

HARYANA GOVT. GAZ., MARCH 24,1998
(CHTR 3, 1920 SAKA)

[Authorized English Translation]

HARYANA GOVERNMENT

INDUSTRIAL TRAINING AND VOCATIONAL EDUCATION DEPARTMENT

Notification

The 6th February, 1998

No. GSR 20/Const./Amd./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 for regulating the recruitment and conditions of service of persons appointed to the Haryana Industrial Training and Vocational Education Department, Headquarters (Group C) Service, namely:-

PART-I GENERAL

1. (1) These rules may be called the Haryana Industrial Training and Vocational Education Department, Headquarter (Group C) Service Rules, 1998.	Short title and commencement.
(2) They shall come into force from the date of their publication in the official Gazette.	
2. In these rules, unless the context otherwise requires,-	Definitions.
(a) "Commission" means the Staff Selection Commission Haryana.	
(b) "direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government;	
(c) "Director" means the Director 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) "recognized university" means,-	
(i) any university incorporated by law in India; or	
(ii) in the case of a degree, diploma, or certificate obtained as a result of an examination held before the 15 th August, 1947, the Punjab, Sind or Dacca University; or	

<p>Number and Character of posts.</p> <p>Nationality, domicile and character of candidates appointed to Service.</p>	<p>(iii) any other university which is declared by the Government to be a recognized university for the purpose of these rules;</p> <p>(g) “Service” means Haryana Industrial Training and Vocational Education Department, Headquarter (Group C) Service.</p> <p style="text-align: center;">PART-II RECRUITMENT TO SERVICE</p> <p>3. The service shall comprise the posts shown in Appendix A to these rules:</p> <p style="padding-left: 40px;">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 create new posts with different designations and scales of pay, either permanently or temporarily.</p> <p>4. (1) No person shall be appointed to any post in the Services, unless he is,-</p> <ul style="list-style-type: none">(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 India origin who had 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: <p style="padding-left: 40px;">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.</p> <p>(2) A person in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Commission or any other recruiting authority, by the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.</p> <p>(3) No person shall be appointed to any post in the Service by direct recruitment, unless he produces a certificate of character from the Principal Academic Officer of the University, College, School or institution last attended, if any, and similar certificate from two other responsible persons, not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.</p> <p>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:</p> <p style="padding-left: 40px;">Provided that in the case of candidate belonging to Scheduled Castes, Scheduled Tribes, Backward Classes and other Backward Classes, and</p>
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HARYANA GOVT. GAZ., MARCH 24, 1998
(CHTR 3, 1920 SAKA)

<p>Ex-Servicemen, the upper age limit shall be such as may be fixed by the Government from time to time.</p>	
<p>6. Appointment to the posts in the Service shall be made by the Director. 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:</p>	<p>Appointing Authority.</p>
<p>Provided that in the case of appointment by direct recruitment the qualifications regarding experience shall be relaxable 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-Serviceman and Physically Handicapped categories, possessing the requisite experience, are not available to fill up vacancies reserved for them after recordings reason for so doing in writing.</p>	<p>Qualification</p>
<p>8. No person.- (a) who has entered into or contracted a marriage with a person having a spouse living; or (b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the Service: Provided that the Government may, if satisfied, that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.</p>	<p>Disqualifications.</p>
<p>9. (1) Recruitment to the Service shall be made,-</p>	
<p>(A) MINISTERIAL/TECHNICAL STAFF AT THE HEADQUARTER (a) in the case of Section Officer, by deputation from Finance Department of the State Government; (b) in the case of Personal Assistant.- (i) by promotion from amongst the Senior-Scale Stenographers; 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 Deputy Superintendent,- (i) by promotion from amongst the Apprenticeship Supervisors (Non-Technical), Research Assistant, Legal Assistant, Personal Assistant and Assistant;</p>	<p>Method of recruitment.</p>

HARYANA GOVT. GAZ., MARCH 24,1998
(CHTR 3, 1920 SAKA)

- (ii) by transfer or deputation of any official already in the services of any State Government or Government of India ;
- (d) in the case of Technical Assistant (Senior)-
 - (i) by promotion from amongst Technical Assistant (Junior); 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 Apprenticeship Supervisors (Non-Tecnicical) ,-
 - (i) by Promotion from amongst the Assistants, Junior Auditors or Senior-Scale Stenographers; 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 Research Assistant,-
 - (i) by promotion from amongst the Assistants, Junior Auditors and Senior Scale Stenographers; or
 - (ii) by transfer of deputation of an official already in the service of any State Government or Government of India ;
- (g) in the case of Legal Assistant,-
 - (i) by promotion from amongst the Assistants, Junior Auditors and Senior Scale Stenographers; or
 - (ii) by transfer of deputation of an official already in the service of any State Government or Government of India ;
- (h) in the case of Assistant,-
 - (i) by promotion from amongst the Clerks, and Junior Scale Stenographers; or Steno typist; or
 - (ii) by transfer of deputation of an official already in the service of any State Government or Government of India ;
- (i) in the case of Junior Auditors,-
 - (i) by promotion from amongst the Clerks, and Junior Scale Stenographers; or Steno typist; or
 - (ii) by transfer of deputation of an official already in the service of any State Government or Government of India ;
- (j) in the case of Senior Scale Stenographers,-
 - (i) by promotion from amongst Junior Scale Stenographers; or
 - (ii) by transfer of deputation of an official already in the service of any State Government or Government of India ;

HARYANA GOVT. GAZ., MARCH 24,1998
(CHTR 3, 1920 SAKA)

- (k) in the case of Technical Assistant (Junior),-
 - (i) by direct recruitment ; or
 - (ii) by transfer of deputation of an official already in the service of any State Government or Government of India ;
- (l) in the case of Librarian,-
 - (i) by direct recruitment ; or
 - (ii) by transfer of deputation of an official already in the service of any State Government or Government of India ;
- (m) in the case of Driver,-
 - (i) by direct recruitment ; or
 - (ii) by transfer of deputation of an official already in the service of any State Government or Government of India ;
- (n) in the case of Junior Scale Stenographers,-
 - (i) by promotion from amongst Steno- Typist ; or
 - (ii) by transfer of deputation of an official already in the service of any State Government or Government of India ;
- (o) in the case of Steno- Typist,-
 - (i) 25% by promotion from amongst the Clerks on the basis of qualifying test conducted by department; and
 - (ii) 75% by direct recruitment ; or
 - (iii) by transfer of deputation of an official already in the service of any State Government or Government of India ;
- (p) in the case of Clerks,-
 - (i) 20% by promotion from amongst Restorer, machine man, Jamadar /Daftari, Cinema Project Attendant, Peon, Sweeper/ Sweeper-cum-Chowkidar, Chowkidar/ Chowkidar-cum Water Carrier;
 - (ii) 80% by direct recruitment; or
 - (iii) by transfer of deputation of an official already in the service of any State Government or Government of India ;

HARYANA GOVT. GAZ., MARCH 24,1998
(CHTR 3, 1920 SAKA)

- (q) in the case of Cinema Operator,-
- (i) by direct recruitment ; or
 - (ii) by transfer of deputation of an official already in the service of any State Government or Government of India ;
- (r) in the case of Restorer,-
- (i) by promotion from the machine man, Jamadar /Daftari, Cinema Project Attendant, Peon, Sweeper, Sweeper-cum-Chowkidar, Chowkidar/ Chowkidar-cum Water Carrier; or
 - (ii) by transfer of deputation of an official already in the service of any State Government or Government of India ;
- (s) in the case of Machine man-
- (i) by promotion from amongst Jamadar /Daftari, Cinema Project Attendant, Peon, Sweeper/ Sweeper-cum-Chowkidar, Chowkidar/ Chowkidar-cum Water Carrier; or
 - (ii) by transfer of deputation of an official already in the service of any State Government or Government of India ;
- (2) All Promotions, unless otherwise provide, shall be made on seniority-cum Merit basis and seniority alone shall not confer any right to such promotions.

Probation.	<p>10. (1) Persons appointed to any post in the service shall remain on probation, for a minimum period for two years, if appointed by direct recruitment, and one year, if appointed other wise.</p> <p>Provide that,-</p> <ul style="list-style-type: none">(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.
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HARYANA GOVT. GAZ., MARCH 24,1998
(CHTR 3, 1920 SAKA)

- (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.
 - (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 him 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.

<p>11. Seniority, inter se of members of the Service shall be determined by the length of continuous service on any post in the service:</p> <p>Provide that where there are different carders in the Service, the seniority shall be determined separately for each cadre:</p> <p>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:</p> <p>Provided further that in the case of two or more members appointed in the same date, their seniority shall be determined as follows :-</p> <p>(a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer ;</p>	<p>Seniority.</p>
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HARYANA GOVT. GAZ., MARCH 24,1998
(CHTR 3, 1920 SAKA)

	<p>(b) a member appointed by promotion shall be senior to a member appointed by transfer;</p> <p>(c) in the case of a member appointed by promotion or by transfer Seniority shall be determined according to the seniority of such member in the appointments from which they were promoted or transferred ; and</p> <p>(d) in the case of members appointed by transfer from different cadre, their seniority shall be determined according to pay, preference being given to a member who was drawing higher rate or 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.</p>
Liability to serve.	<p>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.</p> <p>(2) A member of Service may also be deputed to serve under, -</p> <p>(i) a company, an association or a body of individuals, whether in 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 ;</p> <p>(ii) the Central Government or a company, on association or a body of individuals, whether incorporated or not which is wholly or substantially owned or controlled by the Central Government ; or</p> <p>(iii) any other State Government, an international organization, an autonomous body not controlled by the Government or a private body : Provided that the no member of the Service shall be deputed to the Central or any other State Government or any organization or body referred to in clause (ii) or clause (iii) except with his consent.</p>
Pay, Leave, Pension and Other matters.	<p>13. In respect of pay, leave, pension and all other matters not expressly provided for in theses 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.</p>
Discipline, penalties and appeals	<p>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:</p> <p>Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority</p>

HARYANA GOVT. GAZ., MARCH 24,1998
(CHTR 3, 1920 SAKA)

<p>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.</p>	
<p>(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, appellate authority shall be as specified in Appendix D to these rules.</p>	
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 or 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 : Provided that the total percentage of reservation so made shall not exceed fifty percent, at any time.	Reservations.
20. Any rule applicable to the Service and Corresponding to any of these rules which is in force immediately before the commencement of these rules, is hereby repealed : Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.	Repeal and Savings.

HARYANA GOVT. GAZ., MARCH 24, 1998
(CHTR 3, 1920 SAKA)

APPENDIX-A

(See rule 3)

Total Number of
Posts

Sr. No.	Designation of Posts	Permanent	Temporary	Total	Scale of Post
1	2		3		4
1	Section Officer	3	1	4	2000-60-2300-EB-75-3200+100 Special Pay.
2	Personal Assistant	-	1	1	1640-60-2600-EB-75-2900+150 Special Pay.
3	Deputy Superintendent	6	2	8	1640-60-2600-EB-75-2900.
4	Technical Assistant (Senior)	-	1	1	1640-60-2600-EB-75-2900.
5	Apprenticeship Supervisor (Non-Technical)	1	-	1	1600-50-2300-EB-60-2660.
6	Research Assistant	-	4	4	1600-50-2300-EB-60-2660
7	Legal Assistant	-	1	1	1600-50-2300-EB-60-2660.
8	Assistant	50	-	50	1400-40-1600-50-2300-EB-60-2600.
9	Junior Auditor	-	3	3	1400-40-1600-50-2300-EB-60-2600.
10	Senior-Scale Stenographer	3	-	3	1400-40-1600-50-2300-EB-60-2600.
11	Technical Assistant	2	-	2	1400-40-1600-50-2300-EB-60-2600.
12	Librarian	1	-	1	1400-40-1600-50-2300-EB-60-2600.
13	Driver	1	4	5	1200-30-1560-EB-40-2040-200 Special Pay.

HARYANA GOVT. GAZ., MARCH 24,1998
(CHTR 3, 1920 SAKA)

1	2		3		4
14	Junior Scale Stenographer	2	6	8	1200-30-1560-EB- 40-2040.
15	Steno-Typist	9	3	12	950-20-1150-EB- 25-1500+100 Special Pay.
16	Clerk	49	14	63	950-20-1150-EB- 25-1500.
17	Cinema Operator	1	-	1	950-20-1150-EB-25 -1500.
18	Restorer	3	1	4	950-20-1150-EB- 25-1500.
19	Machine-Man	2	-	2	950-20-1150-EB- 25-1400.

HARYANA GOVT. GAZ., MARCH 24, 1998
(CHTR 3, 1920 SAKA)

APPENDIX B

Sr. No.	Designation of Posts	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience if any for appointment other than by direct recruitment
1	2	3	4
1	Section Officer		By transfer from Finance Department who is S.A.S. qualified
2	Personal Assistant		By promotion- Ten years experience as Senior Scale Stenographer with knowledge of English and Hindi Stenography and Typing ; By transfer- (i) Ten years experience as Senior Scale Stenographer with knowledge of English and Hindi Stenography and Typing; (ii) Knowledge of Hindi up to Matric Standard.
3	Deputy Superintendent		By promotion- Two years experience on the post of Apprenticeship Supervisor (Non-Technical), Research Assistant, Legal Assistant or Personal Assistant if he has been assigned the work of Assistant for a period of two years ; OR Eight years experience as Assistant or Junior Auditor. By transfer- Two years experience on the post of Apprenticeship Supervisor) Non-Technical/Research Assistant/Legal Assistants; OR Eight years experience as Assistant or Junior Auditor;

HARYANA GOVT. GAZ., MARCH 24, 1998

	2	3	4
4.	Technical Assistant (Senior)		<p>(ii) Knowledge of Hindi up to Matric Standard.</p> <p>By promotion-</p> <p>Eight years experience as Technical Assistant (Junior).</p> <p>By transfer-</p> <p>(i) Eight years experience as Technical Assistant (Junior).</p> <p>(ii) Knowledge of Hindi up to Matric Standard.</p>
5	Apprenticeship Supervisor (Non-Technical)		<p>By promotion-</p> <p>(i) Eight years experience as Assistant or Junior Auditor 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 or Junior Auditor or Senior Scale Stenographer who has worked for a period of two years as Assistant.</p> <p>(ii) Knowledge of Hindi up to Matric Standard.</p>
6.	Research Assistant		<p>By promotion-</p> <p>(i) Eight years experience as Assistant or Junior Auditor 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 or Junior Auditor or Senior Scale Stenographer who has worked for a period of two years as Assistant.</p>

HARYANA GOVT. GAZ., MARCH 24,1998
(CHTR 3, 1920 SAKA)

1	2	3	4
7	Legal Assistant		<p>(Knowledge of Hindi up to Matric Standard.</p> <p>By Promotion ;</p> <p>(i) LL.B.;</p> <p>(ii) Three years experience as Assistant, Junior Auditor or Senior Scale Stenographer.</p> <p>By transfer</p> <p>(i) LL.B.;</p> <p>(ii) Three years experience as Assistant, Junior Auditor or Senior Scale Stenographer;</p> <p>(iii) Knowledge's of Hindi up to Matric Standard</p>
8	Assistant		<p>By promotion</p> <p>Five year experience as Clerk, Junior Scale Stenographer or Steno Typist.</p> <p>By transfer:-</p> <p>(i) Five years experience as Clerk, Junior Scale Stenographer or Steno-Typist</p> <p>(ii) Knowledge of Hindi up to Matric Standard,</p>
9	Junior Auditor		<p>By promotion</p> <p>Five year experience as Clerk Junior Scale Stenographer or Steno-Typist</p> <p>By transfer</p> <p>Five years experience as Clerk, Junior Scale Stenographer or Steno Typist.</p>

HARYANA GOVT. GAZ., MARCH 24, 1998
(CHTR 3, 1920 SAKA)

1	2	3	4
10	Senior Scale Stenographer		<p>(ii) Knowledge of Hindi up to Matric Standard.</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 words per minute and transcription thereof at a speed of 15 words per minute or English shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute with mistake not exceeding 4 per cent.</p> <p>By transfer</p> <p>(i) Matriculation/Higher Secondary or equivalent/10+2 (Vocational);</p> <p>(ii) Three years experience as Junior Scale Stenographer;</p> <p>(iii) Required to pass departmental test in Hindi shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute or English shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute with mistake not exceeding 4 per cent</p> <p>(iv) Knowledge of Hindi up to Matric Standard.</p>

HARYANA GOVT. GAZ., MARCH 24,1998
(CHTR 3, 1920 SAKA)

1	2	3	4
11	Technical Assistant (Junior)	<ul style="list-style-type: none"> (i) Diploma in Mechanical or Electrical Engineering;- (ii) Industrial experiences of three years which may include teaching experience upto two year after passing diploma in Engineering; (iii) Knowledge of Hindi up to Matric Standard. 	<ul style="list-style-type: none"> (i) Diploma in Mechanical or Electrical Engineering;- (ii) Industrial experiences of three years which may include teaching experience upto two year after passing diploma in Engineering; (iii) Knowledge of Hindi up to Matric Standard.
12	Librarian	<ul style="list-style-type: none"> (i) Bachelor Degree in Arts/Science ; (ii) Degree in Library Science from a recognized University or an equivalent Institute OR (i) Diploma in Library Science from State Board of Technical Education ; (ii) Two year experience as Junior Librarian (iii) Knowledge of Hindi up to Matric Standard. 	<ul style="list-style-type: none"> (i) Bachelor Degree in Arts/Science ; (ii) Degree in Library Science from a recognized University or an equivalent Institute OR Diploma in Library Science from State Board of Technical Education ; (ii) Two year experience as Junior Librarian (iii) Knowledge of Hindi up to Matric Standard.
13	Driver	<ul style="list-style-type: none"> (i) Middle pass; (ii) Driving license of light and medium vehicle (iii) Three years experience in driving of light and medium vehicle ; (iv) Knowledge of Hindi up to Matric Standard. 	<ul style="list-style-type: none"> (i) Middle pass; (ii) Driving license of light and medium vehicle (iii) Three years experience in driving of light and medium vehicle ; (iv) Knowledge of Hindi up to Matric Standard.
14	Junior Scale Stenographer		<p>By promotion:</p> <ul style="list-style-type: none"> (i) Matriculation/Higher Secondary/10+2 (Vocational) or its equivalent. (ii) Two years experience on the post of Steno typist. (iii) Required to pass departmental test in Hindi shorthand at a speed of 80 words

HARYANA GOVT. GAZ., MARCH 24,1998
(CHTR 3, 1920 SAKA)

1	2	3	4
15	Steno-Typist	<p>(i) Matriculation/Higher Secondary/10+2 (Vocational) or its equivalent.</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 there of at a speed of 20 words per minute.</p>	<p>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. Mistakes not exceeding 8 per cent.</p> <p>By transfer :</p> <ol style="list-style-type: none"> 1. Matriculation/Higher Secondary/10+2 (Vocational) or its equivalent. 2. Two years experience on the post of Steno typist. 3. Required to pass departmental 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. Mistakes not exceeding 8 per cent. <p>(iv) Knowledge of Hindi up to Matric Standard.</p> <p>(i) Two years experience as clerk</p> <p>(ii) Hindi shorthand at a speed of 64 words per minute or English shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute for Hindi or 20 words per minute for English.</p>

HARYANA GOVT. GAZ., MARCH 24,1998
(CHTR 3, 1920 SAKA)

1	2	3	4
16	Clerk	<p>(iii) Knowledge of Hindi up to Matric Standard.</p> <p>(i) Matriculation/Higher Secondary/10+2 (Vocational) or its equivalent.</p> <p>(ii) shall have to pass Hindi or English Typing at a speed of 25/30 words per minute respectively before getting annual increment;</p> <p>(iii) Knowledge of Hindi up to Matric Standard.</p>	<p>By promotion</p> <p>(i) Matriculation/Higher Secondary/10+2 (Vocational) or its equivalent.</p> <p>(ii) Knowledge of typing in Hindi or English at a speed of 25 and 30 words per minute respectively before getting annual increment;</p> <p>(iii) Five year experience as Restorers Machine-man, Jamadar, Daftri, Cinema Project Attendant, Peon, Sweeper, Sweeper-cum Chowkidar, Chowkidar, Chowkidar-cum-Water Carrier.</p> <p>(iv) To shall have to pass departmental written test of Hindi and English languages of the Matriculation level to be conducted by the Director ;</p> <p>(v) Knowledge of Hindi up to Matric Standard</p> <p>By transfer</p> <p>(i) Matriculation/Higher Secondary/10+2 (Vocational) or its equivalent.</p> <p>(ii) shall have to pass Hindi or English Typing at a</p>

HARYANA GOVT. GAZ., MARCH 24, 1998
(CHTR 3, 1920 SAKA)

1	2	3	4
17	Cinema Operator	<ul style="list-style-type: none"> (i) Matriculation/Higher Secondary/10+2 (Vocational) or its equivalent. (ii) Certificate of competency in Cinema Photography, Licenced Cinema Operator with practical experience in film projection to be given preference. (iii) Knowledge of Hindi up to Matric Standard 	<p>speed of 25/30 words per minute respectively before getting annual increment;</p> <p>(iii) Knowledge of Hindi up to Matric Standard</p> <ul style="list-style-type: none"> (i) Matriculation/Higher Secondary/10+2 (Vocational) or its equivalent. (ii) Certificate of competency in Cinema Photography, Licenced Cinema Operator with practical experience in film projection to be given preference. (iii) Knowledge of Hindi up to Matric Standard
18	Restorer		<p>By promotion :</p> <p>Two year experience as Machine-man, Jamadar, Daftri, Cinema Project Attendant, Peon, Sweeper, Sweeper-cum Chowkidar, Chowkidar, Chowkidar-cum-Water Carrier.</p> <p>By transfer :</p> <ul style="list-style-type: none"> (i) Five year experience as Restorers Machine-man, Jamadar, Daftri, Cinema Project Attendant, Peon, Sweeper, Sweeper-cum Chowkidar, Chowkidar, Chowkidar-cum-Water Carrier. (ii) Possesses adequate knowledge of Hindi.

HARYANA GOVT. GAZ., MARCH 24,1998
(CHTR 3, 1920 SAKA)

1	2	3	4
19	Machine man		<p>By Promotion</p> <p>Two year experience as Jamadar, Daftri, Cinema Project Attendant, Peon, Sweeper, Sweeper-cum Chowkidar, Chowkidar, Chowkidar-cum-Water Carrier.</p> <p>By transfer :</p> <p>(i) Two year experience as Jamadar, Daftri, Cinema Project Attendant, Peon, Sweeper, Sweeper-cum Chowkidar, Chowkidar, Chowkidar-cum-Water Carrier.</p> <p>(ii) Possesses adequate knowledge of Hindi.</p>

HARYANA GOVT. GAZ., MARCH 24, 1998
(CHTR 3, 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	Section Officer	Director	(i) Warning with a copy in the personal file (Character Roll);	Director	Government	---
2	Personal Assistant		(ii) Censure;			
3	Deputy Superintendent		(iii) With holding of promotion ;			
4	Technical Assistant (Senior)		(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 copy and association or a body of individuals whether incorporated or not which is wholly or substantially owned or controller by the			
5	Apprenticeship Supervisor (Non-Technical)					
6	Research Assistant					
7	Legal Assistant					
8	Assistant					
9	Junior Auditor					
10	Senior Scale Stenographer					
11	Technical Assistant					

HARYANA GOVT. GAZ., MARCH 24,1998
(CHTR 3, 1920 SAKA)

1	2	3	4	5	6	7
12	Librarian		Government or to a local authority set up by an Act or Parliament or of the legislature of a State ; and			
13	Driver		(v) With holding of increments of pay without cumulative effect ;			
14	Junior Scale Stenographer					
15	Steno –typist		MAJOR PENALTIES			
16	Clerk		(vi) With holding of increment of pay with cumulative effect ;			
17	Cinema Operator		(vii) reduction to a lower stages 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 ;			
18	Restorer					
19	Machine man		(viii) reduction to 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			

HARYANA GOVT. GAZ., MARCH 24,1998
(CHTR 3, 1920 SAKA)

1	2	3	4	5	6	7
			<p>from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service ;</p> <p>(ix) compulsory retirement ;</p> <p>(x) Removal from service which shall not lbe a disqualification for future employment under the Government.</p> <p>(xi) Dismissal from Service which shall ordinarily be a disqualification of future employment under the Government.</p>			

HARYANA GOVT. GAZ., MARCH 24,1998
(CHTR 3, 1920 SAKA)

APPENDIX-D

[See rule 14(2)]

Sr. No.	Designation of posts	Nature of order	Authority empowered to make the order	Appellate Authority	Second and final Appellate Authority, if any
1	2	3	4	5	6
1	Section Officer	(i) reducing or with holding the amount of ordinary/Additional pension admissible under the rules governing pension ;	Director	Government	---
2	Personal Assistant				
3	Deputy Superintendent				
4	Technical Assistant (Senior)				
5	Apprenticeship Supervisor (Non-Technical)	(ii) terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for Superannuation.			
6	Research Assistant				
7	Legal Assistant				
8	Assistant				
9	Junior Auditor				
10	Senior Scale stenographer				
11	Technical Assistant				
12	Librarian				
13	Driver				
14	Junior Scale Stenographer				
15	Steno –typist				
16	Clerk				
17	Cinema Operator				
18	Restorer				
19	Machine man				

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