

**HARYANA STATE SEED CERTIFICATION AGENCY**  
**SERVICE RULES**  
**NOTIFICATION**

**PART-I GENERAL**

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| 1. | (1) These rules may be called the Haryana State Seed Certification Agency Service Rules, 1979.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Short title and application. |
|    | (2) These shall apply to all employees in the Service of the Agency except those governed by specific agreement and shall come into force at once.<br><br>Provided that in the case of Govt. employees on deputation these shall apply to the extent specified in the terms and conditions of their deputation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                              |
| 2. | In these rules, unless the context otherwise requires:-<br><br>(a) "Chairman" means the Chairman of the Haryana State Seed Certification Agency;<br><br>(b) "Direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer or deputation of an official already in service of the Government of India or any State Government;<br><br>(c) "Education Board" means the Haryana Education Board established under the provisions of the Haryana Board of School Education Act, 1971 or any other education board established by law in any of the State of India;<br><br>(d) "Government" means the Haryana Government in the Agriculture Department;<br><br>(e) "Recognized University" means:-<br><div style="margin-left: 40px;">(i) any University incorporated by law in India;<br/>or<br/>(ii) any other University which is declared by the Govt. to be a recognized University for the purpose of these rules;</div><br>(f) "Director" means the Director of the Haryana State Seed Certification Agency;<br><br>(g) "Service" means the Haryana State Seed Certification Agency Service. | Definition.                  |

## **PART-II RECRUITMENT IN 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 Agency to add to or reduce the number of such posts or create new posts with different designations and scales of pay, either permanently or temporarily.

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

*Nationality  
domicile &  
character of  
candidates  
appointed to the  
Service.*

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

Provided that a person belonging to category (b), (c), (d) or (e) shall be a person in whose favor a certificate of eligibility had 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 Commissioner 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:-

- (i) A certificate of character from the principal academic officer of university, college, school or institution last attended, if any and similar certificates from the two 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 and;

- (ii) A medical certificate of physical fitness as required under rule 3.1 of the Punjab Civil Services Rules Volume I, Part I.

5. No person shall be appointed to the service by direct recruitment unless he attains the age as specified in Annexure B against each post on or before the first day of January next proceeding the last day of submission of application to the Agency. The age is however relaxable in deserving cases.
- Age.

Provided that in the case of candidates belonging to the Scheduled Caste, Scheduled Tribes and Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

6. Appointment to the posts, specified in column 2 of the table given below, in the service shall be made by the authorities mentioned against each in column 3 of the table:
- Appointing  
Authority

**TABLE**

Sr. No	Designation of post	Appointing Authority
1	2	3
1.	Director	Governing Board
2.	Chief Seed Certification Officer	
3.	Dy. Chief Seed Certification Officer	
4.	Asstt. Accounts Officer	
5.	Seed Certification Officer	Director
6.	Office Superintendent	
7.	Assistants	
8.	Accountant	
9.	Sr. Scale Stenographer	
10.	Jr. Scale Stenographer	
11.	Steno-typist	
12.	Clerks	
13.	Driver	
14.	Beldars	
15.	Peon	
16.	Chowkidars	

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|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 7.  | No person shall be appointed to the service, unless he is in possession of qualifications and experience specified in column 3 of Appendix B to these rules.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Qualifications.       |
| 8.  | <p>No person shall be eligible for appointment to any post in the Services:-</p> <p>(a) Who has entered into or contracted a marriage with a person having a spouse living; or</p> <p>(b) Who, having a spouse living, has entered into or contracted a marriage with any person;</p> <p>Provided that the Agency may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule;</p> <p>(c) Who has dismissed from the service of the Government of India or any State Government or a local authority or Corporation.</p>                                                                                                                                                                           | Disqualifications.    |
| 9.  | <p>(1) Recruitment to the Service shall be made in the manner as specified in column 4 of Appendix B to these rules. Where any vacancy occurs or about to occur in the Service, the appointing authority shall determine the manner in which such vacancy shall be filled.</p> <p><b>Note:</b> All promotions 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.</p> <p>(2) <b>In the case of clerks:-</b></p> <p>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 5 years.</p> <p>ii) 80% by direct recruitment or by transfer or deputation of an official already in the service of any State Government or the Govt. of India.</p> | Method of recruitment |
| 10. | The members of the service shall be entitled scales of pay, including special pay, if any, and other allowances as                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Pay of members of     |

may be authorized by the Agency from time to time. The scales of pay at present in force in respect of various posts are given in Appendix A to these rules.

service.

11. (1) Persons appointed to the service shall remain on probation for a period of two years.

Probation.

**Provided that---**

- (a) Any period after such appointment spent on deputation on a corresponding or a higher post shall count towards the period probation;
  - (b) any period of work in equivalent or higher rank, prior to appointment to the service may, in the case of appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule and;
  - (c) Any period of officiating appointment to the service 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 appointment 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 his previous appointment permit.
- (3) On the completion of the period of probation of a person the appointing authority may.
- (a) If his work and 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 period satisfactory. If there is no permanent vacancy or
- (b) If his work conduct has, in its opinion, been not satisfactory:-
- (i) dispense with his services, if appointed by direct recruitment, or 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 orders as it should have passed on the expiry of the first period of probation.

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

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

Seniority of members of service.

Provided that where these 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 appointing authority mentioned in these rules shall not be disturbed in fixing the seniority.

Provided further that in the case of the 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 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 in higher rate of pay in his previous appointment and if the rates of pay drawn are also the same, then by their length of service in those appointments and if the length of such service is also the same, an older member shall be senior to a younger member.

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| 13. | A member of the Service shall be liable to serve at any place whether with in or out of the State of Haryana, on being order so to do by the appointing authority.                                                                                                                                                                                                                                                                 | Liability to service.           |
| 14. | In respect of pay, leave and all other matters, not expressly provided for in these rules except provident fund and gratuity, the members of the Service shall be governed by the Punjab Civil Services Rules, as applicable in the State of Haryana from time to time and such other rules and regulations as may have been or may hereafter be made by the Government and adopted by the Agency.                                 | Pay, leave and other matters.   |
| 15. | In matters relating to discipline, punishments and appeals the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, as applicable in the State of Haryana from time to time.<br><br>Provided that the nature of penalties which may be imposed the authority empowered to impose such penalties, the appellate authority shall be as specified in Appendix C to these rules. | Discipline penalties & Appeals. |
| 16. | Every member of Service shall get himself vaccinated and revaccinated if and when the Agency so directs by special or general order.                                                                                                                                                                                                                                                                                               | Vaccination.                    |
| 17. | Whether the Agency is of the opinion that it is necessary or expedient so to do, 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 or persons with the approval of the Board.                                                                                                                                                              | Power of relaxation             |

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| 18. | Any rule or resolution of the Agency applicable to the Service and corresponding to any of those rules which is in force immediately before the commencement of these rules is hereby repealed.                                                                                                             | Repeal and saving.  |
|     | Provided that any order made or action taken under the rule or resolution of the Agency as repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.                                                                                                           |                     |
| 19. | Every member of 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.                                                                                                                                      | Oath of allegiance. |
| 20. | 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. | Reservations.       |
| 21. | 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.                                                                                                                        |                     |

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**APPENDIX -'A'**

<b><u>Sr. No.</u></b>	<b><u>Name of the post</u></b>	<b><u>No. of Posts</u></b>	<b><u>Scale of the posts</u></b>
1.	Director	1	Rs.1600-100-2000
2.	Asstt. Accounts Officer	1	Rs. 350-25-500/30-590/30-830/35-900
3.	Superintendent	1	Rs. 350-25-500/30-650
4.	Seed Certification Officers	2	Rs. 400-25-650/30-800
5.	Assistants	2	Rs.225-25-360/20-500
6.	Senior Scale Stenographer	1	Rs.225-15-360/20-500
7.	Steno-typist	1	Rs.110-4-130/5-160/5-225 plus Rs.25/- as stenography allowance.
8.	Clerks	2	Rs.110-4-130/5-160/5-225
9.	Driver	1	Rs.110-4-130/5-160/5-180
10.	Peons	3	Rs. 70-2-80/3-95
11.	Chowkidar	1	Rs. 70-2-80/3-95

**FIELD LEVEL STAFF**

1.	Chief Seed Certification Officer	2	Rs. 750-40-950/50-1300
2.	Dy. Chief Seed Certification Officer	1	Rs. 600-35-740/40-100
3.	Seed Certification Officers	30	Rs. 400-25-650/30-800
4.	Accountants	2	Rs. 160-10-280/15-400
5.	Junior Scale Stenographer	2	Rs. 140-6-170/8-210/10-300
6.	Clerks	2	Rs. 110-4-130/5-160/5-225
7.	Steno-typist	1	Rs. 110-4-130/5-160/5-225 plus Rs.25/- as stenography allowance
8.	Drivers	2	Rs. 110-4-130/5-160/5-180
9.	Beldars	30	Rs. 70-2-80/3-95
10.	Chowkidars	2	Rs. 70-2-80/3-95
11.	Peons	4	Rs. 70-2-80/3-95

**APPENDIX-'A'**

<b>Sr. No.</b>	<b>Name of the post</b>	<b>Scale of the posts</b>
1.	Deputy Director	3000-100-3500-125-4000(old) 10000-325-13900 (Revised)
2.	Seed Analyst	2200-75-2800-E B-100-4000(old) 8000-275-10200-EB-275-13500 (Revised)
3.	Technical Assistant	1640-60-2600-EB-75-2900 (old) 5500-175-8300-EB-175-9000(Revised)
4.	Personal Assistant	1640-60-2600-EB-75-2900 (old) 5500-175-8300-EB-175-9000(Revised)
5.	Lab Attendant	750-12-870-EB-14-940 (old) 2550-55-2660-EB-60-3200 (Revised)

**APPENDIX – 'B'**

<b><u>Sr. No.</u></b>	<b><u>Designation of Posts.</u></b>	<b><u>Academic Qualifications and Experience</u></b>	<b><u>Age</u></b>	<b><u>Method of Recruitment</u></b>
1	Director	M.Sc. (Agri.) in Plant Breeding / Agronomy / Horticulture (Veg) / Seed Technology. Atleast 15 years experience in Research / Farm Management / Crop Production / Seed Production / Development and Extension Activities out of which 10 years experience in a senior Capacity. Should be fully conversant for organizing planning, Implementation and knows Administrative / technical affairs connected with the seed production.	40-50 years	(i) Promotion from the Chief Seed Certification Officer. (ii) Direct. (iii) Transfer or deputation
2.	Chief Seed Certification Officer.	M.Sc. (Agri) in Plant Breeding / Agronomy / Horticulture (Veg) / Seed technology. Atleast 5 years experience in Research / Farm Management / Crop Production / Seed Production / Development & Extension activities as Class II or 7 years as Seed Certification Officer or Equivalent.	35 – 50 years	(i) Promotion from Dy. Chief Seed Certification Officer / Seed Certification Officer. (ii) Direct. (iii) Transfer or deputation
3.	Dy. Chief Seed Certification Officer	M.Sc. (Agri.) in Plant Breeding / Agronomy / Horticulture (Veg) / Seed Technology/ Preference will be given for three (3) years experience as Seed Certification Officer / Agri. Dev. Officer / Agril. Inspector or equivalent in Farm Management / Crop Production / Seed Production.	25 – 40 years	(i) Promotion from the Seed Certification Officer. (ii) Direct. (iii) Transfer or deputation
4.	Seed Certification Officer	M.Sc. (Agri.) in Plant Breeding / Agronomy / Horticulture (Veg) / Seed Technology. Preference will be given to experienced persons.	25 – 35 years	(i) Direct. (ii) Transfer or deputation
5.	Asstt. Accounts Officer.	(i) Graduate from a recognized University. (ii) Has passed SAS Examination. (iii) Has at least 5 years experience of supervising accounts in a Govt. Deptt. or Semi-Govt. Organization.	30 – 40 years	(i) By direct recruitment. (ii) By transfer or deputation
6.	Superintendent	(i) Graduate of a recognized University. (ii) Has at least 10 years experience as an Assistant in a Govt. / Semi Govt. Institution.	30–40 years	(i) By promotion from Assistant in the seniority. (ii) By Direct recruitment. (iii) By transfer or deputation from Govt.
7.	Assistants	(i) Graduate of a recognized University with 5 years	25 – 35 years	(i) By promotion. (ii) By Direct

		experience in a Govt. / Semi - Govt. Institution.		(iii) recruitment. By transfer or deputation.
8.	Accountant	B.Com. with three years experience in a Govt. / Semi Govt. Commercial Institution in Accounts matter.	25 – 35 years	(i) By promotion. (ii) By Direct recruitment. (iii) By transfer or deputation.
9.	Sr. Scale Stenographer	(i) Graduate of a recognized University has experience of two years as Steno-grapher in Govt. / Semi - Govt. Institution.  (ii) Knowledge of Hindi upto Matric Standard. (iii) Hindi Shorthand at 100 w.p.m. and transcription thereof at 20 w.p.m. OR English Shorthand at 120 w.p.m. and transcription thereof at 25 w.p.m.	17-30 years	(i) By promotion from amongst Jr. Scale Stenographer / Steno-typist. (ii) By Direct recruitment. (iii) By transfer or deputation
10.	Jr. Scale Stenographer	(i) Matric / Higher Secondary or equivalent. (ii) Knowledge of Hindi upto Matric Standard. (iii) Hindi Shorthand at 80 w.p.m. and transcription thereof at 15 w.p.m. OR English Shorthand at 100 w.p.m. and transcription thereof at 20 w.p.m.	17-30 years	(i) By promotion from Steno-typist. (ii) By Direct recruitment. (iii) By transfer or deputation.
11.	Stenotypist	(i) Matric / Higher Secondary or equivalent. (ii) Knowledge of Hindi upto Matric Standard. (iii) Hindi Shorthand at 64 w.p.m. and transcription thereof at 11 w.p.m. OR English Shorthand at 80 w.p.m. and transcription thereof at 15 w.p.m.	17 – 30 years	(i) By promotion amongst Clerks. (ii) By Direct recruitment. (iii) By transfer or deputation.
12.	Clerks	(i) Has passed the Matriculation Examination or equivalent Examination of a recognized University/ Board. (ii) Knows typewriting Hindi or English at 20 / 30 w.p.m. respectively.	17 – 30 years	(i) By promotion from amongst Class IV employees. (ii) By Direct recruitment. (iii) By transfer / on deputation.
13.	Drivers	(i) Should have knowledge of English Hindi upto Middle Standard. (ii) Should have valid driving License both for light & heavy Vehicle in plains as well as in Hills. Practical Test essential.	17 – 30 years	(i) By Direct recruitment. (ii) By transfer / on deputation.

14.	Peons	(i) Working knowledge of Hindi /English.	17– 30 years	(i) By Direct recruitment. (ii) By transfer/ on deputation.
15.	Beldars	(i) Working knowledge of Hindi / English with rural background will be preferred.	17– 30 years	(i) By Direct recruitment. (ii) By transfer/ on deputation.
16.	Chowkidars	(i) Working knowledge of Hindi / English (ii) Ex-Servicemen.	17– 30 years	(i) By Direct recruitment. (ii) By transfer/ on deputation.

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**APPENDIX – 'B'**

<b><u>Sr. No.</u></b>	<b><u>Designation of Posts</u></b>	<b><u>Academic Qualifications and Experience</u></b>	<b><u>Age</u></b>	<b><u>Method of Recruitment</u></b>
1.	Dy Director	M.Sc. in Seed Technology / Plant Breeding / Agril. Botany / Agronomy / Plant Physiology with 5 years experience in Seed Production/Seed Certification / Crop Production or B.Sc. Agril. with 10 years experience in Seed Production / Certification / Seed Research/ Seed Testing.	35–40 years	(i) Promotion from the Chief Seed Certification Officer / Seed Analyst. (ii) Direct. (iii) Deputation / Transfer.
2.	Seed Analyst	M.Sc. (Agril.) in Plant Breeding / Agronomy / Horticulture / (vegetables) / Seed Technology. Atleast 5 years experience in Seed Testing / Laboratory or 7 years experience as Dy Chief Seed Certification Officer / Seed Certification Officer.	35–40 years	(i) Promotion from the Dy. Chief Seed Certification Officer. (ii) Direct. (iii) Deputation / Transfer.
3.	Technical Assistant	B.Sc. (Agri.) (Hons) with specialized in Plant Breeding / Agronomy / Horticulture / Vegetables / Seed Technology. Preference will be given to person having experience in Seed Testing from a recognized Seed Testing Laboratory.	25–40 years	(i) Direct. (ii) Deputation / Transfer.
4.	Personal Assistant	(i) Graduate from a recognized University. (ii) Having atleast 10 years experience as an Assistant in a Govt. / Semi Institution.	30–40 years	(i) Promotion from Jr. Scale Stenographer. (ii) Direct. (iii) Deputation / Transfer.
5.	Lab Attendant	(i) Working knowledge of Hindi / English.	17–40 years	(i) Direct recruitment. (ii) Deputation / transfer.

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**APPENDIX – 'C'**

(See Rule 15)

<b><u>Sr. No.</u></b>	<b><u>Designation of Posts</u></b>	<b><u>Nature of penalty</u></b>	<b><u>Authority empowered to impose penalty.</u></b>	<b><u>Appellate Authority.</u></b>
1.	Director	(a) Censure	Governing Board in respect of posts at Sr. No. 1 to 4.	Governing Board.
2.	Asstt. Accounts Officer.	(b) Withholding of increments or promotion including stoppage at efficiency bar.		
3.	Chief Seed Certification Officer.			
4.	Dy. Chief Seed Certification Officer.	(c) Recovery from pay of the whole or part of any pecuniary loss caused to the Agency by negligence or breach of orders.	Director in respect of post at Sr. No. 5 to 16.	Governing Board
5.	Seed Certification Officers.			
6.	Supdt./ Dy. Supdt.			
7.	Assistants.	(d) Suspension.		
8.	Accountants.	(e) Reduction to a lower post or time scale or to a lower stage in a time scale.		
9.	Sr. Scale Stenographer			
10.	Jr. Scale Stenographer	(f) Removal from the service of the Agency which does not qualify for future employment		
11.	Steno-typists			
12.	Clerks			
13.	Drivers	(g) Dismissal from service of the Agency which does ordinarily disqualify from future employment.		
14.	Beldars			
15.	Peons			
16.	Chowkidars			

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**APPENDIX - 'C'**

(See Rule 15)

<b><u>Sr. No.</u></b>	<b><u>Designation of Posts.</u></b>	<b><u>Nature of penalty</u></b>	<b><u>Authority empowered</u></b>	<b><u>Appellate Authority</u></b>
1. 2.	Dy Director Seed Analyst.	(a) Censure. (b) Withholding of increments or promotion including stoppage at efficiency bar. (c) Recovery from pay of the whole or part of any pecuniary loss caused to the Agency by negligence or breach of orders.	Chairman of Governing Board in respect of posts at Sr. No. 1 to 2.	Governing Board, HSSCA.
3. 4. 5.	Technical Assistant Personal Assistant Lab Attendant	(d) Suspension. (e) Reduction to a lower post or time scale or to a lower stage in a time scale. (f) Removal from the service of the Agency which does not qualify for future employment (g) Dismissal from service of the Agency which does ordinarily disqualify from future employment.	Director HSSCA respect of posts at Sr. No. 3 to 5	Chairman of Governing Board.

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