

HARYANA STATE HIGHER EDUCATION COUNCIL

HSHEC Employees (Group A, B, C & D) Service Regulations, 2023

HARYANA STATE HIGHER EDUCATION COUNCIL

(Established under Act no. 4 of 2018)

Preamble

In view of the aims and objectives & functions of the Council as contained under Act no. 4 of 2018, the first Service Regulations regulating the recruitment and conditions of service of persons appointed/to be appointed to the service of Haryana State Higher Education Council (Group A,B, C & D) shall be as under:-

PART –I GENERAL

Short Title and Commencement

- (i) These Service Regulations may be called the Haryana State Higher Education Council (Group A,B, C & D) Service Regulations, 2023
- (ii) These shall come into force on the date on which these are notified as such and uploaded on Council website

Definitions

In these Service Regulations, unless the context otherwise requires:-

- a) "**Act**" means the Haryana State Higher Education Council Act no. 4 of 2018;
- b) "**Appendix**" means an appendix to these Service Regulations;
- c) "**Appointing authority**" means the authority empowered to make appointments to any Group A,B, C and D posts;
- d) "**Chairperson**" means Chairperson of the Haryana State Higher Education Council;
- e) "**Council**" means the Haryana State Higher Education Council as constituted by the State Govt. under Haryana State Higher Education Council Act no. 4 of 2018;
- f) "**Compulsory Retirement**" means retirement of Group A,B, & C member at the age of 50/55 years after a review of his/her past record by a Reviewing Committee;
- g) "**Deputation**" in relation to appointment means being appointed to a post in the Haryana State Higher Education Council by deputation from any department of the State Government or any Statutory Board, Government Undertaking or other Agency controlled by it, from any department of Central Government or any Statutory Board, Government Undertaking or other Agency wholly or partially controlled by the Government of India, as well as from any recognised University or recognised Institute as per standard terms and conditions of Haryana Government;

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- h) **"Direct recruitment"** means an appointment made otherwise than by promotion from within the Service or by transfer of an officer already in the Service of the Government of India or the State Government or Statutory Board/Govt. Undertaking;
- i) **"Dismissal"** connotes removal of member of Service for misconduct as a result of enquiry instituted against her/him;
- j) **"Duty Period"** means the period of service rendered by an employee of this service which counts for pay, leave salary, leave and other service benefits;
- k) **"Employee"** means an employee of the Haryana State Higher Education Council to whom these Service Regulations apply;
- l) **"Government"** means Government of Haryana;
- m) **"He/his"** means and includes she/her also;
- n) **"Post"** means the post sanctioned by the State Govt. with the concurrence of Finance Department from time to time;
- o) **"Promotion"** means elevation of any employee of the Council from a lower grade to higher grade within the same post or from any lower to higher post;
- p) **"Probation"** means an employee appointed against a regular vacancy and placed on probation for a specific period, as provided under the (Group A, B, C & D) Service Regulations;
- q) **"Institution"** means-
- (i) Any other 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 Service Regulations;
- r) **"Recognised University"** means-
- (i) Any university incorporated by law in India; or
 - (ii) Any other university which is declared by the Government to be a recognised University for the purpose of these Service Regulations;
- s) **"Selection Committee"** means a Committee constituted under these Service Regulations for making selection for appointment to the posts mentioned in Appendix "A";
- t) **"Review Committee"** means a committee constituted under these Service Regulations for reviewing cases of employees of Service Group A, B & C relating to pre-mature retirement at the age of 50/55 years and making recommendation for appropriate decision by the Council;

- u) "**Screening Committee**" means a committee constituted under these Service Regulations for making recommendation for promotions from a lower grade to higher grade etc. or absorption as the case may be
- v) "**Absorption**" in relation to appointment means absorption of a person already in the Service of Government or any statutory body to the Council on the basis of interview by Selection Committee/Screening Committee;
- w) "**Service**" means the Haryana State Higher Education Council Group A, B, C & D Service;
- x) "**SPD**" means the State Project Director of the Council;
- y) "**Vice Chairperson**" means Vice Chairperson of the Council;
- z) "**Officials**" means the officials positioned against the posts as per appendix 'A' of these Regulations as also additions/deletions if any from time to time.

PART –II RECRUITMENT TO SERVICE

1. Number and character of Posts

The service shall comprise the posts in **Appendix A** to these Service Regulations.

Provided that nothing in these Service Regulations shall affect the inherent right of the Council 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 with the approval of State Govt. and concurrence of FD. The position of sanctioned posts under each Group A, B, C & D is given in **Appendix A**.

2. Nationality, domicile and character of candidates appointed in Service

(1) No person shall be appointed to any post in the Service, unless he is;-

- a) A citizen on India; or
- b) A subject of Nepal; or
- c) A subject of Bhutan; or

Provided that a person belonging to any of the categories (b) or (c) shall be 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 Council but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

3. Age

No person shall be appointed to the post in the service by direct recruitment who is less than 18 years or more than 42 years of age or such age as fixed by the Government from time to time.

Provided that in the case of candidates belonging to the Scheduled Caste, Scheduled tribes and Backward Classes, Ex-servicemen, Physically – challenged and Widows/Divorcee etc., the upper age limit shall be such as may be fixed by the Government from time to time.

4. Appointing Authority

Appointment to the posts in the Service of Group A & B shall be made by the Chairperson.

Appointment to the posts in the Service of group 'C' and 'D' shall be made by State Project Director or the officer so designated by the Chairperson.

5. Qualification

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 Service Regulations in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of persons appointed other than by direct recruitment.

Provided that in the case of direct recruitment, the qualifications and experience shall be relaxable as per instructions of Government on this subject for the candidates belonging to the Scheduled Caste, Scheduled tribes and Backward Classes, Ex-servicemen, physically-challenged and Widows/Divorcee etc.

6. Disqualification

(1) No persons;

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

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

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

- (2) No person, who has been dismissed from the service of the Government of India or any State Government or a local authority, a Corporation or Institute, shall be eligible for appointment to any post in Group A, B, C & D Service.

7. Method of Recruitment

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

Group A

(a) SPD

- (i) 50% by direct recruitment on regular basis or by transfer or deputation of an officer already in the service of State Govt. or the Govt. of India, Govt. undertaking, statutory body subject to fulfilling the prescribed qualifications and experience and
- (ii) 50 % by promotion of employees of the Council from a lower grade to higher grade on fulfilling the prescribed qualifications and experience.

(b) Joint Director (Policy Planning)

- (i) 50% by direct recruitment on regular basis or by transfer or deputation of an officer already in the service of State Govt. or the Govt. of India, Govt. undertaking, statutory body subject to fulfilling the prescribed qualifications and experience and
- (ii) 50 % by promotion of employees of the Council from a lower grade to higher grade on fulfilling the prescribed qualifications and experience.

(c) Senior Project Manager

- (i) 50% by direct recruitment on regular basis or by transfer or deputation of an officer already in the service of State Govt. or the Govt. of India, Govt. undertaking, statutory body subject to fulfilling the prescribed qualifications and experience and
- (ii) 50 % by promotion of employees of the Council from a lower grade to higher grade on fulfilling the prescribed qualifications and experience.

Group B

Project Manager

by direct recruitment on regular basis or by transfer or deputation of an officer already in the service of State Govt. or the Govt. of India, Govt. undertaking, statutory body subject to

fulfilling the prescribed qualifications and experience -These being the threshold posts

Private Secretary

- (i) 50% by direct recruitment on regular basis or by transfer or deputation of an officer already in the service of State Govt. or the Govt. of India, Govt. undertaking, statutory body subject to fulfilling the prescribed qualifications and experience and
- (ii) 50 % by promotion of employees of the Council from a lower grade to higher grade on fulfilling the prescribed qualifications and experience.

Group C

Stenographer

- (i) 50% by direct recruitment on regular basis or by transfer or deputation of an official already in the service of State Govt. or the Govt. of India, Govt. undertaking, statutory body subject to fulfilling the prescribed qualifications and experience and
- (ii) 50 % by promotion of employees of the Council from a lower grade to higher grade on fulfilling the prescribed qualifications and experience.

Liasoning and Communication Assistant

- (i) 50% by direct recruitment on regular basis or by transfer or deputation of an official already in the service of State Govt. or the Govt. of India, Govt. undertaking, statutory body subject to fulfilling the prescribed qualifications and experience and
- (ii) 50 % by promotion of employees of the Council from a lower grade to higher grade on fulfilling the prescribed qualifications and experience.

DEO cum Clerk

- (i) 50% by direct recruitment on regular basis or by transfer or deputation of an official already in the service of State Govt. or the Govt. of India, Govt. undertaking, statutory body subject to fulfilling the prescribed qualifications and experience and
- (ii) 50 % by promotion of employees of the Council from a lower grade to higher grade on fulfilling the prescribed qualifications and experience.

Junior Programmer

- (i) 50% by direct recruitment on regular basis or by transfer or deputation of an official already in the service of State Govt. or

- the Govt. of India, Govt. undertaking, statutory body subject to fulfilling the prescribed qualifications and experience and
- (ii) 50 % by promotion of employees of the Council from a lower grade to higher grade on fulfilling the prescribed qualifications and experience.

Group D (Cook, Peon, Sweeper, Watchman, Mali, Peon cum Chowkidar etc.)

- (i) 50% by direct recruitment on regular basis and
- (ii) 50% by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Govt., Govt. of India / Govt. Undertaking / Statutory Body- These being threshold posts

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

A person fulfilling the prescribed qualifications to be eligible for direct recruitment shall have to clear the eligibility test/screening test, if any, prescribed by the Council.

8. Special Provision

In case of appointments other than by promotion, the officials working on contract under the Haryana State Higher Education Council before the notification of these Service Regulations in Haryana State Higher Education Council fulfilling prescribed academic & professional qualifications and having put in three years satisfactory service shall be eligible for appointment against specific posts as noted against each in Appendix B to these Service Regulations on the recommendation of Screening Committee as may be constituted under these Service Regulations.

9. Probation

- (1) members of the Service shall remain on probation for a period of two years in case recruited by direct appointment or by transfer
 - (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 officiated as such on the completion of the prescribed period of probation be entitled to be confirmed unless he is appointed to a permanent vacancy.
 - (d) Any period after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (e) 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
 - (f) 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 to 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 dispense with his service:
- (a) if such person is appointed by direct recruitment,
 - (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 his previous appointment permit.
- (3) On the completion of 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;
 - (iii) or declare that he has completed his probation satisfactory, if there is no permanent vacancy; or
 - (b) if his work or conduct has; in its opinion, not been satisfactory;-
 - (i) dispense with his services; if appointed by direct recruitment or if appointed otherwise, revert him to his former post or

- deal with him in such other manner as the terms and conditions of his previous appointment permit;
- (ii) or 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 3 years.

10. Seniority

Seniority, inter se of the 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 Selection Committee, 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) two or more members appointed by direct recruitment by the same Selection Committee on the same date, the members whose name figures first on the report of the Selection Committee shall be senior;
- (c) a member appointed by promotion shall be senior to a member appointed by transfer;
- (d) 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
- (e) 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.

11. Liability to serve

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

12. Pay, Leave, Pension and other matters

(a) Pay

Each Group A, B, C & D post in the Council will carry a scale of pay as decided by the State Government.

A member of each Group A, B, C & D service shall on his appointment to a post in a time scale of pay, draw pay the minimum of the time scale unless Selection Committee recommends and Council approves that he shall draw pay at any higher scale.

(b) Leave

The employees of each Group of the Council will be governed by the same rules in this regard as are applicable to Haryana Government Employees from time to time.

(c) Travelling Allowance:

The employees of each group of the Council will be governed by the same rules in this regard as are applicable to Haryana Government Employees from time to time.

(d) Leave Travel Concession:

The employees of each group of the Council will be governed by the same rules in this regard as are applicable to Haryana Government Employees from time to time.

(e) Allowances such as DA, HRA, CCA and Medical Allowance / Reimbursement.

The employees of each group of the Council will be governed by the same rules in this regard as are applicable to Haryana Government Employees from time to time.

(f) Retirement related benefits & other benefits

As applicable to Haryana Govt. employees

13. Selection Committee

The Selection Committee for the selection of employees under each Group A, B, C & D shall comprise:-

1. Vice Chairperson, HSHEC – Chairman
2. Nominee of Chairperson, HSHEC – member

3. One Group A Officer from Management domain in HEIs to be recommended by the Chairperson, HSHEC- member
4. One Group A Officer from Academic domain in HEIs to be recommended by the Chairperson, HSHEC- member
5. SPD, HSHEC - member secretary

14. Reviewing Committee

Reviewing Committee meant for reviewing cases of compulsory retirement of members of Group A, B & C at the age of 50/55 years shall comprise of:-

1. Vice Chairperson, HSHEC – Chairman
2. Nominee of Chairperson, HSHEC – member
3. One Group A Officer from Management domain in HEIs to be recommended by the Chairperson, HSHEC- member
4. One Group A Officer from Academic domain in HEIs to be recommended by the Chairperson, HSHEC- member
5. SPD, HSHEC - member secretary

15. Screening Committee

The Screening Committee for Group A, B, C & D is meant for assessing the suitability of members of the said Groups for promotion, absorption & other benefits shall comprise of :-

1. Vice Chairperson, HSHEC – Chairman
2. Nominee of Chairperson, HSHEC – member
3. One Group A Officer from Management domain in HEIs to be recommended by the Chairperson, HSHEC- member
4. One Group A Officer from Academic domain in HEIs to be recommended by the Chairperson, HSHEC- member
5. SPD, HSHEC - member secretary

16. Reservation Policy:

Instructions issued with regard to reservation & maintenance of Roster by the Government from time to time will be applicable to each group of these employees as are applicable to Haryana Government Employees for the categories of Scheduled Caste/Scheduled Tribe Backward classes/ Ex-serviceman/ physically challenged.

17. Discipline, Penalty and Appeal

In the matters relating discipline, penalties and appeals, the 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 the appellate authority of these Service Regulations are specified in Appendix C.

For the purpose of this clause, the following terms wherever occurring in the Haryana Civil Services (P&A) Rules would mean the authority as indicated opposite them

- | | |
|-------------------|----------------------|
| a. Government | Council |
| b. Head of Deptt. | Appointing Authority |

Note:

- (1) The punishing authority and appellate authority in respect of each group of Service has been shown in the Appendix C.
- (2) In the absence of prescribed competent authority the next higher authority will exercise the powers.

18. Vaccination

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

19. Oath of Allegiance

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

20. Conduct Rules

Unless otherwise provided in the Group A, B, C & D Service Regulations, the Government Employees Conduct Rules, 2016 as amended from time to time by the Government of Haryana shall apply to every Group of Service.

21. Termination of Service

The service of a member of each group and employees on deputation, on probation may be terminated by the Appointing authority without assigning reasons at any time during the period of probation, without notice.

A member appointed for a specific period against a temporary post shall be terminated after the expiry of the said period.

The service of a member holding a permanent post in substantive capacity may be terminated by giving three months notice or on payment of pay and allowances for such period as the notice falls short of three months or without notice on payment of three months pay and allowances if the post to which he was appointed substantively, is abolished.

Note: If such a member absents himself from duty without permission during period of notice, he shall not be entitled to receive any pay or allowances during the period of absence besides other penalties imposed by the competent authority.

22. Retirement

A member of Service shall retire from the Service of the Council: -

1. on his being declared medically unfit for service by a medical board to be designated by the Appointing Authority in this regard; or
2. on the decision of the concerned Reviewing Committee to prematurely retire a member of Group A, B & C service at the age of 50/55.
3. on his attaining the age of superannuation which shall be 60 years in the case of Group A, B & C and D.

If the date of birth of a member of the service falls on the first of the month, he shall retire on the last day of the preceding month. If it is after this date, he shall retire on the last day of that month.

A member of the Service who is declared medically unfit for service by a medical board designated by the Appointing Authority shall retire from the Service from the last day of the month in which the said Authority passes an order in this regard.

23. Power of Relaxation

Where the Council is of the opinion that the application of these Service Regulations or any particular provision thereof is likely to cause substantial hardship in the case of any individual member it may for reasons to be recorded, relax, the operation of the Service Regulations or the particular provision thereof as the case may be to the extent with the approval of Government.

24. Special Provision

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

Provided further the action taken in appointments made prior to the notification of these Service Regulations will be deemed to have been taken under the prevalent instructions, decisions as applied while making such appointments.

25. Interpretation

Whenever the provisions made in these Service Regulations are found to be silent or unclear and any question arises relating to interpretation with regard thereto the matter shall be referred to the Council whose decision shall be final.

26. Amendment

The Council has the inherent right unless otherwise provided to amend the Service Regulations of the Council from time to time in accordance with requirements and with the approval of State Government.

Appendix A (See Service Regulations -1)

Sr. no.	Designation	No. of Posts			Pay Scale	Remarks
		Permanent	Temporary	Total		
1	2	3	4	5	6	7
1.	(i) SPD (ii) Joint Director (Policy Planning)	-	02 (one each)	02	144200-218200 Entry level -14	
2.	Senior Project Manager	-	02	02	131400-210800 Entry Level -13A	
3.	Project Manager	-	04	04	57700-182400 Entry Level -10	
4.	Private Secretary	-	02	02	PB-2 9300-3480+ 4800 GP FPL-8, Entry Level Pay- Rs. 47600(as per Haryana Govt. pay scale)	
5.	Stenographer	-	02	02	PB-1 5200- 20200+ 1900 GP FPL-2 Entry Level Pay- Rs. 19900 (as per Haryana Govt. pay scale)	
6.	Liasoning and Communication Assistant	-	01	01	PB-2 9300- 34800+ 4200 GP FPL-6 Entry Level Pay- Rs. 35400	
7.	Junior Programmer	-	01	01	35400-112400 (pay matrix -6)	
8.	DEO-cum-Clerk	-	03	03	19900-63200 (pay matrix Level-2)	
9.	Group D	-	04	04	16900-53500 (pay matrix DL)	

Appendix B (See Service Regulations -5)

Sr. no.	Designations of posts	Academic qualifications and experience if any, for direct recruitment	Academic qualifications and experience if any, for appointment other than by direct recruitment
1	2	3	4
1.	(i) SPD (ii) Joint Director (Policy Planning)	<p>SPD</p> <p>(i) Post graduation in any discipline with 55% marks and 50% marks each in matric/secondary/senior secondary and graduation level</p> <p>(ii) 05 years experience in Policy Planning, academic projects, supervision & management in higher education institution/office in Group B service including 2 year service in Group A Service</p> <p>(iii) Hindi/Sanskrit upto matric standard or higher education</p> <p>Joint Director Policy Planning</p> <p>(i) Post graduation in any discipline with 55% marks and 50% marks each in matric/secondary/senior secondary and graduation level</p> <p>(ii) 05 years experience in Policy Planning, academic projects, supervision & management in higher education institution/office in Group B service including 2 year service in Group A Service</p> <p>(iii) Hindi/Sanskrit upto matric standard or higher education</p>	<p>SPD</p> <p>(i) Post graduation in any discipline with 55% marks and 50% marks each in matric/secondary/senior secondary and graduation level</p> <p>(ii) 05 years experience in Policy Planning, academic projects, supervision & management in higher education institution/office in Group B service including 2 year service with relevant experience in Group A in Council</p> <p>(iii) Hindi/Sanskrit upto matric standard or higher education</p> <p>Joint Director Policy Planning</p> <p>(i) Post graduation in any discipline with 55% marks and 50% marks each in matric/secondary/senior secondary and graduation level</p> <p>(ii) 05 years experience in Policy Planning, academic projects, supervision & management in higher education institution/office in Group B service including 2 year service with relevant experience in Group A in Council</p> <p>(iii) Hindi/Sanskrit upto matric standard or higher education</p>
2.	Senior Project Manager	<p>(i) Post graduation in any discipline with 55% marks and 50% marks each in matric/secondary/senior secondary and graduation level</p> <p>(ii) 03 years experience in Policy Planning, academic projects, supervision & management in higher education institution/office in Group B service</p> <p>(iii) Hindi/Sanskrit upto matric standard or higher education</p>	<p>(i) Post graduation in any discipline with 55% marks and 50% marks each in matric/secondary/senior secondary and graduation level</p> <p>(ii) 03 years experience in Policy Planning, academic projects, supervision & management in a higher education institution /office in Group B service including 1 year service with relevant experience in Group B in Council</p> <p>(iii) Hindi/Sanskrit upto matric standard or higher education</p>

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3.	Project Manager	(i) Post graduation in any discipline with 55% marks and 50% marks each in matric/secondary/senior secondary and graduation level (ii) 02 years experience in Policy Planning, academic projects, supervision & management in higher education institution/office in Group B service (iii) Hindi/Sanskrit upto matric standard or higher education	(i) Post graduation in any discipline with 55% marks and 50% marks each in matric/secondary/senior secondary and graduation level (ii) 02 years experience in Policy Planning, academic projects, supervision & management in higher education institution/office in Group B service (iii) Hindi/Sanskrit upto matric standard or higher education
4.	Private Secretary	(i) Speed of 120 words per minute in English Shorthand and transcription thereof at 40 words per minute; (iii) Preference will be given to those having knowledge of shorthand/typewriting in English and Hindi with 2 year experience and Graduation (ii) Knowledge of Hindi/ Sanskrit upto Matric or higher education.	(i) Speed of 120 words per minute in English Shorthand and transcription thereof at 40 words per minute; (iii) Preference will be given to those having knowledge of shorthand/typewriting in English and Hindi with 2 year experience and Graduation (ii) Knowledge of Hindi/ Sanskrit upto Matric or higher education.
5.	Stenographer	10+2 shorthand speed of 100 wpm in English and/or 80 wpm in Hindi Hindi/Sanskrit upto matric	10+2 shorthand speed of 100 wpm in English and/or 80 wpm in Hindi Hindi/Sanskrit upto matric
6.	Liasoning and Communication Assistant	Graduation, Computer efficiency, experience of academic liasoning	Graduation, Computer efficiency, experience of academic liasoning
7.	Junior Programmer	Graduate (55% marks) with PGDCA/PDCA/PGDIT/APGDCA Hindi/Sanskrit upto matric or higher level	Graduate (55% marks) with PGDCA/PDCA/PGDIT/APGDCA Hindi/Sanskrit upto matric or higher level
8.	DEO-cum-Clerk	10+2 and (i) Minimum 1 year diploma in Computer Science or (ii) SETC test qualified from HARTRON	10+2 and (i) Minimum 1 year diploma in Computer Science or (ii) SETC test qualified from HARTRON
9.	Group D	Should be able to read & write Hindi (for sweeper cum chowkidar cum peon) for rest (iii) Matriculation from recognised board (iv) Hindi/Sanskrit upto matriculation as one of the subjects	Should be able to read & write Hindi (for sweeper cum chowkidar cum peon) for rest (i) Matriculation from recognised board (ii) Hindi/Sanskrit upto matriculation as one of the subjects

IV

Appendix C (See Service Regulations -16)

Sr. no.	Designation of Posts	Appointing Authority	Name of penalty	Authority empowered to impose penalty	Appellate Authority	Second and Final Appellate Authority if any
1.	(i) SPD (ii) Joint Director (Policy Planning)	Chairperson	Minor penalties: (i) warning with a copy in the personal file (character roll) (ii) censure; (iii) with holding of promotion for a specified period upto one year; (iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the central Government or a State Govt. 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 Govt. or to a local authority set up by an Act of Parliament or of the Legislature of a state; and (v) Withholding of increment(s) without cumulative effect. Major Penalties: (i) withholding of increments with cumulative effect; (ii) withholding of promotion for a specified period more than one year (iii) reduction to lower stage in the pay band or pay scale for a specified period, with specific directions as	Chairperson	Council	Government
2.	Senior Project Manager					
3.	Project Manager					
4.	Private Secretary					

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			<p>to whether normal increment shall be admissible or not during the currency of the specified period of reduction, and further, whether on the expiry of the period of reduction his pay is to be restored or not.</p> <p>(iv) reduction to a lower pay structure, post or Service for a period of more than one year from which he has been promoted which shall ordinarily be a bar to the promotion of the Govt. employee to the pay structure, post or Service from which he was reduced, with or without further directions regarding conditions of restoration to the pay structure, post or Service from which the Govt. employee was reduced and his seniority and pay on such restoration to that pay structure , post or Service;</p> <p>(v) compulsory retirement;</p> <p>(vi) Removal from service.</p> <p>(vii) dismissal from Service.</p>			
5.	Stenographer	SPD or officer designated by Chairperson	<p>Minor penalties:</p> <p>(i) warning with a copy in the personal file (character roll)</p> <p>(ii) censure;</p> <p>(iii) with holding of promotion for a specified period upto one year;</p> <p>(iv) recovery from pay of the whole or part of any</p>	SPD or officer designated by Chairperson	Vice Chairperson	Chairperson
6.	Liasoning and Communication Assistant					
7.	Junior Programmer					
8.	DEO-cum-Clerk					
9.	Group D					

			<p>pecuniary loss caused by negligence or breach of orders, to the central Government or a State Govt. 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 Govt. or to a local authority set up by an Act of Parliament or of the Legislature of a state; and</p> <p>(v) Withholding of increment(s) without cumulative effect.</p> <p>Major Penalties:</p> <p>(i) withholding of increments with cumulative effect;</p> <p>(ii) withholding of promotion for a specified period more than one year</p> <p>(iii) reduction to lower stage in the pay band or pay scale for a specified period, with specific directions as to whether normal increment shall be admissible or not during the currency of the specified period of reduction, and further, whether on the expiry of the period of reduction his pay is to be restored or not.</p> <p>(iv) reduction to a lower pay structure, post or Service for a period of more than one year from which he has been promoted which shall ordinarily be a bar to the</p>		
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			<p>promotion of the Govt. employee to the pay structure, post or Service from which he was reduced, with or without further directions regarding conditions of restoration to the pay structure, post or Service from which the Govt. employee was reduced and his seniority and pay on such restoration to that pay structure , post or Service;</p> <p>(v) compulsory retirement;</p> <p>(vi) Removal from service.</p> <p>(vii) dismissal from Service.</p>			
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