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PART-III

HARYANA GOVERNMENT

GENERAL ADMINISTRATION DEPARTMENT

Notification

The 24th September, 1981

No. G.S.R 101/Const./Art./187/81.—In exercise of the powers conferred by clause (3) of article 187 of the Constitution of India, the Governor of Haryana, after consultation with the Speaker, Haryana Vidhan Sabha, hereby makes the following rules, regulating the recruitment and condition of service of persons appointed to the Haryana Vidhan Sabha Secretariat Service namely :-

PART - I GENERAL

1. These rules may be called the Haryana Vidhan Sabha Secretariat Service Rules, 1981. Short title

2. In these rules, unless the context otherwise requires; Definitions

- (a) "direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer or by deputation of an official already in the service of the Government of India or any State Government;
- (b) "Finance Department" means the Finance Department of the Haryana Government;
- (c) "Government" means the Haryana Government in the Administrative Department;
- (d) "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 an examination held before, the 15th August, 1947, the Punjab, Sind or Dacca University; or
 - (iii) any other university which is declared by the State Government to a recognized university for the purpose of these rules ;
- (e) "Secretary" means the Secretary of the Haryana Vidhan Sabha;
- (f) "Service" means the Haryana Vidhan Sabha Secretariat Service; and
- (g) "Speaker" means the Speaker of the Haryana Vidhan Sabha.

PART II-RECRUITMENT TO SERVICE

Number and
Character of post

3. The Service shall comprise the posts in each group shown in *Appendix A to these rules and members of the Service shall draw pay in the scales of pay shown there against.

Provided that nothing contained in these rules shall effect the right of the Speaker to make additions to or reduction in, the number of such posts or to create new posts with different designations and scales of pay either permanently or temporarily subject to the approval of the Government.

Nationality,
domicile and
Character of the
Candidate
Recruited to
Service

4. (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 Tibetan refugee who came over to India, before the 1st January, 1962, with the intention of permanently settling in India; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawai, Zaire and Ethopia with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the State 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 shall be given only after the necessary eligibility Certificate has been issued to him by the State Government.

(3) No Person shall be appointed to 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.

Age

5. No person shall be appointed to any post in Group 'C' and 'D' service by direct recruitment who is less than seventeen years or more than forty years of

* Substituted *vide* Haryana Government Notification No. G.S.R. 28/Const./Art./187/2012, dated 27th August, 2012.

age and no person shall be appointed to any post on Group 'A' and 'B' service by direct recruitment who is less than seventeen years or more than forty five years of age on the last date prescribed for submission of applications for appointment:

Provided that the Speaker may, if in his opinion, it is necessary or expedient to do so, by order for reasons to be recorded in writing, relax the age limit in respect of any class or category of persons to be appointed to Group C or Group D posts.

6. No Person—

Disqualification

- (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 appointing authority may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

7. Appointment to the posts in the Service shall be made :—

Appointing
Authority

- (a) In the case of Secretary, by the Government in consultation with the A Speaker; or
- (b) In the case of other posts; by the Speaker.

8. No person shall be appointed to any post in the service, unless he is Qualification
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 recruitment other than by direct recruitment.

9. The method of recruitment to any post in the service other than to the Method of
Recruitment
post of Secretary, shall be determined by the Speaker

Method of recruitment :—

(1) Recruitment to the Service shall be made :—

- (i) by direct recruitment; or
- (ii) by promotion; or
- (iii) by transfer or deputation of an officer/official already in the service of any State Government or the Government of India.

* Substituted *vide* Haryana Government Notification No. G.S.R. 28/Const./Art./187/2012, dated 27th August, 2012.

(2) The appointing authority shall determine the method of recruitment as and when a vacancy arises.

(3) All promotions, unless otherwise provided, shall be made on seniority-cum-merit basis and seniority alone shall not confer any right to such promotion, in respective cadres.

Probation

10. (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 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 a 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 or 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, revert him to his former post or deal with him in such other manner, as the terms and conditions of previous appointment permit, if appointed otherwise : 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, interse of members of the Service shall be determined by Seniority the length of continuous service on any post in the service:

Provided that where there are different cadres in service the seniority shall be determined separately for each cadre:

Provided further that in the case of members appointed by direct recruitment, the order of merit determined by the recruiting authority shall not be disturbed in fixing the seniority :

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

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer;
- (c) in the case of members appointed by promotion or by transfer, seniority shall be determined according to the 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 appointment and if the length of such service is also the same, the older member shall be senior to the younger member.

12. In respect of pay, leave pension and all other matters not expressly provided for in these rules, the members of the service shall be governed by such rules and regulations as may have been, or may hereafter be, adopted or made

Pay, Leave
Pension and
Other Matters

by the competent authority under the Constitution of India or under any law for the time being in the force.

Discipline,
Penalties and
Appeals

13. (1) In matters relating to discipline, penalties and appeals, members of the service shall be governed by the Haryana Civil Services (Punishment and Appeal), Rules, 1987] as amended from time to time:

Provided that the appointing authority shall be competent to impose any of the penalties:

Provided further that the appointing authority may in case of minor punishment delegate the power to impose any of the minor penalties to the Secretary.

(2) The appellate authority in cases where the penalty has been imposed by the Speaker shall be the Government.

(3) The appellate authority in cases where the minor penalty has been imposed by the Secretary shall be the Speaker.

Oath of
Allegainaces

14. Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to India and to the Constitution of India as by law established.

Power of
Relaxation

15. Where the appointing authority 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:

Provided that the Government shall consult the Speaker before making any order of relaxation :

Provided further that the Speaker shall obtain the prior approval of the Government before making any order of relaxation.

Reservation

16. Nothing contained in these rules shall affect reservation and other concessions required to be provided for Scheduled Castes, Backward Classes and Ex-servicemen in accordance with the order issued by the State Government in this regard from time to time.

Repeal and
Saving

17. The orders of the Government of Punjab, dated the 11th April, 1953 with regard to the powers of appointment of the Secretary and other staff of the Vidhan Sabha Secretariat and the Pepsu Assembly Secretariat (Conditions of Services) Rules, 1952, are hereby repealed.

Provided that any order issued, any appointment made, anything done or any action taken under the rules of orders so repealed shall be deemed to have been issued, made, or taken under the corresponding provisions of these rules:

Provided further that the Pepsu Legislative Assembly Secretariat (Conditions of Services) Rules, 1952, shall continue to be applicable to such of the employees who held the same posts as they were holding on 31st October, 1956.

“APPENDIX A**(see rule 3)**

Sr. No.	Designation of posts	Number of Posts			Pay Band +Grade Pay
		Permanent	Temporary	Total	
1	2	3	4	5	6

(Group A)

1	Secretary	1	--	1	PB-4 ₹37400-67000 + ₹10000 G.P.
2	Additional Secretary	1	--	1	PB-4 ₹37400-67000 + ₹8700 G.P.
3	Joint Secretary	1	--	1	PB-3 ₹15600-39100 + ₹8000 G.P.
4	Deputy Secretary	2	1	3	PB-3 ₹15600-39100 + ₹7600 G.P.
5	Under Secretary	3	--	3	PB-3 ₹15600-39100 + ₹6000 G.P.
6	Under Secretary(Debates)	1	--	1	PB-3 ₹15600-39100 + ₹6000 G.P.
7	Secretary to Speaker	1	--	1	PB-3 ₹15600-39100 + ₹6000 G.P.

(Group B)

1	Sergeant-at-Arms	--	1	1	Officer of Deputy Superintendent of Police' s Rank.
2	Accounts Officer	1	--	1	PB-2 ₹9300-34800 + ₹4200 G.P.+ ₹200/- S.P.
3.	Research Officer	1	--	1	PB-2 ₹ 9300-34800 +₹4200 G.P.+ ₹200/- S.P.
4.	Editor of Debates	1	--	1	PB-2 ₹9300-34800 + ₹5400 G.P. + ₹200/- S.P
5.	System Analyst	--	1	1	PB-2 ₹9300-34800 + ₹5400 G.P.
6.	Information and Coordination Officer	1	--	1	PB-2 ₹9300-34800 + ₹4800 G.P. ₹5400/- G P. after four year
7.	Superintendent	7	2	9	PB-2 ₹ 9300-34800+₹4800 G.P. after four years ₹5400 G.P.
8.	Private Secretary	2	--	2	PB-2 ₹9300-34800+₹4800 G.P. after four years ₹5400 G.P.
9	Law Officer	3	1	4	PB-2 ₹9300-34800 +₹ 4200 G.P. + ₹200/- S.P
10	Liaison Officer	2	--	2	PB-2 ₹9300-34800 + ₹4200 G.P. + ₹200/- S.P
11	Committee Officer	--	1	1	PB-2 ₹9300-34800 + ₹4200 G.P. + ₹200/- S.P

12. Public Relations Officer	1	--	1	PB-2 ₹9300-34800 + ₹ 4200 G.P. + ₹200/- S.P.
<i>(Group C)</i>				
1. Chief Reporter	1	--	1	PB-2 ₹9300-34800 + ₹4800 G. P. + ₹200/- S.P.
2. Senior Reporter	6	--	6	PB-2 ₹9300-34800 + ₹4600 G.P. + ₹200/- S.P.
3. Reporter	9	---	9	PB-2 ₹9300-34800 + ₹4200 G. P. + ₹200/- S.P.
4. Personal Assistant	3	--	3	PB-2 ₹9300-34800 + ₹4200 G.P.
5. Deputy Superintendent	5	--	5	PB-2 ₹9300-34800 + ₹4200 G.P.
6. Assistant Research Officer	1	--	1	PB-2 ₹9300-34800 + ₹3600 G.P. + ₹150/- S.P.
7. Watch and Ward Officer	1	--	1	PB-2 ₹9300-34800 + ₹3600 G.P.
8. Junior Programmer	--	2	2	PB-2 ₹9300-34800 + ₹3600 G.P.
9. Assistant	27	2	29	PB-2 ₹9300-34800 + ₹3600 G.P. for Grade II and G.P ₹4000 for Grade-I
10. Senior Scale Stenographer	2	--	2	PB-2 ₹9300-34800 + ₹ 3600 G.P.
11. Technical Supervisor	3	---	3	PB-2 ₹9300-34800 + ₹ 3600 G.P.
12. Senior Translator	3	--	3	PB-2 ₹9300-34800 + ₹3600 G.P.
13. Reception Officer	1	--	1	PB-2 ₹9300-34800 + ₹3300 G.P.,
14. Research Assistant	2	--	2	PB-2 ₹9300-34800 + ₹3300 G.P.+ ₹150/- S.P.
15. Resident Assistant-Cum- Care Taker.	1	--	1	PB-2 ₹9300-34800 + ₹3200 G.P. + ₹60/- S.P.
16. Cashier	1	--	1	PB-2 ₹9300-34800 + ₹3200 G.P.+ ₹100/- S.P.
17. Librarian	1	--	1	PB-2 ₹9300-34800 + ₹3200 G.P.
18. Proof Reader	2	--	2	PB-2 ₹9300-34800 + ₹3200 G.P.
19. Assistant Reception Officer	1	--	1	PB-2 ₹9300-34800 + ₹3200 G.P.
20. Assistant Librarian	1	--	1	PB-1 ₹5200-20200 + ₹2400 G.P.
21. Junior Scale Stenographer	8	---	8	PB-1 ₹5200-20200 + ₹2400 G.P. + ₹40 S.P.
22. Telephone Operator	6	1	7	PB-1 ₹5200-20200 + ₹2400 G.P. + ₹40 S.P.

23. Telephone Attendant	6	1	7	PB-1 + ₹5200-20200 + ₹2400 G.P. + ₹40 S.P.
24. Driver	3	2	5	PB-1 ₹5200-20200 + ₹2400 G.P. + ₹300 S.P.
25. Junior Translator	3	--	3	PB-1 ₹5200-20200 + ₹2400 G.P. + ₹50 S.P.
26. Computer Operator	2	--	2	PB-1 ₹5200-20200 + ₹1900 G.P.
27. Data Entry Operator	7	--	7	PB-1 ₹5200-20200 + ₹1900 G.P. + ₹40 S.P.
28. Clerk	45	--	45	PB-1 ₹5200-20200 + ₹1900 G.P. + ₹40 S.P.
29. Typist	2	--	2	PB-1 ₹5200-20200 + ₹1900 G.P. + ₹40 S.P.
30. Hindi Typist	4	--	4	PB-1 ₹5200-20200 + ₹1900 G.P. + ₹40 S.P.
31. Punjabi Typist	1	--	1	PB-1 ₹5200-20200 + ₹1900 G.P. + ₹40 S.P.
32. Receptionist	2	--	2	PB-1 ₹5200-20200 + ₹1900 G.P. + ₹40 S.P.
33. Copy Holder	2	--	2	PB-1 ₹5200-20200 + ₹1900 G.P.
34. Bills Messenger	1	--	1	PB-1 ₹5200-20200 + ₹1900 G.P. + ₹60 S.P.
35. Watch and Ward Assistant	26	--	26	PB-1 ₹5200-20200 + ₹1900 G.P. + ₹60 S.P.
36. Photostate Machine Operator	2	--	2	PB-1 ₹5200-20200 + ₹1900 G.P. + ₹40 S.P.
37. Record Restorer	3	--	3	PB-1 ₹5200-20200 + ₹1900 G.P. + ₹30 S.P.
38. Book Binder	1	--	1	PB-1 ₹5200-20200 + ₹1800 G.P. + ₹30 S.P.
(Group D)				
1. Door Keeper	8	---	8	-IS ₹4440-7440 + ₹1650 G.P. + ₹60 S.P.
2. Jamadar	3	---	3	-IS ₹4440-7440 + ₹1650 G.P. + ₹50 S.P. for one and ₹30 S.P. for others.

3	Daftri	1	---	1	-IS ₹4440-7440 + ₹1650 G.P. + ₹30 S.P.
4	Library Attendant	2	--	2	-IS ₹ 4440-7440 + ₹1650 G.P. + ₹30 S.P.
5	Cycle Shed Attendant	2	---	2	-IS ₹4440-7440 + ₹1300 G.P. + ₹30 S.P.
6	Peon	23	--	23	IS ₹4440-7440 + ₹1300 G.P. + ₹30 S.P.
7	Frash	6	--	6	IS ₹4440-7440 + ₹1300 G.P. + ₹30 S.P.
8	Messenger	2	---	2	IS ₹4440-7440 + ₹1300 G.P. + ₹30 S.P.
9	Chowkidar	9	---	9	IS ₹4440-7440 + ₹1300 G.P. + ₹30 S.P.
10	Mali	--	1	1	IS ₹4440-7440 + ₹1300 G.P. + ₹30 S.P.
11	Sweeper	9	1	10	-IS ₹4440-7440 + ₹1300 G.P. + ₹30 S.P.

APPENDIX B*(See rule 8)*

Sr. No.	Designation	Academic Qualification and experience, if any for Direct Recruitment	Academic Qualification and experience for appointment other than by Direct Recruitment
1	2	3	4
GROUP - A			
1	Secretary	(i) Law Graduate(Professional); (ii) Eight years experience in supervisory capacity involving practical knowledge of Secretariat Administration, Parliamentary Procedure and Rules of Legislative Assembly or ten years practice at bar in the lower courts or five year practice at the bar in the High Court; and (iii) Knowledge of Hindi/ Sanskrit upto Matric or higher education.	1. By Promotion:- (i) Law Graduate(Professional); (ii) One year experience as Additional Secretary in the Haryana Vidhan Sabha Secretariat. 2. By Transfer:- (i) An officer already serving the State in a substantive permanent capacity from the Services of Indian Administrative Service; OR As Assistant Advocate General or Deputy Advocate General or Senior Deputy Advocate General who is qualified to be appointed as Public Prosecutor; and (ii) Knowledge of Hindi/Sanskrit upto Matric or higher education. By Deputation:- (i) By deputation of an officer already serving the State as Member of the Haryana Superior Judicial Service in a substantive permanent capacity; and (ii) Knowledge of Hindi/ Sanskrit upto Matric or higher education.
2	Additional Secretary	---	By Promotion: (i) Law Graduate (Professional); and (ii) Two years experience as Joint Secretary in Haryana Vidhan Sabha Secretariat.
3	Joint Secretary	---	By Promotion:- Two years experience as Deputy Secretary Haryana Vidhan Sabha Secretariat or four years experience as Under Secretary/ Secretary to Speaker in Haryana Vidhan Sabha Secretariat.

4	Deputy Secretary	(i) Law Graduate(Professional) having at least two years' experience at Bar; and (ii) Knowledge of Hindi/ Sanskrit upto Matric or higher education.	By Promotion:- (i) Graduate; and (ii) Two years experience as Under Secretary or Secretary to Speaker or Under Secretary (Debates) in Haryana Vidhan Sabha Secretariat.
5	Under Secretary	---	By Promotion:- (i) Graduate; and (ii) Five years' experience as Accounts Officer/Research Officer/ Superintendent/ Private Secretary/Information and Coordination Officer; or Seven years' experience as Law Officer/ Liaison Officer/ Public Relations Officer/ Committee Officer/ System Analyst or combined experience as such in Haryana Vidhan Sabha Secretariat.
6	Under Secretary (Debates)	---	By Promotion:- Editor of Debates with three years' experience or Chief Reporter with seven years' experience or ten years' combined experience as such.
7	Secretary to Speaker	---	By Promotion:- (i) Graduate; and (ii) Five years experience as Accounts Officer/Research Officer/Superintendent/ Private Secretary/Information and Coordination Officer or Seven years' experience as Law Officer/Liaison Officer/Public Relations Officer/Committee Officer/System Analyst or combined experience as such in Haryana Vidhan Sabha Secretariat. Note:- The posts of Under Secretary and Secretary to Speaker will be clubbed for the purpose of promotion to these posts and 66 ² / ₃ % shall be filled up by promotion from amongst the Accounts Officer/ Research Officer/Private Secretary/ Superintendent/Information and Coordination Officer and 33 ¹ / ₃ % posts shall be filled up from

			amongst the Law Officers/Liaison Officer/ Public Relations Officer/ Committee Officer/System Analyst; Note II:- Seniority inter-se among the above feeder posts for promotion to the posts of Under Secretary and Secretary to Speaker will be determined on the basis of continuous length of service on the post irrespective of different pay scales/grade pay of these posts.

Group B			
1	Sergeant at Arms	---	By deputation from Police Department of the rank of Deputy Superintendent of Police
2	Accounts Officer	---	By Promotion :- (i) Graduate; (ii) Four years experience as Superintendent/ Private Secretary/ Information and Coordination Officer in the Haryana Vidhan Sabha Secretariat; or (iii) Six years' experience as Law Officer/ Liaison Officer/ Public Relations Officer/Committee Officer/ System Analyst in the Haryana Vidhan Sabha Secretariat with experience in Finance/Accounts. Note I:- 66 ² / ₃ % posts shall be filled up by promotion from amongst Superintendent/ Private Secretary/ Information and Coordination Officer and 33 ¹ / ₃ % posts shall be filled up from amongst Law Officer/Liaison Officer/Public Relations Officer/Committee Officer/System Analyst. Note II:- Post of Accounts Officer is of higher responsibility than the posts from which promotion is made.
3.	Research Officer	(i) M.A. or Law Graduate (Professional) from the recognized university; (ii) Knowledge of Hindi/Sanskrit upto Matric or higher education.	By Promotion:- (i) M.A. or Law Graduate (Professional) from the recognized University; (ii) Four years experience as Superintendent/ Private Secretary/ Information and Coordination Officer in the Haryana Vidhan

			<p>Sabha Secretariat or Six years' experience as Law Officer/ Liaison Officer/ Public Relations Officer/Committee Officer/ System Analyst in the Haryana Vidhan Sabha Secretariat.</p> <p>Note I:- 66 ²/₃% posts shall be filled up by promotion from amongst Superintendent/Private Secretary/ Information and Coordination Officer and 33 ¹/₃% posts shall be filled up from amongst Law Officer/ Liaison Officer/ Public Relations Officer/Committee Officer/System Analyst.</p> <p>Note II:- Post of Research officer is of higher responsibility than the posts from which promotion is made.</p>
4	Editor of Debates	---	<p>By Promotion:-</p> <p>Three years experience as Chief Reporter or Five Years experience as Senior Reporter or Eight years' combined experience as such in Haryana Vidhan Sabha Secretariat.</p>
5	System Analyst	<p>(i) B.E./B.Tech./M.Tech. (Computer Science/Information Technology/ Electronics and Communication/ Mechanical/Electrical) in 1st Division Or M.Sc. (Computer Science) in 1st Division. Or MCA in 1st Division. Or B/C Level course from DOE in 1st Division alongwith MBA in 1st Division;</p> <p>(ii) Having three years exclusive experience of managing Information Technology projects/ Software Development projects in a reputed company with a strong evidence of deliverables in the form of executable Software modules;</p> <p>(iii) Knowledge of Hindi/ Sanskrit upto Matric or higher education.</p>	<p>By Promotion:-</p> <p>(i) B.E./B.Tech./ MCA 1st Div;</p> <p>(ii) Five years experience as Junior Programmer.</p>
6	Information and Coordination Officer.	---	<p>By Promotion:-</p> <p>one year experience as Deputy Superintendent in Haryana Vidhan Sabha Secretariat.</p>
7	Superintendent (a) (General)	---	<p>By Promotion:-</p> <p>One year experience as Deputy Superintendent in Haryana Vidhan Sabha Secretariat.</p>

	(b) (Translation Branch)	---	By Promotion:- Ten years experience as Senior Translator in Haryana Vidhan Sabha Secretariat.
8	Private Secretary	---	By Promotion: Five years experience as Personal Assistant in Haryana Vidhan Sabha Secretariat.
9	Law Officer	(i) Law Graduate (Professional); (ii) one year's practice at Bar; (iii) Knowledge of Hindi/ Sanskrit upto Matric or higher education.	By Promotion:- (i) Law Graduate (Professional); (ii) Three years experience on any Class III (Group 'C') post in the Haryana Vidhan Sabha Secretariat.
10	Liaison Officer	(i) Graduate with good physique, able bodied and impressive bearing; (ii) Ability to converse fluently in Hindi and English; (iii) Knowledge of Hindi/ Sanskrit upto Matric or higher education.	By Promotion:- (i) Graduate; (ii) Five years' experience as Watch and Ward Officer, Reception Officer or Assistant Research Officer in the Haryana Vidhan Sabha Secretariat.
11	Committee Officer	(i) LL.B. (Professional); (ii) Knowledge of Hindi/ Sanskrit upto Matric or higher education.	By Promotion:- (i) Graduate; (ii) Seven years experience on any Class III (Group-C) post in Haryana Vidhan Sabha Secretariat.
12	Public Relations Officer	(i) Master Degree in Journalism; or (ii) Graduate with Post Graduate Diploma in Journalism; or (iii) Degree in Mass Communication with five years experience in a Newspaper or advertising agency or publicity organization of Government; (iv) Knowledge of Hindi/ Sanskrit upto Matric or higher education.	By Promotion: (i) Graduate with Post Graduate Diploma in Journalism; (ii) Seven years experience on any Class III (Group-C) post in Haryana Vidhan Sabha Secretariat.
Group C			
1	Chief Reporter	---	By Promotion:- Two years experience as Senior Reporter.
2	Senior Reporter	---	By Promotion:- Four years experience as Reporter
3	Reporter (a) English	(i) Graduate with a speed of 160 words per minute in English Shorthand and transcription thereof at the speed of 40 words per minute; (ii) Knowledge of Hindi/ Sanskrit upto Matric or higher education; (iii) Knowledge of Computer.	By Promotion:- (i) Graduate with a speed of 160 words per minute in English Shorthand and transcription thereof at the speed of 40 words per minute; (ii) Knowledge of Computer.

	(b) Hindi	(i) Graduate with Hindi as one of the subject or Honors in Hindi; (ii) Speed of 140 words per minute in Hindi Shorthand and transcription thereof at the speed of 40 words per minute; (iii) Knowledge of Hindi/ Sanskrit upto Matric or higher education; (iv) Knowledge of Computer.	By Promotion:- (i) Graduate with Hindi as one of the subjects or with Honors in Hindi; (ii) Speed of 140 words per minute speed in Hindi Shorthand and transcription thereof at the speed of 40 words per minute; (iii) Knowledge of Computer.
4	Personal Assistant	(i) Graduate; (ii) Speed of 120 words per minute in English Shorthand and transcription thereof at 40 words per minute; (iii) Preference will be given to those those having knowledge of shorthand/typewriting in English and Hindi; (iv) Knowledge of Hindi/ Sanskrit upto Matric or higher education.	By Promotion:- Five years experience as Senior Scale Stenographer in the Haryana Vidhan Sabha Secretariat.
5	Deputy Superintendent	---	By Promotion:- Five years experience as Assistant in Haryana Vidhan Sabha Secretariat.
6	Assistant Research Officer	---	By Promotion:- Five years experience as Research Assistant in the Haryana Vidhan Sabha Secretariat.
7	Watch and Ward Officer	(i) Graduate with good physique in chest 33"-35" minimum height 5'-7½" and able bodied and impressive bearing; Or Ex-Serviceman who have at least 15 years of service and matriculate or have equivalent qualifications; (ii) Knowledge of Hindi/ Sanskrit upto Matric or higher education.	By Promotion:- (i) Matric; (ii) Seven years experience as Watch and Ward Assistant in the Haryana Vidhan Sabha Secretariat. Note:- Being single post, this post will be filled up by promotion and direct recruitment on rotational basis.
8	Junior Programmer	B.E. (Computer)/ B. Tech. (Computer)/ Master of Computer Application with minimum 55% marks and one year experience in the following area:- Java, Java Script, Hyper Text Markup Language/ Dynamic HyperText Markup Language /eXtensible Markup Language OR Post Graduate Diploma in Computer Applications/ Bachelor of Computer Applications /BIT/ B.Sc. (Computer) with minimum 55% marks and 4 years experience in Java, Java Script, HyperText	By Promotion:- B.E. (Computer)/B. Tech. (Computer)/ Master in Computer Application/ M.Sc. Computer Science and having two years experience as Computer Operator or Data Entry Operator in the Haryana Vidhan Sabha Secretariat.

		Markup Language/ Dynamic HyperText Markup Language/ XML; (ii) Knowledge of Hindi/ Sanskrit upto Matric or higher education.	
9	Assistant	---	By Promotion:- Five years experience as Proof Reader, Cashier, Computer Operator, Data Entry Operator, Clerk, Typist, Hindi/ Punjabi Typist, Receptionist or Copy Holder in the Haryana Vidhan Sabha Secretariat.
10	Senior Scale Stenographer	----	By Promotion:- Three years experience as Junior Scale Stenographer and having a speed of 120 words per minute and transcription thereof at the speed of 40/30 words per minute respectively.
11	Technical Supervisor	(i) Diploma Holder in Electrical Engineering; (ii) Knowledge of operating sound equipment and repairing of electrical appliances; (iii) Knowledge of Hindi/ Sanskrit upto Matric or higher education.	
12	Senior Translator	---	By Promotion:- (i) Graduate with Hindi as one of the Elective Subjects; (ii) Five years experience as Junior Translator in the Haryana Vidhan Sabha Secretariat.
13	Reception Officer	(i) Graduate with good Personality; (ii) Preference to those who hold one year Diploma in Hostel Reception and Book Keeping; (iii) Knowledge of Hindi/ Sanskrit upto Matric or higher education.	By Promotion:- Three years experience as Assistant Reception Officer in the Haryana Vidhan Sabha Secretariat.
14	Research Assistant	---	By Promotion:- (i) M.A; (ii) Three years experience on any Class III post in the Haryana Vidhan Sabha Secretariat having Grade Pay less than Research Assistant.
15	Resident Assistant cum-Care Taker	---	By Promotion:- Three years experience as Assistant in Haryana Vidhan Sabha Secretariat.

16	Cashier	---	By Promotion:- Five years' experience as Proof Reader/ Assistant Reception Officer/ Computer Operator/ Data Entry Operator/ Clerk/ Typist/ Hindi Typist/ Punjabi Typist/ Receptionist or Copy Holder in the Haryana Vidhan Sabha Secretariat.
17	Librarian	(i) Graduate; (ii) Bachelor of Library Science; (iii) Two years experience of practical working of a Public Library or a college library; (iv) Knowledge of Hindi/ Sanskrit upto Matric or higher education.	By Promotion:- Five years experience as Assistant Librarian in the Haryana Vidhan Sabha Secretariat.
18	Proof Reader	---	By promotion:- Three years experience as Computer Operator/ Data Entry Operator/ Clerk/ Typist/ Hindi Typist/ Punjabi Typist/ Receptionist/ Copy Holder in the Haryana Vidhan Sabha Secretariat.
19	Assistant Reception Officer	---	By Promotion:- Three years experience as Telephone Operator/ Telephone Attendant/ Photostat Machine Operator/ Watch and Ward Assistant or Bills Messenger or Record Restorer in the Haryana Vidhan Sabha Secretariat.
20	Assistant Librarian	(i) Matric; (ii) Two years diploma in library Science; (iii) One year practical experience of a Public or College Library; (iv) Preference will be given to those who possess higher academic qualification; (v) Knowledge of Hindi/ Sanskrit upto Matric or higher education.	---
21	Junior Scale Stenographer	(i) Graduate with a speed of 100 w.p.m. in English/Hindi Shorthand and 30 w.p.m. in English/Hindi typewriting; (ii) Preference will be given to those who know both English/Hindi shorthand and Typewriting; (iii) Knowledge of Hindi/ Sanskrit upto Matric; (iv) Knowledge of working on computer.	---

22	Telephone Operator	<ul style="list-style-type: none"> (i) Matric; (ii) The candidate should have good physique, good hearing ability to converse fluently and politely in English and in Hindi. Clear voice and be free from colour blindness, (iii) Have practical experience in operating the PBX or office experience of more than one year. (iv) Knowledge of Hindi/ Sanskrit upto Matric or higher education. 	<p>By Promotion:-</p> <ul style="list-style-type: none"> (i) The candidate should have good physique, good hearing ability to converse fluently and politely in English and in Hindi. Clear voice and be free from colour blindness, (ii) Have practical experience in operating the PBX. (iii) One year experience on any Class III(Group C)post in the Haryana Vidhan Sabha Secretariat. <p>Note:- 20 percent posts shall be filled up by promotion from amongst Watch and Ward Assistants.</p>
23	Telephone Attendant	<ul style="list-style-type: none"> (i) Matric 1st Division; or (ii) Graduate of a recognized University; (iii) Ability to speak fluently Hindi and English; (iv) Knowledge of Hindi/ Sanskrit upto Matric or higher education. 	<p>By Promotion:-</p> <ul style="list-style-type: none"> (i) Matric 1st Division or (ii) Graduate of a recognized University; (iii) Ability to speak fluently Hindi and English; (iv) One year experience on any Class III(Group C)post in the Haryana Vidhan Sabha Secretariat. <p>Note: 20 percent posts shall be filled up by promotion from amongst the employees having grade pay less than Telephone Attendant.</p>
24	Driver	<ul style="list-style-type: none"> (a) Heavy Transport Vehicle Driver; <ul style="list-style-type: none"> (i) Matric; (ii) Heavy Transport Vehicle Driving License; (iii) Two years experience of Driving of Heavy Transport Vehicles. (iv) Knowledge of Hindi/ Sanskrit upto Matric or higher education. (b) Light Transport Vehicle Drivers- <ul style="list-style-type: none"> (i) Matric; (ii) Light Transport vehicle Driving license; (iii) Two years experience of Driving a Light Transport Vehicle. (iv) Knowledge of Hindi/Sanskrit upto Matric or higher education. 	---
25	Junior Translator	<ul style="list-style-type: none"> (i) Graduate with Hindi as one of the elective subject; (ii) Knowledge of Hindi/ Sanskrit upto Matric or higher education. 	<p>By Promotion:-</p> <ul style="list-style-type: none"> (i) Graduate with Hindi as one of the elective subject; (ii) One year experience on any Class III(Group C)post in the Haryana Vidhan Sabha Secretariat.

26	Computer Operator	<p>(i) Graduate;</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric or higher education;</p> <p>(iii) Certificate in Computer application with one year experience or Diploma in Computer;</p> <p>(iv) Ability to operate computer efficiently having good typing knowledge in English and Hindi.</p>	<p>By promotion:-</p> <p>Five years experience as Data Entry Operator in Haryana Vidhan Sabha Secretariat.</p> <p>Note:- 20% posts shall be filled up by promotion from amongst Group C and D employees who are eligible for promotion as Data Entry operator.</p>
27	Data Entry Operator	<p>(i) Matric 1st Division or Higher Secondary/ Intermediate/ 10+2 (Vocational) Second Division or Graduate of recognized University;</p> <p>(ii) Knowledge of Hindi/Sanskrit upto Matric or higher education; and</p> <p>(iii) Certificate/ Diploma in Computer. Ability to operate computer efficiently having knowledge in English and Hindi typing.</p>	<p>By promotion:-</p> <p>(i) Matric;</p> <p>(ii) Knowledge of Hindi/Sanskrit upto Matric or higher education;</p> <p>(iii) Speed of 30 words per minute in English typewriting or 25 words per minute in Hindi/Punjabi typewriting;</p> <p>(iv) Five years experience of working on any Group 'C' post whose grade pay is less than that of a Data Entry Operator or on Group 'D' post or combined experience on such Group 'C' and 'D' posts.</p> <p>Note.-20% posts shall be filled up by Promotion from amongst Group 'D' Employees.</p>
28	Clerk	<p>(i) Matric 1st Division/ Higher Secondary / Intermediate /10+2 (Vocational) Second Division or Graduate of a recognized University;</p> <p>For Ex-Servicemen :-</p> <p>Matric or fifteen years Service in the Army and Army Certificate Class-I;</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric or higher education;</p> <p>(iii) Speed of 30 words per minute in English typewriting or 25 words per minute in Hindi/Punjabi typewriting.</p>	<p>By Promotion:-</p> <p>(i) Matric;</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric or higher education;</p> <p>(iii) Speed of 30 words per minute in English typewriting or 25 word per minute in Hindi/Punjabi typewriting;</p> <p>(iv) Five years experience of working on any Group 'C' post whose grade pay is less than that of a Clerk or on Group 'D' post or combined experience on such Group 'C' and 'D' posts.</p> <p>Note.-20 percent posts shall be filled up by Promotion from amongst Group 'D' Employees.</p>

29	Typist	<p>(i) Matric 1st Division/ Higher Secondary Second Division/ Intermediate Second Division/10+2 (Vocational) Second Division or Graduate of a recognized University;</p> <p>For Ex-Servicemen :- Matric or fifteen years Service in the Army and Army Certificate Class-I;</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric;</p> <p>(iii) Speed of 30 w.p.m. in English typewriting or 25 w.p.m. in Hindi/ Punjabi typewriting.</p>	<p>By Promotion:-</p> <p>(i) Matric;</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric or higher education;</p> <p>(iii) Speed of 30 w.p.m. in English typewriting or 25 w.p.m. in Hindi/ Punjabi typewriting;</p> <p>(iv) Five years experience of working on any Group 'C' post whose grade pay is less than that of a Typist or on Group 'D' post or combined experience on such Group 'C' and 'D' posts.</p> <p>Note.-20 percent posts shall be filled up by Promotion from amongst Group 'D' Employees.</p>
30	Hindi Typist	<p>(i) Matric 1st Division/ Higher Secondary / Intermediate /10+2 (Vocational) Second Division/ Graduate of a recognized University;</p> <p>For Ex-Servicemen :- Matric or fifteen years Service in the Army and Army Certificate Class-I;</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric or higher education;</p> <p>(iii) Speed of 25 w.p.m. in Hindi typewriting.</p>	<p>By Promotion:-</p> <p>(i) Matric;</p> <p>(ii) Knowledge of Hindi/Sanskrit upto Matric or higher education;</p> <p>(iii) Speed of 25 w.p.m. in Hindi typewriting;</p> <p>(iv) Five years experience of working on any Group 'C' post whose grade pay is less than that of a Hindi Typist or on Group D post or combined experience on such Group 'C' and 'D' posts.</p> <p>Note.-20 percent posts shall be filled up by Promotion from amongst Group 'D' Employees.</p>
31	Punjabi Typist	<p>(i) Matric 1st Division/ Higher Secondary / Intermediate /10+2 (Vocational) Second Division or Graduate of a recognized University;</p> <p>For Ex-Servicemen :- Matric or fifteen years Service in the Army and Army Certificate Class-I;</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric or higher education;</p> <p>(iii) Speed of 25 words per minute in Punjabi typewriting.</p>	<p>By Promotion:-</p> <p>(i) Matric;</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric or higher education;</p> <p>(iii) Speed of 25 words per minutes in Punjabi typewriting;</p> <p>(iv) Five years experience of working on any Group 'C' post whose grade pay is less than that of a Punjabi Typist or on Group D post or combined experience on such Group C and D posts.</p> <p>Note.-20 percent posts shall be filled up by Promotion from amongst Group D Employees.</p>
32	Receptionist	<p>(i) Matric 1st Division/ Higher Secondary / Intermediate / 10+2 (Vocational) Second Division or Graduate of a recognized University;</p>	<p>By Promotion:-</p> <p>(i) Matric;</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric or higher education;</p>

		<p>For Ex-Servicemen :-</p> <p>Matric or fifteen years service in the Army and Army Certificate Class-I.</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric or higher education;</p> <p>(iii) Speed of 30 words per minutes in English typewriting or 25 words per minutes in Hindi/Punjabi typewriting;</p> <p>(iv) Good personality;</p> <p>(v) Ability to converse fluently in Hindi and English.</p>	<p>(iii) Speed of 30 words per minutes in English typewriting or 25 words per minutes in Hindi/Punjabi typewriting.</p> <p>(iv) Good personality,</p> <p>(v) Ability to converse fluently in Hindi and English;</p> <p>(vi) Five years experience of working on any Group 'C' post whose grade pay is less than that of a Receptionist or on Group 'D' post or combined experience on such Group 'C' and 'D' posts.</p> <p>Note.-20 percent posts shall be filled up by Promotion from amongst Group 'D' Employees.</p>
33	Copy Holder	<p>(i) Matric 1st Division/ Higher Secondary / Intermediate/ 10+2 (Vocational) Second Division or Graduate of a recognized University;</p> <p>For Ex-Servicemen :-</p> <p>Matric or fifteen years service in the Army and Army Certificate Class-I;</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric or higher education;</p> <p>(iii) Speed of 30 words per minutes in English typewriting or 25 words per minutes in Hindi/Punjabi typewriting.</p>	<p>By Promotion:-</p> <p>(i) Matric;</p> <p>(ii) Knowledge of Hindi/Sanskrit upto Matric or higher education;</p> <p>(iii) Speed of 30 words per minutes in English typewriting or 25 words per minutes in Hindi/Punjabi typewriting;</p> <p>(iv) Five years experience of working on any Group 'C' post whose grade pay is less than that of a Copy Holder or on Group 'D' post or combined experience on such Group 'C' and 'D' posts.</p> <p>Note.-20 % posts shall be filled up by Promotion from amongst Group 'D' Employees.</p>
34	Bills Messenger	<p>(i) Matric;</p> <p>(ii) Knowledge of Hindi/Sanskrit upto Matric or higher education.</p>	<p>By Promotion:-</p> <p>(i) Matric;</p> <p>(ii) Five years experience as Record Restorer or Book Binder or Door Keeper.</p>
35	Watch and Ward Assistant	<p>(i) Matric;</p> <p>(ii) Good Physique</p> <p>(iii) Knowledge of Hindi/Sanskrit upto Matric or higher education.</p>	<p>By Promotion:-</p> <p>(i) Matric;</p> <p>(ii) Three years experience as Record Restorer or Door Keeper or Jamadar or Daftri.</p>
36	Photostat Machine Operator	<p>(i) Matric;</p> <p>(ii) Knowledge of operating Photostat Machine;</p> <p>(iii) Knowledge of Hindi/ Sanskrit upto Matric or higher education.</p>	<p>By Promotion:-</p> <p>(i) Matric;</p> <p>(ii) Knowledge of operating Photostat Machine;</p> <p>(iii) Three years experience on any Group 'D' post;</p> <p>(iv) Knowledge of Hindi/ Sanskrit upto</p>

			Matric or higher education. Note.-20 percent posts shall be filled up by Promotion from amongst Group 'D' Employees.
37	Record Restorer	(i) Matric; (ii) Knowledge of Hindi/ Sanskrit upto Matric or higher education.	By Promotion:- (i) Matric; (ii) Five years experience on any Group 'D' posts. (iii) Knowledge of Hindi/ Sanskrit upto Matric or higher education. Note.-20 percent posts shall be filled up by Promotion from amongst Group D Employees
38	Book Binder	(i) Essential - Capacity to read and write Hindi and English. Fully conversant with the Book Binding job including Law books and leather binding. (ii) Desirable: Middle.	By Promotion:- (i) Essential-Capacity to read and write Hindi and English. Fully conversant with the Book Binding job including Law books and leather binding (ii) Desirable: Middle Standard. Note.-20 percent posts shall be filled up by Promotion from amongst Group D Employees.

Group D			
1	Door Keeper	---	By Promotion:- (i) Middle; (ii) Five years experience as Peon, Frash, Messenger, Cycle Shed Attendant, Chowkidar or Sweeper; (iii) Knowledge of Hindi and English.
2.	Jamadar	---	By Promotion:- (i) Middle; (ii) Five years experience as Peon, Frash, Messenger, Cycle Shed Attendant, Chowkidar or Sweeper; (iii) Knowledge of Hindi and English.
3.	Daftri	---	By Promotion: (i) Middle; (ii) Five years experience as Peon, Frash, Messenger, Cycle Shed Attendant, Chowkidar or Sweeper; (iii) Knowledge of Hindi and English.
4.	Library Attendant	---	By Promotion:- (i) Middle; (ii) Five years experience as Peon, Frash, Messenger, Cycle Shed Attendant, Chowkidar or Sweeper; (iii) Knowledge of Hindi and English.

5.	Cycle Shed Attendant	(i) Middle; (ii) Knowledge of Hindi and English.	---
6.	Peon	(i) Middle; (ii) Knowledge of Hindi and English.	---
7.	Frash	(i) Middle; (ii) Knowledge of Hindi and English.	---
8.	Messenger	(i) Middle; (ii) Knowledge of Hindi and English.	---
9.	Chowkidar	(i) Middle; (ii) Knowledge of Hindi and English.	---
10.	Mali	Middle having knowledge of gardening.	---
11.	Sweeper	Middle	---

Note :-

- (i) The requisite experience on all the posts shall be counted after attainment of prescribed qualification.
- (ii) The term 'experience' as used in the Service Rules shall mean the service rendered in this Secretariat after regular appointment on the post.
- (iii) In case of non-availability of qualified/experienced persons from within the office, the posts in different categories shall be filled by direct recruitment.
- (iv) Service rendered as Resident Assistant-cum-Care Taker will be taken into account for computing the period of experience as Assistant.
- (v) Service rendered as Liaison Officer on Group-B post only shall be taken into account for computing the period of experience as Liaison Officer for the purpose of promotion to higher posts."

P.K. CHAUDHERY,
Chief Secretary to Government, Haryana."