

# **Haryana Municipal Corporation Employees (Recruitment and Conditions) Service Rules, 1998**

HARYANA

India

## **Haryana Municipal Corporation Employees (Recruitment and Conditions) Service Rules, 1998**

### **Rule**

### **HARYANA-MUNICIPAL-CORPORATION-EMPLOYEES-RECRUITMENT- of 1998**

- Published on 30 September 1998
- Commenced on 30 September 1998
- [This is the version of this document from 30 September 1998.]
- [Note: The original publication document is not available and this content could not be verified.]

Haryana Municipal Corporation Employees (Recruitment and Conditions) Service Rules, 1998 Published vide Haryana Government Notification No. GSR 42/H.A./16/1994/98., dated 30th September 1998 Haryana Government Local Government Department No. GSR 42/H.A./16/1994/98. - In exercise of the powers conferred by sub-section (2) of section 67 of the Haryana Municipal Corporation Act, 1994 (Haryana Act 16 of 1994), the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of the members appointed to the Haryana Municipal Corporation Employees (Recruitment and Conditions) Service, namely :-

## **Part I – General**

### **1. Short title and commencement.**

(1) These rules may be called the Haryana Municipal Corporation Employees (Recruitment and Conditions) Service Rules, 1998. (2) These rules are applicable to the employees of the Municipal Corporations in Haryana. (3) These rules shall come into force on the date of its publication in the Official Gazette.

### **2. Definitions.**

- In these rules, unless the context otherwise requires, -(a) "Act" means the Haryana Municipal Corporation Act, 1994 (Haryana Act 16 of 1994); (b) "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 Government of India or any State Government;(c)"Director" means the Director of Land Records;(d)"institution" means, -(i)any institution established by law in force in the State of Haryana; or(ii)any other institution recognised by the Government for the purpose of these rules;(e)"recognised university" means, -(i)any University incorporated by law in India; or(ii)in the case of a degree, diploma or certificate obtained as a result of 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 recognised university for the purpose of these rules;(f)"Secretary" means the Financial Commissioner, Commissioner and Secretary to Government in the Local Government Department;(g)"Service" means the Haryana Municipal Corporation Employees (Recruitment and Conditions) Service;(h)"Selection Committee" means the committee consisting of the following members-(a)in case of posts where Government is the appointing authority, -

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|--|----------|
| (i) Secretary to Government Haryana, Local Government Department         | Chairman |
| (ii) Commissioner  | Members  |
| (iii) two other officers of the Government to be coopted by the Chairman | Members  |

(b)in case of posts where Commissioner, is the appointing authority, -

- |   |          |
|---|----------|
| (i) Commissioner  | Chairman |
| (ii) Senior most Joint Commissioner, Municipal Corporation                      | Member   |
| (iii) a representative of Deputy Commissioner                                   | Member   |
| (iv) another locally appointed Government Officer to be coopted by the Chairman | Member   |

(i)words and expressions used in these rules but not defined, and defined in the Act, shall have the meaning respectively assigned in the Act itself.

## Part II – Recruitment to Service

### 3. Number and character of posts.

- The Service shall comprise the posts shown in Appendix A to these rules :Provided that nothing in these rules shall affect the inherent right of the Government to make additions to, or reductions in the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

### 4. Nationality, domicile and character of candidates appointed to 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; or(c)a subject of Bhutan; or(d)a person of Indian origin, who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with intention of permanently settling in India:Provided that a candidate belonging to any of the categories (b), (c) or (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government.(2)A person in whose case a certificate of eligibility is necessary may be admitted

to an examination or interview conducted by the recruiting authority but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.(3)No person shall be appointed to any post in the Service by direct recruitment, unless he produces a certificate of character from the Principal Academic Officer of the University, college, school or institution last attended, if any, and similar certificate from two other responsible persons, not being his relatives, who are well acquainted with him in his private life and are unconnected with his University, college, school or institution.

## **5. Age.**

- No person shall be appointed to any post in the Service by direct recruitment if he is less than 17 years or more than 25 years of age, on the last date of submission of application to the appointing authority.

## **6. Appointing authority.**

- Appointment to the posts in the Service shall be made by the authorities mentioned in column number 3 of Appendix C to the rules, as recommended by Selection Committee, appointment in the case of direct recruitment will be made on the recommendation of the Selection Committee.

## **7. Qualifications.**

- No person shall be appointed to any post in the Service, unless he is in possession of qualification and experience specified in column 3 of Appendix B to these rules in case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of persons appointed other than by direct recruitment:Provided that in case of appointment by direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50 per cent at the discretion of the recruiting authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Ex-servicemen and physically handicapped categories, possessing the requisite experience, are not available to fill up the vacancies reserved for them after recording reasons for so doing in writing.

## **8. Disqualifications.**

- No person, -(a)who has entered into or contracted a marriage with a person having a spouse living; or(b)who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the Service :Provided that the Government may, if satisfied, that such marriage is permissible under the personal law applicable to such person and 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) in the case of Chief Engineer, -(i)by promotion from amongst Superintending Engineers; or(ii)by transfer or deputation of an officer already in their Service of any State Government or Government of India;](1A)Recruitment to the Services shall be made, -(I)in the case of Senior Town Planner, -(i)by promotion from amongst Deputy Town Planners; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(II)in the case of Superintending Engineer, -(i)by promotion from amongst Executive Engineers; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(III)in the case of Senior Architect, -(i)by promotion from amongst Assistant Architects; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(IV)in the case of Medical Officer of Health, -(i)by promotion from Medical Officer; or(ii)by direct recruitment; or(iii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(V)in the case of District Attorney, -(i)by promotion from amongst Assistant District Attorney; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(VI)in the case of Administrative Officer, -(i)by promotion from amongst Zonal and Taxation Officers, Establishment Officer, Assistant Estate Officer or Social Welfare Officer; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(VII)in the case of Executive Engineer, -(i)by promotion from amongst Assistant Engineers (Civil) Assistant Engineer (Mechanical), Assistant Engineer (Electrical); or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(VIII)in the case of Deputy Town Planner, -(i)by promotion from amongst Assistant Town Planners; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(IX)in the case of Chief Accounts Officer, -(i)by promotion from amongst Accounts Officers; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(X)in the case of Medical Officer, -(i)by direct recruitment; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(XI)in the case of Assistant Engineer (Civil), -(i)by promotion from amongst Junior Engineers (Civil), Building Inspectors or Circle Head Draftsmen; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(XII)in the case of Assistant Engineer (Mechanical), -(i)by promotion from amongst Junior Engineers (Mechanical); or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(XIII)in the case of Assistant Engineer (Electrical), -(i)by promotion from amongst Junior Engineers (Electrical; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(XVI)in the case of Assistant Engineer (Horticulture), -(i)by promotion from amongst Junior Engineers (Horticulture); and(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(XV)in the case of Assistant Town Planner, -(i)by promotion from amongst Planning Assistants; or(ii)by direct recruitment; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(XVI)in the case of Assistant Architect, -(i)by promotion from amongst Architectural Assistants; or(ii)by direct recruitment; or(iii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(XVII)in the case of Purchase Officer, -(i)by promotion from amongst Superintendents, Land and Licensing Officers,

Treasurer or Personal Assistant; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(XVIII)in the case of Zonal and Taxation Officer, -(i)by promotion from amongst Superintendents, Land and Licensing Officers, Treasurer or Personal Assistant; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(XIX)in the case of Establishment Officer, -(i)by promotion from amongst Superintendents, Land and Licensing Officers, Treasurer or Personal Assistant; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(XX)in the case of Assistant Estate Officer, -(i)by promotion from amongst Superintendents, Land and Licensing Officers, Treasurer or Personal Assistant; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(XXI)in the case of Social Welfare Officer, -(i)by promotion from amongst Superintendents, Land and Licensing Officers, Treasurer or Personal Assistant; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(XXII)in the case of Accounts Officer, -(i)by promotion from amongst Assistant Accounts Officers; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(XXIII)in the case of Assistant Divisional Fire Officer, -(i)by promotion from amongst Fire Station Officers; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(XXIV)in the case of Assistant District Attorney, -(i)by promotion from amongst Legal Assistant; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(XXV)in the case of Assistant Accounts Officer, -(i)by promotion from amongst Superintendents, Land and Licensing Officers, Treasurer or Personal Assistant; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(XXVI)in the case of Tehsildar, -(i)by promotion from amongst Naib Tehsildars; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(XXVII)in the case of Circle Head Draftsman, -(i)by promotion from amongst Head Draftsmen and Junior Architectural Draftsmen; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(XXVIII)in the case of Architectural Assistant, -(i)by promotion from amongst Head Draftsmen and Junior Architectural Draftsmen; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(XXIX)in the case of Planning Assistant, -(i)by promotion from amongst Head Draftsmen and Junior Architectural Draftsmen; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(XXX)in the case of Naib Tehsildar, -(i)by promotion from amongst Kanungost; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(XXXI)in the case of Superintendent, -(i)80 per cent by promotion from amongst Assistants and 20 per cent by promotion from amongst Senior Scale Stenographers; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(XXXII)in the case of Land and Licensing Officer, -(i)80 per cent by promotion from amongst Assistants and 20 per cent by promotion from amongst Senior Scale Stenographers; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(XXXIII)in the case of Treasurer, -(i)80 per cent by promotion from amongst Assistants and 20 per cent by promotion from amongst Senior Scale Stenographers; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(XXXIV)in the case of Personal Assistant, -(i)by promotion from amongst

Senior Scale Stenographers; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(XXXV)in the case of Fire Station Officer, -(i)by promotion from amongst Assistant Fire Station Officers; or(ii)by transfer or deputation of an officer already in the service of any State Government or Government of India;(XXXVI)in the case of Head Draftsman, -(i)by promotion from amongst Draftsman; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(XXXVII)in the case of Junior Architectural Draftsman, -(i)by promotion from amongst Draftsman; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(XXVIII)in the case of Junior Engineer (Civil) or Building Inspector,(i)10 per cent by promotion from amongst Road Inspectors and Surveyors in 6 : 4 ratio; and(ii)90 per cent direct recruitment; or(iii)by transfer or deputation of an official already in the service of any State Government or Government of India;(XXXIX)in the case of Junior Engineer (Mechanical), -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(XL)[ in the case of Junior Engineer (Electrical),- [Substituted by Haryana Government, Notification No. S.O.41/H.A16/1994/Section 67/2009 dated 8th April, 2009.](i)33% by promotion from amongst Electrical Foremen/Electricians; and(ii)67% by direct recruitment; or(iii)by transfer or deputation of an official already in the service of any State Government or Government of India.](XLI)in the case of Junior Engineer (Horticulture), -(i)25 per cent by promotion from amongst Horticulture Inspectors; and(ii)75 per cent direct recruitment; or(iii)by transfer or deputation of an official already in the service of any State Government or Government of India;(XLII)in the case of Assistant Fire Station Officer, -(i)by promotion from amongst Leading Firemen; or(ii)by direct recruitment; or(iii)by transfer or deputation of an official already in the service of any State Government or Government of India;(XLIII)in the case of Dispenser, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(XLIV)in the case of Senior Sanitary Inspector, -(i)by promotion from amongst Inspectors; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(XLV)in the case of Assistant, -(i)66-2/3% by promotion from amongst Inspector (Octroi), Inspector (Taxation), Inspector (Accounts) or Senior Clerk Grade-II; and(ii)33-1/3% by direct recruitment; or(iii)by transfer or deputation of an official already in the service of any State Government or Government of India;(XLVI)In the case of Legal Assistant, -(i)by promotion from amongst Inspector (Octroi), Inspector (Taxation), Inspector (Accounts) or Senior Clerk Grade-II; and(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(XLVII)in the case of Senior Scale Stenographer, -(i)50% by promotion from amongst Junior Scale Stenographers; and(ii)50% by direct recruitment; or(iii)by transfer or deputation of an official already in the service of any State Government or Government of India;(XLVIII)In the case of Road Inspector, -(i)20% by promotion from amongst Mates; and(ii)80% by direct recruitment; or(iii)by transfer or deputation of an official already in the service of any State Government or Government of India;(XLIX)in the case of Draftsman, -(i)50% by promotion from amongst Tracers; and(ii)50% by direct recruitment; or(iii)by transfer or deputation of an official already in the service of any State Government or Government of India;(L)in the case of Vehicle Inspector, -(i)by promotion from amongst Vehicle Mechanics, Drivers (Vehicles), Drivers (Fire Brigade) and Road Roller Drivers; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LI)in the case of Electrical Foreman, -(i)by promotion from amongst

Electricians; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LII)in the case of Mechanical Foreman, -(i)by promotion from amongst Plumber Fitters Grade-I and Tube- well Mechanics; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LIII)in the case of Senior Librarian, -(i)by promotion from amongst Junior Librarians; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LIV)in the case of Radiographer, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LV)in the case of Laboratory Technician, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(XVI)in the case of Leading Fireman, -(i)by promotion from amongst Firemen; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LVII)In the case of Sanitary Inspector, -(i)by promotion from amongst Assistant Sanitary Inspectors; or(ii)by direct recruitment; or(iii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LVIII)In the case of Electrician, -(i)20% by promotion from amongst Assistant Electricians; and(ii)80% by direct recruitment; or(iii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LIX)in the case of Inspector (Octroi), -(i)by promotion from amongst Clerks, Meter Readers or Computer Clerk; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LX)In the case of Inspector (Taxation), -(i)by promotion from amongst Clerks, Meter Readers or Computer Clerk; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LXI)in the case of Inspector (Accounts), -(i)by promotion from amongst Clerks, Meter Readers or Computer Clerk; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LXII)in the case of Driver (Fire Brigade), -(i)50% by promotion from amongst Assistant Electricians; and(ii)50% by direct recruitment; or(iii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LXIII)in the case of Driver (Vehicle), -(i)50% by direct recruitment; or(iii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LXIV)in the case of Kanungo, -(i)by promotion from amongst Patwaris; or(iii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LXV)in the case of Sewer Engine Mechanic, -(i)66-2/3% by promotion from amongst Sewer Engine Operators; and(ii)33-1/3% by direct recruitment; or(iii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LXVI)in the case of Diesel Engine Mechanic, -(i)66-2/3% by promotion from amongst Sewer Engine Operators; and(ii)33-1/3% by direct recruitment; or(iii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LXVII)In the case of Junior Librarian, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LXVIII)in the case of Sewer Inspector, -(i)by promotion from amongst Head Sewerman; or(iii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LXIX)In the case of Tubewell Mechanic, -(i)by promotion from amongst Tubewell Operators; or(iii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LXX)in the case of Vehicle Mechanic, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State

Government or Government of India;(LXXI)in the case of Water Meter Mechanic,(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LXXII)in the case of Surveyor, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LXXIII)in the case of Plumber Fitter Grade-I, -(i)by promotion from amongst Plumber Fitters Grade-II; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LXXIV)In the case of Carpenter, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LXXV)In the case of Junior Scale Stenographer, -(i)by promotion from amongst Steno-typists; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LXXVI)in the case of Steno-typist, -(i)25% by promotion from amongst Clerks, Meter Readers or Computer Clerk; or(ii)75% by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;Note. - A Steno-typist will be re-designated as Senior Steno-typist Grade-II after putting in regular satisfactory service of ten years and Senior Steno Typist Grade-II will be re-designated as Senior Steno Typist Grade-I after putting in regular satisfactory service of ten years.(LXXVII)in the case of Fireman, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LXXVIII)in the case of Assistant Sanitary Inspector, -(i)66-2/3% by promotion from amongst Sanitary Darogas; and(ii)33-1/3% by direct recruitment; or(iii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LXXIX)in the case of Multipurpose Health Worker (Female), -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LXXX)in the case of Horticulture Inspector, -(i)25% by promotion from amongst Head Malis; and(ii)75% by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LXXXI)in the case of Road Roller Driver, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LXXXII)in the case of Patwari, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LXXXIII)in the case of Plumber Fitter, Grade-II, -(i)50% by promotion from amongst Assistant Plumber Fitters; and(ii)50% by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LXXXIV)in the case of Clerk, -(i)20% by promotion from amongst Peons, Chowkidars, Bill Distributors, Khalasis, Fero Khalasis, Library Attendants, Complaint Attendants or Ward Coolies; and(ii)80% by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;Note. - A Clerk will be redesignated as Senior Clerk, Grade-II after putting in regular satisfactory service of ten years and Senior Clerk, Grade-II will be re-designated as Senior Clerk, Grade-I after putting in regular satisfactory service of ten years;(LXXXV)in the case of Meter Reader, -(i)20% by promotion from amongst Peons, Chowkidars, Bill Distributors, Khalasis, Fero Khalasis, Library Attendants, Complaint Attendants or Ward Coolies; and(ii)80% by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LXXXVI)in the case of Computer Clerk, -(i)20% by promotion from amongst Peons, Chowkidars, Bill Distributors, Khalasis, Fero Khalasis, Library Attendants, Complaint Attendants or Ward Coolies; and(ii)80% by direct



recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LXXXVII)in the case of Telephone Operator, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LXXXVIII)in the case of Tracer, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(LXXXIX)in the case of Ferro Printer, -(i)by promotion from amongst Ferro Khalasis; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(XC)In the case of Welder, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(XCI)in the case of Mason, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(XCII)in the case of Tubewell Operator, -(i)50% by promotion from amongst Assistant Tube-well Operators; and(ii)50% by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(XCIII)in the case of Sewer Engine Operator, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(XCIV)in the case of Diesel Engine Operator, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(XCV)in the case of Craft Teacher, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(XCVI)in the case of Painter, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(XCVII)in the case of Switch Operator, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(XCVIII)in the case of Generator Operator, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(XCIX)in the case of Assistant Electrician, -(i)50% by promotion from amongst Helpers to Electrician; and(ii)50% by direct recruitment; or(iii)by transfer or deputation of an official already in the service of any State Government or Government of India;(C)in the case of Assistant Plumber Fitter, -(i)50% by promotion from amongst Helpers to Fitter; and(ii)50% by direct recruitment; or(iii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CI)in the case of Assistant Tubewell Operator, -(i)50% by promotion from amongst Helpers to Tubewell Operator; and(ii)50% by direct recruitment; or(iii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CII)in the case of Sanitary Daroga, -(i)by promotion from amongst Safai Karamcharis;(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CIII)in the case of Head Mali, -(i)by promotion from amongst Malis;(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CIV)in the case of Head Sewerman, -(i)by promotion from amongst Sewerman;(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CV)in the case of Mate, -(i)by promotion from amongst Beldars;(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CVI)in the case of Peon, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CVII)in the case of Chowkidar, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State

Government or Government of India;(CVIII)in the case of Bill Distributor, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CIX)in the case of Khalasi, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CX)in the case of Ferro Khalasi, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CXI)in the case of Library Attendant, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CXII)in the case of Complaint Attendant, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CXIII)in the case of Ward Collie, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CXIV)in the case of Mali, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CXV)in the case of Mali-cum-Chowkidar, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CXVI)in the case of Beldar, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CXVII)in the case of Cleaner, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CXVIII)in the case of Road Roller Cleaner, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CXIX)in the case of Helper to Mechanic, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CXX)in the case of Helper to Tubewell Operator, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CXXI)in the case of Helper to Welder, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CXXII)in the case of Helper to Fitter, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CXXIII)in the case of Helper to Electrician, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CXXIV)in the case of Laboratory Attendant, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CXXV)in the case of Attendant O.P.D., -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CXXVI)in the case of Lady Ward Attendant, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CXXVII)in the case of Valveman, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CXXVIII)in the case of Keyman, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CXXIX)in the case of Patrolman, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CXXX)in the case of Oilman, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CXXI)in the case of Safai Karamchari,

-(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(CXXII)in the case of Sewerman, -(i)by direct recruitment; or(ii)by transfer or deputation of an official already in the service of any State Government or Government of India;(2)All promotions, unless otherwise provided, shall be made on seniority-cum-merit basis and seniority alone shall not confer any right to such promotion.

## **10. Probation.**

(1)Persons appointed to any post in the Service shall remain on probation for a period of two years, if appointed by direct recruitment, and one year, if appointed otherwise :Provided that -(a)any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;(b)any period of work in equivalent or higher rank, prior to appointment to any post in the Service, may, in the case of an appointment by transfer, 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 shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.(2)If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may -(a)if such person is appointed by direct recruitment, dispense with his services, and(b)if such person is appointed otherwise than by direct recruitment, -(i)revert him to his former post; or(ii)deal with him in such other manner as the terms and conditions of the previous appointment permit.(3)On the completion of the period of probation of a person, the appointing authority may, -(a)if his work and conduct has, in its opinion, been satisfactory, -(i)confirm such person from the date of his appointment if appointed against a permanent vacancy; or(ii)confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or(iii)declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or(b)if his work or conduct has, in its opinion, been not satisfactory, -(i)dispense with his services, if appointed by direct recruitment, if appointed otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of previous appointment permit; or(ii)extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation :Provided that the total period of probation, including extension, if any, shall not exceed three years.

## **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 further that in the case of a member appointed by direct recruitment, the order of merit determined by the appointing authority shall not be disturbed in fixing the seniority :Provided further that in the case of two or more members appointed on the same date, 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 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 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, in any Municipal Corporation in the State of Haryana, on being ordered so to do by the appointing authority [or the State Government] [Substituted by Haryana Notification No. S.O.94/H.A.16/1994/Section 67/2002, dated 22.11.2002.] .] [Sub-rule (1) inserted by Haryana Government, Notification No. S.O.31/H.A.16/1994/Section 67/2009 dated 20th March, 2009 after renumbering original (1) as (1A).](2)A member of Service may also be deputed to serve 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, a Municipal Corporation or Municipal Council or Municipal Committee or a local authority or University [or any other department of the State Government] [Words added by Haryana Notification No. S.O.94/H.A.16/1994/Section 67/2002, dard 22.11.2002.] within the State of Haryana;(ii)the Central Government or a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government; or(iii)any other State Government, an international organisation, an autonomous body not controlled by the Government or a private body.[.] [Proviso omitted by Haryana Notification No. G.S.R. 10/H.A. 16/1994/Section 67/2003, dated 2.5.2003.]

## **13. Pay, Leave, pension and other matters.**

(1)In respect of pay, leave, pension and all other matters, not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been, or may hereafter be, adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.(2)Faridabad Complex Employees Pension and General Provident Fund Rules, 1992 shall be applicable to all the employees of the Municipal Corporation.(3)In respect of leave, travelling allowance, joining time, suspension, medical facilities fees, honoraria, house rent allowance, fixation of pay, grant of increment, crossing of efficiency bar, deputation and other matters not expressly provided in these rules, members of service shall be governed by Civil Services Rules mutatis mutandis are applicable to Haryana Government employees from time to time.

## **14. Discipline, penalties and appeals.**

(1)In matters relating to discipline, penalties and appeals members of the Service shall be governed by the Haryana Civil Services (Punishment and Appeals) Rules, 1987, as amended from time to time :Provided that nature of penalties which may be imposed, the authority empowered to impose such penalties and the appellate authority shall, subject to the provisions of any law or rules made under

article 309 of the Constitution of India, be such as are specified in Appendix C to these rules.(2)The authority competent to pass an order under clause (c) or clause (d) of sub-rule (1) of rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987 and appellate authority shall be as specified in Appendix D to these rules.

## **15. Vaccination.**

- 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.

## **16. Oath of allegiance.**

- Every member of the Service, unless he has already done so, shall be required to take an oath of allegiance to India and to the Constitution of India as 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. Reservations.**

- Nothing contained in these rules shall effect reservations and others concessions required to be provided for Scheduled Castes, Backward Classes, Ex-servicemen, Physically Handicapped persons or any other class or category of persons in accordance with the orders issued by the State Government in this regard from time to time :Provided that the total percentage of reservation so made shall not exceed fifty per cent, at any time.

## **20. Repeal and savings.**

- Any rule applicable to the Service and corresponding to any these rules, which is in force immediately before the commencement of these rules, is hereby repealed :Provided that any order made or action taken under the rule so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.Appendix A[See Rule 3]

Sr. No.	Designation of Posts	Number of Posts	Scale of Pay
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		Permanent		Temporary	Total
1	2	3	4	5	6
Municipal Corporation, Faridabad Rupees					
1	Chief Engineer	1	--	1	18400-500-22400
1A	Senior Town Planner	1	--	1	4100-125-4850-150-5300
2	Superintending Engineer	1	--	1	4100-125-4850-150-5300
3	Senior Architect	1	--	1	4100-125-4850-150-5300
4	Medical Officer of Health	1	--	1	3000-100-3500-125-4500
5	District Attorney	1	--	1	3000-100-3500-125-4500
6	Administrative Officer	1	--	1	3000-100-3500-125-4500
7	Executive Engineer	4	--	4	3000-100-3500-125-4500
8	Deputy Town Planner	1	--	1	3000-100-3500-125-4500
9	Chief Accounts Officer	1	--	1	3000-100-3500-125-4500
10	Medical Officer	2	--	2	2200-75-2800-EB-100-4000
11	Assistant Engineer (Civil)	12	--	12	2200-75-2800-EB-100-4000
12	Assistant Engineer (Mechanical)	2	--	2	2, 2200-75-2800-EB-100-4000
13	Assistant Engineer (Electrical)	1	--	1	2200-75-2800-EB-100-4000
14	Assistant Engineer (Horticulture)	3	--	3	2200-75-2800-EB-100-4000
15	Assistant Town Planner	1	--	1	2200-75-2800-EB-100-4000
16	Assistant Architect	1	--	1	2200-75-2800-EB-100-4000
17	Purchase Officer	1	--	1	2000-60-2300-75-2900-EB-100-3500
18	Zonal and Taxation Officer	10	--	10	2000-60-2300-75-2900-EB-100-
19	Establishment Officer	1	--	1	2000-60-2300-75-2900-EB-100-3500
20	Assistant Estate Officer	1	--	1	2000-60-2300-75-2900-EB-100-3500
21		1	--	1	2000-60-2300-75-2900-EB-100-3500

Social Welfare  
Officer

22	Accounts Officer	2	--	2	2000-60-2300-75-2900-EB-100-3500
23	Assistant Divisional Fire Officer	1	--	1	2000-60-2300-75-2900-EB-100-3500
24	Assistant District Attorney	2	--	2	2000-60-2300-75-2900-EB-100-3500
25	Assistant Accounts Officer	1	--	1	2000-60-2300-75-3200
26	Tehsildar	1	--	1	2000-60-2300-75-3200
27	Circle Head Draftsman	1	--	1	2000-60-2300-75-3200
28	Architectural Assistant	1	--	1	2000-60-2300-75-3200
29	Planning Assistant	1	--	1	2000-60-2300-75-3200
30	Naib Tehsildar	1	--	1	1640-60-2600-EB-75-2900
31	Superintendent	17	--	17	1640-60-2600-EB-75-2900
32	Land and Licensing Officer	7	--	7	1640-60-2600-EB-75-2900
33	Treasurer	1	--	1	1640-60-2600-EB-75-2900
34	Personal Assistant	1	--	1	1640-60-2600-EB-75-2900
35	Fire Station Officer	4	--	4	1640-60-2600-EB-75-2900
36	Head Draftsman	2	--	2	1640-60-2600-EB-75-2900
37	Junior Architectural Draftsman	3	--	3	1640-60-2600-EB-75-2900
38	Junior Engineer (Civil) or Building Inspector	45	--	45	1640-60-2600-EB-75-2900
39	Junior Engineer (Mechanical)	3	--	3	1640-60-2600-EB-75-2900
40	Junior Engineer (Electrical)	3	--	3	1640-60-2600-EB-75-2900
41	Junior Engineer (Horticulture)	7	--	7	1640-60-2600-EB-75-2900
42	Assistant Fire Station Officer	6	--	6	1400-40-1600-50-2300-EB-60-2600
43	Dispenser	3	--	3	1400-40-1600-50-2300-EB-60-2600
44	Senior Sanitary Inspector	8	--	8	1400-40-1600-50-2300-EB-60-2600
45	Assistant	35	--	35	1400-40-1600-50-2300-EB-60-2600

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46	Legal Assistant	2	--	2	1400-40-1600-50-2300-EB-60-2600
47	Senior Scale Stenographer	8	--	8	1400-40-1600-50-2300-EB-60-2600
48	Road Inspector	8	--	8	1400-40-1600-50-2300-EB-60-2600
49	Draftsman	13	--	13	1400-40-1600-50-2300-EB-60-2600
50	Vehicle Inspector	1	--	1	1400-40-1600-50-2300-EB-60-2600
51	Electrical foreman	1	--	1	1400-40-1600-50-2300-EB-60-2600
52	Mechanical Foreman	2	---	2	1400-40-1600-50-2300-EB-60-2600
53	Senior Librarian	1	--	1	1400-40-1600-50-2300-EB-60-2600
54	Radiographer	1	--	1	1350-30-1440-40-1800-50-2200
55	Laboratory Technician	1	--	1	1350-30-1440-40-1800-50-2200
56	Leading Fireman	9	--	9	1200-30-1560-EB-40-2040
57	Sanitary Inspector	5	--	5	1200-30-1560-EB-40-2040
58	Electrician	25	--	25	1200-30-1560-EB-40-2040
59	Inspector (Octroi)	15	--	15	1200-30-1560-EB-40-2040
60	Inspector (Taxation)	8	--	8	1200-30-1560-EB-40-2040
61	Inspector (Accounts)	31	--	31	1200-30-1560-EB-40-2040
62	Driver (Fire Brigade)	23	--	23	1200-30-1560-EB-40-2040
63	Driver (Vehicle)	86	--	86	1200-30-1560-EB-40-2040
64	Kanungo	--	--	--	1200-30-1560-EB-40-2040
65	Sewer Engine Mechanic	2	--	2	1200-30-1560-EB-40-2040
66	Diesel Engine Mechanic	2	--	2	1200-30-1560-EB-40-2040
67	Junior Librarian	2	--	2	1200-30-1560-EB-40-2040
68	Sewer Inspector	1	--	1	1200-30-1560-EB-40-2040
69	Tubewell Mechanic	10	--	10	1200-30-1560-EB-40-2040
70	Vehicle Mechanic	1	--	1	1200-30-1560-EB-40-2040
71	Water Meter Mechanic	4	---	4	1200-30-1560-EB-40-2040
72	Surveyor	4	--	4	1200-30-1560-EB-40-2040
73	Plumber Fitter Grade-I	3	--	3	1200-30-1560-EB-40-2040
74	Carpenter	3	--	3	1200-30-1560-EB-40-2040
75	Junior Scale Stenographer	8	--	8	1200-30-1560-EB-40-2040
76	Steno-Typist	9	--	9	950-20-1150-EB-25-1500+100 Special



					Pay
77	Fireman	37	--	37	950-20-1150-EB-25-1500
78	Assistant Sanitary Inspector	27	--	27	950-20-1150-EB-25-1500
79	Multipurpose Health Worker (Female)	7	--	7	950-20-1150-EB-25-1500
80	Horticulture Inspector	8	--	8	950-20-1150-EB-25-1500
81	Road Roller Driver	3	--	3	950-20-1150-EB-25-1500
82	Patwari	13	--	13	950-20-1150-EB-25-1500
83	Plumber Fitter Grade-II	38	-	38	950-20-1150-EB-25-1500
84	Clerk	271	--	271	950-20-1150-EB-25-1500
85	Meter Reader	20	--	20	950-20-1150-EB-25-1500
86	Computer Clerk	1	--	1	950-20-1150-EB-25-1500
87	Telephone Operator	1	--	1	950-20-1150-EB-25-1500
88	Tracer	2	--	2	950-20-1150-EB-25-1500
89	Ferro Printer	1	--	1	950-20-1150-EB-25-1500
90	Welder	2	--	2	950-20-1150-EB-25-1500
91	Masson	16	--	16	950-20-1150-EB-25-1500
92	Tubewell Operator	567	--	567	950-20-1150-EB-25-1500
93	Sewer Engine Operator	6	--	6	950-20-1150-EB-25-1500
94	Diesel Engine Operator	3	--	3	950-20-1150-EB-25-1500
95	Craft Teacher	6	--	6	950-20-1150-EB-25-1500
96	Painter	3	--	3	950-20-1150-EB-25-1500
97	Switch Operator	1	--	1	950-20-1150-EB-25-1500
98	Generator Operator	1	--	1	950-20-1150-EB-25-1500
99	Assistant Electrician	5	--	5	775-12-955-EB-14-1025
100	Assistant Plumber Fitter	5	--	5	775-12-955-EB-14-1025
101	Assistant Tubewell Operator	52	--	52	775-12-955-EB-14-1025
102	Sanitary Daroga	62	--	62	775-12-955-EB-14-1025
103	Head Mali	30	--	30	775-12-955-EB-14-1025
104	Head Sewerman	6	--	6	775-12-955-EB-14-1025
105	Mate	29	--	29	775-12-955-EB-14-1025

106	Peon	157	--	157	750-12-870-EB-14-940
107	Chowkidar	95	--	95	750-12-870-EB-14-940
108	Bill Distributor	18	--	18	750-12-870-EB-14-940
109	Khalasi	6	--	6	750-12-870-EB-14-940
110	Fero Khalasi	1	--	1	750-12-870-EB-14-940
111	Library Attendant	5	--	5	750-12-870-EB-14-940
112	Complaint Attendant	2	--	2	750-12-870-EB-14-940
113	Ward Collie	1	--	1	750-12-870-EB-14-940
114	Mali	526	--	526	750-12-870-EB-14-940
115	Mali-cum-Chowkidar	88	--	88	750-12-870-EB-14-940
116	Beldar	357	--	357	750-12-870-EB-14-940
117	Cleaner	12	--	12	750-12-870-EB-14-940
118	Road Roller Cleaner	3	--	3	750-12-870-EB-14-940
119	Helper to Mechanic	8	--	8	750-12-870-EB-14-940
120	Helper to Tubewell Operator	197	--	197	750-12-870-EB-14-940
121	Helper to Welder	1	--	1	750-12-870-EB-14-940
122	Helper to Fitter	37	--	37	750-12-870-EB-14-940
123	Helper to Electrician	46	--	46	750-12-870-EB-14-940
124	Laboratory Attendant	1	--	1	750-12-870-EB-14-940
125	Attendant for O.P.D.	1	--	1	750-12-870-EB-14-940
126	Lady Ward Attendant	2	--	2	750-12-870-EB-14-940
127	Valveman	2	--	2	750-12-870-EB-14-940
128	Keyman	19	--	19	750-12-870-EB-14-940
129	Patrolman	7	--	7	750-12-870-EB-14-940
130	Oilman	8	--	8	750-12-870-EB-14-940
131	Safai Karamchari	1617	--	1617	750-12-870-EB-14-940
132	Sewerman	238	--	238	750-12-870-EB-14-940

Inserted by Haryana Government, Notification No. S.O.31/H.A.16/1994/Section 67/2009 dated 20th March, 2009. 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**	Chief Engineer	-	For Promotion-(i) Degree in Civil or Mechanical or Electrical Engineering from an institution recognized by State Government(ii) Three years experience as

- 1 Senior Town Planner -  
Superintending Engineer. For transfer or deputation - (i) Degree in Civil or Mechanical or Electrical Engineering from an institution recognized by State Government; (ii) Two years experience as Chief Engineer; (iii) Knowledge of Hindi/Sanskrit upto Matric standard."  
For Promotion - Ten years' experience as Deputy Town Planner  
For transfer or deputation -  
(i) Two years' experience as Senior Town Planner;  
(ii) Knowledge of Hindi up to Matric Standard,
- 2 Superintending Engineer -  
For Promotion -  
#\*(i) Degree in Civil or Mechanical or Electrical Engineering or its equivalent from any recognized University or Institution;  
##(ii) Seven years experience as Executive Engineer;  
For Transfer or Deputation -  
(i) Degree in Civil or Mechanical or Electrical Engineering from an institution recognised by State Government;  
(ii) Two years' experience as Superintending Engineer;  
(iii) Knowledge of Hindi up to Matric standard.
- 3 Senior Architect -  
For Promotion - Fifteen years' experience as Assistant Architect  
For Transfer or Deputation -  
(i) Degree in Architecture from an institution recognised by the State Government;  
(ii) Two years' experience as Senior Architect;  
(iii) Knowledge of Hindi up to Matric standard.

Medical Officer of Health	(i) MBBS and Post Graduate Diploma in Public Health or Post Graduate in Social and Preventive Medicine from an institution recognised by the State Government;(ii) Seven years' experience as Medical Officer;(iii) Knowledge of Hindi up to Matric Standard	For Promotion -Ten years' experience as Medical Officer.For Transfer or Deputation -(i) MBBS and Post Graduate Diploma in Public Health or Post Graduate in Social and Preventive Medicines from an institution recognised by the State Government;(ii) Two years' experience as Senior Medical Officer;(iii) Knowledge of Hindi up to Matric Standard.
5 District Attorney	-	For Promotion -(i) Law Graduate from a recognised university;(ii) Seven years' experience as Assistant District Attorney. For Transfer or Deputation -(i) Law Graduate from a recognised University;(ii) Two years' experience as District Attorney;(iii) Knowledge of Hindi up to Matric Standard.
6 Administrative Officer -		For Promotion-(i) Graduate from a recognised University; (ii) Ten years' experience as Zonal and Taxation Officer or Establishment Officer or Assistant Estate Officer or Social Welfare Officer. For transfer or deputation-(i) Graduate from a recognised University;(ii) Two years' experience as Administrative Officer;(iii) Knowledge of Hindi up to Matric Standard.
7 Executive Engineer	-	For Promotion-#*(i) Degree in Civil or Mechanical or Electrical Engineering or its equivalent from any recognised University or Institution;(#*ii) Eight years experience as Assistant Engineer (Civil),, Assistant Engineer (Mechanical) or Assistant Engineer (Electrical); For transfer or deputation- (i) Bachelor Degree in Civil or Mechanical or Electrical Engineering from a recognised University or institution; (ii) Two years' experience as Executive

			Engineer;
			(iii) Knowledge of Hindi up to Matric Standard.
8	Deputy Town Planner -		For Promotion-Seven years' experience as Assistant Town Planner.
			For transfer or deputation-
			(i) A post-graduate degree or diploma in Town Planning from arecognised University or Institution making the holder eligiblefor the Associate membership of the Institute of Town Planners(India), followed by six years' experience as Assistant TownPlanner or equivalent capacity in Town Planning;OR A degree in Civil Engineering or a degree or diploma inArchitecture recognised by the Institute of Engineers (India)and the Institute of Architects (India) respectively for theirmembership, followed by nine years' experience in town planning,out of which at least six years' should be as assistant TownPlanner or equivalent capacity;(ii) Two years' experience asDistrict Town Planner;(iii) Knowledge of Hindi up to MatricStandard.
9	Chief Accounts Officer -		For Promotion-Fifteen years' experience as AccountsOfficer
			For transfer or deputation-(i) Graduate from arecognised University;(ii) S.A.S. Qualified;(iii) Twoyears' experience as Chief Accounts Officer;(iv) Knowledgeof Hindi up to Matric Standard.
10	Medical Officer	(i), MBBS;(ii) Five years' experience as MedicalOfficer;(iii) Knowledge of Hindi up to Matric standard.	For transfer or deputation-(i) MBBS(ii) Two years'experience as Medical Officer;(iii) Knowledge of Hindi up toMatric Standard.
11	Assistant Engineer (Civil) -		For Promotion-(i) Bachelor Degree in Civil Engineeringfrom any recognised University or its equivalent;(ii) Sevenyears' experience as Junior Engineer (Civil) or BuildingInspector;

			OR
			(i) Diploma in Civil Engineering from an Institution recognised by the State Government;(ii) Twelve years' experience as Junior Engineer (Civil) or Building Inspector or Circle Head Draftsman.
			For transfer or deputation-
			(i) Bachelor Degree in Civil Engineering from any recognised University or its equivalent;(ii) Two years' experience as Assistant Engineer (Civil);(iii) Knowledge of Hindi up to Matric Standard.
12	Assistant Engineer (Mechanical)	-	For Promotion-(i) Bachelor Degree in Mechanical Engineering from any recognised University or its equivalent;(ii) Seven years' experience as Junior Engineer (Mechanical);
			OR
			(i) Diploma in Mechanical Engineering from any Institution recognised by the State Government;(ii) Twelve years' experience as Junior Engineer (Mechanical).
			For transfer or deputation-
			(i) Bachelor Degree in Mechanical Engineering from any recognised University or its equivalent;(ii) Two years' experience as Assistant Engineer (Mechanical);(iii) Knowledge of Hindi up to Matric Standard.
13	Assistant Engineer (Electrical)	-	For Promotion-(i) Bachelor Degree in Electrical Engineering from any recognised University or its equivalent;
			OR
			(ii) Seven years' experience as Junior Engineer (Electrical).
			(i) Diploma in Electrical Engineering from an Institution recognised by the State Government;(ii) Twelve years' experience as Junior Engineer (Electrical).

			For transfer or deputation-
			(i) Bachelor Degree in Electrical Engineering from any recognised University or its equivalent; (ii) Two years' experience as Assistant Engineer (Electrical); (iii) Knowledge of Hindi up to Matric Standard.
14	Assistant Engineer (Horticulture)	-	For Promotion-(i) Twelve years' experience as Junior Engineer (Horticulture).
			For transfer or deputation-
			(i) M.Sc. (Horticulture); (ii) Two years' experience as Assistant Engineer (Horticulture) ; and (iii) Knowledge of Hindi up to Matric Standard.
15	Assistant Town Planner	(i) A Post-Graduate Degree or Diploma in Town Planning from a recognised University or institution making the holder eligible for Associate Membership of the Institute of the Town Planners (India); OR A Degree in Civil Engineering or a Degree or Diploma in Architecture recognised by the Institute of Engineers (India) and the Institute of Architects respectively, followed by three years experience in Town Planning under a qualified Town Planner; (ii) Knowledge of Hindi up to Matric Standard.	For Promotion-(i) A post-Graduate Degree or Diploma in Town Planning from a recognised University or institution making the holder eligible for Associate membership of the Institute of Town Planners (India); (ii) Two years' experience as Planning Assistant,  OR (i) Degree or Diploma in Architecture recognised by the Institute of Architects; (ii) Seven years' experience as Planning Assistant. For transfer or deputation-(i) A Post-Graduate Degree or Diploma in Town Planning from a recognised University or institution making the holder eligible for Associate Membership of the Institute of the Town Planners (India); OR A Degree in Civil Engineering or a Degree or Diploma in Architecture recognised by the Institute of Engineers (India) and the Institute of Architects respectively, followed by three years experience in Town Planning under a qualified Town Planner; (ii) Two years' experience as Assistant Town Planner; (iii)

			Knowledge of Hindi upto Matric standard.
16	Assistant Architect	<p>(i) Bachelor Degree in Architecture recognised by the Institute of Architects followed by three years' experience as Architectural Assistant under a qualified Architect;</p> <p>(ii) Knowledge of Hindi upto Matric Standard.</p>	<p>For Promotion-(i) Bachelor Degree in Architecture recognised by the Institute of Architects;(ii) Seven years' experience as Architectural Assistant;</p> <p>For transfer or deputation-(i) Bachelor Degree in Architecture recognised by the Institute of Architects;</p> <p>(ii) Two years' experience as Assistant Architect;(iii) Knowledge of Hindi upto Matric Standard.</p>
17	Purchase Officer	-	<p>For Promotion-</p> <p>Seven years' experience as Superintendent or Land and Licensing Officer or Treasurer or Personal Assistant.</p> <p>For transfer or deputation-</p> <p>(i) Two years' experience as Purchase Officer;(ii) Knowledge of Hindi upto Matric Standard.</p>
18	Zonal and Taxation Officer	-	<p>For Promotion-Seven years' experience as Superintendent or Land and Licensing Officer or Treasurer or Personal Assistant.</p> <p>For transfer or deputation-(i) Graduate from a recognised University;(ii) Two years' experience as Zonal and Taxation Officer;(iii) Knowledge of Hindi upto Matric Standard.</p>
19	Establishment Officer	-	<p>For Promotion-Seven years' experience as Superintendent or Land and Licensing Officer or Treasurer or Personal Assistant.</p> <p>For transfer or deputation-</p> <p>(i) Graduate from a recognised University;(ii) Two years' experience as Establishment officer;(iii) Knowledge of Hindi upto Matric Standard.</p>
20	Assistant Estate Officer	-	For Promotion-Seven years' experience as Superintendent, Land and Licensing



			Officer, Treasurer or Personal Assistant. For transfer or deputation- (i) Graduate from a recognised University;(ii) Two years'experience as Assistant Estate Officer; (iii) Knowledge of Hindi upto Matric Standard. For Promotion-Seven years' experience as Superintendent, Land and Licensing Officer, Treasurer or Personal Assistant. For transfer or deputation- (i) Graduate from a recognised University;(ii) Two years'experience as Social Welfare Officer;(iii) Knowledge of Hindi upto Matric Standard.
21	Social Welfare Officer	-	For Promotion-Seven years' experience as AssistantAccounts Officer For transfer or deputation- (i) Graduate from a recognised University;(ii) S.A.S.Qualified;(iii) Two years' experience as AccountsOfficer;(iv) Knowledge of Hindi upto Matric Standard. For Promotion-(i) Diploma in Divisional Fire OfficersCourse in Fire Engineering from National Fire Service College, Nagpur or any other Institute approved by the StateGovernment;(ii) Seven years' experience as Fire StationOfficer. For transfer or deputation- (i) Diploma in Divisional Fire Officer's Course in FireEngineering from National Fire Service College, Nagpur or anyother Institute approved by the State Government;(ii) Twoyears' experience as Assistant Divisional Fire Officer;(iii)Knowledge of Hindi upto Matric Standard.
22	Accounts Officer	-	For Promotion-(i) Law Graduate from a recognisedUniversity;(ii) Twelve years' experience as Legal Assistant.
23	Assistant Divisional Fire Officer	-	
24	Assistant District Attorney	-	

			For transfer or deputation-
			(i) Law Graduate from a recognised University;(ii) Twoyears' experience as Assistant District Attorney;(iii)Knowledge of Hindi upto Matric Standard.
25	Assistant Accounts Officer	-	For Promotion-(i) S.A.S. Qualified;(ii) Seven years'experience as Superintendent, Land and Licencing Officer,Treasurer or Personal Assistant.
			For transfer or deputation-
			(i) Graduate from a recognised University.(ii) S.A.S.Qualified;(iii) Two years' experience as Assistant AccountsOfficer;
			(iv) Knowledge of Hindi upto Matric Standard.
26	Tehsildar	-	For Promotion-
			Seven years' experience as Naib-Tehsildar.
			For transfer or deputation-
			(i) Graduate from a recognised University;(ii) Passeddepartmental examination of the State Government forTehsildar;(iii) Two years' experience as Tehsildar; (iv)Knowledge of Hindi upto Matric Standard.
27	Circle Head Draftsman	-	For Promotion-Seven years' experience as Head Draftsmanor Junior Architectural Draftsman;
			For transfer or deputation-
			(i) Diploma in Civil Draftsman;(ii) Two years' experienceas Assistant Circle Head Draftsman;(iii) Knowledge of Hindiupto Matric Standard.
28	Architectural Assistant	-	For Promotion-(i) Degree or Diploma in Architecturerecognised by the Institute of Architects;(ii) Seven years'experience as Head Draftsman or Junior Architectural Draftsman.
			For transfer or deputation-

			(i) Degree or Diploma in Architecture recognised by the Institute of Architects; (ii) Two years' experience as Architectural Assistant; (iii) Knowledge of Hindi upto Matric Standard.
29	Planning Assistant	-	For Promotion- (i) Degree or Diploma in Architecture recognised by the Institute of Architects; (ii) Seven years' experience as Head Draftsman or Junior Architectural Draftsman. For transfer or deputation- (i) Degree or Diploma in Architecture recognised by the Institute of Architects; (ii) Two years' experience as Planning Assistant; (iii) Knowledge of Hindi upto Matric Standard.
30	Naib-Tehsildar	-	For Promotion- (i) Graduate from a recognised University; (ii) Ten years' experience as Kanungo. For transfer or deputation- (i) Graduate from a recognised University; (ii) Two years' experience as Naib Tehsildar; (iii) Knowledge of Hindi upto Matric Standard.
31	Superintendent	-	For Promotion- (i) Seven years' experience as Assistant; OR Seven years' experience as a Senior Scale Stenographer, who has worked as Assistant for a period of two years on some existing vacancy or has shared the work of Assistant for such period. For transfer or deputation- (i) Graduate from a recognised University; (ii) Two years' experience as Office Superintendent; (iii) Knowledge of Hindi upto Matric Standard.
32	Land and Licensing Officer	-	For Promotion- (i) Seven years' experience as Assistant; OR Seven years' experience as a Senior Scale Stenographer, who has worked as

			Assistant for a period of two years on someexisting vacancy or has shared the work of Assistant for suchperiod.
			For transfer or deputation-
			(i) Graduate from a recognised University;(ii) Two years'experience as Land and Licensing Officer;(iii) Knowledge ofHindi upto Matric Standard.
33	Treasurer	-	For Promotion-
			(i) Seven years' experience as Assistant; OR
			Seven years' experience as a Senior Scale Stenographer, whohas worked as Assistant for a period of two years on someexisting vacancy or has shared the work of Assistant for suchperiod.
			For transfer or deputation-
			(i) Graduate from a recognised University;(ii) Two years'experience as Treasurer;(iii) Knowledge of Hindi upto MatricStandard.
34	Personal Assistant	-	For Promotion-(i) Seven years' experience as SeniorScale Stenographer;
			For transfer or deputation-(i) Graduate from arecognised University;(ii) Two years' experience as PersonalAssistant;(iii) Knowledge of Hindi upto Matric Standard.
35	Fire Station Officer	-	For Promotion-(i) Diploma in Fire Station Officer andInstructors' Course from National Fire Service College, Nagpuror any other institute approved by the State Government;
			(ii) Seven years' experience as Assistant Fire StationOfficer.
			For transfer or deputation-
			(i) Diploma in Fire Station Officer and Instructors' Coursefrom National Fire Service College, Nagpur or any otherinstitute approved by the State

			Government;(ii) Seven years'experience as Assistant Fire Station Officer.(iii) Knowledgeof Hindi up to Matric standard.
36	Head Draftsman	-	For Promotion-(i) Diploma in Civil Draftsman;(ii)Seven years' experience as Draftsman. For transfer or deputation-(i) Diploma in Civil Draftsman;(ii) Two years' experienceas Head Draftsman;(iii) Knowledge of Hindi upto MatricStandard.
37	Junior Architectural Draftsman	-	For Promotion-(i) Diploma in Civil Draftsman;(ii)Seven years' experience as Draftsman. For transfer or deputation-(i) Diploma in Civil Draftsman;(ii) Two years' experienceas Junior Architectural Draftsman;(iii) Knowledge of Hindiupto Matric Standard.
38	Junior Engineer (Civil) or Building Inspector	(i) Diploma in Civil Engineering from an institutionrecognised by the State Government;(ii) Knowledge of Hindiupto Matric Standard.	For Promotion-(i) Diploma in Civil Engineering from aninstitution recognised by the State Government;(ii) Tenyears' experience as Road Inspector;OR (i) Surveyor Course from ITI;(ii) Twelve year' experienceas Surveyor. For transfer or deputation-(i) Diploma in CivilEngineering from an institution recognised by the StateGovernment; (ii) Two years' experience as Junior Engineer (Civil) orBuilding Inspector; (iii) Knowledge of Hindi upto MatricStandard.
39	Junior Engineer (Mechanical)	(i) Diploma in Mechanical Engineering from an institutionrecognised by the State Government;	For transfer or deputation-(i) Diploma in MechanicalEngineering from an institution recognised by the StateGovernment;(ii) Two years' experience as Junior Engineer(Mechanical);

		(ii) Knowledge of Hindi upto Matric Standard.	(iii) Knowledge of Hindi up to Matric Standard.
40	Junior Engineer (Electrical)	(i) Diploma in Electrical Engineering from an institution recognised by the State Government;(ii) Knowledge of Hindi upto Matric Standard.	For transfer or deputation-#(i) Diploma in Electrical Engineering from an institution recognised by the State Government;#(ii) 7 years experience as Electrical Foreman;or#(iii) 12 years experience as Electrician.
41	Junior Engineer (Horticulture)	(i) B.Sc. (Agricultural) with Horticulture as a specialization;(ii) Knowledge of Hindi upto Matric Standard.	For transfer or deputation-(i) B.Sc. (Agricultural) with Horticulture as a specialization;(ii) Two years' experience as Junior Engineer (Horticulture);(iii) Knowledge of Hindi up to Matric Standard.
42	Assistant Fire Station Officer	(i) Certificate Course of Sub-Fire Officer from National Fire Service College, Nagpur or any other institution recognised by the State Government;(ii) Knowledge of Hindi upto Matric Standard.	For Promotion-(i) Certificate Course of Sub-Fire Officer from National fire Service College, Nagpur or any other institution recognised by the State Government;(ii) Seven years' experience as Leading Fireman.For transfer or deputation-(i) Certificate Course of Sub-Fire Officer from National Fire Service College, Nagpur or any other institution recognised by the State Government;(ii) Two years' experience as Assistant Fire Station Officer;(iii) Knowledge of Hindi up to Matric Standard.
43	Dispenser	(i) Diploma in Pharmacy from an institution recognised by the State Government;(ii) Knowledge of Hindi upto Matric standard.	For transfer or deputation-(i) Diploma in Pharmacy from an institution recognised by the State Government;(ii) Two years' experience as Dispenser or Pharmacist;(iii) Knowledge of Hindi up to Matric Standard.
44	Senior Sanitary Inspector	-	For Promotion-Seven years' experience as Sanitary Inspector. For transfer or deputation-(i) Certificate Course of Sanitary Inspector from an institution recognised by the State Government;(ii) Two years' experience as Senior Sanitary Inspector;(iii) Knowledge of Hindi up to Matric Standard.
45	Assistant		

		(i) Graduate from a recognised University;(ii) Knowledge of Hindi upto Matric Standard.	For Promotion-Five years experience as Inspector (Octroi),Inspector (Taxation), Inspector (Accounts) or Senior ClerkGrade-II. For transfer or deputation- (i) Graduate from a recognised University;(ii) Two years' experience as Assistant;(iii) Knowledge of Hindi up to Matric Standard. For Promotion-(i) Law Graduate from a recognised University;(ii) Five years experience as Inspector (Octroi),Inspector (Taxation), Inspector (Accounts) or Senior ClerkGrade-II. For transfer or deputation- (i) Law Graduate from a recognised University;(ii) Two years' experience as Legal Assistant; (iii) Knowledge of Hindi up to Matric Standard.
46	Legal Assistant	-	
47	Senior Scale Stenographer	(i) Graduate from a recognised University;(ii) English Shorthand speed of 100 words per minute and transcription of 15 words per minute. Mistakes upto 4% are allowed;OR Hindi Shorthand speed of 80 words per minute and transcription of 15 words per minute. Mistakes up to 4% are allowed;(iii) knowledge of Hindi up to Matric Standard.	For Promotion-(i) English Shorthand speed of 100 words per minute and transcription of 15 words per minute. Mistakes upto 4% are allowed;OR Hindi shorthand speed of 80 words per minute and transcription of 15 words per minute. Mistakes upto 4% are allowed; (ii) Three years' experience as Junior Scale Stenographer.For transfer or deputation-(i) Graduate from a recognised University;(ii) Two years' experience as Senior Scale Stenographer;(iii) Knowledge of Hindi up to Matric Standard.
48	Road Inspector	(i) Three years' Diploma in Civil Engineering from an institution recognised by the State Government;(ii) Knowledge of Hindi up to Matric Standard.	For Promotion-(i) Matric;(ii) Ten years' experience as Mate.For transfer or deputation-(i) Matric;(ii) Two years' experience as Road Inspector;(iii) Knowledge of Hindi up to Matric Standard.
49	Draftsman		

	(i) Diploma in Civil Draftsman from an institution recognised by the State Government;(ii) Knowledge of Hindi up to Matric Standard;	For Promotion-(i) Matriculate;(ii) Ten years' experience as Tracer. For transfer or deputation-
		(i) Diploma in Civil Draftsman from an institution recognised by the State Government;(ii) Two years' experience as Draftsman;(iii) Knowledge of Hindi up to Matric Standard.
50	Vehicle Inspector	For Promotion-(i) Matriculate;(ii) Ten years' experience as Vehicle Mechanic, Driver (Vehicle), Driver (Fire Brigade) or Road Roller Driver. For transfer or deputation-(i) Two years' experience as Vehicle Inspector;(ii) Knowledge of Hindi up to Matric Standard.
51	Electrical Foreman -	For Promotion-Seven years' experience as Electrician. For transfer or deputation-(i) Certificate Course in Electrical Trade from Industrial Training Institute;(ii) Two years' experience as Electrical Foreman;(iii) Knowledge of Hindi up to Matric Standard.
52	Mechanical Foreman -	For Promotion-(i) Certificate Course in the trade of Electrical or Mechanical from Industrial Training Institute;(ii) Seven years' experience as Plumber Fitter Grade-I or Tubewell Mechanic. For transfer or deputation-(i) Certificate Course in the trade of Electrical or Mechanical from Industrial Training Institute;(ii) Two years' experience as Mechanical Foreman;(iii) Knowledge of Hindi up to Matric Standard.
53	Senior Librarian -	For Promotion-(i) Diploma in Library Science from an institution recognised by



		the State Government;(ii) Sevenyears' experience as Junior Librarian. For transfer or deputation- (i) Diploma in Library Science from an Institution recognisedby the State Government;(ii) Two years' experience as SeniorLibrarian;(iii) Knowledge of Hindi up to Matric Standard.
54	Radiographer	(i) Diploma in Radiography from an Institution recognised bythe State Government;(ii) Knowledge of Hindi upto MatricStandard; (i) Diploma in Medical Laboratory Technology from anInstitution recognised by the State Government;(ii)Knowledge of Hindi upto Matric Standard;
55	Library Technician	For transfer or deputation-(i) Diploma in MedicalLaboratory Technology from an Institution recognised by theState Government;(ii) Two years' experience as LaboratoryTechnician;(iii) Knowledge of Hindi up to Matric Standard.
56	Leading Fireman	- For Promotion-Ten years' experience as Fireman. For transfer or deputation- (i) Matriculate;}(ii) Two years' experience as LeadingFireman;(iii) Knowledge of Hindi up to Matric Standard.
57	Sanitary Inspector	(i) Sanitary Inspectors' Course from an Institutionrecognised by the State Government;(ii) Knowledge of Hindiupto Matric Standard; For Promotion-(i) Sanitary Inspectors' Course from aninstitution recognised by the State Government;(ii) Sevenyears' experience as Assistant Sanitary Inspector;For transfer or deputation- (i) Sanitary Inspectors' Course from an institutionrecognised by the State Government; (ii) Two years' experience as Sanitary Inspector;(iii)Knowledge of Hindi up to Matric Standard.
58	Electrician	(i) Certificate Course of Electrical Trade from IndustrialTraining For Promotion-Seven years' experience as AssistantElectrician.For transfer or deputation-(i) CertificateCourse of

		Institute;(ii) Knowledge of Hindi up to Matric Standard.	Electrical Trade from Industrial Training Institute;(iii) Knowledge of Hindi up to Matric Standard.
59	Inspector (Octroi)	-	For Promotion-Seven years' experience as Clerk, Meter Reader or Computer Clerk. For transfer or deputation-(i) Two years' experience as Inspector (Octroi);(ii) Knowledge of Hindi up to Matric Standard.
60	Inspector (Taxation)	-	For Promotion-Seven years' experience as Assistant Electrician. For transfer or deputation-(i) Two years' experience as Inspector (Taxation);(ii) Knowledge of Hindi up to Matric Standard.
61	Inspector (Accounts)	-	For Promotion-Seven years' experience as Clerk, Meter Reader or Computer Clerk. For transfer or deputation-(i) Two years' experience as Inspector (Accounts);(ii) Knowledge of Hindi up to Matric Standard.
62	Driver (Fire Brigade)	(i) Matriculate with Driving Licence of Heavy Vehicle;(ii) Five years' experience of Driving Heavy Vehicle;(iii) Knowledge of Hindi upto Matric Standard.	For Promotion-(i) Having Driving Licence of Heavy Vehicle;(ii) Two years' experience as Fireman. For Transfer or Deputation-(i) Matriculate;(ii) Two years' experience as Fire Brigade Driver;(iii) Knowledge of Hindi up to Matric Standard.
63	Driver (Vehicle)	(i) Matriculate with Driving Licence of Heavy Vehicle;(ii) Five years' experience of Driving;(iii) Knowledge of Hindi upto Matric Standard.	For transfer or deputation-(i) Matriculate with Driving Licence of Heavy Vehicle and Light Vehicle;(ii) Two years' experience as Driver;(iii) Knowledge of Hindi upto Matric Standard.
64	Kanungo	-	For Promotion-Ten years' experience as Patwari. For transfer or deputation-(i) Matriculate;(ii) Passed the Kanungo examination held by the Director;(iii) Two years' experience as Kanungo;(iv) Knowledge of Hindi up to Matric Standard.

65	Sewer Engine Mechanic	(i) Certificate Course in the trade of Diesel Engine from Industrial Training Institute; (ii) Knowledge of Hindi upto Matric Standard.	For Promotion-Seven years' experience as Sewer Engine Operator. For transfer or deputation-(i) Matriculate; (ii) Certificate Course in the trade of Diesel Engine from Industrial Training Institute; (iii) Two years' experience as Sewer Engine Mechanic; (iv) Knowledge of Hindi up to Matric Standard.
66	Diesel Engine Mechanic	(i) Certificate Course in the trade of Diesel Engine from Industrial Training Institute; (ii) Knowledge of Hindi upto Matric Standard.	For Promotion-Seven years' experience as Diesel Engine Operator. For transfer or deputation-(i) Matriculate; (ii) Certificate Course in the trade of Diesel Engine from Industrial Training Institute; (iii) Two years' experience as Diesel Engine Mechanic; (iv) Knowledge of Hindi up to Matric Standard.
67	Junior Librarian	(i) Diploma or Certificate Course in Library Science from an institution recognised by the State Government; (ii) Knowledge of Hindi upto Matric Standard.	For transfer or deputation-(i) Diploma or Certificate Course in Library Science from an institution recognised by the State Government; (ii) Two years' experience as Junior Librarian; (iii) Knowledge of Hindi up to Matric Standard.
68	Sewer Inspector	-	For Promotion-(i) Matriculate; (ii) Seven years' experience as Head Sewerman. For transfer or deputation-(i) Matriculate; (ii) Two years' experience as Sewer Inspector; (iii) Knowledge of Hindi up to Matric Standard.
69	Tubewell Mechanic	-	For Promotion-(i) Matriculate; (ii) Diploma in the trade of Electrical or Mechanical from Industrial Training Institute; (iii) Seven years' experience as Tubewell Operator. For transfer or deputation-(i) Matriculate; (ii) Diploma in the Trade of Electrical or Mechanical from Industrial Training Institute; (iii) Two years' experience as Tubewell Mechanic; (iv) Knowledge of Hindi up to Matric Standard.
70	Vehicle Mechanic	(i) Matriculate; (ii) Certificate Course in the	For transfer or deputation-(i) Matriculate; (ii) Certificate Course in the

		trade of Instrument Mechanic from Industrial Training Institute;(iii) Knowledge of Hindi up to Matric standard.	trade of Automobile or Diesel from Industrial Training Institute.(iii) Two years' experience as Vehicle Mechanic;(iv) Knowledge of Hindi up to Matric Standard.
71	Water Meter Mechanic	(i) Certificate Course in the trade of Instrument Mechanic from Industrial Training;(ii) Knowledge of Hindi up to Matric standard.	For transfer or deputation-(i) Certificate Course in the trade of Instrument Mechanic from Industrial Training Institute.(ii) Two years' experience as Water Meter Mechanic;(iii) Knowledge of Hindi up to Matric Standard.
72	Surveyor	(i) Certificate Course of Surveyor from Industrial Training Institute or an institution recognised by the State Government;(ii) Knowledge of Hindi up to Matric standard.	For transfer or deputation-(i) Certificate Course of Surveyor from Industrial Training Institute or institution recognised by the State Government;(ii) Two years' experience as Surveyor;(iii) Knowledge of Hindi up to Matric Standard.
73	Plumber Fitter Grade-I	-	For Promotion-(i) Certificate Course in the trade of Plumber Fitter from Industrial Training Institute;(ii) Seven years' experience as Plumber Fitter Grade-II.  For transfer or deputation- (i) Certificate Course in the trade of Plumber Fitter from Industrial Training Institute.(ii) Two years' experience as Plumber Fitter Grade-I; (iii) Knowledge of Hindi up to Matric Standard.
74	Carpenter	(i) Certificate Course in the trade of Carpentry from Industrial Training Institute;(ii) Knowledge of Hindi up to Matric standard.	For transfer or deputation-(i) Certificate Course in the trade of Carpentry from Industrial Training Institute.(ii) Two years' experience as Carpenter;(iii) Knowledge of Hindi up to Matric Standard.
75	Junior Scale Stenographer	-	For Promotion-Five years' experience as Steno-typist;  For transfer or deputation-(i) Two years' experience as Junior Scale Stenographer;(ii) Knowledge of Hindi up

76	Steno-Typist	-	<p>to Matric Standard.</p> <p>(i) Matriculate; (ii) English Shorthand speed of 80 words per minute and transcription of 15 words per minute. Mistakes upto 8% are allowed; OR Hindi Shorthand speed of 64 words per minute and transcription of 11 words per minute. Mistake upto 8% are allowed. (iii) Knowledge of Hindi up to Matric standard.</p> <p>For Promotion- (i) Matriculate; (ii) English Shorthand speed of 80 words per minute and transcription of 15 words per minute. Mistakes upto 8% are allowed; OR Hindi Shorthand speed of 64 words per minute and transcription of 11 words per minute. Mistakes upto 8% are allowed; (iii) Two years' experience as Clerk.</p> <p>For transfer or deputation- (i) Two years' experience as Steno-Typist; (ii) Knowledge of Hindi upto Matric Standard.</p>
77	Fireman	(i) Matriculate; (ii) Passed basic course in Elementary Fire Fighting from the Haryana State Fire Fighting; (iii) Knowledge of Hindi upto Matric Standard.	<p>For transfer or deputation- (i) Matriculate; (ii) Passed basic course in Elementary Fire Fighting from the Haryana State Fire Fighting Training Centre; (iii) Two years' experience as Fireman; (iv) Knowledge of Hindi up to Matric Standard.</p>
78	Assistant Sanitary Inspector	(i) Matriculate; (ii) Passed Sanitary Inspector's Course from the an institution recognised by the State Government; (iii) Knowledge of Hindi upto Matric Standard.	<p>For Promotion- (i) Matriculate; (ii) Seven years' experience as Sanitary Daroga. For transfer or deputation- (i) Passed Sanitary Inspector's Course from an institution recognised by the State Government; (ii) Two years' experience as Assistant Sanitary Inspector; (iii) Knowledge of Hindi up to Matric Standard.</p>
79	Multipurpose Health Worker (Female)	(i) Matriculate; (ii) Passed Multi-purpose Workers Course from an institution recognised by the State Government; (iii) Knowledge of up to Matric Standard.	<p>For transfer or deputation- (i) Matriculate; (ii) Passed Multipurpose Health Workers Course from an institution recognised by the State Government; (iii) Two years' experience as Auxiliary Nurse and Midwife of</p>

			Multipurpose Health Worker (Female);(iv) Knowledge of Hindi upto Matric Standard.
80	Horticulture Inspector	(i) B.Sc. (Agriculture) with specialization in Horticulture;(ii) Knowledge of Hindi upto Matric Standard.	For Promotion-Seven years' experience as Head Mali;For Transfer or Deputation -(i) B.Sc. (Agriculture) with specialization in Horticulture;(ii) Two years' experience as Horticulture Inspector;(iii) Knowledge of Hindi upto Matric Standard.
81	Road Roller Driver	(i) Middle;(ii) Having driving licence of heavy vehicle;(iii) Five years' experience in driving Road Roller;(iv) Knowledge of Hindi up to Middle Standard.	For transfer or deputation-(i) Two years' experience as Road Roller Driver;(ii) Knowledge of Hindi upto Matric Standard.
82	Patwari	(i) Matriculate;(ii) Qualifies the Patwar examination after attending the patwar School for a minimum period of one year and after passing the examination undergoes such practical field training for a period of six months as may be specified by the Director;(iii) Knowledge of Hindi upto Matric Standard.	For transfer or deputation-(i) Matriculate;(ii) Qualified the Patwar examination after attending the patwar school for a minimum period of one year and after passing the examination undergoes such practical field training for a period of six months as may be specified by the Director;(iii) Two years' experience as Patwari;(iv) Knowledge of Hindi upto Matric Standard.
83	Plumber Fitter Grade-II	(i) Matriculate;(ii) Certificate Course in the trade of Plumber or Fitter from Industrial Training Institute;(iii) Knowledge of Hindi up to Matric standard.	For Promotion-(i) Matriculate;(ii) Five years' experience as Assistant Plumber Fitter.For transfer or deputation-(i) Matriculate;(ii) Certificate Course in the trade of Plumber or Fitter from Industrial Training Institute;(iii) Two years' experience as Plumber Fitter Grade-II;(iv) Knowledge of Hindi up to Matric Standard.
84	Clerk	(i) Matriculate;(ii) Knowledge of Computer Science;(iii) Speed of 30 Words per minute in English typing or Speed of 25 words per minute in Hindi typing;(iv) Knowledge of	For Promotion-(i) Matriculate;(ii) Speed 30 words per minute in English typing or speed of 25 words per minute in Hindi typing;(iii) Should have passed departmental test in Hindi and English language of the Matriculation level to be held by the Commissioner;(iv) Five years'

	Hindi upto Matric Standard.	experience as Peon, Chowkidar, Bill Distributor, Khalasi, Fero Khalsi, Library Attendant, Complaint Attendant or Ward Coolie. For transfer or deputation-(i) Matriculate; (ii) Speed 30 words per minute in English typing or speed of 25 words per minute in Hindi typing; (iii) Two years' experience as Clerk; (iv) Knowledge of Hindi upto Matric Standard.
85	Meter Reader	(i) Matriculate; (ii) Speed of 30 Words per minute in English typing or Speed of 25 words per minute in Hindi typing; (iii) Knowledge of Hindi upto Matric Standard. For Promotion-(i) Matriculate; (ii) Speed 30 words per minute in English typing or speed of 25 words per minute in Hindi typing; (iii) Should have passed departmental test in Hindi and English language of the Matriculation level to be held by the Commissioner; (iv) Five years' experience as Peon, Chowkidar, Bill Distributor, Khalasi, Fero Khalsi, Library Attendant, Complaint Attendant or Ward Coolie. For transfer or deputation-(i) Matriculate; (ii) Two years' experience as Meter Reader; (iii) Knowledge of Hindi upto Matric Standard. For Promotion-(i) Matriculate; (ii) Diploma in Computer Science; (iii) Should have passed departmental test in Hindi and English languages of the Matriculation level to be held by the Commissioner; (iv) Five years' experience as Peon, Chowkidar, Bill Distributor, Khalasi, Fero Khalsi, Library Attendant, Complaint Attendant or Ward Coolie. For transfer or deputation-(i) Matriculate; (ii) Diploma in Computer Science; (iii) Two years' experience as Computer Clerk; (iv) Knowledge of Hindi upto Matric Standard.
86	Computer Clerk	(i) Matriculate; (ii) Diploma in Computer Science; (iii) Knowledge of Hindi up to Matric standard; For Promotion-(i) Matriculate; (ii) Diploma in Computer Science; (iii) Should have passed departmental test in Hindi and English languages of the Matriculation level to be held by the Commissioner; (iv) Five years' experience as Peon, Chowkidar, Bill Distributor, Khalasi, Fero Khalsi, Library Attendant, Complaint Attendant or Ward Coolie. For transfer or deputation-(i) Matriculate; (ii) Diploma in Computer Science; (iii) Two years' experience as Computer Clerk; (iv) Knowledge of Hindi upto Matric Standard.
87	Telephone	(i) Matriculate; (ii) Telephone Operator's Course from For transfer or deputation-(i) Matriculate; (ii) Telephone Operator's Course from an institution; (iii) Two years'

		an institution; (iii) Knowledge of Hindi up to Matric Standard.	experience as Telephone Operator; (iv) Knowledge of Hindi up to Matric standard.
88	Tracer	(i) Matric with Drawing subject; (ii) Knowledge of Hindi up to Matric Standard.	For Promotion- (i) Matric with Drawing subject; (ii) Two years' experience as Tracer; (iii) Knowledge of Hindi up to Matric Standard.
89	Ferro Painter	-	For Promotion- (i) Matriculate; (ii) Five years' experience as Ferro Khalasi; (iii) Knowledge of Hindi up to Matric Standard. For transfer or deputation- (i) Matriculate; (ii) Two years' experience as Ferro Printer; (iii) Knowledge of Hindi up to Matric Standard.
90	Welder	(i) Matriculate; (ii) Certificate Course in the trade of Welding from Industrial Training Institute; (iii) Knowledge of Hindi up to Matric Standard.	For transfer or deputation- (i) Matriculate; (ii) Certificate Course in the trade of Welding from Industrial Training Institute; (iii) Two years' experience as Welder; (iv) Knowledge of Hindi up to Matric Standard.
91	Mason	(i) Middle; (ii) Two years' experience as Mason; (iii) Knowledge of Hindi up to Middle Standard.	For transfer or deputation- (i) Middle; (ii) Two years' experience as Mason; (iii) Knowledge of Hindi up to Middle Standard.
92	Tubewell Operator	(i) Matriculate (ii) Certificate Course in Electrical or Mechanical trade from Industrial Training Institute; (iii) Knowledge of Hindi up to Matric Standard.	For Promotion- (i) Certificate Course in Electrical or Mechanical Trade from Industrial Training Institute; (ii) Five years' experience as Assistant Tubewell Operator. For transfer or deputation- (i) Matriculate; (ii) Certificate Course in Electrical or Mechanical trade from Industrial Training Institute; (iii) Two years' experience as Tubewell Operator; (iv) Knowledge of Hindi up to Matric Standard.
93	Sewer Engine Operator	(i) Matriculate; (ii) Certificate Course in the trade of Diesel Engine from Industrial Training Institute; (iii) Knowledge of Hindi up to Matric Standard.	For transfer or deputation- (i) Certificate Course in the trade of Diesel Engine from Industrial Training Institute; (ii) Two years' experience as Sewer Engine Operator; (iii) Knowledge of Hindi up to Matric Standard.



94	Diesel Engine Operator	(i) Matriculate;(ii) Certificate Course in the trade of Diesel Engine from Industrial Training Institute;(iii) Knowledge of Hindi upto Matric Standard.	For transfer or deputation-(i) Certificate Course in the trade of Diesel Engine from Industrial Training Institute;(ii) Two years' experience as Diesel Engine Operator;(iii) Knowledge of Hindi upto Matric Standard.
95	Craft Teacher	(i) Matriculate;(ii) Diploma in Sewing and Cutting from an institution;(iii) Knowledge of Hindi upto Matric Standard.	For transfer or deputation-(i) Matriculate;(ii) Diploma in Sewing and Cutting from an institution;(iii) Two years' experience as Craft Teacher;(iv) Knowledge of Hindi upto Matric Standard.
96	Painter	(i) Matriculate;(ii) Certificate Course in Painting from Industrial Training Institute;(iii) Knowledge of Hindi upto Matric Standard.	For transfer or deputation-(i) Matriculate;(ii) Certificate Course in Painting from Industrial Training Institute;(iii) Two years' experience as Painter;(iv) Knowledge of Hindi upto Matric Standard.
97	Switch Operator	(i) Certificate Course in the trade of Electrician from Industrial Training Institute;(ii) Knowledge of Hindi upto Matric Standard.	For transfer or deputation-(i) Certificate Course in the trade of Electrician from Industrial Training Institute;(ii) Two years' experience as Switch Operator;(iii) Knowledge of Hindi upto Matric Standard.
98	Generator Operator	(i) Certificate Course in the trade of Diesel Engine from Industrial Training Institute;(ii) Knowledge of Hindi upto Matric Standard.	For transfer or deputation-(i) Certificate Course in the trade of Diesel Engine from Industrial Training Institute;(ii) Two years' experience as Generator Operator;(iii) Knowledge of Hindi upto Matric Standard.
99	Assistant Electrician	(i) Matriculate(ii) Certificate Course in Electrical or Mechanical trade from Industrial Training Institute;(iii) Knowledge of Hindi upto Matric Standard.	For Promotion-(i) Certificate Course in Electrical Trade from Industrial Training Institute;(ii) Seven years' experience as Assistant Tubewell Operator. For Transfer or Deputation -(i) Matriculate;(ii) Certificate Course in Electrical or Mechanical trade from Industrial Training Institute;(iii) Two years' experience as Assistant Electrician;(iv) Knowledge of Hindi upto Matric Standard.

	Assistant Plumber Fitter	(i) Matriculate;(ii) Certificate Course in the trade ofPlumber or Fitter from Industrial Training Institute;(iii)Knowledge of Hindi up to Matric standard.	For Promotion-Seven years' experience as AssistantPlumber Fitter.For transfer or deputation-(i)Matriculate;(ii) Certificate Course in the trade of Plumberof Fitter from Industrial Training Institute;
			(iii) Two years' experience as Assistant Plumber Fitter;(iv)Knowledge of Hindi up to Matric Standard.
101	Assistant Tubewell Operator	(i) Matriculate(ii) Certificate Course in Electrical orMechanical trade from Industrial Training Institute;(iii)Knowledge of Hindi upto Matric Standard.	For Promotion-Seven years' experience as Helper toTubewell Operator;For transfer or deputation-(i)Matriculate;(ii) Certificate Course in Electrical orMechanical trade from Industrial Training Institute;
			(iii) Two years' experience as Assistant TubewellOperator;(iv) Knowledge of Hindi upto Matric Standard.
102	Sanitary Daroga	-	For Promotion-(i) Literate (can read and write);(ii)Ten years' experience as Safai Karamchari;For Transfer orDeputation(i) Two years' experience as Sanitary Daroga;(ii)Can read and write Hindi;
103	Head mali	-	For Promotion-(i) Matriculate;(ii) Ten years'experience as Mali;
			For transfer or deputation-(i) Two years' experience asHead Mali;(ii) Knowledge of Hindi up to Matric Standard.
104	Head Sewerman	-	For Promotion-(i) Literate (can read and write);(ii)Ten years' experience as Sewerman;
			For transfer or deputation-(i) Two years' experience asHead Sewerman;(ii) Can read and write Hindi;
105	Mate	-	For Promotion-Ten years' experience as Beldar;
			For transfer or deputation-(i) Two years' experience asMate(ii) Can read and write Hindi;
106	Peon	(i) Middle Pass;(ii) Knowledge of Hindi upto MiddleStandard.	For transfer or deputation-(i) Middle Pass;(ii) Twoyears' experience as Peon;(iii) Knowledge of Hindi

107	Chowkidar	(i) Middle Pass;(ii) Knowledge of Hindi upto MiddleStandard.	uptoMiddle Standard. For transfer or deputation-(i) Middle Pass;(ii) Twoyears' experience as Chowkidar;(iii) Knowledge of Hindi uptoMiddle Standard.
108	Bill Distributor	(i) Middle Pass;(ii) Knowledge of Hindi upto MiddleStandard.	For transfer or deputation-(i) Middle Pass;(ii) Twoyears' experience as Bill Distributor;(iii) Knowledge ofHindi upto Middle Standard.
109	Khalasi	(i) Middle Pass;(ii) Knowledge of Hindi upto MiddleStandard.	For transfer or deputation-(i) Middle Pass;(ii) Twoyears' experience as Khalasi;(iii) Knowledge of Hindi uptoMiddle Standard.
110	Ferro Khalasi	(i) Middle Pass;(ii) Knowledge of Hindi upto MiddleStandard.	For transfer or deputation-(i) Middle Pass;(ii) Twoyears' experience as Ferro Khalasi;(iii) Knowledge of Hindiupto Middle Standard.
111	Library Attendant	(i) Middle Pass;(ii) Knowledge of Hindi upto MiddleStandard	For transfer or deputation-(i) Middle Pass;(ii) Twoyears' experience as Library Attendant;(iii) Knowledge ofHindi upto Middle Standard.
112	Complaint Attendant	(i) Middle Pass;(ii) Knowledge of Hindi upto MiddleStandard.	For transfer or deputation-(i) Middle Pass;(ii) Twoyears' experience as Complaint Attendant;(iii) Knowledge ofHindi upto Middle Standard.
113	Ward Coolie	(i) Middle Pass;(ii) Knowledge of Hindi upto MiddleStandard.	For transfer or deputation-(i) Middle Pass;(ii) Twoyears' experience as Ward Coolie;(iii) Knowledge of Hindiupto Middle Standard.
114	Mali	(i) Middle Pass;(ii) Knowledge of Hindi upto MiddleStandard.	For transfer or deputation-(i) Middle Pass;(ii) Twoyears' experience as Mali;(iii) Knowledge of Hindi uptoMiddle Standard.
115	Mali-cum-Chowkidar	(i) Middle Pass;(ii) Knowledge of Hindi upto MiddleStandard.	For transfer or deputation-(i) Middle Pass;(ii) Twoyears' experience as Mali-cum-Chowkidar;(iii) Knowledge ofHindi upto Middle Standard.
116	Beldar	(i) Middle Pass;(ii) Knowledge of Hindi upto MiddleStandard.	For transfer or deputation-(i) Middle Pass;(ii) Twoyears' experience as Beldar;(iii) Knowledge of Hindi uptoMiddle Standard.
117	Cleaner		

	(i) Middle Pass;(ii) Two years' experience as Cleaner;(iii) Knowledge of Hindi upto Middle Standard.	For transfer or deputation-(i) Middle Pass;(ii) Two years' experience as Cleaner;(iii) Knowledge of Hindi upto Middle Standard.
118 Road Roller Cleaner	(i) Middle Pass;(ii) Two years' experience as Road Roller Cleaner;(iii) Knowledge of Hindi upto Middle Standard.	For transfer or deputation-(i) Middle Pass;(ii) Two years' experience as Road Roller Cleaner;(iii) Knowledge of Hindi upto Middle Standard.
119 Helper to Mechanic	(i) Middle Pass;(ii) Two years' experience as Helper to Mechanic;(iii) Knowledge of Hindi upto Middle Standard.	For transfer or deputation-(i) Middle Pass;(ii) Two years' experience as Helper to Mechanic;(iii) Knowledge of Hindi upto Middle Standard.
120 Helper to Tubewell Operator	(i) Middle Pass;(ii) Two years' experience as Helper to Tubewell Operator;(iii) Knowledge of Hindi upto Middle Standard.	For transfer or deputation-(i) Middle Pass;(ii) Two years' experience as Helper to Tubewell Operator;(iii) Knowledge of Hindi upto Middle Standard.
121 Helper to Welder	(i) Middle Pass;(ii) Two years' experience as Helper to Welder;(iii) Knowledge of Hindi upto Middle Standard.	For transfer or deputation-(i) Middle Pass;(ii) Two years' experience as Helper to Welder;(iii) Knowledge of Hindi upto Middle Standard.
122 Helper to Fitter	(i) Middle Pass;(ii) Two years' experience as Helper to Fitter;(iii) Knowledge of Hindi upto Middle Standard.	For transfer or deputation-(i) Middle Pass;(ii) Two years' experience as Helper to Fitter;(iii) Knowledge of Hindi upto Middle Standard.
123 Helper to Electrician	(i) Middle Pass;(ii) Two years' experience as Helper to Electrician;(iii) Knowledge of Hindi upto Middle Standard.	For transfer or deputation-(i) Middle Pass;(ii) Two years' experience as Helper to Electrician;(iii) Knowledge of Hindi upto Middle Standard.
124 Laboratory Attendant	(i) Middle Pass;(ii) Two years' experience as Laboratory Attendant;(iii) Knowledge of Hindi upto Middle Standard.	For transfer or deputation-(i) Middle Pass;(ii) Two years' experience as Laboratory Attendant;(iii) Knowledge of Hindi upto Middle Standard.
125 Attendant for O.P.D.	(i) Middle Pass;(ii) Two years' experience as Attendant for O.P.D.;(iii)	For transfer or deputation-(i) Middle Pass;(ii) Two years' experience as Attendant for O.P.D.;(iii) Knowledge

		Knowledge of Hindi upto Middle Standard.	of Hindi upto Middle Standard.
126	Lady Ward Attendant	(i) Middle Pass;(ii) Two years' experience as Lady Ward Attendant;(iii) Knowledge of Hindi upto Middle Standard.	For transfer or deputation-(i) Middle Pass;(ii) Two years' experience as Lady Ward Attendant;(iii) Knowledge of Hindi upto Middle Standard.
127	Valveman	(i) Middle Pass;(ii) Two years' experience as Valveman;(iii) Knowledge of Hindi upto Middle Standard.	For transfer or deputation-(i) Middle Pass;(ii) Two years' experience as Valveman;(iii) Knowledge of Hindi upto Middle Standard.
128	Keyman	(i) Middle Pass;(ii) Two years' experience as Keyman;(iii) Knowledge of Hindi upto Middle Standard.	For transfer or deputation-(i) Middle Pass;(ii) Two years' experience as Keyman;(iii) Knowledge of Hindi upto Middle Standard.
129	Petrolman	(i) Middle Pass;(ii) Two years' experience as Petrolman;(iii) Knowledge of Hindi upto Middle Standard.	For transfer or deputation-(i) Middle Pass;(ii) Two years' experience as Petrolman;(iii) Knowledge of Hindi upto Middle Standard.
130	Oilman	(i) Middle Pass;(ii) Two years' experience as Oilman;(iii) Knowledge of Hindi upto Middle Standard.	For transfer or deputation-(i) Middle Pass;(ii) Two years' experience as Oilman;(iii) Knowledge of Hindi upto Middle Standard.
131	Safai Karamchari	Can read and write Hindi;	For transfer or deputation-(i) Two years' experience as Safai Karamchari;(ii) Can read and write Hindi.
132	Sewerman	Can read and write Hindi;	For transfer or deputation-(i) Two years' experience as Sewerman;(ii) Can read and write Hindi.

\*Substituted by Haryana Government Notification No. S.O. 37/H.A. 16/1994/Section 67/2008 dated 30th April, 2008\*\* Inserted by Haryana Government, Notification No.

S.O.31/H.A.16/1994/Section 67/2009 dated 20th March, 2009.# Substituted by Haryana

Government, Notification No. S.O.41/H.A.16/1994/Section 67/2009 dated 8th April, 2009.##

Haryana Government Notification No. S.O.90/H. A.16/1994/Section 67/2009 dated 30th October,

2009#\* Substituted by Haryana Government, Notification, No. S.O.79/H.A. 16/1994/Section

67/2011 dated 30th September, 2011.Appendix C[See Rule 14(1)]

Sr. No.	Designation of Posts	Appointing authority	Nature of Penalty	Authority empowered to impose	Appellate authority	Second and final appellate
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1	2	3	4	penalty	6	authority, if any
			Minor penalties -			
1*	Chief Engineer					
1A	Senior Town Planner	Government	(i) Warning with a copy in the personal file (characterroll);	Commissioner Government ---		
2	Superintending Engineer		(ii) Censure(iii) withholding of promotion;			
3	Senior Architect					
4	Medical Officer of Health		(iv) recovery from pay of the whole or part of any pecuniaryloss caused by negligence or a breach of orders to CentralGovernment or a State Government or to a company and association or a body of individuals whether incorporated or not			
5	District Attorney					
6	Administrative Officer		which is wholly or substantially owned or controlled by theGovernment or to a local authority or University set up by anAct of Parliament or of the Legislature of			

a State; and

7 Executive Engineer

8 Deputy Town  
Planner

9 Chief Accounts  
Officer

10 Medical Officer

11 Assistant Engineer  
(Civil)

12 Assistant Engineer  
(Mechanical)

13 Assistant Engineer  
(Electrical)

14 Assistant Engineer  
(Horticulture)

(v) withholding of increments of Pay without cumulative effect;  
Major penalties  
-(vi) withholding of increments of pay with cumulative effect;  
(vii) reduction to a lower stage in time scale of pay for a specified period with further directions as to whether or not the government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;

- (viii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced with or without further directions regarding conditions of restoration to the grade or post or service from which the government employee was reduced and his seniority and pay on such restoration to that grade, post of service;
- 15 Assistant Town Planner
- 16 Assistant Architect
- 17 Purchase Officer
- 18 Zonal and Taxation Officer
- 19 Establishment Officer
- (ix) Compulsory retirement; (x) removal from Service which shall not be a disqualification for future employment under



the Government;

20 Assistant Estate  
Officer

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

21 Social Welfare  
Officer

22 Accounts Officer  
23 Assistant Divisional  
Fire Officer  
24 Assistant District  
Attorney  
25 Assistant Accounts  
Officer  
26 Tehsildar  
27 Circle Head  
Draftsman  
28 Architectural  
Assistant  
29 Planning Assistant

Minor penalties -

1 Naib Tehsildar

Commissioner

(i) Warning with  
a copy in the  
personal file  
(Character roll);

Commissioner Government

2 Superintendent

3 Land and Licensing  
Officer

4 Treasurer

(ii) censure;  
(iii) withholding  
of promotion;  
(iv) recovery from  
pay of the whole  
or part of any  
pecuniary loss  
caused by  
negligence or a  
breach of orders  
to

central Government  
or a State  
Government or to  
a company and  
association or a  
body of  
individuals  
whether  
incorporated or  
not which  
is wholly or  
substantially  
owned or  
controlled by the  
Government or to  
a local authority  
or University set  
up by an Act  
of Parliament or  
of the Legislature  
of a State; and

- 5 Personal Assistant
- 6 Fire Station Officer
- 7 Head Draftsman
- 8 Junior Architectural  
Draftsman
- 9 Junior Engineer  
(Civil) or Building  
Inspector

- 10 Junior Engineer  
(Mechanical)

- 11 Junior Engineer  
(Electrical)

- 12 Junior Engineer  
(Horticulture)

(v) withholding of  
increments of pay  
without  
cumulative effect;  
Major penalties  
-(vi) Withholding  
of increments  
of pay with  
cumulative effect;  
(vii) reduction to  
a lower stage in  
time scale of pay  
for a specified  
period, with

further directions  
as to whether or  
not the  
government  
employee will  
earn increments  
of pay during  
the period of such  
reduction and  
whether on the  
expiry of  
such period, the  
reduction will or  
will not have the  
effect  
of postponing the  
future increments  
of his pay;

- 13 Assistant Fire Station  
Officer
- 14 Dispenser
- 15 Senior Sanitary  
Inspector
- 16 Assistant
- 17 Legal Assistant
- 18 Senior Scale  
Stenographer

(viii) reduction to  
a lower scale of  
pay, grade, post  
or service which  
shall ordinarily be  
a bar to the  
promotion of  
the Government  
employee to the  
time scale of pay,  
grade, post  
or service from  
which he was  
reduced with or  
without  
further directions  
regarding  
conditions of

restoration to the  
grade or post or  
service from  
which the  
government  
employee was  
reduced and his  
seniority and pay  
on such  
restoration to that  
grade, post of  
service; (ix)  
Compulsory  
retirement;

- 19 Road Inspector
- 20 Draftsman
- 21 Vehicle Inspector
- 22 Electrical Foreman
- 23 Mechanical Foreman
- 24 Senior Librarian
- 25 Radiographer
- 26 Laboratory  
Technician

(x) removal from  
Service which  
shall not be  
a disqualification  
for future  
employment  
under the  
Government;

- 27 Leading Fireman

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

- 28 Sanitary Inspector
- 29 Electrician
- 30 Inspector (Octroi)

- 31 Inspector (Taxation)
- 32 Inspector (Accounts)
- 33 Driver (Fire Brigade)
- 34 Driver (Vehicle)
- 35 Kanungo
- 36 Sewer Engine  
Mechanic
- 37 Diesel Engine  
Mechanic
- 38 Junior Librarian
- 39 Sewer Inspector
- 40 Tubewell Mechanic
- 41 Vehicle Mechanic
- 42 Water Meter  
Mechanic
- 43 Surveyor
- 44 Plumber Fitter  
Grade-I
- 45 Carpenter
- 46 Junior Scale  
Stenographer
- 47 Steno Typist
- 48 Fireman
- 49 Assistant Sanitary  
Inspector
- 50 Multipurpose Health  
Worker (Female)
- 51 Horticulture  
Inspector
- 52 Road Roller Driver
- 53 Patwari
- 54 Plumber Fitter  
Grade-II
- 55 Clerk
- 56 Meter Reader
- 57 Computer Clerk
- 58 Telephone Operator
- 59 Tracer
- 60 Ferror Engineer

- 61 Welder
- 62 Meson
- 63 Tubewell Operator
- 64 Sewer Engine  
Operator
- 65 Diesel Engine  
Operator
- 66 Craft Teacher
- 67 Painter
- 68 Switch Operator
- 69 Generator Operator
- 70 Assistant Electrician
- 71 Assistant Plumber  
Fitter
- 72 Assistant Tubewell  
Operator
- 73 Sanitary Daroga
- 74 Head Mali
- 75 Head Sewerman
- 76 Mate
- 77 Peon
- 78 Chowkidar
- 79 Bill Distributor
- 80 Khalasi
- 81 Ferro Khalasi
- 82 Library Attendant
- 83 Complaint Attendant
- 84 Ward Coolie
- 85 Mali
- 86 Mali-cum-Chowkidar
- 87 Beldar
- 88 Cleaner
- 89 Road Roller Cleaner
- 90 Helper to Mechanic
- 91 Helper to Tubewell  
Operator
- 92 Helper to Welder
- 93 Helper to Fitter

- 94 Helper to Electrician
- 95 Laboratory Attendant
- 96 Attendant for O.P.D.
- 97 Lady Ward Attendant
- 98 Valveman
- 99 Keyman
- 100 Petrolman
- 101 Oilman
- 102 Safai Karamchari
- 103 Sewerman

\* Inserted by Haryana Government, Notification No. S.O.31/H.A.16/1994/Section 67/2009 dated 20th March, 2009. Appendix D[See rule 14(2)]

Sr. No.	Designation of Posts	Nature of order	Authority empowered to make the order	Appellate authority	Second and final appellate authority, if any
1	2	3	4	5	6
1*	Chief Engineer				
1A	Senior Town Planner	(i) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension;	Government	--	--
2	Superintendent Engineer				
3	Senior Architect				
4	Medical Officer of Health	(ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation.			
5	District Attorney				
6	Administrative Officer				
7	Executive Engineer				
8	Deputy Town Planner				
9	Chief Accounts Officer				
10	Medical Officer				

- 11 Assistant Engineer  
(Civil)
- 12 Assistant Engineer  
(Mechanical)
- 13 Assistant Engineer  
(Electrical)
- 14 Assistant Engineer  
(Horticulture)
- 15 Assistant Town  
Planner
- 16 Assistant Architect
- 17 Purchase Officer
- 18 Zonal and Taxation  
Officer
- 19 Establishment Officer
- 20 Assistant Estate Officer
- 21 Social Welfare Officer
- 22 Accounts Officer
- 23 Assistant Divisional  
Fire Officer
- 24 Assistant District  
Attorney
- 25 Assistant Accounts  
Officer
- 26 Tehsildar
- 27 Circle Head Draftsman
- 28 Architectural Assistant
- 29 Planning Assistant

- |   |                               |  |              |            |
|---|-------------------------------|--|--------------|------------|
| 1 | Naib Tehsildar                | (i) reduction of<br>withholding the amount<br>of ordinary or additional<br>pension admissible<br>under the rules<br>governing pension; | Commissioner | Government |
| 2 | Superintendent                |  |              |            |
| 3 | Land and Licensing<br>Officer |  |              |            |
| 4 | Treasurer                     | (ii) terminating the<br>appointment otherwise<br>than on his attaining the   |              |            |



age fixed for  
superannuation.

- 5 Personal Assistant
- 6 Fire Station Officer
- 7 Head Draftsman
- 8 Junior Architectural  
Draftsman
- 9 Junior Engineer (Civil)  
or Building Inspector
- 10 Junior Engineer  
(Mechanical)
- 11 Junior Engineer  
(Electrical)
- 12 Junior Engineer  
(Horticulture)
- 13 Assistant Fire Station  
Officer
- 14 Dispenser
- 15 Senior Sanitary  
Inspector
- 16 Assistant
- 17 Legal Assistant
- 18 Senior Scale  
Stenographer
- 19 Road Inspector
- 20 Draftsman
- 21 Vehicle Inspector
- 22 Electrical Foreman
- 23 Mechanical Foreman
- 24 Senior Librarian
- 25 Radiographer
- 26 Laboratory Technician
- 27 Leading Fireman
- 28 Sanitary Inspector
- 29 Electrician
- 30 Inspector (Octroi)
- 31 Inspector (Taxation)
- 32 Inspector (Accounts)
- 33 Driver (Fire Brigade)

- 34 Driver (Vehicle)
- 35 Kanungo
- 36 Sewer Engine  
Mechanic
- 37 Diesel Engine  
Mechanic
- 38 Junior Librarian
- 39 Sewer Inspector
- 40 Tubewell mechanic
- 41 Vehicle Mechanic
- 42 Water Meter Mechanic
- 43 Surveyor
- 44 Plumber Fitter Grade-I
- 45 Carpenter
- 46 Junior Scale  
Stenographer
- 47 Steno Typist
- 48 Fireman
- 49 Assistant Sanitary  
Inspector
- 50 Multipurpose Health  
Worker (Female)
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- 53 Patwari
- 54 Plumber Fitter  
Grade-II
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- 64 Sewer Engine Operator
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- 66 Craft Teacher
- 67 Painter
- 68 Switch Operator
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- 70 Assistant Electrician
- 71 Assistant Plumber  
Fitter
- 72 Assistant Tubewell  
Operator
- 73 Sanitary Daroga
- 74 Head Mali
- 75 Head Sewerman
- 76 Mate
- 77 Peon
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101 Oilman

102 Safai Karamchari

103 Sewerman

\* Inserted by Haryana Government, Notification No. S.O.31/H.A.16/1994/Section 67/2009 dated 20th March, 2009.