

INDEX

Sections	Content	Page No.
Chapter I	Preliminary	1 - 2
Chapter II	Number and Character of Posts Under the Corporation	2 - 3
Chapter III	Recruitment, Seniority, Promotion & Retirement	3 – 9
Chapter IV	Pay and Allowances	9 – 11
Chapter V	Leave and Joining Time	11
Chapter VI	Discipline, Conduct and Penalties	11 – 14
Chapter VII	Record of Service	14
Chapter VIII	Travelling Allowance and Leave Travel Concession	14
Chapter IX	Advances for Purchase of Conveyance and House Building	14 – 15
Chapter X	Delegation and Amendments	15 – 16
Notification	First Amendment in Rule 3.1 (b) of Chapter III dated 1 st July 2008	17
Notification	Second Amendment in Rule 3.1 (b) of Chapter III dated 29 th September 2014	18
Amendments	Amendments in Service Bye- laws duly approved by the Government.	19-22
Annexure-A	No. of Posts alongwith corresponding pay scales as per HPHC Employees Service Bye-Laws 1990 (Duly approved by Govt. from time to time)	22
Annexure-B	Criteria for Recruitment of various posts as per HPHC Employees Service Bye-Laws 1990 (Duly approved by Govt.)	23-28

HARYANA POLICE HOUSING CORPORATION EMPLOYEES
SERVICE BYE- LAWS

CHAPTER-1

PRELIMINARY

- 1.1 These bye-laws may be called the “Haryana Police Housing Corporation Employees Service Bye-Laws, 1990.”
- 1.2 These bye-laws shall take effect from the date of incorporation of the Company.
- 1.3 These bye-laws shall apply to all whole time employees of the Corporation provided that:
- (i) In the case of employees on deputation from the State Government or any other authority, they shall apply subject to their term of deputation , and
 - (ii) In the case of employees engaged on contract basis, they shall apply subject to the terms of contract.

NOTE: If any doubt arises as to whether or not these bye-laws apply to any person, the final decision shall lie with the Board.

- 1.4 In these bye-laws, unless there is any thing repugnant in the subject or context:-
- (a) “the Board” means the Board of Directors of the Haryana Police Housing Corporation Ltd., Panchkula.
 - (b) “Chairman” means the Chairman of the Board”
 - (c) “Bye-Laws” means the Haryana Police Housing Corporation Ltd. Employees Services Bye-laws for the time being in force.
 - (d) “Corporation” means the Haryana Police Housing Coprn. Ltd., represented by the Board of Directors or duly authorized officers of the Corporation.
 - (e) “direct appointment” means an appointment made otherwise than by promotion or transfer of a person already in the service of the Corporation or made by taking a person on deputation from the Government or any other Corporation.
 - (f) “Employees” means a person (whether an officer or any other employee) employed on any post under the Corporation, but does not include except for the purpose of disciplinary action, a casual worker or a daily wage earner.

“The Govt.” means the Haryana Government”

“Honorarium” means a recurring or non-recurring payment granted to any employee of the Corporation from the funds of the Corporation, as remuneration for special work of an occasional or intermittent character, to be granted as per provisions contained in the Punjab CSR Volume I Part I.

“Managing Director” means the officer appointed by the Govt. to be the Managing director the Corporation under article 16(1) of the articles of Association of the corporation.

“Permanent Employee” means as employee appointed on a permanent basis against a permanent post.

“Probationer” means as employee appointed to fill a permanent vacancy on probation for the period specified in byelaw 3.2.

“Temporary employee” means as employee appointed for a limited period for work which is essential of a temporary nature or appointed against a temporary post or vacancy for a specified or unspecified period.

“Posts” means the posts created by the board from time to time.

“Appointment authority:” means the authority competent to make appointment.

- 1.5 The board shall have to powers to make, from time to time such additions, deletion, alternations or amendments in these bye-laws as it may deem fit and relax any of the provision contained therein.
- 1.6 The powers to interpret the Bye-laws vests in the Managing Director, who is also hereby empowered to issue such administrative instructions, as may be necessary to give effect to, and carry out purposes of the provisions of these bye laws or generally to secure effective control of the staff, provided that if, as a result of any decision of the Managing Director, as regards the construction of any bye law or bye laws as employee feels aggrieved, he shall have a right to appeal against such decision of the Managing Director, to the Board, whose decision shall be final and binding on all concerned.

CHAPTER-II

NUMBER AND CHARACTER OF POSTS UNDER THE CORPORATION

- 2.1 There shall be permanent/temporary posts under the corporation which are given in Annexure –A

Provided that the board shall have the right to add or reduce the number of such posts or create new posts with different designations and scales of pay whether on a permanent or temporary basis.

- 2.2.1 No candidate shall be appointed to the services unless he is:
- (a) a Citizen of India, or
 - (b) a Citizen of Nepal, or
 - (c) a Citizen of Bhutan, or
 - (d) a Tibetan refugee who came over to India before the 1st Jan, 1962 with the intention of permanently setting in India, or
 - (e) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the Republic of Tanzania (formerly Tanganyika and Zenzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently setting in India provided that a person belonging to category (b), (c), (d) or (e) shall be a person in whose favor a certificate of eligibility has been issued by the Government.

A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the recurring authority of the corporation and he may also provisionally be appointed subject to the necessary certificate being given to him by the Govt. of Haryana.

No person shall be recruited to any service by direct appointment, unless he produces a certificate of character from two responsible persons, not being his relatives who are well acquainted with him in his private life and his character and antecedents have been verified by the police.

CHAPTER-III

RECRUITMENT, SENIORITY, PROMOTION & RETIREMENT

3.1 RECRUITMENT

- (a) Recruitment to the various posts under the Corporation shall be made by the Board by any one or more of the following methods:-
 - (i) By direct recruitment of staff following norms in vogue in Police Department and in Government in General.
 - (ii) By deputation from State or Central Govt. or from any other State or Central Govt. undertaking in accordance with Haryana Govt. instructions circulated vide letter no. 13/5(5) 865-FRI dated 17.3.1987
 - (iii) By promotion of existing personnel or by transfer from one post to another.
 - (iv) By entering into contract with specific terms and conditions as laid down by the appointing authority.

- (b) “Appointments to all posts under the Corporation carrying pay scales of not more than Rs. 15600-39100+8000 Grade Pay and as revised from time to time shall be made by the Managing Director.” ^{[1],[2]}
- (c) The appointing authority may prescribe for various posts under the Corporation the qualifications whether academic, technical or otherwise, or test or physical standards or any experience that it may consider necessary and expedient for the efficient discharge of duties or conditions for confirmation, promotion or continuation in-services. The qualifications and experience prescribed for posts in class I, II, III, & IV in Administrative wing and for the posts in class I, II, & III in Security & Vigilance & Technical Wings are contained in Annexure ‘B’.
- (d) No person shall be recruited to the services by direct appointment if he on the date of his appointment is less than 17 yrs of age or is more than the maximum age limit prescribed by the Haryana Govt. from time to time for entry into the services or unless he is within such range of minimum and maximum age as may be specifically fixed by the Govt. from time to time on or before the first day of July next proceeding the last date of submission of application to the Haryana Police Housing Coprn. provided that appointing authority may relax the upper age limit for a category of class of persons.
- e) i) No person, who has been dismissed or has otherwise ceased in the service of the Corporation may be re-employed without the specified approval of the Board.
- ii) No person, who has entered in to are contracted a marriage with a person having a Spouse already living; or having a spouse living; has entered in to are contracted a marriage with any person shall be eligible for the appointment to the services.
- Provided that the appointing authority, may if satisfied that such marriage is permissible under the personal law applicable to such person and other party to marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.
- (f) The direct appointment of every person to any post under the Corporation shall be subject to production by such person of a medical certificate of fitness from the Chief Medical Officer of Civil Hospital/ Medical Officer of the Corporation.
- (g) The percentage of appointment by direct recruitment to the various clerical posts shall be made as under:
- a) 100% of the vacancies of Security Attendants (Class IV)
 - b) 50% of the vacancies of Restorers & book binders.
 - c) 80% of the vacancies of Clerks ^[3]
 - d) 10% of the vacancies of Assistants.
 - e) 75% of the vacancies of Steno-Typist.
 - f) 50% of the vacancies of Jr. scale Stenographer.
 - g) 10% of the vacancies of Sr. scale Stenographer

^[1] Rule 3.1 (b) was amended vide this office notification dated 01.07.2008 with the implementation of 5th Pay Commission w.e.f. 1.1.1996

^[2] Rule 3.1 (b) was further amended vide this office notification dated 29.09.2014 with the implementation of 6th Pay Commission w.e.f. 1.1.2006

^[3] Rule 3.1 (g)(c) has been amended as per Govt. Notification No. G.S.R.82/Const./Art./309/98 dated 24.07.1998

- (h) i) The post of Superintendent shall be filled by promotion from the amongst Dy. Superintendent with 1 yr service as such and if no Dy. Superintendent is suitable or eligible for promotion then from amongst Assistants having ten years services as such; or
- ii) By transfer or deputation of an official already in Govt. service in the service of Haryana Govt. Boards/ Corporation holding an equivalent post, provided that the appointment in this manner will be made only in exceptional circumstances when it becomes necessary to appoint a person with technical or specialized experience or qualification and when a suitable person is not available for promotion from amongst the lower ranks in this Corporation.
- (I) The Diploma courses of minimum two years duration under the aegis of Department of Technical Education, Haryana Government and affiliated to Haryana State Board of Technical Education, Panchkula is equivalent to 10+2 for the purpose of recruitment where 10+2 or equivalent is the requisite qualification for the appointment to the post

NOTE:

The promotion of the Steno-typists or stenographers to higher posts in the Corporation such as Assistants, Dy. Superintendents and Superintendents in the Corporation for appointment to which they are eligible under rules, shall be governed by the provisions of the Punjab Civil Services (Promotions of Stenographers and Steno typists) Rules 1961.

3.2 PROBATION OF PERSONS APPOINTED TO SERVICE.

- 1) Person appointed to any post shall remain on probation for a period of two yrs. If recruited by direct recruitment and one year, if recruited by promotion; provided that:
- (a) Any period after such appointment spent on deputation on a corresponding on a higher post shall count towards the period of probation.
- (b) In the case of an appointment by transfer, any period of work in equivalent or higher rank prior to appointment to the services may, in the discretion of the appointing authority, be allowed to count towards the period of probation; and
- (c) Any period of officiating appointment to the service shall be reckoned as period spent on probation , but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed unless he is appointed against a permanent vacancy.
- 2) If in the opinion of the appointing authority the work of conduct of a person during the period of probation is not satisfactory, it may:-
- (a) if such person is recruited by direct appointment dispense with his services or revert him to a post on which he held lien prior to his appointment to the services by direct appointment; and
- (b) if such person is recruited otherwise,
- (c) 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.

-6-

- 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 not been in its opinion satisfactorily:-
 - i. dispense with his service, if appointed by direct appointment or if appointed otherwise revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment may permit; or
 - ii. extend his period of probation and thereafter, pass such orders 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.

3.3 SENIORITY & PROMOTION

1 SENIORITY

The seniority inter-se of members of the services shall be determined by the length of continuous service on the post in the service;
Provided that where there are difference cadres in a service the seniority shall be determined separately for each cadre;

Provided further that in the case of members recruited by direct appointment the order of merit determined by the Commission , the Board or other recruiting authority as the case may be, shall not be disturbed in fixing the seniority;

Provided further that in case of two members appointed on the same date, their seniority shall be determined as follows:-

- (a) a member recruited by direct appointment shall be senior to a member recruited otherwise,
- (b) a member appointed by promotion shall be senior to a member appointed by transfer on promotion;
- (c) In the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preferences 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 their length of service in these appointments; and if the length of such service is also the same, an old member shall be senior to a younger members.

- Note:1 Seniority of members appointed on purely adhoc basis, shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment
- Note:2 The posts of clerks and steno typist shall be treated as the same class of post for the purpose of preparing a joint seniority list for making promotion to higher posts, their seniority inter-se reckoning from their dates of joining the post as such.
- Note:3 The posts of Senior Scale Stenographers and Assistants would be inter changeable and treated as the same class of post for the purpose of preparing a joint seniority list for making promotion to higher posts, their seniority inter-se reckoning from their dates they have become due for promotion as Assistant.
- Note:4 The inter-se Seniority of Personal Assistant with that of Deputy Superintendent shall be reckoned only from the date, the personnel Assistant becomes due for promotion as Dy. Superintendent in his capacity as Assistant.

2. **PROMOTIONS:**

All promotions to posts under the Corporation in the applicable line of promotion, shall be made on the basis of seniority cum-merit and no person shall have a right to be promoted to any post on the basis of seniority alone.

3.4 TERMINATION OF SERVICE

The service of an employee of the Corporation may be terminated by the appointing authority on administrative grounds:-

- i. in the case of permanent employee by giving three months notice or in lieu thereof pay for the period the notice falls short of short of three months.
- ii. in the case of temporary employee by giving one month notice or in lieu thereof pay for the period the notice falls short of short of one months.
- iii. in the case of employee deputation from the Government or any other Corporation by reverting him to his parent services as per terms of deputation.
- iv. A corresponding right to resign the service of the Haryana Police Housing Corpn. shall also be admissible to the permanent/temporary employees by giving three month's/ one month's notice or in lieu thereof, pay for the period the notice falls short of three month's/ one month's, as the case may be, provided that if the conduct of such an employee is under investigation, the acceptance of the resignation to tendered, shall be subject to the finalization of the enquiry.

3.5 SUPERANNUATION

3.6 SUPERANNUATION AND RETIREMENT

- a) Every officer or other employee of the Corporation other than a class IV employee shall retire on attaining the age of 58yrs.

Provided that the Board at its discretion may sanction from time to time the extension of his employment for a period not exceeding one year at a time, but in the no case beyond the age of sixty.

Provided further that the appointing authority may, with the approval of the BOD retire an employee of class I, II who had entered service of the Corporation before attaining the age of 35 yrs. At the age of 50 yrs. Or an employee of class I, II & III who has entered service of the Corporation after attaining the age of 35 yrs. At the age of 55 yrs. After giving him notice in writing of not less than three months. A corresponding right is also available to such an employee to retire on or after he has attained the age of 50 yrs. Or 55 yrs, as the case may be, it provided that where the notices is given before attaining the age of 50 yrs. Or 55 yrs, as the case may be it shall be given effect from a date not earlier than the date on which the age of 50 yrs. Or 55 yrs, As the case may be, is attained.

For the purpose of retirement of an employee of the Corporation at the age of 50/55 yrs as the case may be his case shall be placed before the Board of Directors for decision after examining his service record as per guidelines contained in Haryana Govt. instructions on this subject issued from time to time.

- b) An employee of the Corporation in Class IV shall retire on attaining the age of 60 yrs.
- c) Notwithstanding anything contained in these byelaws, an employee of the Corporation whose date of birth falls on any day other than 1st of that month shall on attaining the age of superannuation determined in accordance with the provisions of Clauses (a) & (b) above, as the case be retire on the last day of that month, which shall be working day. An employee whose date of birth if 1st of that month shall retire on the afternoon of the last day of the preceding month.
- d) i. Every officer/official of the Corporation shall be entitled to cash payment in lieu of unutilized earned leave on the date of retirement in accordance with the Government instructions issued from time to time.
- ii. The employee retiring on invalidation on the advice of the medical authority shall be paid leave salary in lump sum on the pattern applicable to Haryana Govt. employees from time to time.

3.6 **GRATUITY**

- a) Every officer/official of the Corporation shall be entitled to gratuity in accordance with the provision of payment of Gratuity Act 1972 and the amendments made therein from time to time.

3.7 **COMPULSORY CONTRIBUTORY PROVIDENT FUND**

Every employee of the Corporation shall be entitled to membership of the Contributory Provident Fund Scheme under the Provident Fund and Family Pension Act 1952 irrespective of the pay drawn by him with immediate effect and employer and employees contribution as applicable under the law shall be made. However, an employee who is already member of the Contributory Provident Fund under the said act on the date of his joining the Corporation on deputation from any other corporate body/Board of the State shall become a member of the said fund from the date of joining the Corporation. Re-employed persons shall be governed by terms of their appointment.

3.8 **EX GRATIA GRANTS**

The ex-gratia grants and other concession to be given to the family of deceased employee shall be regulated in accordance with the provisions of Punjab Civil Services Rules and Haryana Govt. instructions issued from time to time.

CHAPTER-IV

4.1 **PAY AND ALLOWANCES**

For the purpose of this chapter, the terms:-

- (a) "Pay" Substantive pay, Personnel pay and Special pay shall have the same meaning as defined In Chapter II of Punjab Civil Services, Volume-I, Part-I.
- (b) "award" means a fixed amount awarded in recognition of meritorious works performed by an officer or other employees of the Corporation.
- (c) "allowances" means includes Dearness Allowance, Travelling allowance, Deputation allowance, Conveyance allowance, Sumptuary allowance, Over time allowance, Chandigarh Compensatory allowance, House Rent allowance, Project allowance or any kind of allowance sanctioned by the board from time to time.
- 4.2** The payment of various **compensatory** allowance including dearness allowance, deputation allowance, conveyance allowance, medical reimbursement allowance and uniform maintenance allowance or any kind of other allowance, shall be governed under Haryana Police Housing Coprn. Ltd. "Payment of Compensatory allowance, Rules"

- 4.3** An officer or other employee of the Corporation shall on initial appointment by direct recruitment be eligible to the minimum of the scale of the post to which he is appointed; Provided that the appointing authority may, in consideration of special knowledge, training and experience allow a higher initial start to any person.
- 4.4.** The Managing Director may, in recognition of exceptionally good service of an officer or other employee of the Corporation grant to him:-
- i) an award not exceeding one month's pay of such officer or employee
 - ii) up to two increment in the time scale of his post;
Provided that the board may award any amount of money or grant any number of increments.
- 4.5** Employee on deputation with the Corporation may either :
- i) accept the pay scale of the post under the Corporation subject to the fixation of their pay in such pay scale by the appointing authority; or
 - ii) continue to enjoy their pay scale in their parent service plus deputation pay an other allowance as admissible to them as per government rules.
 - iii) the pay of the officials on deputations to the Haryana Police Housing Coprn. Ltd. If and when promoted to the higher posts in the Corporation in public interest and entrusted with the full fledged duties and responsibilities of those posts, shall be fixed in accordance with the provisions of Rules 4.4 read with 4.14 of the Punjab Civil Services Rules Vol. I Part I, by the HPHC and no deputation allowances will be allowed in addition, if, however such fixation of pay results in financial loss on any particular case that will be considered on merits and the loss made good by way of grant of personnel pay/advance increments to the extent of actual loss suffered at any stage.
- 4.6** The Corporation shall pay to the Parent Organization leave salary and pension contribution or any statutory liability in respect of all its officers or employee taken on deputation.
- 4.7(i)** The grant of increment / crossing of efficiency bar, shall be governed by the provisions contained in the Punjab Civil Services Rules, Vol-I, Part-I and Haryana Govt. instructions issued from time to time
- (ii) For the purpose of fixation of pay of HPHC employee on appointment/promotion from lower \to higher posts, the provisions of the rules contained in chapter IV of the Punjab C.S.R Vol-I, shall be applicable.

- 4.8** The officers and other employees of the Corporation shall receive such allowances as may be sanctioned by the Board from time to time.
- 4.9** The Managing Director may grant an honorarium or retaining fee to any person for any service rendered by him to or work done by him for the Corporation.
- 4.10** any sum of money or pay or allowance due to any officer or other employee of the Corporation that may have remained unclaimed may be transferred to or held in the suspense account for a period of three yrs. From the date on which the payment is normally due and will thereafter be treated as lapsed to the Corporation.

CHAPTER-V

5.1 LEAVE AND JOINING TIME

- i) The admissibility of leave of all kinds and joining time to any officer or other employee of the Corporation shall be governed by the Punjab C.S.R as amended from time to time.
- ii) Managing Director can sanction all kinds of leave to the officers and other employees of the Corporation to any extent admissible under the Punjab C.S.R. The casual leave shall be sanctioned by the officers in charge to whom powers are delegated from time to time.

CHAPTER-VI

6. DISCIPLINE CONDUCT AND PENALTIES

6.1 GENERAL

- a) The whole time of an officers or other employee shall be at the disposal of the Corporation. The working hours shall be fixed in such a manner be deemed fit by the Corporation in public interest.
- b) Every employee shall confirm to and abide by these bye-laws and shall observe, comply with and obey all orders and directions which may from time to time be given to him by any person under whose jurisdiction, superintendence or control, he may for the time being be place.
- c) Every employee shall maintain strictest secrecy regarding the Corporation's affairs and the affairs of its constitutions and shall not divulge, directly or indirectly either to a member of the public or of the Corporation staff unless compelled to do so by judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.

- d) No employee shall accept, solicit, or seek any outside employment or office, whether stipendiary or honorary without the previous sanction of the Managing Director.
- e) No employee shall undertake without part time work for private or public body or a private person or accept fee therefore without the sanction of the Managing Director who may grant/sanction only exceptional cases, when he is satisfied that the work can be undertaken without detriment to his official duties.
- f) An employee shall not absent himself from his duties without having first obtained the permission of the competent authority. Nor shall he be absent in the case of sickness or accident, without submitting a medical certificate from the appropriate authority; Provided that in the case of temporary indisposition, the production of a medical certificate at the absolute discretion of the competent authority be dispensed with.
- g) An employee shall not absent himself from his station of duty, without obtaining the previous sanction of the competent authority.
- h) No officer or other employee shall directly or indirectly engage in any other business, occupation or employment nor shall he enter into any partnership except any fees, endowment or commission whatsoever from any party other than the Corporation except with the previous permission of the Managing Director.
- i) No officer or other employee of the Corporation shall take part in politics or any other political demonstration or stand for election as member of any house of the State Legislature or any local authority or indulge in such activities which may cause embarrassment to the Corporation except after resigning from his post held in the Corporation and acceptance of resignation by the competent authority.
- j) The Corporation shall, in respect of acts done in good faith and in the interest of the Corporation extend protection to an officer and other employees of the Corporation in a court of law or elsewhere.
- k) Every officer or other employee shall be liable to be transferred by the appointing authority from one post to another or any place which it may consider necessary in the interest of the Corporation.
- l) On points for which there is no provision in the service bye-laws of the Corporation instructions of the Board of Directors or the Managing Director where the powers stand delegated to him would be obtained.

6.2 DUE ENQUIRIES

In case of indiscipline & misconduct or any one of other grounds enumerated in the bye-laws 6.6, the enquiries shall be conducted in accordance with the provisions of Punishment and Appeal Rules of Haryana State Government.

6.3 PENALTIES

An officer or other employee of the Corporation may be awarded any one or more of the following penalties after due enquiry:-

- a) Warning or reprimand or censure; not to be placed on personal file.
- b) Warning with a copy on personal file.
- c) With-holding of increment or increments; or promotion or stoppage of efficiency bar.
- d) Reduction to a lower stage in a time scale.
- e) Recovery from pay of the whole or part or any pecuniary loss caused to the Corporation; by negligence or breach of order.
- f) Removal or dismissal from service.
- g) Compulsory retirement; other than retirement on superannuation.

6.4 The penalties referred to in byelaw 6.3 may be imposed by order in writing of the appointing authority.

6.5 **REMEDIES**

Remedies to be followed as per CSR/Punishment & Appeal Rules of the Haryana State Government.

6.6 The penalties enumerated in bye-law 6.3 above may be imposed on ; any one or more of the following grounds; namely:-

- a) Strike or inducing others to strike;
- b) Willful insubordination or disobedience;
- c) Negligence, inefficiency or indolence;
- d) Irregular attendance;
- e) Unauthorized divulgence of any information or document detrimental to the interests or reputation of the Corporation
- f) Theft, pilferage, fraud, dishonesty, miss-appropriation, defalcation or embezzlement;
- g) Absence from duty without leave or overstaying leave except under circumstances beyond control Provided that the appointing authority may order such period to be treated as period spent on leave of any kind.
- h) Arrest or conviction on a criminal charge or for an offence involving moral turpitude or depravity degradation of character;
- i) Insanity
- j) Anti-national activities; or
- k) Any other sufficient ground.

6.7 An appeal against an order of the appointing authority imposing any penalty shall lie to the Board within one month of the date of the service of the order and the Board's decision on such appeal shall be final;
Provided that a joint appeal shall not be entertained;

Provided further that where penalty has been imposed by the appointing authority with the approval of the Board, the person on whom the penalty has been imposed may apply to the Board for revision of its decision within one month of the date of service of the order imposing the penalty.

CHAPTER-VII

RECORD OF SERVICE

The following record of the service of every officer and other employee shall be maintained:-

- i) Personal file
- ii) Service Book
- iii) Confidential Reports File.

NOTE:-

Files at Sr. No. i) and ii) shall be maintained by the office and the file at Sr. No. iii) shall remain in the personal custody of the Managing Director or an officer authorized by him.

CHAPTER-VIII

TRAVELING ALLOWANCE AND LEAVE TRAVEL CONCESSION

- 8.1 The traveling allowance rules contained in Punjab CSR, Vol. III (as applicable to Haryana State Govt. employees) shall apply to the employees of the Corporation (including deputationists) subject to such modifications as may be made by the Board from time to time. The Managing Director may sanction actual travelling, boarding & loading expenses on production of cash memo receipts where he deems fit.
- 8.2 All employees of the Corporation, on completion of one year's service in the Corporation shall be entitled to leave travel concession as applicable to Haryana Govt. employees.

CHAPTER-IX

ADVANCES FOR PURCHASE OF CONVEYANCE AND HOUSE BUILDING

- 9.1 All employees of the Corporation shall be entitled to grant of advance for the purchase of conveyance as per rules applicable to the State Government employees. The employees will be entitled to the advance after the completion of one year's service subject to budgetary provisions. The Managing Director may, at his discretion relax the period after which an employee would be eligible to avail of the advance.

- 9.2** All employees of the Corporation shall be entitled to grant of advance for the house building loan as per rules applicable to the State Government employees. The employees will be entitled to the advance after the completion of one year's service subject to budgetary provisions. The Managing Director may, at his discretion relax the period after which an employee would be eligible to avail of the advance.

CHAPTER-X

DELEGATION & AMENDMENTS

- 10.1** The Board may by resolution confer upon the Managing Director all or any of its powers under these Service Rules. The Managing Director, may, with the approval of the board in writing confer on any officer of the Corporation all or any of his powers, including powers delegated to him by the board. Delegated power shall be exercised subject to such restrictions, conditions and limitations as may be prescribed in the resolution or authorization by the Board or the Managing Director, as the case may be.
- 10.2** The Corporation reserves the right to modify cancel or amend all or any of these rules and issue supplementary rules or amendments there to without previous notice and gives effect to them from the date of issue or any other date. Matter not covered by these rules would be decided by the Managing Director, at his discretion, keeping in view the rules applicable to State Govt. employees.

10.3 **RESERVATION**

Nothing contained in these rules shall affect reservation and other concession required to be provided for Schedule Castes, Backward Classes, Ex-Servicemen, physically handicapped persons or any others issued by the State Govt. in this regard from time to time. Provided that the total percentage of reservations so made shall not exceed fifty percent, at any time.

- 10.4** In respect of any and all other matters not expressly provided for in these rules the rules/instructions followed/issued by Haryana Govt. from time to time, shall be applicable.

10.5 **GENERAL**

- i) Notwithstanding anything contained in Chapter IV, VI and VII the Police personnel on deputation to the Corporation shall in all service matters be governed by provisions of the Punjab Police Rules 1934 as and wherever applicable in parent Organizations.

- ii) Notwithstanding anything contained in Chapter IV, VI and VII the technical personnel such as XEN's, Architects, Assistant Engineers, Junior Engineer, Chief Head Draftsman, Assistant Draftsman, Work Supervisors, etc. recruited directly by the HPHC shall be governed by the Rules/instructions followed by the PWD(B&R) Haryana/Architect Department as the case may be, with regard to the matters of qualifications, experience seniority and promotions.

HARYANA POLICE HOUSING CORPORATION EMPLOYEES
SERVICE BYE-LAWS

NOTIFICATION

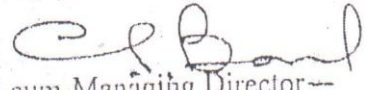

The 1st July, 2008.

In exercise of powers conferred in Article 14 of the Memorandum and Articles of Association of the Corporation, including sub clause (v) and (xix) all powers are vested in the BOD which has further been authorized under sub clause (xx) to delegate all or any of the powers, authorities and discretion for the time being vested in it, subject, however to the ultimate control and authority being retained by it to the Managing Director. The BOD in its 1st meeting held on 29.01.1990 in pursuance of Article 16(i) of the Memorandum and Articles of Association had authorized the Managing Director to exercise all powers vested in it. The BOD had approved the service Bye-laws titled as "The Haryana Police Housing Corporation Employees Service Bye-laws, 1990" wherein under rule 3.1(b) "appointments to all posts under the Corporation carrying pay scales with minimum of not more than Rs.3000/- shall be made by the Managing Director." The limitation of Rs.3000/- was based on the old pay scale of XEN (3000-4500) prevalent at the time of framing of Byelaws. This scale has further been revised by the 5th Pay Commission to Rs.10,000/- (10000-13900) w.e.f 1.1.1996.

The Board of Directors in its 78th meeting held on 25.6.2008 passed the following resolution vide item No. 4 regarding amendment to the "The Haryana Police Housing Corporation Employees Service Bye-laws" under rule 3.1(b) to enhance the powers of Managing Director, HPHC for making appointments upto the scale of Rs.13500-17250 by making amendment in clause(b) under rule 3.1 of HPHC Employees Service Bye-laws, 1990.

"RESOLVED that rule 3.1(b) of the Chapter-III of the Haryana Police Housing Corporation Employees Service Bye-laws be and is hereby amended by inserting the following new rule 3.1(b) read as under:-

"Appointments to all posts under the Corporation carrying pay scales with minimum of not more than Rs.13500/- shall be made by the Managing Director."


DGP-cum-Managing Director
Haryana Police Housing Corpn.
Ltd., Panchkula. 

HARYANA POLICE HOUSING CORPORATION EMPLOYEES SERVICE
BYE-LAWS

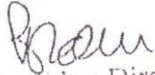
24TH September, 2014.

NOTIFICATION

The Board of Directors in its 103rd meeting held on 12.08.2014 vide agenda item No. 6 has passed the following resolution:-

"RESOLVED that rule 3.1 (b) under Chapter-III heading Recruitment of the "Haryana Police Housing Corporation Employees Service Bye-Laws" be and is hereby amended by inserting the following new rule 3.1 (b) read as under:-

"Appointments to all posts under the Corporation carrying pay scales of not more than Rs.15600-39100+8000 Grade Pay and as revised from time to time shall be made by the Managing Director."


Managing Director,
Haryana Police Housing Corpn.
Panchkula

29.9.14

**Amendments in HARYANA POLICE HOUSING CORPORATION EMPLOYEES
SERVICE BYE-LAWS 1990, duly approved by BOD and Govt.**

1. These bye-laws may be called the Haryana Police Housing Corporation Employees Service Bye-Laws (Amendment) Rules, 2015.

2. In the Haryana Police Housing Corporation Employees Service Bye-Laws, 1990, (hereinafter called the said rules), under chapter-III, Heading Recruitment, Seniority, Promotion and Retirement, of the Haryana Police Housing Corporation Employees Service Bye-laws , the following new rule 3.1 (I) for the posts of **Clerks, Steno-Typists, Junior Scale Stenographers and Senior Scale Stenographers** shall be inserted:-

- 3.1(I) (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-typist, Junior Scale Stenographers and Sr. 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 Application (SETC) within the probation period of two years, extendable by one year in case of direct recruit. The candidate appointed against the aforesaid categories of posts in Group C shall not be entitled to earn any increment in his/her pay scale till he/she qualifies the said test, failing which the services of such employees shall be dispensed with. The persons who are promoted to the post of clerk and Steno-typists shall also qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within a period of probation of one year extendable by one year, failing which he/she will be reverted back.
- (3) The Government of Haryana hereby authorizes the Haryana State Electronic Development Corporation Limited (HARTRON) or any other agency as prescribed by the Government, as the authorized agency for conducting the State Eligibility Test in Computer Appreciation and Application (SETC), alongwith a test in typing speed in accordance with the syllabus as the State Government may specify in this regard from time to time, besides the syllabus already provided in sub-rule (4) of this rule. The 'pass' certificate issued by HARTRON or any other agency, as approved by the Government, would be accepted as an evidence of the fulfillment of the prescribed condition of 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.
- (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 any of 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 Centers (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.
- (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' part of the State Eligibility Test in Computer Appreciation and Applications (SETC).

3. In the Haryana Police Housing Corporation Employees Service Bye-laws, 1990, Rule 3.1 (g) (h) i.e. (25% percent of vacancies of Section Officers (Haryana/ Central SAS qualified candidates/ C.A. M. Com. with atleast three years experience in Commercial accounts, to be appointed through direct recruitment) has been omitted in compliance of Govt. Instruction No. 13/ 36/79-PE(FD) dated 20.11.1996..

4. In the said rule, under chapter-III, heading Recruitment, Seniority, Promotion and Retirement, of the Haryana Police Housing Corporation Employees Service Bye-laws , be and is hereby amended by inserting the new rule 3.9 (deputation) under heading Recruitment, Seniority, Promotion, deputation and Retirement read as under:-

3.9 "Any staff member of the Corporation can be sent on deputation to other board/corporation/department of the State Govt./Central Govt. as per Standard terms and conditions of deputation."

5. In the said rules, under rule 10.5 (ii) for the existing rule, the following new rule 10.5 (ii) shall be substituted, namely:-

" Notwithstanding anything contained in chapter IV, VI &VII, the technical personnel such as Chief Engineer, Superintending Engineer, Executive Engineers, Assistant Engineers, Junior Engineers, Circle Head Draftsman, Head Draftsman, Draftsman, Work Supervisors, Chief Architect, Sr. Architect, Architect, Assistant Architect, Architectural Assistant , Senior Draftsman, Junior Draftsman, Assistant Draftsman etc. recruited directly by the HPHC, shall be governed by the rules/instructions followed by the PWD (B&R) Haryana/Architect Department as the case may be, with regard to the matters of qualifications, experience seniority and promotions."

6. In the said rules, for the existing Appendix "A" regarding sanctioned posts alongwith pay scales and Appendix "B" criteria for recruitment of posts, the new Appendices shall be substituted as per enclosures.

-sd-

Managing Director
Haryana Police Housing Corpn. Ltd.,
Panchkula.

**Amendments in HARYANA POLICE HOUSING CORPORATION EMPLOYEES
SERVICE BYE-LAWS 1990, duly approved by BOD and Govt.**

1. These bye-laws may be called the Haryana Police Housing Corporation Employees Service Bye-Laws (Amendment) Rules, 2017.
2. In the Haryana Police Housing Corporation Employees Service Bye-Laws, 1990, (hereinafter called the said rules), under Chapter-III, heading Recruitment, Seniority, Promotion, Deputation and Retirement, of the Haryana Police Housing Corporation Employees Service Bye-laws, the following new rules 3.1 (J) is inserted as per Haryana Govt. Instructions issued vide their letter No. 44/06/2016-4TE dated 02.02.2017:-

3.1(J) The Diploma courses of minimum two years duration under the aegis of Department of Technical Education, Haryana Government and affiliated to Haryana State Board of Technical Education, Panchkula is equivalent to 10+2 for the purpose of recruitment where 10+2 or equivalent is the requisite qualification for the appointment to the post.

-Sd-
Chairman & Managing Director
Haryana Police Housing Corpn. Ltd.,
Panchkula.

“ANNEXURE-A”

Sr. No.	Name of the Post	No. of sanctioned posts	Old Scale of pay			Scales after implementation of 7 th pay commission approved by Govt. vide letter No. 8/535/2016-3HGII dated 09.01.2017	Remarks
			Name of Pay Band	Corresponding Pay Band	Corresponding Grade Pay		
1.	Chairman	1	-	-	-	-	As per terms and conditions fixed by Govt.
2.	Managing Director	1	-	-	-	-	IPS Cadre Post. Incumbent will get his own pay scale.
3.	Chief Engineer	1	PB-4	37400-67000	10000	FPL - 19	
4.	Chief Architect	1	PB-4	37400-67000	10000	FPL - 19	
5.	Superintending Engineer	3	PB-4 w.e.f. 1.9.2009	37400-67000	8700	FPL - 14	As per approval of the HBPE (FD) conveyed vide ACS to Govt. Haryana (Home Department) Memo No. 8/35/2016-8HG-II dated 05.12.2016.
6.	Senior Architect	1	PB- 4	37400-67000	8700	FPL - 14	
7.	Executive Engineer	10	PB-3	15600-39100	6000	FPL - 11	
8.	Manager Finance and Accounts	1	PB-2	9300-34800	5400	FPL - 9	Deputation post to be filled up from A.G Haryana.
9.	Company Secretary	1	PB-2	9300-34800	5400	FPL - 9	
10.	Assistant District Attorney/Law officer	1	-	-	-	-	Deputation post to be filled up from Prosecution Department. Incumbent will get his own pay scale.
11.	Architect	1	PB-3	15600-39100	6000	FPL - 11	
12.	Assistant Architect	1	PB-2	9300-34800	5400	FPL - 9	
13.	Architectural Asstt.	1	PB-2	9300-34800	4000	FPL - 6	
14.	Senior Draftsman for Architect Wing	1	PB-2	9300-34800	4000	FPL - 6	
15.	Junior Draftsman for Architect Wing	1	PB-2	9300-34800	4000	FPL - 6	
16.	Assistant Engineer	28	PB-2	9300-34800	5400	FPL - 9	
17.	Superintendent (Estt- 1) (Works -2)	3	PB-2	9300-34800	4200	FPL - 7	One for Establishment, Two for Works.
18.	Private Secretary	2	PB-2	9300-34800	4200	FPL - 7	
19.	Personal Assistant	2	PB- 2	9300-34800	4000	FPL - 6	
20.	Section Officer	1	-	-	4600	FPL - 7	Deputation post to be filled up from Finance Department. Incumbent will get his own pay scale.
21.	Deputy Superintendent	2	PB- 2	9300-34800	4000	FPL - 6	
22.	Assistant	7	PB- 2	9300-34800	3600	FPL - 6	
23.	Circle Head Draftsman	2	PB- 2	9300-34800	4000	FPL - 6	
24.	Head Draftsman	10	PB- 2	9300-34800	4000	FPL - 6	
25.	Draftsman	9	PB- 2	9300-34800	3600	FPL - 6	
26.	Accountant	2	PB- 2	9300-34800	4000	FPL - 6	Deputation post to be filled up from A.G Haryana.
27.	Sr. Scale Stenographer	1	PB- 2	9300-34800	3600	FPL - 6	
28.	Junior Scale Stenographer	2	PB- 1	5200-20200	2400	FPL - 4	
29.	Steno-Typist	9	PB- 1	5200-20200	1900	FPL - 2	
30.	Clerk	14	PB- 1	5200-20200	1900	FPL - 2	
31.	Junior Engineer	60	PB- 2	9300-34800	4000	FPL - 6	
32.	Sr. Accounts Clerk	8	PB- 2	9300-34800	3600	FPL - 6	
33.	Sub Divisional Clerk	18	PB- 1	5200-20200	2400	FPL - 4	
34.	Drivers	11	PB- 1	5200-20200	2400	FPL - 4	
35.	Peon	3	-IS	4440-7440	1300	DL	DIMINISHING CADRE
36.	Sweeper	1	-IS	4440-7440	1300	DL	
37.	Sweeper cum Chowkidar	3	-IS	4440-7440	1300	DL	
38.	Site helper	64	-IS	4440-7440	1300	DL	
TOTAL		288					

ANNEXURE-“B”

Sr. No.	Designation of the Post	Qualification & Experience for Direct recruitment	Qualification & Experience for Appointment other than by direct recruitment
1	Superintendent	-	<p>i) By promotion from amongst Deputy Superintendents with one year's service as such and if no Deputy Superintendent is Suitable/eligible for promotion then from amongst Assistant having at least eight years service as such.</p> <p>ii) By transfer or on deputation of an official already in the service of the State Govt. or the Govt. of India or Haryana State Govt. Corpn./ Boards.</p>
2	Private Secretary	-	By promotion from amongst Personal Assistants/Senior Scale Stenographers having experience of one year as Personal Assistant or eight years experience as Senior Scale Stenographer.
3	Dy. Superintendent	-	<p>i) By promotion from amongst Assistant having at least 7 year's service experience as such; or</p> <p>ii) Subject to the condition laid down in note-4 to bye laws 3.3, by promotion from amongst Personal Assistants having minimum experience of three years as such; or</p> <p>iii) By transfer or deputation of an official already in the service of the State Govt. Corpn./ Boards holding post from identical or equivalent.</p>
4	Section Officer	-	By deputations of SOs from the Finance Department, Haryana, amongst the SAS qualified candidates/officers.
5	Personal Assistant		<p>i) By promotion from amongst Senior Scale stenographer or Assistant with a minimum contained experience of 7 years as such of which at least two years should be as Sr. Scale stenographer and two years as Assistants, or</p> <p>ii) By transfer or deputation of an official already in service of the State Govt. undertaking Corpn./ Boards holding a post from identical or equivalent grade.</p>
6	Assistant	Possesses a degree or have passed an equivalent examination of a recognized University.	<p>i.) By promotion from amongst clerks with five years minimum service and Junior Scale Stenographer with five years minimum service including one year's Minimum service as clerk.</p> <p>ii) By transfer or deputation.</p>
7	Senior Accounts Clerk	-	As per rules followed in the PWD (B&R) Haryana.
8	Sub-Divisional Clerk	-	As per rules followed in the PWD (B&R) Haryana.

Sr. No.	Designation of the Post	Qualification & Experience for Direct recruitment	Qualification & Experience for Appointment other than by direct recruitment
9	Senior-Scale Stenographers	<p>(1) (i) 10+2 with Ist. Division or possesses a degree or has passed an equivalent examination of a recognized university has good knowledge of Stenography and passes such test in stenography as may be prescribed in this behalf.</p> <p>(ii) Knowledge of Hindi or Sanskrit upto Matric Standard.</p> <p>(iii) English shorthand at 100 w.p.m. and transcription thereof at 20 words per minute, on computer.</p> <p>(iv) Hindi Shorthand 80 words per minute and transcription thereof at 15 words per minute, on Computer</p> <p>(2) Candidates shall have to qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) with in the probation period of two years, extendable by one year in case of direct recruitment.</p> <p>The candidate appointed against the aforesaid category of post in the group 'C' shall not be entitled to earn any increment in his pay scale till he/she qualifies the said test failing which the services of such employees shall be dispensed with.</p> <p>(3) 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 prescribed by the Government for the purpose. The test would be conducted quarterly. The pass Certificate issued by the HARTRON or any other agency as approved by the Government would be accepted as an evidence of the fulfillment of the prescribed condition of the Service Rules.</p>	(1) By selection from amongst Junior Scale Stenographers.
		<p>(4) The syllabus of the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word processing, Internet Browsing and E-mail management and as the State Government may specify in this regard from time to time.</p>	

Sr. No.	Designation of the Post	Qualification & Experience for Direct recruitment	Qualification & Experience for Appointment other than by direct recruitment
10	Junior- Scale Stenographers	<p>(1) (i) 10+2 / Graduates or equivalent (for Ex-serviceman 10+2 only).</p> <p>(ii) Knowledge of Hindi or Sanskrit upto Matric standard.</p> <p>(iii) English shorthand at 100 w.p.m. and transcription thereof at 20 words per minute, on computer.</p> <p>(iv) Hindi Shorthand 80 words per minute and transcription thereof at 15 words per minute, on Computer.</p>	<p>(1) (i) By selection from amongst Steno-typist.</p> <p>(ii) By selection from amongst Clerks who qualify in Stenography test as may be prescribed by the Corporation.</p>
		<p>(2) Candidates 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.</p> <p>The candidate appointed against the aforesaid category of post in the group 'C' shall not be entitled to earn any increment in his pay scale till he/she qualifies the said test failing which the services of such employees shall be dispensed with.</p>	<p>(2) The persons who are promoted to the post of Junior Scale Stenographer shall also qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) with in the period of probation of one year extendable by one year failing which he/she will be reverted back.</p> <p>The candidate appointed against the aforesaid category of post in the group 'C' shall not be entitled to earn any increment in his pay scale till he/she qualifies the said test.</p>
		<p>(3) 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 prescribed by the Government for the purpose. The test would be conducted quarterly. The pass Certificate issued by the HARTRON or any other agency as approved by the Government would be accepted as an evidence of the fulfillment of the prescribed condition of the Service Rules.</p>	<p>(3) 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 prescribed by the Government for the purpose. The test would be conducted quarterly. The pass Certificate issued by the HARTRON or any other agency as approved by the Government would be accepted as an evidence of the fulfillment of the prescribed condition of the Service Rules.</p>
		<p>(4) The syllabus of the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word processing, Internet Browsing and E-mail management and as the State Government may specify in this regard from time to time.</p>	<p>(4) The syllabus of the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word processing, Internet Browsing and E-mail management and as the State Government may specify in this regard from time to time.</p>

Sr. No.	Designation of the Post	Qualification & Experience for Direct recruitment	Qualification & Experience for Appointment other than by direct recruitment
11	Steno-Typist	<p>1) (i) 10+2 / Graduates or equivalent (for Ex-serviceman 10+2 only).</p> <p>(ii) Knowledge of Hindi or Sanskrit upto Matric standard.</p> <p>(iii) English shorthand at 80 w.p.m. and transcription thereof at 15 words per minute, on computer.</p> <p>(iv) Hindi Shorthand 64 words per minute and transcription thereof at 11 words per minute, on Computer.</p>	<p>1) by selection from amongst Clerks who qualify in a Stenography test as may be prescribed by the Corporation.</p>
		<p>(2) Candidates 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 category of post in the group 'C' shall not be entitled to earn any increment in his pay scale till he/she qualifies the said test failing which the services of such employees shall be dispensed with.</p> <p>(3) 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 prescribed by the Government for the purpose. The test would be conducted quarterly. The pass Certificate issued by the HARTRON or any other agency as approved by the Government would be accepted as an evidence of the fulfillment of the prescribed condition of the Service Rules.</p> <p>(4) The syllabus of the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word processing, Internet Browsing and E-mail management and as the State Government may specify in this regard from time to time.</p>	<p>(2) The persons who are promoted to the post of Steno-typist shall also qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) with in the period of probation of one year extendable by one year failing which he/she will be reverted back. The candidate appointed against the aforesaid category of post in the group 'C' shall not be entitled to earn any increment in his pay scale till he/she qualifies the said test</p> <p>(3) 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 prescribed by the Government for the purpose. The test would be conducted quarterly. The pass Certificate issued by the HARTRON or any other agency as approved by the Government would be accepted as an evidence of the fulfillment of the prescribed condition of the Service Rules.</p> <p>(4) The syllabus of the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word processing, Internet Browsing and E-mail management and as the State Government may specify in this regard from time to time.</p>

Sr. No.	Designation of the Post	Qualification & Experience for Direct recruitment	Qualification & Experience for Appointment other than by direct recruitment
12	Clerks	<p>1)(i) 10+2/ Graduates or equivalent (For Ex-serviceman 10+2 only).</p> <p>(ii) Knowledge of Hindi or Sanskrit upto Matric standard.</p> <p>(2) Candidates 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.</p> <p>The candidate appointed against the aforesaid category of post in the group 'C' shall not be entitled to earn any increment in his pay scale till he/she qualifies the said test failing which the services of such employees shall be dispensed with.</p>	<p>1) (i) by promotion on the basis of seniority-cum-merit from amongst the Group-D employees, who have been recruited upto 07.11.2013, who are either Graduates or are matriculate or equivalent with a minimum of five years service as such. or</p> <p>(ii) by promotion on the basis of seniority-cum-merit from amongst the Group-D employees, who are recruited after 07.11.2013 and who are 10+2/ Graduates or equivalent with a minimum of five years service as such, or</p> <p>(iii) by transfer or deputation of officials already in the service of State Govt. or Government of India or Haryana State undertaking/ Corporation/ Boards holding post in identical equivalent grade.</p> <p>(2) The persons who are promoted to the post of Clerk shall also qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) with in the period of probation of one year extendable by one year failing which he/she will be reverted back.</p> <p>The candidate appointed against the aforesaid category of post in the group 'C' shall not be entitled to earn any increment in his pay scale till he/she qualifies the said test.</p>
		<p>(3) 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 prescribed by the Government for the purpose. The test would be conducted quarterly. The pass Certificate issued by the HARTRON or any other agency as approved by the Government would be accepted as an evidence of the fulfillment of the prescribed condition of the Service Rules.</p>	<p>(3) 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 prescribed by the Government for the purpose. The test would be conducted quarterly. The pass Certificate issued by the HARTRON or any other agency as approved by the Government would be accepted as an evidence of the fulfillment of the prescribed condition of the Service Rules.</p>

Sr. No.	Designation of the Post	Qualification & Experience for Direct recruitment	Qualification & Experience for Appointment other than by direct recruitment
		<p>(4) The syllabus of the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word processing, Internet Browsing and E-mail management and as the State Government may specify in this regard from time to time.</p> <p>(5) 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 computer.</p>	<p>(4) The syllabus of the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word processing, Internet Browsing and E-mail management and as the State Government may specify in this regard from time to time.</p> <p>(5) 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 computer.</p>
13.	Driver	<p>i) Matric with Hindi or Sanskrit</p> <p>ii) Should have a light/ heavy valid driving license, as the case may be, at least 3 years old.</p> <p>iii) Should have passed the driving test. The driving test of candidates applying for the post of driver will be conducted by the Haryana Staff Selection Commission itself as usual.</p> <p>iv) He should not be colour blind.</p> <p align="center">In compliance of the Govt. instruction No. 25/18/2005-4GSII dated 02.09.2014 .</p>	<p>i) Matric with Hindi or Sanskrit</p> <p>ii) Three years experience as Class III/ IV posts.</p> <p>iii) Should have a light/ heavy valid driving license, as the case may be, at least 3 years old.</p> <p>iv) Should have passed the driving test. The department concerned will conduct the driving test.</p> <p>v) He should not be colour blind.</p> <p align="center">The age for an employee to qualify for promotion as Driver shall be restricted to 50 years.</p> <p align="center">In compliance of the Govt. instruction No. 25/18/2005-4GSII dated 02.09.2014.</p>
14.	Technical Posts	<p>Chief Engineer, Superintending Engineer, Executive Engineers, Assistant Engineers, Junior Engineers, Circle Head Draftsman, Head Draftsman, Draftsman, Work Supervisors.</p> <p>Chief Architect, Sr. Architect, Architect, Assistant Architect, Architectural Assistant, Senior Draftsman, Junior Draftsman, Assistant Draftsman etc.</p> <p align="center">As per rules followed in the PWD (B&R) Haryana/ Architect Department Haryana, as the case may be.</p>	<p>Chief Engineer, Superintending Engineer, Executive Engineers, Assistant Engineers, Junior Engineers, Circle Head Draftsman, Head Draftsman, Draftsman, Work Supervisors.</p> <p>Chief Architect, Sr. Architect, Architect, Assistant Architect, Architectural Assistant, Senior Draftsman, Junior Draftsman, Assistant Draftsman etc.</p> <p align="center">As per rules followed in the PWD (B&R) Haryana/ Architect Department Haryana, as the case may be.</p>