HARYANA GOVERNMENT URBAN LOCAL BODIES DEPARTMENT

Notification

The 19th June, 2014

No. S.O. 66/IIA 14/1991/S. 40/2014 .-- In exercise of the powers conferred by sub-section (1) read with sub-section (2) of section 40 and subsection (2) of section 19 of the Harvana Shri Mata Mansa Devi Shrine Act, 1991 (14 of 1991) and with reference to the Haryana Government, Urban Local Bodies Department, notification No. S.O. 88/H.A. 14/1991/S.40/2008, dated the 22nd September, 2008, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to Shri Mata Mansa Devi Shrine Board Service, namely:-

PART-I-GENERAL

1. (1) These rules may be called Shri Mata Mansa Devi Shrine Board (Recruitment and Conditions) Service Rules, 2014.

Short title

(2) They shall come into force at once. 2. In these rules, unless the context otherwise requires:-

- (a) "Act" means the Harvana Shri Mata Mansa Devi Sinine Act, 1991. (Act 14 of 1991);
 - (b) "Chairman" means the Chairman of the Board;
 - (c) "Chief Administrator" means the Chicí Administrator of the Board:
- (d) "Chief Executive Officer" means the Chief Executive Officer of the Board;
- (e) "direct recruitment" means an appointment made by selection 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;
- (f) "Institution" means,- N base and the

(i) Any institution established by law in force in the State of Haryana; or toth behave

- (ii) Any other institution recognized by the Government for at yes based about a the purpose of these rules: a succest
 - (g) "pay" means the amount drawn monthly by a member of the Service as pay which has been sanctioned for the post held

Definitions

Miner Winds

by him and includes special or personal pay, if any, or any emoluments which may be specifically classified as pay by the Board but does not include any kind of allowance;

(h) "recognized university" means,-

- (i) any university incorporated by law in India; or
- (ii) any other university which is declared by the Government to be a recognized university for the purpose of these rules:

(i) "Service" means Shri Mata Mansa Devi Shrine Board while bas 01 mil (Recruitment and Conditions) Service.

(j) words and expressions used but not defined in these rules shall have the meaning respectively assigned to them in the Haryana Shri Mata Mansa Devi Shrine Act, 1991 (14 of 1991) and the Punjab Civil Services Rules, Volumes I and II, as adopted by the Board.

PART-II-RECRUITMENT TO SERVICE

Number and character of posts

torzonas, dated the

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 Board 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 pernanently or temporarily. (1) No person shall be appointed to any post in a Service upless he is -

domicile and			crow or appointed to mit bet ut a per tree, as lost in it,
character of		(a)	a citizen of India; or a mean "meaning" (d)
candidates	Lor of the	(b)	a subject of Nepal; or
appointed to the Service.		(c)	a subject of Bhutan; or denoted
	avimosx8	(d)	a Tibetan refugee who came over to India before the
			Ist January, 1962, with the intention of permanently settling
	nade by	1 hiotat	in India; or the monthment possible real

(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 Tanganyia and Zauzibar), 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

(g) "pay" means the amount de **insmusvoD** by a member of the

Service as pay which has been sanctioned for the that held

Nationality, domicile and character of

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the 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 Institutions.

5. No person shall be appointed by the Board to any post in the Service by direct recruitment who is less than seventeen years or more than forty years of age on the last date of receipt of applications by the Chairman or the Chief Administrator, as the case may be:

Provided that in the case of candidates belonging to Scheduled Castes and Backward Classes, the upper age limit shall be such as may be determined by the Government from time to time for their appointment to Government Service:

Provided further that for reckoning the date of birth, the date so entered in Matriculation or Higher Secondary Certificate of a person appointed to a post in a Service by direct recruitment shall be the exclusive proof of his age. In the event of non availability or non applicability of Matriculation Certificate, the candidate shall have to furnish a proof in support of his date of birth to the satisfactions of appointing authority.

6. Appointment to the posts in the service shall be niede by the Chairman or the Chief Administrator as specified in Appendix C of the rules.

Appointing Authority

Disqualifications.

Qualification.

Age.

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 recruitment by promotion:

Providing that in case of direct recruitment the qualifications regarding experience shall be relaxable to the extent of 50% 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.

	(JYST. 29, 1936 SAKA)	
Disqualifications.	8. (1) No person,- and to offend a case bandwin normag A	
	(a) Who has entered into or contracted a marriage with a having a spouse living; or	HIO OEL DAG
	 (b) Who having a spouse living, has entered into or contra marriage with any person, shall be eligible for appointments any post in the service: 	acted a nent to
	Provided that the Government may, if satisfied that marriage is permissible under the personal law applicable to person and the other party to the marriage and there are grounds for so doing, exempt any person from the operation rule.	o such other of this
Method of recruitment .	9. (1) Subject to the conditions as laid down under the Act and the recruitment to the various posts in the Service under the Board shall be many one of the following methods:-	ade by
	(a) in the case of Chief Executive Officer,	
	(i) by direct recruitment; or 10 5255 5di ni tadi babiyo	r1
	 (ii) by transfer or deputation of an officet/official alreation of any State Government or Government or Government or Board or Corporation; 	eady in nent of
	(b) in the case of Accounts Officer,-	
	by transfer or deputation from Finance Department:	n Matricul na Service
	(c) in the case of Office Secretary,-	a la move
	(i) by direct recruitment; or	
yanutrak yalan	 (ii) by transfer or deputation of an officer/official already the service of any State Government or Government India or Board or Corporation; 	eady in nent of
and the second	(d) in the case of Personal Assistant,	
	(i) by direct recruitment; or	
	 (ii) by transfer or deputation of an officer/official aire the service of any State Government or Government India or Board or Corporation; 	nent of
	(e) in the case of Junior Engineer,-	
	(i) by direct recruitment; or	candidates and Physic
	 (i) by transfer or deputation of an officer/official already the service of any State Government or Government or Board or Corporation; 	eady in

(f) in the case of Librarian,-

- (i) by direct recruitment; or
- (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;

a solviter service

- (g) in the case of Accountant,-
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;
- (h) in the case of Assistant,-
- (i) by promotion from amongst Cierks/Steno-typists; or
 - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;
 - (i) in the case of Store Keeper,-
- (i) by promotion from amongst Cierks/Steno-typists; or
 - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;
 - Note: The post of Store Keeper and Assistant shall be interchangeable;
- (j) in the case of Security Officer,-
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;
- (k) in the case of Pujaries,-
- (i) by direct recruitment; or an and and
 - (ii) by promotion from amongst Assistant Pujari; or
 - (iii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation or by promotion;
- (i) in the case of Electrician,-
 - (i) by direct recruitment; or

> (ii) by transfer or deputation of an officer/official already in the service of any State Government or the Government of India or Board or Corporation;

(m) in the case of Plumber,-

- (i) by direct recruitment; or
 - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;
- (n) in the case of Driver,-
 - (i) by direct recruitment; or
 - (ii) by promotion from amongst group C or D post; or
- (iii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation or by promotion;
- (o) in the case of Assistant Pujari,-
 - (i) by direct recruitment; or
 - (ii) by promotion from amongst Puja Sahayak; or

(iii) by transfer or deputation of an officer/official already in the service of any State Government of Government of India or Board or Corporation or by promotion;

- (p) in the case of Steno Typist,-
- of flede busies (i) by direct recruitment; or more of
 - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;

(q) in the case of Clerk,-

- (i) 80% by direct recruitment; and
 - (ii) 20% by promotion from amongst Peons/Sewadars; or
 - (iii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;
- (r) in the case of Horticulture Supervisor,-
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;

in the case of Sanitary Supervisor,-(s)

(i) by direct recruitment; or

- transmovol to incompany (ii) by promotion from amongst Sweeper mate; or
 - (iii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;
 - (t) in the case of Work Supervisor,-
- to mean over its mean (i) by direct recruitment; or

(i) by direct recruitment; or

(ii) by transfer or deputation of an officer/official already in no cosm of lists bobyong on the service of any State Government or Government of doue of their year to the lost list India or Board or Corporation; and province

> (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;

(u) in the case of Sewadar.-

v direct recruitment and one

- (v) in the case of Peon,-
 - (i) by direct recruitment; or

(ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;

(w) in the case of Puja Sahayak,-

of bolitons of molection to be (...) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;

(x) in the case of Malies,-

- allos ab home to the (i) by direct recruitment; or
- (ii) by transfer or deputation of an officer/official already in to the service of any State Government or Government of India or Board or Corporation;
 - (y) in the case of Chowkidar,-

(i) by direct recruitment; or

(ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;

- in the case of an appointment by di he reckoned as period in the basis of or set (i) by direct recruitment; or

an authority, the work or conduct

man the last

(z) in the case of Sweeper,-

(i) by direct recruitment; or

- (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;
- (za) in the case of Security Guard,-
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an officer/official already in the service of any State Government or Government of India or Board or Corporation;

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

Probation.

or Constituent of

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:

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 an 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 rule; and
 - (c) any period of efficiating 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 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 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.

On the completion of the period of probation of a person, the (3) 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 seniority shall be determined
- (iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; nd if the rates of pay drawn

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

(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 and ve ob or or beneficial sales the terms and conditions of previous appointment permit; or

robust service of bost of the 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 members appointed by direct recruitment, the order of the merit determined by the Board shall not be disturbed in fixing the seniority:

> Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows:

(a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer:

to saive at any place, whether

noted or transferred; and

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er of the Service shall be

other matters, not expressly ice shall be governad by such

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(d) in its opinion, been satisfactory,	a member appointed by promotion shall be senior to a member appointed by transfer;
 (a) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c	states of the states and the states
has completed his probation is no permanent vacancy: has in its opinion, been not services, if appointed by direct	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 their 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.
	f the Service shall liable to serve at any place, whether the of Haryana, on being ordered so to do by the

(2) A member of the Service may also be deputed to serve under-

parsed on the explanation	Corporation or Local Authority or university within the State of Haryana; or
e shall be determined by ce: Q ² different cadres in the ejermined separately for	body of individuals, whether incorporated or not which is wholly or substantially owned or controlled by the Central Government; or
the case of members the order of the merit	(iii) any other State Government, an international organization, an autonomous body not controlled by the Government or a private body:
of ad this diversion of the second in fixing e case of two or more date, their second ty shall	Provide 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.
10070.	of pay, leave, pension and all other matters, not expressly

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 Board.

Discipline, penalty 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 in so far as they are not inconsistent with the provisions of the Act/rules or decision of the Board:

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 (1) or rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987 and Appellant Authority shall be as specified in Appendix D to these rules.

15. Every member of the Service, shall get himself vaccinated or vaccination. revaccinated as and when the appointing authority so directs by special or vaccination. general order.

16. Every member of the Service, unless he has already done so, shall be Oath of allegiance.

(i) India and to the Constitution of India as by law established; and

(ii) the deity of the shrine.

17. Where the Board is of the opinion that it is necessary or expedient to do Power of so, it may, by order, for reasons to be recorded in writing, relax any of the relaxation, provisions of these rules with respect to any class or category of persons.

18. Notwithstanding anything contained in these rules, the appointing authority may impose special terms and conditions in the order of appointment, special provisions.

19. Nothing contained in these rules shall affect reservations and other concession 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 reservation so made, shall not exceed fifty percent, at any time.

20. Any rule applicable to the Service and corresponding to any of these Repeal and 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 rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

Reservations

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HARYANA GOVT. GAZ. (EXTRA.), JUN. 19, 2014 (JYST. 29, 1936 SAKA)

	n soviar as days are not	i soni)	APPENDIX (see rule 3	12 12 12 1	Apreal's Rules, 1987, 'B ame
Sr.	Designation of post	Number	of Posts	Total	Scale of pay (Rupees)
No.	ed your nonly con Per	manent	Temporary	ted)	bobivor!
1	2	3	4	5	6
1.	Chief Executive Officer		1	F I	37400-67000+GP 8700
	idix C to these rules	ogga a	e specified h	ne ze de	(Super time scale of HCS (EB)
2.	Accounts Officer		end hereite	- 1	9300-34800+GP 4200
3.	Office Secretary	"Nepro	viet 1	1	9300-34800+ GP 3600
4.	Personal Assistant	-yim	ind 2 alle	2	9300-34800+ GP 3600
5.	Junior Engineer	torer H		1	9300-34800+ GP 3600
6.	Librarian Ishioosy Noemid	155 1	AL LONG	2 40	9300-34800+ GP 3600
7.	Accountant	-060	1946 2 11410	nai2sd	9300-34800+ GP 3200
8.	Assistant	G-repairs	2	2	9300-34800+ GP 3200
9.	Store Keeper OR anon visioni		1	1	9300-34800+ GP 3200
10.	Security Officer	-	1-015	001101	9300-34800+ GP 3200
11.	Pujaries	ed an i	ibed 7, and	7	5200-20200+ GP 2400
12.	Electrician	-	2	- 2	5200-20200+ GP 2400
13.	Plumber	-	1	1	5200-20200+ GP 2400
14.	Driver	f is dee	2010	20	5200-20200+ GP 2400
15.	Assistant Pujari	6 III - 58 182 - 16 2	3	8	5200-20200+ GP 1900
16.	Steno Typist	-		1	5200-20200+ GP 1900
17.	ic rules, the appointance	at the second	15	15	5200-20200+ GP 1900
18.	Horticulture Supervisor	CAL COL	1000-1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1	1	5200-20200+ GP 1900
19.	Sanitary Supervisor		1	1	5200-20200+ GP 1900
20.	Work Supervisor		Gift Robert of		5200-20200+ CP 2400
21	Sewadar Sewadar	0-JAR 1	m	9	4440-7440+ GP 1300
22.		in the last	1	3.1	4440-7440+ GP 1300
23.	Puja Sahayak	-	3	3	4440-7440+ GP 1300
	Malies Made Show of noise	V10281			4440-7440+ GP 1300
25.	Chowkidar		6	6	4440-7440+ GP 1300
	Sweeper 10 100 01 anibroga	norma t	24	24	4440-7440+ GP 1300
20 27.	Security Guard			6	4440-7440+ GP 1300

reported that any order made or sector rates under the mice so receipt shall be decided to have been made or taken under the opposition provisions.

F. N

APPENDIX B

(see rule 7)

Sr No	Designation of post	expe	lemic qualifications and rience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment
1	2	CHARDER.	3	4 - A - Contraction of the Contraction of the
1	Chief Executive Officer	lns (ii) At in Go Co	ognized University or titution; least 10 years experience Gazetted post in vernment office, Board/ rporation;	 (i) Post Graduate from any recognized University or Institution (ii) At least 10 years experience in Gazetted post in Government office.
	ile Governiset/Semi orreputed firm; Findi/Sensker (200	upt Note:- Pro	owledge of Hindi/ Sanskrit o matric standard. Oference shall be given to Law graduate.	matric standard. Note:- Preference shall be given to Law graduate.
2	Accounts Officer	S.A.S.		Since the post of Accounts officer is exclusively filled up by transfer or deputation from Finance Department the qualification and experience for this post shall be determined by the said Department.
3	Office Secretary	(ii) At l in Gov Coq (iii) Kno	ducte from any ggnized University or itution; least 10 years experience Gazetted post in ernment office, Board/ poration or reputed firm; wledge of Hindi/ Sanskrit matric standard.	 For transfer/deputation- (i) Graduate from any recognized University or Institution; (ii) At least 10 years experience in Gazetted post in Government office, Board/ Corporation or reputed firm; (iii) Knowledge of Hindi/ Sanskrit upto matric standard.
	Personal Assistant	(i) Grac reco Instit	tuste from any gnized University or tution;	For transfer/deputation- Two year experience as Personal Assistant.
	ni Persona 200 Basara an fi di any reonentri ontri altidiani e af hindiklanetri upi adari atao bindiklanetri Stan apanator as Clarki Stan atao bindiflament up	in I speed and speed rainu of at word with	Id have qualified the test find shorthand at the d of 80 words per minute English shorthand at the d of 100 words per te and transcription there the speed of 15 and 20 s per minute respectively exemption of 4% kes in each language.	restruction on parts, shall and i or of pressing the any of picket, shared commercial of the probability of the probability of the probability of the probability of the probability of the probability of the probability of the probability
	Junior Engineer	from Polyte	ema in Civil Engineering any recognized echnic;	For transfer/deputation- (i) Two years experience as Junior Engineer (Civil).
	32		vledge of Hindi/ Sanskrit matric standard.	(ii) Knowledge of Hindi/Sanskrit upto matric standard.

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Sr. No

Sr No	Designation of post	Academic qui experience, if recruitment	alifications and any, for direct	any,	demic qualifications and experience, if for appointment other than by direct uitment
1	2	Permana	3		4
б.	Librarian	Information recognized Institution;	of Library and Science from any University or	(i)	transfer/deputation- Bachelor of Library and Information Science from any recognized University or Institution;
	of all one second contracts name, tooth any collogithat or isolation or tenored	 (ii) 5 year Librarian; (iii) Knowledge upto matric 	of Hindi/ Sanskrit standard.	(ii) (iii)	5 years experience as Librarian; Knowledge of Hindi/Sanskrit upto matric standard.
7.	Accountant	(i) B.Com from	m any recognized	For	transfer/deputation-
		(ii) At least 3 y	or Institution; ears experience as	(i)	E.com from any recognized University or Institution;
	stard s shall be great to Le	Governmen	in Govt/Semi t or reputed firm; of Hindi/Sauskrit	(ii)	At least 3 years experience as Accountant in Government/Semi Government or reputed firm;
	Security Officer Institution 2011	upto matric	standard.	(iii)	Knowledge of Hindi/Sanskrit upto matric standard.
. 200	Assistant			1.	By transfer/deputation-
	loganment the qualification int this post well a said Department logan			• (i)	Graduate from any recognized University or Institution;
				(ü)	Diploma in Personal and Business Management from any recognized University or Institution;
	ig es intellation. (B = years " especificien			(iii)	Knowledge of Hindi/Sanskrit upto inatric standard.
	pose in Germmune 1008			*	By promotion-
				(i)	5 years experience as Clerk/ Steno- Typist;
				(ii)	Knowledge of Hindi/Sanskrit upto taatric standard.
	Store keeper		 Least 0 0Py Thivesity 4 22 	1.	By transfer/deputation-
			ani ista haikinen su	(i)	Graduate from any recognized University or Institution;
			nis in bandzonie. Nadich zię statow () nis in bandzonie st	(ii)	Diploma in Personal and Business Management from any recognized University or Institution;
			160 words, po	(iii)	Knowledge of Hindi/Sanskrit upto matric standard.
				2.	By promotion-
	and the second			(i)	5 years experience as Clerk/ Steng- Typist;
	eprintion-	For ir amfer id		(ii)	Knowledge of Hindi/Sanskrit upto matric standard
	Security Officer (Junior	For tr	ansfer/deputation-
	a thinking anskell	Commission retired Insp	oned officer/ pector of Police;	(i)	Sub-Inspector Police with 5 years experience;

Sr Designation of post No	Acade experi recruit	ence, if any, for direct	Academic qualifications and experience, if any, for appointment other than by direct recruitment
1 2		3	4
experience sa Puis Sahayak:	(ii)	Knowledge of Hindi/ Sanskrit upto matric standard.	 (ii) Knowledge of Hindi/Sanskrit upto matric standard.
11. Pujari moltatugabinata	(i)	Shastri from any recognized University or Institution;	 By transfer/deputation- Shastri from any recognized University or Institution;
	(ii)	Three years experience of Pujari or Karam Kand;	(ii) Three years experience of Pujari or Karam Kand;
edge of Hindi/ Sansledt epto		Knowledge of Hindi/ Sanskrit upto matric standard.	(iii) Knowledge of Hindi/ Sanskrit upto matric standard.
		standard.	2. For Promotion-
		11 words pitr winnie lish sharthsad at the of 80 words per the	 (i) 5 years experience as Asstt. Pujari; (ii) Knowledge of Hindi/ Sanskrit upto matric standard;
12. Electrician	(i) (ii)	Matric or its equivalent from any recognized University/ Board; ITI Certificate in Electric Trade from any recognized	 For transfer/deputation- (i) Three years experience as Electrician; (ii) Knowledge of Hindi/ Sanskrit upto matric standard.
asfor/deputation- from any recognized University h	(iii)	Institution; Knowledge of Hindi/ Sanskrit upto matric standard.	autometra fan Fand Berefe 13. Cleffe Univer
13. Plumber	(i) (ii)	Matric or its equivalent from any recognized University/ Board; ITI Certificate in Plumbing Trade from any recognized Institution;	 For transfer/deputation- (i) Three years experience as Plumber; (ii) Knowledge of Hindi/ Sanskrit upto matric standard.
eed of 25/30 words per minute with computer test within one appointment He will be endited	along year of	Knowledge of Hindi/ Sanskrit upto matric standard.	
14. Driver service and one index 2 and to a service biometry and the service of the service and the service of	(i)	Should be able to read and write Hindi; Should have a heavy/light vehicle licence; Five years experience of driving;	 For transfer/deputation- Five years experience of driving. By promotion- Should be able to read and write Hindi; Should have a heavy/light vehicle licence;
edge of Hindi/ Sansteri upto standard.		ing recognized where identication and a setting	 (iii) Five years service on regular basis as Group-C or Group-D employee;
15. Assistant Pujari	(i)	Madhima or Vishard from	1. For transfer/deputation-
and the second sec		any recognized University;	(i) 5 years experience as Pujari;
	(ii)	Three years experience of Pujari or Karam Kand;	(ii) Knowledge of Hindi/ Sanskrit upto matric standard.

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HARYANA GOVT. GAZ. (EXTRA.), JUN. 19, 2014 (JYST. 29, 1936 SAKA)

Sr No	Designation of	experie	ence, if any, for direct	any,	demic qualifications and experience, if for appointment other than by direct uitment
1	2		3		4
opto O	(Hindi/Sandrit Sebarrid	(iii)	Knowledge of Hindi/ Sanskrti upto matric standard.	2. (i) (ii)	For promotion- 5 years experience as Puja Sahayak; Knowledge of Hindi/ Sanskrit upto matric standard.
			vers and a strength and the	1.	For transfer/deputation-
16.	Steno-typist	(i) entry or l	Matric from any recognized University or Board or its equivalent;	Three	Three years experience as Steno- Typist;
s		(ii) whedge of matric standar	Should qualify the test in Hindi shorthand at the speed 64 words per minute and transcription thereof at the speed 11 words per minute	(ii)	Knowledge of Hindi/ Sanskrit upto matric standard.
	Hindi/ Sanskrit	Knowledge of nishie standard (ii) ansfer/deputht	or English shorthand at the speed of 80 words per minute and transcription thereof at the speed of 15 words per minute.		
		io glo (iii) hahasiz	Knowledge of Hindi/ Sanskrit upto matric standard.	ovini 171 C sbarT noan	matric random. (ii)
			Vibrill to ophis	1.	By transfer/deputation-
17.	Clerk	(i)	Matric from any recognized University or Board;	(i)	Matric from any recognized University or Board;
		(ii) _{e/depoted}	Knowledge of Hindi/ Sanskrit upto matric standard:	(ii) 2.	Knowledge of Hindi/Sanskrit upto matric standard. By promotion-
		(iii)	To qualify Hindi or English typing test at a speed of	(i)	Five years experience as Peon or Sewadar;
	-moliana	for transferrite	25/30 words per minute along with computer test within one year of appointment. He will be entitled for annual increment only after qualifying type test		To qualify Hindi or English typing test at a speed of 25/30 words per minute along with computer test within one year of appointment. He will be entitled for annual increment only after qualifying type test.
		Five years expe by promotion-	Hindi: (i) d have a heavy/light 3. 1	(iii)	Knowledge of Hindi/Sanskrit upto matric standard.
	to read and write H	Should be able		For	transfer/deputation-
8.	Horticulture Supervisor	(i) (ii)	B.Sc Agriculture, or Diploma in Horticulture	(i)	Three years experience as Horticulture Supervisor;
	ice on regular bus up-D employee:	Five years serv	from any recognized University or Institution;	(ii)	Knowledge of Hindi/ Sanskrit upto matric standard.
	bioglose tee as Prijedi. Hindi/ Sanskrit	(iii) (iii) 10 satataa i 10 satataa i	Knowledge of Hindi/ Sanskrit upto matic standard.		

F. W.

Sr Designation of post No		experience, if any, for direct		Academic qualifications and experience, if any, for appointment other than by direct recruitment		
1	2		3		4	
	-nottering	A TATA	and and a second second second	1. F	or transfer/deputation-	
19.	Sanitary Supervisor		Matric from any recognized University or Board;	(i)	Three years experience as Sanitary Supervisor;	
	ars experience as Chowkida due of Hindi unto middle		Diploma in Sanitation programme from any	(ii)	Knowledge of Hindi/Sanskrit upto matric standard.	
		abnes	recognized Institution;		or promotion-	
		(iii)	Knowledge of Hindi/ Sanskrit upto matic standard;		Five years experience as Sweeper mate; Knowledge of Hindi/Sanskrit upto matric standard.	
	d and write in Hindi;		Sampid Shailt a sitia has	For	transfer/deputation-	
20	Work Supervisor	(i)	standarde.	(i)	Three years experience as Work Supervisor;	
	eputation- viceman;	(ii)	Three years experience as Work Supervisor;	(ii)	Knowledge of Hindi/Sanskrit upto matric standard.	
	from any recognized ity or Board of its equivaled dee of Hindo/Sandari upto	(111)	Knowledge of Hindi/ Sanskrit upto matic	eMa Obr ⁱⁿ Mol		
			standard;	in Ci	Ginedester of Highly Sanskeit spre-	
		(11)	ITT Certificato simuli biqui tiple		transfer/deputation-	
21	Sewadar	(i)	Middle pass from any recognized Board or	(i)	Middle pass from any recognized Board or Institution;	
		(ii)	Institution; Knowledge of Hindi upto middle standard	(ii)	Two years experience as Peon.	
			since a re-installing 1	For	transfer/deputation-	
22	Peon	1-1	Middle pass from any recognized Board or	(i)	Middle pass from any recognized Board or Institution;	
		(ii)	Institution; Knowledge of Hindi upto middle standard;	(ii)	Two years experience as Peon;	
				For	transfer/deputation-	
23	Puja Sahayak		Middle pass from any recognized Board or	(i)	Middle pass from any recognized Board or Institution;	
			Institution; Three years experience in any	(ii)	Three years experience any Temple/Mandir;	
			Temple; Knowledge of Hindi upto	(iii)	Knowledge of Hindi upto middle standard	
			middle standard.			
24	Mali		Middle pass from any recognized Board or Institution;	For (i)	transfer/deputation- Middle pass from any recognized Board or Institution;	
	Strate Carganitation and	(ii)	Two years experience as Mali;	(ii)	Two years experience as Mali;	
		• •	Knowledge of Hindi upto middle standard.	(iii)	Knowledge of Hindi upto middle standard.	

Frank St

Sr No	Designation of post	Academic qualifications and experience, if any, for direct recruitment	Aca	idemic qualifications and experience, if y, for appointment other than by direct recruitment
1	. 2	3		4 2 1
	r/deputation-	anone of the for the seaso	For t	ransfer/deputation-
25	Chowkidar	(i) Middle pass from any recognized Board or	(i)	Middle pass from any recognized Board or Institution;
		Institution;	(ii)	Two years experience as Chowkidar;
	modard. Boa- biotect-const?	(ii) Two years experience as Chowkidar;	(iii)	Knowledge of Hindi upto middle standard;
ate;	is experience as Sweeper m lac of Hindi/Sunstent unto	(iii) Knowledge of Hindi upto middle standard;	Knowlo Sanskrit	
	indand.		For t	ransfer/deputation-
26	Sweeper	(i) Can read and write in Hindi;	(i)	Can read and write in Hindi;
20	rs experience as Work	(ii) 2 years experience as Sweeper;	(ii)	2 years experience as Sweeper.
		issochoude show 11 tableturied		ransfer/deputation-
27	Security Guard	(i) Ex-Serviceman;	(i)	Ex-Serviceman;
21	Security Gains	(ii) Matric from any recognized University or	(ii)	Matric from any recognized University or Board or its equivalent;
	And I want to a the	Board or its equivalent;	(iii)	Knowledge of Hindi/Sanskrit upto
		(iii) Knowledge of Hindi/		matric standard.
		Sanskrit upto matric standard.	Middle	21 Sewadar (i)

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 Andre stadard heide stadard heide vielage with the subsection of the su The sample of the sample of the set of the s

area massacrosoft to 23(ii) "Thise years experience in any Temple/Mandur, brabatic of Temple. contratographic of Hindi upto standard restroated as seeningen stang standard or standard restroated as seeningen stang standard or standard Triffer Middle pass from any correct on a Far franchisteration and starting 24 Mali to aphalwretognized Board or hannessee entrone Midale pass from any recognized

(ii) Two years experience as Mali, (ii) Two years experience as Mali; (iii) Knowledge of Hindi union one (iii) Knowledge of Hindi upto middle middle standard.

Frank St

			[see rule 6 and 14 (1)]		
1	Durit			Contraction of the second s	
ir. No.	Desgnation of posts	Appointing Authority	Nature of penalty	Authority empowered to impose	Appellate Authority
		above inte	of anitemeters and the service	penalty	-
1	2	3	address to being 4 and y for a bar	5	6
•	Chief	Chairman	Minor Penalties:-	Chief	Chairman
	Executive Officer		 (i) warning with a copy in the personal file (Character roll); 	Administrator	
			(ii) censure;		
			(iii) withholding of promotion;		
			(iv) recovery from pay of the		
			whole or part of any		
		BIGOE SUB 2	pecuniary loss caused by		
			negligence or breach of orders, to the board or any		
			authority where the Board's		
			employee is /was on deputation;		
			(v) withholding of increments of		
			pay without cumulative		
			effect;		
				tantaine fe	
			2. Major Penalties:-	Chairman • I	Board
			(vi) withholding of increments of		
			pay with cumulative effect:		
			(vii) reduction to a lower stage in		
			the time scale of pay, for a		
			aparter porton, track the track		
			directions as to whether or not the Board employee will earn		
			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;	Driver	
			(viii) reduction to a lower scale of	Government B	
			puj, grade, post of scivice	And Company	
		a luci emente	pay, grade, post or service		
	and the second second	mod of such			
			with or without further directions regarding conditions		
			of restoration to the grade or		
			post or service from which the		
		f his pays			

Sr. No.	Desgnation of posts	Appointing Authority	Natu	re of penalty	() 	Authority empowered to impose penalty	Appellate Authority
1	2	3		4	Authority/	5	6
1	T olano			and his seniority such restoration to post or service;	and pay on that grade,	Government	Board
			(ix)	compulsory retire	ment;		
			(x)	removal from se shall not be a disc for future employ the Board;	qualification		1
				dismissal from se shall ordinarily disqualification employment und	for future		
2.	Accounts Officer	SAS Cadre					
3.	Office	Chief	Min	or Penalties:-		Chief	Chairman
4.	Secretary Personal	Administrator	(i)	warning with a copersonal file (Chara		Administrator	
	Assistant		(ii)	censure;			
5.	Junior Engineer		(iii)	withholding of pron	iotion;		
6.	Librarian		(iv)	recovery from pay	of the whole		
7.	Accountant			or part of any pe	cuniary loss		
8.	Assistant			a 1 1 1	oard or any		
9.	Store Keeper			authority where	he Board's		
10.	Security				deputation		
	Officer						
11.	Pujari Electrician			pay without cumula	tive effect;		
12.	Plumber			at up the			
13.	Driver			ajor Penalties;-		Chief	Chairman
14.	Assistant Pujari		(vi)	withholding of incl cumulative effect;	ements with	Administrator	
15. 16.	Steno-Typist	or scale of 0	(wiii)	reduction to a lowe	stage in the		
10.	Clerk	or service v be a her		time scale of pay, for	or a specified		
17.	Horticulture			period, with further	directions as		
10.	Supervisor	no scale of		to whether or no employee will earn	t the Board	and the second second	
19.	Sanitary Supervisor			of pay during the p	eriod of such		
20.	Work			expiry of such	period, the		
20.	Supervisor			reduction will or v	vill not have		
21.	Sewadar			the effect of pos	stponing the		
41.	Peon			future increments o	f his pay;		

Sr. No.	Designation of posts	Appointing Authority	Nature of penalty	Authority empowered to impose penalty	Appellate Authority
	(internet) () or task	3	4	5	6
1	2	19410 340	(viii) reduction to a lower scale of	Chief	Chairman
23.	Puja Sahayak		pay, grade, post or service	Administrator	
24.			which shall ordinarily be a bar		
25.	Chowkidar		to the promotion of the Board		- Chairman
26.	Sweeper		employee to the time scale of		
27.	Security Guard		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 Board		
			employee was reduced and his		
			seniority and pay on such restoration to that grade, post or		
ministrator Christman			service;		
			the second secon		
			States and all and the second states		
			(x) removal from service which shall not be a disqualification		
			for future employment under the		ALCONTRA S
			Board.		
			(xi) dismissal from service which		
			shall ordinarily be a		
			disqualification for future		-12-12-12-01-2
			employment under the Board.		Applement fit
		AND DESCRIPTION OF THE OWNER OWNE			

 Financial Compasioner and Fracipal Scoretary (Government Harvana, Urban Local Rodres Depart 1153

25 Chowleidar

APPENDIX D

[see rule 6 and 14 (2)]

Sr. Designation	Nature of order		Appellate
No. of posts	1. 4 4	empowered make the order	Authority
1 2	adiana and a substance (new)ad	4 0000	5 EL
1. Chief Executive Officer	 (i) reducing or with holding the amount of ordinary/additional pension admissible under the rules governing the pension; (ii) terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for superannuation. 	Chairman	
 Accounts Officer Office Secretary Personal Assistant Junior Engineer Librarian Accountant Assistant Store Keepar Security Officer Pujari Electrician Plumber 	 SAS Cadre (i) reducing or withholding the amount of ordinary/additional pension admissible under the rules governing the pension; (ii) terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for superannuation. 	Chief Administrator	Chairman
 14. Driver 15. Assistant Pujari 16. Steno-Typist 17. Clerk 18. Horticulture Supervisor 19. Sanitary Supervisor 20. Work Supervisor 21. Sewadar 22. Peon 23. Puja Sahayak 24. Mali 		venic y loss horeh er any losed s anon gron d kei	
25 Chowkidar 26. Sweeper 27 Security Guard	 Major Possiliers (w) publicating of successing 	Chief Administrative	

P. RAGHAVENDRA RAO, Financial Commissioner and Principal Secretary to Government Haryana, Urban Local Bodies Department.

52376-L.R.-H.G.P., Chd.