

**HARYANA STATE ELECTRONICS DEVELOPMENT CORPORATION LIMITED**  
(A State Government Undertaking)

**RULES**

**Presumable:-** In exercise of powers conferred by Article 73 (i) and all other enabling of the Articles of Association of Haryana State Electronics Development Corporation Limited, the Board of Directors of the Corporation hereby makes the following Rules regulating the recruitment and conditions of service of persons appointed to service of the Corporation.

<b>PART-I GENERAL</b>		
<b>Short Title</b>	1.	<p>These Rules may be called Haryana State Electronics Development Corporation Limited Services Rules, 1998.</p> <p>These rules shall take effect from 30.12.1998.</p> <p>These rules shall also apply to :-</p> <p>(a) Every whole time Officer or Employee of the Corporation subject to modification to the extent of specific commitment already or otherwise made to them.</p> <p>(b) Every Officer or Employee employed temporarily and every advisor or agent or any other person recruited on special contract subject to terms of such contract.</p> <p>Provided that Industrial/Factory workers will be served by respective Rules as may be drafted under the law in force from time to time.</p>
<b>Definition</b>	2.	<p>In these Rules, unless the context otherwise requires:-</p> <p>(a) "The Board" means the Board of Directors of the Haryana State Electronics Development Corporation Limited</p> <p>(b) "Chairman" means the Chairman of the Board</p> <p>(c) "Managing Director" means the Officer, appointed by the Government to the post of managing Director of the Corporation and includes a Director or Officer who is authorized to exercise the powers and functions of the Managing Director during the absence of the Managing Director.</p> <p>(d) "Corporation" means the Haryana State Electronics Development Corporation Limited, represented by the Board of Directors or duly authorized Officers of the Corporation.</p> <p>(e) "Duty" means the period of service which counts for pay, leave and other emoluments and includes probationary period, joining time and leave, but does not include any period of suspension or extraordinary leave without pay.</p> <p>(f) "Employee" means a person (whether an officer or any other employee) employed on any post under the Corporation but does not include a contract employee, casual worker or a daily wage earner, except for the purpose of disciplinary action.</p>

- (g) "The Government" means the Haryana Government in the Administrative Department.
- (h) "Honorarium" means the recurring or non-recurring payment granted to any person from the funds of the Corporation as remuneration for special work of an occasional or intermittent character.
- (i) "Rules" means the Haryana State Electronics Development Corporation Employees' Service Rules, 1998 for the time being in force.
- (j) "Permanent Employee" means an employee appointed substantively to a permanent post.
- (k) "Probationer" means an employee appointed on probation in or against the substantive vacancy in the cadre of the Corporation.
- (l) "Temporary Employee" means an employee appointed in a temporary or officiating capacity to temporary post carrying a definite rate of pay sanctioned for limited time.
- (m) "Posts" means the posts sanctioned/to be sanctioned by the Board from time to time.
- (n) "Appointing Authority" means the Authority competent to make appointments.
- (o) "Direct Recruitment" means an appointment made otherwise than by promotion from within the service or by transfer of an officer already in service of the Government of India or any State Government.
- (p) "Institution means:-
- (i) any institution established by Law in force in the State of Haryana; or
  - (ii) any other institution recognized by the Government for the purpose of these rules;
- (q) "Recognized University" means
- (i) any University incorporated by Law in India or
  - (ii) any other University which is declared by the Government to be a recognized University for the purpose of these rules; and
- (r) "Service" means the Haryana State Electronics Development Corporation Limited service.

<b>PART - II - RECRUITMENT TO SERVICE</b>		
<b>Number and Character of posts</b>	3.	<p>The service comprise of the posts shown in Appendix - A to these rules</p> <p>The Board would have powers to make additions to, or reductions in the number of such posts or to create new posts with different designations and scale of pay, either permanently or temporarily, subject to approval of the Government as required from time to time.</p>
<b>Nationality, Domicile and character of candidates appointed to service</b>	4.	<p>(1) No person shall be appointed to any posts in the service unless he is:-</p> <ul style="list-style-type: none"> <li>(a) a citizen of India; or</li> <li>(b) a citizen of Nepal; or</li> <li>(c) a citizen of Bhutan; or</li> <li>(d) A Tibetan refugee who came over to India before the 1<sup>st</sup> day of January 1962 with the intention of permanently settling in India; or</li> <li>(e) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tamagnyi Ka and Zanziba), Jamiba, Malawi, Zaire and Ethopia with the intention of permanently settling in India.</li> </ul> <p>Provided that a person belonging to any of the category (b), (c), (d) or (e) shall be a person on whose favour a certificate of eligibility has been issued by the Government.</p> <p>(2) Person, in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Board or any other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.</p> <p>(3) No person shall be appointed to any post in the service by direct recruitment, unless he produces a certificate of character from the Principal or Academic Officer of the University, College or 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 not connected with the University, College, School, or Institution.</p>

<b>Age</b>	5.	<p>No person shall be appointed to any post in the service by direct recruitment who is less than eighteen years or more than forty two (42) years of age for posts upto the level of Manager and forty seven (47) years of age for posts above the level of Manager, on or before 1<sup>st</sup> January every year of submission of application to the Corporation or any other recruiting authority *.</p> <p>Provided that the Board may, in any case, relax this condition having regard to the qualifications and experience of the candidate.</p> <p>Provided that the age limit for employment in the Corporation of unmarried female enhanced to 45 years **.</p>
<b>Appointing Authority</b>	6.	<p>Appointment to the post in the service shall be made by the Managing Director subject, in the case of officers, with the prior approval of the Board.</p>
<b>Qualifications</b>	7.	<p>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 or by transfer and those specified in column 4 of the aforesaid Appendix in the case of appointment other than by direct recruitment.</p> <p>Provided that in case of direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50% at the discretion of the Board or any other recruitment authority in case sufficient number of candidates belonging to scheduled castes, backward class, ex- servicemen and physically handicapped candidates, possessing the requisite experience, are not available to fill up the vacancies reserved for them, after recording reasons for doing so in writing.</p> <p>Provided that the proficiency in computers shall be essential for all posts filled through direct recruitment/promotion.</p>
<b>Dis-qualification</b>	8.	<p>No person-</p> <ul style="list-style-type: none"> <li>(a) Who has entered into or contracted a marriage with a person having spouse living; or</li> <li>(b) Who having a spouse living has entered into or contracted marriage with any person, shall not be eligible for appointment to any post in the service:-</li> </ul> <p>Provided that the Board or 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.</p>

\* The State Government Notification No. 3/5/2014-4GSIII dated 26.08.2014 adopted by the Board of Directors in it's 137<sup>th</sup> meeting held on 26.09.2014.

\*\* The State Government Notification No. 22/77/2009/3GSIII dated 11.02.2010 adopted by the Board of Directors in it's 119<sup>th</sup> meeting held on 06.06.2010.

<p><b>Method of Recruitment</b></p>	<p>9.</p>	<p>(a) Recruitment to the various posts under the Corporation shall be made by the Board/Recruiting Agency by any one or more of the following methods as specified in Appendix B: -</p> <ul style="list-style-type: none"> <li>(i) by direct appointment; or</li> <li>(ii) by deputation from Government or any other Corporation; or</li> <li>(iii) by promotion or selection from amongst the Corporation staff; or</li> <li>(iv) by transfer from one post to another</li> </ul> <p>(b) No person, who has been dismissed from any public or private employment or has otherwise ceased to be in the service of the Corporation, shall be re-employed except with the express approval of the Board.</p> <p>(c) The direct appointment of every person to any post under the Corporation shall be subject to production by such person of as medical certificate of fitness from registered medical practitioner or the medical officer of the Corporation.</p> <p>Provided that the Appointing Authority shall have power to appoint on contract basis on the terms and conditions as may be mutually decided for a contract period, subject to maximum of one year at a time, in order to execute a time bound project.</p>
<p><b>Probation</b></p>	<p>10.</p>	<p>Persons appointed to any post in the Service shall remain on probation for a period of one year.</p> <p>Provided that</p> <ul style="list-style-type: none"> <li>1. (a) Any period after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation;</li> <li>(b) Any period of work in equivalent or higher rank, prior to appointment to any post in the service may, in the case of an appointment by transfer, at the discretion of the appointing authority be allowed to count towards the period of probation fixed under this Ruler; and</li> <li>(c) Any period of officiating appointment shall be reckoned as period spent on probation, but no person, who has so officiated, shall on the completion of the prescribed period of probation, be entitled to be confirmed unless he is appointed against a permanent vacancy.</li> </ul> <p>(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,</p> <ul style="list-style-type: none"> <li>(a) If such person is appointed by direct recruitment, dispense with his services; and</li> <li>(b) If such person is appointed otherwise than by direct recruitment. <ul style="list-style-type: none"> <li>(i) revert him to his former post; or</li> <li>(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.</li> </ul> </li> </ul>

		<p>(3) On the completion of the period of probation of a person, the Appointing Authority may</p> <p>(a) If his work or conduct has, in its opinion, been satisfactory.</p> <p>(i) confirm such person from the date of his appointment, if appointed against such a permanent vacancy; or</p> <p>(ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against temporary vacancy; or</p> <p>(iii) declare that he has completed his probation satisfactory, if there is no permanent vacancy;</p> <p>(b) if his work or conduct has, in its opinion, been not satisfactory.</p> <p>(i) dispense with his services, if appointed by direct recruitment , if appointed otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of previous appointment permit ; or</p> <p>(ii) extend his period of probation and thereafter pass such order as it would have passed on the expiry of the first period of probation:</p> <p>Provided that the total period of probation, including extensions, if any, shall not exceed three years.</p>
<b>Termination of Service</b>	11.	<p>The services of an officer or other employee of the Corporation unless otherwise specifically agreed to, be terminated by the Appointing Authority:-</p> <p>(i) In the case of permanent officer or other employee, by giving three months notice on either side or, in lieu thereof, pay of the period the notice falls short of three months.</p> <p>(ii) In the case of a temporary officer or other employee, by giving one month's notice on either side or, in lieu thereof, pay for the period the notice falls short of one month; and</p> <p>(iii) In the case of an officer or other employee on deputation from the Government or any other Corporation by reverting him to his parent service.</p>
<b>Record of Service</b>	12.	<p>The following record of service of every officer and other employee shall be maintained :-</p> <p>(i) Personal file</p> <p>(ii) Service Book and</p> <p>(iii) C.R. File.</p> <p><u>Note:</u> Files at Nos. (i) and (ii) shall be maintained by the office and the files at No. (iii) shall remain in the custody of the Managing Director or an officer authorised by him.</p>

<p><b>Seniority</b></p>	<p>13. The cadre-wise inter - se seniority of employees shall be determined with reference to the dates of their substantive appointment to the posts carrying the same scale of pay in their respective cadre.</p> <p>Provided that there shall be a common seniority list for promotion to the post of the level of Deputy General Manager or equivalent and above for all the Research &amp; Development cadres i.e. Electronics, General Maintenance, Mechanical, Drawing Section (Mechanical - 1), CNC Tool Room /CAD/CAM (Mechanical-II), Optics and PCB &amp; Electroplating (Electrochemical).</p> <p>Provided further that in the case of employees appointed by direct recruitment, the order of merit determined by the Board or any other recruiting authority shall not be disturbed in fixing the seniority.</p> <p>Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows:-</p> <ol style="list-style-type: none"> <li>(a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer:</li> <li>(b) a member appointed by promotion shall be senior to a member appointed by transfer;</li> <li>(c) in the case of members appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and</li> <li>(d) in the case of members appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay in his previous appointment and if the rates of pay drawn are also the same, then by the length of their service in the appointments and if the length of such service in also the same, the older member shall be senior to the younger member.</li> </ol> <p>Provided that if the cadre of an employee is changed at his request, his seniority, on the post of changed cadre shall be determined from the date of change in cadre and in case the cadre is changed by the appointing authority in the interest of the Corporation's work, the employee shall not loose his seniority on the post in the last cadre.</p> <p>Provided that the cadre of an employee shall only be changed if he fulfills the minimum qualification and experience required for the post of the changed cadre.</p> <p>All promotions, unless otherwise, shall be made on "Merit-cum-Seniority" basis and seniority alone shall not confer any right to such promotions.</p>
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<b>Superannuation and Retirement</b>	14.	<p>Every officer or other employee of the Corporation shall retire on attaining the age of 58 years except in case of Class-IV employees who will retire on attaining the age of 60 years*.</p> <p>Provided that physically disabled/challenged employees having disability to the extent of 70% or above duly certified by the Medical Board constituted under the Chairmanship of Chief Medical Officer of the District shall retire on attaining the age of 60 years**.</p> <p>Provided that blind employees shall retire on attaining the age of 60 years***.</p>
<b>Gratuity</b>	15.	<p>Every officer or other employee of the Corporation on attaining the superannuation age or on resignation will be entitled to a gratuity at the rate of one month salary for every completed year of service subject to maximum of 20 months salary. The amount of salary will be the salary last drawn by the employee concerned.</p> <p>Provided that no gratuity shall be paid if the officer or other employee has not completed minimum 5 years service.</p>
<b>Contributory Provident Fund</b>	16.	<p>Every officer or other employee of the Corporation shall be entitled to membership of the scheme of Contributory Provident Fund as per the Provisions of Employees Provident Funds and Miscellaneous Provisions Act, and in accordance with any law for the time being in force.</p> <p>Provided that the employees of the Corporation joining on or after January 1, 2006 will be covered under New Pension Scheme (Defined Contributory Pension Scheme)****.</p>
<b>Liability</b>	17.	<p>(1) A member of the service shall be liable to serve at any place to serve whether within or outside the State of Haryana, on being ordered so to do by the Appointing Authority.</p> <p>(2) A member of the Service may also be deputed to serve under a Company, a Project, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Corporation.</p>

\* The State Government Notification No. 34/1/2004-4GSI dated 26.11.2014 adopted by the Board of Directors in it's 138<sup>th</sup> meeting held on 18.12.2014.

\*\* The State Government Notification No. 34/1/2006-4GSI dated 26.11.2014 adopted by the Board of Directors in it's 138<sup>th</sup> meeting held on 18.12.2014.

\*\*\* The State Government Notification No. 34/10/95-4GSI dated 26.11.2014 adopted by the Board of Directors in it's 138<sup>th</sup> meeting held on 18.12.2014.

\*\*\*\* The Finance Department, Haryana (HBPE) letter No. 30/3/2009/Acctt./HBPE(FD) dated 18.03.2009 adopted by the Board of Directors in it's 119<sup>th</sup> meeting held on 16.06.2010.

<p>Pay, Leave and other matters</p>	<p>18. (18.1) For the purposes of this Chapter, the term:-</p> <ul style="list-style-type: none"> <li>(a) “Pay” means the monthly pay drawn in a time scale and include Personal, Special, Dearness or Deputation pay but does not include any allowances.</li> <li>(b) “Salary” means the Pay and Dearness Allowance as admissible from time to time.</li> <li>(c) “Substantive” pay means the minimum or stage pay in the time scale substantively held.</li> <li>(d) “Personal Pay” means an additional pay granted to an officer or other employee: <ul style="list-style-type: none"> <li>(i) to save him from loss due to revision of pay or reduction therein otherwise than as a disciplinary measure; or</li> <li>(ii) in exceptional circumstances, on other personal consideration.</li> </ul> </li> <li>(e) “Special Pay” means additional pay granted in consideration of:- <ul style="list-style-type: none"> <li>(i) the specially arduous nature of duties; or</li> <li>(ii) a specific addition to the work or responsibility.</li> </ul> </li> <li>(f) “Award” means a fixed amount awarded in recognition of meritorious work performed by an officer or other employee of the Corporation.</li> <li>(g) “Allowance” includes Dearness Allowance, Traveling Allowance, Deputation Allowance, Conveyance Allowance, Sumptuary Allowance, Overtime Allowance, City Compensatory Allowance, House Rant Allowance or any other kind of allowance sanctioned by the Board from time to time.</li> </ul> <p>(18.2) An officer or other employee of the Corporation shall on appointment be eligible to the minimum of the scale of the post to which he is appointed. Provided that the Appointing Authority may, in consideration of special knowledge, training or experience, allow a higher initial start to any person.</p> <p>(18.3) Dearness and other allowance will be admissible to all the employees of the Corporation at Haryana Government rates unless otherwise as decided by the Board of Directors of the Corporation from time to time.</p>
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(18.4) The Appointing Authority may, in recognition of exceptionally good service of an officer or other employee of the Corporation, grant to him:-

- (i) An award not exceeding pay of such officer or employee for two months immediately preceding the grant of award.
- (ii) An increment or increments in the time scale of his post subject to a maximum of 10% of the pay drawn provided that in awards sanctioned in case of officers, the Board will be consulted before payment.

Provided that the Board may award any amount of money or grant any number of increments.

(18.5)(a) Government servants on deputation to the Corporation may either:-

- (i) Accept the pay scale of post under the Corporation subject to the fixation of their pay in such pay scale by the Appointing Authority; or
- (ii) Continue to enjoy their pay scale in their parent service plus deputation pay as approved by the Government and other allowances as admissible to them in Govt. Service.

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

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

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

(18.7) An increment in a time scale may be drawn as a matter of course by an officer or other employee of the Corporation unless it is with-held or deferred by the Appointing Authority on the ground of suspension, grant of extra ordinary leave without pay or punishment.

(18.8) Special sanction of the appointing authority shall be required to cross an efficiency bar in any time scale.

		<p>(18.9) Special pay at a rate not exceeding 10% of basic pay to be determined by the Appointing Authority may be allowed to a person holding a charge of an independent post in addition to his own duties for a period exceeding one month.</p> <p>(18.10) (a) Service in another post other than a post carrying less pay whether in a substantive or officiating capacity and leave other than extraordinary leave count for increment in the time scale applicable to the post on which the employee is holding lien, and</p> <p>(b) If an employee, while holding substantively a permanent post or officiating on a post or holding a temporary post on a time scale pay, is appointed to officiate in a higher post or to hold a higher temporary post, his officiating or temporary services in the higher post shall, if he is re-appointed to lower post or is appointed or re-appointed to a post on the same time scale of pay, counts for increment in the time scale applicable to such lower post. The period of officiating service in the higher post which counts for increment in the lower is, however, restricted to the period during which the employee would have officiated in the lower post but for his appointment to the higher.</p> <p>(18.10) For fixation of pay, the officers/ employees of the Corporation may be governed by the provision of C.S.R. Volume-I, Part-I as amended by the Government of Haryana.</p> <p>(18.11) The officers and the other employees of the Corporation shall receive such allowances as may be sanctioned by the Board from time to time.</p> <p>(18.12) The Board may grant an honorarium or retaining fee to any person for any service rendered by him or work done by him for the Corporation.</p> <p>(18.13) Any sum of money or pay or allowance due to any officer or other employee of the Corporation that may have remained unclaimed may be transferred to and held in the suspense account for a period of three years from the date on which the payment is normally due and will thereafter be treated as lapsed to the Corporation.</p> <p>(18.14) In respect of pay, leave, and all other matters, not expressly provided for in these Rules, the members of the service shall be regulated by such Rule and Regulations as may have been or may hereafter be, adopted or made by the State Government.</p>
<b>Medical Attendance</b>	19.	The officers and officials (and their dependent family members) of the Corporation shall be entitled for reimbursement of expenses on account of medical treatment as approved by the Board/ Government from time to time.

<b>Traveling Allowance</b>	20.	Officers and other employees of the Corporation will be governed by T.A. Rules of the Haryana Government unless otherwise as decided by the Board of Directors of the Corporation from time to time.
<b>Discipline, penalties and appeals</b>	21	<p>(1) In matters relating to discipline, penalties and appeals, members of the service shall be governed by the Haryana Civil Services (Punishment and Appeal) Rules 1987 as amended from time to time.</p> <p>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.</p> <p>An appeal against an order of the appointing authority imposing any penalty shall lie to the Chairman within six months of the date of servicing of the order and the Chairman's decision on such appeal shall be final*.</p> <p>Provided that a joint appeal shall not be entertained. Provided further that where a penalty has been imposed by the Appointing Authority with the approval of the Board, the person on whom the penalty has been imposed may apply to the Board for revision of its decision within one month of the date of service of the order imposing the penalty.</p>
<b>Vaccination</b>	22	Every member of the Service shall get himself vaccinated and revaccinate as and when the Government so directs by a special or general order.
<b>Oath of allegiance</b>	23	Every member of the service, unless he has already done so, shall be required to take the oath of allegiance to India and to the Constitution of India as established by law.
<b>Power of relaxation</b>	24	When the Board is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these Rules with respect to any class or category of persons.
<b>Special provision</b>	25	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.
<b>Reservation</b>	26	<p>Nothing contained in these Rules shall affect reservations and other concessions required to be provided for scheduled castes, backward classes, ex-servicemen, physically handicapped persons or any other class or category of persons in accordance with the orders issued by the State Government in this regard, from time to time.</p> <p>Provided that the total percentage of reservations so made shall not exceed fifty per cent at any time.</p>

\* Approved by the Board of Directors in it's 106<sup>th</sup> meeting held on 08.03.2007.

General	27.	<p>(a) The whole time of an officer or other employee shall be at the disposal of the Corporation. The working hours shall be fixed in such a manner as may be deemed fit by the Corporation in Corporation's interest.</p> <p>(b) No officer or other employee shall directly or indirectly engage in any other business, occupation, or employment nor shall he enter into any partnership, accept any fees, endowment or commission what so ever from any party other than the Corporation except with the previous permission of the Appointment Authority.</p> <p>(c) No officer or other employee of the Corporation shall take part in politics or in any political demonstration or stand for election as member of any House of the State Legislature or Parliament or of any local Authority or indulge in such activities, which may cause embarrassment to the Corporation.</p> <p>(d) The Corporation shall in respect of acts done in good faith and in the interest of the Corporation extend protection to an officer and other employee of the Corporation in Court or elsewhere.</p> <p>(e) All employees will obtain the prior permission of the competent authority before applying for jobs in outside Organizations, failure to do so will render them liable for disciplinary action.</p> <p>(f) Revision of pay scales, creation/ upgradation of posts:- The Corporation shall refer for consideration and approval all such matters to the Finance Department/ HBPE through the Administrative Department which are mandatorily required to be so referred in accordance with specific instructions issued from time to time such as revision of pay scales, creation/ upgradation of posts, amendment in Service Rules etc. alongwith the recommendations of the Board of Directors.*</p> <p>(g) The Board may confer on the Managing Director or any other officer of the Corporation any of its power in these Bye-laws by resolution. The Managing Director may, with the approval of the Board, confer on any officer of the Corporation any of his powers including his delegated powers by written authorization. Delegated powers shall be exercised subject to such conditions and limits as may be prescribed in the resolution or authorization by the Board.</p>
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\* Approved by the Board of Directors in it's 143<sup>rd</sup> meeting held on 04.04.2016.

<p><b>Repeal and Savings</b></p>	<p>28</p>	<p>Any Rule applicable to the Service and savings corresponding to any of these Rules which are in force immediately before the commencement of these Rules is hereby repealed.</p> <p>Provided that any order made or action taken under the Rules so repealed, shall be deemed to have been made or taken under the corresponding provisions of these Rules.</p> <p>The Board shall have power to make, from time to time, such additions, deletions, alternations or amendments in these Rules as it may deem fit and relax any of the provisions contained therein.</p> <p>The Power to interpret these Rules shall vest in the Board of Directors who shall also be empowered to issue administrative instructions to the Managing Director to enforce these Rules and to secure effective control by devising subsidiary Rules, delegation of power, procedure or forms, subject to revision by the Board at any time sue moto or on representation by any employee.</p>
<p><b>State Eligibility Test in Computer Appreciation and Application (SETC)</b></p>	<p>29</p>	<p>The State Government issued notification No.42/164/2008-3GSII dated 22.09.2017, wherein, it has requested to comply with the following decision and issuance of required revised instructions/rules for SETC;-</p> <ol style="list-style-type: none"> <li>1. Vide instructions dated 07.11.2013 the SETC (State Eligibility Test in Computer Appreciation and Applications) was prescribed on the "Clerks" etc. Vide this instruction the nomenclature of posts of "Clerk-cum-computer operator", "Office associate", "Clerk-cum-Data Entry Operator", Data Entry Operator and Clerk-cum-typist was changed to a single and uniform nomenclature of "Clerk" in all Government Departments and the departments were directed to amend their service rules to this effect within one month of issue of the instruction.</li> <li>2. Vide the above mentioned instruction an exemption from SETC had also been provided to persons who had already acquired degrees in computers or had done a course in computers from reputed institutions like NIELIT, HKCL, Hartron or any other agency authorized by Government. It is clarified that these exemptions shall continue. Persons already having computer qualifications from reputed institutions (BCA/MCA/B.Tech/M.Tech. in computers from Universities &amp; Colleges, Diploma in Computers from Govt. Polytechnics, HKCL, Hartron, DOEACC/NIELIT etc.) shall continue to be exempted from SETC.</li> <li>3. Now, on considering the matter Government has taken a decision that passing of SETC (State Eligibility Test in Computer Appreciation and Applications) shall be mandatory for being eligible for Group `C` posts of Clerks.</li> <li>4. Further, in case of Group C posts other that Clerks the SETC shall not apply.*</li> </ol>

\* Approved by the Board of Directors in it's 150<sup>th</sup> meeting held on 30.10.2017.

## APPENDIX "A"

[See Rule - 3]

### HARYANA STATE ELECTRONICS DEVELOPMENT CORPORATION LIMITED, CHANDIGARH

SR. NO.	DESIGNATION OF POSTS	NO. OF POSTS SANCTIONED	PAY BAND & GRADE PAY (RUPEES)
1.	ADDITIONAL MANAGING DIRECTOR	01 (for 3 years)	Fixed remuneration of Rs.2 lacs

#### **A) CADRE: ADMINISTRATION**

2.	ASSISTANT GENERAL MANAGER/SECRETARY	03	15600-39100 (PB-3) & 6000/-
3.	SENIOR MANAGER	02	9300-34800 (PB-2) & 5400/-
4.	ASSTT. PUBLICITY-CUM-LIAISON OFFICER	06	9300-34800 (PB-2) & 3600/-
5.	LIBRARIAN		
6.	SECTION OFFICER		
7.	STORE - KEEPER	09	9300-34800 (PB-2) & 3600/-
8.	LIBRARIAN-CUM-RECEPTIONIST		
9.	ASSISTANT		
10.	JUNIOR LIBRARIAN	05	5200-20200 (PB-1) & 2400/-
11.	SENIOR CLERK		
12.	DUPLICATING MACHINE OPERATOR	01	5200-20200 (PB-1) & 1900/-
13.	RECEPTIONIST-CUM-PBX OPERATOR	00	
14.	CLERK/CLERK-CUM-TYPIST	03	
15.	HELPER	17	4440-7440 (-IS) & 1300/-
16.	PEON/CHOWKIDAR	23	
<b>TOTAL</b>		<b>69</b>	--

#### **B) CADRE: ADMINISTRATION-1**

1.	PRIVATE SECRETARY	01	9300-34800 (PB-2) & 4200/-
2.	PERSONAL ASSISTANT	04	9300-34800 (PB-2) & 3600/-
3.	SENIOR SCALE STENOGRAPHER	02	9300-34800 (PB-2) & 3600/-
4.	JUNIOR SCALE STENOGRAPHER	04	5200-20200 (PB-1) & 2400/-
5.	STENO-TYPIST	01	5200-20200 (PB-1) & 1900/-
<b>TOTAL</b>		<b>12</b>	

SR. NO.	DESIGNATION OF POSTS	NO OF POSTS SANCTIONED	PAY BAND & GRADE PAY (RUPEES)
<b>C) CADRE: ADMINISTRATION-2</b>			
1.	DRIVER	10	5200-20200 (PB-1) & 2400/-
2.	SWEEPER	07	4440-7440 (-IS) & 1300/-
3.	MALI	06	
<b>TOTAL</b>		<b>23</b>	--

<b>D) CADRE: ACCOUNTS</b>			
1.	DEPUTY GENERAL MANAGER	01	15600-39100 (PB-3) & 7600/-
2.	ASSISTANT GENERAL MANAGER/ DEPUTY CONTROLLER	01	15600-39100 (PB-3) & 6000/-
3.	SENIOR MANAGER	02	9300-34800 (PB-2) & 5400/-
4.	MANAGER	01	9300-34800 (PB-2) & 4200/-
5.	SECTION OFFICER	02	9300-34800 (PB-2) & 3600/-
6.	ACCOUNTS ASSTT/CASHIER	13	9300-34800 (PB-2) & 3600/-
7.	SENIOR ACCOUNTS CLERK	00	5200-20200 (PB-1) & 2400/-
8.	ACCOUNTS CLERK	01	5200-20200 (PB-1) & 1900/-
<b>TOTAL</b>		<b>21</b>	--

<b>E) CADRE: COMPUTER</b>			
1.	SENIOR SYSTEM ANALYST	03	15600-39100 (PB-3) & 6400/-
2.	SYSTEM ANALYST	06	9300-34800 (PB-2) & 5400/-
3.	PROGRAMMER	05	9300-34800 (PB-2) & 4200/-
4.	JR. PROGRAMMER-CUM-COMPUTER OPERATOR	12	9300-34800 (PB-2) & 3600/-
5.	DATA ENTRY OPERATOR	02	5200-20200 (PB-1) & 2400/-
<b>TOTAL</b>		<b>28</b>	--

<b>F) CADRE: R &amp; D CENTRES</b>			
1.	PROJECT MANAGER	04	15600-39100 (PB-3) & 7600/-
2.	DEPUTY PROJECT MANAGER/ SENIOR ENGINEER	08	15600-39100 (PB-3) & 6400/-
3.	DEPUTY ENGINEER	22	9300-34800 (PB-2) & 5400/-
4.	ASSISTANT ENGINEER	15	9300-34800 (PB-2) & 4200/-
5.	SENIOR TECHNICAL ASSISTANT/ SR. DRAFTSMAN	24	9300-34800 (PB-2) & 3600/-
6.	JUNIOR TECHNICAL ASSISTANT/ENGRAVER/ DRAFTSMAN/ JUNIOR ENGINEER	35	9300-34800 (PB-2) & 3600/-
7.	SENIOR TECHNICIAN/ POLISHER	40	5200-20200 (PB-1) & 2400/-
8.	JUNIOR TECHNICIAN/ CARPENTER/ MESON	19	5200-20200 (PB-1) & 1900/-
<b>TOTAL</b>		<b>167</b>	--

SR. NO.	DESIGNATION OF POSTS	NO OF POSTS SANCTIONED	PAY BAND & GRADE PAY (RUPEES)
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**G) CADRE: PROJECT & MARKETING**

1.	DEPUTY GENERAL MANAGER	01	15600-39100 (PB-3) & 7600/-
2.	ASSISTANT GENERAL MANAGER	02	15600-39100 (PB-3) & 6400/-
3.	SENIOR TECHNICAL MANAGER	03	9300-34800 (PB-2) & 5400/-
4.	TECHNICAL MANAGER	00	9300-34800 (PB-2) & 4200/-
5.	SENIOR TECHNICAL ASSISTANT	02	9300-34800 (PB-2) & 3600/-
<b>TOTAL</b>		<b>08</b>	--

<b>GRAND TOTAL (A+B+C+D+E+F+G)</b>		<b>329</b>	--
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**APPENDIX 'B'**

Sr. No.	Designation of the post and Pay Band & Grade Pay	Qualification & Experience, if any for direct recruitment	Qualification & Experience, if any for appointment other than by direct recruitment	Vacancies to be filled by Direct/ Promotion
1.	2.	3.	4.	5.

1.	Additional Managing Director (Fixed remuneration of Rs.2 lacs)	1st Division in B.E./B.Tech in Computer Science/IT/ Electronics & Communication/ M.C.A. having ten years experience in software development/implementation of IT projects out of which, he/she should have atleast four years of executive experience	--	100% direct.
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<b>CADRE-PERSONNEL &amp; ADMINISTRATION</b>				
2.	Peon-cum-Chowkidar/Peon/Helper/ Peon-cum-Cook Rs.4440-7400(-IS) & 1300/-	Matric	--	100% direct
3.	Duplicating/Photostat Machine Operator Rs.5200-20200 (PB-1) & 1900/-	Promotional Post	Five years experience as Helper	100 % through promotion
4.	Clerk-cum-Typist Diary-cum-Despatch Clerk/Store Clerk/Receptionist-cum-PBX Operator or equivalent Rs.5200-20200 (PB-1) & 1900/-	Graduate (2 <sup>nd</sup> Divn.) Speed in typewriting 40 W.P.M. with 2 yrs. experience	Five years experience in the Pay Band & Grade Pay of ` 4440-7400 (-IS) & 1300/-& having speed in type-writing 40 w.p.m.	75 % direct 25 % through promotion
5.	Sr. Clerk/Sr. Receptionist-cum-PBX Operator or equivalent Rs. 5200-20200 (PB-1) & 2400/-	Promotional Post	Five years experience in the Pay Band & Grade Pay of ` 5200-20200 (PB-1) & 1900/-	100 % through promotion
6.	Assistant or equivalent Rs. 9300-34800 (PB-2) & 3600/-	Promotional Post	Five years experience in the Pay Band & Grade Pay of ` 5200-20200 (PB-1) & 2400/-	100% through promotion
7.	Section Officer or equivalent Rs. 9300-34800 (PB-2) & 3600/-	Promotional Post	Five years experience as Assistant or equivalent	100 % through promotion
8.	Manager or equivalent Rs. 9300-34800 (PB-2) & 4200/-	MBA with two years experience in the relevant field.	Five years experience as Section Officer or equivalent	50 % direct 50 % through promotion
9.	Sr. Manager or equivalent Rs. 9300-34800 (PB-2) & 5400/-	Promotional Post	Five years experience in the Pay Band & Grade Pay of ` 9300-34800 (PB-2) & 4200/-	100 % through promotion
10.	Asstt. General Manager Rs. 15600-39100 (PB-3) & 6000/-	MBA in the relevant field with at least five years experience out of which two years should be in an executive position in the relevant field.	Five years experience as Senior Manager or equivalent	25 % direct 75 % through promotion
11.	Company Secretary Rs. 15600-39100 (PB-3) & 6000/-	A member of the Institute of Company Secretaries of India with at least three years experience as Company Secretary	--	100 % direct
12.	Dy. General Manager or equivalent Rs.15600-39100 (PB-3) & 7600/-	MBA in the relevant field or equivalent degree with at least seven years experience out of which five years should be in an executive position in the relevant field	Five years experience as Assistant General Manager or equivalent/ Company Secretary	50 % direct 50 % through promotion

Sr. No.	Designation of the post and Pay Band & Grade Pay	Qualification & Experience, if any for direct recruitment	Qualification & Experience, if any for appointment other than by direct recruitment	Vacancies to be filled by Direct/ Promotion
1.	2.	3.	4.	5.
13.	General Manager or equivalent Not specified by HBPE	Promotional Post	Minimum five years experience as Deputy General Manager or equivalent/ Company Secretary	100% through promotion
14.	Chief General Manager Not specified by HBPE	Promotional Post	Minimum five years experience as General Manager or equivalent/ Company Secretary	100% through promotion.

#### CADRE- PERSONNEL & ADMINISTRATION-I

1.	Steno Typist Rs. 5200-20200 (PB-1) & 1900/-	Graduate with speed in shorthand and typewriting at 80/40 W.P.M. should have proficiency in use on Computer.	Five years experience in the Pay Band & Grade Pay of 4440-7440 (-IS) & 1300/- & having shorthand and typewriting speed at 80/40 w.p.m.	75 % direct. 25 % through promotion.
2.	Jr. Scale Stenographer Rs. 5200-20200 (PB-1) & 2400/-	Promotional Post	Five years experience as Steno - Typist.	100% through promotion.
3.	Sr. Scale Stenographer Rs. 9300-34800 (PB-2) & 3600/-	Graduate (2 <sup>nd</sup> Divn.) with English shorthand/typewriting speed at 100/ 40 W.P.M. resp. with five years relevant experience. Should have proficiency in use of Computer	Five years experience as Junior Scale Stenographer	75% through promotion. 25% direct.
4.	Personal Assistant Rs. 9300-34800 (PB-2) & 3600/-	Promotional Post	Five years experience as Senior Scale Stenographer	100% through promotion.
5.	Private Secretary Rs. 9300-34800 (PB-2) & 4200/-	Promotional Post	Five years experience as Personal Assistant	100% through promotion.

#### CADRE- PERSONNEL & ADMINISTRATION-II

1.	Sweeper Rs. 4440-7400(-IS) & 1300/-	Literate with two years experience	--	100% direct
2.	Mali Rs. 4440-7400(-IS) & 1300/-	Literate with knowledge of gardening with two years experience	--	100% direct
3.	Driver Rs. 5200-20200 (PB-1) & 2400/-	Literate with valid license for driving with four years experience	--	100% direct

#### CADRE :- FINANCE & ACCOUNTS

1.	Accounts Clerk Rs. 5200-20200 (PB-1) & 1900/-	1 <sup>st</sup> Class B.Com with one year experience	--	100% Direct
2.	Senior Clerk (A/c) Rs. 5200-20200 (PB-1) & 2400/-	Promotional Post	Minimum five years experience as Accounts Clerk	100% through promotion
3.	Accounts Assistant/Cashier Rs. 9300-34800 (PB-2) & 3600/-	1 <sup>st</sup> Class M. Com with one Year experience in the relevant field	Minimum five years experience as Senior Clerk	50% through promotion 50% Direct.
4.	Section Officer (A/c) Rs. 9300-34800 (PB-2) & 3600/-	Promotional post	Minimum five years experience as Accounts Assistant /Cashier.	100% through promotion
5.	Manager or equivalent Rs. 9300-34800 (PB-2) & 4200/-	C.A. having two years experience in relevant field	Minimum five years experience as Section Officer	50% through promotion 50% direct

Sr. No.	Designation of the post and Pay Band & Grade Pay	Qualification & Experience, if any for direct recruitment	Qualification & Experience, if any for appointment other than by direct recruitment	Vacancies to be filled by Direct/ Promotion
1.	2.	3.	4.	5.
6.	Senior Manager or equivalent Rs. 9300-34800 (PB-2) & 5400/-	Promotional Post	Minimum five years experience as Manager	100% through promotion
7.	Assistant General Manager or equivalent Rs. 15600-39100 (PB-3) & 6000/-	C.A. with 5 years Experience in the Executive Position in the relevant field	Minimum five years experience as Senior Manager	75% through Promotion 25% Direct.
8.	Deputy General Manager or equivalent Rs.15600-39100 (PB-3) & 7600/-	C.A. having seven years experience out of which at least five years in the executive position in the relevant field	Minimum five years experience as Assistant General Manager	50% through promotion 50% Direct.
9.	General Manager or Equivalent Not specified by HBPE	Promotional Post	Minimum five years experience as Deputy General Manager	100% through promotion
10.	Chief General Manager Not specified by HBPE	Promotional Post	Minimum five years experience as General Manager	100% through promotion
<b>CADRE:- COMPUTERS</b>				
1.	Data Entry Operator Rs. 5200-20200 (PB-1) & 2400/-	Graduate with Data Entry Course	Minimum two years experience in relevant field.	100% Direct.
2.	Junior Programmer/Computer Operator Rs.9300-34800 (PB-2) & 3600/-	1 <sup>st</sup> Class Graduate with one year P.G. Diploma in Computer Programming from any recognized University/ equivalent DOE recognized course or B.Sc.(Computer Science) in 1 <sup>st</sup> Class	Minimum five years experience as Data Entry Operator	50% through promotion 50% Direct.
3.	Asstt. Programmer Rs. 9300-34800 (PB-2) & 3600/-	Promotional Post	Minimum five years experience as Junior Programmer	100% through promotion
4.	Programmer or equivalent Rs.9300-34800 (PB-2) & 4200/-	1 <sup>st</sup> Class BE/ B. Tech. in Computer Sc. / MCA having one year experience in relevant field.	Minimum five years experience as Assistant Programmer	50% through promotion 50% direct
5.	System Analyst or equivalent Rs. 9300-34800 (PB-2) & 5400/-	Promotional post	Minimum five years experience as Programmer	100% through promotion
6.	Sr. System Analyst or equivalent Rs.15600-39100 (PB-3) & 6400/-	1 <sup>st</sup> Class BE/B.Tech. in Computer Sc./ MCA having five years experience in the Executive Position in the relevant field.	Minimum five years experience as System Analyst.	75% through Promotion 25% Direct.
7.	Dy. General Manager or equivalent Rs.15600-39100 (PB-3) & 7600/-	1 <sup>st</sup> Class BE/B. Tech. in Computer Sc. / MCA having seven years experience out of which at least five years in the Executive position in the relevant field	Minimum five years experience as Senior System Analyst	50% through promotion 50% Direct.
8.	General Manager or equivalent Not specified by HBPE	Promotional Post	Minimum five years experience as Deputy General Manager	100% through promotion
9.	Chief General Manager Not specified by HBPE	Promotional Post	Minimum five years experience as General Manager	100% through promotion

Sr. No.	Designation of the post and Pay Band & Grade Pay	Qualification & Experience, if any for direct recruitment	Qualification & Experience, if any for appointment other than by direct recruitment	Vacancies to be filled by Direct/ Promotion
1.	2.	3.	4.	5.

**CADRE:- R & D CENTRES**

1.	Dy. General Manager or equivalent Rs.15600-39100 (PB-3) & 7600/-	1 <sup>st</sup> Class BE/B. Tech. in relevant field having seven years experience out of which at least five years in the Executive position in the relevant field.	Minimum five years experience Assistant General Manager	50% through promotion 50% Direct.
2.	General Manager or equivalent Not specified by HBPE	Promotional Post	Minimum five years experience as Deputy General Manager.	100% through promotion
3.	Chief General Manager Not specified by HBPE	Promotional Post	Minimum five years experience as General Manager	100% through promotion

**(A) ELECTRONICS**

1.	Junior Technician Rs. 5200-20200 (PB-1) & 1900/-	Promotional post	Minimum five years experience as Helper	100% through promotion
2.	Senior Technician Rs.5200-20200 (PB-1) & 2400/-	Promotional Post	Minimum five years experience as Junior Technician	100% through promotion
3.	Junior Technical Assistant Rs. 9300-34800 (PB-2) & 3600/-	1 <sup>st</sup> Class Diploma in Electronics/M.Sc with one year experience in the relevant field	Minimum five years experience as Senior Technician	50% through promotion 50% Direct.
4.	Senior Technical Assistant Rs. 9300-34800 (PB-2) & 3600/-	Promotional post	Minimum five years experience as Junior Technical Assistant	100% through promotion
5.	Technical Manager or equivalent Rs. 9300-34800 (PB-2) & 4200/-	1 <sup>st</sup> Class BE/B. Tech. in Electronics having two years experience in relevant field.	Minimum five years experience as Senior Technical Assistant	50% through promotion 50% direct
6.	Sr. Tech. Manager or equivalent Rs. 9300-34800 (PB-2) & 5400/-	Promotional Post	Minimum five years experience as Technical Manager	100% through promotion
7.	Asstt. General Manager or equivalent Rs.15600-39100 (PB-3) & 6400/-	1 <sup>st</sup> Class BE/B.Tech in Electronics with five years experience in the Executive Position in the relevant field	Minimum five years experience as Senior Technical Manager	75% through Promotion 25% Direct.

**(B) GENERAL MAINTENANCE**

1.	Junior Technician Rs. 5200-20200 (PB-1) & 1900/-	Promotional Post	Minimum five years experience as Helper	100% through promotion
2.	Senior Technician Rs. 5200-20200 (PB-1) & 2400/-	Promotional Post	Minimum five years experience as Junior Technician	100% through promotion
3.	Junior Technical Assistant Rs. 9300-34800 (PB-2) & 3600/-	1 <sup>st</sup> Class Diploma in Civil/ Mech./ Electronics/or relevant field/ M.Sc. with one year experience in the relevant field	Minimum five years experience as Senior Technician	50% through promotion 50% Direct.
4.	Senior Technical Assistant Rs.9300-34800 (PB-2) & 3600/-	Promotional post	Minimum five years experience as Junior Technical Assistant	100% through promotion
5.	Technical Manager or equivalent Rs. 9300-34800 (PB-2) & 4200/-	Promotional Post	Minimum five years experience as Senior Technical Assistant	100% through promotion
6.	Sr. Tech. Manager or equivalent Rs.9300-34800 (PB-2) & 5400/-	Promotional Post	Minimum five years experience as Technical Manager	100% through promotion
7.	Asstt. General Manager or equivalent Rs. 15600-39100 (PB-3) & 6400/-	Promotional Post	Minimum five years experience as Senior Technical Manager	100% through promotion

Sr. No.	Designation of the post and Pay Band & Grade Pay	Qualification & Experience, if any for direct recruitment	Qualification & Experience, if any for appointment other than by direct recruitment	Vacancies to be filled by Direct/ Promotion
1.	2.	3.	4.	5.
<b>( C ) MECHANICAL</b>				
1.	Junior Technician Rs.5200-20200 (PB-1) & 1900/-	Matric with ITI	Minimum five years experience as Helper	50% Direct. 50% through Promotion
2.	Senior Technician Rs.5200-20200 (PB-1) & 2400/-	Matric with ITI with minimum three years experience	Minimum five years experience as Junior Technician	25% Direct 75% through promotion
3.	Junior Technical Assistant Rs. 9300-34800 (PB-2) & 3600/-	1 <sup>st</sup> Class Diploma in Mech. or related field with one year experience in relevant field	Minimum five years experience as Senior Technician	50% through promotion 50% Direct.
4.	Senior Technical Assistant Rs. 9300-34800 (PB-2) & 3600/-	Promotional post	Minimum five years experience as Junior Technical Assistant	100% through promotion
5.	Technical Manager or equivalent Rs. 9300-34800 (PB-2) & 4200/-	1 <sup>st</sup> Class BE/B. Tech. in Mechanical or related field having two years experience in relevant field	Minimum five years experience as Senior Technical Assistant	50% through Promotion 50% Direct.
6.	Sr. Technical Manager or equivalent Rs.9300-34800 (PB-2) & 5400/-	Promotional Post	Minimum five years experience as Technical Manager	100% through promotion
7.	Asstt. General Manager or equivalent Rs.15600-39100 (PB-3) & 6400/-	1 <sup>st</sup> Class BE/B.Tech in Mechanical or related field with four years experience	Minimum five years experience as Senior Technical Manager	75% through Promotion 25% Direct.
<b>(D) DRAWING SECTION (MECHANICAL -I)</b>				
1.	Draftsman Rs.9300-34800 (PB-2) & 3600/-	2 Years Diploma from ITI in Draftsman with five Years experience in relevant field	-	100% Direct
2.	Sr. Draftsman Rs.9300-34800 (PB-2) & 3600/-	Promotional Post	Minimum five years experience as Draftsman	100% through promotion
<b>(E) CNC TOOL ROOMS/CAD/CAM (MECHANICAL-II)</b>				
1.	Junior Technician Rs.5200-20200 (PB-1) & 1900/-	Matric with ITI	Minimum five years experience as Helper	50% Direct. 50% through Promotion
2.	Senior Technician Rs. 5200-20200 (PB-1) & 2400/-	Matric with ITI with minimum three years experience	Minimum five years experience as Junior Technician	25% Direct 75% through promotion
3.	Junior Technical Assistant Rs. 9300-34800 (PB-2) & 3600/-	1 <sup>st</sup> Class Diploma in Mech. or related field with one year experience in relevant field	Minimum five years experience as Senior Technician	50% through promotion 50% Direct.
4.	Senior Technical Assistant Rs. 9300-34800 (PB-2) & 3600/-	Promotional Post	Minimum five years experience as Junior Technical Assistant	100% through promotion
5.	Technical Manager or equivalent Rs. 9300-34800 (PB-2) & 4200/-	1 <sup>st</sup> Class BE/B. Tech. in Mechanical or related field having two years experience in relevant field.	Minimum five years experience as Senior Technical Assistant	50% through Promotion 50% Direct
6.	Sr. Technical Manager or equivalent Rs.9300-34800 (PB-2) & 5400/-	Promotional Post	Minimum five years experience as Technical Manager	100% through promotion
7.	Asstt. General Manager or equivalent Rs.15600-39100 (PB-3) & 6400/-	1 <sup>st</sup> Class BE/B.Tech in Mechanical or related field with five years experience.	Minimum five years experience as Senior Technical Manager	75% through Promotion 25% Direct.

Sr. No.	Designation of the post and Pay Band & Grade Pay	Qualification & Experience, if any for direct recruitment	Qualification & Experience, if any for appointment other than by direct recruitment	Vacancies to be filled by Direct/ Promotion
1.	2.	3.	4.	5.
<b>(F) OPTICS</b>				
1.	Junior Technician Rs. 5200-20200 (PB-1) & 1900/-	Matric with seven years experience in the relevant field	Minimum five years experience as Helper	50% Direct. 50% through Promotion
2.	Senior Technician Rs. 5200-20200 (PB-1) & 2400/-	Graduate with minimum five years experience.	Minimum five years experience as Junior Technician	25% Direct 75% through promotion
3.	Junior Technical Assistant Rs. 9300-34800 (PB-2) & 3600/-	1 <sup>st</sup> Class M.Sc. (Phy) or related field with one year experience in relevant field	Minimum five years experience as Senior Technician	50% through promotion 50% Direct
4.	Senior Technical Assistant Rs. 9300-34800 (PB-2) & 3600/-	Promotional Post	Minimum five years experience as Junior Technical Assistant	100% through promotion
5.	Technical Manager or equivalent Rs. 9300-34800 (PB-2) & 4200/-	1 <sup>st</sup> Class M.Tech. (Optics/Opto-Electronics) or related field having two years experience in relevant field	Minimum five years experience as Senior Technical Assistant	50% through Promotion 50% Direct.
6.	Senior Technical Manager or equivalent Rs. 9300-34800 (PB-2) & 5400/-	Promotional Post	Minimum five years experience as Technical Manager	100% through promotion
7.	Assistant General Manager or equivalent Rs. 15600-39100 (PB-3) & 6400/-	1 <sup>st</sup> Class M.Tech. (Optics/Opto-Electronics) or related field with four years experience	Minimum five years experience as Senior Technical Manager	75% through Promotion 25% Direct.
<b>(G) ELECTRO CHEMICAL</b>				
1.	Junior Technician Rs. 5200-20200 (PB-1) & 1900/-	Promotional Post	Minimum five years experience as Helper	100% through promotion
2.	Senior Technician Rs. 5200-20200 (PB-1) & 2400/-	Promotional Post	Minimum five years experience as Junior Technician	100% through promotion
3.	Junior Technical Assistant Rs. 9300-34800 (PB-2) & 3600/-	1 <sup>st</sup> Class Diploma in Electronics/ M.Sc. with one year experience in the relevant field	Minimum five years experience as Senior Technician	50% through promotion 50% Direct.
4.	Senior Technical Assistant Rs. 9300-34800 (PB-2) & 3600/-	Promotional Post	Minimum five years experience as Junior Technical Assistant	100% through promotion
5.	Technical Manager or equivalent Rs. 9300-34800 (PB-2) & 4200/-	Promotional Post	Minimum five years experience as Senior Technical Assistant	100% through Promotion
6.	Senior Technical Manager or equivalent Rs. 9300-34800 (PB-2) & 5400/-	Promotional Post	Minimum five years experience as Technical Manager	100% through promotion
7.	Assistant General Manager or equivalent Rs. 15600-39100 (PB-3) & 6400/-	Promotional Post	Minimum five years experience as Senior Technical Manager	100% through Promotion

Sr. No.	Designation of the post and Pay Band & Grade Pay	Qualification & Experience, if any for direct recruitment	Qualification & Experience, if any for appointment other than by direct recruitment	Vacancies to be filled by Direct/ Promotion
1.	2.	3.	4.	5.
<b>CADRE - PROJECT &amp; MARKETING</b>				
1.	Junior Technician Rs.5200-20200 (PB-1) & 1900/-	Promotional Post	Minimum five years experience as Helper	100% through promotion
2.	Senior Technician Rs.5200-20200 (PB-1) & 2400/-	Promotional Post	Minimum five years experience as Junior Technician	100% through promotion
3.	Junior Technical Assistant Rs. 9300-34800 (PB-2) & 3600/-	1 <sup>st</sup> Class Diploma in Electronics/M.Sc. with one year experience in the relevant filed	Minimum five years experience as Senior Technician	50% through promotion 50% Direct.
4.	Senior Technical Assistant Rs.9300-34800 (PB-2) & 3600/-	Promotional Post	Minimum five years experience as Junior Technical Assistant	100% through promotion
5.	Technical Manager or equivalent Rs.9300-34800 (PB-2) & 4200/-	1 <sup>st</sup> Class BE/B.Tech. in electronics having two years experience in relevant filed.	Minimum five years experience as Senior Technical Assistant	50% through promotion 50% direct
6.	Senior Technical Manager or equivalent Rs.9300-34800 (PB-2) & 5400/-	Promotional Post	Minimum five years experience as Technical Manager	100% through promotion
7.	Assistant General Manager or equivalent Rs.15600-39100 (PB-3) & 6400/-	1 <sup>st</sup> Class BE/B.Tech. in Electronics with 5 years exp. in the Executive Position in the relevant filed.	Minimum five years experience as Senior Technical Manager	75% through Promotion 25% Direct.
8.	Deputy General Manager or equivalent Rs.15600-39100 (PB-3) & 7600/-	1 <sup>st</sup> Class BE/B.Tech. in Electronics having 7 years experience out of which at least 5 years in the Executive position in the relevant field.	Minimum five years experience as Assistant General Manager	50% through promotion 50% Direct.
9.	General Manager or Equivalent Not specified by HBPE	Promotional Post	Minimum five years experience as Deputy General Manager	100% through promotion
10.	Chief General Manager Not specified by HBPE	Promotional Post	Minimum five years experience as General Manager	100% through promotion

## APPENDIX 'C'

Sr. No.	Designation Appellate of Post Authority	Appointing Authority	Nature of Penalty	Authority empowered to impose penalty	Appellate Authority
1	2	3	4	5	6
<b>Minor Penalties</b>					
1.	All Posts	Managing Director	<ul style="list-style-type: none"> <li>(i) Warning with a copy in the personal file. (Character roll);</li> <li>(ii) Censure;</li> <li>(iii) Withholding of promotion;</li> <li>(iv) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Corporation or to a company an association or body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Corporation; and</li> <li>(v) Withholding of increments of pay without cumulative effect.</li> </ul>	Managing Director	Board
<b>Major Penalties;-</b>					
			<ul style="list-style-type: none"> <li>(i) Withholding of increments of pay with cumulative effect.</li> <li>(ii) Reduction to lower stage in time scale of pay for a specified period with further directions as to whether or not the Corporation 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;</li> </ul>		

Sr. No.	Designation Appellate of Post Authority	Appointing Authority	Nature of Penalty	Authority empowered to impose penalty	Appellate Authority
1	2	3	4	5	6

- (iii) Reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Corporation employees to the time scale to pay, grade, post or service from which he was reduced, with or without further direction regarding conditions of restoration to the grade or post or service from which the Corporation employee was reduced and his seniority and pay on such restoration to that grade, post or service;
- (iv) Compulsory retirement;
- (v) Removal from service which shall not be a disqualification for future employment under the Corporation; and
- (vi) Dismissal from service which shall ordinarily be a disqualification for future employment under the Corporation.