

## 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

### NOTIFICATION

*The 30th September, 1998*

**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;

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(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, -

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

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

(i) Commissioner	Chairman
(ii) Senior most Joint Commissioner, Municipal Corporation	Members
(iii) a representative of Deputy Commissioner	Member
(iv) another locally appointed Government Officer to be Co-opted 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 . -**<sup>1</sup>[(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 the Service of any State Government or Government of India;]
- (1 A) 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, -

<sup>1</sup> Sub-rule (1) inserted by Haryana Government, Notification No. S.O.31/H.A.16/1994/S.67/2009 dated 20th March, 2009 after renumbering original (1) as (1A)



- (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
  - (iii) 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 Draftsmen; 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 Draftsmen; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or Government of India;
- (XXXVIII) 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;
- <sup>1</sup>(XL) in the case of Junior Engineer (Electrical), -
- (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

<sup>1</sup> Substituted by Haryana Government, Notification No. S. O. 41/H.A.16/1994/S.67/2009, dated 8<sup>th</sup> April, 2009.



(LV) in the case of Radiographer, -  
any State Government or Government of India;

- (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<sup>1</sup>[-]; or
- (ii) by transfer or deputation of an official already in the service of

(LXII) any State Government or Government of India;  
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
- (ii) 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
- (ii) 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
- (ii) 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
- (ii) by transfer or deputation of an official already in the service of any State Government or Government of India;

<sup>1</sup> Words 'Computer Clerk' omitted vide Notification No. S.O. 93/H.A-16/1994/5.67/2013 Dated 9.11.2013.



(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 <sup>1</sup>[-]
- (ii) 75% by direct recruitment; or
- (iii) 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 often 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

<sup>1</sup> Words 'Computer Clerk' omitted vide Notification No. S.O. 93/H.A.16/1994/S.67/2013, dated 9.11.2013.

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
- (iii) 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
- (iii) 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
- (iii) 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
- (iii) by transfer or deputation of an official already in the service of any State Government or Government of India;

<sup>1</sup>([LXXXVI]) (Omitted)

[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
- (iii) 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 Fitters; 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;

<sup>1</sup> Omitted by H.G.G. (Extra) No. S.O. 93/H.A.16/1994/S.67/2013, dated 9.11.2013.



- (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 Mail, -
- (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 Mail-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

- (iii) 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.

<sup>1</sup>19A. (1) Typing test is substituted with the State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of service requirement for Clerks, Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers. The State Eligibility Test in Computer Appreciation and Applications (SETC) shall be a post requisite condition/qualification which all the newly recruited/appointed Clerks, Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers in the Government Departments/Organizations shall have to qualify. The existing Clerks, who have been promoted from Group-D and Restorer etc. who have not passed the typing test till date as required under the Service Rules shall have an option either to pass the typing test or the State Eligibility Test in Computer Appreciation and Applications (SETC). The Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers shall also have to qualify Stenography test as prescribed in the Service Rules.

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

(3) The Government of Haryana hereby authorizes the Haryana State Electronic Development Corporation Limited (HARTRON) or any other agency as prescribed by the Government, as the Authorized Agency for conducting the State Eligibility Test in Computer Appreciation and Applications (SETC), alongwith a test in typing speed in accordance with the syllabus as the State

<sup>1</sup> Inserted by Notification No. S.O. 93/H.A.16/1994/S.67/2013, dated 9.11.2013.



Government may specify in this regard from time to time, besides the syllabus already provided in Sub-rule (4) of this rule. The 'pass' certificate issued by HARTRON or any other agency, as approved by the Government, would be accepted as an evidence of the fulfilment of the prescribed condition in the Service Rules.

(4) The syllabus for the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word Processing, Internet Browsing and E-mail management only.

(5) In the case of Clerks, typing speed of 30 words per minute in English and 25 words per minute in Hindi converted with equivalent key depressions in both cases as the typing speed, would be tested on computers.

(6) The employees possessing the following qualifications are exempted from taking the State Eligibility Test in Computer Appreciation and Applications (SETC):-

- (i) M.Tech/B.Tech (Computers), MCA, BCA or Diploma in Computers from the recognized institutions e.g. Polytechnics;
- (ii) Basic Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics & Information Technology (NIELIT) [erstwhile DOEACC Society];
- (iii) Haryana State Certificate in Information Technology [HS-CIT] from the Authorized Learning Centres (ALCs) of the HKCL;
- (iv) Candidates/employees who have already passed the SETC and the same is valid at the time of joining the service. The State Eligibility Test in Computer Appreciation and Applications (SETC) passed by any candidate earlier shall be considered valid for a period of 5 years from the date of issue of such certificate by HARTRON or any other agency authorized by the Government; and
- (v) Physically disabled candidates i.e. amputation of hand (left and right) Amputation of upper limbs, Paralysis of Radial Nerve (Radial Nerve Palsy) of either upper limb. Declination degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped.

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

**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 :-

- (Aa) 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<sup>1</sup> [or the State Government].]<sup>2</sup>

(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<sup>3</sup> [or any other department of the State Government] 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.

<sup>4</sup>[1-]  
**13. Pay, leave, pension and other matters.** - (1) In respect of pay, leave, pension

<sup>1</sup> Added by Haryana Notification No. G.S.R. 10/H.A. 16/1994/S. 67/2003, dated 2.5.2003.

<sup>2</sup> Substituted by Haryana Notification No. S.O. 94/H.A. 16/1994/S. 67/2002, dated 22.11.2002.

<sup>3</sup> Words added by Haryana Notification No. S.O. 94/H.A. 16/1994/S. 67/2002, dated 22.11.2002.

<sup>4</sup> Proviso omitted by Haryana Notification No. G.S.R. 10/H.A. 16/1994/S. 67/2003, dated 2.5.2003.

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 31)**

Sr. No.	Designation of Posts	Number of Posts			Scale of Pay
		Permanent	Temporary	Total	
1	2	3	4	5	6
<b>Municipal Corporation, Faridabad</b>					
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	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.	Social Welfare Officer	1	-	1	2000-60-2300-75-2900-EB-100-3500
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

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

<sup>1</sup> [84.	Clerk	27 <sup>2</sup>	-	27 <sup>3</sup>	PB-1]
85.	Meter Reader	20	-	20	950-20-1150-EB-25-1500
86.	<sup>4</sup> [Omitted]		-	-	
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 Mail	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

<sup>1</sup> See Notification No. S.O. 93/H.A.16/1994/S.67/2013, dated 9.11.2013.<sup>2</sup> See Notification No. S.O. 93/H.A.16/1994/S.67/2013, dated 9.11.2013.<sup>3</sup> See Notification No. S.O. 93/H.A.16/1994/S.67/2013, dated 9.11.2013.<sup>4</sup> See Notification No. S.O. 93/H.A.16/1994/S.67/2013, dated 9.11.2013.



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/S.67/2009, dated 20<sup>th</sup> 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	--	<p><b>For Promotion-</b></p> <p>(i) Degree in Civil or Mechanical or Electrical Engineering from an institution recognized by State Government;</p> <p>(ii) Three years experience as Superintending Engineer.</p> <p><b>For transfer or deputation-</b></p> <p>(i) Degree in Civil or Mechanical or Electrical Engineering from an institution recognized by State Government;</p> <p>(ii) Two years experience as Chief Engineer;</p> <p>(iii) Knowledge of Hindi/Sanskrit upto Matric standard."</p>
1A.	Senior Town Planner	-	<p><b>For Promotion</b></p> <p>Ten years' experience as Deputy Town Planner</p> <p><b>For transfer or deputation –</b></p> <p>(i) Two years' experience as Senior Town Planner;</p>

107.	Chowkidar	1 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.	Mall	526	-	526	750-12-870-EB-14-940
115.	Mall-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



			(ii) Knowledge of Hindi up to Matric Standard.
2.	Superintending Engineer	-	<p><b>For Promotion -</b></p> <p>#*(i) Degree in Civil or Mechanical or Electrical Engineering or its equivalent from any recognized University or Institution;</p> <p>##(ii) Seven years experience as Executive Engineer;</p> <p><b>For Transfer or Deputation -</b></p> <p>(i) Degree in Civil or Mechanical or Electrical Engineering from an institution recognised by State Government;</p> <p>(ii) Two years' experience as Superintending Engineer;</p> <p>(iii) Knowledge of Hindi up to Matric standard.</p>
3.	Senior Architect	-	<p><b>For Promotion -</b></p> <p>Fifteen years' experience as Assistant Architect</p> <p><b>For Transfer or Deputation -</b></p> <p>(i) Degree in Architecture from an institution recognised by the State Government;</p> <p>(ii) Two years' experience as Senior Architect;</p> <p>(iii) Knowledge of Hindi up to Matric standard.</p>
4.	Medical Officer of Health	(i) MBBS and Post Graduate Diploma in Public Health or Post Graduate in Social and Preventive Medicine from	<p>Form Promotion- Ten years' experience as Medical Officer</p> <p><b>For Transfer or Deputation -</b></p> <p>(i) MBBS and Post Graduate Diploma in Public Health or Post Graduate in Social and Preventive</p>

		an institution recognised by the State Government;	Medicines from an institution recognised by the State Government.
5.	District Attorney	<p>(ii) Seven years' experience as Medical Officer</p> <p>(iii) Knowledge of Hindi up to Matric Standard</p>	<p>(ii) Two years' experience as Senior Medical Officer;</p> <p>(iii) Knowledge of Hindi up to Matric Standard.</p>
			<p><b>For Promotion -</b></p> <p>(i) Law Graduate from a recognised university;</p> <p>(ii) Seven years' experience as Assistant District Attorney.</p> <p><b>For Transfer or Deputation -</b></p> <p>(i) Law Graduate from a recognised University;</p> <p>(ii) Two years' experience as District Attorney;</p> <p>(iii) Knowledge of Hindi up to Matric Standard.</p>
6.	Administrative Officer	-	<p><b>For Promotion -</b></p> <p>(i) Graduate from a recognised University;</p> <p>(ii) Ten years' experience as Zonal and Taxation Officer or Establishment Officer or Assistant Estate Officer or Social Welfare Officer.</p> <p><b>For Transfer or Deputation -</b></p> <p>(i) Graduate from a recognised University;</p> <p>(ii) Two years' experience as Administrative Officer;</p> <p>(iii) Knowledge of Hindi up to Matric Standard.</p>
7.	Executive Engineer	-	<b>For Promotion</b> #*(i) Degree in Civil or



		<p>Mechanical or Electrical Engineering or its equivalent from any recognised University or Institution;</p> <p>(##iii) Eight years experience as Assistant Engineer (Civil), Assistant Engineer (Mechanical) or Assistant Engineer (Electrical);</p> <p>For Transfer or Deputation -</p> <p>(i) Bachelor Degree in Civil or Mechanical or Electrical Engineering from a recognised University or institution;</p> <p>(ii) Two years' experience as Executive Engineer;</p> <p>(iii) Knowledge of Hindi up to Matric Standard.</p>
8.	Deputy Town Planner	<p><b>For Promotion -</b></p> <p>Seven years' experience as Assistant Town Planner.</p> <p><b>For Transfer or Deputation -</b></p> <p>(i) A post-graduate degree or diploma in Town Planning from a recognised University or Institution making the holder eligible for the Associate membership of the Institute of Town Planners (India), followed by six years' experience as Assistant Town Planner or equivalent capacity in Town Planning;</p> <p>OR</p> <p>A degree in Civil Engineering or a degree or diploma in Architecture recognised by the Institute of</p>

			<p>Engineers (India) and the Institute of Architects (India) respectively for their membership, followed by nine years' experience in town planning, out of which at least six years' should be as Assistant Town Planner or equivalent capacity;</p> <p>(ii) Two years' experience as District Town Planner;</p> <p>(iii) Knowledge of Hindi up to Matric Standard.</p>
9.	Chief Accounts Officer	-	<p><b>For Promotion -</b></p> <p>Fifteen years' experience as Accounts Officer</p> <p><b>For Transfer or Deputation -</b></p> <p>(i) Graduate from a recognised University;</p> <p>(ii) S.A.S. qualified;</p> <p>(iii) Two years' experience as Chief Accounts Officer;</p> <p>(iv) Knowledge of Hindi up to Matric Standard.</p>
10.	Medical Officer	<p>(i), MBBS;</p> <p>(ii) Five years' experience as Medical Officer;</p> <p>(iii) Knowledge of Hindi upto Matric standard</p>	<p><b>For Transfer or Deputation -</b></p> <p>(i), MBBS;</p> <p>(ii) Five years' experience as Medical Officer;</p> <p>(iii) Knowledge of Hindi upto Matric standard</p>
11.	Assistant Engineer (Civil)	-	<p><b>For promotion -</b></p> <p>(i) Bachelor Degree in Civil Engineering from any recognised University or its equivalent;</p> <p>(ii) Seven years' experience as Junior Engineer (Civil) or Building Inspector;</p>



			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. <b>For Transfer or Deputation -</b> (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)	-	<b>For Promotion -</b> (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). <b>For Transfer or Deputation -</b> (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)	-	<b>For Promotion -</b> (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). <b>For Transfer or Deputation -</b> (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)	-	<b>For Promotion -</b> (i) Twelve years' experience as Junior Engineer (Horticulture). <b>For Transfer or Deputation -</b> (i) M.Sc. (Horticulture); (ii) Two years' experience as Assistant Engineer (horticulture); and



			(iii) Knowledge of Hindi upto Matric Standard.
15.	Assistant Planner	Town	<p><sup>1</sup>(i) A post graduate degree from recognized university/institution in urban and regional planning/urban planning (Urban, Traffic and Transport, Housing Infrastructure), or equivalent making the holder eligible for associate membership of the Institute of Town Planner, India</p> <p>Or</p> <p>B.Tech degree in planning from a recognized institute/university with two years experience in field of Town Planning under a qualified Town Planner.</p> <p>(ii) Hindi/Sanskrit upto Matric standard or higher education</p> <p>By Promotion: A person having five years experience as Planning Assistant in the Department.</p> <p>By Transfer/Deputation: (i) A post graduate degree from recognized university/institution in Urban and regional planning/Urban planning/M.Tech. in Planning (Urban, Traffic and Transport, Housing Infrastructure), or equivalent making the holder eligible for associate membership of the Institute of Town Planner, India</p> <p>Or</p> <p>B.Tech. degree in planning from a recognized institute/university with two years experience in field of Town Planning under a qualified Town Planner.</p> <p>(ii) Hindi/Sanskrit upto Matric standard or higher education.]</p>
16.	Assistant Architect		<p>(i) Bachelor Degree in Architecture recognized by the Institute of Architects followed by</p> <p>For Promotion – (i) Bachelor Degree in Architecture recognized by the Institute of Architects;</p>

		three years' experience as Architectural Assistant under a qualified Architect;	(ii) Seven years' experience as Architectural Assistant;
17.	Purchase Officer	(ii) Knowledge of Hindi upto Matric Standard.	<p>For Transfer or Deputation - (i) Bachelor Degree in Architecture recognized by the Institute of Architects;</p> <p>(ii) Two years' experience as Assistant Architect;</p> <p>(iii) 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 recognized University;</p> <p>(ii) Two years' experience as Zonal and Taxation Officer;</p> <p>(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 - (i) Graduate from a recognised University;</p>

<sup>1</sup> Substituted by Notification No. 4/6/2012-R-11, dated the 2<sup>nd</sup> August, 2012.



			(ii) Two years' experience as Establishment officer; (iii) Knowledge of Hindi upto Matric Standard.
20.	Assistant Estate Officer		<b>For Promotion</b> Seven years' experience as Superintendent, Land and Licensing Officer, Treasurer or Personal Assistant. <b>For Transfer or Deputation -</b> (i) Graduate from a recognised University; (ii) Two years' experience as Assistant Estate Officer; (iii) Knowledge of Hindi upto Matric Standard.
21.	Social Welfare Officer	-	<b>For Promotion -</b> Seven years' experience as Superintendent, Land and Licensing Officer, Treasurer or Personal Assistant. <b>For Transfer or Deputation -</b> (i) Graduate from a recognised University; (ii) Two years' experience as Social Welfare Officer; (iii) Knowledge of Hindi upto Matric Standard.
22.	Accounts Officer	-	<b>For Promotion -</b> Seven years' experience as Assistant Accounts Officer <b>For transfer or Deputation -</b> (i) Graduate from a recognised University; (ii) S.A.S. qualified; (iii) Two years' experience as Accounts Officer; (iv) Knowledge of Hindi upto Matric Standard.
23.	Assistant Divisional Fire Officer	-	<b>For Promotion -</b> (i) Diploma in Divisional Fire Officers Course in Fire

			Engineering from National Fire Service College, Nagpur or any other Institute approved by the State Government; (ii) Seven years' experience as Fire Station Officer. <b>For Transfer or Deputation -</b> (i) Diploma in Divisional Fire Officer's Course in Fire Engineering from National Fire Service College, Nagpur or any other Institute approved by the State Government; (ii) Two years' experience as Assistant Divisional Fire Officer; (iii) Knowledge of Hindi upto Matric Standard.
24.	Assistant District Attorney	-	<b>For Promotion -</b> (i) Law Graduate from a recognised University; (ii) Twelve years' experience as Legal Assistant. <b>For Transfer or Deputation -</b> (i) Law Graduate from a recognised University; (ii) Two years' experience as Assistant District Attorney; (iii) Knowledge of Hindi upto Matric Standard.
25.	Assistant Accounts Officer	-	<b>For Promotion -</b> (i) S.A.S. qualified; (ii) Seven years' experience as Superintendent, Land and Licensing Officer, Treasurer or Personal Assistant. <b>For Transfer or Deputation -</b>



			(i) Graduate from a recognised University. (ii) S.A.S. qualified; (iii) Two years' experience as Assistant Accounts Officer; (iv) Knowledge of Hindi upto Matric Standard.
26. Tehsildar	-	<b>For Promotion -</b> Seven years' experience as Naib-Tehsildar. <b>For Transfer or Deputation -</b> (i) Graduate from a recognised University; (ii) Passed departmental examination of the State Government for Tehsildar; (iii) Two years' experience as Tehsildar; (iv) Knowledge of Hindi upto Matric Standard.	
27. Circle Head Draftsman	-	<b>For Promotion -</b> Seven years' experience as Head Draftsman or Junior Architectural Draftsman; <b>For Transfer or Deputation -</b> (i) Diploma in Civil Draftsman; (ii) Two years' experience as Assistant Circle Head Draftsman; (iii) Knowledge of Hindi upto Matric Standard.	
28. Architectural Assistant	-	<b>For Promotion -</b> (i) Degree or Diploma in Architecture recognised by the Institute of Architects; (ii) Seven years experience as Head Draftsman or Junior Architectural Draftsman.	

		<b>For Transfer or Deputation -</b> (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	-	<b>For Promotion -</b> (i) Degree or Diploma in Architecture recognised by the Institute of Architects; (ii) Seven years' experience as Head Draftsman or Junior Architectural Draftsman. <b>For Transfer or Deputation -</b> (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	-	<b>For Promotion -</b> (i) Graduate from a recognised University; (ii) Ten years' experience as Kanungo. <b>For Transfer or Deputation -</b> (i) Graduate from a recognised University; (ii) Two years' experience as Naib Tehsildar; (iii) Knowledge of Hindi upto Matric Standard.
31. Superintendent	-	<b>For Promotion -</b> (i) Seven years' experience



			<p>OR</p> <p>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.</p> <p><b>For Transfer or Deputation -</b></p> <p>(i) Graduate from a recognised University;</p> <p>(ii) Two years' experience as Office Superintendent;</p> <p>(iii) Knowledge of Hindi upto Matric Standard.</p>
32.	Land and Licensing Officer	-	<p><b>For Promotion -</b></p> <p>(i) Seven years' experience as Assistant; OR</p> <p>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.</p> <p><b>For Transfer or Deputation -</b></p> <p>(i) Graduate from a recognised University;</p> <p>(ii) Two years' experience as Land and Licensing Officer;</p> <p>(iii) Knowledge of Hindi upto Matric Standard.</p>
33.	Treasurer	-	<p><b>For Promotion -</b></p> <p>(i) Seven years' experience as Assistant; OR</p> <p>Seven years' experience as a Senior Scale Stenographer, who has</p>

			<p>worked as Assistant for a period of two years on some existing vacancy or has shared the work of Assistant for such period.</p> <p><b>For Transfer or Deputation -</b></p> <p>(i) Graduate from a recognised University;</p> <p>(ii) Two years' experience as Treasurer;</p> <p>(iii) Knowledge of Hindi upto Matric Standard.</p>
34.	Personal Assistant	-	<p><b>For Promotion -</b></p> <p>(i) Seven years' experience as Senior Scale Stenographer;</p> <p><b>For Transfer or Deputation -</b></p> <p>(i) Graduate from a recognised University;</p> <p>(ii) Two years' experience as Personal Assistant;</p> <p>(iii) Knowledge of Hindi upto Matric Standard.</p>
35.	Fire Station Officer	-	<p><b>For Promotion -</b></p> <p>(i) Diploma in Fire Station Officer and Instructors' Course from National Fire Service College, Nagpur or any other institute approved by the State Government;</p> <p>(ii) Seven years' experience as Assistant Fire Station Officer.</p> <p><b>For Transfer or Deputation -</b></p> <p>(i) Diploma in Fire Station Officer and Instructors' Course from National Fire Service College, Nagpur or any other institute approved by the State</p>



			Government; (ii) Seven years' experience as Assistant Fire Station Officer. (iii) Knowledge of Hindi upto Matric standard.
36.	Head Draftsman	-	<b>For Promotion -</b> (i) Diploma in Civil Draftsman; (ii) Seven years' experience as Draftsman. <b>For Transfer or Deputation -</b> (i) Diploma in Civil Draftsman; (ii) Two years' experience as Head Draftsman; (iii) Knowledge of Hindi upto Matric Standard.
37	Junior Architectural Draftsman	-	<b>For Promotion -</b> (i) Diploma in Civil Draftsman; (ii) Seven years' experience as Draftsman. <b>For Transfer or Deputation -</b> (i) Diploma in Civil Draftsman; (ii) Two years' experience as Junior Architectural Draftsman; (iii) Knowledge of Hindi upto Matric Standard.
38.	Junior Engineer (Civil) or Building Inspector	(i) Diploma in Civil Engineering from an institution recognized by the State Government; (ii) Knowledge of Hindi upto Matric Standard.	<b>For Promotion -</b> (i) Diploma in Civil Engineering from an institution recognized by the State Government; (ii) Ten years' experience as Road Inspector; OR (i) Surveyor Course from ITI; (ii) Twelve years' experience as Surveyor. <b>For Transfer or Deputation -</b>

			(i) Diploma in Civil Engineering from an institution recognized by the State Government; (ii) Two years' experience as Junior Engineer (Civil) or Building Inspector; (iii) Knowledge of Hindi upto Matric Standard.
39.	Junior Engineer (Mechanical)	(i) Diploma in Mechanical Engineering from an institution recognised by the State Government; (ii) Knowledge of Hindi upto Matric Standard.	<b>For Transfer or Deputation -</b> (i) Diploma in Mechanical Engineering from an institution recognised by the State Government; (ii) Two years' experience as Junior Engineer (Mechanical); (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.	<b>For Transfer or Deputation -</b> (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.	<b>For Transfer or Deputation -</b> (i) B.Sc. (Agricultural) with Horticulture as a specialization; (ii) Two years' experience as Junior Engineer (Horticulture); (iii) Knowledge of Hindi up to



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;	Matric Standard.
		(ii) Knowledge of Hindi upto Matric Standard.	
		(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.	
		<b>For Transfer or Deputation -</b>	
		(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;	<b>For Transfer or Deputation -</b>
		(ii) Two years' experience as Dispenser or Pharmacist;	
		(iii) Knowledge of Hindi up to Matric Standard.	
44.	Senior Sanitary Inspector		<b>For Promotion -</b>
		Seven years' experience as Sanitary Inspector.	
		<b>For Transfer or Deputation -</b>	
		(i) Certificate Course of Sanitary Inspector from an institution recognised by the State	

			(ii) Two years' experience as Senior Sanitary Inspector;	
			(iii) Knowledge of Hindi up to Matric Standard.	
45.	Assistant	(i) Graduate from a recognised University;	<b>For Promotion -</b>	
		(ii) Knowledge of Hindi upto Matric Standard.	Five years' experience as Inspector (Octroi), Inspector (Taxation), or Senior Clerk Grade-II.	
			<b>For Transfer or Deputation -</b>	
			(i) Graduate from a recognised University;	
			(ii) Two years' experience as Assistant;	
			(iii) Knowledge of Hindi up to Matric Standard.	
46.	Legal Assistant		<b>For Promotion -</b>	
			(i) Law Graduate from a recognised University;	
			(ii) Five years' experience as Inspector (Octroi), Inspector (Taxation), or Senior Clerk Grade-II.	
			<b>For Transfer or Deputation -</b>	
			(i) Law Graduate from a recognised University;	
			(ii) Two years' experience as Legal Assistant;	
			(iii) Knowledge of Hindi up to Matric Standard.	
47.	Senior Scale Stenographer	(i) Graduate from a recognised University;	<b>For Promotion -</b>	
		(ii) English Shorthand speed of 100 words per minute.	(i) English Shorthand speed of 100 words per minute and transcription of 15 words per minute. Mistakes up to 4% are allowed;	



		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;	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 Stenographer. <b>For Transfer or Deputation -</b> (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.	<b>For Promotion -</b> (i) Matric; (ii) Ten years' experience as Mate. <b>For Transfer or Deputation -</b> (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;	<b>For Promotion -</b> (i) Matriculate; (ii) Ten years' experience as Tracer. <b>For Transfer or Deputation -</b> (i) Diploma in Civil Draftsman from an institution recognised by the State Government; (ii) Two years' experience as Draftsman;

50.	Vehicle Inspector	-	(iii) Knowledge of Hindi up to Matric Standard. <b>For Promotion -</b> (i) Matriculate; (ii) Ten years' experience as Vehicle Mechanic, Driver (Vehicle), Driver (Fire Brigade) or Road Roller Driver. <b>For Transfer or Deputation -</b> (i) Two years' experience as Vehicle Inspector; (ii) Knowledge of Hindi up to Matric Standard.
51.	Electrical Foreman	-	<b>For Promotion -</b> Seven years' experience as Electrician. <b>For Transfer or Deputation -</b> (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		<b>For Promotion -</b> (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. <b>For Transfer or Deputation -</b> (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	-	<b>For Promotion -</b> (i) Diploma in Library Science from an institution recognised by the State Government; (ii) Seven years' experience as Junior Librarian. <b>For Transfer or Deputation -</b> (i) Diploma in Library Science from an institution recognised by the State Government; (ii) Two years' experience as Senior Librarian; (iii) Knowledge of Hindi up to Matric Standard.
54.	Radiographer	(i) Diploma in Radiography from an institution recognised by the State Government; (ii) Knowledge of Hindi upto Matric Standard;	<b>For Transfer or Deputation -</b> (i) Diploma in Radiography from an institution recognised by the State Government; (ii) Two years' experience as Radiographer; (iii) Knowledge of Hindi up to Matric Standard.
55.	Library Technician	(i) Diploma in Medical Laboratory Technology from an institution recognised by the State Government; (ii) Knowledge of Hindi upto Matric Standard;	<b>For Transfer or Deputation -</b> (i) Diploma in Medical Laboratory Technology from an institution recognised by the State Government; (ii) Two years' experience as Laboratory Technician; (iii) Knowledge of Hindi up to Matric Standard.
56.	Leading Foreman	-	<b>For Promotion -</b> Ten years' experience as

			Fireman. <b>For Transfer or Deputation -</b> (i) Matriculate; (ii) Two years' experience as Leading Fireman; (iii) Knowledge of Hindi up to Matric Standard.
57.	Sanitary Inspector	(i) Sanitary Inspectors' Course from an institution recognised by the State Government; (ii) Knowledge of Hindi upto Matric Standard.	<b>For Promotion -</b> (i) Sanitary Inspectors' Course from an institution recognised by the State Government; (ii) Seven years' experience as Assistant Sanitary Inspector; <b>For Transfer or Deputation -</b> (i) Sanitary Inspectors' Course from an institution recognised 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 Industrial Training Institute; (ii) Knowledge of Hindi upto Matric Standard.	<b>For Promotion -</b> Seven years' experience as Assistant Electrician. <b>For Transfer or Deputation -</b> (i) Certificate Course of Electrical Trade from Industrial Training Institute; (iii) Knowledge of Hindi up to Matric Standard.
59.	Inspector (Octroi)	-	<b>For Promotion -</b> Seven years' experience as Clerk, Meter Reader or Computer Clerk. <b>For Transfer or Deputation -</b> (i) Two years' experience as Inspector (Octroi);



			(ii) Knowledge of Hindi up to Matric Standard.
60.	Inspector (Taxation)	-	<b>For Promotion -</b> Seven years' experience as Assistant Electrician. <b>For Transfer or Deputation -</b> (i) Two years' experience as Inspector (Taxation); (ii) Knowledge of Hindi up to Matric Standard.
61.	Inspector (Accounts)	-	<b>For Promotion -</b> Seven years' experience as Clerk, Meter Reader or Computer Clerk. <b>For Transfer or Deputation -</b> (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.	<b>For Promotion -</b> (i) Having Driving Licence of Heavy Vehicle; (ii) Two years' experience as Fireman. <b>For Transfer or Deputation -</b> (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	<b>For Transfer or Deputation -</b> (i) Matriculate with Driving Licence of Heavy Vehicle and Light Vehicle; (ii) Two years' experience as Driver; (iii) Knowledge of Hindi upto Matric Standard

		Matric Standard.	
64.	Kanungo	-	<b>For Promotion -</b> Ten years' experience as Patwari. <b>For Transfer or Deputation -</b> (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.	<b>For Promotion -</b> Seven years' experience as Sewer Engine Operator. <b>For Transfer or Deputation -</b> (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.	<b>For Promotion -</b> Seven years' experience as Diesel Engine Operator. <b>For Transfer or Deputation -</b> (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.	<b>For Transfer or Deputation -</b> (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	-	<b>For Promotion -</b> (i) Matriculate; (ii) Seven years' experience as Head Sewerman. <b>For Transfer or Deputation -</b> (i) Matriculate; (ii) Two years' experience as Sewer Inspector; (iii) Knowledge of Hindi up to Matric Standard.
69.	Tubewell Mechanic	-	<b>For Promotion -</b> (i) Matriculate; (ii) Diploma in the trade of Electrical or Mechanical from Industrial Training Institute; (iii) Seven years' experience as Tubewell Operator. <b>For Transfer or Deputation -</b> (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 trade of Instrument Mechanic from Industrial Training Institute; (iii) Knowledge of Hindi up to Matric standard.	<b>For Transfer or Deputation -</b> (i) Matriculate; (ii) Certificate Course in the 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.	<b>For Transfer or Deputation -</b> (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.	<b>For Transfer or Deputation -</b> (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	-	<b>For Promotion -</b> (i) Certificate Course in the trade of Plumber Fitter from Industrial Training Institute; (ii) Seven years' experience as Plumber Fitter Grade-II.



			<b>For Transfer or Deputation -</b> (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.	<b>For Transfer or Deputation -</b> (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		<b>For Promotion -</b> Five years' experience as Steno-Typist; <b>For Transfer or Deputation -</b> (i) Two years' experience as Junior Stenographer; (ii) Knowledge of Hindi upto Matric Standard.
76.	Steno-Typist		(i) [10+2] <sup>1</sup> (ii) English Shorthand speed of 80 words as per minute and transcription of 15 words per minute. Mistakes up to 8% are allowed; OR Hindi Shorthand speed of 64 words per minute and transcription of 11 words per minute.

<sup>1</sup> Substituted for "Matriculation"  
By Notification No. S.O. 93/H.A.16/1994/S.67/2013, dated 9.11.2013.

			Mistake upto 8% are allowed. (iii) Knowledge of Hindi upto Matric standard. <b>For Promotion -</b> (i) [10+2] <sup>1</sup> (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. <b>For Transfer or Deputation -</b> (i) Two years' experience as Steno-Typist; (ii) Knowledge of Hindi upto Matric Standard.
77.	Fireman	(i) Matriculate; (ii) Passed basic course in Elementary Fire Fighting from the Haryana State Fire Fighting; Knowledge of Hindi upto Matric Standard.	<b>For Transfer or Deputation -</b> (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.
78.	Assistant Sanitary Inspector	(i) Matriculate; (ii) Passed Sanitary Inspector's	<b>For Promotion -</b> (i) Matriculate; (ii) Seven years' experience

<sup>1</sup> Substituted for "Matriculation"  
By Notification No. S.O. 93/H.A.16/1994/S.67/2013, dated 9.11.2013.



		Course from the an institution recognised by the State Government;	as Sanitary Daroga. For Transfer or Deputation -
		(iii) Knowledge of Hindi upto Matric Standard.	(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.
79.	Multipurpose Health Worker (Female)	(i) Matriculate;	<b>For Transfer or Deputation -</b>
		(ii) Passed Multipurpose Workers Course from an institution recognised by the State Government;	(i) Matriculate;
		(iii) Knowledge of up to Matric Standard.	(ii) Passed Multipurpose Health Workers Course from an institution recognised by the State Government;
			(iii) Two years' experience as Auxiliary Nurse and Midwife of Multipurpose Health Worker (Female);
			(iv) Knowledge of Hindi upto Matric Standard.
80.	Horticulture Inspector	(i) B.Sc. (Agriculture) with specialization in Horticulture;	<b>For Promotion -</b>
		(ii) Knowledge of Hindi upto Matric Standard	Seven years' experience as Head Mali;
			<b>For Transfer or Deputation -</b>
			(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;	<b>For Transfer or Deputation -</b>
		(ii) Having driving licence of heavy vehicle;	(i) Two years' experience as Road Roller Driver;
		(iii) Five years' experience in driving Road	(ii) Knowledge of Hindi upto Matric Standard.

		(iv) Roller; Knowledge of Hindi up to Middle 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.	<b>For Transfer or Deputation -</b> (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.	<b>For Promotion -</b> (i) Matriculate; (ii) Five years' experience as Assistant Plumber Fitter. <b>For Transfer or Deputation -</b> (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 upto Matric Standard.



84.	Clerk	<sup>1</sup> [(i) 10+2; (ii) Knowledge of Computer science; (iii) existing item omitted in view of Rule 9A; (iv) Knowledge of Hindi upto Matric standard,].	<b>For Promotion -</b> <sup>2</sup> [(i) 10+2; (ii) existing item (ii) omitted in view of rule 9A; (iii) should have passed departmental test in Hindi and English languages of 10+2 level to be held by the Commissioner; (iv) Five years experience as Peon, Chowkidar, Bill Distributor, Khalasi, Ferro Khalasi, Library Attendant, Complaint Attendant or Ward Coolie]. <b>For Transfer or Deputation -</b> (i) [10+2] (ii) [Omitted in new of rule 9A] (iii) Two year's 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.	<b>For Promotion -</b> (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, Ferro

<sup>1</sup> Substituted by Notification No. S.O. 93/H.A.16/1994/S.67/2013, dated 9<sup>th</sup> November, 2013.  
<sup>2</sup> Substituted by Notification No. S.O. 93/H.A.16/1994/S.67/2013, dated 9<sup>th</sup> November, 2013.

			Khalasi, Library Attendant, Complaint Attendant or Ward Coolie. <b>For Transfer or Deputation -</b> (i) Matriculate; (ii) Two years' experience as Meter Reader; (iii) Knowledge of Hindi upto Matric Standard.
<sup>1</sup> [86]	[Omitted]		
87.	Telephone Operator	(i) Matriculate; (ii) Telephone Operator's Course from an institution; (iii) Knowledge of Hindi up to Matric Standard.	<b>For Transfer or Deputation -</b> (i) Matriculate; (ii) Telephone Operator's Course from an institution; (iii) Two years' experience as Telephone Operator; (iv) Knowledge of Hindi up to Matric standard.
88.	Tracer	(i) Matric with Drawing subject; (ii) Knowledge of Hindi upto Matric Standard.	<b>For Promotion -</b> (i) Matric with Drawing subject; (ii) Two years' experience as Tracer; (iii) Knowledge of Hindi upto Matric Standard.
89.	Ferro Painter	-	<b>For Promotion -</b> (i) Matriculate; (ii) Five years' experience as Ferro Khalasi; (iii) Knowledge of Hindi upto Matric Standard. <b>For Transfer or Deputation -</b> (i) Matriculate; (ii) Two years' experience as Ferro Printer; (iii) Knowledge of Hindi upto Matric Standard.

<sup>1</sup> Serial number 86 and existing entries there against omitted by Notification No. S.O. 93/H.A.16/1994/S.67/2013, dated 9<sup>th</sup> November, 2013.



90.	Welder	(i) Matriculate; (ii) Certificate Course in the trade of Welding from Industrial Training Institute;	<b>For Transfer or Deputation -</b> (i) Matriculate; (ii) Certificate Course in the trade of Welding from Industrial Training Institute;
91.	Mason	(i) Middle; (ii) Two years' experience as Mason; (iii) Knowledge of Hindi upto Middle Standard.	<b>For Transfer or Deputation -</b> (i) Middle; (ii) Two years' experience as Mason; (iii) Knowledge of Hindi upto Middle Standard.
92.	Tubewell Operator	(i) Matriculate (ii) Certificate Course in Electrical or Mechanical trade from Industrial Training Institute; (iii) Knowledge of Hindi upto Matric Standard.	<b>For Promotion -</b> (i) Certificate Course in Electrical or Mechanical Trade from Industrial Training Institute; (ii) Five years' experience as Assistant Tubewell Operator. <b>For Transfer or Deputation -</b> (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 upto Matric Standard.
93.	Sewer Engine Operator	(i) Matriculate; (ii) Certificate Course in the trade of Diesel Engine from Industrial Training	<b>For Transfer or Deputation -</b> (i) Certificate Course in the trade of Diesel Engine from Industrial Training Institute;

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.	<b>For Transfer or Deputation -</b> (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.	<b>For Transfer or Deputation -</b> (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.	<b>For Transfer or Deputation -</b> (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.	<b>For Transfer or Deputation -</b> (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. <b>For Transfer or Deputation</b> (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. <b>For Promotion -</b> (i) Certificate Course in Electrical Trade from Industrial Training Institute; (ii) Seven years' experience as Assistant Tubewell Operator. <b>For Transfer or Deputation -</b> (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.
100.	Assistant Plumber Fitter	(i) Matriculate; (ii) Certificate Course in the trade of Plumber or Fitter from Industrial Training Institute; (iii) Knowledge of Hindi up to Matric standard. <b>For Promotion -</b> Seven years' experience as Assistant Plumber Fitter. <b>For Transfer or Deputation -</b> (i) Matriculate; (ii) Certificate Course in the trade of Plumber or Fitter from Industrial Training Institute; (iii) Two years' experience as Assistant Plumber Fitter; (iv) Knowledge of Hindi up to Matric Standard.
101.	Assistant Tubewell	(i) Matriculate <b>For Promotion -</b>

	Operator	(ii) Certificate Course in Electrical or Mechanical trade from Industrial Training Institute; (iii) Knowledge of Hindi upto Matric Standard. <b>For Transfer or Deputation -</b> (i) Matriculate; (ii) Certificate Course in Electrical or Mechanical trade from Industrial Training Institute; (iii) Two years' experience as Assistant Tubewell Operator; (iv) Knowledge of Hindi upto Matric Standard.
102.	Sanitary Daroga	<b>For Promotion -</b> Ten years' experience as [Safai Karamchari]; <sup>1</sup> <b>For Transfer or Deputation</b> (i) Two years' experience as Sanitary Daroga; (ii) Can read and write Hindi.
103.	Head Mali	<b>For Promotion -</b> Two years' experience as Mali*; <b>For Transfer or Deputation -</b> (i) Two years' experience as Head Mali; (ii) Knowledge of Hindi upto Matric Standard.
104.	Head Sewerman	<b>For Promotion -</b> Ten years' experience as Sewerman; <sup>2</sup> <b>For Transfer or Deputation -</b> (i) Two years' experience as Head Sewerman; (ii) Can read and write Hindi;
105.	Mate	<b>For Promotion -</b> Ten years' experience as Beldar;

<sup>1</sup> Substituted by Haryana Govt. Gaz. (Extra) No. S.O. 109/H.A.16/1994/S.67/6008 dated 6.11.2008.

<sup>2</sup> Substituted by Haryana Govt. Gaz. (Extra) No. S.O. 104/H.A.16/1994/S.67/2008, dated 21.10.2008.



			For Transfer or Deputation - (i) Two years' experience as Mate; (ii) Can read and write Hindi;
106.	Peon	(i) Middle Pass; (ii) Knowledge of Hindi upto Middle Standard.	For Transfer or Deputation - (i) Middle Pass; (ii) Two years' experience as Peon; (iii) Knowledge of Hindi upto Middle Standard.
107.	Chowkidar	(i) Middle Pass; (ii) Knowledge of Hindi upto Middle Standard.	For Transfer or Deputation - (i) Middle Pass; (ii) Two years' experience as Chowkidar; (iii) Knowledge of Hindi upto Middle Standard.
108.	Bill Distributor	(i) Middle Pass; (ii) Knowledge of Hindi upto Middle Standard.	For Transfer or Deputation - (i) Middle Pass; (ii) Two years' experience as Bill Distributor; (iii) Knowledge of Hindi upto Middle Standard.
109.	Khalasi	(i) Middle Pass; (ii) Knowledge of Hindi upto Middle Standard.	For Transfer or Deputation - (i) Middle Pass; (ii) Two years' experience as Khalasi; (iii) Knowledge of Hindi upto Middle Standard.
110.	Ferro Khalasi	(i) Middle Pass; (ii) Knowledge of Hindi upto Middle Standard.	For Transfer or Deputation - (i) Middle Pass; (ii) Two years' experience as Ferro Khalasi; (iii) Knowledge of Hindi upto Middle Standard.
111.	Library Attendant	(i) Middle Pass; (ii) Knowledge of Hindi upto Middle Standard.	For Transfer or Deputation - (i) Middle Pass; (ii) Two years' experience as Library Attendant; (iii) Knowledge of Hindi upto Middle Standard.

112.	Complaint Attendant	(i) Middle Pass; (ii) Knowledge of Hindi upto Middle Standard.	For Transfer or Deputation - (i) Middle Pass; (ii) Two years' experience as Complaint Attendant; (iii) Knowledge of Hindi upto Middle Standard.
113.	Ward Coolie	(i) Middle Pass; (ii) Knowledge of Hindi upto Middle Standard.	For Transfer or Deputation - (i) Middle Pass; (ii) Two years' experience as Ward Coolie; (iii) Knowledge of Hindi upto Middle Standard.
114.	Mail	(i) Middle Pass; (ii) Knowledge of Hindi upto Middle Standard.	For Transfer or Deputation - (i) Middle Pass; (ii) Two years' experience as Mail; (iii) Knowledge of Hindi upto Middle Standard.
115.	Mail-cum-Chowkidar	(i) Middle Pass; (ii) Knowledge of Hindi upto Middle Standard.	For Transfer or Deputation - (i) Middle Pass; (ii) Two years' experience as Mail-cum-Chowkidar (iii) Knowledge of Hindi upto Middle Standard.
116.	Beldar	(i) Middle Pass; (ii) Knowledge of Hindi upto Middle Standard.	For Transfer or Deputation - (i) Middle Pass; (ii) Two years' experience as Beldar; (iii) Knowledge of Hindi upto Middle 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	For Transfer or Deputation - (i) Middle Pass;



		Road Roller Cleaner; (iii) Knowledge of Hindi upto Middle Standard.	(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.	<b>For Transfer or Deputation -</b> (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.	<b>For Transfer or Deputation -</b> (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.	<b>For Transfer or Deputation -</b> (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.	<b>For Transfer or Deputation -</b> (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;	<b>For Transfer or Deputation -</b>

		(ii) Two years' experience as Helper to Electrician; (iii) Knowledge of Hindi upto Middle Standard.	(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.	<b>For Transfer or Deputation -</b> (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) Knowledge of Hindi upto Middle Standard.	<b>For Transfer or Deputation -</b> (i) Middle Pass; (ii) Two years' experience as Attendant for O.P.D.; (iii) Knowledge 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.	<b>For Transfer or Deputation -</b> (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.	<b>For Transfer or Deputation -</b> (i) Middle Pass; (ii) Two years' experience as Valveman; (iii) Knowledge of Hindi upto Middle Standard.
128.	Keyman	(i) Middle Pass;	<b>For Transfer or Deputation -</b>



		(ii) Two years' experience as Keyman; (iii) Knowledge of Hindi upto Middle Standard.	(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.	<b>For Transfer or Deputation -</b> (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.	<b>For Transfer or Deputation -</b> (i) Middle Pass; (ii) Two years' experience as Oilman; (iii) Knowledge of Hindi upto Middle Standard.
131.	Safai Karamchari	Can read and write Hindi;	<b>For Transfer or Deputation -</b> (i) Two years' experience as Safai Karamchari; (ii) Can read and write Hindi.
132.	Sewerman	Can read and write Hindi;	<b>For Transfer or Deputation -</b> (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/S. 67/2008, dated 30th April, 2008.

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

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

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

\* Substituted by Haryana Government, Notification, No. S.O.79/H.A. 16/1994/S. 67/2011, dated 30th September, 2011

Appendix C  
(See Rule 14(1))

Sr.N o.	Designation of Posts	Appointing authority	Nature of Penalty	Authority empowered to impose penalty	Appellate authority	Second and final appellate authori- ty, if any
1	2	3	4	5	6	7

Minor penalties -

1.* Chief Engineer						
1A. Senior Town Planner	Government	(i) Warning with a copy in the personal file (character roll); (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	Commissioner	Government	-	
2. Superintending Engineer						
3. Senior Architect						
4. Medical Officer of Health						
5. District Attorney						
6. Administrative Officer						
7. Executive Engineer						
8. Deputy Town Planner						
9. Chief Accounts Officer						
10. Medical Officer						
11. Assistant Engineer						



	Officer			
4.	Treasurer			
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 (Horticultural)			
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	Government.			
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.	[Omitted]				
58.	Telephone Operator				
59.	Tracer				
60.	Ferro Engineer				
61.	Welder				
62.	Mason				
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				

<sup>1</sup> Sr. No. 57 and existing entries thereagainst omitted by Notification 93/H.A.16/1994/S.67/2013, dated 9.11.2013.



	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/S.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	(i) reducing of withholding the amount of ordinary or additional pension admissible under the rules governing pension; (ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation.	Government	--	--
1A.	Senior Town Planner				
2.	Superintendent Engineer				
3.	Senior Architect				
4.	Medical Officer of Health				
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 or withholding the amount of ordinary or additional pension admissible under the rules governing	Commissioner	Government	--
2.	Superintendent				
3.	Land and Licensing Officer				
4.	Treasurer				
5.	Personal Assistant				
6.	Fire Station				



	Officer	pension; (ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation.			
7.	Head Draftsman				
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)				



98.	Valverman			
99.	Keyman			
100.	Petrolman			
101.	Oilman			
102.	Safai Karamchari			
103.	Sewerman			

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

## HARYANA MUNICIPAL CORPORATION (COMMUNICATION AND CONNECTIVITY INFRASTRUCTURE) BYE-LAWS 2013

### Notification

The 03rd October, 2013

No.2/12/2013/Rf2.—In exercise of the powers conferred by Section 392 read with Section 393 of the Haryana Municipal Corporation Act, 1994 (Act 16 of 1994), and with reference to Haryana Government, Urban Local Bodies Department, notification No. 2/12/2013/R2 dated the 2nd September, 2013, the Governor of Haryana hereby makes the following Bye-laws, namely: —

### BYE-LAWS

1. **Short title and commencement.**— (i) These bye-laws may be called as the 'Haryana Municipal Corporation (Communication and Connectivity Infrastructure) Bye-laws, 2013.

(ii) They shall come into force at<sup>1</sup> once.

2. **Definitions.**— In these bye-laws, unless the context otherwise requires-

- (a) "Act" means the Haryana Municipal Corporation Act, 1994 (Act 16 of 1994);
- (b) "Appendix" means Appendix appended with these bye-laws;
- (c) "applicant" means communication infrastructure provider registered with the Department of Telecommunications, Government of India or any telecom service provider licensed from the Department of Telecommunications, Government of India, to lay the communication and connectivity infrastructure and eligible to seek licence under these bye-laws;
- (d) "arrears" means the amount an applicant is liable to pay to the State Development Agency for communication Infrastructure laid/erected before the notification of these bye-laws;
- (e) "cable" means an assembly of one or more insulated conductors or optical fibres or a combination of both, within an enveloping jacket which may be underground or overhanging and is a high speed physical medium for transmitting data/information;
- (f) "communication infrastructure" includes dish antenna, optical fibre cable, Ground Based Mast, Roof Top Mast, mobile/communication

<sup>1</sup> Published in Haryana Govt. Gaz. (Extra), dated Oct 3, 2013.