

**Subject:- Service Rules of Haryana Renewable Energy Department
(HAREDA).**

HARYANA GOVT. GAZ., APRIL 6, 1999
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[Authorised English Translation]

HARYANA GOVERNMENT

DEPARTMENT OF NON-CONVENTIONAL ENERGY SOURCES

Notification

The 29th October, 1998

No. G.S.R. 36/Const./Art. 309/98.—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 Non-conventional Energy Sources Headquarter & Field (Group C) Service, namely :—

PART I—GENERAL

Short title and commencement:

1. (1) These rules may be called the Haryana Non-conventional Energy Sources Headquarter and Field (Group C) Service Rules, 1998.

(2) They shall come into force on the date of their publication in the Official Gazette.

Definitions :

2. In these rules, unless the context otherwise requires,—

(a) "Commission" means the Haryana Staff Selection Commission ;

(b) "direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government ;

(c) "Director" means the Director, Non-conventional Energy Sources Department, Haryana ;

(d) "Government" means the Haryana Government in the Administrative Department ;

(e) "institution" means,—

(i) any institution established by law in force in the State of Haryana ; or

(ii) any other institution recognised by the Government for the purpose of these rules ;

(f) "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 these rules ;
- (g) "Service" means the Haryana Non-conventional Energy Sources Head-quarter and Field (Group C) Service ;
- (h) "Secretary" means Secretary to Government Haryana, Non-conventional Energy Sources Department ;

PART II-RECRUITMENT TO SERVICE

Number and Character of posts :

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

Provided that nothing in these rules shall 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.

Nationality, domicile and character of candidates appointed to Service :

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

- (a) a citizen of India ; or
- (b) a subject of Nepal ; or
- (c) a subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962, with the intention of permanently settling in India ; or
- (e) a person of Indian origin, who has migrated from Pakistan, Burma, Sri Lanka, or any of 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 Commission or any other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

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

Age:

5. No person shall be appointed to any post in the Service by direct recruitment who is less than 17 years or more than 35 years of age, on the first day of the month next preceding the last date of submission of application to the Commission.

Appointing authority:

6. Appointment to the post 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 specified in Column 3 of Appendix B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of persons appointed otherwise than by direct recruitment :

Provided that in the case of appointment by direct recruitment, the qualifications 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-Servicemen 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 Service;

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

Method of recruitment :

9. Recruitment to the Service shall be made,—

Headquarter :

(a) in case of Personal Assistant,—

- (i) by promotion from amongst Senior Scale Stenographers ; or
- (ii) by transfer or deputation of any official already in the service of any State Government or the Government of India ;

- (b) in case of Programmer,—
- (i) by promotion from amongst Data Entry Operators ; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of any official already in the service of any State Government or the Government of India.
- (c) in case of Assistant,—
- (i) by promotion from amongst Clerks or Steno-typists ; or
 - (ii) by transfer or deputation of any official already in the service of any State Government or the Government of India.
- (d) in case of Senior Scale Stenographer,—
- (i) by promotion from the amongst Steno-typists ; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of any official already in the service of any State Government or the Government of India.
- (e) in case of Driver,—
- (i) by promotion from amongst persons, Sweepers or Chowkidars ; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of any official already in the service of any State Government or the Government of India.
- (f) in case of Steno-typist,—
- (i) by promotion from amongst Clerk-cum-Cashier ; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of any official already in the service of any State Government or the Government of India.
- (g) in case of Data Entry Operator,—
- (i) by promotion from amongst Clerk-cum-Cashier ;
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of any official already in the service of any State Government or the Government of India.

Note:—The post of Data Entry Operator being technical is of higher responsibility than that of Clerk-cum-Cashier.

(b) in case of Clerk-cum-Cashier,—

- (i) by promotion from amongst Peons, Sweepers or Chowkidars;
- (ii) by direct recruitment ; or
- (iii) by transfer or deputation of any official already in the service of any state Government or the Government of India ;

Field :

(a) in case of Assistant Project Officer,—

- (i) 30% by promotion from Technical Assistants ; and
- (ii) 70% by direct recruitment ; or
- (iii) by transfer or deputation of any official already in the service of any State Government or the Government of India ;

(b) in case of Technical Assistant,—

- (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 ;

(c) in case of Steno-typist,—

- (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 ;

(2) All promotions, unless otherwise provided, shall be made on seniority-cum-merit basis and seniority alone shall not confer any right to such promotions.

Probation :

10. (1) Persons appointed to any post in the Service 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 any post in the Service, may, in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule ; and
- (c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation be entitled to be confirmed, unless he is appointed against a permanent vacancy.

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may,—

(a) if such person is appointed by direct recruitment, dispense with his Services; and

(b) if such 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,—

(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 as in its opinion, been not satisfactory,—

(i) dispense with his service, if appointed by direct recruitment and if appointed otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment permit; or

(ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation;

Provided that the total period of probation including extension, if any, shall not exceed three years.

Seniority:

11. Seniority, *inter se* 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 the case of a member appointed by direct recruitment, the order of merit determined by the Commission shall not be disturbed in fixing the seniority;

Provided further that in 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 promotion or by transfer;

- (b) a member appointed by promotion shall be senior to a member appointed by transfer ;
- (c) in the case of a member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such 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 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 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 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 organisation, 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 organisation or body referred to in clauses (ii) or (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 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 rules.

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

Vaccination:

15. Every member of the Service shall get himself vaccinated or 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.

Special provisions:

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 Caste, 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 percent, at any time.

Repeal and Savings:

20. Any rule applicable to the Service and corresponding to any of these rules which is in force immediately before the commencement of these rules is hereby repealed;

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

APPENDIX-A

(See Rule 3)

Sr. No.	Designation of posts	Number of posts			Scale of Pay
		Permanent	Temporary	Total	
1	2	3	4	5	6
Headquarter:					
1	Personal Assistant	—	1	1	Rs. 5500—175—8300— EB—175—9000
2	Programmer	—	1	1	Rs. 5500—175—8300— EB—175—9000
3	Assistant	—	2	2	Rs. 5000—150—7100— EB—150—7850
4	Senior Scale Steno-grapher	—	1	1	Rs. 5000—150—7100— EB—150—7850
5	Driver	—	2	2	Rs. 4000—100—4800— EB—100—6000
6	Steno-typist	—	2	2	Rs. 3050—75—3950— EB—80—4590
7	Data Entry operator	—	1	1	Rs. 3050—75—3950—EB— 80—4590
8	Clerk-cum-Cashier	—	3	3	Rs. 3050—75—3950—EB— 80—4590
Field :					
1	Assistant Project Officer	—	30	30	Rs. 5450—150—6950—EB— 150—8000
2	Technical Assistant	—	16	16	Rs. 4000—100—4800—EB— 100—6000
3	Steno-typists	—	30	30	Rs. 3050—75—3950—EB— 80—4590

APPENDIX-B

(See rule 7)

Serial No.	Designation of post	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment
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1

2

3

4

Headquarter :

1. Personal Assistant

By promotion—

- (i) 5 years experience as Senior Scale Stenographer;
- (ii) Hindi Shorthand at 80 words per minute and transcription thereof at 15 words per minute and English Shorthand at 100 words per minute and transcription thereof at 20 words per minute;

By transfer or deputation—

- (i) One year experience as personal Assistant ;
- (ii) Hindi Shorthand at 80 words per minute and transcription thereof at 15 words per minute and English Shorthand at 100 words per minute and transcription thereof at 20 words per minute;
- (iii) Knowledge of Hindi upto Matric.

2. Programmer

- (i) Candidate should be MCA 1st Class, B.E. in Computer Science/Electronics/1st Class M.Sc.

By promotion—

- (i) Candidate should be MCA 1st Class, B.E. in Computer Science or Electronics

1	2	3	4
		Degree in Physics/Maths/Statistics with Post Graduate Diploma in Computer Applications from a recognised University;	or 1st Class M.Sc. Degree in Physics, Maths or Statistics with post Graduate Diploma in Computer Applications from a recognised university.
		(ii) Knowledge of Hindi upto Matric.	(ii) 5 years experience as Data Entry Operator.
			<p>By transfer or deputation—</p> <p>(i) Candidate should be MCA 1st Class, B. E. in Computer Science or Electronics or 1st Class M.Sc. Degree in Physics, Maths or Statistics with Post Graduate Diploma in Computer Applications from a recognised university;</p> <p>(ii) 5 years experience as Data Entry Operator;</p> <p>(iii) Knowledge of Hindi upto Matric.</p> <p>By promotion—</p> <p>(i) 5 years experience as Clerk or Steno-typist;</p>
3 Assistant			<p>By transfer or deputation—</p> <p>(i) 5 years experience as Clerk or Steno-typist;</p> <p>(ii) Knowledge of Hindi up-to Matric.</p>
4 Senior Scale Stenographer		<p>(i) Matric 1st Division/ Higher Secondary 2nd Division/Intermediate 2nd Division/10+2 (Vocational) 2nd division/ Graduate or equivalent (for Ex-Servicemen Matric only);</p> <p>(ii) English Shorthand at</p>	<p>By promotion—</p> <p>(i) 5 years experience as Steno-typist;</p> <p>(ii) English Shorthand at 100 words per minute and transcription thereof at 20 words per minute and</p>

1	2	3	4
		100 words per minute and transcription thereof at 20 words per minute and Hindi Shorthand at 80 words per minute and transcription thereof at 15 words per minute;	Hindi Shorthand at 80 words per minute and transcription at 15 words per minute.
	(iii) Knowledge of Hindi up to Matric Standard.		By transfer or deputation—
			(i) Matric 1st Division/Higher Secondary 2nd Division/Intermediate 2nd Division/10+2 (Vocational) 2nd Division/Graduate or equivalent (for Ex-servicemen Matric only);
			(ii) English Shorthand at 100 words per minute and transcription thereof at 20 words per minute and Hindi Shorthand at 80 words per minute and transcription thereof at 15 words per minute;
			(iii) 5 years experience at Sieno typist or 3 years experience as Junior Scale Stenographer;
			(iv) Knowledge of Hindi up to Matric standard.
5 Driver		(i) Matric with Hindi;	By promotion—
		(ii) Should have light transport vehicle, driving Licence;	(i) 5 years experience as Peon, Sweeper or Chowkidar;
		(iii) 2 years experience of driving a light vehicle.	(ii) Should have light transport vehicle driving licence;
			(iii) 2 years experience of driving a light vehicle.
			By transfer or deputation—
			(i) Matric with Hindi;
			(ii) Should have light transport vehicle driving licence;
			(iii) 2 years experience of driving a light vehicle.

1	2	3	4
6	Stone typist	<p>(i) Matric 1st Division/ Higher Secondary 2nd Division/Intermediate 2nd Division/10+2 (Vocational) 2nd Division/ Graduate or equivalent (for Ex-servicemen Matric only);</p> <p>(ii) English Shorthand at 80 words per minute and transcription thereof at 15 words per minute and Hindi Shorthand at 64 words per minute and transcription thereof at 11 words per minute;</p> <p>(iii) Knowledge of Hindi up to Matric standard.</p>	<p>By promotion—</p> <p>(i) 5 years experience as Clerk-cum-Cashier;</p> <p>(ii) English Shorthand at 80 words per minute and transcription thereof at 15 words per minute and Hindi Shorthand at 64 words per minute and transcription thereof at 11 words per minute.</p> <p>By Transfer or deputation—</p> <p>(i) Matric 1st Division/Higher Secondary 2nd Division/ Intermediate 2nd Division/ 10+2 (Vocational) 2nd Division/Graduate or equivalent (for Ex-servicemen Matric only);</p> <p>(ii) English Shorthand at 80 words per minute and transcription thereof at 15 words per minute and Hindi Shorthand at 64 words per minute and transcription thereof at 11 words per minute;</p> <p>(iii) 5 years experience as Clerk;</p> <p>(iv) Knowledge of Hindi up to Matric standard.</p>
7	Data Entry Operator	<p>(i) Matric 1st Division/ Higher Secondary/10+2 (Vocational) or equivalent;</p> <p>(ii) Data Entry Certificate from I.T.I.;</p> <p>(iii) Two years experience in Data Entry;</p> <p>(iv) Knowledge of Hindi up to Matric.</p>	<p>By promotion—</p> <p>(i) Data Entry Certificate from I.T.I.;</p> <p>(ii) 5 years experience as Clerk-cum-Cashier;</p> <p>By Transfer or deputation—</p> <p>(i) Matric 1st Division/ Higher Secondary/10+2 (Vocational or equivalent);</p> <p>(ii) Data Entry Certificate from I.T.I.;</p>

1	2	3	4
			(iii) Two years experience in data entry ;
			(iv) Knowledge of Hindi up to Matric.
8	Clerk-cum-Cashier	(i) Matric 1st Division/Higher Secondary 2nd Division/Intermediate 2nd Division/10+2 (Vocational) 2nd Division/Graduate or equivalent (for Ex-servicemen Matric only) ; (ii) Candidates will have to pass English/Hindi type test @ 30/25 words per minute respectively within one year from the date of appointment ; (iii) Knowledge of Hindi upto Matric.	By Promotion — (i) 5 years regular service as Poon, Sweeper or Chowkidar ; (ii) Candidate will have to pass English/Hindi type test @ 30/25 words per minute respectively within one year from the date of appointment ; (iii) Candidate shall have to pass the written examination of Hindi and English of Matric standard to be Conducted by the Director. By Transfer or deputation— (i) Matric 1st Division/Higher Secondary 2nd Division/Intermediate 2nd Division/10+2 (Vocational) 2nd Division/Graduate or equivalent (for Ex-servicemen Matric only) ; (ii) Candidates will have to pass English/Hindi type test @ 30/25 words per minute respectively within one year from the date of appointment ; (iii) 5 years experience as Clerk.
Field Staff :			
1	Assistant Project Officer	(i) Diploma in Electrical or Electronics or Mechanical Engineering ;	By Promotion— (i) Diploma in Electrical or

1	2	3	4
D	(ii) Knowledge of Hindi up to Matric standard.	Electronics or Mechanical Engineering;	(ii) 5 years experience as Technical Assistant ; By Transfer or deputation— (i) Diploma in Electrical or Electronics or Mechanical Engineering ; (ii) Knowledge of Hindi up to Matric standard. (iii) 5 years experience as Technical Assistant/Junior Engineer.
2	Technical Assistant	(i) Matric with ITI certificate holder (Mechanical or Fitter or Motors or Electrical or Turner); (ii) Knowledge of Hindi up to Matric standard.	By Transfer or deputation— (i) Matric with ITI certificate holder (Mechanical or Fitter or Motors or Electrical or Turner) ; (ii) 5 years experience as Technical Assistant ; (iii) Knowledge of Hindi upto Matric standard.
3	Steno typist	(i) Matric 1st Division/ Higher Secondary 2nd Division/Intermediate 2nd Division/10+2 (Vocational) 2nd Division/ Graduate or equivalent (for Ex-Servicemen Matric only) ; (ii) English Shorthand at 80 words per minute and transcription thereof at 15 words per minute or Hindi Shorthand at 64 words per minute and transcription thereof at 11 words per minute ; (iii) Knowledge of Hindi upto Matric standard.	By Transfer or deputation— (i) Matric 1st Division/ Higher Secondary 2nd Division/Intermediate 2nd Division/10+2 (Vocational) 2nd Division/ Graduate or equivalent (for Ex-servicemen Matric only) ; (ii) English Shorthand at 80 words per minute and transcription thereof at 15 words per minute or Hindi Shorthand at 64 words per minute and transcription thereof at 11 words per minute ; (iii) 5 years experience as Clerk ; (iv) Knowledge of Hindi up to Matric standard.

APPENDIX C

[See rule 14(1)]

Sr. No.	Designation of posts	Appointing authority	Nature of penalties	Authority empowered to impose penalty	Appellate authority	Second and final appellate authority, if any.
1	2	3	4	5	6	7
Minor Penalties—						
HEAD QUARTER						
1	Personal Assistant	Director	(i) warning with a copy in the personal file (Character roll);	Director	Secretary	Government
2	Programmer		(ii) Censure;			
3	Assistant		(iii) Withholding of promotion;			
4	Senior Scale Stenographer		(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or a breach of orders to the Central Government or a State Government or a company and association or a body of individuals whether in corporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or University set up by an Act of Parliament or of the Legislature of a State; and			
5	Driver					
6	Stenotypist					
7	Data Entry Operator					
8	Clerk-cum-Cashier					
FIELD						
1	Assistant Project Officer					
2	Technical Assistant					

3 Steno-
Typist

(v) withholding of increments of pay without cumulative effect ;

Major Penalties—

(vi) a withholding of increments of pay with cumulative effect ;

(vii) 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 ;

(viii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the 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

1 2 3 4 5 6 7

seniority and pay
on such restoration
to that grade, post
or service ;

(viii) compulsory
retirement ;

(ix) removal from
service which shall
not be a disquali-
fication for future
employment under
the Government ;

(x) dismissal from
service which shall
ordinarily be a
disqualification for
future employment
under the Govern-
ment.

APPENDIX D

[See rule 14 (2)]

DI

Sr. No.	Designation of posts	Nature of order	Authority empowered to make order	Appellate authority	Second and final appellate authority, if any
1	2	3	4	5	6

HEADQUARTER

1	Personal Assistant	(i) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension ;	Director	Secretary	Government
2	Programmer				
3	Assistant	(ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation.			
4	Senior Scale Stenographer				
5	Driver				
6	Steno-typist				
7	Data Entry Operator				
8	Clerk-cum-Cashier				

FIELD

1	Assistant Project Officer				
2	Technical Assistant				
3	Steno-typist				

S.Y. QURAIISHI,

Commissioner and Secretary to Government, Haryana, Non-conventional Energy Sources Department.

[Authorized English Translation]

HARYANA GOVERNMENT
RENEWABLE ENERGY DEPARTMENT

Notification

The 3rd January, 2014

No. G.S.R. 5/Const./Art. 309/2013.— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Haryana Renewable Energy, Headquarter and Field (Group-C) Service Rules, 1998, namely :—

1. These rule may be called the Haryana Renewable Energy Sources, Headquarter and Field (Group-C) Amendment Rules, 2014.

2. In the Haryana Renewable Energy Sources Headquarter and Field (Group-C) Service Rules, 1998 (hereinafter called the said rules), in rule 9, under heading Headquarter,—

(i) clause (g) shall be omitted;

(ii) for the words "Clerk-cum-Cashier", wherever occurring, the word "Clerk" shall be substituted;

3. In the said rules, after rule 9, the following rule shall be inserted, namely :—

"9A. (1) Typing test is substituted with the State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of service requirement for Clerks, Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers. The State Eligibility Test in Computer Appreciation and Applications (SETC) shall be a post requisite condition/qualification which all the newly recruited/appointed Clerks, Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers in the Government Departments/Organizations shall have to qualify. The existing Clerks, who have been promoted from Group-D and Restorer etc. who have not passed the typing test till date as required under the Service Rules shall have an option either to pass the typing test or the State Eligibility Test in Computer Appreciation and Applications (SETC). The Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers shall also have to qualify Stenography test as prescribed in the Service Rules.

(2) The candidate shall have to qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the probation period of two years, extendable by one year in case of direct recruit. The candidate appointed against the aforesaid categories of posts in Group C shall not be entitled to earn any increment in his/her pay scale till he/she qualifies the said test, failing which the services of such employees shall be dispensed with. The persons who are promoted to the post of Clerk and Steno-typists shall also qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the period of probation of one year extendable by one year, failing which he/she will be reverted back.

(3) The Government of Haryana hereby authorizes the Haryana State Electronic Development Corporation Limited (HARTRON) or any other agency as pre-

scribed by the Government, as the Authorized Agency for conducting the State Eligibility Test in Computer Appreciation and Applications (SETC), alongwith a test in typing speed in accordance with the syllabus as the State Government may specify in this regard from time to time, besides the syllabus already provided in sub-rule (4) of this rule. The 'pass' certificate issued by HARTRON or any other agency, as approved by the Government, would be accepted as an evidence of the fulfilment of the prescribed condition in the Service Rules.

- (4) The syllabus for the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word processing, Internet Browsing and E-mail management only.
- (5) In the case of Clerks, typing speed of 30 words per minute in English and 25 words per minute in Hindi converted with equivalent key depressions in both cases as the typing speed, would be tested on computers.
- (6) The employees possessing the following qualifications are exempted from taking the State Eligibility Test in Computer Appreciation and Applications (SETC) —
 - (i) M.Tech./B.Tech (Computers), MCA, BCA or Diploma in Computers from the recognized institute e.g. Polytechnics;
 - (ii) Basic Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics & Information Technology (NIELIT) [erstwhile DOEACC Society];
 - (iii) Haryana State - Certificate in Information Technology [HS-CIT] from the Authorized Learning Centres (ALCs) of the HKCL;
 - (iv) Candidates/employees who have already passed the SETC and the same is valid at the time of joining the service. The State Eligibility Test in Computer Appreciation and Applications (SETC) passed by any candidate earlier shall be considered valid for a period of 5 years from the date of issue of such certificate by HARTRON or any other agency authorized by the Government; and
 - (v) Physically disabled candidates i.e. amputation of hand (left and Right) Amputation of upper limbs, Paralysis of Radial Nerve (Radial Nerve Palsy) of either upper limb. Declination degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped.

However, these employees, with the exception of those mentioned under sub-para (v) above, shall be required to clear the 'typing test' being part of the State Eligibility Test in Computer Appreciation and Applications (SETC)."

4. In the said rules, in Appendix-A, under heading Headquarter,—
 - (i) entries against serial number 7 shall be omitted;
 - (ii) against serial number 8, under column 2, for the words and signs "Clerk-cum-Cashier", the word "Clerk" shall be substituted.

5. In the said rules, in Appendix B,—
- (A) under heading *Headquarter*,—
- I. against serial number 4, under column 3, for existing item (i) the following item shall be substituted, namely:—
“(i) 10+2/Graduate or equivalent (for ex-servicemen 10+2 only);”;
 - II. against serial number 6, —
(1) under column 3, for the existing item (i), the following item shall be substituted, namely:—
“(i) 10+2/Graduate or equivalent (for ex-servicemen 10+2 only);”;
 - (2) under column 4, under heading by promotion, in item (i), for the words and sign “Clerk-cum-Cashier,” the word “Clerk” shall be substituted;
 - III. entries against serial number 7 shall be omitted;
 - IV. against serial number 8, under columns 1, 2, 3, and 4, the following serial number and entries there against shall be substituted, namely:—

1	2	3	4
*8	Clerk	(i) 10+2/Graduate or equivalent (for ex-servicemen 10+2 only); (ii) Knowledge of Hindi upto Matric standard.	By Promotion- (i) 10+2; (ii) 5 years regular service as Peon, Sweeper or Chowkidar; By transfer/deputation- (i) 10+2/Graduate or equivalent (for ex-servicemen 10+2 only); (ii) 5 years experience as Clerk; (iii) Knowledge of Hindi upto Matric standard.”;

- (B) under heading *Field staff*, against serial number 3, under column 3, for existing item (i), the following item shall be substituted, namely:—
“(i) 10+2/Graduate or equivalent (for ex-servicemen 10+2 only);”.
6. In the said rules, in Appendices C and D, under heading *Headquarter*, under column 2,—
- (i) entry against serial number 7 shall be omitted; and
 - (ii) against serial number 8, under column 2, the following entry shall be substituted, namely:—

2

“Clerk”.

S.N. ROY,
Principal Secretary to Government Haryana,
Renewable Energy Department.