

# THE HARYANA STATE LABOUR COOPERATIVES STAFF SERVICE (COMMON CADRE) RULES, 1981.

## CHAPTER NO 1

### PRELIMINARY

#### 1. SHORT TITLE COMMENCEMENT & APPLICATION

1.1. In pursuance of the provision of section 84-A, of the Punjab Cooperative Societies Act, 1961, the Registrar, Cooperative Societies, Haryana required the Haryana State Cooperative Labour & Construction Federation Ltd; to constitute common cadre for the employees in the service of the Federation, Distt. Coop L/C Federations & Secretaries/Supervisors in the service of Primary Coop. Labour & Construction Societies. These rules, as such, have been framed by the Apex Federation as approved by the Board of Administrators in their meeting held on 16.10.81 and have got prior approval of the Registrar, Cooperative Societies, Haryana conveyed vide letter No. General/GA/51567 dated 1.10.81.

1.2. These rules shall be called 'The Haryana State Labour Cooperative Staff Service(Common Cadre) Rules, 1981' and shall come into force with immediate effect in supersession of all previous rules/instructions issued governing the service conditions etc., of the employees covered by the rules.

1.3 These rules shall apply to all employees of the Haryana State Cooperative Labour & Construction Federation Ltd. Distt. Coop. L/C Federations, Primary Coop. L/C Societies who are appointed against posts in annexure-1.

1.4 These rules shall be read with subject to the Punjab Cooperative Societies Act, 1961, applicable to Haryana and the rules\* framed there under.

#### 2. DEFINITIONS

In these rules, unless the context otherwise requires:-

- (a) **\*Federation\*** means The Haryana State Coop. L/C Federation Ltd.
- (b) **\*Board\*** means the Board of Directors of the Haryana State Coop. Labour & Construction Federation Ltd.
- (c) **\*Administrative Committee\*** means the Committee constituted by the Board of Directors in pursuance of the clause under rule 4.
- (d) **\*Bye Law\*** means Registered Bye-Laws of the Haryana State Coop. L/C Federation Ltd.
- (e) **\*Service\*** means the Haryana State Coop. L/C service.
- (f) **\*Category/Categories of service\*** means the Category/categories specified in column 2 of annexure-1.
- (g) **\*Direct Recruitment\*** means an appointment made otherwise than by promotion from within the service or by transfer/ deputation from other cooperative institution.
- (h) **\*Federation\*** means the Distt. Cooperative Labour and Construction Federation registered under the Cooperative Societies Act applicable to the State of Haryana.
- (i) **\*Society\*** means a Cooperative L/C Society registered under the Cooperative Societies Act applicable to the State of Haryana.
- (j) **\*Chairman\*** means Chairman of the Federation.
- (k) **\*Registrar\*** means the Registrar, Cooperative Societies, Haryana.

- (l) **\*Year\*** means period of twelve months ending on 30<sup>th</sup> June.
- (m) **\*Officer\*** means an employee of the rank of Executive Engineer, Sub-Divisional-Officer and above.
- (n) **\*Family\*** means an employee, spouse, unmarried sons, unmarried daughters & parents wholly dependent upon him/her.
- (o) **\*Employees\*** means all salaried persons appointed either temporarily or permanently in the services of Labour Cooperatives.
- (p) **\*Salary\*** means the basic monthly pay and shall also include other emoluments treated as pay.
- (q) **\*Govt.\*** means Govt. of Haryana.

### 3. CATEGORIZATION OF SERVICE

The Various categories of services, their classification and the pay scales of each of the category shall be as specified in annexure-1.

### 4. AUTHORITY TO IMPLEMENT THE RULES

- (a) These rules shall be administrated by an Administrative Committee constituted by the Board (referred to Administrative Committee here-in-after in these rules) consisting of the Chairman of the Haryana State Cooperative L/C Federation Ltd. as the Chairman, Managing Director and Registrar or his nominee and two elected Directors nominated by the Board of Directors . The Administrative Committee or under its authority, the Managing Director shall be competent to issue such instructions or directions as may be considered necessary from time to time to give effect or to carry out the provisions of these rules.

- (b) (i) \*\*\*\*\*Deleted.

(b) Two member shall form a quorum for every meeting of the Administrative Committee and at least seven days clear notice shall be given for such a meeting. All decision shall be taken by majority of votes.

(c) The Administrative Committee shall be competent to delegate any of its powers of the Managing Director of the L/C Federation by whatever designation he may be called subject to any control that the Administrative Committee may choose to retain. The powers, already being exercised by the said officer at the time of commencement of these rules under delegation of the Board of Directors of the Federation, shall be deemed to have been delegated to him under this rule.

### 5. AMENDMENT OF RULES.

The Board of Directors with two third majorities of votes at an ordinary meeting with prior approval of the Registrar shall be competent to enact, amend, rescind and make additions to these rules from time to time. However, no new regulations or alterations in the existing service rules shall operate to reduce the scale of pay of an employee on which he is entitled to draw pay in a substantive capacity, on the day or date on which the new rule or alterations comes into force.

In case the Board is ceased under section 27 of the Act, the Administrative Committee shall cease to hold office and all of its function shall be discharged by the Administrator (s) as appointed by the Registrar, Cooperative Societies, Haryana.

### 6. CONTROL OVER SERVICE

There service shall be controlled by the Federation and all employees in the service shall be in the service of the Federation. The Federation shall also be responsible for imparting the requisite training to the various categories of employees in the service. During the period of training to which an employee is deputed by the Federation, the entire salary etc. shall be paid by the Federation.

## 7. FINANCIAL LIABILITIES OF THE FEDERATION / DISTRICT FEDERATIONS/SOCIETIES TOWARDS THE SERVICE.

- (a) The salary for the period of duty shall be paid to the employees by the Federation or by the affiliated District Federations for which the duty is performed.
- (b) The District Federation concerned shall, in addition to the payment of salary and other allowances other employees concerned, pay to the federation contribution in respect of the leave salary, provident fund, bonus and gratuity at the rates prescribed from time to time by the Federation.
- (c) On transfer of an employee from one District Federation to another Distt. Federation (including State Federation) the transfer traveling allowance and joining time pay shall be paid by the District Federation or the State Federation, as the case may be to which the employee has been transferred.
- (d) In case of any doubt or dispute as to whether a particular period of duty relates to one District Federation or another or the State Federation, the matter shall be decided by the Managing Director.
- (e) The amount of salary etc; paid to the staff appointed in the District Federation shall be reimbursable and the Central Cooperative Banks shall have authority to debit to the a/c of the District Federation to the extent of reimbursement on the request from the Managing Director of the Federation. The requisition sent by the Managing Director of the Federation shall be final in this regard.
- (f) The amount of salary etc, to the secretaries and supervisors shall be paid from the 'Secretary's pay fund' which shall be created by contribution from the societies @ 3% of their payments received against work done subject to a maximum of Rs.10,000/- P.A. each society, or as revised by the Board from time to time with prior approval of the Registrar, Cooperative Societies, Haryana.

In addition, to above, societies shall contribute 0.50% of the work executed to the State Federation to be shared by the District Federation and State Federation in the ratio of 0.30% and 0.20%.

- (g) T.A/D.A. shall be paid by the Federation/Distt. Federation/Society for which the duties have been performed @ Govt. rates.

## 8. AUTHORITY TO INTERPRET THE RULES

Should any doubt arise at any time as to the interpretation of these rules or their application to a particular case, the matter will be referred to the Registrar, Cooperative Societies, Haryana whose decision shall be final.

## CHAPTER-11

## 9. APPOINTMENTS TO SERVICE & GENERAL CONDITIONS

### 9.1 APPOINTING AUTHORITY

The administrative Committee shall be appointing authority for all categories of posts except class IV employees and the work charged staff where the Managing Director shall be the appointing authority. Managing Director shall be competent in case of urgency to make adhoc appointments of class-III employees for a period not exceeding 89 days at a time. Managing Director shall be appointed by the Board of Directors.

### 9.2. GENERAL CONDITIONS RELATING TO APPOINTMENT

The following conditions shall apply to all appointments to the service:-

- (a) Only Indian National, displaced persons from Pakistan who have permanently migrated to India, subject of

- Nepal, Sikkim or Bhutan or Former French/Portuguese possession in India, shall be eligible for appointment to the service.
- (b) No person shall be appointed unless he has been certified by an officer not below the rank of Assistant Surgeon, to be of sound constitution and medically fit to discharge his duties.
  - (c) ~~#Deleted and substituted.~~  
The age for appointment to the service by direct recruitment shall be as per Govt. Rules/ Instructions applicable from time to time. The age relaxation to reserved categories shall be as per Govt. Rules/ Instructions. Provided further that the Administrative Committee shall be competent to relax the age upto 45 years for technical posts for specific experience.
  - (d) No person shall be appointed to the service, if he, has previously been dismissed from the service in govt. Department or Institution or has been convicted by a court of law, if such dismissal or conviction was a result of some acts of dishonesty or moral turpitude.
  - (e) A person appointed to the service shall furnish an affidavit to the effect that he is married and has only one living wife or unmarried and that he will serve the institution with utmost loyalty and sincerity.

9.3 (a)

MODE OF APPOINTMENT

Appointment to various posts of the service shall be made as under:-

~~\*\*Deleted and substituted as under:-~~

1. Managing Director.

2. O.S.D

3 Executive Engineer

4.Sub Divisional Officer
- Two posts of Managing Director and O.S.D. were created and following were added to 9.3(a)  
To be appointed by the Govt. in exercise of powers under section 31(1) of Haryana Coop. Societies, Act, 1984  
To be appointed as under:-  
i) By promotion from Executive Engineer of Federation  
(ii) By Deputation from P.W.D. / Boards/Corporations/Federations  
By promotion from the S.D.Os who have passed the degree in Civil Engg. Or A.M.I.E. from the Recognized University/Institution.  
OR  
On deputation of an employee of Equivalent rank having the above Mentioned qualifications serving in any Govt. Deptt.

1. Recruitment to the service for Cadre and ex-Cadre posts shall be made in the following manner :-  
(a) 50% by direct recruitment; and  
(b) 50% by promotion from the following categories :-  
i) From Diploma Holder, Junior Engineers - 30%  
ii) From Members of Draftsman & Surveyor Service- 6%  
iii) From J.Es possessing qualification prescribed in Appendix 'B' as per Provisions of HSE Class-II Rules of P.W.D.( B & R) - 11%

- iv) From Draftsmen & Surveyor possessing qualification prescribed in Appendix 'B' as per provision of HSE Class-II Rules of P.W.D.(B & R) - 3%

Note: - i) The above percentage shall be maintained regularly;

- ii) To cover the shortfall, if any, categories, the future vacancy shall be filled in from that category till the shortfall is met. However, to meet the shortfall no reversion/retrenchment shall be made.

- iii) The vacancies arising due to retirement, promotion/dismissal or death etc. shall be filled in from the category in which the vacancy occurs.

- |    |  |   |
|----|--|---|
| 5. | Junior Engineer<br>Draftsman, Surveyor                             | By direct recruitment.  |
| 6. | Assistant Accounts<br>Officer                                      | By direct recruitment or by<br>promotion or on deputation.  |
| 7. | Superintendent   | Recruitment by promotion from the<br>Dy.Suptds/Head-Assistant who are at least<br>Graduates<br><br>OR<br>On deputation of an employee of Equivalent<br>rank having the above mentioned<br>qualifications serving in any Govt.Deptt. |
| 8. | Dy.Suptd./Head-Assistant: Recruitment by promotion from Assistants |   |
| 9. | Assistants   | 33% by direct recruitment &   |

67% by promotion from amongst the clerks & steno typists. The Seniority of clerks & steno-typists will be determined on the basis of their continuous of Service in the Federation.

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| 10. | Steno-Typists.   | By direct recruitment/promotion from clerks.   |
| 11. | Clerks   | ***80% by direct recruitment or transfer/deputation from other cooperative institution and 20% by promotion from Peon-cum-Chowkidar. |
| 12. | Foreman  | By direct recruitment.   |
| 13. | Work-Mistry  | By direct recruitment.   |
| 14. | Driver   | By direct recruitment  |
| 15. | Peons  | By direct recruitment  |
| 16. | Chowkidars   | By direct recruitment  |
| 17. | Sweepers   | By direct recruitment  |
| (b) | Appointment to the service by promotion shall be on the basis of seniority-cum-merit and no employee shall have right to promotion as a matter of right by virtue of seniority.          |  |
| (c) | Recruitment to the various posts shall be made keeping in view the Govt. instructions regarding reservations to be made for SC/ST , Backward classes, Ex-servicemen and handicapped etc. |  |

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#### 9.4 QUALIFICATIONS FOR DIRECT RECRUITMENT

Subject to any modification made by the registrar, the minimum qualifications for direct recruitment & promotion to each categories of posts shall be those as have specified against each category in annexure-II.

#### 9.5 COMMENCEMENT OF SERVICE.

Service shall be deemed to commence from the working day on which an employee reports for duty in an appointment. If he reports for duty in the afternoon the service shall be deemed to commence from the following day.

#### 9.6 PROBATION

- (a) Every person appointed to any post in the service by promotion shall be required to be on probation for a period of one year from the date of promotion. The probation period in case of direct recruitment shall be two years which may be extended for further one year.
- (b) During the period of probation, an employee directly recruited shall be liable to be discharged from service and an employee promoted from a lower post to a higher post shall be liable to be reverted to the lower post in case the work and conduct is not found satisfactory.

#### 9.7 SENIORITY

Seniority in a particular category of posts of employees who are already in regular service of the Federation on the date on which these rules come into force shall be determined according to date of continuous service in that category of posts. If in case of any two or more employees, the date of joining is the same, their interse Seniority shall be determined according to the age, the older being the senior and if in case of such employees the date of birth of any two or more employees is also the same interse seniority shall be decided by the Board.

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NOTE-- Seniority of the employees appointed after the enforcement of these rules in each category of posts shall be determined as follows.

- (a) In case of employees appointed or promoted to in a category of posts on the same day, the order of merit specified by the Administrative Committee at the time of making the appointments shall be the seniority.
- (b) In other cases, the seniority shall be determined with reference to the date of continuous service in that grade.

#### 9.8 SCREENING OF STAFF

The appointment to the service shall also be made from amongst the persons serving the District Federations & declared suitable for a appointment in the specific grade as a result of screening and selection conducted by the staff-sub-Committee which shall be guided inter-alia mainly by the following factors while conducting the screening of the employees:-

- (i) That the appointment including promotions to the post held before being taken in common cadre was approved by the competent authority.
- (ii) That he fulfills the prescribed qualifications which are applicable to the post held at the time of recruitment.
- (iii) That his previous record of service was satisfactory.

#### 9.9. (A) TRAINING

- (a) The Managing Director may depute any employee in the service to under go any course of training connected with the L/C Cooperative, maintenance of accounts, management, financial control and other subjects, concerning the business of the societies, District Federations and the State Federation.

- (b) The employees deputed for training shall be required to execute a bond undertaking to serve the Federation for at least 3 years on successful completion of training failing which he shall be liable to pay the full expenses incurred by the Federation on his training and salary for this period.

#### 9.10 SECURITY

Such security shall be furnished by the employees as approved by The Registrar, Cooperative societies, Haryana vide rule 28 of the Punjab Cooperative Societies Rules, 1963, as applicable to the State of Haryana.

#### 9.11 RESIGNATION

- (1) No employee who has been in the service continuously for a period of three months shall resign his post unless he has given thirty days notice or pay in lieu thereof.
- (2) Where an employee contravene the provisions of clause (i) above, his unpaid wages for a period not exceeding thirty days shall be forfeited, provided that the Managing Director may at his discretion relax the notice for the whole period or any part thereof.
- (3) Resignation may be accepted by the appointing authority with immediate effect or any time before the expiry of the notice in which case an employee shall be paid only in the respect of the actual period spent on duty in the service.
- (4) An employee leaving the service without giving the proper notice shall be liable to disciplinary action under rule applicable to the post.

- (a) \*Every employee appointed in the service shall retire on attaining the age of 58 years except in the case of Class-IV employee, who shall retire at the age of 60 years.
- (b) Notwithstanding anything contained in clause (a) above any employee may be permitted at his own request to retire from the service on completion of 20 years of service
- (c) Nothing containing in clause (a) & (b) above shall effect the right of the Board to require an employee to retire without notice or pay in lieu of on his being incapacitated for further continuous in service due to his continued illness or accident. An employee may also be permitted to retire on his own request on the ground of his becoming in capacitated for further continuous in service, provided that before acting under this clause the Board shall require the employee to undergo a medical examination by such medical officer it may nominate for this purpose.

#### 9.12 PUNISHMENT

Procedure to be adopted for punishment shall be as applicable to the employees of the State Govt. from time to time. The appointing authority shall be competent for inflicting punishments. Managing Director shall be competent to enquire into the matter or appoint another officer of the Federation as Enquiry Officer and to take action against the concerned employee himself, if he is the appointing authority. In case the Administrative Committee being the appointing authority, he shall recommend the case for final decision to the Administrative Committee.

Managing Director may suspend or reinstate the employee for reasons to be recorded in writing. The employee may be reinstated by the same officer who has issued the suspension orders.

During the period of suspension, an employee shall be paid subsistence allowance and other allowances at the rate applicable to the State Govt. employees from time to time. The authorities to impose punishments will be as under:-

S.No.	Description Of employee	Competent authority	Nature of punishment
1.	All employees except M.D.	Admn. Committee	All types of punishments
2.	Managing Director	Board of Directors With prior approval of Registrar, Coop. Societies.	-do-

9.13 APPEAL  
Appeal shall be with the authority next higher to the punishing authority.

9.14 REVISION  
A revision petition against the decision of the appellate authority shall be with the authority next to the appellate.

9.15 RECORD OF SERVICE & LIEN  
The record of service of any employee inclusive a/cs of all type of leaves (except casual leave of staff attached to the Distt. Federations), annual increments, promotions, punishments will be maintained or caused to be maintained by the Federation in the service book as prescribed under C.S.R. applicable to the Haryana State Govt. employees or may be prescribed by the

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competent authority for the purpose and all entries shall be confirmed by an officer appointed by the Managing Director. The employees shall have the right to see the service book.

In case of the staff of the Federation, Distt. Federation and L/C Societies, remarks in the character roll shall be recorded annually in the month of July or immediately thereafter or whenever any special good work or any serious lapse is noticed by the following authorities:

S.No.	Category of staff	1 <sup>st</sup> reporting Officer	Second & final reporting Officer
1.	Managing Director	Chairman	Registrar
2.	Officer/Official in Head-Office	Section in charge	M.D.
3.	Officer/Official in District Federations	Officer in charge	Managing Director
4.	Officials in L/C Societies	Chairman of L/C Society	Officer In charge L/C Federation

Whenever adverse remarks are recorded in character rolls of any employee, the entire remarks including the adverse portion shall be communicated to the employee concerned within six months of the recording of the remarks. The employee concerned on receiving the copy of adverse remarks shall have a right to represent against them within a month. Such representation shall be disposed off under:-

<u>Remarks made by</u>	<u>To be disposed off by</u>
Chairman	Board
Managing Director	Chairman
All other officers	Managing Director

The appointing authority shall allow the employee who has put in more than 5 years on the post & is confirmed in the Federation and joins some other post to retain his lien for a specific period on the post so left.

## 10. CHAPTER III PAY ALLOWANCES AND OTHER CONCESSIONS.

### 10.1 PAY

As per Govt. rules applicable from time to time.

10.2 The Administrative Committee may in special cases allow initial pay at higher stage upto 6(six) increments than normally admissible in relaxation of rules to a person with a higher/exceptional qualification or experience subject to the approval of Registrar, Coop. Societies.

10.3 Supra, for reasons of higher qualifications or better performance of the employee, Board may grant advance increments not exceeding two at a time to an employee by way of encouragement for meritorious work subject to the approval of Registrar, Coop. Societies.

### 10.4 ALLOWANCES

All sorts of allowances including D.A. temporary allowance, adhoc relief, city compensatory allowance and house rent allowance etc. shall be admissible and governed in accordance with the rules of the Haryana Govt. applicable from time to time.

### 10.5 TRAVELLING ALLOWANCE

The T.A. including transfer T.A. and allied facilities shall be admissible and governed in accordance with the rule of the Haryana Govt. applicable from time to time.

### 10.6 PROVIDENT FUND

Except employees on deputation from Govt. or any institution who put in 6 months continuous service or 120 working days (which ever is earlier)

should be entitled to get the benefit of provident fund as per provision of the employees provident fund act, 1952 and the scheme framed there under.

### 10.7 BONUS

All employees borne on the Common Cadre shall be entitled to the Bonus at the rates at which the Federation is required to pay under the provisions of the Bonus Act, 1965. The District Federations shall contribute to the Federation the amount of Bonus in respect of common cadre employees on the basis of actual period of working in the District Federations and salary drawn from the Distt. Federations.

### 10.8 GRATUITY

Gratuity rules shall be applicable to Federation employees as per Gratuity Act from time to time.

### 10.9 REIMBURSEMENT OF MEDICAL EXPENSES

Free Medical facility will be allowed to all the employees as is admissible to Govt. employees from time to time. However, fixed medical allowance may be paid to the employees working in the field on the rates decided by the Board.

## 11. CHAPTER IV – LEAVE & JOINING TIME

### 11.1 EARNED LEAVE, HALF PAY LEAVE, And CASUAL LEAVE etc.

As per Govt. rules applicable from time to time.

### 11.2 SALARY DURING LEAVE

As per Govt. rules applicable from time to time.

NOTE - I - Year for the purpose of this clause means the calendar year.

NOTE - II – All other leaves as per Govt. rules applicable from time to time.

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11.3 JOINING TIME

Joining time may be granted to an employee to enable him.

- (a) To join a new post at a new station on relinquishing charge of his old post as per Govt. rules.

11.4 DURATION OF JOINING TIME

As per Govt. rules applicable from time to time.

11.5 COMPASSIONATE ASSISTANCE.

Compassionate Assistance by way of ex-gratia financial assistance to the members of the family of a deceased employee who dies while in service/missing Govt. employee will be allowed as per the Haryana Govt. Rules applicable from time to time.

In case of an employee belonging to Group C & D ( Class III & IV) who dies while in service, the outstanding principal amount of House Building advance, Marriage Advance, Wheat Advance, Festival Advance & Cycle Advance and the recovery of outstanding interest on all the advances taken by Group C & D employees will be waived off. In case of House Building Advance, the outstanding amount will be waived off only on those cases where not more than one surviving member of the family is employed. This facility is also extended in respect of waiving off the recovery of balance plot loan and interest thereon due from Class III & IV employees, who dies while in service on the same terms and conditions only on those cases where not more than one surviving member of the family is employed.

HOD is authorized to issue orders in such cases.

11.6 ENCASHMENT OF EARNED LEAVE

Accumulation of earned leave during service, the benefit of un availed leave at the time of retirement and of encashment etc., shall also be in accordance with the Govt. rules.

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11.7 HOLIDAYS

As per Govt. list of Holidays.

11.8 UNIFORM AND LIVERIES TO CLASS IV STAFF

As per Govt. rules applicable from time to time.

11.9 LOANS TO STAFF MEMBERS

All loans as admissible to Govt. employee shall be admissible to the employees covered under these rules and will be in accordance with the rules applicable to the Govt. employees from time to time.

12. \*\*\*\*\*SAVING CLAUSE

Where these rules are silent, the provision of Haryana Civil Services Rules will apply.

ANNXURE I

S.No.	Category of posts	Grade	Pay Scale
1.	Managing Director	I	As per the pay scale of Govt. applicable from time to time (For equivalent to next higher post of Executive Engineer)
2.	Executive Engineer.	I	As per the pay scale of Govt. applicable from time to time
3.	Sub-Divisional-Officer	II	-do-
4.	Junior Engineer, Draftsman, Surveyor	III	-do-
5.	Assistant Accounts Officer	II	Rs.6500-200-8500-EB-200-10500
6.	Superintendent	II	As per the pay scale of Govt.

			applicable from time to time
7.	Dy. Supdt./Head-Asstt.	III	-do-
8.	Assistant.	III	-do-
10.	Steno-Typist.	III	-do-
11	Clerks	III	-do-
12	Foreman	III	-do-
13	Work-Mistry	III	-do-
13	Driver	III	-do-
14	Peon	IV	-do-
15	Chowkidar	IV	-do-
16	Sweeper	IV	-do-

## ANNEXURE – II

### Qualification for direct recruitment to various posts in the service

S. No.	Designation	Academic Qualifications	Experience
1	Managing Director	To be appointed by the Govt. in exercise of powers under section 31(1) of Haryana Coop. Societies Act, 1984.	
2	O.S.D	To be appointed (i) By promotion from Executive Engineer of Federation (ii)By Deputation from P.W.D./Boards/ Corporations/ Federations.	
3.	Executive Engineer.	By promotion from the S.D.Os who have passed the	5 years

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		degree in Civil Engg. or A.M.I.E. from the recognized University/Institution. OR On deputation of an employee or equivalent rank having the above mentioned qualification serving in any Govt. Deptt.	
4.	*Sub-Divisional-Officer	As per provisions of HSE Class-II Rules of P.W.D .(B & R) as applicable from time to time. Note: In case, a Degree qualification candidate, Draftsman and Surveyor is not available for promotion, then, the posts by promotion may be filled from the existing Diploma Holders.	As per provisions of HSE Class -II Rules of P.W.D. (B & R)
5.	****Junior Engineer	i) Diploma in Civil/Mech./ Elect. Engg. from Board of Technical Education or equivalent.	
6.	Draftsman/ Surveyor	Draftsman, Surveyor certificate from a polytechnic or I.T.I., 2nd year pass of 3 years diploma in Civil Engg.	--
7.	Assistant Accounts Officer.	i) By promotion with B.A. Economics or B.Com. ii) By Direct recruitment – B.A. Economics or B.Com. or	10 Years in Accounts as Asstt. 10 Years

		M.Com., M.A. with Economics or Maths.	7 Years.
		iii) By deputation from S.A.S. Cadre from F.D.	---
8	Supdt.	Recruitment by promotion from Dy. Supdts/ Head- Asstts who are at least Graduates.	5 years
		OR On deputation of an employee of equivalent rank having the above mentioned qualifications serving in any Govt. Deptt.	---
9.	Dy. Supdt./Head- Asstt.	Recruitment by promotion from Asstts.	4 years
10.	Assistant.	1. B.Com. 2. B.A. 3. By promotion from Fed's Clerks & Steno-typists.	1 year 3 years 4 years

11	Steno-Typist.	Matric with knowledge of Hindi upto Matric Standard, Typing speed 40 W.P.M. Shorthand speed 80 W.P.M.	
12	***Clerks	(a) <u>For Direct Recruitment</u> :- Matric/Higher Secondary with knowledge of Hindi upto Matric Standard. (b) For Promotion:- Matric/Higher Secondary	5 years as Peon or Chowkidar
13	Foreman	Literate	8 years
14	Work-Mistry	Literate	2 years
15	Driver	Literate with driving license	
16	****Peon	Middle	
17	****Chowkidar	Middle	
18	Sweeper	-----	

NOTE- C.T.I. trained will be preferred for the recruitment of Clerks/  
Secretaries & Supervisors.

ANNEXURE – II  
Qualification for direct recruitment to various posts in the service.

S. No.	Designation	Academic Qualifications	Experience	
1	Managing Director	To be appointed by the Govt. in exercise of powers under section 31(1) of Haryana Coop. Societies Act, 1984.		
2	O.S.D	To be appointed (i) By promotion from Executive Engineer of Federation (ii) By Deputation from P.W.D./Boards/ Corporations/ Federations.		
3.	Executive Engineer.	By promotion from the S.D.Os who have passed the degree in Civil Engg. or A.M.I.E. from the recognized University/Institution. OR On deputation of an employee or equivalent rank having the above mentioned qualification serving in any Govt. Deptt.	5 years	
4.	*Sub-Divisional-Officer	As per provisions of HSE Class-II Rules of P.W.D .(B & R) as applicable from time to time. Note: In case, Degree qualification candidates,	As per provisions of HSE Class -II Rules of P.W.D. (B & R)	

		Draftsman and Surveyor is not available for promotion, then, the posts by promotion may be filled from the existing Diploma Holders.	
5.	****Junior Engineer	i) Diploma in Civil/Mech./ Elect. Engg. from Board of Technical Education or equivalent.	
6.	Draftsman/ Surveyor	Draftsman, Surveyor certificate from a polytechnic or I.T.I., 2nd year pass of 3 years diploma in Civil Engg.	--
7.	Assistant Accounts Officer.	i) By promotion with B.A. Economics or B.Com. ii) By Direct recruitment – B.A. Economics or B.Com. or <b>M.Com., M.A. with Economics or Maths.</b> iii) By deputation from S.A.S. Cadre from F.D.	10 Years in Accounts as Asstt.  10 Years  7 Years.  ---
8	Supdt.	Recruitment by promotion from Dy. Supdts/ Head-Asstts who are atleast Graduates. OR On deputation of an employee of equivalent rank having the above mentioned qualifications serving in any Govt. Deptt.	5 years  ---

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9.	Dy. Supdt./Head-Asstt.	Recruitment by promotion from Asstts.	4 years	
10.	Assistant.	1. B.Com. 2. B.A. 3. By promotion from Fed's Clerks & Steno-typists.	1 year 3 years 4 years	
11	Steno-Typist.	Matric with knowledge of Hindi upto Matric Standard, Typing speed 40 W.P.M. Shorthand speed 80 W.P.M.		
12	***Clerks	(a) <u>For Direct Recruitment</u> :- Matric/Higher Secondary with knowledge of Hindi upto Matric Standard. (b) For Promotion:- Matric/Higher Secondary	5 years as Peon or Chowkidar	
13	Foreman	Literate	8 years	
14	Work-Mistry	Literate	2 years	
15	Driver	Literate with driving license		
16	****Peon	Middle		
17	****Chowki dar	Middle		
18	Sweeper	-----		

NOTE- C.T.I. trained will be preferred for the recruitment of Clerks/ Secretaries & Supervisors.

ANNEXURE – II  
Qualification for direct recruitment to various posts in the service

S. No.	Designation	Academic Qualifications	Experience
1	Managing Director	To be appointed by the Govt. in exercise of powers under section 31(1) of Haryana Coop. Societies Act, 1984.	
2	O.S.D	To be appointed (i) By promotion from Executive Engineer of Federation (ii) By Deputation from P.W.D./Boards/Corporations/ Federations.	
3.	Executive Engineer.	By promotion from the S.D.Os who have passed the degree in Civil Engg. or A.M.I.E. from the recognized University/Institution. OR On deputation of an employee or equivalent rank having the above mentioned qualification serving in any Govt. Deptt.	5 years
4.	*Sub-Divisional-Officer	As per provisions of HSE Class-II Rules of P.W.D.(B & R) as applicable from time to time. Note: In case, a Degree qualification candidate, Draftsman and Surveyor is not available for promotion, then, the posts by promotion may be filled from the existing Diploma Holders.	As per provisions of HSE Class -II Rules of P.W.D. (B & R)
5.	****Junior Engineer	i) Diploma in Civil/Mech./ Elect. Engg. from Board of Technical Education or equivalent.	

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6.	Draftsman/ Surveyor	Draftsman, Surveyor certificate from a polytechnic or I.T.I., 2nd year pass of 3 years diploma in Civil Engg.	--	
7.	Assistant Accounts Officer.	i) By promotion with B.A. Economics or B.Com. ii) By Direct recruitment – B.A. Economics or B.Com. or M.Com., M.A. with Economics or Maths.  iii) By deputation from S.A.S. Cadre from F.D.	10 Years in Accounts as Asstt.  10 Years  7 Years.  ---	
8	Supdt.	Recruitment by promotion from Dy. Supdts/ Head-Asstts who are at least Graduates. OR On deputation of an employee of equivalent rank having the above mentioned qualifications serving in any Govt. Deptt.	5 years  ---	
9.	Dy. Supdt./Head- Asstt.	Recruitment by promotion from Assistants.	4 years	
10.	Assistant.	1. B.Com. 2. B.A. 3. By promotion from Fed's Clerks & Steno-typists.	1 year 3 years 4 years	
11	Steno-Typist.	10+2 with Hindi upto Matric standard. Shorthand speed 80 W.P.M. Computer typing speed 30 W.P.M. & 25 W.P.M. in English & Hindi respectively with SETC Pass. *		
12	***Clerks	10+2 with Hindi upto Matric Standard.	5 years as	

		Computer type speed 30 W.P.M. & 25 W.P.M. in English & Hindi respectively with SETC * Pass as well for promotion from Peon-cum-Chowkidars having 5 years experience.	Peon or chowkidar
13	Foreman	Literate	8 year
14	Work-Mistry	Literate	2 year
15	Driver	Matric with Hindi or Sanskrit should have a light/heavy valid driving license, as the case may be, atleast three years old. Should have passed the driving test. The driving test of candidate applying for the post of driver will be conducted by the Haryana Staff Selection Commission itself as usual. Should have passed driving test He should not be colour blind.	
16	****Peon	Middle	
17	****Chowki dar	Middle	
18	Sweeper	-----	

NOTE- 1 C.T.I. trained will be preferred for the recruitment of Clerks/ Secretaries & Supervisors.

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2. The following conditions shall also apply to the post of Junior Scale Stenographer, Steno-Typist and Clerk.
- i) State Eligibility Test in Computer Appreciation and Applications(hereinafter called SETC) shall be post requisite condition/qualification and all the newly recruited/appointed Junior Scale Stenographer, Steno-Typist and Clerk shall have to qualify the SETC as a part of service requirement. Besides, Steno-Typists and Junior Scale Stenographer shall have also to qualify Stenography test as prescribed.
  - ii) The candidate shall have to qualify the SETC within probation period of two years, extendable by one year in case of direct recruitment. The candidate appointed by **direct recruitment** against the aforesaid categories of posts in group 'C' shall not be entitled to earn any increment in his pay scale till he/she qualifies the said test failing which the services of such employees shall be dispensed with. The person who are promoted to the post of Clerk shall also qualify the SETC within the period of probation of one year extendable by one year failing he/she will be reverted back.
  - iii) The SETC alongwith a test in typing speed in accordance with the Syllabus as prescribed by the Govt. for this purpose would be conducted quarterly by the Haryana State Electronics Development Corporation Ltd; (HARTRON) or **by any authorized agency by the Govt.** The " Pass Certificate" issued by HARTRON or **by authorized agency** as the case may be, would be accepted as an evidence of the fulfillment of the prescribed condition of proposed service rules.
  - iv) The syllabus for the SETC would contain word processing, Internet Browsing and E-main management only or as prescribed by the Govt. from time to time.
  - v) 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.
  - vi) The employees/candidates possessing the following qualifications are exempted from taking the SETC :-

- i) M.Tech/B.Tech.(Computers) M.C.A., B.C.A. or Diploma in Computers from recognized Institutions e.g. Polytechnics;
- ii) Basic Compute 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 (HSCIT) from the authorized Learning Centers(ALCS) of the HKCL;
- iv) Candidates/employees who have already passed the SETC and the same are valid at the time of joining the services; The 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 HARTRON or any other agency authorized by the Govt. **Or would be valid as decided by the Govt. from time to time.**
- v) Physically disabled candidates.  
However, these employees, with the exception of those mentioned under sub-Para (v) above, shall be required to clear the " Typing Speed" part of SETC.

S.No.	Designation	Amended Academic Qualifications.
11.	Junior Scale Stenographer.	10+2 with Hindi upto Matric Standard. Shorthand speed 100 W.P.M. Computer Type Test speed 30 W.P.M. & 25 W.P.M. in English & Hindi respectively.
12.	Steno Typist	10+2 with Hindi upto Matric standard. Shorthand speed 80 W.P.M. Computer typing speed 30 W.P.M. & 25 W.P.M. in English & Hindi respectively with SETC Pass. *
13.	Clerk	10+2 with Hindi upto Matric Standard. Compute type speed 30 W.P.M. & 25 W.P.M. in English & Hindi respectively with SETC * Pass as well for promotion from Peon-cum-Chowkidars having 5 years experience.
	Note: 2	The following conditions shall also apply to the post of Junior Scale Stenographer, Steno-Typist and Clerk.
	(i)	State Eligibility Test in Computer Appreciation and Applications(hereinafter called SETC) shall be post requisite condition/qualification and all the newly recruited/appointed Junior Scale Stenographer, Steno-Typist and Clerk shall have to qualify the SETC as a part of service requirement. Besides, Steno-Typists and Junior Scale Stenographer shall have also to qualify Stenography test as prescribed.
	(ii)	The candidate shall have to qualify the SETC within probation period of two years, extendable by one one year in case of direct recruitment. The candidate appointed by <b>direct recruitment</b> against the aforesaid categories of posts in group 'C' shall not be entitled to earn any increment in his pay scale till he/she qualifies the said test

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		failing which the services of such employees shall be dispensed with. The person who are promoted to the post of Clerk shall also qualify the SETC within the period of probation of one year extendable by one year failing he/she will be reverted back.
	(iii)	The SETC alongwith a test in typing speed in accordance with the Syllabus as prescribed by the Govt. for this purpose would be conducted quarterly by the Haryana State Electronics Development Corporation Ltd; (HARTRON) or <b>by any authorised agency by the Govt.</b> The “ Pass Certificate” issued by HARTRON or <b>by authorised agency</b> as the case may be, would be accepted as an evidence of the fulfillment of the prescribed condition of proposed service rules.
	(iv)	The syllabus for the SETC would contain word processing, Internet Browsing and E-main management only or as prescribed by the Govt. from time to time.
	(v)	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.
	(vi)	The employees/candidates possessing the following qualifications are exempted from taking the SETC :-
		(i) M.Tech/B.Tech.(Computers) M.C.A., B.C.A. or Diploma in Computers from recognized Institutions e.g. Polytechnics; (ii) Basic Computer Literacy Certificate from any recognized centre established under the National institute of Electronics & Information

		<p>Technology (NIELIT)(erstwhile DOEACC Society);</p> <p>(iii) Haryana State Certificate in Information Technology (HSCIT) from the authorized Learning Centers(ALCS) of the HKCL;</p> <p>(iv) Candidates/employees who have already passed the SETC and the same are valid at the time of joining the services; The 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 HARTRON or any other agency authorised by the Govt. <b>Or would be valid as decided by the Govt. from time to time.</b></p> <p>(v) Physically disabled candidates. However, these employees, with the exception of those mentioned under sub-para (v) above, shall be required to clear the “Typing Speed” part of SETC.</p>
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