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HARYANA GOVERNMENT  
MEDICAL EDUCATION DEPARTMENT

Notification

The 4th September, 1998

No. G.S.R. 64/Const/Art 309/98.--In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment, and conditions of service of persons appointed to the Haryana Medical Education Department, Ministerial, Stores, Library, Statistics and General (Group C) Service, namely:-

PART I--GENERAL

Short title and commencement :

1. (1) These rules may be called the Haryana Medical Education Department, Ministerial, Stores, Library, Statistics and General (Group-C) Service Rules, 1998.

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

Definitions :

2. In these rules, unless the context otherwise requires,--

(a) "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 ;

(b) "Director" means the Director, Pandit Bhagwat Dayal Sharma Postgraduate Institute of Medical Sciences, Rohtak;

(c) "Government" means the Haryana Government in the Administrative Department ;

(d) "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 rules ;
- (e) "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 rules ;
- (f) "Selection Committee" means the Selection Committee constituted by the Government ;
- (g) "Service" means the Haryana Medical Education Department Ministerial, Stores, Library, Statistics and General (Group C) Service.

## PART II--RECRUITMENT TO SERVICE

### Number and Character of posts:

3. 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 reductions, in the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

### Nationality, domicile and character of candidates appointed to Service:

4. (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, 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 Selection Committee 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 17 years and more than 35 years of age on the last date of submission of application to the Director.

Appointing authority :

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

Qualifications :

7. 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 case of appointment by direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50 per cent at the discretion of the Selection Committee in case sufficient number of candidates belonging to Scheduled Castes, 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 reasons for so doing in writing.

**Disqualification :**

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 rule.

**Method of recruitment :**

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

**MINISTERIAL STAFF**

(a) in the case of Personal Assistant to Director,--

- (i) by promotion from amongst Personal Assistant to Medical Superintendent or Personal Assistant to Principal, Dental College ;

OR

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- (ii) 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 Superintendent (Non-Gazetted),--
- (i) by promotion from amongst the Deputy Superintendent ;  
or
- (ii) 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 Deputy Superintendent,--
- (i) by promotion from amongst Assistant, Accountant, Checking Assistant, Head Clerk or Junior Auditor ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (d) in case of Personal Assistant to Medical Superintendent and Principal, Dental College,--
- (i) by promotion from amongst Senior Scale Stenographer ;  
or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (e) in case of Senior Scale Stenographer,--
- (i) by promotion from amongst Junior Scale Stenographer ;  
or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (f) in case of Assistant, Accountant, Head Clerk, Checking Assistant, Junior Auditor,--
- (i) by promotion from amongst Cashier, Clerk, Clerk-cum-Typist or Daroga-cum-Clerk/Paying Clinic Cashier ; or

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- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (g) in case of Cashier,--
- (i) by promotion from amongst Clerk, Clerk-cum-typists, Daroga-cum-Clerk, Paying Clinic Cashier ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (h) in case of Junior Scale Stenographer,--
- (i) by promotion from amongst Steno-typist ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (i) in case of Steno-typist,--
- (i) 25 per cent by promotion from amongst Clerk who qualify departmental test. In case no Clerk is found eligible, post will be filled up by direct recruitment or transfer ; and
- (ii) 75 per cent 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 ;
- (j) in case of Clerk, Clerk-cum-typist, Daroga-cum-Clerk, or Paying Clinic Cashier,--
- (i) 20 per cent by promotion from amongst categories of Group D employees of the department, whose pay scale is less than that of a Clerk ;
- (ii) 80 per cent by direct recruitment ; or
- (iii) by transfer or deputation of an official already in the service of any State Government or Government of India ;

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STORE SERVICES

- (a) in case of Store Officer,--
- (i) by promotion from amongst Senior Store-Keeper ; 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 case of Senior Store-Keeper,--
- (i) by promotion from amongst Store-keeper or Clerk-cum-Store-keeper ; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or Government of India ;
- (c) in case of Store-keeper and Clerk-cum-Store-keeper,--
- (i) 20 per cent by promotion from amongst the categories of Group D employees ; and
  - (ii) 80 per cent by direct recruitment ; or
  - (iii) by transfer or deputation of an official already in the service of any Government or the Government of India ;

LIBRARY SERVICES

- (a) in case of Librarian,--
- (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 ;
- (b) in case of Assistant Librarian,--
- (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 ;

STATISTICAL SERVICES

- (a) in case of Statistical 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 ;

- (b) in case of Medical Record Technician,--

(i) 50 per cent by promotion from amongst Medical Record Clerk ; and

(ii) 50 per cent 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 ;

- (c) in case of Medical Record Clerk,--

(i) by direct recruitment ; or

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

- (d) in case of Computer,--

(i) by direct recruitment ; or

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

GENERAL SERVICES

- (a) in case of Director Physical Education (Physical Instructor),--

(i) by direct recruitment ; or

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- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (b) in case of Receptionist,--
- (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 ;
- (c) in case of Hostel Supervisor,--
- (i) by direct recruitment ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (d) in case of Superintendent, Girls Hostel,--
- (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 ;
- (e) in case of Counter Supervisor-cum-Mess Clerk,--
- (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.

10. (1) A Person 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 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 ;
- (b) if his work or conduct has, in its opinion, been not satisfactory,--
- (i) dispense with his Services, 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. 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 members appointed by direct recruitment, order of merit determined by the Director shall not be disturbed in fixing the seniority :

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

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer ;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer ;
- (c) in the case of members appointed by promotion or by transfer, seniority shall be determined according to the

seniority of such members in the appointments from which they were promoted or transferred ; and

- (d) in the case of 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 length of their service in the appointments and if the length of such service is also the same, the older member shall be senior to the younger member.

**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 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 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 organisation, an autonomous body not controlled by the Government or private body :

Provided that no member of the 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 (iii) except with his consent.

**Pay, leave, pension and other matters :**

13. In respect of pay, leave, pension and all other matters, not expressly provided for in these rules, the members of the

Service shall be governed by such rules and regulations as may have been, or may hereafter be adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

**Discipline, penalties and appeals :**

14. (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 :

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

(2) The authority competent to pass an order under clause (c) or clause (d) of such-rule (1) of rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987 and the 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 directs 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 to 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.

**Reservations :**

19. Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, 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 per cent, at any time.

**Repeal and savings :**

20. The Punjab Medical Department Subordinate posts (Recruitment and conditions of service) Rules, 1945, in so far as they relate to the posts covered under these rules, are hereby repealed :

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

## APPENDIX-A

(See rule 3)

Sr. No.	Designation to posts	Number of posts			Scale of pay
		Perma- nent	Tempo- rary	Total	
1	2	3	4	5	6
Rs.					
<b>Ministerial Services</b>					
1	Personal Assistant to Director	--	1	--	5500-175-8300-EB-175-9000
2	Superintendent (Non-Gazetted)	1	3	4	5500-175-8300-EB-175-9000
3	Deputy Superintendent	--	2	2	5450-150-6950-EB-150-8000
4	Personal Assistant to Medical Superintendent and Principal, Dental College	--	2	2	5450-150-6950-EB-150-8000
5	Senior Scale Stenographer	3	2	5	5000-150-7100-EB-150-7850
6	Assistant	5	14	19	5000-150-7100-EB-150-7850
7	Accountant	3	14	17	5000-150-7100-EB-150-7850
8	Checking Assistant	--	7	7	5000-150-7100-EB-150-7850
9	Head Clerk	1	--	1	5000-150-7100-EB-150-7850
10	Junior Auditor	--	1	1	5000-150-7100-EB-150-7850
11	Cashier	1	4	5	4000-100-4800-EB-100-6000

1	2	3	4	5	6
					Rs.
12	Junior Scale Stenographer	2	3	5	4000-100-4800-EB- 100-6000
13	Steno-typist	24	29	53	3050-75-3950-EB- 80-4590 Plus 100/- Special Pay
14	Clerk	17	45	62	3050-75-3950-EB- 80-4590
15	Clerk-cum-typist	6	3	9	3050-75-3950-EB- 80-4590
16	Daroga-cum-Clerk	1	--	1	3050-75-3950-EB- 80-4590
17	Paying Clinic Cashier	3	--	3	3050-75-3950-EB- 80-4590
<b>Store Services</b>					
1	Store Officer	1	--	1	5450-150-6950-EB- 150-8000
2	Senior Storekeeper	3	2	5	5000-150-7100-EB- 150-7850
3	Storekeeper	2	14	16	3050-75-3950-EB- 80-4590
4	Clerk-cum-Storekeeper	4	9	13	3050-75-3950-EB- 80-4590
<b>Library Services</b>					
1	Librarian	1	1	2	5500-175-8300-EB- 175-9000
2	Assistant Librarian	1	1	2	3050-75-3950-EB-80- 4590
<b>Statistical Services</b>					
1	Statistical Assistant	1	--	1	5450-150-6950-EB- 150-8000

1	2	3	4	5	6
2	Medical Record Technician	--	4	4	5000-150-7100-EB-150-7850
3	Medical Record Clerk	4	1	5	4000-100-4800-EB-100-6000
4	Computer	--	2	2	3050-75-3950-EB-80-4590
<b>General Services</b>					
1	Director Physical Education (Physical Instructor)	1	1	2	5450-150-6950-EB-150-8000
2	Receptionist	--	12	12	5000-150-7100-EB-150-7850
3	Hostel Supervisor	--	4	4	5000-150-7100-EB-150-7850
4	Superintendent Girls Hostel	1	--	1	3050-75-3950-EB-80-4590
5	Counter Supervisor-cum-Mess Clerk	--	1	1	3050-75-3950-EB-80-4590

APPENDIX B

(See rule 7)

Sr. No.	Designation	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment
1	2	3	4

**Ministerial Staff**

1 Personal Assistant to Director

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**By Promotion :**

Two years experience as Personal Assistant to Medical Superintendent or Personal Assistant to Principal Dental College;

**By transfer or deputation:**

(i) Matric pass with Hindi;

(ii) Five years experience as Personal Assistant.

2 Superintendent (Non-Gazetted)

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**By Promotion :**

One year experience as Deputy Superintendent;

**By transfer or deputation :**

(i) Five years experience as Superintendent;

(ii) Knowledge of Hindi upto Matric.

3 Deputy Superintendent

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**By Promotion :**

8 years experience as Assistant, Accountant, Checking Assistant, Head Clerk or Junior Auditor;

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4 Personal Assistant to Medical Superintendent and Principal, Dental College

**By transfer or deputation :**

- (i) 5 years experience as Deputy Superintendent;
- (ii) Knowledge of Hindi upto Matric

**By Promotion :**

2 years experience as Senior Scale Stenographer;

**By transfer or deputation :**

- (i) 5 years experience as Personal Assistant;
- (ii) Knowledge of Hindi upto Matric.

5 Senior Scale Stenographer

**By Promotion :**

- (i) One year experience as Junior Scale Stenographer;
- (ii) Should have passed the test in English Shorthand at 100 words per minute and transcription thereof at 20 words per minute and in Hindi Shorthand at 80 words per minute and transcription thereof at 15 words per minute; Mistakes should not exceed 4%

**By transfer or deputation :**

- (i) 5 years experience as Senior Scale Stenographer;

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- (ii) Should have passed the test in English shorthand at 100 words per minute and transcription thereof at 20 words per minute and in Hindi Shorthand at 80 words per minute and transcription thereof at 15 words per minute; Mistakes should not exceed 5%

- (iii) Knowledge of Hindi upto Matric.

6 Assistant

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**By Promotion :**

2 years experience as Cashier or 5 years experience as Clerk, Clerk-cum-typist, Daroga-cum-Clerk, Paying Clinic Cashier;

**By transfer or deputation :**

- (i) 5 years experience as Assistant;
- (ii) Knowledge of Hindi upto Matric.

7 Accountant

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**By Promotion :**

Two years experience as Cashier or 5 years experience as Clerk, Clerk-cum-typist, Daroga-cum-Clerk, Paying Clinic Cashier

1	2	3	4
8	Checking Assistant	--	<p><b>By transfer or deputation :</b></p> <p>(i) 5 years experience as Accountant;</p> <p>(ii) Knowledge of Hindi upto Matric.</p> <p><b>By Promotion :</b></p> <p>2 years experience as Cashier or 5 years experience as Clerk, Clerk-cum-typist, Daroga-cum-Clerk, or Paying Clinic Cashier;</p> <p><b>By transfer or deputation :</b></p> <p>(i) 5 years experience as Assistant;</p> <p>(ii) Knowledge of Hindi upto Matric.</p>
9	Head Clerk	--	<p><b>By promotion :</b></p> <p>2 years experience as Cashier or 5 years experience as Clerk, Clerk-cum-typist, Daroga-cum-Clerk, Paying Clinic Cashier;</p> <p><b>By transfer or deputation :</b></p> <p>(i) 5 years experience as Head Clerk;</p> <p>(ii) Knowledge of Hindi upto Matric.</p>
10	Junior Auditor	--	<p><b>By Promotion :</b></p> <p>(i) 2 years experience as Cashier, OR</p>

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- (ii) 5 years experience as Clerk, Clerk-cum-typist, Daroga-cum-Clerk, Paying Clinic Cashier;

By transfer or deputation:

- (i) 5 years experience as Junior Auditor;
- (ii) Knowledge of Hindi upto Matric.

11 Cashier

By promotion :

3 years experience as Clerk; or Clerk-cum-typist, Daroga-cum-Clerk, Paying Clinic Cashier;

By transfer or deputation :

- (i) At least 5 years experience as Cashier;
- (ii) Knowledge of Hindi upto Matric.

12 Junior Scale  
Stenographer

By Promotion :

- (i) One year experience as Steno-typist;
  - (ii) Should have passed test in English shorthand at 100 words per minute and transcription thereof at 20 words per minute and in Hindi Shorthand at 80 words per minute and transcription
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4

thereof at 15 words per minute; Mistakes should not exceed 8%;

**By transfer or deputation :**

- (i) 5 years experience as Junior Scale Stenographer;
- (ii) Knowledge of Hindi upto Matric.

**13 Steno-typist**

- (i) Matric 1st Division or Higher Secondary 2nd Division or Intermediate 2nd Division or 10+2 (Vocational) 2nd Division or its equivalent for Ex-serviceman, Matric only);

**By promotion :**

- (ii) english Shorthand at 80 words per minute and transcription thereof at 15 words per minute. He will be granted annual increment only after qualifying the Second language Stenography test. Mistake should not exceed 8%.

- (i) 2 years experience as Clerk;
- (ii) Should have qualified departmental test in English Shorthand at 80 words per minute and transcription thereof at 15 words per minute. Mistakes should not exceed 8%.

- (iii) Should have qualified departmental test in Hindi Shorthand at 64 words per minute and transcription thereof at 11 words per minute. Mistakes should not exceed 8%;

**By transfer or deputation :**

- (i) 5 years experience as Steno-typist;

1	2	3	4
14	Clerk	<p>(i) Matric pass with 1st Division or Higher Secondary with 11nd Division OR Intermediate. 11nd Division OR 10+2 (Vocational) 2nd Division OR Graduate or its equivalent (For ex-servicemen; Matric only) OR 15 years service in Army with Army certificate with Class-I</p> <p>(ii) To qualify Hindi OR English typing at the speed of 25 or 30 words per minute respectively within one year of appointment otherwise he/she shall not be allowed annual increment and promotion;</p> <p>(iii) Knowledge of Hindi upto Matric.</p>	<p>(ii) Knowledge in Hindi upto Matric.</p> <p><b>By Promotion :</b></p> <p>(i) 5 years service in Group D post where the scale of pay is less than that of Clerk;</p> <p>(ii) Should have qualified test in English and Hindi or Matric level to be held by the Director.</p> <p>(iii) To qualify the Hindi OR English typing speed at 25 words per minute or 30 words per minute respectively within one year of appointment otherwise he/she shall not be allowed annual increment and promotion;</p> <p>(iv) Knowledge of Hindi upto Matric</p> <p><b>By transfer or deputation :</b></p> <p>(i) 2 years experience as Clerk</p> <p>(ii) Knowledge of Hindi upto Matric.</p>
15	Clerk-cum-typist	<p>(i) Matric pass with 1st Division or Higher Secondary 2nd Division OR</p>	<p><b>By promotion :</b></p> <p>(i) 5 years experience in Group D post in</p>

1	2	3	4
		<p>Intermediate IInd Division OR 10+2 (Vocational) 2nd Division OR Graduate or its equivalent (For ex-servicemen; Matric only) OR 15 years service in Army with Army certificate Class I;</p> <p>(ii) To qualify Hindi OR English typing at the speed of 25 or 30 words per minute respectively within one year of appointment otherwise he/she shall not be allowed annual increment and promotion;</p> <p>(iii) Knowledge of Hindi upto Matric.</p>	<p>the department where the scale of pay is less than that of Clerk;</p> <p>(ii) Should have qualified test in English and Hindi of Matric level to be held by the Director;</p> <p>(iii) To qualify the Hindi or English typing speed at 25 words per minute or 30 words per minute respectively within one year of appointment otherwise he/she shall not be allowed annual increment and promotion;</p> <p>(iv) Knowledge of Hindi upto Matric;</p> <p><b>By transfer or deputation :</b></p> <p>(i) 2 years experience as Clerk-cum-typist;</p> <p>(ii) Knowledge of Hindi upto Matric.</p>
16	Daroga-cum-Clerk	<p>(i) Matric pass with 1st Division OR Higher Secondary 2nd Division OR Intermediate 2nd Division OR 10+2</p>	<p><b>By Promotion :</b></p> <p>(i) 5 years experience as Group D employee where the scale of pay is less</p>

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	<p>(Vocational) 2nd Division OR Graduate or its equivalent (For Ex-servicemen; Matric only) OR 15 years service in Army with Army certificate Class I;</p> <p>(ii) To qualify Hindi or English typing test at the speed of 25 or 30 words per minute respectively within one year of appointment otherwise he shall not be allowed annual increment and promotion;</p> <p>(iii) Knowledge of Hindi upto Matric.</p>	<p>than that of Daroga-cum-Clerk.</p> <p>(ii) Should have qualified test in English and Hindi of Matric level to be held by the Director;</p> <p>(iii) To qualify Hindi or English typing speed at 25 words per minute or 30 words per minute respectively within one year of appointment otherwise he shall not be allowed annual increment and promotion;</p> <p>(iv) Knowledge of Hindi upto Matric.</p> <p>By transfer or deputation :</p> <p>(i) 2 years experience as Daroga-cum-Clerk;</p> <p>(ii) Knowledge of Hindi upto Matric.</p> <p>By Promotion :</p> <p>(i) At least 5 years service in Group D post in the Department where the scale of pay is less than that of Paying Clinic Cashier</p>
<p>17 Paying Clinic Cashier</p>	<p>(i) Matric pass with Ist Division Or Higher Secondary 2nd Division Or 10+2 (Vocational) 2nd Division Or Graduate or its equivalent (For Ex-servicemen;</p>	<p>By Promotion :</p> <p>(i) At least 5 years service in Group D post in the Department where the scale of pay is less than that of Paying Clinic Cashier</p>

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Matric only) Or  
15 years service  
in Army with  
Army certificate  
Class-I

(ii) Should have qualified  
test in English and  
Hindi of Matric level  
to be held by the  
Director;

(ii) To qualify Hindi  
or English typing  
test at the speed  
of 25 or 30 words  
per minute  
respectively  
within one year  
of appointment  
otherwise he  
shall not be  
allowed annual  
increment and  
promotion

(iii) To qualify Hindi or  
English typing speed  
at 25 or 30 words per  
minute respectively  
within one year of  
appointment otherwise  
he/she shall not be  
allowed annual  
increment and  
promotion;

(iv) Knowledge of Hindi  
upto Matric

By transfer or deputation :

(iii) Knowledge of Hindi  
upto Matric.

(i) 2 years service as  
Paying Clinic Cashier;

(ii) Knowledge of Hindi  
upto Matric

**Store Services :**

1 Store  
Officer

(i) B.A. or B.Sc. of  
a recognised  
university;

**By Promotion :**

5 years experience as  
Senior Store-keeper;

(ii) 10 years experience  
as Store-keeper  
in a hospital or  
medical institution;

**By transfer or deputation :**

(iii) Knowledge of Hindi  
upto Matric.

(i) 5 years experience  
as Store Officer;

(ii) Knowledge of Hindi  
upto Matric;

1	2	3	4
2 Senior Store Keeper	--	<p><b>By Promotion :</b></p> <p>8 years experience as Store-keeper or Clerk-cum-Store-keeper;</p> <p><b>By transfer or deputation :</b></p> <p>(i) 5 years experience as Senior Store-keeper;</p> <p>(ii) Knowledge of Hindi upto Matric.</p>	
3 Store-keeper	<p>(i) Matric Ist Division or Higher Secondary 2nd Division or Intermediate 2nd Division or Graduate or its equivalent, (For ex-servicemen Matric only) or 15 years service in Army with Army Certificate Class I;</p> <p>(ii) Knowledge of Hindi upto Matric.</p>	<p><b>By promotion</b></p> <p>(i) 5 years experience on Group D posts where the scale of pay is less than that of Store-keeper;</p> <p>(ii) Should have qualified test in English and Hindi of Matric level to be held by the Director;</p> <p>(iii) Knowledge of Hindi upto Matric</p> <p><b>By transfer or deputation :</b></p> <p>(i) 5 years experience as Store-keeper</p> <p>(ii) Knowledge of Hindi upto Matric</p>	
4 Clerk-cum-Store-keeper	<p>(i) Matric Ist Division or Higher Secondary 2nd Division or Intermediate 2nd Division or</p>	<p><b>By Promotion :</b></p> <p>(i) 5 years experience in Group D posts where the scale of</p>	

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Graduate or its equivalent (for Ex-servicemen; Matric only) or 15 years service in Army with Army Certificate Class-I

pay is less than that of Clerk-cum-Store-keeper;

(ii) Knowledge of Hindi upto Matric.

(ii) Should have qualified test in English and Hindi of Matric level to be held by the Director;

(iii) Knowledge of Hindi upto Matric.

By transfer or deputation :

(i) 5 years experience as Clerk-cum-Store keeper;

(ii) Knowledge of Hindi upto Matric

### Library Services

#### 1. Librarian

(i) Graduate from a recognised university;

(ii) Diploma or degree in Library Science from a recognised Institution/ University;

(iii) 5 years experience in a research or scientific Library in a responsible capacity;

(iv) Knowledge of Hindi upto Matric.

By transfer or deputation :

(i) 5 years experience as Librarian;

(ii) Knowledge of Hindi upto Matric.

1	2	3	4
2	Assistant Librarian	(i) Matric or Higher Secondary with certificate in Library Science; (ii) Knowledge of Hindi upto Matric.	By transfer or deputation (i) 5 years experience as Assistant Librarian; (ii) Knowledge of Hindi upto Matric.

**Statistical Services :**

1	Statistical Assistant	(i) Master's degree from a recognised University in Economics or Agricultural Economics or Mathematics or Commerce, with Statistics as one of the papers either at the Master's level or if the candidate has also graduated in the Honours School in Mathematics or Economics with Statistics as one of the papers at B.A. Honours School level in these subjects; (ii) EXPERIENCE (a) In case of Master's degree preference will be given to those possessing one year experience in collection,	By transfer or deputation : (i) 5 years experience as Statistical Assistant; (ii) Knowledge of Hindi upto Matric.
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compilation and  
analysis of  
Statistical data  
in some Government  
Office;

- (b) In case of graduates  
three years expe-  
rience of collection,  
compilation and  
analysis of statis-  
tical data in some  
Government Office;  
and

- (iii) Knowledge of Hindi  
upto Matric.

2 Medical  
Record  
Technician

**Essential Qualifications :**

- (i) B.A. with Statistics  
or Economics or  
Mathematics as one  
of the subjects;
- (ii) 3 years experience  
of Medical Record  
Department of a  
teaching Hospital  
as a Medical Record  
Technician or  
Assistant or Clerk;
- (iii) Knowledge of Hindi  
upto Matric.

**By Promotion :**

- (i) 3 years experience  
as Medical Record  
Clerk;
- (ii) Knowledge of Hindi  
upto Matric;

**By transfer or deputation :**

- (i) 5 years experience  
as Medical Record  
Technician;
- (ii) Knowledge of Hindi  
upto Matric.

**PREFERENCE**

- (i) Diploma in Medical  
Record Technician  
Course;

OR

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Diploma in Bio-  
Statistics.

3 Medical  
Record  
Clerk

- (i) Matric pass with Hindi;
- (ii) Two years experience in handling of Medical Record in Hospital

**By transfer or deputation**

- (i) 5 years experience as Medical Record Clerk;
- (ii) Knowledge of Hindi upto Matric.

4 Computer

- (i) Matric pass with Hindi;
- (ii) Matric or Higher Secondary with one year experience in Statistical work;

**By transfer or deputation :**

- (i) 5 year experience as Computer;
- (ii) Knowledge of Hindi upto Matric.

OR

Knowledge of  
Computerisation.

**General Services:**

1 Director  
Physical  
Education  
(Physical  
Instructor)

- (i) M.A. 2nd Division in Physical Education;

**By transfer or deputation:**

- (i) 5 years experience of Director Physical Education (Physical Instructor);
- (ii) Knowledge of Hindi upto Matric.

OR

2nd Division  
Master's degree  
in Physical  
Education (MPE)  
Two years course;

OR

M.A. 2nd division  
with diploma in  
Physical Education  
in 2nd division;

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(ii) Two years experience  
as Physical  
Instructor;

(iii) Knowledge of Hindi  
upto Matric

2 Receptionist ESSENTIAL AND MINIMUM By transfer or deputation :

(i) Graduate of a  
recognised  
University;

(ii) Should have good  
command over  
Hindi or English;

(iii) Knowledge of  
Hindi upto Matric.

(i) 5 years experience  
as Receptionist;

(ii) Knowledge of Hindi  
upto Matric.

**PREFERENTIAL**

Preference will be  
given to candidates  
having specialised  
training or diploma  
or significant  
experience of  
working as a  
Receptionist in a  
office or in any  
big institution or  
Hospital or  
private concern  
and should also  
know shorthand  
and typing.

3 Hostel  
Supervisor

(i) Master degree in  
Art or Science  
or Commerce of  
a recognised  
University;

By transfer or deputation :

(i) 5 years experience  
as Hostal Supervisor;

(ii) Knowledge of Hindi  
upto Matric.

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(ii) 5 years experience of managing and supervising a hostel of some Government, teaching institution;

(iii) Knowledge of Hindi upto Matric;

**PREFERENTIAL**

Prerence will be given to those who have adequate experience of dealing with Medical Student;

OR

Having two years diploma in Catering

**4 Superintendent  
Girl's Hostel**

**ESSENTIAL**

**By transfer or deputation.:**

(i) Matric or Senior Secondary or its equivalent;

(i) 5 years experience as Superintendent in Girl's Hostel;

(ii) 6 months experience of having worked as Lady Superintendent in Girl's Hostel;

(ii) Knowledge of Hindi upto Matric.

(iii) Middle aged lady who can control girls;

(iv) Knowledge of Hindi upto Matric.

1	2	3	4
5	Counter Supervisor- cum-Mess Clerk	(i) Matric pass with Hindi;  (ii) One year experience as Counter Supervisor -cum-Mess Clerk in a Hostel;	By transfer or deputation :  (i) 5 years experience as Counter Supervisor- cum-Mess Clerk  (ii) Knowledge of Hindi upto Matric.

APPENDIX C  
[See rule 14(1)]

Sr. No.	Designation of posts	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority	Second and final appellate authority if any
1	2	3	4	5	6	7
MINISTERIAL SERVICES			MINOR PENALTIES			
1	Personal Assistant to Director	Director	(i) Warning with a copy in the personal file, (Character roll);	Director	Government	
2	Superintendent (Non Gazetted)		(ii) Censure;			
3	Deputy Superintendent		(iii) with holding of promotion;			
4	Personal Assistant to Medical Superintendent and Principal, Dental College		(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or a State Government or to a State Government or to a company and association or a body of			
5	Senior Scale Stenographer					
6	Assistant					
7	Accountant					
8	Checking Assistant					
9	Head Clerk					
10	Junior Auditor					
11	Cashier					
12	Junior Scale Stenographer					
13	Steno-typist					
14	Clerk					

1	2	3	4	5	6	7
15	Clerk-cum-typist			individuals		
16	Daroga-cum- Clerk			whether incorporated		
17	Paying Clinic Cashier			or not, which is wholly or substantially		
STORE SERVICES				owned or		
1	Store Officer			controlled by the Government		
2	Senior Store-keeper			or to a local authority set up by an Act of Parliament		
3	Store-keeper			or of the legislature of a State; and		
4	Clerk-cum- Store-keeper					
LIBRARY SERVICES				(v) withholding of		
1	Librarian			increments of pay without cumulative effect.		
2	Assistant Librarian					
STATISTICAL SERVICES				MAJOR PENALTIES :		
1	Statistical Assistant			(vi) withholding of		
2	Medical Record Technician			increments of pay with cumulative effect;		
3	Medical Record Clerk			(vii) reduction to		
4	Computer			a lower stage in the time scale of pay for a specified period with further directions as to whether or		
GENERAL SERVICES						
1	Director, Physical Education (Physical Instructor)					
2	Receptionist					

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1	2	3	4	5	6	7
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3 Hostel Supervisor

4 Superintendent  
Girl's Hostel

5 Counter supervisor-  
cum-Mess Clerk

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;

(viii) 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

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1	2	3	4	5	6	7
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further  
directions  
regarding  
conditions of  
restoration  
to the grade  
or post or  
service from  
which the  
Government  
employee was  
reduced and  
his seniority  
and pay on  
such restora-  
tion to that  
grade, post  
or service;

(ix) compulsory  
retirement;

(x) removal from  
service which  
shall not be  
disqualifica-  
tion for  
future  
employment  
under the  
Government;

(xi) dismissal from  
service which  
shall ordinarily  
be a dis-  
qualification  
for future  
employment  
under the  
Government.

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ANNEXURE D

[See rule 14(2)]

Sr. No.	Designation of posts	Nature of order	Authority empowered to make the order	Appellate authority	Second and final appellate authority if any
1	2	3	4	5	6
MINISTERIAL SERVICES					
1	Personal Assistant to Director	(i) reducing or withholding the amount of ordinary/ additional pension admissible under the rules governing pension;	Director	Government	
2	Superintendent (Non-Gazetted)				
3	Deputy Superintendent				
4	Personal Assistant to Medical Superintendent and Principal, Dental College				
5	Senior Scale Stenographer	(ii) terminating the appointment otherwise then on his attaining the age fixed for superannuation.			
6	Assistant				
7	Accountant				
8	Checking Assistant				
9	Head Clerk				
10	Junior Auditor				
11	Cashier				
12	Junior Scale Stenographer				
13	Steno-typist				
14	Clerk				
15	Clerk-cum-typist				
16	Daroga-cum-Clerk				

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1	2	3	4	5	6
17	Paying Clinic Cashier				
STORE SERVICES					
1	Store officer				
2	Senior Store-keeper				
3	Store-keeper				
4	Clerk-cum-Store-keeper				
LIBRARY SERVICES					
1	Librarian				
2	Assistant Librarian				
STATISTICAL SERVICES					
1	Statistical Assistant				
2	Medical Record Technician				
3	Medical Record Clerk				
4	Computer				
GENERAL SERVICES					
1	Director, Physical Education (Physical Instructor)				
2	Receptionist				
3	Hostel Supervisor				
4	Superintendent Girl's Hostel				
5	Counter Supervisor- cum-Mess Clerk				

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KOMAL ANAND,  
Financial Commissioner & Secretary to Government,  
Health and Medical Education, Department, Chandigarh.