

Haryana State Agricultural Marketing Board Service Rules, 1974

HARYANA

India

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Rule

HARYANA-STATE-AGRICULTURAL-MARKETING-BOARD-SERVICE-R of 1974

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Part I – 1. Short title and application.

(1)These rules may be called the Haryana State Agricultural Marketing Board Service Rules, 1974.(2)They shall apply to all employees in the Service of the Board except those governed by specific agreements :Provided that in the case of Government servants on deputation, they shall apply to the extent specified in the terms and conditions of their deputation.

2. Definitions.

- In these rules, unless the context otherwise requires,(a)"Act" means the Punjab Agricultural Produce Markets Act, 1961;(b)"Chairman" means the Chairman of the Haryana State Agricultural Marketing Board;(bb)["Chief Administrator" means the Chief Administrator of the Haryana State Agricultural Marketing Board.] [Added by Haryana Government notification No. GSR 110/PA 23/61/s.43/80 dated 27th October, 1980.](c)"direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer or deputation of an official already in service of the Government of India or any State Government;(d)"Education Board" means the Haryana Education Board established under the provisions of the Haryana Board of School Education Act, 1971, or any other education board established by law in any of the States of India;(e)"Government" means the Haryana Government in the administrative

department;(f)"recognised University" means -(i)any University incorporated by law in India; or(ii)in the case of a degree, diploma or certificate obtained as a result of examination held before the 15th August, 1947, the Punjab, Sind or Dacca University; or(iii)any other university which is declared by the Government to be a recognised university for the purposes of these rules;(g)"Secretary" means the Secretary of the Haryana State Agricultural Marketing Board;(h)"Service" means the Haryana Agricultural Marketing Board Service.

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 Board to add or reduce the number of such posts or create new posts with different designations [-] [Omitted the words 'and scales of pay' vide Haryana Notification dated 30.11.1984.] either permanently or temporarily.

4. Nationally, domicile and character of candidates appointed to the Service.

(1)No person shall be appointed to the Service unless he is -(a)a citizen of India; or(b)a subject of Sikkim; or(c)a subject of Nepal; or(d)a subject of Bhutan; or(e)a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India; or(f)a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka (formerly Ceylon) and East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India :Provided that a person belonging to categories (c), (d), (e) and (f) shall be person in whose favour a certificate of eligibility has been issued by the Government and if he belongs to category (f), the certificate of eligibility will be issued for a period of one year, after which such a person will be retained in the Service subject to his having acquired Indian citizenship.(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 on his furnishing proof that he has applied for the certificate and he may also provisionally be appointed subject to the necessary certificate being issued to him by the Government.(3)No person shall be appointed to the Service by direct recruitment unless he produces -(i)a certificate of character from the principal academic officer of a university, college, school or institution last attended, if any; and similar certificates from two 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; and(ii)a medical certificate of physical fitness as required under Rule 3.1 of the Punjab Civil Services Rules, Volume I, Part I.

5. Age.

- No person shall be appointed to the Service by direct recruitment unless he is not less than seventeen years and not more than [thirty years] [Substituted for the words 'twenty-seven years' vide Haryana Notification dated 11.7.1980.] of age, on or before the first day of January, next

preceding the last day of submission of application to the Board. Provided that in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time. [Provided further that in the case of candidates already in the service of the Board, the upper age limit shall be thirty-five years or such other upper age limit as the State Government may, from time to time, fix.] [Inserted vide Haryana Notification dated 11.7.1980.] [Provided that in the case of persons already in the service of Haryana Government, the upper age limit shall be 35 years.] [Inserted vide Haryana Notification dated 20.3.1990.]

6. [Appointing authority. [Table Substituted vide Haryana Notification dated 23.7.1984.]

- Appointments to the posts, specified in column 2 of the table given below, in the Service shall be made by the authorities mentioned against each in column 3 of the table] :-

S.No.	Designation of post	Appointing Authority
1	2	3
1	Superintending-Engineer	Board
2	Regional Town Planner	Board
3	Administrative Officer	Board
4	Chief Marketing Enforcement Officer	Board
5	Officer on Special Duty	Board
6	Chief Accounts Officer	Board
7	Chartered Accountant	Board
8	Co-ordination Officer	Board
9	Marketing Development Officer	Board
10	Executive Engineer	Board
11	Architect	Board
12	Sub-Divisional Officer	Chief Administrator
13	Project Officer	Chief Administrator
14	Assistant Architect	Chief Administrator
15	Senior Marketing Enforcement Officer	Board
16	Assistant Accounts Officer	Chief Administrator
17	Junior Accounts Executive	Chief Administrator
18	Superintendent	Chief Administrator
19	Marketing Enforcement Officer	Chief Administrator
20	Inspecting Officer (Grading)	Chief Administrator
21	Assistant Project Officer	Chief Administrator
22	Superintendent (Accounts)	Chief Administrator

23	Divisional Accountant	Chief Administrator
24	Deputy Superintendent	Chief Administrator
25	Commercial Accountant	Chief Administrator
26	Assistant/Head Clerk	Chief Administrator
27	P.A. to Chairman/Secretary	Chief Administrator
28	Architectural Assistant	Chief Administrator
29	Senior Draftsman (Arch.)	Chief Administrator
30	Circle Head Draftsman	Chief Administrator
31	Accountant	Chief Administrator
32	Naib-Tehsildar	Chief Administrator
33	Senior Scales Stenographer	Chief Administrator
34	Head Draftsmen	Chief Administrator
35	Junior Draftsman (Arch.)	Chief Administrator
36	Junior Engineer	Chief Administrator
37	Technical Assistant	Chief Administrator
38	Sub-Divisional Clerk	Chief Administrator
39	Accounts Clerks/Auditors	Chief Administrator
40	Junior Scale Stenographers	Chief Administrator
41	Kanungo	Chief Administrator
42	Steno-typists	Chief Administrator
43	Assistant Draftsman	Chief Administrator
44	Clerks	Chief Administrator
45	Patwari	Chief Administrator
46	Tracer	Chief Administrator
47	Driver	Chief Administrator
48	Ferro Printer	Chief Administrator
49	Electrician	Chief Administrator
50	Restorer	Chief Administrator
51	Duplicating Machine Operator	Chief Administrator
52	Daftri	Secretary
53	Road Roller Driver	Chief Administrator
54	Peon/Peon-cum-Chowkidar	Chief Administrator
55	Chowkidar	Chief Administrator
56	Sweeper	Chief Administrator
57	Mail	Chief Administrator
58	Ferro Khalasi	Secretary
59	Road Roller Cleaner	Secretary

60	Plumber	Secretary
61	Computer	Secretary
62	Legal Assistant	Secretary
MARKET COMMITTEES		
63	Selection Grade Secretary	Chief Administrator
64	Marketing Inspector (Grading)	Chief Administrator
65	Secretary	Chief Administrator
66	Assistant Secretary	Chief Administrator
67	Accountant/Head Clerk	Chief Administrator
68	Senior Grader	Chief Administrator
69	Mandi Supervisor	Chief Administrator
70	Fee Collector	Chief Administrator
71	Clerk	Chief Administrator
72	Auction Recorder	Chief Administrator
73	Care-taker	Chief Administrator
74	Grader	Chief Administrator
75	Assistant Order	Chief Administrator
76	Vaid/Up-vaid	Chief Administrator
77	Tubewell Driver/Operator	Chief Administrator

7. Qualifications.

- No person shall be appointed to the service, unless he is in possession of the qualification and experience specified in column 2 of Appendix B to these rules in the case of direct recruitment and those specified in column 3 of the said Appendix in the case of recruitment other than by direct recruitment.

8. Disqualifications.

- No person shall be eligible for appointment to any post in the Service -(a)who has entered into or contracted a marriage with a person having a spouse living;(b)who, having a spouse living, has entered into or contracted a marriage with any person :Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule;(c)who has been dismissed from the service of the Government of India or any State Government or a local authority or Corporation.

9. Pay of members of service.

- The member of the Service shall be entitled to such scales of pay including special, if any, and other allowances as may be authorised by the [Government] [Substituted for the word 'Board' vide

Haryana Notification dated 30.11.1984.] from time to time. The scales of pay at present in force in respect of various posts are given in Appendix A to these rules.

10. Method of recruitment.

- Recruitment to the Service shall be made in the manner as specified in column 4 of Appendix B to these rules. Note 1. - All promotions shall be made on the basis of seniority- cum-merit. [Note 2. - Unless otherwise provided, where appointment is to be made both by direct recruitment and other than by direct recruitment 33-1/3 percent posts shall be filled in by direct recruitment and 66-2/3 percent posts by other than direct recruitment.] [Substituted vide Haryana Notification dated 15.6.1983.]

11. Probation.

(1) Persons appointed to 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 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 to the Service shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to 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 appointment, dispense with his services; and (b) if such person is appointed otherwise than by direct appointment, -(i) revert him to his former post; (ii) deal with him in such other manner as the terms and conditions of his 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 period satisfactory, if there is no permanent vacancy; or (b) if his work or conduct has, in its opinion, not been satisfactory -(i) dispense with his services, if appointed by direct recruitment, or if appointed otherwise revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment permit; or (ii) extend his period of probation and thereafter pass such orders as it would 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.

12. Seniority of members of Service.

- Seniority, inter se of members of the Service shall be determined by the length of their continuous service on the 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

members appointed by direct recruitment, the order of merit determined by the appointing authority mentioned in these rules shall not be disturbed in fixing the seniority :Provided further that in the case of two 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 transfer;(b)a member appointed by promotion shall be senior to a member appointed by transfer;(c)in the case of member 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 in higher rate of pay in his previous appointment and if the rates of pay drawn are also the same, then by their length of service in those appointments and if the length of such service is also the same, an older member shall be senior to a younger member.

13. Liability to service.

- A member of the Service shall be liable to serve at any place, whether within or without the State of Haryana, on being ordered so to do by [the Chief Administrator] [Substituted vide Haryana Notification dated 23.7.1984.]

14. Leave, provident fund and other matters.

(1)In respect of pay, leave and all other matters not expressly provided for in these rules except provident fund and gratuity, the members of the Service shall be governed by the Punjab Civil Service Rules, as applicable in the State of Haryana from time to time and such other rules and regulations as may have been or may hereafter be made by the Government and adopted by the Board.(2)In respect of provident fund and gratuity the members of the Service shall be governed by the Punjab State Agricultural Marketing Board and Market Committees Employees Provident Fund and Gratuity Rules, 1965.

15. Discipline, penalties and appeals.

(1)In matters relating to discipline, punishments and appeals, the members of the Service shall be governed by the Punjab Civil Service (Punishment and Appeal) Rules, 1952, as applicable in the State of Haryana from time to time :Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties, the appellate authority shall, subject to the provisions of any law or rules made under sub-section (2) of Section 43 of the Punjab Agricultural Produce Markets Act, 1961, be as specified in Appendix C to these rule.(2)The authority competent to pass an order under clauses (c) and (d) of sub-rule (1) of rule 10 of the Punjab Civil Service (Punishment and Appeal) Rules, 1952 and the appellate authority, shall also be as specified in Appendix C to these rules.

16. Vaccination.

- Every member of the Service shall get himself vaccinated and revaccinated if and when the Board so directs by a special or general order.

17. Power of relaxation.

- Where the Board is of the opinion that it is necessary or expedient so to do, 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 with the approval of the Government.

18. Repeal and saving.

- Any rule or resolution of the Board applicable to the Service and corresponding to any of these rules which is in force immediately before the commencement of these rules is hereby repealed :Provided that any order made or action taken under the rule or resolution of the Board as repealed shall be deemed to have been made or taken under the corresponding provision of these rules. Appendix A (See rules 3 and 9)

Serial No.	Designation of posts	Posts	Scale of Pay
1	Superintending Engineer	1	Rs. 1,600-50-1,800/100-2,000
2	Executive Engineers	2	Rs. 750-50-1,000-50-1300
3	Administrative Officer	1	Rs. 400-30-580/40-720/50-800/50-1,000/50-1250
4	Project Officer	1	Rs. 400-30-580/40-720/40-800/50-1,000/50-1,250
5	Accounts Officer	1	Rs. 600-35-740/40-1100
6	Sub-Divisional Officers	7	Rs. 400-30-740/40-1100
7	Assistant Architect	1	Rs. 400-30-700/40-1100
8	Superintendent (Administration)	1	Rs. 500-30-650/30-800/50-850
9	Marketing Development Officer	1	Rs. 350-25-500/30-590/30-830/35-900
10	Senior Marketing Inspectors	3	Rs. 350-25-550/30-700
Head Office Staff			
11	Superintendent (Accounts)	1	Rs. 270-15-435/20-575
12	Assistant Superintendents	3	Rs. 300-20-400/20-500
13	Senior Auditor	1	Rs. 300-25-450/25-600

14	Accountant	1	Rs. 250-10-300/15-450
15	Personal Assistant to the Chairman	1	Rs. 225-15-360/20-500 Plus Rs. 50
16	Assistants	18	Rs. 225-15-360/20-500
17	Head Clerk	1	Rs. 225-18-360/20-500
18	Senior Scale Stenographer	3	Rs. 225-15-360/20-500.
19	Junior Scale Stenographer	3	Rs. 140-6-170/8-210/10-300 with a start of Rs. 158.
20	Steno-typists	3	Rs. 110-4-130/5-160/5-225 plus Rs. 25 as special pay. Rs. 25 as special pay.
21	Clerks	48	Rs. 110-4-130/5-160/5-225
22	Patwaris	3	Rs. 110-4-130/5-160/5-225
23	Drivers	8	Rs. 110-4-130/5-160/6-180 plus Rs. 30 as special pay.
24	Restorer	1	Rs. 100-4-140/5-160
25..	Duplicating Machine Operator	1	Rs. 100-4-140/5-160
Construction Staff			
26	Architectural Assistant	1	Rs. 350-25-600
27	Senior Draftsman (Architecture)	1	Rs. 350-20-450/25-600
28	Head Draftsman	1	Rs. 250-15-400/20-500
29	Junior Draftsman (Architecture)	2	Rs. 250-10-300/15-450
30	Sectional Officers	35	Rs. 200-10-280/15-430/20-540
31	Assistant Draftsman (Architecture)	3	Rs. 160-10-280/15-400
32	Tracers	2	Rs. 110-4-130/5-160/5-225
Field Staff			
33	Marketing Inspectors	10	Rs. 300-25-450/25-600
34	Inspecting Officer (Grading)	1	Rs. 350-25-750
35	Vigilance Officers	6	Rs. 325-25-450/25-600
36	Secretaries, Market Committees	86	Rs. 250-10-300/15-450 (including 6 posts of leave reserve)
37	Marketing Inspectors (Grading)	8	Rs. 250-10-300/15-450

38	Assistant Secretaries (Market Committees)	50	Rs. 220-10-280/15-400
39	Head Clerks/Head Clerk-cum-Accountants	7	
40	Accountants	76	Rs. 160-10-280/15-400
41	Senior Graders	2	
42	Fee Collectors	152	Rs. 140-6-170/8-210/10-300
43	Mandi Supervisors	128	Do
44	Vigilance Supervisors	40	
45	Clerks	58	Rs. 110-4-130/5-160/5-225
46	Auction Recorders	230	Do
47	Care Takers	16	Do
48	Graders	4	Do
49	Assistant Graders	4	Rs. 100-4-140/5-160

Appendix 'B'(See Rule 7 and 10)

Serial No.	Designation of posts	Academic qualifications and experience	if any	for direct recruitment
1	2	3	4	5
1	Superintending Engineer	*[-]	*[B.Sc. Engineering (Civil) or equivalent with a total 7 years service as Executive Engineer, provided that qualifications at the time of promotion had not been relaxed with the approval of the State Government.]	(i) Promotion from Executive Engineer or (ii) transfer or deputation
2	Executive Engineer	***[Bachelor of Engineering or equivalent with six years' experience in the Board as Sub-Divisional Officer and has passed departmental examination as prescribed by the Board ; or	66-2/3% by promotion from Sub-Divisional Officer ;	

		Eighth years' experience in the Board as Sub-Divisional Officer and has passed departmental examination as prescribed by the Board.	33%	189% by transfer or deputation
2A.	*[Architect		(i) Possesses degree or equivalent Diploma in architecture of a recognised university or institution. (ii) Five years' experience as an Assistant Architect in the Board.	By promotion.]
3	**[Under Secretary	(i) Graduate of a recognised University; and (ii) has at least ten years' experience in the Administration in any Government Office/Local Body/Corporation	H.S.S. Officer	By deputation from Haryana Civil Secretariat/Financial Commissioner's Office.]
4	Project Officer	(i) Graduate of a recognised University; and (ii) has at least ten years experience of developmental activities	At least seven years' experience of development work in the Board at the level of Senior Marketing Inspector and above or comparable experience in the Government Department	(i) By promotion from Marketing Development Officer and Senior Marketing Inspector in the Service; or (ii) by transfer or deputation, or (iii) By Direct Recruitment
5	Accounts Officer	(i) Graduate of a recognised University; and (ii) has passed S.A.S. examination; and (iii) has at least ten years' experience of supervising the accounts.	(i) Graduate of a recognised University; and (ii) has passed S.A.S. examination; and (iii) has at least ten years' experience of supervising the accounts	(i) by transfer or deputation from Government; or (ii) by direct recruitment; or (iii) by promotion from Senior Auditor/Superintendent Accounts
6				

Sub-Divisional Officer	**[B.Sc. Engineering in respective branch of Engineering or its equivalent]	(i) Diploma in the respective branch of Engineering or Draftsman (Civil) with ten years experience as Junior Engineer or Assistant Draftsman; or (ii) In case of Junior Engineer or Assistant Draftsman who possesses A.M.I.E. qualification five years experience and two years experience in the case of degree holders.]	*[(i) by direct recruitment; or (ii) by promotion; (iii) by transfer or deputation; to be filled in the manner as under :-
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Posts allotted to various categories in a lot of 15 posts divided into 3 blocks 5 posts of each

	Total of each category	I	II	III	Total
(i) by direct recruitment	2	2	2	2	6
(ii) by promotion from Sectional Officers	1	3	2	5	
(iii) by promotion from, [Assistant Draftsman]	1	1	
(iv) by promotion from Sectional Officers/[Assistant Draftsman], possessing qualification of AMIE	1	..	1	2	
Total	5	5	5	15	

Note. - 1. - In case suitable candidates are not available from source No. (iv) the vacancy shall be filled by direct recruitment. [Note. - 2. [Column 5 of Sr. No. 6 Substituted vide Haryana Notification dated 15.6.1993 and subsequently modified vide Haryana Notification dated 23.1.1987.] - In case a candidate is not available from source (i) or (iii) and a person has to be appointed in public interest as a stop-gap arrangement from other than the allotted source such a person shall be liable to be reverted to his original cadre when a candidate from the allotted source is available and the period of service rendered by such person will not be reckoned for the purpose of seniority.]

7	Assistant Architect	Degree or equivalent diploma in architecture with at least one year's experience after qualification	(i) Working as architectural assistant with three years' experience in case of degree or its equivalent diploma holders (ii) five years' experience as architectural Assistant in case of State Board Diploma holders
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8	Superintendent Administration	(i) graduate of a recognised University and(ii) has atleast ten years' experience as an assistant or five years'supervisory experience, in a Government Office	At least ten years' service in Board/A' Class Government Officeas Assistant and above with at least three years in a supervisorycapacity
9	Marketing Development Officer	...	At least three years' experience as Senior Marketing Inspector
10	Senior Marketing Inspector	...	At least three years' experience as a Marketing Inspector orSelection Grade Secretary
Head Office Staff			
11	Superintendent (Accounts)	(i) Graduate of a recognised University; and(ii) passedS.A.S. examination(iii) and has at least three years'experience of supervising the accounts	(i) Graduate of a recognised University; and(ii) passedS.A.S. examination (iii) at least three years' experience ofsupervising the accounts
12	Assistant Superintendent	(i) Graduate of a recognised University; and(ii) has atleast seven years' experience as an assistant in Government office	At least seven years' experience as an assistant in Board'soffice or in 'A' Class Government Office
13	Senior Auditor	(i) Graduate of a recognised University; and(ii) passedS.A.S. examination	(i) Graduate of a recognised University; and(ii) passedS.A.S. examination
14	Accountant	(i) Graduate of a recognised University; and(ii) at leastthree years experience in accounts and audit work in a Governmentoffice/semi-Government body	(i) Graduate of a recognised University; and(ii) at leastthree years experience in accounts and audit work in a Governmentoffice/semi-C

15	Personal assistant to Chairman	(i) Graduate of a recognised University; and(ii) has leastseven years' service as Stenographer in a Government office/localbody/corporation	body At least five years' experience as senior scale Stenographer inthe Board/Government office
16	Assistant/Head Clerk	(i) Graduate of a recognised University with five years'clerical experience in a Government office/localbody/corporation/Board	(i) in the case of promotion
17	Senior Scale Stenographer	(i) Graduate of a recognised University; and(ii) Possessesspeed of 120 words per minute in short-hand and 40 words perminute in type-writing	(i) in case of promotion, he has at least three years'experience as Junior Scale Stenographer and has a speed of 120words per minute in short-hand and 40 words per minute in type-writing(ii) in case of appointment by transfer ordeputation he should be a graduate of a recognised University andshould already be working on the post of senior scale stenographerin 'A' Class Government office
18	Junior Scale Stenographer	(i) Graduate of a recognised University;(ii) has passed in a competitive test held by the Board at the time of recruitment atthe speed of 100 words per minute in short-hand and 40 words perminute	(i) in case of promotion he has at least three years' servicesas a Steno-typist in the office of the Board and has acquired aspeed of 100

		in type-writing	words per minute in short-hand and 40 words per minute in type-writing(ii) in the case of appointment by transfer or deputation, he should be a graduate of a recognised University and should already be working in the post of Junior Scale Stenographer in 'A' Class Government office
19	Steno-typist	(i) Has passed the matriculation examination or its equivalent examination of a recognised University/Education Board;(ii) and has the speed of 80 words per minute in short-hand and 30 words per minute in type-writing	(i) in case of promotion he has acquired a speed of 80 words per minute in short-hand and 30 words per minute in type-writing(ii) in the case of appointment by transfer or deputation, he should already be working as steno-typist in an 'A' class government office
20	Clerk	(i) Has passed the matriculation examination or its equivalent examination of a recognised University/Education Board; and(ii) knows type-writing;	(i) knows type-writing(ii) has at least one year service in the Board/government office.
21	Patwari	Should have passed Patwar Examination held by the Revenue Department	...
22	Driver	(i) Working knowledge of Hindi and English;(ii) at least 5 years' experience in driving	(i) Working knowledge of Hindi and English;(ii) at least five years' driving experience
23	Restorer/Gastener Operator	Has passed the Matriculation examination or its equivalent examination of a recognised University/recognised	In the case of promotion, he has adequate knowledge of Hindi and English. Knowledge of

Construction Staff		Education Board and has at least one year's experience of operating a Gestener machine	operating Gestener machine to the satisfaction of appointing authority
			Degree or its equivalent diploma in architecture; or State Board diploma in architectural assistantship with three years' experience as Senior Draftsman; or four years' experience as senior Draftsman in case of non-qualified person.
24	Architectural Assistant	Degree or its equivalent Diploma in architecture; or State Board diploma in architectural assistantship with at least six years experience after qualifying	
25	Senior Draftsman (Architecture)	Degree or its equivalent diploma in architecture; or State Board diploma in architectural assistantship with at least four years' experience after qualifying	Degree or its equivalent diploma in architecture; or State Board diploma in architectural assistantship with three years' experience as junior draftsman; or six years' experience as junior draftsman in case of non-qualified persons
*[25-A.	Circle Head Draftsman	...	At least five years' experience as Head Draftsman
26	Head draftsman	Diploma in Draftsmanship (Civil) with five years' experience	*[Diploma in Draftsmanship (Civil) with five years' experience as Assistant Draftsman (Civil);
27	Junior Draftsman (Architecture)	State Board diploma in architectural assistantship with at least one year experience after qualifying	State diploma in architectural assistantship with one year experience as assistant draftsman; or five years experience

			as assistant draftsman in case of non-qualified persons
28	**[Junior Engineer	Diploma in respective branch of Engineering	Diploma in respective branch of Engineering;]
29	Assistant Draftsman	Diploma in draftsmanship (Civil)	**[Diploma in draftsmanship or five years experience as tracer who has qualified the test prescribed by the Board.]
30	Assistant Draftsman (Architecture)	State Board diploma in architectural assistantship	State Board diploma in architectural assistantship or matriculate with five years' experience as Tracer/Ferroprinter
31	Tracer	Matriculate with drawing as one of the subjects	*[Matric or its equivalent with Drawing as one of the subjects.]
Field Staff			
32	[District Marketing Enforcement Officer	...	(i) Graduate of a recognised university; and (ii) At least five years' experience as Secretary, Market Committee]
33	Inspecting Officer (Grading)	(i) Graduate of a recognised university; and (ii) has received training in Grading supervisors' course of the Government of India; or should have received training diploma course in agricultural marketing of the Government of India; (iii) three years' experience of grading and marketing intelligence work	(i) With three years' Experience as Marketing (ii) Marketing Inspector having received training of grading supervisors' course of the Government of India
34	Selection grade Secretary	...	At least five years' experience as Secretary Market Committee
35	Secretary Market Committee	(i) **[Graduate of a recognised	(i) Graduate of a

		university; and(ii)adequate knowledge of Punjab Agricultural Produce Markets Act,1961, and rules and regulations framed thereunder	recognised University; and(ii) atleastfive years experience as Assistant Secretary
36	Marketing Inspector (Grading)	**[B.Sc. (Agriculture)	-
37	Assistant Secretary (Market Committee)	**[(i) Graduate of a recognised university; and(ii)knowledge of Punjab Agricultural Produce Markets Act, 1961, andthe rules and regulations framed thereunder	(i) Graduate of a University; and(ii) atleast at five yearsexperience as Mandi Supervisor
38	Head Clerk-cum-Accountant/Head Clerk Accountant	(i) [B.A. or B.Sc. of a recognised university having at leastthree years experience in accounts and audit work in a Governmentoffice or semi-Government body; or(ii) B.Com. of recogniseduniversity.]	At least three years' experience as Mandi Supervisor/FeeCollector

39	Senior Grader	...	A Matriculate having experience of grading work for five years and received training of graders
40	Fee Collector/Mandi Supervisor	(i) Graduate of recognised University; and (ii) Adequate knowledge of Act Rules	At least a Matriculate of a recognised University/Education Board with four years experience as Auction Recorder/Caretaker/Clerk in a Market Committee
41	Clerk/Auction Recorder/Care-Taker of Market Committee	Should have passed the Matriculation examination of a recognised University Education Board with knowledge of typing	
42	Grader	Should have passed the Matriculation examination of a recognised University/Education Board in the second division	Should have two years' experience of grading work as assistant grader
43	Assistant Graders	Should have passed Matriculation examination of a	

recognised University/Education
Board

*Vide Haryana Notification dated 15.6.1983. **Vide Haryana Notification dated 23.1.1987. ***Substituted by Haryana Government notification No. G.S.R.26/P.H. 23/61/S. 43/92. Dated 3rd April, 1992. #Substituted for the words 'Circle Head Draftsman' vide Haryana Notification dated 23.1.1987. ##Vide Haryana Notification dated 29.8.1980. [Appendix C] [Substituted vide Haryana Notification dated 23.7.1984.][See rule 15(1)]

Serial No.	Designation of post	Nature of penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5
1	Superintending Engineer	(a) Waring with a copy on the personal file;	1. Board in respect of posts at Serial No. 1 to 11 and 15 regarding penalties mentioned at (a) to (g) under column 3	Government
2	Regional Town Planner			
3	Administrative Officer	(b) Censure;		
4	Chief Marketing Enforcement Officer	(c) Withholding of increments or promotion including stoppage at an efficiency bar		
5	Officer on Special Duty	2. Chief Administrator in respect of post at Government Serial No. 12 to 14, 16 to 51, 53, and 60 to 62 regarding penalties mentioned at (a) to (g) under column 3, and in respect of posts at Serial No. 63 to 77 regarding penalties mentioned at (d) to (g) under column 3	Government	
6	Chief Accounts Officer			
7	Chartered Accountant	(d) Recovery from pay of the whole or part of any pecuniary loss caused to Board/Committee by		

		negligence or breach of order;	
8	Co-ordination Officer		
9	Marketing Development Officer		
10	Executive Engineer	(e) reduction a lower post or time scale or to a lower stage in a time scale;	
11	Architect		
12	Sub-Divisional Officer	(f) removal from the service of the Board which does not disqualify from future employment; and	3. Secretary at respect of posts at Serial No. 52 and 54 to 59 regarding the penalties mentioned at (a) to (g) under column 3 Government
13	Project Officer		
14	Assistant Architect		
15	Senior Marketing Enforcement Officer		
16	Assistant Accounts Officer	(g) dismissal from the service of the Board which does not disqualify from future employment	4. Market Committee concerned in respect of posts at Serial No. 63 to 77 for the penalties mentioned at (a) (b) and (c) under column 3. Chief Administrator
17	Junior Accounts Executive		
18	Superintendent		
19	Marketing Enforcement Officer		
20	Inspecting Officer (Grading)		
21	Assistant Project Officer		
22	Superintendent (Accounts)		

23	Divisional Accountant
24	Deputy Superintendent
25	Commercial Accountant
26	Assistant/Head Clerk
27	P.A. to Chairmen/Secretary
28	Architectural Assistant
29	Senior Draftsman (Arch.)
30	Circle Head Draftsman
31	Accountant
32	Naib-Tehsildar
33	Senior Scale Stenographer
34	Head Draftsman
35	Junior Draftsman (Arch)
36	Junior Engineer
37	Technical Assistant
38	Sub-Divisional Clerk
39	Accounts Clerk/Auditor
40	Junior Scale Stenographer
41	Kanungo
42	Steno-typist
43	Assistant Draftsman
44	Clerk
45	Patwari
46	Tracer
47	Driver
48	Ferro Printer
49	Electrician
50	Restorer
51	Duplicating Machine Operator
52	Daftri
53	Road Roller Driver
54	Peon/Peon-cum-Chowkidar
55	Chowkidar
56	Sweeper
57	Mali
58	Ferro Khalasis

59	Road Roller Cleaner
60	Plumber
61	Computor
62	Legal Assistant
Market Committees	
63	Selection Grade Secretary
64	Marketing Inspector (Grading)
65	Secretary
66	Assistant Secretary
67	Accountant/Head Clerk
68	Senior Grader
69	Mandi Supervisor
70	Fee Collector
71	Clerk
72	Auction Recorder
73	Care-taker
74	Grader
75	Assistant Grader
76	Vaid/Up-vaid
77	Tubewell Driver/Operator.