

SERVICE BYE-LAWS
OF
GROUP A, B, C AND D EMPLOYEES OF HIRD

(2016)

HARYANA INSTITUTE OF RURAL DEVELOPMENT
NILOKHERI-132117

HIRD Employees Service Bye-Laws
HARYANA INSTITUTE OF RURAL DEVELOPMENT, NILOKHERI (KARNAL)-132117

SERVICE RULES

Haryana Institute of Rural Development (HIRD), Nilokheri (Karnal)-132117

(Society Registered under the Societies Registration Act XXI of 1860)

In exercise of the powers conferred by Clause (h) of Rule VIII of Memorandum of Association and Rules, 1991 of the Haryana Institute of Rural Development, Nilokheri and all other powers enabling in this behalf, the Governing Body of the Institute hereby makes the following rules regulating the recruitment and conditions of service of employees appointed to the Haryana Institute of Rural Development, Nilokheri.

CHAPTER-I: PRELIMINARY

1. Short Title and Commencement

- i). These bye-laws shall be called the Haryana Institute of Rural Development (Group A, B, C and D) Employees, Service Rules-2016.
- ii). These Rules shall come into effect from the date of approval by the Governing Body of the Institute.

2. Extent of Application

- i) These bye-laws shall apply only to the regular (Group A, B, C and D) posts of employees of the Institute.

3. Right and privilege under any law

Unless otherwise provided in these rules or in the terms and conditions offered at the time of appointment and accepted by the person, nothing in these rules shall operate to deprive any person of any right or privilege to which he is entitled by or under any law for the time being in force.

4. Regulation of claim of HIRD employee

Unless otherwise provided in any rules, HIRD employee claim to entitlements shall be regulated by the rules in force at the time of earning of the claim.

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CHAPTER-II: DEFINITIONS

5. Definitions

In these rules, unless the context otherwise requires, –

- (a) 'Academic Staff' means staff appointed to the post of Assistant Professor and Librarian.
 - (b) 'Act' means the Society Registration Act of 1860.
 - (c) 'Appendix' means an appendix to the bye-laws.
 - (d) 'Administrative Department' means Development and Panchayats Department of the Haryana Government.
 - (e) 'Administrative Secretary' means an officer not below the rank of Principal Secretary to Govt. of Haryana.
 - (f) 'Age' means the length of time that a person has lived in terms of years, months and days from the date of birth.
 - a) Every person newly appointed to HIRD service shall at the time of appointment declare the date of birth by the Christian era with confirmatory documentary evidence such as matriculation certificate, municipal birth certificate or a certificate issued in this regard by competent authority under the law.
 - b) If an HIRD employee is unable to his/her date of birth with confirmatory evidence, his/her age may be known by way of medical examination from the Civil Surgeon. In case the Civil Surgeon intimates:-
 - i) the year, in that case 1st July of the year; or
 - ii) both month and year of birth, in that case 16th of the month and the year may be treated as the date of birth.
 - (g) 'Administrative Staff' means staff appointed to the posts other than those referred in (1) above.
 - (h) 'Appointing Authority' means authority empowered to make appointment to the post.
 - (i) 'Appointment on Regular Basis' means appointment of a person in HIRD service on a post in functional pay scale by way of direct recruitment, through an approved agency or otherwise as per provision in relevant service rules, provided it has been counted toward seniority.
- Note: It includes deemed date of appointment, if counted towards seniority.
- (j) 'Basic Pay' means the pay of the employee fixed in the grade in which he/ she is posted at the time of his/her joining of the post.

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- (k) 'Cadre Post' means a post which falls within the hierarchy or ordinary line of promotion in the cadre.
- (l) 'Chairperson' means the Chairperson of Executive Committee of Haryana Institute of Rural Development.
- (m) 'Child' means a legitimate child and includes an adopted child, where adoption is recognized by the personal law governing the employee or a ward under the Guardian and Wards Act, 1890 in a case in which a person has given a child to another person and if under the personal law of the adopter, adoption is legally recognized as conferring the status of natural child such a child shall for the purpose of these rules be considered as excluded from the family of the natural parents.
- (n) 'Compulsory Retirement' means retirement of Group A, B, C & D member at the age of 50 or 55 years after review of his/her past record by the Reviewing Committee.
- (o) 'Contract Employee' means an employee whose services are engaged by the Institute on contract basis.
- (p) 'Competent Authority' means in relation to the exercise of any power by the Executive Committee, the Director or any authority to which any powers have been delegated under these rules.
- (q) 'Competent Medical Authority' for the purpose of medical examination of a candidate for entry in service on his first and subsequent appointment means:-
- A. In case of appointment of Group-A and B posts, Medical Board of Health Department of the nearest district where the candidate is residing and for female candidate a lady doctor shall be a member of the Board.
 - B. In case appointment to the Group- C and D post, the Civil Surgeon/ Senior Medical Officer of the Health Department of the district, near to his residence.
- (r) 'Confirmation' means the substantive appointment of a HIRD employee against a regular post on completion of probation period successfully by specific order of the Competent Authority.
- (s) 'Controlling Officer' means Head of Department i.e. Director, HIRD or any other Departmental Officer who is entrusted with the responsibility of controlling the incurring of expenditure.
- (t) 'Cooling Period' means the period prescribed by the competent authority for which the HIRD employee has to work in lending Department after his return from and before proceeding again on foreign service in an organization.
- (u) 'Day' means a calendar day beginning and ending at midnight.
- (v) 'Deputation' in relation to appointment means being appointed to the post at the Haryana Institute of Rural Development by deputation from any Department of the State Government or any Statutory Board, Government Undertaking or

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Agency wholly or partially controlled by it, from any Department of the Central Government or any Statutory Board, Government Undertaking or agency wholly or partially controlled by the Government of India; as well as from any recognized University or recognized Institute.

- (w) 'Deputation Allowance' means a allowance granted to a govt. employee on deputation or foreign service from an organization under central/ other state govt. to HIRD or vice-versa.
- (x) 'Direct Recruitment' means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government or Statutory Board/Agency or National Institute of Rural Development or any State Institute of Rural Development.
- (y) 'Director' means the Director of the Haryana Institute of Rural Development.
- (z) 'Discharge' means termination as per conditions of the contract or the service rules otherwise than on dismissal/compulsory retirement.
- (ab) 'Dismissal' connotes removal of Members of service for misconduct as a result of the inquiry duly instituted against her/him.
- (ac) 'Drawing and Disbursing Officer' means an authority or officer who has been declare as such by the Administrative Department concerned in consultation with Finance Department and authorized to draw and disburse money.
- (ad) 'Duty' includes the period –
- A. Spent in actually performing HIRD job;
 - B. Spent on tour in public interest with or out of sphere of duty, provided and authorized by competent authority for the purpose;
 - C. Of joining time admissible under the rules;
 - D. Of casual leave, special casual leave, quarantine leave including the gazette holiday(s) falling during the spell of these leave;
 - E. Of gazette holiday(s) prefixed and suffixed to the leave;
 - F. Of a service as a probationer;
 - G. Of training in India or abroad including journey period, provided it is in public interest;
 - H. Of the day of death while in service irrespective of time, if otherwise be on duty;
 - I. Of compulsory waiting period when authorized by the competent authority;
 - J. Spent in all cases of enforced halts occurring enroute on tour when journeys necessitated by break down of communication due to blockade

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of roads on account of floods, civil riots, rains, heavy snowfall, landslides, etc when authorized by the competent authority;

Note: Chairperson, EC HIRD has full power to sanction period of enforced halt as duty whereas Director, HIRD shall be competent upto thirty days for the purpose;

K. Spent in transit on recall from leave, within or out of India, to duty before the expiry of sanctioned leave as per conditions provided in Haryana Civil Service (Leave) Rules, 2016.

L. Absence from India of a HIRD employee deputed out of India on duty;

Note: The apprenticeship period shall not be treated as duty period for any purpose.

- (ae) 'Duty Period' means the period of service rendered by an employee of this service which counts for pay, leave salary, leave and other service benefits.
- (af) 'Employee' means an employee of the Institute as specified in the Appendix-A and to whom these bye-laws apply.
- (ag) 'Executive Committee' means the Executive Committee of the Haryana Institute of Rural Development.
- (ah) 'Extension in Service' means the retention in service of a HIRD employee in public interest after attaining the age of superannuation or otherwise.
- (ai) 'Faculty Member' means a member of Faculty group of the Institute other than the Core Faculty, which are not covered by these rules.
- (aj) 'Family'

M. For the purpose of leave encashment/final payment of CPF, contributory provident funds or other dues means

1 (a) Wife or wives (wherever permissible under personal law) including judicially separated wife or wives, in the case of male HIRD employee.

1 (b) Husband including judicially separated husband in case of female HIRD employee; provided that if she by notice in writing to Head of office expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the employees family a matters to which these rules relates unless the employee subsequently cancels such desire by express notice in writing to the head of the office.

1 (c) Sons and daughters including legally adopted children, widowed, divorce daughters.

1 (d) Widow (s) of predeceased sons provided not remarried otherwise the children of predeceased son in equal share.

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2 (a) Failing (a) above, brothers below the age of 18, dependent unmarried/widow/divorce sister.

2 (b) Failing (a) and (b) above mother including adoptive/step mother in case of individual whose personal laws permit adoption.

2 (c) Failing (a), (b) and (c) above, father including adoptive/step father in case of individual whose personal laws permit adoption.

3 Failing (a) and (b) above major brothers and sisters.

Note 1: For the purpose of this rule wife means legally wedded wife of a deceased HIRD employee.

Note 2: Divorce by Panchayat or social organization shall not constitute a legal divorce.

Note 3: Son/daughter includes children legally adopted under the Hindu law or personal law of the HIRD employee residing with and wholly dependent on his/her parents but does not include step children.

N. For the purpose (s) for which no special provision has been made in these rules or any other rules means

(i) Legally wedded wife (wives wherever permissible under personal law) or husband, as the case may be, residing with him/her;

(ii) Legitimate children (major & minor) including step children, children legally adopted under the Hindu Law or personal law of the HIRD employee residing with and wholly dependent upon his/her parent;

(iii) Widowed/divorced daughter(s) residing with and wholly dependent upon her parent;

(iv) Parent (s) residing with and wholly dependent upon HIRD employee;

(v) Minor brother (s) and sister(s) residing with and wholly dependent upon the HIRD employee.

(ak) 'Finance Department' means Finance Department of State of Haryana.

(al) 'Financial Year' means the year beginning on 1st April and ending on the 31st March following;

(am) 'First Appointment' means the appointment of a person not at the time holding any appointment under HIRD even though he may have previously have such an appointment.

(an) 'Fixed Medical Allowance' means a monthly allowance admissible to a HIRD employee to meet the expenses on his own medical treatment and the treatment of family members dependent upon him;

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- (ao) 'Group of Service' means a HIRD employee who is a member of Group A, B, C and D as per categorization/classification of the employees of the Government of Haryana.
- (ap) 'Government' means the Haryana Government in the Administrative Department.
- (aq) 'Governing Body' means the Governing Body of the Haryana Institute of Rural Development.
- (ar) 'Headquarter' of a HIRD employee is the station which has been declared to be his headquarter by the competent authority or in absence of any such declaration, the station where the records of his/her office are kept.

Note: The following authorities are competent to declare the headquarters of a HIRD employee

Power to declare a HIRD employee's headquarter	Chairperson, EC, HIRD	Full Powers
	Director	Full power in case of HIRD employee of Group A, B, C and D

- (as) 'Holiday' means a holiday prescribed or notified by or under section-25 of the Negotiable Instrument Act, 1888 and in relation to any particular office the day on which such office is ordered by notification in the official gazette or otherwise to be close for the transaction of govt. business without reserves or qualification.
- (at) 'Honorarium' means a recurring or non-recurring payment granted to a HIRD employee (Group A, B, C and D) from the Institute's fund as remuneration or such special work of an occasional or intermittent character as may be determined by the Institute from time to time.
- (au) 'Institute' means the Haryana Institute of Rural Development.
- (av) 'Inter-se-seniority' means, except as otherwise provided in any rules, the seniority inter-se of members of the more than one cadre(s) or service(s) which is determined by the length of continuous service counted toward seniority;
- (aw) 'Last Pay Certificate' means a certificate in the prescribed proforma showing entitlement of pay and allowances and deductions, recovery of loans and advances etc issued at the time of quitting service or transfer of an HIRD employee permissible at that time.
- (ax) 'Leave of the Kind Due' means earned leave and half pay leave due if any, in the leave account of a HIRD employee otherwise extra ordinary leave.
- (ay) 'Lien' means the title acquired by an HIRD employee after confirmation against regular post.
- (az) 'Local Holiday' means such holiday declared as such by the Director, HIRD.

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- (ba) 'Medical Certificate of Fitness' for the purpose of entry into service means a certificate of fitness of health in the prescribed form signed by a competent medical authority.
- (bb) 'Nomination' means declaration conferring on one or more person the right to receive any due payment i.e. final payment of CPF, Gratuity, Leave Encashment after the death of a HIRD employee.
- (bc) 'Nominee' means the person conferred upon the right to receive any payment i.e. final payment of CPF, Gratuity, Leave Encashment after the death of a HIRD employee.
- (bd) 'Officiating Appointment' means the appointment of a HIRD employee against a vacant post.
- (be) 'Post' means the post sanctioned by the Executive Committee from time to time.
- (bf) 'President' means the President of the Governing Body of the Haryana Institute of Rural Development;
- (bg) 'Pay' means the pay admissible on the relevant date and includes special pay and personal pay in case of borrowed employee /deputation employee.
- (bh) '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.
- (bi) 'Probation period' means duration of a period during which a HIRD employee appointed by direct recruitment against a regular post with definite condition of probation remains on probation prescribed in the service rules as applicable to him.
- (bj) 'Re-employment' means re-employment of a HIRD employee in public interest after his/her retirement.
- (bk) 'Regular Posts' for the purpose of these rules means sanctioned posts against which persons are appointed on regular basis.
- (bl) 'Retirement on Superannuation' means the retirement from service on attaining the age prescribed for a post held by him or for HIRD employee, as the case may be.
- (bm) 'Retrenchment' means the termination from service of a HIRD employee due to abolition of post or as defined under the provision of the Industrial Disputes Act, 1947.
- (bn) 'Recognized Institution/University' means, any institution/university established by the State/ Central Government or any competent authority by law in force.
- (bo) 'Selection Committee' means a Committee for selection of candidates for various posts of the Institute as prescribed in *Para-26 Chapter-V* of these rules.
- (bp) 'Service' means the Haryana Institute of Rural Development (Group A, B, C and D) Employees, service.

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- (bq) 'Subsistence Allowance' means an allowance admissible at prescribed rate (s) to a HIRD employee subject to adjustment of income, if any, earned by way of employment during the period of suspension.
- (br) 'Suspension' means to debar a HIRD employee usually for the time being from exercise of a function, especially to deprive him of public service.
- (bs) 'Travelling allowance' means an allowance granted to an employee to cover the expenses which he/she incurs in traveling in connection with the affairs of the Institute.
- (bt) 'Voluntary Retirement' means retirement of a HIRD employee at his own request:
- a) On or after attaining the prescribed age but before the age of superannuation; or
 - b) After completion of minimum qualifying service prescribed for this purpose.
- (bu) 'Willful Absence' means period of absence from duty without proper permission of the competent authority. The willful refusal to perform duties by a HIRD employee by any means including pen down strikes shall be deemed to be willful absence from duty.
- Note:** The period during which a HIRD employee participates in any bundh, dharna, strike or similar activities shall be treated as willful absence.
- (bv) 'Working Day' means the day which is not in the list of notified gazette holidays or any other day not declared as holiday by the competent authority for a department(s) or office(s) as the case may be.

6. Categories of Employees

The categories of the employees of the Institute shall be as defined in Para-IV of these service bye-laws as under:

- | | |
|---------|--|
| Group-A | All employees who are in the pay band of Rs. 15600-39100 and grade pay of Rs.6000 and above. |
| Group-B | All employees who are in the pay band of Rs. 9300-34800 and grade pay of Rs. 4200 and above but not included in the Group-A. |
| Group-C | All employees who are in the pay band of Rs. 9300-34800 and grade pay of Rs. 3200 and above but not included in the Group-A and B. |
| Group-D | All employees who are not included in the Group-A, B and C. |

CHAPTER-III: GENERAL CONDITION OF SERVICE

7. Age for entry into HIRD Service

- a. A person whose age exceeds 42 years shall not be admitted into service under the HIRD unless it is provided otherwise in these or any other rules except in case of Director where the prescribed age will be up to 50 years. The minimum age limit for entry into HIRD service shall be 18 years in case of Group-D post. The age criteria will not be applicable in case of persons taken on deputation or by transfer.
- b. The upper age limit of 42 years shall be extended by five years in case of person belonging to one or more of the following
 - i. Scheduled Caste/Scheduled Tribes;
 - ii. Other Backward Classes;
 - iii. Wives of Military personnel who are disabled with a military service;
 - iv. Widowed or legally divorced women;
 - v. Judicially separated women residing separately for more than two years from the date as prescribed for the purpose of age for candidates of other categories.
- c. The upper age limit prescribed for appointment to any service or post shall be relaxed in favour of ex-serviceman to the extent of his military service added by three years provided
 - i. He has rendered continuous military service for a period of not less than six months before his release; and
 - ii. He was released otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.
- d. The differently abled persons, viz. deaf, dumb, blind and orthopedically handicapped, shall be given age concession of ten years over and above the upper age limit prescribed for direct recruitment to the post against which they can suitably be employed.

8. Waiving of the restriction of age limit

Chairperson, EC, HIRD may, in case of any class or category of persons, waive the restriction of age limit specified in these rules, if in its opinion, it is justified in view of the special circumstances.

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9. Willful Absence is break in service

Without prejudice to the provision of any rule, a period of willful absence shall be deemed to cause and interruption or break in service of the employee, unless otherwise decided by the competent authority.

10. Lien on Confirmation

A HIRD employee appointed on regular basis shall, on successful completion of probation period be confirmed by the appointing authority only once in his/her service career. He/she shall acquire lien on that regular post of his first appointment and ceases to hold any lien acquire on any other post.

11. Medical Certificate of Fitness and antecedents for entry into HIRD Service

Except as provided in these rules, no person may be appointed to any post in HIRD service without a medical certificate of fitness of health in the prescribed format obtained from the competent medical authority according to the medical standards not lower than those required for the post on which he has been appointed;

- i) The medical certificate of fitness will be provided from the Chief Medical Officer, Karnal at his/her own cost.

Provided that the Executive Committee may for sufficient reasons relax the medical requirements in any particular case or cases or dispense with such medical examination in any case or class of cases; provided further that the certificate will not be required in case of temporary appointments of six month's duration or less.

- ii) The appointing authority is satisfied that he/she possesses good character and antecedents.

CHAPTER-IV: CLASSIFICATION OF SERVICE AND CREATION OF POSTS

12. Classification, Categories and Creation of Posts

1. The posts under the Institute shall be of the groups and categories specified in the Appendix-A.
2. The Executive Committee shall have the powers to create and abolish regular posts equivalent in Group-A, B, C and D categories with the prior approval of the Government and with the concurrence of Finance Department.

CHAPTER-V: RECRUITMENT

13. Appointing authority

Appointments to the posts in the HIRD Service shall be made by the following Appointing Authority:

1. Chairperson, Executive Committee in case of Group-A
2. Chairperson, Executive Committee in case of Group- B
3. Director in case of Group – C and D
4. Government in case of Director

Provided that appointment to the post of Director shall be made by the Government on the recommendations of EC and such appointment will be reported to the Governing Body at the earliest.

14. Method of Recruitment

1. Recruitment to a post under the Institute shall be made by any of the following methods:
 - i) direct recruitment;
 - ii) deputation;
 - iii) promotion;
 - iv) appointment by transfer; and
 - v) contract
2. The appointing authority shall in each case determine the method by which a vacancy shall be filled in accordance with the qualification in respect of various posts as stipulated in the Appendix-B of these bye-laws;

15. Direct Recruitment

The appointing authority may, on the recommendations of a selection committee make appointment to any post by direct recruitment after advertisement of the vacancy.

16. Recruitment by Promotion

1. Appointment to a post in any grade by promotion shall be made from amongst employee serving in posts in the next lower grade.
2. Every appointment by promotion shall be by selection on the basis of merit-cum-seniority. Provided that every appointment to Group-A posts shall be made solely on the basis of merit.

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17. Selection and Selection Committee

Selection to each post will be done by the Selection Committee for the Members of Service including Deputationist, for different categories shall consist of the following:

- Group A & B - Chairperson, EC HIRD, Director HIRD-cum-Member Secretary, Director Panchayats, State Link Officer, Haryana at NIRD & PR, Nominee of Ministry of Rural Development, Govt. of India and one Subject Expert as nominated by Chairperson, EC.
- Group C & D - Director, HIRD, Nominee of Director Panchayats and One Faculty Member, HIRD (In case there is no regular Faculty Member in position), the District Development and Panchayats Officer, Karnal.

18. Nationality and character of candidates appointed to Service

- 1) No person shall be appointed to any post in the Service, unless she/he is,-
 - a) a citizen of India, or
 - b) a subject of Nepal, or
 - c) A subject to Bhutan, or
 - d) A Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India, or
 - e) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, Zanzibar, Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India.

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

- 2) No person shall be appointed to any post in the Service by direct recruitment, unless he produces a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any and similar certificate from two other responsible persons, not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.

19. Qualifications

No person shall be appointed to any post in the Service, unless he is in possession of qualifications and experience specified in column 3 of Appendix-B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of person appointed otherwise than by direct recruitment. However, the appointing authority may modify the mode of recruitment and qualifications in special circumstances in the interest of the Institute.

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20. Disqualifications

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 Appointing Authority 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.

21. Re-employment

In exceptional circumstances, a person of outstanding merit to be determined in writing by the Selection Committee can be appointed to the service of the Institute by reemployment after superannuation from the service of the central or state government, a recognized university or a recognized institute or Haryana Institute of Rural Development.

CHAPTER-VI: CONDITIONS OF SERVICE

22. Probation

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

Provided that –

- i) any period after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - ii) any period of work in equivalent or higher rank, prior to appointment to any post in the Service may, in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule; and
 - iii) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a regular vacancy.
- 2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may, -
- a) if such person is appointed by direct recruitment, dispense with his services ; and
 - b) if such person is appointed otherwise than by direct recruitment -

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- i) revert him to his former post ; or
 - ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- 3) On the completion of the period of probation of a person, the appointing authority may -
 - a) if his work or conduct has, in its opinion, been satisfactory, –
 - i) confirm such person from the date of his appointment, if appointed against a permanent vacancy ; or
 - ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ; or
 - iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy ; or
 - b) if his work or conduct has in its opinion, been not satisfactory, –
 - i) dispense with his Service, if appointed by direct recruitment, if appointed otherwise, revert his to his former post or deal with him in such other manner as the terms and conditions of his previous appointment permit; or
 - ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation :

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

23. 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) a member appointed by promotion shall be senior to a member appointed by transfer ;
- (c) in the case of a member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and

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24. Termination of Service

The service of member of each group except Director 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.

A member appointed for the specific period against a temporary post shall be terminated after the expiry of the said period.

The service of a member holding a post in regular capacity may be terminated by giving three months notice or on payment of pay and allowances for such period as the notice falls short off 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.

25. Liability to Serve

- 1) A member of the Service shall be liable to serve at any place, whether within or outside the State of Haryana, on being ordered so to do by the appointing authority.
- 2) A member of the service may also be deputed to serve as under:
 - i) A company, an association or a body of individuals whether incorporated or not which is wholly substantially owned or controlled by the State Government, a Municipal Corporation or a Local authority within the State of Haryana.
 - ii) The Central Government or a recognized Institute wholly or substantially owned or controlled by the Central Government or the State Government or a recognized Institute wholly or substantially owned or controlled by the State Government or another State Government on its request; or
 - iii) Be sent on foreign service to a UN agency, World Bank or Asian Development Bank.

Provided that no member of the Service shall be deputed to the Central Government, a recognized Institute wholly or substantially owned or controlled by it, another State Government or a UN agency or any organization or body referred to in clauses (ii) and (iii) except with her/his consent and the approval of the Chairman of EC.

26. Retirement

The Members of the Service except Deputationist, shall retire from the Service of the Institute:

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- i). on her/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 or as amended by Government of Haryana from time to time or as adopted by the Executive Committee;
- ii). on the decision of the concerned Appointing Authority to prematurely retire a member of the Service at the age of 50 or 55 or as amended from time to time or as adopted by the Executive Committee;
- iii). on her/his being declared medically unfit for service by a medical board to be designated by the Appointing Authority in this regard;
- iv). He/she may also be retired prematurely in public interest or may seek voluntary retirement from service on attaining the prescribed age or on completion of prescribed service.
- v). He may also be retired compulsorily as a major punishment irrespective of his age/length of service.

If the date of birth of a member of the service falls on the first of the month, she/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 day of the said Authority passes an order in this regard.

A member of the Service whom the Appointing Authority considers to be a fit case for being pre-maturely retired at the age of 50 or 55 years shall retire from the Service on the last date of the month in which the Appointing Authority passes an order in the said regard.

27. Resignation

1. i) An employee may resign the service of the Institute by giving to the appointing authority in writing a notice of one month before confirmation and a notice of three months after confirmation.
- ii) A temporary employee appointed for work on any research project may resign from the service of the Institute by giving to the Appointing Authority in writing a notice for the period specified in the particular appointment order.
2. The Appointing Authority may, if it deems proper in any special circumstances, permit an employee to resign from the service of the Institute by shorter notice than is prescribed in Clause (i) above.
3. Resignation will be deemed to be operative or after it has been accepted by the Appointing Authority.

CHAPTER-VII: PAY AND ALLOWANCES

28. Pay

In respect of Pay, the Members of the Service, except deputationist, shall be governed by such Rules and Regulations as applicable to the employees of Haryana Government from time to time or as adopted by the Executive Committee.

a) Initial Pay

- i) An employee shall on his appointment to a post on a time scale of pay draw the lowest stage of time scale.

Provided the sanctioning authority may decide subject to sub-rule (2) below that employee shall draw pay at nay higher stage.

- ii) Fixation of pay of employees, appointed/promoted to the new posts involving the assumption of duties or responsibilities of greater importance or otherwise/ transferred to another post on account of inefficiency or misbehaviour or on request will be regulated according to the rules followed by the Government of Haryana from time to time or as adopted by the Executive Committee.

b) Increments

- i) An increment shall be drawn as applicable to the employees of Government of Haryana or as adopted by the Executive Committee unless it is withheld due to certain reasons under the provision of Chapter-XIII of these bye-laws.

c) Leave Salary during Leave

The leave salary admissible to the Members of the Service except Director of the Institute shall be as per rates defined by the Executive Committee.

d) Special Pay, Honorarium and Fee

The Executive Committee may sanction to an employee, such special pay, honorarium or fee and on such conditions, as it may deem fit.

e) Drawl of pay

- i). An employee shall be entitled to draw the pay of the post to which he is appointed from the date on which he assume charge of that post if the charge is transferred before noon of that date if the charge is transferred in the afternoon he shall draw the pay from the following day.
- ii). Pay in respect of any month shall become payable on the first working day of the following month.
- iii). An employee resigning from the service of the Institute without the notice prescribed by bye-laws shall not unless the appointing authority directs otherwise, be allowed draw pay due but not drawn.

Provided that so not allowed to be drawn shall not exceed the pay for one month.

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29. Kind of allowances

The allowances will be admissible to the employees of the Institute as sanctioned by the Executive Committee of this Institute from time to time.

30. Subsistence Allowance

An HIRD employee under suspension shall be entitled to payments as prescribed in service rules as amended from time to time in the case of State Government under suspension.

Note: The subsistence allowance shall not be denied on any grounds unless the HIRD employee under suspension does not furnish the certificate that he is not engaged in any other employment, business, profession or vocation during the period of suspension.

31. Travelling and Daily Allowance

Travelling Allowance to the Group-A, B, C and D employees will be applicable as applicable to the Haryana Government employees from time to time or as adopted by the Executive Committee.

CHAPTER-VIII: MEDICAL FACILITY

32. Medical Facility

1. An employee shall be entitled to such medical facilities as are available to the Haryana Government employees from time to time or as adopted by the Executive Committee.
2. Service Bye-Law: Medical reimbursement of the cost of treatment may be considered for reimbursement in relaxation of service Bye-law and the provisions under State Medical Rules to avoid financial hardship in genuine cases in the following circumstances:
 - a. Where the condition of the employee or any of his family member is serious and immediate medical treatment is required;
 - b. Shifting of the patient to a place where a Government Hospital/ Recognized Hospital is available is extremely difficult and shall endanger the life of the patient;
 - c. The employee concerned produces proof to the satisfaction of the competent sanctioning authority that the medical expenses claimed were actually incurred and are unavoidable; and
 - d. The reimbursement of medical expenses will be subject to the scale of charges approved for reimbursement for treatment in a recognized hospital as laid down in State Medical Rules.

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CHAPTER-IX: LEAVE

33. Leave

Employees of the Institute shall be entitled to all kinds of leaves including unutilized earned leave on retirement and leave salary in case of death in service on the same term and condition as are admissible to the Haryana Government employees from time to time or as adopted by the Executive Committee.

34. Procedure for Grant of Leave

- i) An employee, shall before proceeding on leave, make application in the prescribed performa and shall also state in writing his address while on leave and shall keep the Institute informed of any subsequent change in such address.
- ii) The Director shall be the competent authority to dispose of all applications for leave other than study leave. In the case of Director, except for casual leave, the Chairman, Executive Committee shall be the competent authority to sanction leave other than study leave.
- iii) An application for study leave of Director and Faculty Member shall be considered and disposed of by the Executive Committee.
- iv) The Institute shall maintain a leave account in respect of every employee.

35. Leave Travel Concession

The Members of the Service except Director of the Institute shall be entitled to leave travel concession as per Rules applicable to the employees of the Haryana Government from time to time or as adopted by the Executive Committee.

CHAPTER-X: RETIREMENT AND OTHER BENEFITS

36. Contributory Provident Fund

Every member of the service shall be entitled to the benefit of Contributory Provident Fund as covered under CPF Rules (India), 1962 as applicable from time to time or as adopted by the Executive Committee.

37. Death-cum-retirement gratuity

Every member of the service shall be entitled to payment of Death-cum-retirement gratuity on the same terms and conditions as may be applicable under the Payment of Gratuity Act, 1972 and also applicable to the Haryana Government Employees from time to time or as adopted by the Executive Committee.

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38. Ex-Gratia

In case of Ex-Gratia Assistance to the Member of the Service except Deputationist, shall be governed under 'Haryana Compassionate Assistance to the dependent of Diseased Government Employee Rule, 2006' amended from time to time or as adopted by the Executive Committee.

39. Gratuity

The Members of the Service except Deputationist shall be covered under the Payment of Gratuity Act, 1972 as applicable from time to time or as adopted by the Executive Committee.

40. Leave Encashment

The employees of each group of the Institute will be governed by the same rules in this regard as are applicable to the Haryana Government employees from time to time or as adopted by the Executive Committee.

CHAPTER-XI: LOANS AND ADVANCES

41. Loans and Advances

Every member of the service of the Institute will be given loans from the Employees Loan Fund, a corpus created from earlier savings created since 12th February, 2001 subject to availability of funds for a given financial year for the following bonafide purposes:

- a) House building loan
- b) Marriage loan
- c) Vehicle loan
- d) Computer loan

The interest free loan/ advances i.e., Wheat Loan and Festival Advance will be governed by the same rules applicable to the Haryana Government Employees for the aforesaid items as amended by the State Government from time to time or as adopted by the Executive Committee.

CHAPTER-XII: ASSURED CAREER PROGRESSION

42. Assured Career Progression

The Assured Career Progression scheme to the Members of Service including Faculty Members (except Core Faculty) and deputationist shall be admissible as applicable on the patterns applicable to the employees of Haryana Government from time to time or as adopted by the Executive Committee.

CHAPTER-XIII: CONDUCT AND PUNISHMENT

43. Discipline, Penalties and Appeals

In matters relating to discipline, penalties and appeals, member of the Service shall be governed by the Haryana Civil Services (Punishment and Appeal) Rules, 1987, as amended from time to time or as adopted by the Executive Committee.

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

For the purpose of this clause, the following terms wherever occurring in the Haryana Civil Services (Punishment & Appeals) Rules would mean the authority as indicated against them.

- | | |
|---------------------------|-------------------------------|
| a. Government | Executive Committee |
| b. Head of the Department | Director/Appointing Authority |

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

Note: In the absence of prescribed competent authority the next higher authority will exercise the powers.

44. Suspension

- i) The Appointing Authority or any other Authority Superior to that Authority may place an employee under suspension.
 - a. Where a disciplinary proceeding against him in respect of serious charge likely to result in a major penalty being indicated is contemplated or is pending or.
 - b. Where a case against him in respect of any criminal offence is under investigation or trial.
- ii) An employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours shall be deemed to have been suspended with effect

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from the date of his detention, by an order of the Appointing Authority and shall remain under suspension until further orders.

- iii) An order of suspension made or deemed to have been made under this bye-laws may at any time be revoked by the authority which made or is deemed to have made it or by any superior authority.

45. Penalties

Penalties as contemplated in the Haryana Civil Services (Punishment and Appeal) Rules, 1987 amended from time to time, will be applicable to the employees of the Institute or as adopted by the Executive Committee.

46. Procedure for Disciplinary Action

Haryana Civil Service (Classification, Control and Appeal) Rules, 1987 as amended from time to time shall be followed by the Institute is so far as procedure for conducting of disciplinary proceedings is concerned.

47. Special Provision regarding Deputation/Borrowed Employees

- i) Where an order of suspension is made or a disciplinary proceeding is commenced against a borrowed/deputation employee, the lending authority shall forthwith be informed of the circumstances leading to the order of suspension or commencement of the disciplinary proceedings, as the case may be.
- ii) In the light of the findings in the disciplinary proceeding taken against such employee:
- a. If the authority imposing the penalty is of the opinion that any of the major penalties should be imposed on him it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry for such action it deems necessary; and
 - b. If the authority imposing the penalty is of the opinion that any other penalty should be imposed on him it may, after consultation with the lending authority, pass such orders on the case as it deems necessary.

Provided that in the event of a difference of opinion between between the lending authority and the authority imposing the penalty, the service of the employee shall be replaced at the disposal of the lending authority.

Explanation

In the bye-law, the expression "lending authority" means the authority which has placed the services of the borrowed employee at the disposal of the Institute.

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48. 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 as adopted by the Executive Committee shall apply to every Group of service except Director of the Institute i.e. he is on deputation with the Institute.

CHAPTER-XIV: MISCELLANEOUS

49. Holidays

The Institute shall follow the Holidays in accordance to the instructions of Haryana Government from time to time or as adopted by the Executive Committee.

50. Delegation of Power by the Director

The Director may subject to approval of the Executive Committee delegate any of the powers vested with it under these bye-laws, to any of the Officer of this Institute.

51. Residuary Conditions of Service

Any matter relating to the conditions of service of an employee for which no provision is made in these bye-laws shall be determined by the Executive Committee, subject to the approval of Governing Body.

52. Saving Clause

Where these Rules are found to be silent on any Rules, the provisions as prescribed by the Haryana Government for its employee shall apply.

53. Service Provision

Every person holding a post under the Institute at the commencement of these Rules shall be deemed to have been appointed under the corresponding provisions of these Rules.

54. Authentication

All orders and decision of the Executive Committee and the Governing Body of the Institute shall be authenticated by the signature of the Director.

55. Oath of allegiance

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

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56. Special Provisions

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

57. Reservations

Nothing contained in these rules shall effect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Other Backward Classes, Ex-servicemen, physically handicapped persons or any other class or category of persons in accordance with the orders issued by the State Government in this regard from time to time or as adopted by the Executive Committee:

Provided that the total percentage of reservations so made shall not exceed fifty percent, at any time.

58. Other State Govt. Instructions relating to Administrative and Financial matters

The employees of each group of the Institute will be governed by the same instructions in this regard as are applicable to Haryana Government employees from time to time or as adopted by the Executive Committee.

59. Human Resource Development

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

60. Deputation, Foreign Service and Leave without Pay

The Director, HIRD may allow the employees of the Institute to go on deputation or leave without pay as per Government Rules applicable from time to time or as adopted by the Executive Committee .

61. Performance Assessment

A criteria will be devised for assessment of performance of the Faculty Members to be approved by the Executive Committee of the Institute.

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62. Power to Interpret, Amend and Relax

The power to interpret, change, amend, relax and removal of doubt contained in these bye-laws, in the case of any employee/Group of employees/ Class/Category of persons and relax any of the provision of these bye-laws to relieve him/her/them of any undue hardship arising from the operation from such provisions shall lie with the EC, HIRD.

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APPENDIX - A
[See rule 12 (1)]

Sl. No.	Designation of Post	Number of posts	Scale of Pay	Revised in 5 th Pay Commission	Revised in 6 th Pay Commission	Mode
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Posts approved by Finance Department						
1	Director	1	Rs. 4500-7300	14300-18300 16400-22400 (UGC)	37400-67000 + GP 8700 (Non-UGC) 37400-67000 + GP 10000 (UGC)	Direct Recruitment/By Deputation/ Transfer
2	Assistant Professor	4	3000-100-3500-125-5000	10000-325-15200	15600-39100 + 6400 GP (Non-UGC) 15600-39100 + 7000 GP (UGC)	By deputation or by Direct Recruitment/ Transfer
3	Personal Assistant to Director	1	Rs. 1640-60-2600-EB-75-2900	5500-9000	9300-34800 + 3600 GP	By Direct Recruitment/ By Deputation.
4	Assistant	1	Rs. 1400-40-1600-50-2300-EB-60-2600	5000-7850	9300-34800 + 3600 GP	By promotion.
5	Accountant	1	Rs. 1400-40-1600-50-2300-EB-60-2600	5000-7850	9300-34800 + 3600 GP	By promotion/ By Direct Recruitment
6	Care Taker	1	Rs. 1400-40-1600-50-2300-EB-60-2600	5000-7850	9300-34800 + 3600 GP	By promotion/ By Direct Recruitment
7	Librarian	1	Rs. 1400-40-1600-50-2300-EB-60-2600	5000-7850	9300-34800 + 3600 GP	By promotion/ Deputation or by Direct Recruitment.
8	Clerk-cum-DEO	5	950-20-1150-EB-25-1500	3050-4590	5200-20200 + 1900 GP	By promotion/ Deputation or by Direct Recruitment.
9	Driver	2	Rs. 1200-30-1560-EB-40-2040	4000-6000	5200-20200 + 2400 GP	By Deputation or by Direct Recruitment
10	Peon	5	750-12-870-EB-14-940	2550-3200	4440-7440 + 1300 GP	By Deputation or by Direct Recruitment
11	Chowkidar	1	750-12-870-EB-14-940	2550-3200	4440-7440 + 1300 GP	Dying cadre as services of Mali will be availed through outsourcing policy.
12	Mali	1	750-12-870-EB-14-940	2550-3200	4440-7440 + 1300 GP	Dying cadre as services of Mali will be availed through outsourcing policy.
13	Cook-cum-Helper Cook	2	775-12-955-EB-14-1025	2610-3540	4440-7440 + 1400	Dying cadre as services of will be availed through outsourcing policy.
14	Sweeper	2	750-12-870-EB-14-940	2550-3200	4440-7440 + 1300 GP	Dying cadre as services of will be availed through outsourcing

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Posts approved by Executive Committee						
1	Accounts Officer	1	As per State Government			EC dated 22/08/1995
2	Assistant	1	Rs. 1400-40-1600-50-2300-EB-60-2600	5000-7850	9300-34800 + 3600 GP	--do--
3	Electrician-cum-AC Mechanic	1	1200-2040	4000-6000	5200-20200 + 2400 GP	--do--
4	Plumber	1	1200-2040	4000-6000	5200-20200 + 2400 GP	--do--
5	Programmer	1	2200-4000	8000-13500	15600-39100 + 5400 GP	EC dated 24/06/1996
6	Data Entry Operator	1	1400-2600	5000-7850	9300-34800+ 3200 GP	--do--
7	Library Attendant	1	3050-4590	3050-4590	5200-20200 + 1900 GP	EC dated 12/02/2001

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APPENDIX - B			
[See Rule 14 (2)]			
Sr. No.	Designation of post	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment
(1)	(2)	(3)	(4)
1	Director	i) Ph.D. or NET with a minimum 55% marks in Master's Degree or its equivalent in any of the Social Sciences, Management/ Rural Management discipline in the relevant subject from a recognized University and should be in the rank of Professor or Associate Professor as per UGC guidelines. ii) 15 years experience in teaching, research and training in rural development sector and administration in an institute/universities/ colleges. iii) Should have published Books or papers in reputed Journals of national or International level Published books/papers will also form part of the essential qualifications in the relevant discipline.	i) A Master Degree or its equivalent in Social Sciences, Management/Rural Management with 55% marks with M. Phil. and NET or Ph.D. from a recognized University. ii) 15 years experience in research, teaching training and in rural development sector and administration in institute/universities/ Colleges iii) Published books/papers will also form part of the essential qualifications in the relevant discipline. OR iv) Associate Professor having 15 years experience including of Assistant Professor with above qualifications at Sr. No. to iii. OR v) IAS/HCS Officers (Haryana Cadre) equivalent in status and responsibility.
2	Assistant Professor	i) Post Graduate with 55% marks or its equivalent in any of Social Sciences Management/ Rural Management, Civil Engineering/ Computer Engineering from a recognized University or Institution along with NET or Ph.D. ii) Knowledge of Hindi upto Matriculation standard. iii) Knowledge of computer is desirable.	i) Post Graduate with 55% marks or its equivalent in the field of Social Sciences, Rural Development, Management and Civil Engineering, Computer Engineering from a recognized University or Institution along with Ph.D. or NET. ii) in the rank of Assistant Professor. iii) Knowledge of Hindi upto Matriculation standard. iv) Minimum 5 years experience in SIRDs/ Rural Development Management Institutes/ Research and Training in relevant/ related discipline in a well reputed training Institutes/ Universities/ Colleges. v) Knowledge of computer is desirable.

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3	Personal Assistant to Director	-----	<ul style="list-style-type: none"> i) Graduate or its equivalent with 55% marks in any discipline from a Recognized University. ii) Hindi/Sanskrit upto Matric standard. iii) Knowledge of computer is essential. iv) Five years experience in the relevant field/ as Assistant.
4	Librarian	<ul style="list-style-type: none"> i) Degree in Library Sciences or its equivalent from a recognized University. ii) Hindi/Sanskrit upto Matric standard iii) Two years experience in the relevant field. 	<ul style="list-style-type: none"> i) Degree in Library Sciences or its equivalent from a recognized University. ii) Hindi/Sanskrit up to Matric standard iii) Two years experience in the relevant field.
5	Assistant	-----	<ul style="list-style-type: none"> i) Graduate or its equivalent in any discipline from a recognized University. ii) Hindi/Sanskrit upto Matric standard iii) 5 years experience as Clerk-cum-Data Entry Operator.
6	Accountant	<ul style="list-style-type: none"> i) B.Com. from a recognized University with 55% marks. ii) Hindi/Sanskrit upto Matric standard iii) 8 years experience as Accounts Clerk iv) knowledge of computers 	<ul style="list-style-type: none"> i) B.Com. from a recognized University ii) Hindi/Sanskrit upto Matric standard iii) 8 years experience as Accounts Clerk
7	Care Taker	<ul style="list-style-type: none"> i) Graduate or its equivalent from a recognized University with 55% marks. ii) Hindi/Sanskrit upto Matric standard iii) Diploma in Hospitality iv) Two years experience in relevant field. 	<ul style="list-style-type: none"> i) Graduate or its equivalent from a recognized University with 55% marks. ii) Hindi/Sanskrit upto Matric standard iii) Diploma in Hospitality from recognized institutions/universities. iv) Two years experience in relevant field.
8	Clerk-cum-DEO	<ul style="list-style-type: none"> i) Graduate or its equivalent from a recognized University with 50% marks. ii) Hindi/Sanskrit upto Matric standard iii) One year Diploma in Computer Application from a recognized Institute i) State Eligibility Test in Computer (SETC) Certificate 	<ul style="list-style-type: none"> ii) Graduate or its equivalent from a recognized university. iii) State Eligibility Test in Computer (SETC) Certificate. iv) 3 Years experience.
9	Driver	<ul style="list-style-type: none"> i) 10+2 from recognized Board with Hindi/Sanskrit. ii) Valid Driving License of Light/ Heavy vehicle with three years experience. 	On deputation having five years experience in any Government organization.
10	Peon	<ul style="list-style-type: none"> i) Matriculation from recognized Board with Hindi/Sanskrit. 	On deputation having experience in any Government organization.
11	Chowkidar	<ul style="list-style-type: none"> i) Matriculation from recognized Board with Hindi/Sanskrit. ii) Experience of Security Guard iii) Ex-Service Men (Desirable) 	On deputation having experience in any Government organization.

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12	Mali	i) Matriculation from recognized Board with Hindi/Sanskrit. ii) Experience of Gardening	On deputation having experience in any Government organization.
13	Cook-cum-Helper Cook	i) Matriculation from recognized Board with Hindi/Sanskrit. ii) Three years experience in Cooking	Or on deputation having experience in any Government organization
14	Sweeper	i) Matriculation from recognized Board with Hindi/Sanskrit.	Or on deputation having experience in any Government organization.

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APPENDIX - C

[See Rule 43]

Sr. No.	Designation of Posts	Appointing authority	Nature of penalty	Authority empowered to impose Penalty	Appellate Authority
1	Director	Government in case of Director on the recommendation of EC	MINOR PENALTIES: (i) warning with a copy on the personal file (character roll); (ii) censure; (iii) withholding of promotion; (iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders to the Central Government or a State Government or to a company and association or a body of individual whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority set up by an Act of Parliament or of the Legislature of a State; and (v) withholding of increments of pay without cumulative effect; MAJOR PENALTIES (vi) withholding of increments of pay with cumulative effect; (vii) reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay; (viii) reduction to a lower scale of pay grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without further direction regarding conditions of restoration to the grade, post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service; (ix) compulsory retirement; (x) removal from service which shall not be a disqualification for future employment under the Government; dismissal from service which shall ordinarily be a disqualification for future employment under Government.	Government in case of Director on the recommendation of EC	President, Governing Body
2	Assistant Professor	Chairman, EC		Chairman, EC	President Governing Body
3	Personal Assistant to Director	Director		Director	Chairman, EC
4	Assistant				
5	Accountant				
6	Care Taker				
7	Librarian				
8	Clerk-cum-DEO				
9	Driver				
10	Peon				
11	Chowkidar				
12	Mali				
13	Cook-cum-Helper Cook				
14	Sweeper				