

HARYANA MEDICAL EDUCATION DEPARTMENT, MINISTERIAL, STORES, LIBRARY, STATISTICS AND GEN GROUP C RULE 1998 ENGLISH

2118 HARYANA GOVT GAZ. (EXTRA.) , JUNE 22, 1999 (ASAR 1, HARYANA GOVERNMENT MEDICAL EDUCATION DEPARTMENT Notification The 4th September, 1998 1999 No. G.S.R, 64/Const/Art 309198,-- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment, and conditions of service of persons appointed to the Haryana Medical Education Department, Ministerial, Stores, Library, Statistics and General (Group C) Service, namely: — PART 1-2GENERAL Short title and commencement : (1) These rules may be called the Haryana Medical Education Department, Ministerial, Stores, Library, Statistics and General (Group—C) Service Rules, 1998. (2) They shall come into force on the date of their publication in the Official Gazette. Definitions . In these rules, unless the context otherwise requires , (a) "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 (b) "Director" means the Director, Pandit Bhagwat Dayal Sharma Postgraduate Institute of Medical Sciences, Rohtak (c) "Government" means the Haryana Government in the Administrative Department (d) "institution" means , — (i) any institution established by law in force in the State of Haryana or HARYANA GOVT GAZ. (EXTRA.) , JUNE 22, 1999 (ASAR 1, 1999 SAKA) (ii) any other institution recognised by the Government for the purpose of these rules (e) "recognised University" means, -- (i) any university incorporated by law in India ; or (ii) in the case of a degree, diploma or certificate obtained as a result of an examination held ' before the 15th August, 1947, the Punjab, Sind or Dacca University ; or (iii) any other' . university which is declared by the Government to be a recognised University for the purpose of rules (f) "Selection Committee" means the Selection Committee constituted 'by the Government (g) "Service" \ means the Haryana Medical Education Department Ministerial , Stores , Statistics and General Library , (Group C) Service, PART 11-- 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 affect the inherent right of 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 : (1) No person shall be appointed to any post in the Service, unless he is, — (a) a citizen of India or (b) a citizen subject of Nepal Bhutan or HARYANA GOVT GAZ. (EXTRA.) , JUNE 22, 1999 (ASAR 1, 1999 SAKA) (c) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India or (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, or any of the east African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar) , Zambia, Malawi , Zaire and Ethiopia with the intention of permanently settling in India . 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 Selection Committee 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 17 years and more than 35 years of age on the last date of submission of application to the Director Appointing authority . 6, Appointment to the posts in the Service shall be made by the Director. -Qualifications . 7, No person shall be appointed to any post in the Service, unless he is in possession of qualifications and experience -HARYANA GOVT GAZ, (EXTRA.) , JUNE 22, 1999 (ASAR 1, 1999 SAKA) specified in Column 3 of Appendix B to these rules in the case of direct recruitment and those specified in Column 4 of the aforesaid Appendix in the case of appointment other than by direct recruitment Provided that in case of appointment by direct recruitment,

the qualifications regarding experience shall be relaxable to the extent of 50 per cent at the discretion , of the Selection Committee in case sufficient number of candidates belonging Scheduled to Castes , Backward Classes , and Physically Ex—servicemen handicapped categories, possessing- the requisite experience, are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing. Disqualification : 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 permissable 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 Method of recruitment :

(1) Recruitment to. the Service Shall be made,-- 9, MINISTERIAL STAFF (a) in the case of Personal Assistant to Director , (i) by promotion from amongst Personal Assistant to Medical Superintendent or Personal Assistant, to Principal, Dental College OR 2122 HARYANA GOVT GAZ, (EXTRA,) , JUNE 22, 1999 1921 SAKA) (ASAR 1, (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India (b) in the caée of Superintendent (Non-Gazetted) , — (i) by promotion from amongst the Deputy Superintendent or (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ; (c), in the case of Deputy Superintendent, -- Accountant, (i) by promotion from amongst Assistant, Checking Assistant, Head Clerk or Junior Auditor • or (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India (d) in case of Personal Assistant to Medic-al Superintendent and Principal, Dental College , (i) by promotion from amongst Senior Scale Stenographer or (ii) by transfer or deputation of an official already • in the sei•vice of any State Government or the* Government of India (e) in case of Senior Scale Stenographer , (i) by promotion from amongst Junior Scale Stenographer or (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India (f) in case of Assistant, Accountant, Head Clerk, Cheeking Assistant, Junior Auditor (i) by promotion from amongst Cashier, Clerk, Clerk-cum— Typist or Daroga—cum—Clerk/Paying Clinic Cashier •or HARYANA GOVT GAZ. (EXTRA.) , "JUNE 22, 1999 (ASAR 1, 1921 SAKA) (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India • (g) in case of Cashier , (i) by promotion from •amongst Clerk, Clerk—cum—typigts , Daroga=euh-Clerk, Paying Clinic Cashier or (ii) 'by transfer or deputation of an official already in the service of any State Government or the Government of India (h) in case of Junior Scale Stenographer , (i) by promotion from amongst Steno—typist , • or (ii) by transfer or, deputation of an official already in the service of .any State Government or the Government of India • (i) in case of Steno-typist, -- (i) (ii) (iii) 25 per cent by promotion from amongst Clerk who In case no Clerk 'is found qualify departmental test. eligible, post will be filled up -by direct recruitment or transfer and 75 per cent by direct recruitment • or by transfer or deputation or an official already in the service of any State Government or the Government of India (j) , in case of Clerk, Clerk—cum—typ.ist, Daroga—cum— Clerk, or Paying Cinic Cashier ; (i) 20 per cent by promotion from amongst categories of Group D employees of the department, whose pay scale is less than that of a Clerk , (ii) 80 per cent' by direct recruitment or (iii) by transfer or deputation of an official already in the service of! any State Government or Government of India ; 2124 HARYANA GOVT GAZ. (EXTRA.) , JUNE 22, (ASAR 1, 1921 SAKA) STORE SERVICES 1999 (a) in case of Store Officer, — (i) by promotion from _ amongst Senior Store-Keeper or (ii) by direct recruitment ' or (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India (b) in case of Senior Store—Keeper,— (i) by promotion from amongst Store—keeper or Clerk-cum- Store-keeper ; 'or (ii) by transfer or deputation of an official already in the service of any State Government or Government India ; (c) in case of Store—keeper and Clerk-cum—gtore-keeper,- (i) 20 per cent by promotion from amongst the categories of Group D employees and (ii) 80 per cent by direct recruitment or (iii) by transfer or deputation of an official already in the service of any' Government or the Government of India ; LIBRARY SERVICES (a) in case of Librarian,- (i) by direct recruitment • or (ii) transfer or deputation of an official already in the service of any State Government or the Government of India (b) in case of Assistant Librarian, — (i) by direct recruitment or HARY4NA GOVT GAZ. (EXTRA.) , JUNE 22, 1999 (ASAR 1, 1921 SAKA) (ii) by transfer or deputation of an official already in 'the service of any State Government or the Government of India STATISTICAL SERVICES (a) in case of Statistical Assistant , (i) by direct recruitment or (ii) by

transfer or deputation of an official already in the service of any State Government or the Government of India (b) in case of Medical Record Technician , — (i) 50 per cent by promotion from amongst Medical Record Clerk ; and (ii) 50 per cent by direct recruitment or (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India , (c) in case of Medical Record Clerk , (i) by direct recruitment • or (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India (d) in case of Computer , (i) by direct recruitment or (ii) by transfer or deputation of any official already in the service of any State Government or the Government of India GENERAL SERVICES • or (a) in case of Director Instructor) , . (i) by direct recruitment , Physical Education (Physical 2126 HARYANA GOVT GAZ, (EXTRA.) , JUNE 22, 1999 1921 SAKA) (ASAR 1, (ii) by transfer or deputation of an official already in the service of any State Government or the •Government of India (b) in case of Receptionist, -- (i) by direct recruitment • or (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India (c) in case of Hostel Supervisor , (i) by direct recruitment , • or (ii) by transfer or deputation of an official already in the service of any State Government or 'the Government of India (d) in case of Superintendent, Girls Hostel , (i) by direct recruitment • or (ii), by transfeæ• or deputation of an official already in the service of any State Government or the Government of India , (e) in case of Counter Supervisor-cum-Mess Clerk, -- (i) by direct recruitment • or ({i) by transfer or deputation of an official already in the service of any State Government or the Government of India (2) All rovided, shall be unless otherwise promotions , made on seniority-cum-merit basis and seniority alone shall not confer any right to such promotions. 10. (1) A Person appointed to any post in the Service shall if appointed by remain on probation for a period of two years , direct recruitment and one year if appointed otherwise . HARYANA GOVT GAZ, (EXTRA.) , JUNE 22, (ASAR 1, 1921 SAKA) Provided that . 1999 2127 (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 appointin9 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 ea permanent vacancy. in the opinion of the appointing authority, the work or conduct - of a person during the period of probation •is not satisfactoi•y, it may , - (a) if such person is appointed by direct recruitment , di'spense with his Service and (b) if such. person is appointed otherwise. than by direct recruitment , — (i) revert him to his former post or (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit. (3) On the. completion of the period of probation of a person, the appointing authority may , — been in its opinion, (a) if- his work or conduct has , satisfactory , (i) confirm such person from the date of his appointment , if appointed against a permanent vacancy • or (ii) confirm such person froth the date from which a if appointed against a permanent vacancy occurs , temporary vacancy or 2128 HARYANA GAZ. (EXTRA.) , 'JUNE 22, 1999 (ASAR 1, 1921 SAKA) (iii) declare completed his probation that he has satisfactorily, if there is no permanent vacancy . (b) if his work or satisfactory , - — (i) dispense with if recruitment , former post or the terms and permit • or conduct has, in its opinion, been not if appointed by direct his Services , appointed otherwise revert him to his deal with him in such other manner as cdnditions of his previous appointment (ii) extend his period of probation and thereafter pass such orders; as it could have passed on the expiry of the first period of probation : including Provided that the total period of probation , extension, if any, shall not exceed three years, Seniority 11. Seniprity, inter se of the members of the Service shall be determined by the lenggh 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 members appointed by direct recruitment, order of merit determined by the Director shall not be disturbed in fixing the seniority Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows , (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer (b) a member appointed by promotion shall be senior to a member appointed by transfer (c) in the case of members appointed by promotion or by transfer, seniority shall be determined according , to the HARYANA GOVT GAZ. (EXTRA.) , JUNE 22, 1999 (ASAR 1921 SAKA) 2129 seniority of such members in the appointments from which they were promoted or transferred ; and

(d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay in his previous appointment and if the rates of pay drawn are also the same, then, by length of their service in the appointments and if the length of such service is also the same, the older member shall be senior to the younger member. 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 controlled by the State substantially owned or Government, a Municipal Corporation or a local authority or university within the State of Haryana (ii) the Central Government or a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government or (iii) any other State Government, an international organisation, an autonomous body not controlled by the Government or private body Provided that no member of the Service shall be deputed to serve the Central or any other State Government or any organisation 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 these rules, - the members of the 2130 HARYANA GOVT GAZ. (EXTRA.), JUNE 22, 1999 (ASAR 1, 1921 SAKA) Service shall be governed by such rules and regulations as may have been, or may hereafter be adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature. Discipline, penalties and appeals. 14. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Haryana 1987, as amended Civil Services (Punishment and Appeal) Rules, 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, 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 such rule (1) of rule 9 of the Haryana Civil 1987 and the appellate Services (Punishment and Appeal) Rules, authority, shall be as specified in Appendix D to these rules, Vaccination, 15. Every member of the Service shall get himself vaccinated and revaccinated as, and when the Government so directs by a special or general order. Oath of allegiance : 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, Power of relaxation

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 to any class or category of persons. HARYANA GOVT GAZ. (EXTRA.), JUNE 22, 1921 SAKA) (ASAR 1, Special provision. 1999 2131 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. Reservations. 19. Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Ex-servicemen, Physically handicapped persons or any other class or category of persons in accordance with the orders issued by the State Government in this regard, from time to time Provided that the total percentage of reservations so made shall not exceed fifty per cent, at any time. Repeal and savings Subordinate posts 20. The Punjab Medical Department (Recruitment and conditions of service) Rules, 1945, in so far as they relate to the posts covered under these rules, are 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. 2132 HARYANA GOVT GAZ. (EXTRA.), JUNE 22, (ASAR 1, 1921 SAKA) APPENDIX-A (See rule 3) Number of posts Sr. No. 1 Designation to posts 2 1999 Scale of pay 6 Panna—ment 3 to 1 Terna— Total Ministerial Services I 2 3 4 5 6 7 8 9 IO 11 Personal Assistant Director Superintendent (Non—Gazetted) Deputy Superintendent Personal Assistant to Medical Superintendent and Principal, Dental College Senior Seale Stenographer Assistant Accountant Checking Assistant Head Clerk Junior Auditor C as hier 3 5 3 1 1 Fary 4 1 3 2 2 14 14 1 4 5 4 2 2 5 19 17 7 1 5 5500-175-8300-EB- 175-9000 5500-175-8300-EB- 175-9000 5450-150-6950-EB- 150-8000 5450-150-6950-EB- 150-8000 5000-150-7100-EB-, 1504850 5000-150-7100-EB- 150-7850 5000-150-7100-EB- 150-7850 5000-150-7100-EB- 150-7850 5000-150-7 IOO-LB- 150-7850 5000-150-7 IOO-LB- 150-7850 4000-100-4800-EB- 100-6000 HARYANA GOVT GAZ. (EXTRA.), JUNE 22, 1999 6 2133 (ASAR 1, 1921 SAKA) 1 12 13 14 15 16 1. 17 2 Junior Scale

Stenographer Steno:typist Clerk Clerk—cum—typist 3 2 24 17 6 Daroga—cum—Clerk Paying Clinic Cashier Store Services I 2 3 4 Store Officer Senior Storekeeper Storekeeper Clerk—cum—Storekeeper Library Services I Librarian 2 Assistant Librarian Statistical Services I Statistical Assistant 3 1 3 2 4 1 1 1 4 3 29 45 3 2 14 9 1 5 5 53 62 9 1 3 1 5 16 13 2 2 1 4000-100-4800-EB- 100-6000 3050-75-3950-EB- Plus 100/- 80-4590 Special Pay 3050-75-3950-EB- 80-4590 3050-75-3950-EB- 80-4590 3050-75-3950-EB- 80-4590 3050-75-3950-EB- 80-4590 5450-150-6950-EB- 150-8000 •5000-150-7100-EB- 150-7850 3050-75-3950-EB- 80-4590 305 0-75-3950-EB- 80-4590 5500-17 5-830 0-EB- 175-9000 3050-75-3950-EB-80-4590 5450-150-6950-EB- 150-8000 2134 HARYANA GOVT GAZ. (ASAR 3 (EXTRA.) , JUNE 22, 1921 SAKA) 1, 1999 6 1 2 3 4 2 Medical Record Technician Medical Record Clerk Computer General Services I 2 3 4 5 Director Physical Education (Physical Instructor) Receptionist Hostel Supervisor Superintendent Girls Hostel Co-ordinator Supervisor— cum—Mess Clerk 4 1 1 4 4 1 2 1 - 12 4 1 5 4 5 2 2 12 4 1 1 5000-150-7100-EB- 150-7850 4000-100-4800-EB- 100-6000 3050-75-3950-EB- 80-4590 5450-150-6950-EB- 150-8000 5000-150-7100-EB- 150-7850 5000-150-7100-EB- 150-7850 3050-75-3950-EB- 80-4590 3050-75-3950-EB-80- 4590 HARYANA GOVT GAZ. (EXTRA.) , JUNE 22, (ASAR 1, 1921 SAKA) 1999 qualifications Sr. No, 1 Designation of posts 2 APPENDIX B (See rule 7) Academic qualifications and experience, if any, for direct recruitment 3 Academic Ministerial Staff I 2 3 Personal Assistant to - Director Superintendent (Non—Gazetted) Deputy Superintendent and experience, if any, for appointment other than by direct recruitment 4 By Promotion Two years experience as Personal Assistant to Medical Superintendent or Personal Assistant to Principal Dental College; By transfer or deputation (i) Matric pass with Hindi; (ii) Five years experience as Personal Assistant • By Promotion , One year. experience as Deputy Superintendent; By transfer or deputation . (i) Five . years experience as Superintendent; (ii) Knowledge of Hindi upto Matric • By Promotion , 8 years experience as Assistant, • Accountant, • Checking Assistant, Head Clerk or Junior Auditor; 2136 HARYANA GOVT GAZ. (ASAR 3 (EXTRA.) , JUNE 22, 1, 1921 SAKA) 1999 4 1 4 5 2 Personal Assistant to Medical Superintendent and Principal, Dental College Senior Scale Stenographer By transfer or deputation : (i) 5 years experience as Deputy Superintendent ; (ii) Knowledge of Hindi upto Matric By Promotion , 2 years experience as Senior Scale Stenographer; By transfer or deputation : (i) 5 years experience as Personal Assistant ; (ii) Knowledge of Hindi upto Matric . By Promotion . (i) (ii) One year experience as Junior Scale Stenographer; Should have passed the test in English Shorthand at 100 words per minute and transcription thereof 20 words per minute and in Hindi Shorthand at 80- words per minute and transcription thereof at 15 words per minute; Mistakes should not exceed 40/0 By transfer or deputation : (i) 5 years experience as Senior Scale Stenographer; HARYANA •GOVT GAZ. (EXTRA.) , JUNE 22, 1999 2137 (ASAR 3 1 6 2 Assistant Accountant 1, 1921 SAKA) (ii) (iii) 4 Should have passed the test in English shorthand at 100 words per minute and transcription thereof at 20 words per minute and in Hindi Shorthand at 80 words per minute and transcription thereof at 15 words per minute; Mistakes should not exceed 5% Knowledge of Hindi upto Matric By Promotion . 2 years experience as Cashier or 5 years experience as Clerk, Clerk— cum—typist, Daroga—cum— Clerk, Paying Clinic Cashier; By transfer or deputation : (i) 5 years experience as Assistant; (ii) Knowledge of Hindi upto Matric. By Promotion • Two years experience as Cashier or 5 years experience as Clerk, Clerk—cum—typist, Daroga— cum— Clerk, Paying Clinic Cashier 2138 HARYANA GOVT GAZ. (ASAR 3 (EXTRA.) , JUNE 22, 1, 1921 SAKA) 1999 4 1 8 IO 2. Checking Assistant Head Clerk Junior Auditor By transfer or deputation (i) 5 years experience as Accountant; (ii) Knowledge of Hindi upto Matric. By Promotion : 2 years experience as Cashier or 5 years experience as Clerk, Clerk—cum—typist, Daroga— cum—Clerk, or Paying Clinic Cashier; By transfer or deputation . (i) 5 years experience as Assistant; (ii) Knowledge of Hindi upto Matric. By promotion . 2 years experience as Cashier or 5 years experience as Clerk, Clerk—cum—typist, Daroga— cum—Clerk Paying Clinic Cashier; By transfer or deputation : (i) 5 years experience as Head Clerk; (ii) Knowledge of Hindi upto Matric • By Promotion : (i) 2 years experience as Cashier, OR HARYANA GOVT GAZ. (EXTRA.) , JUNE 22, 1999 4 1 11 12 2 Cashier Junior Scale Stenographer (ASAR 1, 1921 SAKA) 3 (ii) 5 years experience as Clerk, Clerk—cum- typist, Daroga-cum- Clerk, Paying Clinic Cashier; By transfer or deputation : (i) 5 years experience as Junior Auditor; (ii) Knowledge of Hindi upto Matric By promotion : 3 years experience as Clerk; or Clerk—cum— typist, Daroga— cum—Clerk, Paying Clinic Cashier; By transfer or deputation , (i) At least 5 years experience as Cashier; a, (ii) Knowledge of Hindi upto Matric, By Promotion : (i) One year experience. as Steno—typist; (ii)

Should have passed test in English shorthand at 100 words per minute and transcription thereof* at 20 words per minute and in Hindi Shorthand at 80 words per minute and transcription 2140 HARYANA GOVT GAZ. (EXTRA.) , JUNE 22, (ASAR 1, 1921 SAKA) 3 1999' 4 1 13 2 thereof at 15 words per minute; Mistakes should not exceed 8%; By transfer or deputation : Steno—typist (i) Matric 1st Division or Higher Secondary 2nd Division or Intermediate 2nd Division or 10+2 (Vocational) 2nd Division or its equivalent for Ex—serviceman, Matric only) ; (ii) English Shorthand at 80 words per minute and transcription thereof at 15 words per minute. He will be granted annual increment only after qualifying the Second language Steno—graphy test. Mistake should not exceed (ii) By (i) (ii) (iii) 5 years experience as Junior Scale Stenographer; Knowledge of Hindi upto Matric. promotion 2 years experience as Clerk; Should have qualified departmental test in English Shorthand at 80 words per minute and transcription at 15 words per minute, Mistakes should not exceed Should have qualified departmental test in Hindi Shorthand at 64 words per minute and transcription thereof at 11 words per minute. Mistakes should not exceed 8%; By transfer or deputation : (i) 5 years experience as Steno—typist; HARYANA GOVT GAZ, (EXTRA.) , JUNE 22, 1999 1, 1921 SAKA) 4 2141 (ASAR 3 1 14 15 2 • Clerk Clerk—cum—typist (ii) Knowledge in Hindi upto Matric, Matric pass with By : (i) (iii) (i) 1st Division or (i) Higher Secondary with 1st Division OR Intermediate 1st Division OR 10+2 (Vocational) 2nd Division OR Graduate or its equivalent (For ex—servicemen; Matric only) OR 15 years service in Army with Army certificate with Class—I To qualify Hindi OR English typing at the speed of 25 or 30 words per minute respectively within one year of appointment otherwise he/she shall not be allowed annual increment and promotion; Knowledge of Hindi upto Matric. Matric pass with 1st Division or Higher Secondary 2nd Division OR (ii) (iii) 5 years service in Group D post where the scale of pay is less than that of Clerk; Should have qualified test in English and Hindi or Matric level to be held by the Director. To qualify the Hindi OR English typing speed at 25 words per minute or 30 words per minute respectively within one year of appointment otherwise he/she shall not be allowed annual increment and promotion; . Knowledge of Hindi upto Matric By transfer or deputation : (i) 2 years experience as Clerk (ii) Knowledge of Hindi upto Matric . By promotion • (i) 5 years experience in Group D post in 2142 HARYANA GOVT GAZ, (EXTRA.) , JUNE 22, (ASAR 1, 1921 SAKA) 1999 4 1 16 2 Daroga—cum—Clerk 3 Intermediate 1st Division OR 10+2 (Vocational) 2nd Division OR Graduate or its equivalent (For ex—servicemen; Matric only) OR 15 years service in - Army with Army certificate (ii) (iii) Class 1; (ii) To qualify Hindi OR English typing at the speed of 25 or 30 words per minute •respectively within one year of appointment otherwise he/she shall not be allowed annual increment and promotion; (iii) Knowledge of Hindi the department where the scale of pay is less than that of Clerk; Should have qualified test in English and Hindi of Matric level to be held by the Director ; To qualify the Hindi or English typing speed at 25 words per minute or 30 words per minute respectively within one year of appointment otherwise he/she shall not be allowed annual increment and promotion ; Knowledge of Hindi upto Matric; By. transfer or deputation : upto Matric (i) (ii) By 2 years experience as Clerk—cum—typist; Knowledge of Hindi upto Matric. Promotion . (i) Matric pass with 1st Division OR Higher Secondary 2nd Division OR Intermediate 2nd Division OR 10+2 (i) 5 years experience as Group D employee where the scale of pay is less HARYANA GOVT GAZ, (EXTRA, B- JUNE 22, 1921 SAKA) (ASAR 1, 1999 4 2143 1 17 2 Paying. Clinic Cashier 3 (Vocational) 2nd Division OR Graduate OR its equivalent (For Ex—servicemen; Matric only) OR 15 years service in Army with Army certificate (ii) Class 1; (iii) (ii) To qualify Hindi or English typing test at the speed of 25 or 30 words per minute respectively within one year of appointment otherwise he shall not be allowed annual increment and promotion ; than that of Daroga—cum—Clerk. Should have qualified test in English and Hindi of Matric level to be held by the Director ; To qualify Hindi or English typing speed at 25 words per minute or 30 words per minute respectively within one year of appointment otherwise he shall not be allowed annual increment and promotion; Knowledge of Hindi upto Matric. By transfer or deputation ; (iii) Knowledge of Hindi (i) 2 years experience upto Matric, (i) Matric pass with 1st Division Or Higher Secondary 2nd Division Or 10+2 (Vocational) 2nd Division Or Graduate or its equivalent (For Ex—servicemen; as Daroga—cum—Clerk; (ii) Knowledge of Hindi upto Matric . By Promotion • : (i) At least 5 years service in Group D post in the Department where the scale of pay is less than that of Paying Clinic Cashier 2144 1 HARYANA GOVT GAZ. (EXTRA.) , JUNE 22, (ASAR 1, 1921 SAKA) 2 1999 4 3 Matric only) Or 15 years .-service in eArmy Army certificate Class—I (ii) To qualify Hindi or English typing test at the speed of 25- or 30 words per minute respectively

vely within one year of appointment otherwise he/she shall not be allowed annual increment and promotion

(ii) (iii) Should have qualified test in English and Hindi of Matric level to be held by the Director; To qualify Hindi or English typing speed at 25 or 30 words per minute respectively within one year, of appointment otherwise he/she shall not be allowed annual increment and promotion; Knowledge of Hindi upto Matric By transfer or deputation ; (iii') Knowledge of Hindi (i) 2 years service . as Paying Clerk Cashier; upto Matric. Store Services . I Store Officer (i) (ii) (iii) (ii) Knowledge of Hindi upto Matric B.A. or B.Sc. of By Promotion : a recognised 5 years experience as university; Senior Store-keeper; 10 years experience as Store-keeper By transfer or deputation : in a hospital or medical institution; (i) 5 years experience as Store Officer; Knowledge of Hindi upto Matric, (ii) Knowledge of Hindi upto Matric; HARYANA GOVT GAZ. (EXTRA.) , JUNE 22, (ASAR 1, 1921 SAKA) 2 3 1999 4 2145 1 2 3' 4 Senior Store Keeper Store— keeper Clerk— cum— Store—keeper By Promotion : 8 years experience as Store— keeper or Clerk— cum-Store-keeper; By transfer or deputation : (i) 5 years experience as Senior Store-keeper; (ii) Knowledge of Hindi upto Matric. By promotion (i) Matric 1st Division or Higher Secondary 2nd Division or Intermediate 2nd Division or Graduate or its equivalent, (For ex—servicemen Matric only) or 15 years service in Army with Army Certificate Class I; (ii) Knowledge of Hindi. upto Matric. (i) Matric 1st Division or Higher Secondary 2nd Division or Intermediate 2nd Division-or (i) (ii) (iii) 5 years experience on Group D posts where the scale of pay is less than that of Store—keeper; 'Should have-qualified test in English and Hindi of Matric level to be held by the Director; Knowledge of Hindi upto Matric By transfer or deputation : (i) (ii) By (i) 5 years experience as Store-keeper Knowledge of Hindi upto Matric Promotion . 5 years experience in/ Group D posts where the scale of HARYANA GOVT GAZ. (EXTRA.) , JUNE 22,- 1999 4 2 Library Services I. Librarian (ASAR 1, 1921 SAKA) 3 Graduate or its equivalent (for Ex—servicemen ; Matric only) or 15 years service in Army with Army Certificate Class-I (ii) Knowledge of Hindi (iii) upto Matric. pay is .Less than that of Clerk—cum— Store—keeper ; Should have qualified test in English and Hindi of Matric level to be held by the Director; Knowledge .of Hindi upto Matric. By transfer or deputation : (i) 5 years experience as Clerk-cum—Store keeper; Knowledge of Hindi upto Matric (i) Graduate from a recognised university ; (ii) Diploma or degree in Library Science from a recognised 'University ; (iii) 5 years experience in a research or scientific Library in a responsible capacity; (i v) Knowledge. of Hindi upto Matric. By transfer or deputation ; (i) 5 - years experience as Librarian; Knowledge of Hindi upto Matric , HARYANA GOVT GAZ.. (EXTRA.) , JUNE 22, 1921 SAKA) 1999 4 2147 (ASAR 1 3 1 2 2 - Assistant Librarian (i) (ii) Statistical Services . Matric or Higher Secondary with certificate in Library Science; Knowledge of Hindi upto Matric Master' s degree from a recognised University in Economics or Agricultural Economics or Mathematics or Commerce, with Statistics as one of the papers either at the Master' s level or if the candidate By transfer or deputation (i) 5 years experience as Assistant Librarian; (ii) Knowledge of Hindi upto Matric By transfer or deputation : I Statistical Assistant -4 (i) (ii) 5 years experience as Statistical Assistant; Knowledge of Hindi upto Matric. has also graduated in the Honours School in Mathematics or Economics with Statistics as one of the papers at B.A. Honours School level in these subjects; (ii) EXPERIENCE (a) In -case of Master' s degree preference will be given to those possessing one year experience in collection, 2148 HARYANA GOVT GAZ. (EXTRA.) , JUNE 22, 1921* SAKA) (ASAR 1, 3 compilation and analysis of Statistical data in some Government Office; 1999 1 2 2 Medical Record Technician 4 (b) In case of graduates three years experience of collection, compilation and analysis of statistical data in some Government Office; and (iii) Knowledge of Hindi upto Matric. Essential Qualifications (1) B.A. with Statistics or Economics or Mathematics as one of the subjects; (ii) 3 years experience of Medical Record Department of a teaching Hospital as a Medical Record Technician or Assistant or Clerk; (iii) Knowledge of Hindi upto Matric. PREY ERENCE (i) Diploma in Medical Record Technician Course; OR (i) (ii) By Promotion 3 years experience as Medical Record Clerk; Knowledge of Hindi upto Matric; By transfer or deputation (ii) 5 years experience as Medical Record Technician ; Knowledge of Hindi upto Matric. HARYANA GOVT GAZ. (EXTRA.) , JUNE 22, 1921 SAKA) 1, 1999 2 149 (ASAR 3 1 3 4 2 Medical Record Clerk Computer (i) (ii) (i) (ii). (i) Diploma in Bio— Statistics. Matric pass with Hindi ; Two years experience in handling of Medical Record in Hospital Matric pass with Hindi; Matric or Higher Secondary with one year experience in Statistical work; OR Knowledge of Computerisation, M.A. 2nd Division in Physical Education ; OR 2nd Division Master' s degree in Physical Education (MPE) Two years course; OR M.A. 2nd division with diploma in Physical Education in 2nd division; 4 By transfer

or deputation (i) 5 years experience as -Medical Record (ii) Knowledge of Hindi upto Matric. By transfer or deputation : (i) 5 year experience as Computer ; (ii) Knowledge of Hindi upto Matric By transfer or deputation General Services 1 Director Physical Education (Physical Instructor) (i) (ii) 5 years experience of Director Physical Education (Physical Instructor) ; Knowledge of Hindi upto Matric. HARYANA GOVT GAZ, (EXTRA.) , JUNE 22, 1999 4 2 3 2 Receptionist Hoe tel Supervisor (ii) (iii) (ASAR 1, 1921 SAKA) 3 Two years experience as Phvsical I nstructor ; Knowledge of Hihdi upto Matric ESSENTIAL AND MINIMUM (i) Graduate of a recognised By transfer or deiutation (i) 5 years experience as Receptionist; Uni Versity; (ii) Knowledge of Hindi (ii) Should have good upto Matric , command over Hindi or English; (iii) Knowledge of Hindi upto Matric. PREFERENTIAL Preference •will be gi ven to candidates having specialised training or or significant ex erience of working as a Receptionist in a office or in any big institution or Hospital or private concern and sriould •also know s.harthand and typing. (i) Mafter degree in Art or Science or Commerce of a recognised iUni versity; By transfer or deputation : (i) 5 years experience as Yostai Supervisor; (ii) Knowledge of Hindi upto Matric. 2 (EXTRA.) , JUNE 22, HARYANA GOVT GAZ'. (ASAR 1, 1921 •SAKA) 3 (ii) 5 years experience of managing and supervising a hostel of some Go vernment , teaching institution; (iii) Knowledge of Hindi upto Matric ; PREFERENTIAL Prerence will be given to those , who have adequate experience of dealing with Medical Student; OR Having two years diploma in Catering 1999 4 4 Superintendent • Girl' s Hostel ESSENTIAL (i) Matric or Senior Secondary or its equivalent ; (ii) 6 months expe— rience of having worked as Lady Superintendent in Girl' s Hostel; (iii) Middle aged lady who can control girls; (i v) Knowledge of Hindi upto Matric. 4 By transfer or deputation. : (i) 5 years experience as Superintendent in Girll s Hostel; Knowledge of Hindi upto Matric, HARYANA GOVT GAZ. (ASAR 3 (EXTRA.') , JUNE 22, 1, 1921 SAKA) 1999 4 i 5 2 Counter Supervisor- cum—Mess Clerk (i) (ii) Matric pass with Hindi; One year experience as Counter Supervisor By transfer or deputation : (ij —cum—Mess Clerk in a Hostel; (ii) 5 years experience as Counter Supervisor— cum—Mess Clerk Knowledge of Hindi upto Matric . HARYANA GOVT GAZ. (EXTRA,) , JUNE 22, 1921 SAKA)- (ASAR 1, APPENDIX C [See rule 14(1)] 1999 2153 Sr. No. 1 Designation of posts 2 Appointing, authority 3 Di rector Nature of pena lty 4 MINOR PENALTIES Authority empowered to impose pena lty 5 'Appellate Second authority and fi nal appellate authority 7 MINISTERIAL SERVICES 6 Government 2 3 4 5 6 7 8 9 10 11 12 13 14 Personal Assistant to Di rector Superintendent (Non Gazetted) Deputy Superintendent Personal Assistant to Medical Superintendent and Principal, Dental Col lege Senior Scale Stenographer Assistant Accountant Checking Assistant Head Clerk Junior Auditor Cashier Junior Scale Stenographer Steno-typist (i) (iii) (iv) Warning Di rector with a Copy persona) file, (Character Censure; with holding of promotion; recovery from pay whole or part of any pecuniary loss caused by negligence or breach of •orders, to the Central Government or a State Govern- ment or to a State Govern. ment or to a company and association or a body of 2154 15 16 HARYANA GOVT GAZ. (EXTRA.) , JUNE 22, 1999 6 2 Clerk-cum-typist Da roga-cum- Paying Clinic Cashier (ASAR 1, 1921 SAKA) 4 individua Is whether incorporated or not, which is wholly or substantially or control led by the Government or to a local authority set up by an Act of Parl iament or of the legislature of a State; and (v) withholding of increments of pay without cumulative effect MAJOR PENALTIES : 5 7 STORE SERVICES 1 2 3 4 Store Officer Senior Store-keeper Store-keeper Clerk-cum-Store-keeper LIBRARY SERVICES 1 2 Assistant Librarian STATISTICAL SERVICES 1 2 3 4 Statistical Assistant Medical Record Technician Medical Record Computer (vi) (vii) GENERAL SERVICES 2 Di rector, Physical Education (physical Instructor) Receptionist withholding of increments of pay with cumu lative effect; reduction to a lower stage in the time scale of specified period with di recfi ons as to whether or HARYANA GOVT GAZ. (EXTRA.) , JUNE 22, (ASAR 1, 1921 SAKA) 1999 6 2155 7 3 4 5 2 Hostel Supervisor Superintendent Girl's Hostel Counter supervisor- cum-Mess Clerk 3 4 not the Government empl oyee will earn i nc rements of pay during the period of such reduction and whether on the expiry of such pei pod the reduction not have the effect of postponing -the future incrdments of his pay; (viii) reduction to a lower scale of pay, grades post or service which shall ordinarily be a bar to the promotion Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without 5 2156 1 HARYANA GOVT GAZ. (ASAR 3 (EXTRA,) , JUNE. 2 1921 SAKA) 1, 4 further di rect ions rega rd i ng conditions of restoration to the grade or post or service . from which the Government employee was reduced and his seniority and pay on such restora- tion to that grade, post or service; 5 1999 6 7 (ix) compulsory ret i rement. ; (x) removal from service which shall not be disqualifica- tion for empl

oyment under the Government'; (x i) dismissal • from service which shall, ordinarily be a dis-qualification for future employment under the Government. 1 Designation of posts 2 1999 HARYANA GOVT GAZ. (EXTRA.) , JUNE 22, 1921 SAKA) (ASAR 1, ANNEXURE D 14 (2)] Appellate authority 5 Second and final appellate authority 6 MINISTERIAL SERVICES (i) Nature of order 3 reducing or withholding the amount of ordinary/ additional Pension i can admissible under the rules governing pension; terminating the appointment otherwise then on his the age fixed for superannuation. Authority empowered to make the order 4 Director 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15. 16 Personal Assistant to Officer Superintendent (Non-Gazetted) Deputy Superintendent Person) Assistant to Medical Superintendent and Principal, Dental College Senior Scale Stenographer Assistant Accountant Checking Assistant Head Clerk Junior Auditor Cashier Junior Scale Stenographer Steno-typist Clerk-cum-typist Da roga -cum-C 1@rk Government (EXTRA.) , JUNE 22, 1 17 HARYANA GOVT GAZ. (ASAR 2 Paying Clinic Cashier 1, 1921 SAKA) 3 1999 5 6 STORE SERVICES 2 3 4 Store officer Senior Store-keeper Store-keeper Clerk-cum-Store-keeper , LIBRARY SERVICES 1 Librarian 2 Assistant Librarian STATISTICAL SERVICES 2 3' 4 Statistical Assistant *Medical Record Technician Medical Record Clerk Computer GENERAL SERVICES 1 2 3 4 5 Director, Physical Education (Physical Instructor) Receptionist Hostel Supervisor Superintendent Girl's Hostel Counter Supervisor- cum-Mess Clerk KOMAL ANAND, Financial Commissioner & Secretary to Government, Health and Medical Education, Department, Chandigarh,

