

[Authorised English Translation]

HARYANA GOVERNMENT

NON-CONVENTIONAL ENERGY SOURCES DEPARTMENT

Notification

The 17th April, 1998

No. G. S.R. 38/Const./ Art. 309/98.-In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rule regulating the recruitment and conditions of service of persons appointed to the Haryana Non-conventional Energy Sources (Group A) Service, namely :

PART-I GENERAL

Short Title and Commencement:

1. (i) These rule may be called the Haryana Non-conventional Energy Sources (Group A) Service Rules, 1998.

(ii) They shall come into force on the day of their publication in the official Gazette.

Definitions :

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

(a) "Commission" means the Haryana Public Service Commission;

(b) "direct recruitment" means an appointment made otherwise than by promotion from within the service or by transfer of an official already in the Service of the Government of India or any State Government ;

(c) "Government" means the Haryana Government in the Administrative Department ;

(d) "Institution" means,

(i) any institution established by law in force in the State of Haryana ; or

(ii) any other institution recognised by the Government for the purpose of these rules ;

(e) "recognised University" means,

(i) any university incorporated by law in India; or

(ii) in the case of a degree, diploma or certificate obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University; or

(iii) any other university which is declared by the Government to be a recognised University for the purpose of these rules;

(f) "Service" means the Haryana Non-conventional Energy Sources (Group A) Service.

PART II-RECRUITMENT TO SERVICE

Number and Character of Posts:

3. The Service shall comprise the posts shown in Appendix A to these rules:

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

Nationality, domicile and character of candidates appointed to service:

4. (1) No persons 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 day of 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 Zangibar) , Zambia, Malawi, Ziare and Elhopia with the intention of permanently settling in India :

Provided that a person belonging to any of the categories (b), (c), (d) or (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

(2) A person in whose case a certificate of eligibility is necessary may² be admitted to an examination or interview conducted by the Commission, but the offer of appointment may be given only after the necessary eligibility certificate has been Issued to him by the Government

(3) No person shall be appointed to any post in the Service by direct recruitment, unless he produced 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 the Service by direct recruitment who is less than 30 years or more than 40 years of age, on or before the last date of submission of application to the Commission.

Appointing authority :

6. Appointment to the post in the Service shall be made by the Government.

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Qualifications :

1, No person shall be appointed to any post in the Service, unless he is in possession of qualifications and experience specified in Column 2 of Appendix B to these rules in the case of direct recruitment and those specified in Column 3 of the aforesaid Appendix in case of persons appointed other than by direct recruitment :

Provided that in the case of appointment by direct recruitment the qualifications regarding experience shall be relaxable to the extent of 50 percent at the discretion of the Commission in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Other Backward Classes, Ex-Service men and Physically handicapped categories possessing the requisite experience, are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing.

Disqualifications:

8. No person,
- (a) who has entered into or contracted a marriage with a person having spouse living, or
 - (b) who having a spouse living, has entered or contracted a marriage with any person, shall be eligible for appointment to any post in Service :

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

Recruitment to Service:

9. (1) Recruitment to the Service in case of Project Director, shall be made, -
- (i) by promotion from amongst Project Officers; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of any officer already in the service of any State Government or the Government of India,

2. All promotions, unless otherwise provided, shall be made on seniority-cum merit basis and seniority along shall not confer any right to such promotions.

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 any post in the Service may, in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule : and
- (c) any period of officiating appointment shall be reckoned as period spent On probation, but no person who has so officiated shall on the completion of the prescribed, period of probation be entitled to be confirmed, unless he if 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) 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, if appointed otherwise revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment permit ; or

(ii) extend his period of probation and thereafter pass such orders, as it 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.

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Seniority:

11. Seniority, *inter se* of members of the Service shall be determined by the length of continuous Service on any post in the Service:

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

Provided further that in the case of a member appointed by direct recruitment, the order of merit determined by the Commission 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 :

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- (b) a member appointed by promotion Shall be senior to a member appointed by transfer
- (c) in the case of a member appointed by promotion or by transfer Seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and
- (d) in the case of a member 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 pay in his previous appointment; and if the rates of pay drawn are also the same, then by the length of their Service in the appointments and the length of such Service is also the same, the older member shall be senior to the younger member.

Liability to serve

12 (1) A member of the Service shall be to serve at any place, whether within or outside the State of Haryana, on being ordered so to do by the appointing authority.

(2) A member of the service may also be adopted to serve under

- (i) a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government a Municipal Corporation or a local authority or university within the State of Haryana ;
- (ii) the Central Government or a company, an association or a body of individuals, whether incorporated or not which is wholly or substantially owned or controlled by the Central Government ; or
- (iii) any other State Government, an international organisation, an autonomous body not controlled by the Government or a private body

Provided that no member of the service shall be deputed to serve the Central or any other State Government or any organisation or body referred to in clause (ii) or clause (iii) except with his consent.

Pay, leave, pension and other matters;

13. ;In respect of pay, leave, pension and all other matters, not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been, or may hereafter be adopted or made by the competent authority under the constitution of India or under any law for the time being in force made by the State Legislature.

14. (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 nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority shall, subject to the provision.

of any law or rules made under article 309 of the Constitution of India, be such as are specified in Appendix A to these rules.

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

Vaccination :

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

Oath of allegiance ~

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

Power of relaxation:

17. Where the Government is of the opinion that it is necessary and 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.

Special

provisions:

18. Notwithstanding anything contained in these rules the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.

Reservation

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19. Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Caste, Backward Classes, Other Backward Classes, Ex-servicemen, physically handicapped persons or any other class or category of persons in accordance with the order issued by the Government in this regard, from time to time ~

Provided that the total percentage of reservations so made shall not exceed fifty percent, at any time.

Repeal and savings ~

20 Any rule applicable to the Service and corresponding to any of these rules which is in force immediately before the commencement of these rules is hereby repealed :

Provided that any order made or action taken under the rule so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

[Authorised English Translation]

HARYANA GOVERNMENT
RENEWABLE ENERGY DEPARTMENT

Notification The I

1st February, 2007

No. G. S. R. 3/Const./Art. 309/2007.-In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Haryana Renewable Energy (Group A) Service Rules, 1998, namely:

1. These rules may be called the Haryana renewable Energy (Group A) Service Amendment Rules, 2007.

2. In the Haryana Renewable Energy (Group A) Service Rules, 1998, (hereinafter called the said rules), in rule 9, for sub-rule (1), the following sub-rule shall be substituted, namely:

"(1) Recruitment to the Service shall be made,

(a) In the case of Additional Director (Technical)

(i) by promotion from Project Director; or

(ii) by deputation from the Power Utilities;

(b) In the case of Project Director

(i) by promotion from amongst Project Officers; or

(ii) by direct recruitment; or

(iii) by transfer or deputation of any officer already in the service of any State Government or the Government of India."

In the said rules, for Appendices A, B, C and D, the following Appendices shall be substituted, namely :

"APPENDIX A

(See rule 3)

Serial	Designation	Number of Posts			Scale of Pay
		Number of post		Total	
		Permanent	Temporary		
		<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
1.	Additional Director (Technical)	-	1	1	Rs. 14300-400-18300
2.	Project Director			1	Rs. 10000-325-15200

APPENDIX B

(See rule 7)

Serial Number	Designation of post	Academic qualifications and experience. if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment
1	2	3	4
I.	Additional Director (Technical)		<p>I. By Promotion:</p> <p>(i) Academic Qualifications:- Bachelor of Engineering /Bachelor of Technology in any branch of Engineering! Technology with 60% marks or Post Graduation in Physics/ Chemistry /Energy Studies / Energy Management/Energy Economics with 60% marks or Master of Engineering/Master of Technology in Energy Studies Energy System Engineering with 60% marks.</p> <p>(ii) Experience: Candidate who have experience of at least 8 years on the post of Project Director in policy planning and implementation of schemes/projects in the areas of energy conservation, renewable energy and energy management.</p> <p>(iii) Knowledge of Hindi upto matric.</p>

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OR

II. On Deputation from

Power Utilities :

Academic Quali-
fications :

- (i) Bachelor of Engineering/
Bachelor of Technology in any branch of Engineering/
Technology with 60% marks or Master of Science in Physics/
Chemistry / Energy Studies Energy Management Energy Economics with 60% marks or Master of Engineering/Master of Technology in Energy Studies/
Energy System Engineering with 60% marks.
- (ii) Eight years experience as Executive Engineer of Power Utilities in dealing with the matters relating to policy formulation or planning in the field of energy management, energy conservation, efficient use of energy and renewable energy.
- (iii) Knowledge of Hindi upto matric standard.

2	3	4
2. Project Director	<p>(i) Masters Degree in Physics! Chemistry with at least 60% marks or equivalent degree.</p> <p style="text-align: center;">OR</p> <p>Bachelors Degree in Engineering /Technology in Mechanical/Chemical! Electrical/Computer Sciences/ Technology, Electronics Environmental Engineering or equivalent degree with atleast 60% marks;</p> <p>(ii) At least eight years experience in the planning, formulation and implementation of projects in the field of renewable energy for the rural development, examining the techno-economic viabilities and coordination of implementation of such projects between different development agencies.</p> <p>(iii) Knowledge of Hindi upto Matric standard.</p>	<p>By promotion:</p> <p>(i) Master Degree in Physics or Chemistry with atleast 60% marks or equivalent degree or Bachelors degree in Engineering or Technology in Mechanical Chemical! Electrical/Computer Sciences! Technology, Electronics! Environmental Engineering or equivalent degree with atleast. 60% marks; and</p> <p>(ii) Eight years Experience as Project Officer.</p> <p>By Transfer :</p> <p>(i) Master Degree in Physics! Chemistry with atleast 60% marks or equivalent degree or Bachelors degree in Engineering or Technology. in Mechanical! Chemical Electrical! Computer Sciences! Technology, Electronics/ Environmental Engineering or</p>

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equivalent degree
with atleast 60%
marks; and

(ii) Eight years
Experience in
planning, formulation
and implementation
of projects in the field
of renewable energy
for the rural
development
examining the
techno-economic
viabilities and
coordination of
implementation of
such projects between
different development
agencies; and

(iii) Knowledge of Hindi
upto matric standard.

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APPENDIX C

{See rule /4(/)/

Serial of post	Designation of authority	Appointing Number	Nature of Penalty	Authority empowered to impose Penalty	Appe- II ate authority	Second & fi na I appellate authority. if any
	2	3	4	5	6	7
I.	Additional Director (Technical)	Government	Minor Penalties : (i) Warning Government in the personal file (Character roll); (ii) Censure; (iii) Withholding of promotion;	with a copy		
2.	Project Director		(iv) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or a breach of orders, to the Central Government or a State Government or to a Company and Association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or University set up by an Act of Parliament or of the Legislature of a State ; and (v) Withholding of increments of pay without cumulative effect;			

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Major Penalties :

- (vi) Withholding of increments of pay with cumulative effect;
- (vii) Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during that period of such reduction\ and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;
- (viii) Reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his

(g) "Service" means the Haryana Non-conventional Energy Sources (Group-B) Service;

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(h) "Secretary" means Secretary to Government Haryana, Non.Conventional Energy Sources Department.

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seniority and pay on such restoration to that grade, post of service;

(ix) Com p u Iso r y retirement;

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

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

Number and character of posts:

3. The Service shall comprise the posts shown in Appendix A to these rules:

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

Nationality, domicile and character of candidates appointed 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 a
- (c) subject of Bhutan; or
- (d) a Tibetan refugee who came over to India before the 1st (day of 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, Malawi, Zaire and Ethiopia with the intention, of permanently settling in India ;

Provided that a person belonging to any of the categories (b), (c), (d) or (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or any other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

(3) No person shall be appointed to any post in the Service by direct recruitment, unless he produces a certificate of character from the Principal Academic Officer of the university, college, school or institution last attended, if any, and similar certificate from two other responsible persons, not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution, ;

Age~

5. No person shall be appointed to any post in the Service by direct recruitment who is less than 20 years or more than 35 years of age, on or before the first day of the month next preceding the last date of submission of application to the Commission.

Appointing Authority.

6. Appointment to the post *in* the Service shall be made by the Government..

Qualifications.

7. No person shall be appointed to any post in the Service , unless he is in possession of qualification and experience specified in column 3 of Appendix B these rules in the case of direct recruitment and those specified in Column 4 of the aforesaid Appendix in case of persons appointed otherwise than by direct recruitment

Provided that in the case of appointment by direct recruitment, the qualification regarding experience shall be relax able to the extent of 50 per cent at the discretion of the Commission or any other recruiting authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes other backward classes , Ex-Service. men and Physically handicapped candidates . possessing the requisite experience, are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing

Disqualifications.

8. No person,

(a) who has entered into or contracted a marriage with a person having spouse living ; or

(b) who having a spouse living has entered or contracted a marriage with any person, shall be eligible for appointment to any post in Service:

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

Method of recruitment.

9. (1) Recruitment to the Service shall be made.

(a) in case of Project Officer.

(i) 30 % by promotion from Assistant Project Officers; and

(ii) 70 % by direct recruitment ; or

(iii) by transfer or deputation of any officer/official already in the service of any State Government or the Govt.of India ;

(b) in case of Project-Economist (Non-Technical),

(i) by direct recruitment ; or

(ii) by transfer or deputation of any officer/official already in the service of any State Govt. or Government of India ;

(c) in case of Accounts Officer' ,

(i) by transfer or deputation from Finance Deptt. Haryana;

C) In case of Superintendent,

(i) by promotion from Deputy superintendent or Assistant : or

(ii) by transfer or deputation of in official already in the service of any State Government or Government of India .

2. All promotions, unless otherwise provided, shall be made on seniority -cum-merit basis and seniority alone shall not confer any right to such promotions.

Probation.

10. (1) Persons appointment to any post in the Service shall remain on probation, for a period of two years, if appointed by direct recruitment, and one year, if appointed otherwise;

Provided that

(a) any period. after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation ;

(b) any period of work in equivalent or higher rank, prior to appointment to any post in the Service may, in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under, this rule ; and

(c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated. shall, on the completion of the prescribed period of probation be entitled to be confirmed, unless he is appointed against a permanent vacancy,

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may,

(a) if such person is appointed by direct recruitment dispense with his Services ; and

(b) if such person is appointed otherwise than by direct recruitment,

(i) revert him to his former post ;or

(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may,

(a) if his work 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 of from which a permanent vacancy occurs, if appointed against a temporary vacancy; or

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(iii) declare that he has completed his probation satisfactorily, if there is;
no permanent vacancy ; or

(b) if his work or conduct has, in its opinion, been not satisfactory,

(i) dispense with his Services if appointed by direct recruitment if

appointed otherwise, revert him to his former post or deal with him in such
other manner as the terms and conditions of his previous appointment
permit ; or

(ii) extend his period of probation and thereafter pass such order, as
it could have passed on the expiry of the first period of probation;

Provided that the total period of probation, including extension if any,
shall not exceed three years.

Seniority ~.

11: Seniority., *inter se* of members of Service shall be determined by the length of continuous Service on any post in the Service: (2) A member of Service may also be deputed to serve under

Provided that (i) a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the State Govt.}, a municipal corporation or a local authority or university within the State of Haryana ;

where there are different cadres in the Service, the seniority shall be determined separately for each cadre : (ii) The Central Government of a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government ; or

Provided further that in the case (iii) any other State Government , an international organisation, an autonomous body not controlled by the Government of a private body:

Provided that no member of the Service shall be deputed to serve the Central or any other State Government of any organization or body referred to in clauses (ii) or (iii) except with his consent.

Pay, leave, pension and other matters:
of members appointed by direct recruitment

the, order of merit determined by the Commission shall not be disturbed in finding the seniority ;
Provided further that in 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 a members appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the Appointments from which they were promoted or transferred and
- (d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by the ,length of their Service in the appointments and if the .length of such Service is also the same, the older member shall be senior to the younger member,

Liability to serve:

. ,12 (1) A member of the Service shall be liable to serve at any place, whether within or outside the State of Haryana, on being ordered so to do by the appointing authority,

13. 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 adopted or made by the competent authority under the constitution of India or under any law for the time being in force made by State Legislature.

Discipline, penalties and appeals;

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

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India, be such as are specified in Appendix C to these rules.

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

Vaccination;

15. Every member of the service, shall get himself vaccinated and revaccinated as and when the Government so directs by a special or general order.

Oath of allegiance:

16. 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:

17, Where the Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of those rules with respect to any class or category of persons.

Special provisions;

18. Notwithstanding anything contained in these rules, the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.

Reservation;

19. Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Caste, Backward Classes, other Backward Classes, Ex-servicemen, physically handicapped persons or any other class or category of persons in accordance with the orders issued by the State Government in this regard, from time to time ;

Provided that the total percentage of reservations so made shall not exceed fifty per cent, at any time.

Repeal and savings:

20. Any rule applicable to the service and corresponding to any of these rules which is in force immediately before the commencement of these rules is hereby repealed ;

Provided that any order made or action taken under the rule so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules,

APPENDIX A

(See Rule 3)

Sr. No.	Designation of post	Number of posts			Scale of Pay
		Permanent	Tempo- rary	Total	
1	2	3	4	5	6
	1 Project Officer	-	16	16	Rs.2,000-60-2,300-75- 2,900-EB-IOO-3.500
	2 Project Economist	-	1	1	Rs. 2.000-60-2.300-75- 2.900- EB--loo-3.500
	3 Superintendent	-	1	1	Rs. 2.000-60-2.300-75- 2.900-EB-loo-3.500
	4 Account s Officer	-	1	1	ks. 2.000-60-2.300--75- 2900- EB-IOO-3.500
.1				1

APPENDIX B

(See rule 7)

Sr. Designation of posts No.	Academic qualifications and experience, if any, for: direct recruitment	Academic qualification and experience, if any, for appointment other than by direct recruitment	
1	2	3	4
1 Project Officer	(i) Masters Degree in Physics/Chemistry/Mathematics Operational Research with a least 60% marks or equivalent degree; Or Bachelor Degree in Electrical Mechanical/Chemical Computer/Agricultural Engineering or equivalent degree with at least 60% marks (ii) Knowledge of Hindi upto Matric (iii) Two years experience in Planning, Development and implementation of renewable energy programmes related to Rural Sector Development	By promotion : Five years experience as Assistant Project Officer, By transfer : (i) Masters Degree in Physics /Chemistry /Mathematics /Operational Research with at. least 60% or equivalent degree; marks. Or Bachelor Degree in Elec. trical/Mechanical/Computer / chemical/ Agricultural Engineering or equivalent degree with at least 60% marks; ii) two years experience in Planning, Development and implementation of renewable energy programmes related to Rural Sector Development ; (iii) Knowledge of Hindi up to Matric.	
2 Project Economist	(i) Masters degree in Economics ; (ii) Knowledge of Hindi up to Matric;	(i) Masters degree in Eco nomics ; (ii) Knowledge of Hindi up to Matric ;	

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iii) Five years experience
in Planning Economics
quantative Analysis or
Project Formulation.

(Hi) Five years experience
in Planning Economtries
quantative Analysis or
Project Formulation.

3 Account s Officer

Officer of SAS cadre from
Finance Department
Haryana.

4 Superintendent

By promotion:

Two years experience as
Deputy Superintendent 01'
seven years experience as
Assistant.

By transfer :

(i) two years experience as
Deputy Superintendent or
seven years experience as
Assistant ;

ii) Knowledge of Hindi up to
Matric Standard.

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APPENDIX C

[&e rule 14 (1)]

Sr. No.	Designation of posts	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority	Second and final appellate authority. <u>if any</u>
1	2	3	4	5	6	7
1	Project Officer	Government	Minor Penalties (i) warning with a copy in the personal file (Character roll): (ii) Censure;	Government		
2	Project Economist		(iii) Withholding of promotion;			
3	Accounts Officer		(i v) recovery from pay of the whole or part of an) pecuniary loss caused by negligence or a breach or orders, to the Central Government or a State Government or to a company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or University set up by an Act of Parliament or of the Legislature of a State; and			
4	Superintendent		(v) Withholding of increments of pay without cumulative effect. Major Penalties (va) withholding of increments of pay with cumulative effect;	Government		

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- (vi) reduction to a;
lower stage in the
time scale of pay for
a specified period.
with further directions
as to whether or not
the Government
employee will earn
increments of pay
during the period of
such reduction
and whether on the expiry
of such period. the reducti
on wilt or will not have the
effect of postponing the
future incre
ments of hi s pay;
- (vii) reduction to a lower scale
of pay. grade. post or
service whi ch shall ordi
narily be a bar to the pro
motion of the Govern
ment employee to the time
scale of pay. grade. post or
service from whi ch he was
reduced. with or without
further directions regarding
conditions of restoration to
the grade or post or service
from which
the Government employee
was reduced and his
seniority and pay on such
restoration to that grade.
post or service ;
- (viii) compulsory
retirement;
- (ix) removal from
service which shall
not be a disqualification
for furture employment
under the Government;
- (x) dismissal from
service which shall
ordi nari ly be a dis-
qualification for future
employment under
the Government.

APPENDIX D

		[State Rule 14(2)]			
ir.	Designation of No. posts	Nature of order	Authority (Appellate empowered authority to make the order authority	Second authority & final Appellate if any	0
1	2	3	4	5	0
1	Project Officer	(i) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension:	Government		
2	Project Economist				
3	Accounts Officer	(ij) terminating the appointment of member of the service otherwise than on his attaining the age fixed for superannuation.			
4	Superintendent				

S. Y. QURAIISHI,

Commissioner & Secretary to Government, Haryana
Non-conventional Energy Sources Department.

[Authorised English Translation]

HARYANA GOVERNMENT

RENEWABLE ENERGY

DEPARTMENT
Notification

The 8th September, 2006

No. G. S. R. 24/Const./Art. 309/2006.- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Haryana Non conventional Energy Sources (Group B) Service Rules, 1998, namely :

1. (1) These rules may be called the Haryana Non-conventional Energy Sources (Group B) Service Amendment Rules, 2006.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Haryana Non-conventional Energy Sources (Group B) Service Rules, 1998 and preamble, for the words "Haryana Non-conventional Energy Sources" wherever occurring, the words "Haryana Renewable Energy" shall be substituted.

S. C. CHAUDHARY, Financial
Commissioner and Principal Secretary
to Government Haryana, Renewable
Energy Department.

APPENDIX D

[See rule 14(2)]

Serial number	Designation of post	N	Nature of order	Authority empowered to make the order	Appellate authority	Second & final appellate authority, if any
	2		3	4	5	6
1.	Additional Director (Technical)		(i) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension;			
2.	Project Director		(ii) terminating the appointment of member of the service otherwise than on his attaining the age fixed for superannuation.			

S. C. CHAUDHARY,
Financial Commissioner and Principal Secretary to
Government Haryana, Renewable Energy Department.

HAR
Y

ANA GOVT GAZ., APRIL 6, 1999
(CHTR 16, 1921 SAKA)

HARYANA GOVERNMENT
NON-CONVENTIONAL ENERGY SOURCES DEPARTMENT

Notification

The 17th April, 1998

No. G. S.R. 36/Const./ Art. 309/98.-In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rule regulating the recruitment and conditions of service of persons appointed to the Haryana Non-conventional Energy Sources Headquarter & Field (Group C) Service, namely :

PART-I GENERAL

Short Title and Commencement:

1. (i) These rule may be called the Haryana Non-conventional Energy Sources Headquarter & Field (Group C) Service Rules, 1998.

(ii) They shall come into force on the dak of their publication in the official Gazette.

Definitions :

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

- (a) "Commission" means the Haryana Public Service Commission;
- (b) "direct recruitment" means an appointment made otherwise than by promotion from within the service or by transfer of an official already in the Service of the Government of India or any State Government ;
- (c) "Director" means the Director, Non-conventional Energy Sources Department, Haryana
- (d) "Government" means the Haryana Government in the Administrative Department ;
- (e) "Institution" means,
 - (i) any institution established by law in force in the State of Haryana ; or
 - (ii) any other institution recognised by the Government for the purpose of these rules ;
- (f) "recognised University" means,
 - (i) any university incorporated by law in India; or
 - (ii) in the case of a degree, diploma or certificate obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University; or
 - (iii) any other university which is declared by the Government to be a recognised University for the purpose of these rules;
- (g) "Service" means the Haryana Non-conventional Energy Soucres (Group A) Service.

(h) "Secretary" means Secretary to Government Haryana, Non Conventional Energy Sources Department ;

PART n-RECRUITMENT TO SERVICE

Number and Character of Posts:

3. The Service shall comprise the posts shown in Appendix A to these rules:

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

Nationality, domicile and character of candidates appointed to service:

4. (1) No persons 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 day of 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 Zangibar) , Zambia, Malawi, Ziare and Elhopia with the intention of permanently settling in India :

Provided that a person belonging to any of the categories (b), (c), (d) or (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

(2) A person in whose case a certificate of eligibility is necessary may² be admitted to an examination or interview conducted by the Commission, but the offer of appointment may be given only after the necessary eligibility certificate has been Issued to him by the Government

(3) No person shall be appointed to any post in the Service by direct recruitment, unless he produced 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 the Service by direct recruitment who is less than 17 years or more than 35 years of age, on the first day of the month next preceding the last date of submission of application to the Commission.

Appointing authority :

6. Appointment to the post in the Service shall be made by the Director .

Qualifications :

1, No person shall be appointed to any post in the Service, unless he is in possession of qualifications and experience specified in Column 2 of Appendix B to these rules in the case of direct recruitment and those specified in Column 3 of the aforesaid Appendix in case of persons appointed other than by direct recruitment :

Provided that in the case of appointment by direct recruitment the qualifications regarding experience shall be relaxable to the extent of 50 percent at the discretion of the Commission in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Other Backward Classes, Ex-Service men and Physically handicapped categories possessing the requisite experience, are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing.

Disqualifications:

8. No person,
- (a) who has entered into or contracted a marriage with a person having spouse living, or
 - (b) who having a spouse living, has entered or contracted a marriage with any person, shall be eligible for appointment to any post in Service :

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

Method of recruitment:

9. (1) Recruitment to the Service
- a) in case of Personal Assistant, -
 - (i) by promotion from amongst Senior Scale Stenographers ; or
 - (ii) by transfer or deputation of any officer already in the service of any State Government or the Government of India,
 - b) in case of Programmer , -
 - (i) by promotion from amongst Data Entry Operator ; or
 - ii) by direct recruitment ; or
 - (iii) by transfer or deputation of any officer already in the service of any State Government or the Government of India,
 - c) in case of Assistant , -
 - (i) by promotion from amongst Clerks or Steno-typists ; or
 - (ii) by transfer or deputation of any officer already in the service of any State Government or the Government of India,
 - d) in case of Senior Scale Stenographer , -
 - (i) by promotion from amongst Steno-typists ; or
 - ii) by direct recruitment ; or

(iii) by transfer or deputation of any officer already in the service of any State Government or the Government of India,

e) in case of Driver , -

(i) by promotion from amongst persons, Sweepers or Chowkidars ; or

ii) by direct recruitment ; or

(iii) by transfer or deputation of any officer already in the service of any State Government or the Government of India,

f) in case of Steno-Typist , -

(i) by promotion from amongst Clerk-cum-Cashier ; or

ii) by direct recruitment ; or

(iii) by transfer or deputation of any officer already in the service of any State Government or the Government of India,

g) in case of Data Entry Operator , -

(i) by promotion from amongst Clerk-cum-Cashier ; or

ii) by direct recruitment ; or

(iii) by transfer or deputation of any officer already in the service of any State Government or the Government of India,

Note : The post of Data Entry Operator being technical is of higher responsibility than that of Clerk-cum-Cashier.

h) in case of Clerk-cum-Cashier , -

(i) by promotion from amongst Peons, Sweepers or Chowkidar ; or

ii) by direct recruitment ; or

(iii) by transfer or deputation of any officer already in the service of any State Government or the Government of India,

Field :

a) in case of Asstt. Project Officer , -

(i) 30% by promotion from Technical Assistants ; or

ii) 70% by direct recruitment ; or

(iii) by transfer or deputation of any officer already in the service of any State Government or the Government of India,

b) in case of Technical Assistant , -

(i) by direct recruitment ; or

(ii) by transfer or deputation of any officer already in the service of any State Government or the Government of India,

c) in case of Steno-typist , -

(i) by direct recruitment ; or

(ii) by transfer or deputation of any officer already in the service of any State Government or the Government of India,

st in the Service remain on probation for a period of two years, if appointed by direct recruitment and one year, if appointed otherwise. All promotions, unless otherwise provided, shall be made on seniority-cum merit alone shall not confer any right to such basis and seniority along shall not confer any right to such promotions. —

P (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation ;

o (b) any period of work in equivalent or higher rank, prior to appointment to any post in the Service may, in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under, this rule ; and

t (c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated, shall, on the completion of the prescribed period of probation be entitled to be confirmed, unless he is appointed against a permanent vacancy,

n (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,

1 (i) revert him to his former post ;or
0 (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,

P (a) if his work or conduct has, in its opinion, been satisfactory ,

e (i) confirm such person from the date of his appointment, if appointed against a permanent vacancy ; or

r (ii) confirm such person from the date of from which a permanent vacancy occurs, if appointed against a temporary vacancy; or

s (iii) declare that he has completed his probation satisfactorily, if there is; no permanent vacancy ; or

n (b) if his work or conduct has, in its opinion, been not satisfactory,

t (i) dispense with his Services if appointed by direct recruitment and if appointed otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment permit ; or

a (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;

y Provided that the total period of probation, including extension if any,

P
o

shall not exceed three years.

Seniority ~.

11: Seniority. ,inter se of members of Service shall be determined by the length of continuous Service on any post in the Service:

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

Provided further that in the case of members appointed by direct recruitment

the, order of merit determined by the Commission shall not be disturbed in fixing the seniority ;

Provided further that in 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 a members appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and
- (d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being

given to a member, who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by the length of their Service in the appointments and if the .length of such Service is also the same, the older member shall be senior to the younger member,

Liability to serve:

. 12 (1) A member of the Service shall be liable to serve at any place, whether within or outside the State of Haryana, on being ordered so to do by the appointing authority,

(2) A member of the service may also be deputed to serve under-

- (i) a company an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government ; or
- (ii) the Central Government or a company an association or a body of individuals whether incorporated or not which is wholly or substantially owned or controlled by the Central Government ; or
- (iii) any other State Government an international organization, an autonomous body not controlled by the Government or a private body:

Provided that no member of the Service shall be deputed to serve the Central or any other State Government or any organization or body referred to in clauses (ii) or (iii) except with his consent.

Pay Leave, Pension and other matters:

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13. 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 adopted or made by the competent authority under the constitution of India or under any law for the time being in force made by State Legislature.

Discipline, penalties and appeals;

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

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India, be such as are specified in Appendix C to these rules.

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

Vaccination;

15. Every member of the service, shall get himself vaccinated and revaccinated as and when the Government so directs by a special or general order.

Oath of allegiance:

16. 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.

HARYANA GOVT GAZ.. APRIL 13. 1999

Power of relaxation:

17, Where the Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of those rules with respect to any class or category of persons.

Special provisions;

18. Notwithstanding anything contained in these rules, the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.

Reservation;

19. Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Caste, Backward Classes, other Backward Classes, Ex-servicemen, physically handicapped persons or any other class or category of persons in accordance with the orders issued by the State Government in this regard, from time to time ;

Provided that the total percentage of reservations so made shall not exceed fifty per cent, at any time.

Repeal and savings:

20. Any rule applicable to the service and corresponding to an, of these rules, which is in force immediately before the commencement of these rules is hereby repealed ;

Provided that any order made or action taken under the rule So repealed shall be deemed to have been made or taken under the corresponding provisions of these rules

APPENDIX-B

(See rule 7) .

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Serial No. of post	Designation	Academic qualifications and experience, if any, for direct recruitment	3	Academic qualifications and experience, if any, for appointment other than by direct recruitment	4
Headquarter :					
1 Personal Assistant				<p>By promotion</p> <p>(i) 5 years experience as Senior Scale Stenographer;</p> <p>(ii) Hindi Shorthand at 80 words per minute and transcription thereof at 15 words per minute and English Shorthand at 100 words per minute and transcription thereof at 20 words per minute;</p> <p>By transfer or deputation</p> <p>(i) One year experience as personal Assistant ;</p> <p>(ii) Hindi Shorthand at 80 words per minute and transcription thereof at 15 words Per minute and English Shorthand at 100 words per minute and transcription thereof at 20 words per minute;</p> <p>(iii) Knowledge of Hindi up to Matric,</p>	
2 Programmer		(i) Candidate should be MCA Isl. Class, B.E. in . Computer Science/Elcc-tronics/Ist Class M.Sc.		<p>By promotion</p> <p>(i) Candidate should be MCA 1st Class, B.E. in Computer Science or Electronics</p>	

1	2	3	4
		Degree in Physics/ Maths Statistics with Post Graduate Diploma in Computer Applications from a recognized University;	or Isl. Class M. Sc. Degree in Physics, Maths or Statistics with post Graduate Diploma in Computer Applications from a recognized university.
		(ii) Knowledge of Hindi upto Matric.	(ii) 5 years experience as Data Entry Operator.
			By transfer or deputation
			(i) Candidate should be MCA 1st Class, B. E. in Computer Science or Electronics or 1st. Class M.Sc. Degree in Physics, Maths or Statistics with Post Graduate Diploma in Computer Applications from a recognized univerisity;
			(ii) 5 years experience as Data Entry Operator;
			(Hi) Knowledge of Hindi up to Matric.
			By promotion
3	Assistant		(i) 5 years experience as Clerk or Steno-typist;
			By transfer or deputation
			(i) 5 years experience as Clerk or Steno-typist;
			(ii) Knowledge of Hindi up-to Matric.
4	Senior Scale Steno- grapher .	(i) Matric 1st Divisional Higher Secondary 2nd Division/Inter mediate 2nd Division/10+2 (Voca- tional) 2nd divisional graduate or equivalent (for Ex-Servicemen Matric only) I (ii) English Shorthand at	By promotion (i) 5 years' experience as Steno-typist ; (ii) English Shorthand at 100 words per minute and transcription thereof at 20 words per minute and

2	3	4
<p>100 words per minute and transcription thereof at 20 words per minute and Hindi Shorthand at 80 words per minute and transcription thereof at 15 words per minute;</p> <p>(iii) Knowledge of Hindi up to Metric Standard.</p>	<p>Hindi 'Shorthand at 80 words per minute and transcription at 15 words per minute.</p> <p>By transfer or deputation</p> <p>(i) Metric Ist Division/ Higher Secondary 2nd Division/ Intermediate 2nd Division/10+2 (Vocational) 2nd Division/Graduate or equivalent (for Ex-service men Metric only) ;</p> <p>(ii) English Shorthand at 100 words per minute and transcription thereof at 20 words per minute and Hindi Shorthand at 80 words per minute and transcription thereof at. 15 words per minute ;</p> <p>(iii) 5 years experience at Steno typist or 3 years experience as Junior Scale Stenographer ;</p> <p>(iv) Knowledge of Hindi up to Metric standard.</p>	
5 Driver	<p>(i) Metric with Hindi;</p> <p>(ii) Should have light trans- port vehicle, driving License;</p> <p>(iii) 2 years experience of driving a light vehicle.</p>	<p>By promotion</p> <p>(i) 5 years experience as Peon, Sweeper or Chowkidar;</p> <p>(ii) Should have light trans- port vehicle driving license;</p> <p>(iii) 2 years experience of driving a light vehicle.</p> <p>By transfer or deputation</p> <p>(i) Metric with Hindi :</p> <p>(ii) Should have light trans- port vehicle driving license;</p> <p>(iii) 2 years experience of driving a light vehicle,</p>

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6 Steno typist

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(i) Metric 1st Division/
Higher Secondary 2nd
Division/Intermediate 2nd
Division/10+2 (Vocatio-
nal) 2nd Division
Graduate or equivalent
(for Ex-servicemen Metric
only) ;

(i) English Shorthand at 80
words per minute and
transcription thereof at
15 words per minute and
Hindi Shorthand at 64
words per minute and
transcription thereof at
11 words per minute;
(Hi) Knowledge of Hindi
up to Metric standard.

By promotion

(i) 5 years experience as
Clerk-cum-Cashier ;
(ii) English Shorthand at 80
words per minute and
transcription thereof at 15
words per minute and
Hindi Shorthand at 64
words per minute and
transcription thereof at
11 words per minute.

By Transfer or deputation---
(i) Metric 1st Division/Higher
Secondary 2nd Division/
Intermediate 2nd Division/
10+2 (Vocational) 2nd
Division/Graduate or
equivalent. (for Ex-service
men Metric only) ;
(ii) English Shorthand at 80
words per minute and
transcription thereof at
15 words per minute and
Hindi Shorthand at 64
words per minute
and transcription thereof
at 11 words per minute;
(iii) 5 years experience as
Clerk;
(iv) Knowledge of Hindi up to
Metric standard.

• By promotion

7 Data Entry Operator

(i) Metric 1st Division/
Higher Secondary/10+2
(Vocational) or equivalent; (i) Data Entry Certificate
from I.T.I. ;

(ii) Data Entry Certificate
from I.T.I.;
(Hi) Two years experience
in Data Entry ;

(iv) Knowledge of Hindi
up to Metric.

(ii) 5 years experience as
Clerk-cum-Cashier ;
By Transfer or deputation

(I) Metric 1st Division!
Higher Secondary /10+2
(Vocational or equivalent);
(if) Data Entry Certificate
from I.T.I.;

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			(iii) Two years experience in data entry:
			(iv) knowledge of Hindi up to Metric.
8 Clerk-cum-Cashier	(i) Metric 1st Divisional Higher Secondary 2nd Division/Intermediate 2nd Division/10+2 (Vocational) 2nd Division/Graduate or equivalent (for Ex-servicemen Metric only) ;		By Promotion
	(ii) Candidates will have to pass English Hindi type test @ 30/25 words per minute respectively within one year from the date of appointment;		(i) 5 years regular service as Peon, Sweeper or Chowkidar;
	(iii) Knowledge of Hindi Up to Metric.		(ii) Candidate will have to pass English Hindi type test @ 30/25 words per minute respectively With in one year from the date of appointment ;
			(iii) Candidate shall have to pass the written examination of Hindi and English of Metric standard to be Conducted by the Director.
			By Transfer or deputation
			(i) Metric 1st Division/Higher Secondary 2nd Division/Intermediate 2nd Division/10+2 (Vocational) 2nd Division/Graduate or equivalent for Ex-servicemen Metric only) ;
			(ii) Candidates will have to pass English /Hindi type test @ 30/25 words per minute respectively within one year from the date of appointment;
			(iii) 5 years experience as Clerk.
Field Staff ;			
Assistant Project Officer	(i) Diploma in Electrical or Electronics or Mechanical Engineering;		By Promotion
			(i) Diploma in Electrical or

1	2	3	4
		(ii) knowledge of Hindi up to Metric standard.	Electronics or Mechanical Engineering ; (ii) 5 years experience as Technical Assistant . By Transfer or deputation(i) Diploma in Electrical or Electronics or Mechanical Engineering ~ (iii) knowledge of Hindi up to Metric standard. (iii) 5 years experience as Technical Assistant Junior Engineer. By Transfer or. deputation
2	Technical Assistant	(I) Metric with IT. certificate holder (Mechanical or Fitter or Motors or Electrical or Turner); (ii) Knowledge of Hindi up to Metric standard.	(i) Metric with ITI certificate holder (Mechanical or Fitter or Motors or Electrical or Turner) : (ii) 5 years experience as Technical Assistant; (Hi) Knowledge of Hindi Up to Metric standard. By Transfer or deputation (i) Metric J st Division! Higher Secondary 2nd Division /intermediate 2nd Division/10+2 (Vocational) 2nd Division Graduate or equivalent (for Ex-servicemen Metric only) ; (ii) English Shorthand at 80 words per minute and transcription thereof at 15 words per minute or Hindi Shorthand at 64 words per minute and transcription thereof at 11 words per minute;
3	Steno typist	(i) Metric 1st Divisional Higher Secondary 2nd Division/Intermediate 2nd Division/10+2 (Vocational) 2nd Division Graduate or equivalent (for Ex-Servicemen Metric only) ; (ii) English Shorthand at 80 words per minute and transcription thereof at 15 words per minute or Hindi Shorthand at 64 words per minute and transcription thereof at 11 words per minute; (iii) Knowledge of Hindi up to Metric standard.	(i) Metric J st Division! Higher Secondary 2nd Division /intermediate 2nd Division/10+2 (Vocational) 2nd Division Graduate or equivalent (for Ex-servicemen Metric only) ; (ii) English Shorthand at 80 words per minute and transcription thereof at 15 words per minute or Hindi Shorthand at 64 words per minute and transcription thereof at 11 words per minute; (ii) 5 years experience as Clerk ; (iv) Knowledge of Hindi up To Metric standard.

APPENDIX C

[See rule 14 (1)]

Sr.- No. Designa- tion of posts	Appoint- ing authority	Nature of penaltes	Authority empow- er- to to impose penalty	Appella- te auth- ority	Second and final- appellate authority, If any.
1	2	3	4	5	6

Minor Penalties-

HEAD QUARTER

1 Personal Assistant	Director	(i) warning with a copy in the personal file (Character roll) ;	Director	Secretary	Government
2 Programmer		(ii) Censure ;			
3 Assistant		(HI) Withholding of promotion;			
4 Senior Scale Stenogra- pher		(Iv) recovery from pay of the whole or			
5 Driver		part of any pecuniary loss caused by negligence			
6 Steno- typist		or a breach of orders to the Cent- tral Government			
7 Data Entry Operator		or a State Govern- ment or a company and asso- ciation or a body			
8 Clerk-cum- Cashier		of individuals whether in corporate or not, which is			
FIELD		wholly or substan- tially owned or			
I Assistant Project Officer		controlled by the Government or to a local authority or University set			

2 Techni cal
Assistant

up by an Act of
Parliament or of
the Legislature of
a State; and

APPENDIX C

[See rule 14 (1)]

Sr. Designation of posts	Appointing authority	Nature of penalties	Authority empowered to impose penalty	Appellate authority	Second and final authority, if any.
1	3	4	5	6	f

Minor Penalties—

HEAD QUARTER

1 Personal Assistant	Director	(i) warning with a fine (Character roll) ;	Director	Secretary	Government
2 Programmer		(H) Censure ;			
3 Assistant		(iii) Withholding of promotion;			
4 Senior Scale Steno, & typewriter		(iv) recovery from pay of the whole or part of any pecuniar loss			
5 Driver		caused by negligence or a breach of			
6 Steno-typist		orders to the Central Government or a State Government or a			
7 Data Entry Operator		company and association or a body			
8 Clerk-cum-Cashier		of individuals whether incorporated or not, which is wholly or substantially			
FIELD					
1 Assistant Project Officer		controlled by the Government or to a local authority or University set up by an Act of			
2 Technical Assistant		Parliament or of the Legislature of			

a State; and

3 Steno.
Typist

- (v) withholding of increments of pay without cumulative effect ;

Major Penalties-

- (vi) . a withholding of increments of pa, with cumulative I effect ;"
- (vii) reduction to a lower stage in the time scale of pay for a specified' period with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period. the reduction will or will not have the effect of post -poning the future increments of his pay;
- (vii) reduction to a lower scale of pay, grade. post *or* service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay. grade. 'post or Service from which he was reduced. with or without further directions regarding conditions of restoration to the grade *or* post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service;
- (viii) compulsory retirement
- (ix) removal from service which shall not be a disqualification for future employment under the Government
- (x) dismissal form service which shall ordinarily be

a disqualification for
future employment
under the Government

;

APPENDIX D

[See rule 14 (2)]

Sr. No.	Designation of posts	Nature of order	Authority empowered to make order	Appellate authority	Second and final appellate authority, if any
1	2	3	4	5	6

HEADQUARTER

1	Personal Assistant	(i) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension ;	Director		
2	Programmer	(ii) terminating the appointment other wise than on his attaining the age fixed for superannuation.			
3	Assistant				
4	Senior Scale Stenographer				
5	Driver				
6	Steno-typist				
7	Data Entry Operator				
8	Clerk-cum-Cashier				

FIELD

1	Assistant Project Officer				
2	Technical Assistant				
3	Steno-typist				

S.Y. QURAIHI,
Commissioner and Secretary to

Government, Haryana, Non-
conventional Energy Sources
Department.

21537CS(H) -Govt. Press, U.T., **Chd.**

[Authorized English Translation]

HARYANA GOVERNMENT

RENEWABLE ENERGY DEPARTMENT

Notification

Inst./Art. 309/2006.- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Haryana Non conventional Energy Sources Headquarter and Field (Group C) Service Rules, 1998, namely :

1. (1) These rules may be called the Haryana Non-conventional Energy Sources Headquarter and Field (Group C) Service Amendment Rules, 2006.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Haryana Non-conventional Energy Sources Headquarter and Field (Group C) Service Rules, 1998 and preamble, for the words "Haryana Non-conventional Energy Sources" wherever occurring, the words "Haryana Renewable Energy" shall be substituted.

S. C.
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HARYANA GOVERNMENT
NON-CONVENTIONAL ENERGY SOURCES DEPARTMENT
Notification

The 16th December, 1998

No. GSR 46/Const/Art. 309/98.-In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Non-conventional Energy Sources (Group D) Service. namely :

Part I-GENERAL

Short title and commencement :

1. (i) These rules may be called the Haryana Non-conventional Energy Sources (Group D) Service Rules, 1998.

(ii) They shall come into force on the date of their publication in the official gazette.

Definitions :

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

- (a) "Secretary" means Secretary to Government, Haryana, Non-conventional Energy Sources Department;
- (b) "Director" means Director, Non-conventional Energy Sources Department, Haryana;
- (c) "direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the Service of the Government of India or any state Government ;
- (d) "employment exchange" means the employment exchanges in the State of Haryana;
- (e) "Government" means the Haryana Government in the Administrative Department

(f) "institution" means,

(i) any institution established by law in force in the State of Haryana ; or

(ii) any other institution recognised by the Government for the purpose of these rules ;

(g) "Service" means the Haryana Non-conventional Energy Sources (Group D) Service.

(a) in case of peon.

(i) by direct recruitment ; or

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


(b) in case of Sweeper.

i) by direct recruitment ; or

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

(c) in case of chowkidar,- ;

(i) by direct recruitment ; or

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

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

Probation

10. (1) Persons appointed to any post in the Service shall remain on probation for a period (If two years, if appointed by direct recruitment, and one year, if appointed otherwise) (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.

Provided that

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation ;
- (b) any period of work in equivalent or higher rank. prior to appointment to any post in the Service. may in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule ; and
- (c) any period. of officiating appointment shall be reckoned as period spent on probation, but no person who, has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy. .

(2) if, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may,-

- (a) if such person is appointed by direct recruitment, dispense with his services; and
- (b) if such person is, appointed otherwise than by direct recruitment,
 - (i) revert him to his former post ; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may,-

- (a) if his work 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, if appointed otherwise revert him to his former post or deal With him In such other manner as the terms and conditions of his previous appointment permit ; or

(ii) extend his period of probation and thereafter pass such 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.

Seniority :

11. Seniority, *inter se* of members of the Service shall be determined by the length of continuous Service on any post in the Service:

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

Provided further that in the case of a member appointed by direct recruitment. the order of merit determined by the appointing authority shall not be disturbed in fixing the seniority :

Provided further that in 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 a member appointed by promotion or by transfer, seniority' shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and
- (d) in the case of member appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay in his previous appointment. and if the rates of pay drawn are also the same. then by the length of their Service in the appointments and if the length of such Service is also the same, the older member shall be senior to the younger member.

Liability to serve:

12. (1) A member of the Service shall be liable to serve at any place, whether within or outside the State of Haryana on being ordered so to do by the appointing authority.

(2) A member of Service may also be deputed to serve under

- (i) a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a municipal corporation or a local authority or a university within the State of Haryana ;
- (ii) the Central Government or a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government ; Or.

- iii) any other State Govt., an international organization, an autonomous body not controlled by the Govt. or a private body ;

Provided that no member of the service shall be deputed to serve the Central or any other State Govt. or any organization or body referred into clauses ii) or iii) except with his consent.

Pay, leave, pension and other matters :

13. In respect of pay, leave, pension and all other matters, not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been, or may hereafter be, adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

Discipline, penalties and appeals:

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

Provided that the nature of penalties, which may be imposed, the authority empowered to impose such penalties and appellate authority shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India, be such as are specified in Appendix C to these rules.

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

Vaccination :

15. Every member of the "Service shall get himself vaccinated and revaccinated as and when the Government so directs by a special or general order.

Oath of allegiance :

16. 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 :

17. Where the Government is of the opinion, that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category, of persons.

the Central Government or a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government ; Or
the Central Government or a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government ; Or.

18. Notwithstanding anything contained in these rules, the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.

Reservations :

19. Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Other Backward Classes, Ex-servicemen, Physically Handicapped Persons or any other class or category of persons in accordance with the orders issued by the State Government in this regard, from time to time :

Provided that the total percentage of reservations so made shall not exceed fifty percent, at any time.

Repeal and sayings:

20. Any rules applicable to the Service and corresponding to Punjab State Classs IV Service Rules, 1963, which is in force immediately before the commencement of these rules, is hereby repealed to the extent of its application:

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

Appendix A

See rule 3

S.No.	Designation of post	Number of posts			Scale of pay
		Permanent	Temporary	Total	
1	Peon	—	20	20	2, 550-55- 2, 660-EB- 60-3,200
2	Chowkidar	—	01	01	2, 550-55- 2, 660-EB- 60-3,200
3	Sweeper	—	01	01	2,SSo-S5- 2,660-EB- 60-3,200

APPENDIX B

[See rule 7]

Sr. No.	Designation of posts	Academic qualifications and experience, if any. for appointment by direct recruitment	Academic qualifications and experience, if any. for appointment other than by direct recruitment		
				1	2
1	Peon	Should be able to read And write Hindi.	3	Chowkidar	Should be able to read and write Hindi.
2	Sweeper	Should be able to read			10 read and write Hindi.

Should be able to read and write Hindi.

Should be able to read and write Hindi.

Should be able to read and write Hindi.

APPENDIX C

[See rule 14 (1)]

..	Sr. No. of posts	Designation of posts	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority	Second appellate authority, if any
	1	2	3	4	5	6	7
1 2 3	Peon Sweeper Chowkidar	Director		Minor penalties:			
				(i) Warning with a copy in the personal file (character role);	Director	Secretary	Government
				(ii) censure ;			
				(iii) withholding of promotion ;			
				(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or a breach of orders to the Central Government or a State Government or to a Company and Association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or University set up by an Act of Parliament or of the Legislature of a State; and			
				(v) withholding of increments of pay without cumulative effect ;			

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Major penalties :

(v)(a) withholding of increments of pay with cumulative effect ;

(vi) . reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;

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

2	.-	-	-----	5	6
			seniority and pay on such restoration to that grade, post. or service;		
			(viii) Compulsory retirement ;		
			(ix) removal from service which shall not be a disqualification for future employment under the Government ;		
			(x) dismissal from the service which shall ordinarily be a dis- qualification for future employment under the Government.		

APPENDIX D

[See rule 14 (2)]

Sr. No.	Designation of posts	Nature of order	Authority empowered to make the order	Appellate authority	Second and final appellate authority, if any
1	2	3	4	5	6
1	Peon	(i) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension ; (ii) terminating the appointment of a member of the service other wise than on his attaining the age fixed for super-annuation.	Director Secretary		Government
2	Sweeper				
3	Chowkidar				

S. Y. QURASHI,

Commissioner and Secretary to Government, Haryana,
Non-conventional Energy Sources Department.

[Authorized English Translation]

HARYANA GOVERNMENT
RENEWABLE ENERGY DEPARTMENT
Notification

The 8th September, 2006

No. G. S. R. 26/Const./Art. 309/2006.- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Haryana Non conventional Energy Sources (Group D) Service Rules, 1998, namely :

1. (1) These rules may be called the Haryana Non-conventional Energy Sources (Group D) Service Amendment Rules, 2006.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Haryana Non-conventional Energy Sources (Group D) Service Rules. 1998 and preamble, for the words "Haryana Non-conventional Energy Sources" wherever occurring, the words "Haryana Renewable Energy" shall be substituted.

S. C. CHAUDHARY,
Financial Commissioner and Principal Secretary
to Government Haryana. Renewable Energy
Department.

Part-II- RECRUITMENT TO SERVICE

Number and Character of Posts:

3. the Service shall comprise the posts shown in Appendix A to these rules:

Provided that nothing in these rules shall affect the inherent right of the Government to make addition to, or reductions in, the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

Nationality, domicile and character of candidates appointed 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 day of 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 Malawi Zaire & Ethiopia with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) or (e) shall be a person in whose favour of certificate of eligibility has been issued by the Government.

(2) A person in whose case a certificate of eligibility necessary may be admitted to an examination or interview conducted by the appointing authority but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the government.

(3) No person shall be appointed to any post in the Service by direct recruitment, unless he produces a certificate of character from the Principal Academic Officer of the University, College School or Institution last attended if any and similar certificate from two other responsible persons not being his relatives who are well acquainted with him in his private life and are unconnected with his University, College, School or institution.

Age:

- 5. No person shall be appointed to any post in the Service by direct recruitment who is less than sixteen years or more than thirty-five years of age, on the date of interview
- 6. Appointments to the post in the Service shall be made by the Director, Non-

conventional Energy sources Department, Haryana.

Qualifications:

7. No person shall be appointed to any post in the Service, unless he is in possession of qualifications and experience specified in column 3 of Appendix B to these rules in the