

Rules & Regulation for officer/officials of Board of School
Education Haryana, Bhiwani

INDEX

Sr.No.	Subject	Page No.
1.	Definitions Employees Rule & Regulations	2-11
2.	Appendix-A Mode of appointment & edu.qualification	12-17
3.	Appendix-B Schedule of Post	18-23
4.	Appendix-C Category wise Punishing & Appellant Authority	24

	EMPLOYEES SERVICE REGULATIONS	
	(Under clause (d) of sub-section (2) of section 19 of the 'Act')	
	Approved by the Haryana Govt. Education Deptt. Vide No. 19/8/90-Edu. 4(2) dated 11-11-1998 and come into force w.e.f. 11-11-1998.	
	1. These regulations may be called the Board of school Education Haryana, Bhiwani (Employees service) Regulations, 1990.	Short title.
	2. These regulations shall come into force at once.	Commencement.
	3. These regulations shall apply to all posts specified in Appendix 'A' and the posts created hereafter by the Board unless Otherwise stated.	Extent of Application
	<p>4. In these regulations, unless the context otherwise requires:-</p> <p>(i) (a) 'appointing authority' in relation to a post means the authority competent to make appointment as mentioned in regulation 8 ;</p> <p>(b) 'Appointment on deputation' means appointment of a person taken on deputation from the Government of India or the Government of any State or any Semi-Government organization, Public undertaking, Corporation or University.</p> <p>(c) 'appointment by promotion' means promotion under these regulations of a person serving under the Board ;</p> <p>(d) 'cadre' means the strength of a service or a part of a service sanctioned as a separate unit ;</p> <p>(e) 'direct appointment' means an appointment made otherwise than :-</p> <p>(i) by promotion from amongst the employees of the Board.</p> <p>(ii) by taking a person on deputation from the Government of India or the Government of any State or any Semi-Government organization, Public Undertaking, Corporation or University.</p> <p>(f) 'employee' means a person appointed to any post under the administrative control of the Board ;</p> <p>(g) 'Establishment Committee' means the committee constituted by the Board for each financial year consisting of the Chairman and two members of the Board for the purpose of these regulations;</p>	Definitions.

	<p>(h) ‘Government’ means the Government of Haryana in Education Department ;</p> <p>(i) “Junior Services Selection Committee” means a Committee Consisting of the Secretary or a nominee of the Secretary and Two or more persons to be nominated by the Chairman for the purposes of these regulations. The term of this committee shall be for one year;</p> <p>Modified vide Board’s decision dated 14-8-2004 para-4 and approved by Commissioner and Principal Secretary to Govt. Haryana vide his letter No. 5/117-2004 S.E. (2) dated 3-11-2004.</p> <p>(j) “Senior Services Selection Committee ‘means a committee consisting of the Chairman and two or more persons to be nominated by the Board out of which at least one shall be a member of the Board, for the purposes of these regulations. The term of this committee shall be for one year ;</p> <p>(k) “Service” means a service under the Board of School Education Haryana to which these regulations apply ;</p> <p>(i) Other terms and expressions used in these regulations but not defined shall have the meaning respectively assigned to them in the Board of School Education Haryana Act, 1969.</p> <p>(ii) All other terms and expressions not covered under clauses (i) and (ii) above shall have the meaning assigned to them respectively in Chapter-II of the Punjab Civil Services Rules, Volume-I, Part-I as amended by the Haryana Government from time to time. Provided that the terms “Government” and Government Employee where ever they occur in the said rules, shall be deemed to have been substituted by the terms “Board” and “Board Employee” respectively.</p>	
<p>Number and character of posts.</p>	<p>5. The service shall comprise the posts as shown in appendix-B to these regulations in separate sections mentioned therein.</p> <p>Modified vide letter No. 5/174-2003-S.E.(2) dated 25-3-2005 of Director of Secondary Education Haryana, Chandigarh and Board’s decision dated 2-3-2006 Para No. 4.</p>	
	<p>6. For purposes of appointment there shall be four classes of employees in the service, namely ;</p> <p>Class-I : Posts carrying scale of pay (time scale) the minimum of which is Rs. 2200/- or above.</p> <p>Class-II : Posts carrying scale of pay (time scale) the minimum of which is less than Rs. 2200/- but not less than Rs.</p>	<p>Classification of employees</p>

	2000/- Class-III : Posts carrying scale of pay (time scale) the minimum of which is less than 2000/- but not less than Rs.950/. Class-IV : Posts carrying scale of pay (time scale) the minimum of which is less than Rs. 950/-	
	7. Delete Vide letter No. 5/17-2003 Sec. Edu. (2) Dated 30.4.2004 of Director of Secondary Education Haryana, Chandigarh and Board's decision dated 2-3-2006 Para No. 4.	
	8. (i) The appointment to a post in the service except the post of the Secretary shall be made on the recommendation of the Committees mentioned in column-2 by the authorities indicated in column 3 below : -	Appointing Authority.

1	2	3
(1) Posts in the scale of pay The minimum of which is Less than Rs. 950/-	Junior Service Selection Committee	Secretary
(2) Posts in the scale of pay The minimum of which is Rs. 950/- or more but less Than Rs. 2200/-.	Senior Services Selection Committee	Chairman
(3) Posts in the scale of pay the minimum of which is Rs. 2200/- or more.	Establishment Committee	Chairman

Provided that the recommendation of the Establishment Committee shall be implemented after the approval of the Board.

	(2) Applications for direct recruitment shall be invited through Employment Exchange or Press. (2) Notwithstanding anything contained in sub-regulation (i) the Chairman shall have the power to make adhoc appointment to existing posts for a term extending up to six month at a time according to the exigencies of work.	
Nationality, domicile and character of candidates appointed to the service.	9. (1) No candidate shall be appointed to the service unless he is :- (a) a citizen of India; or (b) a citizen of Nepal; or (c) a subject of Bhutan ; or (d) a Tibetan refugee who came over to India before the first day of January, 1962, with the intention of permanently	

	<p>settling in India; or</p> <p>(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya,-Uganda. the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam or any other country which may be specified in this behalf by the Government of India by a general or special order, with intention of permanently settling in India :</p> <p>Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favor a certificate of eligibility has been issued by the State Government in the Department of Home affairs.</p> <p>(2) A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Board, the Establishment Committee. The Senior Services Selection Committee or the Junior Services Selection Committee and he may also provisionally be appointed subject to the necessary certificate being given to him by the State Government.</p> <p>(3) No person shall be recruited to any post by direct appointment 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 responsible persons, not being his relatives but who are well acquainted with him in his private life and are unconnected with his University, College‘School or institution.</p>	
Disqualifica-tion.	<p>10. No person-</p> <p>(a) who has entered into or contracted a marriage with a person having a spouse living, or</p> <p>(b) Who having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to the service :</p> <p>Provided that the Board may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt such person from the operation of this regulation.</p>	
	11. The posts in the service shall be filled in by direct appointment or by deputation or by promotion.	Mode of Appointment.

	<p>12. (i) The method of appointment and the minimum educational and other qualifications and experience required for other categories of posts in the service of the Board shall be as specified in Appendix 'A' to these regulations.</p> <p>(ii) Appointment to any post by promotion shall be made strictly on the basis of seniority-cum-merit and no person shall be entitled to claim promotion on the basis of seniority alone</p> <p>(iii) Appointment to the post of clerk by promotion shall be made from amongst category of Duplicating Gestr. Operator, Packer, Daftri/Record Lifter in accordance with scale of pay i.e. person drawing higher scale in the post held prior to appointment to the post of clerk will considered first. Remaining categories of Class-IV i.e. Mali, Peon, Chowkidar-cum-Peon, Security Employee, Cook-cum-Attendant, Sewer man and Sweeper will be treated as one category and will be considered for promotion as per their joint inter-se-seniority on the basis of length of continuous appointment and if length of service is the same the older person shall be considered senior to the younger person in determining the inter-se-seniority from amongst different cadres.</p>	<p>Qualifications and mode of appointment to other.</p> <p>Approved by Finance deptt. Haryana vide U.O. No. 78/28/2011-3FD II/9170, dated 10-5-2013.</p>
	<p>13. No person shall be recruited to the service by direct appointment if he is less than seventeen years old or is more than thirty five years of age on the last date of receipt of application for appointment to the concerned post :</p> <p>Provided that in case of posts where experience is one of the essential qualifications, the upper age limit will be increased by the number of maximum years of experience required for such posts :</p> <p>Provided further that the Board, shall have the powers to relax the upper age limit for reasons to be recorded in writing in appropriate cases :</p> <p>Provided further that the age limits shall be the same as fixed by the Government from time to time together with the relaxation allowed for various categories.</p>	<p>Age.</p>
	<p>14. No person shall be appointed to any post in the Board unless he produces a Medical Certificate of fitness by a Medical Officer or authority not less than the Sr. Medical Officer/Medical Officer of a Govt. Hospital as approved by the Board :</p> <p>Provided that a person who joins service after resigning Government or Quasi-Government service shall be exempted from producing a Medical Certificate of fitness, if he resigned Government or Quasi-Government service with the approval</p>	

	<p>of the competent authority with the permission to joins Board's service and he has already been medically examined there by the competent medical authority and declared fit.</p>	
<p>Probation of persons appointed to Service</p>	<p>15. (1) Persons appointed to any service under the Board shall remain on probation for a period of one year : Provides that :-</p> <p>(a) any period after such appointment spent on a corresponding or a higher post shall count towards the period of probation;</p> <p>(b) 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 period of probation, be entitled to be confirmed unless he is appointed against a permanent vacancy.</p> <p>(2) On the completion of period of probation of a person, the appointing authority may :-</p> <p>(a) if his work and conduct have in its opinion been satisfactory ;</p> <p>(i) confirm such person from the date of his appointment, if appointed against a permanent vacancy; or</p> <p>(ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or</p> <p>(iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy.</p> <p>(b) If in the opinion of the appointing authority, the work and conduct of a person during the period of probation has not been satisfactory, it may :-</p> <p>(i) dispense with his services by giving him one month salary or revert him to a post on which he hold lien period to his appointment to the service, if such an appointment has been made by direct recruitment ; or</p> <p>(ii) if such a person has been recruited otherwise than by direct appointment revert him to his former post or deal with him in such other manner as the terms and conditions of the previous appointment may permit ; or</p> <p>(iii) extend his period of probation and thereafter if his work and conduct are found satisfactory confirm him from the date of his appointment or any subsequent date :</p>	

	<p>Provided that the total period of probation including extensions or extensions, if any, shall not exceed three years.</p>	
	<p>16. The seniority inters of members of the service in each cadre shall be determined by the length of continuous appointment on a post in that cadre :</p> <p>Provided that in the case of different cadres ; the seniority shall be determined separately for each cadre :</p> <p>Provided further that in case two or more persons are appointed in the same cadre on the same date, their seniority shall be determined as follows : -</p> <p>(a) In the case of persons appointed by direct appointment it shall be such as may have been determined at the time of selection :</p> <p>(b) a person recruited by direct appointment shall be senior to a person recruited otherwise;</p> <p>(c) in the case of persons appointed by promotion seniority shall be determined according to the seniority of such person in the appointment from which they were promoted; and</p> <p>(d) In the case of person appointed by transfer or by promotion from different cadres, their seniority shall be determined according to pay, preference being given to a person who was drawing higher rate of pay in the previous appointment and if the rate of pay drawn are also the same then their length of such service in those; appointments; and if length of service is also the same, an older person shall be considered senior to a younger person.</p> <p>Note:- (1) Seniority of members appointed on purely temporary basis shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment.</p> <p>(2) In the case of a member whose period of probation is extended under regulation 16 the date of appointment for purpose of this regulation may be deferred to the extent the date of confirmation is postponed (if so ordered) as a result of extension in the period of probation</p>	<p>Seniority of members of service</p> <p>Approved by Finance deptt. Haryana vide U.O. No. 78/28/2011-3FDII/9170, dated-10-5-2013</p>
	<p>17. In respect of leave, provident fund, gratuity and other matters and not expressly provided in these regulations the persons appointed to service shall be governed by such regulations as may have been or may hereafter be adopted or made by the Board.</p>	<p>Leave contributory, Provident Fund, Gratuity and other matters.</p>
	<p>18. In matters relating to discipline, punishment and appeals persons appointed to the service shall be governed by</p>	<p>Discipline, Penalties and</p>

	<p>such regulations as may have been or may hereafter be adopted or made by the Board :</p> <p>Provided that authority empowered to impose penalties under the aforesaid regulation and the appellate authority for the purpose of these regulations, shall be as specified in appendix 'C' to these regulations.</p>	appeals.
Resignation.	<p>19. An employee of the Board can resign his post;</p> <p>(i) if he is a quasi-permanent employee, by giving one month's notice to the appointing authority or by paying one month's salary in lieu thereof;</p> <p>(ii) If he is a permanent employee by giving three months notice to the appointing authority or by paying three months salary in lieu thereof ;</p>	
	<p>Provided that where an enquiry is going on against an employee or he is under suspension, on charges of misappropriation or defalcation of funds or causing financial loss either to the Board or to the Government, the employee shall not resign save with the prior permission of the appointing authority.</p>	
Termination of Service.	<p>20. If on the abolition of a post, the services of a permanent employee are to be dispensed with, he shall be given three months notice or three months salary in lieu thereof, besides the other retirement benefits admissible to the employees of the Board.</p>	
Age of retirement.	<p>21. (i) All whole time paid employees of the Board except class IV employees, shall retire on reaching the age of fifty eight years:</p> <p>Provided that in exceptional case, where the Board considers it desirable in public interest, may allow extension in service, not more than one year at a time, to an employee beyond the age of superannuation :</p> <p>Provided further that no extension shall be allowed beyond the age of sixty years.</p> <p>(ii) The Class IV employees shall retire on reaching the age of sixty years.</p>	
	<p>22. Premature Retirement :</p> <p>(1) (a) The Board may after giving a three months notice in writing require an employee to retire after he attains the age of 55 years.</p> <p>(b) The Board, if it is of the opinion that it is in public interest to do so, have the absolute right to retire an employee on the date on which he completes twenty five years of service</p>	

	<p>or attains fifty years of age or any date thereafter to be specified in the notice by giving him three months notice in writing :</p> <p>Provided that before taking action under this clause the Board shall specify in writing the reasons for doing so and give opportunity to the employee concerned to present his case:</p> <p>Provided further that where at least three months notice is not given or notice for a period less than three months is given, the employee shall be entitled to claim a sum equivalent to the amount of his pay and allowances at the same rates at which he was drawing them immediately before the date of retirement for a period of three months or 'for the period by which the notice falls short of three months, as the case may be.</p> <p>(2) Any employee may, after giving at least three months previous notice, in writing to the appointing authority, retire from the service, on the date on which he completes twenty years of service or attains fifty years of age or any date thereafter to be specified in the notice:</p> <p>Provided that no employees under suspension shall retire from service under this sub-regulation except with the specific approval of the appointing authority.</p>	
	<p>23. Re-Employment:</p> <p>The Board in exceptional cases, may re-employ an employee on or after his attaining the age of superannuation on such terms and conditions as decided by it in each case, subject to the following conditions:-</p> <p>(i) the person proposed to be re-employed must be below sixty years;</p> <p>(ii) the person proposed to be re-employed should be mentally and physically fit. For this purpose he shall furnish a medical certificate from the authority specified by the Board :</p> <p>Provided that the person so re-employed shall not be retained in service beyond his attaining the age of sixty years.</p>	
	<p>24. The Chairman may, for reasons to be recorded in writing make any contract appointment for a specific purpose and for a specific period on purely temporary basis with the approval of the Board.</p>	<p>Contract appointment.</p>
	<p>25. Except where otherwise expressly provided, nothing contained in the foregoing regulations shall apply to part time employees :</p>	<p>Part time employees.</p>

	Provided that the conditions of service, including leave rules, in the case of such employees shall be such as may be determined by the Board from time to time.	
	26. An employee may be transferred to any post, whether included in any cadre or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Services Rules, Volume-I Part-I.	Liability of employees of service to transfer.
	27. An employee shall be liable to serve at any place what her within or outside the State of Haryana on being so ordered by the appointing authority.	Liability of service.
	28. Every employee of the Board shall get himself vaccinated or re-vaccinated when the Board so directs by a special or general order.	Liability for vaccination or re-vaccination.
Oath of allegiance.	29. Every employee of the Board shall, unless he has already done so, be required to take oath of allegiance to India and to the constitution of India.	
Matters not provided in the regulations.	30. In matters for which no specific provision has been made in these regulations or any other regulation made by the board, the rules contained in Punjab Civil Services Rules, as amended from time to time and such other rules as are framed by the Government on the subject shall apply mutatis mutandis.	
Power to relax.	31. Where the Board 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 class or category of employees,	
Interpretation of the regulations savings.	32. If any question arises as to the interpretation of the regulations, the decision of the Board shall be final.	
	33. Any order issued or any action taken prior to the coming into force of these regulations shall be deemed to have been issued or taken under the corresponding provisions of these regulations and in case of any dispute the decision of Board shall be final.	

APPENDIX-A

(REFERRED TO IN REGULATION-3)

Sr. No.	Name of the Post	Mode of Appointment	Minimum Educational & Other Qualifications	
			(By promotion)	(By Direct Recruitment)
1	2	3	4	5
1.	Controller of Exams.	50% By promotion 50% By Direct Recruitment.	3 Years Experience as Joint Secretary.	(a) M.A./M.Sc./M.Com. IInd class. (b) Experience: 8 Years experience as Dy. Director/Dy. Registrar in a University/Board OR as a Principal in a College OR as Reade. Maximum Age : 50 years.
2.	Director (Open School)	By Promotion.	Amongst the Dy. Dir. On the basis of Seniority-cum-Merit with the qualification as (a) in column-5.	(a) M.A./M.Sc. with M.Ed.-IInd Div. in both Preferably M.Phil or Ph.D. Experience : 12 Years teaching experience including 5 years administrative experience as principal of Senior Secondary School OR 5 years teaching experience in College of Education.
3.	Joint Secretary	50% By Promotion 50% By Direct Recruitment. 1 st Post By promotion.	Post Graduate with second division. 3 years Experience as Dy. Secretary.	Post Graduate with Second Division having 10 years educational/Administrative experience
4.	System Manager	By Direct Recruitment.		(i) M.Tech. (CSE) with 5 years experience in computing. (ii) B.Tech. (CSE) with 7 years experience in computing. (iii) B.Tech. (Non CSE) with 8 years Experience in computing. (iv) M.Sc. (Math/Statistics/Physics) with 8 years experience in computing. (v) M.C.A. with 7 years experience in computing. (vi) Ph.D. (CSE) with 3 years' post Ph.D. Experience in computing. (vii) Ph.D. (Math/Statistics/Physics) with 5 years' post Ph.D. Experience in computing. Age: 18-50 years (Upper age relaxable by the appointing authority in special cases).
5.	Deputy Secretary	50% By Promotion and 50% By Direct Recruitment. 1 st Post By Promotion.	Amongst the Asstt. Secretaries on the basis of seniority-cum-merit.	(a) A Second Class Master's Degree/LL.B. Degree (relaxable in Division/Class in the case of Internal candidates where the record of service is exceptionally good). (b) 10 years teaching experience in Sr. Sec. School/College as Lecturer. Preference will be given to those candidates who have Educational Administrative experience.
6.	Deputy Director	50% By Promotion 50% By Direct Recruitment.	Amongst the Asstt. Director having minimum 5 years experience as Asstt. Director.	(a) M.A./M.Sc. with M.Ed. IInd Division in both. (b) Experience: 8 years experience in teaching secondary/Sr. Secondary

1	2	3	4	5
				Classes including 3 years experience as Head of high/Sr. secondary School OR 5 years teaching experience in College of Edu.
7.	Assistant Secretary	75% By Promotion 25% By Direct Recruitment.	Amongst the Supdts. Having 5 years experience on the basis seniority-cum-merit.	(a) A Bachelor's Degree in Second Class OR a Master's Degree in Second Class provided that the condition of Division may be relaxed in case of internal candidates where the record of service is exceptionally good. (b) Experience: 5 years experience as Supdt. OR Deputy Supdt. In a University/Examining body conducting public exams.
8.	Assistant Director	By Promotion/ Direct Recruitment.	1. Amongst the Subject Experts on the basis of seniority-cum-merit. 2. Qualification as (a) in column No. 5.	(a) M.A./M.Sc with B.Ed. Second Division in both preferably M.Ed. IInd Div. (b) 5 years teaching experience in a High/Sr. Sec. School/College of Edu.
9.	Chief Accounts	On Deputation	-----	From Finance Department.
10.	Senior System Executive/Senior System Analyst	50% By Promotion 50% By Direct Recruitment	On the basis of seniority-cum-merit. Having 3 years exp. As System Executive performance knowledge and ACR record shall mainly be taken into consideration.	Graduate in computer science. Two Years experience in programming and designing system OR Graduate with 5 years experience.
11.	Superintendent	By Promotion	Amongst the Asstt. On the basis of seniority-cum-merit.	
12.	System Executive/Sr. Computer Operator	50% By Promotion 50% By Direct Recruitment	On the basis of seniority-cum-merit performance knowledge & ACR record shall mainly be taken into consideration	(a) Master's Degree in computer application/Graduate with diploma in Computer Application. (b) 3 Years experience with Master's Degree/ 5 years experience with Diploma.
13.	Security Officer	By Promotion/ By Direct Recruitment	5 years experience as Asstt. Security Officer.	Bachelor degree and good physique OR Retired J.C.O. of Indian Army OR Retired SI/A.S.I of Police. Desirable: Experience of working as security officer in an organization.
14.	Private Secretary	By Promotion	1. Graduate with 5 years experience as Asstt. (who were promoted from Steno-Typist) OR as PA knowledge of English Shorthand with 100 W.P.M. preference will be given to those candidates having the knowledge of Hindi Shorthand also.	-----

1	2	3	4	5
15.	Deputy Director (including Radio & Press Liaison Officer)	By Direct Recruitment	-----	(i) M.A. (Hindi or English) from a recognized University. (ii) Degree/Diploma in Journalism from a recognized University/Institute or its equivalent. OR One year course from Institute of Mass Communication. (iii) Hindi up to Matric Standard (iv) Five years experience in a Publicity. Organization of Union/State Government in a post of similar responsibility. OR Five years experience (i) As a whole time Special correspondent in some leading daily newspaper with circulation of not less than 1,00,000 as certified by Audit Bureau of Circulation. (ii) Editor or Sub-Editor of weekly newspaper with circulation of not less than 5,000 as certified by Audit Bureau of Circulation. (iii) As a whole time Special correspondent in National Newspaper Agency.
16.	Asstt. District Attorney	On Deputation	-----	Shall be filled on deputation from the prosecution Department.
17.	Jr. Engineer Civil/Mechanical.	By Direct Recruitment	-----	(i) Passed 3 years National Certificate (Theoretical) course in the Civil/Mechanical Engineering conducted by the State Board of Technical Education Haryana or its equivalent. (ii) Knowledge of Hindi OR Sanskrit up to Matric standard.
18.	Horticulture Development Officer	By Direct Recruitment	-----	B.Sc. Agriculture/Horticulture.
19.	Assistant.	By Promotion	On the basis of Seniority-cum-merit Having 3 years office experience as Clerk in this Board.	-----
20.	Sr. Scale Stenographer.	50% by Promotion 50% Direct Recruitment	Shall be filled up amongst the Steno-Typist after Departmental Test of Eng. Shorthand with 100 W.P.M. Preference will be given to those candidates having the knowledge of Hindi-Shorthand also.	(a) Graduate (b) Speed in English and Hindi Shorthand 120 and 100 W.P.M. Respectively. (c) 35 W.P.M. speed both in Hindi and English Typewriting, 5 years experience as Stenographer in Govt. or Quassi Govt. is essential.
21.	Proof Reader	By Direct Recruitment.	-----	(i) Graduate of a recognized University having Hindi or English as an elective subject OR a graduate of a University having Hindi or English as an elective subject at least in intermediate exam. (ii) Should have at least 5 years experience of proof reading in Hindi and English in some printing press or organization of repute. (iii) Should possess knowledge of preparation of manuscripts of books for printing.

1	2	3	4	5
22.	Date Entry Operator/Jr. Programmer/Computer Operator EDP Assistant.	By Direct recruitment.	-----	(a) Matriculation (b) Key depression 10,000 per hour. (c) Minimum 6 months certificate courses in Data Entry Operation/ Console Operation/Programming from some reputed institution. Preferable from affiliated institution with Department of Electronics. (d) Familiar with-WORD STAR. Desirable : Knowledge of FOX BASE/FOX PLUS/FOX PRO Operating under MS DOS on IBM compatible personal computer or under environment.
23.	mason-cum-carpenter-cum-Glazier.	By Promotion	Amongst the mason-cum-carpenter on the basis of seniority-cum-merit.	-----
24.	Pharmacist.	By Recruitment/ on deputation from Health Dept. Haryana.	-----	1. Matric with Science. 2. Pharmacy course diploma from Medical College, Rohtak OR any other institution recognized by the Govt. with training in injection dressing and ward work in a recognized hospital. 3. Registered as pharmacist with the Haryana Pharmacy council under section 31 (a) or 31 (c) or 32 (a) read with section 31 (a). 4. Knowledge of Hindi OR Sanskrit up to Matric standard.
25.	Driver	50% By Direct Recruitment/Transfer/Deputation. 50% By Promotion from Group "C" and "D" employees If suitable candidates are not available by promotion quota then the posts will be filled by direct recruitment/transfer/deputation.	(i) Amongst the employees having 5 years experience on a Group "C" or "D" post on the basis of seniority cum merit. (ii) Valid Driving License to drive a jeep/car etc.' which is at least 5 years old. (iii) Age: Shall be restricted to 50 years.	(i) Possess License in Motor Driving and. (ii) Possess knowledge of Hindi and English Up to Middle Standard.
26.	Plumber 1 st Grade	By Direct Recruitment	-----	(i) Matric Pass (ii) Diploma from I.T.I. (iii) Preference will be given to those candidates who have the experience of plumber.
27.	Electrician	80% By Direct Recruitment. 20% by Promotion from electrician helper.	On the basic of seniority-cum-merit.	Matric with I.T.I. Diploma in Electrical Trade.
28.	Assistant Pump Driver.	By Direct Recruitment.	-----	I.T.I. Certificate in trade of Motor/Tractor/Diesel/Electric Mech./Literate should have minimum experience of 5 years and field tests.

1	2	3	4	5
29.	Steno Typist	By Promotion/Direct Recruitment.	shall be filled up amongst the clerks working in the office after departmental test of Hindi shorthand at least 64 W.P.M. and translation 11 W.P.M. Desirable : shorthand in English 80 W.P.M. and translation 15 W.P.M.	(i) As prescribed for the post of clerk. (ii) Hindi shorthand 64 W.P.M. and translation 11 W.P.M. Desirable: Shorthand in English 80 W.P.M. and translation 15 W.P.M.
30.	Clerk	80% By direct Recruitment 20% By Promotion from class-IV.	Matric with at least 5 years experience as class-IV Employee. Provided that the condition of Division in Matric and the condition of knowledge of typewriting will not be applicable for the persons who are promoted as clerk from class-IV and who are appointed on compassionate grounds.	(i) Matric with second division/Higher Secondary/Sr. Secondary (10+2) with 45% marks in aggregate or Graduate. (ii) Knowledge of Hindi OR Sanskrit upto Matric. (iii) For Ex-serviceman: Matric and knowledge of Hindi upto Matric.
31.	Duplicating Gestr. Operator.	By Promotion	Shall be filled up amongst the Daftri/Record Lifter/Packer.	-----
32.	Mason-cum-Carpenter.	By Direct Recruitment	-----	Knowledge of Hindi reading and writing with 5 years experience in Government Department as Mason-Cum-Carpenter.
33.	Cashier for canteen	By transfer from amongst the clerks	-----	-----
34.	Packer	By Promotion	Amongst the Daftries/Record Lifter on the basis of seniority-cum merit.	-----
35.	Daftri/Record Lifter	By Promotion 75 % from peons 25% from Security Employees/Chowkidar-cum-Peon.	Amongst the Peons/Security Employees/Chowkidar-cum-Peon on the basis of seniority-cum merit.	-----
36.	Book Binder	By Direct Recruitment	-----	Middle pass with two years experience in Book Binding and handling of manual numbering machine.
37.	Mali	By Direct Recruitment	-----	Can read and write Hindi. Two years experience as Mali.
38.	Sweeper	By Direct Recruitment	-----	Should be literate.
39.	Peon	By Direct Recruitment, By Conversion	1/3 of the posts shall be filled up by conversion of services of the security employees/Chowkidar-cum Peon on the basis of seniority cum merit.	Middle pass with Hindi.
40.	Chowkidar-cum-Peon	By Direct Recruitment	-----	Middle pass with Hindi.
41.	Security Employee	By Direct Recruitment	-----	Middle pass with Hindi. Preferable Ex-Serviceman.
42.	Cook-cum-attendant	By Direct Recruitment	-----	Should be Literate and can read and write along with knowledge of cooking/
43.	Sewer man	By Direct Recruitment	-----	Should be literate and one year experience.

1	2	3	4	5
44.	Doctor	On Deputation/Direct recruitment	-----	As per Haryana Government.
45.	Sub Divisional Engineer	By Promotion/Deputation First, the post be filled by promotion who fulfills the qualifications second, if no candidate fulfills the qualification then the post be filled up by taking an officer on deputation.	-----	As per Haryana Government.
46.	Security Inspector	By Direct Recruitment	----	(i) Should be Matriculate/First Class Army (Exam.) (ii) Should have attended intelligence and security courses of Army/Its equivalent OR should have served in Army for at least five years in rank of a Head constable or above OR should have served for at least five years in security establishment of big concerns OR factories etc.

APPENDIX-B

(Referred to regulation 5)

Sanctioned Schedule of Establishment for the year 2015-16 is as under :-

Sr. No.	Designation	No. of Sanctioned Posts	Nature of Posts	Grade
1	2	3	4	5
1.	Chairman	1	Permanent	To be fixed by the Govt.
2.	Vice-Chairman	1	Do	Do
3.	Secretary	1	Do	Deputationist will get pay in his own scale
4.	Controller of Exams.	1	Do	Rs.15600-39100-PB-3 + GP 8000/-
5.	Joint Secretary	1	Do	Rs.15600-39100-PB-3 + GP 7600/-
6.	System Manager	1	Do	Rs.15600-39100-PB-3 + GP 7600/-
7.	Deputy Secretary	4	Do	Rs.15600-39100-PB-3 + GP 6000/-
8.	Sr. Pvt. Secretary	1	Do	Rs.15600-39100-PB-3 + GP 6000/-
9.	Deputy Director (Academic)	2	Do	Rs.15600-39100-PB-3 + GP 5400/-
10.	Deputy Director (Including Radio & Press Liaison Officer)	1	Do	Rs.15600-39100-PB-3 + GP 6000/-
11.	Assistant Secretary	20	Do	Rs.15600-39100-PB-3 + GP 5400/- + 200/-Special Pay
12.	Assistant Director (Academic)	1	Do	Rs.15600-39100-PB-3 + GP 5400/-
13.	Chief Accounts Officer	1	Do	Will be on deputation in his own pay scale. In case at any time the post is filled by direct recruitment the scale of pay of Chief Accounts Officer will

				be same as prescribed for the post of Assistant Secretary.
14.	S.D.E.	1	Do	Rs.15600-39100-PB-3 + GP 5400/-
15.	Sr. System Executive/ Sr. System Analyst	3	Do	Rs.15600-39100-PB-3+ GP 5400/- + 200/- Special Pay
16.	Pvt. Secretary	3	Do	Rs. 9300-34800-PB-2 +GP 4800/- Rs. 9300-34800-PB-2 +GP 5400/-(on completion of 4 Years regular satisfactory service)
17.	Superintendent	111	Do	Rs. 9300-34800-PB-2 +GP 4200/- + 200/- Special Pay
18.	System Executive/ Sr. Computer Operator	2	Do	Rs. 9300-34800-PB-2 +GP 4200/- + 200/- Special Pay
19.	Security Officer	1	Do	Rs. 9300-34800-PB-2 +GP 4200/-
20.	Assistant District Attorney	1	Do	Will be on deputation in his own pay scale. In case at any time the post of A.D.A. is filled by direct recruitment the scale of pay of A.D.A. will be same as prescribed for the post of Superintendent
21.	Junior Engineer (Civil)-1, Mech.-1)	2	Do	Rs. 9300-34800-PB-2 +GP 3600/- Rs. 9300-34800-PB-2 +GP 5200/- (After completion of 18 years regular and satisfactory service who have not been promoted to next higher post and will be designated as additional Sub-Divisional Engineers and they will continue to discharge the duties of Junior Engineers with the new designation and pay scale). Revised by the Govt. letter No. 1/16/2005-3 PR(FD) dated 5.9.07 and

				approved by the Board in its meeting held on 12-5-2008 vide para-7 . Approval of Govt. is yet awaited.
22.	Horticulture Development Officer	1	Do	Rs. 9300-34800-PB-2 +GP 3600/-
23.	Assistant	320	Do	Rs. 9300-34800-PB-2 +GP 3600/-
24.	Data Entry Operator/ Jr. Prog./Computer Opr. E.D.P. Assistant	10	Do	Rs. 9300-34800-PB-2 +GP 3200/- +Rs. 60/-Special Pay
25.	Proof Reader	1	Do	Rs. 9300-34800-PB-2 +GP 3200/-
26.	Mason-cum-Carpt.-cum-Glazier	1	Do	Rs. 9300-34800-PB-2 +GP 3200/-
27.	Pharmacist	1	Do	Rs. 9300-34800-PB-2 +GP 3200/-
28.	Staff Nurse	1	Do	Rs. 9300-34800-PB-2 +GP 3200/-
29.	Driver	10	Do	Rs. 5200-20200-PB-1+ GP 2400/- + Rs. 300/- Spl. Pay.
30.	Plumber 1 st Grade	1	Do	Rs. 5200-20200-PB-1+ GP 2400/-
31.	Asstt. Pump Driver	1	Do	Rs. 5200-20200-PB-1+ GP 2400/-
32.	Security Inspector	1	Do	Rs. 5200-20200-PB-1+ GP 2400/-
33.	Electrician	2	Do	Rs. 5200-20200-PB-1+ GP 1900/-(Without I.T.I. Diploma) Rs. 5200-20200-PB-1+ GP 2400/-(With I.T.I. Diploma)
34.	Steno Typist	12	Permanent	Rs. 5200-20200-PB-1+ GP 1900/-+ Rs. 100/-Special Pay

35.	Duplicating Gestr. Operator	2	Do	Rs. 5200-20200-PB-1+ GP 1900/-+ Rs. 40/-Special Pay
36.	Clerk	272	Do	Rs. 5200-20200-PB-1+ GP 1900/-+ Rs. 40/-Special Pay
37.	Mason-cum-Carpenter	1	Do	Rs. 5200-20200-PB-1+ GP 1900/-
38.	Cashier	1	Do	Rs. 5200-20200-PB-1+ GP 1900/-
39.	Packer	19	Do	Rs. 5200-20200-PB-1+ GP 1800/-
40.	Daftri/Record Lifter	23	Do	Rs.4440-7440-IS+GP 1650/- + Rs. 30/- Special Pay
41.	Book Binder	1	Permanent	Rs.4440-7440-IS+GP 1650/- + Rs. 30/- Special Pay
42.	Mali	8	Do	Rs.4440-7440-IS+GP 1300/- + Rs. 30/- Special Pay
43.	Sweeper	13	Do	Rs.4440-7440-IS+GP 1300/- + Rs. 30/- Special Pay
44.	Peon	107	Do	Rs.4440-7440-IS+GP 1300/- + Rs. 30/- Special Pay
45.	Chowkidar-cum-Peon	38	Do	Rs.4440-7440-IS+GP 1300/- + Rs. 30/- Special Pay
46.	Security Employee	24	Do	Rs.4440-7440-IS+GP 1300/- + Rs. 30/- Special Pay
47.	Cook-cum-Attendant	4	Do	Rs.4440-7440-IS+GP 1300/- + Rs. 30/- Special Pay
48.	Sewer man	1	Do	Rs.4440-7440-IS+GP 1300/- + Rs. 30/- Special Pay
49.	Electrician Helper	1	Do	Rs.4440-7440-IS+GP 1300/- + Rs. 30/- Special Pay
50.	Doctor	1	Permanent	Rs17000/- per month on consolidated basis or on deputation.
51.	Legal Advisor	1	Part Time	Rs. 1500/- Per Month(Fixed)

52.	Part Time Typewriter Mechanic/Computer Mechanic	1	Part Time	On Daily wages at D.C rates of the Distt. Concerned.
53.	Electrician Helper/ Beldar Helper (Labor Type)	7	Daily Wages	On daily wages at D.C. rates of Distt. Concerned.
54.	Sweeper	12	Do	On daily wages at D.C. rates of Distt. Concerned.

Note :-

1. Deputy Secretary at Sr. No. 7 and Asstt. Secretary at Sr. No. 11 revised scale i.e. Rs. 3700-5000/- + Rs. 400/- Special Pay and Rs. 3000-4500/- + Rs. 400/- Special Pay (Un-revised) respectively approved by the Board in its meeting held on 15.10.93 vide Para No. 30 but was not admitted by the audit and also declined by the State Govt. The matter has been challenged in the Hon'ble Punjab & Haryana High Court, Chandigarh vide C.W.P. No. 1402 of 2002 and same is under consideration of the Hon'ble Court.
2. The matter for revival of some posts has already been referred to the Government of Haryana and approval of the Government is still awaited. These posts have not been included in the Schedule of posts as per Chairman order dt 17-02-2015 on schedule of posts. These posts are joint Sec.= 1 post at Sr. No. 5, Deputy Sec.= 2 post at Sr. No. 7, Asstt. Sec. = 4 post at Sr. No. 11, Priv. Sec. = 01 post at Sr. No. 16, Asstt. Librarian = 1 post, Steno Typist = 12 post at Sr. No. 34 and Receptionist-cum-PABX operator = 01 post.

**Sanctioned Schedule of Establishment for the year 2015-16 is as under :-
(For Open School)**

Sr. No.	Designation	No. of Sanctioned Posts	Nature of Posts	Grade
1	2	3	4	5
1.	Director	1	Permanent	Rs. 15600-39100-PB-3 +GP 7600/- Deputationist will get pay in his own scale
2.	Deputy Director	1	Do	Rs. 15600-39100-PB-3 +GP 5400/- Deputationist will get pay in his own scale
3.	Assistant Secretary	1	Do	Rs. 15600-39100-PB-3 +GP 5400/- + Rs. 200/- Special Pay
4.	Assistant Director	1	Do	Rs. 15600-39100-PB-3 +GP 5400/-
5.	Superintendent	9	Do	Rs. 9300-34800-PB-2 +GP 4200/- + Rs. 200/- Special Pay
6.	System Executive	1	Do	Rs. 9300-34800-PB-2 +GP 4200/- + Rs. 200/- Special Pay
7.	Assistant	28	Do	Rs. 9300-34800-PB-2 +GP 3600/-
8.	Accounts Assistant	2	Do	Rs. 9300-34800-PB-2 +GP 3600/-
9.	Driver	2	Do	Rs. 5200-20200-PB-1 +GP 2400/- + Rs. 300/- Special Pay
10.	Clerk	30	Do	Rs. 5200-20200-PB-1 +GP 1900/- + Rs. 40/- Special Pay
11.	Peon	6	Do	Rs. 4440-7440-IS +GP 1300/- + Rs. 30/- Special Pay
12.	Sweeper	2	Do	Rs. 4440-7440-IS +GP 1300/- + Rs. 30/- Special Pay

Note:

- Four posts of Superintendent, at Sr. No. 5 and 6+2=8 Posts of Assistant And Accounts Assistant at Sr. No. 7 & 8 are to be charged against Education Wing as per Board's decision Para No. 6 dated 24.11.94.
- Four Posts of steno typist have been deleted and not been included in the schedule of posts as per Chairman Order dated 17-02-2015.

APPENDIX-C

(Referred to in Regulation 18)

Sr. No.	Category of Employees	Punishing Authority	Appellant Authority
1.	Employee in scale of pay the minimum of which is less than Rs. 5200/-	Secretary	Chairman
2.	Employees in scale of pay the minimum of which is Rs 5200/-or more but less than Rs. 15600/-	Chairman	Board
3.	Employees in scale of pay the minimum of which is Rs. 15600/-or more.	Chairman	Board