

**HARYANA GOVERNMENT**

INDUSTRIAL TRAINING AND VOCATIONAL EDUCATION  
DEPARTMENT

**Notification**

The 23rd February, 1989.

**No. G.S.R./18/Const./Art.309/89.** – 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 regulating the recruitment and conditions of service of persons appointed to the Haryana Industrial Training and Vocational Education (Group A) Service, namely :-

**PART I-General**

1. These rules may be called the Haryana Industrial Training and Vocational Education Department (Group A) Service Rules, 1989.

Short title

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

Definitions.

(a) "Commission" means the Haryana Public Service Commission;

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

(d) "Institution" means, -

(i) any institution established by law in force in the State of Haryana ;  
or

(ii) any other institution recognized by the Government for the purpose of these rules ;

(e) "recognized university" means,-

- (i) any university incorporated by law in India ; or
- (ii) In the case of a degree, diploma or certificate obtained as a result of an examination held before the 15th August 1957 the Punjab, Sind or Dacca University ; or
- (iii) any other university which is declared by the Government to be a recognized university for the purpose of these rules ;
- (f) "Service" means the Haryana Industrial Training and Vocational Education (Group A) Service.

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**PART II-Recruitment to Service**

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| Number and character of posts.   | <p>3. The Services shall comprise the posts shown in Appendix A to these rules ;</p> <p>Provided that nothing in these rules shall affect the inherent right of the Government to make additions to, or reductions in, the number of such posts or to create new posts with different designations and scales of, pay, either permanently or temporarily.</p>   |
| Nationality domicile & character of candidates appointed to the Service. | <p>4. (I) No person shall be appointed to any post in the Service, unless he is, -</p> <p>(a) a citizen of India ; or</p> <p>(b) a subject of Nepal ; or</p> <p>(c) a subject of Bhutan ; or</p> <p>(d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India ; or</p> <p>(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tonganyika and Zanzibar, Zambia, Malvi, Zaire and Ethopia) with the intention of permanently settling in India ;</p> <p>Provided that a person belonging to any of the categories (b), (c), (d) or (e) shall be person in whose favour a certificate of eligibility has been issued by the Government.</p> <p>(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission 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.</p> <p>(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,</p> |

school or institution.

Age. 5. No person shall be appointed to any post in the Service by direct recruitment who is less than thirty years or more than forty years of age, on or before the 31st December, next preceding the last date of submission of application to the Commission or any other recruiting authority except in the case of Joint Director (Technical) in whose case the upper age limit shall be 45 years.

Appointing authority 6. Appointments to the posts in the Service shall be made by the Government.

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7. No person shall be appointed to any post in 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 of the aforesaid Appendix in the case of appointment other than by direct recruitment :

Qualifications

Disqualifications

Provided that in case of direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50% at the discretion of the Commission or any other recruiting authority, in case sufficient number candidates belonging to schedules castes, backward classes, Ex-servicemen and physically handicapped candidates, possessing the requisite experience, are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing.

Method of recruitment

8. No person;-

- (a) who has entered into or contracted a marriage with a person having a spouse living ; or
- (b) Who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the Service;

Provided that the Government may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

9 (I) Recruitment to the Service shall be made,-

- (a) In the case of Joint Director (Tech),-
- (i) by promotion from amongst Deputy Director (Technical)/ Deputy Apprenticeship Advisor (Technical) Group A Senior ; or
  - (ii) by direct recruitment if no officer is found eligible for promotion ; or
  - (iii) by transfer or deputation of an officer/official already in the service of any State Government of India.
- (b) In the case of Deputy Director (Tech.)/Deputy Apprenticeship Advisor (Tech.) Group A Senior,-
- (i) by promotion from amongst Assistant Director (Technical)/ Principal (Tech.) Industrial Training Institute, Group A Junior/Assistant Apprenticeship Advisor (Technical) Group A Junior ; or
  - (ii) by direct recruitment if no officer is found eligible for promotion ; or

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- (iii) By transfer or deputation of an officer/official already in the service of any State Government or the Government of India ;
- (bb) In case of Deputy Director (Vocational Education) Group A (Amended as vide Govt. notification dated 22<sup>nd</sup> August, 2003):-
- (i) By promotion from amongst Assistant Director (vocational Education) Group A; or
  - (ii) By transfer or deputation of an officer/official already in the service of any State Government or the Government of India.”;
- (c) In case of Assistant Director/Principal (tech.), I.T.I. Group A Junior/Assistant Apprenticeship Advisor (Technical) Group A Junior,-
- (i) 50% promotion from amongst Assistant Director (Technical) Group B/Principal (Technical), I.T.I. Group B ; and
  - (ii) 50% by direct recruitment ; or
  - (iii) By transfer or deputation of an officer/official already in the service of any State Government or the Government of India:-
- (cc) In the case of Assistant Director (Vocational Education) Group A (Amended as vide Govt. notification dated 22<sup>nd</sup> August, 2003:-
- (i) By promotion from amongst Deputy District (Vocational Education) Officer Group B/Assistant Director (Vocational Education)Group B; or
  - (ii) By transfer or deputation of an officer/official already in the service of any State Government or the Government of India.”;

- (d) In the case of Deputy Director (Women) Non-Technical Group A Senior ;
  - (i) By promotion from amongst Assistant Director (Women) (Non-Technical) Group B ; or
  - (ii) By direct recruitment if no officer is found eligible for promotion ; or
  - (iii) By transfer or deputation of an officer/official already in the service of the State Government or the Government of India ;
- (e) In case of Controller of Examination/Assistant Director (administration) (Non-Technical) Group A Junior,-
  - (i) 50% by promotion from amongst Assistant Director (Non-Technical) Group B ;
  - (ii) 50% by direct recruitment ; or
  - (iii) By transfer or deputation of an officer/official already in the service of any State Government or the Government of India.

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

(3) in the said rules for Appendices A,B, C and D, the following Appendices shall be substituted (Amended as vide Govt. notification dated 22<sup>nd</sup> August, 2003);

10.(l) Persons appointed to any post in the Service shall remain on probation for a Probation 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 high rank, prior to appointment to any post in 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 a permanent vacancy.

(2) If, in the opinion of the appointing authority the work of conduct of a person during the period of probation is not satisfactory, it may,-

(a) If such person is appointed by direct recruitment, dispense with his services ; and

(b) if such person is appointed otherwise than by direct recruitment,-

- (i) revert him to his former post ; or

(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

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

(a) If his work or conduct has, in its opinion been satisfactory,-

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

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

(iv) 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 other manner as the terms and conditions of 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.

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

Seniority

Provided that where, there are different cadres in the Services :-

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

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

Liability to  
serve.

(2) A member of the service may also be deputed to serve under ,-

(i) a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a Municipal Corporation or a local authority 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 organization or 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 of any other State Government or any organization or body referred to in clause (ii) or clause (iii) except with his consent.

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

Pay, leave,  
pension &  
other matters

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

Discipline,  
penalties  
& appeals

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

(2) The authority competent to pass an order under clause (c) or clause (d) of sub rules (1) of rules 9 of the Haryana Civil Services (Punishment & Appeal) Rules, 1987, and appellate authority shall be as specified in Appendix D to these rules.

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

Vaccination

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.

Oath of  
allegiance

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

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. Noting contained in these rules shall affect reservations and other concessions required to provided for scheduled casts, backward classes, ex-servicemen, physically handicapped persons or any other class or category of pensions in accordance with the orders issued by the State Government in this regard, from time to time.

Reservation

Provided that the total percentage of reservations so made shall not exceed fifty percent, at any time.

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.

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 provisions of these rules.

**APPENDIX A**

(See rule 3)

Serial No.	Designation of posts	Number of Posts		Total	Scale of Pay
		Permanent	Temporary		
1	2	3	4.	5	6
1	Joint Director (Technical)	1	--	1	12375-375-16500
2	Deputy Director (Technical) / Deputy Apprenticeship Advisor (Technical) Group A Senior	1	1	2	10000-325-13900
3	Deputy Director (Vocational Education) Group-A	--	1	1	10000-325-13900
4	Assistant Director (Technical)/ Principal, Industrial Training Institute Group A Junior	7	--	7	8000-275-10200-EB-275-13500
5	Assistant Director (Vocational Education) Group-A	--	1	1	8000-275-10200-EB-275-13500
6	Assistant Apprenticeship Advisor (Technical) Group A Junior	1	--	1	8000-275-10200-EB-275-13500
7	Deputy Director (Women) / (Non-Technical) Group A Senior	1	--	1	8000-275-10200-EB-275-13500
8	Controller of Examination/ Assistant Director (Administration) (Non-Technical) Group A Junior	2	1	3	7450-225-9025-EB-225-11500

**APPENDIX B**

(See rule 7)

Serial No.	Designation of posts	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	Joint Director (Technical)	(i) Degree in Bachelor of Engineering or its equivalent from a recognized University or Institution ; (ii) Ten years experience in supervisory/ administrative capacity in a workshop or in an Organization of repute (iii) Teaching experience in Government Technical Institute shall be considered as an additional qualification; and (iv) Adequate knowledge of Hindi.	Three years, experience as Deputy Director (Technical)/ Deputy Apprenticeship Advisor (Technical)
2	Deputy Director (Technical) / Deputy Apprenticeship Advisor (Technical) Group A Senior	(i) Degree in Bachelor of Engineering or its equivalent from a recognized University or Institution; (ii) Seven years experience in supervisory/ administrative capacity in a workshop or in an Organization of repute; (iii) Teaching experience in Government Technical Institute shall be considered as an additional qualification; and (iv) Adequate knowledge of Hindi.	Two years experience as Assistant Director (Technical)/ Principal (Technical) Industrial Training Institute Group A Junior/ Assistant Apprenticeship Advisor (Technical) Group A Junior.
3	Deputy Director (Vocational Education) Group-A	---	Two years experience as Assistant Director (Vocational Education) Group -A
4	Assistant Director (Technical) / Principal Industrial Training Institute Group-A.	(i) Degree in Bachelor of Engineering or its equivalent from a recognized University or Institution; (ii) Five years experience in supervisory capacity in a workshop or in an Organization of repute; (iii) Teaching experience in	Five years experience as Assistant Director / Principal (Technical) I.T.I. Group-B

		Government Technical Institutions shall be considered as an additional qualification; and (iv) Adequate knowledge of Hindi.	
5	Assistant Director (Vocational Education) Group-A	---	Five years experience as Deputy District (Vocational Education) officer Group –B/ Assistant Director (Vocational Education) Group-B
6	Assistant Apprenticeship Advisor (Technical) Group A Junior	(i) Degree in Bachelor of Engineering or its equivalent from a recognized University or Institution; (ii) Five years, experience in supervisory capacity in a workshop or in an Organisation of repute; (iii) Teaching experience in Government Technical Institutions shall be considered as an additional qualification; and (iv) Adequate knowledge of Hindi.	Five years experience as Assistant Director/Principal (Technical) /Industrial Training Institute Group B.
7	Deputy Director (Women) (Non-Technical) Group A Senior	(i) Post Graduate in Home Science from a recognized University or Institution; (ii) Five years administrative/ supervisory experience in an Organisation of repute; (iii) Adequate knowledge of Hindi; (iv) Teaching experience in Government Institutions shall be considered as an additional qualification.	Five years experience as Assistant Director (Women) (Non-Technical) Group B.
8	Controller of Examination Assistant Director (Administration) (Non-Technical) Group A Junior	(i) M.A./M.Sc. with five years experience in supervisory/administrative capacity in an organization of repute; OR Graduate with seven years experience in supervisory/ administrative capacity in an Organisation of repute; (ii) Adequate knowledge of Hindi.	Five years experience as Assistant Director (Non-Technical) Group- B/Senior Apprenticeship Advisor (Non-Technical) Group-B. OR (i) Three years experience as Assistant Director (Non-Technical) Group- B/Senior Apprenticeship Advisor (Non-Technical) Group- B; and (ii) Two years experience on a post in supervisory capacity in an Organization of repute.

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**APPENDIX C**

[See rule 14(1)]

Serial No.	Designation of posts	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5	6
1	Joint Director (Technical)	Government	Minor Penalties (i) warning with a copy in the personal file (Character roll);	Government	Government
2	Deputy Director (Technical)/Deputy Apprenticeship Advisor (Technical) Group- A Senior		(ii) Censure (iii) with holding of promotion ;		
3	Deputy Director (Vocational Education) Group-A		(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 a State Government or to a company and association or a 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) with holding of increments of pay without cumulative effect.		

4	Assistant Director / (Technical)/ Principal, Industrial Training Institute Group-A Junior		<p>Major Penalties (va) with holding of increments of pay with cumulative effect;</p> <p>(vi) reduction to a lower stage in the time scale of pay for a specified period, with 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 ;</p> <p>(vii) reduction to a lower scale of pay, grade, post or service which shall ordinary be a bar to the promotion of the Government employees 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 ;</p>		
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			(viii) compulsory retirement; (ix) removal from service shall not be a disqualification for future employment under the Government ; (x) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.		
5	Assistant Director (Vocational Education) Group-A				
6	Assistant Apprenticeship Advisor (Technical) Group-A Senior				
7	Deputy Director (Women) (Non-Technical) Group A Senior				
8	Controller of Examination / Assistant Director (Administration) (Non-Technical) Group-A Junior				

**APPENDIX D**

[See rule 14(2)]

Serial No.	Designation of posts	Nature of order	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5
1	Joint Director (Technical)	(i) reduction or withholding the amount of ordinary or additional pension admissible under the rules governing pension ; (ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation.	Government .”.	---
2	Deputy Director (Technical)/Deputy Apprenticeship Advisor (Technical) Group-A Senior			
3	Deputy Director (Vocational Education) Group -A			
4	Assistant Director (Technical)/ Principal, Industrial Training Institute Group-A Junior			
5	Assistant Director (Vocational Education) Group-A			
6	Assistant Apprenticeship Advisor (Technical) Group A Junior			
7	Deputy Director (Women) (Non-Technical) Group A Senior			
8	Controller of Examination / Assistant Director (Administration) (Non-Technical) Group-A Junior			

NARESH GULATI,  
 Financial Commissioner and Principal  
 Secretary to Govt., Haryana,  
 Industrial Training & Vocational  
 Education Department.