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HARYANA URBAN DEVELOPMENT AUTHORITY

NOTIFICATION

The 9th March, 2004

No. .- In exercise of the powers conferred by section 54 of the Haryana Urban Development Authority Act, 1977 (Act 13 of 1977), and all other powers enabling it in this behalf, the Haryana Urban Development Authority, with the previous approval of the State Government conveyed vide their memo No.1/5/2002-ITCP, dated the 12th November, 2002, hereby makes the following regulations further to amend the Haryana Urban Development Authority Services Regulations, 1989, namely: -

1. (1) These regulations may be called the Haryana Urban Development Authority Services (Amendment) Regulations, 2004.
- (2) They shall come into force at once.
2. In the Haryana Urban Development Authority Services Regulations, 1989, in Appendix 'B', under heading "Engineering Wing", under columns 1,2,3,4 and 5 for Serial Number 5 and entries thereagainst, the following Serial Number and entries thereagainst shall be substituted, namely: -

1	2	3	4	5
"5	Junior Engineer (Civil)	(i) Diploma in Civil Engineering or equivalent (ii) Matric with Hindi	for diploma holders (i) 5 years experience of working on Public Health side as Foreman/ Assistant Foreman/ Water Works Superintendent/ Chargeman/ Electrician Grade-I/ Fitter Grade-I/ Plumber Grade-I/ Water Pump Operator Grade-I and three years diploma in Electrical/ Mechanical/ Civil discipline and Matric with Hindi. (ii) 5 years experience of working on building and road side as Road Inspector/ Work Inspector/ Surveyor/ Work Supervisor with the three years diploma in Electrical/ Mechanical/ Civil discipline and Matric with Hindi. for non-diploma holders (i) 8 Years experience on Public Health side of working as Foreman/Assistant Foreman/ Water Works Superintendent Grade-I/Shift Engineer and Matric with Hindi. (ii) 12 years experience of working on Public Health side as Chargeman/Water Works Superintendent Grade-II and Matric with Hindi. (iii) 15 years experience of working on Public Health side as work Inspector and Matric with Hindi.	(i) 90% of the posts shall be filled by direct recruitment. (ii) 5% of the posts shall be filled up by promotion from amongst the holder of three years Diploma in Electrical/ Mechanical and Civil engineering. Out of a roster of 100 vacancies posts with Number 10,50,90 shall be filled up from amongst the employees working on Public Health side and posts with Number 30 and 70 from those working on building and road side. (iii) 5% of the posts shall be filled up from amongst the employees not holding the Diploma in Engineering. Out of a roster of 100 vacancies posts with Number 20,60,100 shall be filled up from amongst the employees working on the Public Health side and post Number 40 and 80 from amongst the employees working on building and road side.

		(iv) 8 years experience of working on building and road side as Road Inspector and Matric with Hindi.
		(v) 12 years experience of working on building and road side as Surveyor Grade-I and Matric with Hindi.
		(vi) 15 years experience on building and road side of working as Work Inspector/ Work Supervisor/ Surveyor Grade-II and Matric with Hindi.

NOTE: - Work Supervisor is a new designation of Work Assistant and Work Master

5A	Junior Engineer (Electrical)	(i) Diploma in Electrical Engineering or equivalent. (ii) Matric with Hindi. (ii) Matric with Hindi	for diploma holders (i) 5 years experience of working in Electrical wing as Electrical foreman/ Assistant Foreman/ Chageman/ Electrician having three years diploma in Electrical Engineering and Matric with Hindi. for non-diploma holders (i) 8 years experience of working in the Electrical wing as Electrical Foreman/ Assistant Foreman and Matric with Hindi. (ii) 12 years experience of working in the Electrical wing as Chageman/ Electrician Grade-I with I.T.I. and Matric with Hindi. iii) 15 years experience of working in the Electrical wing as Work Inspector/Electrician Grade-II and Matric with Hindi.	(i) 90% posts shall be filled up by direct recruitment. (ii) 5% of the posts shall be filled up from amongst the holders of diploma in Electrical Engineering and out of a roster of 100 vacancies, the post Number 10,30,50,70 and 90 shall be filled up by them. (iii) 5% of the posts shall be filled up from amongst employees not holding the diploma in Electrical Engineering and out of a roster of 100 vacancies, the post Number 20,40,60,80 and 100 shall be filled up by them."
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(N.C. Wadhwa)
Chief Administrator,
Haridwar Urban Development Authority,
Panchkula.

HARYANA URBAN DEVELOPMENT AUTHORITY NOTIFICATION

The 26th April, 2005.

No. 8961 In exercise of the powers conferred by Section 54 of the Haryana Urban Development Authority Act, 1977 (Act 13 of 1977), the Haryana Urban Development Authority, with the previous approval of the State Government conveyed vide their memo No. J/11/2001/ITCP, dated the 28/29th April, 2003, hereby makes the following regulations further to amend the Haryana Urban Development Authority Services Regulations, 1989, namely: -

1. (1) These regulations may be called the Haryana Urban Development Authority Services (Amendment) Regulations, 2004.

(2) They shall come into force at once.

2. In the Haryana Urban Development Authority Services Regulations, 1989 (hereinafter called the said regulations),

(1) in Appendix 'A' -

(i) under heading 'ENGINEERING WING' for serial numbers 35, 36 and 37 and entries thereagainst, the following said numbers and entries thereagainst shall be substituted, namely: -

1	2	3	4
35.	Superintending Engineer (Civil)	Rs.13500-375-17250	6
35A.	Superintending Engineer (Electrical)	Rs.13500-375-17250	1
36.	Executive Engineer (Civil)	Rs.10000-325-13900	21
36A.	Executive Engineer (Electrical)	Rs.10000-325-13900	3
37.	Sub Divisional Engineer (Civil)	Rs.8000-275-13500	74
37A.	Sub Divisional Engineer (Electrical)	Rs.8000-275-13500	10 "

(ii) under heading 'HORTICULTURE WING', for serial numbers 63, 64, 65 and 66 and entries thereagainst, the following serial numbers and entries thereagainst shall be substituted, namely :-

1.	2.	3.	4.
63.	Superintending Engineer (Horticulture)	Rs.13500-375-17250	1
64.	Executive Engineer (Horticulture)	Rs.10000-325-13900	3
65.	Sub Divisional Engineer (Horticulture)	Rs.8000-275-13500	10
66.	Junior Engineer (Horticulture)	Rs.5500-175-9000	32
67.	Horticulture Supervisor	Rs.3050-75-3950-80-4590	26 "

(2) in APPENDIX 'A-1'.

(i) under heading 'ENGINEERING WING', for serial numbers 2, 3 and 4 and entries thereagainst, the following serial numbers and entries thereagainst shall be substituted, namely: -

1.	2.
2.	Superintending Engineer (Civil)
3.	Superintending Engineer (Electrical)
4.	Executive Engineer (Civil)
5.	Executive Engineer (Electrical)
6.	Sub Divisional Engineer (Civil)
7.	Sub Divisional Engineer (Electrical) "

(ii) under heading 'HORTICULTURE WING', for serial numbers 1 and 2 and entries thereagainst, the following serial numbers and entries thereagainst shall be substituted, namely: -

1.	2.
1.	Superintending Engineer (Horticulture)
2.	Executive Engineer (Horticulture)
3.	Sub Divisional Engineer (Horticulture) "

In the said regulations, in APPENDIX 'B',

- (b) under headings 'ENGINEERING WING', under columns 1,2,3,4 and 5, for serial numbers 2 and 3 and entries thereagainst, the following serial numbers and entries thereagainst shall be substituted, namely :-

1	2	3	4	5
2.	Superintending Engineer (Civil)	-	Bachelor of Science Engineering (Civil) OR its equivalent with 7 years experience as Executive Engineer (Civil).	-
2A	Superintending Engineer (Electrical)	-	Bachelor of Science in Engineering (Electrical/Mechanical) OR its equivalent with 7 years experience as Executive Engineer (Electrical).	-
3	Executive Engineer (Civil)	-	(i) Bachelor of Science in Engineering (Civil) OR its equivalent. (ii) 8 years complete service as Sub Divisional Engineer (Civil) and has passed the departmental professional examination prescribed under rules.	-
3A	Executive Engineer (Electrical)	-	(i) Bachelor of Science in Engineering (Electrical/Mechanical) OR its equivalent. (ii) 8 years complete service as Sub Divisional Engineer (Electrical) and has passed the departmental professional examination prescribed under rules." ;	-

(ii) under heading 'HORTICULTURE WING', under columns 1,2,3,4 and 5 for serial numbers 1,2,3 and 4 and entries thereagainst, the following serial numbers and entries thereagainst shall be substituted, namely: -

1	2	3	4	5
✓ 1	Superintending Engineer (Horticulture)		(i) Degree of a recognized University in Agriculture or Botany with Horticulture as a special subject OR its equivalent. (ii) 7 years experience as Executive Engineer (Horticulture) and has passed the departmental professional examination.	
✓ 2	Executive Engineer (Horticulture)		(i) Degree of a recognized University in Agriculture OR Botany with Horticulture as a special subject or its equivalent. (ii) 8 years experience as Sub Divisional Engineer (Horticulture) and has passed the departmental professional examination.	
✓ 3	Sub Divisional Engineer (Horticulture)	i) First class degree in Agriculture With specialization in Horticulture OR Master of Science degree in Horticulture including floriculture and Olericulture or Master of Science degree in Botany with Horticulture as one of the subject from a recognized University OR its equivalent. ii) Hindi up to Matric standard. iii) Minimum 3 Years experience in related field.	10 years experience as Junior Engineer (Horticulture).	50% Posts will be filled up by direct Recruitment and 50% by promotion.

4	Junior Engineer (Horticulture)	Bachelor of Science in Agriculture with experience of at least one year. Preference may be given to those persons who possess Horticulture as main subject in Bachelor of Science. OR Matric/ Higher Secondary with One-year Diploma Course in Gardner's Training class from some recognized University with at least 6 years experience in landscaping, Gardening, Oleiculture, Floriculture layout of Gardens, parks and nursery production work. ii) Knowledge of Hindi up to Matric.	Supervisor (Horticulture) with 10 years experience.	80% posts will be filled up by Direct recruitment and 20% by promotion.
5.	Horticulture Supervisor	Bachelor of Science Agriculture OR Diploma holder in Horticulture OR matriculation with Knowledge of Horticulture for 3 years.	(a) Head Mali having Diploma in Horticulture or matric with Hindi (b) Five years experience in the field of Horticulture.	75% posts will be filled up by direct recruitment and 25% by promotion from Head Mali's."

In the said regulations, in APPENDIX 'C', under columns 1 and 2, -

(i) for serial numbers 4, 5 and 6 and entries thereagainst, the following serial numbers and entries thereagainst shall be substituted, namely:

1. 2.

"4.	Superintending Engineer (Civil)
4A	Superintending Engineer (Electrical)
5.	Superintending Engineer (Horticulture)
5A	Executive Engineer (Horticulture)
6	Executive Engineer (Civil)
6A	Executive Engineer (Electrical)";

(ii) for serial number 18 and entries thereagainst, the following serial numbers and entries thereagainst shall be substituted, namely:-

1. 2.

"18	Sub Divisional Engineer (Civil)
18A	Sub Divisional Engineer (Electrical) "

5 In the said regulations, in APPENDIX 'D', under columns 1 and 2, -

(i) for serial numbers 4, 5 and 6 and entries thereagainst, the following serial numbers and entries thereagainst shall be substituted, namely: -

1. 2.

"4.	Superintending Engineer (Civil)
4A	Superintending Engineer (Electrical)
5.	Executive Engineer (Civil)
5A	Executive Engineer (Electrical)
6	Superintending Engineer (Horticulture)
6A	Executive Engineer (Horticulture)";

(ii) for serial number 17 and entries thereagainst, the following serial numbers and entries thereagainst shall be substituted, namely:-

1. 2.

"17.	Sub Divisional Engineer (Civil)
17A	Sub Divisional Engineer (Electrical) "

In the said regulations, in APPENDIX 'T', the existing ANNEXURE shall be re-numbered as ANNEXURE A-1 thereof, and after ANNEXURE A-1 as so re-numbered, the following ANNEXURE shall be added, namely: -

"ANNEXURE 'A-II'"
(See regulation-14)

SYLLABUS FOR THE DEPARTMENTAL PROFESSIONAL EXAMINATION FOR THE OFFICERS OF THE HORTICULTURE WING OF THE HARYANA URBAN DEVELOPMENT AUTHORITY.

PAPER-I

ACCOUNTS AND OFFICE PROCEDURE

TIME: 3 Hours

MARKS-100

This paper will consist of relevant provisions pertaining to accounts and office procedure from the below noted books:

- 1 Financial Hand Book no. 1.
Treasury Rules (Punjab) and subsidiary Treasury Rules issued thereunder
(as applicable to Haryana State).
- 2 Financial Hand Book No.2
Punjab Financial Rules Volume-I
(as applicable to Haryana State)
- 3 Financial Hand Book No.2
Punjab Financial Rules Volume-II
Appendices and Forms
(as applicable to Haryana State).
- 4 Financial Hand Book No.3
Departmental Financial Rules
(as applicable to Haryana State).
- 5 Punjab Public Works Department code with Appendices
(as applicable to Haryana State).
- 6 Manual of orders:
Public Works Department, Building and Road for Punjab
(as applicable to Haryana State).
- 7 Civil Services Rules (Punjab) Volume-I, Part-I
(as applicable to Haryana State).
- 8 Civil Services Rules (Punjab) Volume-I, Part-II
(Appendices and Forms)
(as applicable to Haryana State).

- 9 Civil Services Rules (Punjab) Volume-II
(as applicable to Haryana State).
- 10 Civil Services Rules (Punjab) Volume-III.
Traveling Allowances Rules
(as applicable to Haryana State).
- 11 Punjab Budget Manual
(as applicable to Haryana State).

PAPER-II

HORTICULTURE AND LAND SCAPING

TIME : 3 Hours

MARKS : 100

(1) Landscaping of premises attached to buildings, lawns, vista creation of facilities for recreation, road side amenities to the extent of Horticultural and landscaping operations only, cultivation and nursing of creepers, bushes, hedges, Ornamental Fruit Yielding, flowering and other trees including trees yielding fuel and timber, turfing terracing of sites, embankments and landscapes.

(2) Rearing of flowers beds.

(3) Preparation and care of large-scale lawns and landscapes.

(4) Creation and rearing of nurseries for all sorts of horticulture and landscaping operations.

NOTE:

The rules and procedures in regard to the Departmental Professional Examination for the officers of Horticulture Wing of Haryana Urban Development Authority shall be the same as laid down in Appendix 'F' of said regulations



S.S. DHILLON
CHIEF ADMINISTRATOR,
HARYANA URBAN DEVELOPMENT AUTHORITY
PANCHKULA.

HARYANA GOVERNMENT

HARYANA URBAN DEVELOPMENT AUTHORITY

Notification

The 12th November, 2013

No. Authority-2009/7130.— In exercise of the powers conferred by section 54 of the Haryana Urban Development Authority Act, 1977 (Act 13 of 1977), the Haryana Urban Development Authority with the previous approval of the State Government conveyed vide their memo No. 1/19/2005-1TCP, dated 12.08.2008, No. 1/19/2005-1TCP, dated 16.09.2008 and No. 1/12-90-1TCP, dated 18.01.2000, hereby makes the following regulations further to amend the Haryana Urban Development Authority Services Regulations, 1989, namely:-

1. These regulations may be called the Haryana Urban Development Authority Services (Amendment) Regulations, 2009.
2. They shall come into force at once.
3. In the Haryana Urban Development Authority Service Regulations, 1989 (hereinafter called the said regulations), in Appendix 'B' under heading "ADMINISTRATIVE WING" column No. 1, 2, 3, 4 & 5 for serial No. 4 and entries there against, the following serial number and entries there against shall be substituted namely:-

1	2	3	4	5
*4	Assistant Estate Officer/Administrative Officer	"B.E./B.Tech/MBA with at least 55% marks from recognized University. (i) The course curriculum must include appreciation of Computer Application. (ii) The Degree of B.E./B.Tech/MBA should have been obtained by joining Full Time Course and not as Part Time or through Distance Education Programme.	(i) Graduation with atleast 50% marks. 5 Years experience as Supdt. Grade-I Or 7 Years experience as Dy. Supdt. However for the employees in feeder cadre the qualifications will remain as at present namely: 5 Years experience as Supdt. Grade-I. Or 7 Years experience as Dy. Supdt. (ii) Passing of written test examination is must for those who are not in feeder cadre with at least 40% marks in the following papers:— (a) HUDA Act. (b) HUDA regulations (c) Consumer Protection Act (d) Computer Application of PPM & FAS.	12 posts shall be filled up by direct recruitment and 9 posts by promotion.

A. K. SINGH
Chief Administrator. HUDA

From

The Chief Administrator,
HUDA, Panchkula.

To

- 1) The Chief Town Planner,
HUDA, Panchkula.
- ✓ 2) The Sr. Architect,
HUDA, Panchkula.



Memo No. Auth-2004/ 18243

Dated:- 19/4/04

Sub:-

Circulation of amendment in HUDA Service Regulations 1989, for promotion to the post of AIM in Town Planning/Architectural wing of HUDA.

Reference this office memo No. Auth-2000/26534 dated 5.10.2000, on the subject cited above.

Please find enclosed herewith 2 Nos. copies

(English and Hindi) of amendment in HUDA Service Regulations 1989 of Regular cadre employees duly approved by the competent authority. It is requested that provisions of amendment in Service Regulations may be brought to the notice of all concerned employees working under your control.

DA/As above.


Secretary,
for Chief Administrator, HUDA,
Panchkula.

*Not circulated in
keep in record*

*MP
20/4/04*

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*Filed
20/4*

Asstt.

HARYANA URBAN DEVELOPMENT AUTHORITY
NOTIFICATION

No.

The

2004

In exercise of the powers conferred by section 54 of the Haryana Urban Development Authority Act, 1977 (Act 13 of 1977), and all other powers enabling it in this behalf, the Haryana Urban Development Authority with the previous approval of the State Government conveyed vide their memo No.1/4/2002-ITCP, dated the 26th June, 2003, hereby makes the following regulations further to amend the Haryana Urban Development Authority Services Regulations, 1989, namely:-

1. These regulations may be called the Haryana Urban Development Authority Services (Amendment) Regulations, 2004.
2. In the Haryana Urban Development Authority Services Regulations, 1989, in Appendix 'B' under heading "Town Planning/Architectural Wing", against serial number 11 under column 5 for the existing entries, the following entries shall be substituted, namely:-

(i) 67% posts will be filled up by direct recruitment.

(ii) 33% posts will be filled up by promotion.

Out of 33% posts of promotion quota, 10% posts will be filled up from amongst the Trainers who possess the qualification prescribed for direct recruitment and

remaining 50% from amongst the Teachers who have completed 5 years service as Teachers.

Assistant Draftsman having no technical qualification should pass a departmental examination within 2 years failing which his annual increment will be withdrawn. If he passes the examination after the prescribed period then the increment for the period subsequent to that within which the departmental examination was to be passed will be released from the date following the last date on which the departmental examination was to be cleared. The increments shall be released with retrospective effect from the date it were otherwise due but no arrears will be paid for the past period."

(H.C.WADIWA)
Chief Administrator,
Haryana Urban Development Authority,
Panchkula.

हरियाणा नगरीय विकास प्राधिकरण

अधिसूचना

दिनांक

2004

संख्या हरियाणा नगरीय विकास प्राधिकरण अधिनियम, 1977 (1977 का अधिनियम 13), की धारा 54 द्वारा प्रदान की गई शक्तों तथा उनके अधि नमांक 1/4/2002 1 टी० सी० पी०, दिनांक 26 जून, 2003, द्वारा सूचित राज्य सरकार के पूर्व अनुमोदन से हरियाणा नगरीय विकास प्राधिकरण, इसके द्वारा, हरियाणा नगरीय विकास प्राधिकरण गंगा विधिमम, 1989, को आगे संशोधित करने के लिए निम्नलिखित विनियम बनाते हैं, अर्थात् :-

1. (1) ये विनियम हरियाणा नगरीय विकास प्राधिकरण गंगा (संशोधन) अधिनियम, 2004, कहे जा सकते हैं।
2. हरियाणा नगरीय विकास प्राधिकरण गंगा अधिनियम, 1989 में, परिच्छेद "गंगा" में, "नगर योजना/ वास्तुशिल्पीय नियम" शीर्षक नीचे, कम से कम 13 के सामने, खाना 5 के नीचे, विद्यमान प्राविष्टियाँ के स्थान पर, निम्नलिखित प्राविष्टियाँ प्रतिस्थापित की जाएँगी, अर्थात्:-

5

“(i) 67 प्रतिशत पद सीधी भर्ती द्वारा भरे जाएँगे ; तथा

(ii) 33 प्रतिशत पद पदोन्नति द्वारा भरे जाएँगे।

पदोन्नति कौटा के 33 प्रतिशत पदों में से, 50 प्रतिशत पद, अनुरेखक जो सीधी भर्ती के लिए विहित योग्यताएं रखते हैं में से, तथा शेष 50 प्रतिशत पद, अनुरेखक जिन्होंने अनुरेखक के रूप में पांच वर्षों की सेवा पूरी कर ली है में से, भरे जाएँगे।

तकनीकी योग्यताएं न रखने वाले समस्त प्रायस्कृत की सेवा के भीतर विभागीय परीक्षा पास करनी होगी, जिसमें अतृप्ति रहने पर, उनकी वार्षिक वेतनवृद्धि रोक दी जाएगी। यदि वह विहित अवधि के बाद परीक्षा पास करता है, तब, ऐसी अवधि, जिसके भीतर विभागीय परीक्षा पास की जानी थी, की पश्चात्तवर्ती अवधि के लिए वेतनवृद्धि, तत्पश्चात् तिथि से जिसको विभागीय परीक्षा पास की जानी थी, की आगामी तिथि से दी जाएगी। वेतन वृद्धियाँ भूतलक्षी तिथि, जिसको ये अन्यथा देय थी, से दी जाएँगी किन्तु पूर्व अवधि के लिए कोई बकाया नहीं दिया जाएगा।”

मुख्य मंत्री, गंगा

मुख्य प्रशासक,

हरियाणा नगरीय विकास प्राधिकरण,
फरिदाबाद।



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हरियाणा सरकार

हरियाणा शहरी विकास प्राधिकरण

अधिसूचना

दिनांक 21 नवम्बर, 2013

संख्या प्राधिकरण-43197.—हरियाणा शहरी विकास प्राधिकरण अधिनियम, (1977 का अधिनियम 13) की धारा 54 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए तथा हरियाणा सरकार, हरियाणा शहरी विकास प्राधिकरण, राज्य सरकार के पूर्व अनुमोदन से तथा अधिसूचना संख्या 41483, दिनांक 31 अक्टूबर, 2013 के अधिक्रमण में हरियाणा शहरी विकास प्राधिकरण द्वारा सूचित, इसके द्वारा, हरियाणा शहरी विकास प्राधिकरण सेवा विनियम 1989, को आगे संशोधित करने के लिये निम्नलिखित विनियम बनाता है, अर्थात्:-

1. ये विनियम हरियाणा शहरी विकास प्राधिकरण सेवा (द्वितीय संशोधन) विनियम, 2013, कहे जा सकते हैं।
2. हरियाणा शहरी विकास प्राधिकरण सेवा विनियम, 1989 (जिसे, इसमें, इसके बाद, उक्त विनियम कहा गया है) में, विनियम 6 के स्थान पर, निम्नलिखित विनियम प्रतिस्थापित किया जाएगा, अर्थात्:-

“6 आयु— कोई भी व्यक्ति सेवा में किसी पद पर सीधी भर्ती द्वारा नियुक्त नहीं किया जाएगा जो आवेदन की प्राप्ति की अन्तिम तिथि को सत्रह वर्ष से कम या चालीस वर्ष से अधिक की आयु का है। सहायक जिला न्यायवादी के मामले में आयु सीमा चौबीस से चालीस वर्ष होगी:

परन्तु अनुसूचित जाति/जन जाति, पिछड़े वर्गों, भूतपूर्व सैनिक, विधवा तथा अन्य से सम्बन्धित उम्मीदवारों के मामले में उपरी आयु सीमा ऐसी होगी जो समय-समय पर सरकार द्वारा नियत की जाए।”

3. उक्त विनियमों में, परिशिष्ट 'क' में,—

(i) “प्रशासकीय विंग” शीर्ष के नीचे, क्रम संख्या 10 तथा उसके सामने प्रविष्टियों का लोप कर दिया जाएगा।

(ii) “लेखा विंग” शीर्ष के नीचे, क्रम संख्या 25 से 29 तथा उसके सामने प्रविष्टियों के स्थान पर, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियां प्रतिस्थापित की जाएंगी, अर्थात्:-

25	मुख्य वित्त नियन्त्रक	37400—67000+10000 ग्रेड वेतन	1
26	मुख्य लेखा अधिकारी	15600—39100+7600 ग्रेड वेतन	5
27	वरिष्ठ लेखा अधिकारी	15600—39100+6000 ग्रेड वेतन	8
28	लेखा अधिकारी	9300—34800+5400 ग्रेड वेतन	18
29	अनुभाग अधिकारी/लेखाकार/(एस.ए.एस.)	9300—34800+4600 ग्रेड वेतन	19
29क	लेखा कार/(नान एस.ए.एस.)	9300—34800+4600 ग्रेड वेतन	86
29ख	लेखा सहायक	9300—34800+3200 ग्रेड वेतन	163
29ग.	लिपिक	5200—20200+1900 ग्रेड वेतन	18”

4. उक्त विनियमों में, परिशिष्ट 'क-I' में, 'लेखा विंग' शीर्ष के नीचे, क्रम संख्या-I के बाद, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टि रखी जाएगी, अर्थात्:-

"1.क मुख्य लेखा अधिकारी"।

5. उक्त विनियमों में, परिशिष्ट 'क-II' में,

(i) "लेखा विंग" शीर्ष के नीचे, विद्यमान क्रम संख्या तथा उसके सामने प्रविष्टियों के स्थान पर, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियां प्रति स्थापित की जाएगी, अर्थात्:-

"1. अनुभाग अधिकारी लेखाकार / (एस.ए.एस.)

2. लेखाकार (नान एस.ए.एस.)

3. लेखा सहायक

4. लिपिक"

6. उक्त विनियमों में, परिशिष्ट 'ख' में, "लेखा विंग" शीर्ष के नीचे, खाना 1,2,3,4 तथा 5 के नीचे, विद्यमान क्रम संख्या तथा उसके सामने प्रविष्टियों के स्थान पर, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियां प्रतिस्थापित की जाएगी, अर्थात्:-

1	2	3	4	5
1.	मुख्य वित्त नियंत्रक	(i) विख्यात फर्म या सरकारी उपक्रम में पन्द्रह वर्ष के अनुभव सहित चार्टर्ड एकाउंटेंट संस्था का सहयुक्त सदस्य; (ii) मैट्रिक स्तर तक या उच्चतर शिक्षा में हिन्दी/संस्कृत।	—	—
2.	मुख्य लेखा अधिकारी	(i) विख्यात फर्म या सरकारी उपक्रम में पांच वर्ष के अनुभव सहित चार्टर्ड एकाउंटेंट संस्था का सहयुक्त सदस्य; (ii) मैट्रिक स्तर तक या उच्चतर शिक्षा में हिन्दी/संस्कृत।	वरिष्ठ लेखा अधिकारी के रूप में तीन वर्ष का अनुभव।	मुख्य लेखा अधिकारी (लेखा परीक्षा) का एक पद वित्त विभाग से प्रतिनियुक्ति द्वारा भरा जाएगा यदि हुड्डा एस.ए.एस. संवर्ग में अर्हक कार्मिक उपलब्ध नहीं है। बाकी के पदों में से 50 प्रतिशत पद हुड्डा सीधी भर्ती द्वारा और 50 प्रतिशत पद हुड्डा संवर्ग के वरिष्ठ लेखा अधिकारियों में से पदोन्नति द्वारा भरे जाएंगे। सीधी भर्ती के लिए, मुख्य लेखा अधिकारी के पद के लिये कोई परीक्षा नहीं ली जानी है। उम्मीदवार को सीधे साक्षात्कार द्वारा नियुक्त किया जायेगा। यदि किसी भी समय विज्ञापित पदों की संख्या से आवेदकों की संख्या दस गुणा या अधिक है, तो वस्तुनिष्ठ किस्म के प्रश्नों से युक्त एक स्क्रीनिंग परीक्षा ली जायेगी। स्क्रीनिंग परीक्षा में उम्मीदवारों के कार्य के आधार पर विज्ञापित पदों की संख्या से कुल तीन गुणा उम्मीदवारों को साक्षात्कार के लिये चयन किया जाएगा। इन पदों के लिये निम्नलिखित मानदण्ड अपनाये जाएंगे:-

				मूल योग्यता के लिये अंक 60 अतिरिक्त अंक : अधिकतम अंक 15 60 प्रतिशत तथा अधिक अंको सहित चार्टर्ड एकाउंटेंट 05 70 प्रतिशत तथा अधिक अंको सहित चार्टर्ड एकाउंटेंट 10 80 प्रतिशत तथा अधिक अंको सहित चार्टर्ड एकाउंटेंट 15 अनुभव के लिए अंक 03 अधिकतम 3 अंको के अध्यधीन अनिवार्य योग्यता प्राप्त करने के पश्चात् प्रत्येक अतिरिक्त वर्ष के अनुभव के लिए एक अंक अतिरिक्त योग्यताओं के लिए अंक निम्न प्रकार से हैं:- अधिकतम अंक: 10 एम.बी.ए. (वित्त) 05 लागत तथा कार्य लेखाकार (आई.सी.डब्ल्यू.ए.) 05 मौखिक परीक्षा के लिये अंक 12
3.	वरिष्ठ लेखा अधिकारी	(i) तीन वर्ष के अनुभव सहित चार्टर्ड एकाउंटेंट संस्था का सहयुक्त सदस्य; (ii) मैट्रिक स्तर तक या उच्चतर शिक्षा में हिन्दी/संस्कृत।	लेखा अधिकारी के रूप में तीन वर्ष का अनुभव।	(i) 50 प्रतिशत पद सीधी भर्ती द्वारा भरे जायेंगे ; और (ii) 50 प्रतिशत पद हुड्डा संवर्ग के लेखा अधिकारियों में से पदोन्नति द्वारा, जिसमें एस.ए.एस. अर्हक हुड्डा संवर्ग लेखा अधिकारी (लेखा परीक्षा) या लेखा अधिकारी (पेंशन) शामिल हैं सीधी भर्ती के लिए, वरिष्ठ लेखा अधिकारी के पद के लिये परीक्षा नहीं ली जानी है। उम्मीदवार को सीधे साक्षात्कार द्वारा नियुक्त किया जायेगा। यदि किसी समय विज्ञापित पदों की संख्या से उम्मीदवारों की संख्या दस गुणा या अधिक है, तो विभाग द्वारा वस्तुनिष्ठ किस्म के प्रश्नों से युक्त एक स्क्रीनिंग परीक्षा ली जायेगी। स्क्रीनिंग परीक्षा में उम्मीदवारों के कार्य के आधार पर विज्ञापित पदों की संख्या से कुल तीन गुणा उम्मीदवारों का साक्षात्कार के लिये चयन किया जाएगा।

			इन पदों के लिये निम्नलिखित मानदण्ड अपनाये जाएंगे:- <table><tr><td>मूल योग्यता के लिये अंक</td><td>60</td></tr><tr><td>अतिरिक्त अंक :</td><td></td></tr><tr><td>अधिकतम अंक</td><td>15</td></tr><tr><td>60 प्रतिशत तथा अधिक अंको सहित चार्टर्ड एकाउंटेंट</td><td>05</td></tr><tr><td>70 प्रतिशत तथा अधिक अंको सहित चार्टर्ड एकाउंटेंट</td><td>10</td></tr><tr><td>80 प्रतिशत तथा अधिक अंको सहित चार्टर्ड एकाउंटेंट</td><td>15</td></tr><tr><td>अनुभव के लिए अंक</td><td>03</td></tr><tr><td>अधिकतम 3 अंको के अध्यक्षीन अनिवार्य योग्यता प्राप्त करने के पश्चात् प्रत्येक अतिरिक्त वर्ष के अनुभव के लिए एक अंक अतिरिक्त योग्यता के लिए अंक निम्न प्रकार से है:</td><td></td></tr><tr><td>अधिकतम अंक:</td><td>10</td></tr><tr><td>एम.बी.ए. (वित्त)</td><td>05</td></tr><tr><td>लागत तथा कार्य लेखाकार (आई.सी.डब्ल्यू.ए.)</td><td>05</td></tr><tr><td>मौखिक परीक्षा के लिये अंक</td><td>12</td></tr></table>	मूल योग्यता के लिये अंक	60	अतिरिक्त अंक :		अधिकतम अंक	15	60 प्रतिशत तथा अधिक अंको सहित चार्टर्ड एकाउंटेंट	05	70 प्रतिशत तथा अधिक अंको सहित चार्टर्ड एकाउंटेंट	10	80 प्रतिशत तथा अधिक अंको सहित चार्टर्ड एकाउंटेंट	15	अनुभव के लिए अंक	03	अधिकतम 3 अंको के अध्यक्षीन अनिवार्य योग्यता प्राप्त करने के पश्चात् प्रत्येक अतिरिक्त वर्ष के अनुभव के लिए एक अंक अतिरिक्त योग्यता के लिए अंक निम्न प्रकार से है:		अधिकतम अंक:	10	एम.बी.ए. (वित्त)	05	लागत तथा कार्य लेखाकार (आई.सी.डब्ल्यू.ए.)	05	मौखिक परीक्षा के लिये अंक	12
मूल योग्यता के लिये अंक	60																										
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4. लेखा अधिकारी	(i) चार्टर्ड एकाउंटेंट संस्था का सहयुक्त सदस्य; (ii) मैट्रिक स्तर तक या उच्चतर शिक्षा में हिन्दी/संस्कृत।	अनुभाग अधिकारी/लेखाकार (एसएएस) /लेखाकार (नान एस.ए.एस.) के रूप में पांच वर्ष का अनुभव।	लेखा अधिकारी (लेखा परीक्षा) के दो पद तथा लेखा अधिकारी (पेंशन) का एक पद एस.ए.एस परीक्षा पास करने के बाद अनुभाग अधिकारी/लेखाकार के रूप में पांच वर्ष का अनुभव रखने वाले हुडडा संवर्ग के अनुभाग अधिकारी/लेखाकार (एसएएस) के लिए आरक्षित हैं। तथापि यदि ऐसे हुडडा संवर्ग के एस.ए.एस. अर्हक कार्मिक उपलब्ध नहीं हैं, तो इन पदों को वित्त विभाग से प्रतिनियुक्ति पर भरा जायेगा। बाकी के 50 प्रतिशत पद सीधी भर्ती द्वारा और 50 प्रतिशत पद लेखाकार (एसएएस)/लेखाकार (नान एस.ए.एस.) में से पदोन्नति द्वारा भरे जाएंगे। सीधी भर्ती के लिए, लेखा अधिकारी के पद के लिये कोई परीक्षा नहीं ली जानी हैं। उम्मीदवार को सीधे साक्षात्कार द्वारा नियुक्त किया जायेगा। यदि किसी समय विज्ञापित पदों की संख्या से उम्मीदवारों की संख्या दस गुणा या अधिक है, तो विभाग द्वारा वस्तुनिष्ठ किस्म के प्रश्नों से युक्त एक स्क्रीनिंग परीक्षा ली जायेगी। स्क्रीनिंग परीक्षा में उम्मीदवारों के कार्य के आधार पर विज्ञापित पदों की संख्या से कुल तीन गुणा उम्मीदवारों का साक्षात्कार के लिये चयन किया जाएगा। इन पदों के लिये निम्नलिखित मानदण्ड अपनाये जाएंगे:-																								

			<table><tr><td>मूल योग्यता के लिये अंक</td><td>60</td></tr><tr><td>अतिरिक्त अंक :</td><td></td></tr><tr><td>अधिकतम अंक</td><td>15</td></tr><tr><td>60 प्रतिशत तथा अधिक अंकों सहित चार्टर्ड एकाउंटेंट</td><td>05</td></tr><tr><td>70 प्रतिशत तथा अधिक अंकों सहित चार्टर्ड एकाउंटेंट</td><td>10</td></tr><tr><td>80 प्रतिशत तथा अधिक अंकों सहित चार्टर्ड एकाउंटेंट</td><td>15</td></tr><tr><td>अनुभव के लिए अंक</td><td>03</td></tr><tr><td>अधिकतम 3 अंकों के अध्यधीन योग्यता प्राप्त करने के पश्चात् प्रत्येक अतिरिक्त वर्ष के अनुभव के लिए एक अंक</td><td></td></tr><tr><td>अतिरिक्त योग्यता के लिए अंक निम्न प्रकार से है :</td><td></td></tr><tr><td>अधिकतम अंक</td><td>10</td></tr><tr><td>एम.बी.ए. (वित्त)</td><td>05</td></tr><tr><td>लागत तथा कार्य लेखाकार (आई.सी.डब्ल्यू.ए.)</td><td>05</td></tr><tr><td>मौखिक परीक्षा के लिये अंक</td><td>12</td></tr></table>	मूल योग्यता के लिये अंक	60	अतिरिक्त अंक :		अधिकतम अंक	15	60 प्रतिशत तथा अधिक अंकों सहित चार्टर्ड एकाउंटेंट	05	70 प्रतिशत तथा अधिक अंकों सहित चार्टर्ड एकाउंटेंट	10	80 प्रतिशत तथा अधिक अंकों सहित चार्टर्ड एकाउंटेंट	15	अनुभव के लिए अंक	03	अधिकतम 3 अंकों के अध्यधीन योग्यता प्राप्त करने के पश्चात् प्रत्येक अतिरिक्त वर्ष के अनुभव के लिए एक अंक		अतिरिक्त योग्यता के लिए अंक निम्न प्रकार से है :		अधिकतम अंक	10	एम.बी.ए. (वित्त)	05	लागत तथा कार्य लेखाकार (आई.सी.डब्ल्यू.ए.)	05	मौखिक परीक्षा के लिये अंक	12
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6. लेखाकार (नान एसएएस)	(i) पांच वर्ष के अनुभव सहित प्रथम श्रेणी में बी.काम अथवा पांच वर्षों के अनुभव सहित चार्टर्ड एकाउंटेंट इन्टरमिडिएट (पी.सी.सी.); (ii) मैट्रिक स्तर तक या उच्चतर शिक्षा में हिन्दी/संस्कृत; (iii) खाना संख्या 5 में यथा वर्णित लिखित परीक्षा।	लेखा सहायक के रूप में पांच वर्ष का अनुभव।	50 प्रतिशत पद योग्यता तथा अनुभव के आधार पर लेखा सहायकों में से पदोन्नति द्वारा तथा 50 प्रतिशत पद नीचे यथा वर्णित लिखित परीक्षा, योग्यता तथा अनुभव के आधार पर सीधी भर्ती द्वारा भरे जायेंगे:- एकाउंटेंट (नान एस.ए.एस.) के पद के लिये सीधी भर्ती हेतु निम्नलिखित मानदण्ड अपनाया जाएगा:- <table><tr><td>कुल अंक</td><td>100</td></tr><tr><td>लिखित परीक्षा के लिये अंक</td><td>50</td></tr><tr><td>मूल योग्यता के लिये अंक</td><td>25</td></tr><tr><td>उच्चतर योग्यता के लिये अधिकतम अंक</td><td>10</td></tr><tr><td>(i) वाणिज्य में स्नातकोत्तर (एम.काम) प्रथम श्रेणी अर्थात् 60% तथा अधिक</td><td>05</td></tr><tr><td>(ii) एम.बी.ए. (वित्त)</td><td>05</td></tr><tr><td>अतिरिक्त अनुभव के लिये अधिकतम अंक</td><td>03</td></tr><tr><td>6 वर्ष के अनुभव के लिये अंक</td><td>01</td></tr><tr><td>7 वर्ष के अनुभव के लिये अंक</td><td>02</td></tr><tr><td>8 वर्ष के अनुभव के लिये अंक</td><td>03</td></tr><tr><td>मौखिक परीक्षा के लिये अंक</td><td>12</td></tr></table> उम्मीदवार की लिखित परीक्षा ली जाएगी जो स्नातक स्तर तक के मानक वाली होनी चाहिए। परीक्षा लेते समय उसी प्रकार के प्रश्नों वाले पेपरो के पांच सेट बनाए जाएंगे किन्तु जो विभिन्न क्रम में होंगे।	कुल अंक	100	लिखित परीक्षा के लिये अंक	50	मूल योग्यता के लिये अंक	25	उच्चतर योग्यता के लिये अधिकतम अंक	10	(i) वाणिज्य में स्नातकोत्तर (एम.काम) प्रथम श्रेणी अर्थात् 60% तथा अधिक	05	(ii) एम.बी.ए. (वित्त)	05	अतिरिक्त अनुभव के लिये अधिकतम अंक	03	6 वर्ष के अनुभव के लिये अंक	01	7 वर्ष के अनुभव के लिये अंक	02	8 वर्ष के अनुभव के लिये अंक	03	मौखिक परीक्षा के लिये अंक	12
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7. लेखा सहायक	(i) एक वर्ष के अनुभव सहित प्रथम श्रेणी में बी.काम अथवा चार्टर्ड एकाउंटेंट इन्टरमिडिएट (पी.सी.सी.); (ii) मैट्रिक स्तर तक या उच्चतर शिक्षा में हिन्दी/संस्कृत; (iii) खाना संख्या 5 में यथा वर्णित लिखित परीक्षा।	(i) एक वर्ष के अनुभव सहित प्रथम श्रेणी में बी.काम या चार्टर्ड एकाउंटेंट इन्टरमिडिएट (पी.सी.सी.); (ii) उम्मीदवार के पास टैली तथा एम.एस. एकसल प्रोग्राम का कम्प्यूटर ज्ञान होना चाहिए तथा उम्मीदवार को विख्यात संस्था से इन प्रोग्रामो को पास करने का प्रमाण पत्र प्रस्तुत करना होगा।	80 प्रतिशत पद सीधी भर्ती द्वारा तथा 20 प्रतिशत पद पदोन्नति द्वारा भरे जाएंगे; लेखा सहायक के पद लिये सीधी भर्ती हेतु निम्नलिखित मानदण्ड अपनाया जाएगा:- <table><tr><td>कुल अंक</td><td>100</td></tr><tr><td>लिखित परीक्षा के लिये अंक</td><td>50</td></tr><tr><td>मूल योग्यता के लिये अंक</td><td>25</td></tr><tr><td>उच्चतर योग्यता के लिये अधिकतम अंक</td><td>10</td></tr><tr><td>(i) प्रथम श्रेणी अर्थात् 60 प्रतिशत तथा अधिक से वाणिज्य स्नातकोत्तर (एम. काम)</td><td>10</td></tr><tr><td>(ii) द्वितीय श्रेणी अर्थात् 50 प्रतिशत तथा अधिक से वाणिज्य स्नातकोत्तर (एम. काम)</td><td>05</td></tr><tr><td>अतिरिक्त अनुभव के लिये अधिकतम अंक</td><td>03</td></tr><tr><td>2 वर्षों के अनुभव के लिये अंक</td><td>01</td></tr><tr><td>3 वर्षों के अनुभव के लिये अंक</td><td>02</td></tr><tr><td>4 वर्षों तथा अधिक के अनुभव के लिये अंक</td><td>03</td></tr><tr><td>मौखिक परीक्षा के लिये अंक</td><td>12</td></tr></table>	कुल अंक	100	लिखित परीक्षा के लिये अंक	50	मूल योग्यता के लिये अंक	25	उच्चतर योग्यता के लिये अधिकतम अंक	10	(i) प्रथम श्रेणी अर्थात् 60 प्रतिशत तथा अधिक से वाणिज्य स्नातकोत्तर (एम. काम)	10	(ii) द्वितीय श्रेणी अर्थात् 50 प्रतिशत तथा अधिक से वाणिज्य स्नातकोत्तर (एम. काम)	05	अतिरिक्त अनुभव के लिये अधिकतम अंक	03	2 वर्षों के अनुभव के लिये अंक	01	3 वर्षों के अनुभव के लिये अंक	02	4 वर्षों तथा अधिक के अनुभव के लिये अंक	03	मौखिक परीक्षा के लिये अंक	12
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			उम्मीदवार की लिखित परीक्षा ली जाएगी जो वाणिज्य स्नातक स्तर तक के मानक वाली होगी। परीक्षा लेते समय उसी प्रकार के प्रश्नों वाले पेपरों के पांच सैट होंगे किन्तु जो विभिन्न क्रम में होंगे। उम्मीदवार को टैली तथा एम. एस. एकसल प्रोग्राम का कम्प्यूटर का ज्ञान होना चाहिए तथा उम्मीदवार को विख्यात संस्था से इन प्रोग्रामों को पास करने का प्रमाण पत्र प्रस्तुत करना होगा।
8.	लिपिक	(i) कम से कम द्वितीय श्रेणी स्नातक के साथ एक वर्ष का नियमित कम्प्यूटर पाठ्यक्रम, 25/30 शब्द प्रति मिनट की गति से आशुलिपिक (हिन्दी/अंग्रेजी) के कार्य का ज्ञान और सरकारी/अर्ध सरकारी/लिमिटेड संगठन में छह माह का अनुभव; (ii) मैट्रिक स्तर तक या उच्चतर शिक्षा में हिन्दी/संस्कृत।	

7. उक्त विनियमों में, परिशिष्ट 'ग' में, खाना 1,2,3,4,5 तथा 6 के नीचे, क्रम संख्या 4 तथा उसके सामने प्रविष्टियों के बाद, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियाँ प्रतिस्थापित की जाएंगी, अर्थात्:-

1	2	3	4	5	6
"4क	मुख्य लेखा अधिकारी	--सम--	--सम--	--सम--	--सम--"

8. उक्त विनियमों में, परिशिष्ट 'ग-I' में, खाना 1,2,3,4,5 तथा 6 के नीचे, क्रम संख्या 26 तथा उसके सामने प्रविष्टियों के स्थान पर, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियाँ प्रतिस्थापित की जाएंगी, अर्थात्:-

1	2	3	4	5	6
"26 क	लिपिक	--सम--	--सम--	--सम--	--सम--"

9. उक्त विनियमों में, परिशिष्ट 'घ' में, खाना 1,2,3,4 तथा 5 के नीचे, क्रम संख्या 4 तथा उसके सामने प्रविष्टियों के बाद, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियाँ रखी जाएंगी, अर्थात्:-

1	2	3	4	5
"4क	मुख्य लेखा अधिकारी	--सम--	--सम--	--सम--"

10. उक्त विनियमों में, परिशिष्ट 'घ-I' में, खाना 1,2,3,4 तथा 5 के नीचे, क्रम संख्या 26 तथा उसके सामने प्रविष्टियों के स्थान पर, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियों प्रतिस्थापित की जाएंगी, अर्थात्:-

1	2	3	4	5
"26	लिपिक	-सम-	-सम-	-सम-

11. उक्त विनियमों में, परिशिष्ट 'च' में, अन्त में, निम्नलिखित खण्ड जोड़ दिया जाएगा, अर्थात्:-

“(छ) समिति का गठन।

(i) मुख्य लेखा अधिकारी, वरिष्ठ लेखा अधिकारी तथा लेखा अधिकारी के पद की भर्ती के लिये वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार, नगर तथा ग्राम आयोजना विभाग की अध्यक्षता में निम्नलिखित अधिकारियों की एक समिति गठित की जाएगी:-

1.	मुख्य प्रशासक, हुड्डा	सदस्य
2.	प्रशासक (मुख्यालय), हुड्डा	सदस्य सचिव
3.	मुख्य वित्त नियन्त्रक, हुड्डा	सदस्य
4.	वित्त विभाग का प्रतिनिधि जो संयुक्त सचिव की पदवी से नीचे का न हो	सदस्य।

(ii) लेखाकार तथा लेखा सहायक की भर्ती के लिए निम्नलिखित अधिकारियों की समिति गठित की जाएगी:-

1.	मुख्य प्रशासक, हुड्डा	अध्यक्ष
2.	प्रशासक (मुख्यालय), हुड्डा	सदस्य
3.	मुख्य वित्त नियन्त्रक, हुड्डा	सदस्य
4.	सचिव, हुड्डा	सदस्य सचिव”।

ऐ.के. सिंह, भा.प्र.से.

मुख्य प्रशासक,
हरियाणा शहरी विकास प्राधिकरण,
पंचकुला।

HARYANA GOVERNMENT
HARYANA URBAN DEVELOPMENT AUTHORITY

Notification

The 21st November, 2013

No. Authority 43197.— In exercise of the powers conferred by section 54 of the Haryana Urban Development Authority Act, 1977 (Act 13 of 1977), the Haryana Urban Development Authority, with the prior approval of the State Government and in supersession of the Haryana Government, Haryana Urban Development Authority, Notification.No. Authority 41483, dated the 31st October, 2013, hereby makes the following regulations further to amend the Haryana Urban Development Authority Services Regulations, 1989, namely:--

1. These regulations may be called the Haryana Urban Development Authority Services (Second Amendment) Regulations, 2013.

2. In the Haryana Urban Development Authority Services Regulations, 1989, (hereinafter referred to as the said regulations), for regulation 6, the following regulation shall be substituted, namely:--

"6. Age – No person shall be appointed to any post in the Service by direct recruitment who is less than seventeen years or more than forty years of age on the last date of receipt of application except in case of Assistant District Attorney, where age limit shall be twenty four to forty years:

Provided that in case of candidates belonging to scheduled castes / scheduled tribes, backward classes, ex-serviceman, widows and others, the upper age limit shall be such, as may be fixed by the Government, from time to time".

3. In the said regulations in Appendix A:--

- (i) Under heading "ADMINISTRATIVE WING", serial number 10 and entries there against shall be omitted;
- (ii) Under heading "Accounts Wing" for serial number 25 to 29 and entries there against, the following serial number and entries there against, shall be substituted, namely:--

"25	Chief Controller of Finance	37400-67000+10000 GP	1
26	Chief Accounts Officer	15600-39100+7600 GP	5
27	Senior Accounts Officer	15600+39100+6000 GP	8
28	Accounts Officer	9300-34800+5400 GP	18
29	Section Officer/Accountant (SAS)	9300-34800+4600 GP	19
29 A	Accountant (Non S.A.S)	9300-34800+4600 GP	86
29 B	Accounts Assistant	9300+34800+3200 GP	163
29 E	Clerk	5200-20200+1900GP	18"

4. In the said regulations, in Appendix 'A-I', under heading "ACCOUNTS WING", after serial number 1, the following serial number and entry there against shall be inserted, namely:--

"1-A "Chief Accounts Officer",

5. In the said regulations, in Appendix 'A-II', under heading "ACCOUNTS WING", for existing serial numbers and entries there against, the following serial number and entries there against shall be substituted, namely:--

1. Section Officer/ Accountant (SAS)
2. Accountant (Non SAS)
3. Accounts Assistant.
4. Clerk"

6. In the said regulations, in Appendix 'B', under heading "ACCOUNT WING," under column 1,2,3,4, and 5, for existing serial numbers and entries there against, the following serial numbers and entries there against shall be substituted, namely:-

1	2	3	4	5																				
1	Chief Controller of Finance	(i) Associate member of the Institute of Chartered Accountants with fifteen years experience in a firm or a Government undertaking, of repute; (ii) Hindi/Sanskrit up-to Matric Standard or Higher Education.																						
2	Chief Accounts Officer	(i) Associate member of the Institute of Chartered Accountants with five years experience in a firm or a Government undertakeing of repute; (ii) Hindi/Sanskrit up-to Matric Standard or Higher Education.	Three years experience as Senior Accounts Officer.	One post of Chief Accounts Officer (Audit) is to be filled up on deputation from Finance department, in case HUDA Cadre S.A.S. qualified personnel is not available. Out of remaining posts, 50% posts will be filled up by direct recruitment and 50% by promotion from Senior Accounts Officers of Haryana Urban Development Authority cadre. For direct recruitment, no exam is to be held for the post of Chief Accounts Officer. Candidate shall be appointed directly through interview. If the numbers of candidates are ten times the number of posts advertised or more at any time, then one screening test containing objective type questions shall be taken. The total candidates three times the advertised posts shall be short listed for interview based upon their performance in the screening test. The following criteria shall be adopted for these posts:- <table><tr><td>Marks for Basic Qualification</td><td>60</td></tr><tr><td>Additional Marks : MaximumMarks</td><td>15</td></tr><tr><td>Chartered Accountant with 60% marks & more</td><td>05</td></tr><tr><td>Chartered Accountant with 70% marks & more</td><td>10</td></tr><tr><td>Chartered Accountant with 80% marks & more</td><td>15</td></tr><tr><td>One mark for each year of extra experience after acquiring the essential qualification subject to the maximum of 3 marks</td><td>3</td></tr><tr><td>Marks for additional qualification as under:- Maximum marks</td><td>10</td></tr><tr><td>MBA (Finance)</td><td>05</td></tr><tr><td>Cost Works Accountant (ICWA)</td><td>05</td></tr><tr><td>Marks for Viva-Voce</td><td>12</td></tr></table>	Marks for Basic Qualification	60	Additional Marks : MaximumMarks	15	Chartered Accountant with 60% marks & more	05	Chartered Accountant with 70% marks & more	10	Chartered Accountant with 80% marks & more	15	One mark for each year of extra experience after acquiring the essential qualification subject to the maximum of 3 marks	3	Marks for additional qualification as under:- Maximum marks	10	MBA (Finance)	05	Cost Works Accountant (ICWA)	05	Marks for Viva-Voce	12
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3	Senior Accounts Officer	(i) Associate member of the Institute of Chartered Accountants with three years experience; (ii) Hindi/Sanskrit up-to Matric Standard or Higher Education.	3 years experience as Accounts Officer.	(i) 50% posts shall be filled up by direct recruitment : and (ii) 50% by promotion from Accounts Officers of Haryana Urban Development Authority cadre including SAS qualified Haryana Urban Development Authority Cadre Accounts Officer (Audit) or Accounts Officer (Pension); For direct recruitment. No exam is to be held for the post of Senior Accounts Officer. Candidate shall be appointed directly through interview. If the number of candidates are ten times the number of post advertised or more at any time then one screening test containing objective type questions shall be taken by the department. The total candidates three times the advertised posts shall be short listed for interview based upon their performance in the screening test. The following criteria shall be adopted for these posts:- <table><tr><td>Marks for Basic Qualification</td><td>60</td></tr><tr><td>Additional Marks :</td><td></td></tr><tr><td>Maximum Marks</td><td>15</td></tr><tr><td>Chartered Accountant with 60% Marks & more</td><td>05</td></tr><tr><td>Chartered Accountant with 70% Marks & more</td><td>10</td></tr><tr><td>Chartered Accountant with 80% marks & more</td><td>15</td></tr><tr><td>Marks for experience.</td><td>03</td></tr><tr><td>One mark for each year of extra experience after acquiring the essential qualification subject to the maximum of 3 marks.</td><td></td></tr><tr><td>Marks for additional qualification as under:-</td><td></td></tr><tr><td>Maximum marks</td><td>10</td></tr><tr><td>MBA (Finance)</td><td>05</td></tr><tr><td>Cost & Works Accountant (ICWA)</td><td>05</td></tr><tr><td>Marks for Viva-Voce</td><td>12</td></tr></table>	Marks for Basic Qualification	60	Additional Marks :		Maximum Marks	15	Chartered Accountant with 60% Marks & more	05	Chartered Accountant with 70% Marks & more	10	Chartered Accountant with 80% marks & more	15	Marks for experience.	03	One mark for each year of extra experience after acquiring the essential qualification subject to the maximum of 3 marks.		Marks for additional qualification as under:-		Maximum marks	10	MBA (Finance)	05	Cost & Works Accountant (ICWA)	05	Marks for Viva-Voce	12
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4	Accounts Officer	(i) Associate Member of the Institute of Chartered Accountant; (ii) Hindi/Sanskrit up-to Matric Standard or Higher Education.	Five years experience as Section Officer/ Accountant (SAS)/ Accountant (Non SAS).	Two posts of Accounts Officer-(Audit) and one post of Accounts Officer (Pension) are reserved for Haryana Urban Development Authority cadre Section Officer/Accountant (SAS) having five years experience as Section Officer/Accountant after passing the SAS Exam .However in case, if such HUDA cadre SAS qualified personnel's are not available then these posts shall be filled up on deputation from Finance Department. Remaining 50% posts shall be filled up by direct recruitment and 50% by promotion from Accountant (SAS)/Accountant (Non SAS).																										

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5	Section Officer/ Accountant (SAS)	(i) B.Com 1st Division with 5 years experience OR Chartered Accountant Intermediate (PCC) with 5 years experience; (ii) Hindi/Sanskrit up-to Matric Standard or Higher Education; (iii) Written test as mentioned in Column 5 .	(i) Any employee of HUDA who has passed SAS examination; OR (ii) 5 years experience as Accounts Assistant.	Six posts of Section Officer (Audit) / Accountant (SAS) and one post of Section Officer (Pension) / Accountant (SAS) are to be filled up on deputation from Finance Department if Haryana Urban Development Authority cadre S.A.S qualified personnel are not available. No examination shall be held for SAS qualified Haryana Urban Development Authority employees against these posts. Out of the remaining posts, 50% shall be filled up by promotion from Accounts Assistants on the basis of the experience and 50% posts shall be filled up by direct recruitment on the basis of written examination, qualification and experience as mentioned below:- The following criteria shall be adopted for direct recruitment to these posts:-																										

				<table><tr><td>Total Marks</td><td>100</td></tr><tr><td>Marks for written Examination</td><td>50</td></tr><tr><td>Marks for basic Qualification</td><td>25</td></tr><tr><td>Marks for Higher Qualification</td><td>10</td></tr><tr><td>Maximum mark</td><td></td></tr><tr><td>i) M.Com</td><td>05</td></tr><tr><td>ii) MBA (Finance)</td><td>05</td></tr><tr><td>Marks for Extra Experience</td><td></td></tr><tr><td>Maximum Marks</td><td>03</td></tr><tr><td>Marks for 6 yrs. Experience</td><td>01</td></tr><tr><td>Marks for 7 yrs. experience</td><td>02</td></tr><tr><td>Marks for 8 yrs. Experience</td><td>03</td></tr><tr><td>Marks for Viva –voce</td><td>12</td></tr></table> The written examination shall be objective type and contain the advance knowledge in the field of accounts and finance. Five sets of papers shall be made containing the same questions but in different order.	Total Marks	100	Marks for written Examination	50	Marks for basic Qualification	25	Marks for Higher Qualification	10	Maximum mark		i) M.Com	05	ii) MBA (Finance)	05	Marks for Extra Experience		Maximum Marks	03	Marks for 6 yrs. Experience	01	Marks for 7 yrs. experience	02	Marks for 8 yrs. Experience	03	Marks for Viva –voce	12
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Marks for Viva –voce	12																													
6	Accountant (non-SAS)	(i) B.Com 1 st Division with five years experience or Chartered Accountant (Intermediate) (PCC) with 5 years experience; (ii) Hindi/ Sanskrit upto Matric standard or higher education; (iii) Written examination as mentioned in Column 5.	5 years experience as a Accounts Assistant.	50% posts shall be filled up by promotion from Accounts Assistants on the basis of qualification and experience and 50% posts shall be filled up by direct recruitment on the basis of written examination, qualification and experience as mentioned below:- The following criteria shall be adopted for direct recruitment to the post of Accountant (Non SAS) :- <table><tr><td>Total Marks</td><td>100</td></tr><tr><td>Marks for written Examination.</td><td>50</td></tr><tr><td>Marks for basic Qualification</td><td>25</td></tr><tr><td>Marks for Higher Qualification</td><td>10</td></tr><tr><td>Maximum Marks</td><td></td></tr><tr><td>i) M.Com 1st Division i.e 60% and above.</td><td>05</td></tr><tr><td>ii) M.BA (Finance)</td><td>05</td></tr><tr><td>Marks for extra experience</td><td></td></tr><tr><td>Maximum Marks</td><td>03</td></tr><tr><td>Marks for 6 yrs. Experience.</td><td>01</td></tr><tr><td>Marks for 7 yrs. Experience.</td><td>02</td></tr><tr><td>Marks for 8 yrs. Experience and more.</td><td>03</td></tr><tr><td>Marks for viva-voce.</td><td>12</td></tr></table>	Total Marks	100	Marks for written Examination.	50	Marks for basic Qualification	25	Marks for Higher Qualification	10	Maximum Marks		i) M.Com 1 st Division i.e 60% and above.	05	ii) M.BA (Finance)	05	Marks for extra experience		Maximum Marks	03	Marks for 6 yrs. Experience.	01	Marks for 7 yrs. Experience.	02	Marks for 8 yrs. Experience and more.	03	Marks for viva-voce.	12
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Marks for 8 yrs. Experience and more.	03																													
Marks for viva-voce.	12																													

				The written examination of the candidate may be taken which should contain the standard upto Commerce graduation level. While taking the examination, five set of papers may be made containing the same questions but in different order.																										
7.	Accounts Assistant	(i) B.Com 1st Division with One year experience or Chartered Accountant (Intermediate) (PCC) ; (ii) Hindi/Sanskrit upto Matric standard or higher education ; (iii) Written examination as mentioned in Column 5.	(i) B.Com Ist Division with one year experience of Chartered Accountant (intermediate) (PCC). (ii) The candidate must have computer knowledge of tally and M.S. Excel Programme and the candidate will produce the certificate of passing out these programmes from the reputed institute.	80% posts shall be filled up by direct recruitment and 20% post by promotion; The following criteria shall be adopted for direct recruitment to the post of Accounts Assistant :- <table><tr><td>Total Marks</td><td>100</td></tr><tr><td>Marks for written Examination.</td><td>50</td></tr><tr><td>Marks for basic Qualification</td><td>25</td></tr><tr><td>Marks for Higher Qualification</td><td>10</td></tr><tr><td>Maximum Marks</td><td></td></tr><tr><td>i) M.Com 1st Division i.e 60% and above.</td><td>10</td></tr><tr><td>ii) M.Com 2nd Division i.e 50% and above</td><td>05</td></tr><tr><td>Marks for extra experience</td><td>03</td></tr><tr><td>Maximum Marks</td><td></td></tr><tr><td>Marks for 2 yrs. Experience.</td><td>01</td></tr><tr><td>Marks for 3 yrs. Experience.</td><td>02</td></tr><tr><td>Marks for 4 yrs. Experience & more.</td><td>03</td></tr><tr><td>Marks for viva-voce.</td><td>12</td></tr></table> The written examination of the candidate be taken which should contain the standard upto Commerce graduation level. While taking the examination, five set of papers may be made containing the same questions but in different order. The candidate must have computer knowledge of tally and M.S. Excel Programme and the candidate will produce the certificate of passing out these programmes from the Reputed institute.	Total Marks	100	Marks for written Examination.	50	Marks for basic Qualification	25	Marks for Higher Qualification	10	Maximum Marks		i) M.Com 1 st Division i.e 60% and above.	10	ii) M.Com 2 nd Division i.e 50% and above	05	Marks for extra experience	03	Maximum Marks		Marks for 2 yrs. Experience.	01	Marks for 3 yrs. Experience.	02	Marks for 4 yrs. Experience & more.	03	Marks for viva-voce.	12
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Marks for 3 yrs. Experience.	02																													
Marks for 4 yrs. Experience & more.	03																													
Marks for viva-voce.	12																													
8.	Clerk	(i) At least second class Graduate with one year regular computer course, working knowledge of Stenography (Hindi/English) with speed of 25/30 words per minute and experience of 6 months in Government/ Semi- Government/ Limited Organization; (ii) Knowledge of Hindi/ Sanskrit upto Matriculation.																												

7. In the said regulations, in Appendix 'C', under column 1,2,3,4,5 and 6, after serial number 4 and entries there against, the following serial number and entries there against shall be inserted, namely:--

1	2	3	4	5	6
"4A.	Chief Accounts Officer	--do--	--do--	--do--	--do--"

8. In the said regulations, in Appendix 'C-I', under column 1,2,3,4,5 & 6, after serial number 26 and entries there against, the following serial number and entries there against shall be substituted namely:--

1	2	3	4	5	6
"26A	Clerk	--do--	--do--	--do--	--do--"

9. In the said regulations, in Appendix 'D', under columns 1,2,3,4 and 5, after serial No. 4 and entries there against, the following serial number and entries there against shall be inserted, namely:--

1	2	3	4	5
"4A.	Chief Accounts Officer	--do--	--do--	--do--"

10. In the said regulations, in Appendix 'D-I' under column 1,2,3,4 and 5, after serial number 26 and entries there against, the following serial number and entries there against shall be substituted, namely:--

1	2	3	4	5
"26A.	Clerk	--do--	--do--	--do--"

11. In the said regulations, in Appendix 'F', the following clause shall be added at the end, namely.

"(g). Constitution of Committee

(i) The committee consisting of following officers shall be constituted under the Chairmanship of Financial Commissioner and Principal Secretary to Government of Haryana, Town & Country Planning Department for recruitment to the post of Chief Accounts Officer, Senior Accounts Officer and Accounts Officer:-

1.	Chief Administrator, HUDA	Member
2.	Administrator (HQ), HUDA	Member Secretary
3.	Chief Controller of Finance, HUDA	Member
4.	Representative of Finance Department not below the rank of Joint Secretary	Member.

(ii) The committee of the following officers may be constituted for the recruitment to the post of Accountant and Accounts Assistant:-

1.	Chief Administrator, HUDA	Chairman
2.	Administrator (HQ), HUDA	Member
3.	Chief Controller of Finance, HUDA	Member
4.	Secretary, HUDA	Member Secretary".

A.K. SINGH, I.A.S.
Chief Administrator,
Haryana Urban Development Authority,
Panchkula.

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 1, 1861.

2. The second part is a report from the Secretary of the Treasury, dated January 1, 1861.

3. The third part is a report from the Secretary of the Interior, dated January 1, 1861.

4. The fourth part is a report from the Secretary of the Navy, dated January 1, 1861.

5. The fifth part is a report from the Secretary of the War, dated January 1, 1861.

6. The sixth part is a report from the Secretary of the State, dated January 1, 1861.

7. The seventh part is a report from the Secretary of the Army, dated January 1, 1861.

8. The eighth part is a report from the Secretary of the Navy, dated January 1, 1861.

9. The ninth part is a report from the Secretary of the War, dated January 1, 1861.

10. The tenth part is a report from the Secretary of the State, dated January 1, 1861.

11. The eleventh part is a report from the Secretary of the Army, dated January 1, 1861.

12. The twelfth part is a report from the Secretary of the Navy, dated January 1, 1861.

13. The thirteenth part is a report from the Secretary of the War, dated January 1, 1861.

14. The fourteenth part is a report from the Secretary of the State, dated January 1, 1861.

15. The fifteenth part is a report from the Secretary of the Army, dated January 1, 1861.

16. The sixteenth part is a report from the Secretary of the Navy, dated January 1, 1861.

17. The seventeenth part is a report from the Secretary of the War, dated January 1, 1861.

18. The eighteenth part is a report from the Secretary of the State, dated January 1, 1861.

19. The nineteenth part is a report from the Secretary of the Army, dated January 1, 1861.

20. The twentieth part is a report from the Secretary of the Navy, dated January 1, 1861.

HARYANA GOVERNMENT
HARYANA URBAN DEVELOPMENT AUTHORITY

Notification

The 1st October, 2009

No. 34140.—In exercise of the powers conferred by Section 54 of the Haryana Urban Development Authority Act, 1977 (Act 13 of 1977), the Haryana Urban Development Authority with the previous approval of the State Government conveyed vide their memo No. 2/14/2008-ITCP, dated 21st April, 2008, 2/14/2008-ITCP, dated 19th August, 2009 and No. 2/6/2009-ITCP, dated 14th July, 2009 hereby makes the following regulations further to amend the Haryana Urban Development Authority Services Regulations, 1989, namely :—

1. These regulations may be called the Haryana Urban Development Authority Services (Amendment) Regulations, 2009.

2. In the Haryana Urban Development Authority Services Regulations, 1989, in Appendix-'B'—

(a) under the heading "ADMINISTRATIVE WING", against serial number 13, under column 3 for clause (iii), the following clause shall be substituted, namely :—

(iii) Should have passed State Eligibility Test in Computer Appreciation and Applications conducted by the Department of Electronics and IT, Haryana Government :

Provided that the candidates who have obtained Bachelor of Computer Application, Bachelor of Information Technology, Post Graduate Diploma in Computer Application, Master of Computer Application or any graduate and post graduate degree course in IT, Computer Engineering, Computer Science and Engineering or Computer Application from a recognized university would be exempt from passing the State Eligibility Test"

(b) under the heading "LEGAL WING", against serial number 4, under column 5, for the existing entry, the following entry shall be substituted, namely :—

100% posts will be filled up by direct recruitment"

T. C. GUPTA,
Chief Administrator,
Haryana Urban Development Authority, Panchkula.

THE APPOINTMENT OF THE CHIEF ADMINISTRATOR

The appointment of the Chief Administrator shall be subject to the approval of the Board of Directors

हरियाणा शहरी विकास प्राधिकरण अधिसूचना

दिनांक २२^{वाँ} अगस्त, 2005

क्रमांक २०१५ हरियाणा नगरीय विकास प्राधिकरण अधिनियम, 1977 (1977 का अधिनियम 13) की धारा 54 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा राज्य सरकार के पूर्व अनुमोदन से, उनके यादिक क्रमांक 1/11/2001-1 टी.सी.पी., दिनांक 31 मई, 2005 द्वारा सूचित हरियाणा नगरीय विकास प्राधिकरण, इसके द्वारा, हरियाणा नगरीय विकास प्राधिकरण सेवा विनियम, 1989, को आगे संशोधित करने के लिए निम्नलिखित विनियम बनाता है, अर्थात् :-

1 (1) ये विनियम हरियाणा नगरीय विकास प्राधिकरण सेवा (संशोधन) विनियम, 2005, कहे जा सकते हैं।

(2) ये तुरन्त प्रभाव से लागू होंगे।

2 हरियाणा नगरीय विकास प्राधिकरण सेवा विनियम, 1989 में, परिशिष्ट 'ख' में, इन्जीनियरिंग विंग शीर्ष के नीचे, खाना 1,2,3 और 4 के नीचे, क्रम संख्या 4 तथा उसके सामने प्रविष्टियों के स्थान पर, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियाँ प्रतिस्थापित की जाएंगी, अर्थात् :-

1	2	3	4
4	उपमण्डल अभियन्ता (सिविल)	(i) किसी मान्यता प्राप्त विश्वविद्यालय से बैचलर ऑफ इन्जीनियरिंग / बैचलर ऑफ साईस इन्जीनियरिंग (सिविल) या इसके समकक्ष। (ii) मैट्रिक स्तर तक हिन्दी।	(i) कनिष्ठ अभियन्ता के रूप में दस वर्ष के अनुभव सहित सिविल इन्जीनियरिंग में डिप्लोमा सहित कनिष्ठ अभियन्ता या इसके समकक्ष; या (ii) सहायक प्रारूपकार/मुख्य प्रारूपकार ग्रेड-11/मुख्य प्रारूपकार ग्रेड-1 के रूप में दस वर्ष का अनुभव; या (iii) कनिष्ठ अभियन्ता/प्रारूपकार के रूप में दो वर्ष के अनुभव सहित सिविल इन्जीनियरिंग में डिग्री सहित कनिष्ठ अभियन्ता/प्रारूपकार या इसके समकक्ष; या (iv) कनिष्ठ अभियन्ता/प्रारूपकार के रूप में पाँच वर्ष के अनुभव सहित सिविल इन्जीनियरिंग में एसोसियेट मैम्बरशिप ऑफ इन्स्टीच्यूट ऑफ इन्जीनियर्स डिग्री।

उपमण्डल अभियन्ता
(इलैक्ट्रिकल)

- (i) किसी गान्यता प्राप्त विश्वविद्यालय से बैचलर ऑफ इन्जीनियरिंग / बैचलर ऑफ साईंस इन्जीनियरिंग (इलैक्ट्रिकल) या इसके समकक्ष।
- (ii) मेट्रिक स्तर तक हिन्दी।

- (i) कनिष्ठ अभियन्ता के रूप में दस वर्ष के अनुभव सहित इलैक्ट्रिकल इन्जीनियरिंग या मैकेनिकल इन्जीनियरिंग में डिप्लोमा (यदि वह इलैक्ट्रिकल संवर्ग को चुनता है) या इसके समकक्ष;
या
- (ii) कनिष्ठ अभियन्ता के रूप में दो वर्ष के अनुभव सहित इलैक्ट्रिकल इन्जीनियरिंग में डिग्री या मैकेनिकल इन्जीनियरिंग में डिग्री (यदि वह इलैक्ट्रिकल संवर्ग को चुनता है) सहित कनिष्ठ अभियन्ता या इसके समकक्ष;
या
- (iii) कनिष्ठ अभियन्ता के रूप में पाँच वर्ष के अनुभव सहित इलैक्ट्रिकल इन्जीनियरिंग में एसोसियेट मैम्बरशिप ऑफ इन्स्टीच्यूट ऑफ इन्जीनियर्स डिग्री या मैकेनिकल इन्जीनियरिंग में एसोसियेट मैम्बरशिप ऑफ इन्स्टीच्यूट ऑफ इन्जीनियर्स डिग्री (यदि वह इलैक्ट्रिकल संवर्ग को चुनता है)।

टिप्पण :-

- (i) कनिष्ठ अभियन्ता/उपमण्डल अभियन्ता जो सिविल इन्जीनियरिंग में डिग्री रखते हैं सिविल संवर्ग में आएंगे तथा कनिष्ठ अभियन्ता/उपमण्डल अभियन्ता जो इलैक्ट्रिकल इन्जीनियरिंग में डिग्री रखते हैं इलैक्ट्रिकल संवर्ग में आएंगे।
- (ii) जो कनिष्ठ अभियन्ता सिविल इन्जीनियरिंग में डिप्लोमा और मैकेनिकल इन्जीनियरिंग में डिग्री रखते हैं वे सिविल संवर्ग या इलैक्ट्रिकल संवर्ग में से एक को चुनेंगे। तथापि, यदि वे सिविल संवर्ग को अपनाते हैं तो वे उपमण्डल अभियन्ता (सिविल) के पद पर केवल डिप्लोमा की योग्यता के आधार पर ही पदोन्नत किए जाएंगे और मैकेनिकल इन्जीनियरिंग में डिग्री करने वा उनमें कोई लाभ नहीं दिया जाएगा।

- (iii) जो कनिष्ठ अभियन्ता मैकेनिकल इन्जीनियरिंग की डिग्री रखता है और जो इलैक्ट्रिकल संवर्ग को अपनाता है, तो वह उपमण्डल अभियन्ता (इलैक्ट्रिकल) के पद पर पदोन्नति के लिए मैकेनिकल इन्जीनियरिंग में डिग्री के आधार पर पात्र होगा और तदन्तर अन्य पात्रता शर्त को पूरा करने के अध्यधीन कार्यकारी अभियन्ता (इलैक्ट्रिकल) के पद के लिए पात्र होगा।
- (iv) मैकेनिकल इन्जीनियरिंग में डिप्लोमा / डिग्री रखने वाले कनिष्ठ अभियन्ताओं / उपमण्डल अभियन्ताओं को सिविल या इलैक्ट्रिकल संवर्ग में से किसी एक संवर्ग को अपनाना होगा। तथापि, मैकेनिकल इन्जीनियरिंग में डिप्लोमा/डिग्री रखने वाला कनिष्ठ अभियन्ता जो सिविल संवर्ग को चुनता है वह उपमण्डल अभियन्ता (सिविल) तथा कार्यकारी अभियन्ता (सिविल) के पद पर पदोन्नति के लिए पात्र नहीं होगा।
- (v) मैकेनिकल इन्जीनियरिंग में डिप्लोमा / डिग्री रखने वाले कनिष्ठ अभियन्ता तथा उपमण्डल अभियन्ता सिविल या इलैक्ट्रिकल संवर्ग में से किसी एक संवर्ग को अपनाने के लिए विकल्प देंगे तथा एक बार दिया गया विकल्प अन्तिम होगा। उन्हें अपना विकल्प इन नियमों के जारी होने के एक मास के भीतर देना होगा। मैकेनिकल इन्जीनियरिंग में डिप्लोमा या डिग्री वाले पदधारी जो अपना विकल्प नियत अवधि में प्रयोग करने में असाफल रहते हैं उन्हें इलैक्ट्रिकल संवर्ग आवंटित किया जाएगा”।



एस.एस. ढिल्लों,

मुख्य प्रशासक,

हरियाणा शहरी विकास प्राधीकरण,

पंचकूला।

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From:

The Chief Administrator,
HUDA, Panchkula.

To

1. All Zonal Administrators of HUDA.
2. The Engineer-in-Chief, HUDA, Panchkula.
3. All Superintending Engineers of HUDA.
4. All Executive Engineers of HUDA.
5. All Estate Officers of HUDA.

Memo No. Auth-2006/ 18924-18993

Dated:

24/5/06

Subject:

Fixing of 2% quota for promotion of Draftsman cadre persons possessing degree/AMIE in Engg. to the post of Sub-Divisional-Engineer at par with the Service Rules of P.W.D. B&R of the State Government.

-:-

Reference this office memo No. Auth-2000/26534

dated 5.10.2000, on the subject cited above.

Please find enclosed herewith ^{copy} of notification bearing No. 18923 dated 24.5.06 (English and Hindi) regarding amendments in HUDA Service

Regulations, 1989 on the subject cited above duly approved by the Competent Authority. It is requested that the aforesaid amendments in HUDA Service Regulations may be brought to the notice of all concerned employees working under your control.

DA/As above.


Secretary,

for Chief Administrator, HUDA,
Panchkula.

HARYANA URBAN DEVELOPMENT AUTHORITY

NOTIFICATION

The...24th.....May, 2006

No. 18923 In exercise of the powers conferred by section 54 of the Haryana Urban Development Authority Act, 1977 (Act 13 of 1977), the Haryana Urban Development Authority, with the previous approval of the State Government conveyed vide their memo No. 1/21/98-1TCP, dated the 9th May, 2005, hereby makes the following regulations further to amend the Haryana Urban Development Authority Services Regulations, 1989, namely:-

1. (1) These regulations may be called the Haryana Urban Development Authority Services (Amendment) Regulations, 2006.

(2) They shall come into force at once.

2. In the Haryana Urban Development Authority Services Regulations, 1989 in Appendix 'B', under heading "Engineering Wing" against Serial number 4, under column 5, under heading "Promotion for Junior Engineer", for item (iii), and entries there against, the following item and entries there against shall be substituted, namely:-

5

“(iii) (a) Junior Engineer with degree in Civil Engineering for Sub Divisional Engineer (Civil) and degree in Electrical/Mechanical Engineering. For Sub Divisional Engineer (Electrical) or equivalent with two years experience.	10%	7, 10, 27
		38, 47, 57
		78, 87
		90 and 98

OR

Junior Engineer with Associate Membership of Institute of Engineers degree in Civil Engineering for Sub Divisional Engineer (Civil) and Associate Membership of Institute of Engineers degree in Electrical/Mechanical Engineering for Sub Divisional Engineer (Electrical) or equivalent with five years experience.

(b) Draftsman/Tracer with degree in Civil Engineering for Sub Divisional Engineer (Civil) with two years experience.	2%	18 and 67
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OR

Draftsman/Tracer with Associate Membership of Institute of Engineers degree in Civil Engineering for Sub Divisional Engineer (Civil) with five years experience.

Note: If a member from the Draftsman and Tracers Service having prescribed qualification is not available on the specified roster point then the post shall be given to the Junior Engineer possessing the requisite qualification and the next available post will go to the member of the Draftsman and Tracers Service having prescribed qualification. But the 2% quota for this cadre will not exceed in any case.”


S.S. DHILLON
Chief Administrator,

हरियाणा शहरी विकास प्राधिकरण अधिसूचना

दिनांक 24 मई, 2006

संख्या 18923 हरियाणा नगरीय विकास प्राधिकरण अधिनियम, 1977 § 1977 का अधिनियम 13 §, की धारा 54 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, राज्य सरकार के पूर्व अनुमोदन से, उनके यादिक क्रमांक संख्या 1/21/98-1 टी.सी.पी., दिनांक 9 मई, 2005, द्वारा सूचित हरियाणा नगरीय विकास प्राधिकरण, इसके द्वारा, हरियाणा नगरीय विकास प्राधिकरण सेवा विनियम, 1989, को आगे संशोधित करने के लिए निम्नलिखित विनियम बनाता है, अर्थात:-

1. (i) ये विनियम हरियाणा नगरीय विकास प्राधिकरण सेवा § संशोधन § विनियम, 2006 कहे जा सकते हैं।

(2) ये तुरन्त प्रभाव से लागू होंगे।

2. हरियाणा नगरीय विकास प्राधिकरण सेवा विनियम, 1989 में, परिशिष्ट "ख" में, "इन्जीनियरिंग विंग" शीर्ष में, क्रम संख्या 4 के सामने, खाना 5 के नीचे, कनिष्ठ अभियन्ता के लिए पदोन्नति शीर्ष के नीचे, मद § 111 § तथा सामने प्रविष्टियों के स्थान पर, निम्नलिखित मद तथा उसके सामने प्रविष्टियाँ प्रतिस्थापित की जाएगी, अर्थात:-

" (iii) "	§ कनिष्ठ अभियन्ता के रूप में दो वर्ष के अनुभव सहित उपमण्डल अभियन्ता § सिविल § के लिए सिविल इन्जीनियरिंग में डिग्री तथा उपमण्डल अभियन्ता § विधुत § के लिए विधुत इन्जीनियरिंग/ मैकनिकल इन्जीनियरिंग में डिग्री या इसके समकक्ष।	10 %	7, 10, 27, 38 47, 57, 78, 87, 90 और 98
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या

उपमण्डल अभियन्ता § सिविल § के लिए कनिष्ठ अभियन्ता के रूप में पाँच वर्ष के अनुभव सहित सिविल इन्जीनियरिंग में ए0एम0आई0ई0 तथा उपमण्डल अभियन्ता § विधुत § के लिए विधुत / मैकनिकल इन्जीनियरिंग में ए0एम0आई0ई0 डिग्री सहित या इसके समकक्ष।

॥ख॥ उपमण्डल अभियन्ता ॥सिविल॥ के लिए
प्राप्तकार/अनुरेखक के रूप में दो वर्ष के
अनुभव सहित सिविल इन्जीनियरिंग में
डिग्री ।

2 X 18 और 67

या

उपमण्डल अभियन्ता ॥सिविल॥ के लिए
सिविल इन्जीनियरिंग में प्राप्तकार/
अनुरेखक के रूप में पाँच वर्ष के अनुभव
सहित सिविल इन्जीनियरिंग में
एनएमआईआई0 डिग्री ।

टिप्पण : यदि विहित योग्यता रखने वाले प्राप्तकार तथा
अनुरेखक का सदस्य विनिर्दिष्ट रोल्टर बिन्दु पर उपलब्ध नहीं है तब पद ऐसी
योग्यता रखने वाले कनिष्ठ अभियन्ता को दे दिया जाएगा तथा अगला उपलब्ध
पद विहित योग्यता रखने वाले प्राप्तकार तथा अनुरेखक सेवाओं के सदस्य को होगा ।
किन्तु इस संवर्ग के लिए कोटा किसी भी मामले में 2 प्रतिशत से अधिक नहीं होगा ।



एस.एस. दिल्लो
मुख्य प्रशासक,
हरियाणा शहरी विकास प्राधिकरण,
पंचकुला ।

APPENDIX B

(See regulation 7)

(CIVIL WING)

Sr. No.	Designation of posts	Scale of pay	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment	Remarks
1	2	3	4	5	6
1	Foreman/ Mechanical/ Electrical/ Auto/ Miscellaneous	5000-150 -7100-EB- 150-7850	(i) Matriculation with Hindi/Sanskrit (ii) 3 years diploma in the trade of Mechanical /Electrical/Civil/Auto Engineering from a recognised institution	Minimum 5 years experience as Assistant Foreman / Chageman in respective field	✓
2	Road Inspector	5000-150 -7100-EB- 150-7850	(i) Matriculation with Hindi/Sanskrit (ii) 3 years diploma in Civil Engineering	(i) Matriculation (ii) Minimum 5 years experience as work Inspector (Civil works).	✓
3	Assistant Foreman (Mechanical/ Electrical/Auto/ Miscellaneous	5000-150 -7100-EB- 150-7850	(i) Matriculation with Hindi/Sanskrit (ii) 3 years diploma in Civil Engineering	(i) Matriculation (ii) Minimum 5 years experience as Chageman (Mechanical/ Electrical/Auto/ Miscellaneous	✓
4	Water Works Superintendent Grade-I	5000-150 -7100-EB- 150-7850	No provision for direct recruitment	Minimum 5 years experience as Water Works Superintendent Grade -II	
5	Fitter/Pipe Fitter Grade -I/ Plumber Grade-I /Mason Grade-I/ Carpenter/Mason-cum-Carpenter-Grade -I/ Painter Grade -I	4000-100 -4800-EB- 100-6000	No provision for direct recruitment	Minimum 5 years experience as Pipe Fitter Grade -II/ Plumber Grade -II/ Mason Grade -II/ Mason-cum-Carpenter Grade -II/ Carpenter Grade -II/ Painter Grade -II	
6	Light vehicle Driver/Heavy vehicle Driver/ Dozer/Excavator/ Loader Operator	4000-100 -4800-EB- 100-6000	(i) Matriculation with Hindi/Sanskrit (ii) Holding valid licence for driving heavy vehicles and 7 years experience of Driving a heavy vehicle with a reputed concern.	(i) Minimum 7 years experience as Cleaner/ Sewer cleaning machine operator with valid Driving licence. (ii) 7 years experience on any Class-IV Post and valid Driving Licence of heavy vehicles for at least 5 years in respective category . (iii) Should be able to read and write Hindi & English	✓

1	2	3	4	5	6
7	Water Works Superintendent Grade-II	4000-100-4800-EB-100-6000	(i) Matriculation with Hindi/Sanskrit (ii) Diploma in Civil Engineering	(i) Matriculation (ii) 5 years experience as Water Pump Operator/Pipe Fitter Grade-I	
8	Chargeman (Mechanical/Electrical/Auto/Miscellaneous)	4000-100-4800-EB-100-6000	(i) Matriculation with Hindi/Sanskrit (ii) ITI Certificate in the trade of Motor/Mechanical/Electrical/Mechanical Fitter/Auto with Minimum experience of 5 years	(i) Matriculation (ii) Minimum 5 years experience as any of the following:- (A) Chargeman Mechanical WPO/Fitter-I/Mechanical Fitter Grade-I (B) Chargeman Electrical WPO with ITI certificate in Electrical Engineering/Electrician Grade-I/Wireman Grade-I/Lift operator (C) Chargeman Miscellaneous Carpenter Grade-I/Mason-Grade-I/Mason-cum-Carpenter Grade-I, Painter Grade-I/Plumber Grade-I/PBX Operator (D) Chargeman Auto, Auto Mechanic Grade-I/Vehicle Driver	
9	Fitter Grade-II/Pipe Fitter Grade-II/Plumber Grade-II/Painter Grade-II/Mason Grade-II/Carpenter Grade-II/Mason-cum-Carpenter Grade-II/Mechanical Fitter-II	3050-75-3950-EB-80-4590	(i) Matriculation with Hindi/Sanskrit (ii) ITI Certificate in the trade of Fitter/Plumber	(i) Minimum 7 years experience as Fitter Helper/Fitter Coolie/Plumber Helper/Painter Helper/Mason Helper/Carpenter Helper/Mason-cum-Carpenter Helper/Mechanical Fitter Helper/Diesel Mech. Helper and helpers of Mech. Chargeman, Asstt. Foreman and Foreman. (ii) Field test	The scale for ITI certificate holders in the respective trade will be Rs.4000-100-4800-EB-100-6000.

1	2	3	4	5	6
10	Work Inspector/ Work Supervisor/ Work Munshi/ Work Mistri	3050-75 -3950-EB- 80-4590	(i) Matriculation with Hindi/Sanskrit (ii) Diploma in Civil Engineering	(i) Matriculation (ii) Minimum 5 years experience as Work Supervisor/ Work Mistri/ Work Munshi/Mate/Gang Mate/Road Mate/Work Munshi Helper/ Motor Mate.	
11	Store Keeper/ Store Munshi/ Bin Card Clerk/ Store Clerk/ Bill Clerk	3050-75 -3950-EB- 80-4590	(i) 10+2 or Graduate (ii) 3 years experience in the respective line (iii) Knowledge of Hindi/ Sanskrit upto Matriculation	(i) Matriculation (ii) Minimum 5 years experience as Store Munshi/Store Helper/ Store Attendant/Store Coolie/Store Seldar/ Bin Card Helper/Store Attendant/ Store Ledger Helper/ Store Beldar/ Store Chowkidar/Mah/ Head Mah/Bill Distributor/Compl. in Attendant/ Bill-cum- Meter Helper/ Meter reader Helper/ Bill clerk Helper/ Bill distributor	
12	Meter Reader	3050-75 -3950-EB- 80-4590	(i) Matriculation with Hindi/ Sanskrit (ii) 3 years experience in the line	(i) Matriculation (ii) Minimum 5 years experience as Bill-cum- Meter Helper/Meter Reader Helper/ Bill distributor/ Bill Clerk Helper	
13	Laboratory Assistant	3050-75 -3950-EB- 80-4590	(i) Matriculation with Science (ii) 3 year experience as Lab Attendant (iii) Knowledge of Hindi/ Sanskrit upto Matriculation.	(i) Matriculation (ii) 5 years experience as Lab Attendant	
14	Diesel/ Auto/ Motor Mechanic	3050-75 -3950-EB- 80-4590	(i) Matriculation with Hindi/ Sanskrit (ii) ITI certificate in the trade of Motor/Diesel / Mechanical or its equivalent	(i) 7 years experience as Patrolman/Diesel Mechanical Helper/ Auto Helper (ii) Should be able to read and write Hindi (iii) Field Test	The scale for ITI in the respective trade will be Rs 4000-10000- 4800-EB-10000- 6000
15	Water Pump Operator / Generator Operator	3050-75 -3950-EB- 80-4590	(i) Matriculation with Hindi/ Sanskrit (ii) ITI certificate in the trade of Motor/Diesel / Mechanical/Electrical Wireman	Minimum 7 years experience as WPC Helper/ Key Man/ Oil Man/ Patrol Man/ Mah-cum- Chowkidar/ Lead Sewer Man/Sewer Man/ Multi- culti-Pump Attendant/	The scale for certificate holder from ITI in the respective trade will be Rs-3900- 100-4800-EB- 100-6000

1	2	3	4	5	6
				Chowkidar-cum-Pump Attendant/Diesel Engine Helper & Chowkidar/Beldar posted on Public Health installation/experience in Public Health works only	
16	Electrician Grade -II/ Auto Electrician Grade -I	4000-100 -4800-EB- 100-6000	No provision for direct recruitment	(i) Matriculation (ii) Minimum 5 years experience as Electrician Grade -II/ Auto Elect. Grade -II	
17	Electrician Grade -II/ Auto Electrician Grade -II	3050-75 -3950-EB- 80-4590	(i) Matriculation with Hindi/ Sanskrit (ii) ITI certificate in the trade of Electrician	All helpers with Electrician, Electrical Chargeman, Electrical Foreman and Asstt. Elect. Foreman/ Auto Elect. Helper with 7 years experience.	The scale for certificate holder from ITI in the respective trade will be Rs.4000-100-4800-EB-100-6000
18	Surveyor-Grade-I	4000-100 -4800-EB- 100-6000	No provision for direct recruitment	Minimum 5 years experience as surveyor Grade -II	
19	Surveyor Grade-II	3050-75 -3950-EB- 80-4590	(i) Matriculation with Hindi/ Sanskrit (ii) ITI certificate in Survey and leveling experience in the filed	(i) Matriculation (ii) 5 years experience in Survey work	The scale for certificate holder from ITI in the respective trade will be Rs.4000-100-4800-EB-100-6000
20	Chemist	6500-200 -8500-EB- 200-9900	No provision for direct recruitment	(i) Matriculation (ii) B.Sc. with Chemistry/ Environmental Science 5 years Experience as Junior Chemist.	
21	Junior Chemist	5000-150 -7100-EB- 150-7850	(i) B.Sc. with Min. experience of 5 years in some laboratory (ii) Knowledge of Hindi /Sanskrit upto Matriculation	(i) Matriculation with Science (ii) 5 years experience as Lab. Assistant Or B.Sc. with 2 years experience as Lab Assistant	
22	Water meter inspector	4000-100 -4800-EB- 100-6000	No Provision for direct recruitment	(i) Matriculation (ii) 5 years exp. as Meter Reader/ Bill clerk/ Bill-cum-Meter Reader	

1	2	3	4	5	6
23	Welder	3050-75 -3950-EB- 80-4590	(i) Matriculation with Hindi/ Sanskrit (ii) ITI certificate in trade of Welder.	No provision for promotion.	The scale for certificate holder from ITI in the respective trade will be Rs.4000- 100-4800-EB- 100-6000
24	Store Superintendent	4000-100 -4800-EB- 100-6000	No provision for direct recruitment	(i) Matriculation (ii) 10 years experience as Store Clerk /Store Keeper/ Store Munshi/ Bin Card Clerk/ Sale Clerk	Note:— This post was not existing. It has been created on the recom- mendation of a Committee of Superintending Engineer constituted by the Chief Administrator to pave the way for promotion from the post of Store Clerk/Store Keeper/Store Munshi/Bin Card Clerk/Sale Clerk. He will discharge the duties as under:— (i) To monitor inventory control of Stores including receipt and issues of store articles. (ii) He will supervise the work of Store Clerk/Store Munshi and Bin Card Clerk. (iii) To ensure timely submis- sion of requisite returns to the quarter concerned. (iv) To put up the proposal for old/unservice- able stock articles.

1	2	3	4	5	6
					(v) To monitor the supply orders and prepare the stock issues rate. He will submit proposal and put up to the J.E in-charge. He will also ensure the posting of store indents and upkeep of all the record pertaining to store.
25	Sewer Cleaning Machine Operator	3050-4590	(i) Matriculation with Hindi/Sanskrit (ii) 2 years experience in the field	(i) Matriculation (ii) 5 years experience in the line such as Sewerman/Head Sewerman/Sweeper etc.	

✓ Note:

- Wherever there are more than one feeder post for promotion to a post, the inter Circle and inter post seniority of the employees shall be prepared. The seniority shall be prepared taking into account the Government instructions with regard to reservation.
- For promotion from Group D to C, field test where prescribed shall be conducted by a Committee to be constituted by respective Superintending Engineer consisting of Executive Engineer and two Sub Divisional Engineers.
- The higher scale of trade (ITI or Diploma) will be given only to that employee who acquires the qualifications for the post after obtaining requisite permission.

1	2	3	4	5	6
6	Electrician Grade-II/ Auto Electrician Grade-II	3050-75 -3950-EB- 80-4590	(i) Matriculation with Hindi/ Sanskrit (ii) ITI certificate in the trade of Electrician.	All helpers with Electrician, Electrical Chageman, Electrical Foreman and Asstt. Elect Foreman/ Auto Elect. Helper with 7 years experience.	The scale for certificate holder from ITI in the respec- tive trade will be Rs.4000- 100-4800-EB- 100-6000
7	Lift Operator	3050-75 -3950-EB- 80-4590	(i) Matriculation with Hindi/ Sanskrit (ii) 3 years experience in the respective line.		
8	PBX Operator	3050-4590	(i) Matriculation with Hindi/ Sanskrit (ii) 2 years experience in respective field	(i) Matriculation (ii) 5 years experience as Complaint Attendant/ PBX Helper	
9	Store Munshi	3050-75 -3950-EB- 80-4590	(i) 10+2 or Graduate (ii) 3 years experience in the respective line (iii) Knowledge of Hindi/ Sanskrit upto Matriculation.	(i) Matriculation (ii) Minimum 5 years experience as Store Chowkidar / Store Beldar & Store Helper	

APPENDIX B-1

(See regulation 7)

(ELECTRICAL WING)

Sr. No.	Designation of posts	Scale of pay	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for other then by direct recruitment	Remarks
1	2	3	4	5	6
1	Foreman Electrical	5000-150 -7100-EB- 150-7850	(i) Matriculation with Hindi/ Sanskrit (ii) 3 years diploma in Electrical Engineering from any recognised institution	(i) Minimum 5 years experience as Assistant Foreman/Chargeman Elect.	
2	Assistant Foreman (Electrical)	5000-150 -7100-EB- 150-7850	(i) Matriculation with Hindi/ Sanskrit (ii) 3 years diploma in Electrical Engineering from any recognised institution	(i) Matriculation (ii) Minimum 5 years experience as Chargeman (Electrical)	
3	Light vehicle Driver/Heavy vehicle Driver/ Dozer/ Excavator/ Loader Operator	4000-100 -4800-EB- 100-6000	(i) Matriculation with Hindi/ Sanskrit (ii) Holder of Licence for driving heavy vehicles and 7 years experience of driving a vehicle in a reputed concern.	(i) Minimum 7 years experience as Cleaner/ Sewer Cleaning Machine Operator with valid Driving Licence. (ii) 7 years experience on any Class-IV Post and having valid Driving Licence for driving heavy vehicles for at least 5 years in respective category. (iii) Should be able to read and write Hindi & English	
4	Chargeman (Electrical)	4000-100 -4800-EB- 100-6000	(i) Matriculation with Hindi/ Sanskrit (ii) ITI Certificate in the trade of Motor/ Mechanical /Electrical/Mechanical Fitter/Auto with Minimum experience of 5 years	(E) Electrical Chargeman. (i) Matriculation (ii) Minimum 5 years experience with Electrical Qualification Electrical Grade - I / Wireman Grade - I / Lift Operator.	
5	Electrician Grade -I/ Auto Electrician Grade -I	4000-100 -4800-EB- 100-6000	No provision for direct recruitment	(i) Matriculation (ii) Minimum 5 years experience as Electrician Grade -II/ Auto Elect. Grade -II	

APPENDIX B-II

(See regulation 7)

(HORTICULTURE WING)

Sr. No.	Designation of posts	Scale of pay	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for other than by direct recruitment	Remarks
1	2	3	4	5	6
1	Light vehicle Driver/Heavy vehicle Driver/ Dozer/ Excavator/ Loader Operator	4000-100-4800-EB-100-6000	(i) Matriculation with Hindi/ Sanskrit (ii) 7 years experience as Driver with reputed concern and heavy Driving Licence	(i) Minimum 7 years experience as Cleaner/ Sewer Cleaning Machine Operator with valid Driving Licence. (ii) 7 years experience on any Group D Post and valid Driving Licence of heavy vehicles for at least 5 years in respective category light/heavy (iii) Should be able to read and write Hindi & English	
2	Sale Clerk	3050-75-3950-EB-80-4590	(i) 10+2 or Graduate (ii) 3 years experience in the line (iii) Knowledge of Hindi/ Sanskrit upto Matriculation.	(i) Matriculation (ii) Minimum 5 years experience as Mali/ Head Mali	These posts are in diminishing cadre
3	Horticulture Supervisor	3050-75-3950-EB-80-4590	(i) Matriculation (ii) B.Sc. Agriculture or Diploma holder in Horticulture with Hindi/Sanskrit upto Matriculation	(i) Matriculation with Hindi/ Sanskrit (ii) 5 years experience as Head Mali/Mali	Scale of Rs. 4000-100-4800-EB-100-6000 for direct recruitment/ Promotion is recommended. These posts are in diminishing cadre
4	Power Lawn Mower Operator	3050-75-3950-EB-80-4590	(i) Matriculation with Hindi/ Sanskrit (ii) 2 years working experience in the line.	(i) 7 years experience in the line. (ii) Field test.	
5	Water Pump Operator	3050-75-3950-EB-80-4590	(i) Matriculation with Hindi/ Sanskrit (ii) ITI certificate in trade of Motor/ Diesel/Mechanical/ Electrical Wiremen		These posts are in diminishing cadre

APPENDIX C

[See regulation 14(2)]

1. **Holidays :** 3 National and 5 Religious or Traditional holidays shall be allowed to every worker in the list of holidays to be published every year by the Engineer-in-Chief.
2. **Rest :** One weekly rest shall be allowed to every workman.
3. **Casual Leave:** A workman shall be allowed casual leave in a calendar year as per the scale given below:

(i)	Service upto 10 years	10 days
(ii)	Service from 10 to 20 years	15 days
(iii)	Service above 20 years	20 days

Note: Number of years of Service shall be counted on 1st day of calendar year in which leave is to be availed.
4. **Earned leave and other Leave:** Leave shall be admissible to the workman (permanent/temporary) as per the provisions of the Civil Services Rule Volume-I Part-I
5. **Duty Timing:** Working of 8 hours duration per day at the direction of the management. A workman may be required to work in shifts as per the requirement of work.
6. **Note:** Holidays/rest days etc. may be altered by the officials/officer in-charge of the worker according to the administrative convenience and requirement of work and in lieu thereof compensatory holidays/rest may be allowed. Also in case of extra duty performed other than the specified period, compensatory rest may be allowed in lieu thereof except to those workmen who are on tour and get TA for the same.

T.C GUPTA, IAS
Chief Administrator,
Haryana Urban Development Authority.

हरियाणा सरकार
हरियाणा शहरी विकास प्राधिकरण
अधिसूचना
दिनांक 16 मार्च, 2009

संख्या Auth-2009-6866.—हरियाणा शहरी विकास प्राधिकरण अधिनियम, 1977 (वर्ष 1977 का हरियाणा अधिनियम संख्या 13) की धारा 54 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए तथा राज्य सरकार की पूर्व अनुमोदित अधिसूचना यादि क्रमांक संख्या 1/2/2009 आई०टी०सी०पी०, दिनांक 16 फरवरी, 2009 द्वारा सूचित हरियाणा शहरी विकास प्राधिकरण द्वारा, हरियाणा शहरी विकास प्राधिकरण सेवा (हरियाणा शहरी विकास प्राधिकरण के इंजीनियरी विंग के सिविल, इलेक्ट्रिकल और बागवानी विंग्स में नियमित कार्य प्रभारित क्षेत्रीय अमला-वर्ग-घ) सेवा में नियुक्त व्यक्तियों की भर्ती तथा सेवा शर्तों संबंधी निम्नलिखित विनियम बनाता है, अर्थात् :—

भाग - I सामान्य

1. (1) ये विनियम हरियाणा शहरी विकास प्राधिकरण सेवाएं (हरियाणा शहरी विकास प्राधिकरण की इंजीनियरी विंग के सिविल, इलेक्ट्रिकल तथा बागवानी विंग्स में नियमित कार्य प्रभारित क्षेत्रीय अमला-वर्ग-घ) सेवा विनियम, 2009 कहे जा सकते हैं।

संक्षिप्त नाम, प्रारंभ
तथा लागूकरण।

(2) ये इनके राजपत्र में प्रकाशन की तिथि से लागू होंगे।

2. इन विनियमों में, जब तक सन्दर्भ से अन्यथा अपेक्षित न हो :—

परिभाषाएं।

(क) “अधिनियम” से अभिप्राय है, हरियाणा शहरी विकास प्राधिकरण अधिनियम, 1977 (1977 का हरियाणा अधिनियम संख्या 13);

(ख) “परिशिष्ट” से अभिप्राय है, इन विनियमों से संलग्न परिशिष्ट ;

(ग) “नियुक्ति प्राधिकरण” से अभिप्राय है, इन विनियमों के विनियम 6 में विनिर्दिष्ट प्राधिकरण;

(घ) “अध्यक्ष” से अभिप्राय है, प्राधिकरण का अध्यक्ष ;

(ङ) “आयोग” से अभिप्राय है, हरियाणा कर्मचारी चयन आयोग ;

(च) “सीधी भर्ती” से अभिप्राय है, सेवा में पदोन्नति से या कोई भी नियुक्ति जो भारत सरकार अथवा किसी राज्य सरकार या राज्य सरकार द्वारा गठित बोर्ड या किसी निगम या स्थानान्तरण या प्रतिनियुक्ति द्वारा नियुक्ति के प्रयोजनार्थ प्राधिकरण द्वारा अनुमोदित किसी संस्था/संगठन की सेवा में पहले से नियुक्त किसी पदधारी के स्थानान्तरण या प्रतिनियुक्ति से अन्यथा की गई हो ;

(छ) “शिक्षा बोर्ड” से अभिप्राय है, हरियाणा विद्यालय शिक्षा बोर्ड अधिनियम, 1969 (1969 का अधिनियम संख्या 11) के उपबन्धों के अधीन स्थापित हरियाणा विद्यालय शिक्षा बोर्ड / अथवा भारत के किसी राज्य में विधि द्वारा स्थापित कोई अन्य शिक्षा बोर्ड ;

(ज) “कर्मचारी” से अभिप्राय है सेवा का सदस्य ;

(झ) “प्रमुख अभियन्ता” से अभिप्राय है, हरियाणा शहरी विकास प्राधिकरण के इंजीनियरिंग शाखा का मुखिया और इसमें मुख्य अभियन्ता भी शामिल हैं ;

(ञ) “कार्यकारी अभियन्ता” से अभिप्राय है, हरियाणा शहरी विकास प्राधिकरण का कार्यकारी अभियन्ता ;

(ट) “सरकार” से अभिप्राय है, हरियाणा सरकार ;

- (ठ) “मान्यताप्राप्त विश्वविद्यालय” से अभिप्राय है,
- (i) भारत में विधि द्वारा निगमित कोई विश्वविद्यालय, या
 - (ii) कोई अन्य विश्वविद्यालय, जो इन विनियमों के प्रयोजनार्थ प्राधिकरण द्वारा मान्यताप्राप्त विश्वविद्यालय के रूप में घोषित किया गया हो ;
- (ड) “संस्था” से अभिप्राय है,
- (i) हरियाणा राज्य में स्वीय विधि द्वारा स्थापित कोई संस्था, या
 - (ii) इन विनियमों के प्रयोजनार्थ प्राधिकरण द्वारा मान्यता प्राप्त कोई अन्य संस्था ;
- (ढ) “सेवा” से अभिप्राय है, हरियाणा शहरी विकास प्राधिकरण सेवाएं (हरियाणा शहरी विकास प्राधिकरण की इंजीनियरी विंग का सिविल, इलेक्ट्रिकल और बागबानी विंग्स में नियमित कार्य प्रभारित क्षेत्रीय अमला वर्ग- घ) ;
- (ण) “अधीक्षक अभियन्ता” से अभिप्राय है, हरियाणा शहरी विकास प्राधिकरण का अधीक्षक अभियन्ता ;
- (त) इन विनियमों में प्रयुक्त किन्तु अपरिभाषित शब्दों तथा अभिव्यक्तियों के वही अर्थ होंगे जो उन्हें अधिनियम तथा हरियाणा राज्य में लागू पंजाब सिविल सेवा नियमों में दिये गये हैं।
- (थ) “नियमित कार्य प्रभारित क्षेत्रीय अमले” से अभिप्राय है, ऐसा कर्मचारी, जिसे किसी विशेष परियोजना के विशेष कार्य या उपकार्यों के वास्तविक निष्पादन, कार्यान्वयन या अनुरक्षण पर अथवा ऐसे कार्य या उपकार्यों के संबंध में विभागीय श्रम, भंडार और मशीनरी के अधीनस्थ पर्यवेक्षण पर नियुक्त किया गया हो और बाद में अपने पद पर नियमित कर दिया गया हो।

भाग - II सेवा में भर्ती

पदों का स्वरूप।

3. सेवा में इन विनियमों के परिशिष्ट ‘क’ में उल्लिखित पद होंगे :

परन्तु इन विनियमों की कोई भी बात ऐसे पदों की संख्या में वृद्धि या कमी करने या विभिन्न पदनामों और वेतनमानों वाले नये पद स्थायी या अस्थायी रूप से बनाने के प्राधिकरण के अन्तर्निहित अधिकार पर प्रभाव नहीं डालेगी।

सेवा में नियुक्त सम्मिलितवर्गों की राष्ट्रीयता, अधिवास तथा वरिष्ठता।

4. (1) कोई व्यक्ति सेवा में किसी पद पर नियुक्त नहीं किया जायेगा, जब तक कि वह निम्नलिखित न हो :—

- (क) भारत का नागरिक, या
- (ख) नेपाल की प्रजा, या
- (ग) भूटान की प्रजा, या
- (घ) तिब्बत का शरणार्थी, जो पहली जनवरी, 1962, से पहले भारत में स्थाई रूप से बसने के आशय से आया हो ; या
- (ङ) भारतीय मूल का वह व्यक्ति, जो पाकिस्तान, बर्मा, श्रीलंका अथवा कीनिया, यूगांडा तथा तंजानिया के संयुक्त गणराज्य (भूतपूर्व टांगानीका और जंजीबार) जांबिया, मलावी, जायरे और इथोपिया के किसी पूर्व अफ्रीकी देश से प्रवासित होकर भारत में स्थाई रूप से बसने के आशय से आया हो :

परन्तु प्रवर्ग (ख), (ग), (घ) और (ङ) से सम्बन्धित व्यक्ति किसी प्रवर्ग का ऐसा व्यक्ति होगा जिसके पक्ष में सरकार द्वारा पात्रता का प्रमाणपत्र जारी किया गया हो।

(2) कोई भी व्यक्ति जिसकी दशा में पात्रता का प्रमाण पत्र आवश्यक हो, आयोग द्वारा संचालित परीक्षा साक्षात्कार के लिए प्रविष्ट किया जा सकता है, किन्तु नियुक्ति का प्रस्ताव उसे सरकार द्वारा आवश्यक पात्रता प्रमाणपत्र जारी किये जाने के बाद ही दिया जा सकता है।

(3) कोई भी व्यक्ति सेवा में किसी पद पर सीधी भर्ती द्वारा नियुक्त नहीं किया जायेगा, जब तक कि वह अंतिम उपस्थिति के विश्वविद्यालय, महाविद्यालय, विद्यालय या संस्था के, यदि कोई हों, प्रधान शैक्षणिक अधिकारी से चरित्र प्रमाणपत्र और दो ऐसे जिम्मेदार व्यक्तियों से, जो उसके सम्बन्धी न हों, किन्तु उसके व्यक्तिगत जीवन में उससे भली-भांति परिचित हों और उसके विश्वविद्यालय, महाविद्यालय, विद्यालय या संस्था से सम्बन्धित न हों, उसी प्रकार से प्रमाणपत्र प्रस्तुत न करें।

5. कोई भी व्यक्ति सेवा में किसी पद पर सीधी भर्ती द्वारा नियुक्त नहीं किया जायेगा। आयोग को आवेदन पत्र आयु। प्रस्तुत करने की अंतिम तिथि को अठारह वर्ष से कम अथवा चालीस वर्ष से अधिक का हो।

6. सेवा में पदों पर नियुक्ति कार्यकारी अभियन्ता द्वारा की जायेगी।

नियुक्ति प्राधिकारी।

7. कोई भी व्यक्ति सेवा में किसी पद पर तब तक नियुक्त नहीं किया जायेगा जब तक कि वह सीधी भर्ती की स्थिति में, इन विनियमों के परिशिष्ट ख, ख-1 और ख-11 के खाना 3 में तथा सीधी भर्ती से अन्यथा नियुक्ति की स्थिति में उक्त परिशिष्ट के खाना 4 में उल्लिखित अर्हताएं तथा अनुभव न रखता हो। योग्यताएं।

परन्तु सीधी भर्ती द्वारा नियुक्ति की दशा में यदि अपेक्षित अनुभव रखने और अनुसूचित जातियों, पिछड़े वर्गों, अन्य पिछड़े वर्गों, भूतपूर्व सैनिकों, शारीरिक रूप से विकलांग उम्मीदवारों की अपेक्षित संख्या उनके लिए आरक्षित रिक्तियों को भरने के लिए प्राप्त संख्या उपलब्ध न हो तो हरियाणा शहरी विकास प्राधिकरण के निदेश पर अनुभव सम्बन्धी अर्हताओं में 50 प्रतिशत की सीमा तक ढील दी जा सकती है, ऐसा करने के लिए लिखित रूप में कारण दिए जाएंगे।

8. कोई भी व्यक्ति:—

अयोग्यताएं।

(क) जिसने जीवित पति/पत्नी वाले व्यक्ति से विवाह कर लिया है या विवाह की संविदा कर ली है ; या

(ख) जिसने जीवित पति/पत्नी के होते हुये, किसी अन्य व्यक्ति से विवाह कर लिया हो या विवाह की संविदा कर ली है,

सेवा में किसी पद पर नियुक्ति का पात्र नहीं होगा :

परन्तु सरकार की संतुष्टि हो जाये कि ऐसे व्यक्ति तथा विवाह के दूसरे पक्ष पर लागू स्वीय विधि के अधीन ऐसा विवाह अनुज्ञेय है तथा ऐसा करने के लिए अन्य आधार भी हैं तो वह किसी व्यक्ति को इस विनियम के लागू होने से छूट दे सकता है।

9. (1) सेवा में भर्ती सीधी भर्ती द्वारा की जाएगी;

भर्ती का ढंग।

अथवा

भारत सरकार या किसी राज्य सरकार या बोर्ड या केन्द्र राज्य सरकार द्वारा गठित किसी निगम अथवा स्थानान्तरण या प्रतिनियुक्ति द्वारा नियुक्ति करने के प्रयोजनार्थ प्राधिकरण द्वारा अनुमोदित किसी संस्था/संगठन की सेवा में पहले से नियुक्त कर्मचारी के स्थानान्तरण या प्रतिनियुक्ति द्वारा।

(2) मुख्य प्रशासक की पूर्व लिखित अनुमति के बिना खाली पद के विरुद्ध कोई भर्ती नहीं की जाएगी।

10. (1) सेवा में किसी भी पद पर नियुक्त व्यक्ति, यदि वह सीधी भर्ती द्वारा नियुक्त किया गया हो तो दो वर्ष की अवधि के लिए और यदि वह अन्यथा नियुक्त किया गया हो तो एक वर्ष की अवधि के लिए परीक्षा पर रहेगा :

परन्तु

(क) ऐसी नियुक्ति के बाद किसी अनुरूप या उच्चतर पद पर प्रतिनियुक्ति पर व्यतीत की गई कोई अवधि, परीक्षा की अवधि में गिनी जायेगी ;

- (ख) स्थानान्तरण द्वारा नियुक्ति की स्थिति में, सेवा में, किसी पद पर नियुक्ति से पहले किसी समकक्ष अथवा उच्चतर पद पर किये गये कार्य की कोई अवधि, नियुक्ति प्राधिकारी के विवेक पर इस विनियम के अधीन नियत परीक्षा अवधि में गिनने की अनुमति दी जा सकती है; और
- (ग) स्थानापन्न नियुक्ति की कोई अवधि परीक्षा पर व्यतीत की गई अवधि के रूप में गिनी जायेगी किन्तु कोई भी व्यक्ति जिसने ऐसे स्थानापन्न के रूप में कार्य किया है परीक्षा की विहित अवधि पूरी होने पर यदि स्थाई पद पर नियुक्त न किया गया हो, पुष्ट किए जाने का हकदार नहीं होगा।

(2) यदि नियुक्ति प्राधिकारी की राय में, परीक्षा की अवधि के दौरान किसी व्यक्ति का कार्य या आचरण संतोषजनक न रहा हो, तो वह;

- (क) यदि ऐसा व्यक्ति सीधी भर्ती द्वारा नियुक्त किया गया हो तो उसे उस की सेवाओं से अलग कर सकता है; और
- (ख) यदि ऐसा व्यक्ति सीधी भर्ती से अन्यथा नियुक्त किया गया हो तो :—
- (i) उसे उसके पूर्व पद पर प्रतिवर्तित कर सकता है; या
- (ii) उसके सम्बन्ध में किसी ऐसी रीति में कार्यवाही कर सकता है जो उसकी पूर्व नियुक्ति के निबन्धन तथा शर्तों अनुज्ञात करे।

(3) किसी व्यक्ति की परीक्षा अवधि पूरी होने के पश्चात् नियुक्ति प्राधिकारी :

- (क) यदि उसकी राय में उसका कार्य या आचरण संतोषजनक रहा हो तो :-
- (i) ऐसे व्यक्ति को यदि वह स्थायी रिक्ति पर नियुक्त किया गया हो, तो उसकी नियुक्ति की तिथि से पुष्ट कर सकता है; या
- (ii) ऐसे व्यक्ति को यदि वह अस्थायी रिक्ति पर नियुक्त किया गया हो, स्थायी रिक्ति होने की तिथि से पुष्ट कर सकता है; या
- (iii) यदि कोई स्थायी रिक्ति न हो तो घोषित कर सकता है कि उसने अपनी परीक्षा अवधि संतोषजनक ढंग से पूर्ण कर ली है; या
- (ख) यदि उसका कार्य या आचरण उसकी राय में संतोषजनक न रहा हो तो :
- (i) यदि वह सीधी भर्ती द्वारा नियुक्त किया गया हो तो उसे उसकी सेवाओं से अलग कर सकता है यदि अन्यथा नियुक्त किया गया हो, तो उसे उसके पूर्व पद पर प्रतिवर्तित कर सकता है या उसके सम्बन्ध में ऐसी अन्य रीति में कार्यवाही कर सकता है जो उसकी पूर्व नियुक्ति के निबन्धन तथा शर्तों अनुज्ञात करे; या
- (ii) उसकी परीक्षा अवधि बढ़ा सकता है और उसके बाद ऐसे आदेश पारित कर सकता है जो वह परीक्षा की प्रथम अवधि की समाप्ति पर कर सकता था :

परन्तु परीक्षा की कुल अवधि, जिसमें बढ़ाई गई अवधि यदि कोई है, भी शामिल है, तीन वर्ष से अधिक नहीं होगी।

वरिष्ठता।

11. (1) (क) सेवा के सदस्यों की वरिष्ठता परिमण्डल स्तर पर पृथक रखी जाएगी (सिविल इंजीनियरिंग शाखा)।

(ख) सेवा के सदस्यों की वरिष्ठता मण्डल स्तर पर पृथक रखी जाएगी (बागवानी व विद्युत शाखा)

(2) सेवा के सदस्यों की परस्पर ज्येष्ठता सेवा में किसी भी पद पर उनके लगातार सेवा काल के अनुसार निश्चित की जायेगी:

परन्तु सीधी भर्ती द्वारा नियुक्त सदस्यों की स्थिति में ज्येष्ठता नियत करते समय आयोग द्वारा निश्चित योग्यता क्रम को परिवर्तन नहीं किया जायेगा ;

परन्तु एक ही तिथि को नियुक्त दो या दो से अधिक सदस्यों की स्थिति में उनकी वरिष्ठता निम्नानुसार निश्चित की जाएगी :-

- (क) सीधी भर्ती द्वारा नियुक्त सदस्य, पदोन्नति या स्थानान्तरण द्वारा नियुक्त सदस्य से वरिष्ठ होगा ;
- (ख) पदोन्नति या स्थानान्तरण द्वारा नियुक्त सदस्यों में वरिष्ठता के अनुसार निश्चित की जायेगी, जिनसे वे पदोन्नत या स्थानान्तरण किये गये थे।
- (ग) विभिन्न सवर्गों से स्थानान्तरण द्वारा नियुक्त सदस्यों की स्थिति में उनकी वरिष्ठता वेतन के अनुसार निश्चित की जाएगी, अधिमान ऐसे सदस्य को दिया जायेगा जो अपनी पहले की नियुक्ति में उच्चतर दर पर वेतन ले रहा था; और यदि मिलने वाले वेतन की दर भी समान हो तो उनकी वरिष्ठता उनकी नियुक्तियों में उनके सेवा काल के अनुसार निश्चित की जाएगी और यदि सेवाकाल भी समान हो, तो आयु में बड़ा सदस्य छोटे सदस्य से वरिष्ठ होगा।

12. (1) सेवा के कोई सदस्य नियुक्ति प्राधिकारी द्वारा हरियाणा राज्य के भीतर अथवा उसके बाहर किसी भी सेवा करने का दायित्व। स्थान पर सेवा करने के लिए आदेश दिये जाने पर, ऐसा करने के लिए उत्तरदायी होगा।

(2) सेवा के किसी सदस्य को सेवा के लिये नीचे लिखे अनुसार भी प्रतिनियुक्त किया जा सकता है:—

- (i) किसी कम्पनी, संगम या व्यक्ति निकाय, चाहे वह निगमित हो या नहीं जिसका पूर्ण या अधिकांश स्वामित्व या नियंत्रण, राज्य सरकार के पास हो, हरियाणा राज्य के भीतर राज्य सरकार नगर निगम या स्थानीय प्राधिकरण या विश्वविद्यालय;
- (ii) राज्य सरकार या अनिगमित ऐसी कम्पनी, संगम या व्यक्ति निकाय, नियमित हो अथवा नहीं, राज्य सरकार के पूर्ण या अधिकांश रूप से स्वामित्व या नियंत्रण राज्य सरकार के पास हो; अथवा
- (iii) किसी अन्य राज्य सरकार, अन्तर्राष्ट्रीय संगठन, स्वायत्त निकाय, जिस का नियंत्रण सरकार के पास हो न हो अथवा गैर सरकारी निकाय ;

13. (1) किसी भी कर्मचारी को उस स्थानीय प्राधिकरण में स्थायी रूप से स्थानान्तरित किया जा सकता है जिसे अधिनियम की धारा 29 के अन्तर्गत प्राधिकरण द्वारा विकसित क्षेत्र में व्यवस्थित सुख-सुविधाओं के रख-रखाव की जिम्मेदारी दी गई है। तथापि, सम्बन्धित स्थानीय प्राधिकरण में किसी ऐसे कर्मचारी की सेवा शर्तें किसी भी प्रकार से उस प्राधिकरण की सेवा शर्तों से निम्नतर नहीं होगी, जिसमें स्थानान्तरण के समय कर्मचारी कार्यरत हैं।

स्थानीय प्राधिकरण में स्थानान्तरण।

(2) प्राधिकरण अथवा मुख्य प्रशासक, स्थानीय प्राधिकरण में सदस्य के स्थानान्तरण के लिए मानदण्ड निर्धारित कर सकता है।

14. (क) वेतन, छुट्टी, पेन्शन और अन्य सभी मामलों में, जिनकी ऐसी विनियमों में उल्लेख नहीं की गई है, सेवा के सदस्य ऐसे नियमों या विनियमों द्वारा शासित होंगे प्राधिकरण द्वारा समय-समय पर अपनाए गये या बनाये गये अथवा अपनाये या बनाये जायें।

वेतन, छुट्टी, पेन्शन तथा अन्य मामले।

(ख) छुट्टियां, अवकाश, विश्राम तथा कार्य घण्टे इन विनियमों के परिशिष्ट 'ग' में निर्धारित अनुसार होंगे / तथापि इन्हें अध्यक्ष, हरियाणा शहरी विकास प्राधिकरण के अनुमोदन से परिवर्तित किया जा सकता है।

अनुशासन, शास्तियों
तथा अपीलें

15. (1) अनुशासन, शास्तियों तथा अपीलों सम्बन्धित मामलों में सेवा के सदस्य समय-समय पर यथा संशोधित हरियाणा सिविल सेवा (दण्ड एवं अपील) नियम, 1987 द्वारा शासित होंगे।

(2) शास्ति लगाने वाला प्राधिकारी, अपील प्राधिकारी, द्वितीय अपील प्राधिकारी निम्नानुसार होंगे :-

क्रमांक	पद	नियुक्त प्राधिकारी	शास्ति लगाने के लिए सशक्त प्राधिकारी	अपील प्राधिकारी	द्वितीय तथा अन्तिम अपील प्राधिकारी
1	परिशिष्ट 'क' के सभी पद	कार्यकारी अभियन्ता	कार्यकारी अभियन्ता	अधीक्षण अभियन्ता	मुख्य अभियन्ता/ प्रमुख अभियन्ता

टीका लगवाना।

16. सेवा का प्रत्येक सदस्य जब सरकार / प्राधिकरण किसी विशेष या साधारण आदेश द्वारा ऐसा निर्देश करे, पुनः टीका लगवायेगा तथा पुनः टीका लगवायेगा।

राजनिष्ठा की शपथ।

17. सेवा के प्रत्येक सदस्य से जब तक उसने पहले से ही भारत के प्रति तथा विधि द्वारा यथास्थापित भारत के संविधान के प्रति सत्यनिष्ठा की शपथ न ली हो ऐसा करने की अपेक्षा की जाएगी।

ढील देने की शक्ति।

18. जहां सरकार/प्राधिकरण की राय में इन विनियमों के किसी उपबन्ध में ढील देना आवश्यक उचित हो, वहां पर कारण लिखकर आदेश द्वारा व्यक्तियों के किसी वर्ग या प्रवर्ग के बारे में ऐसा कर सकती है।

विशेष उपबन्ध।

19. इन विनियमों में किसी बात के होते हुये भी नियुक्ति प्राधिकारी, यदि उचित समझे तो नियुक्ति आदेश में विशेष शर्तें लगा सकता है।

आरक्षण।

20. इन विनियमों में दी गई कोई भी बात राज्य सरकार/प्राधिकरण द्वारा इस सम्बन्ध में समय-समय पर जारी किये गये आदेशों के अनुसार अनुसूचित जातियाँ, पिछड़े वर्गों, भूतपूर्व सैनिकों, शारीरिक रूप से विकलांग व्यक्तियों या व्यक्तियों की किसी वर्ग या प्रवर्ग को दिये जाने के लिये अपेक्षित आरक्षणों तथा रियायतों को प्रभावित नहीं करेगी :

परन्तु इस प्रकार किये गये आरक्षणों की कुल प्रतिशतता किसी भी समय 50 प्रतिशत से अधिक नहीं होगी।

निरसन तथा व्यावृत्ति।

21. सेवा को लागू प्राधिकरण का कोई नियम या प्रस्ताव जो इन विनियमों के प्रारम्भ से तुरन्त पूर्व लागू है। इसके द्वारा निरसित किये जाते हैं:

परन्तु इस प्रकार के निरसित नियम या प्राधिकरण के प्रस्ताव के अन्तर्गत किया गया कोई आदेश या की गई कोई कार्यवाही इन विनियमों के अनुरूप उपबन्धों के अधीन किया गया आदेश या की गई कार्यवाही समझी जाएगी।

प्रत्यायोजन।

22. प्राधिकरण द्वारा इन विनियमों के अधीन अपनी शक्तियाँ और कार्य प्रमुख अभियन्ता, मुख्य अभियन्ता हरियाणा शहरी विकास प्राधिकरण या उसके किसी अधीनस्थ अधिकारी को प्रत्यायोजित कर सकता है।

परिशिष्ट 'क'

(देखिए विनियम 3)

क्रमांक	पद संज्ञा	पदों की संख्या				वेतन मान (रुपये में)
		सिविल	इलैक्ट्रिकल	बागबानी	कुल जोड़	
1	परिचर	1			1	2550-55-2660-द.रो.-60-3200
2	ऑटो हैल्पर	2			2	2550-55-2660-द.रो.-60-3200
3	बेलदार	1088	17	77	1182	2550-55-2660-द.रो.-60-3200
4	बिल वितरक	14			14	2550-55-2660-द.रो.-60-3200
5	लोहार		1		1	2550-55-2660-द.रो.-60-3200
6	कारपेंटर हैल्पर	8			8	2550-55-2660-द.रो.-60-3200
7	चौकीदार	370	27	3	400	2550-55-2660-द.रो.-60-3200
8	क्लीनर	31	4	11	46	2550-55-2660-द.रो.-60-3200
9	शिकायत परिचर	5	—	—	5	2550-55-2660-द.रो.-60-3200
10	डीजल ईंजन हैल्पर	1	—	—	1	2550-55-2660-द.रो.-60-3200
11	इलैक्ट्रिकल हैल्पर	38	117	—	155	2550-55-2660-द.रो.-60-3200
12	इलैक्ट्रिकल सर्वेयर हैल्पर	7	1	—	8	2550-55-2660-द.रो.-60-3200
13	क्षेत्रीय होस्टल परिचर	1	—	—	1	2550-55-2660-द.रो.-60-3200
14	फिटर कुली/ फिटर हैल्पर	104	—	—	104	2550-55-2660-द.रो.-60-3200
15	प्रधान माली	—	—	58	58	2550-55-2660-द.रो.-60-3200
16	प्रधान सीवरमैन	9	—	—	9	2550-55-2660-द.रो.-60-3200
17	हैल्पर सिविल कार्य	8	—	—	8	2550-55-2660-द.रो.-60-3200
18	की मैन	48	—	—	48	2550-55-2660-द.रो.-60-3200
19	पुस्तकालय परिचर	1	—	—	1	2550-55-2660-द.रो.-60-3200
20	माली	140	—	661	801	2550-55-2660-द.रो.-60-3200
21	माली एवं चौकीदार	169	—	—	169	2550-55-2660-द.रो.-60-3200
22	राज मिस्त्री	13	—	—	13	2550-55-2660-द.रो.-60-3200
23	मेट	88	—	—	88	2550-55-2660-द.रो.-60-3200
24	मकैनिकल ऑटो हैल्पर	1	—	—	1	2550-55-2660-द.रो.-60-3200
25	मकैनिकल फिटर हैल्पर	1	—	—	1	2550-55-2660-द.रो.-60-3200

26	मकैनिकल हैल्पर	6	—	—	6	2550-55-2660-द.रो.-60-3200
27	मीटर रीडर निरीक्षक हैल्पर	1	—	—	1	2550-55-2660-द.रो.-60-3200
28	मोटर मेट	21	—	—	21	2550-55-2660-द.रो.-60-3200
29	ऑयलमैन	2	—	—	2	2550-55-2660-द.रो.-60-3200
30	पेंट हैल्पर	3	—	—	3	2550-55-2660-द.रो.-60-3200
31	सेवादार	4	—	—	4	2550-55-2660-द.रो.-60-3200
32	पेट्रोल मैन	20	—	—	20	2550-55-2660-द.रो.-60-3200
33	पलम्बर हैल्पर	6	—	1	7	2550-55-2660-द.रो.-60-3200
34	पावर लॉन मूवर हैल्पर	—	—	7	7	2550-55-2660-द.रो.-60-3200
35	पम्प परिचर हैल्पर	137	—	—	137	2550-55-2660-द.रो.-60-3200
36	सीवरमैन	209	—	—	209	2550-55-2660-द.रो.-60-3200
37	स्टोर चौकीदार	19	3	—	22	2550-55-2660-द.रो.-60-3200
38	स्टोर कुली	7	—	—	7	2550-55-2660-द.रो.-60-3200
39	पर्यवेक्षक हैल्पर	11	—	—	11	2550-55-2660-द.रो.-60-3200
40	पर्यवेक्षक खलासी	7	—	—	7	2550-55-2660-द.रो.-60-3200
41	स्वीपर	9	—	—	9	2550-55-2660-द.रो.-60-3200
42	स्वीपर एवं चौकीदार	4	—	—	4	2550-55-2660-द.रो.-60-3200
43	वाइट वाशर हैल्पर	1	—	—	1	2550-55-2660-द.रो.-60-3200
44	वर्क मुंशी हैल्पर	1	—	—	1	2550-55-2660-द.रो.-60-3200
जोड़		2615	169	819	3603	

परिशिष्ट -ख
(देखिए विनियम 7)
(सिविल विंग शाखा)

क्रम	पद संज्ञा	वेतनमान	सीधी भर्ती के लिए शैक्षणिक अर्हताएं तथा अनुभव, यदि कोई हो	सीधी भर्ती से अन्यथा नियुक्ति के लिए शैक्षणिक अर्हताएं तथा अनुभव यदि कोई हो
1	2	3	4	5
1	स्वीपर / स्वीपर एवं चौकीदार / सीवरमैन / सीवर हैल्पर / सीवरमैन एवं चौकीदार	2550-55-2660- द.रो.-60-3200	(i) वह हिन्दी पढ़ तथा लिख सकता हो (ii) शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो (iii) सीवरमैन एवं चौकीदार के मामले में भूतपूर्व सैनिक को अधिमान्यता दी जाएगी।	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो (iii) सीवरमैन एवं चौकीदार के मामले में भूतपूर्व सैनिक को अधिमान्यता दी जाएगी।
2	प्रधान सीवर मैन	2550-55-2660- द.रो.-60-3200	(i) वह हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के भी योग्य हो	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर योग्य हो (iii) उसे स्वीपर/स्वीपर एवं चौकीदार / सीवरमैन / सीवरमैन हैल्पर / सीवरमैन एवं चौकीदार के रूप में 5 वर्ष का अनुभव हो।
3	मैसिन हैल्पर / पलम्बर हैल्पर / डीजल मकैनिक हैल्पर / मकैनिक फिटर हैल्पर / फिटर कुली / इलैक्ट्रीशियन हैल्पर/ चार्जमैन हैल्पर/पेंटर हैल्पर/कारपेंटर हैल्पर / प्रयोगशाला टेक्नीशियन हैल्पर / बिन कार्ड हैल्पर / बिन एवं मीटर रीडर हैल्पर / कम्प्रैसर ड्राईवर हैल्पर / मैसिन हैल्पर एवं कारपेंटर / पेट्रोल मैन / स्टोर कुली / की मैन / वाइट वाशर	2550-55-2660- द.रो.-60-3200	(i) वह कम से कम 5वीं क्लास पास हो (ii) शारीरिक तौर पर और परीक्षण के योग्य हो	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) शारीरिक तौर पर और क्षेत्रीय परीक्षा परीक्षण के योग्य हो
4	प्रयोगशाला परिचर / क्षेत्रीय होस्टल परिचर / शिकायत निवारण परिचर/ स्टोर परिचर	2550-55-2660- द.रो.-60-3200	(i) वह कम से कम 8वीं कक्षा पास हो (ii) शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो
5	ऑयल मैन	2550-55-2660 द.रो.-60-3200	(i) वह कम से कम 5वीं क्लास पास हो (ii) शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो

1	2	3	4	5
6	पम्प परिचर हैलपर / डब्ल्यू.पी.ओ. हैलपर / चौकीदार एवं पम्प परिचर माली एवं पम्प परिचर	2550-55-2660- द.रो.-60-3200	(i) मैट्रिक तथा उसके समान शिक्षा (ii) मैट्रिक तक हिन्दी तथा अंग्रेजी का ज्ञान (iii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो।	(i) मैट्रिक तथा उसके समान शिक्षा (ii) मैट्रिक तक हिन्दी तथा अंग्रेजी का ज्ञान (iii) शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो।
7	ट्रक/वाहन क्लीनर	2550-55-2660- द.रो.-60-3200	(i) वह कम से कम 8वीं कक्षा पास हो (ii) शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो
8	माली	2550-55-2660- द.रो.-60-3200	(i) वह कम से कम 5वीं कक्षा पास हो (ii) शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो (iii) उसे कम से कम 5 वर्ष का अनुभव हो	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो
9	चौकीदार / माली एवं चौकीदार / बेलदार / बेलदार एवं चौकीदार / स्टोर चौकीदार	2550-55-2660- द.रो.-60-3200	(i) वह कम से कम 5वीं कक्षा पास हो (ii) शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो (iii) भूतपूर्व सैनिक को अधिमन्यता दी जाएगी	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो (iii) भूतपूर्व सैनिक को अधिमन्यता दी जाएगी
10	पर्यवेक्षक खलारी	2550-55-2660- द.रो.-60-3200	(i) वह कम से कम 5वीं कक्षा पास हो (ii) शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो
11	बिल वितरक	2550-55-2660- द.रो.-60-3200	(i) मैट्रिक तथा उसके समान शिक्षा (ii) मैट्रिक तक हिन्दी/ संस्कृत का ज्ञान (iii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो। उसे कम से कम 2 वर्षों का अनुभव हो।
12	टी-मेट / मेट / मोरटार मेट	2550-55-2660- द.रो.-60-3200	(i) मैट्रिक तथा उसके समान शिक्षा (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो (iii) मैट्रिक तक हिन्दी / संस्कृत का ज्ञान	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो। उसे कम से कम 2 वर्षों का अनुभव हो।

परिशिष्ट - ख - I

(देखिए विनियम 7)

(इलेक्ट्रिकल विंग)

क्रम	पद संज्ञा	पेहनमान	सीधी भर्ती के लिए शैक्षणिक अर्हताएं और अनुभव, यदि कोई हो	सीधी भर्ती से अन्यथा नियुक्ति के लिए शैक्षणिक अर्हताएं और अनुभव, यदि कोई है	विशेष कथन
1	2	3	4	5	6
1	इलेक्ट्रिकल हैल्पर	2550-55-2660-द. रो. 60-3200	(i) वह कम से कम 5वीं क्लास पास हो (ii) शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो।	
2	ट्रक/वाहन क्लीनर	2550-55-2660-द. रो. 60-3200	(i) वह कम से कम 8वीं कक्षा पास हो (ii) शारीरिक तौर पर योग्य हो और क्षेत्रीय परीक्षण के योग्य हो	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो।	
3	बेलदार / स्टोर चौकीदार / क्षेत्रीय चौकीदार	2550-55-2660-द. रो. 60-3200	(i) वह कम से कम 5वीं क्लास पास हो (ii) शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो।	

परिशिष्ट - ख - II

(देखिए विनियम 7)

(बागवानी शाखा)

क्रम	पद नाम	वेतनमान	सीधी भर्ती के लिए शैक्षणिक अर्हताएं और अनुभव, यदि कोई हो	सीधी भर्ती से अन्यथा नियुक्ति के लिए शैक्षणिक अर्हताएं और अनुभव, यदि कोई है	विशेष कथन
1	2	3	4	5	6
1	ट्रक / वाहन क्लीनर	2550-55-2660-द. रो. 60-3200	(i) वह कम से कम 5वीं क्लास पास हो (ii) शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो।	
2	(क) माली	2550-55-2660-द. रो. 60-3200	(i) वह कम से कम 5वीं क्लास पास हो (ii) शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो। उसे कम से कम 5 वर्ष का अनुभव हो।	
	(ख) हैड माली	2550-55-2660-द. रो. 60-3200	(ख) माली का 5 वर्ष का अनुभव	(ख) माली का 5 वर्ष का अनुभव।	
3	लॉनमूवर हैल्पर	2550-55-2660-द. रो. 60-3200	(i) उसे हिन्दी पढ़नी तथा लिखनी आती हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो (iii) भूतपूर्व सैनिक को अधिमान्यता दी जाएगी।	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो। (iii) भूतपूर्व सैनिक को अधिमान्यता दी जाएगी।	ये पद ह्रासन संवर्ग हैं।
4	लोहार / मैसन हैल्पर / प्लम्बर हैल्पर	2550-55-2660-द. रो. 60-3200	(i) वह हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो (iii) भूतपूर्व सैनिक को अधिमान्यता दी जाएगी।	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो। (iii) भूतपूर्व सैनिक को अधिमान्यता दी जाएगी।	ये पद ह्रासन संवर्ग हैं।

परिशिष्ट - ग

[सेवा नियम 14(2)]

1. छुट्टियां : मुख्य अभियन्ता द्वारा प्रति वर्ष प्रकाशित की जाने वाली छुट्टियों की सूची में प्रत्येक कर्मकार को 3 राष्ट्रीय और 5 धार्मिक अथवा पारम्परिक छुट्टियां दी जाएंगी।
2. विश्राम : प्रत्येक कर्मकार को सप्ताह में एक दिन का विश्राम दिया जायेगा।
3. आकस्मिक छुट्टी : प्रत्येक कर्मकार को निम्नलिखित मान के अनुसार एक कैलेंडर वर्ष में आकस्मिक छुट्टियां दी जाएंगी।
 1. 10 वर्ष की सेवा तक 10 दिन
 2. 10 से 20 वर्ष की सेवा तक 15 दिन
 3. 20 से अधिक वर्ष की सेवा तक 20 दिन
- टिप्पणी : सेवा वर्ष की संख्या की गणना उस कैलेंडर वर्ष की पहली तारीख से की जायेगी, जिसमें छुट्टी प्राप्त की जानी थी।
4. अर्जित अवकाश : प्रत्येक कर्मकार (स्थायी/अस्थायी) को सिविल सेवा नियमावली जिल्द भाग के उपबन्धों के अनुसार छुट्टियां स्वीकार्य होंगी।
5. कार्य समय : प्रबन्ध समिति के निदेश पर प्रत्येक कार्य दिवस में 8 घण्टे कार्य करना होगा, शर्त कि प्रबन्ध समिति की सुविधा पर अपेक्षानुसार पारी में कार्य करना पड़ सकता है।
6. टिप्पणी : छुट्टियां, विश्राम दिवस आदि को प्रशासनिक सुविधा और कार्य की आवश्यकता के अनुसार कर्मचारियों / कर्मकार के कार्यभारी अधिकारी द्वारा बदला जा सकता है और निर्धारित अवधि की अपेक्षा अतिरिक्त किये गये कार्य के मामले में प्रतिपूर्ति अवकाश उन कर्मकारों को नहीं मिलेगा जो दौरे पर हैं और उस समय के लिए यात्रा भत्ता प्राप्त करते हैं।

टी० सी० गुप्ता,
मुख्य प्रशासक,
हरियाणा शहरी विकास प्रधिकरण, पंचकुला।

HARYANA GOVERNEMENT
HARYANA URBAN DEVELOPMENT AUTHORITY

Notification

The 16th March, 2009

No. Auth. 2009-6866.—In exercise of the powers conferred by Section 54 of the Haryana Urban Development Authority Act, 1977 (Haryana Act No. 13 of 1977), the Haryana Urban Development Authority with the previous approval of the State Government conveyed vide memo No. 1/2/2009-JTCP dated 16.02.2009, are hereby makes the following regulations regulating the recruitment and conditions of services of persons appointed to the Haryana Urban Development Authority (Regular Work Charged Field Staff) in Civil, Electrical and Horticulture Wings of the Engineering Wing of Haryana Urban Development Authority – (Group D), service namely:—

PART I — GENERAL

Short title
commencement.

1. (1) These regulations may be called the Haryana Urban Development Authority (Regular Work Charged Field Staff) in Civil, Electrical and Horticulture Wings of the Engineering Wing of Haryana Urban Development Authority (Group D) Service Regulations, 2009.

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

Definitions.

2. (1) In these regulations unless the context otherwise requires,—

- (a) “Act” means the Haryana Urban Development Authority Act, 1977 (Haryana Act No. 13 of 1977);
- (b) “Appendix” means an Appendix appended to these regulations;
- (c) “appointing authority” means the authority specified in regulation 6 of these regulations;
- (d) “Chairman” means the Chairman of the Authority;
- (e) “Commission” means the Haryana Staff Selection Commission;
- (f) “direct recruitment” means an appointment made otherwise than by promotion from within the Service or by transfer or deputation of an official already in the service of the Government of India or any State Government or Board or any Corporation constituted by the Central/ State Government or any institution/ organization approved by the Authority for the purpose of appointment by transfer or deputation;
- (g) “Education Board” means the Board of School Education, Haryana established under the provisions of the Haryana Board of School Education Act, 1969 (Act 11 of 1969), or any other Education Board established by law in any of the States of India;
- (h) “employee” means a member of the Service;
- (i) “Engineer-in-Chief” means the Head of the Engineering Wing of Haryana Urban Development Authority and shall include Chief Engineer;
- (j) “Executive Engineer” means the Executive Engineer of Haryana Urban Development Authority;
- (k) “Government” means the Government of the State of Haryana;
- (l) “recognised university” means,—
 - (i) any university incorporated by law in India; or
 - (ii) any other university which is declared by the Authority to be a recognized university for the purpose of these regulations;
- (m) “institution” means,—

- (i) any institution established by law in force in the State of Haryana; or
- (ii) any other institution recognized by the Authority for the purpose of these regulations;
- (n) "Service" means the Haryana Urban Development Authority (Regular Work Charged Field Staff) in Civil, Electrical and Horticulture Wings of the Engineering Wing of Haryana Urban Development Authority – (Group D) service;
- (o) "Superintending Engineer" means the Superintending Engineer of Haryana Urban Development Authority;
- (p) "regular work charged field staff" means an employee who is employed upon the actual execution, operation or maintenance of a specific work or sub-works of a specific project or upon the subordinate supervision of departmental labour, stores and machinery in connection with such a work or sub-works and later on made regular on his post.

(2) "words and expressions" used but not defined in these regulations shall have the same meaning respectively assigned to them in the Act and the Punjab Civil Services Rules, as applicable to the State of Haryana;

PART-II RECRUITMENT TO SERVICE

3. The Service shall comprise the posts mentioned in Appendix A to these regulations: Character of posts.

Provided that nothing in these regulations shall affect the inherent right of the authority 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) No person shall be appointed to any post in the Service unless he is; Nationality, domicile and character of candidates appointed to Service.
- (a) a citizen of India; or
 - (b) a citizen of Nepal; or
 - (c) a citizen of Bhutan; or
 - (d) a Tibetan refugee who came over to India before the 1st 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, 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.

5. No person shall be appointed to any post in the Service by direct recruitment who is less than eighteen years or more than forty years of age on the last date of receipt of application. Age.

6. Appointment to the posts in the Service shall be made by the Executive Engineer. Appointing authority.

7. No person shall be appointed to the Service, unless he is in possession of qualifications and experience specified in column 3 of Appendix B, BI and BII, as the case may be, to these Qualification.

regulations in the case of direct recruitment and those specified in column 4 of the aforesaid appendix in the case of persons appointed otherwise 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% at the discretion of the Haryana Urban Development Authority in case sufficient number of candidates belonging to reserve categories *i.e.* Scheduled castes, Backward classes, Other Backward Classes, Ex-Servicemen 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 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 regulation.

Method of recruitment

9. (1) Recruitment to the Service shall be made by direct recruitment; or

by transfer or deputation of an official already in the service of the Government of India or any State Government or Board or any Corporation constituted by the Central/ State Government or any institution/organization approved by the Authority for the purpose of appointment by transfer or deputation.

(2) No recruitment against vacant post shall be done without prior written permission of the Chief Administrator;

Probation.

10. (1) A person appointed to 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 regulation; 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 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 not been satisfactory,—
 - (i) dispense with his service, 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.

11. (1) (a) The seniority of the members of the Service shall be maintained separately at Seniority the level of the Circle (for Civil Engineering wing)

(b) The seniority of the members of the service shall be maintained separately at the level of the Division (for Horticulture and Electrical wing)

(2) The inter-seniority, of the members of the Service shall be determined by the length of continuous service on any post in the Service;

Provided 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 case two or more members are appointed on the same date their seniority shall be determined as follow:—

- (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 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 pervious appointment; and if the rates of pay drawn are also same, then by the length of their service in the appointment and if the length of such service is also same, the older shall be senior to the younger member.

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. Liability to serve.

(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 university within the State of Haryana.

(ii) the Government, a company, an association or a body of individuals, which is wholly or substantially owned or controlled by the Government;

(iii) any other State Government, an international organization, an autonomous body not controlled by the Government or a private body.

Transfer to local authority.

13. (1) Any employee shall be liable to be transferred permanently to the local authority to which the responsibility for the maintenance of the amenities provided in the area developed by the Authority is entrusted under section 29 of the Act. However, the terms and conditions of Service of any such employee in the concerned local authority shall not be inferior to the terms and conditions on which the employee is working in the Authority at the time of transfer.

(2) The Authority or the Chief Administrator may lay down criteria for effecting transfer of a member to the local authority.

Pay, leave, pension and other matters.

14. (1) In respect of pay, pension and all other matters, not expressly provided for in these regulations, the members of the Service shall be governed by such rules or regulations as may have been, or may hereafter be, adopted or made by the Authority from time to time.

(2) Leave, holidays, rest and duty hours shall be as prescribed in Appendix C of these regulations. However, same can be altered with the approval of the Chairman, Haryana Urban Development Authority.

Discipline, penalties and appeals.

15. (1) In matters relating to discipline, penalties and appeals, members of the service shall be governed by the Haryana Service Rules (Haryana Service Rules, 1987, as amended from time to time;

(2) The Authority empowered to impose penalty, the appellate authority and the second appellate authority shall be as under:—

Post	Appointing Authority	Authority empowered to impose penalty	Appellate Authority	Second and final Appellate Authority
All posts in Appendix A	Executive Engineer	Executive Engineer	Superintending Engineer	Chief Engineer/Engineer-in-Chief

Vaccination.

16. Every member of the Service shall get himself vaccinated and re-vaccinated as and when the Government/Authority so directs by a special or general order.

Oath of allegiance.

17. 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.

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

Special provisions.

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

Reservations.

20. Nothing contained in these regulations shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, other Backward Class, 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 savings.

21. Any rule or resolution of the Authority applicable to the Service and corresponding to any of these regulations which is in force immediately before the commencement of these regulations is hereby repealed:

Provided that any order made or action taken under the rule or resolution of the Authority as repealed shall be deemed to have been made or taken under the corresponding provisions of these regulations.

Delegation.

22. The Authority, may delegate its powers and functions under these regulations to Chief Engineer / Engineer-in-Chief, Haryana Urban Development Authority or to any of his subordinate officers.

APPENDIX A
(See Regulation 3)

Sr. No.	Designation of posts	Number of posts				Scale of Pay (Rs.)
		Civil	Elect- rical	Horticul- ture	Grand Total	
1	Attendant	1	—	—	1	2550-55-2660-EB-60-3200
2	Auto Helper	2	—	—	2	2550-55-2660-EB-60-3200
3	Beldar	1088	17	77	1182	2550-55-2660-EB-60-3200
4	Bill Distributor	14	—	—	14	2550-55-2660-EB-60-3200
5	Black Smith	—	1	—	1	2550-55-2660-EB-60-3200
6	Carpenter Helper	8	—	—	8	2550-55-2660-EB-60-3200
7	Chowkidar	370	27	3	400	2550-55-2660-EB-60-3200
8	Cleaner	31	4	11	46	2550-55-2660-EB-60-3200
9	Complaint Attendant	5	—	—	5	2550-55-2660-EB-60-3200
10	Diesel Engine Helper	1	—	—	1	2550-55-2660-EB-60-3200
11	Electrical Helper	38	117	—	155	2550-55-2660-EB-60-3200
12	Electrical Surveyor Helper	7	1	—	8	2550-55-2660-EB-60-3200
13	Field Hostel Attendant	1	—	—	1	2550-55-2660-EB-60-3200
14	Fitter Collie/ Fitter Helper	104	—	—	104	2550-55-2660-EB-60-3200
15	Head Mali	—	—	58	58	2550-55-2660-EB-60-3200
16	Head Sewerman	9	—	—	9	2550-55-2660-EB-60-3200
17	Helper Civil Work	8	—	—	8	2550-55-2660-EB-60-3200
18	Keyman	48	—	—	48	2550-55-2660-EB-60-3200
19	Library Attendant	1	—	—	1	2550-55-2660-EB-60-3200
20	Mali	140	—	661	801	2550-55-2660-EB-60-3200
21	Mali-cum-Chowkidar	169	—	—	169	2550-55-2660-EB-60-3200
22	Mason Helper	13	—	—	13	2550-55-2660-EB-60-3200
23	Mate	88	—	—	88	2550-55-2660-EB-60-3200
24	Mechanical Auto Helper	1	—	—	1	2550-55-2660-EB-60-3200
25	Mechanical Fitter Helper	1	—	—	1	2550-55-2660-EB-60-3200
26	Mechanical Helper	6	—	—	6	2550-55-2660-EB-60-3200
27	Meter Reader Inspector Helper	1	—	—	1	2550-55-2660-EB-60-3200
28	Mortar Mate	21	—	—	21	2550-55-2660-EB-60-3200
29	Oilman	2	—	—	2	2550-55-2660-EB-60-3200
30	Paint Helper	3	—	—	3	2550-55-2660-EB-60-3200
31	Peon	4	—	—	4	2550-55-2660-EB-60-3200
32	Petrolman	20	—	—	20	2550-55-2660-EB-60-3200
33	Plumber Helper	6	—	1	7	2550-55-2660-EB-60-3200

34	Power lawn mover helper	—	—	7	7	2550-55-2660-EB-60-3200
35	Pump Attendant Helper	137	—	—	137	2550-55-2660-EB-60-3200
36	Sewerman	209	—	—	209	2550-55-2660-EB-60-3200
37	Store Chowkidar	19	3	—	22	2550-55-2660-EB-60-3200
38	Store Collie	7	—	—	7	2550-55-2660-EB-60-3200
39	Surveyor Helper	11	—	—	11	2550-55-2660-EB-60-3200
40	Surveyor Khilasi	7	—	—	7	2550-55-2660-EB-60-3200
41	Sweeper	9	—	—	9	2550-55-2660-EB-60-3200
42	Sweeper-Cum-Chowkidar	4	—	—	4	2550-55-2660-EB-60-3200
43	White Washer Helper	1	—	—	1	2550-55-2660-EB-60-3200
44	Work Munshi Helper	1	—	—	1	2550-55-2660-EB-60-3200
Total		2615	169	819	3603	2550-55-2660-EB-60-3200

2616 170 818 3604

APPENDIX B

(See regulation 7)

(CIVIL WING)

Sr. No.	Designation of posts	Scale of pay	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment	Remarks
1	2	3	4	5	6
1	Sweeper/Sweeper-cum-Chowkidar/ Sewerman/ Sewer helper/ Sewer man-cum-Chowkidar	2550-55 -2660-EB- 60-3200	(i) should be able to read and write Hindi (ii) physically fit for field test (iii) preference will be given to Ex- serviceman in case of Sewerman-cum-Chowkidar	(i) should be able to read and write Hindi (ii) Physically fit for field test (iii) Preference will be given to Ex-serviceman in case of Sewerman-cum-Chowkidar	
2	Head Sewerman	2550-55 -2660-EB- 60-3200	(i) should be able to read and write Hindi (ii) physically fit for field test	(i) should be able to read and write Hindi (ii) physically fit and field test (iii) 5 years experience as Sweeper/Sweeper-cum-Chowkidar/Sewerman/Sewer helper/Sewerman-cum-Chowkidar	
3	Mason Helper/ Plumber Helper/ Diesel Mechanical Helper/ Mechanical Fitter Helper/ Fitter Helper/ Fitter Coolie/ Electrician Helper/ Chargeman Helper/ Painter Helper/ Carpenter Helper/ Laboratory Technician Helper/ Bin Card Helper/ Bin-cum-Meter Reader Helper/ Compressor Driver Helper/ Mason-cum-Carpenter/ Petrol Man/Store Coolie/Keyman/ White Washer	2550-55 -2660-EB- 60-3200	(i) should be minimum 5th class pass (ii) physically fit for field test	(i) should be able to read and write Hindi (ii) physically fit for field test	

1	2	3	4	5	6
4	Laboratory Attendant/ Field Hostel Attendant/ Complaint Attendant/Store Attendant	2550-55 -2660-EB- 60-3200	(i) should be minimum 8th class pass (ii) physically fit for field test	(i) should be able to read and write Hindi (ii) physically fit for field test	
5	Oil Man	2550-55 -2660-EB- 60-3200	(i) should be minimum 5th class pass (ii) physically fit for field test	(i) should be able to read and write Hindi (ii) physically fit for field test	
6	Pump Attendant Helper/WPO Helper/ Chowkidar -cum-Pump Attendant/ Mali-cum- Pump Attendant	2550-55 -2660-EB- 60-3200	(i) Matriculation or equivalent (ii) Knowledge of Hindi & English upto Matriculation (iii) physically fit for field test.	(i) Matriculation or equivalent (ii) Knowledge of Hindi & English upto Matriculation (iii) physically fit for field test.	
7	Truck/Vehicle Cleaner	2550-55 -2660-EB- 60-3200	(i) should be minimum 5th class pass (ii) physically fit for field test	(i) should be able to read and write Hindi (ii) physically fit for field test	
8	Mali	2550-55 -2660-EB- 60-3200	(i) should be minimum 5th class pass (ii) physically fit for field test (iii) minimum 5 years experience.	(i) should be able to read and write Hindi (ii) physically fit for field test (iii) minimum 5 years experience	
9	Chowkidar/ Mali -cum-Chowkidar/ Beldar/Beldar- cum-chowkidar/ Store Chowkidar	2550-55 -2660-EB- 60-3200	(i) should be minimum 5th class pass (ii) physically fit for field test (iii) preference shall be given to Ex-serviceman	(i) should be able to read and write Hindi (ii) physically fit for field test (iii) preference shall be given to Ex-serviceman.	
10	Survey Khalasi	2550-55 -2660-EB- 60-3200	(i) should be minimum 5th class pass (ii) physically fit for field test	(i) should be able to read and write Hindi (ii) physically fit for field test	
11	Bill Distributor	2550-55 -2660-EB- 60-3200	(i) Matriculation or equivalent (ii) Knowledge of Hindi/ Sanskrit upto Matriculation (iii) physically fit for field test.	(i) should be able to read and write Hindi (ii) physically fit for field test with minimum 2 years experience.	
12	T-Mate/ Mate/ Mortar Mate	2550-55 -2660-EB- 60-3200	(i) Matriculation or equivalent (ii) Knowledge of Hindi/ Sanskrit upto Matriculation (iii) physically fit for field test.	(i) should be able to read and write Hindi (ii) physically fit for field test with minimum 2 years experience	

APPENDIX BI

(See regulation 7)

(ELECTRICAL WING)

Sr. No.	Designation of posts	Scale of pay	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment	Remarks
1	2	3	4	5	6
1	Electrician Helper	2550-55-2660-EB-60-3200	(i) should be minimum 5th class pass (ii) physically fit for field test	(i) should be able to read and write Hindi (ii) physically fit for field test	
2	Truck/Vehicle Cleaner	2550-55-2660-EB-60-3200	(i) should be minimum 5th class pass (ii) physically fit for field test	(i) should be able to read and write Hindi (ii) physically fit for field test	
3	Beldar / Store Chowkidar / Field Chowkidar	2550-55-2660-EB-60-3200	(i) should be minimum 5th class pass (ii) physically fit for field test	(i) should be able to read and write Hindi (ii) physically fit for field test	

APPENDIX B II

(See regulation 7)

(HORTICULTURE WING)

Sr. No.	Designation of posts	Scale of pay	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment	Remarks
1	2	3	4	5	6
1	Truck/Vehicle Cleaner	2550-55 -2660-EB- 60-3200	(i) should be minimum 5th class pass (ii) physically fit for field test	(i) should be able to read and write Hindi (ii) physically fit for field test	
2	(a) Mali	2550-55 -2660-EB- 60-3200	(i) should be minimum 5th class pass (ii) physically fit for field test (iii) 5 year experience as Mali	(i) should be able to read and write Hindi (ii) physically fit for field test (iii) 5 year experience as Mali	
	(b) Head Mali		-do-		
3	Lawn Mower Helper	2550-55 -2660-EB- 60-3200	(i) should be able to read and write Hindi (ii) physically fit for field test (iii) Preference shall be given to Ex-serviceman	(i) should be able to read and write Hindi (ii) physically fit for field test (iii) Preference shall be given to Ex-serviceman.	These posts are diminution cadre
4.	Black Smith/ Mason Helper/ Plumber Helper	2550-55 -2660-EB- 60-3200	(i) should be able to read and write Hindi (ii) physically fit for field test (iii) Preference shall be given to Ex-serviceman	(i) should be able to read and write Hindi (ii) physically fit for field test (iii) Preference shall be given to Ex-serviceman.	These posts are diminution cadre

APPENDIX C

[See regulation 14(2)]

1. **Holidays:** 3 National and 5 Religious or Traditional holidays shall be allowed to every worker in the list of holidays to be published every year by the Engineer-in-Chief.
2. **Rest:** One weekly rest shall be allowed to every workman.
3. **Casual Leave** A workman shall be allowed casual leave in a calendar year as per the scale given below:-
 - (i) Service upto 10 years 10 days.
 - (ii) Service from 10 to 20 years 15 days
 - (iii) Service above 20 years 20 days

Note:—Number of years of Service shall be counted on 1st day of calendar year in which leave is to be availed.
4. **Earned leave and other Leave:** Leave shall be admissible to the workman (permanent/temporary) as per the provisions of the Civil Services Rule Volume-I Part-I
5. **Duty Timing:** Working of 8 hours duration per day at the direction of the management. A workman may be required to work in shifts as per the requirement of work.
6. **Note:** Holidays/rest days etc. may be altered by the officials/officer in-charge of the worker according to the administrative convenience and requirement of work and in lieu thereof compensatory holidays/rest may be allowed. Also in case of extra duty performed other than the specified period, compensatory rest may be allowed in lieu thereof except to those workmen who are on tour and get Traveling Allowance for the same.

T. C. GUPTA, IAS
Chief Administrator,
Haryana Urban Development Authority.

From:

The Chief Administrator,
HUDA, Panchkula.

To

1. All Zonal Administrators of HUDA.
2. The Engineer-in-Chief, HUDA, Panchkula.
3. All Superintending Engineers of HUDA.
4. All Executive Engineers of HUDA.
5. All Estate Officers of HUDA.

Memo No. Auth.-2005/ 21022-76

Dated: 23/8/05

Sub: Circulation of notification regarding amendments in HUDA Service Regulations, 1989 for separation of cadre of Junior Engineers and Sub-Divisional-Engineers.

-:-

Reference this office memo No. Auth-2000/26534 dated 5.10.2000, on the subject cited above.

Please find enclosed herewith notification (English and Hindi version) regarding amendment in HUDA Service Regulations, 1989 for separation of cadre of Civil and Electrical wing in respect of Junior Engineers and Sub-Divisional-Engineers duly approved by the competent authority. It is requested that the afore said amendments in HUDA Service Regulations, 1989 may be brought to the notice of all concerned employees working under your control.

DA/ as above.

Secretary,
for Chief Administrator, HUDA,
Panchkula.

4A Sub-Divisional
Engineer (Electrical)

- (i) Bachelor of Engineering/Bachelor of Science in Electrical or equivalent from a recognized university.
- (ii) Hindi upto matric standard.

OR

- (iv) Associate Membership of Institute of Engineers degree in Civil Engineering with five years experience as Junior Engineer/Draftsman.

- (i) Junior Engineer with diploma in Electrical Engineering or Mechanical Engineering (in case he opted Electrical cadre) or equivalent with 10 years experience as Junior Engineer.

OR

- (ii) Junior Engineer with degree in Electrical or degree in Mechanical (in case he opted electrical cadre) or equivalent with two years experience as Junior Engineer.

OR

- (iii) Associate Membership of Institute of Engineers degree in Electrical Engineering or Associate Membership of Institute of Engineers degree in Mechanical Engineering (in case he opted electrical cadre) with five years experience as Junior Engineer.

Note :

- (i) The Junior Engineers/ Sub-Divisional Engineers who possess degree in Civil Engineering will come in the civil cadre and Junior Engineers/ Sub-Divisional Engineers who possess degree in Electrical Engineering will come in the electrical cadre.
- (ii) Those Junior Engineers who have diploma in Civil and degree in Mechanical Engineering will opt either for civil cadre or electrical cadre. However, if they opt for civil cadre they will be promoted to the post of Sub-Divisional Engineer (Civil) only on the basis of their diploma qualification in civil and no benefit will be given for degree in Mechanical Engineering.

- (iii) Those Junior Engineers who have degree in Mechanical Engineering and opt for electrical cadre will be eligible for promotion to the Sub-Divisional Engineer (Electrical) on the basis of their degree in Mechanical Engineering and subsequently to the post of Executive Engineer (Electrical) subject to the fulfillment of other eligibility conditions.
- (iv) The Junior Engineers and Sub-Divisional Engineers having diploma/ degree in Mechanical Engineering will opt for any cadre out of civil or electrical. However, Junior Engineer having diploma/ degree in Mechanical Engineering who opt for civil cadre will not be eligible for promotion to the post of Sub-Divisional Engineer (Civil) and Executive Engineer (Civil).
- (v) The Junior Engineers and Sub-Divisional Engineers having diploma/ degree in Mechanical Engineering will give option for any cadre out of Civil or Electrical and option once exercised shall be final. They should give their option within one month from the issue of these rules. Those incumbents with diploma or degree in Mechanical Engineering who fail to exercise their option within stipulated period will be allotted electrical cadre".



S.S. DHILLON,
CHIEF ADMINISTRATOR,
HARYANA URBAN DEVELOPMENT AUTHORITY,
PANCHKULA.

Class-10



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EXTRAORDINARY

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हरियाणा सरकार

हरियाणा शहरी विकास प्राधिकरण

अधिसूचना

दिनांक 16 मार्च, 2009

संख्या Auth-2009-6866.—हरियाणा शहरी विकास प्राधिकरण अधिनियम, 1977 (वर्ष 1977 का हरियाणा अधिनियम संख्या 13) की धारा 54 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए तथा राज्य सरकार की पूर्व अनुमोदित अधिसूचना यादि क्रमांक संख्या 1/2/2009 आई०टी०सी०पी०, दिनांक 16 फरवरी, 2009 द्वारा सूचित हरियाणा शहरी विकास प्राधिकरण द्वारा, हरियाणा शहरी विकास प्राधिकरण सेवा (हरियाणा शहरी विकास प्राधिकरण के इंजीनियरी विंग के सिविल, इलेक्ट्रिकल और बागबानी विंग्स में नियमित कार्य प्रभारित क्षेत्रीय अमला-वर्ग-ग) सेवा में नियुक्त व्यक्तियों की भर्ती तथा सेवा शर्तों संबंधी निम्नलिखित विनियम बनाता है, अर्थात् :—

भाग - I सामान्य

1. (1) ये विनियम हरियाणा शहरी विकास प्राधिकरण सेवाएं (हरियाणा शहरी विकास प्राधिकरण के सिविल, इलेक्ट्रिकल तथा बागबानी विंग्स में नियमित कार्य प्रभारित क्षेत्रीय अमला ग्रुप-ग) सेवा विनियम, 2009 कहे जा सकते हैं।

(2) ये इनके राजपत्र में प्रकाशन की तिथि से लागू होंगे।

(3) ये विनियम हरियाणा शहरी विकास प्राधिकरण को इंजीनियरी शाखा के सिविल, बिजली तथा बागबानी शाखा के नियमित, कार्य प्रभारित क्षेत्रीय अमले के ग्रुप-ग पर इन विनियमों के इस अधिसूचना के राजपत्र में प्रकाशन की तिथि से लागू होंगे।

2. (1) इन विनियमों में, जब तक सन्दर्भ से अन्यथा अपेक्षित न हो :—

परिभाषाएं।

(क) “अधिनियम” से अभिप्राय है, हरियाणा शहरी विकास प्राधिकरण अधिनियम, 1977 (1977 के हरियाणा अधिनियम संख्या 3);

(ख) “परिशिष्ट” से अभिप्राय है, इन विनियमों से संलग्न परिशिष्ट ;

(ग) “नियुक्ति प्राधिकारी” से अभिप्राय है, इन विनियमों के विनियम 6 में विनिर्दिष्ट प्राधिकारी ;

(घ) “अध्यक्ष” से अभिप्राय है, प्राधिकरण का अध्यक्ष ;

- (ड) "आयोग" से अभिप्राय है, हरियाणा कर्मचारी चयन आयोग ;
- (च) "सीधी भर्ती" से अभिप्राय है, कोई भी नियुक्ति, जो सेवा में से पदोन्नति अथवा भारत सरकार अथवा किसी राज्य सरकार अथवा केन्द्रीय सरकार / राज्य सरकार द्वारा गठित बोर्ड या किसी निगम की सेवा में पहले से लगे किसी पदधारी के स्थानान्तरण या प्रतिनियुक्ति से अन्यथा की गई हो ;
- (छ) "शिक्षा बोर्ड" से अभिप्राय है, हरियाणा विद्यालय शिक्षा बोर्ड अधिनियम, 1969 (1969 का अधिनियम संख्या 11) के उपबन्धों के अन्तर्गत स्थापित हरियाणा विद्यालय शिक्षा बोर्ड / अथवा भारत के किसी राज्य में विधि द्वारा स्थापित कोई अन्य शिक्षा बोर्ड ;
- (ज) "कर्मचारी" से अभिप्राय है सेवा का कोई संदस्थ ;
- (झ) "प्रमुख अभियन्ता" से अभिप्राय है, हरियाणा शहरी विकास प्राधिकरण के इंजीनियरिंग शाखा का मुखिया और इस में मुख्य अभियन्ता भी शामिल है ;
- (ञ) "कार्यकारी अभियन्ता" से अभिप्राय है, हरियाणा शहरी विकास प्राधिकरण का कार्यकारी अभियन्ता ;
- (ट) "सरकार" से अभिप्राय है, हरियाणा राज्य सरकार ;
- (ठ) "मान्यताप्राप्त विश्वविद्यालय" से अभिप्राय है,
- (i) भारत में विधि द्वारा निर्गमित कोई विश्वविद्यालय, या
- (ii) कोई अन्य विश्वविद्यालय, जो इन विनियमों के प्रयोजनार्थ प्राधिकरण द्वारा मान्यताप्राप्त विश्वविद्यालय घोषित किया गया हो ;
- (ड) "संस्था" से अभिप्राय है,
- (i) हरियाणा राज्य में लागू विधि द्वारा स्थापित कोई संस्था, या
- (ii) इन विनियमों के प्रयोजनार्थ प्राधिकरण द्वारा मान्यताप्राप्त कोई अन्य संस्था ;
- (ढ) "सेवा" से अभिप्राय है, हरियाणा शहरी विकास प्राधिकरण सेवाएं (हरियाणा शहरी विकास प्राधिकरण की इंजीनियरी विंग में सिविल, इलेक्ट्रिकल और बागबानी विंग्स में नियमित कार्य प्रभारित क्षेत्रीय अमला ग्रुप - ग) ;
- (ण) "अधीक्षक अभियन्ता" से अभिप्राय है, हरियाणा शहरी विकास प्राधिकरण का अधीक्षक अभियन्ता ;
- (त) "इन" विनियमों में प्रयुक्त किन्तु अपरिभाषित शब्दों तथा अभिव्यक्तियों के क्रमशः वही अर्थ होंगे जो उन्हें अधिनियम और हरियाणा राज्य में लागू पंजाब सिविल सेवा नियम में दिये गये हैं।
- (थ) "नियमित कार्य प्रभारित क्षेत्रीय अमले" से अभिप्राय है, ऐसा कर्मचारी, जिसे किसी विशेष परियोजना के विशेष कार्य या उपकार्यों के कार्यान्वयन या अनुरक्षण पर अथवा ऐसे कार्य या उपकार्यों के संबंध में विभागीय श्रम, भंडार और मशीनरी के अधीनस्थ पर्यवेक्षण पर नियुक्त किया गया हो और बाद में अपने पद पर नियमित कर दिया गया हो।

भाग - II सेवा में भर्ती

पदों का स्वरूप।

3. सेवा में इन विनियमों के परिशिष्ट 'क' में उल्लिखित पद होंगे :-

इन विनियमों की कोई भी बात ऐसे पदों की संख्या में वृद्धि या कमी करने या विभिन्न पदनामों और वेतनमानों वाले नये पद स्थायी अथवा अस्थायी रूप से बनाने के प्राधिकरण के अन्तर्निहित अधिकार पर प्रभाव नहीं डालेगी।

4. (1) कोई व्यक्ति सेवा में जब तक किसी पद पर नियुक्त नहीं किया जायेगा, जब तक कि वह निम्नलिखित न हो :-

- (क) भारत का नागरिक, या
- (ख) नेपाल की प्रजा, या
- (ग) भूटान की प्रजा, या
- (घ) तिब्बत का शरणार्थी, जो पहली जनवरी, 1962, से पहले भारत में स्थाई रूप से बसने के आशय से आया हो ; या

सेवा में नियुक्त
उम्मीदवारों की
राष्ट्रीयता, अधिवास
तथा चरित्र।

(ड) भारतीय मूल का वह व्यक्ति, जो पाकिस्तान, बर्मा, श्रीलंका तथा पूर्वी अफ्रीकी देश कीनिया युगांडा, संयुक्त गणराज्य तंजानिया (भूतपूर्व टांगानीका और जंजीबार) जाम्बिया, मलावी, जेरे और इथोपिया से प्रभावित होकर भारत में स्थाई रूप से बसने के आशय से आया हो :

परन्तु प्रवर्ग (ख), (ग), (घ) और (ड) से सम्बन्धित व्यक्ति ऐसा व्यक्ति होगा जिसके पक्ष में सरकार द्वारा पात्रता का प्रमाणपत्र जारी किया गया हो।

(2) कोई भी व्यक्ति जिसकी दशा में पात्रता का प्रमाण पत्र प्राप्त करना आवश्यक हो, आयोग द्वारा संचालित परीक्षा साक्षात्कार के लिए प्रविष्ट किया जा सकता है, किन्तु नियुक्ति का प्रस्ताव उसे सरकार द्वारा आवश्यक पात्रता प्रमाणपत्र जारी किये जाने के बाद ही दिया जा सकता है।

(3) कोई भी व्यक्ति सेवा में किसी पद पर सीधी भर्ती द्वारा तब तक नियुक्त नहीं किया जायेगा, जब तक कि वह अपने अंतिम विश्वविद्यालय, महाविद्यालय, विद्यालय या संस्था, यदि कोई है, के प्रधान शैक्षणिक अधिकारी से चरित्र प्रमाणपत्र और दो ऐसे जिम्मेदार व्यक्तियों से, जो उसके सम्बन्धी न हों, किन्तु उसके व्यक्तिगत जीवन में उससे मली-भाति परिचित हों और उसके विश्वविद्यालय, महाविद्यालय, विद्यालय या संस्था से सम्बन्धित न हों, उसी प्रकार से प्रमाणपत्र प्रस्तुत करें।

5. कोई भी व्यक्ति सेवा में किसी पद पर सीधी भर्ती द्वारा नियुक्त नहीं किया जायेगा। आयोग को आवेदन पत्र आयु। प्रस्तुत करने की अंतिम तिथि को अठारह वर्ष से कम अथवा चालीस वर्ष से अधिक का हो।

6. सेवा में पदों पर नियुक्ति अधीक्षक अभियन्ता द्वारा की जायेगी।

नियुक्ति प्राधिकारी।

7. कोई भी व्यक्ति सेवा में किसी पद पर तब तक नियुक्त नहीं किया जायेगा जब तक कि वह सीधी भर्ती की स्थिति में, इन विनियमों के परिशिष्ट ख, ख-1 और ख-11 के खाना 3 में तथा सीधी भर्ती से अन्यथा नियुक्ति की स्थिति में उक्त परिशिष्ट के खाना 4 में उल्लिखित अर्हताएं तथा अनुभव न रखता हो।

परन्तु सीधी भर्ती की स्थिति में अनुभव सम्बन्धी अर्हता में कारण अभिलिखित करते हुये हरियाणा शहरी विकास प्राधिकरण के निदेश पर 50 प्रतिशत सीमा तक ढील दी जा सकती है, यदि अनुसूचित जातियों, पिछड़े वर्गों, अन्य पिछड़े वर्गों, भूतपूर्व सैनिकों, शारीरिक रूप से विकलांग उम्मीदवारों के लिये आरक्षित रिक्तियों को भरने के लिए आवश्यक अनुभव रखने वाले इन वर्गों के उम्मीदवार उपलब्ध न हों:

8. कोई भी व्यक्ति:—

निरहताएं।

(क) जिसने जीवित पति या पत्नी वाले व्यक्ति से विवाह कर लिया है या विवाह की संविदा कर ली है ; या

(ख) जिसने जीवित पति या पत्नी के होते हुये, किसी अन्य व्यक्ति से विवाह कर लिया हो या विवाह की संविदा कर ली है,

सेवा में किसी पद पर नियुक्ति का पात्र नहीं होगा :

परन्तु सरकार की इस सम्बन्ध में संतुष्टि हो जाये कि ऐसे व्यक्ति तथा विवाह के दूसरे पक्ष पर लागू स्वीय विधि के अधीन ऐसा विवाह अनुज्ञेय है तथा ऐसा करने के लिए अन्य आधार भी हैं तो वह किसी व्यक्ति को इस विनियम के लागू होने से छूट दे सकता है।

9. (1) मुख्य प्रशासक की पूर्व लिखित अनुमति के बिना किसी भी पद पर नियुक्ति नहीं की जा सकती। भर्ती का ढंग।

(2) सेवा में भर्ती निम्नानुसार की जाएगी,

(क) परिशिष्ट - 'ख' में उल्लिखित श्रेणी 1, 2, 3, 5 से 15, 17, 19, 21 तथा 25 तथा परिशिष्ट 'ख' -1 में उल्लिखित श्रेणी 1 से 4, 6 से 9 तथा परिशिष्ट 'ख' -11 में उल्लिखित श्रेणी 1 से 4 के मामले में,

(i) 50 प्रतिशत पदोन्नति द्वारा ; तथा

(ii) 50 प्रतिशत सीधी भर्ती द्वारा ; अथवा

(iii) भारत सरकार अथवा किसी राज्य सरकार अथवा केन्द्रीय / राज्य सरकार द्वारा गठित किसी बोर्ड अथवा निगम अथवा प्राधिकरण द्वारा इस प्रयोजनार्थ अनुमोदित किसी संस्था/संगठन में पहले से नियुक्त कर्मचारी के स्थानान्तरण अथवा प्रतिनियुक्ति द्वारा;

(ख) परिशिष्ट ख में यथा वर्णित वर्ग 4, 5, 16, 18, 20, 22 तथा परिशिष्ट बी-1 के वर्ग 5 की दशा में 100% पदोन्नति द्वारा।

(3) समिति द्वारा सभी पदोन्नतियों पर विनियमों में उल्लिखित पदोन्नति कोटा प्रावधान के अन्तर्गत विभिन्न पोषक सेवाओं में कार्य करने वाले विभिन्न पोषक सेवाओं में कार्य करने वाले कर्मचारियों की पारस्परिक वरिष्ठता पर विचार करने के पश्चात् निर्णय लिया जायेगा:

परन्तु उम्मीदवारों के पास अपेक्षित अर्हताएं तथा अनुभव हो और वे क्षेत्रीय परीक्षा भी पास करें, यदि कोई हो / तथापि, परिशिष्ट 'ख' की श्रेणी संख्या 23 तथा 24 में उल्लिखित पदों के लिए आगे की पदोन्नति के लिए कोई व्यवस्था नहीं है।

परिचीक्षा।

10. (1) सेवा में किसी भी पद पर नियुक्त व्यक्ति, यदि वह सीधी भर्ती द्वारा नियुक्त किया गया हो तो दो वर्ष की अवधि के लिए और यदि वह अन्यथा नियुक्त किया गया हो तो एक वर्ष की अवधि के लिए परीक्षा पर रहेगा :

परन्तु :-

- (क) ऐसी नियुक्ति के बाद किसी अनुरूप या उच्चतर पद पर प्रतिनियुक्ति पर व्यतीत की गई कोई अवधि, परीक्षा की अवधि में गिनी जायेगी ;
- (ख) स्थानान्तरण द्वारा नियुक्ति की स्थिति में, सेवा में, किसी पद पर नियुक्ति से पहले किसी समकक्ष अथवा उच्चतर पद पर किये गये कार्य की कोई अवधि, नियुक्ति प्राधिकारी के विवेक पर इस विनियम के अधीन परीक्षा अवधि में गिनने की अनुमति दी जा सकती है; और
- (ग) स्थानापन्न नियुक्ति की कोई अवधि - परीक्षा की अवधि के रूप में गिनी जायेगी किन्तु इस प्रकार ऐसे स्थानापन्न के रूप में कार्य किया है कोई व्यक्ति परीक्षा की निश्चित अवधि पूरी होने पर यदि वह किसी स्थायी किए जाने का हकदार नहीं होगा जब तक कि उसे किसी स्थायी पद पर नियुक्त न किया गया हो।

(2) यदि नियुक्ति प्राधिकारी की राय में, परीक्षा की अवधि के दौरान किसी व्यक्ति का कार्य या आचरण संतोषजनक न रहा हो, तो वह :

- (क) यदि ऐसा व्यक्ति सीधी भर्ती द्वारा नियुक्त किया गया हो तो इसे उस की सेवाओं से अलग कर सकता है ; और
- (ख) यदि ऐसा व्यक्ति सीधी भर्ती से अन्यथा नियुक्त किया गया हो तो :
 - (i) उसे अपने पूर्व पद पर प्रतिवर्तित कर सकता है ; या
 - (ii) उसके सम्बन्ध में किसी ऐसी रीति में कार्यवाही कर सकता है जो उसकी पूर्व नियुक्ति के निबन्धन तथा शर्त अनुज्ञात करे।

(3) किसी व्यक्ति की परीक्षा अवधि पूरी होने पर नियुक्ति प्राधिकारी :

- (क) यदि उसका कार्य या आचरण उसकी राय में संतोषजनक रहा हो तो :-
 - (i) ऐसे व्यक्ति को यदि वह स्थायी रिक्ति पर नियुक्त किया गया हो, इसकी नियुक्ति की तिथि से पुष्ट कर सकता है ; या
 - (ii) ऐसे व्यक्ति को यदि वह अस्थायी रिक्ति पर नियुक्त किया गया हो, स्थायी रिक्ति होने की तिथि से पुष्ट कर सकता है ; या
 - (iii) यदि कोई स्थायी रिक्ति न हो तो घोषित कर सकता है कि उसने अपनी परीक्षा अवधि संतोषजनक ढंग से पूरी कर ली है ; या
- (ख) यदि उसका कार्य या आचरण उसकी राय में संतोषजनक न रहा हो तो :
 - (i) यदि वह सीधी भर्ती द्वारा नियुक्त किया गया हो तो उसे उसकी सेवाओं से अलग कर सकता है अथवा यदि अन्यथा नियुक्त किया गया हो, तो उसे उसके पूर्व पद पर प्रतिवर्तित कर सकता है अथवा उसके सम्बन्ध में ऐसी अन्य रीति में कार्यवाही कर सकता है जो उसकी पूर्व नियुक्ति की शर्त अनुज्ञात करे ; या

- (ii) उसकी परीक्षा अवधि बढ़ा सकता है और उसके बाद ऐसे आदेश पारित कर सकता है जो वह परीक्षा की प्रथम अवधि की समाप्ति पर कर सकता था :

परन्तु परीक्षा की कुल अवधि, जिसमें बढ़ाई गई अवधि यदि कोई है भी शामिल है, तीन वर्ष से अधिक नहीं होगी।

11. (1) सेवा के सदस्यों की वरिष्ठता परिमण्डल स्तर पर अलग-अलग रखी जाएगी। ज्येष्ठता।
 (2) सेवा के सदस्यों की परस्पर ज्येष्ठता सेवा में किसी भी पद पर उनके लगातार सेवा काल के अनुसार निश्चित की जायेगी:
 परन्तु जहाँ सेवा में विभिन्न संवर्ग हों वहाँ ज्येष्ठता प्रत्येक संवर्ग के लिए अलग-अलग निश्चित की जायेगी ;

परन्तु यह और कि सीधी भर्ती द्वारा नियुक्त सदस्यों की दशा में ज्येष्ठता निमत करते समय आयोग द्वारा निश्चित योग्यता क्रम को परिवर्तित नहीं किया जायेगा ;

परन्तु यह और कि एक ही तिथि को नियुक्त दो या दो से अधिक सदस्यों की दशा में ज्येष्ठता निम्नलिखित रूप से निश्चित की जाएगी :-

- (क) सीधी भर्ती द्वारा नियुक्त सदस्य, पदोन्नति या स्थानान्तरण द्वारा नियुक्त सदस्य से ज्येष्ठ होगा ;
 (ख) पदोन्नति द्वारा नियुक्त सदस्य स्थानान्तरण द्वारा नियुक्त सदस्य से ज्येष्ठ होगा ;
 (ग) पदोन्नति द्वारा अथवा स्थानान्तरण द्वारा नियुक्त सदस्यों की दशा में ज्येष्ठता ऐसे सदस्यों की ऐसी नियुक्तियों में ज्येष्ठता के अनुसार निश्चित की जाएगी, जिनसे वे पदोन्नत या स्थानान्तरित किये गये थे ; और
 (घ) विभिन्न संवर्गों से स्थानान्तरण द्वारा नियुक्त सदस्यों की दशा में ज्येष्ठता, वेतन के अनुसार निश्चित की जाएगी, अधिमान ऐसे सदस्य को दिया जायेगा जो अपनी पहले की नियुक्ति में उच्चतर दर पर वेतन ले रहा था; और यदि मिलने वाले वेतन की दर भी समान हो तो उनकी नियुक्तियों में उनके सेवा काल के अनुसार निश्चित की जाएगी और यदि सेवाकाल भी समान हो, तो आयु में बड़ा सदस्य छोटे सदस्य से ज्येष्ठ होगा।

12. (1) सेवा के कोई सदस्य नियुक्ति प्राधिकारी द्वारा ऐसा करने के लिए आदेश दिए जाने पर, हरियाणा सेवा करने का दायित्व। राज्य के भीतर अथवा इसके बाहर किसी भी स्थान पर सेवा करने के लिए दायी होगा।

- (2) सेवा के किसी सदस्य को सेवा के लिये नीचे लिखे अनुसार भी प्रतिनियुक्त किया जा सकता है :-

- (i) कम्पनी, संगम या व्यक्ति निकाय, चाहे वह निगमित हो या नहीं जिसका पूर्ण या अधिकांश स्वामित्व या नियन्त्रण, राज्य सरकार के पास है या हरियाणा राज्य के भीतर नगर निगम या स्थानीय प्राधिकरण ;
 (ii) केन्द्रीय सरकार या ऐसी कम्पनी या संगम या व्यक्ति निकाय चाहे नियमित हो या नहीं, जिसका पूर्ण या अधिकांश स्वामित्व या नियन्त्रण केन्द्रीय सरकार के पास हो ; अथवा
 (iii) कोई अन्य राज्य सरकार, अन्तर्राष्ट्रीय संगठन, स्वायत्त निकाय, जिसका नियन्त्रण सरकार के पास हो न हो अथवा गैर सरकारी निकाय :

परन्तु सेवा के किसी भी सदस्य को उसकी सहमति के बिना खंड (ii) तथा (iii) में निर्दिष्ट केन्द्रीय या किसी अन्य संगठन या निकाय में सेवा करने के लिए प्रतिनियुक्त नहीं किया जाएगा।

13. (1) किसी भी कर्मचारी को उस स्थानीय प्राधिकरण में स्थायी रूप से स्थानान्तरित किया जा सकता है जिसका विकास तथा जिसमें सुविधाएं प्रदान करने का उत्तरदायित्व प्राधिकरण के पास है और अधिनियम की धारा 29 के अन्तर्गत यह उत्तरदायित्व उसे दिया गया है। तथापि, ऐसे कर्मचारी की सभी शर्तें सम्बद्ध स्थानीय प्राधिकरण में, स्थानान्तरण के समय इस प्राधिकरण के सेवा काल की सेवा शर्तों से किसी भी प्रकार से घटिया नहीं होगी। स्थानीय प्राधिकरण में स्थानान्तरण।

(2) प्राधिकरण अथवा मुख्य प्रशासक किसी सदस्य को किसी स्थानीय प्राधिकरण में स्थानान्तरित करने के लिए मानदण्ड निर्धारित कर सकता है।

वेतन, छुट्टी, पेंशन तथा अन्य मामले।

14. (1) वेतन, छुट्टी, पेंशन और अन्य सभी मामलों में, जिनकी ऐसी विनियमों में नहीं की गई है, सेवा के सदस्य प्राधिकरण द्वारा समय-समय पर अपनाये गये या निर्मित किए गये ऐसे सभी नियमों तथा विनियमों द्वारा शासित होंगे जो अपनाये या बनाये जायें।

(2) छुट्टियां, अवकाश, विश्राम तथा कार्य घण्टे इन विनियमों के परिशिष्ट 'ग' में निर्धारित अनुसार होंगे / तथापि अध्यक्ष, हरियाणा शहरी विकास प्राधिकरण से अनुमोदन प्राप्त कर इनमें परिवर्तन किया जा सकता है।

अनुशासन, शास्तियों तथा अपीलें

15. (1) अनुशासन, शास्तियों तथा अपीलों से सम्बन्धित मामलों में सेवा के सदस्य समय-समय पर यथा संशोधित हरियाणा सिविल सेवा (दण्ड एवं अपील) नियम, 1987 द्वारा नियंत्रित होंगे ;

(2) शास्ति लगाने वाला प्राधिकारी, अपील प्राधिकारी, द्वितीय अपील प्राधिकारी निम्नानुसार होंगे ;

पद	नियोक्त प्राधिकारी	शास्ति लगाने में सशक्त प्राधिकारी	अपील प्राधिकारी	द्वितीय तथा अन्तिम अपील प्राधिकारी
परिशिष्ट क में उल्लिखित सभी पद	अधीक्षक अभियन्ता	अधीक्षक अभियन्ता	मुख्य अभियन्ता/ प्रमुख अभियन्ता	मुख्य प्रशासक

टीका लगवाना।

16. सेवा का प्रत्येक सदस्य ऐसा निर्देश करे जब सरकार किसी विशेष या साधारण आदेश द्वारा ऐसा निर्देश करे, पुनः टीका लगवायेगा।

राजनिष्ठा की शपथ।

17. सेवा के प्रत्येक सदस्य से जब तक अपने पहले ही भारत के प्रति तथा विधि द्वारा यथास्थापित भारत के संविधान के प्रति राज निष्ठा की शपथ न ली हो ऐसा करने की अपेक्षा की जाएगी।

ढील देने की शक्ति।

18. जहां सरकार/प्राधिकरण की राय में इन विनियमों के किसी उपबन्ध में ढील देना आवश्यक उचित हो, वहां पर कारण लिखकर आदेश द्वारा व्यक्तियों के किसी वर्ग या प्रवर्ग के बारे में ऐसा कर सकती है।

विशेष उपबन्ध।

19. इन विनियमों में किसी बात के होते हुये भी नियुक्ति प्राधिकारी, यदि वह नियुक्ति आदेश में विशेष निबन्ध तथा शर्तें लगाना उचित समझे तो वह ऐसा कर सकता है।

आरक्षण।

20. इन विनियमों में दी गई कोई भी बात राज्य सरकार/प्राधिकरण द्वारा इस सम्बन्ध में समय-समय पर जारी किये गये आदेशों के अनुसार अनुसूचित जातियां, पिछड़े वर्गों, भूतपूर्व सैनिकों, शारीरिक रूप से विकलांग व्यक्तियों या व्यक्तियों की किसी अन्य श्रेणी या वर्ग को दिये जाने के लिये अपेक्षित आरक्षणों तथा रियायतों को प्रभावित नहीं करेगी :

परन्तु इस प्रकार किये गये आरक्षणों की कुल प्रतिशतता किसी भी समय पचास प्रतिशत से अधिक नहीं होगी।

निरसन तथा व्यावृत्ति।

21. सेवा में लागू कोई नियम तथा इन नियमों में से किसी के अनुरूप कोई विनियम, जो इन विनियमों के आरम्भ से तुरन्त पहले लागू हो, इसके द्वारा निरसित किया जाता है :

परन्तु इस प्रकार के निरसित नियम या प्राधिकरण के प्रस्ताव के अन्तर्गत किया गया कोई आदेश या की गई कोई कार्यवाही इन विनियमों के अनुरूप उपबन्धों के अधीन किया गया आदेश या की गई कार्यवाही समझी जाएगी।

प्रत्यायोजन।

22. प्राधिकरण अपनी समस्त शक्तियां तथा कार्य इन विनियमों के अन्तर्गत मुख्य प्रशासक, हरियाणा शहरी विकास प्राधिकरण अथवा उसके किसी अधीनस्थ अधिकारी को प्रत्यायोजित कर सकता है।

परिशिष्ट क
(देखिए विनियम 3)

क्रमांक	पद संज्ञा	पदों की संख्या				वेतन मान रुपये में	ग्रुप ग
		सिविल	बिजली	बागवानी	कुल जोड़		
1.	कैमिस्ट	1	—	—	1	6500-200-8500-द.रो. -200-9900	
2.	फोरमैन यांत्रिकी/बिजली	4	—	—	4	5000-150-7100-द.रो. -150-7850	
3.	सहायक फोरमैन बिजली / यांत्रिकी विविध	2	—	—	2	5000-150-7100-द.रो.- 150-7850	
4.	जूनियर कैमिस्ट	1	—	—	1	5000-150-7100-द.रो.- 150-7850	
5.	सड़क निरीक्षक	12	—	—	12	5000-150-7100-द.रो.- 150-7850	
6.	वाटर वर्क्स अधीक्षक ग्रेड-I तथा ग्रेड -II	10	—	—	10	5000-150-7100-द.रो.- 150-7850 4000-100-4800-द.रो.-100-6000	
7.	मीटर निरीक्षक	7	—	—	7	4000-100-4800-द.रो.-100-6000	
8.	चार्जमैन इलेक्ट्रिकल मैकेनिकल/विविध	12	4	—	16	4000-100-4800-द.रो.-100-6000	
9.	कारपेंटर ग्रेड -I तथा -II	9	—	—	9	4000-100-4800-द.रो.-100-6000 3050-75-3950-द.रो.-80-4590	
10.	इलेक्ट्रीशियन ग्रेड -I तथा -II	20	15	2	37	4000-100-4800-द.रो.-100-6000 3050-75-3950-द.रो.-80-4590	
11.	फिटर ग्रेड-I तथा ग्रेड-II	72	—	—	72	4000-100-4800-द.रो.-100-6000 3050-75-3950-द.रो.-80-4590	
12.	मेसन ग्रेड-I तथा ग्रेड-II	6	—	—	6	4000-100-4800-द.रो.-100-6000 3050-75-3950-द.रो.-80-4590	
13.	प्लम्बर ग्रेड -I तथा ग्रेड -II	6	—	2	8	4000-100-4800-द.रो.-100-6000 3050-75-3950-द.रो.-80-4590	
14.	पर्यवेक्षक ग्रेड - I तथा ग्रेड - II	6	—	—	6	4000-100-4800-द.रो.-100-6000 3050-75-3950-द.रो.-80-4590	

15.	याहन चालक	56	6	20	82	4000-100-4800-द.रो.-100-6000
16.	बिल लिपिक	15	—	—	15	3050-75-3950-द.रो.-80-4590
17.	बिन कार्ड लिपिक	1	—	—	1	3050-75-3950-द.रो.-80-4590
18.	बागबानी पर्यवेक्षक	—	—	24	24	3050-75-3950-द.रो.-80-4590
19.	प्रयोगशाला सहायक	1	—	—	1	3050-75-3950-द.रो.-80-4590
20.	लिफ्ट चालक	—	1	—	1	3050-75-3950-द.रो.-80-4590
21.	मकेनिकल फिटर	3	—	—	3	3050-75-3950-द.रो.-80-4590
22.	मीटर रीडर	30	—	—	30	3050-75-3950-द.रो.-80-4590
23.	पेंटर	1	—	—	1	3050-75-3950-द.रो.-80-4590
24.	पी.बी.एक्स. आप्रेटर	—	1	—	1	3050-75-3950-द.रो.-80-4590
25.	पावर लॉन मूवर आप्रेटर	—	—	1	1	3050-75-3950-द.रो.-80-4590
26.	विक्रय लिपिक	—	—	1	1	3050-75-3950-द.रो.-80-4590
27.	स्टोर लिपिक	3	—	—	3	3050-75-3950-द.रो.-80-4590
28.	स्टोर कीपर	3	—	—	3	3050-75-3950-द.रो.-80-4590
29.	स्टोर मुंशी	10	1	—	11	3050-75-3950-द.रो.-80-4590
30.	वाटर पम्प आपरेटर ग्रेड - I तथा ग्रेड - II	539	—	—	539	3050-75-3950-द.रो.- 80-4590
31.	वर्क निरीक्षक	10	—	—	10	3050-75-3950-द.रो.- 80-4590
32.	वर्क मुंशी / वर्क गिस्त्री / वर्क पर्यवेक्षक	61	1	—	62	3050-75-3950-द.रो.-80-4590

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परिशिष्ट -ख
(देखिए विनियम 7)
(सिविल शाखा)

क्रमांक	पद नाम	वेतनमान	सीधी भर्ती के लिए शैक्षणिक योग्यताएं और अनुभव, यदि कोई है	सीधी भर्ती के अतिरिक्त नियुक्ति हेतु शैक्षणिक योग्यताएं और अनुभव यदि कोई हो	विशेष कथन
1	2	3	4	5	6
1	फोरमैन/यांत्रिकी/बिजली/ऑटो/विविध	5000-150-7100-द. रो.-150-7850	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) किसी मान्यताप्राप्त संस्थान से यांत्रिकी/बिजली/सिविल/ऑटो इंजीनियरिंग ट्रेड में 3 वर्ष का डिप्लोमा;	अपने-अपने क्षेत्र में सहायक फोरमैन/चार्जमैन के रूप में कम से कम 5 वर्ष का अनुभव;	
2	सड़क निरीक्षक	5000-150-7100-द. रो.-150-7850	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) सिविल इंजीनियरिंग में 3 वर्ष का डिप्लोमा;	(i) मैट्रिक; (ii) वर्क निरीक्षक (सिविल कार्य) के रूप में कम से कम 5 वर्ष का अनुभव;	
3	सहायक फोरमैन (यांत्रिकी/बिजली/ऑटो/विविध)	5000-150-7100-द. रो.-150-7850	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) सिविल इंजीनियरिंग में 3 वर्ष का डिप्लोमा;	चार्जमैन (मैकेनिकल/इलैक्ट्रिकल ऑटो/विविध) के रूप में कम से कम 5 वर्ष का अनुभव;	
4	वाटर वर्कस अधीक्षक ग्रेड-I	5000-150-7100-द. रो.-150-7850	सीधी भर्ती के लिए कोई उपबन्ध नहीं	वाटर वर्कस अधीक्षक ग्रेड-II के रूप में कम से कम 5 वर्ष का अनुभव;	
5	फिटर/पाईप फिटर ग्रेड-I/प्लम्बर ग्रेड-I/मेसेन ग्रेड-I/कारपेंटर/मेसेन एवं कारपेंटर ग्रेड-I/पेंटर ग्रेड-I	4000-100-4800-द. रो.-100-6000	सीधी भर्ती के लिए कोई उपबन्ध नहीं	पाईप फिटर ग्रेड-II/प्लम्बर ग्रेड-II/मेसेन ग्रेड-II/मेसेन एवं कारपेंटर ग्रेड-II/कारपेंटर ग्रेड-II/ के रूप में कम से कम 5 वर्ष का अनुभव;	
6	हलका वाहन चालक/भारी वाहन चालक/डोजर/एक्सकावेटर/ लोडर आपरेटर	4000-100-4800-द. रो.-100-6000	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) जिसके पास भारी वाहन चलाने का लाईसेंस हो और किसी प्रसिद्ध संस्था से चालक के रूप में भारी वाहन चलाने का 7 वर्ष का अनुभव हो	(i) वैद्य ड्राईविंग लाईसेंस सहित क्लीनर/सीवर क्लीनिंग मशीन चालक के रूप में कम से कम 7 वर्ष का अनुभव; (ii) किसी भी श्रेणी चतुर्थ के पद का 7 वर्ष का अनुभव तथा उनकी अपनी-अपनी श्रेणी में भारी वाहन चलाने का कम से कम 5 वर्ष के अनुभव सहित भारी वाहन चलाने का वैद्य ड्राईविंग साईसेंस; (iii) पढ़ने तथा लिखने में हिन्दी तथा अंग्रेजी योग्य होना चाहिए;	

1	2	3	4	5	6
7	वाटर वर्क्स अधीक्षक ग्रेड-II	4000-100- 4800-द. रो.- 100-6000	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) सिविल इंजीनियरिंग में डिप्लोमा।	(i) मैट्रिक; (ii) वाटर पम्प आपरेटर/ पाईप फिटर ग्रेड-I के रूप में 5 वर्ष का अनुभव।	
8	चार्जमैन (मकैनिकल/ इलेक्ट्रिकल/ऑटो/ विविध)	4000-100- 4800-द. रो.- 100-6000	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) मोटर/इलेक्ट्रिकल/मकैनिकल/ मकैनिकल फिटर/ऑटो के ट्रेड में आई.टी.आई. का प्रमाण पत्र सहित कम से कम 5 वर्ष का अनुभव।	(i) मैट्रिक; (ii) निम्नलिखित में से किसी एक में कम से कम 5 वर्ष का अनुभव; (क) चार्जमैन, मकैनिकल डबल्यू.पी.ओ./ फिटर-I/मकैनिकल फिटर ग्रेड-I (ख) चार्जमैन, इलेक्ट्रिकल इलेक्ट्रिकल इंजीनियरिंग/ इलेक्ट्रिशियन ग्रेड-I/लिफ्ट आपरेटर वायरमैन ग्रेड-I में आई.टी.आई. प्रमाण सहित डबल्यू.पी.ओ.; (ग) चार्जमैन विविध कारपेंटर ग्रेड-I/मैसन ग्रेड-I/ मैसन एवं कारपेंटर ग्रेड-I/ पेंटर ग्रेड-I/प्लम्बर ग्रेड-I/ पी.बी.एक्स आपरेटर; (घ) चार्जमैन आटो ऑटो मकैनिक ग्रेड-I/वाहन चालक।	
9	फिटर ग्रेड-II /पाईप फिटर ग्रेड-II/प्लम्बर ग्रेड-II/पेंटर ग्रेड-II /मैसन ग्रेड-II/ कारपेंटर ग्रेड-II/ मैसन एवं कारपेंटर ग्रेड-II/ मकैनिकल फिटर ग्रेड-II	3050-75- 3950-द. रो.- 80-4590	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) फिटर/प्लम्बर ट्रेड में आई. टी. आई. प्रमाण पत्र।	(i) फिटर हैल्पर/फिटर कुली/ प्लम्बर हैल्पर/पेंटर हैल्पर/ मैसन हैल्पर/कारपेंटर हैल्पर/ मैसन एवं कारपेंटर हैल्पर/ मकैनिकल फिटर हैल्पर/ डीजल मकैनिकल हैल्पर और हैल्परस मकैनिकल चार्जमैन सहायक फोरमैन और फोरमैन के रूप में कम से कम 7 वर्ष का अनुभव; (ii) क्षेत्रीय परीक्षक;	
10	वर्क निरीक्षक/ वर्क पर्यवेक्षक/ वर्क मुंशी/वर्क मिस्त्री	3050-75- 3950-द. रो.- 80-4590	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) सिविल इंजीनियरिंग में डिप्लोमा;	(i) मैट्रिक; (ii) वर्क पर्यवेक्षक/वर्क मिस्त्री/ वर्क मुंशी/मेट/गैंग मेट/ रोड मेट/ वर्क मुंशी हैल्पर/ मोटर मेट के रूप में कम से कम 5 वर्ष का अनुभव;	

1	2	3	4	5	6
11	स्टोर कीपर/ स्टोर मुंशी/ बिन कार्ड क्लर्क/ स्टोर क्लर्क/ बिल क्लर्क	3050-75- 3950-द. रो.- 80-4590	(i) 10+2 या स्नातक; (ii) उनके अपने-अपने संवर्ग में 3 वर्ष का अनुभव; (iii) मैट्रिक तक हिन्दी/संस्कृत का ज्ञान	(i) मैट्रिक; (ii) स्टोर मुंशी/स्टोर हैल्पर/ स्टोर परिचर/स्टोर कुली/ स्टोर बेलदार/बिन कार्ड हैल्पर/ स्टोर लैजर हैल्पर/स्टोर चौकीदार/माली/हेड माली/ बिल वितरक/शिकायत निवारण परिचर/बिल एवं मीटर हैल्पर/ मीटर रीडर हैल्पर/बिल क्लर्क हैल्पर/बिल वितरक का कम से कम 5 वर्ष का अनुभव;	
12	मीटर रीडर	3050-75- 3950-द. रो.- 80-4590	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) अपने संवर्ग में 3 वर्ष का अनुभव	(i) मैट्रिक; (ii) बिल एवं मीटर हैल्पर/ मीटर रीडर हैल्पर/ बिल क्लर्क हैल्पर/ /बिल वितरक के रूप में कम से कम 5 वर्ष का अनुभव।	
13	प्रयोगशाला सहायक	3050-75- 3950-द. रो.- 80-4590	(i) विज्ञान सहित मैट्रिक; (ii) प्रयोगशाला परिचर के रूप में 3 वर्ष का अनुभव; (iii) मैट्रिक स्तर तक हिन्दी/ संस्कृत का ज्ञान।	(i) मैट्रिक; (ii) प्रयोगशाला परिचर के रूप में 5 वर्ष का अनुभव;	
14	डीजल/ऑटो/ मोटर मकैनिक	3050-75- 3950-द. रो.- 80-4590	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) मोटर/डीजल मकैनिकल ट्रेड में आई.टी.आई. प्रमाण पत्र या इसके समकक्ष शिक्षा	(i) पेट्रोलमैन/डीजल मकैनिकल/ हैल्पर/ऑटो हैल्पर के रूप में 7 वर्ष का अनुभव; (ii) हिन्दी पढ़ तथा लिख सकता हो। (iii) क्षेत्रीय परीक्षा;	उनकी अपनी-अपनी ट्रेड में आई.टी.आई. के लिए 4000-100 -4800-द.रो.-100- 6000 वेतनमान होगा।
15	वाटर पम्प ऑपरेटर/ जनित्र चालक	3050-75- 3950-द. रो.- 80-4590	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) मोटर/डीजल/मकैनिकल/ इलेक्ट्रिकल वायरमैन के ट्रेड में आई.टी.आई. प्रमाण पत्र	(i) डब्ल्यू.पी.ओ. हैल्पर/की मैन/ ऑयल मैन/पेट्रोलमैन/माली एवं चौकीदार/हेड सीवरमैन/सीवर मैन/माली एवं पम्प परिचर / डीजल इंजन हैल्पर के रूप में कम से कम 7 वर्ष का अनुभव तथा जनस्वास्थ्य स्थापना पर नियुक्त चौकीदार / बेलदार / केवल जनस्वास्थ्य कार्यों का अनुभव;	
16	इलेक्ट्रिशियन ग्रेड-I/ ऑटो इलेक्ट्रिशियन ग्रेड - I	4000-100- 4800-द. रो.- 100-6000	सीधी भर्ती के लिए कोई उपबन्ध नहीं	(i) मैट्रिक; (ii) इलेक्ट्रिकल ग्रेड-II / ऑटो इलेक्ट्रिकल ग्रेड-II के रूप में कम से कम 5 वर्ष का अनुभव;	
17	इलेक्ट्रिशियन ग्रेड-II/ ऑटो इलेक्ट्रिशियन ग्रेड - II	3050-75- 3950-द. रो.- 80-4590	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) इलेक्ट्रिकल के ट्रेड में आई.टी.आई. प्रमाण पत्र	इलेक्ट्रिकल चार्जमैन, इलेक्ट्रिकल फोरमैन और सहायक इलेक्ट्रिकल फोरमैन के हैल्पर/ऑटो इलेक्ट्रिकल हैल्पर के रूप में 7 वर्ष का अनुभव ;	उनकी अपनी-अपनी ट्रेड में आई.टी.आई. प्रमाण पत्र धारक के लिए 4000-100- 4800-द.रो.-100- 6000 वेतनमान होगा।

1	2	3	4	5	6
18	सर्वेक्षक ग्रेड-I	4000-100- 4800-द. रो.- 100-6000	सीधी भर्ती के लिए कोई उपबन्ध नहीं	सर्वेक्षक ग्रेड-II के रूप में कम से कम 5 वर्ष का अनुभव	
19	सर्वेक्षक ग्रेड - II	3050-75- 3950-द. रो.- 80-4590	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) सर्वेक्षण और समतलन में आई.टी.आई. प्रमाण पत्र ;	(i) मैट्रिक ; (ii) सर्वेक्षण के कार्य का 5 वर्ष का अनुभव ;	उनकी अपनी-अपनी ट्रेड में आई.टी.आई. प्रमाण पत्र धारक के लिए 4000-100-4800-द.रो. 100-6000 वेतनमान होगा।
20	कैमिस्ट	6500-200- 8500-द. रो.- 200-9900	सीधी भर्ती के लिए कोई उपबन्ध नहीं है	(i) मैट्रिक; (ii) कैमिस्ट्री/पर्यावरण विज्ञान सहित बी.एस.सी.; (iii) जूनियर कैमिस्ट के रूप में 5 वर्ष का अनुभव ;	
21	जूनियर कैमिस्ट	5000-150- 7100-द. रो.- 150-7850	(i) किसी प्रयोगशाला में कम से कम 5 वर्ष का अनुभव सहित बी.एस.सी.; (ii) मैट्रिक स्तर तक हिन्दी/संस्कृत का ज्ञान ;	(i) विज्ञान सहित मैट्रिक ; (ii) प्रयोगशाला सहायक के रूप में 5 वर्ष का अनुभव या प्रयोगशाला सहायक के रूप में 2 वर्ष के अनुभव सहित बी.एस.सी.;	
22	वाटर मीटर निरीक्षक	4000-100- 4800-द. रो.- 100-6000	सीधी भर्ती के लिए कोई उपबन्ध नहीं है	(i) मैट्रिक ; (ii) मीटर रीडर/बिल क्लर्क / बिल एवं मीटर रीडर के रूप में 5 वर्ष का अनुभव;	
23	वैल्डर	3050-75- 3950-द. रो.- 80-4590	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) वैल्डर ट्रेड में आई.टी.आई. प्रमाण पत्र ;	पदोन्नति के लिए कोई उपबन्ध नहीं	उनकी अपनी-अपनी ट्रेड में आई.टी.आई. के लिए 4000-100-4800-द.रो.-100-6000 वेतनमान होगा।
24	स्टोर अधीक्षक	4000-100- 4800-द. रो.- 100-6000	सीधी भर्ती के लिए कोई उपबन्ध नहीं है	(i) मैट्रिक (ii) स्टोर क्लर्क/स्टोर कीपर/स्टोर मुंशी/बिन कार्ड क्लर्क/सेल क्लर्क के रूप में 10 वर्ष का अनुभव	टिप्पणी :- यह पद विद्यमान नहीं है। स्टोर क्लर्क/स्टोरकीपर/स्टोर मुंशी/बिन कार्ड क्लर्क/सेल क्लर्क की पदोन्नति के लिए रास्ता बनाने हेतु मुख्य प्रशासक द्वारा गठित अधीक्षण इंजीनियर की समिति की सिफारिश पर सृजित की गई है।

1	2	3	4	5	6
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वह नियमानुसार
कर्तव्यों को निर्वहन
करेगी :-

(i) स्टोर के नियंत्रण
सामान-सूची की
मॉनिटरिंग करेगा
जिसमें वस्तुओं की
प्राप्तियों तथा निर्गम
भी शामिल है।

(ii) वह स्टोर क्लर्क/
स्टोर मुंशी और बिना
कार्ड क्लर्क के कार्य
का पर्यवेक्षण करेगा।

(iii) अपेक्षित
विवरणियां सम्बद्ध
अधिकारियों को
समय-समय पर
भेजना सुनिश्चित
करेगा।

(iv) स्टॉक की पुरानी/
बेकार वस्तुओं के
स्टॉक के लिए
प्रस्ताव प्रस्तुत
करेगा।

(v) सप्लाई आदेशों
का मॉनीटर करेगा
और स्टॉक निर्गम
दर तैयार करेगा।
वह कार्यकारी जूनियर
इंजीनियर को प्रस्ताव
प्रस्तुत करेगा। वह
स्टोर मांग पत्रों का
दर्ज करना सुनिश्चित
करेगा और स्टोर से
सम्बन्धित सभी प्रकार
के रिकार्ड को
रखेगा।

25 सीवर क्लीनिंग
मशीन ऑपरेटर

3050-4590

(i) हिन्दी/ संस्कृत सहित मैट्रिक;
(ii) अपने क्षेत्र में 2 वर्ष का अनुभव

(i) मैट्रिक;

(ii) सीवरमैन / हेड सीवरमैन /
स्वीपर आदि के रूप में रेसी
लाइन का 5 वर्ष का अनुभव।

टिप्पणी :-

1. जहां पदोन्नति के लिये एक से अधिक पोषक पद हैं, वहां अन्तर परिमण्डलीय और अन्तर पदीय वरिष्ठता तैयार की जायेगी। यह वरिष्ठता आरक्षण के सम्बन्ध में सरकार के अनुदेशों को ध्यान में रखकर तैयार की जायेगी।
2. वर्ग 'घ से ग' से पदोन्नति हेतु क्षेत्र परीक्षा, जहां भी निहित किया गया है अपने-अपने अधीक्षण इंजीनियर द्वारा गठित की जाने वाली समिति द्वारा आयोजित किया जायेगा, इस समिति में कार्यकारी इंजीनियर और 2 उपमण्डल इंजीनियर शामिल होंगे।
3. ट्रेड (आई.टी.आई. अथवा डिप्लोमा) का उच्चतर वेतनमान केवल उन कर्मचारियों को दिया जायेगा जिन्होंने यह अर्हता यथोचित अनुमति से प्राप्त की है।

परिशिष्ट - ख - 1

(देखिए विनियम 7)

(इलैक्ट्रिकल शाखा)

क्रमांक	पद संज्ञा	वेतनमान	सीधी भर्ती के लिए शैक्षणिक अर्हताएं और अनुभव, यदि कोई हैं	पदोन्नति द्वारा नियुक्ति के लिए शैक्षणिक अर्हताएं और अनुभव, यदि कोई हैं	विशेष कथन
1	2	3	4	5	6
1	फोरमैन इलैक्ट्रिकल	5000-150-7100-द. रो. 150-7850	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) किसी मान्यताप्राप्त संस्था से इलैक्ट्रिकल इंजीनियरिंग में 3 वर्ष का डिप्लोमा।	सहायक फोरमैन / चार्जमैन इलैक्ट्रिकल के रूप में कम से कम 5 वर्ष का अनुभव।	
2	सहायक फोरमैन (इलैक्ट्रिकल)	5000-150-7100-द. रो. 150-7850	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) किसी मान्यताप्राप्त संस्था से इलैक्ट्रिकल इंजीनियरिंग में 3 वर्ष का डिप्लोमा।	(i) मैट्रिक; (ii) चार्जमैन (इलैक्ट्रिकल) के रूप में कम से कम 5 वर्ष का अनुभव;	
3	हल्का वाहन चालक/ भारी वाहन चालक/ डोजर/एक्सकावेटर/ लोडर ऑपरेटर	4000-100-4800-द. रो. 100-6000	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) भारी वाहन चलाने के लिए लाइसेंस धारी हो और किसी ख्याति प्राप्त संस्था में वाहन चलाने का 7 वर्ष का अनुभव रखता हो।	(i) वैद्य ड्राइविंग लाइसेंस सहित क्लीनर / सीवर क्लीनिंग मशीन ऑपरेटर के रूप में कम से कम 7 वर्ष का अनुभव; (ii) किसी भी चतुर्थ श्रेणी के पद का 7 वर्ष का अनुभव और सम्बन्धित प्रवर्ग में कम से कम 5 वर्ष के लिये भारी वाहन चलाने का वैद्य ड्राइविंग लाइसेंस हो। (ii) उसे हिन्दी और अंग्रेजी पढ़नी तथा लिखनी आती हो।	
4	चार्जमैन (इलैक्ट्रिकल)	4000-100-4800-द. रो. 100-6000	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) मोटर / मकेनिकल / इलैक्ट्रिकल फिटर / ऑटो के ट्रेड में कम से कम 5 वर्ष के अनुभव सहित आई.टी.आई. प्रमाणपत्र;	(i) मैट्रिक; (ii) इलैक्ट्रिकल अर्हता सहित इलैक्ट्रिकल ग्रेड-I / वाटर मैन ग्रेड - I / लिफ्ट ऑपरेटर के रूप में कम से कम 5 वर्ष का अनुभव;	
5	इलैक्ट्रिशियन ग्रेड-I/ ऑटो इलैक्ट्रिशियन ग्रेड - I	4000-100-4800-द. रो. 100-6000	सीधी भर्ती के लिए कोई उपबंध नहीं है।	(i) मैट्रिक; (ii) इलैक्ट्रिशियन ग्रेड-II / ऑटो इलैक्ट्रिशियन ग्रेड-II के रूप में कम से कम 5 वर्ष का अनुभव।	
6	इलैक्ट्रिशियन ग्रेड-II / ऑटो इलैक्ट्रिशियन ग्रेड - II	3050-75-3950-द. रो. 80-4590	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) इलैक्ट्रिशियन के ट्रेड में आई.टी.आई. प्रमाण पत्र	इलैक्ट्रिशियन सहित सभी हैल्पर, इलैक्ट्रिकल चार्जमैन, इलैक्ट्रिकल फोरमैन और सहायक इलैक्ट्रिकल फोरमैन/ ऑटो इलैक्ट्रिकल हैल्पर 7 वर्ष के अनुभव सहित।	सम्बद्ध ट्रेड में आई.टी.आई. प्रमाण पत्र धारकों के लिए वेतनमान 4000-100-4800-द. रो. 100-6000 होगा।

1	2	3	4	5	6
7	लिफ्ट ऑपरेटर	3050-75- 3950-द. रो.- 80-4590	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) अपने-अपने संवर्ग में 3 वर्ष का अनुभव।	इलेक्ट्रिकल क्षेत्र में 7 वर्ष का अनुभव।	
8	पी.बी.एक्स ऑपरेटर	3050-4590	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) अपने-अपने संवर्ग में 2 वर्ष का अनुभव।	(i) मैट्रिक; (ii) शिकायत परिचर/पी.बी.एक्स. हैल्पर के रूप में 5 वर्ष का अनुभव।	
9	स्टोर मुंशी	3050-75- 3950-द. रो.- 80-4590	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) सम्बद्ध व्यवसाय में 3 वर्ष का अनुभव। (iii) मैट्रिक तक हिन्दी/संस्कृत का ज्ञान।	(i) मैट्रिक; (ii) स्टोर चौकीदार / स्टोर बेलदार तथा स्टोर हैल्पर का कम से कम 5 वर्ष का अनुभव।	

परिशिष्ट - ख - II

(देखिए विनियम 7)

(बागवानी शाखा)

क्रम	पद नाम	वेतनमान	सीधी भर्ती के लिए शैक्षणिक अर्हताएं और अनुभव, यदि कोई है	पदोन्नति द्वारा नियुक्ति के लिए शैक्षणिक अर्हताएं और अनुभव, यदि कोई है	विशेष कथन
1	2	3	4	5	6
1	हलका वाहन चालक/ भारी वाहन चालक/ डोजर / एक्सावेटर/ लॉडर मशीन ऑपरेटर	4000-100- 4800-द. रो.- 100-6000	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) किसी ख्याति प्राप्त संस्था से भारी वाहन चलाने का 7 वर्षों का अनुभव और जिसके पास भारी वाहन चलाने का लाईसेंस हो।	(i) क्लीनर / सीवर क्लीनिंग मशीन चलाने का वैध लाईसेंस सहित 7 वर्ष का कार्यानुभव। (ii) किसी चतुर्थ श्रेणी के पद पर 7 वर्ष का अनुभव और भारी वाहन चलाने का वैध लाईसेंस या सम्बद्ध संवर्ग में हलका / भारी वाहन चलाने का कम से कम 5 वर्ष का अनुभव (iii) हिन्दी तथा अंग्रेजी पढ़ तथा लिख सकता हो।	
2	विक्रय लिपिक	3050-75- 3950-द. रो.- 80-4590	(i) 10+2 की योग्यता या स्नातक (ii) अपने-अपने कार्य में 3 वर्ष का अनुभव (iii) मैट्रिक तक हिन्दी/संस्कृत का ज्ञान।	(i) मैट्रिक (ii) माली/प्रधान माली के रूप में 5 वर्ष का अनुभव।	ये पद घटते संवर्ग के हैं
3	बागवानी पर्यवेक्षक	3050-75- 3950-द. रो.- 80-4590	(i) मैट्रिक (ii) बी.एस सी. (कृषि.विज्ञान) या बागवानी में डिप्लोमा तथा मैट्रिक स्तर तक हिन्दी / संस्कृति विषय।	(i) हिन्दी/संस्कृत विषय सहित मैट्रिक (ii) प्रधान माली / माली के रूप में 5 वर्ष का अनुभव।	सीधी भर्ती के उम्मीदवारों के लिए 4000-100-4800-द. रो. 100-6000 का वेतनमान है।
4	पावरलान मूवर ऑपरेटर	3050-75- 3950-द. रो.- 80-4590	(i) हिन्दी/संस्कृत विषय सहित मैट्रिक। (ii) अपने-अपने कार्य का 2 वर्षों का अनुभव	(i) अपने-अपने कार्य का 7 वर्ष का अनुभव। (ii) क्षेत्रीय परीक्षण	ये पद घटते संवर्ग का है।
5	वाटर पम्प ऑपरेटर	3050-75- 3950-द. रो.- 80-4590	(i) हिन्दी/संस्कृत विषय सहित मैट्रिक (ii) मोटर / डीजल / मैकेनिकल / इलेक्ट्रिकल वायरलेस में आई.टी.आई. का प्रमाण पत्र	डब्ल्यू.पी.ओ. हैल्पर, माली / माली एवं चौकीदार के रूप में 5 वर्ष का अनुभव	ये पद घटते संवर्ग का है।

परिशिष्ट - ग

[[देखिए विनियम 14(2)]]

1. छुट्टियां : प्रत्येक वर्ष प्रमुख अभियन्ता द्वारा प्रकाशित की जाने वाली छुट्टी सूची में प्रत्येक कर्मकार को तीन राष्ट्रीय तथा पांच धार्मिक अथवा परम्परागत अनुज्ञात होगी।
 2. विश्राम : प्रत्येक कर्मकार को एक साप्ताहिक अवकाश अनुज्ञात होगा।
 3. आकस्मिक अवकाश : प्रत्येक कर्मकार को एक कलैण्डर वर्ष में उस के सेवा काल के अनुसार निम्न रूप से आकस्मिक अवकाश दिया जाएगा :-
 - (क) 10 वर्षों तक के सेवाकाल के लिए 10 दिन
 - (ख) 10 से 20 वर्षों तक के सेवाकाल के लिए 15 दिन
 - (ग) 20 वर्षों से अधिक के सेवाकाल के लिए 20 दिन
- टिप्पणी — सेवा वर्षों की गणना उसी कलैण्डर वर्ष के प्रथम दिन से की जायेगी जिसमें अवकाश प्राप्त किया जाना है।
4. अर्जित अवकाश तथा अन्य अवकाश : प्रत्येक कर्मकार (स्थायी/अस्थायी) को सिविल सेवा नियम जिल्द-1 धारा -1 के उपबन्धों के अनुसार अवकाश अनुज्ञेय होगा।
 5. कार्य समय : प्रबन्ध समिति के निर्देशानुसार प्रत्येक कार्यदिवस में 8 घण्टे का कार्य समय होगा / कार्य की अपेक्षा के अनुसार कर्मकार को अपना कार्य शिफ्टों में करना पड़ सकता है।
 6. टिप्पणी : प्रशासनिक सुविधा तथा कार्य की अपेक्षा के अनुसार तथा प्रतिभूति अवकाश / विश्राम के बदले में कर्मकार के भारसाधक कर्मचारी / अधिकारी द्वारा छुट्टी विश्राम दिनों आदि का बदला जाना अनुज्ञात होगा। उन कर्मकारों जो उस समय के लिये जिस पर वे भ्रमण पर हैं तथा यात्रा भत्ता प्राप्त कर रहे हैं विनिर्दिष्ट अवधि से भिन्न की गई अतिरिक्त ड्यूटी की दशा में उसके बदले में प्रतिभूति विश्राम अनुज्ञात होगा।

टी० सी० गुप्ता, आई०ए०एस०

मुख्य प्रशासक,

हरियाणा शहरी विकास प्राधिकरण, पंचकुला।

HARYANA GOVERNMENT
HARYANA URBAN DEVELOPMENT AUTHORITY

Notification

The 16th March, 2009

No. Auth-2009-6866.—In exercise of the powers conferred by Section 54 of the Haryana Urban Development Authority Act, 1977 (Haryana Act No. 13 of 1977), the Haryana Urban Development Authority with the previous approval of the State Government conveyed vide memo No. 1/2/2009-ITCP dated 16.02.2009, are hereby makes the following regulations regulating the recruitment and conditions of services of persons appointed to the Haryana Urban Development Authority (Regular Work Charged Field Staff) in Civil, Electrical and Horticulture Wings of the Engineering Wing of Haryana Urban Development Authority – (Group C), service namely:—

Part 1—General

1. (1) These regulations may be called the Haryana Urban Development Authority (Regular Work Charged Field Staff) in Civil, Electrical and Horticulture Wings of the Engineering Wing of Haryana Urban Development Authority – (Group C) Service Regulations, 2009. Short title, commencement and applicability.

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

(3) They shall be applicable to the regular work charged field staff in Civil, Electrical and Horticulture Wings of the Engineering Wing of (Group C) service working under the Authority on the date of publication of this notification in the Official Gazette.

2. (1) In these regulations unless the context otherwise requires,—

Definitions.

(a) “Act” means the Haryana Urban Development Authority Act, 1977 (Haryana Act No. 13 of 1977);

(b) “Appendix” means an Appendix appended to these regulations;

(c) “appointing authority” means the authority specified in regulation 6 of these regulations;

(d) “Chairman” means the Chairman of the Authority;

(e) “Commission” means the Haryana Staff Selection Commission;

(f) “direct recruitment” means an appointment made otherwise than by promotion from within the Service or by transfer or deputation of an official already in the service of the Government of India or any State Government or Board or any Corporation constituted by the Central/ State Government or any institution/ organization approved by the Authority for the purpose of appointment by transfer or deputation;

(g) “Education Board” means the Board of School Education, Haryana established under the provisions of the Haryana Board of School Education Act, 1969 (Act 11 of 1969), or any other Education Board established by law in any of the States of India;

(h) “employee” means a member of the Service;

(i) “Engineer-in-Chief” means the Head of the Engineering Wing of Haryana Urban Development Authority and shall include Chief Engineer;

(j) “Executive Engineer” means the Executive Engineer of Haryana Urban Development Authority;

(k) “Government” means the Government of the State of Haryana;

(l) “recognised university” means—

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

(ii) any other university which is declared by the Authority to be a recognized university for the purpose of these regulations;

(m) "institution" means—

- (i) any institution established by law in force in the State of Haryana; or
- (ii) any other institution recognized by the Authority for the purpose of these regulations;

(n) "Service" means the Haryana Urban Development Authority Services (Regular Work Charged-Field Staff) in Civil, Electrical and Horticulture Wings of the Engineering Wing of Haryana Urban Development Authority – (Group C) service;

(o) "Superintending Engineer" means the Superintending Engineer of Haryana Urban Development Authority;

(p) "regular work charged field staff" means an employee who is employed upon the actual execution, operation or maintenance of a specific work or sub-works of a specific project or upon the subordinate supervision of departmental labour, stores and machinery in connection with such a work or sub-works and later on made regular on his post.

(2) "words and expressions" used but not defined in these regulations shall have the same meanings respectively assigned to them in the Act and the Punjab Civil Services Rules, as applicable to the State of Haryana;

Part-II Recruitment to Service

Character of posts.

3. The Service shall comprise the posts mentioned in Appendix A to these regulations:

Provided that nothing in these regulations shall affect the inherent right of the authority 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) No person shall be appointed to any post in the Service unless he is;

- (a) a citizen of India; or
- (b) a citizen of Nepal; or
- (c) a citizen of Bhutan; or
- (d) a Tibetan refugee who came over to India before the 1st 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, 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 eighteen years or more than forty years of age on the last date of receipt of application.

Appointing authority.

6. Appointment to the posts in the Service shall be made by the Superintending Engineer.

7. No person shall be appointed to the Service, unless he is in possession of qualifications and experience specified in column 3 of Appendix B, BI and BII, as the case may be, to these regulations in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of persons appointed otherwise than by direct recruitment: Qualification.

Provided that in the case of appointment by direct recruitment the qualifications regarding experience shall be relaxable to the extent of 50% at the discretion of the Haryana Urban Development Authority in case sufficient number of candidates belonging to reserve categories i.e. Scheduled Castes, Backward Classes, Other Backward Classes, Ex-Servicemen 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.

8. 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.

Disqualifications.

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 regulation.

9. (1) No recruitment against post shall be made without prior written permission of the Chief Administrator. Method of recruitment.

(2) Recruitment to the Service shall be made,—

- (a) in case of categories 1,2,3,6 to 15,17,19,21 and 25 as mentioned in Appendix B and categories No.1 to 4, 6 to 9 of Appendix B-I and Category No.1 to 4 of Appendix B-II,—

(i) 50% by promotion; and

(ii) 50% by direct recruitment or by transfer or deputation of an official already in the Service of the Government of India or any State Government or Board or any Corporation constituted by the Central/ State Government or any institution/organization approved by the Authority for the purpose of appointment by transfer or deputation;

- (b) in case of categories No. 4,5,16,18,20,22 as mentioned in Appendix B and category 5 of Appendix B-I 100% by promotion.

(3) (a) Recruitment to the Service by promotion shall be made on receipt of recommendations from a committee consisting of at least one Executive Engineer and two Sub Divisional Engineers to be constituted by the Superintending Engineer;

(b) The committee shall decide all cases of promotions by taking into consideration inter seniority of various feeder services under the promotion quota mentioned in the regulations:

Provided that the candidate possesses requisite qualifications, experience and passes field test, if any. However, there will be no provision for further promotion in categories Number 23 and 24 of Appendix B.

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

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 regulation; 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 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 not been satisfactory:—
 - (i) dispense with his service, 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.

Seniority.

11. (1) The seniority of the members of the Service shall be maintained separately at the level of the Circle.

(2) The *inter-se* seniority, of the members of the Service shall be determined by the length of continuous service on any post in the Service:

Provided 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 case two or more members are appointed on the same date their seniority shall be determined as follow:—

- (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 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 same, then by the length of their service in the appointment and if the length of such service is also same, the older shall be senior to the younger member.

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. Liability to serve.

(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 university within the State of Haryana;
- (ii) the State 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 State Government;
- (iii) any other State Government, an international organization, an autonomous body not controlled by the Government or a private body.

13. (1) Any employee shall be liable to be transferred permanently to the local authority to which the responsibility for the maintenance of the amenities provided in the area developed by the Authority is entrusted under Section 29 of the Act. However, the terms and conditions of Service of any such employee in the concerned local authority shall not be inferior to the terms and conditions on which the employee is working in the Authority at the time of transfer. Transfer to local authority.

(2) The Authority or the Chief Administrator may lay down a criteria for effecting transfer of a member to the local authority.

14. (1) In respect of pay, pension and all other matters, not expressly provided for in these regulations, the members of the Service shall be governed by such rules or regulations as may have been, or may hereafter be, adopted or made by the Authority from time to time. Pay, leave, pension and other matters.

(2) Leave, holidays, rest and duty hours shall be as prescribed in Appendix C of these regulations. However, same can be altered with the approval of the Chairman, Haryana Urban Development Authority.

15. (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; Discipline, penalties and appeals.

(2) The Authority empowered to impose penalty, the appellate authority and the second appellate authority shall be as under:—

Post	Appointing Authority	Authority empowered to impose penalty	Appellate Authority	Second and final Appellate Authority
All posts in Appendix A	Superintending Engineer	Superintending Engineer	Chief Engineer/ Engineer-in-Chief	Chief Administrator

16. Every member of the Service shall get himself vaccinated and re-vaccinated as and when the Government/Authority so directs by a special or general order. Vaccination.

Oath of allegiance.

17. 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.

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

Special provisions.

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

Reservations.

20. Nothing contained in these regulations 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 savings.

21. Any rule or resolution of the Authority applicable to the Service and corresponding to any of these regulations which is in force immediately before the commencement of these regulations is hereby repealed:

Provided that any order made or action taken under the rule or resolution of the Authority as repealed shall be deemed to have been made or taken under the corresponding provisions of these regulations.

Delegation.

22. The Authority, may delegate its powers and functions under these regulations to Chief Administrator, Haryana Urban Development Authority or to any of his subordinate officers.

23.

Notice for Post

Recruitment for higher studies

APPENDIX A
(See Regulation 3)

Sr. No.	Designation of posts	Number of posts				Scale of Pay
		Civil	Elect- rical	Horticul- ture	Grade and Total	
1.	Chemist	1			1	6500-200-8500-EB-200-9900
2.	Foreman Mechanical/Electrical	4				5000-150-7100-EB-150-7850
3.	Assistant Foreman Electrical/ Mechanical/ Miscellaneous	2				5000-150-7100-EB-150-7850
4.	Junior Chemist	1				5000-150-7100-EB-150-7850
5.	Road Inspector	12	—	—	12	5000-150-7100-EB-150-7850
6.	Water works Superintendent Grade I & II	10	—	—	10	5000-150-7100-EB-150-7850 4000-100-4800-EB-100-6000
7.	Meter Inspector	7	—	—	7	4000-100-4800-EB-100-6000
8.	Chargeman Electrical/ Mechanical/ Miscellaneous	12	4	—	16	4000-100-4800-EB-100-6000
9.	Carpenter Grade I and II	9	—	—	9	4000-100-4800-EB-100-6000 3050-75-3950-EB-80-4590
10.	Electrician Grade I and II	20	15	2	37	4000-100-4800-EB-100-6000 3050-75-3950-EB-80-4590
11.	Fitter Grade I and II	72	—	—	72	4000-100-4800-EB-100-6000 3050-75-3950-EB-80-4590
12.	Mason Grade I and II	6	—	—	6	4000-100-4800-EB-100-6000 3050-75-3950-EB-80-4590
13.	Plumber Grade I and II	6	—	2	8	4000-100-4800-EB-100-6000 3050-75-3950-EB-80-4590
14.	Surveyor Grade I and II	6	—	—	6	4000-100-4800-EB-100-6000 3050-75-3950-EB-80-4590
15.	Vehicle Driver	56	6	20	82	4000-100-4800-EB-100-6000
16.	Bill Clerk	15	—	—	15	3050-75-3950-EB-80-4590
17.	Bin Card Clerk	1	—	—	1	3050-75-3950-EB-80-4590
18.	Horticulture Supervisor	—	—	24	24	3050-75-3950-EB-80-4590
19.	Lab Assistant	1	—	—	1	3050-75-3950-EB-80-4590
20.	Lift Operator	—	1	—	1	3050-75-3950-EB-80-4590
21.	Mechanical Fitter	3	—	—	3	3050-75-3950-EB-80-4590
22.	Meter reader	30	—	—	30	3050-75-3950-EB-80-4590

23	Painter	1	—	—	1	3050-75-3950-EB-80-4590
24	PBX Operator	—	1	—	1	3050-75-3950-EB-80-4590
25	Power Lawn Mover Operator	—	—	1	1	3050-75-3950-EB-80-4590
26	Sale Clerk	—	—	1	1	3050-75-3950-EB-80-4590
27	Store Clerk	3	—	—	3	3050-75-3950-EB-80-4590
28	Store Keeper	3	—	—	3	3050-75-3950-EB-80-4590
29	Store Munshi	10	1	—	11	3050-75-3950-EB-80-4590
30	Water Pump Operator Grade I & II	539	—	—	539	3050-75-3950-EB-80-4590
31	Work Inspector	10	—	—	10	3050-75-3950-EB-80-4590
32.	Work Munshi/Work Mistri/ Work Supervisor	61	1	—	62	3050-75-3950-EB-80-4590
Total		901	29	50	980	

clan II to Grade I → 772 expenditure in clan II

Grade II to Grade I → 540

Grade I to Grade I → 540

Changman to Asst. → 540

Asst. to Asst. → 540

HARYANA URBAN DEVELOPMENT AUTHORITY

SERVICES REGULATION, 1989

Dated 17th August 1989

In exercise of the powers conferred by Section 54 of the Haryana Urban Development Authority Act, 1977 (Haryana Act, No. 13 of 1977) and all other powers enabling it in this behalf, the Haryana Urban Development Authority, with the previous approval of the State Government of Haryana conveyed vide their Memo No. 10/1/88/ITCP dated 17.8.89 hereby makes the following Regulations, namely:-

PART-I GENERAL

Short title applications & Commencement. 1. (i) These Regulations may be called the Haryana Urban Development Authority Services Regulations, 1989.

(ii) These Regulations shall apply to all employees in the service of the Haryana Urban Development Authority.

Provided that nothing in these Regulation shall apply in respect of any class or cadre of service for which separate Regulations may be framed or any other special Regulations as may be framed by the Authority or in respect of employees governed by specific agreements.

(iii) These shall come into force at once.

Definitions 2. In these Regulations unless the context otherwise requires;

(a) 'Act' means the Haryana Urban Development Authority Act, 1977.

(b) 'Appointing Authority' means the Authority competent to make appointments.

(c) 'Chairman' means the Chairman of the Authority.

(d) 'Chief Administrator' means the Chief Administrator of the Authority.

(e) 'Committee' means the Personnel Committee Constituted by the Authority under Section-8 of the Act.

(f) 'Direct appointment' means an appointment made otherwise than by promotion from within the service or by transfer of an official already in the service of the Central/State Govt. or Board or any Corporation constituted by the Central/State Government.

(g) 'Secretary' means the secretary of the Authority

(h) 'Service' means the Haryana Urban Development Authority Service.

(i) 'Government' means the Government of Haryana.

(j) '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 regulations.

(k) '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 regulations.

Constitution of the Service **3.**

PART-II-CONSTITUTION OF THE SERVICE:

The service shall consist of the following persons, namely:-

- (a) Employees of Urban Estate Department who opted and joined service at the time of its formation.
- (b) persons who were appointed to the Service before the commencement of these regulations: and
- (c) Persons appointed to the service by the Authority.

Number & Character of posts **4.**

PART-III -RECRUITMENT TO SERVICE:

The service shall comprise of the posts shown in Appendix 'A' to these regulations:-

Provided that nothing in these regulations shall affect the inherent right of the Authority to add or to reduce the number of such posts or create new posts with different designations and scales of pay from time to time.

Nationality, domicile and character of candidate appointed to the service **5.**

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

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic or 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) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

(2) A person in whose case certificate of eligibility is necessary may be admitted to an examination or interview conducted by the 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:-

(i) A certificate of character from the principal academic office of 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 institutions; and

(ii) a medical certificate of physical fitness as required under rule 3.1 of the Punjab Civil Service Rules, Volume I, Part-I.

6. No person shall be appointed to the service by direct recruitment who is less than seventeen years or more than thirty five years of age, except the posts of Architect, Land Scape Architect, Legal Adviser, Deputy Legal Adviser, Controller of Finance in which case the upper age limit will be 40 years, on the last date of receipt of application. In case of Assistant District Attorney the age limit shall be 24-35 years.

Provided that in case of candidates belonging to scheduled caste/tribes, backward classes, ex-serviceman, widows and others the upper age limit shall be such as may be fixed by the Government from time to time.

Appointing Authority 7. Appointments to the posts specified in Appendix A-I shall be made by the Authority and those shown in Appendix A-II shall be made by the Chief Administrator.

Provided that if any new post with a new designation is created in a pay scale, the maximum of which does not exceed Rs. 3200/-the Chief Administrator shall be the appointing Authority.

Method of recruitment 8. Subject to the conditions, as may be laid down under the Act and the regulations recruitment to the various posts under the Authority shall be made by any one or more of the following methods:-

- i) by direct appointment; or
- ii) by transfer/deputation of an Government official already in the service of the Central Govt. or any State Govt. or any Board/Corporation constituted by the Central/State Govt.
- iii) by promotion out of the existing employees. These posts shall be filled by direct recruitment and otherwise in the ratio, if any, as laid down in column 5 of the appendix B to these regulations.

Procedure of Promotion 9. Promotion in respect of posts mentioned in Appendix A-I and A-II shall be made on the basis of seniority cum-merit. Seniority alone shall not give any right to such promotion.

Qualifications 10.

No person shall be appointed to the service unless he is in possession of qualifications and experience specified in column 3 of Appendix B to these Regulations in case of recruitment made otherwise than by promotion and those specified in column 4 in case of recruitment by promotion.

Provided that in case of direct recruitment of reserved categories of employees the condition regarding experience shall be relaxable to the extent of 50% at the discretion of the recruiting Authority in case sufficient number of candidates belonging to scheduled castes, backward classes, ex-servicemen and physically handicapped candidates, possessing the requisite experience are not available to fill up the vacancies reserved for them, after recording reason for so doing in writing.

Disqualifications 11.

No person shall be eligible for appointment to any post in the Service:

- (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, or contracted a marriage with any person;

Provided that the Authority may, if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this regulation.

- (c) Who has been dismissed from the service of the Government of India or any State Government or a Local Authority or Board or Corporation.

**Pay of members 12.
of the service**

The members of the service shall be entitled to such scales of pay including special pay, if any, and other allowances as may be sanctioned by the Authority from time to time. The scales of pay at present in force in respect of each post is given in Appendix 'A' to these Regulations.

Probation 13.

- (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 regulation; and
- (c) any period of officiating appointment to the service shall be reckoned as period spent on probation, but no person who has so officiated shall, on the

completion of the prescribed of probation be entitled to be confirmed, unless he is appointed against a permanent vacancy.

- (2) If, in the opinion of the appointing authority the work or conduct of a person during the period of probation is not satisfactory, it may;
 - (a) If such person is appointed by direct recruitment, dispense with his services; and
 - (b) If such person is appointed otherwise, than by direct recruitment;
 - i) revert him to his former post; or
 - ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may;
 - (a) If his work or conduct has, in its opinion, been satisfactory;
 - i) confirm such person from the date of his appointment, if appointed against a permanent vacancy, or
 - ii) confirm such person from the date from which a permanent vacancy, occurs, if appointed against a temporary vacancy; or
 - iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or.
 - (b) if his work or conduct has in its opinion, been not satisfactory:-
 - (i) dispense with his services, if appointed by direct recruitment, revert him to his former post or deal with him in such other manner as the terms and conditions of previous appointment permit, if appointed otherwise, or
 - (ii) extend his period of probation and there after 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.

**Departmental 14.
examination for
S.D.Es.**

All Sub Divisional Engineers shall pass a departmental examination within three years of their appointment, as per syllabus at Appendix -F.

Provided that the Authority may extend this period in specific cases for any sufficient reasons.

Provided further that employee who passes the departmental examination before the prescribed period, shall be given all the increments which would have otherwise fallen due to him at the end of the prescribed period with affect from the last day on which the departmental examinations

were completed. The above advantage is not of a commulative nature and later increments will be due to him only on the dates on which they would have otherwise become due. No increment would be with-held until the period prescribed for clearing the departmental examination is over.

If a member of the Service passes the departmental examinations after the prescribed period then the increment for the period subsequent to that within which the departmental examination was to be passed will be released from the date following the last date on which the departmental examinations are completed. The increment shall be released with retrospective affect from the date it was otherwise due but no arrears will be paid for the past period.

**Seniority of 15
members of service.**

- (i) The inter-se-seniority of the employees who were in the service of the Authority prior to the publication of these regulations shall be the same as it existed before the enforcement of these regulations.
- (ii) Seniority, inter-se of members of the Service shall be determined by the length of their continuous service on a post in the Service.

Provided that in the case of members appointed by direct recruitment the order of merit determined by the Selection Committee or the appointing authority as the case may be, mentioned in these regulations shall not be disturbed in fixing the seniority;

Provided further 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 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 members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference be 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, than by their length of 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	16	(1) A member of the service shall be liable to serve at any place, whether within or out side the State of Haryana, on being ordered so to do by the appointing authority. (2) A member of the service may also be deputed for services as under; (i) a Company, association or 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, association or body of individuals, whether incorporated or not which is wholly or substantially owned or controlled by the Central Government, or (iii) another State Government an international organisation, an autonomous body not controlled by the Government, or a private body. Provided that no member of 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. (ijj) except with his consent.
Pay, leave provident fund and other matters	17.	Till such time as the Authority may adopt its own regulations; (1) In respect of pay, leave and other matter not expressly provided for in these Regulations, except provident fund, the members of the service shall be governed by the Haryana Civil Service Rules, as applicable in the State of Haryana from time to time and such other rules and Rugulations as may have been or may thereafter be made by the Government and adopted by the Authority. (2) In respect of provident fund the members of the Service shall be governed by the separate set of Rules constituted under the Act.
Discipline penalties and appeals	18.	(1) In matters relating to discipline, penalties and appeals the members of the Service shall be governed by the Haryana Civil Services (Punishment and appeals) Rules, 1987 as applicable in the State of Haryana from time to time, till such time the Authority adopts its own Regulations. Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and the appellate authority shall,subject to the provisions of any rules or Regulations made under section 54 of the Act, be such as specified in Appendix 'C' & C-I to these Regulations. (2) The authority competent to pass an order under sub clause (d) of sub rule (1) of Rule 9 of the Haryana civil service (Punishment and Appeal) Rules, 1987, the appellate authority shall be as specified in Appendix 'D' & D-I to these Regulations.
Vaccination	19.	Every member of the service shall get himself vaccinated and revaccinated if and when the authority so directs by a special or general order.

Oath of allegiance	20.	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	21.	Where the Authority is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing, relax any of the provisions of these regulations with respect to any clause or category of persons.
Special Provision	22.	Notwithstanding any thing contained in these Regulations appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.
Reservation	23.	Nothing contained in these regulations shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward classes, Ex-Serviceman, physically handicapped persons or any other class or category of person 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 Savings	24.	Any rule or resolution of the Authority applicable to the service and corresponding to any of these Regulations which is in force immediately before the commencement of these Regulations is hereby repealed. Provided that any order or action taken under rule or resolution of the Authority as repealed shall be deemed to have been made or taken under the corresponding provision of these Regulations.

APPENDIX 'A'

(See Regulation 4, 12 & 14)

S.No.	Name of the Post	Revised Scale wef 1.1.86	No. of Sanctioned posts
ADMINISTRATIVE WING			
1.	Chief Administrator	IAS Cadre Officer In their own Pay Scales	1
2.	Administrator	IAS Cadre Officer In their own Pay Scales	5
3.	Secretary	HCS Cadre Officer In their own Pay Scales	1
4.	Estate Officer	HCS Cadre Officer In their own Pay Scales	6
5.	Administrative Officer	2000-60-2300-75-2900-EB-100-3500	1
6.	Asstt. Estate Officer	2000-60-2300-75-2900-EB-100-3500	7
7.	Supeintendent (Grade-I)	2000-60-2300-75-2900-EB-100-3500	8
8.	Superintendent (Grade-II)/ Head Clerk	1600-50-2300-EB-60-2660	37
9.	Assistant	1400-40-1600-50-2300-EB-60-2600	156
10.	Accounts Assistant	1400-40-1600-50-2300-EB-60-2600	85
11.	Personal Assistant	1640-60-2600-EB-2900+150 S.P.	2
12.	Sr. Scale Stenographer	1400-40-1600-50-2300-EB-60-2600	16
13.	Jr. Scale Stenographer	1200-30-1560-EB-40-2040	15
14.	Steno-typist	950-20-1150-EB-25-1500+100 S.P.	47
15.	Sub Divisional Clerk	1200-30-1560-EB-40-2040	64
16.	Clerks	950-20-1150-EB-25-1500	443
17.	Drivers	1200-30-1560-EB-40-2040	46
18.	Restorer	950-20-1150-EB-25-1500	3
19.	Daftari	800-15-1010-EB-20-1150	8
20.	Peon	750-12-870-EB-14-940	350
LEGAL WING			
21.	Legal Remembrancer	Distt. & Session Judge Cadre Officer	1
22.	Legal Adviser/Distt. Attorney	3000-100-3500-125-4500	1
23.	Deputy legal Adviser/ Deputy Distt. Attorney	2375-75-2900-EB-100-3600	5
24.	Law Officer/Assistant Distt Attorney	2000-60-2300-75-2900-EB-100-3500	15
ACCOUNTS WING			
25.	Chief Controller of Finance	5900-200-6700	1
26.	Sr. Accounts Officer	2200-75-2800-EB-100-4000	5

27.	Accounts Officer	2000-60-2300-75-2900-EB-100-3500	9
28.	Section Officer/ Accountant (SAS)	2000-60-2300-EB-75-3200	45
29.	Accountant (Non-SAS)	1600-50-2300-EB-60-2660	19
REVENUE WING			
30.	Tehsildar	2000-60-2300-75-2900-EB-100-3500	1
31.	Naib Tehsildar	1640-60-2600-EB-75-2900	6
32.	Kanungo	1400-40-1600-50-2300-EB-60-2600	6
33.	Patwari	950-20-1150-EB-25-1500	14
ENGINEERING WING			
34.	Chief Engineer	5900-200-6700	1
35.	Superintending Engineer	4100-125-4850-150-5300	6
36.	Executive Engineer	3000-100-3500-125-4500	21
37.	Sub Divisional Engineer	2200-75-2800-EB-100-4000	85
38.	Junior Engineer (Civil)	1640-60-2600-EB-75-2900	257
39.	Junior Engineer (Elect.)	1640-60-2600-EB-75-2900	32
40.	Head Draftsman-Grade-I	1640-60-2600-EB-75-2900	8
41.	Head Draftsman-Grade-II	1600-50-2300-EB-60-2660	18
42.	Assistant Draftman	1400-40-1800-EB-50-2300	50
43.	Tracer	975-25-1150-EB-30-1540	45
44.	Azo Machine Operator	950-20-1150-EB-25-1500	1
ARCHITECTURE AND TOWN PLANNING WING			
45.	Chief Town Planner	5900-200-6700	1
46.	Senior Town Planner	4100-125-4850-150-5300	1
47.	Distt. Town Planner	3000-100-3500-125-4500	6
48.	Asstt. Town Planner	2200-75-2800-EB-100-4000	4
49.	Senior Architect	4100-125-4850-150-5300	1
50.	Architect	3000-100-3500-125-4500	4
51.	Architect (Land Scaping)	3000-100-3500-125-4500	1
52.	Assistant Architect	2200-75-2800-EB-100-4000	3
53.	Architectural Asst./ Planning Asstt.	1640-60-2600-EB-75-2900+100 S.P.	11
54.	Senior Draftman	1640-60-2600-EB-75-2900	7
55.	Junior Draftman	1600-50-2300-EB-60-2660	9
56.	Asstt. Draftman	1400-40-1800-EB-50-2300	23
57.	Tracer	975-25-1150-EB-30-1540	20
58.	Azo Printer	1200-30-1560-EB-40-2040	1

59.	Modeller	1600-50-2300-EB-60-2660	1
60.	Field Investigator	1400-40-160-50-2300-EB-60-2600	3

MONITORING WIG

61.	Deputy Economic & Statistical Adviser	2200-75-2800-EB-100-400	1
62.	Asstt. Research Officer	1640-60-2600-EB-75-2900	3

HORTICULTURE WING

63.	Executive Engineer	3000-100-3500-125-4500	2
64.	S.D.O. (Horti.)	2200-75-2800-EB-100-400	8
65.	Junior Engineer (Horti.)	1640-60-2600-EB-75-2900	32
66.	Horticulture Supervisor	950-20-1150-EB-25-1500	26

APPENDIX 'A-I'

(See Regulation -7)

S.No.	Designation of the post.
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ADMINISTRATIVE WING

1. Chief Administrator
2. Administrator
3. Secretary
4. Estate Officer
5. Administrative Officer
6. Assistant Estate Officer

LEGAL WING

1. Legal Remembrancer
2. Legal Adviser/District Attorney
3. Deputy Legal Adviser/Deputy District Attorney
4. Law Officer/Assistant District Attorney

ACCOUNTS WING

1. Chief Controller of Finance
2. Sr. Accounts Officer
3. Accounts Officer

ENGINEERING WING

1. Chief Engineer
2. Superintending Engineer
3. Executive Engineer
4. Sub-Divisional Engineer

TOWN PLANNING WING/ARCHITECTURAL WING

1. Chief Town Planner
2. Senior Town Planner
3. District Town Planner
4. Assistant Town Planner
5. Senior Architect
6. Architect
7. Architect (Land Scaping)
8. Assistant Architect

HORTICULTURE WING

1. Executive Engineer (Horticulture)
2. Sub-Divisional Officer (Horticulture)

MONITORING WING

1. Deputy Economic & Statistical Adviser

APPENDIX 'A-II'

(See Regulation -7)

S.No.	Designation of the post.
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ADMINISTRATIVE WING

1. Superintendent Grade-I
2. Superintendent Grade-II/Head Clerk
3. Personal Assistant
4. Senior Scale Stenographer
5. Junior Sale Stenographer
6. Steno-typist
7. Sub Divisional Clerk
8. Assistant
9. Clerk
10. Driver
11. Daftari

ACCOUNTS WING

1. Section Officer, (SAS)
2. Accountant
3. Accounts Assistant

REVENUE WING

1. Naib Tehsildar
2. Kanungo
3. Patwari

ENGINEERING WING

1. Junior Engineer
2. Head Draftsman Grade-I
3. Head Draftsman Grade-II
4. Assistant Draftsman
5. Tracers
6. Azo Machine Operator

TOWN PALNNING WING/ARCHITECTURAL WING

1. Architectural Assistant
2. Planning Assistant
3. Senior Draftsman
4. Junior Draftsman
5. Assistant Draftsman
6. Azo Printer
7. Modeller
8. Field Investigator
9. Tracers

HORTICULTURE WING

1. Junior Engineer (Horticulture)
2. Horticulture Supervisor

MONITORING WING

1. Assistant Research Officer

APPENDIX 'B'
(See Regulation 10)
ADMINISTRATIVES WING

Sr. No.	Designation of the posts	Academic qualifications and experience, if any for direct recruitment	Academic qualifications and experience, if any for appointment other than by direct recruitment	Remarks
1	2	3	4	5
1.	Chief Administrator	—	—	On deputation from IAS cadre.
1A.	Administrator	—	—	On deputation from IAS cadre.
2.	Secretary	—	—	On deputation from HCS cadre.
3.	Estate Officer	—	—	On deputation from HCS cadre.
4.	Administrative Officer/ Asstt. Estate Officer	—	5 years experience as Supdt. Grade-I OR 7 years experience as Supdt. Grade-II/ Head Clerk	—
5.	Superintendent Grade-I	—	Two years experience as Head Clerk/ Supdt. Grade-II/P.A. Provided that the P.A. has worked as an Assistant for two years independently or has handled 1/3 work of an Assistant in addition to his own duties.	—
6.	Superintendent Gr.-II/ Head Clerk.	—	8 years experience as Assistant/Accounts Assistant/Senior Scale Steno, provided that Senior Scale Steno has worked for two years as Assistant independently or has handled 1/3 work of an Assistant in addition to his own duties for two years.	—
7.	Assistant	—	5 years experience as Clerk/Stenotypist/ Junior Scale Stenographer/Sub Divisional Clerk. However, the experience of Steno- typist/Junior Scale Stenographer/Sub- Divisional Clerk on the post of Clerk, if so held, will be taken into account.	

1	2	3	4	5
8.	Personal Assistant	—	5 years experience as Senior Scale Stenographer.	
9.	Senior Scale Stenographer	i) Graduate of a recognised University of equivalent ii) Knowledge of Hindi up to Matric- iii) Qualifies English and Hindi Shot-hand test at a speed of 100/80 Words per minute respectively with not more than 4% mistakes.	i) 2 years service as Junior Scale Stenographer ii) Qualified shorthand test as prescribed for direct recruitment	20% posts will be filled up by direct recruitment and 80% by promotion.
10.	Junior Scales Stenographer	i) Graduate of a recognised University ii) Qualifies English and Hindi short-hand test at a speed of 100 and 80 words per minute respectively with not more than 8% mistakes. iii) Knowledge of Hindi upto Matric.	i) Two years service as Steno-typist. ii) Qualifies shorthand test as prescribed for direct recruitment.	50% posts will be filled up by direct recruitment and 50% by promotion
11.	Steno-typist	i) Matric ii) Qualifies shorthand test in English and Hindi at a speed of 80/64 words per minute respectively with not more than 8% mistakes. iii) Knowledge of Hindi upto Matric.	i) Clerk who qualifies shorthand test as prescribed for direct recruitment. ii) One year service as Clerk.	80% posts will be filled up by direct recruitment and 20% by promotion.

Note : C.A. HUDA in special circumstances to be recorded in writing appoint any person on the post of Senior Scale Stenographer/Junior Scale Stenographer/Steno-typist if he qualifies the shorthand test as prescribed in the rules either in Hindi or English. Provided further the person so appointed shall have to pass shorthand test in the second language also as prescribed in the rules within one year failing which he will not be allowed annual increments. If he passes the examination after the prescribed period then the increment for the period subsequent to that within which the departmental examination was to be passed will be released from the date following the last date on which the departmental examinations are completed. The increments shall be released with retrospective effect from the date it was other wise due but no arrears will be paid for the past period.

1	2	3	4	5
12.	Sub Divisional Clerk	—	i) 3 years experience as Clerk ii) He shall pass the departmental Accounts Test as per Syllabus Appendix 'G' within 2 years failing which they shall be reverted.	
13.	Clerk	i) Matric ii) Knowledge of Hindi or English type at the speed of 25/30 words per minute respectively iii) Knowledge of Hindi up to Martic.	i) From amongst the class III & IV employees whose scale is lower than the post of clerk and has passed the matriculation examination with Hindi or equivalent from recognised University/Board. ii) 5 years regular Service. iii) Qualifies type test either in English or Hindi at the speed of 30/25 words per minute respectively.	80% posts will be filled up by direct recruitment and the remaining 20% will be filled up by promotion from amongst the Class III & IV employees. They have to pass departmental type test within one year failing which their annual increments will be withheld. If they passes the examination after the prescribed period then the increment for the period subsequent to that within which the departmental examination was to be passed will be released from the date following the last date on which the departmental examinations are completed. The increments shall be released with retrospective effect from the date it was other wise due but no arrears will be paid for the past period.
14.	Driver	Middle pass with Hindi and can read and write log-book having a experience of driving both in plains and hills. He should have a valid licence for driving light vehicle including car or jeep.	—	—
15.	Daftri	Matric with Hindi.	i) Middle with Hindi ii) Three years experience as peon.	—

ACCOUNT WING

Sr. No.	Designation of the posts	Academic qualifications, if any for direct recruitment.	Academic qualifications and experience, if any for appointment other than by direct recruitment	Remarks
1	2	3	4	5
1.	Chief controller of Finance	Associate member of the Institute of Chartered Accountants with five years experience in a firm or a Govt. undertaking of repute.	-	-
2.	Senior Accounts Officer	From Finance Department.	-	-
3.	Accounts Officers	From Finance Department.	-	-
4.	Section Officers	From Finance Department.	-	-
5.	Accountant	-	5 years service as Accounts Assistant OR S.A.S. qualified.	-
6.	Accounts Assistant/Junior Auditor	i) B.Com. with two years experience in accounts in a Govt./Semi-Govt. Organisation. ii) Knowledge of Hindi upto Matric.	i) B. Com 5 years experience as Clerk/steno typist, Junior Scale Stenographer/ Sub Divisional clerk. However, the experience of steno-typist Junior scale steno/Sub-Divisional Clerk on the post of clerk, if so held, will be taken into account.	80% posts will be filled up by direct recruitment and 20% by promotion.

LEGAL WING

Sr. No.	Designation of the posts	Academic qualifications, and experience, if any, for direct recruitment.	Academic qualifications and experience, if any for appointment other than by direct recruitment	Remarks
1	2	3	4	5
1.	Legal Remembrancer	Distt. & Sessions Judge Cadre.	(On deputation)	
2.	Lega Adviser	Should have practised as an advocate for a period of not less than seven years.	Should have worked atleast for seven years as Deputy legal Adviser.	-
3.	Deputy Legal Adviser	Who has practised as an Advocate or a pleader at the Bar for a period of not less than five years.	Who has worked as law Officer or Legal Assistant for a period of not less than five years. OR Who, being a law graduate, has held any assignment involving legal work including drafting, and legal opinion for a period of not less than 7 years.	50% posts will be filled up by direct recruitment. 50% will be filled by promotion.
4.	Law Officer	i) Degree of Bachelor of Law of recognised University; and ii) Who has practised at the Bar for a period of not less than two years.	i) Degree of Bachelor of Law of a recognised University, and; ii) who has worked. a) for a period of not less than five years as Assistant in any Govt. office or held a post in the equivalent or higher scale in any Govt. office. b) for a period of not less than three years on an assignment (not less than that of an Assistant) involving legal work in any Govt./Semi-Govt. office.	80% posts will be filled up by direct recruit and 20% by promotion. -

REVENUE WING

Sr. No.	Designation of the posts	Academic qualifications, and experience, if any, for direct recruitment.	Academic qualifications and experience, if any for appointment other than by direct recruitment	Remarks
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1	2	3	4	5
1.	Naib Tehsildar	—	i) Matric and Hindi. ii) Five years experience as Kanungo. iii) Shall have to pass Naib Tehsildar Examinatin conducted by the State Government within a period of two years.	— — —
2.	Kanungo	—	5 years experience as Patwari and have passed the Kanungo examination conducted by the State Government.	—
3.	Patwari	i) Matric or equivalent and; has passed Patwar examination held by the State Government. ii) Knowledge of Hindi upto Matric.	—	

ENGINEERING WING

Sr. No.	Designation of the posts	Academic qualifications, and experience, if any, for direct recruitment.	Academic qualifications and experience, if any for appointment other than by direct recruitment	Remarks
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1	2	3	4	5								
1.	Chief Engineer	-	B.Sc. Engineering (Civil or equivalent) with 15 years experience on a gazetted post, out of which 3 years should be as Superintending Engineer.	-								
2.	Superintending Engineer	-	B.Sc. Engineering (Civil or equivalent) with 7 years experience as Executive Engineer									
3.	Executive Engineer	-	8 years complete service as Sub-Divisional Engineer and has passed the departmental professional examination prescribed under rules.	-								
4.	Sub-Divisional Engineer	i) B.Sc. Engineering (Civil/Elect/ Mech.) or equivalent from a recognised University. i) Hindi upto Matric Standard.	i) Junior Engineers with diploma in Civil / Mechanical / Electrical Engineering or equivalent with 10 years experience as Junior Engineer OR ii) 10 years experience as Assistant Draftman/Head Draftman Grade-II/ Head Draftman Grade-I. OR iii) Junior Engineer/Draftsman with degree in Civil/Mechanical/ Electrical Engineering or equivalent with 2 years experience. OR iv) AMIE degree with 5 years experience as Junior Engineer/Draftsman.	The recruitment to the post of Sub-Divisional Engineer will be made from the source listed below in the proportions and the order indicated against a lot of 100 vacancies :- <table><tr><th>Sr. No.</th><th>Method of recruitment</th><th>Proportion</th><th>Allocation of each source in the list or 100 vacancies</th></tr><tr><td>1.</td><td>Direct appointment</td><td>57</td><td>1 to 6, 13 to 17, 21 to 26, 32 to 37, 41 to 46, 52 to 56, 61 to 66.</td></tr></table>	Sr. No.	Method of recruitment	Proportion	Allocation of each source in the list or 100 vacancies	1.	Direct appointment	57	1 to 6, 13 to 17, 21 to 26, 32 to 37, 41 to 46, 52 to 56, 61 to 66.
Sr. No.	Method of recruitment	Proportion	Allocation of each source in the list or 100 vacancies									
1.	Direct appointment	57	1 to 6, 13 to 17, 21 to 26, 32 to 37, 41 to 46, 52 to 56, 61 to 66.									

1	2	3	4	5
				72 to 77 81 to 86 and 93 to 97
				2. <u>Promotion for Junior Engineer</u>
	i)	J.E. with diploma in Civil/Mech/ Electrical Engineering	25	8, 9, 12, 19 20, 28, 29, 31, 39, 40, 48, 49, 51, 58, 59, 68, 69, 71, 79, 80, 88, 89, 92, 99 and 100
	ii)	Promotion of Draftsman/ Head Draftsman Grade-II/ Head Draftsman Grade-I	6	11, 30, 50, 60, 70 and 91.
	iii)	Promotion for J.E. having degree in Civil/Mechanical Electrical Engineering.	12	7, 10, 18, 27, 38, 47, 57, 67, 78, 87, 90, and 98.
				<u>Remarks</u>
				The ration of recruitment of Sub Divisional Engineer in Civil, Mechanical/Electrical by direct recruitment will be determined by the appointing Authority.
5.	Junior Engineer	i) Diploma in Civil/Electrical/ Mechanical Engineering or equivalent. ii) Hindi upto Matric Standard.	5 years experience as Road Inspector with qualifications as prescribed for direct recruitment or 12 years experience as Road Inspector or work Inspector.	90% posts shall be filled up by direct recruitment and 5% from Road Inspectors/Work Inspectors having 5 years experience and qualifications as prescribed for direct recruitment and 5% for Road Inspectors/Work Inspectors having 12 years experience. Out

1	2	3	4	5
				of a circle of 20 vacancies, the 10th shall go to the official promoted for against 5 years experience as Road Inspector/ Work Inspectors and 20th vacancy shall go to a Road Inspector/Work Inspector having 12 years experience.
6.	Head Draftsman Grade-I	-	Diploma in civil Engineering or a Certificate in Civil Draftsman from a recognised Institution, and five years experience as Head Draftsman Grade-II.	-
7.	Head Draftsman Grade-II	-	Diploma in Civil Engineering or a certificate in Civil Draftsman from a recognised Institution and five years experience as Assistant Draftsman.	-
8.	Assistant Draftsman	i) Diploma in Civil Engineering or a Certificate in Civil Draftsmanship awarded by the State Board for Technical Education or from any other recognised Institution. ii) Hindi upto Matric Standard.	i) Tracers who pass qualifications prescribed for direct recruitment to the post of Assistant Draftsman should have two years experience as Tracer. ii) Tracers who do not possess qualification prescribed for direct recruitment for the post of Assistant Draftsman should have completed 5 years service as Tracers.	67% posts will be filled up by direct recruitment. Out of remaining 33% posts, 50% from amongst the Tracers who possess the qualifications prescribed for direct recruitment and remaining 50% from amongst the Tracers who have completed 5 years service as Tracer. Assistant Draftsman having no technical qualifications should pass a departmental examination within 2 years failing which his annual increments will be withheld. If he passes the examination after the prescribed period than the increment for the period subsequent to that within which the departmental examination was to be passed will be released from the date

1	2	3	4	5
				following the last date on which the departmental examination was to be completed. The increments shall be released with retrospective effect from the date it was other wise due but no arrears will be paid for the past period.
9.	Tracers	i) Metric with certificate in Civil Draftsmanship from a recognised University/Board. OR Matriculation or Higher secondary Examination passed from recognised University/Board with drawing and two years experience as Tracer under a qualified Engineer/Architect. ii) Hindi upto Matric. Standard.	i) 3 years experience as Azo Machine operator. ii) Matric with Hindi. OR A person having 5 years experience as Ferro Khalasi in the department and possessing the qualification of Matric or equivalent with Hindi.	80% posts will be filled up by direct recruitment. 20% by promotion.
10.	Azo Machine operator	Matric or its equivalent from a recognised University/Institution with drawing as one of the subject. ii) Knowledge of operating the Azo Printing Machine. iii) Hindi upto Matric Standard.	—	

TOWN PLANNING/ARCHITECTURAL WING

Sr. No.	Designation of the posts	Academic qualifications, and experience, if any, for direct recruitment.	Academic qualifications and experience, if any for appointment other than by direct recruitment	Remarks
1	2	3	4	5
1.	Chief Town Planner	—	3 years as Senior Town Planner	—
2.	Senior Town Planner	i) A post-graduate degree or diploma in Town planning from a recognised University Institution Making the holder eligible for Associate membership of the Institute of Town Planners (India). ii) 16 years experience in Town Planning out of which 10 years should be on the post of District Town Planner or an Equivalent post in Town Planning. OR A degree in Civil Engg. or a degree or diploma in Architecture recognised by the Institute of Engineer (India) and the Institute of Architects (India) respectively for their membership followed by 19 years experience in Town Planning out of which 10 years should be on the post of District Town Planner or an equivalent post in Town Planning.	10 year experience on the post of District Town Planner.	—
3.	Distt. Town Planner	i) A post-graduate degree or diploma in Town Planning from a recognised University/Institutions Making the holder eligible of the Associate membership of the Institute of Town Planners (India) followed	i) A post-graduate degree diploma in Town Planning from a recognised University/Institution making the holder eligible for Associate membership of the institute of Town Planners (India).	—

1	2	3	4	5
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by six years experience as Assistant Town Planner or equivalent capacity in Town Planning.

OR

A degree in Civil Engineering or a degree or diploma in Architecture recognised by the institute of Enginners (India) and the institute of Architects (India) respectively for their membership followed by nine years experience in town planning out of which atleast six years should be as Assistant Town Planner or equivalent capacity.

ii) Adequate knowledge of Hindi as prescribed by the Government.

OR

A degree in Civil Engineering or a degree/diploma in Architecture recognised by the institute of Engineers (India) and the Insitute of Architects respectively followed by 3 years experience in Town planning under a qualified Town Planner.

ii) Adequate knowledge of Hindi.

2) Experience of 6 years as Assistant Town Planner.

25 4. Assistant Town Planner. i) A post-graduate degree or diploma in Town Planning from a recognised University/Institution making the holder eligible for Associate membership of the institute of Town Planner (India).

OR

A degree in Civil Engineering or a degree/diploma in Architure recognised by the Institute of Engineers (India) and the institute of Architects, respectively followed by 3 years experience in Town Planning under a qualified Town planner

ii) Adequate knowledge of Hindi.

A person having 5 years experience as Planning Assistant in H.U.D.A.

75% of the post will be filled by direct recruitment and 25% by promotion.

5. Senior Architect.

From amongst Architects having 7 years service as Architect.

1	2	3	4	5
6.	Architect.	a) Possesses degree or equivalent diploma in Architecture of a recognised University or Institution b) Possesses 5 years professional experience in the field of architecture in a responsible position, after acquiring the qualifications noted in Sub-Clause (a) above.	From amongst Assistant Architect having:- i) Degree or equivalent diploma in Architecture of a recognised University or institution. ii) 5 years experience as Assistant Architect.	50% posts will be filled up by direct recruitment and 50% by promotion.
7.	Assistant Architect	a) Degree or equivalent diploma in Architecture of a recognised University/institution. b) Adequate knowledge of Hindi.	Promotion from Architectural Assistants having 3 years experience in case of degree or equivalent diploma holders in Architecture of a recognised University/Institution of 5 years experience in case of those having 3 years Diploma Course in Architectural Assistantship or Civil Draftsmanship diploma.	75% by direct recruitment and 25% by promotion.
8.	Architect (Land Scaping)	a) Postgraduate in landscape Architecture from school of planning & Architecture, or equivalent qualifications followed by 3 years in profession. OR M.Sc. in Horticulture from recognised University followed by 6 years experience in land scaping. OR B.Sc. in Agriculture, with Horticulture as major subject followed by 9 years experience in land scaping work. b) Adequate knowledge of Hindi.	-	
9.	Architectural Assistant	Degree or equivalent diploma in Architecture of recognised University/Institution .	From amongst the Senior Draftsman with 3 years service as such.	50% posts will be filled up by direct recruitment and 50% by promotion.

1	2	3	4	5
10.	Planning Assistant	Degree or equivalent Diploma in Architectural from recognised by all India Board of Technical Studies. ii) Hindi upto Matric Standard.	3 years experience as Senior Draftsman and academic qualification laid down for direct recruitment of Junior Draftsman.	50% posts will be filled up by direct recruitmetn and 50% by promotion.
11.	Senior Draftsman	3 years diploma in Architectural Assistance- ship from recognised Institution followed by 3 years experience in Architecture or Town Planning. OR Diploma in Cicil Draftsmanship from an Institute recognised by the Govt. for this purpose with 4 years experiecne in Architecture or Town Planning. OR Degree or equivalent diploma in Architectural of a recognised University/Institution.	From amongst the Junior Draftsman with qualifications as liad down for Junior Draftsman by direct recruitment 3 years experience as Junior Draftsman. OR Six years experiecne as Juniuro Draftsman in case of non qualified persons.	Direct recruitment, if suitable candidates are not available for promotion. —
12	Junior Draftsman	3 years diploma in Architectue Assistant-ship from a recognised instituion followed by two years expeience as a Dratsman in an Architectural of Town Planning. OR Diploma in Civil Draftsmanship from an institute recognised by the Govt. for this purpose with 3 years experience in an architectural or Town Planning. OR Diploma course in Architectural Assistantship awarded by the State Board. OR Diploma in Civil Draftsmanship from	3 years experience as Assistant Draftsman.	25% posts will be filled up by direct recruitmetn and 75% by promotion.

1	2	3	4	5
		any institute recognised by the Government.		
13.	Assistant Draftsman	i) Matriculation or Higher Secondary examination of a recognised University/Institution or Board or its equivalents. ii) 3 years diploma in Architectural Assistant-ship from a recognised Institution. OR Diploma in Civil Draftsmanship from an Institute recognised by the Govt. for this purpose. iii) Hindi upto Matric Standard.	i) Tracers who possess the qualifications prescribed for direct appointment to the post of Assistant Draftsman should have two years experience as Tracer. ii) Tracers who do not possess qualification for direct recruitment for the post of Assistant Draftsman should have Completed 5 years service as Tracer.	80% posts will be filled by direct recruitment and out of remaining 20% posts. 50% from amongst the Tracers who possess the qualification prescribed for direct recruitment and remaining 50% from amongst the Tracers completed 5 years service as Tracer. Assistant Draftsman having no technical qualifications should pass a departmental examination within 2 years failing which his annual increment will be withheld. If he passes the examination after the prescribed period then the increment for the period subsequent to that within which the departmental examination was to be passed will be released from the date following the last date on which the departmental examination was to be completed. The increments shall be released with retrospective effect from the date it was otherwise due but no arrears will be paid for the past period.
14.	Tracer	i) Matric with Hindi and Certificate in Civil Draftsmanship from a recognised University/Board.	A person having 5 years experience as Ferro Khalasi in the department and possessing the qualification of Matric or equivalent with Hindi.	80% posts will be filled up by direct recruitment and 20% posts by promotion.

1	2	3	4	5
		OR	OR	
		Matriculation or Higher secondary Examination passed from a recognised University/Board with drawing and two years experience as Tracer under qualified Engineer/ Architect.	i) 3 years experience as Azo Machine Operator.	-
		ii) Hindi upto Matric Standard.	ii) Matric with Hindi.	
15.	Azo Printer	i) Matriculation or higher secondary examination of a recognised University/Board/Institution or its equivalent with drawing as one of the subject. ii) One year experience of operating the Azo Printing Machine. iii) Knowledge of Hindi upto Matric.	A person having 5 years experience as Ferro Khalasi in the department and possessing the qualification of Matriculation or equivalent with Hindi.	80% posts will be filled by promotion and 20% by direct recruitment.
16.	Modeller	a) Matriculation having 5 years experience of a preparing models. b) Should be able to read architectural building drawing and translate to them in to models in wood, card, board, plaster and other materials. c) Should be excellant carpenter. d) Hindi uto Matric standard.	-	

HORTICULTURE WING

Sr. No.	Designation of the posts	Academic qualifications, and experience, if any, for direct recruitment.	Academic qualifications and experience, if any for appointment other than by direct recruitment	Remarks
1	2	3	4	5
1.	Executive Engineer (Horticulture)	-	8 years experience as Sub Divisional Officer (Horticulture).	-
2.	Sub Divisional Officer (Horticulture)	i) B.Sc. Agriculture with Horticulture as special subject. ii) Hindi upto Matric Standard. iii) Minimum 3 years experience in related field.	10 years experience as Junior Engineer (Horticulture)	50% posts will be filled direct recruitment and 50% by promotion.
3.	Junior Engineer (Horticulture)	B.Sc. in Agriculture with experience of atleast one year. Preference may be given to those persons who possess Horticulture as main subject in B.Sc. OR Matric/Higher Secondary with one year diploma course in gardner's training class from some recognised university with atleast 6 years experience in land scaping, gardening, alboriculture, floriculture layout of gardens, parks and nersery production work. ii) Knowledge of Hindi upto Matric.	Supervisor (Horticulture) with 10 years experience.	80% posts will be filled direct recruitment and 20% by promotion.
4.	Horticulture Supervisor	B.Sc. Agriculture OR Diploma Holder in Horticulture. OR Matriculate with knowledge of Horticulture for 3 years.	a) Head Mali having Diploma in Horticulture or Matric with Hindi. b) Five years experience in the field of Horticulture.	75% posts will be filled direct recruitment and 25% by promotion from Mal.

MONITORING WING

Sr. No.	Designation of the posts	Academic qualifications, and experience, if any, for direct recruitment.	Academic qualifications and experience, if any for appointment other than by direct recruitment	Remarks
1	2	3	4	5
1.	Deputy Economic and Statistical Adviser	a) Master Degree from a recognised University in statistics or Economics or Mathematics or Commerce with Statistics as one of the papers in the last three subject. b) Five years experience in compilation, research work and applied Economics or statistics or experience of designing and supervising socioeconomics surveys in supervisory capacity.	10 years experience as Assistant Research Officer.	-
31 2.	Assistant Research Officer	a) Master's Degree from a recognised University in statistics or Economics or Mathematics or commerce with statistics as one of the papers in last three subjects. b) One year experience in collection, completion and analysis of statistical data in some Government/Semi Government Offices.	a) Graduate with Economics or maths or commerce or statistics as one of the subjects. b) 5 years experience on the post of Assistant/Accounts Assistant.	80% posts will be filled up by direct recruitment and 20% by promotion.

APPENDIX - 'C'
(See Regulation-18)

Sr. No.	Designation of the post	Appointing Authority	Nature of penalty	Authority empowered to impose penalty	Appellate Authority
1	2	3	4	5	6
1.	Chief Controller of Finance	Personnel Committee	a) Warning with a copy on personal file.	Chief Administrator	Chairman of HUDA
2.	Chief Engineer	-do-	b) Censure;		
3.	Chief Town Planner	-do-		-do-	-do-
4.	Superintending Engineer	-do-	c) Withholding of Increments or promotion including stoppage at efficiency bar, if any,	-do-	-do-
5.	Executive Engineer (Horticulture)	-do-			
6.	Executive Engineer	-do-			
7.	Legal Adviser	-do-			
8.	Senior Architect	-do-	d) Recovery from pay of the whole or part of any pecuniary loss caused to Authority by negligence or breach of order.	Personnel Committee	HUDA Authority
9.	Architect	-do-			
10.	Architect (Land Scaping)	-do-			
11.	Deputy Economic & Statistical Adviser	-do-			
12.	Deputy Legal Adviser	-do-	e) Reduction to a lower post or time scale or to a lower stage in a time scale.	-do-	-do-
13.	Administrative Officer/ Assistant Estate Officer	Personnel Committee of HUDA	f) Removal from the Service which does not disqualify from future employment;	Personnel Committee	HUDA (Authority)
14.	District Town Planner	-do-	g) dismissal from the service which does originally disqualify from future employment;	-do-	-do-
15.	Senior Accounts Officer				
16.	Accounts Officer	-do-			
17.	Sub-Divisional Officer (Horticulture)	-do-			
18.	Sub-Divisional Engineer	-do-			
19.	Assistant Town Planner	-do-			
20.	Assistant Architect	-do-			
21.	Law Officer	-do-			

APPENDIX - 'C'-I
(See Regulation-18)

Sr. No.	Designation of the post	Appointing Authority	Nature of penalty	Authority empowered to impose penalty	Appellate Authority
1	2	3	4	5	6
1.	Superintendent Grade-I	Chief Administrator of HUDA	a) Warning with a copy on personal file.	Controlling Officer	Chief Administrator HUDA
2.	Superintendent Grade-II	-do-	b) Censure;	-do-	-do-
3.	Personal Assistant	-do-	c) Withholding of Increments	-do-	-do-
4.	Section Officer, SAS.	-do-	including stoppage at efficiency bar, if any,		
5.	Naib Tehsildar	-do-	d) Withholding of promotion		
6.	Head Draftsman Grade-I	-do-	Recovery from pay of whole or part of the	CA	Chairman of HUDA
7.	Head Draftsman Grade-II.	-do-	any pecuniary loss caused to Authority by negligence or breach of order.	HUDA	
8.	Architect Assistant	-do-			
9.	Senior Draftsman	-do-			
10.	Assistant Draftsman	-do-			
11.	Junior Engineer Horticulture	Chief Administrator	e) Reduction to a lower post or time scale or to a lower stage in a time scale	Chief Administrator	Chairman of HUDA
12.	Junior Engineer	-do-	f) Removal from the Service which does not disqualify from future employment	-do-	-do-
13.	Assistant Research Officer	-do-			
14.	Planning Assistant	-do-			
15.	Modeller	-do-			
16.	Assistant	-do-			
17.	Senior Scale Stenographer	-do-			
18.	Accountant	-do-	g) dismissal from the service which does originally disqualify from future employment.	-do-	-do-
19.	Accounts Assistant.	-do-			
20.	Kanungo	-do-			
21.	Junior Scale Stenographer	-do-			
22.	Sub Divisional Clerk	-do-			
23.	Driver	-do-			
24.	Azo Machine Operator	-do-			
25.	Steno-typist	-do-			
26.	Clerk	-do-			
27.	Patwari	-do-			
28.	Junior Draftsman	Chief Administrator			
29.	Tracers	-do-			
30.	Restorer	-do-			
31.	Horticulture Supervisor	-do-			
32.	Daftri	-do-			

APPENDIX - 'D'
(See Regulation-18)

Sr. No.	Designation of the post	Nature of Order	Authority empowered to make the order	Appellate Authority
1	2	3	4	5
1.	Chief Controller of Finance	Terminating the	Personnel	HUDA (Authority)
2.	Chief Engineer	Appointment of a	Committee	
3.	Chief Town Planner	member of the service	-do-	-do-
4.	Superintending Engineer	otherwise than on his	-do-	-do-
5.	Executive Engineer	attaining the age fixed	-do-	-do-
6.	Executive Engineer (Horticulture)	for superannuation	-do-	-do-
7.	L.R./Legal Advisor		-do-	-do-
8.	Senior Architect		-do-	-do-
9.	Architect		-do-	-do-
10.	Architect (Land Scaping)		-do-	-do-
11.	Deputy Economic & Statistical Adviser		-do-	-do-
12.	Deputy Legal Adviser/D.D.A.		-do-	-do-
13.	Administrative Officer/ Assistant Estate Officer		-do-	-do-
14.	District Town Planner		-do-	-do-
15.	Senior Accounts Officer		-do-	-do-
16.	Accounts Officer		-do-	-do-
17.	Sub-Divisional Engineer		-do-	-do-
18.	Sub-Divisional Officer (Horti.)		-do-	-do-
19.	Asstt. Town Planner		-do-	-do-
20.	Assistant Architect		-do-	-do-
21.	Law Officer		-do-	-do-

APPENDIX - 'D' - I

(See Regulation-18)

Sr. No.	Designation of the post	Nature of Order	Authority empowered to make the order	Appellate Authority
1	2	3	4	5
1.	Superintendent Grade-I	Terminating the appoint of a member	Chief Administrator -do-	Chairman of HUDA -do-
2.	Superintendent Grade-II	of the service	-do-	-do-
3.	Personal Asstt.	otherwise than on his	-do-	-do-
4.	Section Officer, SAS	attaining the age fixed	-do-	-do-
5.	Naib Tehsildar	for superannuation	-do-	-do-
6.	Head Draftsman Grade-I	-do-	-do-	-do-
7.	Head Draftsman Grade-II	-do-	-do-	-do-
8.	Architectural Assistant	-do-	-do-	-do-
9.	Senior Draftsman	-do-	-do-	-do-
10.	Assistant Draftsman	-do-	-do-	-do-
11.	Junior Engineer, Horticulture	-do-	-do-	-do-
12.	Junior Engineer	-do-	-do-	-do-
13.	Assistant Research Officer	-do-	-do-	-do-
14.	Planning Assistant	-do-	-do-	-do-
15.	Modeller	-do-	-do-	-do-
16.	Assistant	-do-	-do-	-do-
17.	Senior Scale Stenographer	-do-	-do-	-do-
18.	Accountant		-do-	-do-
19.	Accounts Assistant		-do-	-do-
20.	Kanungo		-do-	-do-
21.	Jr. Scale Stenographer		-do-	-do-
22.	Sub Divisional Clerk		-do-	-do-
23.	Driver		-do-	-do-
24.	Azo Machine Operator		-do-	-do-
25.	Steno Typist		-do-	-do-
26.	Clerk		-do-	-do-
27.	Patwari		-do-	-do-
28.	Junior Draftsman		-do-	-do-
29.	Tracers		-do-	-do-
30.	Restores		-do-	-do-
31.	Horticulture Supervisor		-do-	-do-
32.	Daftri		-do-	-do-

RULES AND PROCEDURE IN REGARD TO THE DEPARTMENT PROFESSIONAL EXAMINATION OF THE OFFICERS OF HARYANA URBAN DEVELOPMENT AUTHORITY

1. The Officers viz. Sub Divisional Engineers of the Haryana Urban Development Authority shall be required to pass the Departmental Examination within three years of joining, their appointments. In the case of members undergoing training, the period of three years will count from the date of appointment to independent charge. In the case of Junior Engineers officiating as S.D.E. the period of three years shall be reckoned as below:-

“In the case of J.Es officiating as S.D.E. the period of three years shall be calculated from the date of his promotion as S.D.E.. If, however, he subsequently reverts as a Junior Engineer, the period of 3 years shall be calculated from the date of his re-promotion after adding thereto the broken periods for which he previously officiated as S.D.E.

The Officers already in employment shall be required to pass the examination with 3 years from the date of promulgation of these rules in the case of Sub Divisional Engineers and one year in the case of those officiating as Executive Engineer.”

2. (a) Application for admission to the Examination.

An officer who desires to be examined shall apply through his immediate superior for admission to the examination. His application should be accompanied by a report on his fitness to be examined, by the Divisional Officer under whom he is serving. This report should deal with those points which cannot be tested by an examination, especially with regard to physical energy, efficiency in practical work and capacity to manage those under his authority.

(b) Date of holding the examination

The examination will ordinarily be held in May and November. Application should be submitted in March and September respectively so that when possible, the date of Examination may be fixed six weeks prior to the date on which it will be held.

(c) Conduct of Examination

- i) The Secretary, H.U.D.A. will be responsible for conducting the examination and will act as Secretary of Examination. C.A. H.U.D.A., will appoint examiners/paper setters.
- ii) If it can be conveniently so arranged, the Examiners/paper setters shall not all belong to the same organisation/Govt. Department or circle or superintendence.
- iii) The Secretary will fix the place, date and time of the Examination.
- iv) The Secretary will compile and declare the result of Departmental professional Examination with the approval of the Chief Administrator.
- d) One paper will be set in each of the following subjects in accordance with syllabus given in Annexure.
 1. Water Supply, drainage and sewerage.
 2. Roads and bridges.

3. Material and construction.
4. Simple mechanical and Electrical Engg.
5. Accounts and office procedure.
6. Viva Voca.

Oral Examination will be conducted by the Chief Engineer, for which he will coopt one another officer.

- (e) In order to pass, a candidate must obtain not less than 50 per cent marks in each subject and an aggregate of not less than 60% of the total marks in all subjects. A candidate who fails in only one subject but obtains not less than 66% of the total for the other subjects, may be permitted to appear again in the subject in which he fails. In such cases he must obtain not less than 60% in that subject in order to pass.

(f) Details for the conduct of the Examination

The candidate will be provided with question paper, so that question involving engineering design may be answered by neat sketches with explanatory notes.

- ii) Each candidate will be expected to bring his own drawing instruments and scales to the examination. Considerable importance will be attached to the neatness and accuracy of the sketches.
- iii) The answer to the question must be written so as to leave one quarter margin on which the examiner will record their marks against each question.

SYLLABUS FOR THE PROFESSIONAL EXAMINATION FOR THE OFFICERS OF THE ENGINEERING CELL OF THE HARYANA URBAN DEV. AUTHORITY

Paper-I Water Supply, Drainage and Sewerage

Time allowed : 3 hours

Marks 100

Collection of samples of water for chemical and Bacteriological tests of water.

Design of projects of various types. Methods of preliminary investigation of new project Estimates of requirements of water and development of various types of sources of water supply and rainfall, statistical analysis of data and estimation of minimum yield. Ground water, yield and development of wells and Tubewells, storage tanks, clear water and service reservoirs balancing tanks, stand pipes, pumping stations etc. Pumping plants, distribution system, pressures and capacity. Specifications and construction of water works and pipelines. Economic and maintenance of water works.

Structural design of overhead reservoirs of brick reinforced concrete and steel

- 2) Wholesome water, standards of quality for public and Industrial use. Quality of water chemical and bacteriological Tests their significance. Principles of sedimentation coagulation, filtration, tests and odour control, disinfection of water including chlorination, water softening removal of iron. Analysis and specification of Chemicals used in water purification.

Design and construction of water purification plants rapid and slow sand filtration softening.

- 3) Detection and prevention of wastage of water in distribution system, Metering.

Various types of pipes used in the distribution system and details of their joints and joint materials.

- 4) Various method of sinking tubewells including those with the hand boring plant, and rotary rigs, water jet system etc. Development of tubewells by gravel shrouding, surging back blowing etc.

- 5) House drainage and plumbing work including the use of sanitary fitting such as water closets of European and Indian types, Lavatory basins, sink bath tub and slope sinks, their methods of installation, details, specifications, flushing tanks, flush pipe, water pipes, floor traps, only cully traps, interempting traps, grease traps etc.

- 6) Air conditioning, evaporative and refrigerative cooling etc. Comfort conditions including dry bulb temperature compressors of the centrifugal and reciprocating type pumps and condensers.

Steam and hot water boilers, cylinders etc. various system of hot water circuit.

- 7) The role of bacteria, Collection of samples of sewerage, typical organisms of sewage, sludges etc. River pollution & beach pollution and their effect.

- 8) Design and investigation of sewerage and drainage project, Estimation of sewage, infiltration of ground water and storm water from data on population soil, intensity and duration of storms etc. Hydraulics and design of separate sewers, combined sewers and drains manholes, salt pits or catch pits etc., ventilation, cleaning and maintenance of drains and sewers. Design of sewage pumping stations and equipment.

- 9) Quality of sewage, chemical and bacteriological analysis and their significance. Principles of sedimentation of sewages, coagulation, disinfection of sewage effluents, Mannarila value of sewage dilution and irrigation.

- 10) Design and construction of structures for screening, grit removed sedimentation, Disposal of effluents on land water by subsoil irrigation and soakage pits, contact beds and biofilters and septic tanks, case pools street cleans, refuse collection and composing pail Depots.
- 11) Natures of wastes produced in the leadline industries in India such as Textiles. Paper tanning and Dying.

Paper - II

Time : 3 hours

Roads and Bridges

Marks : 100

PART 'A' ROADS

- i) Road transportation and Planning, classification of High ways.
- ii) Geomatic Design of High ways.
- iii) Traffic Engineering.
- iv) Engineering Survey.
- v) Roads Construction Materials.
- vi) Pavement Design.
- vii) High way Construction
- viii) High way tools and plant.
- ix) Road Drainage
- x) Roads satblization
- xi) Road side arboriculture.
- xii) Hill Roads
- xiii) Maintenance of roads

PART 'B' BRIDGES

- i) **General Principles of design:-** Aligenment; number of spans; Economic Span; Water-way calculations; Depth of foundations; scour depth.
- ii) **Loading:-** Dead load B.S.S. Recommendation and Indian Road Congress Recommendations for loading or road bridges; Indian Railway Board and Cooper's Railway Loadings; Impact tactors.
- iii) **Sub Structures:-** Different types of road railway bridges; choice of material and Bridges floors; Wearing surfaces on bridges; Methods of erection; Maintenance.
- iv) **Sub-Structures:-** Abutments, with walls and piers; Abutment piers, Conditions of stability types; design and construction, Foundations.
- v) **Small bridges:-** Box type and Irish culverts; canses ways and submarsible bridges; general principles of construction and design.
- vi) **Approaches:-** Influence of conditions of approaches on the selection of the type bridges-Construction of approaches.

Paper - III

Material and construction

Time allowed : 3 hours

Marks 100

Materials and construction of Building & Roads Form, Conditions and Special Classes of Contracts. Co-ordination of schedule of rates and estimates with specifications. Specification of Building materials, lime, Surkhi, Cement, Sand.

Construction work; site and foundation work.

Plain and reinforced concrete.

Brick and stone masonry

Flooring

Wood work.

Iron work

Roofing.

Plastering, Painting, White washing and Colour, Watching painting and Damp proofing/Damp roof Course and Lightning Conductor.

a) i) Building

General various forms of contracts, conditions and special clauses of contracts.

Co-ordination of schedule of rates and estimates with specifications.

ii) **Building Material** :- Specification of building materials i.e. lime, surkhi, cement, sand timber, bricks stone etc. and their use in various situations.

iii) **Building Construction** :- Excavation of foundations, various types of footing i.e. spread footing, inverted arches, column footing, continuous footing, cantilever footing.

Brick works :- Various types of Brick work type of joints in Brick work.

Stone Masonry :- Different types of stone masonry.

Damp proofing :- Methods of damp proofing, types of damp proof course.

Doors and windows :- Different types of doors and windows wooden metal doors and windows.

Roofs :- Different types of plan and sloping roofs.

Floors :- Various types of flooring materials.

R.C.C. Works :- Principles of construction of slabs, column, footing beams, stairs, walls and precast roofing elements including structural designs and form work.

Steel Work :- Constructional features in the construction of steel building and workshops.

Temporary wood work :- Centering, scaffolding, shoring and underpinning, their design and working details.

b) ROADS

Preparation of projects including reports, specifications and estimates planning of roads, according to I.R.C. standard Geometric standards or various materials used in Road Construction. Method of road construction. Drainage of roads and equipments used for construction of roads.

Different types of culverts and their construction and design.

Paper - IV

Simple Mechanical and Electrical Engineering

Time allowed 3 hours

Marks 50

Centrifugal pumps of the Horizontal and vertical type, both for water supply and sewerage, Borchals pumps, submersible pumps rotary pumps, recerprocating pumps, air lift system of pumping, hydraulic rams, Design of the sizes of pumping machinery including calculations for total head, horse power requirements, Ejectors.

Various drivies such as direct coupled bold and V bold driven, goor heads for borche pump, crose bold drives etc.

2) Rotary Pump, Semi rotary hand, diapherm pumps etc.

Electric motors, starters for D.C. motors including Field Roostates, ammmeters, volt meters.

Electric motors, A.C. Squireleage induction type, slipring type, totally enclosed, drip proof type cummutater type, motor starters for the above including direction line, star/delta, auto transformer, roter starter type etc. Float switches, Air break and oil unmersed type starters.

Air Compressor, stationery and portable horizontal and vertical type.

1) Simple wiring diagrams for Houses.

2) Circults for community buildings.

3) Specifications of domestic fixtures.

Paper - V

Accounts and Office procedure

Time allowed 3 hours

Marks 100

Treasury Rules

Chapter II, III Chapter IV upto 4.21 to 4.181 appending 'D' and 'C'

C.S.R. Vol. Part-II

Chapter I, II, III, IV, V, VII, VIII, upto 8.91, 8.113 to 8.128, 8.130 to 8.140 Chapter IX, XII, XV.

Punjab C.S.R. Vol. II

Part-I

Pension

Part-II

Provident Fund

Punjab Civil Services Rules Vol. III

Whole

Punjab F.R. Vol. I

Chapter II Sub Sections I, II, III, and IV

Chapter V, Pay and allowance and pensions-General Rules.

Except rules 5.4, 5.5 and 5.11

Chapter VI, Pay, allowances etc. of Gazetted Government servants except rule 6.3

Chapter VII Pay allowances etc. of Establishment except rules 7.5 to 7.10

Chapter VIII contingencies except rules 8.1 to 8.5, 8.14, 8.21, 8.22 and 8.23

Chapter IX Whole

Chapter X Section II Loans and allowances
Chapter XV whole
Chapter XVI whole
Chapter XVII whole
Chapter XVIII - Powers of sanction except for rules 18.3 and 18.16
Chapter XIX whole
Punjab Financial Rules Vol. II Appendix and Forms
Appendix 2, 3, 4, 14, 15, 16, 18 and 19.

Audit Code

Section III Chapter 2 and 3
Section IV Chapter 2,3 and 4
Section V Chapter I.

Accounts Code Vol. I

Chapter III, IV, V and VI

Accounts Code Vol. III

Chapter I and IV.
Chapter III Section-I

Introduction to Government Audit and accounts

Portion relating to P.W.D.

Departmental Financial Rules.

Chapter I to X relating to P.W.D.

Punjab P.W.D. B & R Manual of orders.

Chapter 3, 5, 6, 7, 8, 9 and 10.

Punjab Budget Manual

Chapter 1, 4, 5, 7, 11, 12, 13, 14 and Appendix 'P' Punjab P.W.D. Code.

Paper VI

Viva Voca

Marks 50

Prescribed Syllabus for Departmental Examination for Sub-Divisional Clerks

Name(s) of books

1. ACTS/ RULES

1. HUDA Act, 1977 and Rules, 1978 made there-under as amended from time to time.

II. FOR WORKS ACCOUNTS

1. Public Works Deptt. Code
2. Departmental Financial Rules (Financial Hand Book No. III)
3. PWD Manual of orders
4. Accounts Code Vol. III
5. Haryana Schedule of Rates 1974 as amended from time to time.
6. Rules regarding Bin Card System.
7. Delegation of powers to HUDA Officers as approved by the Authority from time to time

SYLLABUS

To impart knowledge of the provisions of Act & Rules.

GENERAL

- 1) Main out lines of PWD System of accounts.
- 2) Definitions of important account and technical terms.
- 3) Classification of transaction.
- 4) Cash Transactions & their records.
- 5) Stores Accounts (Bin Card System).

WORK ACCOUNTS

- 1) Register of works.
- 2) Contractor ledger.
- 3) Works Abstract.
- 4) Muster Rolls.
- 5) Measurement Books.
- 6) Contractor Bills.
- 7) Transfer Entry.
- 8) Work Charged Establishment.
- 9) Material at site accounts.
- 10) Road metal return.
- 11) Suspense Accounts (Deposits & Misc. Advances).
- 12) Knowledge of Departmental delegation of powers.
- 13) Preparation of Accounts and returns of Sub-Divisions and Divisional Offices.

KNOWLEDGE OF RULE RELATING TO

- 1) General Conditions of Service.
- 2) Pay fixation.
- 3) Standard Rent of Govt. Building.
- 4) Leave Rules.
- 5) Suspension, Dismissal & removal.
- 6) Joining time/pay.
- 7) Pay & Allowances and leave to Officer/ Officials on deputation from Govt. Deptt.
- 8) Maintenance of services records (Service Books)
- 9) Reimbursement of medical charges.
- 1) Rules relating to contributory provident Fund. T.A. Rules.

III GENERAL RULES

1. Pb. Civil Service Rules Vol. I, Part-I, Chapter I To V, VII, VIII, IX & XII.
2. Pb. Civil Service Rules Vol. II.
3. Pb. Civil Service Rules Vol. III

4. Pb. Financial Rules Vol. I. Chapters : II, V, VII, VIII, X, XV, & XVII.

IV. COMMERCIAL ACCOUNTING SYSTEM AS APPLICABLE TO HUDA

1. Book Keeping

V. MISCELLANEOUS

Knowledge of Rules Relating to

- 1) Cash transactions (receipt and expenditure).
- 2) Claims of pay etc. of staff.
- 3) Pay and Allowances.
- 4) Contingent Expenditure.
- 5) Loans and Advances.
- 6) Stores.
- 7) Preparation of budget and excess & surrender statement and re-appropriation.

KNOWLEDGE OF

- 1) Journal
 - 2) Ledger.
 - 3) Preparation of Bank reconciliation statement.
 - 4) P/L Accounts & Balance Sheet.
- 1) Office routine (noting & Drafting both Hindi and English).

Prescribed syllabus for departmental Examination for Assistant Draftsman

Paper -I Specification and Estimates

Total Marks : 150

Qualifying Marks 40%

Use of Public Works Department estimate from taking out perimeter and areas of plain figures and volumes of simple solids, tanks relating wells and channels.

Preparation and checking of original and maintenance estimates for works relating to water supply, drainage, sewerage and sanitary installations.

Preparation and checking of list of materials required for the above scheme and estimates.

Preparation of analysis of rates for the items generally used in public Health Engineering and for per Sft. rates relating to the pipes and drains P.H. and B & R Specifications and schedules.

Paper -II

Total Marks : 150

Qualifying Marks 40%

Drawing

Drawing instruments and equipments care and maintenance laying of measurements to scale. Use of pentagraph. Plainmeter and proportional compass.

Preparing plain, elevation and sections of buildings, tanks, culverts plotting of long and cross sections from field books and contour plans cross section of drawings, sewers and manholes.

Diagrams of geological starata of tubewells, showing position of pipes and strainers.

Preparation of lay-out plans of Head works sile of water supply schemes based on canal water and of that based on tubewells or percolation wells etc. Principles of blue printing equipment and materials required for blue printings.

Paper -III

Engineering Designs

Total Marks : 100

Qualifying Marks 40%

Selection of site for Head works, Disposal

Works and tubewells

Shape design of retaining walls, R.S. Hoists, R.C. Beams, lintels, slabs and battens etc. safe bearing pressure distribution of pressure on foundations and footings.

Calculations of velocities, discharges, design of pipes Drawing and Sewers, Preparation of terminal head statements.

Combined and separate system of sewerage scheme, sewage disposal.

Sanitary appliances and const. house drains etc.

Design and B.H.P. of various types of pumping plant commonly used in W/S and sewerage schemes.

Yields and diameters of archlation walls tubewells standards for provisions of public Health Amenities and Sanitary Installations.

Building Material and construction

Part -A

Total Marks : 100

PART -A

STONE	Various classifications of stone and their distinctive features Relative suitability of these for buildings, Bridges & Road Making Deterioration of stone and its artificial preservation in Buildings.
BRICKS	Manufacture of Katcha and pucca Bricks. Various type of bricks kilns, size of Bricks for Buildings. Use of tiles, firebricks and Terra Cotta Bricks. Classification of Bricks and defects in Bricks.
LIME	Availability of Lime stone manufacture of fat lime, Hydraulic Lime and its slaking. Storing of lime. Its use in Mortars.
CONCRETE	Various varieties of concrete of lime and cement, their relative uses, Materials required for the manufacturing of concrete.
TIMBER & STEEL	Various kinds of timber and their relative suitability Common defects in timber, its decay and preservation, Structural properties of timber. Properties of steel its structural uses and its preservation.
MISCELLANEOUS	Plastering, Painting, white and colour washing, distempers and paints. Roofing material in asbestos cement and galvanized iron.

PART-B

BRICK WORK	Bonds of different types junction of walls, Hollow walls, Damp Proof courses, Different kinds of arches and their uses, lintels and joining old bricks work with new works.
STONE MASONRY	Various type of stone masonry and their relative use stone lintels.
JOINERY	Joints in timber, doors and windows floors, roofs and ceilings.
FOUNDATIONS	Bearing capacity of soil types of foundations, foundations for bridges both open and well foundations Designs of simple building foundations Roofs of various types. Selection of site for a building and its orientation with regard to North South Line.
DESIGN OF	Timber planks and Beams. Steel Beams. R.C.C. Slabs for a roof lintel for a door or windows.

ROADS AND BRIDGES

Total Marks : 100

ROADS	Classification of roads according to Indian road, Congress Various kinds of roads according to material of construction used. Road Standards for formation width, metalled with, land width grades, curves, Cambers in roads, super elevation roundabouts, T.Junction, Y. Junction Crossdrainage. Alignment of Roads in hills and plains section of road in cutting and in embankment. Retaining walls, breast walls and drains in a hill road. Maintenance of roads surface painting patch repair. Quantities of
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BRIDGES

materials for road construction surface painting, bituminous carpets, Brief description of roads in water logged areas and soil stabilised roads.

Calculation of discharge, scour depth and depth of foundations.

Type of loading for bridges and where used., piers and abutments, well sand well curbs, , scab bridges, beam and girder bridges, cantilever bridges of timber used of R.S.J.S. in bridges.

Type of bearing for bridges.

Pipe culverts.

Design of small culverts.

Design of small culverts approx. Sanction of abutments and pipe steel girder bridges (various type sand uses only).

ESTIMATING AND COSTING AND SPECIFICATIONS.

Total Marks : 100

Preparation of estimates for bridges, buildings and roads working out quantities involved in a building. Road and bridges of a culvert and working out the cost. Analysis of rates for commonly used items of work and carriage of materials specifications.

CIVIL ENGINEERING DRAWING

Total Marks.

Drawing of a plan X cross section and elevation of a simple building, details of doors and windows. Drawing for a small slab, culverts, an arch culvert and a pipe culvert. Drawing for a pier and an abutment supported on wall.

Chief Administrator,
Haryana Urban Development Authority,
Panchkula.

