

[Authorised English Translation]
HARYANA GOVERNMENT
TECHNICAL EDUCATION DEPARTMENT

Notification

The 4th October, 1996

No. G.S.R. 94/Const. Art. 309/96.—In exercise of the powers conferred by proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of Service of persons appointed to the Haryana State Technical Education Department Field Staff (Group D) Service, namely :—

PART I—GENERAL

1. These rules may be called the Haryana State Technical Education Department Field Staff (Group D) Service Rules, 1996.

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

- (a) "direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government ;
- (b) "Director" means Director Technical Education Department, Haryana ;
- (c) "Government" means the Haryana Government in the Administrative Department ;
- (d) "institution" means,—
 - (i) any institution established by law in force in the State of Haryana ; or
 - (ii) any other institution recognised by the Government for the purpose of these rules ;
- (e) "Principal" means Principal of any Government Polytechnic or Institution under the Technical Education Department, Haryana ;
- (f) "recognised University" means,—
 - (i) any university incorporated by law in India ; or
 - (ii) in the case of a degree, diploma or certificate obtained as a result of an examination held by the 15th August, 1947, the Panjab, Sind or Dacca University ; or

- (iii) any other university which is declared by the Government to be recognised university for the purpose of rules ;

(g) "Service" means the Haryana Technical Education Department Field Staff (Group D) Service.

PART II—RECRUITMENT TO SERVICE

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

Number and character of posts.

Provided that nothing in these rules shall effect the inherent right of the Government to make additions to or reductions in, the number of such posts or to create new posts with different designations and scales of pay either permanently or temporarily.

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

Nationally, domicile and character of candidates appointed to service.

- (a) a citizen of India ; or
 - (b) a subject of Nepal ; or
 - (c) a subject of Bhutan ; or
 - (d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India ; or
 - (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African Countries of Kenya, Uganda, the United Republic of Tangania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaïre and Ethiopia with the intention of permanently settling in India ;
- Provided that a person belonging to any of categories (b), (c), (d) or (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.
- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the 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 certificates 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.

5. No person shall be appointed to any post in the service by direct recruitment who is less than 17 years or more than 35 years of age, on or before the first day of August, next preceding the date of interview :

Provided that in the case of candidates belonging to Scheduled Castes, Backward Classes, Ex-Servicemen and physically handicapped persons, the upper age limit shall be such as may be fixed by Government from time to time.

6. Appointments to the posts in the Service shall be made by the concerned Principal.

7. No person shall be appointed to any post in the Service, unless he is in possession of qualifications and experience specified in column 3 of Appendix B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of persons appointed other than by direct recruitment :

Provided that in the case of appointment by direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50 per cent at the discretion of the recruiting authority in case sufficient number of candidates belonging to Scheduled Caste, 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.

8. No person,—

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

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

9. (1) Recruitment to the Service shall be made,—

Method of recruitment.

(a) in the case of Laboratory Attendant (Matric).—

(i) by direct recruitment ; or

(ii) by promotion from amongst Group D post in the Service whose pay scale is lesser than that of Laboratory Attendant (under Matric) ; or

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

(b) in the case of Library Attendant (Matric).—

(i) by direct recruitment ; or

(ii) by promotion from amongst the Group D posts in the Service whose pay scale is lesser than that of Library Attendant (under Matric) ; or

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

(c) in the case of Daftri,—

(i) by promotion from amongst the Group D posts in the Service whose pay scale is lesser than that of Daftri ; or

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

(d) in the case of Gate Keeper,—

(i) by direct recruitment ; or

(ii) by promotion from amongst the Group D posts whose pay scale is lesser than Gate Keeper ;

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

- (e) in the case of Library Attendant (under Matric),—
 - (i) by direct recruitment ; or
 - (ii) by promotion from amongst the Group D posts whose pay scale is lesser than that of Library Attendant (under Matric) ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (f) in the case of Laboratory Attendant (under Matric),—
 - (i) by direct recruitment ; or
 - (ii) by promotion from amongst the Group D posts whose pay scale is lesser than that of Laboratory Attendant (under Matric) ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (g) in the case of peon,—
 - (i) by direct recruitment ; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (h) in the case of Oil Man,—
 - (i) by direct recruitment ; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (i) in the case of Class Room Cleaner,—
 - (i) by direct recruitment ; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (j) in the case of Water Carrier,—
 - (i) by direct recruitment ; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

- (k) in the case of Warden,—
 - (i) by direct recruitment ; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (l) in the case of Sports Coolie,—
 - (i) by direct recruitment ; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (m) in the case of Sports Boy,—
 - (i) by direct recruitment ; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (n) in the case of Sanitary Orderly,—
 - (i) by direct recruitment ; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (o) in the case of Store Coolie,—
 - (i) by direct recruitment ; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (p) in the case of Motor Coolie,—
 - (i) by direct recruitment ; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (q) in the case of Beldar,—
 - (i) by direct recruitment ; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

(r) in the case of Khalasi,—

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

(s) in the case of Waterman,—

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

(t) in the case of Library Bearer,—

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

(u) in the case of Library Boy,—

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

(v) in the case of Workshop Coolie,—

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

(w) in the case of Workshop Attendant,—

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

(x) in the case of Workshop Cleaner,—

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

(y) in the case of Hammerman,—

- (i) by direct recruitment ; or

(2) in the case of Mail,—

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

2. All promotion unless otherwise provided shall be made on seniority-cum-fitness basis and seniority alone shall not confer any right to such promotions.

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 equivalent or higher rank prior to appointment to any post in the Service may, in the case of an appointment by transfer, the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule ; and

(c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.

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

- (a) if such person is appointed by direct recruitment dispense with his Services ; and
- (b) if such person is appointed otherwise than by direct recruitment,—
 - (i) revert him to his former post ; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

(3) On the completion of the period of probation of a person the appointing authority may,—

Probation.

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

- (i) confirm such person from the date of his appointment, if appointed against a permanent vacancy ; or
- (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ; or
- (iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy ; or
- (b) if his work or conduct has, in its opinion, been not satisfactory,—
- (i) dispense with his Service, if appointed by direct recruitment, if appointed otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of previous appointment permit ; or
- (ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation ;

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

Seniority.

11. Seniority, inter se of members of the Service shall be determined by the length of continuous service on any post in the Service :

Provided that where there are different cadres in the Service, the seniority shall be determined separately for each cadre :

Provided further that in the case of a member appointed by direct recruitment, the order of merit determined by the recruiting authority shall not be disturbed in fixing the seniority :

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

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or transfer ;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer ;

(c) in the case of members appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ;

(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 rate of pay drawn are also the same, then by the length of their service in the appointments and if the length of such service is also the same, the older member shall be senior to the younger member.

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

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

- (i) a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a municipal corporation or a local authority or university within the State of Haryana ;
- (ii) the Central Government or a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government ; or
- (iii) any other State Government, an international organisation, autonomous body not controlled by the Government or a Private Body :

Provided that no member of the Service shall be deputed to serve the Central or any other State Government or any organisation or body referred to in clause (ii) or (iii) except with his consent.

13. In respect of pay, leave, pension and all other matter not expressly provided for in these rules, the members of Service shall be governed by such rules and regulations as may have been, or may hereafter be adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

Liability to
serve

Pay leave,
pension and
other matters.

Discipline, penalties and appeals.

14. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Haryana Civil Services (Punishment and Appeal) Rules, 1987, as amended from time to time :

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

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

Vaccination.

15. Every member of the Service shall get himself vaccinated and revaccinated as and when Government so direct by special or general order.

Oath of allegiance.

16. Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to India and to the Constitution of India as by law established.

Power of relaxation.

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

Special Provisions.

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

Reservations.

19. Nothing contained in these rules shall affect reservations and other concessions required to be provided for scheduled 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.

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

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

Repeal and saving.

APPENDIX A

(See rule 3)

Sr. No.	Designation of posts	Number of posts			Scale of pay	
		Permanent	Temporary	Total	Permanent	Temporary
1	2	3	4	5	6	
1	Laboratory Attendant (Matric)	4	2	6	Rs. 950-20-1150-EB-25-1500	
2	Library Attendant (Matric)	4	2	6	Rs. 950-20-1150-EB-25-1400	
3	Daftri	6	..	6	Rs. 800-15-1010-EB-20-1150	
4	Gate Keeper	1	..	1	Rs. 800-15-1010-EB-20-1150	
5	Library Attendant (Under Matric)	10	..	10	Rs. 800-15-1010-EB-20-1150	
6	Laboratory Attendant (Under Matric)	20	9	29	Rs. 775-12-955-EB-14-1025.	
7	Peon	46	12	58	Rs. 750-12-870-EB-14-940	
8	Oil man	1	..	1	Rs. 750-12-870-EB-14-940	
9	Class Room Cleaner	6	5	11	Rs. 750-12-870-EB-14-940	
10	Water Carrier	1	..	1	Rs. 750-12-870-EB-14-940	
11	Warden	..	1	1	Rs. 750-12-870-EB-14-940	
12	Sports Collie	5	..	5	Rs. 750-12-870-EB-14-940	
13	Sports Boy	1	..	1	Rs. 750-12-870-EB-14-940	
14	Sanitary orderly	1	..	1	Rs. 750-12-870-EB-14-940	
15	Store Collie	2	2	2	Rs. 750-12-870-EB-14-940	

1	2	3	4	5	6
16	Motar Collie	1	..	1	Rs. 750-12-870-EB-14-940
17	Beldar	2	..	2	Rs. 750-12-870-EB-14-940
18	Khalasi	8	..	8	Rs. 750-12-870-EB-14-940
19	Waterman	1	..	1	Rs. 750-12-870-EB-14-940
20	Library Bearer	1	..	1	Rs. 750-12-870-EB-14-940
21	Library Boy	2	..	2	Rs. 750-12-870-EB-14-940
22	Workshop Coolie	4	..	4	Rs. 750-12-870-EB-14-940
23	Workshop Attendant	1	..	1	Rs. 750-12-870-EB-14-940
24	Workshop Cleaner	1	..	1	Rs. 750-12-870-EB-14-940
25	Hammerman	4	..	4	Rs. 750-12-870-EB-14-940
26	Chowkidar	38	1	39	Rs. 750-12-870-EB-14-940
27	Sweeper	35	2	37	Rs. 750-12-870-EB-14-940
28	Chowkidar-Cum-Sweeper	..	3	3	Rs. 750-12-870-EB-14-940
29	Chowkidar-cum-Mah	2	..	2	Rs. 750-12-870-EB-14-940
30	Lady Attendant	3	..	3	Rs. 750-12-870-EB-14-940
31	Hospital Ward Bearer	2	..	2	Rs. 750-12-870-EB-14-940
32	Mali	15	4	19	Rs. 750-12-870-EB-14-940

(See rule 7)

Sl. 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	Laboratory Attendant (Matric)	Matric with Science and Hindi	(i) Matric with Science and Hindi; (ii) 3 years experience on Group D post whose pay scale is lesser than that of Library Attendant (under Matric)
2	Library Attendant (Matric)	Matric with Hindi	(i) Matric with Hindi ; (ii) 3 years experience on Group D post whose pay scale is lesser than that of Library Attendant (Under Matric)
3	Daftri		(i) 3 years experience on Group D post whose pay scale is lesser than that of Daftri ;
4	Gate Keeper	Middle pass	(i) Middle pass ; (ii) 5 years experience on Group D post whose pay scale is lesser than that of Gate Keeper ;
5	Library Attendant (Under Matric)	Middle Pass	(i) Middle pass ; (ii) 3 years experience on Group D post whose pay scale is lesser than that of Library Attendant (Under Matric)
6	Laboratory Attendant (Under Matric)	Middle pass	(i) Middle pass (ii) 3 years experience on Group D post whose pay scale is lesser than that of Laboratory Attendant (Under Matric)
7	Peon	Middle pass	(Under Matric) Middle pass
8	Oil Man	Middle pass	Middle pass

1	2	3	4
9	Class Room Cleaner	Middle pass	Middle pass
10	Water Carrier	Middle pass	Middle pass
11	Warden	Middle pass	Middle pass
12	Sports Coolie	Middle pass	Middle pass
13	Sports Boy	Middle pass	Middle pass
14	Sanitary Orderly	Middle pass	Middle pass
15	Store Coolie	Middle pass	Middle pass
16	Motor Coolie	Middle pass	Middle pass
17	Beldar	Middle pass	Middle pass
18	Khalasi	Middle pass	Middle pass
19	Waterman	Middle pass	Middle pass
20	Library Bearer	Middle pass	Middle pass
21	Library Boy	Middle pass	Middle pass
22	Workshop Coolie	Middle pass	Middle pass
23	Workshop Attendant	Middle pass	Middle pass
24	Workshop Cleaner	Middle pass	Middle pass
25	Hammerman	Middle pass	Middle pass
26	Chowkidar	Middle pass	Middle pass
27	Sweeper	Knowledge of Hindi (reading and writing)	Knowledge of Hindi (reading and writing)
28	Chowkidar-cum-Sweeper	Knowledge of Hindi (reading and writing)	Knowledge of Hindi (reading and writing)
29	Chowkidar-cum-Mali	Knowledge of Hindi (reading and writing)	Knowledge of Hindi (reading and writing)
30	Lady Attendant	Middle pass	Middle pass
31	Hostel Ward Bearer	Middle pass	Middle pass
32	Mali	Knowledge of Hindi (reading and writing)	Knowledge of Hindi (reading and writing)

APPENDIX C

(See rule 14(1))

Sr. No.	Designation of posts	Appointing authority	Nature of penalty	Authority empowered to impose penalty	
				Principal	Appellate authority
1	2	3	4	5	6
1	Laboratory Attendant (Matric)	Principal	(i) Warning with a copy in the personal file (character to II) ;	Principal	Director
2	Library Attendant (Matric)	Principal	(i) Warning with a copy in the personal file (character to II) ;	Principal	Director
3	Daffri		(ii) Censure ;		
4	Gate Keeper		(iii) Withholding of promotions		
5	Library Attendant (Under Matric)		(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or a breach of order, to Central Government or State Government or to a company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority set up by an Act of Parliament or of the Legislature of a State ; and		
6	Laboratory Attendant (Under Matric)		(v) withholding of increments of pay with cumulative effect ;		
7	Peon				
8	Oil Man				
9	Class Room Cleaner				
10	Water Carrier				
11	Warden				
12	Sports Coolie				
13	Sports Boy				
14	Sanitary orderly				
15	Store Coolie				
16	Motor Coolie				

2. Major Penalties

- (v) withholding of increments of pay with cumulative effects ;

1	2	3	4	5	6
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(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 employees will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay ;

(viii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the government employee was reduced and his seniority and pay on such restoration to that grade, post or service ;

- (ix) compulsory retirement ;
- (x) removal from service which shall not be a disqualification for further employment under the Government ;

- (xi) dismissal from service which shall ordinarily be a disqualification for future employment under the Government

APPENDIX D

[See rule 14(2)]

Sr. No.	Designation of posts	Appointing authority	Nature of order	Authority empowered to make the order	Appellate authority
1	2	3	4	5	6
1	Laboratory Attendant (Matrie)	Principal	(i) reducing or withholding the amount or ordinary or additional pension admissible under the rules governing pension ;	Principal	Director
2	Library Attendant (Matrie)				
3	Daftri				
4	Gate Keeper				
5	Library Attendant (Under Matrie)		(ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation.		
6	Laboratory Attendant (Under Matrie)				
7	Peon				
8	Oil Man				
9	Class Room Cleaner				
10	Water Carrier				
11	Warden				
12	Sports Coolie				
13	Sports Boy				
14	Sanitary Orderly				
15	Store Coolie				
16	Motor Coolie				
17	Beldar				
18	K halasi				
19	Waterman				

- | | | | | | |
|----|-----------------------|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 20 | Library Bearer | | | | |
| 21 | Library Boy | | | | |
| 22 | Workshop Coolie | | | | |
| 23 | Workshop Attendant | | | | |
| 24 | Workshop Cleaner | | | | |
| 25 | Hammerman | | | | |
| 26 | Chowkidar | | | | |
| 27 | Sweeper | | | | |
| 28 | Chowkidar-cum-Sweeper | | | | |
| 29 | Chowkidar-cum-Mali | | | | |
| 30 | Lady Attendant | | | | |
| 31 | Hostel Ward Beiter | | | | |
| 32 | Mali | | | | |

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