

[Authorised English Translation]

HARYANA GOVERNMENT

INDUSTRIAL TRAINING AND VOCATIONAL EDUCATION DEPARTMENT

Notification

The 12th February, 1998

No. GSR 30/Const./Art.309/98. – In exercise of the powers conferred by the provision 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 Department, Field Offices (Group C) Service, namely :-

PART-I GENERAL

1. (i) These rules may be called the Haryana Industrial Training and Vocational Education Department, Field Offices (Group C) Service Rules, 1998. Short title and commencement.
(ii) They shall come into force from the date of its publication in the Official Gazette.

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

(a) "Commission" means the Staff Selection Commission Haryana ; Definitions.
(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, Industrial Training and Vocational 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 recognized by the Government for the purpose of these rules;

(f) "Instructor" means,-

Instructor of Industrial Training Institute and Industrial Training Institute (Women) only

Instructor and includes Forger and Heat Treator (Blacksmith), Carpenter, Welder, Moulder, Mech.(Diesel), Mech.(Tractor), Sheet Metal Worker, Fitter, Machinist, Machinist(Grinder), Turner, Mechanic Motor Vehicle, Millwright, Letter Press, Machine Minder, Hand Compositor, Weaving, Surveyor, Pattern Maker, Plumber, Painter(General), Wireless Mechanic-cum-Operator, Watch and Clock Repairer, Manufacturing of footwear, Electroplater, Tool and Die Maker (Press Tools Jigs and Fixtures), Tool and Die Maker (Die and Mould), Mechanic Refrigeration and Air-conditioning, Instrument Mechanic, Draughtsman (Civil), Draughtsman (Mechanical), Wiremen, Electrician, Radio and TV

Instructor, Electronics Mechanic, Console Operator-cum-Programmer Assistant, Data Processing Assistant, Apprenticeship Instructor, Stenography (English), Stenography (Hindi), Soldering Instructor, Scooter/Motor Cycle Instructor, Electric Wiring Instructor, Gas Welding Instructor, Sanitary Fitting Instructor, Motor winding Instructor, Machine Knitting Instructor, Plastic Processing Operator Instructor, Allied Trade Instructor, Drawing Instructor, Social Study Instructor, Workshop Calculation and Science Instructor.

- (g) “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 an examination held before the 15th August, 1947, the Punjab, Singh 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;
- (h) “Service” means Haryana Industrial Training and Vocational Education Department ;
- (i) “Vocational Instructor” means and includes Motor Vehicle Body Builder Instructor (Theory), Motor Vehicle Body Builder Instructor (Practical), Boiler Attendant (Theory), Boiler Attendant (Practical), Material Testing and Heat Treatment Instructor (Theory and Practical), Mechanic Textile Machinery Instructor (Theory and Practical), Lineman Instructor (Theory and Practical), Maintenance and Repair of Electrical Domestic Appliances Instructor (Theory and Practical), Furniture Maker and Designer Instructor (Theory & Practical), Two and Three Wheeler Repairer Instructor (Theory and Practical), Marketing and Salesmanship Instructor (Theory and Practical), Receptionist Instructor, Office Secretaryship/Stenography (English), Office Secretaryship/Stenography (Hindi), Commercial Garments Designing and Making Instructor (Theory and Practical), Bakery and Confectionery Instructor (Theory and Practical), Crop Cultivation Production Instructor (Theory and Practical), Banking Instructor (Theory and Practical), Accountancy & Auditing Instructor (Theory and Practical), Library and Information Science Instructor, Insurance Instructor, Floriculture Instructor, Visual Arts Instructor (Pattery and Ceramics), Interior Design Instructor, Scientific Instruments Instructor, Food Preservation Instructor, Repair and Maintenance of Power Driven Farm Machinery Instructor (Theory and Practical), Electronics Technology (Practical and Theory), Textile Design (Practical and Theory), Computer Techniques, Health Care and Beauty Culture (Theory and Practical), Fashion Design and Appreal Creation (Theory and Practical), Pre-School and Creche Management.

PART-II RECRUITMENT TO SERVICE

3. The service shall comprise the posts shown in Appendix A to these rules: Number and Character of posts.
- Provided that nothing in these rules shall effect the inherent right of the Government to make additions to, or reductions in, the number of such posts or to crate new posts, with different designations and scales of pay, either permanently or temporarily.
4. (1) No person shall be appointed to any post in the Service, unless he is,- Nationality, domicile and character of candidates appointed
- 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
- 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 Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia, with the intention of permanently settling in India:

to the service.

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 Commission, 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 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.

5. No person shall be appointed to any post in the Service by direct recruitment, who is less than seventeen years or more than 35 years of age on the last date of submission of application to the Commission:

Age

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

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

Appointing Authority.

7. No person shall be appointed to any post in 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 persons appointed otherwise than by direct recruitment:

Provided that in the case of appointment by direct recruitment, the qualifications regarding experience shall be relax able to the extent of 50% at the discretion of the recruiting authority in case sufficient number of candidate belonging to Scheduled Castes, Backward Classes, Ex-Service-man and Physically Handicapped categories possessing the requisite experience, are not available to fill up vacancies reserved for them after recording reasons for so doing in writing.

Qualifications.

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

Method of
recruitment.

**A MINISTERIAL STAFF ALL FIELD OFFICES
(COMMON CADRE)**

- (a) in the case of Deputy Superintendent,-
- (i) by promotion from amongst the Assistant/Assistant-cum-Accountant, or Senior Scale Stenographer ;
 - (ii) by transfer or deputation of an official already in service of any State Government or Government of India;
- (b) in the case of Statistical Assistant,-
- (i) by direct recruitment ; or
 - (ii) by transfer or deputation of an official already in service of any State Government or Government of India ;
- (c) in the case of Research Assistant,-
- (i) 50% by promotion amongst Vocational Instructors, Assistant/Assistant-cum-Accountant or Senior Scale Stenographers ; and
 - (ii) 50% by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or Government of India
- (d) in the case of Assistant/Assistant-cum-Accountant,-
- (i) by promotion from amongst Accountant/Clerk/Assistant-Store-Keeper/Hostel Clerk/Store-Keeper-cum-Clerks ; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or Government of India;
- (e) in the case of Store-Keeper,-
- (i) by direct recruitment ; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or Government of India ;
- (f) in the case of Librarian,-
- (i) by direct recruitment ; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or Government of India ;
- (g) in the case of Senior Scale Stenographers,-
- (i) by promotion from amongst Junior Scale Stenographers; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or Government of India;
- (h) in the case of Junior Scale Stenographers,-
- (i) by promotion from amongst Steno-Typist; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or Government of India;

- (i) in the case of Accountant,-
- (i) by promotion from amongst Clerks/Assistant-Store-Keeper/Hostel Clerk/Store-Keeper-cum-Clerks and Steno-Typists; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or Government of India;
- (j) in the case of Steno- Typist,-
- (i) 25% by promotion from amongst the Clerks ; and
 - (ii) 75% by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or Government of India ;
- (k) in the case of Clerks/Assistant-Store-Keepers/Hostel Clerks/Clerks/Store-Keeper-cum-Clerks,-
- (i) 20% by promotion from amongst Peon, Mali, Store Attendant, Water Carrier, Peon-cum-Chowkidar, Workshop Attendant, Sweeper-cum-Chowkidar and Chowkidar; and
 - (ii) 80% by direct recruitment; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or Government of India ;

**INDUSTRIAL TRAINING INSTITUTES AND INDUSTRIAL TRAINING
INSTITUTE (WOMAN)**

- (a) in the case of Group Instructors, Apprenticeship Supervisors, Mill Wright Instructors,-
- (i) 80% by promotion from amongst Instructors; and
 - (ii) 20% by direct recruitment; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or Government of India ;
- (b) in the case of Instructors, Language Teacher Hindi and Language Teacher English,-
- (i) by direct recruitment; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or Government of India ;

Note:- For the posts advertised for the Industrial Training Institute (Women), the Women candidates will be given preference;

- (c) in the case of Hostel Superintendent-cum-Physical Training Instructor (A),-
- (i) by promotion from amongst Hostel Superintendent-cum-PTI (B)/Lady Physical Training Instructor; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or Government of India ;
- (d) in the case of Hostel Superintendent-cum- Physical Training Instructor (B)/Lady Physical Training Instructor;-
- (i) by direct recruitment; or

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

**INDUSTRIAL TRAINING INSTITUTE (WOMEN WING) TEACHERS
TRAINING CENTRE**

- (a) in the case of Principal,-
 - (i) 75% by promotion from amongst Headmistress, Technical Mistress, Crafts Instructress, Technician-cum-Designer ; and
 - (ii) 25% by direct recruitment; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or Government of India ;
- (b) in the case of Headmistress, Technical Mistress, Crafts Instructor,-
 - (i) by promotion from amongst Junior Mistress, Cutter and Designer; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or Government of India ;
- (c) in the case of Technician-cum-Designer,-
 - (i) 75% by promotion from amongst Drawing Masters ; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or Government of India ;
- (d) in the case of Cutter and Designer,-
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or Government of India ;
- (e) in the case of Drawing Masters, Junior Mistress (Cutting and Tailoring/Embroidery and Needle Work/Dress Making/Knitting with Hand Machine and Hair and Skin Care),-
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or Government of India ;

ARTS SCHOOL, ROHTAK

- (a) in the case of Headmistress,-
 - (i) by promotion from amongst Artist-cum-Designer, Education Teacher, Art Master, Clay Modeling Instructor and Carpenter Instructors ; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or Government of India ;
- (b) in the case of Artist-cum-Designer, Education Teacher, Art Master, Clay Modeling Instructor and Carpenter Instructor,-
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or Government of India ;

VOCATIONAL EDUCATION INSTITUTES

- (c) in the case of Language Teacher Hindi and Language Teacher English,-
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or Government of India ;
- (d) in the case of Vocational Instructors, General Foundation Course Instructors,-
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or Government of India ;

GOVERNMENT FOOTWEAR INSTITUTE, REWARI

- (a) in the case of Principal,-
 - (i) by promotion from amongst Designer (Leather); or
 - (ii) by direct recruitment; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or Government of India ;
- (b) in the case of Designer,-
 - (i) by promotion from amongst Designer Instructor (Footwear); or
 - (ii) by direct recruitment; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or Government of India ;
- (c) in the case of Instructors (Footwear),-
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or Government of India ;
- (d) in the case of Mechanic,-
 - (i) by promotion from amongst Skilled Workers; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or Government of India ;
- (e) in the case of Drawing Master,-
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or Government of India ;

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

10. (1) Persons appointed to any post in the service shall remain on probation, for a minimum period of two years, if appointed by direct recruitment, and one year, if appointed other wise ;

Probation.

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 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 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 persons 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 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 other 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.

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

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

Provided further that in the case of a member appointed by direct recruitment, the order of merit determined by the commission, shall not be disturbed in fixing the seniority:

Provided further that, the seniority of Senior Scale Stenographers and Assistants shall be determined by the date of their continuous appointment against the post of Stenographer or Assistant, as the case may be;

Provided further that, the *inter se* seniority of Junior-Scale-Stenographer and Steno-Typist vis-a-vis Clerks shall,

- (i) in the case of Junior-Scale-Stenographers appointed by direct recruitment be determined from the date of their appointment as such; and
- (ii) in the case of Junior-Scale-Stenographers appointed by promotion from amongst Steno-Typist shall be determined from the date of appointment as Steno-Typists :

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 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 a 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 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 services is also the same, the older members 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 ordered so to do by the appointing authority. Liability to serve.

(2) A member of 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, 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 organization or body referred to in clauses (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 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.

Pay, Leave, Pension and Other matters.

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

Discipline, penalties and 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-rule(1) of rule-9 of the Haryana Civil Services (Punishment and Appeal), Rules, 1987 and appellate authority shall be as specified in Appendix D to these rules.

15. Every member of the Service shall get himself vaccinated or re-vaccinated as and when the Government so directs 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 or expedient to do so, it may, by order, for reasons to be re-ordered in writing, relax any of the provisions of these rules with respect of 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 Provisions.

19. Nothing contained in these rules shall effect reservations, and other concessions required to be provided for schedule castes backward classes, ex-servicemen, physically 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 : Reservations.

Provided that the total percentage of reservation 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.

HARYANA GOVT GAZ., MARCH 31, 1998
(CHTR. 10, 1920 SAKA)

APPENDIX-A
(See **Rule 3**)

Sr. No.	Designation of Posts	Total Number of Posts			scale of Pay
		Perma- nent	Tempo- rary	Total	
1	2	3			4
FIELD STAFF (COMMAN CADRE)					
Rs.					
1	Deputy Superintendent	17	20	37	1,600--50--2,300--EB--60--2,660
2	Statistical Assistant	--	8	8	1,600--50--2,300--EB--60--2,660
3	Research Assistant	--	16	16	1,600--50--2,300--EB--60--2,660
4	Assistant/Assistant-cum-Accountant	49	162	211	1,400--40--1,600--50--2,300--EB--60--2,600
5	Store Keeper	17	16	33	1,400--40--1,600--50--2,300--EB--60--2,600
6	Librarian	3	--	3	1,400--40--1,600--50--2,300--EB--60--2,600
7	Senior Scale Stenographer	--	1	1	1,400--40--1,600--50--2,300--EB--60--2,600
8	Junior Scale Stenographer	--	6	6	1,200--30--1,560--EB--40--2,040
9	Accountant	13	25	38	1,200--30--1,560--EB--40--2,040
10	Steno-Typist	--	10	10	950--20--1,150--EB--25--1,500+100 Special Pay
11	Clerks/Assistant Store Keeper/Hotel Clerk/Store-Keeper-cum-Clerk	49	237	286	950--20--1,150--EB--25--1,500
INDUSTRIAL TRAINING INSTITUES AND INDUSTRIAL TRAINING INSTITUTE (WOMEN)					
1	Group Instructors	50	68	118	1,600--50--2,300--EB--60--2,660
2	Apprenticeship Supervisor	7	4	11	1,600--50--2,300--EB--60--2,660
3	Mill Wright Instructors	12	--	12	1,600--50--2,300--EB--60--2,660
4	Instructors	594	732	1,326	1,400--40--1,600--50--2,300--EB--60--2,600
5	Language Teacher (Hindi)	13	25	38	1,400--40--1,600--50--2,300--EB--60--2,600
6	Language Teacher (English)	13	10	23	1,400--40--1,600--50--2,300--EB--60--2,600
7	Hostel Superintendent-cum-Physical Training Instructor (A)	17	4	21	1,400--40--1,600--50--2,300--EB--60--2,600
8	Hostel Superintendent cum-Physical Training Instructor (B)/Lady Physical Training Instructor	3	1	4	1,200--30--1,560--EB--40--2,040

INDUSTRIAL TRAINING INSTITUTES (WOMEN WING)

1	Principal	3	1	4	1,640-60--2,600—EB—75—2,900
2	Head Mistress	18	1	19	1,600--50--2,300--EB--60--2,660
3	Technical Mistress	5	3	8	1,600--50--2,300--EB--60--2,660
4	Crafts Instructress	9	--	9	1,600--50--2,300--EB--60--2,660
5	Technician-cum-Designer	--	4	4	1,600--50--2,300--EB--60--2,660
6	Cutter and Designer	1	--	1	1,600--50--2,300--EB--60--2,660
7	Drawing Master	11	1	12	1,400--40--1,600--50—2,300--EB--60-- 2,600
8	Junior Mistress	99	3	102	1,400--40--1,600--50—2,300--EB--60-- 2,600

ARTS SCHOOL, ROHTAK

1	Head Master	1	--	1	1,600--50--2,300--EB--60--2,660
2	Artist-cum-Designer	1	--	1	1,400--40--1,600--50—2,300--EB--60-- 2,600
3	Education Teacher	1	--	1	1,400--40--1,600--50—2,300--EB--60-- 2,600
4	Art Master	2	--	2	1,400--40--1,600--50—2,300--EB--60-- 2,600
5	Clay Modeling Instructors	1	--	1	1,400--40--1,600--50—2,300--EB--60-- 2,600
6	Carpenter Instructor	1	--	1	1,400--40--1,600--50—2,300--EB--60-- 2,600

VOCATIONAL EDUCATION INSTITUTES (10+2)

1	Language Teacher (Hindi)	108	--	108	2,000--60—2,300—75—2,900--EB-- 100—3,500
2	Language Teacher (English)	108	--	108	2,000--60—2,300—75—2,900--EB-- 100—3,500
3	Vocational Instructors	766	--	766	1,400--40--1,600--50—2,300--EB--60-- 2,600
4	General Foundation Course Instructor	108	--	108	1,400--40--1,600--50—2,300--EB--60-- 2,600

GOVERNMENT FOOT WEAR INSTITUTE, REWARI

1	Principal	1	--	1	1,600--50--2,300--EB--60--2,660
2	Designer	1	--	1	1,600--50--2,300--EB--60--2,660
3	Instructor (Foot Wear)	2	--	2	1,400--40--1,600--50—2,300--EB--60-- 2,600
4	Mechanic	1	--	1	1,400--40--1,600--50—2,300--EB--60-- 2,600
5	Skilled Workers	3	--	3	1,200--30--1,560--EB--40--2,040
6	Drawing Master	1	--	1	1,200--30--1,560--EB--40--2,040

APPENDIX-B
(See Rule 7)

Sr. No.	Designation of the Posts	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment
A. MINISTERIAL STAFF OF ALL FIELD OFFICES (COMMON CADRE)			
1	Deputy Superintendent	-----	<p>By Promotion :</p> <p>(i) Eight years experience as Assistant/Assistant-cum-Accountant or Senior Scale Stenographer who has worked for a period of Two years as Assistant.</p> <p>By Transfer :</p> <p>(i) Eight years experience as Assistant/Assistant-cum-Accountant,</p> <p>(ii) Knowledge of Hindi upto Matric standard.</p>
2.	Statistical Assistant	<p>(i) Master's degree in Statistics or Economics or Agricultural Economics or Mathematics and B.A. Hons. With Statistics as one of the subject:</p> <p>(ii) One year experience in collection, compilation and analysis of data in some office;</p> <p>(iii) Knowledge of Hindi upto Matric standard.</p>	<p>(i) Master's degree in Statistics or Economics or Agricultural Economics or Mathematics and B.A. Hons. With Statistics as one of the subject:</p> <p>(ii) One year experience in collection, compilation and analysis of data in some office;</p> <p>(iii) Knowledge of Hindi upto Matric standard.</p>
3.	Research Assistant	<p>(i) M.A. Economics or Statistics or Mathematics or Agricultural Economics;</p> <p>(ii) One years experience in collection compilation and analysis of data in some Government Office;</p> <p>(iii) Knowledge of Hindi upto</p>	<p>By promotion :</p> <p>(i) M.A. Economics of Statistics or Mathematics or Agricultural Economics from a recognized University ;</p> <p>(ii) Five years experience as Vocational Instructor as Assistant, Assistant-cum-</p>

Matric standard ;

Accountant or Senior Scale
Stenographer.

By transfer :

(i) M.A. Economics of Statistics
or Mathematics or Agricultural
Economics from a recognized
University ;

(ii) Five years experience as
Vocational Instructor or
Assistant/ Assistant-cum-
Accountant or Senior Scale
Stenographer;

(iii) Knowledge of Hindi upto
Matric standard.

By Promotion :

Two years experience as
Accountant;

OR

Five years experience as Clerk or
Assistant Storekeeper or Hostel
Clerk or Store Keeper-cum-
Clerks.

By transfer :

(i) Two years experience as
Accountant;

OR

Five years experience as Clerk or
Assistant Store Keeper-cum-
Clerks.

(ii) Knowledge of Hindi upto
Matric standard

4. Assistant / Assistant- -----
cum-Accountant

5.	Store Keeper	<p>(i) B.A./B.Sc. from recognized University ;</p> <p>(ii) Two years experience of handling Engineering Store, Posting of Stock books and ledgers etc. in Government/ Private reputed Engineering Institute/ Firm ;</p> <p>(iii) Knowledge of Hindi upto Matric standard ;</p>	<p>(i) B.A./B.Sc. from recognized University ;</p> <p>(ii) Two years experience of handling Engineering Store, Posting of Stock books and ledgers etc. in Government/ Private reputed Engineering Institute/ Firm ;</p> <p>(iii) Knowledge of Hindi upto Matric standard ;</p>
6.	Librarian	<p>(i) Bachelor degree in Arts/ Science from a recognized University ;</p> <p>(ii) Degree in Library Science from a recognised University</p> <p style="text-align: center;">OR</p> <p>Diploma in Library Science from State Board of Technical Education with two years experience as Junior Librarian ;</p> <p>(iii) Knowledge of Hindi upto Matric standard ;</p>	<p>i) Bachelor degree in Arts/ Science from a recognized University ;</p> <p>(ii) Degree in Library Science from a recognised University</p> <p style="text-align: center;">OR</p> <p>Diploma in Library Science from State Board of Technical Education with two years experience as Junior Librarian ;</p> <p>(iii) Knowledge of Hindi upto Matric standard ;</p>
7.	Senior Scale Stenographer	<p style="text-align: center;">-----</p>	<p>By promotion :</p> <p>(i) Three years experience as Junior Scale Stenographer;</p> <p>(ii) Required to pass departmental test in Hindi shorthand at a speed of 80 w.p.m. and transcription thereof at a speed of 15 w.p.m. and English shorthand at a speed of 100 w.p.m. and transcription thereof at a speed of 20 w.p.m. with mistake not exceeding 4 percent.</p> <p>By transfer :</p> <p>(i) Three years experience as Junior Scale Stenographer;</p>

(ii) Required to pass departmental test in Hindi shorthand at a speed of 80 w.p.m. and transcription thereof at a speed of 15 w.p.m. and English shorthand at a speed of 100 w.p.m. and transcription thereof at a speed of 20 w.p.m. with mistake not exceeding 4 percent.
(iii) Knowledge of Hindi upto Matric standard ;

8.

Junior Scale
Stenographer

By promotion :

(i) Matriculation/Higher Secondary or its equivalent/10+2 (Vocational);
(ii) Two years experience as Steno-typist ;
(iii) Required to pass departmental stenography test in Hindi shorthand at a speed of 80 words per minute and transcription thereof at a speed of 20 words per minute or English shorthand at a speed of 80 words per minute and transcription thereof at a speed of 20 words per minute, mistake not exceeding 8 per cent ;
(iv) Knowledge of Hindi

upto Matric standard ;

By transfer :

- (i) Matriculation/Higher Secondary or its equivalent/10+2 (Vocational);
- (ii) Two years experience as Steno-typist ;
- (iii) Required to pass departmental stenography test in Hindi shorthand at a speed of 80 words per minute and transcription thereof at a speed of 20 words per minute or English shorthand at a speed of 80 words per minute and transcription thereof at a speed of 20 words per minute, mistake not exceeding 8 percent ;
- (iv) Knowledge of Hindi upto Matric standard.

9.

Accountant

By Promotion :

Three years regular service as Clerk/Assistant Store Keeper/Hostel Clerks/Store keeper-cum-Clerks or Steno Typists.

By Transfer :

- (i) Three years regular service as

10.	Steno-Typist	<p>(i) Matriculation/Higher Secondary or its equivalent/10+2 (Vocational)</p> <p>(ii) Hindi Shorthand at a speed of 64 words per minute and transcription thereof at a speed of 15 words per minute;</p> <p style="text-align: center;">OR</p> <p>English shorthand at a speed of 80 words per minute and transcription thereof at a speed of 20 words per minute ;</p> <p>(iii) Knowledge of Hindi upto Matric standard :</p>	<p>Clerk or Assistant Store-keeper or Hostel Clerks or store keeper-cum-Clerks and Steno Typist.</p> <p>(ii) Knowledge of Hindi upto Matric standard.</p> <p>By promotion-</p> <p>(i) Two years experience as Clerk;</p> <p>(ii) Required to pass departmental test in Hindi shorthand at a speed of 64 w.p.m. or English shorthand at a speed of 80 w.p.m. and transcription thereof at a speed of 15 w.p.m. for Hindi or 20 w.p.m. for English.</p> <p>By transfer-</p> <p>(i) Two years experience as Clerk;</p> <p>(ii) Required to pass departmental test in Hindi shorthand at a speed of 64 w.p.m. or English shorthand at a speed of 80 w.p.m. and transcription thereof at a speed of 15 w.p.m. for Hindi or 20 w.p.m. for English.</p> <p>(iii) Knowledge of Hindi upto Matric standard.</p>
11.	Clerk/Assistant Store keeper/Hostel Clerk/Store keeper-cum-Clerk	<p>(i) Matriculation/Higher Secondary or its equivalent/10+2 (Vocational)</p> <p>(ii) Hindi or English typing at a speed of 25/30 words per minute respectively;</p> <p>(iii) Knowledge of Hindi upto</p>	<p>By promotion-</p> <p>(i) Matriculation/Higher Secondary or its equivalent/10+2 (Vocational)</p> <p>(ii) Five years experience as Peon, Mali, Store Attendant, Water Carrier, Peon-cum-</p>

Matric standard.

Chowkidar, Workshop Attendant, Sweeper-cum-Chowkidar or Chowkidar, to pass departmental written test of Hindi and English Languages of the Matriculation level to be conducted by the Director;

(iii) Required to pass departmental test in Hindi or English typing at a speed of 25/30 words per minute respectively.

By transfer-

(i) Matriculation/Higher Secondary or its equivalent/10+2 (Vocational)

(ii) Five years experience as Peon, Mali, Store Attendant, Water Carrier, Peon-cum-Chowkidar, Workshop Attendant, Sweeper-cum-Chowkidar or Chowkidar, to pass departmental written test of Hindi and English Languages of the Matriculation level to be conducted by the Director;

(iii) Knowledge of Hindi upto Matric standard.

INDUSTRIAL TRAINING INSTITUTE AND INDUSTRIAL TRAINING INSTITUTE (WOMEN)

1.	Group Instructor	(i) Diploma in Mechanical/Electrical/Electronics Engineering from State Board of Technical Education of any state or its equivalent Institution ; (ii) Five years practical/teaching experience in a reputed Industrial	By promotion- Eight years experience as Instructor. By transfer- (i) Diploma in Mechanical/ Electrical/ Electronics Engineering from State Board of
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		establishment or in a recognised institute ; (iii) Knowledge of Hindi upto Matric standard.	Technical Education of any State; (ii) Five years practical/teaching experience in a reputed Industrial establishment or in a recognised institute ; (iii) Knowledge of Hindi upto Matric standard
2.	Apprenticeship Supervisor	(i) Diploma in Mechanical/ Electrical/Electronics Engineering from State Board of Technical Education of any state or its equivalent Institution ; (ii) Five years practical/teaching experience in a reputed Industrial establishment or in a recognised institute ; (iii) Knowledge of Hindi upto Matric standard.	By promotion- Eight years experience as Instructor. By transfer- (i) Diploma in Mechanical/ Electrical/Electronics Engineering from State Board of Technical Education of any State; (ii) Five years practical/teaching experience in a reputed Industrial establishment or in a recognised institute ; (iii) Knowledge of Hindi upto Matric standard.
3.	Millwright Instructor	(i) Diploma in Mechanical/ Electrical/Electronics Engineering from State Board of Technical Education of any state or its equivalent Institution ; (ii) Five years practical/teaching experience in a reputed Industrial establishment or in a recognised institute ; (iii) Knowledge of Hindi upto Matric standard.	By promotion- Eight years experience as Instructor By transfer- (i) Diploma in Mechanical/ Electrical/Electronics Engineering from State Board of Technical Education of any State; (ii) Five years practical/teaching experience in a reputed Industrial establishment or in a recognised institute ; (iii) Knowledge of Hindi upto Matric standard.
4.	Instructors		
(a)	Forger and Heat	(i)Matriculation/Senior	i)Matriculation/Senior

	Treater (Blacksmith), Carpenter, Welder, Moulder, Mech. (Diesel), Mech. (Tractor), Sheet Metal Worker, Fitter, Machinist, Machinist(Grinder), Turner, Mechanic Motor Vehicle, Millwright, Letter Press, Machine Minder, Hand Compositor, Weaving, Surveyor, Pattern Maker, Plumber, Painter (General), Wireless Mechanic-cum- Operator, Watch and Clock Repairer, Manufacturing of footwear, Electroplator.	Secondary/Xth pass under 10+2 scheme. (ii) National Trade Certificate and Craft Instructors Training Course in concerned trade; (iii) Five years practical/teaching experience including the period of certificate and training course mentioned at (ii) above from reputed Industrial concern of recognized institute; (iv) Knowledge of Hindi upto Matric standard.	Secondary/Xth pass under 10+2 scheme. (ii) National Trade Certificate and Craft Instructors Training Course in concerned trade; (iii) Five years practical/teaching experience including the period of certificate and training course mentioned at (ii) above from reputed Industrial concern of recognized institute; (iv) Knowledge of Hindi upto Matric standard.
(b)	Tool and Die Maker (Press Tools Jigs and Fixtures), Tool and Die Maker (Die and Mould)	(i) Four years diploma in Die and Moulds from Indo Swiss Institute ; OR National Trade Certificate and Craft Instructors Training Course in Tool and Die Maker; (ii) Five years practical/teaching experience including the period, mentioned in (i) above from a reputed industrial concern or recognized institution ; (iii) Knowledge of Hindi upto Matric standard	(i) Four years diploma in Die and Moulds from Indo Swiss Institute ; OR National Trade Certificate and Craft Instructors Training Course in Tool and Die Maker; (ii) Five years practical/teaching experience including the period, mentioned in (i) above from a reputed industrial concern or recognized institution ; (iii) Knowledge of Hindi upto

			Matric standard
(c)	Mechanic Refrigeration and Air-conditioning	<p>(i) Advanced diploma in Mechanical Engineering with specialized discipline in Refrigeration and Air-conditioning from Y.M.C.A., Faridabad ;</p> <p>OR</p> <p>National Trade Certificate and Craft Instructors training Course in Mechanic Refrigeration and Air-conditioning:</p> <p>(ii) Five years practical/training experience including the period mentioned in (i) above from a reputed industrial concern or recognised institution;</p> <p>(iii) Knowledge of Hindi upto Matric standard</p>	<p>(i) Advanced diploma in Mechanical Engineering with specialized discipline in Refrigeration and Air-conditioning from Y.M.C.A., Faridabad ;</p> <p>OR</p> <p>National Trade Certificate and Craft Instructors training Course in Mechanic Refrigeration and Air-conditioning:</p> <p>(ii) Five years practical/training experience including the period mentioned in (i) above from a reputed industrial concern or recognised institution;</p> <p>(iii) Knowledge of Hindi upto Matric standard</p>
(d)	Instrument Mechanic	<p>(i) Diploma in Instrumentation from Indo Swiss Institute in Central Scientific Instrument Organisation, Chandigarh;</p> <p>OR</p> <p>National Trade Certificate and Craft Instructors Training Course in Instrument Mechanic;</p> <p>(ii) Five years practical/teaching experience including the period mentioned in (i) above from a reputed industrial concern or recognised institute;</p> <p>(iii) Knowledge of Hindi upto Matric standard</p>	<p>(i) Diploma in Instrumentation from Indo Swiss Institute in Central Scientific Instrument Organisation, Chandigarh;</p> <p>OR</p> <p>National Trade Certificate and Craft Instructors Training Course in Instrument Mechanic;</p> <p>(ii) Five years practical/teaching experience including the period mentioned in (i) above from a reputed industrial concern or recognised institute;</p> <p>(iii) Knowledge of Hindi upto Matric standard</p>
(e)	Draughtsman (Civil)	<p>(i) Diploma in Civil Engineering from State Board of Technical Education;</p>	<p>(i) Diploma in Civil Engineering from State Board of Technical Education;</p>

		OR		OR
		National Trade Certificate and Craft Instructors training Course in Draughtsman Civil:		National Trade Certificate and Craft Instructors training Course in Draughtsman Civil:
		(ii) Five years practical/teaching experience including the period mentioned in (i) above from a reputed industrial concern or recognised institute:		(ii) Five years practical/teaching experience including the period mentioned in (i) above from a reputed industrial concern or recognised institute:
		(iii) Knowledge of Hindi upto Matric standard.		(iii) Knowledge of Hindi upto Matric standard.
(f)	Draughtsman (Mechanical)	(i) Diploma in Mechanical Engineering from state Board of Technical Education:	(i)	Diploma in Mechanical Engineering from state Board of Technical Education:
		OR		OR
		National Trade Certificate and Craft Instructor Training Course in Draughtsman Mechanical:		National Trade Certificate and Craft Instructor Training Course in Draughtsman Mechanical:
		(ii) Five years practical/teaching experience including the period mentioned in (i) above from reputed industrial concern or recognised institute:		(ii) Five years practical/teaching experience including the period mentioned in (i) above from reputed industrial concern or recognised institute:
		(iii) Knowledge of Hindi upto Matric standard		(iii) Knowledge of Hindi upto Matric standard
(g)	Wiremen/ Electrician/ Radio and TV Instructor/ Electronics Mechanic	(i) National Trade Certificate in Electrician or Wiremen or Radio and TV or Electronics Mechanic trade, as the case may be;	(i)	National Trade Certificate in Electrician or Wiremen or Radio and TV or Electronics Mechanic trade, as the case may be;
		OR		OR
		National Apprenticeship Certificate in Electrician or Wiremen or Radio and TV or Electronics Mechanic, as the case may be after passing National Trade Certificate and Craft Instructor Training Course in		National Apprenticeship Certificate in Electrician or Wiremen or Radio and TV or Electronics Mechanic, as the case may be after passing National Trade Certificate and Craft Instructor Training Course in

		concerned trade ;	concerned trade ;
		OR	OR
		Diploma in Electrical Engineering or Electronics Engineering as the case may be, from State Board of Technical Education of any State ;	Diploma in Electrical Engineering or Electronics Engineering as the case may be, from State Board of Technical Education of any State ;
		(ii) Practical/teaching experience not less than five years including the period mentioned in (i) above from a reputed industrial concern or recognized institute ;	(ii) Practical/teaching experience not less than five years including the period mentioned in (i) above from a reputed industrial concern or recognized institute ;
		(iii) Knowledge of Hindi upto Matric standard;	(iii) Knowledge of Hindi upto Matric standard;
(h)	Stenography (English)	(i) B.A. or its equivalent with English as one of the subject from a recognized University or any equivalent institute ;	(i) B.A. or its equivalent with English as one of the subject from a recognized University or any equivalent institute ;
		(ii) National Trade Certificate in Steno (English) with Shorthand at a speed of 100 w.p.m. and 15 w.p.m transcriptions thereof and 40 w.p.m. in typing;	(ii) National Trade Certificate in Steno (English) with Short-hand at a speed of 100 w.p.m. and 15 w.p.m transcriptions thereof and 40 w.p.m. in typing;
		(iii) Knowledge of Hindi upto Matric standard	(iii) Knowledge of Hindi upto Matric standard
(i)	Stenography (Hindi)	(i) B.A. or its equivalent with Hindi as one of the subject from a recognised University or any equivalent institute ;	(i) B.A. or its equivalent with Hindi as one of the subject from a recognised University or any equivalent institute ;
		(ii) National Trade Certificate in Steno (Hindi) with shorthand as a speed of 80 w.p.m. and 15 w.p.m. transcription thereof and 30 w.p.m. in typing.	(ii) National Trade Certificate in Steno (Hindi) with shorthand as a speed of 80 w.p.m. and 15 w.p.m. transcription thereof and 30 w.p.m. in typing.
(j)	Console Operator-cum-Programmer Assistant Data	(i) Diploma in Computer Applications from State Board of Technical Education ;	i) Diploma in Computer Applications from State Board of Technical Education ;

	Processing Assistant	(ii) Five years practical/teaching experience including the period mentioned in (i) above from a reputed industrial concern or recognised institute.	(ii) Five years practical/teaching experience including the period mentioned in (i) above from a reputed industrial concern or recognised institute.
		OR	OR
		Post Diploma in Computer Applications from State Board of Technical Education ;	Post Diploma in Computer Applications from State Board of Technical Education ;
		(iii) Knowledge of Hindi upto Matric standard	(iii) Knowledge of Hindi upto Matric standard
(k)	Apprenticeship Instructor	(i) Diploma in Mechanical/ Electrical Engineering from State Board of Technical Education of any State. (ii) Five years Practical/Teaching experience including the period mentioned in (i) above from a reputed Industrial concern or recognised training Institute ; (iii) Knowledge of Hindi upto Matric standard.	i) Diploma in Mechanical/ Electrical Engineering from State Board of Technical Education of any State. (ii) Five years Practical/Teaching experience including the period mentioned in (i) above from a reputed Industrial concern or recognised training Institute ; (iii) Knowledge of Hindi upto Matric standard.
(L)	Soldering Instructor	(i) National Trade Certificate in Electronic Mechanic or Radio and T.V. Trade ; (ii) Five years experience in Soldering/Electronics Industry including the period mentioned in (i) above ; (iii) Knowledge of Hindi upto Matric standard.	(i) National Trade Certificate in Electronic Mechanic or Radio and T.V. Trade ; (ii) Five years experience in Soldering/Electronics Industry including the period mentioned in (i) above ; (iii) Knowledge of Hindi upto Matric standard.
(m)	Scooter/Motor Cycle Instructor	(i) National Trade Certificate in Motor Mechanic Trade or Senior Secondary (Vocational) Certificate	i) National Trade Certificate in Motor Mechanic Trade or Senior Secondary (Vocational)

		in Two and Three Wheeler Repairer vocation awarded by Haryana Board of School Education ;	Certificate in Two and Three Wheeler Repairer vocation awarded by Haryana Board of School Education ;
		(ii) Five years experience in Servicing of Two Wheeler Vehicle including the period mentioned in (i) period.	(ii) Five years experience in Servicing of Two Wheeler Vehicle including the period mentioned in (i) period.
		(iii) Knowledge of Hindi upto Matric standard	(iii) Knowledge of Hindi upto Matric standard
(n)	Electric Wiring Instructor	(i) National Trade Certificate in Wireman Trade ;	(i) National Trade Certificate in Wireman Trade ;
		(ii) Five years experience in Electric Wiring including the period mentioned in (i) above ;	(ii) Five years experience in Electric Wiring including the period mentioned in (i) above ;
		(iii) Knowledge of Hindi upto Matric standard.	(iii) Knowledge of Hindi upto Matric standard.
(o)	Gas Welding Instructor	(i) National Trade Certificate in Welding Trade ;	(i) National Trade Certificate in Welding Trade ;
		(ii) Five years experience in Gas Welding including the period mentioned in (i) above ;	(ii) Five years experience in Gas Welding including the period mentioned in (i) above ;
		(iii) Knowledge of Hindi upto Matric standard.	(iii) Knowledge of Hindi upto Matric standard.
(p)	Sanitary Fitting Instructor	(i) National Trade Certificate in Plumbing trade ;	(i) National Trade Certificate in Plumbing trade ;
		(ii) Five years experience in Plumbers including the period mentioned in (i) above ;	(ii) Five years experience in Plumbers including the period mentioned in (i) above ;
		(iii) Knowledge of Hindi upto Matric standard.	(iii) Knowledge of Hindi upto Matric standard.
(q)	Motor Winding Instructor.	(i) National Trade Certificate in Electrician ;	i) National Trade Certificate in Electrician ;
		(ii) Five years experience as Motor Winding including the period mentioned in (i) above ;	(ii) Five years experience as Motor Winding including the period mentioned in (i) above ;
		(iii) Knowledge of Hindi upto	(iii) Knowledge of Hindi upto

(r)	Machine Knitting Instructor.	<p>Matric standard</p> <p>(i) National Trade Certificate in Knitting with Hand Machine ;</p> <p>(ii) Five years experience in Knitting including the period mentioned in (i) above ;</p> <p>(iii) Knowledge of Hindi upto Matric standard</p>	<p>Matric standard</p> <p>(i) National Trade Certificate in Knitting with Hand Machine ;</p> <p>(ii) Five years experience in Knitting including the period mentioned in (i) above ;</p> <p>(iii) Knowledge of Hindi upto Matric standard</p>
(s)	Plastic Processing Operator Instructor	<p>(i) Matriculation/Senior Secondary/ 10th pass under 10+2 Scheme ;</p> <p>(ii) Diploma in Plastic Processing from a recognised Institute with two years experience in the field of plastic processing ;</p> <p style="text-align: center;">OR</p> <p>Diploma in Mechanical Engineering with one year Post diploma in Plastic Processing.</p> <p>(iii) Five years experience in the field of Plastic Processing including the period mentioned in (ii) above ;</p> <p>(iv) Knowledge of Hindi upto Matric standard.</p>	<p>(i) Matriculation/Senior Secondary/ 10th pass under 10+2 Scheme ;</p> <p>(ii) Diploma in Plastic Processing from a recognised Institute with two years experience in the field of plastic processing ;</p> <p style="text-align: center;">OR</p> <p>Diploma in Mechanical Engineering with one year Post diploma in Plastic Processing.</p> <p>(iii) Five years experience in the field of Plastic Processing including the period mentioned in (ii) above ;</p> <p>(iv) Knowledge of Hindi upto Matric standard.</p>
(t)	Allied Trade Instructor	<p>(i) National Trade Certificate in the trade of Turner, Fitter, Carpenter Blacksmith or Sheet Metal worker ;</p> <p>(ii) Craft Instructor Training Course in concerned trade ;</p> <p>(iii) Five years practical/teaching experience including period (i & ii) above from reputed industrial concern or recognised training institute ;</p> <p>(iv) Knowledge of Hindi upto</p>	<p>(i) National Trade Certificate in the trade of Turner, Fitter, Carpenter Blacksmith or Sheet Metal worker ;</p> <p>(ii) Craft Instructor Training Course in concerned trade ;</p> <p>(iii) Five years practical/teaching experience including period (i & ii) above from reputed industrial concern or recognised training institute ;</p> <p>(iv) Knowledge of Hindi upto</p>

		Matric standard.	Matric standard.
(u)	Drawing Instructor	(i) Diploma in Mechanical/ Electrical Engineering from State Board of Technical Education of any State ; (ii) Five years Practical / Teaching experience including the period mentioned in (i) above from a reputed industrial concern or recognised training institute ; (iii) Knowledge of Hindi upto Matric standard.	(i) Diploma in Mechanical/Electrical Engineering from State Board of Technical Education of any State ; (ii) Five years Practical / Teaching experience including the period mentioned in (i) above from a reputed industrial concern or recognised training institute ; (iii) Knowledge of Hindi upto Matric standard.
(v)	Social Study Instructor	(i) M.A. with Economics/ Psychology/Sociology/ Political Science from a recognised University ; (ii)B.Ed. with Economics/ Psychology/ Sociology/Political Science as one of the subject from a recognised University ; (iii) Knowledge of Hindi upto Matric standard.	(i) M.A. with Economics/ Psychology/Sociology/ Political Science from a recognised University ; (ii)B.Ed. with Economics/ Psychology/ Sociology/ Political Science as one of the subject from a recognised University ; (iii) Knowledge of Hindi upto Matric standard.
(w)	Workshop Calculation and Science Instructor	(i) Diploma in Mechanical/ Electrical Engineering from State Board of Technical Education of any State ; (ii) Five years Practical/Teaching experience including the period mentioned in (i) above from a reputed industrial concern or recognised training institute ; (iii) Knowledge of Hindi upto Matric standard.	(i) Diploma in Mechanical/ Electrical Engineering from State Board of Technical Education of any State ; (ii) Five years Practical/Teaching experience including the period mentioned in (i) above from a reputed industrial concern or recognised training institute ; (iii) Knowledge of Hindi upto Matric standard.
5	Language Teacher (Hindi)	(i) M.A. Hindi from a recognised University or an equivalent institute ;	(i) M.A. Hindi from a recognised University or an equivalent institute ;

		(ii) B.Ed. with Hindi as one of the teaching subject from a recognised University.	(ii) B.Ed. with Hindi as one of the teaching subject from a recognised University
6.	Language Teacher (English)	(i) M.A. English from a recognised University or an equivalent institute ; (ii) B.Ed. with English as one of the teaching subject from a recognised institute or an equivalent institute ; (iii) Knowledge of Hindi upto Matric standard.	(i) M.A. English from a recognised University or an equivalent institute ; (ii) B.Ed. with English as one of the teaching subject from a recognised institute or an equivalent institute ; (iii) Knowledge of Hindi upto Matric standard.
7.	Hostel Superintendent-cum-Physical Training Instructor (A)	-----	By Promotion ; Two years experience on the post of Hostel Superintendent/Physical Training Instructor (B) Lady Physical Training Instructor. By Transfer : (i) Two years experience on the post of Hostel Superintendent/Physical Training Instructor (B) Lady Physical Training Instructor; (ii) Knowledge of Hindi upto Matric standard.
8.	Hostel Superintendent-cum-Physical Training Instructor (B)/Lady Physical Training Instructor.	(i) Diploma in Physical Education from a recognised University or an equivalent Institute ; (ii) Knowledge of Hindi upto Matric standard.	(i) Diploma in Physical Education from a recognised University or an equivalent Institute ; (ii) Knowledge of Hindi upto Matric standard.

C. INDUSTRIAL TRAINING INSTITUE (WOMEN WING) TEACHER TRAINING CENTRE :

1.	Principal	(i) M.Sc. Home Science ; (ii) Two years Administrative or teaching experience from a reputed concern/Institute ;	By Promotion ; (i) Degree in Engineering or Technology in Electrical Mechanical, Electronics
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			Engineering from a recognised University or an equivalent Institution;
		(iii) Knowledge of Hindi upto Matric Standard.	
		OR	(ii) Three years experience as Headmistress, Technical Mistress, Crafts Instructress or Technician-cum-Designer.
		(i) Degree in Engineering or Technology in Electrical Mechanical/Electronics	By transfer
		Engineering from a recognised University or an equivalent Institution ;	(i) Degree in Engineering or Technology in Electrical/ Mechanical/Electronics
		(ii) Knowledge of Hindi upto Matric Standard.	Engineering from a recognised University
			(ii) Three years regular service as Headmistress/Technical Mistress/ Crafts Instructress/Technician-cum-Designer;
			(iii) Knowledge of Hindi upto Matric Standard.
2.	Headmistress	----	By promotion ; Eight years experience as Junior Mistress or Cutter & Designer.
			By transfer ; (i) Eight years experience as Junior Mistress or Cutter & Designer. (ii) Knowledge of Hindi upto Matric Standard.
3.	Technical Mistress	----	By promotion : (i) Eight years experience as Junior Mistress or Cutter & Designer. (ii) Knowledge of Hindi upto Matric Standard.
			By transfer : (i) Eight years experience as Junior Mistress or Cutter &

4.	Craft Instructress	--	<p>Designer.</p> <p>(ii) Knowledge of Hindi upto Matric Standard.</p> <p>By promotion :</p> <p>(i) Eight years experience as Junior Mistress or Cutter & Designer.</p> <p>(ii) Knowledge of Hindi upto Matric Standard</p> <p>By transfer :</p> <p>(i)Eight years experience as Junior Mistress or Cutter & Designer.</p> <p>(ii) Knowledge of Hindi upto Matric Standard.</p>
5.	Technician-cum-Designer	-----	<p>By Promotion :</p> <p>Eight years experience as Drawing Master;</p> <p>By transfer :</p> <p>(i) Five years Degree/ Diploma in Commercial Art/Fine Arts or its equivalent with five years experience in the line ;</p> <p>(ii) Knowledge of Hindi upto Matric standard.</p> <p>(Amended vide Govt. Notification No. G.S.R. 2/Const./Art 309/2003 dated 28th February 2003</p> <p>By Promotion :</p> <p>Three years experience as Headmistress, Technical Mistress, Craft Instructress;</p> <p>By transfer :</p> <p>(i) Three years' regular service as Headmistress, Technical Mistress/Craft Instructress/</p>

			Technician-cum-Designer; (ii) Knowledge of Hindi upto Matric standard.
6.	Cutter and Designer	(i) Diploma in Costume Design and Dress Making/Diploma in Garments technology from any recognised Institution; (ii) Five years practical/teaching experience including the period mentioned in (i) above in recognised Institution or in reputed Industrial concern; (iii) Knowledge of Hindi upto Matric standard.	(i) Diploma in Costume Design and Dress Making/Diploma in Garments technology from any recognised Institution; (ii) Five years practical/teaching experience including the period mentioned in (i) above in recognised Institution or in reputed Industrial concern; (iii) Knowledge of Hindi upto Matric standard.
7.	Drawing Master	(i) Matric with Drawing: (ii) Four/Five years Diploma/ Degree in Commercial Art from a Government recognised Institute with two years experience in the line; (iii) Knowledge of Hindi upto Matric standard OR (i) Matric with Drawing: (ii) Diploma from Arts School, Rohtak with five years experience in the line: (iii) Knowledge of Hindi upto Matric standard	(i) Matric with Drawing: (ii) Four/Five years Diploma/ Degree in Commercial Art from a Government recognised Institute with two years experience in the line; (iii) Knowledge of Hindi upto Matric standard OR (i) Matric with Drawing: (ii) Diploma from Arts School, Rohtak with five years experience in the line: (iii) Knowledge of Hindi upto Matric standard
8.	Junior Mistress (Cutting and Tailoring/Embroidery and Needle work/Dress Making /Knitting with Hand Machine and Hair	(i) National Trade Certificate in Concerned Trade; (ii) Craft Training Instructor course Certificate/Teachers Training Certificate in the concerned Trade; (iii) Five years practical/teaching	(i) National Trade Certificate in Concerned Trade; (ii) Craft Training Instructor course Certificate/Teachers Training Certificate in the concerned Trade; (iii) Five years practical/teaching

and Skin Care)

experience including the period mentioned in (i & ii) above from a reputed Industrial establishment or Institute;

(iv) Knowledge of Hindi upto Matric standard.

experience including the period mentioned in (i & ii) above from a reputed Industrial establishment or Institute;

(iv) Knowledge of Hindi upto Matric standard.

D. ART SCHOOL, ROHTAK

1. Headmaster

By promotion

(i) Matric with Drawing:

(ii) Eight years experience as Artist-cum-Designer/Education Teacher, Art Master Clay Modeling Instructor and Carpenter Instructor:

By transfer :

(i) Matric with Drawing:

(ii) Eight years experience as Artist-cum-Designer/Education Teacher, Art Master Clay Modeling Instructor and Carpenter Instructor:

(iii) Knowledge of Hindi upto Matric standard.

2. Artist-cum-Designer

(i) Matric with Drawing:

(ii) Five years Diploma/Degree in Applied Commercial Art/ Fine Arts or its equivalent with Five years experience in the line:

(iii) Knowledge of Hindi upto Matric standard;

(i) Matric with Drawing:

(ii) Five years Diploma/Degree in Applied Commercial Art/ Fine Arts or its equivalent with Five years experience in the line:

(iii) Knowledge of Hindi upto Matric standard;

3. Education Teacher

(i) M.A. (English) ;

(ii) B.Ed. with English as teaching subject;

(iii) Knowledge of Hindi upto Matric Standard.

(i) M.A. (English) ;

(ii) B.Ed. with English as teaching subject;

(iii) Knowledge of Hindi upto Matric Standard.

4.	Art Master	(i) Five years Diploma/Degree in applied Art from a Government/Recognised institute with two years experience in a reputed concern or recognised Institution; (ii) Knowledge of Hindi upto Matric Standard;	(i) Five years Diploma/Degree in applied Art from a Government/Recognised institute with two years experience in a reputed concern or recognised Institution; (ii) Knowledge of Hindi upto Matric Standard;
5.	Clay Modeling Instructor	(i) Four/Five years Diploma/Degree in sculpture Art from a recognised institute with two years experience in a reputed concern or recognised Institution; (ii) Knowledge of Hindi upto Matric Standard.	(i) Four/Five years Diploma/Degree in sculpture Art from a recognised institute with two years experience in a reputed concern or recognised Institution; (ii) Knowledge of Hindi upto Matric Standard.
6.	Carpenter Instructor	(i) National Trade Certificate in Carpenter Trade; (ii) Crafts Instructor's Training Course in Carpenter Trade; (iii) Five years practical experience including the period mentioned in the (I & ii) above from a reputed industrial concern or recognised Institution; (iv) Knowledge of Hindi upto Matric Standard	(i) National Trade Certificate in Carpenter Trade; (ii) Crafts Instructor's Training Course in Carpenter Trade; (iii) Five years practical experience including the period mentioned in the (I & ii) above from a reputed industrial concern or recognised Institution; (iv) Knowledge of Hindi upto Matric Standard

E. Vocational Education Institutes (10+2)

1.	Language Teacher (Hindi)	(i) M.A. Hindi from a recognised University or an equivalent institute ; (ii) B.Ed. with Hindi as one of the teaching subject from a recognised University or an equivalent Institute.	(i) M.A. Hindi from a recognised University or an equivalent institute ; (ii) B.Ed. with Hindi as one of the teaching subject from a recognised University or an equivalent Institute.
2.	Language Teacher (English)	(i) M.A. English from a recognised University or an	(i) M.A. English from a recognised University or an

		equivalent institute ;	equivalent institute ;
		(ii) B.Ed. with English as one of the teaching subject from a recognised University or an equivalent Institute.	(ii) B.Ed. with English as one of the teaching subject from a recognised University or an equivalent Institute.
3.	Vocational Instructor		
	(i) Motor Vehicle Body Builder Instructor (Theory)	(i) Diploma in Mechanical Engineering from State Board of Technical Education. (ii) Five years practical/teaching experience in the relevant field in a reputed industrial concern/recognised institution including the period mentioned in (i) above: (iii) Knowledge of Hindi up to Matric standard.	(iv) Diploma in Mechanical Engineering from State Board of Technical Education. (v) Five years practical/teaching experience in the relevant field in a reputed industrial concern/recognised institution including the period mentioned in (i) above: (vi) Knowledge of Hindi up to Matric standard.
	(ii) Motor Vehicle Body Builder Instructor (Practical)	(i) National Apprenticeship Certificate in Motor Vehicle Body Builder in Fitter Structural; OR National Trade Certificate in Welder Trade and Crafts Instructor Training Course in Welder Trade; (ii) Practical/teaching experience of five years including the period mentioned in (i) above in the relevant field in a reputed industrial concern/recognised institute. (iii) Knowledge of Hindi up to Matric standard.	(iv) National Apprenticeship Certificate in Motor Vehicle Body Builder in Fitter Structural; OR National Trade Certificate in Welder Trade and Crafts Instructor Training Course in Welder Trade; (ii) Practical/teaching experience of five years including the period mentioned in (i) above in the relevant field in a reputed industrial concern/recognised institute. (iii) Knowledge of Hindi up to Matric standard.
	(iii) Boiler Attendant (Theory)	(i) Diploma in Mechanical Engineering from any State Board of Technical Education.	(i) Diploma in Mechanical Engineering from any State Board of Technical Education.

	(ii) Five years practical/ teaching experience of including the period mentioned in (i) above in the relevant field in a reputed industrial concern/recognised institute.	(ii) Five years practical/teaching experience of including the period mentioned in (i) above in the relevant field in a reputed industrial concern/recognised institute.
	(iii) Knowledge of Hindi up to Matric standard	(iii) Knowledge of Hindi up to Matric standard
(iv) Boiler Attendant (Practical)	<p>i) National Apprenticeship Certificate in Boiler Attendant ;</p> <p style="text-align: center;">OR</p> <p>Senior Secondary Certification (Vocational) in Boiler Attendant Vocations;</p> <p>(ii) Boiler Attendant competency Certificate awarded by Chief Inspector of Boilers;</p> <p>(iii) Practical/teaching experience of five years from a reputed establishment or recognised institute including period mentioned in (i and ii) above;</p> <p>(iv) Knowledge of Hindi up to Matric standard.</p>	<p>i) National Apprenticeship Certificate in Boiler Attendant ;</p> <p style="text-align: center;">OR</p> <p>Senior Secondary Certification (Vocational) in Boiler Attendant Vocations;</p> <p>(ii) Boiler Attendant competency Certificate awarded by Chief Inspector of Boilers;</p> <p>(iii) Practical/teaching experience of five years from a reputed establishment or recognised institute including period mentioned in (i and ii) above;</p> <p>(iv) Knowledge of Hindi up to Matric standard.</p>
(v) Material Testing and Heat Treatment Instructor (Theory and Practical)	<p>(i) Diploma in Mechanical/ Metallurgical Engineering awarded by State Board of Technical Education;.</p> <p>(ii) Practical/teaching experience of five years including the period mentioned in (i) above in Heat Treatment/Material Testing field from an Establishment of repute / recognised institute;</p>	<p>(i) Diploma in Mechanical/ Metallurgical Engineering awarded by State Board of Technical Education;.</p> <p>(ii) Practical/teaching experience of five years including the period mentioned in (i) above in Heat Treatment/Material Testing field from an Establishment of</p>

	(iii) Knowledge of Hindi up to Matric standard.	repute / recognised institute; (iii) Knowledge of Hindi up to Matric standard.
(vi) Mechanic Textile Machinery Instructor (Theory)	(i) Diploma in Mechanical Engineering from any State Board of Technical Education;. (ii) Five years practical/ teaching experience in relevant field in Industrial Establishment of repute/recognised institute including the period mentioned in (i) above; (iii) Knowledge of Hindi up to Matric standard.	(i) Diploma in Mechanical Engineering from any State Board of Technical Education;. (ii) Five years practical/teaching experience in relevant field in Industrial Establishment of repute/recognised institute including the period mentioned in (i) above; (iii) Knowledge of Hindi up to Matric standard.
(vii) Mechanic Textile Machinery Instructor (Practical)	(i) National Apprenticeship Certificate in Mechanic Maintenance (Textile Machinery) or Millwright Maintenance Mechanic; OR National Trade Certificate in Millwright Maintenance Mechanic and Craft Instructor Training Course in Millwright Maintenance Mechanic ; (ii) Practical/teaching experience of five years including the period mentioned in (i) above in relevant field in an Establishment of repute/recognised institute. (iii) Knowledge of Hindi up to Matric standard.	(i) National Apprenticeship Certificate in Mechanic Maintenance (Textile Machinery) or Millwright Maintenance Mechanic; OR National Trade Certificate in Millwright Maintenance Mechanic and Craft Instructor Training Course in Millwright Maintenance Mechanic ; (ii) Practical/teaching experience of five years including the period mentioned in (i) above in relevant field in an Establishment of repute/recognised institute. (iii) Knowledge of Hindi up to Matric standard.
(viii) Lineman Instructor (Theory)	(i) Diploma in Electrical Engineering from any State Board	(i) Diploma in Electrical Engineering from any State

	of Technical Education;	Board of Technical Education;
	(ii) Five years practical/ teaching experience in relevant field including the period mentioned in (i) above in Industrial Establishment of repute/recognised institute ;	(ii) Five years practical/ teaching experience in relevant field including the period mentioned in (i) above in Industrial Establishment of repute/recognised institute ;
	(iii) Knowledge of Hindi up to Matric standard.	(iii) Knowledge of Hindi up to Matric standard.
(ix) Lineman Instructor (Practical)	(i) National Apprenticeship Certificate in Lineman; OR National Trade Certificate in Electrician;	(i) National Apprenticeship Certificate in Lineman; OR National Trade Certificate in Electrician;
	(ii) Five years practical/teaching experience including the period mentioned in (i) above in relevant field in an Industrial Establishment of repute/ recognised institute;	(ii) Five years practical/teaching experience including the period mentioned in (i) above in relevant field in an Industrial Establishment of repute/ recognised institute;
	(iii) Knowledge of Hindi up to Matric standard.	(iii) Knowledge of Hindi up to Matric standard.
(x) Maintenance and Repair of Electrical Domestic Appliances Instructor (Theory)	(i) Diploma in Electrical Engineering from any State Board of Technical Education ;	(i) Diploma in Electrical Engineering from any State Board of Technical Education;
	(ii) Five years practical/ teaching experience in relevant field including the period mentioned in (i) above in Industrial Establishment of repute/recognised institute ;	(ii) Five years practical/ teaching experience in relevant field including the period mentioned in (i) above in Industrial Establishment of repute/recognised institute ;
	(iii) Knowledge of Hindi up to Matric standard.	(iii) Knowledge of Hindi up to Matric standard.
(xi) Maintenance and	(i) National Apprenticeship	(i) National Apprenticeship

Repair of Electrical Domestic Appliances Instructor (Practical)	<p>Certificate in Electrician trade after passing National Trade Certificate in Electrician Trade ;</p> <p style="text-align: center;">OR</p> <p>National Trade Certificate in Electrician trade and Craft Instructor Training Course in Electrician trade ;</p> <p>(ii) Five years Practical/teaching experience in relevant field including the period mentioned in (i) above in an Industrial Establishment of repute/recognised institute;</p> <p>(iii) Knowledge of Hindi up to Matric standard.</p>	<p>Certificate in Electrician trade after passing National Trade Certificate in Electrician Trade;</p> <p style="text-align: center;">OR</p> <p>National Trade Certificate in Electrician trade and Craft Instructor Training Course in Electrician trade ;</p> <p>(ii) Five years practical/ teaching experience inn relevant field including the period mentioned in (i) above in an Industrial Establishment of repute/recognised institute;</p> <p>(iii) Knowledge of Hindi up to Matric standard.</p>
(xii) Furniture Maker and Designer Instructor (Theory & Practical)	<p>(i) National Apprenticeship Certificate in Furniture Maker and Designer.;</p> <p style="text-align: center;">OR</p> <p>National Trade Certificate in Carpenter trade and Craft Instructors Training Course in Carpenter trade;</p> <p>(ii) Five years practical/teaching experience including the period mentioned in (i) above in relevant field in Industrial Establishment of repute/ recognised institute;</p> <p>(iii) Knowledge of Hindi up to Matric standard.</p>	<p>(i) National Apprenticeship Certificate in Furniture Maker and Designer.;</p> <p style="text-align: center;">OR</p> <p>National Trade Certificate in Carpenter trade and Craft Instructors Training Course in Carpenter trade;</p> <p>(ii)Five years practical/teaching experience including the period mentioned in (i) above in relevant field in Industrial Establishment of repute/ recognised institute;</p> <p>(iii) Knowledge of Hindi up to Matric standard.</p>
(xiii) Two and Three Wheeler Repairer Instructor (Theory)	<p>(i) Diploma in Automobile Engineering from any State Board of Technical Education;</p>	<p>(i) Diploma in Automobile Engineering from any State Board of Technical Education.;</p>

<p>(ii) Practical/teaching experience five years including the period;</p> <p style="text-align: center;">OR</p> <p>Two years Diploma in Secretarial Practice and Stenography/Two years diploma in Commercial Practice and Office Management from State Board of Technical Education or an equivalent Institute;</p> <p>(iii) Five years practical/teaching experience in an Establishment of repute/recognised institute including the period mentioned in (i) above;</p> <p style="text-align: center;">OR</p> <p>B.A. with English as compulsory subject from a recognised University or an equivalent Institute and national trade certificate in Stenography English from National Council of Vocational Trades/Senior Secondary Certificate(Vocational) in Office Secretaryship/ Stenography (English) from a recognised State Board of Education/State of Board of Technical mentioned in (i) above in relevant field in an Industrial Establishment of repute/ recognised institute</p> <p>(iv) Knowledge of Hindi up to Matric standard.</p>	<p>(ii) Practical/teaching experience five years including the period;</p> <p style="text-align: center;">OR</p> <p>Two years Diploma in Secretarial Practice and Stenography/Two years diploma in Commercial Practice and Office Management from State Board of Technical Education or an equivalent Institute;</p> <p>(iii) Five years practical/teaching experience in an Establishment of repute/ recognised institute including the period mentioned in (i) above;</p> <p style="text-align: center;">OR</p> <p>B.A. with English as compulsory subject from a recognised University or an equivalent Institute and national trade certificate in Stenography English from National Council of Vocational Trades/Senior Secondary Certificate (Vocational) in Office Secretaryship/ Stenography (English) from a recognised State Board of Education/State of Board of Technical mentioned in (i) above in relevant field in an Industrial Establishment of repute/recognised institute</p> <p>(iv) Knowledge of Hindi up to Matric standard.</p>
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(xiv) Two and Three	(i) National Trade Certificate in	(i) National Trade Certificate in
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Wheeler Repairer Instructor (Practical)	<p>Mechanical (Motor Vehicles) and Craft Instructors Training Course in Mechanical (Motor Vehicles);</p> <p>(ii) Five years practical/teaching experience including the period mentioned in (i) above in relevant field in an Industrial Establishment of repute/recognised institute;</p> <p>(iii) Knowledge of Hindi up to Matric standard.</p>	<p>Mechanical (Motor Vehicles) and Craft Instructors Training Course in Mechanical (Motor Vehicles);</p> <p>(ii) Five years practical/teaching experience including the period mentioned in (i) above in relevant field in an Industrial Establishment of repute/recognised institute;</p> <p>(iii) Knowledge of Hindi up to Matric standard.</p>
xv) Marketing and Salesmanship Instructor (Theory and Practical)	<p>(i) M. Com. from a recognised University or an equivalent institute;</p> <p>(ii) Knowledge of Hindi up to Matric standard.</p>	<p>(ii) M. Com. from a recognised University or an equivalent institute;</p> <p>(ii) Knowledge of Hindi up to Matric standard.</p>
xvi) Receptionist Instructor	<p>(i) B.A. from any University or recognised institute;</p> <p>(ii) Diploma in Hotel Management, Catering and Nutrition from Catering Institute, Panipat or any other equivalent institute;</p> <p>(iii) Knowledge of Hindi up to Matric standard.</p>	<p>(i) B.A. from any University or recognised institute;</p> <p>(ii) Diploma in Hotel Management, Catering and Nutrition from Catering Institute, Panipat or any other recognised institute;</p> <p>(iii) Knowledge of Hindi up to Matric standard.</p>
(xvii) Office Secretaryship Stenography (English)	<p>(i) Three year diploma in Commercial Practice and Data Processing from State Board of Technical Education or an equivalent institute;</p> <p>(ii) Education/recognised University or an equivalent institute;</p> <p>(iii) Knowledge of Hindi up to Matric standard.</p>	<p>(i) Three year diploma in Commercial Practice and Data Processing from State Board of Technical Education or an equivalent institute;</p> <p>(ii) Education/recognised University or an equivalent institute;</p> <p>(iii) Knowledge of Hindi up to Matric standard.</p>

(Amended Notification No. G.S.R. 21/Const./GA309/2001 dated 28th September 2001)

(i) Three years Diploma in Commercial Practice and Data Processing from State Board of Technical Education or an equivalent institute;

OR

Two years Diploma in Secretarial Practice and Stenography/ Commercial Practice and Office Management/Commercial Practice and Stenography from State Board of Technical Education;

OR

B.A. with English as Compulsory subject from a recognised University or an equivalent institute and National trade certificate in Stenography (English from National Council of Vocational Training/Diploma Course in Commercial Practice and Stenography/Secretarial Practice /Senior Secondary Certificate (Vocational) in Office Secretaryship/Stenography (English) from a recognised State Board of Education/State of Board of Technical Education/recognised University an equivalent institute;

(ii) Five years practical/teaching experience in an establishment of repute/recognised Institute including the period mentioned in (ii) above;

(Amended Notification No. G.S.R. 21/Const./GA309/2001 dated 28th September 2001)

(i) Three years Diploma in Commercial Practice and Data Processing from State Board of Technical Education or an equivalent institute;

OR

Two years Diploma in Secretarial Practice and Stenography/ Commercial Practice and Office Management/Commercial Practice and Stenography from State Board of Technical Education;

OR

B.A. with English as Compulsory subject from a recognised University or an equivalent institute and National trade certificate in Stenography (English from National Council of Vocational Training/Diploma Course in Commercial Practice and Stenography/Secretarial Practice /Senior Secondary Certificate (Vocational) in Office Secretaryship/Stenography (English) from a recognised State Board of Education/State of Board of Technical Education/recognised University an equivalent institute;

(ii) Five years practical/teaching experience in an establishment of repute/recognised Institute

		including the period mentioned in (ii) above;
(xviii) Office Secretaryship Stenography (Hindi)	<p>(i) B.A. with Hindi as one of compulsory subject from a recognised University or an equivalent institute;</p> <p>(ii) Diploma in Office Management and Secretarial Training/Diploma Course in Secretarial Practice (Hindi) from recognised University or an equivalent institute or State of Board of Technical Education;</p> <p style="text-align: center;">OR</p> <p>National trade certificate in Stenography (Hindi) from National Council of Vocational Trades or Senior Secondary Certificate (Vocational) in Office Secretaryship/Stenography (Hindi) from a recognised State Board of Education/State of Board of Technical Education/recognised University an equivalent institute;</p> <p>(iii) Knowledge of Hindi up to Matric standard.</p>	<p>(i) B.A. with Hindi as one of compulsory subject from a recognised University or an equivalent institute;</p> <p>(ii) Diploma in Office Management and Secretarial Training/Diploma Course in Secretarial Practice (Hindi) from recognised University or an equivalent institute or State of Board of Technical Education;</p> <p style="text-align: center;">OR</p> <p>National trade certificate in Stenography (Hindi) from National Council of Vocational Trades or Senior Secondary Certificate (Vocational) in Office Secretaryship/Stenography (Hindi) from a recognised State Board of Education/State of Board of Technical Education/recognised University an equivalent institute;</p> <p>(iii) Knowledge of Hindi up to Matric standard.</p>
(xix) Commercial Garments Designing and Making Instructor (Theory and Practical)	<p>(i) Matriculation/Senior Secondary/Xth pass under 10+2 Scheme:</p> <p>ii) National Trade Certificate in Cutting and Tailoring and Dress Making and Teachers Training Certificate in Dress Making or Cutting Tailoring from a recognised Institute;</p> <p>(iii) Five years practical/teaching</p>	<p>(i) Matriculation/Senior Secondary/Xth pass under 10+2 Scheme:</p> <p>ii) National Trade Certificate in Cutting and Tailoring and Dress Making and Teachers Training Certificate in Dress Making or Cutting Tailoring from a recognised Institute;</p> <p>(iii) Five years practical/teaching</p>

experience including the period mentioned in (ii) above from a reputed Industrial concern or recognised Institute;

OR

B.Sc. (Home Science) with clothing and Textile as one of the subject from a recognised University or an equivalent Institute;

OR

Three years Diploma in Costume Design and Dress Making/ Garments Technology/ Fashion Design from an institute recognised by All India Council of Technical Education;

(iv) Knowledge of Hindi up to Matric standard.

(Amended Notification No. G.S.R. 21/Const./GA309/2001 dated 28th September 2001)

(ii) National Trade Certificate in,
(a) Cutting and Tailoring ; and
(b) Dress Making or Embroidery,

And

Teachers' Training Certificate in Cutting and Tailoring or Dress Making from a recognized Institute.

(Amended Notification No. G.S.R. 18/Const./Art 309/2002 dated 30th September 2002)

OR

Senior Secondary (Vocational) Certificate in Commercial

experience including the period mentioned in (ii) above from a reputed Industrial concern or recognised Institute;

OR

B.Sc. (Home Science) with clothing and Textile as one of the subject from a recognised University or an equivalent Institute;

OR

Three years Diploma in Costume Design and Dress Making/ Garments Technology/Fashion Design from an institute recognised by All India Council of Technical Education;

(iv) Knowledge of Hindi up to Matric standard.

(Amended Notification No. G.S.R. 21/Const./GA309/2001 dated 28th September 2001)

(ii) National Trade Certificate in,
(a) Cutting and Tailoring ; and
(b) Dress Making or Embroidery,

And

Teachers' Training Certificate in Cutting and Tailoring or Dress Making from a recognized Institute.

(Amended Notification No. G.S.R. 18/Const./Art 309/2002 dated 30th September 2002)

OR

Senior Secondary (Vocational) Certificate in Commercial

	Garments Designing and Making Vocation/Designer and Master Cutter Vocation, Teachers' Training Certificate in Cutting and Tailoring from a recognized institute and five years practical/teaching experience including the period mentioned above, in a reputed industrial concern or recognized institute.	Garments Designing and Making Vocation/Designer and Master Cutter Vocation, Teachers' Training Certificate in Cutting and Tailoring from a recognized institute and five years practical/teaching experience including the period mentioned above, in a reputed industrial concern or recognized institute.
(xx) Bakery and Confectionery Instructor (Theory and Practical)	(i) Diploma in Hotel Management and Nutrition from State Technical Education Board or other equivalent recognized institute; (ii) Knowledge of Hindi up to Matric standard.	(i) Diploma in Hotel Management and Nutrition from State Technical Education Board or other equivalent recognized institute; (ii) Knowledge of Hindi up to Matric standard.
(xxi) Crop Cultivation Production Instructor (Theory and Practical)	(i) M.Sc. (Agriculture) from a recognised University or an equivalent institute; (ii) Knowledge of Hindi up to Matric standard.	(i) M.Sc. (Agriculture) from a recognised University or an equivalent institute; (ii) Knowledge of Hindi up to Matric standard
(xxii) Banking Instructor (Theory and Practical)	(i) M.Com. from a recognised University or an equivalent institute;	M.Com. from a recognised University or an equivalent institute;
	OR	OR
	B.Com. and Intermediate Course in Chartered Accountancy from Institute of Chartered Accountants of India;	B.Com. and Intermediate Course in Chartered Accountancy from Institute of Chartered Accountants of India;
	(ii) Knowledge of Hindi up to Matric standard.	(ii) Knowledge of Hindi up to Matric standard.
(xxiii) Accountancy & Auditing Instructor (Theory and Practical)	(ii) M.Com. from a recognised University or an equivalent institute;	(i) M.Com. from a recognised University or an equivalent institute;
	OR	OR
	B.Com. and Intermediate Course in	B.Com. and Intermediate Course

	Chartered Accountancy from Institute of Chartered Accountants of India;	in Chartered Accountancy from Institute of Chartered Accountants of India;
	(ii) Knowledge of Hindi up to Matric standard.	(ii) Knowledge of Hindi up to Matric standard.
(xxiv) Library and Information Science Instructor	(i) Masters Degree in Library and Information Science from a recognised University or an equivalent Institute;	(i) Masters Degree in Library and Information Science from a recognised University or an equivalent Institute;
	OR	OR
	One year diploma in Library and Information Science after graduation from a recognised University or an equivalent institute;	One year diploma in Library and Information Science after graduation from a recognised University or an equivalent institute;
	OR	OR
	Diploma in Library and Computerised Information Sciences from State Board of Technical Education or an equivalent Institute and Five years teaching/practical experience including the training period from a reputed industrial establishment or recognised institute;	Diploma in Library and Computerised Information Sciences from State Board of Technical Education or an equivalent Institute and Five years teaching/practical experience including the training period from a reputed industrial establishment or recognised institute;
	(ii) Knowledge of Hindi up to Matric standard.	(ii) Knowledge of Hindi up to Matric standard.
(xxv) Insurance Instructor	(i) M.Com./Post-graduate diploma in Business Management with insurance as one of the subject/paper from a recognised University or an equivalent institute;	(i)M.Com./Post-graduate diploma in Business Management with insurance as one of the subject/paper from a recognised University or an equivalent institute;
	(ii) Knowledge of Hindi up to Matric standard.	(ii) Knowledge of Hindi up to Matric standard.
(xxvi) Floriculture	(i) M.Sc. (Horticulure) from a	(i) M.Sc. (Horticulure) from a

Instructor	recognised University or recognised institute;	recognised University or recognised institute;
	(ii) Knowledge of Hindi up to Matric standard.	(ii) Knowledge of Hindi up to Matric standard.
(xxvii) Visual Arts Instructor (Pottery and Ceramics)	(i) Bachelor Degree in Fine Arts with specialization in Applied Art/Pottery and Ceramics/ Sculpture from a recognised University or recognised institute with five years practical experience including training period in reputed establishment;	(i) Bachelor Degree in Fine Arts with specialization in Applied Art/Pottery and Ceramics/ Sculpture from a recognised University or recognised institute with five years practical experience including training period in reputed establishment;
	OR	OR
	Four or five years Diploma or degree in Commercial Sculpture from a recognized University or an equivalent institute;	Four or five years Diploma or degree in Commercial Sculpture from a recognized University or an equivalent institute;
	OR	OR
	Diploma in Ceramics Engineering from State Board of Technical Education or an equivalent institute with five years practical experience including training period in a reputed establishment;	Diploma in Ceramics Engineering from State Board of Technical Education or an equivalent institute with five years practical experience including training period in a reputed establishment;
	(ii) Knowledge of Hindi up to Matric standard.	(ii) Knowledge of Hindi up to Matric standard.
(xxviii) Interior Design Instructor	(i) Two years Diploma in Interior Design/Decoration from a recognized University/ State Board of Technical Education/ an equivalent institute ;	(i)Two years Diploma in Interior Design/Decoration from a recognized University/ State Board of Technical Education/ an equivalent institute ;
	(ii) Five years practical experience /teaching experience in relevant field including the period mentioned in (i) above from a	(ii) Five years practical experience/teaching experience in relevant field including the period mentioned in (i) above

	reputed concern/recognised institute;	from a reputed concern/recognised institute;
	(iii) Knowledge of Hindi up to Matric standard.	(iii) Knowledge of Hindi up to Matric standard.
(xxix) Scientific Instruments Instructor	<p>(i) Diploma in Instrument Technology from Indo-Swiss Training Centre in Central Scientific Instrument Organisation, Chandigarh;</p> <p style="text-align: center;">OR</p> <p>Diploma in Mechanical Engineering (Surgical Instruments Technology/Instruments Technology) from a State Board of Technical Education or an equivalent institute;</p> <p style="text-align: center;">OR</p> <p>(ii) National Trade Certificate in Instrument Mechanic and Craft Instructors Training Course in Instrument Mechanic with five years practical/teaching experience including the training period in relevant field in a reputed concern/recognised Institute;</p> <p>(iii) Knowledge of Hindi upto Matric standard</p>	<p>(i) Diploma in Instrument Technology from Indo-Swiss Training Centre in Central Scientific Instrument Organisation, Chandigarh;</p> <p style="text-align: center;">OR</p> <p>Diploma in Mechanical Engineering (Surgical Instruments Technology/ Instruments Technology) from a State Board of Technical Education or an equivalent institute;</p> <p style="text-align: center;">OR</p> <p>(ii) National Trade Certificate in Instrument Mechanic and Craft Instructors Training Course in Instrument Mechanic with five years practical/teaching experience including the training period in relevant field in a reputed concern/recognised Institute;</p> <p>(iii) Knowledge of Hindi upto Matric standard</p>
(xxx) Food Preservation Instructor	<p>(i) M.Sc. (Home Science) with Food and Nutrition as a Specialization from a recognised University or an equivalent institute;</p> <p>(ii) Knowledge of Hindi up to Matric standard.</p>	<p>(i) M.Sc. (Home Science) with Food and Nutrition as a Specialization from a recognised University or an equivalent institute;</p> <p>(ii) Knowledge of Hindi up to Matric standard.</p>

(xxxix) Repair and Maintenance of Power Driven Farm Machinery Instructor (Theory)	<p>(i) Diploma in Agriculture Engineering from any State Board of Technical Education or an equivalent institute;</p> <p>(ii) Five years practical/teaching experience including the training period in relevant field in a reputed concern/recognised institute;</p> <p>(iii) Knowledge of Hindi up to Matric standard.</p>	<p>(i) Diploma in Agriculture Engineering from any State Board of Technical Education or an equivalent institute;</p> <p>(ii) Five years practical/teaching experience including the training period in relevant field in a reputed concern/ recognised institute;</p> <p>(iii) Knowledge of Hindi up to Matric standard.</p>
(xxxii) Repair and Maintenance of Power Driven Farm Machinery Instructor (Practical)	<p>(i) National Trade Certificate in Farm Mechanic and Craft Instructor Training Course in Farm Mechanic;</p> <p>(ii) Five years practical/teaching experience including the training period in relevant field in a reputed concern/recognised;</p> <p>(iii) Knowledge of Hindi up to Matric standard.</p>	<p>(i) National Trade Certificate in Farm Mechanic and Craft Instructor Training Course in Farm Mechanic;</p> <p>(ii) Five years practical /teaching experience including the training period in relevant field in a reputed concern/ recognised;</p> <p>(iii) Knowledge of Hindi up to Matric standard.</p>
(xxxiii) Electronics Technology (Practical and Theory)	<p>(i) Diploma in Electronics and Communication Engineering from State Board of Technical Education;</p> <p>(ii) Five years practical/teaching experience including the period mentioned in (i) above from a reputed concern or an recognised institute;</p> <p>(iii) Knowledge of Hindi up to Matric standard.</p>	<p>(i) Diploma in Electronics and Communication Engineering from State Board of Technical Education; .</p> <p>(ii) Five years practical/ teaching experience including the period mentioned in (i) above from a reputed concern or an recognised institute;</p> <p>(iii) Knowledge of Hindi up to Matric standard.</p>
(xxxiv) Textile	(i) Diploma in Textile Design	(i) Diploma in Textile Design

Design (Practical and Theory)	<p>from State Board of Technical Education or an equivalent institute;</p> <p>(ii) Five years practical/teaching experience including the training period in from a reputed concern/recognized institute;</p> <p>(iii) Knowledge of Hindi up to Matric standard.</p>	<p>from State Board of Technical Education or an equivalent institute;</p> <p>(ii) Five years practical/teaching experience including the training period in from a reputed concern/recognized institute;</p> <p>(iii) Knowledge of Hindi up to Matric standard.</p>
(xxxv) Computer Techniques	<p>(i) Diploma in Computer Application from State Board of Technical Education or an equivalent institute and five years practical experience from a reputed industrial concern or an recognised institute including the training period;</p> <p style="text-align: center;">OR</p> <p>Post Diploma in Computer Application from State Board of Technical Education;</p> <p>(ii) Knowledge of Hindi up to Matric standard.</p>	<p>(i) Diploma in Computer Application from State Board of Technical Education or an equivalent institute and five years practical experience from a reputed industrial concern or an recognised institute including the training period;</p> <p style="text-align: center;">OR</p> <p>Post Diploma in Computer Application from State Board of Technical Education;</p> <p>(ii) Knowledge of Hindi up to Matric standard.</p>
(xxxvi) Health Care and Beauty Culture (Theory and Practical)	<p>(i) National Trade Certificate in Hair and Skin Care;</p> <p>(ii) Teachers Training Course in Hair & Skin Care from State Council of Vocational Training/State Industrial Training Department;</p> <p>(iii) Five years practical/teaching experience including the period mentioned in (i) and (ii) above from a reputed concern or</p>	<p>(i) National Trade Certificate in Hair and Skin Care;</p> <p>(ii) Teachers Training Course in Hair & Skin Care from State Council of Vocational Training/State Industrial Training Department;</p> <p>(iii) Five years practical/teaching experience including the period mentioned in (i) and (ii) above from a reputed concern or</p>

		recognised institute;	recognised institute;
		(iv) Knowledge of Hindi up to Matric standard.	(iv) Knowledge of Hindi up to Matric standard.
	(xxxvii) Fashion Design and Apparel Creation (Theory and Practical)	(i) Diploma in Fashion Design/Dress Designing from an Institution recognized by All India Council Of Technical Education (A.I.C.E.T.E); (ii) Five years practical/teaching experience including the period mentioned in (i) above from a reputed concern or recognised institute; (iii) Knowledge of Hindi up to Matric standard.	(i) Diploma in Fashion Design/Dress Designing from an Institution recognized by All India Council Of Technical Education (A.I.C.E.T.E); (ii) Five years practical/teaching experience including the period mentioned in (i) above from a reputed concern or recognised institute; (iii) Knowledge of Hindi up to Matric standard.
	(xxxviii) Pre-School and Creche Management	(i) B.Sc. Home Science of B.A. with Child and Education Psychology with one of the subject from a recognised University or equivalent institute; (ii) Three years experience in Creche/Balwari managed by Government undertaking; (iii) Knowledge of Hindi up to Matric standard.	(i) B.Sc. Home Science of B.A. with Child and Education Psychology with one of the subject from a recognised University or equivalent institute; (ii) Three years experience in Creche/Balwari managed by Government undertaking; (iii) Knowledge of Hindi up to Matric standard.
4	General Foundation Course Instructor	(i) Post Graduate Degree in Economics/Agriculture Economics/Extension Service/Environment Science/Commerce from a recognised University or an equivalent institute; (ii) Knowledge of Hindi up to Matric standard.	(i) Post Graduate Degree in Economics/Agriculture Economics/Extension Service/Environment Science/Commerce from a recognised University or an equivalent institute; (ii) Knowledge of Hindi up to Matric standard.

Government Foot Wear Institute, Rewari

1. Principal (i) Diploma in Foot Wear **By promotion—**

		Technology from State Technical Education Board or an equivalent / recognized Institute ;	Three years experience as Designer (Leather) ;
		(ii) Five years teaching/ Administrative experience in a reputed establishment or recognised institute ;	By transfer- - (i) Three years experience as Designer (Leather) ; (ii) Knowledge of Hindi upto Matric Standard.
2.	Designer	(iii) Knowledge of Hindi upto Matric Standard. (i)Diploma in Foot Wear Technology from State Technical Education Board or an equivalent/Recognised Institute;	By promotion— Five years regular service as Instructor (Foot Wear) By transfer –
		(ii) Eight years teaching/practical experience including the period mentioned in (i) above from a reputed concern/recognised Institute;	(i) Five years experience as Instructor (Foot Wear) ; (ii) Knowledge of Hindi up to Matric Standard.
		(iii) Knowledge of Hindi upto Matric Standard.	
3.	Instructor (Foot Wear)	(i) Diploma in Foot Wear Technology from State Technical Education Board or an equivalent/recognised Institute ;	(i) Diploma in Foot Wear Technology from State Technical Education Board or an equivalent/recognised Institute ;
		(ii) Five Years teaching/ practical experience including the period mentioned in (i) from a reputed concern or recognised Institution ;	(ii) Five Years teaching/ practical experience including the period mentioned in (i) from a reputed concern or recognised Institution ;
		(iii) Knowledge of Hindi upto Matric Standard.	(iii) Knowledge of Hindi upto Matric Standard.
4.	Mechanic	-----	By promotion Two years experience as skilled worker. By transfer— (i) Two years experience as

			Skilled worker;
			(ii) Knowledge of Hindi up to Matric standard.
5.	Skilled Worker	(i) Three years Practical experience in repair of leather Machinery in a reputed concern;	(i) Three years Practical experience in repair of leather Machinery in a reputed concern;
		(ii) Knowledge of Hindi upto Matric Standard.	(ii) Knowledge of Hindi upto Matric Standard.
		(iii) Three years practical experience in repair of leather Machinery in a reputed concern;	(i) Three years practical experience in repair of leather Machinery in a reputed concern;
			(ii) Knowledge of Hindi upto Matric Standard
6.	Drawing Master	(i) Matriculation with Drawing;	(i) Matriculation with Drawing;
		(ii) Four/Five years Diploma/ Degree in Commercial Art from a Government/Recognised institute with two years experience in a reputed establishment/institution;	(ii) Four/Five years Diploma/ Degree in Commercial Art from a Government/ Recognised institute with two years experience in a reputed establishment/institution;
		(iii) Knowledge of Hindi upto Matric Standard.	(iii) Knowledge of Hindi upto Matric Standard.
		OR	OR
		(i) Matriculation with Drawing;	(i) Matriculation with Drawing;
		(ii) Diploma from Art School, Rohtak with Five years teaching/practical experience in drawing in a reputed establishment/institution;	(ii) Diploma from Art School, Rohtak with Five years teaching/practical experience in drawing in a reputed establishment/institution;
		(iii) Knowledge of Hindi upto Matric Standard.	(iii) Knowledge of Hindi upto Matric Standard.

HARYANA GOVT. GAZ., MARCH 31, 1998
(CHTR 10, 1920 SAKA)

APPENDIX-C
[See **Rule 14 (1)**]

Sr. No.	Designation of posts	Appointing Authority	Nature of penalty	Authority empowered to impose penalty	Appellate Authority	Second and final Appellate Authority, if any
1	2	3	4	5	6	7
MINOR PENALTIES						
1	Deputy Superintendent	Director	(i) Warning with a copy on the personal file (Character Roll); (ii) Censure; (iii) With holding of promotion ; (iv) recovery from pay of the whole of 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 a body of individuals whether incorporated or not which is wholly or substantially owned or controlled by the Government or to a local authority set up by an Act or Parliament or of the legislature of a State ; and (v) Withholding of increments of pay without	Director	Government	Government
2	Statistical Assistant					
3	Research Assistant					
4	Assistant/Assistant-cum-Accountant					
5	Store-Keeper					
6	Librarian					
7	Senior Scale Stenographer					
8	Junior Scale Stenographer					
9	Accountant					
10	Steno –typist					
11	Clerks/Assistant-Store-Keeper/ Hostel Clerk/Clerk-cum-Store-Keeper					
INDUSTRIAL TRAINING INSTITUTES AND INDUSTRIAL TRAINING INSTITUTE (WOMEN)						
1	Group Instructor					
2	Apprenticeship Supervisors					
3	Mill Wright Instructors Instructor					
4	Instructor					

5	Language Teacher (Hindi)	cumulative effect ;
6	Language Teacher (English)	MAJOR PENALTIES
7	Hostel Superintendent/ Physical Training Instructor (Grade-A)	(vi) With holding of increment of pay with cumulative effect ;
8	Hostel Superintendent /Physical Training Instructor (Grade-B)/Lady Physical Training Instructor	(vii)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 increment of pay during the period or 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 ;
INDUSTRIAL TRAINING INSTITUTE (WOMEN WING)		
1	Principal	
2	Headmistress/Technical Mistress/Crafts Instructress	
3	Technician-cum-Designer	
4	Cutter and Designer	
5	Drawing Master/Junior Mistress	(vii) reduction in a lower scale of pay, grade, post or service which shall ordinarily be 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
ATRS SCHOOL, ROHTAK		
1	Headmaster	
2	Artist-cum-Designer/ Education Teacher/Art Master/Clay Modeling Instructor and Computer Instructor	
VOCATIONAL EDUCATION INSTITUTES		
1	Language Teacher(Hindi)	
2	Language Teacher(English)	
3	Vocational Instructors	

4	General Foundation Course Instructor	service ; (v) compulsory retirement ; (ix) removal from service which shall not be a disqualification for further employment under the Government;
	GOVERNMENT FOOT WEAR INSTITUTE, REWARI	
1	Principal	
2	Designer	(x) dismissal from Service which shall ordinarily be a disqualification for further employment under the Government;
3	Instructor (Foot Wear) Mechanic	
4	Skilled Workers	
5	Drawing Master	

HARYANA GOVT. GAZ., MARCH 31, 1998
(CHTR 10, 1920 SAKA)

ANNEXURE-D
[See **Rule 14(2)**]

Sr. No.	Designation of posts	Nature of order	Authority empowered To make the order	Appellate Authority
1	2	3	4	5
	FIELD STAFF (COMMON CARDRE)	(i) reducing or with holding the amount of ordinary/Additional pension admissible under the rules governing pension ;	Director	Government
1	Deputy Superintendent			
2	Statistical Assistant	(ii) termination the appointment of a member otherwise than on his attaining the age fixed for Superannuation.		
3	Research Assistant			
4	Assistant/Assistant-cum-Accountant			
5	Store-Keeper			
6	Librarian			
7	Senior Scale Stenographer			
8	Junior Scale Stenographer			
9	Accountant			
10	Steno –typist			
11	Clerks/Assistant-Store-Keeper/ Hostel Clerk/Clerk-cum-Store-Keeper			
	INDUSTRIAL TRAINING INSTITUTES AND INDUSTRIAL TRAINING INSTITUTE (WOMEN)			
1	Group Instructor			
2	Apprenticeship Supervisors			
3	Mill Wright Instructors			
4	Instructor			
5	Language Teacher (Hindi)			
6	Language Teacher (English)			

7 Hostel Superintendent
Physical Training Instructor
(Grade-A)

8 Hostel Superintendent
/Physical Training Instructor
(Grade-B)/Lady Physical
Training Instructor

INDUSTRIAL TRAINING
INSTITUTE (WOMEN
WING)

Principal
1
Headmistress/Technical
2 Mistress/Crafts Instructress
Technician-cum-Designer
3
Cutter and Designer
4
Drawing Master/Junior
5 Mistress

ATRS SCHOOL, ROHTAK

Headmaster
1
Artist-cum-Designer/
2 Education Teacher/Art
Master/Clay Modeling
Instructor and Computer
Instructor

VOCATIONAL
EDUCATION INSTITUTES

Language Teacher (Hindi)
1
Language Teacher (English)
2
Vocational Instructors
3
General Foundation
4 Course Instructor

GOVERNMENT FOOT
WEAR INSTITUTE,
REWARI

1 Principal
2 Designer

-
- 3 Instructor (Foot Wear)
Mechanic
 - 4 Skilled Workers
 - 5 Drawing Master

T.D. JOGPAL,
Financial Commissioner and Secretary to Government, Haryana,
Industrial Training and Vocational Education Department.