

GROUP - C

HARYANA GOVT. GAZ. JULY 23, 2002
(SRVN 1, 1924 SAKA)

HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT

GENERAL SERVICES

Notification

The 19th July, 2002

No. GSR 12/Const./Art. 318/2002 – In exercise of the powers conferred by clause (b) of article 318 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following regulations regulating the number, recruitment and conditions of service of persons appointed to the Haryana Public Service Commission (State Service Group-C) Service namely:-

PART I – GENERAL

Short title and commencement:

1. (I) These regulations may be called the Haryana Public Service Commission (State Service Group-C) Regulations, 2002.
- (II) They shall come into force on the date of their publication in the official Gazette.

Definitions:

2. In these regulations, unless the context otherwise requires
 - (a) “Chairman” means the Chairman, Haryana Public Service Commission;
 - (b) “Commission” means the Haryana Public Service Commission;
 - (c) “Direct recruitment” means an appointment made otherwise than by promotion from within the Service or by transfer of an officer already in the service of the Government of India or any State Government;
 - (d) “Government” means the Haryana Government in the Administrative Department;
 - (e) “Institution” means:-
 - (i) any institution, established by law in force in the State of Haryana; or
 - (ii) any other institution recognized by the Government for the purpose of these rules.
 - (f) “recognized University” means –
 - (i) any university incorporated by law in India; or

- (ii) in the case of a degree, diploma or certificate obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University; or
- (iii) any other university which is declared by Government to be a recognized university for the purpose of these regulations;
- (g) "Service" means the Haryana Public Service Commission (State Service 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 regulations:

Provided that nothing in these regulations shall affect 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.

Nationally, 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 January, 1962 with the intention of permanently setting in India; or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika any 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 person, 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 or more than 40 years of age on or before the last date of submission of applications to the Commission:

Appointing Authority:

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

Qualifications:

7. No person shall be appointed to any post in the 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 appointment other than by the direct recruitment:

Provided that in the case of direct recruitment, the qualification regarding experience shall be relaxable to the extent of 50 percent at the discretion of the Commission or any other recruiting authority. In case sufficient number of candidates belonging to scheduled castes, backward classes, ex-serviceman and physically 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.

Disqualifications:

8. No person,
(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the service:

Provided that the Government may, if satisfied, that such marriage is permissible under the personal law, applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this regulation.

Method of recruitment:-

9. (I) Recruitment to the service shall be made –
- (a) in case of Deputy Superintendent-
 - (i) by promotion from amongst Assistants; 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 Personal Assistant-
 - (i) by direct recruitment; or
 - (ii) by promotion from amongst Senior Scale Stenographer; 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 Assistant-
 - (i) by direct recruitment; or
 - (ii) by promotion from amongst Clerks/Steno Typist; or
 - (iii) by transfer or deputation of an official already in the service of any state Government or the Government of India ;
 - (d) in case of Senior Scale Stenographer-
 - (i) by direct recruitment; or
 - (ii) by promotion amongst from Junior Scale Stenographer; or
 - (iii) by transfer or deputation of an official already in the service of any state Government or the Government of India ;
 - (e) in case of Junior Scale Stenographer-
 - (i) by direct recruitment; or
 - (ii) by promotion from amongst Steno Typist; or
 - (iii) by transfer or deputation of an official already in the service of any state Government or the Government of India ;
 - (f) in case of Steno Typist-
 - (i) by direct recruitment; or
 - (ii) by promotion from amongst Clerks; or
 - (iii) by transfer or deputation of an official already in the service of any state Government or the Government of India ;
 - (g) in case of Driver-
 - (i) by direct recruitment; or
 - (ii) by promotion from amongst Class IV employees of Haryana Public Service Commission; or
 - (iii) by transfer or deputation of an official already in the service of any state Government or the Government of India ;
 - (h) in case of Clerks-
 - (i) by direct recruitment; or

(ii) by promotion from amongst Restorer, Gestetner operator, Daftri Committee Room Attendant, Jamadar, Peon, Chowkidar or Sweepers; or

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

(i) in case of Restorer-

(i) by direct recruitment; or

(ii) by promotion from amongst Daftri/ Committee Room Attendant and Jamadar; or

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

(j) in case of Gestetner Operator-

(i) by direct recruitment; or

(ii) by promotion from amongst Daftri/ Committee Room Attendant and Jamadar; or

(iii) by transfer or deputation of an official already in the service of any state Government or the 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 promotion.

Probation:

10. (1) Person appointed to any post in the Service shall remain on probation for a period of two years, if appointed by direct recruitment and one year, if appointed otherwise.

Provided that—

(a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;

(b) any period of work in equivalent or higher rank, prior to appointment to 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 regulation, and

(c) any period 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 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 period of probation of a person, the appointing authority may,-

(a) if his work or conduct has, in its opinion, been satisfactory-

(i) confirm such person from the date of his appointment, if appointed against a permanent vacancy; or

(ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or

(iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or

(b) if his work or conduct has 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 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.

Seniority:-

11. Seniority, interse of the members of the service shall be determined by 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 case of members appointed by direct recruitment, the order of merit determined by the Commission shall not be disturbed in fixing the seniority:

Provided 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 member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and
- (d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay in this 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 service is also the same, the older member shall be senior to the younger member.

Liability to Service

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 the Service may also be deputed to serve under:-
 - (i) a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a municipal corporation or a local authority or university within the State of Haryana;
 - (ii) the Central Government or a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government;
or
 - (iii) any other State Government, an international organization, an autonomous body not controlled by the Government, or a private body;

Provided that no member of the Service shall be deputed to serve the Central or any other State Government or any organization or body referred to in 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 provide for in these regulations, the members of the 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 Civil Services (Punishment and Appeal) Rules, 1987, 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, 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 regulations.

(2) The authority competent to pass an order under clause (c) or clause (d) of sub-rule (1) or rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987 and appellate authority shall be as specified in Appendix D to these regulations.

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 Services, unless he has already done, so, shall be required to take 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 regulations with respect to any class or category of person.

Special Provisions:-

18. Notwithstanding anything contained in these regulations, the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.

Reservation:-

19. Nothing contained in these regulations 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 person in accordance with the orders issued by the State Government in this regard, from time to time:

Provided that the total percentage of reservation so made shall not exceed fifty percent at any time.

Repeal and savings

20. The Haryana Public Service Commission (State Service Group 'C') Regulations, 1969 and any regulations applicable to the service and corresponding to any of these regulations which is in force immediately before the commencement of these regulations, are hereby repealed :

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

**HARYANA GOVT. GAZ, JULY 23, 2002
(SRVN 1, 1924 SAKA)**

**APPENDIX A
(See Regulation 3)**

Sr. No.	Designation of posts	Number of Posts		Total	*Scale of pay
		Permanent	Temporary		
1	2	3	4	5	6
1	Deputy Superintendent	1	--	1	**Rs. 9300-34800+ Rs.4200 Grade Pay + 150 Special Pay
2	Personal Assistant	6	3	9	Rs. 9300-34800+ Rs.4200 Grade Pay

3	Assistant	18	3	21	**Rs. 9300-34800+ Rs.3600 Grade Pay
4	Senior Scale Stenographer	1	1	2	Rs. 9300-34800+ Rs. 3600 Grade Pay
5	Junior Scale Stenographer	1	--	1	Rs. 5200-20200+ Rs. 2400 Grade Pay
6	Steno Typist	4	--	4	Rs. 5200-20200+ Rs. 1900 Grade Pay + 100 Special Pay
7	Driver	1	11	12	Rs. 5200-20200+ Rs. 2400 Grade Pay + 300 Special Pay
8	Clerk	20	5	25	Rs. 5200-20200+ Rs.1900 Grade Pay + 40 Special Pay
9	Restorer	1	--	1	Rs. 5200-20200+ Rs.1900 Grade Pay + 30 Special Pay
10	Genstener Operator	2	--	2	Rs. 5200-20200+ Rs.1900 Grade Pay + 30 Special Pay

*Pay scales revised w.e.f 01.01.2006 vide Govt. notification GSR 44/Const/Art. 209/08 dated 30.12.2008.

** Pay scale further revised w.e.f. 06.01.2010 vide Finance Department letter no. 1/83/2008-2PR (FD) dated 6th June, 2010.

HARYANA GOVT GAZ, JULY 23, 2002
(SRVN 1, 1924 SAKA)

APPENDIX B
(See Regulation 7)

Sr. No.	Designation of Posts	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment
1	2	3	4
1.	Deputy Superintendent		<p>By Promotion- Eight years experience as Assistant</p> <p>By transfer or deputation (i) One year experience as Deputy Superintendent; (ii) (ii) Hindi upto Matric Standard.</p>
2.	Personal Assistant	<p>(i) Graduate/10+2 (Vocational) 2nd Division/Intermediate 2nd Division/Higher Secondary 2nd Division/Matric 1st Division or equivalent from a recognized University/Education Board (For Ex-Serviceman matric only);</p> <p>(ii) Hindi upto Matric Standard;</p> <p>(iii) Has passed the test conducted by the Staff Selection Commission, Haryana;</p> <p>(iv) English shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minute; and</p> <p>(v) Hindi shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20</p>	<p>By Promotion- Five years experience as Senior Scale Stenographer</p> <p>By transfer or deputation (i) One year experience as Personal Assistant; (ii) Hindi upto Matric Standard.</p>

		words per minute.	
3.	Assistant	<p>(i) Graduate/10+2 (Vocational) 2nd Division/Intermediate 2nd Division/Higher Secondary 2nd Division/Matric 1st Division or equivalent from a recognized University/Education Board (For Ex-Serviceman matric only);</p> <p>(ii) Hindi upto Matric Standard;</p>	<p>By Promotion- Five years experience as Clerk/Steno Typist.</p> <p>By transfer or deputation</p> <p>(i) One year experience as Assistant;</p> <p>(ii) Hindi upto Matric Standard.</p>
4.	Senior Scale Stenographer	<p>(i) Graduate/10+2 (Vocational) 2nd Division/Intermediate 2nd Division/Higher Secondary 2nd Division/Matric 1st Division or equivalent from a recognized University/Education Board (For Ex-Serviceman matric only);</p> <p>(ii) Hindi upto Matric Standard;</p> <p>(iii) Has passed the test conducted by the Staff Selection Commission, Haryana;</p> <p>(iv) English shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minute; and</p> <p>(v) Hindi shorthand at a speed of 80 words</p>	<p>By Promotion- Three years experience as Junior Scale Stenographer.</p> <p>By transfer or deputation</p> <p>(i) One year experience as Scale Stenographer.</p> <p>(ii) Hindi upto Matric Standard.</p>

		per minute and transcription thereof at a speed of 15 words per minute.	
5.	Junior Scale Stenographer	<p>(i) Graduate/10+2 (Vocational) 2nd Division/Intermediate 2nd Division/Higher Secondary 2nd Division/Matric 1st Division or equivalent from a recognized University/Education Board (For Ex-Serviceman matric only);</p> <p>(ii) Hindi upto Matric Standard;</p> <p>(iii) Has passed the test conducted by the Staff Selection Commission, Haryana;</p> <p>(iv) English shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minute; and</p> <p>(v) Hindi shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute.</p>	<p>By Promotion-</p> <p>(i) Two years experience as Steno typist.</p> <p>(ii) English shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minute;</p> <p>(iii) Hindi shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute.</p> <p>By transfer or deputation</p> <p>(i) One year experience as Junior Scale Stenographer.</p> <p>(ii) Hindi upto Matric Standard.</p>
6.	Steno Typist	<p>(i) Graduate/10+2 (Vocational) 2nd Division/Intermediate 2nd Division/Higher Secondary 2nd Division/Matric 1st Division or</p>	<p>By Promotion-</p> <p>(i) Two years experience as Clerk.</p> <p>(ii) English shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15</p>

		<p>equivalent from a recognized University/Education Board (For Ex-Serviceman matric only);</p> <p>(ii) Hindi upto Matric Standard;</p> <p>(iii) Has passed the test conducted by the Staff Selection Commission, Haryana;</p> <p>(iv) English shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute; and</p> <p>(v) Hindi shorthand at a speed of 64 words per minute and transcription thereof at a speed of 11 words per minute.</p>	<p>words per minute; and</p> <p>(iii) Hindi shorthand at a speed of 64 words per minute and transcription thereof at a speed of 11 words per minute.</p> <p>By transfer or deputation</p> <p>(i) One year experience as Steno Typist</p> <p>(ii) Hindi upto Matric Standard</p>
7.	Driver	<p>(i) Has passed Matric and able to maintain log book;</p> <p>(ii) Two years experience of driving light vehicle with driving licence (light)</p>	<p>By promotion</p> <p>(i) From amongst class IV employees of Haryana Public Service Commission who have completed five years of regular service;</p> <p>(ii) Has passed middle Class Examination and able to maintain log book;</p> <p>(iii) Two years experience of driving light vehicle with driving licence (light).</p> <p>By transfer or deputation</p> <p>(iii) One year experience as Driver</p> <p>(iv) Hindi upto Matric Standard.</p>
8.	Clerk	(i) Graduate/10+2	By promotion-

		<p>(Vocational) 2nd Division/Intermediate 2nd Division/Higher Secondary 2nd Division/Matric 1st Division or equivalent from a recognized University/Education Board (For Ex-Serviceman matric only);</p> <p>(ii) Hindi upto Matric Standard;</p> <p>(iii) Hindi or English typing at a speed of 25 or 30 words per minute respectively.</p>	<p>(i) Five years regular service on the post of Restorer, Gestetner Operator, Daftri, Committee Room Attendant, Jamadar, Peon, Chowkidar or Sweeper,</p> <p>(ii) Matric or equivalent from a recognized University/ Education Board</p> <p>(iii) Hindi or English typing at a speed of 25 or 30 words per minute respectively.</p> <p>By transfer</p> <p>(i) One year experience as Clerk;</p> <p>(ii) Hindi upto Matric Standard.</p>
9.	Restorer	<p>(i) Matric or equivalent form a recognized University/Educational Board.</p>	<p>By promotion-</p> <p>(i) One year experience on the post of Daftri/Committee Room Attendant/Jamadar;</p> <p>(ii) Matric or equivalent form a recognized University/Educational Board.</p> <p>By transfer</p> <p>(i) One year experience as Restorer;</p> <p>(ii) Hindi upto Matric Standard</p>
10.	Gestetner Operator	<p>(i) Matric or equivalent form a recognized University/Educational Board.</p>	<p>By promotion-</p> <p>(i) One year experience on the post of Daftri/Committee Room Attendant/Jamadar;</p> <p>(ii) Matric or equivalent form a recognized University/Educational Board.</p> <p>By transfer</p> <p>(i) One year experience as</p>

			Gestetner Operator; (ii) Hindi upto Matric Standard
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HARYANA GOVT GAZ, JULY 23, 2002
(SRVN 1, 1924 SAKA)

Appendix 'C'

[See regulation 14(1)]

Sr. No.	Designation of Posts	Appointing authority	Nature of Penalty	Authority empowered to impose penalty	Appellate authority
1.	Deputy Superintendent	Chairman	1. Minor Penalties	Chairman	Government
2.	Personal Assistant		(i) warning with a copy in the personal file (character roll);		
3.	Assistant		(ii) Censure;		
4.	Senior Scale Stenographer		(iii) with holding of promotion;		
5.	Junior Scale Stenographer		(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 a 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		
6.	Steno Typist				
7.	Driver				
8.	Clerk				
9.	Restorer				
10.	Gestetner Operator				

			<p>Parliament or of the Legislature of a State; and</p> <p>(v) withholding of increments of pay with cumulative effect;</p> <p>2. Major Penalties</p> <p>(va) withholding of increments of pay with cumulative effect;</p> <p>(vi) 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 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>(vii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the</p>		
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			<p>Government employee to the time scale of pay, grade, post or service from which he was reduced with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service;</p> <p>(viii) compulsory retirement;</p> <p>(ix) removal from service which shall not be a disqualification for future employment under the Government; and</p> <p>(x) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.</p>		
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HARYANA GOVT GAZ, JULY 23, 2002
(SRVN 1, 1924 SAKA)

Appendix 'D'

[See regulation 14(2)]

Sr. No.	Designation of Posts	Nature of order	Authority empowered to make order	Appelate Authority
1.	Deputy Superintendent	(i) Reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension;	Chairman	Government
2.	Personal Assistant			
3.	Assistant Senior Scale	(ii) Terminating the appointment otherwise than on his attaining the age fixed for superannuation.		
4.	Stenographer			
5.	Junior Scale Stenographer			
6.	Steno Typist			

7.	Driver			
8.	Clerk			
9.	Restorer			
10.	Gestetner Operator			

A.N. MATHUR,
Chief Secretary to Government, Haryana