

No.46/01/2013-5SII

From

The Chief Secretary to Government, Haryana.

To

1. All the Administrative Secretaries to Government, Haryana.
2. All Head of Departments in the State.
3. The Commissioners, Ambala/ Hisar/ Gurgaon/ Rohtak Division.
4. The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated, Chandigarh, the 10<sup>th</sup> May, 2013.

Subject: - Criteria for making recruitment from Register A-I, A-II and C to the Haryana Civil Service (Executive Branch) under rule 9, 10 and 14 of the Haryana Civil Service (Executive Branch) Rules, 2008.

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Sir/Madam,

I am directed to invite your attention to the subject noted above and to say that as per the Haryana Civil Service (Executive Branch) Rules, 2008, recruitment to the Service is also made from Register A-I of District Revenue Officers/Tahsildars, Register A-II of member of Group C services and Register C of District Development and Panchayats Officers/Block Development and Panchayats Officers. Relevant rule 9, 10 and 14 of the Haryana Civil Service (Executive Branch) Rules, 2008 are reproduced below:-

**For Register A-I**

"9. (1) The Financial Commissioner and Principal Secretary to Government, Haryana, Revenue and Disaster Management shall, by a date to be determined by the Government, prepare a list of District Revenue Officers/Tahsildars not more than five times of the number of vacancies and submit the same for the consideration of a Committee with Chief Secretary as Chairman and two such other officers as members, as may be nominated by the Government from time to time provided that unless the Government otherwise directs regarding the age, the name of a person shall be submitted who—

- (a)
  - (i) has completed eight years continuous Government service;
  - (ii) has not attained the age of forty five years; on or before the date on which the names are required to be submitted before the Committee;
  - (iii) is not facing disciplinary proceedings against whom action is being contemplated ; and
  - (iv) is clear from vigilance angle;

(b) is a graduate of a recognized University.

(2) The Committee mentioned in sub-rule (1) shall consider all such names and prepare a list, equal to twice the number of vacancies of persons considered suitable for being entered in Register A-1. This list shall be sent to the Commission for recommending, in order of merit and equal to the number of vacancies, the most suitable persons entered in the list, for being selected as candidates for entry into Register A-I, and thereafter the names of the persons so selected shall be entered in the Register A-I."

**For Register A-II**

"10. (1) Each of the authorities specified in the first column of the table below may, by a date to be specified by the Government, submit to the Government in Form I attached to these rules the recommendations regarding such number, of persons as is specified in each case in the second column of the said table from amongst persons who are member of Group C services in his office or in the offices subordinate to him :-

TABLE

Recommending Authority	Number of recommendations
1	2
1. Chief Secretary to Government, Haryana	3
2. Financial Commissioner and Principal Secretary Revenue and Disaster Management, Haryana	2
3. All the remaining Heads of Departments	1 (each)

Provided that any nomination already submitted by any of the aforesaid authorities with the existing rules shall be deemed to be recommendation validity made.

(2) Unless the Government otherwise directs regarding the age, the name of a person shall be submitted under the provision of sub-rule (1) who—

- (a) (i) has completed eight years' continuous Government service;
- (ii) has not attained the age of forty five years; on or before the date on which the Government has asked for the recommendations;
- (iii) is not facing disciplinary proceedings against whom action is being contemplated ;
- (iv) is clear from vigilance angle;
- (b) is a graduate of a recognized University.

(2) The recommendations so received shall be submitted before a Committee with Chief Secretary as Chairman and such other two officers as members as may be nominated by the Government from time to time. This Committee shall examine all the recommendations received from various authorities and shall prepare a list equal to twice the number of vacancies of persons considered suitable for being entered in Register A-II. This list shall be sent to the Commission for recommending, in order of merit and equal to the number of vacancies the most suitable persons entered in the list, for being selected as candidates for entry into Register A-II, and thereafter the names of the persons so selected shall be entered in the Register A-II."

**For Register-C**

"14 (1) The Secretary to Government in the Development and Panchayat Department shall, by a date to be determined by the Government, prepare a list of District Development and Panchayats Officers/Block Development and Panchayats Officers not more than five times of the number of vacancies and submit the same for the consideration of a Committee with Chief Secretary as Chairman and two such other officers as members, as may be nominated by the Government from time to time.

Provided that unless the Government otherwise directs regarding the age, the name of a person shall be submitted who:-

- (a) (i) has completed eight years continuous Government service;
- (ii) has not attained the age of forty five years; on or before the date on which the names are required to be submitted before the Committee; and
- (iii) is not facing disciplinary proceedings against whom action is being contemplated; and
- (iv) is clear from vigilance angle;
- (b) is a graduate of a recognized University.

(2) The Committee mentioned in sub-rule (1) shall consider all such names and prepare a list, equal to twice the number of vacancies of persons considered suitable for being entered in Register C. This list shall be sent to the Commission for recommending, in order of merit and equal to the number of vacancies, the most suitable person entered in the list, for being selected as candidates for entry into Register C, and thereafter the names of the persons so selected shall be entered in the Register C."

2. The State Government has considered the matter and observed that the some concerned departments do not frame rational and transparent criteria for recommending the name(s) of eligible candidate for nomination in Haryana Civil Service (Executive Branch). Now, the State Government has decided that the candidate shall be assessed by the department on the basis of scrutiny of their service records, relevant experience, academic achievements and other achievements. The department shall distribute the marks between the service records, experience, academic achievements and other professional achievements as follows:-

Out of **maximum 100 marks**, the weightage for each of the four components be given as follows:-

(i)	Service records with particular reference to ACRs for the last 10 years	70% weightage or 70 marks
(ii)	Relevant experience	10% weightage or 10 marks
(iii)	Academic achievements	10% weightage or 10 marks
(iv)	Other professional achievements	10% weightage or 10 marks

3. The candidates should have at least 6 ACRs of "Very Good" category and 2 ACRs of not less than "Good" category during the last eight years. The department would assign 8.75 marks for "outstanding", 7 marks for "Very Good" and 5 marks for "Good" grading for each ACR during the last eight years. The names of the meritorious candidates shall be forwarded by the departments to the Chief Secretary to Government, Haryana.

Yours faithfully,



Deputy Secretary Administration,  
for Chief Secretary to Government Haryana.

Endst. No.46/1/2013-5SII

Dated, Chandigarh, the 10<sup>th</sup> May, 2013.

A copy is forwarded to the following for information and action where necessary:-

1. Chief Secretary to Government, Haryana (In Establishment-I Branch).
2. Additional Chief Secretary to Government Haryana and Financial Commissioner, Revenue and Disaster Management Department.
3. Principal Secretary to Government Haryana Development & Panchayats Department.



Deputy Secretary Administration,  
for Chief Secretary to Government, Haryana.