

**Haryana Government**  
**Environment Department**  
**Notification**

**The 24<sup>th</sup> April, 1998**

No. GSR 133/Const/Amd/309/98- In exercise of the powers conferred by the provision to article 309 of the constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of services of persons appointed to the Haryana Environment Department (Group C) Service, namely:-

**Part-I-General**

**1. Short Title and Commencement**

- (1) These rules may be called the Haryana Environment Department (Group-C) Service Rules, 1998.
- (2) They shall come force on the date of their publication in the official gazette.

**2. Definitions**

In these Rules, unless the context otherwise requires:-

- (a) "Commission" means the Staff Selection Commission, Haryana;
- (b) "direct recruitment" means an appointment made otherwise than by promotion from within the service or by transfer of an official already in the service of the Government of India or any State Government.
- (c) "Director" means the Director, Environment Department, Haryana.
- (d) "Government" means the Haryana Government in the Administrative Department;
- (e) "Institution" means—
  - (i) any other institution established by law in force in the State of Haryana; or
  - (ii) any other institution recognized by the Government for the purpose of these rules;
- (f) "recognized University" means---
  - (i) any University incorporated by law in India; or
  - (ii) in the case of a degree, diploma of 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 recognized University for the purpose of these Rules;
- (g) "Secretary" means the Secretary to Government, Haryana Environment Department.

(h) "Service" means the Haryana Environment Department (Group C) Service.

## **PART-II RECRUITMENT TO SERVICE**

### **3. Number and character of posts.**

The service shall comprise the posts shown in Appendix A to these Rules:

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

### **4. Nationality, domicile and character of candidates appointed to service.**

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

- (a) a citizen of India; or
- (b) a subject of Nepal; or
- (c) a subject of Bhutan; or
- (d) a Tibetan refugee who came over to India before the 1st day January, 1962, with the intention of permanently settling in India; or
- (e) a person of India 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 Principle 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. Age:**

No person shall be appointed to the post in the Service by direct recruitment who is less than 17 years or more than 35 years of age on or before 1st day of the month next preceding the last date of submission of application to the Commission.

## 6. **Appointing Authority**

Appointments to the post in the Service shall be made by the Director.

## 7. **Qualifications:**

No person shall be appointed to any post in the Service, unless he is in possession of qualifications and experience specified in column 3 of Appendix B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of appointment other than by direct recruitment:

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

## 8. **Disqualification**

No person:--

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

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

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

## 9. **Method of recruitment:**

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

(a) In the case of Senior Scientific Assistant—

(i) by promotion from amongst Junior Scientific Assistant; or

(ii) by direct recruitment; or

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

(b) In the case of Junior Scientific Assistant:--

(i) by promotion from amongst Laboratory Assistant; or

(ii) by direct recruitment; or

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

(c) In the case of Personal Assistant:--

- (i) by promotion from amongst the Senior Scale Stenographers: or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

(d) In the case of Assistant:--

- (i) by promotion from amongst the Clerk, Clerk-cum-typist or Ahlmads; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

(e) In the case of Reader:--

- (i) by promotion from amongst the Clerk, Clerk-cum-Typist or Ahlmads; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

(f) In the case of Accountant-cum-Cashier:--

- (i) by promotion from amongst the Clerk, Clerk-cum-Typist or Ahlmads; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

(g) In the case of Civil Nazir:--

- (i) by promotion from amongst the Clerk, Clerk-cum-Typist or Ahlmads; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

(h) In the case of Senior Scale Stenographer:--

- (i) by promotion from amongst the Clerk, Clerk-cum-Typist or;
- (ii) by direct recruitment ; or
- (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

(i) In the case of Translator:--

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

(j) In the case of Laboratory Assistant:--

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

(k) In the case of Clerks:--

- (i) 20% by promotion from amongst (Group C) or (Group D) employees whose scales are equal or less and whose responsibility is less than that of a Clerk-cum-Typist; and
- (ii) 80% by direct recruitment; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

(l) In the case of Clerks-cum-Typist:--

- (i) 20% by promotion from amongst (Group C) or (Group D) employees whose scales of pay are equal or less and whose responsibility is less than that of a Clerk; and
- (ii) 80% by direct recruitment; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

(m) In the case of Ahlmad:--

- (i) 20% by promotion from amongst (Group C) or (Group D) employees whose scales are equal or less and whose responsibility is less than that of a Clerk; and
- (ii) 80% by direct recruitment; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

(n) In the case of Driver:--

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

(o) In the case of Laboratory Attendant:--

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

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

(3) Unless otherwise provided, when any vacancy occurs or is about to occur in the service, the appointing authority shall determine in what manner such vacancy shall be filled in.

**Probations:-**

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

Provided that—

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

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

(c) any period of officiating appointment shall be reckoned as period spent on probation but no person who has so officiated shall, on the completion of the prescribed period of probation be entitled to be confirmed, unless he 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 Service; 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 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 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 order, as it could have passed on the expiry of the first period of probation:

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

### **Seniority**

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

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

Provided further that in the case of member appointed by direct recruitment, the order of merit determined by the Commission shall not be disturbed in fixing the seniority: Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows--

- (a) a member appointed by direct recruitment shall be senior to 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 the

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

**Liability to serve:**

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

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

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

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

**Pay, leave, pension and others matters.**

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

**Discipline, penalties, and appeals.**

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

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



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

#### **Vaccination**

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

#### **Oath of allegiance**

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

#### **Power of relaxation**

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

#### **Special Provision**

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

#### **Reservation**

**19.** Nothing contained in these rules shall affect reservations and other concessions required to be provided for Schedule Castes, Backward Classes, Other Backward Classes, Ex-Servicemen, 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 reservation so made shall not exceed 50% percent at any time.

#### **Repeal and saving**

**20.** The Punjab Educational Services (Class I) Rules, 1931, in so far as they apply to the posts included in the Service are hereby repealed;

## HARYANA GOVT. GAZ. DEC 8, 1998

## (AGHN 17, 1920 SAKA)

## APPENDIX A

## (See Rule 3)

## Number of Posts

Sr. No.	Designation of posts	Permanent	Temporary	Total	Scale of Pay
1	Senior Scientific Assistant		1	1	2000-60-2300-75-2900-EB-100-3500
2	Junior Scientific Assistant		2	2	1640-60-2600-EB-75-2900
3	Personal Assistant		1	1	1640-60-2600-EB-75-2900+150 Special pay
4	Assistant		1	1	1400-40-1600-50-2300-EB-60-2600
5	Reader		2	2	1400-40-1600-50-2300-EB-60-2600
6	Accountant-cum-Cashier		1	1	1400-40-1600-50-2300-EB-60-2600
7	Civil Nazir		1	1	1400-40-1600-50-2300-EB-60-2600
8	Senior Scale Stenographer		4	4	1400-40-1600-50-2300-EB-60-2600
9	Translator		2	2	1400-40-1600-50-2300-EB-60-2600
10	Laboratory Assistant		2	2	1400-40-1600-50-2300-EB-60-2600
11	Clerk		3	3	950-20-1150-EB-25-1500
12	Clerk-cum-Typist		2	2	950-20-1150-EB-25-1500
13	Ahlmad		2	2	950-20-1150-EB-25-1500
14	Driver		4	4	1200-30-1560-EB-2040+200 Special pay
15	Laboratory Attendant		3	3	950-20-1150-EB-25-1500

## Appendix-B

(See Rule 7)

Sr. No.	Designation of posts	Academic Qualification and experience if any for Direct Recruitment	Academic Qualification and experience if any for appointment other than by Direct Recruitment
1.	Senior Scientific Assistant	(1) M. Sc. 2nd Class, Chemistry/ Bio-Chemistry with one year experience in a laboratory engaged in Environmental investigation, testing or analysis (2) Hindi upto Matric Standard	By Promotion Five years experience as Junior Scientific Assistant By Transfer or Deputation i) M. Sc. Chemistry/ Bio-Chemistry with five years experience in a laboratory engaged in environmental investigation, testing or analysis ii) Hindi upto Matric Standard
2.	Junior Scientific Assistant	(1) M. Sc. Chemistry/ Bio-Chemistry or B. Sc. Ist Class with one year experience in a laboratory engaged in Environmental investigation, testing or analysis	By Promotion Three years experience as Laboratory Assistant By Transfer or Deputation:_ i) M. Sc. Chemistry/ Bio-Chemistry or B. Sc. Ist Class with one year experience in a laboratory engaged in Environmental investigation, testing or analysis; ii) Hindi upto Matric Standard
3.	Personal Assistant		i) Five years experience as Senior Scale Stenographer

			ii) Hindi upto Matric Standard
4.	Assistant		i) Five years experience as Clerk, Clerk-cum-typist or Ahlamad ii) Hindi upto Matric Standard
5.	Reader		i) Five years experience as Clerk, Clerk-cum-typist or Ahlamad ii) Hindi upto Matric Standard
6.	Accountant-cum-cashier		i) Five years experience as Clerk, Clerk-cum-typist or Ahlamad ii) Hindi upto Matric standard
7.	Civil Nazir		i) Five years experience as Clerk, Clerk-cum-typist or Ahlamad ii) Hindi upto Matric standard
8.	Senior Scale Stenographer	<p>1) Matric Ist Division/ Higher Secondary IInd Division/ Intermediate IInd Division/10+2(Vocation) IInd Division or graduate;</p> <p>2) Knowledge of Hindi upto Matric standard</p> <p>3) English Shorthand at a speed of 100 words per minute and transcription thereof 20 words per minute</p> <p>4) Hindi shorthand at a speed of 80 words per minute and transcription thereof 15 words per minute</p>	<p>By promotion</p> <p>i) Five years experience as Clerk, Clerk-cum-typist or Ahlmad</p> <p>ii) a) Shall have to pass a test in English Shorthand at a speed of 100 words per minute and transcription thereof 20 words per minute</p> <p>b) Shall have to pass a test in Hindi shorthand at a speed of 80 words per minute and transcription thereof 15</p>

			<p>words per minute</p> <p><b>By transfer or deputation</b></p> <p>i) a) Matric Ist Division/10+2 IInd Division or graduate</p> <p>ii) b) Knowledge of Hindi upto Matric standard</p> <p>c) Shall have to pass a test in English shorthand at a speed of 100 words per minute and transcription thereof 15 words per minute</p> <p>i) Hindi shorthand at a speed of 80 words per minute and transcription thereof 15 words per minute</p> <p>ii) Five years experience as Steno-Typist or three years experience as Junior Scale Stenographer</p>
9.	Translator	<p>1) Graduate with 55% marks</p> <p>2) Knowledge of Hindi upto Matric Standard</p> <p>3) Can read and write Urdu</p>	<p><b>By transfer or deputation</b></p> <p>i) Five years experience as Clerk, Clerk-cum-Typist</p> <p>ii) Hindi upto Matric standard</p>
10.	Laboratory Assistant	<p>1) B. Sc. IInd Class with Chemistry as one of the subject</p> <p>2) Knowledge of Hindi upto Matric standard</p>	<p><b>By transfer or deputation</b></p> <p>i) B.Sc. IInd Class with Chemistry as one of the subject</p> <p>ii) Hindi upto Matric standard</p>
11.	Clerks	<p>(1) Matric Ist Division/Higher Secondary IInd Division/ Intermediate IInd</p>	<p>i) Matric with Hindi.</p> <p>ii) Five years</p>

		<p>Division/10+2 (Vocational)          IInd Division/Graduate          (2) Hindi or English typing speed          25 or 30 words per minute          respectively          (3) Hindi upto Matric Standard</p>	<p>experience          (Group C or          Group D)          employee          iii) Should qualify          the written test          in Hindi and          English of          Matric Level to          be held by          Director          i) Departmental          type test or          Hindi or English          at the speed of          25 or 30 words          per minute          respectively          within a period          of one year          from the date of          appointment          failing which no          annual          increment will          be allowed</p>
12.	Clerk-cum-Typist	<p>(1) Matric Ist Division/          Intermediate/10+2(IInd          Division/ Graduate          (2) Hindi upto Matric Standard          (3) Hindi or English typing speed          25 or 30 words per minute          respectively</p>	<p>i) Matric with          Hindi.          ii) Five years          experience          (Group C or          Group D)          employees.          iii) Department          type test of          Hindi or English          at the speed of          25 or 30 words          per minute          respectively          within a period          of one year          from the date of          appointment          failing which no          annual          increment will          be allowed.          iv) Should qualify          the written test          in Hindi and          English of          Matric Level to          be held by          Director</p>

13.	Ahlmad	(1) Matric Ist Division/ 10+2 (IInd Division/ Graduate) (2) Hindi upto Matric Standard	i) Matric with Hindi. ii) Five years experience (Group C or Group D) employees iii) Should qualify the written test in Hindi and English of Matric Level to be held by Director
14.	Driver	(1) Middle (2) Having Light Transport Vehicle License (3) Can write and read Hindi (4) Three years experience of Driving	(i) Three years experience of Driving Light Transport Vehicles. (ii) Possesses a license of light Transport Vehicle. (iii) Can write and read Hindi
15.	Laboratory Attendant	(1) Matric with Science (Physics and Chemistry) (2) Knowledge of Hindi upto Matric Standard	(i) Three years experience as Group D employees (ii) Matric with Science (Physics and Chemistry). (iii) Knowledge of Hindi upto Matric standard

**HARYANA GOVT. GAZ. DEC. 8, 1998**  
**(AGHN 17, 1920 SAKA)**

APPENDIX C  
[See Rule-14(1)]

Sr. No.	Designation Second of Posts of Posts Authority	Appointing Authority authority and	Nature of Penalty	Authority empowered to impose	Appellate Second empowered Appellate	No. Auth-
	Final penalty		Appe-			
	ority		if any			
1	2	3	4	5	6	7
1	Senior Secretary	Director Government	<b>1.Minor Penalties</b>	Director		
	Scientific Assistant		i) warning with a copy in the personal file (Character Roll)			
2	Junior Scientific Assistant		ii) Censure iii) withholding of promotion iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders of the Central Government or a State Government or to a Company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to be a Local authority or university set up by an			
3	Personal Assistant					
4	Assistant					
5	Reader					
6	Accountant -cum- Cashier					
7	Civil Nazir					
8	Senior Scale Stenographer					



9	Translator	Act or parliament or Of the legislative of a State; and
10	Laboratory Assistant	v) withholding of increments without cumulative effect
11	Clerks	<b>2.Major Penalties</b> vi) withholding of increments with cumulative effect;
12	Clerk-cum-Typist	vii) reduction to a lower stage in the time scale of pay
13	Ahlmad	for a specified Period with further Directions as to Whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay ;
14	Drivers	(vii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or past or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service.
15	Laboratory Attendant	(ix) compulsory retirement: (x) removal from services which shall not be a disqualifications for future employment under the Government ; (xi) dismissal from service

which shall ordinarily be a  
disqualification for  
future employment under  
the Government

HARYANA GOVT GAZ. DEC. 8, 1998  
(AGHN 17, 1920 SAKA)

APPENDIX D

[See Rule-14 (2)]

Sr. No.	Designation Second of posts and Final	Nature of Order	Authority empowered to make Appellate the order Authority, if	Appellate Authority any
1	2 6	3	4	5
1.	Senior Scientific Government Assistant	(i) Reducing or of ordinary	Director with holding the amount	Secretary
2.	Junior Scientific	or additional pension		
3.	Personal Assistant	admissible under the		
4.	Assistant	rules governing		
5.	Reader	pension;		
6.	Accountant-cum-Cashier	(ii) terminating the appointment		
7.	Civil Nazir	otherwise than on his attaining the		
8.	Senior Scale Stenographer	age fixed for superannuation.		
9.	Translator			
10.	Laboratory Assistant			
11.	Clerk			
12.	Clerk-cum-Typist			
13.	Ahlmad			
14.	Driver			
15.	Laboratory Attendant			

M.L.TAYAL,  
Commissioner and Secretary to  
Government Haryana,  
Environment Department