

## HARYANA KHADI AND VILLAGE INDUSTRIES BOARD (SERVICE) REGULATION 1976

Haryana Khadi and Village Industries Board (Services) Regulations 1976 (Amended up to 1995) Haryana Khadi and Village Industries Board INDUSTRIES DEPARTMENT NOTIFICATION The 26th November, 1976 No. 6951/11BII-76/40328 : - The following Regulations made by the Haryana Khadi and Village Industries Board with the previous sanction of the Governor of Haryana in exercise of the powers conferred by section 35 of the Punjab Khadi and Village Industries Board Act, 1955 (Punjab Act No. 40 of 1956), are hereby notified in pursuance of sub-section (1) of the said section :- 1

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PART 1 - GENERAL Short title and commencement. (a) These regulations may be called the Haryana Khadi and Village Industries Board (Services) Regulations, 1976, t. (b) These regulations shall apply to all the employees of the Haryana Khadi and Village Industries Board except permanent Government servants; who shall be governed by the rules of conduct and discipline of parent department and in respect of other matters by the terms and conditions of their deputation. the date of shall come into force These Regulations unless there is any thing repugnant in the subject-matter (a) "Board" means the Haryana Khadi and Village Industries Board. (b) "Chairman" means the Chairman of the Haryana Khadi and Village Industries Board. (c) "Class of Post" means posts of the same nomenclature having identical scales of pay; and "Direct Appointment" means an appointment made otherwise than by promotion from amongst the members of service or by transfer of an official already in service of the Government. "Competent authority" means the Haryana Khadi and Village Industries Board. "Government" means the Haryana Government. "Member Secretary" means the Member Secretary of the Haryana Khadi and Village Industries Board. "Posts" means the posts specified in appendix 'A' of these Regulations. "Recognised University" means any University incorporated by law in any of the States of India. In the case of Degrees or Diplomas obtained as a result of Examination held before 15th August, 1947, the Punjab University and Dacca University also and any other University which is declared by Government to be a recognised University. "Service" means the Haryana Khadi and Village Industries Board Service. "Character of Posts." - The service shall comprise the posts shown in appendix 'A' • Provided that nothing in these Regulations shall effect the right of the Board to add or reduce the number of such posts or create new posts with the approval of Government, with different designation and scales of pay. 2 4. 5

**2. The Board shall be the appointing authority in respect of all posts borne on the services.** Nationality and Domicile. • A candidate for appointment to any post must be :- (a) (b) (c) (d) A citizen of India or A subject of Nepal or Bhutan or A Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India. A person of Indian origin who has migrated from Pakistan, Burma, Ceylon and East African countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India :— Provided that a person belonging to category (b), (c) or (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he belongs to category (d), the certificate of eligibility will be issued for a period of one year, after which such person will be retained in the Service subject to his having acquired Indian citizenship. A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Haryana Khadi and Village Industries Board on his furnishing proof that he has applied for the certificate and he may also provisionally be appointed subject to the necessary certificate being issued to him by the Government of India. 6. 3 Age and Qualification. - (a) No person shall be recruited to the service by direct appointment unless he is not less than 17 years and not more than 27 years : 3 4. (b) Provided that the Board may in special circumstances to be recorded in writing relax the upper age limit . Provided further that in the case of candidates belonging to scheduled castes/ backward Classes/ scheduled tribes, maximum age limit shall be as such as may be prescribed by Government from time to time. NO person shall be appointed to the service unless he possesses the educational and technical qualification prescribed for the posts as detailed in Appendix 'B' of these Regulations : Provided that other things being equal preference will be given to indirect appointment only to a candidate who has himself worked for the cause of National Independence or has rendered some outstanding social or public service. 'Produces a certificate of character from the

Principal, Academic Officer of the University, College, School or Institution last attended, if any, and similar certificates from 2 responsible persons not being his relatives and well acquainted with him in private life. 7. Qualifications (1) No person, who has more than one wife living or who has spouse living marries in any case, in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment to any post. No woman, whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage shall be eligible for appointment to any post : 4 Provided that Board may, if satisfied, that there are special grounds for so, exempt any person from the operation of this Regulation. 8. (I) Method of Recruitment (a) (b) In the case of Gur Development Officer :— (i) By direct appointment on the basis of a qualifying test or interview or both (as may be decided by Board) to be conducted/held by the appointing authority provided that the candidate shall be possessing the minimum educational/technical qualifications prescribed for the post. (ii) By promotion from amongst the Assistant Gur Development Officer/Technical Supervisors/District Khadi & Village Industries Officers by selection on the basis of seniority-cum-merit provided that they have atleast five years service as such and have acquired 3 years experience in the field work in development of Gur Khandsari or Sugar Industry. (For the words "Technical Supervisors,". The words and 'sign " Assistant Gur Development Officers/ Technical-Supervisors" have been substituted vide Gazette Notification No. 1311123-41B 11-87 dated 28-7-1993.) OR (iii) By transfer or deputation of officials working in other departments of Haryana Government provided they have at least five years experience in the field of development of Gur Khandsari or Sugar Industry. In the case of Village Industries Organiser :— 5 (i) By direct appointment on the basis of a qualifying test or interview or both (as may be decided by Board) to be conducted/held by the appointing authority provided that the candidate shall be possessing the minimum educational/technical qualifications prescribed for the post. OR (ii) By promotion from amongst the Technical Supervisors/D.K. V.I.O.'s by selection on the basis of seniority-cum-merit provided they have at least 5 years service as such and have acquired 3 years experience in the field work in any of the Village Industries except Gur Khandsari or Sugar. OR (iii) By transfer or on deputation of officials working in other departments of Haryana Government provided they have at least 5 years experience in the field relating to development of Village Industries other than gur khandsari or Sugar. (c) In the case of Technical Supervisors/District Khadi and Village Industries Officers :- TO) By direct appointment on the basis Of a qualifying test or interview or both (as may be decided by the Board) to be conducted/held by the appointing authority provided that the candidate shall be possessing the minimum educational/technical qualifications prescribed for the post. OR (ii) By promotion on the basis of seniority-cum-merit from amongst the (a) Demonstrators (Leather) provided they are at least Matriculate and have 5 years experience as such (b) Instructor (Carpentry and 6 Blacksmithy), Inspector Village Oil Industry, Supervisor (Leather), Assistant Gur Development Inspector, Supervisor (Hand Pounding of Paddy Industry), Instructor (Pottery) provided they are at least Matriculate and have 7 years service as such and (c) Demonstrator Gur Khandsari provided they are at least Matriculate and have 10 years experience as such. Note : In case of promotion, a slab of five vacancies will be made and the vacancies in the slab will be filled up in the following order (a) (b) (c) (d) (e) 1st vacancy to be filled up amongst Demonstrator (Leather). 2nd vacancy to be filled up amongst Instructor (C and B). 3rd vacancy to be filled up amongst Demonstrator (Leather). 4th vacancy to be filled up amongst all other categories except Demonstrator (Leather), Supervisor (Leather), Instructor (C&B) and Demonstrator (G.K.). 5th vacancy to be filled up amongst Demonstrator (G.K.). In case a suitable person fulfilling the requisite conditions is not available in a particular category, the vacancy could be considered to be surrendered for that particular category and it would be filled up from the next category. No advantage of such surrendered vacancy would accrue while filling up the subsequent vacancies. • The inter-seniority for the promotion will be determined in the following order (a) Demonstrator (Leather). (b) All other categories except Demonstrator (Leather and 7 (c) (d) (e) Demonstrator, Gur Khandsari). Demonstrator, Gur Khandsari. In the case of Demonstrator, Leather :— (i) By direct appointment on the basis Of qualifying test or interview or both (as may be decided by the Board) to be conducted/held by the appointing authority provided that the candidate shall be possessing the minimum educational/technical qualifications prescribed for the post. (ii) By promotion from amongst supervisors (Leather) by selection on the basis of seniority-cum-merit. OR (iii) By transfer or deputation of officials working in other department of Haryana Government provided they have at least 5 years

experience as such. In the case of Assistant Inspector, Gur Khandsari. (i) By direct appointment on the basis of qualifying test or interview or both (as may be decided by the Board) to be conducted/held by the appointing authority provided that the candidate shall be possessing the minimum educational/technical qualifications prescribed for the post. OR (ii) By promotion from amongst the Demonstrator, Gur Khandsari by selection on the basis of seniority-cum-merit. 8 (f) (g) (iii) By transfer or deputation of officials from other Departments of Haryana Government provided they have at least 5 years experience in the trade/line. In the case of Demonstrator (Gur Khandsari). (i) By direct appointment on the basis of a qualifying test or interview or both (as may be decided by the Board) to be conducted/ held by the appointing authority provided that the candidate shall be possessing the minimum educational/technical qualifications prescribed for the post. (ii) By promotion from amongst the Gur Guide by selection on the basis of seniority-cum-merit provided he is at least matriculate. (iii) By transfer or deputation of officials from other Department of Haryana Government provided they have at least 5 years experience in the trade/line. In the case of odd technical posts, like Inspector (Oil), Supervisor (Leather), Gur Guide, Mistry (Oil), Supervisor (Hand Pounding of Paddy Industry), Instructor (Pottery), Instructor (Carpentry and Blacksmithy), Manager, (Hand Made Paper Centre), Weaving Instructors, etc. (i) By direct appointment on the basis of a qualifying test or interview or both (as may be decided by the Board) to be conducted/held by the appointing authority provided that the candidate must be possessing the minimum educational/technical qualifications prescribed for the post. 9 (h) (i) (ii) By transfer or deputation of officials from other Departments of Haryana Government provided they have adequate experience/training in the trade. In the case of Superintendent : (i) By direct appointment on the basis of a qualifying test or interview or both (as may be decided by the Board) to be conducted/ held by the appointing authority provided that the candidate shall be possessing the minimum educational qualifications prescribed for the post. (ii) By promotion from amongst the Senior Auditor/ Head Accountant, on the basis of seniority-cum-merit provided they have at least 5 years experience as Assistant. (iii) By transfer or deputation of officials from other Departments of Haryana Government provided they have at least 10 years experience as Assistant or 3 years in supervisory capacity as Head Assistant. In the case of Senior Auditor : (i) By direct appointment on the basis of qualifying test or interview or both (as may be decided by the Board) to be conducted/held by the appointing authority provided that the candidate must be possessing the minimum educational/technical qualifications prescribed for the post. (ii) By promotion from amongst the Head Accountant/ Accountant/Junior Auditor/ Assistants/Statistical Assistant on the basis of selection on seniority-cum-merit provided they have atleast 5 years experience 10 (j) (k) of account/audit. (iii) By transfer or deputation of officials from other Departments of Haryana Government provided they have at least 5 years experience in the maintenance Of accounts in some responsible capacity. In the case of Head Accountant. (i) By direct appointment on the basis of qualifying test or interview or both (as may be decided by the Board) to be conducted/held by the appointing authority provided that the candidate must be possessing the minimum educational/technical qualifications prescribed for the post. (ii) By promotion from amongst the Accountants/ Junior Auditor/Assistants/Statistical Assistant on the basis of selection on seniority-cum-merit provided they have at least 5 years experience. (iii) By transfer or deputation of official from Haryana Government provided they have at least 5 years experience in the maintenance of accounts in some responsible capacity. In the case of Assistant/Accountant/Junior Auditor/ Statistical Assistant : (i) By direct appointment on the basis of qualifying test or interview or both (as may be decided by the Board) to be conducted/held by the appointing authority provided that the candidate must be possessing the minimum educational/technical 11 (I) (m) qualifications prescribed for the post. (ii) By promotion from amongst the Clerks/Typists/ Steno-Typists on the basis of seniority-cum-merit provided he has experience of at least 2 years in the case of Graduate and 5 years in the case Of Matriculate. (iii) By transfer or deputation of the officials from the other departments of the Haryana Government provided they have experience of clerical job for at least 5 years. In the case of P.A. to Chairman: (i) By direct appointment on the basis of a qualifying test or interview or both (as may be decided by the Board) to be conducted/held by the appointing authority provided that the candidate must be possessing the minimum educational/technical qualifications prescribed for the post. (ii) By promotion of the members of the service by selection on the basis of a qualifying test in short- hand and typing as prescribed in the case of direct appointment. In the case of Stenographers/Steno-Typist : (i) By direct appointment on the basis of a qualifying test or interview or both (as may be decided by the Board) to be conducted/held by the

appointing authority provided that the candidate must be possessing the minimum educational/technical qualifications prescribed for the post. 12 (n) (o) (p) OR (ii) By promotion of the members of service by selection on the basis Of a qualifying test in short- hand and typing as prescribed in the case of direct appointment. In the case of Cashier : (i) By direct appointment on the basis of a qualifying test or interview or both (as may be decided by the Board) to be conducted/ held by the appointing authority provided that the candidate must be possessing the minimum educational/technical qualifications prescribed for the post. (ii) By promotion from amongst the clerks who have at least 2 years service of the Board on the basis of selection on seniority cum-merit. In the case of Clerks : (i) By direct appointment provided the candidate is at least Matriculate and knows typing at the speed 30 W.P.M. in Hindi/English. (ii) By Promotion on the basis Of seniority-cum-fitness amongst the Class IV employees and such Class III employees such as Restorer, Gestetner Operator etc.) Whose pay scales are lower than that of a Clerk provided they are Matriculates having five years service of the Board and their work and conduct during that period has been satisfactory. In the case of other posts not specified above : 13 8. 9. (1) (2) (2) (i) By direct recruitment, subject to their fulfillment the basic qualifications prescribed for the post by the appointing authority. When any vacancy occurs or is about to occur in the Board, the Board shall determine in what manner such vacancy should be filled. Condition of service : Probation of Members of Service, Persons appointed to any post shall remain on probation for a period of two years, if recruited by direct appointment and one year, if recruited, otherwise, provided that:— (a) (b) (c) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation, in the case of a appointment by transfer, any period of work in equivalent or higher rank, prior to appointment to the service may, in the discretion of the appointing authority, be allowed to count towards the period of probation; and any period of officiating appointment to a service shall be reckoned as period spent on probation but no person who has so officiated shall on the completion of prescribed period of probation, be entitled to be confirmed, unless he be appointed against a permanent vacancy. 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) (b) If such person is recruited by direct appointment dispense with his services; and If such person is recruited otherwise 14 (3) 10. (1) (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. 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) declare that he has completed his probation satisfactorily. (ii) If his work or conduct has not been in its opinion, satisfactory. (i) dispense with his service, if recruited by direct appointment or if recruited 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 there after pass such orders as it could have passed on the expiry of the first period of probation : Provided that the total period of probation, included extension, if any, shall not exceed three years. Seniority of Members of the Service : The seniority inter-se of members of the service holding the same class of posts shall be determined by the length of continuous service on that post: Provided further that in the case of members recruited by direct appointment, the order of merit shall not be disturbed and persons appointed as a result of an earlier selection shall be senior to those appointed as a result of 15 subsequent selection : Provided further that in the case of two members appointed on the same date, their seniority shall be determined as follows :- (a) (b) (c) (d) Note. — 11. 12. a member recruited by direct appointment shall be senior to a member appointed otherwise. a member appointed by promotion shall be senior to a member appointed by transfer. 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 appointment from which he was promoted or transferred, and in the case of members appointed by transfer from different cadres their seniority shall be determined according to pay preference being given to a member who was drawing a higher rate of pay in his previous appointment, and if the length of such services is also the same an older member, shall be senior to a younger member. In the case of members whose period of probation is extended under Rule 9, the date of appointment for the purpose of this rule shall be deemed to have been deferred to the extent the period of probation is extended. Pay of Members of Service : Members of the service shall be entitled to such scales of pay including special pay, if any, as may be authorised by Board from time to time. The scales of pay at present in force in respect of specified posts are given in Appendix 'A' to these Regulations. - Discipline, Penalties and Appeals: 16 (1) (2) 13. 14. 15

**16. In matters relating to discipline, punishment and appeals, members of the service shall be governed by the Punjab Civil Service (Punishment and Appeal) Rules, 1952 as amended from time to time.** Provided that the nature of penalties which may be imposed the authority empowered to impose such penalties and appellate authority shall be specified in Appendix 'C' to these regulations. The authority competent to pass an order under clause (c) and (d) of sub-regulation (I) of Regulation IO of the Punjab Civil Services (Punishment and Appeal) Rules, 1952 and the appellate authority shall be as specified in Appendix 'C' to these Regulations. Liability to Serve : A member of the service shall be liable to serve at any place whether within or outside the State of Haryana on being ordered to do so by the appointing authority. Leave and other matters : In respect of leave, pay and other matters not expressly provided for in these Regulations members of the service shall be governed by the Punjab C.S -R. Vol. I and III or such other instructions, rules and regulations as may be issued from time to time by Haryana Government. Liability for Vaccination and Revaccination : Every member of the service shall get himself vaccinated or re-vaccinated when directed to do so by a special or general order. Power of Relaxation : Where the Board is of the opinion that it is necessary or expedient so to do, it may, by order for reasons to be recorded 17 17. 18. in writing relax any of provisions of these Regulations with respect to any class or category of persons. Oath of Allegiance : 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. Reservation : Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes and other Backward Classes in accordance with the orders issued by the State Government in this regard from time to time, under clause (4) of article 16 Of the Constitution. 18 APPENDIX 'A' (As Referred into Regulation 3) Sr. No. 1 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17

**18. Designation of post 2 Gur Development Officer Village Industries Organiser Technical Supervisor (Hand Made Paper) Technical Supervisor (Pottery) Technical Supervisor (Fibre) Distt. Khadi and Village Industries Officers. Demonstrator (Leather) Inspector (Oil) Supervisor (Leather) Assistant Inspector (Gur Khandsari) No. of posts 3 1 1 1 1 10 5 6 3 1 Demonstrator (Gur Khandsari) 8 Gur Guide (Gur Khandsari) 8 Supervisor (Handpounding 2 of Paddy Industry). Mistry Oil Instructor (Pottery) Instructor (Carpentry and Blacksmithy) Instructor (Pottery Demonstration Squad) Potter 2 1 3 1 1 19 Scale 4 350-25-500/30-590/830/ 35-900 350-25-500/30-650/30-800 225-15-360/20-500 Plus Rs. 25/- as Special Pay. 225-15-360/20-500 Plus Rs. 25/- as Special Pay. 225-15-360/20-500 Plus Rs. 25/- as Special Pay. 225-15-360/20-500 200-10-280/15-430/20-450 140-6-170/8-210/10-300 140-6-170/8-210/10-300 140-6-170/8-210/10-300 110-4-130/5-160/5-200 90-3-120/14-140 140-6-170/8-210/10-300 100-4-140/15-160 140-6-170/8-210/10-300 160-10-280/15-400 125-10-225 (Consolidated) 100-8-180 (Consolidated) Sr. No. 1 19. 20. 21. 22. 23. 24. 25. 26 27 28 29 30 31. 32 33 34 35 Designation of post 2 No. of posts 3 Scale 4 WEAVING DISPLAY CENTRE Weaving Master Weaving Instructor 160-10-280/15-400 1 140-6-170/8-210/10-300 FIBRE CENTRE, CHHACHRAULI Instructor-cum-Manager 1 150 (Consolidated) Fieldman (Bee-keeping) 1 145 (Consolidated) HEADQUARTER Superintendent P.A. to Chairman Assistants Stenographer Steno-Typist Senior Auditor Head Accountant Accountant Junior Auditor Cashier Clerks Drivers Gestetner Operator 1 1 5 1 1 1 1 1 1 1 17+3 2 1 20 400-25-500/130-650 225-15-360/20-500 160-10-280/15-400 160-10-280/15-400 110-4-130/5-160/5-225 plus Rs. 25/- as Special Pay 200-15-380/20-500 (for others) 360-25-450/25-600 (for S.A.S.) 310-15-400/25-475 160-10-280/15-400 160-10-280/15-400 110-4-130/5-160/5-225 plus Rs. 25/- as Special Pay 110-4-130/5-160/5-225 110-4-130/5-160/5-180 100-4-140/15-160 APPENDIX 'B' (As referred to in Regulation 6) HARYANA KHADI AND VILLAGE INDUSTRIES BOARD; CHANDIGARH Serial. Name of the Post No. 1 1 2 3 2 Gur Development Officer Village Industries Organiser Qualifications for direct recruitment 3 B.Sc. with technical background of about 5 years experience of field work in Gur, and Khandsari or Sugar Industry. Should have competence to check, control and guide the activities of Co-operative Societies and registered institutions including maintenance of accounts and preparation of statistical reports. Knowledge Of Hindi upto Matric is essential. B.Sc. with technical background of about 5 years experience of field work in any of the Village Industries except Gur and Khandsari and Sugar. Should have competence to check, control and guide the activities Of C02 operative Societies and .registered institutions including maintenance of accounts and preparation of statistical reports. Knowledge Of Hindi upto Matric is essential. Pistrict Khadi and Village B.A.Æ.Sc. with sumcient administrative knowledge having training in**

any of Industries Officer the village industries conducted by the Khadi Commission. Knowledge of Hindi upto Matric is essential. 21 Sr. No. -1 4 5 6 7 8 9 Name Of the Post 2 Technical Supervisor (Hand Made Paper) Technical Supervisor (Pottery) Technical Supervisor (Fibre) Demonstrator Leather Supervisor Leather Inspector Oil Qualifications for direct recruitment 3 B.A./B.Sc. Operative Course for Hand Made Paper approved by the Khadi Commission. However experienced hand as Manager of Co-operative Societies engaged in Hand Made Paper Industry will be preferred. Knowledge of Hindi upto Matric is essential. B.A./B.Sc with supervisory training in village pottery Industry conducted by the Khadi Commission. However, preference will be given to the experienced hand. Knowledge of Hindi upto Matric is essential. B.A./B.Sc. Supervisory training in Fibre Industry conducted by the Khadi Commission. However preference will be given to the experienced hand. Knowledge of Hindi upto Matric is essential. .Sc. Supervisory in Leather Industry conducted by the Khadi Commission. However preference will be given to the experienced hand. Knowledge of Hindi upto Matric is essential. Matriculate/H Higher Secondary. Certificate in Leather Foot-wear industry from any of the institution recognised by the Commission. Knowledge of Hindi upto Matric is essential. Matriculate/H Higher Secondary. Training in 22 Sr. No. 1 10 11 12 13 14 15 Name of the Post 2 Supervisor (Hand Pound- ing of Paddy Industry) Instructor Pottery Mistry Oil Instructor (Carpentry and Blacksmithy) Potters Assistant Inspector (Gur and Khandsari) Qualifications for direct recruitment 3 Village Oil Industry from any Of the institutions recognised by the Khadi Commission. Knowledge of Hindi upto Matric is essential. Matriculate with training in Hand Pounding of Paddy Industry from any of the institutions recognised by the Khadi Commission. However, preference will be given to the experienced hand. Knowledge of Hindi upto Matric is essential. Supervisory training in Village Pottery Industry conducted by the Khadi Commission. However, preference will be given to the experienced hand. Knowledge of Hindi upto Matric is essential. Can read and write English. Hindi, training in Village Oil Industry from any of the institutions recognised by the Khadi Commission. Matriculate/H Higher Secondary. Diploma or Certificate from I.T.I. in Carpentry and Blacksmithy. Knowledge of Hindi upto Matric is essential. Literacy, artisans training in pottery from any of the institutions recognised by the Khadi Commission. Proficiency in wheel work. Knowledge of Hindi is essential. F.sc. / B.Sc., T.D. C. (Part 1), Advance Training at Kanpur or Nasik. Knowledge 23 Sr. No. 16 17 18 19 20 21 22 Name of the Post 2 Demonstrator Gur Guide Superintendent P.A. to Chairman Assistant Stenographer Steno-Typist Qualifications for direct recruitment 3 of Hindi upto Matric is essential. Matric/ Higher Secondary with Science. Advance training at Kanpur or Nasik. Or Middle pass with 3 years experience in the industry. Knowledge of Hindi upto Matric is essential. Middle pass with training in Gur and Khandsari Industry at State Level or able to read and write with 3 years experience of Industry. Knowledge of Hindi is essential. B.A. 5 years experience in supervisory capacity in Government offices/reputed firms. preference would be given to highly qualified persons. Knowledge of Hindi upto Matric is essential. B.A. with knowledge Of hand/typing. Knowledge of Hindi upto matric is essential. B.A. with three years clerical experience. Knowledge of Hindi upto Matric is Matriculate. Short hand speed 100 w.p.m. and typing speed 40 w.p.m. in English/ Hindi. Preference would be given to the experienced persons. Knowledge of Hindi upto matric is essential. Matriculate. Short hand speed 80 w.p.m. 24 Sr. No. 1 23 24 25 26 27 Name of the Post 2 Clerk Cashier Driver Senior Auditor Junior Auditor Qualifications for direct recruitment 3 and typing speed 30 w.p.m. in English/ Hindi. Knowledge of Hindi upto matric is essential. Matriculate. Should have a speed of 30 w.p.m. in type English/Hindi. Preference will be given to the experienced hand. Knowledge of Hindi upto matric is essential. Matriculate. Two years experience as Clerk in Government offices or firm of repute. However, persons having the experience of cash handling would be preferred. Knowledge of Hindi upto matric is essential. Able to read and write in English/Hindi. Possesses driving licence 2 years experience of handling light and heavy B.A. with diploma in accountancy from any of the institutions recognised by the Government or Commercial with 3 years experience Of audit in of Government Departments or Commercial concerns. Knowledge of Hindi upto matric is essential. Graduate with 3 years experience of audit in some Government Department OR Commercial firm of repute. Knowledge of Hindi upto matric is essential. 25 if i. -t Sr. No. 1 28 29 30 31 32 Name of the Post 2 Head Accountant Accountant Weaving Master Weaving Instructor Instructor-cum-Manager, Fibre Centre, Chhachhrauli Qualifications for direct recruitment 3 B.A. Diploma in Accountancy with 3 years experience in maintenance of accounts in any Government Department or Commercial concerns of Khadi institution or Khadi Commission. Persons knowing double entry account

system will be preferred. Knowledge of Hindi upto matric is essential. B.A. with 3 years experience in maintenance of accounts in any Government Department or Commercial concern or Khadi institutions or Khadi Commission. However, persons having of double enu-y account system will be preferred. Knowledge of Hmdi upto matric is essential. Matriculate. Training in weaving conducted by the Khadi Commission, or able to read and write and 5 years experience in weaving. Knowledge of Hindi upto matric is essential. Middle. Training in weaving conducted by the Khadi Commissim cr able write and read Hindi and three years experience. Matriculate and training in Fibre and knowledge of accounts. Knowledge of Hindi upto Matric is essential. 26 APPENDIX 'C' (As referred to in regulation 12) Designation of the official All employees Nature of Penalty (a) Censure Punishing Authority Appellate. Authority Member-Secréary Cheif (b) with-holding of increments or promotion. Including stoppage of efficiency bar. CheifExecutive (c) Recovery from pay of CheifExecutive the whole or part of it pecuniary loss caused to Board by negligency or breach of order. (d) Reduction to lower post or time scale or to a lower stage in a time scale. (e) Dismissal from the service which ordinarily does not disqualify from future employment. (D Dismßsal from the service Board which ordinarily disqualifies frMn future employment. Executive Chairma; Chairman 1

**2. In (a), (b) and (c) of Appendix 'C' the word 'Chairmxl' has been substituted by the words 'ChiefExecüve' vide Gazette Notification No.1/1/57-41BII- 79 dated 14-6-91. In (b) and (c) of Appendix 'C' the word 'Board' has been substituted by the word 'Chairman' vide Gazette Notification No. 1/1/57-41BII-79 G.L. NANDA, C b airman , Khadi and Village Industries Board, Haryana M.C. GUPTA, I.A.S. Commissioner and Secretary to GoVernment, Haryana, Industries Department.**

