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PART III
HARYANA GOVERNMENT
EDUCATION DEPARTMENT

Notification

The 6th January, 1983

No. G.S.R. No. 10/Const./Art. 309/83.—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 regulating the recruitment and conditions of service of persons appointed to the Haryana Education Department, Sub-Offices, Ministerial (Group-C) Service, namely :—

PART—I GENERAL

1. (1) These rules may be called the Haryana Education Department, Sub-Offices, Ministerial (Group-C) Service Rules, 1983.
- (2) They shall come into force at once.
2. In these rules, unless the context otherwise requires,—
 - (a) "Board" means the Subordinate Services Selection Board, Haryana;
 - (b) "Director" means the Director, School Education, Haryana;
 - (c) "Direct recruitment" means an appointment made otherwise than by promotion from within the service or by transfer of an official already in the service of Government of India or any State Government;
 - (d) "Government" means the Haryana Government in the Administrative Department;
 - (e) "recognised university" means,—
 - (i) any university incorporated by law in India : or
 - (ii) in the case of degree, diploma or certificate obtained as a result of 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 recognised university for the purposes of these rules;

Short title.

Definition.

- (f) "Service" means the Haryana Education Department Sub-Offices Ministerial (Group-C) Service.

PART—RECRUITMENT TO SERVICE

Number and character of posts.

3. The Service shall comprise the posts shown in Appendix A to these rules and the members of the Service shall draw pay in the scales of pay mentioned there against:

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

Nationality, domicile and character of candidates recruited to the Service.

4. 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 Bhuttan; or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda and 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) 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 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.

Age.

5. No person shall be appointed to any post in the Service by direct recruitment who is less than seventeen years or more than thirty years of age, on or before the 15th day of month next preceding the last date of submission of application to the Board.

6. Appointment to the various posts in the service shall be made by the authorities mentioned in column 2 of Appendix C to these rules:

Appointing authority.

Provided that appointments to the posts of clerks and steno-typists on ad hoc basis, may be made by the Head of offices through the Employment Exchanges.

7. (1) 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 in the case of direct recruitment and those specified in column 4 thereof in the case of recruitment otherwise than by direct recruitment.

Qualifications.

(2) A person appointed to the post of a Clerk and Computer-Clerk by direct recruitment shall have to pass a type test in Hindi or English typing at a speed of 25 or 30 words per minute respectively within one year of his appointment as such :

Provided that the appointing authority may exempt any person from so passing the type test or may extend the period within which the test shall be so passed.

(3) If the type test is not passed within the prescribed period, increments for the period subsequent to that within which type test was to be passed, shall be released from the date following the last date on which the type test is passed, with retrospective effect from the date it was otherwise due no arrears would be paid for the past period. In case of exemption from qualifying the test is given increment(s) for the period subsequent to that within which the type test was to be passed would be released from the date of exemption has been given. The increment(s) would be released with retrospective effect from the date it was otherwise due but no arrears would be paid for the past period.

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 to 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 marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

9. (1) Appointments to the posts in the Service shall be made—

Method of recruitment.

(a) In the case of Superintendent,—

- (i) by promotion from amongst Head Clerks in the grade of Rs. 700-1,250;

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

(a) In the case of Head Clerks—

(i) by promotion from amongst Assistant Superintendent, Assistants, Stenographers or Junior Auditors in the grade of Rs. 525—1,050; or

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

(c) In the case of Assistant Superintendent—

(i) by promotion from amongst Assistants, Stenographers, Junior Auditors in the grade of Rs. 525—1,050; or;

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

(d) In the case of Assitants—

(i) eighty per cent by promotion from amongst Junior Scale Stenographers, Steno-typists, Clerks-in-charge, Clerks, Computers or Computer-cum-Clerks; or by transfer or deputation of an official already in the service of any State Government or the Government of India;

(ii) twenty per cent by direct recruitment

(c) in the case of Junior Auditors—

(i) eighty per cent by transfer from the Assistants in the service or by transfer or deputation of an official already in the service of any State Government or the Government of India; and

(ii) twenty per cent by direct recruitment

(f) In the case of Computers—

(i) eighty per cent by promotion from amongst Computer-cum-Clerks; and

(ii) twenty per cent by direct recruitment.

(g) In the case of Computer-cum-Clerks direct recruitment;

(h) In the case of Stenographer—

(i) eighty per cent by promotion from amongst Junior Scale Stenographers; or by transfer or deputation of an official already in the service of State Government or the Government of India; and

(ii) twenty per cent by direct recruitment.

(i) In the case of Clerk-in-charge—

(i) by promotion from amongst Clerks or Computers or Computer-cum-Clerks; 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 Clerk—

(i) twenty per cent by promotion from amongst Group C employees whose scale of pay is less than that of a Clerk and Group-D employees who are matriculates on the basis of seniority-cum-fitness; or by transfer or deputation of an official already in the service of any State Government or the Government of India; and

(ii) eighty per cent by direct recruitment.

Note:—The promotion of Group C employee whose grade of pay is less than that of a Clerk of Group D employee shall in the first instance be made on ad-hoc basis for a period of six months only. If their work during the aforesaid period of six months is found to be satisfactory, his case for regular appointment shall be sent to the Board for approval and notwithstanding anything contained in rule 10, the period of probation of service of person shall start from the date of his regular appointment.

(k) In the case of Junior Scale Stenographers—

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

(ii) twenty per cent by direct recruitment.

(l) in the case of Steno-typist—

(i) eighty per cent by promotion from amongst Clerks, Computers or Computer-cum-Clerks; or by transfer or deputation of an official already in the service of any State Government or the Government of India; and

(ii) twenty per cent by direct recruitment.

(m) In the case of Drivers—

(i) eighty per cent by direct recruitment; and

(ii) twenty per cent by promotion from amongst the Group-D employees; or by transfer or deputation of an official already in the service of any State Government or the Government of India.

(n) in the case of Librarian—

(i) eighty per cent by direct recruitment and

(ii) twenty per cent by transfer 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 respect of the categories of posts where no percentage has been provided for, the appointing authority shall determine the manner in which it is to be filled.

(3) All promotions, unless otherwise provided, shall be made by selection based on seniority-cum-merit, but seniority alone shall not give any right for promotion.

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 higher rank, prior to appointment to the service may, in the case of an appointment by transfer, at the discretion of the appointing authority be allowed to count towards the period of probation fixed under this rule; and

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

(2) If in the opinion of the appointing authority, the work and 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 the work or conduct has, in its opinion, been satisfactory—

(i) confirm him from the date of his appointment if appointed against a permanent vacancy; or

(ii) confirm him 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 & conduct has in its opinion been not satisfactory—

(i) dispense with his services, if appointed by direct recruitment or revert him to his former post or deal with him in such manner as the terms and conditions of his previous appointment permit, if appointed otherwise; or,

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

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

11. Seniority, interest of members of the service shall be determined by the length of continuous service on any post in the service:

Seniority.

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

Provided further that in the case of members appointed by direct recruitment the order of merit determined by the board 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 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 the 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 Harvana on being ordered so to do by the appointing authority.

Liability to serve.

(2) A member of the service may, also be deputed to serve as 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, municipal Corporation or local authority within the State of Haryana;
- (ii) the Central Government or a company, an association or a body of individuals, whether incorporated or not which is wholly or substantially owned or controlled by the Central Government; or
- (iii) any other State Government, an international organisation, 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 State Government or any organisation or body referred to in clause (ii) or clause (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 here-after 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, members of the service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, as amended from time to time;

Provided that the nature of penalties which may be imposed, the authorities 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) or sub rule (1) of the Punjab Civil Services (Punishment and Appeal) Rules, 1952, and the appellate authority shall also be as specified in Appendix-D to these rules.

Vaccination.

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

Oath of allegi-
ance.

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.

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 clause or category of persons.

Power of relaxation.

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.

Special Provision.

19. Nothing contained in these rules shall affect reservations and other concession 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 of India.

Reservation

20. The Punjab Education Department (Sub-ordinate Offices) Clerical services Rules, 1941, are 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 provision of these rules.

APPENDIX A

Designation of post	Number of posts			Scale of pay Rs.
	Perma- nent	Tem- porary	Total	
1. Superintendents	7	5	12	1,000—50—1,500
2. Head Clerks	18	6	24	700-30-850/900 40—1,100—EB—40— 1,250
3. Assistant Suprin- tendents	3	—	3	525—15—600—20— 660/700—30—850— EB—890—40—1,050 Plus Rs. 30
4. Assistants	76	69	145	525—15—600—20— 660/700—30—850— EB—890—40—1,050
5. Stenographers	6	4	10	660/700—30—850— EB—890—40—1,050
6. Junior Scale Stenographers	4	8	12	480—15—600—EB— 20—700—30—760
7. Steno-typists	1	46	47	400—10—490/540— 15—600—EB—20—660 Plus Rs. 25 Spl. pay
8. Clerks	898	654	1,562	400—10—490/540— 15—600—EB—20—660 480—15—660—EB— 20—700—30—760 (S.G.)
9. Drivers (Jeep/ Staff Car)	7	6	13	420—10—490/525— 15—600—EB—20— 700 525—15—600—20— 700/750—30—900 (S.G.)
10. Clerk-in-charge	1	—	1	400—10—490/540— 15—600—EB—20— 660

Designation of post	Number of posts			Scale of pay
	Perma- nent	Tem- porary	Total	
				Rs.
11. Librarians	—	18	18	420—10—490/525— 15—600—EB—20— 700
12. Junior Auditors	—	11	11	525—15—600—20— 700/30—850—EB— 890—40—1,050
13. Computers	—	7	7	400—10—490/540— 15—600—EB—20— 660
14. Computers- cum-Clerks	—	30	30	400—10—490/540— 15—600—EB—20— 660

APPENDIX—B

(See rule 7)

Serial No.	Designation of post	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.	Superintendent	—	3 years service as Head Clerk in the grade of Rs. 700/1250.
2.	Head Clerk	—	(1) 5 years service as an Assistant including that of Assistant Superintendent; or (2) 5 years service as Stenographer (480/760) including that of Assistant Superintendent, if any, which should also include two years service as Assistant; or (3) 5 years as Junior Auditor in the Service including that of Assistant Superintendent.
3.	Assistant Superintendent	—	(1) 4 years service as Assistant; or (2) 4 years service as Stenographer (480/760) which should also include two years service as Assistant. (3) 4 years service as Junior Auditor.

4. Assistant

(1) Graduate of recognised University or equivalent;

(2) Knowledge of Hindi upto Matric standard

(3) Also possess at least 5 years service on a direct post.

(1) 5 years regular service as clerk including that of Clerk-in-charge, Computer-cum-Clerk; or

(2) 5 years regular service as Junior Scale Stenographer or Steno-typist including that of a regular clerk.

5. Junior Auditor

B.A. from a recognised University with two years experience in account matters; or

B.Com. with same experience in accounts matters and knowledge of Hindi up to Matric standard.

(1) Six weeks successful training in accounts from State Accounts Training Institute; or

(2) Qualified S.A.S. Part-I Examination.

6. Stenographer

(1) Matric/higher secondary from a recognised University or equivalent;

(2) Knowledge of Hindi upto Matric standard; and

(3) English short hand at 100 words per minute and transcription thereof at 20 words per minute or Hindi short hand at 80 words per minute and transcription thereof at 15 words per minute upto maximum 6% mistakes.

5 years service as Junior Scale Stenographer in the service and has passed such test as may be prescribed by the Director.

7. Junior Scale Stenographer

(1) Matric/Higher Secondary a recognised University or equivalent

(1) One years regular service as Steno-typist.

(2) Knowledge of Hindi upto Matric standard; and (2) Qualifies such test as may be prescribed by the Director.

(3) English shorthand, at words per minute and transcription of at 20 words per minute Hindi, shorthand at 80 words per minute and transcription thereof at 15 words per minute up to maximum 8% mistakes.

(1) Matric/Higher Secondary from a recognised University or equivalent. (1) One-year regular service as clerk, Computer Computer-cum-Clerk.

8. Steno-typist

(2) Knowledge of Hindi upto Matric standard; and (2) Qualifies such test as may be prescribed by the Director.

(3) Hindi short-hand at words per minute and transcription thereof at 11 words per minute or English short-hand at 80 words per minute and transcription thereof at 15 words per minute.

9. Clerk-in-charge

Four years service as regular Clerk, Computer or Computer-cum-Clerk in the service.

Two years regular service as Computer-cum-Clerk

10. Computers clerk

(1) Matric Ind Division from a recognised University or equivalent other qualifications with 2nd Division knowledge of handling calculating Machine; and

(2) Knowledge of Hindi upto Matric standard.

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11. Clerks
- (1) Matric/Higher Secondary of a recognised university or equivalent;
 - (2) Shall be required to pass a test in Hindi or English typing at a speed of 25 or 30 words per minute respectively within a period of one year of their appointment;
 - (3) Knowledge of Hindi upto Matric standard.
12. Computer-cum Clerk
- (1) Matric/Higher Secondary of recognised University or equivalent with knowledge of calculating machine; and
 - (2) Knowledge of Hindi upto Matric standard.
13. Driver
- (1) Possess Licence in Motor Driving; and
 - (2) Possess knowledge of Hindi and English Upto Middle standard.
14. Librarian
- Matric of recognised University with two years diploma or certificate course in Library Science.
- (1) 5 years service as Group-D employees or Junior laboratory Attendant or restorer or Gasman or Gasman-cum-Mechanic or Table Player working in subordinate offices/Institutions of the Department;
- (2) Passed Matric or Higher Secondary Part-I of a recognised University or equivalent; and
- (3) Knows Hindi or English typewriting.
- (1) Possesses Licence in Motor Driving; and
- (2) Possess knowledge of Hindi and English upto Middle standard.
- Matric of a recognised University with two year's diploma or certificate course in Library Science.

APPENDIX C

See rules 6 of 14 (1)

Serial number	Designation of post	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5	6
1	Superintendent	Director	(a) Warning with a copy on personal file (b) Censure (c) with holding of increment (s) 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 fraud or breach of orders (e) reduction to a lower post of 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.	Director	Government

1	2	3	4	5	6
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2. (i) Head Clerk Director Administrative Officer Government

(ii) Assistant Superintendent

- (a) warning with a copy on personal file;
- (b) censure;
- (c) withholding of increment 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, fraud 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;

Government

Copy
 to be
 retained
 in
 the
 file
 of
 the
 Government

<p>3 Assistant Clerk in-charge Stenographer Junior Scale Stenographer Steno-typist</p>	<p>Administrative Officer</p>	<p>(a) warning with a copy on personal file; (b) censure. (c) withholding of increment (s) or promotion, including stoppage an efficiency bar; (d) recovery from the pay of the whole of part of the any pecuniary loss caused to Government by negligence, fraud or breach of orders;</p>	<p>(1) Principal of Government Colleges in respect of the staff working under him; (2) Director, State Council of Education, and Research, Training in respect of staff working under him, and (3) in cases not covered under (1) and (2) above, the District Education Officer concerned.</p>	<p>Government</p>
<p>Driver Junior Auditor Computer Clerk Librarian and Clerk</p>	<p>Administrative Officer</p>	<p>(a) reduction to a lower post-time scale or to a lower stage in a time scale (b) removal from the service which does not disqualify from future employment (c) dismissal from the service which does ordinarily disqualify from future employment</p>	<p>Administrative Officer</p>	<p>Government</p>

APPENDIX—D
[See rule 4(2)]

Serial No.	Designation of post.	Nature of order.	Authority empowered	Appellate Authority
1.	(i) Superintendent	1. Reducing or withholding the amount of ordinary/additional pension admissible under the rules governing pension	Director	Government
	(ii) Head Clerk			
	(iii) Assistant Superintendent	2. Terminating the appointment of a member of the service otherwise than on his attaining the age fixed for superannuation.		
2.	(i) Assistant	1. Reducing or withholding the amount of ordinary/additional pension admissible under the rule governing pension.	Administrative Officer	Government
	(ii) Clerk-in-charge			
	(iii) Stenographer			
	(iv) Junior Scale Stenographer	2. Terminating the appointment of a member of service otherwise than on his attaining the age fixed for superannuation.		
	(v) Steno typist			
	(vi) Driver			
	(vii) Junior Auditor			
	(viii) Computer			
	(ix) Computer-cum-Clerk			
	(x) Librarian ; and			
	(xi) Clerk			

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