

[Authored English Translation]  
HARYANA GOVERNMENT  
TECHNICAL EDUCATION DEPARTMENT  
NOTIFICATION

The 27th March, 1998

No. G.S.R.140/Const./Art.309/98.--In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules for regulating the recruitment and conditions of service of persons appointed to the Haryana State Technical Education Department, Technical Field Staff (Group C) Service, namely :--

Short title.

PART I-GENERAL

1. These rules, may be called the Haryana Technical Education Department, Technical Field Staff (Group C) Service rules, 1998.

Definitions.

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

- (a) "Board" means the Subordinate Service Selection Board, Haryana ;
- (b) "Direct recruitment" means an appointment made otherwise than by promotion from within the service or by transfer of an official already in the service of the Government of India or any State Government ;
- (c) "Director" means the Director, Technical Education, Haryana ;
- (d) "Government" means the Haryana Government in the Administrative Department ;
- (e) "Institution" means,--
  - (i) any institution established by law in force in the State of Haryana ; or
  - (ii) any other institution recognised by the Government for the purpose of these rules ;
- (f) "recognised university" means,--
  - (i) any university incorporated by law in India ; or

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

(11) any other university which is declared by the Government to be a recognised University for the purpose of these rules :

(g) "recruiting authority" means the Director, Technical Education, Haryana, Chandigarh;

(h) "Service" means the Haryana Technical Education Department, Technical Field Staff (Group C) Service.

## PART II RECRUITMENT TO SERVICE

Number and character of posts.

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

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

Nationality, domicile and character of candidates appointed to service.

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

(a) a citizen of India : or

(b) a subject of Nepal, or

(c) a subject of Bhutan : or

(d) a Tibetan refugee who came over to India before the 1st day of January, 1962, with the intention of permanently settling in India; or a person of Indian origin who has migrated from Pakistan, Myanmar, Sri Lanka or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaïre and Ethiopia with the intention of permanently settling in India :

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

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the 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 certificate from two other responsible persons, not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.

Age.  
5. No person shall be appointed to any post in the service by direct recruitment who is less than seventeen years or more than thirty-five years of age, on or before the first day of August next preceding the last date of submission of application to the Board :

Provided that in the case of candidates belonging to Scheduled Castes, Backward Classes, Ex-servicemen and physically Handicapped Persons, the upper age limit shall be such as may be fixed by Government from time to time.

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

## Qualifications.

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

Provided that in the case of direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50% at the discretion of the Board or any other recruiting authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Ex-servicemen and

physically handicapped categories possessing the requisite experience are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing.

**Disqualification:**

8. No person,--

- (a) who has entered into or contracted a marriage with a person 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 personnel law applicable to such persons and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

**Method of recruitment:**

9. (1) Recruitment to the service shall be made,--

(i) in the case of Physical Training Instructor :--

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

(ii) in the case of Physical Training Instructor-cum-Hostel Superintendent,--

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

(iii) in the case of Artist-cum-Photographer,--

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

(iv) in the case of Technician-cum-Operator (Electronics),--

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

(v) in the case of Workshop Instructor,--

- (a) 20% by promotion from amongst the Electrician (Senior Scale), Tool Die Maker, Mechanic Grade II, Junior Mechanic (Electrical), Junior Mechanic (Mechanical) in the service ; and  
(b) 80% by direct recruitment ; or  
(c) by transfer or deputation of an Official already in the service of any State Government or the Government of India ;

(vi) in the case of Boiler Incharge,--

- (a) 20% by promotion from amongst the Boiler Attendant ; and  
(b) 80% by direct recruitment ; or  
(c) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

(vii) in the case of Instrument Repairer,--

- (a) 20% by promotion from amongst the Mechanic Grade II or Fitter-cum-Mechanic ;  
(b) 80% by direct recruitment ; or  
(c) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

(viii) in the case of Mechanic (Grade-I),--

- (a) by promotion amongst the Mechanic Grade II ; or

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

(lx) in the case of Motor Driver-cum-Mechanic,--

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

(x) in the case of Laboratory Technician,--

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

(xi) in the case of Laboratory Assistant (Pharmacy),--

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

(xii) in the case of Librarian,--

- (a) 50% by promotion from amongst Library Assistant ; and
- (b) 50% by direct recruitment ; or
- (c) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

(xiii) in the case of Studio Assistant,--

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

(xiv) in the case of Draftsman,--

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

(xv) in the case of Assistant Draftsman,--

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

(xvi) in the case of Technician-cum-Mechanic,--

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

(xvii) in the case of Electrician (Senior Scale),--

- (a) 25% by promotion from amongst the junior scale Electrician ; and
- (b) 75% by direct recruitment ; or

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

(xviii) in the case of Tool Die Maker,--

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

(xix) in the case of Mechanic (Grade-II),--

- (a) by direct recruitment ; or

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

(xx) in the case of Driver,--

- (a) 25% promotion amongst the Group 'D' employee ; and

- (b) 75% by direct recruitment ; or

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

(xxi) in the case of Junior Mechanic (Electrical),--

- (a) by direct recruitment ; or

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

(xxii) in the case of Junior Mechanic (Mechanical),--

- (a) by direct recruitment ; or

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

(xxiii) in the case of Carpenter-cum-Pattern Maker,--

- (a) by direct recruitment ; or

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

(xxiv) in the case of Fitter-cum-Mechanic,--

- (a) by direct recruitment ; or

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

(xxv) in the case of Typewriter mechanic,--

- (a) by direct recruitment ; or

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

(xxvi) in the case of Library Assistant ;

- (a) by direct recruitment ; or

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

(xxvii) in the case of Library Restorer ;--

- (a) by direct recruitment ; or

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

(xxviii) in the case of Duplicating Machine Operator ;--

- (a) by promotion from amongst Daftri ; or

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

(xxix) in the case of Electrician (Junior Scale) ;--

- (a) by direct recruitment ; or

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

(xxx) in the case of Laboratory Assistant (General) ;--

- (a) 75% by promotion from amongst the Laboratory Attendant (Senior Scale) ; and

- (b) 25% by direct recruitment ; or

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

(xxx1) in the case of Moulder ; --

(a) by direct recruitment ; or

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

(xxxii) in the case of Black smith , --

(a) by direct recruitment ; or

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

(xxxiii) in the case of Boile Attendant , --

(a) by direct recruitment ; or

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

(2) all promotions unless otherwise provided shall be made on seniority-cum-merit basis and seniority alone shall not confer any right to such promotions.

#### 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 any post in the Service, may in the case of appointment by transfer at the discretion of 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 deputation, 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.

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

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

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

(ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ; or

(iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy ; or

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

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

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

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

#### Seniority

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

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

Provided further that in the case of members appointed by direct recruitment, the order of merit determined by the Board or any other recruiting authority, as the case may be, 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 transfer ;

(b) a member appointed by promotion shall be senior to a member appointed by transfer ;

(c) in the case of member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and

(d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher grade of pay in his previous appointment ; and if the rate of pay drawn are also the same, then by length of their Service in the appointments ; and if the length of such service is also the same, the older member shall be senior to the younger member.

#### Liability to Serve

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

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

(i) a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a municipal corporation or a local authority or University within the State of Haryana ;

(ii) the Central Government or a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by 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 other organisation or body referred 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 not expressly provided for in other matters these rules, the members of the Service shall be governed by such rules and regulations as may have been, or may hereafter be, adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

#### Discipline, penalties and appeals

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

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority shall subject to the provisions of any law or rules made under article 309 of the Constitution of India be such as are specified in Appendix C to these rules.

(2) The authority competent to pass an order under clause (c) or clause (d) of sub-rule (1) of rule 9 of the Haryana Civil

Services (Punishment and Appeals) Rules, 1987, and the Appellate Authority shall be as specified in appendix to these rules.

#### Vaccination

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

#### Oath of allegiance

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

#### Power of relaxation

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

#### 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.

#### Reservation

19. Nothing contained in these rules shall affect reservation and other concession required to be provided for scheduled castes, backward class, ex-servicemen, physical handicapped persons or any other class or category of persons in accordance with the order issued by the State Government in this regard from time to time:

Provided that the total percentage of the reservations so made shall not exceed 50% at any time.

#### Repeal and savings

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

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

#### APPENDIX A

[See Rule 7]

Sr. No.	Designation of Posts	Number of posts		Total		Scale of pay
		Permanent	Temporary			
1	2	3	4	5	6	
1	Physical Training Instructor	6	3	9		Rs. 2,000--60--2,300--75-- 2,900--efficiency bar--100-- 3,500.
2	Physical Training Instructor-cum-Hostel Superintendent	--	3	3		Rs. 2,000--60--2,300--75-- 2,900--efficiency bar--100-- 3,500.
3	Artist-cum-Photographer	--	1	1		Rs. 1,600--50--2,300--efficiency bar--60--2,660.
4	Technician-cum-Operator (Electronics)	--	1	1		Rs. 1,600--50--2,300--efficiency bar--60--2,660.
5	Workshop Instructor	60	66	126		Rs. 1,400--40--1,600--50-- 2,300--efficiency bar--60-- 2,600
6	Boiler Incharge	3	1	4		Rs. 1,400--40--1,600--50-- 2,300--efficiency bar--60-- 2,600.
7	Instrument Repairer	4	--	4		Rs. 1,400--40--1,600--50-- 2,300--efficiency bar--60-- 2,600.
8	Mechanic (Grade I)	1	--	1		Rs. 1,400--40--1,600--50-- 2,300--efficiency bar--60-- 2,600.
9	Motor Driver-cum-Mechanic	1	3	4		Rs. 1,400--40--1,600--50-- 2,300--efficiency bar--60-- 2,600.
10	Laboratory Technician	--	51	51		Rs. 1,400--40--1,600--50-- 2,300--efficiency bar--60-- 2,600.
11	Laboratory Assistant	--	6	6		Rs. 1,400--40--1,600--50-- 2,300--efficiency bar--60-- 2,600.
12	Librarian	5	2	7		Rs. 1,400--40--1,600--50-- 2,300--efficiency bar--60-- 2,600.

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1	2	3	4	5	6
13	Studio Assistant	--	1	1	Rs. 1,400--40--1,600--50-- 2,300--efficiency bar--60-- 2,600.
14	Draftsman	6	1	7	Rs. 1,400--40--1,600--50-- 2,300--efficiency bar--60-- 2,600.
15	Assistant Draftsman	1	--	1	Rs. 1,400--40--1,600--50-- 2,300--efficiency bar--60-- 2,600.
16	Technician-cum-Mechanic	--	10	10	Rs. 1,400--40--1,600--50-- 2,300--efficiency bar--60-- 2,600.
17	Electrician (Senior Scale)	1	3	4	Rs. 1,200--30--1,560--effi- ciency bar--40--2,040.
18	Tool Die Maker	--	1	1	Rs. 1,200--30--1,560--effi- ciency bar--40--2,040.
19	Mechanic (Grade II)	1	--	1	Rs. 1,200--30--1,560--effi- ciency bar--40--2,040.
20	Driver	--	19	19	Rs. 1,200--30--1,560--effi- ciency bar--40--2,040+100 (Special Pay)
21	Junior Mechanic (Electrical)	--	1	1	Rs. 1,200--30--1,560--effi- ciency bar--40--2,040.
22	Junior Mechanic (Mechanical)	--	1	1	Rs. 1,200--30--1,560--effi- ciency bar--40--2,040.
23	Carpenter-cum-Pattern Maker	1	--	1	Rs. 950--20--1,150--efficiency bar--25--1,500.
24	Fitter-cum-Mechanic	1	--	1	Rs. 950--20--1,150--efficiency bar--25--1,500.
25	Typewriter Mechanic	--	2	2	Rs. 950--20--1,150--effi- ciency bar--25--1,500.
26	Library Assistant	--	6	6	Rs. 950--20--1,150--effi- ciency bar--25--1,500.
27	Library Restorer	1	--	1	Rs. 950--20--1,150--effi- ciency bar--25--1,500.
28	Duplicating Machine Operator	1	--	1	Rs. 950--20--1,150--effi- ciency bar--25--1,500.

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1	2	3	4	5	6
29	Electrician (Junior Scale)	1	--	1	Rs. 950--20--1,150--effi- ciency bar--25--1,500.
30	Laboratory Assistant (General)	17	1	18	Rs. 950--20--1,150--effi- ciency bar--25--1,500.
31	Moulder	1	--	1	Rs. 950--20--1,150--effi- ciency bar--25--1,500.
32	Blacksmith	1	--	1	Rs. 950--20--1,150--effi- ciency bar--25--1,500.
33	Boiler Attendant	1	--	1	Rs. 950--20--1,150--effi- ciency bar--25--1,500.

APPENDIX-B  
[See Rule 7]

Sr. Designation of No. posts	Academic Qualifications, if any, for direct recruitment	Academic Qualifications, if any for, appointment other than by direct recruitment
1 2	3	4
1 Physical Training Instructor	(i) Second Class Master Degree in Physical Education or Second Class Master Degree in Arts or Science with Bachelor Degree in Physical Education from a Recognised Institution or University (ii) Knowledge of Hindi upto Matric Standard.	(i) Second Class Master Degree in Physical Education or Second Class Master Degree in Arts or Science with Bachelor Degree in Physical Education from a Recognised Institution or University (ii) Knowledge of Hindi upto Matric Standard.
2 Physical Training Instructor-cum- Hostel Superintendent	(i) Second Class Master Degree in Physical Education or Second Class Master Degree in Arts or Science with Bachelor Degree in Physical Education from a Recognised Institution or University. (ii) Knowledge of Hindi upto Matric Standard.	(i) Second Class Master Degree in Physical Education or Second Class Master Degree in Arts or Science with Bachelor Degree in Physical Education from a Recognised Institution or University. (ii) Knowledge of Hindi upto Matric Standard.
3 Artist-cum- Photographer	(i) 5 years Diploma in Applied Arts with photography as one of the special papers from a Recognised Institution or University. OR 3 years Diploma in Commercial Arts from a recognised institution or University with two years experience in photographic processing and Applied Arts.	(i) 5 years Diploma in Applied Arts with photography as one of the special papers from a Recognised Institution or University. OR 3 years Diploma in Commercial Arts from a recognised institution or University with two years experience in photographic processing and Applied Arts.

1 2	3	4
4. Technician-cum-Operator (Electronics)	(i) 1st Class Diploma in Electronics and Communication Engineering with 3 years experience in operation and maintenance of 16 millimetre/8 millimetre film projector and operations of Reprographic Machinery; (ii) Knowledge of Hindi upto Matric Standard.	(i) 1st Class Diploma in Electronics and Communication Engineering with 3 years experience in operation and maintenance of 16 millimetre/8 millimetre film projector and operations of Reprographic Machinery; (ii) Knowledge of Hindi upto Matric Standard.
5. Workshop Instructor	(i) Matric or its equivalent; (ii) Industrial Training Institute Certificate or its equivalent in the trade with at least 60% marks (the relevant trade to be indicated at the time of recruitment); BY TRANSFER: (i) Matric or its equivalent; (ii) Industrial Training Institute Certificate or its equivalent in the trade with at least 60% marks (the relevant trade to be indicated at the time of recruitment);	(i) 5 years experience as Electrician (Senior Scale) Tool Die Maker, Mechanic Grade-II, Junior Mechanic (Electrical) Junior Mechanic (Mechanical). BY PROMOTION: (i) 5 years experience as Electrician (Senior Scale) Tool Die Maker, Mechanic Grade-II, Junior Mechanic (Electrical) Junior Mechanic (Mechanical). BY TRANSFER: (i) Matric or its equivalent; (ii) Industrial Training Institute Certificate or its equivalent in the trade with at least 60% marks (the relevant trade to be indicated at the time of recruitment);

1 2 3 4

- (iii) Hindi upto Matric Standard. (iii) Hindi upto Matric Standard.
- (iv) Craft Instructor Training Course in respective trade or two years experience in trade after attaining the basic qualifications. (iv) Craft Instructor Training Course in respective trade or two years experience in trade after attaining the basic qualifications.
- The practical experience should be in a recognised Institute (Recognised by All India Council for Technical Education or Government of India or in a Public Limited Company);
- OR
- (i) Matric or equivalent : (i) Matric or equivalent :
- (ii) Diploma in Engineering in relevant trade from Recognised Institute or Polytechnic awarded by State Board Technical Education with atleast 60% marks and Craft Instructor Training Course passed and experienced Candidate will be preferred ; (ii) Diploma in Engineering in relevant trade from Recognised Institute or Polytechnic awarded by State Board Technical Education with atleast 60% marks and Craft Instructor Training Course passed and experienced Candidate will be preferred ;
- (iii) Hindi upto Matric Standard. (iii) Hindi upto Matric Standard.
- (i) Atleast 1st Class Matric With Science (i) Matric with Science :
- (ii) Boiler Attendant Certificate Recognised under Indian Boiler Act 1923 ; (ii) Boiler Attendant Certificate Recognised under Indian Boiler Act 1923 ;
- (iii) 3 years practical experience on Oil Fired Boiler Operations ; (iii) 3 years experience as Boiler Attendant in a Government Polytechnic or Technical Institute ;
- (iv) Knowledge of Hindi upto Matric Standard ; (iv) Knowledge of Hindi upto Matric Standard ;

1 2 3 4

7. Instrument Repairer (i) Matric with Industrial Training Institute Certificate in Instrument Mechanic Trade with atleast 60% marks ; (i) Matric with Industrial Training Institute Certificate in Instrument Mechanic Trade or Fitter or Mechanist Trade ;
- (ii) 2 years professional or practical experience in handling and repairing or maintenance of Electrical, Mechanical and Electronics Instruments in a Government or in a Semi Government ; (ii) 3 years experience as Mechanic Grade-II or Fitter-cum-Mechanic ;
- (iii) Knowledge of Hindi upto Matric Standard ;
8. Mechanic Grade-I (i) 1st Class Diploma in Surgical Instruments Technology or equivalent ; (i) Matric with Industrial Training Institute Certificate in Mechanic Fitter Trade with atleast 60% marks ;
- (ii) 3 years practical experience in a Government or Semi Government Organisation or Public Limited Company. (ii) 5 years experience as Mechanic Grade-II.
- BY TRANSFER :
- (i) 1st Class Diploma in Surgical Instrument Technology; or equivalent or Matric with Industrial Training Institute Certificate in Mechanic/Fitter Trade with atleast 60% marks. (i) 5 years practical experience in a Government Polytechnic or Technical Institution;

1	2	3	4
9. Motor Driver-cum-Mechanic	(i) Matric with Industrial Training Institute Certificate in Motor Mechanic Trade with atleast 60% marks and must possess a heavy vehicle driving licence issued by Motor Vehicle Authority ;	(i) Matric with Industrial Training Institute Certificate in Motor Mechanic Trade with atleast 60% marks and must possess a heavy vehicle driving licence issued by Motor Vehicle Authority ;	
	(ii) One year experience as Driver-cum-Mechanic ;	(ii) One year experience as Driver-cum-Mechanic ;	
	(iii) Knowledge of Hindi upto Matric Standard ;	(iii) Knowledge of Hindi upto Matric Standard ;	
10. Laboratory Technician	(i) 3 years Diploma with atleast 60% marks in relevant trade ;	(i) 3 years Diploma with atleast 60% marks in relevant trade ;	
	(ii) One year practical experience in Government or Private Limited Company ;	(ii) One year practical experience in Government or Private Limited Company ;	
	(iii) Matric with Science ;	(iii) Matric with Science ;	
	(iv) Knowledge of Hindi upto Matric Standard ;	(iv) Knowledge of Hindi upto Matric Standard ;	
11. Laboratory Assistant (Pharmacy)	(i) 1st Class Diploma in Pharmacy from a Recognised Institution or State Board of Technical Education and registered with Pharmacy Council of India or any State Pharmacy Act ;	(i) 1st Class Diploma in Pharmacy from a Recognised Institution or State Board of Technical Education and registered with Pharmacy Council of India or any State Pharmacy Act ;	
	(ii) Knowledge of Hindi upto Matric Standard ;	(ii) Knowledge of Hindi upto Matric Standard ;	
12. Librarian	(i) Graduate with Diploma or Degree in Library Science with atleast 60% marks ;	(i) Matric or equivalent with two years Diploma in Library Science ;	
	(ii) Knowledge of Hindi upto Matric ;	(ii) 5 years experience as Library Assistant ;	

1	2	3	4
13. Studio Assistant	(i) 1st Class Diploma in Architectural Assistantship from a Recognised Institution or State Board of Technical Education ;	(i) 1st Class Diploma in Architectural Assistantship from a Recognised Institution or State Board of Technical Education ;	
	(ii) Knowledge of Hindi upto Matric Standard ;	(ii) Knowledge of Hindi upto Matric Standard ;	
14. Draftsman	(i) Matric with Industrial Training Institute Certificate in Civil or Mechanical Draftsmanship with atleast 60% marks and 2 years professional experience ;	(i) Matric with Industrial Training Institute Certificate in Civil or Mechanical Draftsmanship with atleast 60% marks and 2 years professional experience ;	
	OR	OR	
	(ii) 1st Class Diploma in Civil or Mechanical Engineering of 3 years duration from a Recognised Institute or State Board or Technical Education ;	(ii) 1st Class Diploma in Civil or Mechanical Engineering of 3 years duration from a Recognised Institute or State Board or Technical Education ;	
15. Assistant Draftsman	(i) Matric with Industrial Training Institute Certificate in Civil or Mechanical Draftsmanship with atleast 60% marks ;	(i) Matric with Industrial Training Institute Certificate in Civil or Mechanical Draftsmanship with atleast 60% marks ;	
	(ii) Two years experience ;	(ii) Two years experience ;	
	(iii) Knowledge of Hindi upto Matric Standard ;	(iii) Knowledge of Hindi upto Matric Standard ;	
16. Technician-cum-Mechanic	(i) Diploma in Mechanical Engineering production or Maintenance Engineering from a Recognised Institute with atleast 2 years	(i) Diploma in Mechanical Engineering production or Maintenance Engineering from a Recognised Institute with atleast 2 years	

1	2	3	4
	experience in an Industry registered under the Companies Act, 1956, in the field of maintenance and equipment ;		
	OR		
	Two years Industrial Training Institute Certificate in the concerned Trade with atleast 5 years experience in an industry registered under the Companies Act, 1956, in the field of maintenance of Machinery and Equipment ;	Two years Industrial Training Institute Certificate in the concerned Trade with atleast 5 years experience in an industry registered under the Companies Act, 1956, in the field of maintenance of Machinery and Equipment ;	
17. Electrician (Senior Scale)	(1) Hindi upto Matric Standard	(1) Hindi upto Matric Standard	
	(1) Matric or equivalent with Indus-Training Institute Certificate in Electrician Trade with atleast 60% marks ;	(1) Matric or equivalent with Indus-Training Institute Certificate in Electrician Trade with atleast 2 years experience as Junior Scale Electrician ;	
	(11) 2 years experience as Electrician ;		
	(111) Knowledge of Hindi upto Matric Standard.		
18. Tool Die-Maker	(1) Matric or its equivalent ;	(1) Matric or its equivalent ;	
	(11) 2 years Certificate in Tool and Die Maker Trade from Industrial Training Institute ;	(11) 2 years Certificate in Tool and Die Maker Trade from Industrial Training Institute ;	
	(111) Knowledge of Hindi upto Matric Standard.	(111) Knowledge of Hindi upto Matric Standard.	
19. Mechanic Grade-II	(1) Matric with Industrial Training Institute Certificate in Mechanic or Fitter Trade with atleast 60% marks ;	(1) Matric with Industrial Training Institute Certificate in Mechanic or Fitter Trade ;	

1	2	3	4
	(11) 3 years experience in Government or Semi Government or Public Limited Company ;		
	(111) Knowledge of Hindi upto Matric Standard.		
20. Driver	(1) Middle with Hindi ; and	(1) Middle with Hindi ; and	
	(11) Heavy Vehicle Driving Licence with 3 years experience alongwith experience of driving Car/Jeep etc.	(11) Heavy Vehicle Driving Licence with 3 years experience alongwith experience of driving Car/Jeep etc.	
	OR	OR	
	10 years experience of driving in Military.	10 years experience of driving in Military ;	
21. Junior Mechanic (Electrical)	(1) Matric or equivalent ;	(1) Matric or equivalent ;	
	(11) Industrial Training Institute Certificate in Electrician Trade with atleast 60% marks with 2 years practical experience in the relevant field ;	(11) Industrial Training Institute Certificate in Electrician Trade with atleast 60% marks with 2 years practical experience in the relevant field ;	
	(111) Knowledge of Hindi upto Matric Standard.	(111) Knowledge of Hindi upto Matric Standard	
22. Junior Mechanic (Mechanical)	(1) Matric or equivalent ;	(1) Matric or equivalent ;	
	(11) Industrial Training Institute Certificate in Mechanical with atleast 60% marks with 2 years practical experience in the relevant field ;	(11) Industrial Training Institute Certificate in Mechanical with atleast 60% marks with 2 years practical experience in the relevant field ;	
	(111) Knowledge of Hindi upto Matric Standard.	(111) Knowledge of Hindi upto Matric Standard.	

1	2	3	4
23. Carpenter-cum-Pattern Maker	(i) Matric with Industrial Training Institute Certificate in Carpentry or Pattern Making Trade with atleast 60% marks ; (ii) Knowledge of Hindi upto Matric Standard.	(i) Matric with Industrial Training Institute Certificate in Carpentry or Pattern Making Trade with atleast 60% marks ; (ii) Knowledge of Hindi upto Matric Standard.	
24. Fitter-cum-Mechanic	(i) Matric with Industrial Training Institute Certificate in Fitter-cum-Mechanic Trade with atleast 60% marks ; (ii) Knowledge of Hindi upto Matric Standard.	(i) Matric with Industrial Training Institute Certificate in Fitter-cum-Mechanic Trade with atleast 60% marks ; (ii) Knowledge of Hindi upto Matric Standard.	
25. Typewriter-Mechanic	(i) Matric with 3 years experience as Typewriter Mechanic in Government or Semi Government Organisation in Public Limited Company ; (ii) Knowledge of Hindi upto Matric Standard.	(i) Matric with 3 years experience as Typewriter Mechanic in Government or Semi Government Organisation in Public Limited Company ; (ii) Knowledge of Hindi upto Matric Standard.	
26. Library Assistant	(i) Matric or equivalent with 2 years Diploma in Library Science ; (ii) Knowledge of Hindi upto Matric Standard.	(i) 5 years experience as Library Assistant in Government Office or Institution (ii) Knowledge of Hindi upto Matric Standard.	
27. Library Restorer	(i) Matric or Higher Secondary or equivalent ; (ii) 2 years Diploma or 1 year Certificate in Library Science from a Recognised Institute ; (iii) 2 years experience in Library ; (iv) Knowledge of Hindi upto Matric Standard.	(i) Matric or Higher Secondary or equivalent ; (ii) 2 years Diploma or 1 year Certificate in Library Science from a Recognised Institute ; (iii) 2 years experience in Library ; (iv) Knowledge of Hindi upto Matric Standard.	

1	2	3	4
28. Duplicating Machine Operator			(i) Atleast Middle pass with knowledge of reading and writing Hindi & English ; (ii) Knowledge of handling the duplicating machine (Gesetter Machine) ; (iii) 3 years experience as Daptl.
29. Electrician Junior Scale	(i) Matric with Industrial Training Certificate in Electrician Trade with atleast 60% marks ; (ii) Knowledge of Hindi upto Matric Standard ;	(i) Matric with Industrial Training Certificate in Electrician Trade with atleast 60% marks ; (ii) 3 years practical experience in handling, maintaining & repairing of electrical appliances or instruments.	
30. Laboratory Assistant (General)	(i) Matric with Science with atleast 60% marks ; (ii) Knowledge of Hindi upto Matric Standard.	(i) Matric with Science ; (ii) 5 years experience as Laboratory Attendant (Senior Scale).	
31. Moulder	(i) Matric with Industrial Training Institute Certificate in Moulding or Foundry ; (ii) Knowledge of Hindi upto Matric Standard.	(i) Matric with Industrial Training Institute Certificate in Moulding or Foundry ; (ii) Knowledge of Hindi upto Matric Standard.	
32. Blacksmith	(i) Matric with Industrial Training Institute Certificate in Smithy Trade ; (ii) Knowledge of Hindi upto Matric Standard.	(i) Matric with Industrial Training Institute Certificate in Smithy Trade ; (ii) Knowledge of Hindi upto Matric Standard.	
33. Boiler Attendant	(i) Matric with Science with 2 years practical experience in Oil Fired Boiler Operation ; OR	(i) Matric with Science with 2 years practical experience in Oil Fired Boiler Operation ; OR	

1	2	3	4
		Matric with Boiler Attendant Certificate under Indian Boilers Act, 1923 ;	Matric with Boiler Attendant Certificate under Indian Boilers Act, 1923 ;
		(ii) Knowledge of Hindi upto Matric Standard.	(ii) Knowledge of Hindi upto Matric Standard.

## APPENDIX C

[See Rule 14(1)]

Sr. Designation of No. Posts	Appointing Authority	Nature of Penalty	Authority Empowered to impose penalty	Second & Final Authority, if any
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## MINOR PENALTIES

1	Physical Training Instructor	Director (i) Warning with a copy in the personal file (Character Roll) ;	Director Secretary to Government Haryana, Technical Education, Department.
2	Physical Training Instructor-cum-Hostel Superintendent	(i) Censure ; (ii) Withholding of promotion ; (iv) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders to the Central Government or State Government or to a company and association or body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or university set up by an Act of Parliament or of the Legislature of a State ; and (v) Withholding of increments of pay without cumulative effect ;	
3	Artist-cum-Photographer		
4	Technician-cum-Operator (Electronics)		
5	Workshop Instructor		
6	Boiler Incharge		
7	Instrument Repairer		
8	Mechanic Grade-I		
9	Motor Driver-cum-Mechanic		
10	Laboratory Technician		
11	Laboratory Assistant (Pharmacy)		
12	Librarian		
13	Studio Assistant		
14	Draftsman		
15	Assistant Draftsman		

1	2	3	4
16	Technician-cum-Mechanic	MAJOR PENALTIES :	
17	Electrician (Senior Scale)	(vi) Withholding of increments of pay with cumulative effect ;	
18	Tool Die Maker	(vii) Reduction to a lower stage in the time scale of pay for a specified period with no further directions as to whether or not the Government Employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay ;	
19	Mechanic (Grade-II)	(viii) Reduction to a lower scale of pay, Grade, post or service which shall ordinarily be a bar to the promotion of the Government Employee to the time scale of pay, Grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government Employee was reduced and his seniority and pay on such restoration to that grade, post, or service ;	
20	Driver		
21	Junior Mechanic (Electrical)		
22	Junior Mechanic (Mechanical)		
23	Carpenter-cum-Pattern Maker		
24	Fitter-cum-Mechanic		
25	Typewriter Mechanic		
26	Library Assistant		
27	Library Restorer		
28	Duplicating Machine Operator		
29	Electrician (Junior Scale)		
30	Laboratory Assistant (General)		
31	Moulder		
32	Blacksmith		
33	Boiler Attendant		

1	2	3	4
		(ix) Compulsory Retirement ;	
		(x) Removal from service which shall not be a disqualification for future employment under the Government ;	
		(xi) Dismissal from service shall ordinarily be a disqualification for future employment under the Government.	

Sr. Designation of No. Posts	Appointing Authority	Nature of Penalty	Authority Empowered to impose penalty	Appellate Authority	Second & Final Authority, if any
1	2	3	4	5	6
1 Physical Training Instructor	Director	(i) Reducing or withholding the amount of ordinary or additional pension under the rule governing pension ;	Director	Secretary to Government Haryana	Government
2 Physical Training Instructor-cum-Hostel Superintendent.		(ii) Terminating the appointment otherwise than on his attaining the age fixed for superannuation.			
3 Artist-cum-Photographer					
4 Technician-cum-Operator (Electronics)					
5 Workshop Instructor					
6 Boiler Incharge					
7 Instrument Repairer					
8 Mechanic Grade-I					
9 Motor Driver-cum-Mechanic					
10 Laboratory Technician					
11 Laboratory Assistant (Pharmacy)					
12 Librarian					
13 Studio Assistant					
14 Draftsman					
15 Assistant Draftsman					
16 Technician-cum-Mechanic					

1	2	3	4	5	6	7
17 Electrician (Senior Scale)						
18 Tool Die Maker						
19 Mechanic (Grade-II)						
20 Driver						
21 Junior Mechanic (Electrical)						
22 Junior Mechanic (Mechanical)						
23 Carpenter-cum-Pattern Maker						
24 Fitter-cum-Mechanic						
25 Typewriter Mechanic						
26 Library Assistant						
27 Library Restorer						
28 Duplicating Machine Operator						
29 Electrician (Junior Scale)						
30 Laboratory Assistant (General)						
31 Moulder						
32 Blacksmith						
33 Boiler Attendant						

PREM PRASHANT, IAS,  
Commissioner & Secretary to  
Government Haryana, Technical Education  
Department.

*[Authorised English Translation]***HARYANA GOVERNMENT**  
**TECHNICAL EDUCATION DEPARTMENT****Notification**

The 8th November, 2013

**No. G.S.R. 49/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 further to amend the Haryana Technical Education Department, Ministerial Field Establishment other than Technical Staff (Group-C) Service Rules, 1996, namely :—

1. These rules may be called the Haryana Technical Education Department, Ministerial Field Establishment other than Technical Staff (Group-C) Service (Amendment) Rules, 2013.

2. In the Haryana Technical Education Department, Ministerial Field Establishment other than Technical Staff (Group-C) Service Rules, 1996 (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 Applications (SETC). The Steno-typists, Junior Scale Stenographers and Senior 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 Applications (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 (HARTRON) 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 HARTRON or any other agency, as approved by the Government, would be accepted as an evidence of the fulfilment 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), M.C.A., B.C.A. 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 and Information Technology (NIELIT) [erstwhile DOEACC Society];
- (iii) Haryana State - Certificate in Information Technology [HS-CIT] from the Authorised 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 five years from the date of issue of such certificate by HARTRON 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 9, under column 3, for existing item (i), the following items shall be substituted, namely :—
  - "(i) 10+2 ;";
- (II) against serial number 10, under column 3, for existing item (i), the following items shall be substituted, namely :—
  - "(i) 10+2 ;";
- (III) against serial number 11, under column 3, for existing item (i), the following items shall be substituted, namely :—
  - "(i) 10+2 ;";
- (IV) against serial number 12,
  - (a) under columns 3, for existing items, the following items shall be substituted, namely :—
    - "(i) 10+2;
    - (ii) Knowledge of Hindi upto Matric Standard;
    - (iii) existing item (iii) omitted in view of rule 9A";
  - (b) under columns 4, for existing items the following items shall be substituted, namely :—
    - "(i) 10+2;
    - (ii) Hindi upto Matric Standard;
    - (iii) 5 years experience as Record Restorer or Group D employees;
    - (iv) existing item (iv) omitted in view of rule 9A."

DHANPAT SINGH,  
Principal Secretary to Government, Haryana,  
Technical Education Department.