY DEPARTMENT

#### Notification

The 11th September, 1998

No. G.S.R. 141...../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 Printing and Stationery Department Industrial (Group C) Service :-

#### PART-I

##### General

1. (1) These rules may be called the Haryana Printing and Stationery Department Industrial (Group-C) Service Rules, 1998. **Short title and commencement.**

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

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

##### Definitions.

- (a) "Commission" means the Haryana Staff Selection Commission;
- (b) "Controller" means the Controller, Printing & Stationery Haryana;
- (c) "Direct recruitment" means an appointment made otherwise than by promotion from within the service or by transfer of an official already in 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;

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

(g) "Service" means the Haryana Printing and Stationery Department Industrial (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 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 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 and 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 but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

(3) No person shall be appointed to any post in the Service by direct recruitment, unless he produces a certificate of character from the Principal Academic Officer of the university, college, school or institution last attended, if any, and similar certificate from two other responsible persons, not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.

5. No person shall be appointed to any post in the Service by direct recruitment who is less than 17 years or more than 35 years of age, on the last date of submission of application to the commission. **Age.**

6. Appointments to the posts in the Service shall be made by the Controller. **Appointing Authority.**

7. No person shall be appointed to any post in the Service, unless he is in possession of qualification and experience specified in column 3 of Appendix B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of persons appointed other than by direct recruitment : **Qualification.**

Provided that in the case of appointment by direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50% at the discretion of the 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.

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 :

**Disqualifications.**

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.

9. (1) Recruitment to the Service shall be made,—

**Method of recruitment.**

**1. General Section**

(a) in case of General Foreman,—

- (i) 90% by promotion from amongst Training Instructor, Section Holders of all Sections, Head Computer, Mono Mechanical Overseer; or

- (ii) 10% by promotion from amongst Camera Operator, Lithographer Retoucher Artist, Helio Printer, Lay-out Artist-cum-Paster and Four Colour Web Offset Machine Operator; or
- (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (b) in case of Training Instructor,—
  - (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 case of Head Computer,—
  - (i) by promotion from amongst Assistant Section Holders and Computers;
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

## 2. Reading Section

- (a) in case of Head Reader.—
  - (i) by promotion from amongst Print Order Readers; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

**Note :—**The post of Head Reader involves the assumption of duties and responsibilities of greater importance than the post of Print Order Reader.

- (b) in case of Print Order Reader,—
  - (i) by promotion from amongst Readers; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

**Note :—**The post of Print Order Reader involves the assumption of duties and responsibilities of greater importance than the post of Reader.

- (c) in case of Reader,—
  - (i) 80% by promotion from amongst Revisors; and
  - (ii) 20% by direct recruitment;
  - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.



*Note :—*The post of Reader involves the assumption of duties and responsibilities of greater importance than the post of Reviser.

(d) in case of Reviser,—

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

*Note :—*The post of Reviser involves the assumption of duties and responsibilities of greater importance than the post of Copy Holder.

(e) in case of Copy Holder,—

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

### **3. Photo Process Section**

(a) in case of Section Holder,—

- (i) by promotion from amongst Assistant Section Holders (Photo Process Section); or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

(b) in case of Camera Operator,—

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

*Note :—*The post of Camera Operator involves the assumption of duties and responsibilities of greater importance than the post of Assistant Camera Operator.

(c) in case of Assistant Camera Operator,—

- (i) 50% by promotion from amongst Tri-Colour Half Tone Block Maker, Line Block Maker or Dark Room Attendant; and
- (ii) 50% by direct recruitment; or
- (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

(d) in case of Lithographer (Retoucher Artist),—

- (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.
- (e) in case of Lay Out-Artist-cum-Paster,—
  - (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;
- (f) in case of Helio Printer,—
  - (i) by promotion from amongst Plate Grainer; and
  - (ii) by direct recruitment; or
  - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (g) in case of Tri Colour Half Tone Block Maker,—
  - (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,
- (h) in case of Line Block Maker,—
  - (i) by promotion from amongst Block Plate Maker or Router-cum-Mounter; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

**Note :—**The post of Line Block Maker involves the assumption of duties and responsibilities of greater importance than the post of Block Plate Maker.

- (i) in case of Plate Grainer,—
  - (i) 50% by promotion from amongst Attendant; and
  - (ii) 50% direct recruitment; or
  - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

**Note :—**The post of Plate Grainer involves the assumption of duties and responsibilities of greater importance than the post of Attendant;

- (j) in case of Attendant,—
  - (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;

- (k) in case of Block Plate Maker,—
  - (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;
- (l) in case of Router-cum-Mounter,—
  - (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;
- (m) in case of Dark Room Attendant,—
  - (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;
- (n) in case of Assistant Section Holder,—
  - (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;

#### 4. Composing Section

- (a) in case of Section Holder (Composing and Mono),—
  - (i) 60% by promotion from amongst Assistant Section Holders (Composing and Mono) and Computers; and
  - (ii) 20% by promotion from amongst Mono Operator; and
  - (iii) 20% by direct recruitment;
  - (iv) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (b) in case of Assistant Section Holders (Composing and Mono),—
  - (i) by promotion from amongst Computers; and
  - (ii) by direct recruitment; or
  - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (c) in case of Compositor,—
  - (i) 80% by promotion from amongst Distributors; and
  - (ii) 20% by direct recruitment; or
  - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

## (d) in case of Automatic Proof Press Operator,—

- (i) by promotion amongst Galley Proof Pressman; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

## (e) in case of Galley Proof Pressman,—

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

**5. Mono Composing Section**

## (a) in case of Mono Operator,—

- (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 case of Mono Mechanic,—

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

## (c) in case of Super Caster,—

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

## (d) in case of Mono Caster,—

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

**6. Computing Section**

## (a) in case of Section Holder,—

- (i) by promotion from amongst Assistant Section Holders (Composing and Mono) or Computers; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

## (b) in case of Computer,—

- (i) 80% by promotion from amongst Compositors, Senior Machinemen and Binding Machine Operators, Mono Operators; and

- (ii) 20% by direct recruitment; or
- (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

**Note :—**The post of Computer involves the assumption of duties and responsibilities of greater importance than the post of Mono Operator.

**7. Binding Section**

- (a) in case Section Holder,—
  - (i) 80% by promotion from amongst Assistant Section Holders (Binding); and
  - (ii) 20% by direct recruitment, or
  - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (b) in case of Assistant Section Holder,—
  - (i) 80% by promotion from amongst Machine Operators (Binding); and
  - (ii) 20% by direct recruitment; or
  - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (c) in case of Folding Machine Operators,—
  - (i) by promotion from amongst Ware House Operators; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (d) in case of Three Knife Trimmer Machine Operator,—
  - (i) by promotion from amongst Ware House Operators; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (e) in case of Perfecta Cutting Machine Operator,—
  - (i) by promotion from amongst Ware House Operators; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (f) in case of Book Sewing Machine Operator,—
  - (i) by promotion from amongst Ware House Operators; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

- (g) in case of Gathering Machine Operators,—
  - (i) by promotion from amongst Ware House Operators; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (h) in case of Paper Reel Sheet Cutting Machine Operator,—
  - (i) by promotion from amongst Ware House Operators; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (i) in case of Cutting Machine Operator,—
  - (i) by promotion from amongst Ware House Operators; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (j) in the case of Rotary Sheet Fed Numbering Machine Operator,—
  - (i) by promotion from amongst Ware House Operators; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (k) in case of Lamination Machine Operator,—
  - (i) by promotion from amongst Ware House Operators; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (l) in case of Junior Binder Machine Operator,—
  - (i) by promotion from amongst Ware House Operators; or
  - (ii) by direct recruitment;
  - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (m) in case of Ware House Operator,—
  - (i) by promotion from amongst Binders; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

**Note :—**The post of Ware House Operator involves the assumption of duties and responsibilities of greater importance than the post of Binder;

- (n) in case of Binder,—
  - (i) 50% by promotion from amongst Press Daftries; and

- (ii) 50% by direct recruitment; or
- (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

**8. Printing Offset Section**

**(a) in case of Section Holder,—**

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

**(b) in case of Four Colour Web Offset Machine Operators,—**

- (i) by promotion from amongst Two Colour Web Offset Machine Operators or Two Colour Sheet Fed Offset Machine Operators; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

**(c) in case of Two Colour Web Offset Machine Operators,—**

- (i) 80% by promotion from amongst Single Colour Sheet Fed Machine Operators; and
- (ii) 20% by direct recruitment; or
- (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

**(d) in case of Two Colour Sheet Fed Offset Machine Operators,—**

- (i) by promotion from amongst Single Colour Sheet Fed Machine Operators; and
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

**(e) in case of Single Colour Sheet Fed Machine Operator,—**

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

**(f) in case of Assistant Section Holder,—**

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

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(g) in case of Offset Inker,—

- (i) 30% by promotion from amongst Mazdoors; and
- (ii) 20% by promotions from amongst Junior Machinemen, Tradlemen and Impositor; and
- (iii) 50% by direct recruitment; or
- (iv) by transfer or by deputation of an official already in the service of any State Government or the Government of India;

**9. Printing Letter Press Section**

(a) in case of Section Holder,—

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

(b) in case of Assistant Section Holder,—

- (i) by promotion from amongst Senior Machineman (Letter Press Printing); and
- (ii) by transfer or by deputation of an official already in the service of any State Government or the Government of India;

(c) in case of Senior Machineman,—

- (i) 50% by promotion from amongst Junior Machinemen; and
- (ii) 50% by direct recruitment; or
- (iii) by transfer or by deputation of an official already in the service of any State Government or the Government of India;

(d) in case of Junior Machineman,—

- (i) 60% by promotion from amongst Impositors, Tradlemen;
- (ii) 40% by direct recruitment; or
- (iii) by transfer or by deputation of an official already in the service of any State Government or the Government of India;

(e) in case of Tradleman,—

- (i) 80% by promotion from amongst Galley Proof Pressman and Inker; and
- (ii) 20% by direct recruitment; or
- (iii) by transfer or by deputation of an official already in the service of any State Government or the Government of India;

(f) in case of Impositors,—

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



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**10. Workshop Section**

- (a) in case of Mono Mechanical Overseer,—
  - (i) by direct recruitment; or
  - (ii) by transfer or by deputation of an official already in the service of any State Government or the Government of India;
- (b) in case of Press Méchanic,—
  - (i) 80% by direct recruitment; or
  - (ii) 20% by transfer and official already in the service of any State Government or the Government of India;
- (c) in case of Electrician,—
  - (i) 80% by direct recruitment; or
  - (ii) 20% by transfer and official already in the service of any State Government or the Government of India;
- (d) in case of Carpenter,—
  - (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;
- (e) in case of Welder,—
  - (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;
- (f) in case of Knife Grinding Machine Operator,—
  - (i) by promotion from amongst Mazdoors; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

**11. Computer Section**

- (a) in case of Photo Type Setter Composing Machine Operator,—
  - (i) 50% by promotion from amongst Computers, Compositors or Mono Operators; and
  - (ii) 50% by direct recruitment; or
  - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

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

Departmental  
written and  
practical test.

10. The members of the services appointed to the following posts,  
namely :—

1. General Foreman
2. Head Computer
3. Head Reader
4. Print Order Reader
5. Reader
6. Reviser
7. Copy Holder
8. Section Holder (Process)
9. Camera Operator
10. Assistant Camera Operator
11. Lithographer Retoucher Artist
12. Lay-out-Artist-cum-Paster
13. Helio Printer
14. Tri Colour Halftone Block Maker
15. Line Block Maker
16. Plate Grainer
17. Attendant
18. Block Plate Maker
19. Router-cum-Mounter
20. Dark Room Attendant
21. Section Holder (Composing and Mono)
22. Assistant Section Holder
23. Compositor
24. Automatic Proof Press Operator
25. Galley Proof Pressman
26. Mono Operator
27. Mono Mechanic
28. Super Caster
29. Mono Caster
30. Section Holder (Computing)
31. Computer
32. Section Holder (Binding)
33. Assistant Section Holder
34. Folding Machine Operator

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35. Three Knife Trimmer Machine Operator
  36. Perfecta Cutting Machine Operator
  37. Book Sewing Machine Operator
  38. Gathering Machine Operator
  39. Paper Reel Sheet Cutting Machine Operator
  40. Cutting Machine Operator
  41. Rotary Sheet Fed Numbering Machine Operator
  42. Lamination Machine Operator
  43. Junior Binder Machine Operator
  44. Ware House Operator
  45. Binder
  46. Section Holder (Offset)
  47. Four Colour Web Offset Machine Operator
  48. Two Colour Web Offset Machine Operator
  49. Two Colour Sheet Fed Machine Operator
  50. Single Colour Sheet Fed Machine Operator
  51. Assistant Section Holder
  52. Offset Inker
  53. Section Holder (Letter Press)
  54. Assistant Section Holder
  55. Senior Machineman
  56. Junior Machineman
  57. Tradleman
  58. Impositor
  59. Mono Mechanical Overseer
  60. Press Mechanic
  61. Carpenter
  62. Welder
  63. Knife Grinding Machine Operator
  64. Photo Type Setter Composing Machine Operator, either by direct recruitment or by transfer or deputation or by promotion, shall have to qualify the departmental written or practical test, as the case may be, in accordance with the syllabus and other condition as laid down in Appendix E to these rules :

Provided that the member of the service shall be eligible for promotion on seniority-cum-merit basis only if he has qualified the departmental test as prescribed in Appendix E to these rules :

Provided further that if any member of service does not qualify the departmental test he will not be eligible for such promotion.

**Probation.**

11. (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 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 to 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 then 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.

**12. Seniority, inter se of the members of the Service shall be determined by the length of continues Service on any post in the Service :** **Seniority.**

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

Provided further that in the case of a member appointed by direct recruitment, the order of merit determined by the commission shall not be disturbed in fixing the seniority:

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

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer;
- (c) in the case of a member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the 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 length of such service is also the same, the older member shall be senior to the younger member.

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

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

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

Provided that no member of the Service shall be deputed to serve the Central or any other State Government or any organisation or body referred to in clauses (ii) or (iii) except with his consent.

**Pay, leave,  
pension and  
other matters.**

14. 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.**

15. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Haryana Civil Services (Punishment and Appeal) Rules, 1987, as amended from time to time :

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

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

**Vaccination.**

16. Every member of the Service shall get himself vaccinated or revaccinated as and when the Government so directs by a special or general order.

**Oath of  
allegiance.**

17. 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.**

18. 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.

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19. Notwithstanding any thing contained in these rules, the appointing authority may impose special terms and conditions in the order of appointment, if it is deemed expedient to do so. **Special provision.**

20. 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: **Reservations.**

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

21. The Punjab Printing and Stationery Department (Class-III) Industrial Service Rules, 1964, and corresponding to any of these rules which are in force immediately before the commencement of these rules are hereby repealed: **Repeal and savings.**

Provided that any order made or action taken under the rule 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	Nature of Posts		Total	Scale of Pay
		Permanent	Temporary		
1	2	3	4	5	6
<b>I. GENERAL SECTION</b>					<b>Rs.</b>
1.	General Foreman	4	—	4	5500-175-8300-EB-175-9000+100/- Special Pay
2.	Training Instructor	1	—	1	5000-150-7100-EB-150-7850
3.	Head Computer	—	1	1	5000-150-7100-EB-150-7850
<b>II. READING SECTION</b>					
1.	Head Reader	1	—	1	5000-150-7100-EB-150-7850
2.	Print Order Reader	5	—	5	5000-150-7100-EB-150-7850
3.	Reader	5	1	6	3050-75-3950-EB-80-4590
4.	Revisor	5	—	5	3050-75-3950-EB-80-4590
5.	Copy Holder	9	4	13	3050-75-3950-EB-80-4590
<b>III. PHOTO PROCESS SECTION</b>					
1.	Section Holder	1	—	1	5000-150-7100-EB-150-7850
2.	Camera Operator	1	1	2	5000-150-7100-EB-150-7850
3.	Assistant Camera Operator	2	—	2	5000-150-7100-EB-150-7850
4.	Lithographer (Retoucher Artist)	1	—	1	5000-150-7100-EB-150-7850
5.	Layout Artist-cum-Paster	—	2	2	5000-150-7100-EB-150-7850
6.	Helio Printer	2	—	2	5000-150-7100-EB-150-7850
7.	Tri Colour Half Tone Block Maker	1	—	1	4000-100-4800-EB-100-6000
8.	Line Block Maker	1	—	1	4000-100-4800-EB-100-6000
9.	Assistant Section Holder	2	—	2	4000-100-4800-EB-100-4590 + 50 Special Pay



1	2	3	4	5	6
10.	Plate Grainer	2	—	2	3050-75-3950-EB-80-4350
11.	Attendant	4	—	1	3050-75-3950-EB-80-4350
12.	Block Plate Maker	1	—	1	3050-75-3950-EB-80-4350
13.	Router-cum-Mounter	1	—	1	3050-75-3950-EB-80-4350
14.	Dark Room Attendant	1	—	1	3050-75-3950-EB-80-4350
<b>4. COMPOSING SECTION</b>					
1.	Section Holder (Composing and Mono)	5	—	5	5000-150-7100-EB-150-7850
2.	Assistant Section Holder (Composing and Mono)	2	2	4	3050-75-3950-EB-80-4590+50 Special Pay.
3.	Compositor	61	—	61	3050-75-3950-EB-80-4590
4.	Automatic Proof Press Operator	—	2	2	3050-75-3950-EB-80-4590
5.	Gally Proof Pressman	3	—	3	2550-55-2660-EB-60-3200
<b>5. MONO COMPOSING SECTION</b>					
1.	Mono Operator	6	—	6	4000-100-4800-EB-100-6000
2.	Mono Mechanic	1	—	1	4000-100-4800-EB-100-6000
3.	Super Caster	2	—	2	3050-75-3950-EB-80-4590
4.	Mono Caster	6	2	8	3050-75-3950-EB-80-4350
<b>6. COMPUTING SECTION</b>					
1.	Section Holder	1	1	2	5000-150-7100-EB-150-7850
2.	Computer	11	8	19	3050-75-3950-EB-80-4590+50 Special Pay.
<b>7. BINDING SECTION</b>					
1.	Section Holder	5	—	5	5000-150-7100-EB-150-7850
2.	Assistant Section Holder	4	1	5	3050-75-3950-EB-80-4590+50 Special Pay.
3.	Folding Machine Operator	4	4	8	3050-75-3950-EB-80-4590
4.	Three Knife Trimmer Machine Operator	1	3	4	3050-75-3950-EB-80-4590
5.	Perfacta Cutting Machine Operator	3	—	3	3050-75-3950-EB-80-4590

1	2	3	4	5	6
6.	Book Sewing Machine Operator	1	—	1	3050-75-3950-EB-80-4590
7.	Gathering Machine Operator	2	—	2	3050-75-3950-EB-80-4590
8.	Paper Reel Sheet Cutting Machine Operator	1	—	1	3050-75-3950-EB-80-4590
9.	Cutting Machine Operator	—	2	2	3050-75-3950-EB-80-4590
10.	Rotary Sheet Fed Numbering Machine Operator	—	4	4	3050-75-3950-EB-80-4590
11.	Lamination Machine Operator	—	1	1	3050-75-3950-EB-80-4590
12.	Junior Binder Machine Operator	—	2	2	3050-75-3950-EB-80-4590
13.	Ware House Operator	12	2	14	3050-75-3950-EB-80-4350
14.	Binder	89	20	109	3050-75-3950-EB-80-4350
<b>8. PRINTING OFFSET SECTION</b>					
1.	Section Holder	2	—	2	5000-150-7100-EB-150-7850
2.	Four Colour Web Offset Machine Operator	2	1	3	5000-150-7100-EB-150-7850
3.	Two Colour Web Offset Machine Operator	10	1	11	5000-150-7100-EB-150-7850
4.	Two Colour Sheet Fed Machine Operator	3	1	4	5000-150-7100-EB-150-7850
5.	Single Colour Sheet Fed Machine Operator	4	9	13	5000-150-7100-EB-150-7850
6.	Assistant Section Holder	2	—	2	3050-75-3950-EB-80-4590+50 Special Pay.
7.	Offset Inker	22	7	29	3050-75-3950-EB-80-4590

1	2	3	4	5	6
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**9. PRINTING LETTER PRESS SECTION**

1. Section Holder	3	-	3	5000-150-7100-EB-150-7850
2. Assistant Section Holder	2	1	3	3050-75-3950-EB-80-4590+50 Special Pay.
3. Senior Machine Man	16	12	28	3050-75-3950-EB-80-4590
4. Junior Machine Man	6	2	8	3050-75-3950-EB-80-4350
5. Tradle Man	5	-	5	3050-75-3950-EB-80-4350
6. Impositor	5	-	5	3050-75-3950-EB-80-4350

**10. WORKSHOP SECTION**

1. Mono Mechanical Overseer	1	-	1	5000-150-7100-EB-150-7850
2. Press Mechanic	4	1	5	3050-75-3950-EB-80-4590
3. Electrician	4	1	5	3050-75-3950-EB-80-4590
4. Carpenter	2	-	2	3050-75-3950-EB-80-4590
5. Welder	1	-	1	3050-75-3950-EB-80-4590
6. Knife Grinding Machine Operator	1	1	2	3050-75-3950-EB-80-4590

**11. COMPUTOR SECTION**

1. Photo Type Setter Composing Machine Operator	-	2	2	5000-150-7100-EB-150-7850
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**Appendix-B**

(See rule 9)

Sr. No.	Designation of posts	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than direct recruitment.
1	2	3	4
<b>I. GENERAL SECTION :</b>			<i>By Promotion-</i>
	<b>1. General Foreman</b>		(i) Matric with Hindi;
			(ii) 5 Years experience as Training Instructor, Head Computer, Section Holder of all Sections
			<i>or</i>
			(i) 8 Years experience as Mono Mechanical Overseer;
			(ii) 3 Years diploma in Printing Technology from recognised Institute in India or Abroad;
			(iii) To qualify departmental test;
			<i>or</i>
			(i) 15 Years experience as Camera Operator, Lithographer Retoucher Artist, Helio Printer, Layout Artist-cum-Paster and Four Colour Web Offset Machine Operator;
			(ii) To qualify departmental test;
			<i>By transfer or deputation-</i>
			(i) Matric with Hindi;
			(ii) 5 Years experience as General Foreman;
			(iii) to qualify departmental test;
	<b>2. Training Instructor</b>	(i) Matric with Hindi;	(i) Matric with Hindi;
		(ii) 3 Years diploma in Printing Technology from an Institution in India or abroad;	(ii) 3 Years diploma in Printing Technology from an Institution in India or abroad;

1	2	3	4
		(iii) 3 Years experience in a supervisory capacity in printing Press.	(iii) 3 Years experience in supervisory capacity in a Printing Press having at least 50 technical employees.
<b>3. Head Computer</b>		(i) Matric with Hindi;	<i>By promotion—</i>
		(ii) 3 Years diploma in printing technology from an Institution in India or abroad;	5 Years experience as Assistant Section Holder or Computer;
		(iii) 3 Years supervisory experience in Printing Press.	<i>By transfer or deputation—</i>
		(iv) to qualify departmental test.	(i) Matric with Hindi;
			(ii) 3 Years diploma in Printing Technology from an Institution in India or abroad;
			(iii) 3 Years supervisory experience in Printing Press;
			(iv) To qualify departmental test.
<b>II. READING SECTION :</b>			
<b>1. Head Reader</b>			
			<i>By promotion</i>
			(i) Five years experience as Print Order Reader;
			(ii) To qualify departmental test.
			<i>By transfer or deputation—</i>
			(i) Two years experience as Head Reader;
			(ii) Matric with Hindi;
			(iii) To qualify departmental test.
<b>2. Print Order Reader</b>			
			<i>By promotion—</i>
			(i) Three years experience as Reader;
			(ii) To qualify departmental test;
			<i>By transfer or deputation—</i>
			(i) Matric with Hindi;
			(ii) Two years experience as Print Order Reader;
			(iii) To qualify departmental test.
<b>3. Reader</b>			
		(i) Graduate from a recognised University;	<i>By Promotion—</i>
			(i) 2 Years experience as Reviser;

1	2	3	4
	(ii) Hindi upto Matric;	(ii) To qualify departmental test.	
	(iii) 3 years experience as Reader;	<i>By transfer or deputation—</i>	
	(iv) To qualify departmental test.	(i) Graduate from a recognised University;	
		(ii) Hindi upto Matric;	
		(iii) 3 years experience as Reader.	
		(iv) To qualify departmental test.	
<b>4. Reviser</b>	(i) Graduate from a recognised University;	<i>By Promotion—</i>	
	(ii) Hindi upto Matric;	(i) 2 years experience as Copy Holder;	
	(iii) One year experience as Reviser;	(ii) Passing Practical test is essential.	
	(iv) To qualify departmental test.	<i>By transfer or deputation—</i>	
		(i) Graduate from a recognised University;	
		(ii) Hindi upto Matric;	
		(iii) One year experience as Reviser;	
		(iv) To qualify departmental test.	
<b>5. Copy Holder</b>	(i) Matric with Hindi;	<i>By transfer or deputation—</i>	
	(ii) 2 years experience as Copy Holder;	(i) Matric with Hindi;	
	(iii) To qualify departmental test.	(ii) 2 years experience as Copy Holder;	
		(iii) To qualify departmental test.	

**III. PHOTO PROCESS SECTION****1. Section Holder**

- (i) 5 years experience as Assistant Section Holder( Photo Process Section)
- (ii) To qualify departmental test;
- By transfer or deputation—*
- (i) Matric with Hindi.
- (ii) 3 years diploma in Printing Technology from an Institution in India or abroad.
- (iii) 3 years experience as Section Holder;
- (iv) Passing of test is essential

1	2	3	4
<hr/>			
<b>2. Camera Operator</b>			
(i)	Matric with Hindi	<i>By promotion-</i>	
(ii)	3 years diploma in Printing Technology from an Institution in India or abroad;	(i)	6 years experience as Assistant Camera Operator
(iii)	3 years practical experience in Offset Camera Operator;	(ii)	Should be able to prepare negatives and positives from colour designs as well as transparencies for Offset Printing;
(iv)	Should be able to prepare negatives and positives from Colour designs as well as transparencies for Offset Printing;	(iii)	Should be fully conversent with the use of contract screen and able to prepare wet-plate negatives;
(v)	Should be fully conversent with use of contract screen and able to prepare wet-plate negatives;	(iv)	To qualify departmental test;
(vi)	To qualify departmental test.	<i>By transfer or deputation-</i>	
		(i)	Matric with Hindi
		(ii)	3 years diploma in Printing Technology from an Institution in India or abroad;
		(iii)	3 years practical experience in Offset Camera Operator;
		(iv)	Should be able to prepare negatives and positives from colour designs as well as transparencies for Offset Printing;
		(v)	Should be fully conversent with use of contract screen and able to prepare wet plate negatives;
		(vi)	To qualify departmental test.
<hr/>			
<b>3. Assistant Camera Operator</b>			
(i)	Matric with Hindi;	<i>By promotion-</i>	
(ii)	3 years diploma in Printing Technology from an Institution in India or abroad;	(i)	10 years experience as Tri-Colour Half Tone Block Maker, Line Block Maker or Dark Room Attendant;
(iii)	2 years experience in Camera Operation for Photo Litho-work	(ii)	Matric with Hindi;
(iv)	To qualify departmental test.	(iii)	To qualify departmental test;
		<i>By transfer or deputation-</i>	
		(i)	Matric with Hindi;
		(ii)	3 years diploma in Printing Technology from an Institution in India or abroad;

1	2	3	4
			(iii) 2 years experience in Camera Operation for Photo Lido-work;
			(iv) To qualify departmental test.
<b>4. Lithographer (Retoucher Artist)</b>	(i) Matric with Hindi;	(i) Matric with Hindi;	
	(ii) 3 years diploma in Printing technology from an Institution in India or abroad;	(ii) 3 years diploma in Printing technology from an Institution in India or abroad;	
	(iii) 3 years experience in Lithography Art Work;	(iii) 3 years experience in Lithography Art Work;	
	(iv) Should be able to do Colour Separation work for Multi Coloured jobs;	(iv) Should be able to do Colour Separation work for Multi Coloured jobs;	
	(v) Should be fully conversant with the use of contract screens and retouching of surface plate Offset Printing;	(v) Should be fully conversant with the use of contract screens and retouching of surface plate Offset Printing;	
	(vi) Should be capable of preparing drawing and designs for re-production by Offset Process;	(vi) Should be capable of preparing drawing and designs for re-production by Offset Process;	
	(vii) To qualify departmental test;	(vii) To qualify departmental test;	
	<i>or</i>	<i>or</i>	
	(i) Matric with Hindi;	(i) Matric with Hindi;	
	(ii) 3 years practical experience in Lithography Art-Work in a reputed Offset Press;	(ii) 3 years experience in Lithography Art-Work;	
	(iii) Should be able to do colour separation work for Multi-coloured jobs;	(iii) Should be able to do colour separation work for Multi-coloured jobs;	
	(iv) Should be fully conversant with the use of contract screens and retouching of surface plate Offset Printing;	(iv) Should be fully conversant with the use of contract screens and retouching of surface plate Offset Printing;	
	(v) Should be capable of preparing drawing and designs for reproduction by Offset Process;	(v) Should be capable of preparing drawing and designs for reproduction by Offset Process;	
	(vi) To qualify departmental test.	(vi) To qualify departmental test.	



1	2	3	4
		(v) Should be capable of preparing drawing and designs for reproduction by Offset Process;	
		(vi) To qualify departmental test.	
5. Lay Out-Artist-cum-Paster	(i) Matric with Hindi;	(i) Matric with Hindi;	
	(ii) 3 years diploma in Printing Technology from an Institution in India or abroad;	(ii) 3 years diploma in Printing Technology from an Institution in India or abroad;	
	(iii) 3 years experience in Lithography Art work;	(iii) 3 years experience in Lithography Art work;	
	(iv) Should be able to do colour separation work for Multi-coloured jobs;	(iv) Should be able to do colour separation work for Multi-coloured jobs;	
	(v) Should be fully conversant with the use of contract screens and retouching of surface plate Offset Printing;	(v) Should be fully conversant with the use of contract screens and retouching of surface plate Offset Printing;	
	(vi) Should be capable of preparing drawings and designs for reproduction by Offset Process;	(vi) Should be capable of preparing drawings and designs for reproduction by Offset Process;	
	(vii) To qualify departmental test;	(vii) To qualify departmental test.	
	or	or	
	(i) Matric with Hindi;	(i) Matric with Hindi;	
	(ii) 6 years practical experience in Lithography Art work in a reputed Offset Press;	(ii) 6 years practical experience in Lithography Art work in a reputed Offset Press;	
	(iii) Should be able to do colour separation work for Multi-coloured jobs;	(iii) Should be able to do colour separation work for Multi-coloured jobs;	
	(iv) Should be fully conversant with the use of contract screens and retouching of surface plate Offset Printing;	(iv) Should be fully conversant with the use of contract screens and retouching of surface plate Offset Printing;	
		(v) Should be capable of preparing drawing and designs for reproduction by Offset Process;	
		(vi) To qualify departmental test.	

1	2	3	4
		(v) Should be capable of preparing drawing and designs for reproduction by Offset Process;	
		(vi) To qualify departmental test.	
	<b>6. Helio Printer</b>	(i) Matric with Hindi;	<i>By Promotion--</i>
		(ii) 3 years diploma in Printing Technology from an Institution in India or abroad;	(i) 6 years experience as Plate Grainer;
			<i>By transfer or deputation--</i>
		(iii) Should be an expert in deepetch process and surface plate making for Offset Printing;	(i) Matric with Hindi;
			(ii) 3 years diploma in Printing Technology from an Institution in India or abroad;
		(iv) 4 years practical experience in this work in a Offset Press;	(iii) Should be an expert in deepetch process and surface plate making for Offset Printing;
		(v) To qualify departmental test.	(iv) 4 years practical experience in this work in a Offset Press;
			(v) To qualify departmental test.
	<b>7. Tri-Colour Half Tone Block Maker</b>	(i) Matric with Hindi;	<i>By transfer or deputation--</i>
		(ii) 3 years diploma in Printing Technology from an Institution in India or abroad;	(i) Matric with Hindi;
			(ii) 3 years diploma in Printing Technology from an Institution in India or abroad;
		(iii) Knowledge of Tri-Colour Half Tone Block Making essential;	(iii) Knowledge of Tri-Colour Half Tone Block Making essential;
		(iv) To qualify departmental test	(iv) To qualify departmental test.
		<i>or</i>	<i>or</i>
		(i) Matric with Hindi;	(i) Matric with Hindi;
		(ii) 5 years experience in Coloured Half Tone Block Making on Zinc and Copper in a reputed Printing Press or Block Maker;	(ii) 5 years experience in Coloured Half Tone Block Making on Zinc and Copper in a reputed Printing Press or Block Maker;
			(iii) To qualify departmental test.

1	2	3	4
		(iii) To qualify departmental test.	
	<b>8. Line Block Maker</b>		<p><i>By promotion—</i></p> <p>(i) 5 years experience as Block Plate Maker or Router-cum-Mounter;</p> <p>(ii) Passing of Practical test is essential;</p> <p><i>By transfer or deputation—</i></p> <p>(i) Matric with Hindi;</p> <p>(ii) 3 years diploma in Printing Technology from an Institution in India or abroad;</p> <p>(iii) Knowledge of Tri Colour Half Tone Block Making;</p> <p>(iv) To qualify departmental test.</p> <p>or</p> <p>(i) Matric with Hindi;</p> <p>(ii) 5 years experience in Coloured Half Tone Block Making on Zinc and Copper in a reputed Press or Block Maker;</p> <p>(iii) To qualify departmental test.</p>
	<b>9. Assistant Section Holder</b>	<p>(i) Matric with Hindi;</p> <p>(ii) 3 years diploma in Printing Technology from an Institution in India or abroad.</p>	<p>(i) Matric with Hindi;</p> <p>(ii) 3 years diploma in Printing Technology from an Institution in India or abroad.</p>
	<b>10. Plate Grainer</b>	<p>(i) Matric with Hindi;</p> <p>(ii) 3 years diploma in Printing Technology from an Institution in India or abroad;</p> <p>(iii) Knowledge of Tri-colour-Half Tone Block Making essential;</p> <p>(iv) To qualify departmental test;</p>	<p><i>By Promotion—</i></p> <p>(i) 5 years experience as Attendant;</p> <p>(ii) Passing of practical test essential;</p> <p><i>By transfer or deputation—</i></p> <p>(i) Matric with Hindi;</p> <p>(ii) 3 years diploma in Printing Technology from an Institution in India or abroad;</p> <p>(iii) Knowledge of Tri-colour-Half Tone Block Making essential;</p>

1	2	3	4
		<i>or</i>	(iv) To qualify departmental test;
		(i) Matric with Hindi;	<i>or</i>
		(ii) 6 years experience as Plate Grainer in Offset Printing Press;	(i) Matric with Hindi;
		(iii) To qualify departmental test.	(ii) 6 years experience as Plate Grainer in Offset Printing Press;
			(iii) To qualify departmental test.
<b>11. Attendant</b>		(i) Matric with Hindi;	<i>By transfer or deputation—</i>
		(ii) 3 years diploma in Printing Technology from an Institution in India or abroad;	(i) Matric with Hindi;
		(iii) Knowledge of Tri-colour-Half Tone Block Making essential;	(ii) 3 years diploma in Printing Technology from an Institution in India or abroad;
		(iv) To qualify departmental test;	(iii) Knowledge of Tri-colour-Half Tone Block Making essential;
		<i>or</i>	(iv) To qualify departmental test;
		(i) Matric with Hindi;	<i>or</i>
		(ii) Knowledge of Chemicals used in Plate Making essential;	(i) Matric with Hindi;
		(iii) 5 years experience as Plate Making Attendant with Offset Plate Maker in an Offset Press;	(ii) Knowledge of Chemicals used in Plate Making essential;
		(iv) To qualify departmental test.	(iii) 5 years experience as Plate Making Attendant with Offset Plate Maker in an Offset Press;
			(iv) To qualify departmental test.
<b>12. Block Plate Maker</b>		(i) Matric with Hindi;	<i>By transfer or deputation—</i>
		(ii) 3 years diploma in Printing Technology from an Institution in India or Abroad;	(i) Matric with Hindi;
		(iii) Knowledge of Tri-colour Half Tone Block Making essential;	(ii) 3 years diploma in Printing Technology from an Institution in India or Abroad;
		(iv) To qualify departmental test.	(iii) Knowledge of Tri-colour Half Tone Block Making essential;
			(iv) To qualify departmental test;
			<i>or</i>
			(i) Matric with Hindi;

1	2	3	4
		<i>or</i>	(ii) 6 years experience in preparing plates for Block Making from lines and Half Tone negatives in a printing press or Block Makers;
		(i) Matric with Hindi;	(iii) To qualify departmental test.
		(ii) 6 years experience in preparing plates for Block Making from lines and Half Tone negatives in a printing press or Block Makers;	
		(iii) To qualify departmental test.	
13. Router-cum-Mounter		(i) Matric with Hindi;	(i) Matric with Hindi;
		(ii) 3 years diploma in Printing Technology from an Institution in India or Abroad;	(ii) 3 years diploma in Printing Technology from an Institution in India or Abroad;
		(iii) Knowledge of Tri-colour Half Tone Block Making essential;	(iii) Knowledge of Tri-colour Half Tone Block Making essential;
		(iv) To qualify departmental test;	(iv) To qualify departmental test;
		<i>or</i>	<i>or</i>
		(i) Matric with Hindi;	(i) Matric with Hindi;
		(ii) 6 years experience in handling Routing and Mounting Machines in a printing press;	(ii) 6 years experience in handling Routing and Mounting Machines in a Printing Press;
		(iii) To qualify departmental test.	(iii) To qualify departmental test.
14. Dark Room Attendant		(i) Matric with Hindi;	<i>By transfer or deputation--</i>
		(ii) 3 years diploma in Printing Technology from an Institution in India or Abroad;	(i) Matric with Hindi;
		(iii) Knowledge of Tri-colour Half Tone Block Making essential;	(ii) 3 years diploma in Printing Technology from an Institution in India or Abroad;
		(iv) To qualify departmental test;	(iii) Knowledge of Tri-colour Half Tone Block Making essential;
		<i>or</i>	(iv) To qualify departmental test;
			<i>or</i>
			(i) Matric with Hindi;
			(ii) Knowledge of various Chemicals used in process photography and

- (i) Matric with Hindi;
- (ii) Knowledge of various Chemicals used in process photography and development of exposed plates/films;
- (iii) 8 years experience as Dark Room Attendant in an Offset Printing Press;
- (iv) To qualify departmental test.

#### IV. COMPOSING SECTION

##### 1. Section Holder (Composing and Mono)

- (i) Matric with Hindi;
- (ii) 3 years diploma in Printing Technology from an Institution in India or Abroad;
- (iii) 3 years practical experience as Section Holder in a Printing Press;
- (iv) To qualify departmental test.

##### *By Promotion—*

- (i) 5 years experience as Assistant Section Holder Composing and Mono or Computer or three years experience as Mono Operator;
- (ii) Mono Operator should pass the practical test;

##### *By transfer or deputation—*

- (i) Matric with Hindi;
- (ii) 3 years diploma in Printing Technology from an institution in India or Abroad;
- (iii) 3 years practical experience as Section Holder in a Printing Press;
- (iv) To qualify departmental test.

##### 2. Assistant Section Holder (Composing and Mono)

- (i) Matric with Hindi;
- (ii) 3 years diploma in Printing Technology from a recognised institute in India or Abroad;
- (iii) To qualify departmental test.

##### *By promotion—*

- (i) 5 years experience as Computer;

##### *By transfer or deputation—*

- (i) Matric with Hindi;
- (ii) 3 years diploma in Printing Technology from an Institution in India or Abroad;
- (iii) To qualify departmental test.

##### 3. Compositor

- (i) Matric with Hindi;
- (ii) 3 years experience of composing in a Printing Press;

##### *By promotion—*

- (i) Two years experience as Distributor;

1	2	3	4
		(iii) To qualify departmental test;	<i>By transfer or deputation—</i>
		(iv) 2 years I.T.I. Certificate in Composing from an institution.	(i) Matric with Hindi;
			(ii) 3 years experience of composing in a printing press;
			(iii) To qualify departmental test;
			(iv) 2 years I.T.I. Certificate in Composing from an institution.
	<b>4. Automatic Proof Press Operator</b>		<i>By promotion—</i>
			(i) 2 years experience as Galley Proof Pressman.
			<i>By transfer or deputation—</i>
			(i) Matric with Hindi;
			(ii) 2 years experience as Galley Proof Pressman.
	<b>5. Galley Proof Pressman</b>	(i) Matric with Hindi	<i>By transfer or deputation—</i>
		(ii) 2 years I.T.I. certificate in composing;	(i) Matric with Hindi;
		(iii) To qualify departmental test.	(ii) 2 years I.T.I. certificate in composing;
			(iii) To qualify departmental test.
<b>V. MONO COMPOSING SECTION</b>			
	<b>1. Mono Operator</b>	(i) Matric with Hindi;	<i>By transfer or deputation—</i>
		(ii) 3 years Apprenticeship Certificate in Mono Operating;	(i) Matric with Hindi;
		(iii) 3 years practical experience in a press having Mono Composing system;	(ii) 3 years Apprenticeship Certificate in Mono Operating;
		(iv) To qualify departmental test.	(iii) 3 years practical experience in a press having Mono Composing System;
			(iv) To qualify departmental test.
	<b>2. Mono Mechanic</b>		<i>By promotion—</i>
			(i) 2 years experience as Super Caster;
			<i>By transfer or deputation—</i>
			(i) Matric with Hindi;

1	2	3	4
			(ii) 3 years practical experience as Mono Mechanic of Mono Composing Machines;
			(iii) To qualify departmental test.
3. Super Caster	(i) Matric with Hindi;		<i>By promotion—</i>
	(ii) 3 years practical experience on Super Casting Machine in a press;		(i) 2 years experience as Mono Caster.
	(iii) To qualify departmental test.		<i>By transfer or deputation—</i>
			(i) Matric with Hindi;
			(ii) 3 years practical experience on Super Casting Machine in a press;
			(iii) To qualify departmental test.
4. Mono Caster	—		<i>By promotion—</i>
			(i) 3 years experience as Mono Melter;
			(ii) Matric with Hindi;
			(iii) To qualify departmental test.
			<i>By transfer or deputation—</i>
			(i) 5 years experience as Mono Melter;
			(ii) Matric with Hindi;
			(iii) To qualify departmental test.
<b>VI. COMPUTING SECTION</b>			
1. Section Holder	(i) Matric with Hindi;		<i>By promotion—</i>
	(ii) 3 years diploma in Printing Technology from an Institution in India or abroad;		(i) 5 years experience as Assistant Section Holder (Composing and Mono) or Computer.
	(iii) 3 years experience as supervisor in a press;		<i>By transfer or deputation—</i>
	(iv) To qualify departmental test.		(i) Matric with Hindi;
			(ii) 3 years diploma in Printing Technology from a recognised Institution in India or abroad;
			(iii) 3 years experience as supervisor in a press;
			(iv) To qualify departmental test.



1	2	3	4
2. Computer	(i) Matric with Hindi; (ii) 3 years diploma in Printing Technology from a recognised institution in India or abroad; (iii) To qualify departmental test.	<i>By promotion—</i> (i) 5 years experience as Compositor, Senior Machineman, Binding Machine Operator or 2 years experience as Mono Operator. <i>By transfer or deputation—</i> (i) Matric with Hindi; (ii) 3 years diploma in Printing Technology from a recognised institution in India or abroad; (iii) To qualify departmental test.	
<b>VII. BINDING SECTION</b>			
1. Section Holder	(i) Matric with Hindi; (ii) 3 years diploma in Printing Technology from an institution in India or abroad; (iii) 3 years experience as supervisor in a press; (iv) To qualify departmental test.	<i>By Promotion—</i> (i) 5 years experience as Assistant Section Holder (Binding) <i>By transfer or deputation—</i> (i) Matric with Hindi; (ii) 3 years diploma in Printing Technology from an Institution in India or abroad; (iii) 3 years experience as supervisor in a press; (iv) To qualify departmental test.	
2. Assistant Section Holder	(i) Matric with Hindi; (ii) 3 years diploma in Printing Technology from an Institution in India or abroad; (iii) To qualify departmental test.	<i>By promotion—</i> (i) 3 years experience as Machine Operator (Binding); (ii) To qualify departmental test. <i>By transfer or deputation—</i> (i) Matric with Hindi; (ii) 3 years diploma in Printing Technology from a institution in India or abroad; (iii) To qualify departmental test.	

1	2	3	4
<b>3. Folding Machine Operator</b>	(i) Matric with Hindi;	<i>By promotion—</i>	
	(ii) One year I.T.I. certificate in Binding;	(i) Two years experience as Ware House Machine Operator;	
	(iii) Two years experience in operative automatic folding machine in a press;	(ii) To qualify departmental test.	
	(iv) To qualify departmental test.	<i>By transfer or deputation—</i>	
		(i) Matric with Hindi;	
		(ii) One year I.T.I. certificate in Binding;	
		(iii) Two years experience in operative automatic folding machine in a press;	
		(iv) To qualify departmental test.	
<b>4. Three Knife Trimmer Machine Operator</b>	(i) Matric with Hindi;	<i>By promotion—</i>	
	(ii) One year I.T.I. certificate in Binding;	(i) Two years experience as Ware House Machine Operator.	
	(iii) Two years experience in operating Three Knife Trimmer Machine;	<i>By transfer or deputation—</i>	
	(iv) To qualify departmental test.	(i) Matric with Hindi;	
		(ii) One year I.T.I. certificate in Binding;	
		(iii) Two years experience in operating Three Knife Trimmer Machine;	
		(iv) To qualify departmental test.	
<b>5. Perfecta Cutting Machine Operator</b>	(i) Matric with Hindi;	<i>By promotion—</i>	
	(ii) One year I.T.I. certificate in Binding;	(i) Two years experience as Ware House Machine Operator;	
	(iii) Two years experience in Operating Perfecta Cutting Machine;	(ii) To qualify departmental test.	
	(iv) To qualify departmental test.	<i>By transfer or deputation—</i>	
		(i) Matric with Hindi;	
		(ii) One year I.T.I. certificate in Binding;	
		(iii) Two years experience in Operating Perfecta Cutting Machine;	
		(iv) To qualify departmental test.	

1	2	3	4
6. Book Sewing Machine Operator	(i) Matric with Hindi; (ii) One year I.T.I. certificate in Binding; (iii) Two years experience in Operating Book Sewing Machine; (iv) To qualify departmental test.	<i>By promotion—</i> (i) Two years experience as Ware House Machine Operator; (ii) To qualify departmental test. <i>By transfer or deputation—</i> (i) Matric with Hindi; (ii) One year I.T.I. certificate in Binding; (iii) Two years experience in Operating Book Sewing Machine; (iv) To qualify departmental test.	
7. Gathering Machine Operator	(i) Matric with Hindi; (ii) Two years experience in Operating Automatic Gathering Machine; (iii) One year I.T.I. certificate in Binding; (iv) To qualify departmental test.	<i>By promotion—</i> (i) Two years experience as Ware House Machine Operator; (ii) To qualify departmental test. <i>By transfer or deputation—</i> (i) Matric with Hindi; (ii) Two years experience in Operating Automatic Gathering Machine; (iii) One year I.T.I. certificate in Binding; (iv) To qualify departmental test.	
8. Paper Reel Sheet Cutting Machine Operator	(i) Matric with Hindi; (ii) One year I.T.I. certificate in Binding; (iii) Two years experience as Paper Reel Sheet Cutting Machine Operator; (iv) To qualify departmental test.	<i>By promotion—</i> (i) Two years experience as Ware House Machine Operator. <i>By transfer or deputation—</i> (i) Matric with Hindi; (ii) One year I.T.I. certificate in Binding; (iii) Two years experience as Paper Reel Sheet Cutting Machine Operator; (iv) To qualify departmental test.	

1	2	3	4
<b>9. Cutting Machine Operator</b>	(i) Matric with Hindi;	<i>By promotion—</i>	
	(ii) One year I.T.I. certificate in Binding;	(i)	Two years experience as Ware House Machine Operator.
	(iii) Two years experience as Automatic Cutting Machine Operator;	<i>By transfer or deputation—</i>	
	(iv) To qualify departmental test.	(i)	Matric with Hindi;
<b>10. Rotary Sheet Fed Numbering Machine Operator</b>	(i) Matric with Hindi;	<i>By promotion—</i>	
	(ii) One year I.T.I. certificate in Binding;	(i)	Two years experience as Ware House Machine Operator.
	(iii) Two years experience as Automatic Rotary Sheet Fed Numbering Machine Operator.	<i>By transfer or deputation—</i>	
		(i)	Matric with Hindi;
<b>11. Lamination Machine Operator</b>	(i) Matric with Hindi;	<i>By promotion—</i>	
	(ii) One year I.T.I. certificate in Binding;	(i)	Two years experience as Ware House Machine Operator.
	(iii) Two years experience as Operating Automatic Lamination Machine;	<i>By transfer or deputation—</i>	
	(iv) To qualify departmental test.	(i)	Matric with Hindi;
		(ii)	One year I.T.I. certificate in Binding from an Institution;
		(iii)	Two years experience in Operating Automatic Lamination Machine;
		(iv)	To qualify departmental test.

1	2	3	4
12. Junior Binder Machine Operator	(i) Matric with Hindi; (ii) One year I.T.I. certificate from recognised Institute in Binding; (iii) Two years experience in Operating Junior Binding Machine; (iv) To qualify departmental test.	<i>By promotion—</i> (i) Two years experience as Warehouse Machine Operator. <i>By transfer or deputation—</i> (i) Matric with Hindi; (ii) One year I.T.I. certificate from an Institution in Binding; (iii) Two years experience in Operating Junior Binding Machine; (iv) To qualify departmental test.	
13. Ware House Operator		<i>By promotion—</i> (i) Two years experience as Binder; (ii) To qualify departmental test; <i>By Transfer or deputation—</i> (i) 3 years experience as Binder; (ii) Matric with Hindi (iii) To qualify departmental test.	
14. Binder	(i) Matric with Hindi; (ii) Two years I.T.I. certificate in Binding; (iii) Two years experience as Binder in a Press; (iv) Should be a capable of doing pucca binding work; (v) Should be able to work on machines connected with binding; (vi) To qualify departmental test.	<i>By promotion—</i> (i) Two years experience as Press Daftri; (ii) To qualify departmental test; <i>By transfer or deputation—</i> (i) Matric with Hindi; (ii) Two years I.T.I. certificate in Binding; (iii) Two years experience as Binder in a Press; (iv) Should be a capable of doing pucca binding work; (v) Should be able to work on machines connected with binding; (vi) To qualify departmental test.	

1	2	3	4
<b>VIII. OFFSET PRINTING SECTION</b>			
<b>1. Section Holder</b>	(i) Matric with Hindi;	<i>By promotion—</i>	
	(ii) 3 years diploma in Printing Technology from an Institution in India or abroad;	(i) Five years experience as Assistant Section Holder Offset Printing.	
	(iii) 3 years experience as supervisor in an Offset Press;	<i>By transfer or deputation—</i>	
	(iv) To qualify departmental test.	(i) Matric with Hindi;	
		(ii) 3 years diploma in Printing Technology from an Institution in India or abroad;	
		(iii) 3 years experience as supervisor in a Offset Press;	
		(iv) To qualify departmental test.	
<b>2. Four Colour Web Offset Machine Operator</b>	(i) Matric with Hindi;	<i>By promotion—</i>	
	(ii) 3 years diploma in Printing Technology from an Institution in India or abroad;	(i) 3 years experience as Two Colour Web Offset Machine Operator; or Two Colour Sheet Fed Offset Machine Operator;	
	(iii) 3 years experience in Operating Four Colour Web Offset Machines;	<i>By transfer or deputation—</i>	
	(iv) To qualify departmental test.	(i) Matric with Hindi;	
		(ii) 3 years diploma in Printing Technology from a Institution in India or abroad;	
		(iii) 3 years experience in Operating Four Colour Web Offset Machines;	
		(iv) To qualify departmental test.	
<b>3. Two Colour Offset Machine Operator</b>	(i) Matric with Hindi;	<i>By promotion—</i>	
	(ii) 3 years diploma in Printing Technology from an Institution in India or abroad;	(i) 3 years experience as Single Colour Sheet Fed Machine Operator;	
	(iii) 3 years experience in Operating Two Colour Offset Machine;	<i>By transfer or deputation—</i>	
	(iv) Should be expert in Multi Colour Printing;	(i) Matric with Hindi;	
	(v) To qualify departmental test.	(ii) 3 years diploma in Printing Technology from an Institution in India or abroad;	
		(iii) 3 years experience in Operating Two Colour Offset Machine;	

1	2	3	4
		<i>or</i>	(iv) Should be expert in Multi Colour Printing;
		(i) Matric with Hindi;	(v) To qualify departmental test;
		(ii) 5 years experience in Operating Web Offset Machine with Two Printing units;	<i>or</i>
		(iii) Should be expert in Multi Colour Printing;	(i) Matric with Hindi;
		(iv) To qualify departmental test.	(ii) 5 years experience in Operating Web Offset Machine with Two Press units;
			(iii) Should be expert in Multi Colour Printing;
			(iv) To qualify departmental test.
4. Two Colour Sheet Fed Offset Machine Operator		(i) Matric with Hindi;	<i>By promotion-</i>
		(ii) 3 years diploma in Printing Technology from an Institution in India or abroad;	(i) 3 years experience as Single Colour Sheet Fed Machine Operator;
		(iii) 3 years experience in Operating Two Colour Sheet Fed Offset Machine Operator;	(ii) To qualify departmental test;
		(iv) Should be expert in Multi Colour Printing;	<i>By transfer or deputation-</i>
		(v) To qualify departmental test;	(i) Matric with Hindi;
		<i>or</i>	(ii) 3 years diploma in Printing Technology from an Institution in India or abroad;
		(i) Matric with Hindi;	(iii) 3 years experience in Operating Two Colour Sheet Fed Offset Machine;
		(ii) 5 years experience in Operating Two Colour Sheet Fed Offset Machine with Two Printing units;	(iv) Should be expert in Multi Colour Printing;
		(iii) Should be expert in Multi Colour Printing;	(v) To qualify departmental test;
		(iv) To qualify departmental test.	<i>or</i>
			(i) Matric with Hindi;
			(ii) 5 years experience in Operating Two Colour Sheet Fed Offset Machine with Two Printing units;
			(iii) Should be expert in Multi Colour Printing;
			(iv) To qualify departmental test.

1	2	3	4
<b>5. Single Colour Sheet Fed Machine Operator</b>	(i) Matric with Hindi;	<i>By promotion—</i>	
	(ii) 3 years diploma in Printing Technology from an Institution in India or abroad;	(i) 3 years experience as Offset Inker;	(ii) To qualify departmental test;
	(iii) 3 years experience in Offset Printing;	<i>By transfer or deputation—</i>	
	(iv) Should be expert in Multi Colour Printing;	(i) Matric with Hindi;	(ii) 3 years diploma in Printing Technology from a recognised Institution in India or abroad;
	(v) To qualify departmental test;	(iii) 3 years experience in Offset Printing;	(iv) Should be expert in Multi Colour Printing;
	<i>or</i>	(v) To qualify departmental test;	<i>or</i>
	(i) Matric with Hindi;	(i) Matric with Hindi;	(ii) 5 years experience in of Single Colour Sheet Fed Offset Printing Machine;
	(ii) 5 years experience in Operating of Single Colour Sheet Fed Offset Printing Machine;	(ii) 5 years experience in of Single Colour Sheet Fed Offset Printing Machine;	(iii) Should be expert in Multi Colour Printing;
	(iii) Should be expert in Multi Colour Printing;	(iv) To qualify departmental test.	(iv) To qualify departmental test.
	(iv) To qualify departmental test.		
<b>6. Assistant Section Holder</b>	(i) Matric with Hindi;	<i>By transfer or deputation—</i>	
	(ii) 3 years diploma in Printing Technology from an Institution in India or abroad;	(i) Matric with Hindi;	(ii) 3 years diploma in Printing Technology from an Institution in India or abroad;
	(iii) To qualify departmental test.	(iii) To qualify departmental test.	
<b>7. Offset Inker</b>	(i) Matric with Hindi;	<i>By promotion—</i>	
	(ii) Knowledge of working of Offset Machines, cleaning and setting the inking rollers, changing the plates etc;	(i) 5 years experience as Junior Machineman, Tradleman and Impositor letter press; or	(ii) 6 years experience as Mazdoor;
		(iii) To qualify departmental test;	



1	2	3	4
	(iii) 5 years experience of working as Inker with Offset Machine in a Offset Press;		<i>By transfer or deputation—</i> (i) Matric with Hindi; (ii) Knowledge of working of Offset Machines, cleaning and setting the inking rollers, changing the plates etc; (iii) 5 years experience of working as Inker with Offset Machine in a Offset Press; (iv) To qualify departmental test.
	(iv) To qualify departmental test.		
<b>IX. PRINTING (LETTER PRESS) SECTION</b>			
<b>1. Section Holder</b>	(i) Matric with Hindi; (ii) 3 years diploma in Printing Technology from an Institution in India or abroad; (iii) 3 years experience as Supervisor is essential; (iv) To qualify departmental test.		<i>By Promotion—</i> (i) 5 years experience as Assistant Section Holder; (i) Matric with Hindi; (ii) 3 years diploma in Printing Technology from a recognised Institution in India or abroad; (iii) 3 years experience as Supervisor is essential; (iv) To qualify departmental test.
<b>2. Assistant Section Holder</b>	(i) Matric with Hindi; (ii) 3 years diploma in Printing Technology from an Institution in India or abroad; (iii) To qualify departmental test.		<i>By Promotion—</i> (i) 3 years experience as Senior Machineman Letter Press Printing; (ii) To qualify departmental test; <i>By Transfer or deputation—</i> (i) Matric with Hindi; (ii) 3 years diploma in Printing Technology from an Institution in India or abroad; (iii) To qualify departmental test.
<b>3. Senior Machine Man</b>	(i) Matric with Hindi; (ii) 2 years I.T.I. certificate in Printing or 2 years apprenticeship certificate;		<i>By Promotion—</i> (i) 2 years experience as Junior Machineman; (ii) To qualify departmental test.

1	2	3	4
		(iii) 3 years experience of Operating Letter Press Automatic Machines;	<i>By transfer or deputation—</i> (i) Matric with Hindi;
		(iv) Should be expert in Multi Colour Printing;	(ii) 2 years I.T.I. Certificate in Printing or 2 years Apprenticeship Certificate;
		(v) To qualify departmental test;	(iii) 3 years experience of Operating Letter Press Automatic Machines;
		<i>or</i>	(iv) Should be expert in Multicolour Printing;
		(i) Matric with Hindi;	(v) To qualify the departmental test;
		(ii) 4 years experience as Machineman, capable of running Automatic Letter Press, Printing Machine;	<i>or</i> (i) Matric with Hindi;
		(iii) Should be expert in Multi Colour Printing;	(ii) 4 years experience as Machineman, capable of running Automatic Letter Press Printing Machine;
		(iv) To qualify departmental test.	(iii) Should be expert in Multicolour Printing;
			(iv) To qualify departmental test.
			<i>By promotion—</i>
		(i) Matric with Hindi;	(i) 5 years experience as impositor and Tradleman;
		(ii) 2 years I.T.I. Certificate in Printing or 2 years Apprenticeship Certificate;	(ii) To qualify departmental test.
		(iii) 3 years experience of Operating Letter Press Automatic Machine;	<i>By transfer or deputation—</i>
		(iv) Should be expert in Multi Colour Printing;	(i) Matric with Hindi;
		(v) To qualify departmental test;	(ii) 2 years I.T.I. certificate in Printing or 2 years Apprenticeship Certificate;
		<i>or</i>	(iii) 3 years experience of Operating Letter Press Automatic Machines;
		(i) Matric with Hindi;	(iv) Should be expert in Multicolour Printing;
		(ii) 4 years experience as Machineman, capable of running Automatic Letter Press Printing Machine;	(v) To qualify departmental test;
		(iii) Should be expert in Multi Colour Printing;	<i>or</i> (i) Matric with Hindi;
			(ii) 4 years experience as Machineman, capable of running
<b>4. Junior Machine Man</b>			

	(iv) To qualify departmental test.	Automatic Letter Press Printing Machines;
		(iii) Should be expert in Multicolour Printing;
		(iv) To qualify departmental test.
<b>5. Tradleman</b>	(i) <u>Matric with Hindi;</u>	<i>By promotion—</i>
	(ii) 2 years I.T.I. Certificate in Printing or 2 years Apprenticeship Certificate;	(i) 2 years experience as Galley Proof Pressman or Inker;
	(iii) 2 years experience as Tradleman;	(ii) To qualify departmental test.
	(iv) To qualify departmental test;	<i>By transfer or deputation—</i>
	<i>or</i>	(i) Matric with Hindi;
	(i) Matric with Hindi;	(ii) 2 years I.T.I. Certificate in Printing or 2 years Apprenticeship Certificate;
	(ii) 3 years experience as Tradleman;	(iii) 2 years experience as Tradleman;
	(iii) To qualify departmental test.	(iv) To qualify departmental test;
		<i>or</i>
		(i) Matric with Hindi;
		(ii) 3 years experience as Tradleman;
		(iii) To qualify departmental test.
<b>6. Impositor</b>	(i) Matric with Hindi;	<i>By transfer or deputation—</i>
	(ii) 2 years I.T.I. Certificate in Printing ;	(i) Matric with Hindi;
	(iii) To qualify departmental test;	(ii) 2 years I.T.I. Certificate in Printing ;
	<i>or</i>	(iii) To qualify departmental test;
	(i) Matric with Hindi;	<i>or</i>
	(ii) 3 years experience as Impositor in a reputed Press;	(i) Matric with Hindi;
	(iii) To qualify departmental test.	(ii) 3 years experience as Impositor in a reputed press;
		(iii) To qualify departmental test.

## X. WORKSHOP SECTION.

<b>1. Mono Mechanical Overseer</b>	(i) <u>Matric with Hindi;</u>	<i>By transfer or deputation—</i>
	(ii) Diploma in Mechanical or Electrical Engineering from an Institution in India or abroad;	(i) Matric with Hindi;
		(ii) Diploma in Mechanical or Electrical Engineering from an Institution in India or abroad;

1	2	3	4
		(iii) 5 years practical workshop experience in a Government or Commercial Organisation;	(iii) 5 years practical experience in a Government or Commercial Organisation;
		(iv) Practical experience of making erection repairs and maintenance of latest types of power driven automatic printing and allied process machines including Web Rotary and Sheet Fed Offset Machines;	(iv) Practical experience of making erection repairs and maintenance of latest types of power driven automatic printing and allied process machines including Web Rotary and Sheet Fed Offset Machines;
		(v) To qualify departmental test.	(v) To qualify departmental test.
<b>2. Press Mechanic</b>	(i) Matric with Hindi;	<i>By transfer or deputation—</i>	
	(ii) 2 years I.T.I. Certificate in Mechanical Engineering/Fitter;	(i) Matric with Hindi;	(i) Matric with Hindi;
	(iii) To qualify departmental test;	(ii) 2 years I.T.I. Certificate in Mechanical Engineering/Fitter;	(ii) 2 years I.T.I. Certificate in Mechanical Engineering/Fitter;
		(iii) To qualify departmental test;	(iii) To qualify departmental test;
	<i>or</i>	<i>or</i>	
	(i) Matric with Hindi;	(i) Matric with Hindi;	(i) Matric with Hindi;
	(ii) 5 years experience of Maintenance Operation and Repair of Printing and Binding Machines;	(ii) 5 years experience of Maintenance Operation and Repair of Printing and Binding Machines;	(ii) 5 years experience of Maintenance Operation and Repair of Printing and Binding Machines;
	(iii) To qualify departmental test.	(iii) To qualify departmental test.	(iii) To qualify departmental test.
<b>3. Electrician</b>	(i) Matric with Hindi;	<i>By transfer or deputation—</i>	
	(ii) 2 years certificate from I.T.I. in Electrical trade;	(i) Matric with Hindi;	(i) Matric with Hindi;
	(iii) One year practical experience in Electrical Wiring and Maintenance and up keep of Electric Motors.	(ii) 2 years Certificate from I.T.I. in Electrical Trade;	(ii) 2 years Certificate from I.T.I. in Electrical Trade;
		(iii) One year practical experience in Electrical Wiring and Maintenance and up keep of Electric Motors;	(iii) One year practical experience in Electrical Wiring and Maintenance and up keep of Electric Motors;

1	2	3	4
<b>4. Carpenter</b>	(i) Matric with Hindi;	<i>By transfer or deputation—</i>	
	(ii) One year certificate in carpentry trade from I.T.I.;	(i) Matric with Hindi;	
	(iii) To qualify departmental test.	(ii) One year certificate in carpentry trade from I.T.I. ;	
		(iii) To qualify departmental test.	
<b>5. Welder</b>	(i) Matric with Hindi;	<i>By transfer or deputation—</i>	
	(ii) One year certificate in welding trade from I.T.I.;	(i) Matric with Hindi;	
	(iii) One year practical experience as welder;	(ii) One year certificate in welding trade from I.T.I.	
	(iv) To qualify departmental test.	(iii) One year practical experience as welder;	
		(iv) To qualify departmental test.	
<b>6. Knife Grinding Machine Operator</b>		<i>By promotion—</i>	
		(i) Five years experience as mazdoor;	
		(ii) To qualify departmental test;	
		<i>By transfer or deputation—</i>	
		(i) Matric with Hindi;	
		(ii) One year certificate from I.T.I. in Black Smith/Fitter/Turner;	
		(iii) One year practical experience as Knife Grinding Machine Operator;	
		(iv) To qualify departmental test.	
<b>XI. COMPUTER SECTION</b>			
<b>1. Photo Type Setter Composing Machine Operator</b>	(i) Graduate from a recognised univeristy;	<i>By promotion—</i>	
	(ii) Knowledge of Hindi and English typing;	(i) 5 years experience as Computer, Compositor or Mono Operator;	
	(iii) 2 years experience as Photo Type Setter Operator;	(ii) To qualify departmental test.	
	(iv) Elementary Knowledge of composing essential;	<i>By transfer or deputation—</i>	
	(v) To qualify departmental test.	(i) Graduate from a recognised Univeristy;	
		(ii) Knowledge of Hindi and English typing;	

1	2	3	4
		(vi) Hindi up to Matric standard.	(iii) 2 years experience as Photo Type Setter Operator; (iv) Elementary Knowledge of composing essential; (v) To qualify departmental test; (vi) Hindi up to Matric standard.

**APPENDIX - C**

[See rule 15 (1)]

Sr. No.	Designation of Posts	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5	6
<b>I. General Section</b>					
1.	General Foreman	Controller	<b>1. Minor Penalties—</b>	Controller	Government
2.	Training Instructors		(i) Warning with a copy in the personal file (Character roll)		
3.	Head Computer				
<b>II. Reading Section</b>					
1.	Head Reader		(ii) Censure;		
2.	Print Order Reader		(iii) withholding of pro-		
3.	Reader		motions;		
4.	Reviser		(iv) recovery from pay of		
5.	Copy Holder		the whole or part of		
<b>III. Photo Process Section</b>					
1.	Section Holder		any pecuniary loss		
2.	Camera Operator		caused by negligence		
3.	Assistant Camera Operator		or breach of orders		
4.	Lithographer (Retoucher Artist)		to the Central Gov-		
5.	Lay Out Artist-cum-Paster		ernment or a State		
6.	Helio Printer		Government or to a		
7.	Tri Colour Halftone Block Maker		Company and asso-		
8.	Line Block Maker		ciation or a body of		
9.	Assistant Section Holder		individuals whether		
10.	Plate Grainer		incorporated or not,		
11.	Plate Attendant		which is wholly or		
12.	Block Plate Maker		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.		





1	2	3	4	5	6
8.	Paper Reel Sheet Cutting Machine Operator		pay on such restoration to that grade, post or service;		
9.	Cutting Machine Operator	(ix)	compulsory retirement;		
10.	Rotary Sheet Fed Numbering Machine Operator	(x)	removal from service which shall not be a disqualification for future employment under the Government;		
11.	Lamination Machine Operator				
12.	Junior Binder Machine Operator	(xi)	dismissal from service which shall ordinarily be a disqualification for future employment under the Government.		
13.	Ware House Operator				
14.	Binder				
<b>VIII. Printing Offset Section</b>					
1.	Section Holder				
2.	Four Colour Web Offset Machine Operator				
3.	Two Colour Web Offset Machine Operator				
4.	Two Colour Sheet Fed Machine Operator				
5.	Single Colour Sheet Fed Machine Operator				
6.	Assistant Section Holder				
7.	Offset Inker				
<b>IX. Printing (Letter Press) Section</b>					
1.	Section Holder				
2.	Assistant Section Holder				
3.	Senior Machineman				
4.	Junior Machineman				
5.	Tradleman				
6.	Impositor				

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1	2	3	4	5	6
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**X. Workshop Section**

1. Mono Mechanical  
Overseer
2. Press Mechanic
3. Electrician
4. Carpenter
5. Welder
6. Knife Grinding Machine  
Operator

**XI. Computer Section**

1. Photo Type Setter  
Composing Machine  
Operator
-

**Appendix -D**

[See rule 15 (2)]

Sr. No.	Designation of Posts	Nature of penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5
<b>1. General Section :</b>				
1. General Foreman		(i) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension;	Controller	Government
2. Training Instructor				
3. Head Computer				
<b>2. Reading Section :</b>				
1. Head Reader		(ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation.		
2. Print Order Reader				
3. Reader				
4. Reviser				
5. Copy Holder				
<b>3. Photo Process Section :</b>				
1. Section Holder				
2. Camera Operator				
3. Assistant Camera Operator				
4. Lithographer (Retoucher Artist)				
5. Lay out Artist-cum-Paster				
6. Helio Printer				
7. Tri Colour Halftone Block Maker				
8. Line Block Maker				
9. Assistant Section Holder				
10. Plate Grainer				
11. Plate Attendant				

1	2	3	4	5
12.	Block Plate Maker			
13.	Router-cum-Mounter			
14.	Dark Room Attendant			
<b>4.</b>	<b>Composing Section :</b>			
1.	Section Holder (Composing and Mono)			
2.	Assistant Section Holder (Composing and Mono)			
3.	Compositor			
4.	Automatic Proof Press Operator			
5.	Galley Proof Pressman			
<b>5.</b>	<b>Mono Composing Section :</b>			
1.	Mono Operator			
2.	Mono Mechanic			
3.	Super Caster			
4.	Mono Caster			
<b>6.</b>	<b>Computing Section :</b>			
1.	Section Holder			
2.	Computer			
<b>7.</b>	<b>Binding Section :</b>			
1.	Section Holder			
2.	Assistant Section Holder			
3.	Folding Machine Operator			
4.	Three Knife Trimmer Machine Operator			
5.	Perfecta Cutting Machine Operator			
6.	Book Sewing Machine Operator			

1	2	3	4	5
7.	Gathering Machine Operator			
8.	Paper Reel Sheet Cutting Machine Operator			
9.	Cutting Machine Operator			
10.	Rotary Sheet Fed Numbering Machine Operator			
11.	Lamination Machine Operator			
12.	Junior Binder Machine Operator			
13.	Ware House Operator			
14.	Binder			
8.	Printing Offset Section :			
1.	Section Holder			
2.	Four Colour Web Offset Machine Operator			
3.	Two Colour Web Offset Machine Operator			
4.	Two Colour Sheet Fed Machine Operator			
5.	Single Colour Sheet Fed Machine Operator			
6.	Assistant Section Holder			
7.	Offset Inker			

**Appendix-E**

(See rule 10)

**SYLLABUS FOR DEPARTMENTAL WRITTEN AND PRACTICAL TEST**

Sr. No.	Designation of Post	Paper	Subject of written or practical test	Total marks	Qualifying marks	Time allowed Hour(s)
1	2	3	4	5	6	7
1	General Foreman	Written	(i) Should have thorough knowledge of different processes involved in printing, composing and binding section; (ii) Should have thorough knowledge of imposition pertaining to printing section and binding section; (iii) Should have thorough knowledge of paper sizes to be used in different type of jobs; (iv) Should have thorough knowledge of different sizes and faces of type; (v) Should be able to calculate the cost of production of a particular job involved different processes i.e. composing, printing and binding; (vi) Should be able to calculate the paper consumption and consumption of other material like binding cloth, cover paper etc; (vii) Should know the style of the house; (viii) Should have a thorough knowledge of different	40	16	1

1	2	3	4	5	6	7
			sizes of plates, chemicals, films and different processes of printing use in offset printing.			
2	Head Computer	Written	(i) Should be able to calculate the cost of production of a particular job involving different processes of printing; (ii) Should have the knowledge of various printing methods; (iii) Knowledge of various processes involved in printing of different kinds of jobs; (iv) Knowledge of type sizes; (v) Knowledge of paper sizes; (vi) Should be able to calculate the composed matter in different type sizes; (vii) Should be able to calculate paper consumption and other material like straw board, binding cloth on a particular job; (viii) Should be able to analyse the production given by a particular worker on a particular machine and in different processes of composing, printing, binding keeping in view the fixed Schedule of out-turn (production); (ix) Should know the style of the house; (x) Should be able to prepare the working cards for different sections;	40	16	1

1	2	3	4	5	6	7
			(xi) Should be able to estimate for a particular job involving different processes of printing;			
			(xii) Should have a knowledge of different type of paper used in printing.			
3	Head Reader	Written	(i) Should have thorough knowledge of English and Hindi languages;	40	16	1
			(ii) Should have a thorough knowledge of the terminology used in reading;			
			(iii) Should know the punctuation marks of both English and Hindi languages;			
			(iv) Should have a thorough knowledge of signs used in correcting composed matter by a reader;			
			(v) Should have a thorough knowledge of different types of styles and type sizes being used;			
			(vi) Should have a thorough knowledge of style of the house;			
			(vii) Should be able to differentiate between different sizes and faces type;			
			(viii) Should be able to guide the press and the client of a job in using different type faces and their sizes;			
			(ix) Should know the different sizes of paper being used and should know different sizes of composed pages used on different sizes of paper.			



1	2	3	4	5	6	7
4	Print Order Reader	Written	<ul style="list-style-type: none"> <li>(i) Should have thorough knowledge of English and Hindi languages;</li> <li>(ii) Should have a thorough knowledge of the terminology used in reading;</li> <li>(iii) Should know the punctuation marks of both English and Hindi languages;</li> <li>(iv) Should have a thorough knowledge of signs used in correcting composed matter by a reader;</li> <li>(v) Should have a thorough knowledge of different types of styles and type sizes being used;</li> <li>(vi) Should have a thorough knowledge of style of the house;</li> <li>(vii) Should be able to differentiate between different sizes and faces type;</li> <li>(viii) Should be able to guide the press and the client of a job in using different type faces and their sizes;</li> <li>(ix) Should know the different sizes of paper being used and should know different sizes of composed pages used on different sizes of paper.</li> </ul>	40	16	1
5	Reader	Written	<ul style="list-style-type: none"> <li>(i) Knowledge of terminology of proof reading;</li> <li>(ii) Knowledge of different punctuation signs for proof reading;</li> <li>(iii) Knowledge of type faces;</li> <li>(iv) Use of different signs of reading;</li> </ul>	40	16	

1	2	3	4	5	6	7
			(v) Knowledge of style of house.			
6	Revisor	Written	(i) Knowledge of terminology of proof reading;	40	16	1
			(ii) Knowledge of different punctuation signs for proof reading;			
			(iii) Knowledge of type faces;			
			(iv) Use of different signs;			
			(v) Knowledge of style of house.			
7	Copy Holder	Written	(i) Should have the knowledge of English and Hindi languages;	40	16	1
			(ii) Should have the knowledge of punctuation marks of Hindi and English languages;			
			(iii) Should have the knowledge of reading terminology;			
			(iv) Should have the knowledge of reading signs for correcting the composed matter;			
			(v) Should be able to read Hindi and English languages.			
8	Section Holder Process	Written	(i) Should have a thorough knowledge of imposition;	40	16	1
			(ii) Should have a thorough knowledge of different sizes of paper being used to the different type of job;			
			(iii) Should have a thorough knowledge of different sizes of the machines installed in the press;			

1	2	3	4	5	6	7
			(iv) Should have a thorough knowledge of negative making;			
			(v) Should have a thorough knowledge of plate sizes;			
			(vi) Should have a thorough knowledge of chemicals being used in process departments;			
			(vii) Should know the page sizes to be used on different sizes of paper;			
			(viii) Should have a knowledge of art work, photographs and designs;			
			(ix) Should be able to guide in preparing good offset plate for good printing;			
			(x) Should know the style of the house;			
			(xi) Should have a knowledge of different types of equipments like Dark Room Equipments, Art Room Equipments;			
			(xii) Should have a knowledge of different sizes and type of films and different plates uses in preparing the printing surface in offset.			
9	Camera Operator	Practical	(i) Knowledge of handling of horizontal and vertical camera;	40	16	1
			(ii) Fixing of different screens in the Camera;			
			(iii) Fixing of film of dark slide after cutting;			
			(iv) Fixing of original on the copy board;			

1	2	3	4	5	6	7
			(v) Knowledge of different chemicals to be used in Camera room.			
10 Assistant Camera Operator	Practical	(i)	Handling of horizontal and vertical Camera;	40	16	1
		(ii)	Fixing of different screens in the Camera;			
		(iii)	Fixing of film on dark slide after cutting;			
		(iv)	Fixing of original on the copy board;			
		(v)	Knowledge of different chemicals to be used in dark room.			
11 Lithographer Retoucher Artist	Practical	(i)	Should know the imposition of different sizes of paper on different size of paper;	40	16	1
		(ii)	Should be able to colour masking;			
		(iii)	Should know the sizes of the paper being used;			
		(iv)	Should know the sizes of machines of the press;			
		(v)	Should know the chemicals used in Lay out Artist Room;			
		(vi)	Should have the knowledge of different sizes of screens used in making different sizes of negatives;			
		(vii)	Should have a thorough knowledge of colour mixing and colour cutting in the negative;			
		(viii)	Should have the knowledge of preparing formats for plate making in different sizes;			

1	2	3	4	5	6	7
			(ix) Should know how to preserve the negatives after they are used.			
12	Lay Out-Artist-cum-Paster	Practical	(i) Should know the imposition of different sizes of paper on different size of paper;	40	16	1
			(ii) Should be able to colour masking;			
			(iii) Should know the sizes of the paper being used;			
			(iv) Should know the sizes of machines of the press;			
			(v) Should know the chemicals used in layout artist room;			
			(vi) Should have the knowledge of different sizes of screens used in making different sizes of negatives;			
			(vii) Should have a thorough knowledge of colour masking and colour cutting in the negative;			
			(viii) Should have the knowledge of preprint formats for plate making in different sizes;			
			(ix) Should know how to preserve the negatives after they are used.			
13	Hello Printer	Practical	(i) Should have thorough knowledge of different chemicals used in plate making;	40	16	1
			(ii) Should have a thorough knowledge of different sizes of plates being used;			

1	2	3	4	5	6	7
			(iii) Should have thorough knowledge of chemicals being used in plate making;			
			(iv) Should know the different steps to be taken in making a good plate for printing on offset machines;			
			(v) Should know the different types of plates being used for different jobs;			
			(vi) Should know to treat the plate chemicals;			
			(vii) Should know how to preserve the exposed plates before they are sent.			
14	Tri Colour Half Tone Block Maker	Practical	(i) Should have thorough knowledge of colour mixing;	40	16	1
			(ii) Should have thorough knowledge of colour cutting;			
			(iii) Should be able to do colour masking;			
			(iv) Should know to use etching machines;			
			(v) Should have the knowledge of dot formation;			
			(vi) Should have thorough knowledge of Zinc plate used for block making;			
			(vii) Should have the knowledge of the chemicals used in block making.			
15	Line Block Maker	Practical	(i) Should know the use of different types of etching machines used for line blocks;	40	16	1

1	2	3	4	5	6	7
			(ii) Should know the different sizes of chemicals used for line blocks;			
			(iii) Should know the different dot formation;			
			(iv) Should be able to do masking;			
			(v) Should be able to do etching for light shadow and heavy dots;			
			(vi) Should know the different metal surfaces use for block making.			
16	Plate Grainer	Practical	(i) Should have the knowledge of different types of sand used in plate graining;	20	8	1/2
			(ii) Should know the sizes of different types of balls for graining plates for different types;			
			(iii) Should be able to handle different types of grinding machines;			
			(iv) Should be able to handle grained and ungrained plates.			
17	Attendant	Practical	(i) Should have the knowledge of different types of chemicals used in plate making;	20	8	1/2
			(ii) Should be able to hold the plate maker in providing logistics.			
18	Block Plate Maker	Practical	(i) Should know the use of different types of etching machines used for line blocks;	40	16	1
			(ii) Should know the different sizes of chemicals used for line blocks;			

1	2	3	4	5	6	7
			(iii) Should know the different dot formation;			
			(iv) Should be able to do masking;			
			(v) Should be able to do etching for light shadow and heavy dots.			
19 Router-cum-Mounter		Practical	(i) Should be able to handle different types of blocks for mounting;	40	16	1
			(ii) Should be able to use routing machines to remove unwanted area in the blocks;			
			(iii) Should be able to mount blocks on wooden mount;			
			(iv) Should be able to mount coloured blocks line and half tone according to their colour scheme.			
20 Dark Room Attendant		Practical	(i) Should have the knowledge of different types of material used in Dark Room like films, chemicals etc;	20	8	1/2
			(ii) Should be able to provide important logistics to the camera-man in the dark room;			
			(iii) Should have technical know how about the camera and other equipments of the dark room.			
21 Section Holder Composing/Mono		Written	(i) Should have the knowledge of different type sizes and their faces;	40	16	1
			(ii) Should have the knowledge of different parts of the type;			
			(iii) Should have the knowledge of ingredients of Mono Metal used for			



1	2	3	4	5	6	7
			making type and their ratio;			
			(iv) Should have the thorough knowledge of spacing material used in composing;			
			(v) Should have the knowledge of paper sizes;			
			(vi) Should have the knowledge of imposition;			
			(vii) Should be able to calculate the area of a composed page in different sizes and faces;			
			(viii) Should have the knowledge of upkeeping of composing material.			
22 Assistant Section Holder	Practical	(i)	Knowledge of Mono type composing system and Line type composing system;	40	16	1
		(ii)	Knowledge of paper and binding material calculation;			
		(iii)	Technical knowledge of point and ens;			
		(iv)	Knowledge of half tone and line Block;			
		(v)	Knowledge of properties of metals used in type alloy;			
		(vi)	Knowledge of primary, secondary and tertiary colours.			
23 Compositor	Practical	(i)	Knowledge of Hindi and English : Composing English : 1600 corrected ens Hindi : 1400 corrected ens per hours.	40	16	1
24 Automatic Proof Press Operator	Practical	(i)	Knowledge of Automatic proof press;	15	6	1/4

1	2	3	4	5	6	7
			(ii) Knowledge of operating the Automatic Proof Press Machine;			
			(iii) Operator should know how to take out the Press Galley Proofs;			
			(iv) Maintenance of composed matter.			
25	Galley Proof Press Man	Practical	(i) Knowledge of Galley Proofs;	20	8	1/2
			(ii) Knowledge of Distribution work;			
			(iii) Technical knowledge.			
26	Mono Operator	Practical	(i) Should be able to operate Mono Operating Machines properly;	40	16	1
			(ii) Should have thorough knowledge of different parts of the Mono Operating Machines;			
			(iii) Should have thorough knowledge of different type sizes and type faces used on Mono Operating Machines for composing;			
			(iv) Should have thorough knowledge of technical know-how of Mono operating machines.			
27	Mono Mechanic	Practical	(i) Technical know how of the Casting Operating Mono Machines.	40	16	1
28	Super Caste		(i) Should have thorough knowledge of technical know how of Super casting machines;	40	16	1
			(ii) Should be able to operate Super casting machines;			

1	2	3	4	5	6	7
			(iii) Should be able to caste different type of sizes and spacing material;			
			(iv) Should have the knowledge of different type sizes and faces.			
29 Mono Caster	Practical	(i)	Changing of mould of different points of casting on the Mono Machine;	40	16	1
		(ii)	Set right the type size with the help of Micro meter;			
		(iii)	To apply change of type point according to normal vedge on casting machine;			
		(iv)	Supply of pump body;			
		(v)	Cleaning of mould;			
		(vi)	Application of matrices in Die case and their adjustment.			
30 Section Holder (Computing)	Written	(i)	Should be able to calculate the cost of production of a particular job involving different processes of printing;	40	16	1
		(ii)	Should have the knowledge of various printing methods;			
		(iii)	Should have the knowledge of various processes involved in printing of different kinds of jobs;			
		(iv)	Knowledge of type sizes;			
		(v)	Knowledge of paper sizes;			
		(vi)	Should be able to calculate the composed matter in different type sizes;			

1	2	3	4	5	6	7
			(vii) Should be able to calculate paper consumption and other material like straw board, binding cloth on a particular job;			
			(viii) Should be able to analyse the production given by the particular worker on a particular machine and in different processes of composing/printing/binding keeping in view the fixed schedule of out turn (production)			
			(ix) Should know the style of the house;			
			(x) Should be able to prepare the working cards for different sections;			
			(xi) Should be able to prepare an estimate for a particular job involving different processes of printing;			
			(xii) Should have a knowledge of different type of paper being used in printing.			
31 Computer	Practical	(i)	Knowledge of mono type composing system and Lino type composing system;	100	40	3
		(ii)	Knowledge of paper and binding material calculation;			
		(iii)	Technical knowledge of points and ens.			
		(iv)	Knowledge of half-tone and line block;			
		(v)	Knowledge of properties of metals used in type alloy;			

1	2	3	4	5	6	7
			(vi) Knowledge of primary, secondary and tertiary colours.			
32	Section Holder (Binding)	Written	(i) Should have thorough knowledge of different processes of binding section and their implementation;	40	16	i
			(ii) Should have thorough knowledge of binding machines and their applications;			
			(iii) Should know the different sizes of straw board, cover paper, binding cloth, Raxine, glue etc;			
			(iv) Should be able to calculate the material to be used in a particular job;			
			(v) Should know the different types of binding.			
33	Assistant Section Holder (Binding)	Written	(i) Should have thorough knowledge of different processes of binding section and their implementations;	40	16	
			(ii) Should have thorough knowledge of binding machine and their applications;			
			(iii) Should know the different sizes of straw board, cover paper, binding cloth, Raxine glue etc;			
			(iv) Should be able to calculate the material to be used in a particular job;			
			(v) Should know the different types of binding.			

1	2	3	4	5	6	7
34	Folding Machine Operator	Practical	(i) Should have thorough knowledge of folding machines; (ii) Should be able to operate folding machines; (iii) Should have thorough knowledge of different sizes of paper to be folded; (iv) Should have thorough knowledge of imposition; (v) Should be able to set the machines for different folds; (vi) Should have thorough knowledge of technical know how and up-keep about the folding machines.	20	8	1/2
35	Three Knife Trimming Machine Operator	Practical	(i) Should have thorough knowledge of three knife trimming machine; (ii) Should be able to change and set the blades; (iii) Should be able to change the trimming machine for cutting different sizes of books; (iv) Should be able to handle the machine properly; (v) Should have technical know how of the three knife trimming machine.	20	8	1/2
36	Perfecta Cutting Machine Operator	Practical	(i) Perfect knowledge of operating the binding machine; (ii) Mechanical knowledge of the Perfecta binding machine;	40	16	1

1	2	3	4	5	6	7
			(iii) Complete Electrical knowledge of the Perfecta binding machine;			
			(iv) Knowledge of Electrical parts of the Perfecta binding machine;			
			(v) Knowledge about the functioning of electrical and mechanical parts of the Perfecta binding machine;			
			(vi) Knowledge of oiling and greasing points of the Perfecta binding machines.			
37	Book Sewing Machine Operator	Practical	(i) Should be able to handle the sewing machine;	20	8	1/2
			(ii) Should be able to set the Book sewing machine for the sewing of books of different sizes;			
			(iii) Should have thorough technical know how about the Book Sewing Machine;			
			(iv) Should have thorough knowledge of section sewing;			
			(v) Should have thorough knowledge of different types of threads and tapes used on sewing machine.			
38	Gathering Machine Operator	Practical	(i) Should have thorough knowledge of Gathering Machine;	20	8	1/2
			(ii) Should be able to set the gathering machine for gathering different sizes of sections;			

1	2	3	4	5	6	7
			(iii) Should be able to set the machine for the books having different number of section;			
			(iv) Should have thorough knowledge of the technical know how of the gathering machine.			
39	Paper Reel Cutting Machine Operator	Practical	(i) Setting of machine to cut different sizes of sheets;	20	8	1/2
			(ii) Knowledge of Sheet Cutting machine.			
40	Cutting Machine Operator	Practical	(i) Changing of Blades on Sheet Cutting machine;	20	8	1/2
			(ii) Setting of cutting sticks on Sheet Cutting machine;			
			(iii) Technical knowledge of the binding machine.			
41	Rotary Sheet Fed Numbering Machine Operator	Practical	(i) Setting of cutting machine of different sizes of sheet;	25	10	1/2
			(ii) Setting of numbering box on binding Rotary machine;			
			(iii) Setting of numbering box on Rotary machine on continuity, duplicate triplicate and quadruplicate numbering.			
42	Lamination Machine Operator	Practical	(i) Setting of Lamination Machine for different sizes of the jobs;	40	16	1
			(ii) Setting of plastic sheet according to sizes on lamination machine;			
			(iii) Knowledge of adjustment of flow of the adhesive used for the lamination;			



1	2	3	4	5	6	7
			(iv) Setting of the direction of the heater at the time of laminating;			
			(v) Knowledge of the maintenance of the lamination machine.			
43	Junior Binder Machine Operator	Practical	(i) Setting of Binding Machine according to book;	20	8	1/2
			(ii) Operating of binding machine;			
			(iii) Technical knowledge of binding machines.			
44	Ware House Operator	Practical	(i) Knowledge of cutting, stitching, ruling, folding, gathering and three knife cutting machine.	40	16	1
45	Binder	Practical	(i) Knowledge of binding, folding, gathering, ruling and all binding works.	40	16	1
46	Section Holder (Offset)	Written	(i) Should have thorough knowledge of different processes involved in offset printing;	40	16	1
			(ii) Should have thorough knowledge of impositions;			
			(iii) Should have knowledge of different sizes of paper;			
			(iv) Should be able to calculate the quantity of paper to be used in a particular job;			
			(v) Should know about the chemicals used in the offset printing section;			
			(vi) Should be able to calculate the consumption of paper of a particular job			

1	2	3	4	5	6	7
			according to the size of the book and paper;			
			(vii) Should know style of the house.			
47	Four Colour Web Offset Machine Operator	Practical	(i) Should be able to run Four Colour Web Offset Machine;	40	16	1
			(ii) Should have a thorough knowledge of technical aspects of the Four Colour Web Offset;			
			(iii) Should be able to do premake ready and make ready;			
			(iv) Should know about the sizes of the webs which are to be run on the web machines;			
			(v) Should be able to give production according to the fixed schedule;			
			(vi) Should be able to adjust the ink fountain according to the requirement of the colours;			
			(vii) Should be able to set the inking and damping rollers;			
			(viii) Should be able to fix the rubber blanket on the blanket roller of the web machine;			
			(ix) Should be able to do the proper registration in the colour work.			
48	Two Colour Web Offset Machine Operator	Practical	(i) Should be able to run Two Colour Web Offset Machine;	40	16	1
			(ii) Should have a thorough knowledge of technical aspects of the Two Colour Web Offset Machine;			

1	2	3	4	5	6	7
			(iii) Should be able to do premake ready and make ready;			
			(iv) Should know about the sizes of the webs which are to be run on the Web Machine;			
			(v) Should be able to give production according to the fixed schedule;			
			(vi) Should be able to adjust the ink fountain according to the requirement of the colour;			
			(vii) Should be able to set the inking and damping rollers;			
			(viii) Should be able to fix the rubber blanket on the blanket roller of the machine;			
			(ix) Should be able to do the proper registration in the colour work.			
49	Two Colour Sheet Fed Machine Operator	Practical	(i) Should be able to run Two Colour Sheet Fed Offset Machine;	40	16	1
			(ii) Should have a thorough knowledge of technical aspects of the machine;			
			(iii) Should be able to do premake ready and make ready;			
			(iv) Should be able to give production according to the fixed schedule;			
			(v) Should be able to adjust the ink fountain according to the requirement of the colour;			

1	2	3	4	5	6	7
			(vi) Should be able to set the inking and damping rollers;			
			(vii) Should be able to fix the rubber blanket on the blanket roller of the Sheet Fed Machine;			
			(viii) Should be able to do the proper registration in the work.			
			(ix) Should know about the sizes of the Plates.			
50	Single Colour Sheet Fed Machine Operator	Practical	(i) Should be able to run Single Colour Sheet Fed Offset Machine;	40	16	1
			(ii) Should have a thorough knowledge of technical aspects of the Single Colour Sheet Fed Offset Machine;			
			(iii) Should be able to do premake ready and make ready;			
			(iv) Should know about the sizes of the plates;			
			(v) Should be able to give production according to the fixed schedule;			
			(vi) Should be able to adjust the ink fountain according to the requirements of the job;			
			(vii) Should be able to set the inking and damping rollers;			
			(viii) Should be able to fix the rubber blanket on the blanket roller of the machine;			

1	2	3	4	5	6	7
			(ix) Should be able to do the proper registration in the work.			
51	Assistant Section Holder	Written	(i) Should have a thorough knowledge of imposition;	40	16	1
			(ii) Should have a thorough knowledge of different sizes of paper being used to the different type of job;			
			(iii) Should have a thorough knowledge of different sizes of the machine installed in the press;			
			(iv) Should have a thorough knowledge of plate sizes;			
			(v) Should have a thorough knowledge of chemicals being used in department;			
			(vi) Should be able to calculate the consumption of paper of a particular job according to the size of the book and paper;			
			(vii) Should know style of the house.			
52	Offset Inker	Practical	(i) Knowledge of oiling the printing machine;	20	8	1/2
			(ii) Knowledge of different rollers like inking roller and damping roller;			
			(iii) Knowledge of roller setting;			
			(iv) Knowledge of putting and taking out the blanket;			
			(v) Knowledge of removing and putting the plate;			

1	2	3	4	5	6	7
			(vi) Offset Inker should have the knowledge so that he may point out the machineman about the improper inking on the plate.			
53	Section Holder (Letter Press)	Practical	(i) Knowledge of composing; (ii) Knowledge of paper calculation; (iii) Technical know how.	40	16	1
54	Assistant Section Holder	Written	(i) Should have thorough knowledge of imposition; (ii) Should have thorough knowledge of different sizes of paper being used to the different type of job; (iii) Should have thorough knowledge of different sizes of the machine installed in the press; (iv) Should have thorough knowledge of inks; (v) Should be able to calculate the consumption of paper of a particular job according to the size of the book and paper; (vi) Should know style of the house.	40	16	1
55	Senior Machineman	Practical	(i) Change of packing; (ii) Setting of the feeder; (iii) Setting of printing machine according to the size of forme; (iv) Make ready the printing machine for printing;	25	10	1/2

1	2	3	4	5	6	7
			(v) Setting of the Inking Roller;			
			(vi) Setting of the Inking fountain.			
56	Junior Machinemian	Practical	(i) Change of packing;	25	10	1/2
			(ii) Setting of the feeder;			
			(iii) Setting of printing machine according to the size of forme;			
			(iv) Make ready the printing machine for printing;			
			(v) Setting of the Inking Roller;			
			(vi) Setting of the Inking fountain;			
57	Tradle Man	Practical	(i) Make ready the Tradle Machine for printing;	25	10	1/2
			(ii) Knowledge of putting and changing the packing;			
			(iii) Fixing and setting of rollers on Tradle Machine;			
			(iv) Make ready of form to be printed;			
			(v) Registration of the form, if multi coloured;			
			(vi) Knowledge of colour mixing;			
			(vii) Proper feeding of the paper on tradle machine;			
			(viii) Setting up of side lays and fronglays on the machine;			
			(ix) Knowledge of impositor;			
			(x) Lock of the chase.			
58	Impositor	Practical	(i) Imposition of sheet work half sheet work;	20	8	1/2

1	2	3	4	5	6	7
			(ii) Imposition of ablong pages of sheet work, half sheet work;			
			(iii) Tightening of chase;			
			(iv) Adding the blank between the pages according to size of the paper;			
59	Mono Mechanical Overseer	Practical	(i) He should have thorough knowledge about the mechanical aspects of Mono Operating/Mono casting and super casting machine;	40	16	1
			(ii) He should be able to set the operating machine;			
			(iii) He should have the knowledge of different type faces;			
			(iv) He should be able to fix new parts or adjust parts of Mono Operating Machine, Casting and Super Casting Machine;			
			(v) He should be able to dismental or erect the casting and mono machine;			
			(vi) He should be able to replace the unit wheel and paul on the operating machine;			
			(vii) He should be able to remove the running defects of casting and operating machine;			
			(viii) Should be able to set the casting machine for casting different type sizes matter;			



1	2	3	4	5	6	7
			(ix) Should be able to set different mould for different type size;			
			(x) Should have thorough knowledge of mechanical and electrical aspects of Mono Operating Machine, Mono Casting Machine and Super Casting Machine and Compressor.			
60	Press Mechanic Practical		(i) Should be able to repair different types of printing, binding machine;	40	16	1
			(ii) Should have thorough knowledge of the gears and different types of shafts and crank shafts;			
			(iii) Should have a thorough knowledge of automatic feeder;			
			(iv) Should be able to repair the automatic paper feeder;			
			(v) Should have thorough knowledge of hydraulic system installed on cutting machine or on other machines;			
			(vi) Should be able to maintain all types of machines in printing, binding, composing section which includes proper oiling or greasing of the machine;			
			(vii) Should be able to replace new parts on different types of machines in printing, binding and composing and other sections of the press;			

1	2	3	4	5	6	7
			(viii) Should have a vast technical know how about the printing, binding, composing and other machines installed in the press.			
61	Carpenter	Practical	(i) Should be well conversant with the repair and manufacturing old/new wooden structure of the press like working tables, chairs etc., and loading-unloading tables of printing machine; (ii) Should be able to distinguish between different types of wood to be used for different purposes; (iii) Should be able to use different types of instruments of carpentring.	20	8	1
62	Welder	Practical	(i) Should be able to operate welding set; (ii) Should be able to weld different types of welding as per the requirements of the parts of various types of machines; (iii) Should be able to handle different types of welding rods.	20	8	1/2
63	Knife Grinding Machine Operator	Practical	(i) Should have a thorough knowledge of different types of grinding stone to be used for different types of knives made from different types of metal; (ii) Should be able to operate different types of knife grinding machines;	20	8	1/2

1	2	3	4	5	6	7
			(iii) Should be able to set the machine according to the required angle of different types of knife.			
64	Photo Type Setter Composing Machine Operator	Practical	(i) Should have thorough knowledge of different types of type sizes and their faces; (ii) Should be able to do composing in Hindi and English languages; (iii) Should be conversant with the operations of Photo Type Setter; (iv) Should have knowledge of developing of film rolls etc.	40	16	1

S.K. MAHESHWARI,  
Commissioner and Secretary to  
Government of Haryana,  
Printing and Stationery Department.

[Authorised English Translation]

**HARYANA GOVERNMENT**  
**PRINTING AND STATIONERY DEPARTMENT**

Notification

The 1th May, 1998

No. G.S.R.56/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 Printing and Stationery Department (Group D) Service, namely :—

**Part—I General**

Short title and  
Commencement.

(1) These rules may be called the Haryana Printing and Stationery 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) "Controller" means the Controller of Printing and Stationery 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) "Government" means the Haryana Government in the Administrative Department ;

(d) "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 ;

(e) "Service" means the Haryana Printing and Stationery Department (Group D) 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.

4. (1) No person shall be appointed to any post in the service, unless he is,—

Nationality,  
domicile and  
character of  
candidates  
appointed to  
Service

(a) a citizen of India ; or

(b) a subject of Nepal ; or

(c) a subject of Bhutan ; or

(d) a tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India ; or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Shri 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 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 the Service by direct recruitment, unless he produces a certificate of character from the 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 school or institution.

5. No person shall be appointed to any post in the Service by direct recruitment who is less than sixteen years or more than thirty-five years of age, on or before the 1st day of the month next preceeding the last date of submission of applications to the appointing authority.

Age.

6. Appointments to the posts in the Service shall be made by the Controller.

Appointing  
Authority.

7. No person shall be appointed to any post in the Service, unless he is in possession of qualifications and experience specified in column 3 of Appendix B to these rules in the case of direct recruitment and these specified in column 4 of the aforesaid Appendix in the case of persons other than by direct recruitment :

Qualifications

Provided that in the case of appointment by direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50 per cent at the discretion of appointing authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes,

Ex-Serviceman 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.

**Disqualifications.**

**8. No person,—**

- (a) who has entered into or contracted a marriage with a person having a spouse living ; or
- (b) who having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to any post in the Service :

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

**Method of recruitment.**

**9. Recruitment to the Service shall be made,—**

**General Category:**

- (a) in case of Packer,—
  - (i) by promotion from amongst Jamadar-cum-Peon, Peon, Chowkidar, Mali, Sweeper-cum-Chowkidar, Mazdoor, Sweeper and Peon-cum-Attendant ; or
  - (ii) by direct recruitment ; or
  - (iii) by transfer or deputation of an official already in service of any State Government or the Government of India ;
- (b) in case of Jamadar-cum-Peon,—
  - (i) by promotion from amongst peon ; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or Government of India ;
- (c) in the case of Peon,—
  - (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 ;
- (d) In case of Peon-cum-Attendant,—
  - (i) by direct recruitment ; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or Government of India ;

(e) in case of Mali,—

(i) by direct recruitment ; or

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

(f) in case of Chowkidar,—

(i) by direct recruitment ; or

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

(g) in case of Sweeper,—

(i) by direct recruitment ; or

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

(h) in case of Sweeper-cum-Chowkidar ;

(i) by direct recruitment ; or

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

(i) in case of Mazdoor,—

(i) by direct recruitment ; or

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

**Technical Category :**

(a) in case of Press Daftri,—

(i) by promotion from amongst Learner Binder ; or

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

(b) in case of Mono Melter,—

(i) by promotion from amongst Mazdoor ; or

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

(c) in case of Inker,—

(i) by promotion amongst Mazdoor ; or

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

**Note.**—The post of Inker is of higher responsibility than that of Mazdoor.

(d) in case of Distributor,—

(i) by direct recruitment ; or

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

(e) in case of Learner Binder,—

(i) by direct recruitment ; or

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

(f) in case of Mono Attendant,—

(i) by promotion amongst Mazdoor ; or

(ii) by direct recruitment ; or

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

**Note.**—The post of Mono Attendant is of higher responsibility than that of Mazdoor.

(g) in case of Mazdoor,—

(i) by direct recruitment ; or

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

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

**Departmental  
Practical test.**

10. (1) The departmental practical test as provided in Appendix B shall have to be passed before promotion is made on the following post—

1. Press Daftri

2. Mono Melter



3. Inker
4. Learner Binder
5. Mono Attendant :

Provided that if any member of the service fails to qualify the said practical test, he will not be eligible for promotion.

(2) In case of direct recruitment for the following posts, practical test shall have to be passed as prescribed in Appendix E :—

1. Distributor
2. Leaner Binder

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

Probation.

Provided that :

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher posts 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 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, dispenses 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 ;
- (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 Service, if appointed by direct recruitment, if appointed otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment, permit; or
  - (iv) 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.

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

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

Provided further that in case of a 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 follows :—

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer ;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer ;
- (c) in the case of a member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the 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 same, the older member shall be senior to the younger member.

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

Liability to serve.

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

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

Provided that no member of the Service shall be deputed to serve the Central or any other State Government or any organisation or body referred to in clause (ii) or (iii) except with his consent.

14. In respect of pay, leave, pension and all other matters not expressly provided for in these rules, the members of the Service be governed by such rules and regulations as may have been, or a 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.

Pay, leave, pension and other matters.

15. (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:

Discipline, penalties and appeals.

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

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

16. Every member of the Service shall get himself vaccinated and revaccinated as and when the Government so directs by a special or general order.

Vaccination.

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

Oath of allegiance.

**Power of  
relaxation.**

18. 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 provision of these rules in respect of any clause or category of persons.

**Special  
Provisions.**

19. 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.**

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

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

**Repeal and  
savings.**

21. Any other 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 provision of these rules.

APPENDIX A

(See rule 3)

Serial No.	Designation of Posts	Number of Posts			Scale of pay
		Perma- nent	Tempo- rary	Total	
1	2	3	4	5	6

GENERAL CATEGORY

					Rs.
1	Packer	35	10	45	3050—75—3950—EB—80—4350
2	Jamadar-cum-Peon	1	—	1	2650—65—3300—EB—79—4000
3	Peon	36	3	39	2550—55—2660—EB—60—3200
4	Peon-cum-Attendant	1	—	1	2550—55—2660—EB—60—3200
5	Mali	—	1	1	2550—55—2660—EB—60—3200
6	Chowkidar	11	4	15	2550—55—2660—EB—60—3200
7	Mazdoor	17	21	38	2550—55—2660—EB—60—3200
8	Sweeper	5	2	7	2550—55—2660—EB—60—3200
9	Sweeper-cum-Chowkidar	10	2	12	2550—55—2660—EB—60—3200

TECHNICAL CATEGORY

1	Press Daftri	55	2	57	3050—75—3950—EB—80—4350
2	Mono Melter	1	—	1	2610—60—3150—EB—65—3540
3	Inker	21	15	36	2550—55—2660—EB—60—3200
4	Distributor	13	—	13	2550—55—2660—EB—60—3200
5	Learner Binder	30	7	37	2550—55—2660—EB—60—3200
6	Mono Attendant	2	—	2	2550—55—2660—EB—60—3200
7	Mazdoor	40	29	69	2550—55—2660—EB—60—3200

## APPENDIX B

(See rule 7)

Serial No.	Designation of posts	Academic qualification and experiences, if any for direct recruitment	Academic qualification and experience, if any for appointment other than by direct recruitment
1	2	3	4
<b>GENERAL CATEGORY</b>			
1	Packer	(i) Matric pass ; (ii) Hindi up to Matric standard	(i) Primary Pass ; (ii) Two years experience as Jamadar-cum-Peon, Peon, Chowkidar, Mali, Sweeper cum-Chowkidar, Mazdoor, Sweeper and Peon-cum-Attendant ;
2	Jamadar-cum-Peon	—	(i) Primary Pass ; (ii) Two years experience as Peon ; (iii) Should be able to read and write Hindi.
3	Peon	(i) Primary Pass ; (ii) Should be able to read and write Hindi.	(i) Primary Pass ; (ii) Should be able to read and write Hindi.
4	Peon-cum-Attendant	(i) Primary Pass ; (ii) Should be able to read and write Hindi.	(i) Primary Pass ; (ii) Should be able to read and write Hindi.
5	Mali	(i) Knowledge of Mali work ; (ii) Should be able to read and write Hindi.	(i) Knowledge of Mali work ; (ii) Should be able to read and write Hindi.
6	Chowkidar	(i) Should be able to read and write Hindi.	Should be able to read and write Hindi.
7	Sweeper	(i) Should be able to read and write Hindi.	Should be able to read and write Hindi.
8	Sweeper-cum-Chowkidar	Should be able to read and write Hindi.	Should be able to read and write Hindi.

1	2	3	4
9 Mazdoor	Should be able to read and write Hindi ;	(i) Should be able to read and write Hindi ;	
<b>TECHNICAL CATEGORY</b>			
1 Press Dastri		(i) Hindi upto Middle Standard ; (ii) Two years experience, as Learner Binder ; (iii) Should have passed practical test.	
2 Mono Melter		(i) Hindi upto Middle Standard ; (ii) Two years experience as Mazdoor ; (iii) Should have passed practical test.	
3 Inker		(i) Hindi upto Middle Standard ; (ii) Two years experience as Mazdoor ; (iii) Should have passed practical test.	
4 Distributor	(i) Hindi upto Middle Standard ; (ii) One year experience in distribution of Hindi and English type ; (iii) Should have passed practical test ;	(i) Hindi upto Middle Standard ; (ii) One year experience in distribution of Hindi and English type ; (iii) Should have passed practical test.	
5 Learner Binder	(i) Hindi upto Middle Standard ; (ii) One year experience of preliminary Binding work (iii) Should have passed practical test .	(i) Hindi upto middle Standard ; (ii) Two years experience in Binding work; (iii) Should have passed the practical test.	
6 Mono Attendant	(i) Hindi upto Middle Standard. (ii) Six months experience of handling Metal and composed Gallies ; (iii) Should have passed the practical test.	(i) Hindi upto Middle Standard ; (ii) Two years experience as Mazdoor ; (iii) Should have passed the practical test ;	
7 Mazdoor	(i) Should be able to read and write Hindi.	(i) Should be able to read and write Hindi .	

## APPENDIX C

[See rule 15 (1)]

Serial number	Designation Post	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5	6

## GENERAL CATEGORY

1	Packer	Controller	Minor Penalties : (i) warning with a copy in the personal file (character roll)	Controller	Government
2	Jamadar-cum-peon				
3	Peon		(ii) Censure ;		
4	Peon-cum-Attendant		(iii) withholding of promotion.		
5	Mali				

6	Chowkidar		(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 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		
7	Sweeper				
8	Sweeper-cum-Chowkidar				
9	Mazdoor				

## TECHNICAL CATEGORY :

1	Press Dafti				
2	Mono Melter				
3	Inker				
4	Distributor				
5	Learner Binder				
6	Mono Attendant		(v) withholding of increments of pay without cumulative effect ;		

7 Mazdoor

## Major Penalties

(vi) withholding of increments of pay with cumulative effect ;



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1	2	3	4	5	6
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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 or 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, posts 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 ;

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

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## APPENDIX D

[See rule 15(2)]

Serial number	Designation of posts	Nature of order	Authority empowered to make the order	Appellate authority	Second and final authority if any
1	2	3	4	5	6

## GENERAL CATEGORY

1	Packer	(i) reducing of withholding the amount of ordinary or additional pension admissible under the rules governing pension ;	Controller	Government	—
2	Jamadar-cum-Peon				
3	Peon				
4	Peon-cum-Attendant	(ii) terminating the appointment otherwise than on his attaining the age fixed for super-annuation.			
5	Mali				
6	Chowkidar				
7	Sweeper				
8	Sweeper-cum-Chowkidar				
9	Mazdoor				

## TECHNICAL CATEGORY

1	Press Daftri
2	Mono Melter
3	Inker
4	Distributor
5	Learner Binder
6	Mono Attendant
7	Mazdoor

APPENDIX E

[See rule 10 (1)]

Serial number	Designation of posts	Paper	Subject of test	Total marks	Time allowed	Pass marks
1	2	3	4	5	6	7
1	Press Daftri	Practical	(i) Knowledge of all stamps of binding work;	20	1/2 hour	40%
2	Mono Melter	Practical	(i) Knowledge of Mono casting machine and handling of metal ; (ii) Knowledge of composite gallies ; (iii) Knowledge of oiling and cleaning of Mono-machine.	20	1/2hour	40%
3	Inker	Practical	(i) Knowledge of oiling and greasing on the machine ; (ii) Lock up of the forma (iii) Change of rollers ; (iv) Feed the paper on the machine .	15	1/4 hour	40%
4	Mono Attendant	Practical	(i) Knowledge of Mono casting machine and handling of metal ; (ii) Knowledge of composite gallies ; (iii) Knowledge of oiling and cleaning of the Mono machine ;	20	1/2 hour	40%
1	Distributor	Practical	(i) Knowledge of Metal/ Type (ii) Knowledge of Composing	40	1/2 hour	40%
2	Learner Binder	Practical	(i) Knowledge of all stamps of binding work.	20	1/2 hours	40%

S. K. MAHESHWARI,

Commissioner and Secretary to Government, Haryana,  
Printing and Stationery Department.