

[Authorised English Translation]

HARYANA GOVERNMENT

INDUSTRIAL TRAINING DEPARTMENT

Notification

The 4th January, 2013

No. G.S.R. 5/ Const./Art.309/2013.— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules for regulating the recruitment and conditions of service of persons appointed to the Haryana Industrial Training Department, Headquarters (Group C) Service, namely:—

PART I - General

1. (i) These rules may be called the Haryana Industrial Training Department, Headquarter (Group C) Service Rules, 2013. Short title and commencement
- (ii) 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 Haryana Staff Selection Commission ;
 - (b) "direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government;
 - (c) "Director" means the Director, Industrial Training Department, 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) any other university which is declared by the Government to be a recognized university for the purpose of these rules;

- (g) "Service" means Haryana Industrial Training Department, Headquarter (Group C) Service.

PART II-RECRUITMENT TO SERVICE

Number and character of posts.

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

Provided that nothing in these rules shall 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.

Nationality, domicile and character of candidates appointed to Service.

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

- (a) a citizen of India; or
- (b) a subject of Nepal; or
- (c) a subject of 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 setting in India:

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

(2) A person in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Commission or any other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

(3) No person shall be appointed to any post in the Service by direct recruitment, unless he produces a certificate of character from the Principal Academic Officer of the University, College, School or institution last attended, if any, and similar certificate from two other responsible persons, not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.

Age

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

Provided that in the case of candidate belonging to Scheduled Castes, Scheduled Tribes, Backward Classes and other Backward Classes and Ex-Servicemen, 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: Qualifications.

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, Scheduled Tribes, 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.

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.

(1) in the case of Deputy Superintendent,—

- (i) by promotion from amongst the Apprenticeship Supervisors (Non-Technical), Research Assistant, Personal Assistant and Assistant;
- (ii) by transfer or deputation of any official already in the services of any State Government or Government of India ;

(2) 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;
- (3) in the case of Apprenticeship Supervisors (Non Technical),—
 - (i) by promotion from amongst the Assistants, Senior-Scale-Stenographers ; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or Government of India;
- (4) in the case of Research Assistant,—
 - (i) by promotion from amongst the Assistants, 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;
- (5) in case of Junior Programmer,—
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an officials already in the service of any State Government or Government of India;
- (6) in case of Computer Operator,—
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an officials already in the service of any State Government or Government of India;
- (7) in case of Computer Networking and Hardware Technician,—
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an officials already in the service of any State Government or Government of India;
- (8) in the case of Assistant,—
 - (i) by promotion from amongst the Clerk, Junior Scale Stenographer and Steno typist; or
 - (ii) by transfer of deputation of an official already in the service of any State Government or Government of India;

(9) 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;

(10) 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;

(11) in the case of Junior Scale Stenographers,—

- (i) by 20% promotion from amongst Steno- Typist ; and
- (ii) by 80% direct recruitment; or
- (iii) by transfer of deputation of an official already in the service of any State Government or Government of India;

(12) 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;

(13) in the case of Clerks,—

- (i) 20% by promotion from amongst Restorer, Machine Operator, Jamadar /Daftari, Peon, Sweeper-cum-Chowkidar, Peon-cum-Chowkidar; and
- (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;

(14) in the case of Restorer,—

- (i) by promotion from the Jamadar/Daftari, Peon, Sweeper-cum-Chowkidar, Peon-Cum-Chowkidar; or

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

(15) in the case of Machine Operator,—

(i) by promotion from amongst Jamadar/Daftari, Peon, Sweeper-cum-Chowkidar, Peon-Cum-Chowkidar; 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 provided, shall be made on seniority-cum merit basis and seniority alone shall not confer any right to such promotions.

(3) The time to time instructions issued by Chief Secretary, Haryana (General Services Branch) regarding amendment in essential qualifications for the post of Clerk, Steno-Typist & Junior Scale Stenographer, Driver and for relaxations for recruitment of reserved categories candidate shall be followed.

Probation. 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 otherwise :

Provide 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.

(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 Seniority
the length of continuous service on any post in the service:

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

Provided further that in the case of 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 in the case of two or more members appointed on the same date, their seniority shall be determined as follows :—

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer ;

- (b) a member appointed by promotion shall be senior to a member appointed by transfer;
- (c) in the case of 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
- (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 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 member shall be senior to the younger member.

Liability to
serve.

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

(2) A member of 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, or 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 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.

Pay, leave,
pension and
other matters.

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.

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, 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 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 recorded 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, Scheduled Tribes, 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. The Haryana Industrial Training and Vocational Education Department, Headquarter (Group C) Service Rules, 1998, are hereby repealed :

Repeal and
Savings.

Provided that post of librarian, which is of diminishing cadre shall be governed by the Haryana Industrial Training and Vocational Education Department, Headquarter (Group C) Service Rules, 1998 :

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

APPENDIX A

(see rule 3)

Sr. No.	Designation of Posts	Number of Posts			Pay Band +Grade Pay (in Rs.)
		Perma- nent	Tempo- rary	Total	
1	2	3	4	5	6
A Ministerial Staff					
1.	Deputy Superintendent	8	—	8	9300-34800+ 3600
2.	Personal Assistant	—	1	1	9300-34800+ 3600 +150 Spl.Pay
3.	Apprenticeship Supervisor (Non-Technical)	1	—	1	9300-34800+ 3300
4.	Research Assistant	4	—	4	9300-34800+ 3300
5.	Junior Programmer	—	2	2	9300-34800+ 3200
6.	Computer Operator	—	5	5	9300-34800+ 3200
7.	Computer Networking and Hardware Technician	—	1	1	9300-34800+ 3200
8.	Assistant	50	10	60	9300-34800+ 3200
9.	Senior Scale Stenographer	3	3	6	9300-34800+ 3200
10.	Driver	6	3	9	5200-20200+ 2400 +200 Spl.Pay
11.	Junior Scale Stenographer	7	—	7	5200-20200+ 2400
12.	Steno Typist	8	4	12	5200-20200+ 1900 +100 Spl.Pay
13.	Clerk	55	1	56	5200-20200+ 1900
14.	Restorer	4	—	4	5200-20200+ 1900
15.	Machine Operator	2	—	2	5200-20200+ 1900

APPENDIX B

(See rule 7)

Sr. No.	Designation	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

A) MINISTERIAL STAFF

1	Deputy Superintendent	—	<p>By Promotion:- Two years experience on the post of Apprenticeship Supervisor (Non-Technical) / Research Assistant or Personal Assistant if he has been assigned the work of Assistant for a period of minimum two years;</p> <p>or</p> <p>Seven years experience as Assistant.</p> <p>By Transfer/Deputation:- (i) Two years experience on the post of Apprenticeship Supervisor (Non-Technical/ Research Assistant);</p> <p>or</p> <p>Eight years experience as Assistant;</p> <p>(ii) Hindi /Sanskrit upto Matric standard or Higher Education.</p>
2	Personal Assistant	—	<p>By Promotion:- Ten years experience as Senior Scale Stenographer.</p> <p>By Transfer/ Deputation:- (i) Ten years experience as Senior Scale Stenographer with knowledge of English and Hindi Stenography and typing ;</p> <p>(ii) Hindi /Sanskrit upto Matric standard or Higher Education.</p>

1	2	3	4
3	Apprenticeship Supervisor (Non-Technical)	—	<p>By Promotion:- Seven years experience as Assistant or Senior Scale Stenographer who has worked for a period of minimum two years as Assistant.</p> <p>By Transfer/Deputation:- (i) Seven years experience as Assistant or Senior Scale Stenographer who has worked for a period of two years as Assistant; (ii) Hindi /Sanskrit upto Matric standard or Higher Education.</p>
4	Research Assistant	—	<p>By Promotion:- Seven years experience as Assistant or Senior Scale Stenographer who has worked for a period of two years as Assistant.</p> <p>By Transfer/ Deputation:- (i) Seven years experience as Assistant or Senior Scale Stenographer who has worked for a period of two years as Assistant ; (ii) Hindi /Sanskrit upto Matric standard or Higher Education.</p>
5	Junior Programmer	(i) Full time Regular mode Bachelor degree in Computer Applications or Regular first division Master degree in Computer Application with first division from a recognized University and two years experience in Software Development in a Government Department/ Statutory Board/Public Sector undertaking/ Public Limited Company of repute;	(i) Full time Regular mode Bachelor degree in Computer Applications or Regular first division Master degree in Computer Application with first division from a recognized University and two years experience in Software Development in a Government Department/ Statutory Board/ Public Sector undertaking/ Public Limited Company of repute ;

1	2	3	4
		OR	OR
		Full time Regular mode Diploma in Computer Science & Engineering / Computer Engineering/ Information Technology with first division from a Institute affiliated with Haryana State Board of Technical Education and two years experience in software development in a Government Department/ Statutory Board/ Public Sector Undertaking/ Public Limited Company of repute ;	Full time Regular mode Diploma in Computer Science & Engineering/Computer Engineering/Information Technology with first division from a Institute affiliated with Haryana State Board of Technical Education and two years experience in software development in a Government Department/ Statutory Board/ Public Sector Undertaking/ Public Limited Company of repute ;
		OR	OR
		Full time, Regular mode All India Council of Technical Education (AICTE) recognized Bachelor Degree in Computer Engineering / Computer Science and Technology / Information Technology with first division from AICTE recognized University / Institute or Institution established by Ministry of Human Resource Development, Govt. of India;	Full time, Regular mode All India Council of Technical Education (AICTE) recognized Bachelor Degree in Computer Engineering/Computer Science and Technology/Information Technology with first division from AICTE recognized University/Institute or Institution established by Ministry of Human Resource Development, Govt. of India ;
		(ii) Hindi /Sanskrit upto Matric standard or Higher Education.	(ii) Hindi /Sanskrit upto Matric standard or Higher Education.
6	Computer Operator	(i) 10+2 or its equivalent from a recognized Institution;	(i) 10+2 or its equivalent from a recognized Institution;
		(ii) Diploma in Computer Application / Computer Science / Computer Engineering or its equivalent from Haryana State Board of Technical Education;	(ii) Diploma in Computer Application/Computer Science/ Computer Engineering or its equivalent from Haryana State Board of Technical Education;

1	2	3	4
		OR	OR
		Post Diploma in Computer Application/ Computer Engineering or its equivalent from Haryana State Board of Technical Education;	Post Diploma in Computer Application/ Computer Engineering or its equivalent from Haryana State Board of Technical Education;
		OR	OR
		'O level' course from Department of Electronics and Information Technology (DOEACC), Government of India ;	'O level' course from Department of Electronics and Information Technology (DOEACC), Government of India ;
		(iii) Data punching speed of 8000 key depressions per hour ;	(iii) Data punching speed of 8000 key depressions per hour ;
		(iv) Hindi /Sanskrit upto Matric standard or Higher Education.	(iv) Hindi /Sanskrit upto Matric standard or Higher Education.
7	Computer Networking and Hardware Technician	(i) 10+2 with Physics & Chemistry from a recognized Institute; (ii) Three years diploma in Computers/ Electronics Communication or its equivalent from Haryana State Board Technical Education with two years relevant experience in a company of repute covered under Apprenticeship Act ; (iii) Hindi /Sanskrit upto Matric standard or Higher Education.	(i) 10+2 with Physics & Chemistry from a recognized Institute; (ii) Three years diploma in Computers/ Electronics Communication or its equivalent from Haryana State Board Technical Education with two years relevant experience in a company of repute covered under Apprenticeship Act ; (iii) Hindi /Sanskrit upto Matric standard or Higher Education.
		Note: Preference shall be given to candidate having certificate from CISCO/ De-Link/ Intel/3-Com.	

1.	2.	3.	4.
8	Assistant	—	<p>By Promotion:-</p> <p>Five years experience as Clerk/ Steno typist ;</p> <p>OR</p> <p>Five years combined experience as Junior Scale Stenographer and Steno typist.</p> <p>By Transfer/ Deputation:-</p> <p>(i) One years experience as Assistant;</p> <p>(ii) Hindi /Sanskrit upto Matric standard or Higher Education.</p>
9	Senior Scale Stenographer	—	<p>By Promotion:-</p> <p>(i) Three years experience as Junior Scale Stenographer;</p> <p>(ii) Required 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 percent ;</p> <p>(iii) Hindi/Sanskrit upto Matric standard or Higher Education.</p> <p>By Transfer/ Deputation:-</p> <p>(i) Three years experience as Junior Scale Stenographer ;</p> <p>(ii) Required 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 percent ;</p>

1	2	3	4
			(iii) Hindi /Sanskrit upto Matric standard or Higher Education.
10	Driver	(i) Driving license of light and medium vehicle; (ii) Three years experience in driving of light and medium vehicle ; (iii) Hindi /Sanskrit upto Matric standard or Higher Education.	(i) Driving license of light and medium vehicle; (ii) Three years experience in driving of light and medium vehicle; (iii) Hindi / Sanskrit upto Matric standard or Higher Education.
11	Junior Scale Stenographer	(i) Bachelor degree from any recognized university ; (ii) Required to pass test organized by Commission 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 ; (iii) Hindi/Sanskrit upto Matric standard or Higher Education.	By Promotion:- (i) Two years experience on the post of Steno Typist ; (ii) Required 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 percent ; (iii) Hindi /Sanskrit upto Matric standard or Higher Education. By Transfer/ Deputation:- (i) Two years experience on the post of Steno Typist ; (ii) Required 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 percent ;

1	2	3	4
			(iii) Hindi /Sanskrit upto Matric standard or Higher Education.
12	Steno-Typist	<p>(i) 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>(ii) Hindi /Sanskrit upto Matric standard or Higher Education.</p>	<p>By Promotion :-</p> <p>(i) Two years experience as Clerk ;</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>By Transfer/ Deputation:-</p> <p>(i) 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>(ii) Two year experience as clerk/ Steno-Typist ;</p> <p>(iii) Hindi /Sanskrit upto Matric standard or Higher Education.</p>
13	Clerk	<p>(i) Hindi /Sanskrit upto Matric standard or Higher Education.</p> <p>Note: Annual Increment shall be granted to a candidate who has passed type test in Hindi or English typing at a speed of 25/30 words per minute respectively.</p>	<p>By promotion:-</p> <p>(i) Five years experience as Restorer/ Machine Operator/ Jamadar/ Daftri/ Peon/Sweeper cum-Chowkidar/Peon-cum Chowkidar;</p> <p>(ii) Hindi /Sanskrit upto Matric standard or Higher Education;</p> <p>Note: Annual Increment shall be granted to a candidate who has</p>

1	2	3	4
			<p>passed type test in Hindi or English typing at a speed of 25/30 words per minute respectively.</p> <p>By Transfer/ Deputation:-</p> <p>(i) One year experience on the post of Clerk ;</p> <p>(ii) Hindi /Sanskrit upto Matric standard or Higher Education ;</p>
			<p>Note: Annual Increment shall be granted to a candidate who has passed type test in Hindi or English typing at a speed of 25/30 words per minute respectively.</p>
14 Restorer			<p>By Promotion:-</p> <p>Two years experience as Daftri / Jamadar/ Peon/ Sweeper-cum-Chowkidar / Peon-cum-Chowkidar.</p> <p>By Transfer/ Deputation:-</p> <p>(i) Two years experience as Daftri /Jamadar/ Peon/ Sweeper-Cum-Chowkidar/ Peon-cum-Chowkidar;</p> <p>(ii) knowledge of Hindi.</p>
15 Machine Operator			<p>By Promotion:-</p> <p>Two years experience as Daftri / Jamadar/ Peon/ Sweeper-Cum-Chowkidar/ Peon-cum-Chowkidar.</p> <p>By Transfer/ Deputation:-</p> <p>(i) Two years experience as Daftri/ Jamadar/ Peon/ Sweeper-Cum-Chowkidar/ Peon-cum-Chowkidar;</p> <p>(ii) knowledge of Hindi.</p>

Appendix C
[see rule 14(2)]

Sr. No.	Designation of posts	Nature of Penalty	Appointing Authority	Authority empowered to impose penalty	Appellate Authority
1	2	4	3	5	6
		MINOR PENALTIES			
1	Deputy Superintendent	(i) warning with a copy in the personal file (Character Roll) ;			
2	Personal Assistant	(ii) censure;			
3	Apprenticeship Supervisor (Non-Technical)	(iii) with holding of promotion;			
4	Research Assistant	(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders to the Central Government or			
5	Junior Programmer				
6	Computer Operator	State Government or to a company and association or a body of individuals whether incorporated or not which is wholly or substantially owned or controlled by the Government or to a local authority or University set up by an Act of parliament or of the legislature of a State; and			
7	Computer Networking & Hardware Technician			Director	Government
8	Assistant				
9	Senior Scale Stenographer	(v) withholding of increments of pay without cumulative effect;			
10	Driver	MAJOR PENALTIES			
11	Junior Scale Stenographer	(i) withholding of increments of pay with cumulative effect;			
12	Steno --typist	(ii) reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the Government employee will earn increments of pay during the period of			
13	Clerk				
14	Restorer				
15	Machine Operator				

1	2	3	4	5	6
			<p>such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of his pay;</p> <p>(iii) reduction in a lower scale of pay/ grade/ post or service which shall ordinarily be a bar to the promotion of the Government employees to the time scale of pay/ grade/ post or service from which he was reduced/ with or without further directions regarding conditions of restoration to the grade or post or service' from which the Government employee was reduced and his seniority and pay on such restoration to that grade post or service;</p> <p>(iv) Compulsory retirement;</p> <p>(v) Removal from service which shall not be a disqualification for future employment under the Government;</p> <p>(vi) dismissal from service which shall ordinarily be a disqualification for future employment under the Government;</p>		

DHANPAT SINGH,
Principal Secretary to Government, Haryana,
Industrial Training Department,
2013-15, H.O. C-2

Appendix D

[see rule 14(2)]

Sr. No.	Designation of posts	Nature of Order	Authority empowered to impose penalty	Appellate Authority
1	2	3	4	5
1	Deputy Superintendent	(i) Reducing or with holding the amount of ordinary/additional pension admissible under the rules governing pension ; and	Director	Government
2	Personal Assistant	(ii) termination the appointment of a member otherwise than on his attaining the age fixed for Superannuation.		
3	Apprenticeship Supervisor (Non-Technical)			
4	Research Assistant			
5	Junior Programmer			
6	Computer Operator			
7	Computer Networking & Hardware Technician			
8	Assistant			
9	Senior Scale Stenographer			
10	Driver			
11	Junior Scale Stenographer			
12	Steno -typist			
13	Clerk			
14	Restorer			
15	Machine Operator			

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Industrial Training Department.
50595-C.S.-H.G.P., Chd.