

HARYANA GOVT GAZ., AUGUST 20, 1985
(SR VN. 29, 1907 SAKA)

HARYANA GOVERNMENT
EMPLOYMENT DEPARTMENT
Notification
The 9th August, 1985

Service rules	Remarks
<p>No. G.S.R.65/Const./Art.309/85-In Exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Government of Haryana hereby makes the following rules regulating the Recruitment and conditions of services of persons Appointed, to the Haryana Employment Department (Group C) Service, namely :-</p> <p>PART-I-General</p> <p>1) Short title – These rules may be called the Haryana Employment Department (Group-C) Service Rules 1985</p> <p>2) Definitions – in these rules, unless the context otherwise requires.</p> <p>a) “Board” means the subordinate Service Selection Board Haryana.</p> <p>b) “Direct recruitment” means an appointment made otherwise the 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.</p> <p>c) “Director” means the Director of Employment, Haryana .</p> <p>d) “Government” means the Haryana Government in the Administrative Department.</p>	<p>Being the matter of year.</p>

- e) "institution " means ,
- i) any institution established by law in force in the State of Hayana, or
 - ii) any other institution recognized by the government for the purpose of these rules.
- f) "Service" means the Haryana Employment Department (Group C) Service.
- g) "recognize university " means :-
- i. any university incorporated by law in India, or
 - ii. in the case of a degree, diploma or certificate obtained as result of an examination held before the 15th August 1947 the Punjab, Sind or Dacca University, or
 - iii. Any other University which is declared by the Government to be a recognized university for the purpose of these rules

PART-II-Recruitment to Service

3) Number and character of posts-The Service shall comprise the posts shown in Appendix "A" to those rules.

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

4) Nationality, domicile and character of candidates appointed to the Service:-

(1) No person shall be appointed to any post in the Service unless he is:-

- a) a citizen of India, or
- b) a subject of Nepal, of
- 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 India origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda, and the United Republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India.

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

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

- (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 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 not less than 17 years or not more than 42 years of age on or before the last day of the submission of applications to Board.

- 6) **Appointing authority:-** appointment to any post in the service shall be made by the Director.

- 7) **Qualifications:** - no person shall be appointed to any post in/service unless he is in possession of qualifications and experience specified in column 2 of Appendix B to these rules in the case of direct recruitment and those specified in column 3 of the aforesaid appendix in the case of appointment other than by direct recruitment.

8) Disqualification :- No person, -

- a) who has entered in to 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) Method of recruitment :-

(1) Recruitment to the Service shall be made.

- a) in the case of Superintendent

- b) in the case of Head Assistant.
(Deleted)

- c) in the case of Statistical Assistant / Technical Assistant:-
 - i. 25 % by promotion from amongst Clerks / Steno-typist , and
 - ii. 75 % by direct recruitment, or
 - iii. by transfer or deputation of an official already in the Service of any State Government or the Government of India.

- d) in the case of Senior Scale Stenographers,-
 - i) by promotion from amongst Stenotypist , or
 - ii) transfer or deputation of an official already in the service of any State government or the Government of India

Post of Superintendent
Included in Group (B).

(Deleted)

Post of Technical
Assistant Abolished in
restructuring.

<p>j) in the case of Driver :- i.by promotion amongst Peons/Sweeper-cum Chowkidar or ii.by direct recruitment, or iii.by transfer or deputation of an official already in service of any State government or the Government of India.</p> <p>k) in the case of Duplicating Machine Operator:- (Deleted)</p> <p>l) in the case of Driver-cum-Project Operator:- (Deleted)</p> <p>m) in the case of Computer:- 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> <p>n) in the case of Section Officer:- i) by transfer or deputation of an official already in the Service of any State/ Govt. of India.</p>	<p>Increased departmental promotional quota will boost-up the moral of the Group "D" employees</p> <p>Post abolished in restructuring.</p> <p>Post of Driver cum Project Operator and Duplicating Machine Operator abolished in restructuring.</p> <p>Designated as computer clerk in restructuring.</p> <p>New post created under Restructuring</p>
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<p>o) in the case of Deputy Superintendent .</p> <p>i) by promotion from amongst Assistants/ Senior Scale Stenographers, or</p> <p>ii) by transfer or deputation of an official already in the service of any State Government or the Government of India .</p> <p>p) in the case of Personal Assistant:-</p> <p>i) by promotion from amongst Senior Scale Stenographers, or</p> <p>ii) by transfer or deputation of an official already in the service of any State Government or the Government of India .</p> <p>q) in the case of Junior Programmer:-</p>	<p>Designated as Deputy Superintendent in restructuring from Head Assistant.</p> <p>New Post created under restructuring.</p> <p>New post created under restructuring.</p>
<p>(2) Unless otherwise provided all promotions shall be made on the basis of seniority-cum-merit and no person shall be entitled to claim promotion on the basis of seniority alone.</p> <p>(3) Unless otherwise provided in this rule, whenever any vacancy occur or is about to occur in the Service, the appointing authority shall determines in what manner it shall be filled.</p>	
<p>10) Probation:-</p> <p>1) Person 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.</p> <p>Provided that:-</p> <p>a. any period after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation.</p> <p>b. any period of work in 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</p>	<p>--</p> <p>--</p> <p>--</p>

<p>allowed to count towards the period of probation fixed under this rule , and</p> <p>c. any period of officiating appointment shall be record 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.</p> <p>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 :-</p> <p>a) if such person is appointed by direct recruitment dispense with his services, and</p> <p>b) if such person is appointed otherwise than by direct recruitment:-</p> <p>i. revert him to his former post, or</p> <p>ii. deal with him in such other manner as the terms and conditions of the previous appointment permit.</p> <p>3) On the completion of the period of probation of a person the appointing authority may:-</p> <p>a) if his work or conduct has, in its opinion been satisfactory:-</p> <p>i. confirm such person from the date of his appointment, appointed against a permanent vacancy, or</p> <p>ii. confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy, or</p> <p>iii. declare that he has completed his probation satisfactorily, if there is no permanent vacancy, or</p> <p>b) if his work or conduct has in its opinion, been not satisfactory:-</p> <p>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</p> <p>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:</p>	<p>--</p> <p>--</p> <p>--</p> <p>--</p> <p>--</p> <p>--</p> <p>--</p>
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Provided that the total period of probation, including extension, if any, shall not exceed three years.

11) Seniority:-

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 for 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 members in the appointments from where they were promoted or transferred, and
- d. in the case of members, appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay in his previous appointment, and if the rates of pay drawn are also the same then by the length of their service in the appointments and if the length of such service is also the same, the older member shall be senior to the younger member.

12) Liability to Serve :-

- 1) A member of the Service shall be liable to serve at any place whether within or outside the State of

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Haryana on being ordered so to do by the appointing authority.

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

- i. a company, 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, or
- 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 organization, an autonomous body not controlled by the government or a private body.

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

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

14) Discipline, penalties and appeals:- (1) In matters relating to discipline, penalties and appeal, members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, 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 such rule (1) of rule 10 of the Punjab Civil Services (Punishment and Appeal) Rules, 1952 and the appellate authority shall

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also be as specified in Appendix D to these rules.

15) Vaccination :-

Every member of the Service shall get himself vaccinated and revaccinated if and when the Government so direct by a special or general orders.

16) Oath of allegiance:-

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 by law established.

17) Power of relaxation:-

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.

18) Special Provision:- 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.

19) Reservation:-

Nothing contained in these rules shall affect reservation and other concessions required to be provided for Scheduled Castes and other Backward classes in accordance with the orders issued by the State Government in this regard from time to time under clause (4) of Article 16 of the Constitution of India.

20) Repeal and Savings:-

The Punjab Employment Department (State Service Class-III) rules, 1964 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.

21) Departmental Examination:-

1. Every member, except Driver, Driver-cum-Project Operator and Duplicating Machine Operator of the Service shall have to qualify the departmental examination in the

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Employment Exchange Procedure as per syllabus and other conditions prescribed in Appendix E within a period of two years for direct recruitment and one year for departmental promotions.

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2. Every member of the Service, who is recruited as clerk, shall have to pass the test in typing as shown in appendix-B within a period of one year of his appointment. The increment(s) shall be regulated as stated in sub-para (3).

3. If a person passes the departmental examination in Employment Exchange Procedure and type test before the prescribed period he shall be given all the increments which would have otherwise fallen due to him at the end of the prescribed period, with effect from the last day on which the departmental examination and type test were completed.

4. No increment shall be withheld until the period prescribed for clearing the departmental examination and type test is over.

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5. If a member of the Service passes the Departmental Examination and type test after the prescribed period, then the increment for the period subsequent to that within which the departmental examination and type test were to be passed should be released to him from the date following the last day on which the departmental examination are completed. The increment should be released with retrospective effect from the date it was otherwise due but no arrear shall be paid for the past period.

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6. If a member of the service fails to pass the departmental examination and type test or either or them of any part thereof, and subsequently exempted by competent authority from passing the Examination(s) his increment(s) for the period subsequent to that within which the departmental Examination and type test were to be passed should be released from the date he is given such exemption. The increment(s) should be released with retrospective effect from the date it was otherwise due but no arrear should be paid for the past period.

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**Appendix-A
(See Rule-3)**

Sr. No.	Designations of Posts	Number of Posts			Scale of Pay	Remarks
		Permanent	Temporary	Total		
1.	Personal Assistant	1	-	1	9300-34800 G.P.3600	-
2.	Dy. Superintendent	18	-	18	9300-34800G.P.3600	Post of Head Assistant Designated as Dy. Superintendent
3.	Statistical Assistant / Technical Assistant	29	-	29	9300-34800 G.P. 3600	Post of Technical Assistant abolished in restructuring
4.	Senior Scale Stenographer	1	-	1	9300-34800 G.P. 3600	-
5.	Assistant	84	-	84	9300-34800 G.P. 3600	-
6.	Steno Typist	21	-	21	5200-20200 G.P. 1900 +100SP	
7.	Clerk	199	-	199	5200-20200 G.P.1900	-
8.	Driver	13	-	13	5200-20200-G.P. 2400 + 200SP	-
9.	Duplicate Machine operator					Post of Duplicate Machine operator abolished in restructuring
10.	Computer	1		1	5200-20200 G.P.1900	-
11.	Section Officer	1	-	1	9300-34800 G.P.4600	Newly Created Post Under restructuring

12.	Junior Programmer	6	-	6	9300-34800 G.P. 3600	Newly Created Post Under restructuring
13.	Data Entry Operators	26	-	26	As per DC Rates	Newly created post in restructuring
14.	Computer Clerk	1	-	1	5200-20200 G.P.1900	Designated as Computer clerk under restructuring

APPENDIX-B

(See Rule 7)

Sr. No.	Designations of Posts	Academic qualifications and experience, if any for direct recruitment	Academic qualifications and experience if any for appointment other than by Direct recruitment	Remarks
1.	Superintendent	-	-	The Post of Superintendent included in Group-B
2.	Personal Assistant		<p>By promotion</p> <p>7 Years experience as Senior Scale Stenographer</p> <p>By Transfer:</p> <p>i) 7 Years experience as Senior Scale Stenographer.</p> <p>ii) Hindi upto Matric Standard.</p>	Post created before restructuring.
3.	Dy. Superintendent	-	7 Years experience as Assistant or Senior Scale Stenographer (who has worked as assistant for a period of 2 years on some existing vacancy or by sharing the working of an Assistant)	The post of Head Assistant Designated as Deputy Superintendent.
4.	Statistical Assistant	<p>i) M.A. in Mathematics/ Economics with Statistics</p> <p>ii) Graduate 2nd class with Mathematics / Economics / Statistics with 3 years</p>	<p>i) M.A. in mathematics / Economics with statistics or</p> <p>ii) Graduate with Mathematics / Economics / Statistics, as one of the subject with 3 years experience in collection</p>	The Post of Technical Assistant abolished.

		Experience in collection interpretation, Dissemination and compilation of Statistical Data in a Government office or a business Concern of repute.	and compilation of Statistical Data iii) Five years experience as Clerk.	
5.	Senior Scale Stenographer	<ul style="list-style-type: none"> i) Matric/ Higher Secondary or equivalent. ii) Knowledge of Hindi upto Matric standard and iii) Hindi shorthand at 80 words per minute and transcription thereof at 15 words per Minute or English shorthand at 100 words per minute and transcription thereof at 20 words per minute. 	<ul style="list-style-type: none"> i) Two years experience as Steno-typist. ii) Hindi shorthand at 80 words per minute and transcription thereof at 15 words per minute or English shorthand at 100 words per minute and transcription thereof at 20 words per Minute. 	
6.	Assistant		Three years experience as clerk – or Steno-typist.	
7.	Junior Scale Stenographer	-	-	The Post of Junior Scale Stenographer is abolished.

8.	Steno Typist	<ul style="list-style-type: none"> i. Matric / Higher Secondary or its equivalent. ii) Knowledge of Hindi upto Matric standard. iii) Hindi shorthand 64 words per minute and Transcription thereof at 11 words per minute, or English shorthand at 80 words per minute and transcription thereof at 15 words per minute. 	<ul style="list-style-type: none"> i) Hindi shorthand 64 words per minute and Transcription thereof at 11 words per minute, or English shorthand at 80 words per minute and transcription thereof at 15 words per minute. 	
9.	Clerk	<ul style="list-style-type: none"> i. Matric / Higher Secondary or its equivalent ii. Knowledge of Hindi upto Matric Standard. iii. Hindi or English typing at a speed of 25/30 words per minute respectively. 	From amongst 10+2 Group 'D' having experience of five years as such.	
10.	Driver	<ul style="list-style-type: none"> (i) Must possess driving license of Heavy Traffic vehicle/ light traffic vehicle (ii) Must have at least experience of one Year driving light / heavy vehicles (iii) Knowledge of Hindi upto middle standard. 	<ul style="list-style-type: none"> I. Must possess driving license of Heavy Traffic vehicle/ light traffic vehicle/ Heavy driving vehicle. II. Must have at least experience of one Year driving light traffic vehicle/ heavy Driving vehicle. III. Knowledge of Hindi upto middle standard. 	
11.	Duplicating Machine Operator			The Post of Duplicating Machine Operator is abolished.

12.	Driver cum project operator			The Post of Driver cum project operator is abolished
13.	Computer	<ul style="list-style-type: none"> i) Matric or its equivalent ii) Knowledge of Hindi up to Matric standard. iii) Knowledge of operating calculating Machine 		
14.	Section Officer	-	Ex-Cadre Post	Newly created post in restructuring
15.	Junior Programmer			Newly created post in restructuring.
16.	Data Entry Operators			Newly created post in restructuring.

APPENDIX-C
(See rule – 14(1))

Sr. No.	Designation of post	Appointing authority	Nature of penalty	Authority Empowered to impose penalty	Appellate authority	Remarks
1.	Superintendent	Director	a) Warning with a copy on the Personal file. b) Censure. c) withholding of increment or promotion including stoppage at an efficiency bar d) Recovery from pay of the whole or part of any pecuniary loss caused to the Government by negligence or breach of orders. e) Reduction to a lower post or time scale or to a lower stage in a time scale. f) Removal from the Service which does not disqualify from future employment; and g) Dismissal from the Service which does ordinarily disqualify from future employment.	Director	Government	The Post of Superintendent included in Group-B
2.	Personal Assistant					
3.	Deputy Superintendent					
4.	Statistical Assistant/ Technical Assistant					
5.	Senior Scale Stenographer					
6.	Assistant					
7.	Steno-typist					
8.	Clerk					
9.	Driver					
10	Duplicating Machine Operator					
11	Computer					
12	Section Officer					
13	Junior Programmer					
14	Data Entry Operator					

APPENDIX-D
(See rule-14 (2))

Sr. No.	Designation of post	Nature of Order	Authority Empowered to make order	Appellate authority	Remarks
1.	Superintendent	<p>a) Reducing or withholding the Amount of ordinary/ additional pension admissible under the Rules governing pension.</p> <p>b) Terminating the appointment of a member of service otherwise than on his attaining the age fixed for superannuation.</p>	Director	Government	The Post of Superintendent included in Group-B
2.	Personal Assistant				
3.	Deputy Superintendent				
4.	Statistical Assistant/ Technical Assistant				
5.	Senior Scale Stenographer				
6.	Assistant				
7.	Steno-typist				
8.	Clerk				
9.	Driver				
10.	Duplicating Machine Operator				
11.	Computer				
12.	Section Officer				
13.	Junior Programmer				
14.	Data Entry Operator				

APPENDIX – E
(See rule -21)

- 1) A Departmental examination of Group-C Employees shall be held half yearly in January or July every year.
- 2) The Director shall conduct the Departmental Examination.
- 3) The exact date, time and place of the examination shall be fixed by the Director at least two weeks before the Commencement of the examination.
- 4) The question papers shall be set, answer books examined and marks awarded by the examiners appointed by the Director.
- 5) One paper carrying 100 marks shall be set.
- 6) The paper shall be of three hours duration.
- 7) Minimum pass marks will be 33%
- 8) The answer books and other stationery for the examination shall be provided by the directorate.
- 9) No books shall be supplied or allowed to be consulted during the examination.
- 10) The officer conducting the examination shall:
 - i) Receive the question papers from the Examiners and cause them to be typed or Cyclostyled.
 - ii) Superintend the examination.
 - iii) Transmit the answer books to the examiners Concerned.
- 11) The examiners will evaluate the answer Books and forward the result to the Director who shall declare the result.
- 12) Syllabus for the examination will be as under:
 - i) National Employment Service Manual Part I and II prepared by the Directorate General of Employment & Training.
 - ii) Employment Exchange Minutes and other circular regarding Exchange procedure issued by the Directorate of Employment & Training.
 - iii) Procedure circulars and other instructions issued by the Director from time to time and
 - iv) Any other material to meet the job requirement of the officials considered necessary by the director.

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Secretary to Government Haryana,
Employment Department.

[Authorised English Translation]

HARYANA GOVERNMENT
EMPLOYMENT DEPARTMENT
Notification

The 8th November, 2013

No. G.S.R. 33/Const./Art.309/2013.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Haryana Employment Department (Group C) Service Rules, 1985 namely:-

1. These rules may be called the Haryana Employment Department (Group C) Service (Amendment) Rules, 2013.
2. In the Haryana Employment Department (Group C) Service Rules, 1985 (hereinafter called the said rules), after rule 9, the following rule shall be inserted, namely :-

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

2. The candidate shall have to qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the probation period of two years, extendable by one year in case of direct recruit. The candidate appointed against the aforesaid categories of posts in Group C shall not be entitled to earn any increment in his/her pay scale till he/she qualifies the said test, failing which the services of such employees shall be dispensed with. The persons who are promoted to the post of Clerk and Steno - typists shall also qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the period of probation of one year extendable by one year, failing which he/she will be reverted back.
3. The Government of Haryana hereby authorizes the Haryana State Electronic Development Corporation Limited (HARTON) or any other agency as prescribed by the Government, as the authorized Agency for conducting the 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 HARTON 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), MCA, BCA 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 & Information Technology (NIELIT) [erstwhile DOEACC Society];
- (iii) Haryana State – Certificate in Information Technology [HS-CIT] from the Authorized Learning Centres (ALCs) of the HKCL;
- (iv) Candidates/ employees who have already passed the SETC and the same is valid at the time of joining the service. The State Eligibility Test in Computer Appreciation and Applications (SETC) passed by any candidate earlier shall be considered valid for a period of 5 years from the date of issue of such certificate by HARTON or any other agency authorized by the Government; and
- (v) Physically disabled candidates *i.e.* amputation of hand (Left 'and Right) Amputation of upper limbs, Paralysis of Radial Nerve (Radial Nerve Palsy) of either upper limb. Declination degenerative disorder affecting 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 subpara (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 4, under column 3, for existing item (i), the following item shall be substituted, namely:-

"(1) 10+2;"

- ii. against serial number 7, under column 3, for existing item (i), the following item shall be substituted, namely :-

"(i) 10+2;"

- iii. against serial number 8,

(a) under column 3, for the existing item (i), the following items shall be substituted, namely :-

"(i) 10+2;"

(b) under column 4, for the existing item, the following items shall be substituted, namely :-

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(i) "(i) 10+2;

(ii) From amongst 10+2 Group 'D' employees having experience of five years as such.

(iii) Omitted in view of rule 9A. "

P.K. GUPTA,
Additional Chief Secretary to Government,
Haryana, Employment Department.

HARYANA GOVERNMENT**EMPLOYMENT DEPARTMENT
Notification**

The 6th July, 2018

No. G.S.R.-45/Const./Art.309/2018.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Haryana Employment Department (Group C) Service Rules, 1985 namely :-

1. These rules may be called the Haryana Employment Department (Group C) Service (Amendment) Rules, 2018.
2. In the Haryana Employment Department (Group C) Service Rules 1985, in rule 5, for the figure "30", the words and sign "forty -two" shall be substituted.

T. C. GUPTA,
Principal Secretary to Government Haryana,
Employment Department.