

[Authorised English Translation]

**HARYANA GOVERNMENT
PERSONNEL DEPARTMENT**

Notification

The 13th February, 2008

No. G.S.R.—6/Const./Art. 309/2008.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Civil Service (Executive Branch), namely :-

PART I — GENERAL

1. (1) These rules may be called the Haryana Civil Service (Executive Branch) Rules, 2008. Short title and Commencement.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In these rules, unless the context, otherwise requires .— Definitions.

(a) "Commission" means the Haryana Public Service Commission;

(b) "Cadre" means a group of Haryana Civil Service (Executive Branch) Officers;

(c) "Government" means the Government of Haryana in the Administrative Department;

(d) "member" means a person appointed to the Haryana Civil Service (Executive Branch) Cadre;

(e) "recognized university" means any university incorporated by law in India, or any other university which is declared by the Government to be a recognized university for the purpose of these rules; and

(f) "Service" means the Haryana Civil Service (Executive Branch);

(g) "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.

PART II — RECRUITMENT TO SERVICE

3. (1) The strength and composition of the Cadre shall be such as may be determined by the Government from time to time. Strength and composition of Cadre.

(2) The Government shall, at an interval of every three years re-examine the strength and composition of the Cadre and may make such alterations therein as it deems fit :

Provided that nothing in this rule shall be deemed to affect the power of the Government to alter the strength and composition of the cadre at any time.

Nationality ,
domicile and
character of
candidates
appointed to the
Service.

4. (1) No person shall be appointed to any post in the Service, unless he is;

- (a) a citizen of India; or
- (b) a subject of Nepal; or
- (c) a subject of Bhutan :

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

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission 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.

(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 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.

Appointing
authority.

5. Appointments to the posts in the Service shall be made by the Government.

Disqualifications.

6. No person,—

- (a) who has entered into or contracted a marriage with a person having a spouse living; or
- (b) who having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to any post in the Service:

Provided that the Governor 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.

Members to be
appointed from
amongst accepted
candidates.

7. Members of the Service shall be appointed from time to time as required from amongst accepted candidates whose names have been duly entered in accordance with these rules in one or other of the registers of Accepted Candidates to be maintained under these rules :

Provided that if in the opinion of the Government the exigencies of the Service so require, the Government may make special recruitment to the Service by such methods as it may by notification specify, after consultation with the Commission.

8. The following Registers of Accepted Candidates shall be maintained by the Chief Secretary, namely :—

Registers to be maintained.

- (a) Register A-I of District Revenue Officers/Tahsildars accepted as candidates;
- (b) Register A-II of members of Group C Service accepted as candidates;
- (c) Register B of Persons accepted as candidates as a result of a competitive examination for the post of the Haryana Civil Services (Executive Branch) ; and
- (d) Register C of District Development and Panchayat Officers/Block Development and Panchayat Officers.

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—

Selection of candidates for Register A-I

- (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 recognised 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-I. 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-1, and thereafter the names of the persons so selected shall be entered in the Register A-I.

Selection of
candidates 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 members 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 a recommendation validity made.

(2) Unless the Government otherwise directs regarding the age, the name of a person shall be submitted under the provisions 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 by which the Government has asked for the recommendations;
- (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.

(3) 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.

Competitive examination to be held yearly for selection of candidates for Register B.

11. (1) The examination hereinafter called the competitive examination for the post of Haryana Civil Service (Executive Branch), the scheme of which is given below, shall be held at any place in Haryana each year as per Schedule

given in Annexure-III for the purpose of selection by competition of as many candidates for the Service as the Government may determine:—

Scheme of Examination

(I) Preliminary Examination — 200 marks
(for screening only)

(II) Main Written Examination — 600 marks

(III) Personality Test — 75 marks

(I) Preliminary Examination :

The Preliminary Examination shall comprise (Total 200 marks)
of two papers:

(Objective type/Multiple choice. There shall be no negative marking)

Paper 1 : General Studies : 100 marks

Paper 2 : One Optional : 100 marks
Subject to be chosen by
the candidate from the list
of 19 subjects (List at
Annexure I)

Note:

(i) Both the question papers shall be of the Objective type (multiple choice questions)

(ii) Both the question papers shall be set in English only.

(iii) The course content of the syllabi for the optional subjects shall be of the degree level (Graduation level).

(iv) Each paper shall be of two hours' duration.

(II) Main Written Examination:

It shall comprise of 5 papers. : (Total 600 marks)

Paper I : English (including English Essay) : 100 marks

Paper II : Hindi (including Hindi Essay) : 100 marks
(in Devnagri Script)

Paper III : General Studies : 100 marks

Paper IV : Two subjects to be selected from the : 150 each.
and V list of 23 optional subjects.
(List at Annexure II)

Note:

(i) The question papers for the examination shall be of conventional (essay) type.

- (ii) Each paper shall be of three hours' duration.
- (iii) Candidates shall have the option to answer all the question papers, except the language or literature papers, in English or Hindi.

(III) Personality Test : 75 marks

- (i) The total number of candidates to be admitted to the Main Written Examination shall be 15 times the number of advertised vacancies. Similarly the total number of candidates to be called for personality test shall be three times of the advertised vacancies. Ex-Servicemen and dependents of the Ex-Servicemen shall also have to appear in all the papers including optional subjects.
- (ii) No candidate shall be called for the viva-voce test unless he attains at least forty-five percent marks in the aggregate of all the written papers and a score of minimum 33% marks each in Hindi and English Language (compulsory papers). The final selection shall be based on the merit list to be prepared on the basis of total marks obtained by the candidates in the Main Written Examination and Personality Test i.e. out of 675 marks. The candidates shall write their answers in Hindi or English (except in language or literature papers). The papers in General Knowledge and optional subjects unless otherwise directed, shall be answered either in Hindi Language or in English Language depending upon the option exercised by a candidate but no candidate shall be permitted to answer any one paper partly in Hindi and partly in English. The candidates shall not be allowed the option to answer these papers in any other medium but the papers except Hindi language or literature papers shall be set in English only.
- (iii) The syllabi both for Preliminary as well as Main Written Examination which shall be of graduate level shall be notified by the Government. Thereafter, the Government in consultation with the Commission may change/amend/revise the syllabus for the Preliminary or Main examination after notifying in Official Gazette.
- (iv) The cost of application form and examination fee shall be decided by the Commission in consultation with the Government. Failure to deposit the fee prescribed for the examination by last date of receipt of application form will render a candidate ineligible to appear in the examination:

Provided that the Government may for reasons to be recorded in writing dispense with the requirement of holding the examination in a particular year.

(2) Notice of the date fixed for examination shall be published in the Haryana Government Gazette.

Admission of
Candidates to
examination

12. (1) The Commission shall invite applications for appearing in the examination. The applications shall be made in such form and manner and accompanied by such documents as may be prescribed by the Commission.

(2) No person shall be allowed to sit in the examination—

- (a) who is less than twenty-one years or more than forty years of age or such age limit as may from time to time be fixed by Government for entry into service, on or before the first day of January next preceding the last date appointed by the Commission for the submission of applications:

Provided that the age limit for a person belonging to the Scheduled Castes, Scheduled Tribes or Backward Classes shall be such as may be fixed by Government from time to time ;

- (b) who does not possess a degree of Bachelor of Arts, Bachelor of Science, or Bachelor of Commerce or an equivalent degree of a recognised University.

(3) A Government servant, who is holding an appointment either in a substantive or officiating (excluding ad-hoc) capacity under the Haryana Government or the High Court or any Court subordinate thereto, shall be eligible to appear in the examination if he possesses a degree of Bachelor of Arts, Bachelor of Science or Bachelor of Commerce or an equivalent degree of a recognised University, and has not attained the age of forty-five years and also has not less than four years service whether in a substantive or officiating (excluding ad-hoc) capacity under the Haryana Government or the High Court or any Court subordinate thereto, on or before the 1st day of January, next preceding the last date for the submission of application subject to a limit of three chances in addition to those which he might have availed of under sub-rule (2). Any person, who is eligible under this sub-rule and wishes to appear in the examination, shall submit his application in the prescribed form through the Head of his office, to the Commission.

13. Subject to the medical fitness, the Governor of Haryana may include in register B in order of merit, the names of such number of candidates as it may from time to time determine, from amongst those who have been declared as qualified in the examination by the Commission. Selection of candidates for Register B.

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: Selection of candidates for Register C.

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 to the Committee; and

(iii) is not facing disciplinary proceedings against whom action is not 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 persons 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.

Selection of candidates to be declared fit by Standing Medical Board before entry in a Register of accepted candidates.

15. The name of a person selected by the Governor of Haryana under the provisions of rule 11 shall not be entered in any register of accepted candidates unless he has during the year in which he was selected appeared for medical examination before the Standing Medical Board and has been declared by such Board to be physically fit for the duties which he will have to perform as a member of the Service:

Provided that if the Standing Medical Board reports that any such person is suffering from a physical defect which renders him unfit for the service, the Governor of Haryana shall decide whether the name of such person may nevertheless be entered in a register of accepted candidates or whether he shall be required to appear again at a future date before the Standing Medical Board, or whether his name shall not be entered in a register of candidates.

Note :I— The regulations for the medical examination of candidates are contained in Appendix C to these rules.

Note :II— An accepted candidate who fails without sufficient reasons, on which the decision of the Governor of Haryana shall be final to appear before the Standing Medical Board on the date for which he is called is liable to have his name removed from the Register of accepted candidates.

Governor of Haryana may remove name of accepted candidates.

16. The Governor of Haryana may at any time order the removal of the name of any person from a register of accepted candidates for any reason which he may deem fit.

Appointment of registered candidate to Service.

17. (1) The Governor of Haryana shall ordinarily make appointments to the Service in pursuance of rule 7 from amongst candidates whose names are entered in the various registers in rotation as follows :—

From Register B	two candidates
From Register A- I	one candidate
From Register B	two candidates
From Register A-II	one candidate

From Register B	three candidates
From Register A-I	one candidate
From Register B	two candidates
From Register A-II	one candidate
From Register C	one candidate
From Register B	three candidates
From Register A-I	one candidate
From Register B	two candidates
From Register A-II	one candidate
From Register B	two candidates
From Register A-I	one candidate
From Register B	three candidates
From Register C	one candidate

and thereafter in the same rotation beginning again from Register B.

(2) The rotation given in this rule is meant only for the appointment of posts to be filled up for various registers and not for the purpose of seniority. The seniority of the members of the Service shall be determined in accordance with the provisions contained in Rule 20.

18. Candidates on the different registers shall ordinarily be appointed to the service in the order in which they are selected and their names entered in the respective registers. Order of appointment of candidates.

19. If a candidate on appointment to a particular post, fails, for any reason other than the orders of the Government, to join his appointment within one month from the date of receipt of the orders of appointment, the Governor of Haryana may remove his name, from the register of the accepted candidates or may cancel the orders of appointment and if he is subsequently appointed, his seniority shall be fixed in accordance with the provision of Rule 20. However, no appointment shall be made to the Service beyond the number of posts advertised as envisaged under the Haryana Civil Services (Executive Branch) and Allied Services and Other Services Common/Combined Examination Act, 2002 (4 of 2002). Order of consequences of failure to join when appointed.

20. (1) The seniority of members appointed to the Service shall be determined from the date of their appointment : Seniority of members of Service.

Provided that the order of merit determined by the Commission or the Selection Committee, as the case may be, in respect of persons appointed from registers prescribed in rule 8 or through special recruitment under the proviso to rule 7 shall not be disturbed:

Provided further that in the case where more than one member is appointed to the Service from more than one Register of the Accepted Candidates, including appointments made through special recruitment under the proviso to rule 7, on

the same date, the seniority of the members shall be determined in the following order:—

- (I) from Register B
- (II) from Register A-I
- (III) from Register C
- (IV) from Register A-II
- (V) appointments made through special recruitment under the proviso to rule 7.

(2) If the name of a candidate is removed from the register of accepted candidates or the list of special recruits or the order of appointment is cancelled under the provisions of rule 19, and such candidate is subsequently appointed to the Service, his seniority shall be determined from the date of such subsequent appointment.

Members of
service to pass
the departmental
examination
within two years
of appointment.

21. (1) Every member of the Service shall within two years from the date of his appointment to the Service pass by the higher standard the departmental examination from time to time prescribed for Extra Assistant Commissioners and if any member fails so to pass the departmental examination his services shall be terminated; provided that the Governor of Haryana may exempt any member of the Service from so passing the whole or any portion of the departmental examination or may extend the period within which the member of the Service shall so pass the examination.

(2) The member of the Haryana Civil Service (Executive Branch) appointed to the Service through Register A-I, A-II and C on or after the age of 50 years shall stand exempted from passing the departmental examination prescribed for the Extra Assistant Commissioners.

(3) District Revenue Officers/Tehsildars, who have qualified in any group of the Tehsildar's examination by the higher standard shall stand exempted from passing the departmental examination prescribed for the Extra Assistant Commissioners in that group when accepted by the Government as candidate for the Haryana Civil Service (Executive Branch) except those who have not taken the subject of 'Jails' in the paper of Criminal Law shall pass the subject of 'Jails' only by the higher standard and they shall not be required to pass the whole of Group A-I by the higher standard.

Period of
probation and
training of
candidates on
appointment.

22. (1) (a) Officers appointed to the Service by direct recruitment (Register B) shall remain on probation for a period of two years.

(b) Officers appointed to the Service through Registers A-I, A-II, C or any other Register or method shall remain on probation for a period of one year:

Provided that the Governor of Haryana may, if he thinks fit, extend the period of probation of any candidate:

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

(2) Officers appointed to the Service shall undergo such training as the Government may direct from time to time:

Provided that the Governor may if he thinks fit, exempt any officer from undergoing wholly or in part any kind of training.

23. If, in the opinion of the Governor, the work or conduct of a member appointed to the Service during the period of probation is not satisfactory, he may,—

Services of members on probation liable to be dispensed with for unsatisfactory work.

(a) if such member is recruited by direct appointment (Register B), dispense with his service; and

(b) if such person is appointed otherwise than by direct recruitment (Register B),—

(i) revert him to his former post; or

(ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.

24. On the completion of the period of probation prescribed by or determined by the Governor of Haryana under the provisions of rule 22, a member of the Service shall be qualified for substantive permanent appointment provided he has passed the departmental examination by the higher standard.

Substantive permanent appointment.

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

Liability to serve.

(2) A member of Service may also be deputed to serve under :—

(i) a company, association or body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government, a municipal corporation or a local authority or university within the State of Haryana ;or

(ii) the Central Government or a company, an association or a body of individuals, whether incorporated or not which is wholly or substantially owned or controlled by the Central Government; or

(iii) any other State Government, an international organization, an autonomous body not controlled by the Government or a private body:

Provided that no member of the Service shall be deputed to serve the Central or any other State Government or any organization or body referred to in clause (ii) or clause (iii) above except with his consent.

26. In respect of pay, leave, pension and all other matters, not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been, or may hereafter be, adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

Pay, leave, pension and other matters.

Discipline,
penalties and
appeals.

27. (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:

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 A to these rules.

(2) The authority competent to pass an order under clause (c) or clause (d) of sub-rule (1) of rule 9 of the Haryana Civil Service (Punishment and Appeal) Rules, 1987 and appellate authority shall be as specified in Appendix B to these rules.

Vaccination.

28. Every member of the Service, shall get himself vaccinated or revaccinated as and when the Government so directs by a special or general order.

Oath of allegiance.

29. 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 by law established.

Power of
relaxation.

30. Where the Government 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.

Special
provisions.

31. 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 so.

Reservations.

32. Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Class, Ex-Servicemen, physically handicapped persons or any other class or category of persons in accordance with the order issued by the Government in this regard, from time to time:

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

Repeal and
savings.

33. The Punjab Civil Service (Executive Branch) Rules, 1930, in their application to the State of Haryana are hereby repealed:

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.

Matters not
expressly provided
for in these rules.

34. In respect of all matters not specifically mentioned in these rules, the member of the Service shall be governed by such general rules as may have been or may hereafter be framed by Government under the provisions of the Constitution of India in this respect.

ANNEXURE I

[(See rule 11 (1) (I)]

List of optional subjects for Preliminary Examination —

1. Agriculture
2. Animal Husbandry and Veterinary Science
3. Botany
4. Chemistry
5. Civil Engineering
6. Commerce and Accountancy
7. Economics
8. Electrical Engineering
9. Geography
10. Indian History
11. Law
12. Mathematics
13. Mechanical Engineering
14. Physics
15. Political Science and International Relations
16. Psychology
17. Public Administration
18. Sociology
19. Zoology.

ANNEXURE II

[(See rule 11 (1) (II)]

List of optional subjects for Main Written Examination –

1. Agriculture
2. Animal Husbandry and Veterinary Science
3. Botany
4. Chemistry
5. Civil Engineering
6. Commerce and Accountancy
7. Economics
8. Electrical Engineering
9. English Literature
10. Geography
11. Hindi Literature (in Devnagri script)
12. Indian History
13. Law
14. Mathematics
15. Mechanical Engineering
16. Physics
17. Political Science and International Relations
18. Psychology
19. Public Administration
20. Punjabi Literature
21. Sociology
22. Sanskrit Literature
23. Zoology

The candidates shall not be allowed to offer the following combinations of subjects :-

- (i) Political Science and International Relations and Public Administration.
- (ii) Agriculture and Animal Husbandry and Veterinary Science.
- (iii) Hindi Literature, English Literature, Sanskrit Literature and Punjabi Literature.
- (iv) Of the Engineering subjects viz. Civil Engineering, Electrical Engineering and Mechanical Engineering-not more than one subject.

ANNEXURE III

[(See rule 11 (1))]

Serial No.	Month	Action to be taken
1	2	3
1	December	A requisition for Haryana Civil Service (Executive Branch) will be sent to the Commission by 31st December.
2	January	The Commission shall issue advertisement inviting applications from prospective eligible candidates.
3	May/June	The Commission shall hold Preliminary Examination.
4	August	The Commission shall hold the main written examination.
5	November	The Commission shall hold the <i>viva-voce</i> test.
6	December	The Commission shall send the list of successful candidates to the Chief Secretary.

APPENDIX A

[(See rule 27(1))]

Designation of post	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5
Haryana Civil Service (Executive Branch)	Government	(1) Minor Penalties (i) warning with a copy in 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 individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or university set up by an Act of Parliament or of the Legislative of a State;	Government	—