

## Department of Archaeology and Museums, Haryana, Chandigarh

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**HARYANA GOVT GAZ. AUG. 12, 1997  
(SRVN. 21, 1919 SAKA)**

[Authorised English Translation]

**HARYANA GOVERNMENT  
DEPARTMENT OF ARCHAEOLOGY AND MUSEUMS**

**Notification**

The 17th July, 1997

**No. G.S.R. 59/Const./ Art. 309/97** - In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana State Archaeology and Museum (Group A), Service namely :-

**PART I-GENERAL**

Short title and  
Commencement.

**1.** These rules may be called the Haryana State Archaeology and Museum (Group A) Service Rules, 1997.

(2) They shall come into force at once.

Definitions.

**2.** In these rules, unless the context otherwise requires,-

- a) "Commission" means the Haryana Public Service Commission ;
- b) "Direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government ;
- c) "Government" means the Haryana Government in the Administrative Department ;
- d) "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 ;
- e) "recognized University" means,-
  - (i) any University incorporated by law in India ; or
  - (ii) in the case of a degree, diploma or certificate obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University ;  
or
  - (iii) any other university which is declared by the Government

to be a recognised university for the purpose of these rules ;

- f) “Service” means the Directorate of Local Bodies, Haryana (Group A) Service.

## PART II - RECRUITMENT TO SERVICE

3. The Service shall comprise the posts shown in Appendix A to these rules :

Number and character of posts.

Provided that nothing in these rules shall affect the inherent right of the Government to make additions to, or reductions in the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

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

Nationality, domicile and character of candidates appointed to service.

(a) a citizen of India ; or

(b) a subject of Nepal ; or

(c) a subject of Bhutan ; or

(d) a Tibetan refugee who came over to India before the 1st day of January, 1962, with the intention of permanently settling in India ; or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India :

Provided that a person belonging to any of the categories (b), (c), (d) or (e) 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.

Age .

5. No person shall be appointed to any post in the Service by direct recruitment who is less than 25 years or more than 40 years

of age, on the last date of submission of application to the Commission.

Appointing  
authority.

6. Appointment to the posts in the Service shall be made by the Government.

Qualifications.

7. No person shall be appointed to any post in the Service, unless he is in possession of the qualifications and experience specified in column 2 of the Appendix B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of person appointed other than by direct recruitment:

Provided that in case of direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50 percent at the discretion of the Commission or any other recruiting authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Ex-Servicemen and physically handicapped possessing the requisite experience, are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing.

Disqualifications.

8. 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 Government 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.

Method of  
retirement .

9. (1) Recruitment to the Service of Deputy Director Archaeology shall be made,-
  - (i) by promotion from amongst Assistant Director/Curator, Numismatic Officer and Registering Officer.
  - (ii) by direct recruitment ; or
  - (iii) by transfer or deputation of an officer/official already in the service of any State Government or the Government of India ;
- (2) All promotions unless otherwise provided, shall be made on seniority-cum-merit basis and seniority alone shall not confer any right to such promotions.
- (3) Whenever a vacancy occurs or is about to occur in service, the Government shall determine in what manner such vacancy shall be filled in.

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

Probation.

Provided that –

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation ;
  - (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 rule ; and
  - (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 prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.
- (2) If, in the opinion of the appointing authority the work or conduct of a person during the period of probation is not satisfactory, it may:-
- (a) If such person is appointed by direct recruitment dispense with his service; and
  - (b) If such person is appointed otherwise than by direct recruitment,-
    - (i) revert him to his former post ; or
    - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointment authority may:-
- (a) If his work or conduct has, in its opinion, been satisfactory,-
    - (i) confirm such person from the date of his appointment, if appointed against a permanent vacancy ; or
    - (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ; or
    - (iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy ; or
  - (b) If his work or conduct has, in its opinion, been not satisfactory,-
    - (i) dispense with his services if appointed by direct recruitment, if appointed otherwise, revert him to his former post of deal with him in such other manner as the terms and conditions of previous appointment permit ; or
    - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the first period of probation :

Provided that the total period of probation, including extension, if any,

shall not exceed three years.

Seniority.

11. Seniority, *inter se* of the members of the Service shall be determined by the length of continuous Service on any post in the Service :

Provided that where there are different cadres in the Service, the seniority shall be determined separately for each cadre :

Provided further that in the case of members appointed by direct recruitment, the order of merit determined by the Commission or any other recruiting authority, shall not be disturbed in fixing the seniority :

Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows :-

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer ;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer ;
- (c) in the case of member appointed by promotion or by transfer seniority shall be determined according to seniority of such members in the appointments from which they were promoted or transferred ; and
- (d) in the case of member 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 is also the same, the older member shall be senior to the younger member.

Liability to Serve.

12. (1) A member of the Service shall be liable to serve at any place, whether within or outside the State of Haryana, on being ordered so to do by the appointing authority.
- (2) A member of Service may also be deputed to serve under,-
  - (i) a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a Municipal Corporation or a Local Authority or University within the State of Haryana ;
  - (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 organisation or body referred to in clause (ii) or clause (iii) except with his consent.

13. 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 Legislative.
- pay leave,  
pension and  
other matters.
14. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by Haryana Civil Services (Punishment and Appeal) Rules, 1987, as amended from time to time :
- Discipline  
penalties and  
appeals.
- Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority shall, subject to the provision, 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.
- (2) The authority competent to pass an order under clause (c) or clause (d) of sub-rule (I) of rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987, and the appellate authority shall be as specified in Appendix D to these rules.
15. Every member of the Service shall get himself vaccinated or re-vaccinated as and when the Government so directs by a special or general order.
- Vaccination.
16. 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.
- Oath of  
allegiance.
17. 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.
- Power of  
relaxation.
18. Notwithstanding anything contained in these rules, the appointing authority may impose special terms and conditions of appointment if in the order it is deemed expedient to do so.
- Special  
provisions.
19. Nothing contained in these rules shall affect reservations, and other concession required to be provided for Scheduled Casts, Backward Classes, Ex-Servicemen, Physically handicapped persons or any other class or category of persons in accordance with the orders passed by the State Government in this regard, from time to time ;
- Reservation.

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

Repeal and savings. 20. Any rules applicable to the Service and corresponding to any of these rules which is in force immediately before the commencement of these rules is 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.

**APPENDIX A**

(See rule 3)

Designation of post	Number of posts		Total	Scale of pay
	Perma- nent	Tempo- rary		
1	2	3	4	5
Deputy Director Archaeology	—	1	1	Rs. 2,200-75-2.800-EB- 100-4,000

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**APPENDIX B**

(See rule 7)

Designation of post	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment.
1	2	3
<b>Deputy Director Archaeology</b>	<p>(i) At least 2nd Class Master's Degree with 55% marks in Ancient Indian History, Culture and Archaeology ;</p> <p>(ii) Post Graduate Diploma in Archaeology from the School Archaeology, Archaeological Survey of India, New Delhi ;</p> <p>(iii) Seven year practical experience of Archaeological Operations including excavation or exploration conservation or preservation of monuments, sites and remains in some recognised institution or Archaeological Survey of India or State Archaeological Department.</p> <p><b><u>Preferential</u></b>            (i) Graduate with Sanskrit/Pali/ Parakrit            (ii) Knowledge of Local dialect.</p>	<p>(i) for promotion At least 5 year experience as Assistant Director, Curator, Numismatic Officer, Registering Officer.</p> <p>(ii) for transfer or deputation-</p> <p>(a) At least 2nd Class Masters Degree with 55% marks in Ancient Indian History ; Culture and Archeology            (b) Post Graduate Diploma in Archaeology from the School of Archaeology; Archaeological Survey of India , New Delhi.</p> <p>(c) Seven year practical experience of Archaeological Operations including excavation or exploration or conservation or preservation of monuments, sites and remains in some recognised institution or Archaeological Survey of India or State Archaeological Department.</p> <p>(d) Hindi upto Matriculation standard</p> <p><b><u>Preferential</u></b>            (i) Graduate with Sanskrit/Pali/ Parakrit            (ii) Knowledge of Local dialect.</p>

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**APPENDIX**  
[See rule 14 (1)]

Designation of post	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5
Deputy Director Archaeology	Government	<p><b>MINOR PENALTIES:</b></p> <p>(i) Warning with a copy in the personal file (character roll) ;</p> <p>(ii) Censure ;</p> <p>(iii) withholding of promotion;</p> <p>(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 local authority or university set up by an Act of Parliament or of the Legislature of a State ; and</p> <p>(v) withholding of increments of pay without cumulative effect ;</p> <p><b>MAJOR PENALTIES :</b></p> <p>(vi) withholding of increments of pay with cumulative effect ;</p>	Government	-

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**1****2****3****4****5**

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(vii) reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not to the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of his pay ;

(viii) reduction to a lower scale of pay, grade, post of service which shall ordinarily be a bar to promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced with or without further directions regarding conditions of restoration to the grade or post of service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post of service ;

(ix) compulsory retirement ;

(x) removal from service which shall not be a disqualification for further employment under the Government ;

(xi) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.

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**APPENDIX D**

[See rule 14 (2)]

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Designation of post	Nature of penalty	Authority empowered to make the order	Appellate authority if any
1	2	3	4
Deputy Director Archaeology	(i) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension ;  (ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation.	Government	—

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**DHANENDRA KUMAR,**  
Secretary to Government, Haryana,  
Archaeology and Museums Department.

HARYANA GOVT. GAZ. (EXTRA.), DEC. 27, 2012 (PAUS. 6, 1934 SAKA)

**HARYANA GOVERNMENT**

**DEPARTMENT OF ARCHAEOLOGY AND MUSEUMS**

**Notification**

The 27th December, 2012

**No. 2(R) 24-2011 Pura/5544.** - 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 further to amend the Haryana State Archaeology and Museum (Group A) Service Rules, 1997, namely :-

1. These rules may be called the Haryana State Archaeology and Museum (Group A) Service (Amendment) Rules, 2012.
2. In the Haryana State Archaeology and Museums (Group A) Service Rules, 1997 (hereinafter called the said rules), in Appendix A, for the existing Appendix A, the following Appendix shall be substituted, namely:-

**“Appendix A**

(See rule 3)

Designation of post	Number of posts		Total	Scale of pay
	Permanent	Temporary		
1	2	3	4	5
Deputy Director Archaeology	1	--	1	PB-3 15600-39100+5400 Grade Pay”.

3. In the said rules, in Appendix B, under column 3, for the existing item (i), the following item shall be substituted, namely :-

“(i) By promotion-

At least 5 years experience as Assistant Director, Curator, Numismatic Officer, Registering Officer ;

OR

At least 10 years joint experience as Assistant Director, Curator, Numismatic Officer, Registering Officer and Assistant Archaeologist, out of which two years should be as Assistant Director, Curator, Numismatic Officer, Registering Officer”.

**VIJAY VARDHAN,**

Principal Secretary to Government Haryana,  
Archaeology and Museums Department.

[published in Haryana Government Gazette, Legislative Supplement, dated the 30th December, 1980]

**PART III**  
**HARYANA GOVERNMENT**  
**DEPARTMENT OF ARCHAEOLOGY**

**Notification**

The 24th December, 1980

**No. G.S.R. 139/Const./ Art, 309/80.** - 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 for regulating the recruitment, and conditions of service of persons appointed, to the Haryana State Archaeology (Group B) Service, namely:-

PART I -GENERAL

- |    |  |   |
|----|--|---|
| 1. | <p>(1) These rules may be called the Haryana State Archaeology (Group B) Service Rules, 1980.</p> <p>(2) They shall come into force at once.</p> <p>(3) They shall apply to all persons already holding the post specified in Appendix A as well as to the persons recruited to the Service after commencement of these rules.</p>   | <p>Short title,<br/>Commencement<br/>and application.</p> |
| 2. | <p>In these rules, unless the context otherwise requires,-</p> <p>(a) "Commission" means the Haryana Public Service Commission ;</p> <p>(b) "direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government ;</p> <p>(c) "Government" means the Haryana Government in the Administrative Department ;</p> <p>(d) "Service" means the Haryana State Archaeology (Group B) Service ;<br/>And</p> <p>(e) "recognised university" means, -</p> <p>(i) any university incorporated by law in India ; or</p> <p>(ii) in the case of degree, diploma or certificate obtained as a result of an examination held before the 15th August, 1947, Punjab, Sind or Dacca University ; or</p> <p>(iii) any other university which is declared by the Government be recognised university for the purpose of these rules.</p> | <p>Definitions.</p>                                       |

## PART II-Recruitment to Service

Number and character of posts.

3. The Service shall comprise the posts shown in Appendix A to these rules and the members of the Service shall draw pay in the scales of pay shown there against ;

Provided that nothing in these rules shall affect the inherent right of the Government to make addition to, or reduction in, the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

Nationality, domicile and character of candidates recruited to 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, or
  - (d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India ; or
  - (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri-Lanka, or any of the Eastern African countries of Kenya, Uganda, United Republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India :

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

(2) 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, colleges, school or institution last attended, if any, and similar certificates 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.

5. No person shall be appointed to any post in the Service by direct recruitment who is less than 21 years or more than 40 years of age on or before the 15<sup>th</sup> day of the month next proceeding the last date of submission of applications to the Commission :

Provided that the upper age limit in the case of appointment by transfer shall be 45 years;

Provided further that in the case of candidates belonging to Scheduled Casts, Scheduled Tribes and other Backward Classes and Ex-servicemen, the upper age limit shall be such as may be fixed by the Government from time to time.

- |    |   |                       |
|----|---|-----------------------|
| 6. | Appointments to the posts in the Service shall be made by the Government.   | Appointing authority. |
| 7. | No person shall be appointed to any post in the Service unless he is in possession of qualifications and experience specified in column 2 of Appendix B to these rules in the case of direct recruitment and appointment by transfer and those specified in column 3 of the aforesaid Appendix in the case of recruitment by promotion. | Qualifications.       |
| 8. | <p>No person-</p> <p>(a) who has entered into or contracted a marriage with a person having a spouse living ; or</p> <p>(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 :</p>   | Disqualification.     |

Provided that the Government, may, if satisfied 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.

- |     |  |                       |
|-----|--|-----------------------|
| 9.  | <p>(1) Recruitment to the Service shall be made -</p> <p>(i) in the case of Assistant Director, by promotion ; and</p> <p>(ii) in the case of Curator, by direct recruitment.</p> <p>(2) Whenever any post in the Service falls vacant the Government shall determine the manner in which the same shall be filled.</p> <p>(3) The promotion shall be made by selection on the basis of seniority-cum-merit and seniority alone shall not confer any right of promotion.</p>   | Method of recruitment |
| 10. | <p>(1) Persons appointed to any post in the Service shall remain on probation for a period of two years, if appointed by direct recruitment and one year, if appointed otherwise :</p> <p>Provided that -</p> <p>(a) any period, after such appointment, spent on a corresponding or a higher post shall count towards the period of probation ;</p> <p>(b) any period of work in equivalent or higher rank, prior to appointment to any post in the Service may, in case of an appointment by transfer at the discretion of the appointment authority, be allowed to count towards the period of probation fixed under this rule ; and</p> <p>(c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on</p> | Probation.            |

the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.

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

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

Seniority.

11. Seniority, inter se of members of the Service shall be determined by the length of continuous service on any post in the Service :

Provided that where there are different cadres in the Service, the seniority shall be determined separately for each cadre :

Provided further that in the case of members appointed by direct recruitment, the order of merit determined by the Commission or any other recruiting authority, shall not be disturbed in fixing the seniority :

Provided further that in the case of members two or more members appointed on the same date, their seniority shall be determined as follows : -

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer ;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer ;
- (c) in the case of 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
- (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 is also the same, the older member shall be senior to the younger member.

12. (1) A member of the service shall be liable to serve at any place, whether within or outside the State of Haryana on being ordered so to do by the appointing authority. Liability to serve.
- (2) A member of the service may also be deputed to serve under: -
- (i) a company or an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a Municipal Corporation or a local authority within the State of Haryana ;
  - (ii) the Central Government or a company, and 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 organisation 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 organisation or body referred to in clause (ii) or clause (iii) except with his consent.

13. In respect of pay, leave pension and all others 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 to 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 14 (1) In matters relating to discipline, penalties and appeals, members of the service shall be governed by the Punjab Civil Services (Punishment and Appeals) Rules, 1952, as amendment 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 to these rules.
- (2) The authority competent to pass an order under clause (c) or clause (d) of sub-rule (1) of rule 10 of the Punjab Civil Services (Punishment and Appeal Rules, 1952, shall be as specified in Appendix D.
- Vaccination. 15. Every member of the service, shall get himself vaccinated and revaccinated if and when the Government so directs by a special or general order.
- Oath of allegiance. 16. 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. 17. 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 provision. 18. Notwithstanding anything contained in these rules, the appointing authority may impose special terms and conditions in the order of appointment if it is a deemed expedient to do so.
- Reservation. 19. Nothing contained in these rules shall effect reservation and other concessions required to be provided for scheduled castes and other Backward Classes in accordance with the order issued by the State Government in this regard, from time to time, under clause (4) of article 16 of the Constitution of India.

**APPENDIX A**

(See rule 3)

Designation of posts	Number of posts			Scale of pay	
	Permanent	Temporary	Total		
1	2	3	4	5	
				Rs	
1. Assistant Director	--	1	1	800-30-890/940-40-1,100/50-1,600	
2. Curator	--	1	1	800-30-890/940-40-1,100/50-1,600	

**APPENDIX B**

(See rule 7)

Designation of post	Academic qualifications and experience for direct recruitment and appointment by transfer	Academic qualifications and experience, if any, for appointment by promotion
1	2	3
Assistant Director	--	Three years experience as Assistant Archaeologist
Curator	(a) Second Class M.A. in Ancient Indian History or Culture or Archaeology or Sanskrit with Epigraphy, from a recognised University.  (b) Post-Graduate Diploma in Museology, or two years research experience in Museology or two years experience in a Museum ; and  (c) Adequate knowledge of Hindi	

Note :- Persons having research work and experience of Museum Administration in addition to the above qualifications shall be preferred.



**ADDENDIX D**

[See rule 14(2)]

<b>Designation of post</b>	<b>Nature of order</b>	<b>Authority empowered to make the order</b>	<b>Appellate authority</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Assistant Director	(i) Reducing or withholding The amount of ordinary or additional pension admissible under the rules governing pension  (ii) Terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for superannuation	Government	

**J.D. Gupta,**  
 Secretary to Government, Haryana,  
 Archaeology Department, Chandigarh.

-4-

## HARYANA GOVERNMENT

## DEPARTMENT OF ARCHAEOLOGY

## NOTIFICATION

The 24th May, 1990

**No. G.S.R. 49/Const./Art. 309/90.-** 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 further to amend the Haryana State Archaeology (Group B) Service Rules, 1980, namely :-

1. These rules may be called the Haryana State Archaeology (Group-B) Service first Amendment Rules, 1990.
2. In Haryana State Archaeology (Group B) Service Rules, 1980 hereinafter called the said rules, for rule 7, the following rule shall be substituted, namely :-

**“7. Qualifications :** No person shall be appointed to any post in the service unless he is in possession of qualifications and experience specified in column 3 of Appendix B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of appointment other than by direct recruitment.”

3. In the said rules, for rule 9, the following rule shall be substituted namely:-

**“9. Method of recruitment -** (1) Recruitment to the Service in the case of Assistant Director, Curator, Numismatic Officer and Registering Officer shall be made,-

- (i) by promotion from amongst Assistant Archaeologist ; or
  - (ii) by direct recruitment ; or
  - (iii) by transfer or deputation of an Officer already in the service of any State Government or the Government of India.
- (2) All promotions unless otherwise provided, shall be on seniority-cum -merit basis and seniority alone shall not confer any right to such promotion.”

4. In the said rules, for rule 14, the following rules shall be substituted, namely :-

**“14. Discipline, penalties and appeals.-** In the 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 an appellate authority shall, subject

to the provisions of any law or rule made under article 309 of the constitution of India, be such as are specified in Appendix C 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 Services (Punishment and Appeal) Rules, 1987 and appellate authority shall be as specified in Appendix D to these rules.”

5. In the said rules for Appendices A,B,C and D, the following Appendices shall be substituted, namely :-

**APPENDIX A**

(See Rule 3)

Sr. No.	Designation of Posts	Number of Posts			Scale of pay
		Permanent	Temporary	Total	
1	2	3	4	5	6
1.	Assistant Director	-	1	1	Rs. 2,000-60-2,300-EB-75-3,200.
2.	Curator	-	1	1	Rs. 2,000-60-2,300-EB-75-3,200.
3.	Numismatic Officer	-	1	1	Rs. 2,000-60-2,300-EB-75-3200.
4.	Registering Officer	-	1	1	Rs. 2,000-60-2,300-EB-75-3,200.

**APPENDIX B**  
(See Rule 7)

Serial Number	Designation of posts	Academic qualifications and experience if any for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment
1	2	3	4
1.	Assistant Director	(a) Second Class M.A. in Ancient Indian History, Culture and Archaeology (with Archaeology Group) from a recognised university.	Five years experience as regular
2.	Curator	(b) Post-graduate Diploma in Archaeology. (c) Hindi upto Matric Standard.	Assistant Archaeologist.
3.	Numismatic Officer	(b) Post-graduate Diploma in Archaeology. (c) Hindi upto Matric Standard.	
4.	Registering Officer	(b) Post-graduate Diploma in Archaeology. (c) Hindi upto Matric Standard.	
		<b><u>Preferential</u></b>	
	(i)	Research experience with Published research work in the field of Archaeology.	
	(ii)	Field experience and practical training in Numismatic and Epigraphy.	
	(iii)	Sanskrit upto B.A. standard.	

**APPENDIX C**  
(See Rule 14 (1))

Serial No.	Designation of posts	Appointing authority	Nature of Penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5	6
<b>Minor Penalties</b>					
1.	Assistant Director	Government		Director, Archaeology Department	Government
2.	Curator		(i) warning with a copy in the personal file (Character roll) ;		
3.	Numismatic Officer		(ii) censure ;		
4.	Registering Officer		(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 Legislature of a State ; and (v) withholding of increments of pay		
<b>(2)Major Penalties</b>					
			(vi) reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of		

such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay ;

(vii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service ;

(viii) compulsory retirement ;

(ix) removal from service which shall not be a disqualification for future employment under the Government ;

(x) dismissal from service which shall ordinarily be disqualification for future employment under the Government ;

**APPENDIX D**  
**(See rule 14 (2))**

Serial No.	Designation of posts	Nature of Penalty	Authority empowered to make the order
1	2	3	4
1.	Assistant Director	(i) reducing or withholding the amount of ordinary or additional pension admissible under the rule governing pension ;	Government
2.	Curator	(ii) terminating the appointment	
3.	Numismatic Officer	Otherwise than on his attaining the age fixed for superannuation.	
4.	Registering Officer		

**TIRLOCHAN SINGH,**  
Financial Commissioner and Secretary to Government, Haryana,  
Education and Archaeology Department.

**HARYANA GOVT. GAZ. APRIL 1, 1997  
(CHTR. 11, 1919 SAKA)**

[Authorised English Translation]

**HARYANA GOVERNMENT  
DEPARTMENT OF ARCHAEOLOGY AND MUSEUMS**

**Notification**

The 14th March, 1997

**No. G.S.R. 17/Const./ Art. 309/97.-** 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 State Archaeology and Museum (Group C), Service, namely :-

PART I - GENERAL

- |    |   |                                      |
|----|---|--------------------------------------|
| 1. | <p>(1) These rules may be called the Haryana State Archaeology and Museums (Group C) Service Rules, 1997.</p> <p>(2) They shall come into force at once.</p>  | <p>Short title and Commencement.</p> |
| 2. | <p>In these rules, unless the context otherwise requires,-</p> <p>a) "Board" means the Subordinate Services Selection Board ;</p> <p>b) "direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government ;</p> <p>c) "Director" means the Director of Archaeology and Museums Haryana ;</p> <p>d) "Government" means the Haryana Government in the Administrative Department ;</p> <p>e) "Institution" means-</p> <p style="padding-left: 20px;">(i) any institution established by law in force in the State of Haryana ; or</p> <p style="padding-left: 20px;">(ii) any other institution recognised by the Government for the purpose of these rules ;</p> <p>(f) "recognized University" means-</p> <p style="padding-left: 20px;">(i) any University incorporated by law in India ; or</p> <p style="padding-left: 20px;">(ii) in the case of a degree, diploma or certificate obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University ; or</p> <p style="padding-left: 20px;">(iii) any other University which is declared by the State Government to be a recognised University for the purpose of these rules.</p> | <p>Definitions.</p>                  |

- (g) “Services” means the Haryana Archaeology and Museums (Group C) Service ;

## PART II - RECRUITMENT TO SERVICE

Number and character of posts.

3. The Service shall comprise the posts shown in Appendix A to these rules :

Provided that nothing in these rules shall affect the inherent right of the Government to make additions to, or reductions in the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

Nationality, domicile and character of the candidates appointed to 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 Bhutan; or
  - (c) a subject of Nepal ; or
  - (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
  - (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenia, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethopia with the intention of permanently setting in India ;

Provided that a person belonging to any of the categories (b), (c), (d) or (e) 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 Board or any other recruiting authority, but the offer of appointment may be given only after 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 certificates 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.

Age .

5. No person shall be appointed to any post in the Service by direct recruitment who is less than 17 years or more than 35 years of age, on or last date of submission of application to the Board:

Provided further in the case of candidates belonging to Scheduled Castes, Scheduled Tribes, Backward Classed and Ex-servicemen the upper age limit shall be such as may be fixed by the Government from time to time .

Provided further that if persons upto the age of 30 years are not available the upper age may be considered as 35 years in the case of technical posts only.

6. Appointments to the posts in the Service, shall be made by the Director. Appointing authority.
7. No person shall be appointed to any post in the Service, unless he is in possession of the qualifications and experience specified in column 3 of the Appendix B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of persons appointed other than by direct recruitment: Qualifications.

Provided that in the case of appointment by the direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50 percent at the discretion of the Board or any other recruiting authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Ex-Servicemen and physically handicapped categories, possessing the requisite experience, are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing.

8. No person- Disqualifications.
- (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 Government 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.

9. (1) Recruitment to the Service shall be made - Method of recruitment.
- TECHNICAL POSTS**
- (1) in case of Assistant Conservator,-
- (i) by promotion from amongst the Conservation Assistant, Surveyor, Draftsman, Architectural Assistant ; or
- (ii) by direct recruitment ; or
- (iii) by transfer or deputation of an official already in the service of any State Government or Government of India ;
- (2) in case of Assistant Archaeologist, -
- (i) 33% by promotion from amongst the Technical Assistants or Pottery Assistants ; and

- (ii) 67% by direct recruitment ; or
  - (iii) by transfer or deputation of an official already in the service of the State Government or Government of India ;
- (3) in the case of Assistant Chemist , -
- (i) by promotion from amongst the Laboratory Assistant ; or
  - (ii) by direct recruitment ; or
  - (iii) by transfer or deputation of an official already in the service of the State Government or Government of India ;
- (4) in the case of Conservation Assistant ; -
- (i) by direct recruitment ; or
  - (ii) by transfer or deputation of an official already in the service of the State Government or Government of India ;
- (5) in the case of Technical Assistant, -
- (i) by direct recruitment ; or
  - (ii) by transfer or deputation of an official already in the service of the State Government or Government of India ;
- (6) in the case of Pottery Assistant, -
- (i) by direct recruitment ; or
  - (ii) by transfer or deputation of an official already in the service of the State Government or Government of India ;
- (7) in the case of Photographer, -
- (i) by direct recruitment ; or
  - (ii) by transfer or deputation of an official already in the service of the State Government or Government of India ;
- (8) in the case of Modeller, -
- (i) by direct recruitment ; or
  - (ii) by transfer or deputation of an official already in the service of the State Government or Government of India;
- (9) in the case of Laboratory Assistant, -
- (i) by promotion from amongst the Laboratory Attendants or

(ii) by direct recruitment ; or

(iii) by transfer or deputation of an official already in the service of the State Government or Government of India ;

(10) in the case of Draftsman (Civil), -

(i) by direct recruitment ; or

(ii) by transfer or deputation of an official already in the service of the State Government or Government of India ;

(11) in the case of Draftsman (Mechanical), -

(i) by direct recruitment ; or

(ii) by transfer or deputation of an official already in the service of the State Government or Government of India ;

(12) in the case of Surveyor, -

(i) by direct recruitment ; or

(ii) by transfer or deputation of an official already in the service of the State Government or Government of India ;

(13) in the case of Architectural Assistant, -

(i) by direct recruitment ; or

(ii) by transfer or deputation of an official already in the service of the State Government or Government of India.

### **Ministerial Posts**

(14) in the case of Deputy Superintendent, -

(i) by promotion from amongst the Assistant, Store Keeper and Accountant ; or

(ii) by transfer or deputation of an official already in the service of the State Government or the Government of India.

(15) in the case of the Assistant, Accountant and Store Keeper, -

(i) by promotion form amongst the Accounts Clerk, Clerk, Stenotypist and receptionist ; or

(ii) by transfer or deputation of an official already in the service of the State Government or Government of India ;

(16) in the case of Accounts Clerk, -

- (i) by promotion from amongst Clerks, Receptionist or Steno-typist ; or
- (ii) by direct recruitment ; or
- (iii) by transfer or deputation of an official already in the service of the State Government or the Government of India ;

(17) in the case of Driver,-

- (i) by promotion from amongst Group D employees possessing driving License ; or
- (ii) by direct recruitment ; or
- (iii) by transfer or deputation of an official already in the service of the State Government or Government of India.

(18) in the case of Steno-typist,-

- (i) by promotion from amongst the Clerks and Receptionist, or
- (ii) by direct recruitment ; or
- (iii) by transfer or deputation of an official already in the service of the State Government or Government of India ;

(19) in the case of Clerk and Receptionist,-

- (i) by promotion from amongst group-D employees; or
- (ii) by direct recruitment ; or
- (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

(20) in the case of Library Clerk, -

- (i) by direct recruitment ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

- (2) Whenever any post in the Service is created or falls vacant or a vacancy is about to occur, the Director shall determine the manner in which the same shall be filled it.
- (3) All promotions whether from one grade to another or from one class of service to another class of service shall be made on the basis of seniority-cum-merit and seniority alone shall not confer any right to such promotions.

Probation.

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

Provided that -

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

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

11. Seniority, interse of the members of the service shall be determined by the length of continuous Service on any post in the service : Seniority

Provided that where there are different cadres in the service, the seniority shall be determined separately for each cadre :

Provided further that in the case of members appointed by direct recruitment, the order of merit determined by the Board or other recruiting authority, as the case may be, shall not be disturbed in fixing the seniority :

Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows :-

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer ;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer ;
- (c) in the case of 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
- (d) in the case of member 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 is also the same, the elder member shall be senior to the younger member.

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

- (2) A member of the Service may also be deputed to serve under-
- (i) a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a municipal corporation or a local authority or University within the State of Haryana ;
  - (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 Organisation, 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 organisation or body referred to in clause (ii) or clause (iii) except with his consent.

Pay, leave, pension  
and other matters.

13. 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.

Discipline,  
Penalties and  
appeals.

14. (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 authorities 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.

(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 Services (punishment and Appeal) Rules, 1987 and appellate authority shall be as specified in Appendix D to these rules.

Vaccination

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

Oath of allegiance.

16. 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.

17. 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.

Social  
Provisions.

18. 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.

19. Nothing contained in these rules shall effect 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 order issued by the State Government in this regard, from time to time :

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

Repeal and  
savings.

20. Any rule applicable to the Service and corresponding to any of these rules which is in force immediately before the commencement of these rules 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

**APPENDIX A**

(See rule 3)

Serial No.	Designation of posts	Number of posts			Scale of pay
		Permanent	Temporary	Total	
1	2	3	4	5	6
<b>TECHNICAL POSTS</b>					
1.	Assistant Conservator	...	1	1	Rs. 1,640-60-2,600- EB-75-2,900
2.	Assistant Archaeologist	...	5	5	1,600-50-2,300- EB-60-2,660
3.	Assistant Chemist	...	1	1	1,600-50-2,300- EB-60-2,660
4.	Conservation Assistant	...	1	1	1,400-40-1,600-50-2,300-EB-60-2,600
5.	Technical Assistant	1	...	1	1,400-40-1,600-50-2,300-EB-60-2,600
6.	Pottery Assistant	...	1	1	1,400-40-1,600-50-2,300-EB-60-2,600
7.	Photographer	...	2	2	1,400-40-1,600-50-2,300-EB-60-2,600
8.	Modaller	...	1	1	1,400-40-1,600-50-2,300-EB-60-2,600
9.	Laboratory Assistant	...	1	1	1,400-40-1,600-50-2,300-EB-60-2,600
10.	Draftsman (Civil)	...	1	1	1,400-40-1,600-50-2,300-EB-60-2,600
11.	Draftsman (Mechanical)	...	2	2	1,400-40-1,600-50-2,300-EB-60-2,600

1	2	3	4	5	6
12. Surveyor		...	2	2	1,400-40-1,600-50-2,300-EB-60-2,600
13. Architectural Assistant		...	1	1	1,400-40-1,600-50-2,300-EB-60-2,600
<b>MINISTREIAL POSTS</b>					
14. Deputy Superintendent		...	1	1	1,640-60-2,600 EB-75-2,900
15. Assistant		1	3	4	1,400-40-1,600-50-2,300-EB-60-2,600
16. Accountant		...	1	1	1,400-40-1,600-50-2,300-EB-60-2,600
17. Store Keeper		1	...	1	1,400-40-1,600-50-2,300-EB-60-2,600
18. Accountants Clerk		...	1	1	1,200-30-1,560- EB-40-2,040
19. Driver		...	1	1	1,200-30-1,500- EB-40-2,040
20. Steno-Typist		1	1	2	950-20-1,150-EB-25-1,500-100 S.P.
21. Clerk		1	8	9	950-20-1,150- EB-25-1,500
22. Receptionist		...	1	1	950-20-1,150- EB-25-1,500
23. Library Clerk		...	1	1	950-20-1,150- EB-25-1,500

**APPENDIX B**

(See rule 7)

Sr. No.	Designation of posts	Academic qualifications and experience if any, for direct recruitment	Academic qualification and experience, if any, for appointment other than by direct recruitment
1	2	3	4
<b>(A) Technical posts. :</b>			
1. Assistant Conservator	(i) Degree in Civil Engineering from a recognised University ;  (ii) Atleast one year's experience of Archaeological Conservation ;  (iii) Hindi upto Matric Standard	(i) Five years experience as Conservation Assistant, Architectural Assistant, or  (ii) Five years experience as, Surveyor, or Draftsman, possessing Diploma in Civil Engineering ; or  (iii) 7 years experience as Draftsman, Surveyor not possessing Diploma in Civil Engineering .	
2. Assistant Archaeologist.	(i) IInd Division in Master's Degree of a recognised University try with at least 50% marks in Ancient Indian History with Culture or Archaeology or in Medieval Indian History ;  or  2nd Division Master's Degree with 50% marks in Sanskrit Arabic, Persian, Pali or Prakrit with a subject in Medieval Indian History or Ancient Indian History in B.A. level, and postgraduate Diploma in Archaeology, from the school of Archaeology, Archaeological Survey of India, Government of India.	(i) Five years service as Technical Assistant or Pottery Assistant ; and  (ii) post graduate diploma in Archaeology from the School of Archaeology, Archaeological Survey of India, Government of India.	

1	2	3	4
		(ii) post graduate Diploma in Archaeology from the School of Archaeology, Archaeological Survey of India, Government of India.	
		OR	
		Master in Philosophy in Ancient Indian History or Medieval Indian History .	
		(iii) Hindi upto Matric Standard	
3. Assistant Chemist.		(i) 2nd Class in Master of Science with 50% marks in Chemistry from a recognised University,	(i) 2nd Class Bachelor of Science Degree with Chemistry as a subject from a recognised University; and
		(ii) Hindi upto Matric Standard	(ii) Five years experience as Laboratory Assistant,
		<b>Desirable :</b>	
		Preference will be given to a candidate having one year practical experience in the treatment of Archaeological antiquities.	
4. Conservation Assistant.		(i) Diploma in Civil Engineering.	(i) Diploma in Civil Engineering.
		(ii) Hindi upto Matric Standard.	(ii) Matric with Hindi;
5. Technical Assistant.		(i) At least 2nd Class Master's Degree in Ancient Indian History with culture or Archaeology or Medieval Indian History	(i) At least 2nd Class Master's Degree in Ancient Indian History with Culture or Archaeology Medieval Indian History.
		<b>OR</b>	<b>OR</b>
		(ii) At least 2nd Class Master's Degree in Sanskrit or Arabic or Persian or Pali or Prakrit	(ii) At least 2nd Class Master's Degree in Sanskrit or Arabic

	and Bachelor of Arts with Medieval Indian History or Ancient Indian History as one of the subject	or Persian or Pali or Prakrit and Bachelor of Arts with Medieval Indian History or Ancient Indian History as one of the subject.
	(iii) Hindi upto Matric Standard.	(iii) Hindi upto Matric Standard.
6. Pottery Assistant	(i) At least 2nd Class Masters' Degree in Ancient Indian History with Culture or Archaeology or Medieval Indian History as one of the subjects ;	(i) At least 2nd Class Master's Degree in Ancient Indian History with Culture or Archaeology or Medieval Indian History as one of the subject ;
	<b>OR</b>	<b>OR</b>
	(ii) At least 2nd Class Master's Degree in Sanskrit or Arabic or Persian or Pali or Prakrit with Medieval Indian History or Ancient Indian History as one of the subjects ;	(ii) At least 2nd Class Master's Degree in Sanskrit or Arabic or Persian or Pali or Prakrit with Medieval Indian History or Ancient Indian History as one of the subjects ;
	(iii) Hindi upto Matric Standard.	(iii) Hindi upto Matric Standard
7. Photographer	(i) Six years experience in Photography;	(i) Six years experience in Photography;
	(ii) Matric with Hindi Preference will be given to the candidates having one year experience of Photography in Archaeological Department or organisation.	(ii) Matric with Hindi Preference will be given to the candidates having one year experience of Photography in Archaeological Department or organisation.
8. Modeller	(i) Diploma from a recognised Art School or College with specialization in preparing models, sculptures in clay, plaster and paper ; (ii) Matric with Hindi	(i) Diploma from a recognised Art School or College with specialization in preparing models, sculptures in clay, plaster and paper; (ii) Matric with Hindi
9. Laboratory Assistant.	(i) At least 2nd Class B.Sc with Chemistry as compulsory subject from a recognised University ;	<b>For Promotion</b> (i) Five years experience as Laboratory Attendant who are intermediate with Physics and Chemistry or B.Sc Part I with Chemistry

	(ii) Hindi upto Matric Standard	<b>For transfer and deputation</b> (i) At least 2nd Class B.Sc with Chemistry as compulsory subject from a recognised University ;  (ii) Hindi upto Matric Standard
10. Draftsman (Civil)	(i) Diploma or Certificate in Civil Engineering or in Draftsmanship (Civil) from a recognised institution or College ;  (ii) Matric with Hindi	(i) Diploma or Certificate in Civil Engineering or in Draftsmanship (Civil) from a recognised institution or College ;  (ii) Matric with Hindi
11. Draftsman (Mechanical)	(i) Diploma or Certificate in Mechanical Engineering or in Draftsmanship (Mechanical) from a recognised institution ;  (ii) Matric with Hindi.	(i) Diploma or Certificate in Mechanical Engineering or in Draftsmanship (Mechanical) from a recognised institution ;  (ii) Matric with Hindi.
12. Surveyor	(i) Diploma or Certificate of Surveyor from recognised Institution ;	(i) Diploma or Certificate of Surveyor from recognised Institution ;
	<b>OR</b>	<b>OR</b>
	Diploma in Civil Engineering from a recognised institution.  (ii) Matric with Hindi.	Diploma in Civil Engineering from a recognised institution ;  (ii) Matric with Hindi.
13. Architectural Assistant.	(i) Diploma in Architecture from a recognised institution,  (ii) Matric with Hindi ;	(i) Diploma in Architecture from a recognised institution ;  (ii) Matric with Hindi ;
	<b>(B) Ministerial Posts</b>	
14. Deputy Superintendent		<b>By Promotion :-</b> Eight years experience as Assistant, Store Keeper, Accountant ;  <b>By transfer or Deputation</b> An official in the identical scale of Deputy Superintendent
15. Assistant		<b>For Promotion</b> (i) Five years experience as

		Accounts Clerk, Clerk, Steno Typist or Receptionist ;
		<b>For transfer or deputation</b> Five years experience as Clerk or Steno Typist ;
16. Accountant		<b>For Promotion</b> (i) Five years experience as Accounts Clerk, Clerk, Steno Typist or Receptionist
		<b>For transfer /deputation</b> Five years experience as Clerk, Steno Typist ;
17. Store Keeper		<b>For Promotion</b> Five years experience as Accounts Clerk, Clerk, Steno Typist or Receptionist ;
		<b>For transfer /Deputation</b> Five years experience as Clerk or Steno Typist ;
18. Accounts Clerk.	(i) Bachelor of Arts or Bachelor of Commerce from a recognised University or its equivalent ;	<b>For Promotion</b> Three years experience as Clerk, Steno Typist and Receptionist
	(ii) Should have experience in accounts for not less than one year in any Government or semi Government Department or organisation ;	<b>For transfer and Deputation</b> Three years experience as Clerk or Steno Typist ;
	(iii) Hindi upto matric standard	<b>OR</b>  Graduate Clerk, Steno Typist, Receptionist having one year experience in a accounts ;
19. Driver	(i) Middle pass ;	Possessing driving license in light Motor Vehicle and having five years experience as Group D employee.
	(ii) Possess License in Light Motor Vehicle ;	
	(iii) Must have one year experience of driving Vehicle.	
20. Steno Typist.	(i) Matric 1 <sup>st</sup> Division or	(i) Two years experience as Clerk

Higher Secondary 2nd Division or intermediate Second Division 10+2 or Vocational Second Division graduate or equivalent ;  
(For Ex-servicemen Matric only)

(ii) Knowledge of Hindi upto Matric standard ;

(iii) English shorthand at 80 words per minute and transcription thereof at 15 words per minute ;

(iv) Hindi shorthand at 64 words per minute and transcription thereof at 11 words per minute.

23. Clerk

(i) Matric 1st Division or Higher Secondary Second Division or Intermediate second division or 10+2(Vocational) Second division or graduate or equivalent

(ii) Knowledge of Hindi up to Matric Standard ;

or Receptionist

(ii) Knowledge of Hindi upto Matric Standard

(iii) English Shorthand at 80 words per minute and transcription thereof at 15 words per minute.

(iv) Hindi shorthand at 64 words per minute and transcription thereof at 11 words per minute.

**For promotion**

(i) Five years experience as Group D employee ;

(ii) Matriculate or its equivalent ;

(iii) Knowledge of typing in Hindi or English at the speed of 25 and 30 words per minute respectively and passes the prescribed test in typing within prescribed of one year from the date of promotion to the post of clerk failing which he will not be allowed annual increment till the passing of such test For transfer/deputation an official having at least two years regular service as Clerk ;

22. Receptionist

(i) Matric 1st Division or Higher Secondary Second Division or Intermediate Second division or 10+2 (Vocational) Second division or graduate or equivalent.

(ii) Knowledge of Hindi up to Matric standard ;

**For promotion :-**

(i) Matriculation or its equivalent examination ; and

(ii) Five years experience as Group D employees.

(iii) Hindi or English Typing at a speed of 25 to 30 words per minute respectively ;

(iii) Knowledge of typing in Hindi or English at the speed of 25 to 30 words per minute respectively and passes the prescribed test in typing within a prescribed period of one year from the date of promotion to the post of Receptionist failing which he will not be allowed annual increment till the passing a such test ;

**By transfer / deputation**

An official having at least two years regular service as Clerk.

23. Library Clerk

(i) Matric with Hindi ;

(i) Matric with Hindi ;

(ii) Should have passed certificate course in Library Science ;

(ii) Should have passed certificate course in Library Science ;

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**“Appendix C”**  
[See rule 14(1)]

Serial No.	Designation of the post	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5	6
<b>TECHNICAL STAFF</b>			<b>Minor penalties</b>		
1.	Assistant Conservator	Director	(i) Warning with a copy on the personal file (character roll) ;	Director	Government
2.	Assistant Archaeologist		(ii) Censure ;		
3.	Assistant Chemist		(iii) Withholding of promotion		
4.	Conservation Assistant		(iv) Recovery from pay of the whole or part of any pecuniary loss caused by negligence of breach of orders to Central Government or 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 Legislature of a State ; and (v) withholding of increments of pay without cumulative effect.		
5.	Technical Assistant				
6.	Pottery Assistant				
7.	Photographer				
8.	Modeller				
9.	Laboratory Assistant				
10.	Draftsman (Civil)				
11.	Draftsman (Mechanical)				
12.	Surveyor				
13.	Architectural Assistant				
<b>MINISTERRIAL STAFF</b>				<b>Major Penalties</b>	
14.	Deputy Superintendent		(vi) withholding of increment of pay with cumulative effect ;		
15.	Assistant		(vii) reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period the reduction will		
16.	Accountant				
17.	Store Keeper				
18.	Accounts Clerk				
19.	Driver				

20. Steno Typist or will not have the effect of postponing the future increments of his pay ;
21. Clerk
22. Receptionist (viii) reduction to a lower scale of pay grade, post of service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade post or service from which he was reduced with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post of service ;
23. Library Clerk (ix) compulsory retirement ;
- (x) removal from service which shall not be a disqualification for future employment under the Government ;
-

**“Appendix D”**  
[See rule 14(2)]

Sr. No.	Designation of the post	Nature of order	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5

**TECHNICAL STAFF**

1. Assistant Conservator	(i) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension;	Director	Government
2. Assistant Archaeologist	(ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation.		
3. Assistant Chemist			
4. Conservation Assistant			
5. Technical Assistant			
6. Pottery Assistant			
7. Photographer			
8. Modeller			
9. Laboratory Assistant			
10. Draftsman (Civil)			
11. Draftsman (Mechanical)			
12. Surveyor			
13. Architectural Assistant			

**MINISTERRIAL STAFF**

14. Deputy Superintendent
15. Assistant
16. Accountant
17. Store Keeper

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1	2	3	4	5
18.	Accounts Clerk			
19.	Driver			
20.	Steno Typist			
21.	Clerk			
22.	Receptionist			
23.	Library Clerk			

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**VEENA EGALTON,  
Commissioner and Secretary to Government, Haryana,  
Archaeology and Museums Department.**

HARYANA GOVT. GAZ. (EXTRA). JAN 22, 2014  
(MAGH. 2, 1935 SAKA)

[Authorised English Translation]

**HARYANA GOVERNMENT**  
**ARCHAEOLOGY AND MUSEUMS DEPARTMENT**  
**Notification**

The 22nd January, 2014

**No. G.S.R. 10/Const./ Art. 309/2014.-** 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 further to amend the Haryana State Archaeology and Museums. (Group C) Service Rules, 1997, namely :-

1. These rules may be called the Haryana State Archaeology and Museums. (Group C) Service (Amendment) Rules, 2014.
2. In the Haryana State Archaeology and Museums (Group C) Service Rules, 1997 (hereinafter called the said rules), after rule 9, the following rule shall be inserted, namely :-

“9A. (1) Typing test is substituted with the State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of service requirement for Clerks, Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers. The State Eligibility Test in Computer Appreciation and Applications (SETC) shall be a post requisite condition/qualification which all the newly recruited/appointed Clerks, Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers in the Government Departments/Organizations shall have to qualify. The existing Clerks, who have been promoted from Group-D and Restorer etc. who have not passed the typing test till date as required under the Service Rules shall have an option either to pass the typing test or the State Eligibility Test in Computer Appreciation and Applications (SETC). The Steno-typists, Junior Scale Stenographers and Senior Scale Stenographers shall also have to qualify stenography test as prescribed in the Service Rules.

(2) The candidate shall have to qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the probation period of two years, extendable by one year in case of direct recruit. The candidate appointed against the aforesaid categories of posts in Group C shall not be entitled to earn any increment in his/her pay scale till he/she qualifies the said test, failing which services of such employees shall be dispensed with. The persons who are promoted to the post of Clerk and Steno-typist shall also qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the period of probation of one year extendable by one year, failing which he/she will be reverted back.

(3) The Government of Haryana may authorize the Haryana State Electronic Development Corporation Limited (HARTRON) or any other agency as prescribed by the Government, as the authorized Agency for conducting the State Eligibility Test in Computer Appreciation and Applications (SETC), alongwith a test in typing speed in accordance with the syllabus as the State Government may specify in this regard from time to time, besides the syllabus already provided in sub-rule (4) of this rule. The ‘pass’ certificate issued by HARTRON or any other agency, as approved by the Government, would be accepted as an evidence of the fulfillment of the prescribed condition in the Service Rules.

(4) The syllabus for the State Eligibility Test in computer Appreciation and Applications (SETC) would contain Word processing. Internet Browsing and E-mail management only.

(5) In the case of Clerks, typing speed of 30 words per minute in English and 25 words per minute in Hindi converted with equivalent key depressions in both cases as the typing speed, would be tested on computers.

(6) The employees possessing the following qualifications are exempted from taking the State Eligibility Test in Computer Appreciation and Applications (SETC) :-

- (i) M .Tech/B.Tech. (Computers), M.C.A., B.C.A., or Diploma in Computers from the recognized institutions e.g. Polytechnics ;
- (ii) Basic Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics and Information Technology (NIELIT) [erstwhile DOEACC Society] ;
- (iii) Haryana State – Certificate in Information Technology [HS-CIT] from the Authorised Learning Centres (ALCs) of the HKCL ;
- (iv) Candidates/employees who have already passed the SETC and the same is valid at the time of joining the service. The State Eligibility Test in Computer Appreciation and Applications (SETC) passed by any candidate earlier shall be considered valid for a period of five years from the date of issue of such certificate by HARTRON or any other agency authorized by the Government ; and
- (v) Physically disabled candidates i.e. amputation of hand (Left and Right) Amputation of upper limbs, Paralysis of Radial Nerve (Radial Nerve Palsy) of either upper limb. Declination degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped.

However, these employees, with the exception of those mentioned under sub-para (v) above, shall be required to clear the ‘typing test’ being part of the State Eligibility Test in Computer Appreciation and Applications (SETC). ”

3. In the said rules, in Appendix B, under heading (B) Ministerial posts,-

(I) against serial number 20, under columns 3, for existing item (i), the following item shall be substitutes, namely :-

“(i) 10+2/Graduate or equivalent;  
(for Ex-servicemen 10+2 only)”;

(II) against serial number 21,-

(I) under column 3, for existing items, the following items shall be substituted, namely :-

“(i) 10+2/Graduate or equivalent ;  
(ii) knowledge of Hindi upto Matric Standard ;  
(iii) omitted in view of rule 9A” ;

(II) under column 4, for existing items, the following items shall be substituted, namely :-

“(i) Five years experience as Group D employee ;  
(ii) 10+2 ;  
(iii) omitted in view of rule 9A” .

VIJAI VARDHAN.

Principal Secretary to Government Haryana,  
Archaeology and Museums Department

HARYANA GOVT GAZ (EXTRA). NOV. 5, 2014  
(KRTK. 14, 1936 SAKA)

[Authorised English Translation]

**HARYANA GOVERNMENT**

ARCHAEOLOGY AND MUSEUMS DEPARTMENT

**Notification**

The 5th November, 2014

**No. G.S.R. 48/Const./ Art. 309/2014.-** 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 further to amend, the Haryana State Archaeology and Museums (Group C) Service Rules, 1997, namely :-

1. These rules may be called the Haryana State Archaeology and Museums (Group C) Service (Second Amendment) Rules, 2014.
2. In the Haryana State Archaeology and Museums (Group C) Service Rules, 1997 (hereinafter called the said rules) in rule 9, in sub-rule (1), in serial number 17, for existing item (i), the following item shall be substituted, namely :-

(i) “by promotion from amongst Group C and D employees ; or”

3. In the said rules, in Appendix A, under heading “Ministerial Posts” under columns 1,2,3,4,5, and 6, for serial number 19 and entries there against, the following serial number and entries there against shall be substituted, namely :-

1	2	3	4	5	6
“19	Driver	2	-	2	Rs. 5200-20200++Rs.2400+Rs.200/-Spl. Pay”.

4. . In the said rules, in Appendix B, under heading “(B) Ministerial Posts” under columns 1,2,3, and 4, for serial number 19 and entries there against, the following serial number and entries there against shall be substituted, namely :-

1	2	3	4
“19	Driver	(i) Matric  (ii) Should have a light vehicle valid driving License, at least three years old ;  (iii) Should have passed the driving test conducted by the Haryana Staff Selection Commission ;	<b>By Promotion : -</b>  (i) Matric ;  (ii) Three years experience as class III/IV posts ;  (iii) Should have a light vehicle valid driving License, at least three years old ;

(iv) Should not be colour blind ;

(v) Hindi/Sanskrit up to Matric Standard or Higher Education ;

(iv) Hindi/Sanskrit up to Matric Standard or Higher Education ;

(v) Should have passed the driving test conducted by the department ;

(vi) Should not be colour blind ;

(vii) Should not be more than fifty years of age ;

**By Transfer/Deputation :-**

(i) Matric ;

(ii) Three years experience as light vehicle driver ;

(iii) Should have a light vehicle valid driving License, at least three years old ;

(iv) Hindi/Sanskrit upto Matric Standard or Higher Education ;

(iv) Should not be colour blind ;

(vii) Should not be more than fifty years of age ;

**VIJAI VARDHAN.**

Additional Chief Secretary to Government Haryana,  
Archaeology and Museums Department

**HARYANA GOVT GAZ., APRIL 21, 1998**

**(VYSK 1, 1920 SAKA)**

[Authorised English Translation]

**HARYANA GOVERNMENT**

**ARCHAEOLOGY AND MUSEUMS DEPARTMENT**

**Notification**

The 29th January, 1998

**No. GSR. 35/Const./ Art.309/98,-** 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 Archaeology and Museums Department (Group D) Service, namely :-

**PART - I – GENERAL**

Short title. 1. These rules may be called the Haryana Archaeology and Museums Department (Group D) Service Rules, 1998.

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

(a) “Direct recruitment” means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the Service of Government of India or any State Government ;

(b) “Direct” means the Director of Archaeology and Museums Department, Haryana ;

(c) “Government” means the Haryana Government in the Administrative Department ;

(d) Institution means,-

(i) any Institution established by law in force in the State of Haryana or ;

(ii) any other institution recognised by the Government for the purpose of these rules ;

(e) “Recruitment authority” means the Director of Archaeology and Museums Department, Haryana ;

(f) “Service” means the Haryana Archaeology and Museums Department (Group D) Service.

**PART – II**  
**RECRUITMENT TO SERVICE**

3. The service shall comprise the posts shown in Appendix A to these rules : Number and  
Character of posts.
- Provided that nothing in these rules shall affect the inherent right of the Government to make additions to, or reductions in the number of such posts or to create new posts with different designations and scales of pay either permanently or temporarily.
4. (1) No person shall be appointed to any post in the service, unless he is, - Nationality,  
domicile and  
character of candidates  
appointed to Service .
- (a) a citizen of India ; or  
(b) a subject of Nepal ; or  
(c) a subject of Bhutan ; or  
(d) a Tibetan refugee who came over to India before the 1st day of January, 1962, with the intention of permanently settling in India ; or
- (e) a person 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 Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India :
- Provided that a person belonging to any of the categories (b), (c), (d) or (e) 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 appointing 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 School or Institution last attended, if any, and similar certificates from two other responsible persons not being his relatives who are well acquainted with him in his private life and are unconnected with his school or institution.
5. No person shall be appointed to any post in the Service by direct recruitment who is less than sixteen years or more than thirty-five years of age on or before the date of submission of application to the appointing authority. Age.
6. All appointments to the posts in the Service shall be made by the Director. Appointing  
Authority.

Qualification.

7. No person shall be appointed to any post in the Service, unless he is in possession of qualifications and experience specified in column 3 of Appendix B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of persons appointed other than by direct recruitment :

Provided that in the case of appointment by direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50% at the discretion of the recruiting authority in case sufficient number of candidates belonging to Scheduled Casts, Backward Classes, Ex-Servicemen and Physically handicapped categories, possessing the requisite experience, are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing.

Disqualifications.

8. 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 Government 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.

Method of recruitment.

9. (1) Recruitment to the Service shall be made, -

(a) in the case of Peon, -

- (i) by direct recruitment ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ; 0

(b) in the case of Chowkidars, -

- (i) by direct recruitment ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

(c) in the case of Sweeper, -

- (i) by direct recruitment ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

(d) in the case of Attendant, -

- (i) by direct recruitment ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

(e) in the case of Site Attendant, -

- (i) by direct recruitment ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

(f) in the case of Attendant-cum-Cook, -

- (i) by direct recruitment ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

(g) in the case of Gallary Attendant, -

- (i) by direct recruitment ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

(h) in the case of Field Attendant, -

- (i) by direct recruitment ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

(i) in the case of Moulder, -

- (i) by direct recruitment ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

(2) When any vacancy occurs or is about to occur in the Service the appointing authority shall determine in what manner such vacancy shall be filled in.

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

Probation.

Provided that –

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

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

11. Seniority inter se of the members of the service shall be determined by the length of continuous service on any post in the Service, Seniority.

Provided that where there are different cadres in the Service, seniority shall be determined separately for each cadre :

Provided further that in the case of a member appointed by direct recruitment, the order of merit determined by the recruiting authority shall not be disturbed in fixing the seniority :

Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows :-

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer ;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer ;
- (c) in the case of members appointed or by promotion or by transfer seniority shall be determined according to the seniority of such members in the appointment from which they were promoted or transferred ; and
- (d) in the case of member 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 length of their service in the appointment and if the length of Service is also the same, the older member shall be senior to the younger member.

12. (1) A member of the service shall be liable to serve at any place whether within or outside the State or 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, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a municipal corporation or a local authority or university within the State of Haryana ;

(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 organisation or body referred to in clause (ii) or clause (iii) except with his consent.

- |                                       |     |  |
|---------------------------------------|-----|--|
| Pay leave, pension and other matters. | 13. | In respect of pay, leave pension and all other matters, not expressly provided for in these rules, the members 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.  |
| Discipline penalties and appeals.     | 14. | <p>(1) In matters relating to discipline, penalties and appeals, members of the service shall be governed by the Haryana Civil Services (Punishment &amp; 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>(2) The authority competent to pass an order under clause (c) or clause (d) of sub-rule (i) of rule 9 of the Haryana Civil Service (Punishment &amp; Appeal) Rules, 1987 and the appellate authority shall be as specified in Appendix D to these rules.</p> |
| Vaccination.                          | 15. | Every member of the Service shall get himself vaccinated and revaccinated as and when the Government so directs by a special or general order.   |
| Oath of allegiance.                   | 16. | 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.                  | 17. | Where the Government is of the opinion that it is necessary or expedient to do so, it may, be order for reasons to be recovered in writing, relax any of the provisions of these rules with respect to any class or category or persons.   |
| Special provisions.                   | 18. | 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.  |
| Reservations.                         | 19. | Nothing contained in these rules shall affect reservation and other concessions required to be provided for Scheduled Casts, Backward classed 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 :  |

Provided that the percentage of reservations so made shall not exceed 50 per cent at any time.

Repeal and savings.

20. The Punjab State (Class (IV) Service Rules, 1963, 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.

**HARYANA GOVT GAZ., APRIL 21, 1998**

**(VYSK 1, 1920 SAKA)**

**APPENDIX A**

[See rule 3]

Sr No.	Designation of the posts	Number of posts		Total	Scale of pay
		Permanent	Temporary		
1	2	3	4	5	6
1.	Peon	1	4	5	Rs. 750-12-870- EB-14-940
2.	Chowkidar	1	6	7	Rs. 750-12-870- EB-14-940
3.	Sweeper	-	1	1	Rs. 750-12-870- EB-14-940
4.	Attendant	-	1	1	Rs. 750-12-870- EB-14-940
5.	Site Attendant	-	1	1	Rs. 750-12-870- EB-14-940
6.	Attendant-cum-Cook	-	1	1	Rs. 750-12-870- EB-14-940
7.	Gallery Attendant	-	3	3	Rs. 750-12-870- EB-14-940
8.	Field Attendant	-	1	1	Rs. 750-12-870- EB-14-940
9.	Moulder	-	1	1	Rs. 750-12-870- EB-14-940

**HARYANA GOVT GAZ., APRIL 21, 1998**

**(VYSK 1, 1920 SAKA)**

**APPENDIX B**

[See rule 7]

Sr No.	Designation of the posts	Academic qualifications and experience, if any, for direct Recruitment	Academic qualifications and experience, if any for appointment other than by direct recruitment
1	2	3	4
1.	Peon	Matric with Hindi	Matric with Hindi
2.	Chowkidar	Matric with Hindi	Matric with Hindi
3.	Sweeper	Matric with Hindi	Matric with Hindi
4.	Attendant	Matric with Hindi	Matric with Hindi
5.	Site Attendant	Matric with Hindi	Matric with Hindi
		Preferential : Preference will be given to the candidate having experience of working at Archaeology sites/ Museums.	Preferential : Preference will be given to the candidate having experience of working at Archaeology sites/ Museums.
6.	Attendant-cum-Cook	(i) Matric with Hindi  (ii) Knowledge of Cooking	(i) Matric with Hindi  (ii) Knowledge of Cooking
7.	Gallary Attendant	Matric with Hindi	Matric with Hindi
		Preferential : Preference will be given to the candidates having some experience of handling of antiquities in some Govt. or recognised Museums or institution.	Preferential : Preference will be given to the candidates having some experience of handling of antiquities in some Govt. or recognised Museums or institution

8.	Field Attendant	Matric with Hindi Preferential : Preference will be given to the persons knowing Arabic, Persian or Urdu.	Matric with Hindi Preferential : Preference will be given to the persons knowing Arabic, Persian or Urdu.
9.	Moulder	Matric with Hindi Preferential : Preference will be given to the persons having experience as Moulder.	Matric with Hindi Preferential : Preference will be given to the persons having experience as Moulder.

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**HARYANA GOVT GAZ., APRIL 21, 1998**  
**(VYSK 1, 1920 SAKA)**

**APPENDIX C**

[See rule 14(i)]

Sr No.	Designation of the posts	Appointing Authority	Nature of penalty	Authority empowered to impose penalty	Appellate Authority
1	2	3	4	5	6
<b>Minor Penalties</b>					
1.	Peon	Director	(i) Warning with a copy in the personal file (Character roll)	Director	Government
2.	Chowkidar		(ii) censure ;		
3.	Sweeper		(iii) withholding of Promotion ;		
4.	Attendant		(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders to the Central Govt. or a State Government or to a Company and Association or body of individuals whether incorporated or not ; which is wholly or substantially owned or controlled by the Govt. or to a local authority or university set up by an Act of Parliament or of the Legislature of a State ; and		
5.	Site Attendant				
6.	Attendant-cum-Cook				
7.	Gallary Attendant				
8.	Field Attendant				
9.	Moulder		(v) withholding of increments of pay with out cumulative effect ;		

1

2

3

4

5

6

**Major Penalties**

(v-a) withholding of increments of pay with cumulative effect ;

(vi) reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay ;

(vii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service ;

(viii) compulsory retirement ;

(ix) Removal from service which shall not be a disqualification for future employment under the Government ;

(x) dismissal from service which shall ordinary be a disqualification for future employment under the Government.

**HARYANA GOVT GAZ., APRIL 21, 1998**  
**(VYSK 1, 1920 SAKA)**

**APPENDIX D**

[See rule 14(2)]

Sr No.	Designation of the posts	Nature of order	Authority empowered to make the order	Appellate Authority
1	2	3	4	5
1.	Peon	(i) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension ;	Director	Government
2.	Chowkidar			
3.	Sweeper			
4.	Attendant	(ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation.		
5.	Site Attendant			
6.	Attendant-cum-Cook			
7.	Gallary Attendant			
8.	Field Attendant			
9.	Moulder			

S.K MAHESHWARI,  
Commissioner and Secretary to Government, Haryana,  
Archaeology, Museums and Archives Department.

[Extract from Haryana Government Gazette, dated the 8th February, 2011]

**HARYANA GOVERNMENT**

**ARCHAEOLOGY AND MUSEUMS DEPARTMENT**

**Notification**

The 27th January, 2011

**No. 8/317-10-Pura./262.-** In exercise of the powers conferred by the proviso to the Article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Haryana Archaeology and Museums Department (Group D) Service Rules, 1998, namely :-

1. These rules may be called the Haryana Archaeology and Museums Department (Group D) Service Amendment Rules, 2010.
2. In the Haryana Archaeology and Museums (Group D) Service Rules, 1998, in Appendix B, under columns 3 and 4, against serial numbers 1 and 2, for the existing entries, the following entry shall be substituted, namely :-

“Middle Pass with Hindi”

**VIJAY VARDHAN,**  
Financial Commissioner and Principal Secretary to  
Government Haryana,  
Archaeology and Museums Department.