

220  
STATE LEVEL SCHOOL FOR TEACHER  
EDUCATION.....AN

INSTITUTE OF ADVANCED STUDY IN

EDUCATION,

HARYANA, JHAJJAR

EMPLOYEES (GROUP A, B, C & D)

SERVICE BYE-LAWS, 2012

36

STATE LEVEL SCHOOL FOR TEACHER EDUCATION.....AN INSTITUTE  
OF ADVANCED STUDY IN EDUCATION

JHAJJAR, HARYANA

(Society registered under Societies Registration Act XXI of 1860)

Preamble

In view of the aims and objectives & functions of the Society as contained in the Memorandum of Association, the first rules regulating the recruitment and conditions of service of persons appointed/to be appointed to the service of the Institute (Group A, B, C & D) shall be as under:-

**PART-I GENERAL**

**1. Short Title and Commencement**

(i) These rules may be called the State Level School for Teacher Education an Institute of Advanced Study in Education Bye-laws, 2012 referred to as Institute (Group A, B, C & D) Bye-laws, 2012.

(ii) These shall come into force on the date on which the Society is notified/constituted as such.

**2. Definitions**

In these rules, unless the context otherwise requires:-

(a) "**Appendix**" means an appendix to these rules;

(b) "**Appointing Authority**" means the authority empowered to make appointments to any Group A, B, C or D posts;

(c) "**Chairman**" means Chairman of the Council.

(d) "**Deputation**" in relation to appointment means being appointed to a post in the Institute/under its units by deputation from any department of the State Government or any Statutory Board, Government Undertaking or other Agency controlled by it, from any department of Central Government or any Statutory Board, Government Undertaking or other Agency wholly or partially controlled by the Government of India, as well as from any recognized University or recognized Institute;

(e) "**direct recruitment**" means an appointment made otherwise than by promotion from within the Service or by transfer/deputation of an

232

officer already in the Service of the Government of India or the State Government or Statutory Board/Govt. Undertaking;

- (f) **"Director"** means Director Secondary Education, Haryana;
- (g) **"Discharge"** means termination as per conditions of the contract or the service rules otherwise than by way of dismissal/compulsory retirement;
- (h) **"Dismissal"** connotes removal of member of Service for misconduct as a result of enquiry duly instituted against her/him;
- (i) **"Executive Council"** means the Executive Council of the Institution constituted under the relevant Rules;
- (j) **"Employee"** means an employee of the Institute to whom these bye-laws apply;
- (k) **"Government"** means Government of Haryana;
- (l) **"Post"** means the post sanctioned by the Executive Council from time to time;
- (m) **"Principal"** means Principal of the Institute;
- (n) **"Promotion"** means elevation of an employee of the Institute from a lower grade to higher grade within the same post or from any lower to higher post;
- (o) **"Probationer"** means an employee appointed against a regular vacancy and placed on probation for a specific period, as provided under the (Group A, B, C & D) Service Bye-laws;
- (p) **"recognised university"** means-
  - (i) any university incorporated by law in India; or
  - (ii) any other university which is declared by the Government to be a recognised University for the purpose of these rules;
- (q) **"Review Committee"** means a committee constituted under these rules for reviewing cases of employees of Service Group A, B & C relating to pre-mature retirement at the age of 50/55 years and taking appropriate decision with regard thereto;

- 233
- 28
- (r) **"Selection Committee"** means a Committee constituted under these rules for making selection for appointment to the posts mentioned in Appendix "A";
  - (s) **"Screening Committee"** means a committee constituted under these rules for recommending promotion/financial upgradation to the employees under these Bye-laws;
  - (t) **"Service"** means the State Level School for Teacher Education and Institute of Advanced Study in Education (Group A, B, C & D) Service.
  - (u) **"Society"** means State Level School for Teacher Education and Institute of Advanced Study in Education.
  - (v) **"Transfer"** in relation to appointment means absorption of a person already in the service of Government or any statutory body to the Institute on the basis of interview by Selection Committee/Screening Committee.

## PART II- RECRUITMENT TO SERVICE

### 3. Number and character of Posts

The service shall comprise the posts shown in **Appendix A** to these rules.

Provided that nothing in these bye-laws shall affect the inherent right of Executive Council to make additions to, or reduction in, the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily. The position of sanctioned posts under each Group A, B, C & D is given in **Appendix A**.

### 4. Nationality, domicile and character of candidates appointed in Service

- (1) No person shall be appointed to any post in the Service, unless he is:-
- (a) a citizen of India ; or
  - (b) a subject of Nepal ; or
  - (c) a subject of Bhutan ; or

Provided that a person belonging to any of the categories (b) or (c) shall be person in whose favour a certificate of eligibility has been issued by the Government.

- (2) A person in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Institute but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

### 5. Age

No person shall be appointed to the post in the service by direct recruitment who is less than 18 years or more than 40 years of age or

2/39

such age as fixed by the Society from time to time or for specific post mentioned in **Appendix B**.

Provided that in the case of candidates belonging to the Scheduled Caste, Scheduled Tribes and Backward Classes, Ex-servicemen, Physically-challenged and Widows/Divorcee etc., the upper age limit shall be such as may be fixed by the Government from time to time.

**6. Appointing Authority**

Appointment to the posts in the Service of Group A & B shall be made by the Chairman.

Appointment to the posts in the Service of Group C shall be made by the Principal.

Appointment to the posts in the Service of Group D shall be made by the Principal.

**7. Qualification**

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

Provided that in the case of direct recruitment, the qualifications and experience shall be relaxable as per govt. instructions on this subject for the candidates belonging to the Scheduled Caste, Scheduled Tribes and Backward Classes, Ex-servicemen, Physically-challenged and Widows/Divorcee etc.

**8. Disqualification**

- (1) No person;
  - a) who has entered into or contracted a marriage with a person having a spouse living ; or
  - b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the Service;

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

- (2) No person, who has been dismissed from the service of the Government of India or any State Government or a local authority, a Corporation or Institute, shall be eligible for appointment to any post in Group A, B, C & D Service.

**9. Method of Recruitment**

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

- Group A**
  - (a) **Principal**

235

- (i) by direct recruitment or recruitment on contract basis as the case may be; or
- (ii) by transfer or deputation of an officer already in the service of State Government or the Government of India subject to fulfilling the prescribed qualifications and experience.

**(b) Associate Professor**

- (i) by promotion from amongst Assistant Professors; or
- (ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/Govt. Undertaking/Societies.

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

**Group B****(c) Assistant Professor,**

- (i) by direct recruitment or recruitment on contract basis as the case may be; or
- (ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/Govt. Undertaking/Societies.

**Group C****(d) Manager HR,**

- (i) by direct recruitment or recruitment on contract basis as the case may be; or
- (ii) by promotion from amongst the Assistant/Office/Assistant/Accountant/Senior Scale Stenographer on seniority-cum-merit basis; or
- (iii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/Govt. Undertaking/Societies.

**(e) Deputy Superintendent,**

- (i) by promotion from amongst the Assistant/Office Assistant/Accountant/Senior Scale Stenographer on the seniority-cum-merit basis; or
- (ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/Govt. Undertaking/Societies.

**(f) Assistant/Office Assistant,**

- (i) 67% by promotion from amongst Data Entry Operators-cum-Clerks; and
- (ii) 33% by direct recruitment or recruitment on contract basis as the case may be; or
- (iii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/Govt. Undertaking/Societies.

**(g) Accountant,**

- (i) by direct recruitment or recruitment on contract basis as the case may be; or

- 276
- (ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/Govt. Undertaking/Societies.

**(h) Senior Scale Stenographer,**

- (i) 67% by promotion from amongst Junior Scale Stenographers; and
- (ii) 33% by direct recruitment or recruitment on contract basis as the case may be; or
- (iii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/Govt. Undertaking/Societies.

**(i) Junior Scale Stenographer,**

- (i) by direct recruitment or recruitment on contract basis as the case may be; or
- (ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/Govt. Undertaking/Societies.

**(j) Hostel Warden/Superintendent,**

- (i) by direct recruitment or recruitment on contract basis as the case may be; or
- (ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/Govt. Undertaking/Societies.

**(k) Information Manager-cum-Librarian,**

- (i) by direct recruitment or recruitment on contract basis as the case may be; or
- (ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/Govt. Undertaking/Societies.

**(l) Library Assistant,**

- (i) by direct recruitment or recruitment on contract basis as the case may be; or
- (ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/Govt. Undertaking/Societies.

**(m) Driver,**

- (i) 50% by promotion from amongst Group D Employees; and
- (ii) 50% by direct recruitment or recruitment on contract basis or by outsourcing as the case may be; or
- (iii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/Govt. Undertaking/Societies.

**(n) Data Entry Operator-cum-Clerk,**

- (i) by direct recruitment or recruitment on contract basis or by outsourcing from HARTRON as the case may be; or

- 42
- 295
- (ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/Govt. Undertaking/Societies.
  - (o) **Electrician-cum-Plumber,**
    - (i) by direct recruitment or recruitment on contract basis as the case may be; or
    - (ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/Govt. Undertaking/Societies.
  - (p) **Group D (Cook, Peon, Sweeper, Watchman, Mali etc.)**
    - (i) by direct recruitment or recruitment on contract basis as the case may be; or
    - (ii) by transfer or deputation of an official possessing the prescribed qualifications and already in the service of any State Government, Government of India/Govt. Undertaking/Societies.

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

#### 10. Probation

- (1) Members of the Service shall remain on probation for a period of two years in case recruited by direct appointment and of one year in case recruited otherwise.

Person appointed to any post in the service shall remain on probation for a period of two years; provided that:

- (a) A person appointed to the service in the Institute by transfer will also have a period of probation of two years.
- (b) Any period after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation;
- (c) Any period of work in equivalent or higher rank, prior to appointment to the service may, in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule; and
- (d) Any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall on the completion of the prescribed, period of probation be entitled to be confirmed, unless he is appointed to a permanent vacancy.

- (2) If, in the opinion of the appointing authority the work or conduct of a person during the period of probation is not satisfactory, his services may be dispense with his service:

- (a) if such person is appointed by direct recruitment,
- (b) if such person is appointed otherwise than by direct recruitment: -
  - (i) revert him to his former post; or
  - (ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.

- (3) On the completion of period of probation of a person, the appointing authority may;-



230

- (a) if his work or conduct has, in its opinion, been satisfactory;-
  - (i) confirm such person from the date of his appointment, if appointed against a permanent vacancy ; or
  - (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ; or
  - (iii) declare that he has completed his probation satisfactory, if there is no permanent vacancy; or
- (b) if his work or conduct has; in its opinion, not been satisfactory;-
  - (i) dispense with his services; if appointed by direct recruitment or if appointed otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment permit ; or
  - (ii) extend his period of probation and thereafter pass such orders, as it could have passed on the expiry of the first period of probation provided that the total period of probation including extension if any shall not exceed 3 years.

**11. Seniority**

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

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

Provided further that in the case of a member appointed by direct recruitment the order of merit determined by the Selection Committee, shall not be disturbed in fixing the seniority:

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

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer:
- (b) two or more members appointed by direct recruitment by the same Selection Committee on the same date, the members whose name figures first on the report of the Selection Committee shall be senior;
- (c) a member appointed by promotion shall be senior to a member appointed by transfer;
- (d) in the case of a member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and
- (e) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay in his previous appointment and if the rates of pay drawn are also the same, then by the length of their Service in the appointments and if the length of such service is also the same, the older member shall be senior to the younger member.

**12. Liability to serve**

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

64

13. **Pay, leave, pension and other matters**

(a) Pay

Each Group A, B, C & D post in the Society will carry a scale of pay as decided by the Executive Council except in the case of officers who are on deputation. The scales of pay for direct recruitment, appointment by transfer and the guiding principles, policy alongwith emoluments of contractual appointments have been indicated in Appendix A and C.

A member of each Group A, B, C & D service shall on his appointment to a post in a time scale of pay, draw pay at the minimum of the time scale unless Selection Committee recommends and Executive Council approves that he shall draw pay at any higher scale. The member of each Group of the Society shall also be entitled to such perquisites as are decided by the Executive Council from time to time.

The pay of persons, who are reemployed after retirement, shall be fixed in accordance with the rules as applicable to Haryana Government Employees from time to time.

(b) Leave

The employees of the Society will be governed by the same rules in this regard as are applicable to Haryana Government Employees from time to time.

(c) Travelling Allowance:

The employees of each group of the Society will be governed by the same rules in this regard as are applicable to Haryana Government Employees from time to time.

(d) Leave Travel Concession:

The employees of each group of the Society will be governed by the same rules in this regard as are applicable to Haryana Government Employees from time to time.

(e) Allowances such as DA, HRA, CCA and Medical Allowance/Reimbursement.

The employees of each group of the Society will be governed by the same rules in this regard as are applicable to Haryana Government Employees from time to time.

(f) Retirement related benefits & other benefits

i. Employees' Provident Fund:

The employees of each group except other officers on deputation not covered under EPF rules of the Society shall be entitled to the benefit of EPF. The EPF shall be regulated in accordance with relevant rules under the Acts as applicable from time to time.

ii. Leave Encashment:

The employees of each group of the Society will be governed by the same rules in this regard as are applicable to Haryana Government Employees from time to time.

14. **Selection Committee**

The Selection Committee is meant for the selection of employees under each Group Service, which will consist of the following members:

45

-240

**Group 'A' and 'B' - Academic**

1. Financial Commissioner & Principal Secretary to Govt. Haryana, School Education Department- Chairperson.
2. Nominee of Vice Chancellor Haryana Central University, Narnaul not below the rank of Professor/Registrar- Member.
3. Nominee of Vice Chancellor NUEPA/NCERT not below the rank of Professor- Member.
4. Two External Experts to be nominated by the Chairman of the Committee-Members.
5. Director, Secondary Education, Haryana- Member Secretary.

**Group B - Non Academic**

1. Chairman, Executive Council
2. Director, Secondary Education, Haryana
3. Director, Elementary Education, Haryana
4. Principal of the Institute
5. An external expert to be nominated by the Chairman

**Group C**

1. Director, Secondary Education, Haryana - Chairman
2. Director Elementary Education
3. Principal of the Institution
4. An external expert to be nominated by the Chairman

**Group D**

1. Principal of the Institution - Chairman
2. A nominee of Chairman, Executive Council
3. A nominee of the Director, Secondary Education, Haryana not below the rank of Joint Director.

**15. Reviewing Committee:**

Reviewing Committee meant for reviewing cases of compulsory retirement of members of Group A, B, & C at the age of 50/55 years will consist of the following members:

**Group A**

1. Chairman, Executive Council
2. Director, Secondary Education, Haryana
3. Director Elementary Education

**Group B**

1. Director, Secondary Education, Haryana
2. Director Elementary Education
3. Additional Director (Administration), Secondary Education

**Group C**

1. Director Elementary Education
2. Principal of the Institution
3. A nominee of Chairman, Executive Council

**16. Screening Committee:**

The Screening Committee for Group A, B, C & D is meant for assessing the suitability of members of the said Groups for promotion & other benefits. It shall consist of the following members:

1. Chairman, Executive Council
2. Director, Secondary Education, Haryana
3. Director Elementary Education
4. Additional Director (Administration), Secondary Education
5. Principal of the Institute

**17. Reservation Policy:**

Instructions issued with regard to reservation & maintenance of Roster by the Government from time to time will be applicable to each group of these employees as are applicable to Haryana Government Employees for the categories of Scheduled Caste (SC)/Backward classes (BC)/Ex-serviceman (ESM)/Physically challenged (PHC).

In case of direct recruitments in academic i.e. Associate Professors and Assistant Professors etc. minimum 33% posts in each category i.e. General/Open Competition (OC), SC, BC etc. shall be reserved for women. This reservation shall be horizontal.

**18. Discipline, Penalty and Appeal**

In the matters relating discipline, penalties and appeals, the members of the Service shall be governed by the Haryana Civil Services (Punishment and Appeal) Rules, 1987 as amended from time to time:

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and the appellate authority of these Rules are specified in Appendix C.

For the purpose of this clause, the following terms wherever occurring in the Haryana Civil Services (P&A) Rules would mean the authority as indicated opposite them

- |                   |                      |
|-------------------|----------------------|
| a. Government     | Executive Council    |
| b. Head of Deptt. | Appointing Authority |

Note: (1) The punishing authority and appellate authority in respect of each group of Service has been shown in the Appendix C.

(2) In the absence of prescribed competent authority the next higher authority will exercise the powers.

**19. Vaccination**

Every member of the Service, shall get himself vaccinated and re-vaccinated if and when the Principal Director so directs by a special or general order.

**20. Oath of Allegiance**

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

**21. Conduct Rules**

Unless otherwise provided in the Group A, B, C & D Service bye-laws, the Government Employees Conduct Rules, 1966 as amended from time to time by the Government of Haryana shall apply to every Group of Service.

**22. Termination of Service**

The service of a member of each group and employees on deputation, on probation may be terminated by the Appointing authority without assigning reasons at any time during the period of probation, without notice.

242

A member appointed for a specific period against a temporary post shall be terminated after the expiry of the said period unless such period is specifically extended.

The service of a member holding a permanent post in substantive capacity may be terminated by giving three months notice or on payment of pay and allowances for such period as the notice falls short of three months or without notice on payment of three months pay and allowances if the post to which he was appointed substantively is abolished.

Note: If such a member absents himself from duty without permission during period of notice, he shall not be entitled to receive any pay or allowances during the period of absence besides other penalties imposed by the competent authority.

**23. Retirement**

A member of Service shall retire from the Service of the Society: -

- i. on his being declared medically unfit for service by a medical board to be designated by the Appointing Authority in this regard; or
- ii. on the decision of the concerned Reviewing Committee to prematurely retire a member of Group A, B & C service at the age of 50/55;
- iii. on his attaining the age of superannuation which shall be 58 years in the case of Group A, B & C and 60 years in the case of Group D employees.

If the date of birth of a member of the service falls on the first of the month, he shall retire on the last day of the preceding month. If it is after this date, he shall retire on the last day of that month.

A member of the Service who is declared medically unfit for service by a medical board designated by the Appointing Authority shall retire from the Service from the last day of the month in which the said Authority passes an order in this regard.

A member of the Service whom the Review Committee considers to be a fit case for being pre-maturely retired at the age of 50/55 and 58 years shall retire from the Service on the last date of the month in which the Appointing Authority passes an order to this effect.

**24. Development of Staff**

It is of critical significance for members of Group A, B, C & D to continue expand their knowledge, practical experience and communication skills. For this purpose, the Principal will make efforts to sponsor them for training courses; involve them in exercises, to enhance their capabilities.

**25. Power of Relaxation**

Where the Executive Council is of the opinion that the application of these Rules or any particular provision thereof is likely to cause substantial hardship in the case of any individual member it may, for reasons to be recorded, relax, the operation of the Service Bye-laws or the particular provision thereof, as the case may be, to the reasonable extent. However, the Executive Council shall record reasons for granting such relaxation.

Relaxation of 5% is provided at the graduate and post graduate level for the Scheduled Caste and Differently-abled (Physically and Visually differently-abled) categories for the purpose of eligibility.

222

**26. Interpretation**

Whenever the provisions made in these Service Bye-laws are found to be silent, or unclear and any question arises relating to interpretation with regard thereto the matter shall be referred to the Executive Council whose decision shall be final.

**27. Amendment**

The Executive Council has the inherent right unless otherwise provided to amend the Service Bye-laws of the Society, from time to time, in accordance with requirements.

244

**APPENDIX A**

(See rule 3)

Sr. no	Designation of post	Name of the Department	Number of posts *	Scale of pay **	Entry Level Pay
1	2	3	4	5	6
<b>A. Institute of Advanced Study in Education</b>					
1.	Principal		1	PB-IV (37400-67000 + GP 10000)	37400 + 10000
2.	i) Professor	-	-	-	-
3.	ii) Associate Professor	-	-	-	-
4.	iii) Assistant Professor	English, Hindi, Physics, Chemistry, Botany, Zoology, Mathematics, Commerce, History, Political Science, Economics, Geography, Environmental Science or any other subject as required.	13	PB-III (15600-39100+GP 6000)	15600+6000
	iv) Assistant Professor	Psychology, Philosophy, Sociology, Research or any other subject as required.	4	PB-III (15600-39100 +GP 6000)	15600 + 6000
5.	<b>Administrative/ Accounts &amp; Supporting Staff</b>				
	Manager HR		1	PB-II (9300-34800+GP 4200)	12090 + 4200
	Deputy Superintendent		1	PB-II (9300-34800+GP 3600)	10230 + 3600
	Assistant		4	PB-II (9300-34800+GP 3200)	9300 + 3200
	Accountant		2	PB-II (9300-34800+GP 3200)	9300 + 3200
	Senior Scale Stenographer		2	PB-II (9300-34800+GP 3200)	9300 + 3200
	Junior Scale Stenographer		1	PB-I (5200-20200 + GP 2800)	8370 + 2800
	Hostel Warden/Hostel Superintendent		1	PB-II (9300-34800+GP 4200)	12090 + 4200
	Information Manager-cum-Librarian		1	PB-II (9300-34800+GP 3600)	10230 + 3600

205

50

Library Assistant		1	PB-II (9300-34800+GP 3200)	9300 - 3200
Driver		3	PB-I (5200-20200 + GP 2400)	7440 - 2400
Data Entry Operator-cum-Clerk		5	PB-I (5200-20200 + GP 1900)	5680 - 1900
Electrician-cum-Plumber		1	PB-I (5200-20200 + GP 1900)	5680 - 1900
<b>Group D</b> Cook, Peon, Sweeper, Watchman, Mali etc.		10	1S (4440-7440 + GP 1300)	4750 - 1300

Note:- \* The Number is only indicative, the posts would be as created/ sanctioned/ added/ reduced from time to time.  
\*\* Pay Scales would be as prescribed/ revised from time to time.



51  
SA

246

**APPENDIX B**  
(See Rule 7)

Sr. no.	Designation and Post	Academic Qualification and experience if any, for direct recruitment	Academic qualification and experience if any, for appointment other than by direct recruitment
1	2	3	4
1.	Principal	(i) Masters degree in Science/Humanities/Commerce with 55% marks. (ii) M.Ed. with 55% marks or its equivalent grade. (iii) Ph.D. in education. (iv) 10 years teaching experience out of which atleast 5 years teaching experience in a secondary teacher education institution. (v) Consistently good academic record. (vi) Conversant in IT skills and effective use of new technologies as tools for learning. (vii) Matric with Hindi/Sanskrit or 10+2/B.A./M.A. with Hindi as one of the subject (viii) Age not less than 35 years.  <b>Desirable:</b> Experience of working in a residential institute.	(i) Masters degree in Science/Humanities/Commerce with 55% marks. (ii) M.Ed. with 55% marks or its equivalent grade. (iii) Ph.D. in education. (iv) 10 years teaching experience out of which atleast 5 years teaching experience in a secondary teacher education institution. (v) Consistently Good academic record. (vi) Conversant in IT skills and effective use of new technologies as tools for learning. (vii) Matric with Hindi/Sanskrit or 10+2/B.A./M.A. with Hindi as one of the subject (viii) Age not less than 35 years.  <b>Desirable:</b> Experience of working in a residential institute.
2.	Associate Professors		<b>By promotion</b> from amongst the Assistant Professors in the service fulfilling the prescribed qualifications and three years experience as Assistant Professor in the service subject to passing the screening test.
3.	Assistant Professors		<b>By transfer or deputation:</b> (i) An official possessing the prescribed qualifications and already in the service of any State Government, Government of India.
	a) English, Hind., Physics, Chemistry, Zoology, Botany, Mathematics, Commerce, History, Political Science, Economics, Geog:aphy	(i) Masters degree in relevant subject with 55% marks. (ii) Consistently good academic record. (iii) Conversant in IT skills and effective use of new technologies as tools for learning. (iv) Matric with Hindi/Sanskrit or 10+2/B.A./M.A. with Hindi as one of the	

	and Environmental Science	<p>subject.</p> <p>(v) 2 years teaching experience in the relevant subject of any recognized degree college/ secondary teacher education institution or 2 years full time experience in a University department.</p> <p>(vi) National Eligibility Test (NET) qualified either in the subject concerned or education.</p> <p><b>Desirable:</b> B.Ed./M.Ed. with 55% marks.</p>	
	b) Psychology, Philosophy, Sociology and Research	<p>(i) Masters degree in relevant subject with 55% marks.</p> <p>(ii) M.Ed. with 55% marks or its equivalent grade.</p> <p>(iii) Consistently good academic record.</p> <p>(iv) Conversant in IT skills and effective use of new technologies as tools for learning.</p> <p>(v) Matric with Hindi/Sanskrit or 10+2/B.A./M.A. with Hindi as one of the subject/</p> <p>(vi) 2 years teaching experience in the relevant subject of any recognized degree college/ secondary teacher education institution or 2 years full time experience in a University department.</p> <p>(vii) National Eligibility Test (NET) qualified either in the subject concerned or education.</p> <p><b>Note:</b> In case of Assistant Professor in Research, specialization in Statistics or Economics or Research Methodology at postgraduate level; in addition to the above qualifications would be essential.</p>	<p><b>By transfer or deputation:</b></p> <p>(i) An official possessing the prescribed qualifications and already in the service of any State Government, Government of India.</p>
	Manager HR	<p>(i) MBA in Human Resources with 60% marks.</p> <p>(ii) Proficiency in the use of ICT; and</p> <p>(iii) Matric with Hindi/Sanskrit or 10+2/B.A./MA</p>	<p><b>By promotion:</b></p> <p>(i) 3 years experience as Deputy Superintendent.</p> <p>(ii) Consistent Good Academic Record.</p>

248

		with Hindi as one of the subject. (iv) Consistently Academic Record.	Good	✓
4.	Deputy Superintendent			<b>By transfer or deputation:</b> (i) Graduation with 50% marks. (ii) 5 years experience as Assistant/Office Assistant/Accountant. (iii) Matric with Hindi/Sanskrit or 10+2/3A with Hindi as one of the subject. (iv) Knowledge of Computer applications. (v) Consistent Good Academic Record.
5.	Assistant/Office Assistant	(i) Graduate with 55% marks. (ii) Matric with Hindi/Sanskrit or 10+2/BA with Hindi as one of the subject. (iii) Proficiency in the use of ICT. (iv) 5 years experience as Assistant in Govt./Recognised Institute/Progressive Public School.		<b>By transfer or deputation:</b> (i) Graduate with 55% marks. (ii) Matric with Hindi/Sanskrit or 10+2/BA with Hindi as one of the subject. (iii) Proficiency in the use of ICT. (iv) 5 years service as Data Entry Operator-cum-Clerk.
6.	Accountant	(i) B.Com. with 60% marks. (ii) Matric with Hindi/Sanskrit or 10+2/BA with Hindi as one of the subject. (iii) Proficiency in the use of ICT.		<b>By transfer or deputation:</b> (i) B.Com. with 60% marks. (ii) 3 years experience in Accounts in any State Government, Government of India/Govt. Undertaking/Societies. (iii) Matric with Hindi/Sanskrit or 10+2/3A with Hindi as one of the subject. (iv) Proficiency in the use of ICT.
7.	Senior Scale Stenographer	(i) Bachelor's Degree with 55% marks (ii) English Shorthand at a speed of 100 words per minute and transcription		<b>By transfer or deputation:</b> (i) Bachelor's Degree with 55% marks (ii) English Shorthand at a

		<p>speed of 20 words per minute and mistakes should not exceed 6% and typing speed 30 words per minute on computer.</p> <p>(iii) Matric with Hindi/Sanskrit or 10+2/BA with Hindi as one of the subject.</p> <p>(iv) Proficiency in the use of ICT.</p>	<p>speed of 100 words per minute and transcription speed of 20 words per minute and mistake should not exceed 6% and typing speed 30 words per minute on computer.</p> <p>(iii) 5 Years experience as Junior Scale Stenographer in the service.</p> <p>(iv) Matric with Hindi/Sanskrit or 10+2/BA with Hindi as one of the subject.</p> <p>(v) Proficiency in the use of ICT.</p>
8.	Junior Scale Stenographer	<p>(i) Bachelor's Degree with 55% marks.</p> <p>(ii) English Shorthand at a speed of 80 words per minute and transcription speed of 15 words per minute and mistakes should not exceed 8% and typing speed 30 words per minute on computer.</p> <p>(iii) Matric with Hindi/Sanskrit or 10+2/BA with Hindi as one of the subject.</p> <p>(iv) Proficiency in the use of ICT.</p>	<p><b>By transfer or deputation:</b></p> <p>(i) Bachelor's Degree with 55% marks.</p> <p>(ii) English Shorthand at a speed of 80 words per minute and transcription speed of 15 words per minute and mistakes should not exceed 8% and typing speed 30 words per minute on computer.</p> <p>(iii) Matric with Hindi/Sanskrit or 10+2/BA with Hindi as one of the subject.</p> <p>(iv) Proficiency in the use of ICT.</p>
9.	Hostel Warden/Superintendent	<p>(i) Graduation with 55% marks; and</p> <p>(ii) Matric with Hindi/Sanskrit or 10+2/B.A./M.A. with Hindi as one of the subject; and</p> <p>(iii) Proficiency in the use of ICT; and</p> <p>(iv) Five years experience from Govt./recognized/ progressive public school.</p>	<p><b>By transfer or deputation:</b></p> <p>(i) Graduation with 55% marks; and</p> <p>(ii) Matric with Hindi/Sanskrit or 10+2/B.A./M.A. with Hindi as one of the subject; and</p> <p>(iii) Proficiency in the use of ICT; and</p> <p>(iv) Five years experience from Govt./recognized/ progressive public school.</p>
10.	Information Manager-cum-librarian	<p>(i) At least 55% marks in aggregate in any of the following: - B.E. or B. Tech. (Comp. Sc./IT) from a recognized university</p> <p>OR</p> <p>B.E. or B. Tech. (Any stream) and Post Graduate Diploma in Computer from a recognized university</p>	<p><b>By transfer or deputation:</b></p> <p>(i) At least 55% marks in aggregate in any of the following: - B.E. or B. Tech. (Comp. Sc./IT) from a recognized university</p> <p>OR</p> <p>B.E. or B. Tech. (Any stream) and Post Graduate Diploma in</p>

		<p>OR</p> <p>M.Sc. (Comp. Sc.)/MCA or equivalent and Post Graduate Degree in any subject from a recognized university</p> <p>OR</p> <p>Post Graduate Diploma in Computer and Post Graduate Degree in any subject from a recognized university</p> <p>(ii) B.Lib. from any recognized university.</p> <p>(In case candidate does not possess this qualification, he shall have to complete Bachelor of Library and Information Science (BLIS) from IGNOU within two years of taking the assignment. An undertaking to this effect shall have to be given by him/her.)</p> <p>(iii) Knowledge of Multi Media &amp; Web Technology, Computer Science and Informatics Practices.</p> <p>(iv) Matric with Hindi/Sanskrit or 10+2/BA with Hindi as one of the subject.</p> <p>(v) Consistently Good Academic Record.</p> <p><b>Desirable:</b> M.Lib. or B.Ed. degree from a recognized university.</p>	<p>Computer from a recognized university</p> <p>OR</p> <p>M.Sc. (Comp. Sc.)/MCA or equivalent and Post Graduate Degree in any subject from a recognized university</p> <p>OR</p> <p>Post Graduate Diploma in Computer and Post Graduate Degree in any subject from a recognized university</p> <p>(ii) B.Lib. from any recognized university.</p> <p>(In case candidate does not possess this qualification, he shall have to complete Bachelor of Library and Information Science (BLS) from IGNOU within two years of taking the assignment. An undertaking to this effect shall have to be given by him/her.)</p> <p>(iii) Knowledge of Multi Media &amp; Web Technology, Computer Science and Informatics Practices.</p> <p>(iv) Matric with Hindi/Sanskrit or 10+2/BA with Hindi as one of the subject.</p> <p>(v) Consistently Good Academic Record.</p>
11.	Library Assistant	<p>(i) 3 years Diploma in Library Science with 55% marks.</p> <p>(ii) Matric with Hindi/Sanskrit or 10+2/BA with Hindi as one of the subject.</p> <p>(iii) Proficiency in the use of ICT.</p>	<p><b>By transfer or deputation:</b></p> <p>(i) 3 years Diploma in Library Science with 55% marks.</p> <p>(ii) Matric with Hindi/Sanskrit or 10+2/BA with Hindi as one of the subject.</p> <p>(iii) Proficiency in the use of ICT.</p>
12.	Driver	<p>(i) Middle pass with Hindi.</p> <p>(ii) Must possess a valid Driving Licence to drive heavy vehicle.</p>	<p><b>By Promotion:</b></p> <p>(i) Amongst the employees having 5 years experience on a Group 'D' post on the basis of Seniority-cum-merit.</p> <p>(ii) Valid Driving Licence to drive a jeep/car etc. which is atleast 5 years old.</p> <p>(iii) Age shall be restricted to 50 years.</p>

13.	Data Entry Operator-Clerk	<p>(i) Graduation with 55%.</p> <p>(ii) 1 year Diploma in Computer Applications.</p> <p>(iii) 2 years experience in any State Government, Government of India/Govt. Undertaking/Societies.</p> <p>(iv) Matric with Hindi/Sanskrit or 10+2/BA with Hindi as one of the subject.</p> <p>(v) Proficiency in operation of Computer (Word Processing and Spread Sheets).</p> <p>(vi) Typing speed in English of 30 w.p.m. on computer.</p>	<p><b>By transfer or deputation:</b></p> <p>(i) Graduation with 55%.</p> <p>(ii) 1 year Diploma in Computer Applications</p> <p>(iii) 2 years experience in any State Government, Government of India/Govt. Undertaking/Societies.</p> <p>(iv) Matric with Hindi/Sanskrit or 10+2/BA with Hindi as one of the subject.</p> <p>(v) Proficiency in operation of Computer (Word Processing and Spread Sheets).</p> <p>(vi) Typing speed in English of 30 w.p.m. on computer.</p>
14.	Electrician-Plumber	<p>(i) ITI Certificate or equivalent in the trade of Electrician or Wireman/Plumbing from a recognized institute.</p> <p>(ii) At least 2 years experience in electrical installation, wiring and plumbing work in Govt./recognized/progressive public school.</p> <p>(iii) Matric with Hindi/Sanskrit or 10+2/B.A./M.A. with Hindi as one of the subject.</p>	<p><b>By transfer or deputation:</b></p> <p>(i) ITI Certificate or equivalent in the trade of Electrician or Wireman/Plumbing from a recognized institute.</p> <p>(ii) At least 2 years experience in electrical installation, wiring and plumbing work in Govt./recognized/progressive public school.</p> <p>(iii) Matric with Hindi/Sanskrit or 10+2/B.A./M.A. with Hindi as one of the subject.</p>
15.	Group D Cook, Peons, Sweepers, Watchman, Mali etc.	Middle pass with Hindi	<p><b>By transfer or deputation:</b></p> <p>Middle pass with Hindi</p>

**Note:**

- (i) Professional Training Diploma or Certificate awarded by any State, Board or University other than Haryana Education Department will be recognized only if this Degree or Diploma or Certificate has been recognized by the Haryana Government.
- (ii) Candidate possessing higher academic or professional qualification will not be eligible unless he possesses the minimum qualifications, experience and other eligibility conditions, if any, prescribed for the said post.
- (iii) Consistency Record means that a candidate should either have average of 55% marks in two of the three examinations (not below Matric or equivalent) prior to Master's degree or 50% marks in each of these two examinations separately. The following relaxation will, however, operate:

(i) Candidates having 55% or above marks in MA/11.Sc./M.Com. in the relevant subject and possessing Ph.D. Degree.	The criteria of good academic record the will not apply at all.
(ii) Candidates having 55% or above marks in MA/11.Sc./M.Com. in the relevant subject and possessing M.Phil. Degree.	Should have 50% marks in one of the lower exams i.e. Graduation/Prep/10+2/Matric.

**OR**

252

(iii) Candidates obtaining first class first in the University in the relevant subject in MA/M.Sc./M.Com.	Should have 50% marks in one of the lower exams i.e. Graduation/Prep/10+2/Matric.
<p>(a) B in the 7 point scale with letter grade O, A, B, C, D, E &amp; F shall be recorded as equivalent of 55% wherever the grade system is followed.</p> <p>(b) B.Ed. is the lower examination for determining Good Academic Record wherever M.Ed is the required essential qualification.</p> <p>(iv) Consistent Good Academic Record means that where no specific percentage has been mentioned in the lower qualification than the prescribed essential qualification, one must secure 55% marks in one lower examination and 50% in another lower examination, if any</p> <p>(v) In case of posts meant for vocational education, policy planning, research and surveys, experience in relevant areas shall be preferred.</p> <p>(vi) Candidates who have a Ph.D. degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of Assistant Professor.</p>	





281

		<p>(v) removal from Service which shall not be a disqualification for future employee under the Govt.</p> <p>(vi) dismissal from Service which shall ordinarily be a disqualification for future employment under the Govt.</p>		Council	
Assistant Professors	Chairman	<p><b>1. Minor penalties:</b></p> <p>(i) warning with copy the personal file (character roll)</p> <p>(ii) censure;</p> <p>(iii) with holding of promotion;</p> <p>(iv) recovery from pay of whole or part of any pecuniary loss caused by negligence or breach of orders, to the central Government or the State Govt. or to a Company and Association or a body of individuals whether incorporated or substantially owned or controlled by the Govt. or to a local authority or University set up by an Act of Parliament or of the legislature of a state; and</p> <p>(v) withholding of increments of pay without cumulative effect;</p> <p><b>2. Major penalties:</b></p> <p>(i) withholding of increments of pay with cumulative effect;</p> <p>(ii) reduction to a lower stage in a time scale of pay; for a specified period with further directions as to whether or not the Govt. employees will earn increments of pay, during the period of such reduction and whether on the expiry to such period, the reduction will or will not have the effect of postponing the future increments of his pay;</p> <p>(iii) reduction to a lower scale of pay, grade, post or Service which shall ordinarily be a bar to the promotion of the Govt. employee to the time scale of pay, grade, post or Service from which he was reduced with or without further directions regarding conditions of restoration to the grade or post or Service from which the Govt. employee was reduced and his seniority and pay on such restoration to that grade, post or Service;</p> <p>(iv) compulsory retirement;</p>	Director	Executive Council	
			Chairman	Executive Council	
			Chairman	Executive	

253

			(v) removal from Service which shall not be a disqualification for future employment under the Govt.  (vi) dismissal from Service which shall ordinarily be a disqualification for future employment under the Govt.		Council	
Manager HR Dy. Superintendent	Principal Director	<p><b>1. Minor penalties:</b></p> <p>(i) warning with copy the personal file (character roll)</p> <p>(ii) censure;</p> <p>(iii) withholding of promotion;</p> <p>(iv) recovery from pay of whole or part of any pecuniary loss caused by negligence or breach of orders, to the central Government or the State Govt. or to a Company and Association or a body of individuals whether incorporated or substantially owned or controlled by the Govt. or to a local authority or University set up by an Act of Parliament or, of the legislature of a state; and</p> <p>(v) withholding of increments of pay, without cumulative effect;</p>	Principal	Director	Chairman	
Assistant/ Office Assistant  Accountant  Senior Scale Stenographer  Junior Scale Stenographer  Hostel Warden/ Superintendent  Information Manager- cum Librarian  Library Assistant  Driver  Data Entry Operator- cum Clerk			<p><b>2. Major penalties:</b></p> <p>(i) withholding of increments of pay with cumulative effect;</p> <p>(ii) reduction to a lower stage in a time scale of pay; for a specified period with further directions as to whether or not the Govt. employees will earn increments of pay, during the period of such reduction and whether on the expiry to such period, the reduction will or will not have the effect of postponing the future increments of his pay;</p> <p>(iii) reduction to a lower scale of pay, grade, post or Service which shall ordinarily be a bar to the promotion of the Govt. employee to the time scale of pay, grade, post or Service from which he was reduced with or without further directions regarding conditions of restoration to the grade or post or Service from which the Govt. employee was reduced and his seniority and pay on such restoration to that grade, post or Service;</p> <p>(iv) compulsory retirement;</p> <p>(v) removal from Service which shall not be a</p>	Principal	Director	Chairman
				Director	Chairman	Executive Council

256

			disqualification for future employee under the Govt. (vi) dismissal from Service which shall ordinarily be a disqualification for future employment under the Govt.			
Group D	Principal	Principal	<p><b>1. Minor penalties:</b></p> <p>(i) warning with copy the personal file (character roll)</p> <p>(ii) censure;</p> <p>(iii) with holding of promotion;</p> <p>(iv) recovery from pay of whole or part of any pecuniary loss caused by negligence or breach of orders, to the central Government or the State Govt. or to a Company and Association or a body of individuals whether incorporated or substantially owned or controlled by the Govt. or to a local authority or University set up by an Act of Parliament or of the legislature of a state; and</p> <p>(v) withholding of increments of pay without cumulative effect;</p> <p><b>2. Major penalties:</b></p> <p>(i) withholding of increments of pay with cumulative effect;</p> <p>(ii) reduction to a lower stage in a time scale of pay; for a specified period with further directions as to whether or not the Govt. employees will earn increments of pay, during the period of such reduction and whether on the expiry to such period, the reduction will or will not have the effect of postponing the future increments of his pay;</p> <p>(iii) reduction to a lower scale of pay, grade, post or Service which shall ordinarily be a bar to the promotion of the Govt. employee to the time scale of pay, grade, post or Service from which he was reduced with or without further directions regarding conditions of restoration to the grade or post or Service from which the Govt. employee was reduced and his seniority and pay on such restoration to that grade, post or Service;</p> <p>(iv) compulsory retirement;</p> <p>(v) removal from Service which shall not be a disqualification for future employee under the Govt.</p> <p>(vi) dismissal from Service which shall ordinarily be a disqualification for future employment under the Govt.</p>	Principal	Director	Chairman

25

62

APPENDIX - D

Policy for Selection by contract appointment

Notwithstanding anything contained in these rules, contract appointments to the post will be made subject to the terms and conditions given below: -

**I. CONCEPT: -**

(a) Under this policy, the post in the Society will be filled on contract basis initially for one year which may be extendable on year-to-year basis.

Provided that for extension/renewal of contract period on year-to-year basis, the Executive Committee shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the period and only then his period of contract is to be renewed/extended;

(b) The selection will be made in accordance with the eligibility conditions prescribed in the rules.

**II. CONTRACTUAL EMOLUMENTS: -**

The incumbent appointed on contract basis will be paid consolidated fixed contractual amount as prescribed in "Appendix A". An annual increase of 3% will be allowed as annual increase in contractual emoluments for subsequent year(s) will be allowed if contract is extended behind one year.

**III. APPOINTING/DISCIPLINARY AUTHORITY: -**

As per provision contained in the bye-laws.

**IV. SELECTION PROCESS:**

As per provision contained in the bye-laws.

**V. ACADEMIC QUALIFICATION, EXPERIENCE ETC.:-**

Academic qualification and experience, if any, will be the same as prescribed in "Appendix B".

**VI. AGREEMENT: -**

After selection of a candidate, he shall sign an agreement as per "Appendix E" appended to these rules.

**VII. TERMS AND CONDITIONS: -**

- (a) The contractual appointee will be paid fixed contractual emoluments as mentioned at (II) above and no other allied benefits such as Senior/Selection/Assured Career Progression (ACP) scales etc. will be given.
- (b) The service of the Contract Appointee will be purely on temporary basis and the same can be terminated at any time without assigning any reason by giving one month notice be either side. The appointment is also liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory.

208

- (c) Contract Appointee will be entitled for one day Casual Leave (CL) after putting one month service. This leave can be accumulated upto one year i.e. till the end of Calendar year. No leave of any other kind is admissible to the Contract Appointee. No LTC will be admissible. Only Maternity Leave will be given as per Rules applicable to contractual employees of the Govt. of Haryana.
- (d) He shall not be entitled for open Medical Reimbursement. He will be entitled for Rs. 500/- as fixed medical allowance.
- (e) He will be entitled for DA presently @ 65% and 10% or 20% House Rent on the initial contractual amount or increased amount, as the case may be, or actual rent whichever is less on Government pattern.
- (f) Unauthorized absence from the duty without the approval of the controlling officer shall automatically lead to the termination of the contract. Contract Appointee shall not be entitled for contractual amount for the period of absence from duty.
- (g) Transfer of a contract appointee will not be permitted for one place to another in any case.
- (h) Selected candidate will have to submit a certificate of his fitness from Senior Medical Officer of CHC/PHC/General Hospital.
- (i) Contract appointee will be entitled to TA/DA if required to go on tour in connection with his official duties at the rate fixed by the Society.
- (j) Provisions of Service Rules like CSR, Leave rules, GPF rules, Pension rules and conduct rules and Haryana Civil Service (Punishment and Appeal) Rules, 1987 etc. as are applicable in case of regular employees will not be applicable in the case of contract appointees.
- (k) The Employees Provident Fund (EPF)/Contributory Provident Fund (CPF) will be applicable to contractual appointee(s) as per Employees' Provident Fund Act, 1952 and scheme made thereunder.

259

64

APPENDIX - E

Form of contract/agreement to be executed between \_\_\_\_\_  
(Name of the post) and the Institute of Advanced Study of Education ("Society" for short)

This agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ in the  
year \_\_\_\_\_ between Sh./Smt. \_\_\_\_\_ S/o Shri  
\_\_\_\_\_ R/o \_\_\_\_\_

Contract appointee (hereinafter called the FIRST PARTY), AND Society (hereinafter called the  
SECOND PARTY). Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the  
FIRST PARTY has agreed to serve as a \_\_\_\_\_ (Name of the post) on  
contract basis on the following terms and conditions: -

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as  
\_\_\_\_\_ (Name of the post) for a period of 1 year commencing on  
day of \_\_\_\_\_ and ending on the day of \_\_\_\_\_. It is  
specifically mentioned and agreed upon by both the parties that the contract of the FIRST  
PARTY with SECOND PARTY shall ipso-facto stand terminated on the last working day i.e.  
on \_\_\_\_\_ and information notice shall not be necessary.

Provided that for further extension/renewal of contract period the Society shall  
issue a certificate that the service and conduct of the contract appointee was satisfactory  
during the year and only then the period of contract is to be renewed/extended.

2. The contractual amount of the FIRST PARTY will be Rs. \_\_\_\_\_ per month. An  
annual increase of 3% will be allowed in contractual emoluments for subsequent year(s) if  
contract is extended beyond one year. FIRST PARTY will be entitled for DA presently @  
55% and 10% or 20% House Rent of the initial contractual amount or increased amount, as  
the case may be, or actual rent, whichever is less on government pattern. No other allied  
benefits such as Senior/Selection/Assured Career Progression (ACP) scales etc. will be  
given.
3. Contractual \_\_\_\_\_ (Name of the post) will be entitled for one day  
casual leave after putting in one month service. This leave can be accumulated upto one  
year i.e. till the end of Calendar year. No leave of any other kind is admissible to the  
contractual \_\_\_\_\_ (Name of the post). He/she will not be entitled  
for open Medical re-imburement and L.T.C. etc. Only maternity leave will be given as per  
Rules applicable to contractual employees of the Govt. of Haryana.
4. Unauthorized absence from the duty without the approval of the controlling officer shall  
automatically lead to the termination of the contract. Contractual  
\_\_\_\_\_ (Name of the post) will not be entitled for contractual  
amount for the period of absence from duty.
5. Transfer of a contract appointee will not be permitted for one place to another in any case.
6. Selected candidate will have to submit a certificate of his/her fitness from Senior Medical  
Officer of CHC/PHC/General Hospital.
7. Contract appointee will be entitled to TA/DA if required to go on tour in connection with  
his/her official duties at the rate as fixed by the Society.

65

260

8. The Employees Provident Fund (EPF)/Contributory Provident Fund (CPF) will be applicable to contractual appointee(s) as per Employees' Provident Fund Act, 1952 and scheme made thereunder.

IN WITNESS the FIRST PARTY AND SECOND PARTY have herein to set their hand: the day, month and year first, above written.

**IN THE PRESENCE OF WITNESS:**

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Name and full address)

(Signature of the FIRST PARTY)

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Name and full address)

(Signature of the SECOND PARTY)

**IN THE PRESENCE OF WITNESS:**

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Name and full address)

(Signature of the FIRST PARTY)

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Name and full address)

(Signature of the SECOND PARTY)

**SURINA RAJAN,**  
**PRINCIPAL SECRETARY TO GOVERNMENT HARYANA,**  
**SCHOOL EDUCATION DEPARTMENT, CHANDIGARH.**