

PART III

HARYANA GOVERNMENT

ADMINISTRATION OF JUSTICE DEPARTMENT

Notification

The 10th August, 1979

No. G.S.R. 81/Const./Art. 309/79.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules, regulating recruitment and conditions of Service of persons appointed, to the Haryana State Prosecution Group C (Clerical Field) Service, namely :—

PART I—GENERAL

1. (1) These rules may be called the Haryana State Prosecution Group C (Clerical Field) Service Rules, 1979.

Short title,
commence-
ment and
application.

(2) They shall come into force at once.

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

Definitions.

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

(b) "Direct recruitment" means any 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 Prosecution, Haryana;

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

(e) "Service" means the Haryana State Prosecution, Group C (Clerical Field) Service;

(f) "recognised university" means,—

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

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

(iii) any other University which is decided by Government to be a recognised University for the purpose of these rules.

PART II—RECRUITMENT TO SERVICE

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

Number and
character of
posts.

Provided that nothing in these rules shall affect the inherent right of the Government to make additions to, or reduction in the number of such

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

Nationality, domicile and character of candidates appointed to the service.

4. (1) No person shall be appointed to the Service, unless he is,—
- (a) a citizen of India, or
 - (b) a subject of Nepal, or
 - (c) a subject of Bhutan, or
 - (d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India, or
 - (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India :

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

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

(3) No person shall be appointed to 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 un-connected with his university, college, school or institution.

Age

5. No person shall be appointed to the Service by direct recruitment who is less than 17 years or more than 27 years of age on the last date fixed for submission of application to the Board or any other recruiting authority.

Appointing Authority.

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

Qualifications.

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

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.

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

Method of
recruitment.

(i) by promotion ; or

(ii) by direct recruitment ; or

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

(2) When any vacancy occurs or is about to occur in the Service, the appointing authority shall determine the manner in which such vacancy shall be filled.

(3) Appointments by promotion shall be made on the basis of seniority and fitness to the post, and no person shall be entitled to claim promotion as a matter of right and on the basis of seniority alone.

(4) The percentage of appointment to the various posts in the Service shall be made as under :—

(a) In the case of clerks—

(i) 20% by promotion from class IV employees who are matriculates or possess equivalent qualifications and have worked as such for not less than a period of five years ;

(ii) 80% by direct recruitment or by transfer or deputation of an official already in the service of any State Government or the Government of India.

(b) In the case of other posts—

(i) 75% by promotion from clerks ; provided they fulfil the qualifications 'as prescribed in Appendix B' ;

(ii) 25% by direct recruitment or transfer.

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

Probation.

Provided that—

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

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

(c) any period of officiating appointment shall be reckoned as a 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 previous appointment permit ; or

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

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

Seniority of
the mem-
bers of
Service

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

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

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

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

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

12. (1) A member of the Service shall be liable to serve at any place whether within or outside the State of Haryana.

Liability to serve.

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

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

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

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

Leave, pension or other matters.

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

Discipline, penalties and appeals.

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority shall,

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

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

Vaccination. 15. Every member of the Service shall get himself vaccinated and re-vaccinated if and when the Government so direct 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 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 affect reservations and other concessions required to be provided for Scheduled Castes and Other Backward Classes in accordance with the orders issued by the State Government in this regard from time to time, under clause (4) of article 16 of the Constitution.

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APPENDIX A

(See rule 3)

Designation of posts	Number of posts			Scale of pay
	Perma- nent	Tempo- rary	Total	
1	2	3	4	5
1. Head Clerk-cum-Accountant	11		11	Rs. 160-10-280/ 15-400
2. Stenographer-cum-Librarian	11		11	Rs. 160-10-280/ 15-400
3. Clerks	13	16	29	Rs. 110-4-130/5- 160/5-225 (with two advance incre- ments to graduates)

APPENDIX B

(See Rule 7)

Designation of posts	Academic qualification and experience, if any, for direct recruitment	Academic qualification and experience, if any, for appointment other than by direct recruitment.
1	2	2
1. Head Clerk-cum-Accountant	—	1. Matric *or Higher Secondary or equivalent/10+2 (Vocational). 2. 5 years experience as Clerk. 3. Knowledge of Hindi upto Matric Standard.
2. Stenographer-cum-Librarian	1. Matric/Higher Secondary or equivalent* or 10+2 (Vocational). 2. Knowledge of Hindi upto Matric 3. Hindi Shorthand at 80 words per minute and transcription thereof at 15 words per minute.	1. Matric/Higher Secondary or equivalent* or 10+2 (Vocational). 2. Knowledge of Hindi upto Matric standard. 3. Hindi Shorthand at 80 words per minute and transcription thereof at 15 words per minute.
	OR	OR
	English Shorthand at 100 words per minute and transcription thereof at 20 words per minute.	English Shorthand at 100 words per minute and transcription thereof at 20 words per minute.
3. Clerks	1. Matric/Higher Secondary or equivalent* or 10+2 (Vocational) 2. Knowledge of Hindi upto Matric Standard. 3. *Hindi/English typing at a speed of 25/30 words per minute respectively,	1. Matric/Higher Secondary or equivalent* or 10+2 (Vocational) 2. Five years experience on Class IV post. 3. Knowledge of Hindi upto Matric Standard.

*Amended vide Haryana Government Notification No. GSR 40/Const./ Art. 309/96, dated 24-5-1996

APPENDIX C

(See rule 14)

Designation of posts	Appointing Authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5
1. Head Clerk-cum-Accountant	Director	(a) Warning with a copy in personal file ;	Director	Government
2. Stenographer-cum-Librarian		(b) Censure ;		
3. Clerks		(c) Withholding of increments or promotion including stoppage at an efficiency bar ;		
		(d) recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders ;		
		(e) reduction to a lower post or time scale or to a lower stage in a time scale ;		
		(f) removal from the service which does not disqualify from future employment ;		
		(g) dismissal from the service which does ordinarily disqualify from future employment.		

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TO
APPENDIX D

[See rule 14(2)]

Designation of post	Nature of order	Authority empowered to make order	Appellate authority
1	2	3	4
1. Head Clerk-cum-Accountant	(i) Reducing or withholding the amount of ordinary/additional pension admissible under the rules governing pension.	Director	Government
2. Stenographer-cum-Librarian			
3. Clerks	(2) Terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for superannuation.		

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

34025—Prose—H. G. P., Chd.

HARYANA GOVERNMENT
ADMINISTRATION OF JUSTICE DEPARTMENT

Notification

The 18th January, 1982

No. G.S.R. 13/Const./Art. 309/Amd.(1)/82.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Haryana State Prosecution Group C (Clerical Field) Service Rules, 1979, namely :—

1. These rules may be called the Haryana State Prosecution Group C (Clerical Field) Service First Amendment Rules, 1982.

2. In the Haryana State Prosecution Group C (Clerical Field) Service Rules, 1979, in Appendix B, under column 2, against the post of "Head Clerk-cum-Accountant", the following entries shall be inserted, namely :—

"(1) Matric or above.

(2) Five years experience of clerical work.

(3) Knowledge of Hindi up to Matric standard."

L. C. GUPTA,

Secretary to Government, Haryana,
Administration of Justice Department.

[Published in the Haryana Government Gazette, [Legislative Supplement, dated the 11th January, 1983]

PART III

HARYANA GOVERNMENT

ADMINISTRATION OF JUSTICE DEPARTMENT

Notification

The 6th January, 1983

No. G.S.R. 11/Const./Art.309/2nd Amd /83.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Haryana State Prosecution Group C (Clerical Field) Service Rules, 1979, namely:—

1. These rules may be called the Haryana State "Prosecution Group C (Clerical Field) Service Second Amendment Rules, 1983.

2. In the Haryana State Prosecution Group C (Clerical Field) Service Rules, 1979 (hereinafter called the said rules), in rule 5, for the figure "27", the figure "30" shall be substituted.

3. In the said rules, in Appendix B, under Column 2 for the figures "25/30", the figures "30/25" shall be substituted.

L. C. GUPTA,

Secretary to Government, Haryana,
Administration of Justice Department.

हरियाणा सरकार

न्याय प्रशासन विभाग

अधिसूचना

दिनांक 8 नवम्बर, 2013

संख्या सा०का०नि० 29/संवि०/अनु० 309/2013.—भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा राज्य अभियोजन ग्रुप ग (लिपिकीय क्षेत्रीय) सेवा नियम, 1979, को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्:—

1. ये नियम हरियाणा राज्य अभियोजन ग्रुप ग (लिपिकीय क्षेत्रीय) सेवा संशोधन नियम 2013, कहे जा सकते हैं।

2. हरियाणा राज्य अभियोजन ग्रुप ग (लिपिकीय क्षेत्रीय) सेवा नियम, 1979 (जिन्हें, इसमें, इसके बाद, उक्त नियम कहा गया है) में, नियम 9 के बाद, निम्नलिखित नियम रखा जाएगा, अर्थात्:—

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

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

(3) हरियाणा सरकार, इसके द्वारा, हरियाणा राज्य इलैक्ट्रानिक विकास निगम लिमिटेड (हारट्रोन) या सरकार द्वारा यथाविहित किसी अन्य एजेन्सी को इस

नियम के उप नियम (4) में यथा उपबन्धित पहले पाठ्यक्रम के अतिरिक्त जैसा सरकार समय-समय पर इस सम्बन्ध में विनिर्दिष्ट करे पाठ्यक्रम के अनुसार टाईपिंग स्पीड में परीक्षा सहित कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) आयोजित करने के लिए प्राधिकृत एजेंसी के रूप में प्राधिकृत करती है। हार्द्रोन या सरकार द्वारा यथा अनुमोदित किसी अन्य एजेन्सी द्वारा जारी किया गया 'पास' प्रमाण-पत्र सेवा नियमों में विहित शर्त को पूरा करने के साक्ष्य के रूप में स्वीकार किया जायेगा।

(4) कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) के लिए पाठ्यक्रम में केवल वर्डप्रोसेसिंग, इन्टरनेट ब्राउजिंग तथा ई-मेल मैनेजमेंट होंगे।

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

(6) निम्नलिखित योग्यता रखने वाले कर्मचारियों को कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) देने से छूट दी जाती है :-

(vi) एम.टैक./बी.टैक. (कम्प्यूटर), एम.सी.ए., बी.सी.ए. या मान्यता प्राप्त संस्थान जैसे पालिटैक्निक्स से कम्प्यूटर में डिप्लोमा;

(vii) राष्ट्रीय इलैक्ट्रानिक्स तथा सूचना प्रौद्योगिकी संस्थान (एन.आई.ई.एल. आई.टी.)(पूर्वी डीओईएसीसी सोसाइटी) के अधीन स्थापित किसी मान्यता प्राप्त केन्द्र से बेसिक कम्प्यूटर साक्षरता प्रमाण-पत्र;

(viii) एच.के.सी.एल. के प्राधिकृत शिक्षा केन्द्रों (ए.एल.सी.ज) से सूचना प्रौद्योगिकी में हरियाणा राज्य प्रमाण-पत्र (एचएससीआईटी);

(ix) उम्मीदवारों/कर्मचारियों जिन्होंने एसईटीसी पहले से ही पास कर रखी है तथा वह सेवाग्रहण करते समय वैद्य है। किसी उम्मीदवार द्वारा पहले से ही पास कम्प्यूटर अप्रेशिएशन तथा ऐप्लिकेशन में राज्य पात्रता परीक्षा (एस.ई.टी.सी.) को हार्द्रोन द्वारा या सरकार द्वारा प्राधिकृत किसी अन्य एजेन्सी द्वारा ऐसा प्रमाण-पत्र जारी करने की तिथि से पांच वर्ष की अवधि के लिए वैद्य माना जायेगा; तथा

(x) शारीरिक रूप से अशक्त उम्मीदवारों अर्थात् हाथ (बायां तथा दायां) का अंगच्छेदन ऊपरी अंगों का अंगच्छेदन, पॅरैल्इसिस ऑफ रेड्यल (रेड्यल नैव पॉल्जि) दोनों में से कोई ऊपरी अंग। नैवस सिस्टम को प्रभावित करने वाला डेक्लिनेशन डिजेनरैटिव डिस्ऑर्डर जो हाथ के लकवे तथा इसकी मासपेशियों की क्षीणता तथा आंखों की विकलांगता का कारण हो सकता है।

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

3. उक्त नियमों में, परिशिष्ट ख में,—

I. क्रम संख्या 2 के सामने, खाना 3 के नीचे, विद्यमान मद (1) के स्थान पर, निम्नलिखित मद प्रतिस्थापित की जाएगी, अर्थात्:—

“(1) 10+2;”;

II. क्रम संख्या 3 के सामने,—

(क) खाना 3 के नीचे, विद्यमान मदों के स्थान पर, निम्नलिखित मद प्रतिस्थापित की जाएगी, अर्थात्:—

“(1) 10+2;

(2) मैट्रिक स्तर तक हिन्दी का ज्ञान;

(3) नियम 9 क के दृष्टिगत लोप कर दिया गया है।”;

(ख) खाना 4 के नीचे, विद्यमान मदों के स्थान पर, निम्नलिखित मद प्रतिस्थापित की जाएगी, अर्थात्:—

“(1) 10+2;

(2) श्रेण IV पद पर पाँच वर्ष का अनुभव;

(4) मैट्रिक स्तर तक हिन्दी का ज्ञान।”।

एस० सी० चौधरी,
अपर मुख्य सचिव, हरियाणा सरकार,
न्याय प्रशासन विभाग।

*[Authorised English Translation]***HARYANA GOVERNMENT**
ADMINISTRATION OF JUSTICE DEPARTMENT**Notification**

The 8th November, 2013

No. G.S.R. 29/Const/Art.309/2013.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules to further amend the Haryana State Prosecution Group 'C' (Clerical Field) Service Rules, 1977, namely :-

1. These rules may be called the Haryana State Prosecution Group 'C' (Clerical Field) Service (Amendment) Rules, 2013.

2. In the Haryana State Prosecution Group 'C' (Clerical Field) Service Rules, 1979 (hereinafter called the said rules), after rule 9, the following rule shall be inserted, namely :—

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

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

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

issued by HARTON or any other agency, as approved by the Government, would be accepted as an evidence of the fulfillment of the prescribed condition in the Service Rules.

- (4) The syllabus for the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word processing, Internet Browsing and E-mail management only.
- (5) In the case of Clerks, typing speed of 30 words per minute in English and 25 words per minute in Hindi converted with equivalent key depressions in both cases as the typing speed would be tested on computers.
- (6) The employees possessing the following qualifications are exempted from taking the State Eligibility Test in Computer Appreciation and Applications (SETC) :—

- (i) M.Tech./B.Tech (Computers), MCA, BCA or Diploma in Computers from the recognized institutions e.g. Polytechnics;
- (ii) Basic Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics & Information Technology (NIELIT) [erstwhile DOEACC Society];
- (iii) Haryana State – Certificate in Information Technology [HS-CIT] from the Authorized Learning Centres (ALCs) of the HKCL;
- (iv) Candidates/employees who have already passed the SETC and the same is valid at the time of joining the service. The State Eligibility Test in Computer Appreciation and Applications (SETC) passed by any candidate earlier shall be considered valid for a period of 5 years from the date of issue of such certificate by HARTON or any other agency authorized by the Government; and
- (v) Physically disabled candidates i.e. amputation of hand (left and Right) Amputation of upper limbs, Paralysis of Radial Nerve (Radial Nerve Palsy) of either upper limb. Declination degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped.

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

3. In the said rules, in Appendix B, —

- I. against serial number 2, under column 3, for existing item (1), the following item shall be substituted, namely :—

"(1) 10+2;"

- II. against serial number 3, -(a) under column 3, for existing item, the following item shall be substituted, namely :-
- “ (1) 10+2;
(2) Knowledge of Hindi upto Metric standard;
(3) Omitted in view of rule 9A;”
- (b) under column 4, for the existing item, the following items shall be substituted, namely :-
- “ (1) 10+2;
(2) Five year experience on Class IV post;
(3) Knowledge of Hindi upto Metric standard.”

S. C. CHOUDHARY,
Additional Chief Secretary to Government
Haryana, Administration of Justice Department.