

Haryana State Industrial & Infrastructure Development Corporation Employees'

SERVICE BYE-LAWS

CHAPTER I

1. These Byelaws may be called Haryana State Industrial & Infrastructure Development Corporation Employee's Service Byelaws.
2. These Bye- laws shall take effect from 1.10.1969.
3. These Bye- laws shall also apply to (a) every whole time Officer or Employees of the Corporation subject to modification to the extent of specific commitment already or otherwise made to them (b) Every Officer or employee employed temporarily and every adviser or agent or any other person recruited on special contract subject to terms of such contract provided that Industrial/Factory workers will be served by respective rules as may be drafted under the law in force from time to time.
4. In these Byelaws unless there is anything repugnant in the subject or context.
 - (a) "The Board" means the Board of Director of the Haryana State Industrial & Infrastructure Development Corporation Limited, Panchkula.
 - (b) "Chairman" means the Chairman of the Board.
 - (c) "Bye-laws," means the Haryana State Industrial & Infrastructure Development Corporation Employees' Service Byelaws for the time being in force.
 - (d) "Corporation" means the Haryana State Industrial & Infrastructure Development Corporation Limited, represented by the Board of Directors or duly authorized Officers of the Corporation.
 - (e) "Direct Appointment" means an appointment made otherwise, then by promotion or transfer of a person already in the service of the Corporation or made by taking a person on deputation from the Government or any other Organizations.
 - (f) "Duty" means the period of service which counts for pay, leave and other emoluments and includes probationary period joining time and leave, but does not include any period, or suspension or extraordinary leave without pay.
 - (g) "The Government" means the Haryana Government in the Industries Department.
 - (h) "Honorarium" means the recurring or non-recurring payment granted to any person from the funds of the Corporation as remuneration for special work of an occasional or intermittent character.
 - (i) "Managing Director" means the Officer, appointed by the Government to the post of Managing Director of the Corporation and includes a Director or officer who is authorized to exercise the powers and functions of the Managing Director during the absence of the Managing Director.

- (j) "Permanent Employee" means an employee appointed substantively to a permanent post.
- (k) "Probationer" means an employee appointed on probation in or against the substantive vacancy in the cadre of the Corporation.
- (l) "Temporary Employee" means an employee appointed in temporary or officiating capacity to temporary post carrying a definite rate of pay sanctioned for limited time.
- (m) "Posts" means the posts sanctioned to be sanctioned by the Board from time to time.

CHAPTER II

NUMBER AND CHARACTER OF POSTS UNDER THE CORPORATION

- 2.1) The Board shall have power to make from time to time, such additions, deletions, alternations or amendments in these Bye-laws as it may deem fit and relax any of the provisions contained therein
- 2.2 No person shall be appointed to any post under the Corporation unless he is:- a) a citizen of India; or
- β b) a subject of Sikkim; or
- c) a subject of Nepal; or
- χ d) a subject of Bhutan; or
- e) a Tibetan refugee who came over to India before the January, 1962 with the intention of permanently settling in India.
- 2.3) Provided that a candidate belonging to categories (b) (c) (d) and (e) shall be person in whose favour a certificate of eligibility has been given by the competent authority and if he belongs to category(e) the certificate of eligibility will be issued for a period of one year after which such a candidate will be retained in service subject to his having acquired Indian Citizenship.

The power to interpret these Bye- laws shall vest in the Board of Directors who shall also be empowered to issue administrative instructions to the Managing Director to enforce these By-laws and to secure effective control by devising subsidiary rules. Delegation of powers, procedure or forms, subject to revision by the Board at any time sue moto or on representation by any employee.

CHAPTER III

RECRUITMENT AND PROMOTION POLICY

3.1 (a)

PREAMBLE	1)	In exercise of the powers conferred under Article 81 (xv) and all other enabling provisions of the Memorandum and Articles of Association of the Company and its Service Bye-laws, the Board of Directors, Haryana State Industrial Development Corporation Limited do hereby frame 'Recruitment & Promotion Policy' covering the employees of the Company. The relevant provisions of the existing Service Bye-Laws of the Corporation shall get amended/modified to the extent the same are affected by the corresponding provisions of this policy.
DEFINITIONS/ EXPLANATIONS	2)	<p>In this policy, words & phrases used shall have the following meanings:-</p> <ul style="list-style-type: none">i) Employee: means a person appointed on permanent or temporary basis in a regular pay scale but does not include a person engaged on contract (directly or indirectly), contingent paid, work-charged, casual or daily wage basis or on tenure basis.ii) Classification/Grouping of Employees: For the purpose of classification of employees in line with the State Govt. pattern, Groups will be as under: -<ul style="list-style-type: none">a) Group/Class Nomenclature<ul style="list-style-type: none">'A'/I DGMs and above/all similar posts equivalent in the matter of pay scale.'B'/II Managers, Senior Managers and AGMs and all similar posts equivalent to each of these in the matter of pay scale.'C'/III All the remaining posts except those In-Group 'D'/Class-IV category.'D'/IV Peon-cum-Chowkidars, Sweepers, Malis, Plumbers and all other posts equivalent to each of these in the matter of pay scales.b) For the functional purposes within the Corporation, the employees are divided into two broad groups as under:-<ul style="list-style-type: none">Executives: - Managers/equivalents and above.Non-Executives: All employees below the level of Managers/equivalents.iii) Appointing authority: means Managing Director of the Corporation or any other officer to whom authority may be delegated by the Board of Directors for any post(s).iv) Division: means a functional group headed by an officer in the rank of Additional General Manager & above and directly reporting to the Managing Director.<p>Other activity-areas will be known as Branch/Cell/Sub-groups. These will generally be headed by officers below the rank of Additional General Manager and such heads of Branch/Cell/Sub-group may report to Managing Director, directly or through a Divisional Head, as per orders/administrative arrangements from time-to-time.</p>v) Cadre: means a service to which an employee belongs and within which

<p>NOMENCLATURE & NO. OF POSTS</p> <p>QUALIFICATIONS FOR DIRECT RECRUITMENT/ PROMOTION ETC.</p> <p>ELIGIBILITY OF SERVICE PERIOD ETC. FOR PROMOTIONS</p>		<p>the employee will be considered for promotion. For example, a Senior Accounts Clerk will always be considered for promotion within Accounts Cadre, Manager (Finance) or Senior Manager (Finance) within Finance Cadre - irrespective of their places of posting. Placement of an employee, by way of job-rotation in other Division/functional areas than his own cadre shall not discredit him in the matter of minimum criteria of qualifications or experience, if so laid down, for promotion in his own cadre.</p> <p>vi) New Specialized Cadre of Professionals: means & include cadre of those employees who have been or will be allowed pay scales linked with professional qualifications approved by Finance Deptt. Haryana vide their Memo No.8/1/93-61-BI dated 25.01.1993, as may be modified/amended from time to time. Their seniority within the same Division/Cadre will be kept separate from those who are holding the same rank but are not getting such pay-scales/specialized cadre due to inadequate qualifications.</p> <p>Since a provision has been made for recruitment by promotion to the extent of 25% at threshold into executive cadre i.e. from Asstt. Manager to the Manager, therefore, the ratio of 25% and 75% will be applicable for the non-specialized and specialized cadre executives respectively for promotion against the quota of posts reserved for promotion. However, executives in the non-specialized cadre will be considered for promotion in their own non-specialized cadre upto the level of Assistant General Manager provided that an employee of non-professional cadre upon improving his qualifications so as to meet the minimum prescribed qualifications in that cadre will be eligible for being considered as a member of the professional cadre. In other words, an executive who is in the professional cadre pay scale will receive promotion against the next higher post in the professional cadre pay scale whereas an executive in the non-specialized cadre pay scale will receive promotion to the next higher post in the non-specialized cadre pay scale and the number of vacancies available at each rank for these two categories will be 75% (for specialized cadre pay scales) and 25% (for non-specialized cadre pay scales).</p> <p>Provided further that direct recruitment from the level of Manager & above will be only in the Professional stream. The non-specialized cadre of executives will be considered for promotion only against their prescribed quota of 25%.</p> <p>3) Nomenclature and number of posts have been given in the Annexure to this Policy. This will, however, be subject to change in nomenclature and number of posts as may be decided from time to time.</p> <p>4) Qualifications and other criteria for direct recruitment and by a mode other than direct recruitment will be as given in Column 6 & 7 of the Annexure.</p> <p>5) Cases of all employees, executives as well as non-executives, will be considered for promotion after completion of a period of 5 years from the date of their last promotion/recruitment subject to availability of vacancy, provided that employees falling in the following categories will not be considered for assessing their suitability/eligibility for promotion:-</p> <p>1. An employee whose integrity has been 'Good' or 'Doubtful' in any of the preceding ten years will not be considered for rank or pay promotion. The assessment about the integrity below 'Good' or 'Doubtful' shall be conveyed</p>
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**PROMOTION
CRITERIA**

(6)

to the employee who shall have a right to make representation in terms of the rules of State Govt. being followed by the Corporation as may be decided from time to time. Similarly, overall Annual Confidential Reports below or upto 'Good' shall also be conveyed to the employee who shall have a right to represent against the same. Comments on the performance in their traits which are listed 'Poor/Average/Below Average' but overall assessment being "Very Good" or above would also be conveyed as an advice but no representation shall lie against the same since such comments would not debar any employee from promotion.

2. No employee will be considered for rank or pay promotion during the currency of disciplinary action under Rule 2 (major penalties) of HSIDC Employees Conduct, Punishment & Appeal Rules, 1993.

Promotions will be based on the following parameters :-

A. For Executive posts:-

- a) ACRs
- b) Seniority
- c) Panel Assessment

The respective maximum possible scores on the laid down parameters will be as under:-

a) ACR - 75 points

All the ACRs of an employee will be taken into account since the date of last promotion/ recruitment and average marks will be assigned out of 75 points.

Allocation of marks for each category of ACR will be as under:-

Outstanding	15 points
Very Good	12 points
Good	08 points
Average	04 points
Below Average	0 points

Illustrations:-

i) In case an employee has completed 5 years of service since his last date of promotion i.e. the minimum qualifying period, his total score on the five ACRs will be arrived at out of the 75 points on ACR parameter. On the other hand, if an employee has completed more than 5 years, say, 7 years since his last date of promotion, all his seven ACRs will be taken into account and his score on ACR parameter out of 75 points will be arrived at in the following manner:-

$$\text{Aggregate score on ACR parameter} = \frac{\text{Score on 7 Yrs. ACRs}}{7} \times 5.$$

ii) In case an employee has remained under suspension during any of the years since his last promotion/recruitment and as such his ACR has not been written for the reason of his remaining under suspension and he has been awarded punishment as a result of disciplinary proceedings, such period will have an adverse effect while computing his aggregate score on ACR parameters. For instance, if an employee has completed 6 years service since his last promotion/recruitment and say one of the 6 ACRs could not be

written due to his remaining under suspension and only 5 ACRs are available, his aggregate score on ACR parameter would be arrived as under:-

$$\text{Aggregate score on ACR parameters} = \frac{\text{Actual score on 5 years ACRs} \times 5}{6}$$

iii) In the illustration at Sr.No.(ii) above, if the employee is finally exonerated as a result of departmental proceeding against him and the suspension period is ordered to be treated as period spent on duty, his aggregate score on ACR parameter would be arrived at as under:-

$$\text{Aggregate score on ACR parameters} = \frac{\text{Actual score on 5 years ACRs} \times 5}{5}$$

b) Seniority - 10 points

A person who has just completed minimum qualifying number of years for promotion i.e. 5 years will be allowed 'zero' point against seniority and 2 points for each year above the qualifying number of years shall be allowed. Period of more than 6 months shall be treated as one year while less than 6 months shall be ignored.

c) Panel Assessment - 15 points

The pattern of awarding scores out of 15 marks allocated under this parameter will be as under:-

Out of 15, five marks will be reserved for such additional qualifications which are directly relevant to the promotional post. Score out of these 5 points will be given to an incumbent on the basis of additional qualifications acquired by him/her subject to the condition that such additional qualifications should be relevant to his/her area of work.

The remaining 10 points will be allocated on the basis of the employees' performance before the Departmental Promotion Committee (DPC) on the following factors:-

- Capability to discharge the responsibilities of the post for which the employee is being considered for promotion. - 2
- Professional Competence. - 2
- Commitment to work - 2
- Overall reputation regarding honesty, disposal of work and public dealings. - 2
- Dependability, resourcefulness and general conduct. - 2

No employee shall be allowed promotion to an executive post if his overall score out of 100 points on the three parameters of ACR, Seniority & Panel Assessment is less than 60.

B. For Non-Executives:-

- a) ACRs
- b) Seniority

There will be no panel assessment for promotions within the non-executive cadre (up to the post of Asstt. Managers/equivalents) but the panel assessment shall be an important factor while an employee is considered for promotion from non-executive to the executive cadre. Accordingly, the allocation of

**MINIMUM
QUALIFYING
SCORE FOR
EXECUTIVES**

SELECTION COMMITTEES/ DEPARTMENTAL PROMOTION COMMITTEES		<p>restricted to a maximum of two during the entire service career.</p> <p>Similarly, there are a number of isolated posts where there are no promotional avenues available. For example:-</p> <ul style="list-style-type: none"> a) Water Meter Reader b) Dy. Manager (Audio Visual Equipment) c) Senior Commercial Artist d) Photographer e) Driver <p>Since all these posts fall either in Group 'C' or Group 'D', they will get the benefit under the Assured Career Progression (ACP) Scheme of the State Government, as followed/adopted by the Corporation. Hence, there is no need to make separate provision for such Group 'C' and 'D' posts for Personal Pay and rank Promotion in these categories.</p>																					
	<p>8)</p>	<p>The Selection Committees for direct recruitments and Departmental Promotion Committees for various posts will be as under or as may be re-constituted by the Board of Directors or appointing authority from time to time:-</p> <p>A) Additional General Managers and above.</p> <table border="0"> <tr> <td>a) Commissioner & Secretary to Govt. of Haryana, Industries Department. (Director/HSIIDC)</td> <td>Chairman</td> </tr> <tr> <td>b) MD/HSIDC</td> <td>Member</td> </tr> <tr> <td>c) One or two outside Expert Members</td> <td>Members</td> </tr> <tr> <td>d) HOD of the Personnel & Admn.Divn.</td> <td>Member Secretary</td> </tr> </table> <p>B) Other Executive Posts:-</p> <table border="0"> <tr> <td>a) Managing Director</td> <td>Chairman</td> </tr> <tr> <td>b) Head of the Division in which recruitment/ promotion is being made</td> <td>Member</td> </tr> <tr> <td>c) One/Two outside experts.</td> <td>Expert Members</td> </tr> <tr> <td>d) HOD/Pers & Admn. Divn</td> <td>Member Secretary</td> </tr> </table> <p>C) Non-Executive Posts:-</p> <table border="0"> <tr> <td>a) HOD/Pers. & Admn.Divn.</td> <td>Chairman</td> </tr> <tr> <td>b) HOD/Controlling Officer of the Divn./Branch in which the post is being filled up.</td> <td>Member</td> </tr> <tr> <td>c) One more officer or outside expert member</td> <td>Member</td> </tr> </table>	a) Commissioner & Secretary to Govt. of Haryana, Industries Department. (Director/HSIIDC)	Chairman	b) MD/HSIDC	Member	c) One or two outside Expert Members	Members	d) HOD of the Personnel & Admn.Divn.	Member Secretary	a) Managing Director	Chairman	b) Head of the Division in which recruitment/ promotion is being made	Member	c) One/Two outside experts.	Expert Members	d) HOD/Pers & Admn. Divn	Member Secretary	a) HOD/Pers. & Admn.Divn.	Chairman	b) HOD/Controlling Officer of the Divn./Branch in which the post is being filled up.	Member	c) One more officer or outside expert member
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		to be nominated by the Managing Director
		d) Asstt.General Manager/Sr.Mgr.(Admn.) Member Secretary
JOB-ROTATION	9)	The inter-changeability or placement/job rotation between the Divisions may be allowed wherever deemed proper, to enable all round professional development of executives.
INTERNAL SELECTIONS	10)	At the time of filling-up a vacancy by internal selection the number of candidates called should be, as far as possible, three times the number of vacancies. This provision will also be applicable for such posts where departmental test has been prescribed for promotions.
VACANCY	11)	The promotions shall be subject to availability of vacancy in the respective cadres. An employee shall have no right to be considered for promotion against vacancy available in other cadres than his own cadre. However, pay promotion, wherever applicable, shall be without reference to availability of post/vacancy and without change in rank.
POWER TO RELAX	12)	The power to relax criteria pertaining to experience and age, provided a candidate possesses qualifications/credentials of exceptional merit, will vest in the Board of Directors of the Corporation.
GENERAL	13)	For any matter relating to recruitments and promotions which is not specifically covered in this policy, instructions of the State Govt. issued from time to time on such matters will be followed mutatis -mutandis.
APPLICABILITY	14)	This policy shall come into force w.e.f. the date of its adoption by the Board of Directors i.e. 4 th June, 1999.

SN	Nomenclature of post	Pay scale/ Pay Band+ Grade Pay	Profession al/ Non- Profession al	Nos. of posts	Academic qualifications & experience, if any, for direct recruitment	Academic qualifications & experience, if any, for appointment other than direct recruitment.	Feeder Post(s)	Percentage of vacancies to be filled by direct/ promotion	Mode of recruitment	Remarks
1	2	3	4	5	6	7	8	9	10	11.
(A) ACCOUNTS CADRE										
1	General Manager	37400-67000+ 10000 GP (pre-revised) Functional Pay Level-19 – (Revised)	Professional	2	Hindi/Sanskrit upto Matric Standard will be an essential qualification. CA/ICWA with atleast 20 yrs relevant post qualification experience, out of which atleast 10 yrs. should be in an executive position in Industry/Financial Institution/Banks in the Accounts stream. MBA will be an added advantage.	Having worked as Addl. General Manager in the Corpn. for at least 5 years and possessing CA/ ICWA qualification	Addl..General Manager	Promotion 100%	Promotion/Direct/ Contract	-
2	Deputy General Manager	15600-39100+ 8000 GP (pre-revised) Functional Pay Level-13 – (Revised)	Professional	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. CA/ICWA with atleast 12 yrs. relevant post qualification experience, out of which atleast 6 yrs.should be in an executive position in Industry/ Financial Institution/Banks in the Accounts Stream MBA will be an added advantage.	Having worked as Asstt. General Manager in the Corpn. for at least 5 years.	Asstt. General Manager	Promotion 100%-	Promotion. However, if suitable candidate is not available for promotion, the post can be filled up by direct recruitment.	-
3	Asstt. General Manager	15600-39100+7600 GP (pre-revised) Functional Pay Level-12 – (Revised) 15600-39100+6000 GP (pre-revised) Functional Pay Level-11- (Revised)	Professional Non Professional	5	Hindi/Sanskrit upto Matric Standard will be an essential qualification. CA/ICWA with atleast 10 yrs. relevant post qualification experience, out of which atleast 5 yrs. should be in an executive position in Industry/Financial Institution/Banks in the Accounts Stream MBA will be an added advantage.	Having worked as Senior Manager in the Corpn. for a period of atleast 5 years.	Senior Manager	Promotion:100%	Promotion. However, if suitable candidate is not available for promotion, the post can be filled up by direct recruitment.	-
4.	Senior Manager	15600-39100+6000 GP (pre-revised) Functional Pay Level-11– (Revised) 9300-34800+5400 GP (pre-revised) Functional Pay Level-9 – (Revised)	Professional Non- Professional	10	Hindi/Sanskrit upto Matric Standard will be an essential qualification. CA/ICWA with atleast 6 yrs. relevant post qualification experience, out of which atleast 3 yrs. should be in an executive position in Industry/Financial Institution/Banks in the Accounts Stream. MBA will be an added advantage.	Having worked as Manager in the Corpn. for a period of atleast 5 years.	Manager	Promotion:75% Direct : 25%	Promotion/Direct	-
5.	Accounts Officer (SAS)/Ex-Cadre	Govt. Scale	-	1	As in T&A Deptt. Haryana	On deputation	-	Ex-cadre post	-	-

SN	Nomenclature of post	Pay scale/ Pay Band+ Grade Pay	Professional/ Non- Professional	Nos. of posts	Academic qualifications & experience, if any, for direct recruitment	Academic qualifications & experience, if any, for appointment other than direct recruitment.	Feeder Post(s)	Percentage of vacancies to be filled by direct/ promotion	Mode of recruitment	Remarks
1	2	3	4	5	6	7	8	9	10	11.
6.	Manager	9300-34800+5400 GP (pre-revised) Functional Pay Level-9 – (Revised) 9300-34800+4200 GP (pre-revised) Functional Pay Level-7 - (Revised)	Professional Non- Professional	17	Hindi/Sanskrit upto Matric Standard will be an essential qualification. CA/ICWA with atleast 2 years relevant post qualification experience in industry/ Financial Institution/Banks in the Accounts stream. MBA will be an added advantage.	Having worked as Assistant Manager in the Corporation for atleast 5 years and with minimum B.Com qualification	Assistant Manager	Promotion:50% Direct: 50%	Promotion/Direct	-
7	Section Officer (SAS)/ Ex-cadre	Govt. scale	-	5	As in T&A Deptt. Haryana	On deputation	-	Ex-cadre post	-	-
8.	Assistant Manager	9300-34800+4000 GP (pre-revised) (Functional Pay Level-6) –	-	29	Promotional post.	Having worked as Assistant Accountant in the Corpn. for atleast 5 years and with minimum B.Com qualifications	Assistant Accountant	Promotion: 100%	Promotion	One post is meant for IPC, Chandigarh.
9.	Assistant Accountant	9300-34800+3600 GP (pre-revised) (Functional Pay Level-6) – (Revised)	-	29	Hindi/Sanskrit upto Matric Standard will be an essential qualification. B.Com atleast 2 nd Division with minimum 5 yrs. relevant experience in handling of Accounts in a Public Limited Company or Industrial Undertaking/Bank in the Accounts Stream. OR M.Com (at least 2 nd Division) with minimum 2 yrs. relevant experience in handling of Accounts in a Public Limited Company or Industrial Undertaking/ Banks in Accounts Stream.	Having worked as Senior Accounts Clerks for a period of atleast 5 years in the Corporation and with minimum B.Com qualification.	Senior Accounts Clerk	Promotion:75% Direct: 25%	Promotion/ Direct	-
10.	Senior Accounts Clerk	5200-20200+2400 GP (pre-revised) (Functional Pay Level-4) – (Revised)	-	23	Hindi/Sanskrit upto Matric Standard will be an essential qualification. B.Com atleast 2 nd Division with minimum 2 yrs. relevant experience in handling of Accounts in a Public Limited Company or Industrial Undertaking/ Bank in the Accounts Stream. OR M.Com with atleast 2 nd Division	-	-	Direct: 100%	Direct	-
Total Posts in Accounts Cadre				122						

SN	Nomenclature of post	Pay scale/ Pay Band+ Grade Pay	Profession al/ Non- Profession al	Nos. of posts	Academic qualifications & experience, if any, for direct recruitment	Academic qualifications & experience, if any, for appointment other than direct recruitment.	Feeder Post(s)	Percentage of vacancies to be filled by direct/ promotion	Mode of recruitment	Remarks
1	2	3	4	5	6	7	8	9	10	11.
(B) FINANCE CADRE										
1.	General Manager	37400-67000+ 10000GP (Pre-Revised) (Functional Pay Level-19) - (Revised)	Professional	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. MBA (Fin.) /equivalent e.g. MFC/CA/ICWA having atleast 20 years relevant post qualification experience in Banking/Financial Institutions, out of which atleast 10 yrs. should be in an executive position.	Having worked as Addl. General Manager for atleast 5 yrs. and possessing education qualification as in column- 6.	Addl.General Manager	Promotion 100%	Promotion	-
2.	Addl.General Manager	37400-67000+8800 GP (Pre-Revised) (Functional Pay Level-15) - (Revised)	Professional	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. MBA (Fin.) /equivalent e.g. MFC/CA/ICWA having atleast 15 years relevant post qualification experience in Banking/Financial Institutions, out of which atleast 7 yrs. should be in an executive position.	Having worked as Dy. General Manager in the Corporation for atleast 5 yrs. and possessing education qualification as in column- 6.	Dy. General Manager	Promotion:100%	Promotion/Direct/ Deputation.	-
3.	Deputy General Manager	15600-39100+8000 GP (Pre-Revised) (Functional Pay Level-13) - (Revised)	Professional	5	Hindi/Sanskrit upto Matric Standard will be an essential qualification. MBA (Fin.) /equivalent e.g. MFC/CA/ICWA having atleast 12 years relevant post qualifications experience in Banking/Financial Institutions, out of which atleast 6 yrs. should be in an executive position.	Having worked as Asstt.General Manager in the Corporation for atleast 5 yrs.	Asstt.General Manager	Promotion :100%	Promotion. However, if suitable candidate is not available for promotion, the post can be filled up by direct recruitment.	-
4.	Asstt.General Manager	15600-39100+7600 GP (Pre-Revised) (Functional Pay Level-12) - (Revised) 15600-39100+6000 GP (Pre-Revised) (Functional Pay Level-11) - (Revised)	Professional Non Professional	11	Hindi/Sanskrit upto Matric Standard will be an essential qualification. MBA (Fin.) /equivalent e.g. MFC/CA/ICWA having atleast 10 years relevant post qualifications experience in Banking/Financial Institutions, out of which atleast 5 yrs. should be in an executive position.	Having worked as Senior Manager in the Corporation for atleast 5 yrs.	Senior Manager	Promotion : 75% Direct : 25%	Promotion/Direct/ Deputation.	-

SN	Nomenclature of post	Pay scale/ Pay Band+ Grade Pay	Professional/ Non- Professional	Nos. of posts	Academic qualifications & experience, if any, for direct recruitment	Academic qualifications & experience, if any, for appointment other than direct recruitment.	Feeder Post(s)	Percentage of vacancies to be filled by direct/ promotion	Mode of recruitment	Remarks
1	2	3	4	5	6	7	8	9	10	11.
5.	Senior Manager	15600-39100+6000 GP (Pre-Revised) (Functional Pay Level-11- (Revised) 9300-34800+5400 GP (Pre-Revised) (Functional Pay Level-9) – (Revised)	Professional Non Professional	9	Hindi/Sanskrit upto Matric Standard will be an essential qualification. MBA (Fin.) /equivalent e.g. MFC/CA/ICWA having atleast 6 years relevant post qualification experience in Banking/Financial Institutions, out of which atleast 3 yrs. should be in an executive position.	Having worked as Manager in the Corporation for atleast 5 yrs. (this will include the period of training spent as Management Trainee)	Manager	Promotion : 75% Direct : 25%	Promotion/Direct	
6.	Manager OR Management Trainee	9300-34800+5400 GP (Pre-Revised) (Functional Pay Level-9) – (Revised) Rs.10000/-p.m. stipend 1 st year Rs. 12000/-p.m. stipend 2 nd year.	Professional	16 -	Hindi/Sanskrit upto Matric Standard will be an essential qualification. MBA (Fin.) /equivalent e.g. MFC/CA/ICWA having atleast 2 years relevant post qualification experience in Banking/Financial Institutions . MBA (Fin.) /equivalent e.g. MFC/CA/ICWA . Preference will be given to candidates possessing BE/B.Tech. qualifications	- Upon successful completion of 2 years training, incumbent will be absorbed as Manager in the pay scale of Rs. 8000-13500.	- -	Direct : 100%	Direct	These posts will be filed up as Management Trainee by direct recruitment.
Total Posts in Finance Cadre				43						

(C) BUSINESS DEVELOPMENT CENTRE

1	Dy. General Manager	15600-39100+8000 GP (Pre-Revised) (Functional Pay Level-13) – (Revised)	Professional	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. 1 st class B.E/B.Tech or MBA or both having minimum 12 years relevant post qualification experience in a Public Undertaking or an organization of repute, out of which atleast 6 years experience should be in an executive position. The incumbent should also have sufficient experience in handling Public Private Partnership Projects (PPP Model)/Joint Venture projects. LLB will be an added advantage.			Promotion 100%	Promotion. However, if suitable candidate is not available for promotion, the post can be filled up by direct recruitment.	
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SN	Nomenclature of post	Pay scale/ Pay Band+ Grade Pay	Professional/ Non-Professional	Nos. of posts	Academic qualifications & experience, if any, for direct recruitment	Academic qualifications & experience, if any, for appointment other than direct recruitment.	Feeder Post(s)	Percentage of vacancies to be filled by direct/promotion	Mode of recruitment	Remarks
1	2	3	4	5	6	7	8	9	10	11.
2	DGM(JV)	15600-39100+8000 GP (Pre-Revised) (Functional Pay Level-13) – (Revised)	Professional	2	Hindi/Sanskrit upto Matric Standard will be an essential qualification. 1 st Class B.E./B.Tech or MBA or both having minimum 12 years relevant post qualification experience in a Public Undertaking or an organization of repute, out of which atleast 6 years experience should be in an executive position. The incumbent should also have sufficient experience in handling Public Private Partnership Projects (PPP Model)/Joint Venture projects. LLB will be an added advantage.			Promotion 100%		
2.	Senior Manager	15600-39100+6000 GP (Pre-Revised) (Functional Pay Level-11) – (Revised) 9300- 34800+5400 GP (Pre-Revised) (Functional Pay Level-9) – (Revised)	Professional Non Professional	2						Column No.6-10 yet to be finalized.
3	Manager	9300-34800+5400 GP (Pre-Revised) (Functional Pay Level-9) – (Revised)	Professional	2						Column No.6-10 yet to be finalized.
Total posts in BDC & JV				7						
<u>(D) IPC, NEW DELHI</u>										
1	General Manager (Finance)	37400-67000+10000 GP (Pre-Revised) (Functional Pay Level-19) – (Revised)	Professional	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. MBA (Fin.) /equivalent e.g. MFC/CA/ICWA having atleast 20 years relevant post qualification experience in Banking/Financial Institutions, out of which atleast 10 yrs. should be in an executive position.	Having worked as Addl. General Manager for atleast 5 yrs. and possessing education qualification as in column- 6.	Addl.General Manager	Promotion 100%	-	-

SN	Nomenclature of post	Pay scale/ Pay Band+ Grade Pay	Professional/ Non- Professional	Nos . of pos ts	Academic qualifications & experience, if any, for direct recruitment	Academic qualifications & experience, if any, for appointment other than direct recruitment.	Feeder Post(s)	Percentage of vacancies to be filled by direct/ promotion	Mode of recruitment	Remarks
1	2	3	4	5	6	7	8	9	10	11.
2.	Dy. General Manager	15600-39100+8000 GP (Pre-Revised) (Functional Pay Level-13) – (Revised)	Professional	1				Promotion 100%	Promotion. However, if suitable candidate is not available for promotion, the post can be filled up by direct recruitment.	Column No.6-8 yet to be finalized.
4	Assistant Liaison Officer	9300 34800+4000 GP (Pre-Revised) (Functional Pay Level-6) – (Revised)		1						Column No.6-10 yet to be finalized.
Total posts in IPC				3						

(E) PERSONNEL & ADMINISTRATION CADRE

1.	Executive Director	37400-67000+12000 GP (Pre-Revised) (Functional Pay Level-19) – (Revised)	Professional	1	-	Having worked as General Manager in the Corporation for atleast 5 years.	General Manager	Promotion 100%	Promotion	Does not belong to any specific Cadre. Being shown here for convenience only.
2.	General Manager	37400 -67000+10000 GP (Pre-Revised) (Functional Pay Level-19) – (Revised)	Professional	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. MBA(Personnel) or equivalent degree with atleast 20 years relevant post qualification experience, out of which atleast 10 yrs. should be in an executive position in handling personnel & general administration in Corporate environment. Preference will be given to a person holding an additional degree in Law.	Having worked as Addl.General Manager in the Corporation for atleast 5 yrs.	Addl.GM	Promotion 100%	-	-

SN	Nomenclature of post	Pay scale/ Pay Band+ Grade Pay	Professional/ Non- Professional	Nos. of posts	Academic qualifications & experience, if any, for direct recruitment	Academic qualifications & experience, if any, for appointment other than direct recruitment.	Feeder Post(s)	Percentage of vacancies to be filled by direct/ promotion	Mode of recruitment	Remarks
1	2	3	4	5	6	7	8	9	10	11.
3.	Dy.General Manager (P&A)	15600-39100+8000 GP (Pre-Revised) (Functional Pay Level-13) – (Revised)	Professional	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. MBA or equivalent degree with atleast 12 years relevant post qualification experience, out of which atleast 6 years should be in an executive position in handling personnel & general administration and Corporate environment. Preference will be given to a person holding an additional degree in Law.	Having worked as AGM(P&A) in the Corporation for atleast 5 years.	AGM(P&A)	Promotion - 100%	Promotion. However, if suitable candidate is not available for promotion, the post can be filled up by direct recruitment.	-
4.	Asstt.General Manager	15600-39100+7600 GP (Pre-Revised) (Functional Pay Level-12) – (Revised) 15600 – 39100+ 6000 GP (Pre-Revised) (Functional Pay Level-11) – (Revised)	Professional Non Professional	2	Hindi/Sanskrit upto Matric Standard will be an essential qualification. MBA(Personnel) or equivalent degree with atleast 10 years relevant post qualification experience, out of which atleast 5 yrs. should be in an executive position in handling personnel & general administration in Corporate environment. Preference will be given to a person holding an additional degree in Law.	Having worked as Sr. Manager in the Corporation for atleast 5 years.	Senior Manager	-	Promotion/Direct	-
5.	Senior Manager	15600-39100+6000 GP (Pre-Revised) (Functional Pay Level-11) – (Revised) 9300-34800+5400 GP (Pre-Revised) (Functional Pay Level-9) – (Revised)	Professional Non – Professional	3	Hindi/Sanskrit upto Matric Standard will be an essential qualification. MBA(Personnel) or equivalent degree with atleast 6 years relevant post qualification experience, out of which atleast 3 yrs. should be in an executive position in handling personnel & general administration in Corporate environment. Preference will be given to a person holding an additional degree in Law.	Having worked as Manager in the Corporation for atleast 5 years.	Manager	Promotion: 67% Direct: 33%	Promotion / Direct	-

SN	Nomenclature of post	Pay scale/ Pay Band+ Grade Pay	Professional/ Non- Professional	Nos. of posts	Academic qualifications & experience, if any, for direct recruitment	Academic qualifications & experience, if any, for appointment other than direct recruitment.	Feeder Post(s)	Percentage of vacancies to be filled by direct/ promotion	Mode of recruitment	Remarks
1	2	3	4	5	6	7	8	9	10	11.
6.	Manager (P&A)	9300-34800+5400 GP (Pre-Revised) (Functional Pay Level-9) – (Revised) 9300-34800+4200 GP (Pre-Revised) (Functional Pay Level-7) – (Revised)	Professional Non Professional	9	Hindi/Sanskrit upto Matric Standard will be an essential qualification. MBA(Personnel) or equivalent degree with atleast 2 years relevant post qualification experience in handling personnel & general administration in Corporate environment. Preference will be given to a person holding an additional degree in Law.	Having worked as Asstt. Manager in the Corporation for atleast 5 years and possessing atleast Graduate qualification.	Asstt. Manager	Promotion : 50% Direct: 50%	Promotion / Direct	-
7	Manager (Purchase)	9300-34800+4200 GP (Pre-Revised) (Functional Pay Level-7) – (Revised)	Non Professional	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Graduate (atleast second division) with Diploma in Material Management from a recognized University/Institute with atleast five years experience in Stores/Purchase/Inventory Management.	-	-	Direct: 100%	Direct	
8.	Assistant Manager	9300-34800+4000 GP (Pre-Revised) (Functional Pay Level-6) – (Revised)	-	9	Promotional post	Having worked as Assistant for atleast 5 years and possessing atleast Graduate qualification.	Assistant	Promotion : 100%	Promotion/ Deputation	-
9.	Assistant	9300-34800+3600 GP (Pre-Revised) (Functional Pay Level-6) – (Revised)	-	60	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Graduate (atleast 2 nd Division) possessing relevant experience of atleast 5 yrs. in a Corporate environment.	Having worked as Junior Assistant/Clerk-Typist/Typist/ Record Keeper for atleast 5 years and possessing atleast Graduate qualification.	Junior Assistant/ Clerk-Typist/Typist/ Record Keeper.	Direct: 50% Promotion:50%	Promotion/Direct/ Deputation	-
10	Clerk	5200-20200+1900 GP (Pre-Revised) (Functional Pay Level-2) – (Revised)	-	88	Hindi/Sanskrit upto Matric Standard will be an essential qualification. 10+2 with 1 st Division.	For promotion: from amongst Class-IV/Group-D employees having 10+2 with 1 st Division and have to pass the SETC in terms of State Govt. instructions..	Group-D Employee with minimum 10+2 with 1 st Division qualification.	Promotion: 25% Direct : 75%	Promotion/Direct	-

SN	Nomenclature of post	Pay scale/ Pay Band+ Grade Pay	Professional/ Non- Professional	Nos. of posts	Academic qualifications & experience, if any, for direct recruitment	Academic qualifications & experience, if any, for appointment other than direct recruitment.	Feeder Post(s)	Percentage of vacancies to be filled by direct/ promotion	Mode of recruitment	Remarks
1	2	3	4	5	6	7	8	9	10	11.
11.	Receptionist/ PBX Operator	9300-34800+3600 GP (Pre-Revised) (Functional Pay Level-6) – (Revised)	-	9	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Graduate with flair in English Speaking, having worked as telephone attendant/ PBX Operator for atleast one year in commercial/Semi Govt. organization.	As in Col. 6	-	Direct: 100%	Direct/ Internal Selection from amongst eligible candidates.	-
12.	Telephone Attendant	5200-20200+1900 GP (Pre-Revised) (Functional Pay Level-2) – (Revised)	-	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Graduate with flair in English Speaking, having worked as telephone attendant/ PBX Operator for atleast one year in commercial/Semi Govt. organization.	As in Col.6.	-	Direct: 100%	Direct/ Internal Selection from amongst eligible candidates.	For Guest House, Khel Gaon, New Delhi.
13.	Driver	5200 - 20200+2400 GP (Pre-Revised) (Functional Pay Level-4) – (Revised)	-	18	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Should be Matric. Possessing valid driving licence and having atleast 3 yrs experience in Driving the required type of vehicles.	As in Col.6.	-	Direct: 100%	Direct/ deputation	-
14.	Electrician	5200-20200+1900 GP (Pre-Revised) (Functional Pay Level-4) – (Revised)	-	2	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Matric with 2 yrs. ITI certificate/diploma from polytechnic in Electrical /Mechanical Trade.	As in col.6.	-	Direct:100%	Direct/Selection	-
15.	Group "D" posts (Peon/Chowkidar Mali/ Sweeper/ Helper/Peon-cum- Driver/Peon-cum- Cook/Plumber/ Guest House (Telephone) Attendant) / Mate	4440-7440+1650 Rs.30/- SP	-	194	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Minimum middle pass, well conversant with the job. In the case of Peon-cum-Driver, the candidate should be possessing licence for driving medium/light vehicles. For sweeper the candidate should be well conversant with sweeping/cleaning job ..	-	-	Direct:100%	Direct/ Deputation	-
Total posts in Personnel and Administration Cadre 399										

SN	Nomenclature of post	Pay scale/ Pay Band+ Grade Pay	Professional/ Non- Professional	Nos. of posts	Academic qualifications & experience, if any, for direct recruitment	Academic qualifications & experience, if any, for appointment other than direct recruitment.	Feeder Post(s)	Percentage of vacancies to be filled by direct/ promotion	Mode of recruitment	Remarks
1	2	3	4	5	6	7	8	9	10	11.
STENOGRAPHY CADRE										
1.	Private Secretary	9300-34800+4200 GP (Pre-Revised) (Functional Pay Level-7) – (Revised)	-	1	Promotional post	By selection from amongst Graduate PAs having worked in the Corporation for atleast 5 yrs.	Personal Assistant	Promotion: 100%	Promotion/ Deputation	-
2.	Personal Assistant	5500-175-8300-EB-175-9000 +Rs.150 spl. Pay 9300-34800+4000 GP (Pre-Revised) (Functional Pay Level-6) – (Revised)	-	8	Promotional post	Having worked as Senior Scale Steno in the Corporation for atleast 5 yrs. and possessing atleast Graduate qualification.	Senior Scale Stenographers	Promotion: 100%	Promotion/ Deputation	-
3.	Stenographer Grade-I	9300-34800+3600 GP (Pre-Revised) (Functional Pay Level-4) – (Revised)	-	30	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Graduate (IInd Division) with English Shorthand/Typewriting speed at 100/50 w.p.m. respectively with 7 yrs. relevant experience. Should have proficiency in use of computer i.e. working knowledge of MS OFFICE, Dbase/separate sheet	Shorthand/Typing Speed as in Col.6, having worked as Junior Scale Stenographer for atleast 5 yrs. requirement of computer knowledge same as in Col.6	Junior Scale Stenographers	Promotion:100% Direct recruitment can be resorted to if no suitable candidate is available in the Corporation	Promotion/ Direct/ Deputation	-
4.	Stenographer Grade-II	5200-20200+2400 GP (Pre-Revised) (Functional Pay Level-4) – (Revised)	-	71	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Graduate (IInd Division) with English Shorthand/Typewriting speed at 100/40 w.p.m. respectively with 5 yrs. relevant experience.		-	Direct: 100%	Direct/Deputatio n	-

SN	Nomenclature of post	Pay scale/ Pay Band+ Grade Pay	Professional/ Non- Professional	Nos. of posts	Academic qualifications & experience, if any, for direct recruitment	Academic qualifications & experience, if any, for appointment other than direct recruitment.	Feeder Post(s)	Percentage of vacancies to be filled by direct/ promotion	Mode of recruitment	Remarks
1	2	3	4	5	6	7	8	9	10	11.
(G) LEGAL CADRE										
1.	Dy. General Manager	15600-39100+8000 GP (Pre-Revised) (Functional Pay Level- 13) – (Revised)	Professional	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Graduate (IInd Division) LL.B Professional (IInd Division) with atleast 12 years relevant post qualification experience in handling Legal matters in a commercial Organisation experience in handling Legal matters in a commercial Orgainsation of repute/Financial Institution/ Banks/Industry, out of which atleast 6 years should be in an executive position.	Having worked as AGM (Legal) in the Corporation for atleast 5 years.	AGM(Legal)	Promotion 100%	Promotion. However, if suitable candidate is not available for promotion, the post can be filled up by direct recruitment.	-
2.	Dy. General Manager (Corporate Law)	15600-39100+ 8000 GP (Pre-Revised) (Functional Pay Level- 13) – (Revised)	Professional	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. LLB (Professional) with specialization in Corporate Law with at least 12 years relevant post-qualification experience in handling corporate/legal matters in a Commercial Organization of repute/Financial Institutions/ Banks/Industry/ Law Firm. A member of the Institute of Company Secretaries of India will be a added advantage.			Promotion 100%	Promotion. However, if suitable candidate is not available for promotion, the post can be filled up by direct recruitment.	
3.	Assistant General Manager	15600-39100+7600 GP (Pre-Revised) (Functional Pay Level- 12) – (Revised)	Professional	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Graduate (2 nd Division), LL.B Professional (2 nd Division) with at least 10 years relevant post qualification experience in handling legal matters in a commercial organisation of repute/Financial Institutions/Banks/Industry, Out of which atleast 5 years should be in an executive position.	Having worked as Sr. Manager (Legal) in the Corporation for atleast 5 years	Sr. Mgr. (Legal)	-	Promotion/Direct	-
4.	Senior Manager	15600-39100+6000 GP (Pre-Revised) (Functional Pay Level- 11) – (Revised)	Professional	5	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Graduate (2 nd Division), LL.B Professional (2 nd Division) with at least 6 years relevant post qualification experience in handling legal matters in a commercial organisation of repute/Financial Institutions/ Banks/ Industry, out of which alreast 3 years should be in an executive position.	Having worked as Manager(Legal) in the Corporation for atleast 5 years.	Manager (Legal)	Promotion: 50% Direct : 50%	Promotion/Direct/ Deputation	-

SN	Nomenclature of post	Pay scale/ Pay Band+ Grade Pay	Professional/ Non-Professional	Nos. of posts	Academic qualifications & experience, if any, for direct recruitment	Academic qualifications & experience, if any, for appointment other than direct recruitment.	Feeder Post(s)	Percentage of vacancies to be filled by direct/ promotion	Mode of recruitment	Remarks
1	2	3	4	5	6	7	8	9	10	11.
5(i)	Manager (Legal)	9300-34800+5400 GP (Pre-Revised) Functional Pay Level- 9 (Revised)	Professional	8	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Graduate (2 nd Division), LL.B Professional (2 nd Division) with at least 2 yrs relevant post qualification experience in Govt./ Commercial organisations/ Financial Institutions / Banks in drafting of deeds/ agreements/ terms/conditions/ examinations of legal documents and pursuing of legal cases.	Having worked as Legal Assistant in the Corporation for atleast 5 years.	Legal Assistant	Promotion: 50% Direct : 50%	Promotion/Direct/ Deputation	-
(ii)	Manager (Corporate Law)	9300-34800+5400 GP (Pre-Revised) Functional Pay Level- 9 (Revised)	Professional	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. LLB with specialization in corporate law with atleast 2 years relevant post qualification experience in handling corporate law /legal matters in a commercial organization of repute/ financial Institution/ Banks /Industry/ law firm. A member of the Institute of Company Secretaries of India will be an added advantage.			Direct 100%	Direct/Deputation/ Internal selection	
6.	Legal Assistant	9300-34800+3600 GP (Pre-Revised) Functional Pay Level- 6 (Revised)	-	10	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Graduate (2 nd Division), LL.B Professional (2 nd Division) and having at least 2 yrs experience in Govt./ Commercial organisations/Financial Institutions / Banks in drafting of deeds/ agreements/ terms/ conditions/ examinations of legal documents and pursuing of legal cases. Or Graduate (2 nd Division), LL.B Professional (2 nd Division) can be appointed as Trainees for a period of 2 yrs. on successful completion of training, they will be absorbed in the regular pay scale.	-	-	Direct : 100%	Direct/ Deputation	-
Total Posts in Legal Cadre 27										

SN	Nomenclature of post	Pay scale/ Pay Band+ Grade Pay	Professional/ Non-Professional	Nos. of posts	Academic qualifications & experience, if any, for direct recruitment	Academic qualifications & experience, if any, for appointment other than direct recruitment.	Feeder Post(s)	Percentage of vacancies to be filled by direct/ promotion	Mode of recruitment	Remarks
1	2	3	4	5	6	7	8	9	10	11.
(H) LIBRARY CADRE										
1.	Senior Librarian	9300-34800+5400 GP (Pre-Revised) Functional Pay Level-9 (Revised)	Non-professional	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. M.Lib. with atleast 5 yrs. relevant post qualification or B.Lib with at least 7 yrs. relevant post qualification experience in a Library, handling documentation/ specialised technical data.	Having worked as Librarian in the Corporation for atleast 5 yrs.	Librarian	Promotion: 100%	Promotion	-
2.	Librarian	9300-34800+4200 GP (Pre-Revised) Functional Pay Level-7 (Revised)	Non-professional	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. M.Lib. with at least 2 yrs. relevant post qualification or B.Lib with at least 5 yrs. relevant post qualification experience in a Library, handling documentation/ specialized technical data.	-	-	Direct:100%	Direct	-
Total Posts in Library Cadre				2						
(I) COMPUTER/IT CADRE										
1.	Sr. System Analyst/Chief Information & Technical Officer	15600-39100+7600 GP (Pre-Revised) Functional Pay Level-12 (Revised)	Professional	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Ist Class B.E. /B.Tech in information Technology/Computer Science/ Master in Computer Application from a recognized university/ institute, with 10 yrs. experience in implementation/ management of e-governance projects in a Public Sector Undertaking/ Financial Institution/ Bank, out of which atleast 5 years experience should be in an executive position.	Having worked as System Analyst for a period of 5 years and possessing the qualification and experience as laid down for direct recruitment.	System Analyst	-	Promotion/ Direct	-
2.	System Analyst/Senior Programmer	15600-39100+6000 GP (Pre-Revised) Functional Pay Level-11 (Revised)	Professional	2	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Ist Class B.E. B.Tech. in Information Technology / Computer Science / MCA from a recognized University/ Institute with minimum 6 yrs. relevant post qualification experience in a Public Sector Undertaking/ Financial Institution/ Bank, out of which atleast 3 yrs. experience should be in an executive position.	Having worked as Programmer in the Corporation for atleast 5 yrs. and possessing any of the academic qualifications as in Col.6.	Programmer	Promotion:50% Direct: 50%	Promotion/Direct/ Deputation.	-

SN	Nomenclature of post	Pay scale/ Pay Band+ Grade Pay	Professional/ Non-Professional	Nos. of posts	Academic qualifications & experience, if any, for direct recruitment	Academic qualifications & experience, if any, for appointment other than direct recruitment.	Feeder Post(s)	Percentage of vacancies to be filled by direct/ promotion	Mode of recruitment	Remarks
1	2	3	4	5	6	7	8	9	10	11.
3.	Jr. System Analyst/ Programmer	9300-34800+5400 GP (Pre-Revised) Functional Pay Level-9 (Revised)	Professional	10	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Ist Class B.E./ B.Tech. in Information Technology/ Computer Science/ MCA from a recognized University/Institute, with minimum 2 yrs. relevant post qualification experience in a Public Sector Undertaking /Financial Institution/ Bank.	Having worked as Asstt.Programmer in the Corporation for atleast 5 yrs.	Assistant programmer	Promotion:50% Direct: 50%	Promotion/Direct/ Deputation.	-
4.	Assistant Programmer	9300-34800+4000 GP (Pre-Revised) Functional Pay Level-6 (Revised)	-	6	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Should possess Bachelor degree with minimum IInd Division with one year Diploma in Computer Application from recognised University/Institute, having minimum 3 yrs. experience in Computer operations in State Govt. Department/Organisation of repute.	Having worked as Computer Operator for atleast 5 yrs.	Computer Operator	Promotion:50% Direct: 50%	Promotion/Direct/ Deputation.	-
5.	Computer Operator	9300-34800+3600 GP (Pre-Revised) Functional Pay Level-6 (Revised)	-	3	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Graduate with minimum 50% marks with either 'O' Functional Pay Level Certificate from any Institution accredited with Deptt. of Electronics, Govt. of India. Should have minimum 2 yrs. relevant experience in Computer Operations. Preference will be given to candidate knowing typing in English	Having worked as Data Entry Operator for atleast 5 yrs.	Data Entry Operator	Promotion 100% Direct Recruitment can be resorted to if no suitable candidate is available in the Corporation	Promotion/Direct/ Deputation	-
6.	Clerk	5200-20200+2400 GP (Pre-Revised) Functional Pay Level-2 (Revised)	-	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. 10+2 with 1 st Division with either 'O' Functional Pay Level Certificate or equivalent course from any Institution accredited with Deptt. of Electronics, Govt. of India..	-	-	Direct: 100%	Direct/Deputation	-
Total Posts in Computer /IT Cadre 23										

SN	Nomenclature of post	Pay scale/ Pay Band+ Grade Pay	Professional/ Non- Professional	Nos. of posts	Academic qualifications & experience, if any, for direct recruitment	Academic qualifications & experience, if any, for appointment other than direct recruitment.	Feeder Post(s)	Percentage of vacancies to be filled by direct/ promotion	Mode of recruitment	Remarks
1	2	3	4	5	6	7	8	9	10	11.
(J) SECRETARIAL CADRE										
1.	Company Secretary (AGM Rank)	15600-39100+7600 GP (Pre-Revised)	Professional	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. A Member of the Institute of Company Secretaries of India with atleast 10 yrs. relevant post qualification experience as Company Secretary in a Public/Private Ltd. Company.	As in Col.6	Deputy Secretary possessing ACS qualification	Promotion 100% Direct Recruitment can be resorted to if no suitable candidate is available in the Corporation	Promotion/Direct/ Deputation	
Total posts in Secretarial Cadre				1						
(K) INDUSTRIAL AREA CADRE										
1.	General Manager	37400-67000+10000 GP (Pre-Revised) Functional Pay Level-19 (Revised)		1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. 1st Class B.E/B.Tech in Civil Engineering preferably MBA as additional qualification with minimum 20 yrs. relevant post qualification experience in development/creation and maintenance of Industrial Infrastructure., out of which atleast 10 yrs. should be in an executive position. Desirable: Experience in Area Planning & Public Health/ Infrastructure Development.	Having worked as Addl.GM in the Corporation for atleast 5 yrs. and possessing degree in Civil Engineering.	Addl.General Manager	Promotion 100% Direct recruitment can be resorted to if no suitable internal candidate is available in the Corporation.	-	-
2.	Addl.General Manager	37400-67000+8800 GP (Pre-Revised) Functional Pay Level-15 (Revised)		2	Hindi/Sanskrit upto Matric Standard will be an essential qualification. 1st Class B.E/B.Tech in Civil Engineering preferably MBA as additional qualification with minimum 15 yrs. relevant post qualification experience in development/creation and maintenance of Industrial Infrastructure., out of which atleast 7 yrs. should be in an executive position. Desirable: Experience in Area Planning & Public Health/ Infrastructure Development.	Having worked as DGM in the Corporation for atleast 5 yrs. and possessing degree in Civil Engineering.	Deputy General Manager	Promotion: 100%	-	-
3.	Deputy General Manager	15600-39100+8000 (Pre-Revised) Functional Pay Level-13 (Revised)		4	Hindi/Sanskrit upto Matric Standard will be an essential qualification. 1st Class B.E/B.Tech in Civil Engineering preferably MBA as additional qualification with minimum 12 yrs. relevant post qualification experience in development/creation and maintenance of Industrial Infrastructure., out of which atleast 6 yrs. should be in an executive position.	Having worked as AGM in the Corporation for atleast 5 yrs. and possessing degree in Civil Engineering.	Assistant General Manager	Promotion 100%	Promotion. However, if suitable candidate is not available for promotion, the post can be filled up by direct recruitment.	

SN	Nomenclature of post	Pay scale/ Pay Band+ Grade Pay	Professional/ Non- Professional	Nos. of posts	Academic qualifications & experience, if any, for direct recruitment	Academic qualifications & experience, if any, for appointment other than direct recruitment.	Feeder Post(s)	Percentage of vacancies to be filled by direct/ promotion	Mode of recruitment	Remarks
1	2	3	4	5	6	7	8	9	10	11.
4.	Assistant General Manager	15600-39100+7600 GP (Pre-Revised) Functional Pay Level-12 (Revised)	-	9	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Ist Class B.E/B.Tech in Civil Engineering preferably MBA as additional qualification with minimum 10 yrs. relevant post qualification experience in development/creation and maintenance of Industrial Infrastructure., out of which atleast 5 yrs. should be in an executive position.	Having worked as SM(Civil) in the Corporation for atleast 5 yrs. and possessing degree in Civil Engineering.	Senior Manager	Promotion: 90% Direct: 10%	Promotion/Direct	
5.	Senior Manager	15600-39100+6000 GP (Pre-Revised) Functional Pay Level-11 (Revised)	-	16	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Ist Class B.E/B.Tech in Civil Engineering preferably MBA as additional qualification with minimum 6 yrs. relevant post qualification experience in development/creation and maintenance of Industrial Infrastructure., out of which atleast 3 yrs. should be in an executive position.	Having worked as Manager (Civil)/ Manager(U) in the Corporation for atleast 5 yrs.	Manager (IA) & Manager (U)	Promotion: 75% Direct: 25%	Promotion/Direct	-
6.	Manager (IA)	9300-34800+5400 GP (Pre-Revised) Functional Pay Level-9 (Revised)	-	20	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Ist Class B.E/B.Tech in Civil Engineering preferably MBA as additional qualification with minimum 2 yrs. relevant post qualification experience in development/creation and maintenance of Industrial Infrastructure.,	Having worked as Assistant Manager (Civil) in the Corporation for atleast 5 yrs.	Assistant Manager/ Head Draftsman	Promotion: 50% Direct: 50%	Promotion/Direct	-
7.	Assistant Manager (IA)	9300-34800+4000 GP (Pre-Revised) Functional Pay Level-6 (Revised)	-	51	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Three year Diploma (first Division) in Civil Engineering from a recognized institution with minimum 2 years post- qualification experience in the field of infrastructure works i.e. construction of buildings, roads, water supply, drainage and sewerage network etc.	Having worked in the Corporation for atleast 5 years as Supervisor Tubewell or Supervisor and Tubewell Operator with atleast 10 years service having acquired qualification as in Col. 6. The condition of 1 st division will not be insisted in case of Promotion Quota.	Supervisor (Tubewell) or Supervisor or Tubewell Operator.	Promotion: 10% Direct: 90%	Promotion Direct/Internal Selection.	-

SN	Nomenclature of post	Pay scale/ Pay Band+ Grade Pay	Professional/ Non- Professional	Nos. of posts	Academic qualifications & experience, if any, for direct recruitment	Academic qualifications & experience, if any, for appointment other than direct recruitment.	Feeder Post(s)	Percentage of vacancies to be filled by direct/ promotion	Mode of recruitment	Remarks
1	2	3	4	5	6	7	8	9	10	11.
8.	Supervisor	9300-34800+3600 GP (Pre-Revised) Functional Pay Level-6 (Revised)	-	1	-	-	-	-	-	Diminishing cadre.
9	Supervisor (Tubewell)	9300-34800+3600 GP (Pre-Revised) Functional Pay Level-6 (Revised)	-	4	Promotional post	Having worked as Tubewell Operator/ Gen Set. Operator/ Electrician for atleast 5 yrs.	Tubewell Operators/Gen Set. Operator/Electri	Promotion: 100%	Promotion	-
10	Tubewell Operator	5200-20200+2400 GP (Pre-Revised) Functional Pay Level-4 (Revised) 5200-20200+1900 GP (Pre-Revised) Functional Pay Level-2 (Revised)	-	26	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Matric with minimum 1 year ITI certificate/Diploma from Polytechnic in Electrical / Mechanical trade with atleast 4 years relevant Experience	As in Col. 6	-	Direct: 100%	Direct/Internal Selection	-
11	Generator-Set Operator	5200-20200+2400 GP (Pre-Revised) (Functional Pay Level-4) (Revised) 5200-20200+1900 GP (Pre-Revised) Functional Pay Level-2 (Revised)	-	4	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Matric with minimum 1 year ITI certificate/Diploma from Polytechnic in Electrical/Mechanical trade with atleast 4 years relevant Experience	As in Col. 6	-	Direct: 100%	Direct/Internal Selection	-
12	Water Meter Reader	5200-20200+1900 GP (Pre-Revised) Functional Pay Level-2 – (Revised)	-	6	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Graduate with atleast 5 years relevant experience	As in Col. 6 except criteria of experience	-	Promotion:75% Direct:25%	Promotion	-
13	Pipe Fitter	5200-20200+ 2400 GP (Pre-Revised) (for ITI) (Functional Pay Level-4) 5200 -20200+1900 GP (Pre-Revised) (for Non ITI) 4400-74400+1650 (for Non matric)	-	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Matric with ITI Certificate in Fitter/ Plumber Trade	-	-	Direct:100%	Direct	-
14	Pump Attendant	5200-20200+ 2400 GP (Pre-Revised) (for ITI) (Functional Pay Level-4) 5200 -20200+1900 GP (Pre-Revised) (for Non ITI) 4400-74400+1650 (for Non matric)	-	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Matric with ITI Certificate in Fitter/ Plumber Trade	-	-	Direct:100%	Direct	-

Total Posts in Industrial Area Cadre 146

SN	Nomenclature of post	Pay scale/ Pay Band+ Grade Pay	Professional/ Non- Professional	Nos. of posts	Academic qualifications & experience, if any, for direct recruitment	Academic qualifications & experience, if any, for appointment other than direct recruitment.	Feeder Post(s)	Percentage of vacancies to be filled by direct/ promotion	Mode of recruitment	Remarks
1	2	3	4	5	6	7	8	9	10	11.
(L) INFRASTRUCTURE PLANNING										
1.	Chief Town Planner	37400-7000+10000 GP (Pre-Revised)	Professional	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Master Degree in Planning from a recognized University and Member of the Institute of Town Planners India with atleast 20 years post qualification relevant experience in an organisation of repute/Govt. Deptt.	-	-	Ex-cadre post	-	-
2.	Senior Town Planner	15600-39100+8000 GP (Pre-Revised) (Functional Pay Level-13)	Professional	3	Hindi/Sanskrit upto Matric Standard will be an essential qualification. A post graduate degree or Hindi/Sanskrit upto Matric Standard will be an essential qualification. Diploma in urban and regional planning/urban planning/regional planning/M Tech. in Planning (urban, Traffic and Transport, Housing, Infrastructure), or equivalent making the holder eligible for Associate Membership of the Institute of Town Planners, India with atleast 12 years post qualification relevant experience. The incumbent should be well conversant with AutoCAD.	Having worked as DTP in the Corporation for at least 8 years and possessing qualification as in column 6.	Divisional Town Planner	Ex-cadre – 1 Deputation - 1 Promotion – 1	-	-
3	Divisional Town Planner	15600-39100+6000 GP (Pre-Revised) (Functional Pay Level-11)	Professional	6	Hindi/Sanskrit upto Matric Standard will be an essential qualification. A post graduate degree or diploma in urban and regional planning/urban planning/regional planning/M Tech. in Planning (urban, Traffic and Transport, Housing, Infrastructure), or equivalent making the holder eligible for Associate Membership of the Institute of Town Planners, India with atleast 6 years post qualification relevant experience. The incumbent should be well conversant with AutoCAD.	Having worked as Mgr.(Plng.) /ATP in the Corporation for at least 6 years and possessing qualification as in column 6.	ATP	Ex-cadre – 1 Deputation - 2 Promotion – 3	-	-

SN	Nomenclature of post	Pay scale/ Pay Band+ Grade Pay	Professional/ Non-Professional	Nos. of posts	Academic qualifications & experience, if any, for direct recruitment	Academic qualifications & experience, if any, for appointment other than direct recruitment.	Feeder Post(s)	Percentage of vacancies to be filled by direct/promotion	Mode of recruitment	Remarks
1	2	3	4	5	6	7	8	9	10	11.
4	Assistant Town Planner	15600-39100+5400 GP (Pre-Revised) (Functional Pay Level-10)	Professional	12	Hindi/Sanskrit upto Matric Standard will be an essential qualification. A post graduate degree or diploma in urban and regional planning/urban planning/regional planning/M Tech. in Planning (urban, Traffic and Transport, Housing, Infrastructure), or equivalent making the holder eligible for Associate Membership of the Institute of Town Planners, India. OR B. Tech degree in planning from a recognized institute/ university with two years experience in the field of Town Planning under a qualified Town Planner. The incumbent should be well conversant with AutoCAD.	Having worked a Planning Officer in the Corporation for a period of at least 5 years and possessing qualification as in column 6.	Planning Officer	Ex-cadre - 3 Deputation -3 Direct - 3 Promotion - 3	-	
5	Planning Officer(Planning Assistant level)	9300-34800+4200 GP (Pre-Revised) (Functional Pay Level-7)	-	7	Hindi/Sanskrit upto Matric Standard will be an essential qualification. B-Tech.(Planning) from a recognized University/Institution or as in Town & Country Planning Department, Haryana.	Having worked as Head Draftsman in the Corpn. For a period of atleast 5 years.	Head Draftsman	Direct:75% Promotion: 25%	-	Promotion/Direct
6	Circle Head Draftsman	9300-34800+4200 GP (Pre-Revised) (Functional Pay Level-7)	-	3	Promotional Post	Having worked as Head Draftsman for 5 years.	Head Draftsman	Promotion: 100%	-	Promotion
7	Head Draftsman	9300-34800+4000 GP (Pre-Revised) (Functional Pay Level-6)	-	5	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Two years recognized certificate in Draftsmanship(Civil) with at least 5 years practical experience	Having worked as Draftsman for 5 years or Tracer for 10 years	Draftsman	Promotion: 100%	-	Promotion
8	Draftsman (Planning)	9300-34800+3600 GP (Pre-Revised) (Functional Pay Level-6)	-	14	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Two years recognized Certificate in Draftsmanship (Civil), or 3 years Diploma in Architecture.	Having worked as Tracer for a period of 5 years.	Tracer	Direct:75% Promotion: 25%	-	Promotion/Direct

SN	Nomenclature of post	Pay scale (Rs.)	Professional/ Non-Professional	Nos. of posts	Academic qualifications & experience, if any, for direct recruitment	Academic qualifications & experience, if any, for appointment other than direct recruitment.	Feeder Post(s)	Percentage of vacancies to be filled by direct/promotion	Mode of recruitment	Remarks
1	2	3	4	5	6	7	8	9	10	11.
9	Tracer	5200-20200+2400 GP (Pre-Revised) (Functional Pay Level-4)	-	4	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Matric with 2 years ITI Certificate/Diploma in Draftsmanship or equivalent with at least 4 years experience.	-	-	Direct:100%	-	Direct
Total posts in IP Cadre				55						

(M) ELECTRICAL CADRE

1	Superintending Engineer	15600 - 39100+8000	Professional	1	(As in HVPN)	-	-	Deputation/Direct: 100%	Deputation/Direct, if no suitable Internal candidate is available	-
2	Executive Engineer	15600 - 39100+6000	Professional	2	(As in HVPN)	-	-	Deputation/Direct: 100%	Deputation/Direct, if no suitable Internal candidate is available	-
3	Manager (Electrical) /AE level	9300-34800+5400 GP (Pre-Revised) (Functional Pay Level-9)	Professional	4	Hindi/Sanskrit upto Matric Standard will be an essential qualification. 1 st class B.E./B.Tech. in electrical Engineering, preferably MBA as additional qualification and having atleast two years relevant post qualification experience.	Having worked as Asstt. Manager (Electrical) in the Corporation for a period of atleast 5 years.	Assistant Manager (Electrical)	Promotion:50% Direct:50%	Promotion/Direct/Deputation	-
4	Assistant Manager (Electrical) /JE level	9300 - 34800 +4000 GP (Pre-Revised) (Functional Pay Level-6) – (Revised)	-	6	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Three years Diploma (1 st Division) in Electrical Engineering with minimum 3 years experience Or B.E. Electrical)/AMIE(Electrical)	-	-	Direct/Deputation: 100% (However, an employee having acquired qualifications as in Col.6 can be considered for promotion/ appointment from amongst existing employees).	Direct/Deputation	-
5	Draftsman(Elect.)	9300 -34800+ 3600 GP (Pre-Revised) (Functional Pay Level-6) – (Revised)	-	2	As in HVPN	-	-	Deputation/Direct: 100%	Deputation/Direct, if no suitable Internal candidate is available	-
Total Posts in Electrical Cadre				15						

SN	Nomenclature of post	Pay scale (Rs.)	Professional/ Non-Professional	Nos. of posts	Academic qualifications & experience, if any, for direct recruitment	Academic qualifications & experience, if any, for appointment other than direct recruitment.	Feeder Post(s)	Percentage of vacancies to be filled by direct/ promotion	Mode of recruitment	Remarks
1	2	3	4	5	6	7	8	9	10	11.
(N) ESTATE CADRE										
1	General Manager	37400-67000 + 10000 GP (Pre-Revised) (Functional Pay Level-19) - (Revised)	Professional	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Ist Class B.E/B.Tech or MBA or both having minimum 20 yrs. relevant post qualification experience in a Public Undertaking or an organization of repute, out of which atleast 10 yrs. experience should be in an executive position. LLB will be an added advantage.	Having worked as Addl.GM in the Corporation for atleast 5 yrs.	Addl.GM	Promotion - 100%	-	Either the post of GM or Addl.GM will be filled up at a given time as and when a GM incumbent leaves., it will be filled up at Addl.GM level.
2.	Deputy General Manager	15600 -39100+8000 GP (Pre-Revised) (Functional Pay Level-13) - (Revised)	Professional	5	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Ist Class B.E/B.Tech or MBA or both having minimum 12 yrs. relevant post qualification experience in a Public Undertaking or an organization of repute, out of which atleast 6 yrs. experience should be in an executive position. LLB will be an added advantage.	Having worked as Asstt. GM in the Corporation and possessing qualification as in Col.6.	AGM	Promotion -100%	Promotion. However, if suitable candidate is not available for promotion, the post can be filled up by direct recruitment.	-
3.	Assistant General Manager	15600- 39100+7600 GP (Pre-Revised) (Functional Pay Level-12) - (Revised) 15600- 39100+6000 GP (Pre-Revised) (Functional Pay Level-11) - (Revised)	Professional Non-professional	5	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Ist Class B.E/B.Tech or MBA or both having minimum 10 yrs. relevant post qualification experience in a Public Undertaking or an organization of repute, out of which atleast 5 yrs. experience should be in an executive position. LLB will be an added advantage.	Having worked as Senior Manager in the Corporation for atleast 5 yrs.	Senior Manager	Promotion: 100% Direct recruitment can be resorted to if no suitable candidate is available in the Corporation.	Promotion/Direct/	-
4.	Senior Manager	15600 -39100+6000 GP (Pre-Revised) (Functional Pay Level-11) - (Revised) 9300 -34800+5400 GP (Pre-Revised) (Functional Pay Level-9) - (Revised)	Professional Non Professional	11	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Ist Class B.E/B.Tech or MBA or both having minimum 6 yrs. relevant post qualification experience in a Public Undertaking or an organization of repute, out of which atleast 3 yrs. experience should be in an executive position. LLB will be an added advantage.	Having worked as Manager in the Corporation for atleast 5 yrs.	Manager	Promotion:25% Direct: 75%	Direct/ Promotion	-

SN	Nomenclature of post	Pay scale (Rs.)	Professional/ Non-Professional	Nos. of posts	Academic qualifications & experience, if any, for direct recruitment	Academic qualifications & experience, if any, for appointment other than direct recruitment.	Feeder Post(s)	Percentage of vacancies to be filled by direct/ promotion	Mode of recruitment	Remarks
1	2	3	4	5	6	7	8	9	10	11.
5.	Manager (Estate)	9300 -34800 + 5400 GP (Pre-Revised) (Functional Pay Level-9) – (Revised)	Professional	15 -	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Ist Class B.E/B.Tech or MBA or both having minimum 2 yrs. relevant post qualification experience in a Public Undertaking or an organisation of repute, LLB will be an added advantage.	Having worked as Asstt. Manager in the Corporation for atleast 5 yrs.	Assistant Manager	Promotion: 50% Direct:50%		
6	Manager (Utilities)	9300 – 34800 + 5400 GP (Pre-Revised) (Functional Pay Level-9) – (Revised) 9300 –34800 + 4200 GP (Pre-Revised) (Functional Pay Level-7) – (Revised)	Professional Non-Professional	14	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Ist Class B.E./B.Tech in Civil/ Mechanical/Electrical in Engineering with minimum 2 years relevant post qualification experience.	Having worked as Assistant Manager (IA)/Utilities) for a period of 5 years	Asstt.Manager (IA/Utilities)- -	Direct-50% Promotion-50% Ratio of 75% & 25% will be applicable for AM(IA) & AM(Utilities) respectively for promotion against the quota of posts for promotion. Promotion: 100%	Promotion -	-
7	Assistant Manager (Utilities)	9300 – 34800 + 4000 GP (Pre-Revised) (Functional Pay Level-6– (Revised)	-	7	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Three years diploma (Ist Division) in Civil/Mechanical/Electrical Engineering with minimum 3 years post qualification experience.	Having worked as Supervisor (Tubewell) for a period of 5 years.	Supervisor (Tubewell)	Direct=50% Promotion=50%	Promotion/Direct/ Internal Selection	

SN	Nomenclature of post	Pay scale (Rs.)	Professional/ Non-Professional	Nos. of posts	Academic qualifications & experience, if any, for direct recruitment	Academic qualifications & experience, if any, for appointment other than direct recruitment.	Feeder Post(s)	Percentage of vacancies to be filled by direct/ promotion	Mode of recruitment	Remarks
1	2	3	4	5	6	7	8	9	10	11.
8	Assistant Manager (IA)	9300-34800+4000 GP (Pre-Revised) (Functional Pay Level-6) – (Revised)	-	7	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Three year Diploma (first Division) in Civil Engineering from a recognized institution with minimum 2 years post-qualification experience in the field of infrastructure works i.e. construction of buildings, roads, water supply, drainage and sewerage network etc.	Having worked in the Corporation for atleast 5 years as Supervisor Tubewell or Supervisor and Tubewell Operator with atleast 10 years service having acquired qualification as in Col. 6. The condition of 1 st division will not be insisted in case of Promotion Quota.	Supervisor (Tubewell) or Supervisor or Tubewell Operator.	Promotion: 10% Direct: 90%	Promotion Direct/Internal Selection.	-
9.	Assistant Manager (Estate)	9300 – 34800 + 4000 GP (Pre-Revised) (Functional Pay Level-6) – (Revised)	-	14	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Graduate in Arts, Science or Commerce with minimum 2 nd Division and LLB having atleast 2 yrs. relevant post qualification experience.	-	-	Direct: 100%-	Direct/ Deputation	However, the appointing authority may decide to fill up some of the posts of Assistant Manager by promoting Assistants/ Assistant Accountant, depending on their suitability
Total Posts in Estate Cadre				79						

(O) PUBLICITY & PUBLIC RELATIONS CADRE

1.	Deputy General Manager	15600-39100+8000 GP (Pre-Revised) (Functional Pay Level-13) – (Revised)	Professional	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Post Graduate (2 nd Division) preferably in English with PG Diploma in Mass communication/ Advertising/Public Relations or PG Diploma in Journalism with atleast 12 yrs. relevant post qualification experience, out of which at least 6 yrs. should be in an executive position. OR Master in Mass Communication (2 years full time programme) from a recognized University / Institution with atleast 12 years relevant post qualification experience, out of which atleast 6 years should be in an executive position.	Having worked as AGM in the Corporation for at least 5 yrs.	AGM	Promotion 100%	Promotion. However, if suitable candidate is not available for promotion, the post can be filled up by direct recruitment.	-
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SN	Nomenclature of post	Pay scale (Rs.)	Professional/ Non-Professional	Nos. of posts	Academic qualifications & experience, if any, for direct recruitment	Academic qualifications & experience, if any, for appointment other than direct recruitment.	Feeder Post(s)	Percentage of vacancies to be filled by direct/promotion	Mode of recruitment	Remarks
1	2	3	4	5	6	7	8	9	10	11.
2.	Manager(Publicity)	9300- 34800+4200 GP (Pre-Revised) (Functional Pay Level-7) – (Revised)	-	1	-	-	Dy.Manager (AVE)	100% Promotion	Promotion	Post of Dy. Manager(AVE) upgraded. Post meant for IPC, Chandigarh.
3.	Manager (Media)	9300 –34800+4200 GP (Pre-Revised) (Functional Pay Level-7) – (Revised)	-	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. MA (English) atleast with 2 nd Division with PG Diploma in Journalism.			Direct : 100 %	Direct	
4.	Executive (Public Relations)	9300-34800 +3600 GP (Pre-Revised) (Functional Pay Level-6) – (Revised)	-	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Graduate with PG Diploma in Journalism , with atleast 2 years experience			Direct : 100 %	Direct	
5.	Senior Commercial Artist	9300- 34800+3600 GP (Pre-Revised) (Functional Pay Level-6) – (Revised)	--	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Diploma in Commercial Art from a recognised Institution with 2 years relevant experience..			Direct :100 %	Direct	
6.	Photographer	9300-34800+3600 GP (Pre-Revised) (Functional Pay Level-6) – (Revised)	-	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Diploma in Photography with 5 yrs. experience as Photographer, out of which 2 yrs. should be as Video Photographer, Capable of handling Video camera independently			Direct : 100 %	Direct	
Total Posts in Publicity & Public Relations Cadre				6						

(P) SPORTS CADRE

(i) VOLLEYBALL

1.	Asstt. General Manager(Sports)	15600-39100+6000 GP (Pre-Revised) (Functional Pay Level-11) – (Revised)	-	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Graduate, Age: not exceeding 35 years. Medal Winner in Asian Games or Sr. Asian Championship or at least 2 times participation in international events.	-	-	-	-	
2.	Senior Manager(Sports)	9300-34800+5400 GP (Pre-Revised) (Functional Pay Level-9– (Revised)	-	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Graduate, Age: not exceeding 35 years. Medal Winner in Asian Games or Sr. Asian Championship or at least 2 times participation in international events.					

SN	Nomenclature of post	Pay scale (Rs.)	Professional/ Non-Professional	Nos. of posts	Academic qualifications & experience, if any, for direct recruitment	Academic qualifications & experience, if any, for appointment other than direct recruitment.	Feeder Post(s)	Percentage of vacancies to be filled by direct/promotion	Mode of recruitment	Remarks
1	2	3	4	5	6	7	8	9	10	11.
3.	Manager(Sports)	9300-34800+4200 GP (Pre-Revised) (Functional Pay Level-7) – (Revised)	-	4	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Graduate, Age: not exceeding 29 years Position holder at least 2 times in Sr. Nationals/SAF games or participation in International Tournaments/Asian Games or Championships.	-	-	-	-	-
4.	Assistant Manager(Sports)	9300-34800-4000 GP (Pre-Revised) (Functional Pay Level-6) – (Revised)	-	4	Hindi/Sanskrit upto Matric Standard will be an essential qualification. 10+2, Age: not exceeding 26 years Medal Winner in Jr. Nationals/National School Games or Semi-finalist in All India Inter-University Games or Participation in Junior/Senior International Competitions.	-	-	-	-	-
5.	Assistant(Sports)	9300-34800+3600 GP (Pre-Revised) (Functional Pay Level-6) – (Revised)	-	4	Hindi/Sanskrit upto Matric Standard will be an essential qualification. 10+2, Age: not exceeding 22 years Position holder in Junior State Championship or State School Games or Semi-finalist in Jr. Nationals/National School Games or atleast two times participation in Junior National/School National Games.	-	-	-	-	-
Total posts in Sports Cadre				14						
(ii) LAWN TENNIS										
1.	Asstt. General Manager(Sports)	15600-39100+6000 GP (Pre-Revised) (Functional Pay Level-11) – (Revised)	-	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Graduate, Age: not exceeding 35 years. Medal Winner in Asian Games or Sr. Asian Championship or at least 2 times participation in international championship/SAF games.	-				
2.	Senior Manager(Sports)	9300-34800+5400 GP (Pre-Revised) (Functional Pay Level-9) – (Revised)	-	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Graduate, Age: not exceeding 35 years. Medal Winner in Asian Games or Sr. Asian Championship or at least 2 times participation in international championship/SAF games.					

SN	Nomenclature of post	Pay scale (Rs.)	Professional/ Non-Professional	Nos. of posts	Academic qualifications & experience, if any, for direct recruitment	Academic qualifications & experience, if any, for appointment other than direct recruitment.	Feeder Post(s)	Percentage of vacancies to be filled by direct/promotion	Mode of recruitment	Remarks
1	2	3	4	5	6	7	8	9	10	11.
3.	Manager(Sports)	9300-34800+4200 GP (Pre-Revised) (Functional Pay Level-7) – (Revised)	-	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. Graduate, Age: not exceeding 29 years Position holder at least 2 times in Sr. Nationals/SAF games or participation in International Tournaments/Asian Games or Championships.	-				
4.	Assistant Manager(Sports)	9300-34800+4000 GP (Pre-Revised) (Functional Pay Level-6) – (Revised)	-	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. 10+2, Age: not exceeding 26 years Medal Winner in Jr. Nationals/National School Games or Semi-finalist in All India Inter-University Games or Participation in Junior/Senior International Competitions.	-	-			
5.	Assistant(Sports)	9300-34800+3600 GP (Pre-Revised) (Functional Pay Level-6) – (Revised)	-	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. 10+2, Age: not exceeding 22 years Position holder in Junior State Championship or State School Games or Semi-finalist in Jr. Nationals/National School Games or atleast two times participation in Junior National/ School National Games.	-	-	-	-	
Total posts in Lawn Tennis				5						
1	Chief Coordinator (Industries)	37400-67000+8800 GP (Pre-Revised) (Functional Pay Level-15) – (Revised)	Professional	1	Hindi/Sanskrit upto Matric Standard will be an essential qualification. MBA(Marketing) or equivalent having atleast 15 years relevant post qualification experience, out of which atleast 5 years should be in an executive position in a Government, Semi-Government, PSU or State Government Undertaking. Preference would be given to candidates having experience in handling of project management, infrastructure issues, investment promotion related activities and coordination activities at a senior post in any Government Department/ PSU/ State Government Undertaking.					

Notes: -

1. Computer proficiency is an essential eligibility criterion for all the posts in clerical, accounts, engineering, managerial and secretarial cadre for direct recruitment.
2. The appointing authority may lay down qualification & experience criteria for any new post or for an existing post of which the same has not been laid down above. However, this will be consistent with the criteria already laid down for similar/comparable posts in other streams/cadres.
3. The appointing authority may relax the criteria, after obtaining approval of the Board of Directors relating to age and experience in cases where a candidate possesses qualifications/credentials of exceptional merit.
4. The general limits for minimum and maximum age for the purpose of direct recruitment for various posts in the Corporation shall be 18 & 42 years respectively. However, for senior posts like ED/GM/Addl.GM etc. the appointing authority may fix minimum & maximum age limit or age brackets. For instance, for ED/GM the age bracket could be 45 to 50 years, for Addl. GM, it could be 40-45 years and so on.
5. General hierarchy of executive posts in various cadres is Manager, Senior Manager, Asstt. General Manager, Deputy General Manager, Addl.General Manager & General Manager. However, in certain cadres this chain does not exist. For instance, in Accounts Division, there is no post of Addl.General Manager, it would not, therefore, mean that the Deputy General Manager in this or any other cadre would get promotion to the next available higher post, say, of General Manager only. In such cases, the appointing authority may consider promoting the Dy. General Manager to the level of Addl.General Manager by downgrading the post of General Manager.
6. An officer in IA cadre who has put in a total 15 years of service in the rank of Manager and Senior Manager combined, his case for promotion to the next level of AGM, may be considered on completion of 4 years of qualifying service in the rank of Senior Manager as against the prescribed eligibility condition of 5 years, subject to availability of vacancy.
7. Relaxation of 5 years in upper age limit to Special Backward Classes and Economically Backward Persons in General Castes Category for entry in jobs.
8. All the posts at the level of DGM and above shall be filled up by way of promotion. If suitable candidate is not available for promotion, the post can be filled up by direct recruitment.
9. The Corporation has adopted the State Govt. instructions dated 07.11.2013 with the approval of the Board vide which the persons who are promoted as Clerk shall qualify the State Eligibility Test in Computer Appreciation and Application within the period of probation, failing which, they would be reverted back.

- 3.1 (b) No person, who has been dismissed from any public or private employment or has otherwise ceased to be in the service of the Corporation, shall be re-employed except with the express approval of the Board.
- 3.1 (c) The direct appointment of every person to any post under the Corporation shall be subject to production by such person of a medical certificate of fitness from a medical officer/ civil surgeon of a recognized Govt. hospital.
- 3.1 (d) All appointments shall, in the first instance, be on probation in respect of permanent posts and on temporary posts.
- 3.1 (e) The period of probation shall be one year subject to extension for another six months at the discretion of appointing authority if the work of the probationer is not found to be satisfactory during the first one year. In case of persons who are promoted to the post of Clerk, period of probation shall be one year extendable by one year.
- 3.1 (f) If at the expiration of the period of probation, the work of probationer is found to be satisfactory, the appointing authority may at its discretion confirm him either from the date next after the date of expiration of the period of probation or from the date of his first appointment on probation.
- 3.1 (g) The period of temporary post, subsequently made permanent, will be counted towards probationary period for purpose of confirmation.
- 3.1 (h) Temporary service against a temporary post, subsequently made permanent, will be counted towards probationary period for purpose of confirmation.

3.2 TERMINATION OF SERVICE:

The services of an Officer or other employee of the Corporation unless otherwise specifically agreed to, may be terminated by the Appointing Authority: -

- i) In the case of permanent Officer or other employee, by giving three months' notice on either side or. In lieu thereof, pay of the period the notice falls short of three months.
- ii) In the case of a temporary officer or other employee, by giving one month's notice on either side or, in lieu thereof, pay for the period the notice falls short of one month; and
- iii) In the case of an Officer or other employee on deputation from the Government or any other Corporation by reverting him to his parent department/corporation.

3.3 RECORD SERVICE

The following record of service of every Officer and other employee shall be maintained: -

- i) Personal Files
- ii) Service Book and
- iii) C.R. File.

Note: Files at Nos. (i), (ii) and (iii) shall remain in the custody of the P&A Division or an officer authorised by the Mg. Director.

3.4(a) SENIORITY

Interse-seniority of the employees will be determined in their own respective cadres.

Seniority interse of members of the cadre shall be determined by the length of continuous service of the post.

Provided that in case of members of the cadre appointed by direct recruitment, the seniority shall be in accordance with the order of merit determined by the selection committee and not linked with the date of joining.

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

- i) a person recruited by promotion from the service of the Corporation shall be senior to a person recruited otherwise. In the case of promotion of two or more persons in the same cadre, their interse-seniority shall be determined according to their seniority in the post from which they have been promoted.
- ii) a member appointed by promotion shall be senior to a member appointed by transfer.
- iii) in the case of two or more members appointed by transfer from one cadre to the other cadre, their seniority shall be determined according to the seniority of such members in the appointments from which they were transferred.

Illustration:- If two or more Senior Managers who are Members of Accounts Cadre are appointed by transfer to Finance Cadre, their interse-seniority will be determined in accordance with their seniority in the previous Cadre of Accounts. Of course, they will be placed at the tail end of senior Managers of Finance Cadre.

- iv) in the case of members appointed by transfer from different cadres to another cadre, their interse-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 previous appointment and if the length of such service is also the same, the member older in age shall rank senior.

Illustration:-If Senior Managers from different Cadres such as Project, Accounts and Estate etc. are appointed and transferred to finance cadre, their interse-seniority will be determined according to the pay in their respective previous cadres. If rates of pay drawn by Senior Managers appointed from different cadres to Finance Cadre are the same, then by the length of their service in their respective previous cadres and if the length of service is also same, the Senior Manager older in age shall rank senior among the Senior Managers, who have been appointed and transferred to Finance Cadres. Of course, they will be placed at the tail end of the existing seniority list of Senior Managers of Finance Cadre.

- 3.4 (b) It is further clarified that the change of cadre will be allowed only once in the entire service career of an employee.

3.5 Compulsory/Pre-mature Retirement

- (a) Every employee of the Corporation shall retire on attaining the age of 58 years.

Provided that the age of superannuation for Class-IV/Group 'D' employees shall be 60 years.

- (b) The appointing authority shall, if it is of the opinion that it is in the public interest/in the interest of the Corporation to do so, have the absolute right to retire any employee of the Corporation, other than Class-IV/Group 'D' employee by giving him notice of not less than three months in writing of three month's pay and allowance in lieu of such notice:-

- (i) If he is in Class-I/Group 'A' or class-II/Group 'B' category, after he has attained the age of 50/55 years and
- (ii) If he is in Class-III/Group 'C' category, after he has attained the age of 55 years.

The employee would stand retired immediately on payment of three months' pay and allowance in lieu of the notice period and will not be in the Corporation's service thereafter.

Note-I: For the purpose of this regulation, classification/grouping of the employees will be as under:-

<u>Group/Class</u>	<u>Nomenclature</u>
'A'/I	DGMs and above/all similar posts equivalent in the matter of pay scale.
'B'/II	Managers to AGMs and all similar posts equivalent to each of these in the matter of pay scale.
'C'/III	All the remaining posts and except those in Group 'D'/Class-IV category.
'D'/IV	Peon-cum-Chowkidars, Sweepers, Mali, Plumbers and all other posts equivalent to each of these in the matter of pay scale.

Note-II: I) For computing the notice period of three months referred to Clause (b) above, the date of service of the notice and the date of its expiry shall be excluded.

- ii) the pay and allowance to be paid in lieu of the notice period shall be the pay and allowance including house rent, allowance and city compensatory allowance drawn immediately before the retirement.

Note-III: The purpose of public interest/interest of the Corporation would be to prematurely/compulsorily retire the employees who are no more assets to the Corporation. For assessing the work and performance of an employee against expectations of the Corporation, it would be essential that the employee must have earned atleast 50% / 70% "Good" or above reports during the last 10 years corresponding to his review after attaining 50/55 years of age and there is no entry regarding doubtful integrity during this period. Further, integrity may be considered as doubtful in the following cases:-

- (a) The case in which chargesheet has been issued/court cases

are pending, where the charges are such which cast aspersions on integrity of the following employees.

- (b) The case, in which punishment has been awarded on the basis of charges, which reflect on integrity of employee, and
- (c) The cases where integrity has been doubted at any stage during the last ten years and mention thereof has been made in the ACR. However, an order of retirement shall not be based on the adverse entries, which have not been communicated to the employee, or if communicated, representations made against entries have not been considered and disposed of.

Note-IV: For all such matter/issues which have not expressly been provided for under regulation 3.5, instructions issued by State Government from time to time will be followed mutatis-mutandis.

3.6 GRATUITY

Gratuity shall be payable to an employee @ one month salary for each year of service subject to a maximum of twenty months on the termination of his/her employment after he/she has rendered continuous service for not less than five years: -

- a) On his superannuation OR
- b) On his retirement resignation, OR
- c) On his death or disablement due to accident or disease;
Provided that the completion of continuous service of five years shall not be necessary where the termination of service is due to death or disablement.

3.7 COMPLUSORY CONTRIBUTORY PROVIDENT FUND/NEW PENSION SCHEME

Every Officer or other employee of the Corporation shall, be entitled to membership of the scheme of Contributory, Provident Fund w.e.f. the date of his/her joining and in accordance with any law for the time being in force. The State Govt. has introduced New Pension Scheme in State Govt. Enterprises for the employees joining service on or after 01.01.2006, which has been adopted by the Corporation for its employees with the approval of the Board of Directors.

3.8 GENERAL

- a) The whole time of an officer or other employee shall be at the disposal of the Corporation. The working hours shall be fixed in such a manner as may be deemed fit by the Corporation in Corporation interest.
- b) No Officer or other employee shall directly or indirectly engage in any other business, occupation, or employment nor shall be enter into any partnership, accept any fees, endowment or commission whatsoever from any party other than the Corporation except with the previous permission of the Appointing Authority.

- c) Every Officer or other employee shall be liable to be transferred by the appointing authority from one post to another or to any place which it may consider necessary in the interest of the Corporation.
- d) No Officer or other employee of the Corporation shall take part in politics or in any political demonstration or stand for election as member of any House of the State Legislature or of any local Authority or indulge in such activities which may cause embarrassment to the Corporation.
- e) The Corporation shall in respect of acts done in good faith and in the interest of the Corporation extend protection to an officer and other employees of the Corporation in Court or elsewhere.
- f) All employees will obtain the prior permission of the competent authority before applying for jobs in outside Organizations, failure to do so will render them liable for disciplinary action.

CHAPTER-IV

PAY AND ALLOWANCES

4.1

For the purposes of this Chapter, the terms:-

- a) 'Pay' means the monthly pay drawn in a time scale and include 'personal' 'special' Dearness or Deputation pay but does not include any allowance.
- b) 'Substantive Pay' means the minimum or stage pay in the time scale substantively held;
- c) 'Personal Pay' means an additional pay granted to an officer or other employee:
 - i) to save him from loss due to revision of pay or reduction therein otherwise than as a disciplinary measure; or
 - ii) in exceptional circumstances, or other personal consideration.
- d) 'Special Pay' means additional pay granted in consideration of:-
 - i) the specially arduous nature of duties; or
 - ii) a specific addition to the work or responsibility.
- e) 'Award' means a fixed amount awarded in recognition of meritorious work performed by an officer or other employees of the Corporation;
- f) 'Allowance' includes Dearness Allowance, Travelling Allowance, Deputation Allowance, Conveyance Allowance, Sumptuary Allowance, Overtime Allowance, Chandigarh Compensatory Allowance, House Rent or any other kind of allowance sanctioned by the Board from time to time.

4.2

An Officer or other employee of the Corporation shall on appointment be eligible to the minimum of the scale of the post to which he is appointed. Provided that the appointing authority may, in consideration of special knowledge, training or experience allow a higher initial start to any person.

4.3

Dearness and other allowances will be admissible to all the employees of the Corporation at Haryana Government rates or as decided by the Board of Directors of the Corporation from time to time.

4.4

The Appointing Authority may, in recognition of exceptionally good service of an officer or other employee of the Corporation grant to him: -

- i) An award not exceeding pay of such officer or employee for two months immediately preceding the grant of award;
- ii) An increment or increments in the time scale of his post subject to a maximum of 10% of the pay drawn provided that in awards sanctioned in

case of officers, the Board will be consulted before payment. Provided that the Board may award any amount of money or grant any number of increments.

- 4.5** (a) Government servants on deputation to the Corporation may either:-
- 1) accept the pay scale of the Post under the Corporation subject to the fixation of their pay in such pay scale by the appointing authority; or
 - 2) Continue to enjoy their pay scale in their parent service plus deputation pay as approved by the Government and other allowances as admissible to them in Govt. service.

Note: A Government servant on deputation with the Corporation will be entitled to claim benefits of higher pay scale or fixation of pay at a higher level with or without retrospective effect in the Corporation if such benefits have accrued to him in his parent service consequent upon decision in his favour of his appeal or representation or otherwise, as a matter of course.

- (b) Where an employee of any other Corporation is appointed to any post under the Corporation, his conditions of service shall be such as may be decided by the appointing authority.

4.6 The Corporation shall pay to the Government leave salary and pension contributions or any other liability in respect of all its officers or employees, taken on deputation from the Government in accordance with the rules of Government in force from time to time in this behalf.

4.7 An increment in a time scale may be drawn as a matter of course by an officer or other employee of the Corporation unless it is withheld or deferred by the Appointing Authority on the ground of suspension, grant of extraordinary leave without pay or punishment.

4.8 Specific sanction of the appointing authority shall be required to cross an efficiency bar in any time scale.

4.9 Special pay at a rate not exceeding 10% of basic pay to be determined by the appointing authority may be allowed to a person holding charge of an independent post in addition to his own duties for a period exceeding one month.

4.10 A) Services in another post other than a post carrying less pay whether in a substantive or officiating capacity and leave other than extraordinary leave count for increment in the time scale applicable to the post on which the employee holding lien and
b) If an employee, while holding substantively a permanent post or officiating on a post or holding a temporary post on a time scale pay, is appointed to officiate in a higher post or to hold a higher temporary post his officiating or temporary services in the higher post shall if he is re-appointed to lower post or is appointed or re-appointed to a post on the same time scale of pay counts for increment in the time scale applicable to such lower post. The period of officiating service in the higher post which counts for increment in the lower is, however, restricted to the period during which the employee would have officiated in the lower post but for his appointment to the higher.

4.11 For fixation of pay, the officers/employees of the Corporation may be governed by the provision of CSR Volume-I, Part-I as amended by the Government of Haryana.

- 4.12** The Officers and the other employees of the Corporation shall receive such allowances as may be sanctioned by the Board from time to time.
- 4.13** The Board may grant an honorarium or redefining fee to any person for any service rendered by him to or work done by him for the Corporation.
- 4.14** Any sum of money or pay or allowance due to any officer or other employee of the Corporation that may have remained unclaimed may be transferred to and held in the suspense account for a period of three years from the date on which the payment is normally due and will thereafter be treated as lapsed to the Corporation.
