



HARYANA GOVERNMENT  
**SECRETARIAT FOR INFORMATION TECHNOLOGY**

No. Admn/254/1SIT / 1077

From:

The Financial Commissioner & Principal Secretary to Govt. Haryana,  
Electronics and Information Technology Department.

To

1. All the Administrative Secretaries to Government of Haryana.
2. All the Heads of Departments in Haryana.
3. Registrar, Punjab & Haryana High Court
4. All the Divisional Commissioners in Haryana.
5. Managing Directors/Chief Administrators/Chief Executive Officers of all the Boards, Corporations etc. in Haryana.
6. All the Deputy Commissioners in Haryana.
7. Registrars of all the Universities in Haryana.

Dated Chandigarh the 17-03-2010

**Subject:** Revision of the job-work fee/contract remuneration of Computer Professionals of various categories engaged for various Departments/ Boards/ Corporations through Haryana Informatics Limited (HIL), and policy decisions governing their service conditions.

Sir/Madam,

I am directed to address you on the subject cited above and to inform you that the case regarding revision of job-work fee/ contract remuneration of Computer Professionals in various categories engaged for various Departments/ Boards/Corporations in the State has been under consideration of the Government for some time. After careful consideration, the State Government has decided to revise the remuneration of the computer professionals w.e.f. 1<sup>st</sup> January, 2010 as per the enclosed Annexure. It has also been decided that the future engagement of computer personnel on job-work fee/ contract basis would be on the following terms and conditions:

- i) The decision to engage IT personnel in various categories on contract basis, increase or reduce the numbers and renewal/ extension of their contracts from time to time rests primarily with the client department/ organization which has to be need-based.

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- ii) The contract period for the IT Professionals, wherever so engaged, and subject to requirements of the client Department/ organization, shall be a minimum of one year (as against the current six months) which would be renewable on year to year basis, subject to their performance being found very good or above, by the concerned Department/ Organisation where they are deployed.
- iii) Hartron would be involved only at the time of initial screening and selection of a candidate and charge a fee equal to one month's remuneration. Thereafter, the concerned professional shall be on the rolls of the concerned Department/organization. The concerned Department/ Organisation shall ensure that his monthly contract amount/ remuneration/ job work fee is paid in the same manner as the salary of regular employees. The contract amount would be paid out of the 'Object Head' viz. Professional Services, for which a provision will be got made in the budget of the Department. Further, the concerned Department/ organization will also be responsible for deposit of CPF/ESI etc. as applicable, in respect of the concerned resource. Every Department/ Organisation requisitioning the services will follow the instructions bearing No. Admn/307/2006/1SIT/6272 dated 29.12.2008 issued by this Department in this behalf.
- iv) The expenditure shall be borne by the borrowing Departments/ Boards/ Corporations/Agencies/Authorities who are utilizing the services of the IT professionals.
- v) In the event an IT Professional is found fit/suitable for renewal/ extension of his contract based on justified requirements, he/she may be allowed a raise @ 5% over the base amount specified in the Annexure.
- vi) Hartron shall prepare a standard form of 'Service Contract Agreement' to be signed with the IT personnel, which shall be got vetted from Labour Department and shall circulate the same to all the Departments/ Organisations. The said contract Agreement shall be prepared both for the initial engagement as well as the extension/ renewal of contract.
- vii) Every IT professional engaged on contract basis may be allowed 10 days Casual leave in a calendar year during the period of engagement. Any leave beyond this period would entail prorated deduction from his job work fee.
- viii) The IT Professionals, engaged on job-work fee/ contract basis in accordance with the above, would also be entitled to payment of TA/DA whenever required to undertake journeys for official duties at the same rate/ scale as is permissible to a regular employee of equivalent level in the State Government.



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- ix) IT professionals, who are not covered under the ESI scheme, would also be entitled to payment of fixed medical allowance @ Rs.500/- per month over and above the consolidated remuneration/job work fee as prescribed. In cases where ESI contribution is mandatory, the Department/ organization shall deposit the same over and above the fixed remuneration.
- x) In case any person so engaged is currently drawing a higher amount of job work fee/ contract remuneration than the revised remuneration/amount, the same will be protected till it gets neutralized with annualized increase.
2. This issues with the concurrence of the Finance Department conveyed vide their UO No.1/116/2001-5FDIII/2010 dated 10.3.2010.
3. If any question/doubt arises as to the interpretation of these instructions, it shall be referred to the office of Information Technology for decision/ clarification.
4. These instructions should be brought to the notice of all concerned for strict compliance.

Administrative Officer

For Financial Commissioner & Principal Secretary to Govt. Haryana  
Electronics & Information Technology Department.

No. Admn/254/1SIT 1078

Dated: 17/03/2010

A copy alongwith its enclosure is forwarded to the Accountant General, Haryana (Accounts & Audit), Chandigarh for information and necessary action.

Administrative Officer

For Financial Commissioner & Principal Secretary to Govt. Haryana  
Electronics & Information Technology Department.



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No. Admn/254/1SIT / 1079

Dated: 17/03/2010

A copy alongwith its enclosure is forwarded to the Managing Director, Haryana State Electronics Development Corporation Limited, Chandigarh, Haryana for taking necessary action on point (vi) above.

Administrative Officer  
For Financial Commissioner & Principal Secretary to Govt. Haryana  
Electronics & Information Technology Department.

A copy alongwith its enclosure is forwarded to all the Financial Commissioners & All Administrative Secretaries to Govt. of Haryana for information and necessary action.

Administrative Officer  
For Financial Commissioner & Principal Secretary to Govt. Haryana  
Electronics & Information Technology Department.

To

All Financial Commissioners &  
All Administrative Secretaries to Govt. of Haryana.

UO: No. Admn/254/1SIT / 1080

Dated: 17/03/2010

Endst. No. Admn/254/1SIT / 1081

Dated: 17/03/2010

A copy alongwith its enclosure is forwarded to SIO, NIC for placing the above said instructions on the websites of IT Department.

Administrative Officer  
For Financial Commissioner & Principal Secretary to Govt. Haryana  
Electronics & Information Technology Department.

## ANNEXURE

Designation/category of person on job work basis.	Qualification	Nature of job	Existing Category	Existing remuneration. Per month ( Amt. In Rs.)	Counterpart post in Govt./ Hartron/NIC (for the purpose of TA/ DA)	Approved job Work/contract fee p.m. as on 1.1.2010 in (Rs.)
2	3	4	5	6	7	8
<b>Data Entry Operator</b> Category (i)	<p>i) 10+2 (with 50% marks) &amp; 'O' Level/one year Diploma/ Course in Programming Asstt. / Comp. Application/ NCVT Certificate (with 50% marks)</p> <p>Or</p> <p>Graduate &amp; 'O' Level/one year Diploma/ Course in Programming Asstt. / Comp. Application/ NCVT Certificate (with 50% marks)</p> <p>Or</p> <p>Three Years diploma in Modern Office Practices/ Office Management &amp; Computer Applications/ Comp. Engg. / Electronics &amp; Comm. Engg./ BCA (with 50% marks)</p> <p>Or</p> <p>Two years diploma in Office Management &amp; Computer Applications (with 50% marks)</p> <p>Or</p> <p>Post Matric one year ITI Course/NCVT in stenography (with 60% marks)</p> <p>and</p> <p>ii) Data Punching speed of 8000 key depressions per hour or 133 key depressions per minute.</p>	To enter data in a proper format as per design of the software	Category 9	4950/-	<u>Clerk /Steno Typist.</u> Rs.5200-20200+ GP of Rs.1900/-	8000/-
Category (ii)	Qualification As per category (i) above with 4 to 7 years of contract service	-do-	Category 8	6050/-	-do-	9000/-
Category (iii)	Qualification As per category (i) above with More than 7 years of contract service	do-	New category	New Category	-do-	10000/-
<b>DTP Operator</b>	<p>i) 10+2 with minimum 1 years Course in Desktop Publishing or Graduation with 6 months full time Certificate Course in Desktop Publishing or Bachelor in Fine Arts.</p> <p>ii) Having minimum 2 years experience in designing print media like Advertisements, Brochures, News Letters etc using Coral Draw/Page Maker and Adobe Premiere/Photoshop.</p>	Designing of Brochures, Project Reports, Advertisements etc	Category 13	7700/-	<u>Jr. Scale Steno</u> 5200-20200+ GP 2400	11500/-

Sr.	Designation/category of person on job work basis.	Qualification	Nature of job	Existing Category	Existing remuneration. Per month ( Amt. In Rs.)	Counterpart post in Govt./ Hartron/NIC (for the purpose of TA/ DA)	Approved job Work/contract fee p.m. as on 1.1.2010 in (Rs.)
1	2	3	4	5	6	7	8
3	<u>Junior Programmer/ Junior Data Analyst/ Networking Assistant/ Web Designer</u>  Category (i)	PGDCA/PDCA/PGDIT/APGDCA/MCA/M.Sc./BCA/BSc (Comp. Sc./IT) / 3 Yrs. Diploma in Comp. Application/ IT from SBTE/University / 'A' Level course from DOE with minimum 55% marks and having knowledge in software Dev. in a Limited Company.  Or (i) 3 years diploma in Comp. Sc./ IT/Electronics / Electronics & Comm. with 55% marks or BCA/B.Sc. (Comp. Sc. / IT) with 55% marks or 'A'/'B' Level Course from DOE with 55% marks (ii) 1 year working experience in troubleshooting and resolving operation issues of Electronics Equipment, LAN/WAN/internet/Intranet, all types of hardware, system software from a reputed company. (iii) Person having MCP/MSCE/CCNA/DCNE/ Linux/Solaris/Network+/A+ Certification shall be given pref.  Or i) 10+2 with minimum 2 years Course in multimedia/web designing or Graduation with 6 months full time Certificate Course in Multimedia/Web Designing or Bachelor in Fine Arts. ii) Having minimum 2 years experience in designing multimedia presentations, tutorials, websites using Macromedia Flash/ Dreamweaver/3D Max and Adobe Premiere/Photoshop	Modify/Maintain Software Applications/ Data MIS & Analysis Report and assist the programmer   Hardware maintenance, assembly and networking          Designing and development of Multimedia presentations and websites	Category 6          Category 10          Category 12	7700 to 9900	<u>Assistant in Govt./ Jr. Programmer in Hartron</u>          9300-34800+GP 3200	13000/-

1	2	3	4	5	6	7	8
Designation/Category of person on job work basis.	Qualification	Nature of job	Existing Category	Existing remuneration. Per month (Amt. In Rs.)	Counterpart post in Govt./ Hartron/NIC (for the purpose of TA/ DA)	Approved job Work/contract fee p.m. as on 1.1.2010 in (Rs.)	
Category (ii)	Qualification As per category (i) above with 4 to 7 years of Contract Service	-do-	Category 5	-do-	-do-	15000/-	
Category (iii)	Qualification As per category (i) above with more than 7 years of Contract Service	-do-	New Category	New Category	-do-	16000/-	
4.	<b>Programmer/ Data Analyst/Networking Engineer</b>					<b>Programmer in Hartron</b>	
Category (i)	<p>i) B.E./B.Tech./M.Tech. (Comp. Sc./IT/ Electronics &amp; Comm. in 1st Divn. Or M.Sc. (Comp. Sc./IT) in 1st Divn.Or MCA in 1st Divn. Or 'B'/C' Level course from DOE in 1st Divn. Or M.Sc (Phy/Math/Statistics) in 1st Divn., and PGDCA in 1st Divn and</p> <p>ii) Project Work of Software Development in a reputed company on .NET or Java/J2EE/ WebSphere/ PHP, MySQL and Linux/ VB and MS Access/SQL Server/Oracle</p> <p>Or</p> <p>(i)B.E/B.Tech/M.Tech in Comp. Sc/ IT/ Electronics &amp; Comm. With 1<sup>st</sup> Division or MCA with 1<sup>st</sup> Division or 'B'/'C' Level Course from DOE with 1<sup>st</sup> Division/"A" Grade.</p> <p>(ii) Certification MCSE/ CCNA/ DCNE/ Linux/Solaris</p> <p>(iii) Working Experience of handling networking project troubleshooting and resolving operation issues of LAN/WAN/ Internet/ Intranet, all types of hardware, system software from a reputed company.</p>	<p>To Develop Software Applications Data MIS &amp; Analysis Report</p> <p>Hardware maintenance assembly and networking</p>	<p>Category 4</p> <p>Category 11</p>	11040-13800	9300-34800+GP Rs.4200	16000/-	
Category (ii)	Qualification As per category (i) above with 4 to 7 years of Contract Service	do	Category 3	-do-	-do-	18000/-	

Sr.	Designation/category of person on job work basis.	Qualification	Nature of job	Existing Category	Existing remuneration. Per month ( Amt. In Rs.)	Counterpart post in Govt./ Hartron/NIC (for the purpose of TA/ DA)	Approved job Work/contract fee p.m. as on 1.1.2010 in (Rs.)
1	2	3	4	5	6	7	8
5.	<u>System Analyst</u>	Qualification As per serial no. 4 category (i) with Min. 5 years Exp. as Programmer/ Data Analyst/ Networking Engineer	System study, system design & development of IT applications	Category 2	25300 to 28750	<u>System Analyst in NIC</u> 15600-39100+ GP 5400/-	25000/-
6.	<u>Senior System Analyst</u>	Qualification As per serial no. 4 category (i) with Min. 5 years experience as System Analyst	System study, analysis & designing and development & supervision/monitoring of projects.	New	New Category	<u>Sr. System Analyst in NIC</u> 15600-39100+ GP 6400/-	26000/-
7.	<u>Dy. General Manager</u>	(i) 1st Divn. in B.E./B.Tech./M.Tech. (Comp.Sc./ IT/ Electronics & Comm.)/ MCA with MBA (1st Div.)  (ii) 12 yrs. experience in Software Industries in Software development implementation. At least 5 years experience at Sr. level in execution of projects in relevant field.  Or Min. 5 years experience as Sr. System Analyst in the pay scale of Rs. 10000-15200 (pre revised)	To lead a group of team consisting Prog/SA/SSA for implementation/ planning of business generation for organization, tender submission, bid evaluation, RFP preparation/IT plan, supervision and monitoring of projects of e-Governance.	New	New Category	<u>As in Hartron</u> 15600-39100+GP 7600/-	32000/-



1	2	3	4	5	6	7	8
Designation/category of person on job work basis.	Qualification	Nature of job	Existing Category	Existing remuneration. Per month ( Amt. In Rs.)	Counterpart post in Govt./ Hartron/NIC (for the purpose of TA/ DA)	Approved job Work/contract fee p.m. as on 1.1.2010 in (Rs.)	
8.	<u>General Manager</u>	<p>(i) 1st Divn. in B.E./B.Tech./M.Tech. (Comp.Sc./IT/ Electronics &amp; Comm.)/ MCA with MBA (1st Div.)</p> <p>(ii) 16 yrs. Experience in software development /implementation of IT projects out of which at least 8 years at Sr. level in the Execution of Projects in the relevant field.</p> <p>Or</p> <p>Min. 5 years experience as Deputy General Manager in the pay scale of Rs. 12000-16500 (pre revised)</p>	<p>To lead a group of team consisting programmer/SA/SSA /DGM for implementation/planning of business generation for organization, tender submission, bid evaluation, RFP preparation/IT plan, supervision and monitoring of projects of e-Governance.</p>	New	New Category	<p><u>As in Hartron</u></p> <p>37400-67000+ GP 8800/-</p>	55000/-

