

**HARYANA MINES AND GEOLOGY DEPARTMENT
SERVICE RULES 1998 (GROUP-A)**

[Authorised English Translation]

HARYANA GOVERNMENT

MINES AND GEOLOGY DEPARTMENT

Notification

The 16th January, 1998

No. G. S. R.13/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 Mines and Geology (Group A) Service, namely :—

PART I—GENERAL

1. These rules may be called the Haryana Mines and Geology (Group A) Service Rules, 1998.

Short title.

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

Definitions.

(a) “Commission” means the Haryana Public Service Commission;

(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) “recognised university” means,—

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

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

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

(f) "Service" means the Haryana Mines and Geology (Group A) Service.

PART II—RECRUITMENT TO SERVICE

Number and
Character of posts.

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

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

Nationality,
domicile and
character of
candidates
appointed to
Service.

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

- (a) a citizen of India ; or
- (b) a subject of Nepal ; or
- (c) a subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India ; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India :

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

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or any other recruiting authority but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

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

5. No person shall be appointed to any post in the Service by direct recruitment who is less than twenty-five years or more than fifty years of age, on or before the 1st day of October next preceding the last date of submission of application to the Commission.

Age.

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

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 case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of appointment other than by direct recruitment :

Qualifications.

Provided that in the case of direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50 per cent at the discretion of Commission or any other recruiting authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, ex-servicemen and physically handicapped categories, possessing the requisite experience are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing.

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. Recruitment to the Service shall be made,—

Method of recruitment.

(a) in the case of State Mining Engineer,—

(i) by promotion from amongst Mining Engineer ; or

(ii) by direct recruitment ; or

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

(b) in the case of State Geologist,—

(i) by promotion from amongst Senior Geologist ; or

- (ii) by direct recruitment ; or
- (iii) by transfer or deputation of an officer already in the service of any State Government or the Government of India ;
- (c) in the case of Senior Geologist,—
 - (i) by promotion from amongst Junior Geologist ; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an officer already in the service of any State Government or the Government of India ;
- (d) in the case of Mining Engineer,—
 - (i) by promotion from amongst Assistant Mining Engineer ; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an officer already in the service of any State Government or the Government of India ;
- ✓(e) in the case of Junior Geologist,—
 - (i) by promotion from amongst Assistant Geologist ; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an officer already in the service of any State Government or the Government of India ;
- (f) in the case of Chemist,—
 - (i) by promotion from amongst Assistant Chemist ; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of any officer already in the service of any State Government or the Government of India ;
- (g) in the case of Scientist (Photogeology),—
 - (i) by promotion from amongst Assistant Geologist ; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an officer already in the service of any State Government or the Government of India ;

(2) All promotions shall be made by selection based on merit and taking into consideration seniority and seniority alone shall not confer any right to such promotions.

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

Probation.

Provided that—

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

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

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

Seniority.

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

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

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

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

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

Liability to serve,

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

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

- (i) a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a Municipal Corporation or a local authority 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 Central Government ; or

(iii) any other State Government, an international organisation, an autonomous body not controlled by the Government, or a private body :

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

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

Pay, leave,
Pension and
other matters.

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

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 the 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.

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

Vaccination.

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

Oath of
allegiance.

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

Power of
relaxation.

18. Notwithstanding 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 pro-
vision.

Reservations.

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

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

Repeal and savings.

20. The Haryana Industries Services (State Service Class I) Rules, 1966, are hereby repealed : ✓

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

APPENDIX A

(See Rule 3)

Serial No.	Designation of posts	Number of posts			Scales of Pay
		Perma- nent	Tempo- rary	Total	
1	2	3	4	5	6
1	State Mining Engineer	..	1	1	Rs. 4,100—125—4,850—150—5,300
2	State Geologist	1	..	1	Rs. 4,100—125—4,850—150—5,300
3	Senior Geologist	..	1	1	Rs. 3,700—125—4,700—150—5,000
4	Mining Engineer	..	1	1	Rs. 3,700—125—4,700—150—5,000
5	Junior Geologist	2	..	2	Rs. 3,000—100—3,500—125—4,500
6	Chemist	..	1	1	Rs. 2,200—75—2,800—EB—100—4,000
7	Scientist (Photogeology)	1	1	1	Rs. 2,200—75—2,800—EB—100—4,000

APPENDIX B

(See rule 7)

Serial No.	Designation of the posts	Academic qualifications and experience, if any for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment
1	2	3	4
1	State Mining Engineer	<p>(a) Degree in Mining Engineering from a recognised University for diploma in Mining from Indian School of Mines Dhanbad or equivalent qualifications ;</p> <p>(b) At least 10 years experience of dealing with minerals concession/exploration in responsible position.</p>	<p>(i) Degree in Mining Engineering from the recognised University or diploma in Mining from Indian School of Mines, Dhanbad or equivalent qualifications ; and</p> <p>(ii) Five years experience as Mining Engineer.</p>
2	State Geologist	<p>(a) Master of Science in Geology from a recognised University/ diploma in Geology from Indian School of Mines, Dhanbad or equivalent qualifications.</p> <p>(b) 8 years experience in the line of mineral investigation/ mineral concession and out of which atleast 5 years experience in a Senior responsible position</p>	<p>(a) Master of Science in Geology five years experience as Senior Geologist ;</p>
3	Senior Geologist	<p>(a) M.Sc Geology from a recognised University, diploma in Geology from Indian School of Mines, Dhanbad or equivalent qualifications</p> <p>(b) 5 years experience of dealing with minerals concession exploration in a responsible position.</p>	<p>(a) M.Sc. Geology.</p> <p>(b) 3 years experience as Junior Geologist.</p>
4	Mining Engineer	<p>(a) Degree in Mining Engineering from a recognised University or diploma in mining from Indian School</p>	<p>Five years experience as Assistant Mining Engineer</p>

1

2

3

4

of Mines. Dhanbad or
equivalent qualifications.

(b) At least 5 years experience
of dealing with minerals
concession/exploration in
responsible position.

5 Junior Geologist

(a) M.Sc. Geology from a
recognised University/
diploma in Geology from
Indian School of Mines,
Dhanbad or equivalent
qualifications.

Three years experience as
Assistant Geologist.

(b) 3 years experience of
dealing with mineral
concession/exploration in
a responsible position.

6 Chemist

(a) M.Sc. Chemistry in first
division from a
recognised University or
equivalent qualifications.

(i) M.Sc. Chemistry from a
recognised University or
its equivalent qualifica-
tions.

(b) Atleast 5 years practical
experience in the analysis
of minerals and ore samples
in a responsible position.

(ii) Five years experience as
Assistant Chemist.

7 Scientist
(Photogeology)

(a) M.Sc. or M. Tech. in
Geology with 10 years
experience in Mineral
exploration and prospecting.

(i) Five years experience as
Assistant Geologist in the
field of mineral explorations
and prospecting.

(b) Diploma in interpreting of
aerial photography from
Indian Institute of Remote
Sensing, Dehradun.

(ii) Training certificate in
interpretation of aerial
photography from Indian
Institute of Remote Sensing
Dehradun.

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

1. MINOR PENALTIES

1	State Mining Engineer	Government	(i) warning with a copy in the personal file (character rolls) ;	Government	—
2	State Geologist		(ii) censure ;		
3	Senior Geologist		(iii) withholding of promotion ;		
4	Mining Engineer		(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or a State Government or to a Company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or University set up by an Act of Parliament or of the Legislature of a State; and		
5	Junior Geologist				
6	Chemist				
7	Scientist (Photogeology)				
			(v) withholding of increments of pay without cumulative effect ;		

2. MAJOR PENALTIES

- (v-a) withholding of increments of pay with cumulative effect ;

1

2

3

4

5

6

(vi) reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect or postponing the future increments of his pay ;

(vii) 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 restorations to the grade or post or service from which the employee was reduced and his seniority and pay on such restoration to that grade, post or service ;

(viii) Compulsory retirement ;

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

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

HARYANA GOVT GAZ., FEB. 10, 1998
(MAGH 21, 1919 SAKA)

APPENDIX 'D'

[See Rule 14(2)]

Sr. No.	Designation of posts	Nature of order	Authority empowered to make the order	Appellate authority
1	2	3	4	5
1	State Mining Engineer	(i) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension ;	Government	—
2	State Geologist			
3	Senior Geologist	(ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation.		
4	Mining Engineer			
5	Junior Geologist			
6	Chemist			
7	Scientist (Photogeology)			

MEENAXI ANAND CHAUDHRY,

Commissioner and Secretary to Government, Haryana,
Mines and Geology Department.

**HARYANA MINES AND GEOLOGY DEPARTMENT
SERVICE RULES 1998 (GROUP-B)**

[Authorised English Translation]

HARYANA GOVERNMENT
MINES AND GEOLOGY DEPARTMENT

Notification

The 9th January, 1998

No. G. S. R.12/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 Mines and Geology (Group B) Service, namely :—

PART I—GENERAL

1. These rules may be called the Haryana Mines and Geology (Group B) Service Rules, 1998. Short title.
2. In these rules, unless the context otherwise requires, Definitions.
 - (a) “Commission” means the Haryana Public Service Commission;
 - (b) “direct recruitment” means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government;
 - (c) “Director” means the Director of Mines and Geology, Haryana ;
 - (d) “Government” means the Haryana Government in the Administrative Department;
 - (e) “institution” means,
 - (i) any institution established by law in force in the State of Haryana; or
 - (ii) any other institution recognised by the Government for the purpose of these rules;
 - (f) “recognised university” means;—
 - (i) any university incorporated by law in India; or
 - (ii) in the case of a degree, diploma or certificate obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University; or
 - (iii) any other university which is declared by the Government to be a recognised university for the purpose of these rules; and

- (g) "Service" means the Haryana Mines and Geology (Group B) Service.

PART II—RECRUITMENT TO SERVICE

Number and
Character of posts.

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

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

Nationality,
domicile and
character of
candidates
appointed to
Service.

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

- (a) a citizen of India ; or
- (b) a subject of Nepal ; or
- (c) a subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962, with the intention of permanently settling in India ; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India :

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

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or any other recruiting authority but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

- (3) No person shall be appointed to any post in the Service by direct recruitment, unless he produces a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar 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 twenty-one years or more than thirty five years of age, on or before the last date of submission of application to the Commission or any other recruiting authority.

Age.

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

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 those specified in column 4 of the aforesaid Appendix in the case of person appointed other than by direct recruitment :

Qualifications.

Provided that in case of appointment of direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50 per cent at the discretion of the Commission or any other recruiting authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, ex-servicemen and physically handicapped categories, 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,—

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. Recruitment to the Service shall be made,—

Method of recruitment.

(a) in the case of Assistant Geologist,—

(i) 50% by promotion from amongst Technical Assistant ; and

(ii) 50% by direct recruitment ; or

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

(b) in the case of Assistant Mining Engineer,—

(i) by promotion from amongst Mining Officers ; or

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

(c) in the case of Assistant Chemist,—

(i) by promotion from amongst Chemical Assistant ; or

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

(d) in the case of Driller,—

(i) by promotion from amongst Supervisor or Drilling Assistant ; or

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

(e) in the case of Map Officer,—

(i) by promotion from amongst Senior Draftsman and draftsman at Headquarters ; or

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

(f) in the case of Superintendent,—

(i) by promotion from amongst Deputy Superintendent, Assistant, Legal Assistant or Senior Scale Stenographer ; or

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

(g) in the case of Mining Officer,—

(i) 50% by promotion from amongst Mining Inspector ; and

(ii) 50% 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.

(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) As and when any vacancy occurs or is about to occur, the appointing authority shall determine the method by which the same shall be filled in.

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

Probation.

Provided that—

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

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

Seniority.

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

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

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

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

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

Liability to serve.

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

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

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

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

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

Pay, leave,
Pension and
other matters.

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

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.

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

Vaccination .

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

Oath of
allegiance.

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

Power of
relaxation.

18. Notwithstanding 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 pro-
vision.

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

Reservations.

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

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

Repeal and
savings,

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

APPENDIX 'A'

[See rule 3]

Serial No.	Designation of posts	Number of posts			Scale of pay
		Perma- nent	Tempo- rary	Total	
1	2	3	4	5	6
1	Assistant Geologist	3	3	6	Rs. 2200—75—2800—EB—100— 4000
2	Assistant Mining Engineer	1	2	3	Rs. 2200—75—2800—EB—100— 4000
3	Assistant Chemist	1	—	1	Rs. 2000—60—2300—75—2900— EB—100—3500
4	Driller	1	—	1	Rs. 2000—60—2300—75—2900— EB—100—3500
5	Map Officer	—	1	1	Rs. 2000—60—2300—75—2900— EB—100—3500
6	Superintendent	1	—	1	Rs. 2000—60—2300—75—2900— EB—100—3500
7	Mining Officer	5	5	10	Rs. 1640—50—2600—EB—75— 2900

[See rule 7]

Sr. No.	Designation of posts	Academic Qualifications and experience, if any for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment
1	2	3	4
1	Assistant Geologist	M.Sc. in Geology from a recognised University or Diploma from Indian School of Mines, Dhanbad, or equivalent qualifications with 2 years experience of Geological and Mineral Survey.	Five years experience as Technical Assistant
2	Assistant Mining Engineer	—	(i) B.Sc. in Mining Engineering or (B.Sc.) with Geology or Diploma in Mining from a recognised Institute. (ii) Having 5 years experience as Mining Officer.
3	Assistant Chemist	—	(i) B.Sc. Degree in Chemistry, (ii) Five years experience as Chemical Assistant
4	Driller	—	Having 5 year experience as Supervisor or Drilling Assistant.
5	Map Officer	—	(i) Ten years experience as Senior Draftsman or Draftsman at Headquarters. (ii) Must have knowledge of Catagraphy and photogrammetry.
6	Suprintendent	—	(i) One year experience as Deputy Superintendent, or nine years experience as Assistant/Legal Assistant or Senior Scale Stenographer or both on the posts of Deputy Superintendent and Assistant, Legal Assistant or Senior Scale Stenographer.
7	Mining Officer	B. Sc. in Mining Engineering or Diploma in Mining Engineering from the Indian School of Mines, Dhanbad or M.Sc. in Geology or equivalent qualifications.	Five years experience as Mining Inspector.

APPENDIX C

[See rule 14(1)]

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

1. MINOR PENALTIES

1	Assistant Geologist	Government	(i) warning with a copy in the Personal file (character rolls) ;	Director	Government
2	Assistant Mining Engineer		(ii) censure ;		
3	Assistant Chemist		(iii) withholding of promotion;		
4	Driller		(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or a State Government or to a Company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or University set up by an Act of Parliament or of the Legislature of a State; and		
5	Map Officer				
6	Superintendent				
7	Mining Officer		(v) withholding of increments of pay without cumulative effect ;		

2. MAJOR PENALTIES

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

1

2

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(vii) reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay ;

(viii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post of 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 D

[See Rule 14(2)]

Sr. No.	Designation of posts	Nature of order	Authority empowered to make the order	Appellate Authority
1	2	3	4	5
1	Assistant Geologist	(i) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension ;	Government	—
2	Assistant Mining Engineer			
3	Assistant Chemist	(ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation.		
4	Driller			
5	Map Officer			
6	Superintendent			
7	Mining Officer			

MEENAXI ANAND CHAUDHRY,

Commissioner and Secretary to Government, Haryana,
Mines and Geology Department.

**HARYANA MINES AND GEOLOGY DEPARTMENT
FIELD
SERVICE RULES 1998 (GROUP-C)**

[Authorised English Translation]

HARYANA GOVERNMENT

MINES AND GEOLOGY DEPARTMENT

Notification

The 27th March, 1998

No. GSR 147/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 Haryana Mines and Geology Department Field (Group C) service, namely :—

PART I—GENERAL

Short title and Commencement:

1. (1) These rules may be called the Haryana Mines and Geology Department Field (Group C) Service Rules, 1998.

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

Definitions :

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

(1) "Commission" means the Staff Selection Commission, Haryana ;

(2) "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 ;

(3) "Director" means the Director of Mines and Geology, Haryana ;

(4) Government means the Haryana Government in the Administrative Department ;

(5) "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 ;

(6) "recognised University" means,—

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

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

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

(7) "Service" means the Haryana Mines and Geology Department Field Group C Service.

PART II—RECRUITMENT TO SERVICE

Number and Character of posts:

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

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

Nationality, domicile and character of candidates appointed to Service:

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

- (a) a citizen of India ; or
- (b) a subject of Nepal ; or
- (c) a subject of Bhutan ; or
- (d) a Tibetan refugees 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 other East African countries of Kenya, Uganda, the United Republic of Tenzania (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 past attended, if any, and similar certificate from two other responsible persons not being his relatives who are well acquainted with him in his private life and are unconnected with his University, College, school or institution.

Age :

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

Appointing Authority:

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

Qualifications :

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

Provided that in the case of appointment by direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50 per cent of the discretion at the Commission in case sufficient number of candidates belonging to scheduled castes, backward Classes, other backward classes, ex-servicemen and physically handicapped category, possessing the requisite experience are not available to fill up the vacancies reserved for them, after recording reason 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 or contracted a marriage with any person, shall be eligible for appointment to any post in the Service :

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

Method of recruitment:

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

(a) in the case of Mining Inspector,—

(i) 50 % by promotion from amongst Mining Accountant ; and

(ii) 50 % by direct recruitment ; or

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

(b) in case of Mining Accountant,—

(i) by promotion from amongst Mining Clerks or Steno-typist ; or

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

(2) In the case of Driver,—

(i) 20 per cent by promotion amongst Truck Cleaner ; and Mining Guards ; and

(ii) 80 % by direct recruitment ; or

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

(d) in case of Steno-typist,—

(i) 20 % by promotion from amongst Mining Clerk ; and

(ii) 80 % by direct recruitment ; or

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

(e) in case of Mining Clerks,—

(i) 20 % by promotion from amongst Mining Guards ; and

(ii) 80 % by direct recruitment ; or

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

(2) Unless otherwise provided, when a vacancy occurs or is about to occur, the Director shall determine the method by which the same shall be filled in.

(3) All promotions in the Service shall be made on seniority-cum-fitness basis and seniority alone shall not confer any right to such promotions.

Probation:

10(1) Persons appointed to any post in the service shall remain on probation for a period of two years, if appointed by direct recruitment and one years, 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 an 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 discontinue with his Services ; and

(b) if such person is appointed otherwise than by direct recruitment,—

(i) revert him to his former post ; or

(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

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

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

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

(b) if his work or conduct has in its opinion, been not satisfactory,—

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

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

Seniority :

11. Seniority, *inter se* of members of the 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 a 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 higher rate of pay in his previous appointment and if the rates of pay drawn are also the same, then by the length of their service in the appointments and if the length of such service is also the same, the elder member shall be senior to the younger member.

Liability to serve:

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

(2) A member of 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) an other State Government, an international organisation, an autonomous body not controlled by the Government or a private body ;

Provided that no members 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 the consent.

Pay, Leave, pension and other matters:

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

Discipline Penalties and appeals :

14(1) In matters relating to discipline, penalties and appeals members of the Service shall be governed by the Haryana Civil Service (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 authorities shall also be such as are specified in Appendix D to these rules.

Vaccination :

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

Oath of allegiance :

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

Power of relaxation :

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

Special Provisions :

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

Reservations:

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

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

Repeal and Savings:

20. Any rules 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.

(PAUS 8, 1920 SAKA)

APPENDIX A

(See Rule 13)

Serial No.	Designation of posts	Number of posts			Scale of pay
		Per- manent	Tem- porary	Total	
1	2	3	4	5	6
1	Mining Inspector	—	18	18	Rs. 1400—40—1600—50—2300— EB—60—2600
2	Mining Accountant	—	11	11	Rs. 1400—40—1600—50—2300— EB—60—2600
3	Light Vehicle Driver	—	1	1	Rs. 1200—30—1560—EB—40—2040
4	Steno-typist	—	1	1	Rs. 950—20—1150—EB—25—1500 + 100 S.P.
5	Mining Clerk	5	5	10	Rs. 950—20—1150—EB—25—1500

APPENDIX B

(See Rule 7)

Serial No.	Designation of the post	Academic qualification and experience, if any for direct recruitment	Academic qualification and experience, if any for appointment other than appointment by direct recruitment
1	2	3	4
1	Mining Inspector	(i) B.Sc. with Geology or Diploma in Mining from a recognised institute (ii) Knowledge of Hindi up to Matric standard.	By promotion 5 years experience as Mining Accountant. By transfer or deputation: (i) B.Sc. with Geology or Diploma in Mining from a recognised Institute ; (ii) 5 years experience as Mining Accountant ; (iii) Knowledge of Hindi up to Matric Standard
2	Mining Accountant	—	By promotion : 5 years experience as Steno-typist or Mining Clerk, By transfer or deputation: (i) 5 years experience as Steno-typist or Clerk ; (ii) Knowledge of Hindi up to Matric standard.
3	Driver	(i) Matric or its equivalent ; (ii) Knowledge of Hindi up to Matric standard ; (iii) Valid Driving Licence for Light Transport Vehicle ; (iv) 2 years experience of Driving a light transport vehicle.	By promotion : (i) 5 years experience as Truck Cleaner or Mining Guard ; (ii) Vehicle driving licence for Light Transport ; By transfer or deputation: (i) Two years experience as Driver (ii) Driving Licence of light transport vehicle ; (iii) Knowledge of Hindi up to Matric standard.

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4 Steno-typist

- (i) Matric or Higher Secondary or equivalent or 10+2 (Vocational) By promotion:
(i) Two years experience as Mining Clerks ;
(ii) Knowledge of Hindi up to Matric standard ; (ii) Hindi shorthand at a speed of 64 words per minute and transcription thereof at a speed of 11 words per minute .
(iii) Hindi shorthand at a speed of 64 words per minute and transcription thereof at a speed of 11 words per minute .

5 Mining Clerk

- (i) Matric or Higher Secondary or its equivalent By promotion :
(i) Matric or its equivalent examination ;
(ii) Knowledge of Hindi up to Matric standard (ii) 5 years experience as Mining Guard ;
(iii) Shall have to pass Hindi or English typing at a speed of 25 or 30 words per minute respectively within one year of joining and he will be entitled for increment as after passing the test . (iii) Have to pass departmental test in English and Hindi of Matric standard to be held by director. He will be entitled after passing the type test within one year . ✓ ?

By transfer or deputation :

- (i) Working as Clerk ;
(ii) Knowledge of Hindi up to Matric standard ;
(iii) Pass Hindi or English typing at a speed of 25 or 30 words per minute respectively. He will be entitled for increment after passing the type test within one year

OR

OR

English shorthand at a

English shorthand at a speed

1	2	3	4
		speed of 80 words per minute and transcription thereof at a speed of 15 words per minute	of 80 words per minute and transcription thereof at a speed of 15 words per minute.
			By transfer or deputation :
			(i) Matric or Higher Secondary or equivalent or 10+2 (Vocational) ;
			(ii) Working as Steno-typist ;
			(iii) Hindi shorthand at a speed of 64 words per minute and transcription thereof at a speed of 11 words per minute ;
			OR
			English shorthand at a speed of 15 words per minute ;
			(iv) Knowledge of Hindi up to Matric Standard.

APPENDIX C

[See Rule 14(1)]

Serial No.	Designation of post	Appointing authority	Nature of penalty	Authority empowered to imposed penalty	Appellate authority
1	2	3	4	5	6
1	Mining Inspector	Director	Minor Penalties :	Director	Government
			(i) Warning with a copy in personal file (character roll) ;		
2	Mining Accountant		(ii) Censure ;		
3	Driver		(iii) with holding of promotion ;		
4	Steno-typist		(iv) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders to the Central Government or a State Government or to a company 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		
5	Mining Clerk		(v) With holding of increments of pay without comulative effect .		
			Major Penalties:		
			Withholding of increment with cumulative effect;		
			(vi) reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments or 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 or his pay ;		

1	2	3	4	5	6
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(vii) 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, post or service, from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service;

(viii) Compulsory retirement;

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

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

APPENDIX D

[See Rule 14(2)]

Serial No.	Designation of post	Nature of order	Authority empowered to pass order	Appellate Authority	Second and final appellate authority, if any
1	2	3	4	5	6
1	Mining Inspector	(i) reduction or withholding the amount of ordinary/	Director	Government	
2	Mining Accountant	additional pension admissible under the rules			
3	Driver	Governing pension.			
4	Stenotypist				
5	Mining Clerk				

MEENAXI ANAND CHAUDHRY,

Commissioner and Secretary to Government,
Haryana, Mines and Geology Department,

**HARYANA MINES AND GEOLOGY DEPARTMENT
HEAD QUARTER
SERVICE RULES 1998 (GROUP-C)**

[Authorised English Translation]

HARYANA GOVERNMENT
MINES AND GEOLOGY DEPARTMENT

Notification

The 27th March, 1998

No. G.S.R.146/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 Mines and Geology Department (Group C) Headquarters Service, namely :—

PART I—GENERAL

Short title and Commencement :

1. (1) These rules may be called the Haryana Mines and Geology Department, (Group C) Headquarters Rules, 1998.

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

Definitions.

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

- (a) "Commission" means the Staff Selection Commission, Haryana ;
- (b) "direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government ;
- (c) "Director" means the Director of Mines and Geology, Haryana ;
- (d) "Government" means the Haryana Government in the Administrative Department ;
- (e) "institution" means,—
 - (i) any Institution established by law in force in the State of Haryana ; or
 - (ii) any other institution recognised by the Government for the purpose of these rules ;
- (f) "recognised university" means,—
 - (i) any university incorporated by law in India ; or
 - (ii) in the case of a degree, diploma or certificate obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University ; or

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

(g) "Service" means the Haryana Mines and Geology Department (Group C) Headquarters, Service.

PART II—RECRUITMENT TO SERVICE

Number and Character of posts :

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

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

Nationality domicile and character of candidates appointed to Service :

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

(a) a citizen of India ; or

(b) a subject of Nepal ; or

(c) a subject of Bhutan ; or

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

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India :

Provided that a person belonging to any to 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 relative, who are well acquainted with him in his private life and are unconnected with his University, College, School or institution.

Age :

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

Appointing authority :

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

Qualifications :

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

Provided that in the case of appointment by direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50% 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 reason for so doing in writing.

Disqualifications :

8. No person,—

- (a) who has entered into or contracted a marriage person having a spouse living ; or
- (b) who having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the service :

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

Method of recruitment :

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

✓ (I) in case of Deputy Superintendent,—

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

(II) in case of Personal Assistant,—

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

(III) in case of Senior Surveyor,—

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

(IV) in case of Senior Draftsman,—

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

(V) in case of Legal Assistant,—

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

(VI) in case of Supervisor,—

- (i) by promotion from amongst Mechanic, Compressor Operator or Pump Operators ; or
- (ii) by direct recruitment ; or
- (iii) by transfer or on deputation of an official already in the service in any State Government or Government of India ;

(VII) in case of Chemical Assistant,—

- (i) 50 per cent by promotion from amongst Laboratory Assistants ;
- (ii) 50 per cent 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 ;

(VIII) in case of Technical Assistant,—

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

(IX) in case of Assistant,—

- (i) by promotion from amongst Junior Scale Stenographers, Steno-typists or Clerks ; or
- (ii) by transfer or deputation of an officials already in the service of any State Government or Government of India ;

(X) in case of Senior Scale Stenographer,—

- (i) 80 per cent by promotion from amongst Junior Scale Stenographers ;
and
- (ii) 20 per cent by direct recruitment ; or
- (iii) by transfer or deputation of an official already in the service of any State Government or Government of India ;

(XI) in case of Surveyor,—

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

(XII) in case of Draftsman,—

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

diminishing (XIII) in case of Drilling Assistant,—

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

diminishing (XIV) in case of Photo-Laboratory Technician,—

- (i) 50 per cent by promotion from amongst Section Cutter ; and
- (ii) 50 per cent by direct appotntment ; or
- (iii) by transfer or deputation of an official already in the service of any State Government or Government of India ;

(XV) in case of Junior Scale Stenographer,—

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

~~Abolished~~ (XVI) in case of Mechanic,—

- (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;

(XVII) in case of Driver,—

- (i) 20 per cent by promotion amongst Truck Cleaner and Mining Guard; and
- (ii) 80 per cent by direct recruitment; or ✓
- ✓ (iii) by transfer or deputation of an official already in the service of any State Government or Government of India;

~~Abolished~~ (XVIII) in case of Heavy Truck Driver,—

- (i) 20 per cent by promotion amongst Truck Cleaner or Mining Guard; and
- (ii) 80 per cent by direct recruitment; or
- (iii) by transfer or deputation of an official already in the service of any State Government or Government of India;

~~Abolished~~ (XIX) in case of Tractor Driver,—

- (i) 20 per cent by promotion amongst Truck Cleaner or Mining Guard; and
- (ii) 80 per cent by direct recruitment; or
- (iii) by transfer or deputation of an official already in the service of any State Government or Government of India;

(XX) in case of Steno-typist,—

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

(XXI) in case of Clerks,—

- (i) 20 per cent by promotion from amongst Peon, Sampler, Sweeper, Chowkidar, Laboratory Attendants, Refiner, Fieldman, Technical bearer, Truck Cleaner; and
- (ii) 80 per cent by direct recruitment; or

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

~~Abolished~~ (XXII) in case of Tracer,—

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

Diminished (XXIII) *Cadre* in case of Compressor Operator,—

- (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 ;

do (XXIV) in case of Rigman,—

- (i) 50 per cent by promotion from amongst Technical Bearer ; or
- (ii) 50 per cent by direct recruitment ; or
- (iii) by transfer or deputation of an official already in the service of any State Government or Government of India ;

Surplus (XXV) in case of Laboratory Assistants,—

- (i) 50 per cent by promotion from amongst Laboratory Attendant ; and
- (ii) 50 per cent by direct appointment ; or
- (iii) by transfer or deputation of an official already in the service of any State Government or Government of India ;

Diminished (XXVI) *Cadre* in case of Section Cutter,—

- (i) by promotion from amongst Peons, Sampler, Sweeper, Refinder, Fieldman, Chowkidar, Laboratory Attendants, Technical Bearer, Truck Cleaner ; and
- (ii) by transfer or deputation of an official already in the Service of any State Government or Government of India ;

Abolished (XXVII) in case of Pump Operator,—

- (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 ;

do (XXVIII) 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 Government of India ;

(XXIX) in case of Gestetner Operator (Machineman),—

- (i) by promotion amongst Peons, Sampler, Sweeper, Fieldman, Chowkidar, Laboratory Attendant, Technical Bearer, Truck Cleaner ; or Refiner ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or Government of India ;

(2) Unless otherwise provided, when a vacancy occurs or is about to occur, the Director shall Determine the method by which the same shall be filled in.

(3) All promotions in the service shall be made on seniority-cum-fitness and seniority alone shall not confer any right to such promotions.

→ **Probation :**

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

Provided that,—

(a) any period after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation ;

(b) any period of work in equivalent or highest rank, prior to appointment to any post in the Service, may, in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule ; and

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

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

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

(b) If such person is appointed otherwise than by direct recruitment,—

(i) revert him to his former post ; or

(ii) deal with him in such other manner as the terms and conditions of the of previous appointment permit.

(3) On the completion of the period of probation of an 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 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 probations:

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

Seniority:

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

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

Provided further that in the case of a 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 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 the same, the elder member shall be senior to the younger member.

Liability to serve:

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

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

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

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

Pay, leave, pension and other matters:

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

Discipline, Penalties and appeals :

14. (1) In matters relating to discipline, penalties and appeals, a members of the Service shall be governed by the Haryana Civil Service (Punishment & 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 authorities shall be as specified in Appendix C to these rules.

Vaccination :

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

Oath of allegiance.

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

Power of relaxation :

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

Special Provision :

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

Reservations :

19. Nothing contained in these rules, shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, other 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 reservation so made shall not exceed fifty per cent at any time.

Repeal and Savings :

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

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

Sr. No	Designation	Number of posts		Total	Scale of pay
		Permanent	Temporary		
1	2	3	4	5	6
1	Deputy Superintendent	1	—	1	Rs. 1640-60-2600-EB-75-2900
2	Personal Assistant	—	1	1	Rs. 1640-60-2600-EB-75-2900
3	Senior Surveyor	—	1	1	Rs. 1640-60-2600-EB-75-2900
4	Senior Draftsman	—	1	1	Rs. 1640-60-2600-EB-75-2900
5	Legal Assistant	1	—	1	Rs. 1600-50-2300 EB-60-2660
6	Supervisor	—	1	1	Rs 1600-50-2300-EB-60-2660
7	Chemical Assistant	—	2	2	Rs. 1600-50-2300-EB-60-2660
8	Technical Assistant	3	1	4	Rs. 1600-50-2300-EB-60-2660
9	Assistants	6	6	12	Rs. 1400-40-1600-50-2300-EB-60-2600
10	Senior Scale Stenographer	1	2	3	Rs 1400-40-1600-50-2300- EB-60-2600
11	Surveyor	3	—	3	Rs. 1400-40-1600-50-2300- EB-60-2600
12	Draftsman	2	—	2	Rs. 1400-40-1600-50-2300- EB-60-2600
13	Drilling Assistant	4	—	4	Rs. 1400-40-1600-50-2300- EB-60-2600
14	Photo Laboratory Technician	—	1	1	Rs. 1400-40-1600-50-2300- EB-60-2600
15	Junior Scale Stenographer	—	2	2	Rs. 1200-30-1560-EB-40-2040
16	Machanic	2	—	2	Rs. 1200-30-1560-EB-40-2040
17	Driver	6	—	6	Rs. 1200-30-1560-EB-40-2040

1	2	3	4	5	6
18	Heavy Truck Driver	2	—	2	Rs. 1200—30—1560—EB—40—2040
19	Tractor Driver	1	—	1	Rs. 1200—30—1560—EB—40—2040
20	Steno Typist	2	1	3	Rs. 950—20—1150—EB—25—1500
21	Clerks	2	7	9	Rs. 950—20—1150—EB—25—1500
22	Tracer	1	—	1	Rs. 950—20—1150—EB—25—1500
23	Compressor Operator	—	2	2	Rs. 950—20—1150—EB—25—1500
24	Rigman	8	—	8	Rs. 950—20—1150—EB—25—1500
25	Laboratory Assisant	3	1	4	Rs. 950—20—1150—EB—25—1500
26	Section Cutter	1	—	1	Rs. 950—20—1150—EB— 1500 1500
27	Pump Operator		1	1	Rs. 950—20—1150—EB—25—1500
28	Carpentor	1	—	1	Rs. 950—20—1150—EB—25—1500
29	Gestaltner Operator	—	1	1	Rs. 950—20—1150—EB—25—1500

(See rule 7)

Serial No.	Designation of posts	Academic qualifications and experiance, if any, for direct recruitment	Academic qualifications and experiance if any, for appointment other than by direct recruitment.
1	2	3	4
1	Deputy Superintendent	—	<p>By promotion— 8 years experience as Legal Assistant ; Assistant or Senior Scale Stenographer By transfer or deputation</p> <p>(i) 8 years experience as Legal Assistant Assistant, Senior Scale Stenographer ;</p> <p>(ii) Knowledge of Hindi upto Matric Standard.</p>
2	Personal Assistant	—	<p>By promotion 5 years experience as Senior Scale Stenographer. By transfer or deputation</p> <p>(i) 5 years experience as Senior Scale Stenographer</p> <p>(ii) Knowledge of Hindi upto Matric Standard</p>
3	Senior Surveyor	—	<p>By promotion</p> <p>(i) Diploma in surveying from a recognised Institute ;</p> <p>(ii) 8 years experience as Surveyor ;</p> <p>By transfer or deputation</p> <p>(i) Diploma in surveying from a recognised Institute ;</p> <p>(ii) 8 years experience as Surveyor :</p> <p>(iii) Knowledge of Hindi upto Matric.</p>

1

2

3

4

4 Senior Draftsman

By promotion ;

(i) Diploma in Civil, Mechanical Draftsman-
ship from recognised Institute ;

(ii) 8 years experience as Draftsman.

By transfer or deputation ;

(i) Diploma in Civil, Mechanical Drafts-
ship from recognised Institute

(ii) 8 year experience as Draftsman ;

(iii) Knowledge of Hindi upto Matric.

By promotion

5 Legal Assistant (i) law Graduate from
any recognised
University ;

(i) Law Graduate ;

(ii) Two years experience as Assistant or
Senior Scale Stenographer ;

(ii) knowledge of Hindi
upto Matric Standard

By transfer or deputation

(i) Law Graduate ;

(ii) Two years experience as Assistant or
Senior Scale Stenographer

(iii) Knowledge of Hindi upto Matric
Standard.

6 Supervisor

(i) Diploma in
Mechanical Engineering ;

By promotion

(ii) knowledge of Hindi
upto Matric standard

12 years experience as machnic or
15 years experience as Compressor
operator or pump Operator

By transfer or deputation

(i) Diploma in Mechanical Engineering ;

(ii) knowledge of Hindi upto Matric
Standard

7 Chemical
Assistant

(A) M.Sc. with in-
organic chemistry from
any recognised uni-
versity

By promotion

2 years experience as Laboratory
Assistant

(B) knowledge of Hindi
upto Matric standard

By transfer or deputation

(i) B. Sc. with Chimistry of a recog-
nised University ;

or

1	2	3	4
			(i) B.Sc. with chemistry of a recognised University ; (ii) 2 years experience in a chemical laboratory as Laboratory Assistant ; (iii) knowledge of Hindi upto matric standard .
	(i) B.Sc. with chemistry of a recognised University ; and (ii) 2 years experience in a chemical Laboratory.		
8	Technical Assistant	(i) M.Sc. in Geology from recognised university (ii) knowledge of Hindi upto Matric standard	By transfer or deputation (i) M.Sc. in Geology from recognised University ; (ii) knowledge of Hindi upto Matric standard. ✓
9	Assistant	—	By promotion 5 years experience as Junior Scale Stenographer, Steno-typist or Clerk By transfer or deputation (i) 5 years experience as Junior Scale Stenographer, Steno-typist or Clerk ; (ii) knowledge of Hindi upto Matric Standard.
10	Senior Scale Stenographer	(i) Matric 1st division or Higher Secondary or Intermediate or 10+2 (Vocational) 2nd division or Graduate (for exservicemen Matric only) ; (ii) knowledge of Hindi upto Matric standard (iii) English Shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minute ; and (iv) Hindi shorthand at a speed of 80 words per minute transcription thereof at a speed of 15 words per minute.	By promotion (i) 3 years experience as Junior Scale Stenographer ; (ii) English shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minute ; and (iii) Hindi shorthand at a speed of 80 words per minute transcription thereof at a speed of 15 words per minute. By transfer or deputation (i) 3 years experience as Junior Scale Stenographer ; (ii) English shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minute ; and (iii) Hindi shorthand at a speed of 80 words per minute transcription thereof at a speed of 15 words per minute ;
		Note : 4 per cent mistake will be exempted	

1	2	3	4
			(iv) knowledge of Hindi upto Matric Standard. Note : 4% mistakes will be exempted.
11	Surveyor	(i) Knowledge of Hindi upto Matric Standard ; (ii) Diploma or National Trade Certificate in survey from a recognised Institute ; (iii) 2 years experience in Surveying work.	(i) Knowledge of Hindi upto Matric standard ; (ii) Diploma or National Trade Certificate in Survey from a recognised Institute ; (iii) 2 years experience in surveying work
12	Draftsman	(i) Knowledge of Hindi upto Matric Standard ; (ii) 2 years course certificate in Draftsmanship (Civil) or (Mechanical) from a recognised Institution.	By promotion— (i) 5 years experience as tracer By transfer or deputation. (ii) 2 years course certificate in Draftsmanship (Civil or Mechanical) from an Institution ; (iii) Knowledge of Hindi upto Matric Standard.
13	Drilling Assistant	—	By promotion— 5 years experience as Rigman By transfer or deputation (i) ITI certificate in Motor Mechanic Trade from an institution ; (ii) One year experience in Motor Mechanic or Automobile workshop or diesel engine etc ; (iii) Knowledge of Hindi upto Matric Standard.
14	Photo Laboratory Technician	(i) Five years experience in interpretation of photo imageries ; (ii) Knowledge of Hindi upto Matric standard	By promotion— 5 years experience as Section Cutter By transfer or deputation (i) 5 years experience in interpretation of photo imageries ; (ii) Knowledge of Hindi upto Matric standard.

1	2	3	4
			By promotion
15	Junior Scale Stenographer	—	<p>(i) One year experience as Steno- typist;</p> <p>(ii) English shorthand at a speed of 100 words per minute and trans- cription thereof at a speed of 20 words per minute ; and</p> <p>(iii) Hindi shorthand at a speed of 80 words per minute and trans- cription thereof at a speed of 15 words per minute.</p> <p>Note :—8 % mistakes will be exempted</p> <p>By transfer or deputation—</p> <p>(i) One year experience as Steno- typist ;</p> <p>(ii) English shorthand at a speed of 100 words per minute and trans- cription thereof at a speed of 20 words per minute ; and</p> <p>(iii) Hindi shorthand at a speed of 80 words per minute and trans- cription thereof at a speed of 15 words per minute.</p> <p>Note ;—8 % mistakes will be exempted</p> <p>(iv) Knowledge of Hindi upto matric standard.</p>
16	Mechanic	<p>(i) ITI certificate in Motor Mechanic trade from a recognised institution ;</p> <p>(ii) One year experience in Motor Mechanic or Automobile workshop or diesel engine ;</p> <p>(iii) Knowledge of Hindi upto Matric standard</p>	<p>(i) ITI certificate in Motor Mechanic trade from recognised Institution ;</p> <p>(ii) One year experience in Motor Mechanic or Automobile workshop or diesel engine ;</p> <p>(iii) knowledge of Hindi upto Matric standard</p> <p>By promotion]</p>
17	Driver	<p>(i) 2 years experience of Driving a light trans- port vehicle ;</p> <p>(ii) Light transport vehicle Driving licence ;</p>	<p>(i) 5 years experience as truck cleaners or Mining Guards ;</p> <p>(ii) Driving licence to drive a light vehicle. By transfer or deputation</p>

1	2	3	4
	(iii) knowledge of Hindi upto Matric standard	(i) 2 years experience of Driving a light transport vehicle ; (ii) Light transport vehicle driving licence ; (iii) knowledge of Hindi upto matric standard	
18 Heavy truck Driver	(i) Knowledge of Hindi upto matric standard ; (ii) Driving licence to drive a heavy transport vehicle ; (iii) 2 years experience of driving a Heavy transport vehicle	By promotion— (i) 5 years experience as truck cleaner or Mining Guard ; (ii) Driving licence to drive a heavy transport vehicle By transfer or deputation— (i) Matric with Hindi : (ii) Driving licence to drive a heavy transport vehicle ; (iii) 2 years experience of driving a heavy transport vehicle	
19 Tractor Driver	(i) Matric or its equivalent ; (ii) Light transport vehicle driving licence ; (iii) 2 years experience of driving a light transport vehicle ; (iv) knowledge of Hindi upto Matric standard.	By promotion— (i) 5 years experience as Truck Cleaners and Mining Guard ; (ii) Driving licence to drive a light vehicle. By transfer or deputation— (i) Matric or its equivalent ; (ii) Light transport vehicle driving licence ; (iii) 2 years experience of driving a light transport vehicle. (iv) knowledge of Hindi upto Matric standard.	

1	2	3	4
20	Steno-typist	<p>(i) Matric 1st division or Higher Secondary or Intermediate or 10+2 (Vocational) 2nd division or Graduate or equivalent (for ex-servicemen Matric only);</p> <p>(ii) Knowledge of Hindi upto Matric standard.</p>	<p>By promotion—</p> <p>(i) Two years experience as Clerks ;</p> <p>(ii) English shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute ; and</p> <p>(iii) Hindi shorthand at a speed of 64 words per minute and transcription thereof at a speed of 11 words per minute.</p> <p>Note :—8 % mistakes will be exempted.</p>
		<p>(iii) English shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute ; and</p> <p>(iv) Hindi shorthand at a speed of 64 words per minute and transcription thereof at a speed of 11 words per minute</p> <p>Note :—8 % mistakes will be exempted</p>	<p>By transfer or deputation—</p> <p>(i) working as Steno-typist;</p> <p>(ii) English shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute ; and</p> <p>(iii) Hindi shorthand at a speed of 64 words per minute and transcription thereof at a speed of 11 words per minute ;</p> <p>(iv) knowledge of Hindi upto Matric standard</p> <p>Note :—8 % mistakes will be exempted</p>
21	Clerks	<p>(i) Graduate or equivalent Matric 1st division, Higher Secondary or Intermediate or 10+2 (Vocational) second division or for ex-servicemen Matric only)</p> <p>(ii) Knowledge of Hindi upto Matric standard ;</p> <p>(iii) shall have to pass Hindi or English typing test at a speed of 25 or 30 words per minute respectively within one year of joining and he will be entitled for increment after passing the test only.</p>	<p>By promotion—</p> <p>(i) 5 year experience as Peon, Sampler Sweeper, Chowkidar, Laboratory Attendants, Refiner, Field, Technical Bearer, Truck Cleaner ;</p> <p>(ii) shall have to pass departmental test in English and Hindi of Matric level to be held by the Director. ✓</p> <p>By transfer or deputation—</p> <p>(i) Matric 1st division or Higher Secondary or Intermediate or 10+2 (Vocational) second division or Graduate or equivalent. (For ex-servicement Matric only).</p> <p>(ii) Knowledge of Hindi upto Matric standard ;</p>

1	2	3	4
			(iii) Hindi or English typing at a speed of 25 or 30 words per minute respectively within one year of joining and he will be entitled for increment after passing the test only.
22	Tracer	(i) Matric with drawing as one of the subject ; (ii) Knowledge of Hindi upto Matric standard.	By transfer or deputation— (i) Matric with drawing as one of the subject. (ii) Knowledge of Hindi upto Matric standard.
23	Compressor Operator	(i) 2 years experience certificate in operation or maintenance of AIR Compressor from any firm or Company or society; (ii) Knowledge of Hindi upto Matric standard	(i) 2 years experience certificate in operation or maintenance of AIR Compressor from any firm or Company or Society ; (ii) Knowledge of Hindi upto Matric standard.
24	Rigman	(i) Matric or its equivalent ; (ii) 2 years experience of working on Diamond core drilling Rigs or Machines from any Firm or Company; (iii) knowledge of Hindi upto Matric standard.	By promotion— 5 years experience as Technical Boarer: By transfer or deputation— (i) Matric or its equivalent; (ii) 2 years experience of working on Diamond core drilling Rigs or Machines from any firm or company or society; (iii) Knowledge of Hindi upto Matric standard.
25	Laboratory Assistant	Matric with Hindi and Science:	By promotion— (i) Matric with Science. (ii) 5 years experience as Laboratory Attendant. By transfer or deputation— (i) Matric with Science.

1	2	3	3
		(ii) 5 years experience as Laboratory Attendant;	
		(iii) Knowledge of Hindi upto Matric standard.	
26	Section Cutter	By promotion—	
		5 years experience as Peon, Sampler, Sweeper, Refiner, Fieldman, Chowkidar, Laboratory Attendant, Technical Bearer, Truck Cleaner.	
		By transfer or deputation—	
		(i) Matric or its equivalent;	
		(ii) 2 years experience of thin and polished section of different types of rocks ores Mineral and other and Laboratory work ;	
		(iii) Knowledge of Hindi upto Matric standard.	
27	Pump Operator	(i) Knowledge of Hindi upto Matric standard;	(i) Knowledge of Hindi upto Matric standard;
		(ii) ITI Diploma in the trade of Pump Operator.	(ii) ITI diploma in the trade of Pump Operator;
28	Carpentor	(i) Knowledge of Hindi upto Matric standard ;	(i) Knowledge of Hindi upto Matric standard ;
		(ii) ITI Diploma in the trade of carpentor ;	(ii) ITI diploma in the trade of Carpenter;
		(iii) Three years experience of Carpentry.	(iii) Three years experience of carpentry.
29	Gestetner Operator (Machineman)	By promotion—	
		5 years experience as Peon, Sampler, Sweeper, Fieldman, Chowkidar, Laboratory Attendant, Technical Bearer, Truck Cleaner or Refiner.	
		By transfer or deputation—	
		(i) 5 years experience of any Class IV post ;	
		(ii) Knowledge of handling photostat and Duplicating Machine.	

APPENDIX C

See Rule 14 (1)

Serial No.	Designation of posts	Appointing Authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5	6
Minor Penalties :					
1	Deputy Superintendent	Director	(i) Warning with a copy on the personal file (Character roll) ;	Director	Government
2	Personal Assistant		(ii) Censure ;		
3	Senior Surveyor		(iii) withholding of promotion ;		
4	Senior Draftsman		(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or a State Government or to a company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or university set up by an Act of Parliament or of the Legislature of a State ; and		
5	Legal Assistant				
6	Supervisor				
7	Chemical Assistant				
8	Technical Assistant				
9	Assistants				
10	Senior Scale Stenographer				
11	Surveyor				
12	Draftsman				
13	Drilling Assistant				
14	Photo Lab Technician		(v) withholding of increments of pay without cumulative effect ;		
15	Junior Scale Stenographer		Major Penalties :		
16	Mechanic		(va) with holding of increment with cumulative effect ;		

1	2	3	4	5	6
17	Driver				
18	Heavy Vehicle Driver		(vi) reduction to a lower stage in the time scale of pay for a specified period with further direction 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 future increments of his pay;		
19	Tractor Driver				
20	Steno typist				
21	Clerks				
22	Tracer				
23	Compressor Operator				
24	Rigman				
25	Laboratory Assistant		(vii) 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 ;		
26	Section Cutter				
27	Pump Operator				
28	Carpenter				
29	Gesteiner Operator (Machineman)				
			(viii) Compulsory retirement ;		
			(ix) removal from service which shall not be a disqualification for future employment under the Government;		
			(x) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.		

APPENDIX D

See Rule 14(2)

Serial No.	Designation of posts	Nature of order	Authority empowered to make order	Appellate authority	Second and Final authority if any
1	2	3	4	5	6
1	Deputy Superintendent	(i) Reducing or withholding the amount of ordinary/ additional pension admissible under the rule Government pension ;	Director	Government	Government
2	Personal Assistant				
3	Senior Surveyor				
4	Senior Draftsman	(ii) terminating the appointment of a member of the service otherwise than on his attaining the age fixed, for superannuation.			
5	Legal Assistant				
6	Supervisor				
7	Chemical Assistant				
8	Technical Assistant				
9	Assistants				
10	Senior Scale Stenographer				
11	Surveyor				
12	Draftsman				
13	Drilling Assistant				
14	Photo Lab Technician				
15	Junior Scale Stenographer				
16	Machanic				
17	Driver				

1	2	3	4	5	6
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- 18 Heavy Truck Driver
 - 19 Tractor Driver
 - 20 Steno-typist
 - 21 Clerks
 - 22 Tracer
 - 23 Compressor Operator
 - 24 Rigman
 - 25 Laboratory Assistant
 - 26 Section Cutter
 - 27 Pump Operator
 - 28 Carpenter
 - 29 Gestetner Operator
(Machineman)
-

MEENAXI ANAND CHOUDRY,

Commissioner and Secretary to Government,
Haryana, Mines and Geology Department.

**HARYANA MINES AND GEOLOGY DEPARTMENT
SERVICE RULES 1998 (GROUP-D)**

[Authorised English Translation]

HARYANA GOVERNMENT

MINES AND GEOLOGY DEPARTMENT

Notification

The 16th January, 1998

No. G.S.R.14/Const/Art.309/93.—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 Mines and Geology Directorate State (Group D) Service, Rules, 1998, namely :—

Part I—General

Short title, and
Commencement.

1. (1) These rules may be called the Haryana Mines and Geology Directorate State (Group D) Service Rules, 1998.

Definitions.

(2) They shall come into force at once.

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

(a) "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 ;

(b) "Director" means the Director of Mines and Geology Haryana ;

(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) "Services" means the Haryana Mines and Geology Directorate State (Group D) Services.

Part II—Recruitment to Service

Number and
Character of
Posts.

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

Provided that nothing in these rules shall effect 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,—

- (a) a citizen of India ; or
- (b) a subject of Nepal; or
- (c) a subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India ; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar, Zambia, Malawi, Zair and Ethiopia with the intention of permanently settling in India :

Nationality,
domicile and
character of
candidates
appointed to
Service.

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

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Director or any other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

(3) No person shall be appointed to any post in the service by direct recruitment, unless he produces a certificate of character from the Principal Academic Officer of the 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 16 years or more than 35 years of age on the last date of submission of application to the Director.

Age.

6. Appointments to any post in the Service shall be made by the Director.

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 those specified in column 4 of the aforesaid Appendix in the case of appointment 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% at the discretion of the recruiting authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Ex-Servicemen and Physically Handicapped categories, possessing the requisite experience, are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing.

Disqualification.**8. No person,—**

- (a) who has entered into or contracted a marriage with a person having a spouse living; or
- (b) who having a spouse living, has entered into or contracted a marriage with any person 'shall be eligible for appointment to any post in the Service':

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

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

- (a) in the case of Laboratory 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 ;
- (b) in the case of Technical Bearer ;
 - (i) by direct recruitment ; or
 - (ii) by transfer or deputation of an Officer already in the service of any State Government or the Government of India.
- (c) in the case of Refiner,—
 - (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 the case of Sampler,—
 - (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 the case of Fieldman,—
 - (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 the case of Truck Cleaner,—
 - (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;

(g) In the case of Mining Guard,—

(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 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.

(i) In the case of Ghowkidar-cum-Watchman ;

(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.

(j) in the 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 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.

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

Probation.

Provided that,—

(a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation ;

(b) any period of work in equivalent or higher rank, prior to the appointment to any post in the Service, may, in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule ; and

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

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

(a) If such person's appointed by the direct recruitment, dispense with his services ; and

- (b) if such person is appointed otherwise than by direct recruitment—
- (i) revert him to his former post ; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may,—
- (a) if his work or conduct has, in its opinion, been satisfactory—
 - (i) confirm such person from the date of his appointment, if appointed against a permanent vacancy ; or
 - (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ; or
 - (iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy ; or
 - (b) If his work or conduct has, in its opinion, been not satisfactory,—
 - (i) dispense with his Service, if appointed by direct recruitment, if appointed otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of previous appointment permit; or
 - (ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation :

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

Seniority.

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

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

Provided further that in the case of a member appointed by the 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 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 the same, the older member shall be senior to the younger member.

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

Liability to serve.

(2) A member of 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 clause (iii) except with his consent.

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

Pay, leave,
Pension and
other matters.

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

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 the appellate authority shall be as specified in Appendix D to these rules.

Vaccination.

15. 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.

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

Power of relaxation.

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

Special provisions.

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

Reservations.

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

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

Repeal and Savings.

20. The Punjab State (Class IV) Service Rules, 1963, in their application to the State of Haryana are hereby repealed :

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

APPENDIX A
(See rule 3)

Sr. No.	Designation of posts	Number of Posts		Total	Scale of pay
		Perma- nent	Tempo- rary		
1	2	3	4	5	6
1	Laboratey Attendant	X 3	..	3	Rs. 950—20—1150—EB—25— 1500 (Matric) Rs. 775—12—955—EB—14— 1025 (Non-Matrio).
2	Technical Bearer	X 1	1	2	Rs. 750—12—870—EB—14— 940
3	Refiner	X 3	..	3	Rs. 750—12—870—EB—14— 940
4	Sampler →	1	..	1	Rs. 750—12—870—EB—14— 940
5	Fieldman	1	..	1	Rs. 750—12—870—EB—14— 940
X 6	Truck Cleaner	2	..	2	Rs. 750—12—870—EB—14—940
7	Mining Guard ✓	30	25	55	Rs. 750—12—870—EB—14—940
8	Peon ✓	7	2	9	Rs. 750—12—870—EB—14— 940
9	Chowkidar-cum- Watchman ✓	2	..	2	Rs. 750—12—870—EB—14—940
10	Sweeper ✓	1	..	1	Rs. 750—12—870—EB—14— 940

APPENDIX-B

(See rule 7)

Sr. No.	Designation of posts	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment
1	2	3	4
1	Laboratory Attendant	Middle pass with Hindi	Middle pass with Hindi
2	Technical Bearer	Middle pass with Hindi	Middle pass with Hindi
3	Refiner	Middle pass with Hindi and knowledge about extraction of saltpetre process	Middle pass with Hindi and knowledge about extraction of saltpetre process
4	Sampler	Middle pass with Hindi	Middle pass with Hindi
5	Fieldman	Middle pass with Hindi	Middle pass with Hindi
6	Truck Cleaner	Middle pass with Hindi	Middle pass with Hindi
7	Mining Guard	Middle pass with Hindi	Middle pass with Hindi
8	Peon	Middle pass with Hindi	Middle pass with Hindi
9	Chowkidar-um-Watchman	Middle pass with Hindi	Middle pass with Hindi
10	Sweeper	Knowledge of Hindi	Knowledge of Hindi

APPENDIX C

[See rule 14(I)]

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. Minor Penalties :						
1	Laboratory Attendant	Director	(i) warning with a copy in the personal file (Character roll) ;	Director	Financial Commissioner and Secretary to Government Haryana, Mines and Geology Department	Government
2	Technical Bearer		(ii) censure ;			
3	Refiner		(iii) withholding of promotion ;			
4	Sampler		(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or a breach of orders to the Central Government or a State Government or to a company and Association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or university set up by an Act of Parliament or of the Legislature of a State ; and			
5	Fieldman					
6	Truck Cleaner					
7	Mining Guard					
8	Peon					
9	Chowkidar-cum-Watchman					
10	Sweeper					
			(v) withholding of increments of pay without cumulative effect ;			
2. Major Penalties :						
			(vi) withholding of increments of pay with cumulative effect ;			

1	2	3	4	5	6	7
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- (vii) reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay ;
- (viii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service ;
- (ix) compulsory retirement ;
- (x) removal from service which shall not be 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 D

[See rule 14 (2)]

Sr. No.	Designation of posts	Nature of order	Authority empowered to make the order	Appellate authority	Second and final appellate authority, if any
1	2	3	4	5	6
1	Laboratory Attendant	(i) reduction or withholding the amount of ordinary or additional pension admissible under the rules governing pension;	Director	Financial Commissioner and Secretary to Government Haryana, Mines and Geology Department	Government
2	Technical Bearer				
3	Refiner				
4	Sampler				
5	Fieldman	(ii) terminating the appointment, otherwise than on his attaining the age fixed for superannuation			
6	Truck Cleaner				
7	Mining Guard				
8	Peon				
9	Chokidar-cum-Watchman				
10	Sweeper				

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