

Haryana, Govt. Gaz., July 1, 1997
(ASAR. 10, 1919 SAKA)

HARYANA GOVERNMENT
WELFARE OF SCHEDULED CASTES AND
BACKWARD CLASSES DEPARTMENT

Notification
The 6th June, 1997

No. GSR. 46/Const/Art, 309/97.- In exercise of the powers conferred by the provision to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of services of persons appointed, to the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group C) Services, Namely:-

Part I – General

1. In these rules may be called the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group C) Service Rules, 1997. Short title,

2. In these rules, unless the context otherwise requires,- Definition
 - a) “Boards” means the subordinate Service Selection Board, Haryana;
 - 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, Welfare of Scheduled Castes and Backward Classes, Haryana;
 - d) “Government” means the Haryana Government in the Administrative Department;
 - e) “Institutions” 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 case of 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; and
 - (g) “Service” means the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group C) Services.

PART II- RECRUITMENT TO SERVICES

| | | |
|----|---|---|
| 3 | <p>The Service shall comprise of the posts shown in Appendix A to these rules:</p> <p>Provided that nothing in these rules shall affect the inherent right of the Government to make addition to, or reduction in the number of such posts or to create new posts with different designation and scales of pay, either permanently or temporarily.</p> | Number and Character of posts- |
| 4. | <p>(1) No person shall be appointed to any post in the service, unless he is, :</p> <p>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 setting 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, Zaira and Ethiopia with the intention of permanently setting in India:</p> <p>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.</p> <p>(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Board 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.</p> <p>(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.</p> | Nationality, domicile and character of candidates appointed to service. |

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| | | |
|---|--|-----|
| 5 | <p>No person shall be appointed to any post in the service by direct recruitment who is less than seventeen years or more than thirty-five years of age, on or before the 1st day of January next preceding the last date of submission of applications to the Board or any recruiting authority.</p> | Age |
|---|--|-----|

| | | |
|---|---|-----------------------|
| 6 | Appointment to any post in the service shall be made by the Director. | Appointing authority |
| 7 | <p>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 other than by direct recruitment:</p> <p>Provided that in the case of appointment by direct recruitment, the qualification regarding experience shall be relax able to the extent of 50 % at the discretion of the Board 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.</p> | Qualification |
| 8 | <p>No person,-</p> <p>a) Who has entered into or contracted a marriage with a person having a spouse living; or</p> <p>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:</p> <p>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 form the operations of this rule.</p> | Disqualification |
| 9 | <p>(1) Recruitment to the Services shall be made-</p> <p>a) in case of Lady Welfare Officer,-</p> <p>i) 50 % by promotion from amongst Lady Supervisor; and</p> <p>ii) 50 % by direct recruitment; or</p> <p>iii) By transfer or deputation of and official already in the service of any State Government or Government of India;</p> <p>b) in case of Assistant Research Officer-</p> <p>i) 50 % by promotion from amongst Statistical Assistance;</p> <p>ii) 50 % by direct recruitment; or</p> <p>iii) by transfer or deputation of an official already in the service of any State Government or the Govt. of India;</p> <p>c) in case of Deputy Superintendent,-</p> <p>i) by promotion from amongst Assistance, Accountant, Senior Scale Stenographer or Junior Auditor; or</p> <p>ii) by transfer or deputation of an official already in the Service of any State Government or the Govt. of India;</p> <p>d) in case of Lecturer Hindi, English, Mathematics and General Studies,-</p> <p>i) 25% by promotion from amongst Stenographer Instructor; and</p> <p>ii) 75% by direct recruitment; or</p> <p>iii) by transfer or deputation of an official already in the Service of any State Government or the Govt. of India;</p> <p>e) In the case of Statistical Assistant,-</p> | Method of recruitment |

i) 25% by promotion from amongst Accountant-cum-clerk
or
Cashier; and

ii) 75% by direct recruitment; or

iii) by transfer or deputation of an official already in the
Service of any State Government or the Govt. of India;

f) in case of Tehsil Welfare Officer,-

i) 50 % by promotion from amongst Male Social Workers;

ii) 50 % by direct recruitment; or

iii) by transfer or deputation of an official already in the
service of any State Government or the Govt. of India;

g) in case of Assistant , Junior Auditor, Accountant,-

i) by promotion from amongst Accountant-cum-Clerk or
Cashier or Junior Scale Stenographer or Clerk; or

ii) by transfer or deputation of an official already in the
Service of any State Government or the Govt. of India;

h) in case of Lady Supervisor

i) 50% by promotion from amongst Lady Social Workers;

ii) 50 % by direct recruitment; or

iii) by transfer or deputation of an official already in the
Service of any State Government or the Govt. of India

I) in case of Hostel Warden,-

i) by direct recruitment; or

ii) By transfer or deputation of and official already in the
service of any State Government or Government of India;

J) in case of Stenography Instructor,-

i) by direct recruitment; or

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

K) in case of Senior Scale Stenographer

i) by promotion from amongst junior scale stenographer ; or

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

L) in case of Junior Scale Stenographer,-

i) by promotion from amongst Steno-Typist; or

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

m) in the case of Accountant-cum-Clerk, Cashier,-

i) by promotion from amongst Clerk, Storekeeper, record
keeper or Steno-typist; or

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

(n) in the case of Lady Social Workers,-

(i) by direct recruitment ; or

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

(O) in case of Assistant Librarian,--

(i) by direct recruitment ; or

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

(P) in case of Driver,-

(i) by direct recruitment ;

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

(q) in the case of steno-typist ,---

(i) 25 % by promotion from amongst Clerk ; and

(ii) 75 % by direct recruitment ; or

(iii) by transfer or deputation of any official already in the service of any State Government or the Govt. of India;

(r) in the case of Male Social Worker .----

(i) by direct recruitment ; or

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

(s) in case of Clerk, Store-Keeper, or Record Keeper ,---

(i) 20 % by promotion from amongst Peon, Sweeper , Chowkidar, Sweeper-cum-chowkider, Cook , Assistant Cook and Lady Attendant ; and

(ii) 80% 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;

(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.

- 10 1) persons 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:

Probation

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 appointment by transfer , at the discretion of the appointing authority , be allowed to count towards the periods of probations fixed under this rule ; and
 - (c) any period of officiating appointment shall be reckoned as period spent on probations 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 the 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 , then by direct recruitment , ---
 - i) revert him to his former post ; or
 - ii) Deal with him in such other manner as the term 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 opinions , 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

(a) if his work or conduct has, in its opinion, been not satisfactory ,--

(i) dispense with his Services, if appointed recruitment , if appointed otherwise revert former post or deal with him in such as the term and conditions or the previous permit ; or

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

b) if his work or conduct has, in its opinion, been not satisfactorily,-

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

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

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

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 case of a member appointed by direct recruitment, the order of merit determined by the Board or any other authority, as the case may be 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 by promotion or by transfer;

b) a member appointed by promotion shall be senior to a member appointed by transfer;

c) in case of member appointed by promotion or by transfer seniority shall be determined according to the seniority of

such members in the appointment 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 is also the same, the older member shall be senior to the younger member.

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

(2) A member of the Services 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 State of Haryana;

ii) The Central Government or a company, an association of 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; or

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.

13 In respect of pay, leave, pension and 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 enforced made by the State Legislature. Pay, leave, pension and other 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) Rule, 1987, as amended from time to time: Discipline, penalties and appeals

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority shall, subject to the provisions of any law or rules made under Article 309 of the Constitution of India, be such as are specified in Appendix C to these rules.

- (2) The Authority competent to pass an order under clause (c) or clause (d) of sub rule (I) 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.
- 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. Vaccination
- 16 Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to India and to Constitution of India as by law established. Oath of allegiance
- 17 Where the Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons. Power of relaxation
Special provision
- 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. Reservation
- 19 Not contained in these rules shall effect 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 percent, at any time. Repeal and Savings
- 20 The Haryana Welfare of Scheduled Castes and Backward Classes Department Group (C) Services Rule, 1985, are hereby repealed:
- Provided that any order made or action taken under the rules to repeal shall be deemed to have been made or taken under the corresponding provision of these rules.

APPENDIX A

(See Rule 3)-

| Serial | Designation of Posts | No. of posts | | | Scale of pay |
|----------|------------------------------|----------------|----------------|----------|---|
| | | Perma- nent | Tempo- rary | Total | |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1. | Lady Welfare Officer | -- | 1 | 1 | Rs. 2,000-60-2,300-EB-75-3,200 |
| 2. | Assistance Research Officer | -- | 7 | 7 | Rs. 1,640-60-2,600-EB-75-2,900 |
| 3. | Deputy Superintendent | 1 | 13 | 14 | Rs. 1,640-60-2,600-EB-75-2,900 |
| 4. | Lecturer Hindi | -- | 04 | 04 | Rs. 1,600-50-2,300-EB-60-2,660 |
| 5. | Lecturer English | -- | 04 | 04 | Rs. 1,600-50-2,300-EB-60-2,660 |
| 6. | Lecturer Mathematics | -- | 04 | 04 | Rs. 1,600-50-2,300-EB-60-2,660 |
| 7. | Lecturer General Studies | -- | 04 | 04 | Rs. 1,600-50-2,300-EB-60-2,660 |
| 8. | Statistical Assistance | 12 | 02 | 14 | Rs. 1,400-40-1,600-50-2,300- EB-60-2,660 |
| 9. | Tehsil Welfare Officer | 44 | 55 | 04 | Rs. 1,400-40-1,600-50-2,300- EB-60-2,660 |
| 10. | Assistance | 17 | 16 | 33 | Rs. 1,400-40-1,600-50-2,300- EB-60-2,660 |
| 11. | Junior Auditor | 01 | 02 | 03 | Rs. 1,400-40-1,600-50-2,300- EB-60-2,660 |
| 12. | Accountant | 01 | 01 | 02 | Rs. 1,400-40-1,600-50-2,300- EB-60-2,660 |
| 13. | Lady Supervisor | 01 | 07 | 08 | Rs. 1,400-40-1,600-50-2,300- EB-60-2,660 |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 14 | Hostel Warden | --- | 9 | 9 | Rs. 1,400-40-1,600-50-2,300-EB- 60-2,600 |
| 15 | Stenography Instructor | 3 | 1 | 4 | Rs. 1,400-40-1,600-50-2,300-EB- 60-2,600 |
| 16 | Senior Scale Stenographer | 1 | 1 | 2 | Rs. 1,400-40-1,600-50-2,300-EB- 60-2,600 |
| 17 | Junior Scale Stenographer | 2 | 3 | 5 | Rs. 1,200-30-1,560-EB-40-2,040 |
| 18 | Accountant-cum- Clerk | 12 | 14 | 26 | Rs. 1,200-30-1,560-EB-40-2,040 |
| 19 | Cashier | 1 | -- | 1 | Rs. 1,200-30-1,560-EB-40-2,040 |

| | | | | | |
|----|---------------------|-----|-----|-----|--|
| 20 | Lady Social Worker | 38 | 70 | 108 | Rs. 1,200-30-1,560-EB-40-2,040 |
| 21 | Assistant Librarian | 1 | --- | 1 | Rs. 1,200-30-1,560-EB-40-2,040 |
| 22 | Driver | 13 | 1 | 14 | Rs. 1,200-30-1,560-EB-40-2,040 (Rs. 200 as special pay for head quarter) Rs. 1,200-30-1,560-EB-40-2,040 (Rs. 100 as special pay for field) |
| 23 | Steno-typist | 8 | 13 | 21 | Rs. 950-20-1,150-EB-25-1,500 (Rs. 100 Special pay) |
| 24 | Male Social Worker | 38 | --- | 38 | Rs. 950-20-1,150-EB-25-1,500 |
| 25 | Clerk | 24 | 32 | 56 | Rs. 950-20-1,150-EB-25-1,500 |
| 26 | Store-Keeper | --- | 1 | 1 | Rs. 950-20-1,150-EB-25-1,500 |
| 27 | Record Keeper | --- | 1 | 1 | Rs. 950-20-1,150-EB-25-1,500 |

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APPENDIX B
(See rule 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 | Lady Welfare Officer | (i) Master's degree from a recognised university in social work or Sociology or Economics (ii) Hindi upto Matric standard. (iii) Preference will given to those possessing five years field experience in the Development or Welfare Department of the Central or any State Government. | By promotion----- 8 years experience as Lady Supervisor By Transfer or deputation---- (i) Master's degree from a recognised university in Social Work or Sociology or Economics. (ii) Hindi upto Matric standard. (iii) Preference will be given to those possessing five years field experience in the Development or Welfare Department of the Central or any State Government. |
| 2 | Assistant Research Officer | (i) Master's degree from recognised university in Economics or Mathematics or Commerce or Agriculture Economics with statistics as one of the papers either at Master's level or at the B.A. the Hons. school level in Mathematics or Master's degree in Statistics. (ii) One year experience in collection, compilation and analysis of Statistical data in some Government office. (iii) Hindi upto Matric standard | By promotion----- 5 years experience as Statistical Assistant. By transfer or deputation----- (i) Master's degree from a recognised university in Economics or Mathematics or Commerce or Agriculture Economics with Statistics as one papers either at Master's level or at the B.A. Hons. school level in Mathematics or Economics or Master's degree in Statistics. (ii) One year experience in collection, compilation and analysis of statistical data in some Government office. |

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| 1 | 2 | 3 | 4 |
|---|-----------------------|---|--|
| | | | (iii) Hindi upto Matric standard |
| 3 | Deputy Superintendent | ----- | (i) Hindi upto Matric standard (ii) 5 years experience as Assistant, Accountant, Senior Scale Stenographer and Junior Auditor. |
| 4 | Lecturer Hindi | (i) At least M.A. 2 nd class in Hindi from a recognised university | By promotion----- 5 years experience as Stenography instructor in the Pre-Examination Training Centre provided he is 2 nd class M.A. in Hindi. By transfer or deputation---- At least M.A. 2 nd Class in Hindi from a recognised university. |
| 5 | Lecturer English | (i) At least M.A. 2 nd Class in English from a recognised university (ii) Hindi upto Matric standard | By promotion----- 5 years experience as Stenography instructor in the Pre-Examination Training Centre Provided he is 2 nd class M.A. in English. By transfer or by deputation---- (i) At least M.A. 2 nd class in English from a recognised university. (ii) Hindi upto Matric standard. |
| 6 | Lecturer Mathematics | (i) At least M.A. 2 nd class in Mathematics from a recognised university. (ii) Hindi upto Matric standard | By promotion----- 5 years experience as Stenography instructor in the Pre-Examination Training Centre Provided he is 2 nd class M.A. in Mathematics. |

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| 1 | 2 | 3 | 4 |
|---|--------------------------------|---|--|
| | | | <p>By transfer or by deputation--</p> <p>(i) At least M.A. 2nd class in Mathematics from a recognised university ;</p> <p>(ii) Hindi upto Matric standard</p> |
| 7 | Lecturer General Studies | <p>(i) At least M.A. 2nd class from a recognised university in History or philosophy or political Science or Sociology or Anthropology or Economics or Public Administration or Psychology or Geography</p> <p>(ii) Hindi upto Matric standard</p> | <p>By promotion-----</p> <p>5 years experience as Stenography instructor in the Pre-Examination Training Centre provided he is 2nd class M.A. in History or Philosophy or Political Science or Sociology or Anthropology or Economics or Public Administration or Psychology or Geography ;</p> <p>By transfer or deputation-----</p> <p>(i) At least M.A. 2nd class for a recognised university in History or Philosophy or Political Science or Sociology or Anthropology or Economics or Public Administration or Psychology or Geography ;</p> <p>(ii) Hindi up to Matric standard</p> |
| 8 | Statistical Assistant | <p>(i) Master's degree from a recognised university in Economics or Agriculture Economics or Mathematics or Commerce with Statistics as one of the papers either at the Master's level or at the B.A. Hon's school level in Mathematics or Economics or a Master's degree in statistics ;</p> <p>(ii) Hindi up to Matric standard</p> | <p>By promotion-----</p> <p>3 years experience as Accountant-cum-Clerk or Cashier provided he is graduate with Economics or Agriculture Economics or Mathematics or Commerce or Statistics as one of the elective subjects ;</p> |

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| 1 | 2 | 3 | 4 |
|----|------------------------|--|---|
| | | | <p>By transfer or deputation-----</p> <p>(i) Mater's degree from a recognised university in Economics or Agriculture Economics or Mathematics or Commerce with Statistics as one of the papers either at Master's level or at the B.A. Hon's school level in Mathematics or Economics or a Mater's degree in statistics ;</p> <p>(ii) Hindi up to Matric standard.</p> |
| 9 | Tehsil Welfare Officer | <p>(i) Graduate with Economics or Sociology as one of the subjects from a recognised university or a Master in Social work (M.S.W.)</p> <p>(ii) Hindi up to Matric standard.</p> | <p>By promotion-----</p> <p>5 years experience as Male Social Workers.</p> <p>Now:-</p> <p>2 years experience as Accountant-cum-Clerks/ Cashier/Junior Scale Stenographer. Vide Govt. Notification date January, 23, 2009.</p> <p>By transfer or deputation-----</p> <p>(i) Graduate with Economics or Sociology as one of the subject from a recognised university or a Master in Social Worker (M.S.W.)</p> <p>(ii) Hindi up to Matric standard.</p> |
| 10 | Assistant | | <p>(i) 2 years experience as Accountant –cum-Clerk or Cashier or Junior Scale Stenography ;</p> <p>OR</p> <p>5 years experience as Clerk.</p> <p>(ii) Hindi up to Matric standard</p> |

| | | | |
|----|-----------------|-------|---|
| 11 | Junior Auditor | | <ul style="list-style-type: none"> (i) 2 years experience as Accountant-cum-clerk or Cashier or Junior Scale Stenographer; <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> 5 years experience as Clerk; (ii) Hindi up to Matric standard. |
| 12 | Accountant | ----- | <ul style="list-style-type: none"> (i) 2 years experience as Accountant-cum-Clerk or Cashier or Junior Scale Stenographer; <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> 5 years experience as Clerk; (ii) Hindi up to Matric standard |
| 13 | Lady Supervisor | | <ul style="list-style-type: none"> (i) Matric or its equivalent. (ii) One year National trade certificate in cutting tailoring and one year National Trade Certificate in Embroidery. (iii) Teacher Training Course/C.T.I. pass in the concerned trade ; (iv) Hindi up to Matric standard <p>By promotion----- 5 years experience as Lady Social Workers and passed two years diploma in tailoring and embroidery from recognised institution provided she is Matric with Hindi.</p> <p>By transfer or deputation----</p> <ul style="list-style-type: none"> (i) Matric or its equivalent ; (ii) One year National Trade Certificate in cutting and tailoring and one year National Trade Certificate in Embroidery ; (iii) Teacher Training Course/ C.I.T. Pass in the concerned trade; (iv) Hindi up to Matric standard |
| 14 | Hostel Warden | | <ul style="list-style-type: none"> (i) Graduate from a recognised university (ii) Hindi up to Matric standard <ul style="list-style-type: none"> (i) Graduate from a recognised university; (ii) Hindi up to Matric standard. |

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| 1 | 2 | 3 | 4 |
|----|------------------------------|---|---|
| 15 | Stenography Instructor | <p>(i) Graduate from a recognised university;</p> <p>(ii) For Stenography Instructor (Hindi), Hindi shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute and for Instructor (English), shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minute ;</p> <p>(iii) Three years teaching experience in type and shorthand ;</p> <p>(iv) Hindi up to Matric standard</p> | <p>(i) Graduate from a recognised university ;</p> <p>(ii) For Stenography Instructor (Hindi) , Hindi shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute and for Instructor (English) shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minutes;</p> <p>(iii) Three years teaching experience in type and shorthand ;</p> <p>(iv) Hindi up to Matric standard.</p> |
| 16 | Senior Scale Stenographer | ----- | <p>(i) 2 years experience as Junior Scale Stenographer ;</p> <p>(ii) Passes test in Hindi shorthand at a speed of 80 words per minutes and transcription thereof at a speed of 15 words per minute and English shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minute.</p> |
| 17 | Junior Scale Stenographer | ----- | <p>(i) 3 years experience in Steno-typist.</p> <p>(ii) Passed test in shorthand at a speed of 80 words per minutes and transcription thereof at a</p> |

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| 1 | 2 | 3 | 4 |
|----|-------------------------|--|---|
| | | | <p>speed of 15 words per minute in Hindi;</p> <p style="text-align: center;">OR</p> <p>English shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minutes.</p> |
| 18 | Accountant – cum- Clerk | ----- | <p>(i) 3 years experience as Clerk or Store-Keeper or Record keeper or Stenotypist;</p> <p>(ii) Hindi upto Matric standard.</p> |
| 19 | Cashier | ----- | <p>(i) 3 years experience as Clerk or Store Keeper or Record Keeper or Stenotypist;</p> <p>(ii) Hindi upto Matric standard.</p> |
| 20 | Lady Social Worker | <p>(i) Matric or its equivalent;</p> <p>(ii) Hindi up to Matric standard;</p> <p>(iii) Two years tailoring cutting and embroidery certificate (one year each);</p> <p style="text-align: center;">OR</p> <p>Two years diploma in tailoring and embroidery from a recognised institution.</p> | <p>(i) Matric or its equivalent;</p> <p>(ii) Hindi up to Matric standard</p> <p>(iii) Two years tailoring cutting and embroidery certificate (one year each);</p> <p style="text-align: center;">OR</p> <p>Two years diploma in tailoring and embroidery from a recognised institution.</p> |
| 21 | Assistant Librarian | <p>(i) Graduate from a recognised university with diploma in Library Science ;</p> <p>(ii) Hindi upto Matric standard.</p> | <p>(i) Graduate from a recognised university with diploma in Library Science ;</p> <p>(ii) Hindi upto Matric standard.</p> |

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| 1 | 2 | 3 | 4 |
|----|--------------|--|--|
| 22 | Driver | (i) Middle with Hindi (ii) Possesses Light Vehicle Driving Licence (iii) 3 years experience of Driving of light transport vehicle | (i) Middle with Hindi (ii) Possesses Light Vehicle Driving Licence (iii) 3 years experience of Driving of light transport vehicle |
| 23 | Steno typist | (i) Matric/Higher Secondary or equivalent/10+2 (Vocational) (ii) Hindi upto Matric (iii) Hindi shorthand at a speed of 64 words per minutes and transcription thereof at a speed of 11 words per minutes. OR English shorthand at a speed of 80 words per minutes and transcription thereof at a speed of 15 words per minutes | By promotion----- One year experience as Clerk knowing Hindi shorthand at a speed of 64 words per minutes and transcription at a speed of 11 words per minutes OR English shorthand at a speed of 80 words per minutes English shorthand at a speed of 80 words per minutes and transcription at a speed of 15 words per minutes By transfer or deputation----- (i) Matric/Higher Secondary or equivalent/10+2 (Vocational) (ii) Hindi upto Matric (iii) Hindi shorthand at a speed of 64 words per minutes and transcription thereof at a speed of 11 words per minutes. OR English shorthand at a speed of 80 words per minutes and transcription thereof at a speed of 15 words per minutes |

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| 1 | 2 | 3 | 4 |
|----|--------------------|--|---|
| 24 | Male Social Worker | (i) Matric with Hindi (ii) Preference will be given to candidates coming from rural areas (iii) Work experience in rural areas relating to community Development, Agriculture and teaching and other related field | (i) Matric with Hindi (ii) Preference will be given to candidates coming from rural areas (iii) Work experience in rural areas relating to community Development, Agriculture and teaching and other related field |
| 25 | Clerk | (i) Matric/Higher Secondary or equivalent /10+2 (Vocational) (ii) Hindi up to Matric standard ; (iii) Hindi or English typing at a speed of 25 or 30 words per minutes respectively within one year of recruitment otherwise he will not be given any increment. When he qualifies the test he will be allowed increment due to him from the date of passing of type test but no arrears will be given to him. | <p>By promotion-----</p> (i) Matric/Higher Secondary or equivalent /10+2 (Vocational) (ii) Hindi up to Matric standard (iii) 5 years experience as Peon, Sweeper-cum-Chowkidar, Cook, Assistant Cook and Lady attendant (iv) Hindi or English typing at the speed of 25 or 30 words per minutes respectively as per Government instruction. |
| | | | <p>By transfer or deputation-----</p> (i) Matric/Higher Secondary or equivalent/10+2 (Vocational); (ii) Hindi up to Matric standard (iii) Hindi or English typing at a speed of |

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| 1 | 2 | 3 | 4 |
|----|--------------|--|--|
| 26 | Store-Keeper | <p>(i) Matric/Higher Secondary or equivalent/10+2 (Vocational)</p> <p>(ii) Hindi up to Matric standard</p> <p>(iii) Hindi or English typing at a speed of 25 or .30 words per minutes respectively within one year of recruitment otherwise he will not be given any increment. When he qualifies the test he will be allowed increment due to him from the date of passing of the type test but no arrears will be given to him</p> | <p>25 or 30 words per minutes respectively within one year of recruitment otherwise he will not be given any increment. When he qualifies the test he will be allowed increment due to him from the date of passing of type test but no arrears given to him.</p> <p>By promotion-----</p> <p>(i) Matric/Higher Secondary or equivalent/10+2 (Vocational)</p> <p>(ii) Hindi up to Matric standard</p> <p>(iii) 5 years experience as Peon, Sweeper, Chowkidar, sweeper-cum-chowkidar, Cook, Assistant Cook and Lady attendant.</p> <p>(iv) Hindi or English typing at the speed of 25 of 30 words per minutes respectively as per Government instruction.</p> <p>By transfer or deputation-----</p> <p>(i) Matric/Higher Secondary or equivalent/10+2 (Vocational)</p> <p>(ii) Hindi upto Matric standard</p> <p>(iii) Hindi or English typing at a speed of 25 of 30 words per minutes respectively within one year of recruitment otherwise he will not be given any increment. When he qualifies the test he will not</p> |

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| 1 | 2 | 3 | 4 |
|----|---------------|--|---|
| | | | be allowed increment due to him from the date of passing of the type test but no arrears will be given to him. |
| 27 | Record Keeper | (i) Matric/Higher Secondary or equivalent /10+2 (Vocational) (ii) Hindi up to Matric standard (iii) Hindi or English typing at a speed of 25 of 30 words per minutes respectively within one year of recruitment otherwise he will not be given any increment. When he qualifies the test he will be allowed increment due to him from the date of passing of the type test but no arrears will be given to him. | By promotion----- (i) Matric/Higher Secondary or equivalent/10+2 (Vocational) (ii) Hindi upto Matric standard (iii) 5 years experience as peon, Sweeper, Chowkidar, Sweeper-cum-Chowkidar, Cook, Assistant Cook and Lady Attendant; (iv) Hindi or English typing at a speed of 25 of 30 words per minutes respectively as per Government instruction. |

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APPENDIX-C
[See Rule 14(1)]

| Sr. No. | Designation of Posts | Appointing Authority | Nature of penalty | Authority empowered to impose penalty | Appellate authority |
|-----------------------------|----------------------------|-------------------------|--|--|------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| (1) Minor Penalties: | | | | | |
| 1 | Lady Welfare Officer | Director | (i) Warning with a copy in the personal file, (character roll);' | Director | Government |
| 2 | Assistant Research Officer | | (ii) Censure ; | | |
| 3 | Deputy Superintendent | | (iii) with holding of promotion; | | |
| 4 | Lecturer Hindi | | (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 the State Government or to a company and association or a body of individual whether in incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or University set up by an Act of Parliament or of the Legislature of a State ; and | | |
| 5 | Lecturer English | | | | |
| 6 | Lecturer Mathematics | | | | |
| 7 | Lecturer General Studies | | | | |
| 8 | Statistical Assistant | | | | |
| 9 | Tehsil Welfare Officer | | | | |
| 10 | Assistant | | (v) withholding of increments of pay without cumulative effect ; | | |
| 11 | Junior Auditor | | | | |
| 12 | Accountant | | | | |

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| 1 | 2 | 3 | 4 | 5 | 6 |
|----|--------------------------|----------|--|------------|---|
| 13 | Lady Supervisor | Director | <p>(2) Major Penalties;</p> <p>(vi) Withholding of increments of pay without cumulative effect;</p> <p>(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;</p> <p>(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 condition 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>(ix) compulsory retirement;</p> <p>(x) removal from service which shall not be a disqualification for future employment under the Government;</p> <p>(xi) dismissal from service which shall ordinarily be a disqualification for future employment under the</p> | Government | |
| 14 | Hostel Warden | | | | |
| 15 | Stenography Instructor | | | | |
| 16 | Senior Scale Stenography | | | | |
| 17 | Junior Scale Stenography | | | | |
| 18 | Accountant-cum-Clerk | | | | |
| 19 | Cashier | | | | |
| 20 | Lady Social Worker | | | | |
| 21 | Assistant Librarian | | | | |
| 22 | Driver | | | | |
| 23 | Steno-typist | | | | |
| 24 | Male Social Worker | | | | |
| 25 | Clerk | | | | |
| 26 | Store Keeper | | | | |
| 27 | Record Keeper | | | | |

| | | | | | |
|--|--|--|-------------|--|--|
| | | | Government. | | |
|--|--|--|-------------|--|--|

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APPENDIX-D
[See Rule 14(2)]

| Sr. No. | Designation of posts | | Nature of order | Authority empowered to make the order | Appellate authority |
|---------|----------------------------|------|--|---------------------------------------|---------------------|
| 1 | 2 | | 3 | 4 | 5 |
| 1 | Lady Welfare Officer | (i) | reducing or withholding the amount or ordinary or additional pension admissible under the rules governing pension; | Director | Government |
| 2 | Assistant Research Officer | | | | |
| 3 | Deputy Superintendent | (ii) | Terminating the appointment otherwise than on his attaining the age fixed for superannuation. | | |
| 4 | Lecturer Hindi | | | | |
| 5 | Lecturer English | | | | |
| 6 | Lecturer Mathematics | | | | |
| 7 | Lecturer General Studies | | | | |
| 8 | Statistical Assistant | | | | |
| 9 | Tehsil Welfare Officer | | | | |
| 10 | Assistant | | | | |
| 11 | Junior Auditor | | | | |
| 12 | Accountant | | | | |
| 13 | Lady Supervisor | | | | |

- 14 Hostel Warden
15 Stenography
Instructor

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| 1 | 2 | 3 | 4 | 5 |
|----|------------------------------|---|---|---|
| 16 | Senior Scale Stenographer | | | |
| 17 | Junior Scale Stenographer | | | |
| 18 | Accountant- cum-Clerk | | | |
| 19 | Cashier | | | |
| 20 | Lady Social Worker | | | |
| 21 | Assistant Librarian | | | |
| 22 | Driver | | | |
| 23 | Steno typist | | | |
| 24 | Male Social Worker | | | |
| 25 | Clerk | | | |
| 26 | Store Keeper | | | |
| 27 | Record Keeper | | | |

KOMAL ANAND,
Commissioner and Secretary to Govt. Haryana
Welfare of Scheduled Castes & Backward Classes Department

HARYANA GOVERNMENT
WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES DEPARTMENT

Notification

The 1st October, 2004

No. G.S. R. 27/Const./Art.309/2004- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group-C) Service Rules, 1997 namely:-

1. These rules may be called the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group-C) Service (Amendment) Rules, 2004.
2. In the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group-C) Service Rules, 1997 (hereinafter called the said rules), in rule-5, for the words and sign "thirty-five the word, " forty" shall be substituted.
3. In the said rules, in rule-9 in sub-rule (1) after clause (a) the following clause shall be inserted, namely:-

"(aa) in the case of Personal Assistant

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

4. In the said rules, in Appendix-'A' under columns 1,2,3,4,5 and 6 after Sr. No. 1 and entries there against; the following serial number and entry there- against shall be inserted, namely:-

| 1 | 2 | 3 | 4 | 5 | 6 |
|------|--------------------|---|---|---|---|
| "1A. | Personal Assistant | - | 1 | 1 | 5500-175-8300-EB-175 9000+150/- Special Pay."; |

5. In the said rules, in Appendix-B
 - a. under columns 1,2,3 and 4 after serial number 1 and entries thereagainst, the following serial number and entries thereagainst shall be inserted, namely:-
-

| | | | |
|-----|--------------------|---|---|
| “1A | Personal Assistant | - | (i) Should be Senior Scale Stenographer having minimum 5 years experience on the Post; (ii) Should be Graduate from a recognized University; (iii) Knowledge of Hindi upto Matric standard; (iv) English shorthand at 100 words per minute and transcription thereof at 20 words per minute; |
|-----|--------------------|---|---|

Preference

(V) Persons having knowledge of Hindi shorthand at 80 words per minute and transcription thereof at 15 words per minute will be preferred”;

b. Under column 4, against serial number 16, for item (ii), the following item shall be substituted, namely:-

(ii) Shall be required to pass departmental examination in Hindi shorthand at 80 words per minute and transcription thereof at 15 words per minute;

OR

English Shorthand at 100 words per minute and transcription thereof at 20 words per minute;”

6. In the said rules, in Appendix-C, under columns 1 and 2 after serial number 1 and entry thereagainst, the following serial number and entry thereagainst shall be inserted, namely:-

| 1 | 2 |
|-----|--------------------|
| "1A | Personal Assistant |

7. "In the said rules, in Appendix-D, under columns 1 and 2 after serial number 1 and entry thereagainst, the following serial number and entry thereagainst shall be inserted, namely:-

| 1 | 2 |
|-----|----------------------|
| "1A | Personal Assistant". |

D.S. DHESI,
Commissioner and Secretary to
Government Haryana,
Welfare of Scheduled Castes and
Backward Classes Department

HARYANA GOVERNMENT
WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES DEPARTMENT

Notification
The 23rd January, 2009

No. G.S. R. 27/Const./Art.309/2009- 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 Welfare of Scheduled Castes and Backward Classes Department (Group-C) Service Rules, 1997, namely:-

1. These rules may be called the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group-C) Service (Amendment) Rules, 2009.
2. In the Haryana Welfare of Scheduled Castes and Backward Classes Department (Group-C) Service Rules, 1997 (hereinafter called the said rules), in rule-9, in sub-rule (i), in clause (f) for sub-clauses (i) and (ii), the following sub-clause shall be substituted, namely:-
 - “(i) 25 % by promotion from amongst Accountant-cum-Clerks/Cashier/Junior/Scale Stenographer ; and
 - (ii) 75% by direct recruitment; or.”
3. In the said rules, in Appendix-B against serial number 9, under column 4, under heading “ By Promotion” for the existing entry, the following entry shall be substituted, namely:-

4

“Two years experience as Accountant-cum-Clerk/Cashier/Junior Scale Stenographer”.

NAVRAJ SANDHU
Commissioner and Secretary to Government
Haryana, Welfare of Scheduled Castes and
Backward Classes Department