

[Published in the Haryana Government Gazette, Legislative Supplement dated the 9<sup>th</sup> March, 1982]

**PART III  
HARYANA GOVERNEMENT**

**LABOUR AND EMPLOYMENT DEPARTMENTS**

**Notification**

The 4<sup>th</sup> March, 1982

No. G.S.R..36/Const./Art.309/82.-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 Labour Department (Group C ) Service, namely:-

**PART I-GENERAL**

1. Short title. - These rules may be called the Haryana Labour Department (Group C) Service Rules, 1982.
2. Definitions. - In these rules, unless the context otherwise requires-
  - (a) "Board" means the Subordinate Services Selection board, Haryana;
  - (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 Government of Haryana in the Administrative Department;
  - (d) "recognised university" means;
    - (i) any university incorporated by law in India; or
    - (ii) In the case of a degree, diploma or certificate obtained as a result of an examination held before the

15<sup>th</sup> 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 purposes of these rules; and
- (e) "Service" means the Hayana Labour Department (Group C) Service.

## PART II-RECRUITMENT OF SERVICE

3. Number and Character of Posts.- The Service shall comprise the posts shown in Appendix A to these rules and the members of the Service shall draw pay in the scales of pay mentioned there against:

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

4. (1) Nationality, domicile and character of candidates recruited to service.-No person shall be appointed to any post in the Service unless he is:-

- (a) a citizen of India; or
- (b) a subject of Nepal; or
- (c) a subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India; or
- (e) a person of Indian origin who has migrated from Pakistan , Burma, Sri Lanka, or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, 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 Board 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 certificates from two other responsible persons, not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.

5. Age. - No person shall be appointed to any post in service by direct recruitment who is less than seventeen years and more than thirty years of age on the last date of submission of applications to the Board.

6. Appointing authority. - All appointments to the posts in the service shall be made by the Labour Commissioner, Haryana.

7. Qualifications. - 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 the case of appointment other than by direct recruitment.

8. Disqualifications. - No person-

- (a) Who has entered into or contracted a marriage with a person having a spouse living ; or
- (b) Who having a spouse living has entered into or contracted a marriage with any person;

shall be eligible for appointment to any post in the Service:

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

9. Method of recruitment. - (1) Recruitment to the Service shall be made-

- (a) in the case of Superintendent by promotion from amongst Head Assistants or Legal Assistant or Head Clerk (Headquarters);
- (b) in the case of Head Assistant by promotion from amongst Accountant or Assistants or Head Clerks

(Field) or Senior Scale Stenographer or Statistical Assistants;

- (c) in the case of Legal Assistant by promotion from amongst Accountant or Assistants or Head Clerks (Field) or Senior Scale Stenographer or Statistical Assistants; or;
  - (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;
- (d) in the case of Head Clerk (Headquarters) by promotion from amongst Accountant or Assistant or Head Clerks (Field) or Senior Scale Stenographer or Statistical Assistants;
- (e) in the case of Head Statistical Assistant-
  - (i) by promotion from amongst the Statistical Assistant or Accountant or Assistants or Head Clerks (Field) or Senior Scale Stenographer ; or
  - (ii) by direct recruitment;
- (f) in the case of Sports Instructor-
  - (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;
- (g) in the case of Labour Inspector-
  - (i) 50% by promotion from amongst the Accountant or Assistants or Head Clerks (Field) or Senior Scale Stenographer or Statistical Assistants or Cartographer;
  - (ii) 50% By direct recruitment or by transfer or deputation of an official already in the service of any State Government or the Government of India;

- (h) in the case of Cartographer;
  - (i) by promotions from amongst the Draftsman;  
or
  - (ii) by direct recruitment; or
  - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
  
- (i) in the case of Accountant-
  - (i) by promotion from amongst Readers or Rent Collectors or Junior Statistical Assistant or Junior Scale Stenographers or Steno typists or Clerks or Computer Clerks ; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
  
- (j) in the case of Assistant-
  - (i) by promotion from amongst Readers or Rent Collectors or Junior Statistical Assistant or Junior Scale Stenographers or Steno typists or Clerks or Computer Clerk ; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
  
- (k) in the case of Head Clerk (Field)-
  - (i) by promotion from amongst Readers or Rent Collectors or Junior Statistical Assistant or Junior Scale Stenographers or Steno typists or Clerks or Computer Clerks ; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
  
- (l) in the case of Senior Scale Stenographer-
  - (i) by promotion from amongst the Junior Scale Stenographers; or
  - (ii) by direct recruitment ; or

- (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (m) in the case of Statistical Assistant-
  - (i) 66% by promotion from amongst Junior Statistical Assistant or Readers or Rent Collectors or Junior Scale Stenographers or Steno typists or Clerks or Computer Clerks ; and
  - (ii) 34 % by direct recruitment or By transfer or deputation of an official already in the service of any State Government or the Government of India;
- (n) in the case of Reader by promotion from amongst the Junior Scale Stenographers or Steno typists or Clerks or Computer Clerks;
- (o) in the case of Rent Collector by promotion from amongst the Junior Scale Stenographers or Steno typists or Clerks or Computer Clerks ;
- (p) in the case of Junior Statistical Assistant by promotion from amongst the Junior Scale Stenographers or Steno typists or Clerks or Computer Clerks ;
- (q) in the case of Draftsmen-
  - (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;
- (r) in the case of Junior Scale Stenographer-
  - (i) by promotion from amongst the Steno-typists; or
  - (ii) by direct recruitment ; or
  - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (s) in the case of X-Ray Technician-
  - (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;
- (t) in the case of Driver-
  - (i) by promotion from amongst the Restorer or Daftri or Jamadars or Peons or Chowkidars or Peon cum-Chowkidars or Mali or Organisers or Chowkidar-cum-Sweeper or Sweepers or Waterman; or
  - (ii) by direct recruitment ; or
  - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (u) in the case of Steno-typist-
  - (i) by promotion from amongst Clerks or Computer Clerks; or
  - (ii) by direct recruitment; or
  - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (v) in the case of Clerk-
  - (i) by promotion on seniority-cum-fitness basis from amongst Group C employees whose scale of pay or responsibilities are lower/lesser than that of a clerk or Group D employees; or
  - (ii) by direct recruitment ; or
  - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (w) in the case of Computer Clerk-
  - (i) by promotion on seniority-cum-fitness basis from amongst Group C employees whose scale of pay or responsibilities are lower/lesser than that of a clerk or Group D employees; or

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

*Note- A person who is appointed as Clerk or Computer Clerk shall be required to pass a test in type-writing in Hindi or English at the speed of 25 or 30 words per minute, respectively within a period of one year of appointment failing which he will not be allowed his next annual increments(s). on passing the test he will be allowed increment(s) from the date following the day of test which he passes but no arrears of increments(s) shall be allowed. Subsequent increments; shall however be due to him on the dates on which they would have otherwise become due;*

- (x) in the case of Instructor (Female)-
  - (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;
- (y) in the case of Restorer by promotion from amongst Group D employees;
- (z) in the case of Laboratory Assistant-
  - (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;
- (za) in the case of Nurse (Female)-
  - (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;
- (zb) in the case of Cinema Operator-
  - (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) Except where otherwise provided when any vacancy occurs or is likely to occur in the Service, the appointing authority shall determine the manner in which such vacancy shall be filled in.

(3) Except where otherwise provided, all promotions whether from one grade or from one class of service to another class of service, shall be made by selection on merit and seniority but seniority alone shall not give any right of appointment.

(4) For all promotions which are to be made from more than one cadres, their inter se seniority for the purposes of promotion shall be determined by the date of continuous appointment in the respective cadres.

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

Provided that, -

- (a) any period after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation;
- (b) any period of work in equivalent or higher rank, prior to appointment to 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 satisfactory, 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, or revert him to former post or deal with him in such other manner, as the terms and conditions of pervious appointment permit, if appointed otherwise ; or
  - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the first period of probation:

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

11. Departmental Examination. - (1) The Labour Inspector appointed to the service shall have to qualify the departmental examination as per syllabus and other conditions prescribed in Appendix A to these rules, within a period of one years:

Provided that the Labour Commissioner, Haryana, shall be competent to add to the syllabus any other enactment not mentioned in Appendix E as he may deem necessary.

(2) The next increment shall not be allowed unless he qualifies the departmental examination.

(3) If he passes the departmental examination after the prescribed period then the increment(s) for the period subsequent to that within which the departmental examination was to be passed would be released to him from the date following the last day on which the departmental examination was completed. The increment(s) would be released with retrospective effect from the date it was otherwise due but no arrear would be paid for the past period.

(4) If he fails to pass the departmental examination and is subsequently exempted by the competent authority from passing the examination his increment(s) for the period subsequent to that within which the departmental examination was to be passed would be released from the date he may be given such exemption. The increments would be released with retrospective effect from the date it was otherwise due but no arrear would be paid for the past period.

(5) He shall also have to undergo and qualify in the intensive course of social work at the Calcutta University or any other recognised university as and when he is deputed by the Government.

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

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

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

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

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

13.Liability to serve. -(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 to do so 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 State Government, a municipal corporation or a local authority 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 organization, an autonomous body not controlled by the Government, or a private body :

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

14. *Pay, leave, pension and other matters.*- In respect of pay, leave, pension and 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.

15. *Discipline, penalties and appeals.*-(1) In matters relating to discipline, penalties and appeals, members of the service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, 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 10 of the Public Civil Service (Punishment and Appeal) Rules, 1952, and the appellate authority shall also be as specified in Appendix D to these rules.

16. *Vaccination.*- Every member of the service shall get himself vaccinated and revaccinated if and when the government directs by a special; or general order.

17. *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 to the Constitution of India as by law established.

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

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

20. *Reservation.*- Nothing contained in these rules shall effect reservations and other concessions required to be provided for Scheduled Castes and other Backward Classes in accordance with the orders issued by the State Government in this regard from time to time under clause(4) of article 16 of the Constitution of India.

21. *Repeal and savings.*- 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 rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

APPENDIX A  
(See rule 3)

Serial No.	Designation of posts	Number of posts			Scale of pay
		Perma- nent	Temp- orary	Total	
1	2	3	4	5	6
1.	Superintendent	..	1	1	Rs. 1,000-50-1,500
2.	Head Assistant	5	1	6	Rs. 700-30-850/900-40-1,100-EB-50-1, 250
3.	Legal Assistant	1	..	1	Rs. 700-30-850/900-40-1,100-EB-50-1, 250
4.	Head Clerk (Headquarters)	1	..	1	Rs. 700-30-850/900-40-1,100-EB-50-1, 250
5.	Head Statistical Assistant	..	1	1	Rs. 700-30-850/900-40-1,100-EB-50-1, 250
6.	Sports Instructor	..	1	1	Rs. 700-30-850/900-40-1,100-EB-50-1, 250
7.	Labour Inspector	15	17	32	Rs. 600-20-700-30-980/900-40-1,100(T.S) 700-30-850/900-40-1,100-EB-50-1, 250(S.G.for 20% posts)
8.	Stenographer	1	..	1	Rs. 600-20-700-30-850/900-40-1,100
9.	Accountant	1	..	1	Rs.525-15-600-20-660/700-30-850-EB-890-40-1, 050
10.	Assistant	15	5	20	Rs.525-15-600-20-660/700-30-850-EB-890-40-1, 050
11.	Head Clerk (Field)	5	5	10	Rs.525-15-600-20-660/700-30-850-EB-890-40-1, 050
12.	Senior Scale Stenographer	3	3	6	Rs.525-15-600-20-660/700-30-850-EB-890-40-1, 050
13.	Statistical Assistant	4	..	4	Rs.525-15-600-20-660/700-30-850-EB-890-40-1, 050
14.	Reader	1	2	3	Rs.525-15-600-20-660/700-30-850-EB-890-40-1, 050
15.	Rent Collector	..	3	3	Rs.525-15-600-20-700/750-30-1,050

16.	Junior Statistical Assistant	1	6	7	Rs.525-15-600-20-700/750-30-1,050
17.	Draftsman	1	..	1	Rs.525-15-600-20-660/700-30-850-EB-890-40-1, 050
18.	Junior Scale Stenographer	4	6	10	480-15-600-EB-20-700-30-760
19.	X-Ray Technician	..	1	1	450-10-490/525-15-600-30-700
20.	Drivers	1	4	5	420-10-490/525-15-600-EB-20-700(T.S.) 525-15-600-20-700/750-30-900 (S.G. for 20% posts)
21.	Steno typist	9	4	13	400-10-490/540-15-600-EB-20-660+Rs. 50 special pay
22.	Clerks	68	40	108	400-10-490/540-15-600-EB-20-660 (T.S.) 480-15-600-EB-20-700-30-760 (S.G. for 20% posts)
23.	Computer Clerks	6	..	6	400-10-490/540-15-600-EB-20-660
24.	Instructor (Female)	7	..	7	400-10-490/540-15-600-EB-20-660
25.	Restorer	..	1	1	400-10-490/540-15-600-EB-20-660
26.	Laboratory Assistant	..	1	1	400-10-490/540-15-600-EB-20-660
27.	Nurse (Female)	..	1	1	400-10-490/540-15-600-EB-20-660
28.	Cinema Operator	1	..	1	400-10-490/540-15-600-EB-20-660

**APPENDIX B**

(See rule 7)

Designation 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
1. Superintendent	-	Three years experience as Head Assistant or Legal Assistant or Head clerk (Headquarters).
2. Head Assistant	-	Four years experience as Accountant or Assistant or Head Clerk (Field) for Senior Scale stenographer or Statistical Assistant.
3. Legal Assistant	(a) L.L.B. degree of a recognised university. (b) Three years practice as an Advocate. (c) Knowledge of Hindi upto Matric Standard.	(a) Three years experience as Accountant or Assistant or Head Clerk (Field) or Senior Scale stenographer or Statistical Assistant. (b) L.L.B. degree from a recognised university.
4. Head Clerk (Headquarters)	-	Four years experience as Accountant or Assistant or Head Clerk (Field) or Senior Scale stenographer or Statistical Assistant.
5. Head Statistical Assistant	(a) M.A. Economics or Mathematics or Agricultural Economics or Commerce with Statistics or Public Administration with specialization in labour laws. Presence will be given to persons having one year experience in collection, compilation and analysis of statistical data in some Government office. (b) Knowledge of Hindi upto Matric Standard.	(a) Graduate with Economics or Mathematics or Agricultural Economics or Commerce with Statistics or Public Administration. (b) Four years experience as Statistical Assistant or Accountant or Assistant or Head Clerk (Field) or Senior Scale stenographer. In case of Accountant, Assistant or Head Clerk (Field) or Senior Scale Stenographer, the qualification should be Graduation with Economics or Mathematics or Agricultural Economics or Commerce with Statistics or Public Administration.

6. Sports Instructor	(a) Matric or its equivalent from a recognised University or Board. (b) Diploma of National Institute of Sports-Specialisation in Athletics.	(a) Matric or its equivalent from a recognised University or Board. (b) Diploma of National Institute of Sports-Specialisation in Athletics.
7. Labour Inspector	(a) A degree of Bachelor of Arts including Public Administration of a recognised university or its equivalent; Persons possessing the qualifications of Diploma/Degree in Social Welfare and Specialisation in labour laws shall be preferred; (b) Knowledge of Hindi upto Matric Standard.	(a) Matric; (b) Four years experience as Accountant or Assistant or Head Clerk or Statistical Assistant or Cartographer.
8. Cartographer	Post-graduate Diploma in cartography or Matric or its equivalent with Diploma in Commercial Arts/Draftsmanship	Three years experience as Draftsman.
9. Accountant	-	Three year experience as Reader or Rent Collector or Junior Statistical Assistant or Junior Scale Stenographer or Steno Typist or Clerk or Computer Clerk.
10. Assistant	-	Three year experience as Reader or Rent Collector or Junior Statistical Assistant or Junior Scale Stenographer or Steno Typists or Clerk or Computer Clerk.
11. Head Clerk (Field)	-	Three year experience as Reader or Rent Collector or Junior Statistical Assistant or Junior Scale Stenographer or Steno Typists or Clerk or Computer Clerk.
12. Senior Scale Stenographer	(a) Matric of a recognised University or Board or its equivalent and should qualify the test in Hindi shorthand at	One year experience as Junior Scale Stenographer and should qualify the test in Hindi shorthand at the speed of 80 words per minute and

	the speed of 80 words per minute and transcription thereof at the speed of 15 words per minute or English short hand at the speed of 100 words per minute and transcription thereof at the speed of 20 words per minute.	transcription thereof at the speed of 15 words per minute or English short hand at the speed of 100 words per minute and transcription thereof at the speed of 20 words per minute. Note.- The test will be of five minutes duration and 4% mistakes will be allowed to qualify the test.
13. Statistical Assistant	(a) A degree of Bachelor of Arts of a recognised University with Economics or Public Administration or Mathematics or Sociology with Statistics or Social Survey. (b) Three years experience in collection, compilation and analysis of Labour Statistics: (c) Knowledge of Hindi upto Matric Standard.	(a) A degree of Bachelor of Arts of a recognised University with Economics or Public Administration or Mathematics or Sociology with Statistics or Social Survey. (b) Three year experience as Junior Statistical Assistant or Reader or Rent Collector or four years experience Junior Scale Stenographer or Steno Typist or Clerk or Computer Clerk.
14. Reader	-	Three year experience as Junior Scale Stenographer or Steno Typist or Clerk or Computer Clerk.
15. Rent Collector	-	Three year experience as Junior Scale Stenographer or Steno Typist or Clerk or Computer Clerk.
16. Junior Statistical Assistant	-	Three year experience as Junior Scale Stenographer or Steno Typist or Clerk or Computer Clerk.
17. Draftsman	(a) Matric of a recognised University/Board or its equivalent; (b) Two years Diploma Course in Draftsman (Civil) from a recognised Institute or its equivalent; (c) Knowledge of Hindi upto Matric Standard.	(a) Matric of a recognised University/Board or its equivalent; (b) Two years Diploma Course in Draftsman (Civil) from a recognised Institute or its equivalent; (c) Knowledge of Hindi upto Matric Standard.

18. Junior Scale Stenographer	(a) Matric of a recognised University/Board or its equivalent and should qualify the test in Hindi shorthand at the speed of 80 words per minute and transcription thereof at the speed of 15 words per minute or English short hand at the speed of 100 words per minute and transcription thereof at the speed of 20 words per minute. (b) Knowledge of Hindi upto Matric Standard.	Two years experience as Stenotypist and should qualify the test in Hindi short hand at the speed of 80 words per minute and transcription thereof at the speed of 15 words per minute or English short hand at the speed of 20 words per minute. Note.- The test will be of five minutes duration and 8 percent mistakes will be allowed to qualify the test
19.X-Ray Technician	(a) Matric (with science) of a recognised University/Board or its equivalent; (b) Diploma in Radiography from a recognised Institute; (c) Knowledge of Hindi upto Matric Standard.	(a) Matric (with science) of a recognised University/Board or its equivalent; (b) Diploma in Radiography from a recognised Institute; (c) Knowledge of Hindi upto Matric Standard.
20. Drivers	(a) Education at least upto Primary Standard; (b) Can read and write Hindi; (c) Driving licence of light motor vehicle in the case of staff car driver and heavy motor vehicle in the case of mobile van driver.	Possesses driving licence of light motor vehicle in the case of staff car driver and heavy motor vehicle in the case of mobile van driver and can read and write Hindi.
21. Steno typist	(a) Matric of a recognised University/Board or its equivalent and should qualify the test in Hindi shorthand at the speed of 64 words per minute and transcription thereof at the speed of 11 words per minute or English short hand at the speed of 80 words per minute and transcription thereof at the speed of 15 words	Qualifies test in Hindi shorthand at the speed of 64 words per minute and transcription thereof at the speed of 11 words per minute or English short hand at the speed of 80 words per minute and transcription thereof at the speed of 15 words per minute. Note.- The test will be of five minutes duration and 8 percent mistakes will be allowed to qualify the test.

	per minute. (b) Knowledge of Hindi upto Matric Standard.	
22. Clerks	(a) Matric of a recognized University/Board or its equivalent; (b) Knowledge of Hindi upto Matric Standard.	(a) Five years experience as Group C employee or group D employee; (b) Matric or its equivalent of a recognised University/Board.
23. Computer Clerk	(a) Matric of a recognized University/Board or its equivalent; (b) Knowledge of Hindi upto Matric Standard preference will be given to persons who know operating calculating machines.	(a) Five years experience as Group C employee or group D employee; (b) Matric or its equivalent of a recognised University/ Board.
24. Instructor (Female)	(a) Matric of a recognized University/Board or its equivalent; (b) Diploma in Tailoring and Embroidery from a recognised Institute; (c) Knowledge of Hindi upto Matric Standard.	a) Matric of a recognized University/Board or its equivalent; (b) Diploma in Tailoring and Embroidery from a recognised Institute; (c) Knowledge of Hindi upto Matric Standard.
25. Restorer	-	Three years experiences as Group D employee.
26. Laboratory Assistant	(a) Matric with Science (Physics and chemistry) of a recognised University/Board or its equivalent. (b) Diploma in Laboratory Technician from Public Health Laboratory, Karnal or any other Institute recognised by the Government. (c) Knowledge of Hindi upto Matric Standard.	(a) Matric with Science (Physics and chemistry) of a recognised University/Board or its equivalent. (b) Diploma in Laboratory Technician from Public Health Laboratory, Karnal or any other Institute recognised by the Government. (c) Knowledge of Hindi upto Matric Standard.

27.Nurse (Female)	(a) Matric of a recognised University/Board or its equivalent. (b) Registered as Nurse with the Haryana Registration Council; (c) Knowledge of Hindi upto Matric Standard.	(a) Matric of a recognised University/Board or its equivalent. (b) Registered as Nurse with the Haryana Registration Council; (c) Knowledge of Hindi upto Matric Standard.
28.Cinema Operator	(a) Middle standard examination from a recognised Board or its equivalent with a licence of Cinematography; (b) One year's experience as Cinema Operator. (c) Knowledge of Hindi upto Matric Standard.	(a) Middle standard examination from a recognised Board or its equivalent with a licence of Cinematography; (b) One year's experience as Cinema Operator. (c) Knowledge of Hindi upto Matric Standard.

## APPENDIX C

(See rule 15(1))

Designation of Posts	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
1. Superintendent 2. Head Assistant 3. Legal Assistant 4. Head Clerk (Headquarters) 5. Head Statistical Assistant 6. Sports Instructor 7. Labour Inspector 8. Cartographer 9. Accountant 10. Assistant 11. Head Clerk (Field) 12. Senior Scale Stenographer 13. Statistical Assistant 14. Reader 15. Rent Collector 16. Junior Statistical Assistant 17. Draftsman 18. Junior Scale Stenographer 19. X-Ray Technician 20. Drivers 21. Steno typist 22. Clerks 23. Computer Clerks 24. Instructor (Female) 25. Restorer 26. Laboratory Assistant 27. Nurse (Female) 28. Cinema Operator	Labour Commissioner Haryana	(a) Warning with a copy on personal file (b) censure; (c) withholding of increments or promotion, including stoppage at and efficiency bar (d) recovery from pay of the whole or part of any pecuniary loss caused to the Government by negligence or breach or order; (e) reduction to a lower post or time scale or to a lower stage in time scale; (f) removal from the Service which does not disqualify from future employment and (g) dismissal from the service which does ordinarily disqualify from future employment	Labour Commissioner	Government

**APPENDIX D**  
(See rule 15 (2))

Designation of Post	Nature of order	Authority empowered to make the order	Appellate authority
1. Superintendent	(i) Reducing or withholding the amount of ordinary/additional pension admissible under the rules governing pension;	Labour Commissioner	Government
2. Head Assistant			
3. Legal Assistant			
4. Head Clerk (Headquarters)			
5. Head Statistical Assistant	(ii) Terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for superannuation.	-	-
6. Sports Instructor			
7. Labour Inspector			
8. Cartographer			
9. Accountant			
10. Assistant			
11. Head Clerk (Field)			
12. Senior Scale Stenographer			
13. Statistical Assistant			
14. Reader			
15. Rent Collector			
16. Junior Statistical Assistant			
17. Draftsman			
18. Junior Scale Stenographer			
19. X-Ray Technician			
20. Drivers			
21. Steno typist			
22. Clerk			
23. Computer Clerk			
24. Instructor (Female)			
25. Restorer			
26. Laboratory Assistant			
27. Nurse (Female)			
28. Cinema Operator			

## APPENDIX E

(See rule 11)

1. A departmental examination of the Labour Inspector shall be held half yearly about the fourth week of April and second week of November every year.
2. The Labour Commissioner, Haryana shall conduct the departmental examination.
3. The exact date, time and place of the examination shall be fixed by the Labour Commissioner, Haryana at least one month before the commencement of the examination.
4. The question papers shall be set, answer books examined and marks awarded by the examiners appointed by the Labour Commissioner, Haryana.
5. The Officer conducting the examination shall:
  - (i) receive the question papers from the examiner and cause them to be typed or cyclostyled ;
  - (ii) superintend the examination;
  - (iii) transmit the answer books to the examiners concerned ; and
  - (iv) receive the awards of marks and forward the result to the Labour Commissioner, Haryana who shall declare the result in order of merit.
6. There shall be three papers, with the following syllabus:

**First Paper:**

- (i) The Trade Unions Act, 1926 and the regulations made thereunder.
- (ii) The Minimum Wages Act, 1948 and the rules made thereunder.
- (iii) The Payment of Wages Act, 1936 and the rules made thereunder.
- (iv) The Workmen's Compensation Act, 1923 and the rules made thereunder.
- (v) The Employees State Insurance Act, 1938 (1948).
- (vi) The Maternity Benefit Act, 1961 and the rules made thereunder.

- (vii) The Weekly Holidays Act, 1942.
- (viii) The Employment of Children Act, 1938.
- (ix) The Children (Pledging of Labour) Act, 1933.
- (x) The Plantation of Labour Act, 1951.
- (xi) The Employees Provident Fund Act, 1952 and the scheme made thereunder.
- (xii) The Working Journalists (Condition of Service) and Miscellaneous Provisions Act, 1955.
- (xiii) The Motor Transport Workers Act, 1956 and the rules made thereunder.
- (xiv) The Industrial Housing Act, 1956 and the rules made thereunder.
- (xv) The Punjab Industrial Establishments (National and Festival Holiday and Casual and Sick Leave) Act, 1965.
- (xvi) Untouchability Crime Act, 1958.
- (xvii) Gratuity Act, 1972 and the rules made thereunder.
- (xviii) Contract Labour (Regulation and Abolition) Act, 1970 and the rules made thereunder.

**Second Paper:-**

- (i) The Industrial Disputes Act, 1947 and the rules made thereunder.
- (ii) The Industrial Employment (Standing Orders) Act, 1946.
- (iii) The Collection of Statistics Act, 1954.
- (iv) The Factories Act, 1948 and the rules made thereunder.
- (v) The Punjab Shops and Commercial Establishments Act, 1958 and the rules made thereunder.
- (vi) The Bonded Labour System (Abolition) Act, 1976 and the rules made thereunder.
- (vii) Equal Remuneration Act, 1976 and the rules made thereunder.
- (viii) Sales Promotion (Conditions of Service) Act, 1976.

**Third paper:**

- (i) Method of approach for conciliation Industrial Disputes.
  - (ii) Labour Welfare.
  - (iii) Questions pertaining to practical work.
7. The syllabus for the examination may be altered from time to time.
  8. Each paper shall carry 100 marks.
  9. Time allowed for each paper shall be 2-1/2 hours.
  10. The answer books and other stationery for the examination shall be provided by the Labour Commissioner, Haryana.
  11. No book shall be supplied or allowed to be consulted during the examination except bare Acts.
  12. No candidates shall be considered to have qualified the examination unless he obtained 66 percent marks in each paper.
  13. A candidate may appear in all or one or more papers at a time.
  14. A candidate shall be required to qualify the departmental examination in four chances within a period during which he is on probation failing which he shall be discharged or reverted.

H.L. GUGNANI  
Secretary to Government, Haryana,  
Labour and Employment Departments.



