



PMDA

PANCHKULA METROPOLITAN DEVELOPMENT AUTHORITY, PANCHKULA

Dated: 27 June, 2024

NOTIFICATION

In exercise of the powers available under clause (a) of sub-section (2) of section 58 read with sub-section (3) of section 10 of the Panchkula Metropolitan Development Authority Act, 2021, the Panchkula Metropolitan Development Authority, hereby, makes the following regulations namely;

1. Short title and commencement:- (1) These Regulations may be called the Panchkula Metropolitan Development Authority (Appointment of Temporary Staff) Regulations, 2022.

(2) These regulations shall come into force on the date of their publication on the website of the Panchkula Metropolitan Development Authority.

2. Definitions:- (1) In these regulations, unless the context otherwise required:-

(a) "Act" means the Panchkula Metropolitan Development Authority Act, 2021;

(b) "Schedule" means the Schedule to these Regulations;

(c) "section" or "sub-section" means a section or sub-section of the Act.

(d) "temporary staff" means such staff appointed in the Authority for a temporary period and having no claim for permanent appointment. Such appointment shall purely be of temporary nature and for specific period.

(2) Words and expressions used herein and not defined in these Regulations but defined in the Act shall have the meanings respectively assigned to them in the Act.

3. Posts for appointment of temporary staff:- (1) The posts listed in Schedule I to these Regulations shall be considered for appointment of temporary staff in the Authority.

(2) The Chief Executive Officer may, if in his opinion, circumstances so exist and for reasons to be recorded in writing, specify post, along with duties and qualifications thereof, in addition to those listed in Schedule I to these Regulations.

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(3) The Chief Executive Officer shall report any action taken under sub regulation (2) for ratification to the executive committee constituted under sub-section (1) of section 8 of the Act.

(4) Where the executive committee declines to ratify the action taken by the Chief Executive Officer under sub regulation (2), then the Chief Executive Officer shall forthwith disengage any person or persons, appointed to such post.

4. Qualifications for appointment of temporary staff :-(1) The qualifications for appointment of temporary staff shall be such as is specified in Schedule I to these Regulations. The Chief Executive Officer may amend or provide the relaxation in the qualifications/experience required for a post as the need arises.

(2) In the case of a person who has retired from the service of the Central Government or the State Government or any board, company, corporation or other agency owned or controlled by the Central Government or the State Government, there shall **be no limitation on educational qualifications** for appointment on a post equivalent to the post held prior to retirement.

5. Reservation:- The rules and instructions of the State Government on reservation for special categories of persons as identified by the Government shall apply to the appointment of temporary staff.

6. Method of Appointment:- Appointment of temporary staff shall be made by the Chief Executive Officer from either of the following modes, namely,

(i) by way of public advertisement; or

(ii) by appointment of retired persons through advertisement who have served on regular basis in the Central Government or the State Government or any Board, Company, Corporation or Authority or other agency owned or controlled by the Central Government or the State Government provided such person has served in such Government of such Board, Company, Corporation or Authority or other agency for a period of not less than ten years and has relevant and necessary experience for the post.

(iii) by way of requisition to Haryana Kaushal Rozgar Nigam Limited.



7. Manner of Appointment:- (1) The appointment of temporary staff under clause (1) of regulation 6 of these Regulations shall be through a competitive examination for selection on the basis of merit and, on the basis of weightage given to previous experience:

- (2) The weightage given for previous experience under sub regulation (1) -
 (a) Shall not exceed fifteen percent of the total marks for selection, and
 (b) Shall be so declared in the public advertisement.

(3) The appointment of temporary staff under clause (ii) of regulation 6 of these Regulations shall be on the recommendations of a Committee to be constituted by the Chief Executive Officer for the purpose.

(4) The Committee constituted under sub regulation (3) shall evaluate the suitability of the person in terms of relevant experience for the post and the integrity and performance of such person during his service in Central Government or the State Government or any Board, Company, Corporation or Authority or other agency owned or controlled by the Central Government or the State Government or constituted by an Act of Parliament or State legislature. Such person would be required to submit a certificate to that effect from previous employer.

(5) The appointment of temporary staff under clause (iii) of regulation 6 of these Regulations shall be on the recommendations of a Committee to be constituted by the Chief Executive Officer for the purpose.

8. Age Limit and Term of appointment of temporary staff:- (1) The appointment of a person shall be purely on temporary basis on temporary tenure of six months or for the duration of the project on which he is so appointed, or till he attains the age of fifty-eight years where such person is appointed under clause (i) of regulation 6 of these Regulations or sixty-five years where such person is appointed under clause (ii) of regulation 6 of these Regulations, whichever is earlier.

(2) The term of appointment of a person as temporary staff may, after an assessment of the performance, integrity and ability of such person, be renewed for further period of one year or till he/she attains the age of fifty-eight years where such person is appointed under clause (i) of regulation 6 of these Regulations or sixty-five years where such person is appointed under clause (ii) of regulation 6 of these Regulations, whichever is earlier. But in any case, subject to above, the services of temporary staff would terminate on joining of regular employees.

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(3) The appointment of a person as temporary staff shall, unless renewed earlier, stand terminated automatically on expiry of the period of appointment, and there shall be no need to issue a separate order terminating the appointment.

(4) The appointment of a person as temporary staff shall be liable to be terminated at any time if he/she is found involved in any fraud or dishonest or misconduct or misbehavior or offences involving moral turpitude or if he/she remains absent from duty without prior intimation or without sanction of leave as it would be treated as abandonment of duty.

Provided that before terminating such staff on the above grounds, an opportunity of hearing would be given to the temporary staff to explain his/her position within 7 days and if no reply is received in stipulated period, the Chief Executive Officer may proceed with decision of termination.

(5) The person appointed as temporary staff may leave the appointment or the **Chief Executive Officer may terminate**, at any time, after **appointment**, by giving at least one months' notice in advance or paying one month salary in lieu thereof. No such notice or pay will be required in case mentioned in sub regulations (3) and (4) as above.

9. **Pay:-**(1) Only lump-sum monthly pay shall be payable to a person appointed as temporary staff under clause (i) of regulation 6, and no special pay, compensatory allowance, house rent allowance, or any allowance shall be payable, and there shall be no annual increment.

(2) The lump-sum monthly pay for the purposes of sub regulation (1) shall be determined from time to time by the Chief Executive Officer by a general or special order and shall, in principle, be equal to the minimum of the scale of pay for an equivalent post in the State Government with applicable dearness allowance calculated on such scale of pay at the time of appointment.

Provided that the lump sum amount drawn by a temporary staff appointed earlier under clause (i) of Regulation 6 against a post shall not be less than the lump sum amount drawn by the temporary staff appointed subsequently under the said clause against the same post.

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(3) Where a person has been appointed as temporary staff under clause (ii) of regulation 6 on a post equivalent to that occupied by him immediately prior to his retirement from the service of the Central Government or the State Government or any board, company, corporation, authority or other agency owned or controlled by the Central Government or the State Government or constituted by an Act of Parliament or State legislature and is in receipt of pension there from, such person shall receive a lump-sum monthly pay equal to the last pay drawn (Gross pay) minus the pension received.

Provided that pay of a temporary staff appointed under clause (ii) of Regulation 6 who is not receiving the pension shall be fixed as a lump sum amount equal to 50 per cent of the last pay drawn by him.

(4) The salary and other terms and conditions for the temporary staff appointed under clause (iii) of regulation 6, would be as per the policy and guidelines of the Government and the Haryana Kaushal Rozgar Nigam Limited.

10. Eligibility for leave: - (1) Persons appointed as temporary staff shall be entitled for 10 days' casual leave and 5 days optional leave in each calendar year of actual service, and where the appointment is made during the calendar year, or on termination of appointment, calculation of eligibility for casual leave shall be made on proportionate basis for full completed months of appointment.

(2) The Authority shall insure persons appointed as temporary staff for medical exigencies on such terms and conditions as the Chief Executive Officer may, from time to time, determine:

Provided that no person appointed as temporary staff under clause (ii) of regulation 6 and is eligible for reimbursement of medical expenses from his earlier employer, shall be insured for medical exigencies by the Authority.

(3) The Chief Executive Office shall have the discretion and power to grant, for specific reasons to be recorded in writing, special leave to any person appointed as temporary staff.

11. Travelling Allowance: - Person appointed as temporary staff shall be eligible for traveling allowance equivalent to that permissible to a government servant occupying an equivalent post provided that such person is to travel on duty beyond the limits of the notified Area.



12. Other conditions: -(1) The provisions of the Haryana Civil Services (Government Employees Conduct) Rules, 2016 shall apply *mutatis mutandis* to every appointment made under these Regulations.

(2) Persons appointed as temporary staff shall not be eligible for any kind of pension, gratuity or death benefit etc. in lieu of such appointment.


(3) Confidential Report of the person, appointed as temporary staff shall be recorded quarterly, by the reporting officer so designated by the Chief Executive Officer and shall assess his performance, knowledge, skill, work and conduct. This will form the benchmark for continuation in service or extension of contract, if required.

(4) The contract agreement would be executed between the temporary staff and the authority on such forms as devised by the authority in this regard.

(5) The contribution towards EPF in respect of the persons appointed as temporary staff under clause (i) of Regulation 6 and that of the Authority shall be as per the provisions of the Provident Fund Scheme for social security notified by the Government from time to time.

13. Removal of difficulties:- In the implementation of these regulations, if any doubt or question arises, such doubt or question shall be placed before the Authority and the decision of the Authority shall be final and binding.

Place: Panchkulā


K. Makarand Pandurang, IAS,
Chief Executive Officer



SCHEDULE-I

(See sub-regulation (1) of regulation 3 and sub-regulation (1) of regulation 4).

Designation	Required Qualifications for all the three categories of staff (Retired, directly recruited and through HKRN)	Required Experience in case of retired person (in years)	Required Experience in case of direct recruitment (in years)
Administrative wing			
Administrative Officer	<ul style="list-style-type: none"> • Graduate from a recognized university. • Functional knowledge of common word processing spreadsheet software applications. • Speed of 30 words per minute in English typing or speed of 25 words of Hindi typing. • Knowledge of Hindi upto Matric standard. • Knowledge of Manual of Office Procedure. • Ability to analyse proposals, draft notes and letters, file management records management and official communications. 	10	NA
Office Superintendent	<ul style="list-style-type: none"> • Graduate from a recognized university. • Functional knowledge of common word processing spreadsheet software applications. • Speed of 30 words per minute in English typing or speed of 25 words of Hindi typing. • Knowledge of Hindi upto Matric standard. • Knowledge of Manual of Office Procedure. • Ability to analyse proposals, draft notes and letters, file management records management and official communications. 	10	NA
Private Secretary	<ul style="list-style-type: none"> • Graduate from a recognized university. • English Shorthand speed of 100 words per minute and to transcription of 15 words per minute. Mistakes upto 4% are allowed; <p>OR</p>	10	05

	<ul style="list-style-type: none"> Hindi Shorthand speed of 80 words per minute and transcription of 15 words per minute. Mistakes upto 4% are allowed; Functional knowledge of common word processing, spreadsheet software application. Speed of 30 words per minute in English typing or speed of 25 words of Hindi typing. Knowledge of Hindi upto Matric Standard. 		
Stenographer (English, Hindi)	<ul style="list-style-type: none"> Graduate from a recognized university. English shorthand speed of 100 words per minute and to transcription of 15 word per minute. Mistakes upto 4% are condonable; <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Hindi shorthand speed of 80 words per minute and transcription of 15 words per minute. Mistake upto 4% are allowed. Speed of 30 words per minute in English typing or speed of 25 words in Hindi typing. Knowledge of Hindi upto Matric standard. 	10	NA
Clerk/DEO	<ul style="list-style-type: none"> 10+2. Speed of 30 words per minute in English typing or speed of 25 words in Hindi typing. Knowledge of Hindi upto Matric standard. Should be able to work on MS Word, Excel etc.. 	NA	2
Peon/ Chowkidar	<ul style="list-style-type: none"> Matric with Hindi/Sanskrit 	NA	NA
Finance wing			
Accounts Officer	<ul style="list-style-type: none"> M.Com/CA from a recognized University. CA will be preferred. Functional knowledge of common word processing, spreadsheet, software applications. Functional knowledge of common accounting applications software. Knowledge of Hindi upto Matric standard. 	10	05
Accounts Assistant	<ul style="list-style-type: none"> M.Com from a recognized university. Functional knowledge of common word processing, spreadsheet, software applications. 	10	05

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	<ul style="list-style-type: none"> • Functional knowledge of common accounting applications software. • Knowledge of Hindi upto Matric standard. 		
Engineering wing			
Junior Engineer (Civil)	<ul style="list-style-type: none"> • Graduate in Civil / Electrical / Mechanical or equivalent from recognized institution. • Functional knowledge of common word processing, spreadsheet software applications. 	10	05
Legal Wing			
Legal Assistant	<ul style="list-style-type: none"> • LLB from recognized University with at least 55% marks. • Experience in legal drafting. • Speed of 30 words per minute in English typing or speed of 25 words of Hindi typing. • Functional Knowledge of common words processing, spreadsheet, software Applications. • Knowledge of Hindi up to Matric standard. 	10	03
IT wing			
Programmer	<ul style="list-style-type: none"> • Graduate in Computer Sciences IT OR Post-graduate in Computer Applications from a recognized university • Experience in writing computer programs, software • Knowledge of Hindi up to Matric standard. 	10	5
Geospatial Assistant	<ul style="list-style-type: none"> • Post Graduate in Remote Sensing/GIS/ Geo-Informatics/ Computer Science/ Information Technology. OR • B.E/B.Tech in Computer Science/ Information Technology with Post Graduate diploma in GIS from a recognized University; • Experience with working on GIS platform. 	10	3
Geo Informatics Assistants	<ul style="list-style-type: none"> • Diploma in Geo-Informatics Assistants (GIA) from State Council of Vocational Training 	10	3

Planning wing			
Planning Assistant	<ul style="list-style-type: none"> • Graduate in Urban Planning/ town planning. • Experience with working on software applications on urban planning. 	10	03
Assistant Manager for Metropolitan Greens	<ul style="list-style-type: none"> • Graduate in Environment Sciences/ Forestry/ Landscape Planning/Horticulture/Botany/Agriculture (Hons). • Field experience in environment management landscape planning, Horticulture or forestry/ Agriculture. 	10	05

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