

HARYANA GOVT. GAZ., NOV 19, 1991

HARYANA GOVERNMENT EDUCATION DEPARTMENT

NOTIFICATION

THE 11TH NOVEMBER, 1991

No. G.S.R. 73/const./Art. 309/91- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Education Department, National Cadet Corps Cadre (Group-C) Service, namely:

PART-I GENERAL

These rules may be called the Haryana Education Department National Cadet Corps Cadre (Group-C) Service Rules, 1991. **Short title**

2. In these rules, unless the context otherwise requires; **Definition.**

- (a) "Board" means the Subordinate Services Selection Board, Haryana.
- (b) "Director" means the Director of Higher Education, Haryana.
- (c) "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.
- (d) "Government" means the Haryana Government in the Administrative Department.
- (e) "Institution" means:
 - (i) Any Institution established by law in force in the State of Haryana; of
 - (ii) Any other Institution recognized 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 degrees, diplomas or certificates 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 the recognized University for the purpose of these rules; and
- (g) "Service" means the Haryana Education Department, National Cadet Corps Cadre (Group-C) 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 reduction in the number of such posts 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: **Nationality, domicile and**

- (a) a Citizen of India; or
- (b) a subject of Nepal; or
- (c) a subject of Bhutan; or
- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malavia, Zaire and Ethropia with the intention of permanently settling in India:

Character of Candidates appointed to the Service.

Provided that a person belonging to any of the categories (b), (C), (d) or (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Board or other recruiting authority but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

(3) No person shall be appointed to any post in the service by direct recruitment unless he produces a certificate of good 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 his private life and are unconnected with his University, College, School or Institution.

5. No person shall be appointed to the Service by direct recruitment who is less than seventeen years of age on or more than thirty-five years of age on or before the 15th day of the month next preceding the last date of submission of application to the Board.

AGE

6. Appointed to any post in the Service shall be made by the Director.

Appointing Authority

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

Qualifications.

Provided that in the case of appointment by direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50% at the discretion of the recruiting authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Ex-Servicemen and Physically Handicapped Candidates, 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,

Disqualifications.

- (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 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 case of Head clerks:
 - (i) By promotion from amongst Assistants; or
 - (ii) By transfer or deputation of an official already in the service of the State Government for the Government of India.
- (b) In the case of Assistants:
 - (i) by promotion from amongst Accountants and Junior Scale Stenographers; or
 - (ii) by direct recruitment, or by transfer or deputation of an official already in service of the State Government or the Government of India.
- (c) In case of Ship Modelling Mechanic;
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an official already in the service of State Government or the Government of India.
- (d) In case of Aero Modelling Instructor-cum-Store Keeper:
 - (i) by direct recruitment; or
 - (ii) by transfer or deputation of an official already in service of the State Government or the Government of India.
- (e) In case of Accountants:
 - (i) eighty per cent by promotion from amongst Clerks and Store-Keepers; and
 - (ii) twenty percent by direct recruitment; or
 - (iii) by transfer or deputation of an official already in service of the State Government or the Government of India.
- (f) In case of Junior Scale Stenographers:
 - (i) by promotion from amongst Clerks; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in service of the State Government on the Government of India.
- (g) In case of Drivers:
 - (i) twenty percent by promotion from amongst Lascars and Group 'D' employees; and
 - (ii) eighty percent by direct recruitment; or
 - (iii) by transfer or deputation of an official already in service of the State Government or the Government of India.
- (h) In case of Clerks:
 - (i) Twenty percent by promotion from amongst Lascars and Group 'D' employees and
 - (ii) eighty percent by direct recruitment; or
 - (iii) by transfer or deputation of an official already in the service of State Government or the Government of India,
- (i) In case of Store- keeper:
 - (i) by promotion from amongst Lascars and Group 'D' employees;

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

(j) In case of Lascars:

(i) twenty percent by promotion form amongst Group 'D' employees; and

(ii) eighty percent by direct recruitment; or

(iii) by transfer or deputation of an official already the service of State Government/ or Government India.

(2) when any vacancy occurs or is about to occur in respect of the categories of posts where no percentage has been provided for the appointing authority shall determine the manner in which it is to be filled in.

(3) (1) All promotions unless otherwise provided shall be made on seniority-cum-merit basis but 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 other-wise. **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 service may in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule; and

(c) Any period of officiating appointment in the service 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 the 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 a person is appointed by direct recruitment dispense with his service; and

(b) if such person is appointed otherwise than by direct recruitment;

(i) revert him to this former post; and

(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

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

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

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

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

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

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

Provided further that in the case of members appointed by direct recruitment, the order of 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;

(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 member in the appointments from which they were promoted or transferred and

(d) In the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay in his previous appointment, and if the rate of pay drawn are also the same, then by the length of their service in the appointment 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 any place, whether within or outside the state of Haryana on the ordered so to do by the appointing authority. **Liability to serve.**

(2) A member of the service may also be deputed to service as 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, 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 the Central Government; or

(iii) any other State Government, an International organization an autonomous body not controlled by the Government a private body.

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

13. In respect of pay, leave and all, other matter nor expressly provided for in these rules, the members of the service 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.

**Pay, Leave,
Pension and
other matters.**

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

**Discipline,
Penalties and
Appeals.**

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

(2) The authority competent to pass an order under clause (c) or clause (d) sub-rule (1) of rule 9 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 and re-vaccinated 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, be required to take the oath of allegiance to India and to the 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
relaxations**

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

**Special
provisions**

19. Nothing 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:

Reservations

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

20. The Punjab Education Department (state Service class-III) N.C.C. Cadre Rules 1964 which were in force immediately before the commencement of these rules are hereby repealed:

**Repeal and
Savings**

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.

APPENDIX 'A'

(See Rule 3)

Sr. No.	Designation of post	Number of posts			Scale of pay
		Permanent	Temporary	Total	
1	2	3	4	5	6
1	Headclerk	16	-	16	Rs. 1,600-50-2,300-EB-60-2,660
2	Assistant	3	-	3	Rs. 1,400-40-1,600-50-2,300-EB-60-2,600
3	Ship Modelling Mechanic	1	-	1	Rs. 1,400-40-1,600-50-2,300-EB-60-2,600
4	Aero Modeling Instructor-cum-Store-keeper	2	-	2	Rs. 1,200-30-1,560-EB-40-2,040
5	Junior Scale Stenographer	2	-	2	Rs. 1,200-30-1,560-EB-40-2040
6	Accountant	16	-	16	Rs. 1,200-30-1,560-EB-40-2,040
7	Driver	53	-	53	Rs. 1,200-30-1,560-EB-40-2,040
8	Clerk	144	-	144	Rs. 950-20-1,150-EB-25-1,500
9	Store-Keeper	1	-	1	Rs. 950-20-1,150-EB-25-1,500
10	Lascar	155	1	156	Rs. 775-12-955-EB-14-1,025

APPENDIX 'B'

(See Rule 7)

Sr. No.	Designation of Post	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience if any for appointment other than by direct recruitment
1	2	3	4
1	Headclerk	-	Four years experience as Assistant
2	Assistant	(a) Graduate of a recognized University; (b) Knowledge of Hindi upto Matric standard; and (c) Five years experience on a clerical post	(a) Two years experience as Accountant or Junior Scale Stenographer.
3	Ship Modelling Mechanic	(1) Matric or its equivalent, preferable an ex-sailor from Seaman or Shipwright, Artificiar branch of Indian Navy; (2) A good working knowledge of Hindi and English; (3) Technical Qualification: (a) A thorough knowledge of internal combustion	(1) Matric or its equivalent, preferable an ex-sailor from Seaman or Shipwright, Artificiar branch of Indian Navy; (2) A good working knowledge of Hindi and English; (3) Technical Qualification: (a) A thorough knowledge of internal combustion

		<p>engine used for ship models;</p> <p>(b) Ability to impart instructions to senior and boat modeling;</p> <p>(c) Aptitude for modeling especially ship and boat models; and</p> <p>(d) Practical experience as an instructor in the Navy with adequate knowledge of construction and display of elementary and advance ship models with practical experience of reading instructional charts and diagrams of the ship and boat models.</p>	<p>engine used for ship models;</p> <p>(b) Ability to impart instructions to senior and boat modeling;</p> <p>(c) Aptitude for modeling especially ship and boat models; and</p> <p>(d) Practical experience as an instructor in the Navy with adequate knowledge of construction and display of elementary and advance ship models with practical experience of reading instructional charts and diagrams of the ship and boat models.</p>
4	Aero Modeling Instructor-cum-Store-keeper	<p>I-Essential Qualifications</p> <p>A-General Qualifications:</p> <p>(i) An intermediate or its equivalent of a recognized University or ex-cadet NCC Air Wing holding 'C' certificate or has already worked in the Air NCC as Aero-Modelling Instructor but had not been discharged on grounds of discipline or incompetency;</p> <p>(ii) Should have undergone training in methods of instructions or should have at least one year experience as a teacher or instructor;</p> <p>(iii) must have a good writing and speaking knowledge of English;</p> <p>(iv) should be proficient to handle accounting of Aero-Modelling stores.</p> <p>B-SPECIAL QUALIFICATION</p> <p>(i) should have experience and knowledge in handling workshop equipments and tools as required in Aero-modelling;</p> <p>(ii) should be proficient in building or following Air craft (Static and Flying) models out of kits,</p> <p>(a) chulk and catapult gliders;</p> <p>(b) two line gliders;</p> <p>© rubber motor powered models</p> <p>(d) control lien engine</p>	<p>I-Essential Qualifications</p> <p>A-General Qualifications:</p> <p>(i) An intermediate or its equivalent of a recognized University or ex-cadet NCC Air Wing holding 'C' certificate or has already worked in the Air NCC as Aero-Modelling Instructor but had not been discharged on grounds of discipline or incompetency;</p> <p>(ii) Should have undergone training in methods of instructions or should have at least one year experience as a teacher or instructor;</p> <p>(iii) must have a good writing and speaking knowledge of English;</p> <p>(iv) should be proficient to handle accounting of Aero-Modelling stores.</p> <p>B-SPECIAL QUALIFICATION</p> <p>(i) should have experience and knowledge in handling workshop equipments and tools as required in Aero-modelling;</p> <p>(ii) should be proficient in building or following Air craft (Static and Flying) models out of kits,</p> <p>(a) chulk and catapult gliders;</p> <p>(b) two line gliders;</p> <p>© rubber motor powered models</p> <p>(d) control lien engine</p>

		<p>models; (e) free flight engine models; (iii) should be able to dismantle assemble and operate models aero engines; (iv) should be proficient in undertaking full set of Aerobities on control line engine stunt models. Note: Check for special qualifications will be done through practical test to be undertaken by the Officer Commanding of Air Squadren. II-PREFERENTIAL QUALIFICATIONS: Should be able to undertake building and flying of radio controlled models.</p>	<p>models; (e) free flight engine models; (iii) should be able to dismantle assemble and operate models aero engines; (iv) should be proficient in undertaking full set of Aerobities on control line engine stunt models. Note: Check for special qualifications will be done trough practical test to be undertaken by the Officer Commanding of Air Squadren. II-PREFERENTIAL QUALIFICATIONS: Should be able to undertake building and flying of radio controlled models.</p>
5	Accountant	<p>(a) Graduate of a recognized University; (b) Adequate Knowledge or experience or both in book keeping accounts.</p>	<p>(a) one year experience as clerk or store keeper; (b) Adequate knowledge of accounts.</p>
6	Junior Scale Stenographer	<p>(a) Matriculation or its equivalent; (b) knowledge of Hindi upto matric standard; and © English Short-hand at 100 words percent minutes and transcription thereof at 20 words per minutes and transcription thereof at 15 words per minutes.</p>	<p>(a) One year experience as clerk. (b) must have qualified test in English short-hand at 100 words per minutes and transcription thereof at 20 words per minutes or Hindi shorthand at 80 words per minutes and transcription thereof at 15 words per minutes.</p>
7	Driver	<p>(a) Having civil driving licence for motor-cycle, light and heavy vehicles; (b) Knowledge of Hindi and English upto Middle standard.</p>	<p>(a) Three years experience as Lascar possessing civil driving licence for motor-cycle, light and heavy vehicles; (b) five years experience as a Group 'd' employee who is in possession of civil driving licence for motor-cycle, light and heavy vehicles; © knowledge of Hindi and English upto middle standard.</p>
8	Clerk	<p>(a) Matric or its equivalent; (b) shall be required to qualify a test both in Hindi and English typing at a speed of 25 and 30 words per minute respectively within a</p>	<p>(a) Matric or its equivalent; (b) three years experience as Lascar or five years experience as Group 'D' employees. © knowledge of Hindi upto Matric standard.</p>

		period of one year of recruitment otherwise he will not be given any increment. When he will qualify the type test he will be allowed increment(s) due to him from the date of qualifying the type test but no arrear will be given to him; © knowledge of Hindi upto Matric standard.	(d) shall be required to qualify a test in hindi and English typing at a speed of 25 and 30 words per minute respectively within a period of one year of his appointment otherwise the will not be given any increment when he qualifies the type test he will be allowed increment(s) from the date of qualifying the type test but no arrear will be given to him.
9	Store-Keeper	(a) Matric or its equivalent; (b) has elementary knowledge of store keeping and accounts.	(a) Matric or its equivalent; (b) two years experience as Lascar or five years experience as Group 'D' employees.
10	Lascar	(a) Middle standard or its equivalent. (b) knowledge of Hindi; or ex-serviceman having 3 rd class army certificates of education.	(a) Middle standard or its equivalent. (b) three years experience as Group 'D' employee; or ex-serviceman having 3 rd class army certificates of education.

APPENDIX 'C'

(See Rule 14 (1))

Sr. No.	Designation of Post	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5	6
1	Headclerk	Director	MINOR PENALTIES (i) warning with a copy in the personal file (Character roll); (ii) censure; (iii) recovery from pay of the whole or part of any pecuniary loss caused by negligence or break of orders to the Central Government or a State Government or a company and an association or a body of	Deputy Director General NCC, Punjab, Haryana, Himachal Pradesh and Chandigarh Administration, Chandigarh.	Government
2	Assistant				
3	Ship Modelling Mechanic				
4	Aero Modeling Instructor-cum-Store-keeper				
5	Accountant				
6	Junior Scale Stenographer				
7	Driver				
8	Clerk				
9	Store-Keeper				
10	Lascar				

			<p>individuals whether incorporated or not which is wholly or substantially owned or controlled by the Government or by an Act of the Parliament or of the Legislature of a State; and</p> <p>(iv) withholding of increments of pay.</p> <p>MAJOR PENALTIES:</p> <p>(v) withholding of promotions;</p> <p>(vi) reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the Government 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 too have the effect of postponing the future increments of his pay;</p> <p>(vii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale</p>	
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			<p>of pay, grade, post or service from which he was reduced with or without further directions re-grading conditions of restoration to the grade or post or service from which the Government employees was reduced and his seniority and pay on such restoration to that grade post or service;</p> <p>(viii) Compulsory retirement;</p> <p>(ix) removal from service which shall not be a disqualification for future employment under the Government ;</p> <p>(x) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.</p>		
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APPENDIX 'D'

(See Rule 14 (2))

Sr. No.	Designation of Post	Nature of order	Authority empowered to make the order	Appellate authority
1	2	3	4	5
1	Headclerk	(i) Reducing or withholding the amount of ordinary or additional pension	Director	Government
2	Assistant			
3	Ship Modelling Mechanic			
4	Aero Modeling			

	Instructor-cum-Store-keeper	admissible under the rules governing pension; (ii) Terminating the appointment otherwise than on his attaining the age fixed for superannuation.		
5	Accountant			
6	Junior Scale Stenographer			
7	Driver			
8	Clerk			
9	Store-Keeper			
10	Lascar			

J.D. Gupta,
Financial Commissioner and Secretary to Government, Haryana,
Education Department.

HARYANA GOVERNMENT
EDUCATION DEPARTMENT

Notification

The 7th June, 2013

No. GSR.15/Const./Art.309/2013.- In exercise of the power 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 Education Department, National Cadet Corps Cadre (Group C) Service Rules, 1991, namely:-

1. These rules may be called the Haryana Education Department, National Cadet Corps Cadre (Group C) Service Amendment Rules, 2013.
2. In the Haryana Education Department, National Cadet Corps, Cadre (Group C) Service Rules, 1991 (hereinafter called the said rules), in rule 9, in sub-rule (1), in clause (b), for item (i), the following item shall be substituted, namely:-
“ (i) by promotion from amongst Clerk/Junior Scale Stenographer/ Store-Keeper, or”
3. In the said Rules, in Appendix B, against serial No. 2, under column 4, for the existing entry, the following entry shall be submitted, namely :-

4

“ At least five years regular service as Clerk/junior Scale Stenographer/Store Keeper.

S.S. PARSAD,
Principal Secretary to Government Haryana,
Higher Education Department.

HARYANA GOVERNMENT
EDUCATION DEPARTMENT

Notification

The 8th November, 2013

No. G.S.R 56/Const./Art. 309/2013-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 to further amend the Haryana Education Department, National Cadet Cadre (Group C) Service Rules. 1991, namely:-

1. These rules may be called the Haryana Education Department National Cadet Corps (Group C) Service Amendment Rules, 2013.
2. In the Haryana Education Department, National Cadet Corps Cadre (Group C) Service Rules, 1991 (hereinafter called the said rules) , after Rule 9, the following rules shall be inserted, namely:-

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

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

(3) The Government of Haryana hereby authorizes the Haryana State Electronic Development Corporation Limited (HARTRON) or any other agency as prescribed by the Government, as the Authorized Agency for conducting State Eligibility Test in Computer Appreciation and Applications (SETC), along with a test in typing speed in accordance with the syllabus as the State Government may specify in this regard from time to time, besides, the syllabus already provided in sub-rule (4) of this rule. The pass certificate issued by HARTRON or any other agency, as approved by the

Government, would be accepted as an evidence of the fulfillment of the prescribed condition in the Service Rules.

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

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

3. In the said rules, in Appendix B, -
 - I. Against serial number 6, under column 3, for the existing item (a) the following item shall be substituted, namely:-

“(a) 10+2,”; and
 - II. Against serial number 8, -
 - (i) under column 3, for the existing items, the following items shall be substituted namely:-
 - (a) 10+2; and
 - (b) Omitted in view of rule 9A;
 - (c) Knowledge of Hindi upto Matric standard;”
 - (ii) under column 4, for the existing items, the following items shall be substituted namely:-
 - “(a) 10+2;
 - (b) Knowledge of Hindi upto Matric standard; and

- (c) three years experience as Lascar or five years experience as Group 'D' employees;
- (d) Omitted in view of rule 9A".

S.S. PARSAD,
Principal Secretary to Government Haryana,
Higher Education Department.