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P A R T - III

IRRIGATION AND POWER DEPARTMENTS

N O T I F I C A T I O N

The 31st July, 1965

No. C.S.R. 75/Const./Art-309/65 - 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 Punjab is pleased to make the following rules for regulating the recruitment and the conditions of service of persons appointed, to the Punjab Public Works Department (Irrigation Branch) Head Office, Clerical (State Service Class-III) namely :-

1. (1) These rules may be called the Punjab Public Works Department (Irrigation Branch) Head Office, Clerical (State Service Class-III) Rules, 1965.
(2) They shall come in to force at once.
2. In these rules unless the context otherwise requires :-
 - (a) "Board" means the Subordinate Services Selection Board, Punjab.
 - (b) "Cadre Post" means a permanent post in the service.
 - (c) "Chief Engineer" means a Chief Engineer of the Punjab Public Works, Department Irrigation Branch.
 - (d) "Direct appointment" means an appointment made otherwise than by promotion within the service or by transfer of an official already in the service of the Government of India or of a State Government.
 - (e) "Ex-cadre post" means a temporary post of the same rank as a cadre post.
 - (f) "Government" means the Punjab Government in the Administrative Department.
 - (g) "Member of the Service" means a person appointed substantively to a cadre post and includes.
 - (i) In the case of direct appointment, a person on probation or such a person who, having successfully completed his probation, awaits appointment to cadre post.
 - (ii) In the case of an appointment by transfer, a person who is on probation or who having successfully completed his probation awaits appointment - to a cadre post, provided such person does not have a lien on a substantive post in any Government Department.

Explanation :- It is not necessary that a member of the service shall at any time be actually doing the work of a cadre post. He may be working in an ex-cadre post for reasons of administrative convenience. Conversely, a person officiating against an ex-cadre post may in fact perform the duties of a cadre post.

- (h) "Recognized University" means :-
 - (i) Any University incorporated by law in any of the States of India; or
 - (ii) In the case of degrees or diplomas 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 Government to a recognized university for the purpose of these rules.
- (i) "Service" means the Punjab Public Works Department (Irrigation Branch) Head Office Clerical (State Service Class-III).

PART-II - POSTS AND QUALIFICATIONS

- 3.** (1) The service shall comprise the posts shown in Appendix to these rules :-

Provided that nothing in these rules shall effect the inherent right of Government to add to or reduce the number of such posts or create new posts with different designations and scales of pay whether permanently or temporarily.

(2) Notwithstanding anything contained in Sub-rule (i) the Chief Engineer may appoint a person to an ex-cadre post, not included in the service, in accordance with the provisions of these rules provided such a post has been sanctioned.

- 4.** All appointments to the service shall be made by the Chief Engineer.

- 5.** (1) No person shall be appointed to the service unless, he is
- (a) A citizen of India, or
 - (b) A subject of Sikkim, or
 - (c) A subject of Nepal, or
 - (d) A subject of Bhutan, or
 - (e) A Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently setting in India, or
 - (f) A person of Indian origin who has migrated from Pakistan with the intention of permanently setting in India;

Provided that a candidate belonging to categories (c), (d), (e) and (f) shall be a person in whose favour a certificate of eligibility has been given by the competent authority and if he belongs to category (f) the certificate of eligibility will be issued for a period of one, after which such a candidate will be retained in service subject to his having acquired Indian citizenship.

(2) A candidate in whose case a Certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Board or any other recruited authority on his furnishing proof that he has applied for the certificate and he may also provisionally be appointed subject to the necessary certificate being given to him by the competent authority. No person shall be recruited to the service by direct appointment 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 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.

- 6.** (i) No person who has more than one wife living or who having a spouse living marries in any case in which such marriage is void by reason of its taking place during the life time of such spouse shall be eligible for appointment to the service; and

(ii) No woman, whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such a marriage shall be eligible for appointment to the service;

Provided that the Government may, if satisfied that there are special grounds for so ordering exempt any person from the operation of this rule.

- 7.** No person shall be recruited to the service by direct appointment unless he is not less than 17 years or more than 27 years of age on the date of appointment.

Provided that the competent authority may, in special circumstances to be recorded in writing relax the upper age limit.

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

8. Appointment to posts in the service shall be made in the following manner :-

(a) In the case of Deputy Superintendents :-

(i) By promotion amongst the Assistant having an experience of working on the post of Assistant for a minimum period of 7 years or by promotion from amongst the Senior Scale Stenographers having an experience of working on the post of Senior Scale Stenographer for a minimum period of 2 years including two years training period as an Assistant; or

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

(b) In the case of Assistants :-

(i) 75% by promotion from amongst the Clerks, Steno-typists and Junior Scale Stenographers.

PROVIDED that they have worked on the post of Clerk, Steno-typist or Junior Scale Stenographer for a minimum period of four years. and

(ii) 25% by selection from amongst the officials working in the Subordinate offices of the P.W.D. Irrigation Branch, Punjab.

PROVIDED that they have worked in a clerical post for a minimum period of five years and have passed in the Assistants test held by the Board.

PROVIDED further that if no candidate is eligible under sub-clause (i) and (ii) is available, the vacancy may be filled in by direct appointment from amongst candidates who have passed in the 'A' Class Offices Assistant Grade competitive test conducted by the Board or by transfer amongst officials of A Class offices who have qualified in the Assistants' Test conducted by the Board.

NOTE : The Senior Scale Stenographers who are required to undergo two years training as an Assistant for promotion to the post of Deputy Superintendents shall also be eligible for appointment as Assistants against the reservation mentioned in clause b(i).

(c) In the case of Senior Scale Stenographers :-

(i) by promotion from amongst the Junior Scale Stenographers who have worked on the post of Junior Scale Stenographer for a minimum period of one year; provided they qualify in the departmental test in shorthand with a speed of 120 words per minute and in transcription of the same with a speed of 30 words per minute; or

(ii) By direct appointment.

(d) In the case of Cashier :-

(i) By promotion amongst the permanent Clerk, Junior Scale Stenographer and Steno-typists; or

(ii) by direct appointment; or

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

NOTE : No official shall be appointed by promotion or by transfer to the post of cashier, unless he has qualified in the Assistant Grade Examination conducted by the Board.

(e) In the case of Junior Scale Stenographers :-

- (i) By promotion from amongst the Steno-typists having an experience of working on the post of a Steno-typist for a minimum period of two years; or
(ii) By direct appointment; or
(iii) By transfer of an official already in service of the Government of India or of a State Government.

(f) In the case of Steno-typists :-

- (i) By promotion amongst the Clerks, who have secured the speed of 80 words per minute in shorthand and 30 words per minute in typewriting; or
(ii) By direct appointment; or
(iii) By transfer of an official already in the service of Govt. of India or of a State Government.

(g) In the case of Clerks :-

- (i) by promotion from amongst the Restorers and Photedars, provided they possess the qualification prescribed under rule 9; or
(ii) by transfer of an official already in the service of the Govt. of India or of a State Government; or
(iii) by direct appointment.

(h) In the case of Restorers and Photedars :-

- (1) (i) by promotions from amongst the Daftries who have studied upto 8th standard, have rendered five years service as Daftri and have passed the reading and writing test; or
(ii) by transfer of an official already in service of Government of India or of a State Government; or
(iii) by direct appointment.
(2) When any post in the service falls vacant or is about to fall vacant, the Chief Engineer shall determine the manner in which such vacancy shall be filled.
(3) Notwithstanding anything contained in these rules, appointment to the service by promotion shall be made purely by the selection based on merit and no official shall be entitled to such appointment as of right.
(4) The inter se seniority of Assistants viz-a-viz Senior Scale Stenographers and that of Clerks viz-a-viz Junior Scale Stenographers and Steno-typists shall be determined in accordance with the provisions of the Punjab Civil Services (Promotion of Stenographers and Steno-typists) Rules, 1961 as amended from time to time.

9. No person shall be recruited to the Service by direct appointment unless he :-

- (a) In the case of Assistants has obtained a degree of a recognized University or its equivalent, preference will be given to candidates with higher qualifications ;
(b) In the case of Senior Scale Stenographers, has obtained the degree of recognized University or its equivalent, and has qualified in the test in Shorthand and Typewriting conducted by the Board.
(c) In the case of Junior Scale Stenographers, Steno-typist and Clerks, has passed the Matriculation of a recognized University or its equivalent and has qualified in the test conducted by the Board.
(d) In the case of Restorers and Photedar, has passed the Matriculation Examination of recognized University or its equivalent, preference being given to candidates with higher qualifications. Provided the other things being equivalent. Preference will be given to a candidate who has himself worked for the cause of National Independence or has rendered some outstanding social or public service.

- 10.** (i) Persons appointed to the service shall remain on probation for period of two years, if probation of any recruited by direct appointment. Members of service and one year if recruited otherwise.
- (a) Any period, after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation;
- (b) In the case of an appointment by transfer, any period of work in equivalent or higher rank, prior of appointment to the service may, at the discretion of the appointing authority be allowed to count towards the period of probation fixed; and
- (c) Any period of officiating appointment in the service shall be reckoned as a 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 appointment 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 recruited by direct appointment dispense with his service; and
- (b) If such person is recruited otherwise :-
- (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 from which appointment, if appointed against a permanent vacancy, or
- (ii) Confirm such person from the date from which permanent vacancy occurs, if appointed against a temporary vacancy.
- (iii) Declare that he has completed his probation satisfactory if there is no permanent vacancy or
- (b) if his work or conduct has not been, in its opinion satisfactory :-
- (i) Dispense with his services, if recruited by direct appointment or 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 period or
- (ii) Extend his period of probation and where after 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 these years.

11. The seniority interim of members of the service in each cadre shall be determined by the length of their continuous service on a post in the cadre.

Provided that in the case of members recruited by direct appointment the order of merit of determined by the Board shall not be disturbed in fixing seniority and persons appointed as a result of an earlier selection shall be senior to those appointed as result of subsequent selection.

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 recruited by direct appointment shall be senior to a member recruited otherwise.
- (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 transfer seniority shall be determined according to the seniority or such members in the appointment from which they were promoted or transferred;

(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 their length of service in those appointments and if the length of such service is also the same an older member shall be senior to a younger member.

NOTE : 1. This rule shall not apply to persons appointed on purely provisional basis pending their passing the qualifying test.

NOTE : 2. In the case of members whose period of probation is extended under rule 10 the date of appointment for the purpose of this rule shall be deemed to have been deferred to the extent the period of probation is extended.

12. Members of the service shall be entitled to such scales of pay including special pay, if any, as may be authorized by Government from time to time. The scales of pay at present in force in respect of specified posts are given in appendix 'A' to these rules.

Provided that the persons appointed against the posts of Steno-typists, Clerks and shall be required to undergo training on the stipend prescribed by Government from time to time.

Provided further that nothing in this rule shall be construed to override the provisions contained in the Punjab Civil Rules, Volume-I, regarding accrual of increments to a Government servant during the period of probation.

13. In respect of leave, pension and other matter 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 adapted or framed by the competent authority under the Constitution of India or any law or rules made there under.

14. (i) In matters relating to discipline, penalties and appeals, members of the service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952 as amended from time to time.

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and the appellate authority subject to the provisions or any law or rules made under the Constitution of India shall be specified in appendix 'B' to these rules.

(ii) The authority competent to pass an order under clause () & (d) of sub rule (1) of rule 10 of the Punjab Civil Services (Punishment and Appeal) Rules, 1952, and the appellate authority shall be as specified in appendix 'C' to these rules.

15. Every member of the service shall get himself vaccinated or revaccinated when the Government so directs by a special or general order.

16. Every member of the service shall be liable to transfer under orders of :-

(a) The Government to any other department or office of the Haryana Government.

(b) The appointing authority within the State of Haryana or for service under the Bhakra Management Board or the Beas Construction Board or any other place in India where he may be required to proceed under the Administration control of the Haryana Government in the Service of which he is a member.

17. Every member of the service, unless he has already done so, shall be required to take the oath of allegiance oath of to India and to the Constitution of India is by law allegiance establishment.

18. Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, of or reasons to be reported in writing, relax any of the provisions of these rules with respect to any class or category of persons.

19. The Punjab Public Works Department, Irrigation Branch , Secretariat Service Rules, 1943 published with Punjab Government notification No. 12747/C/102/37 dated 14th June, 1943 are hereby repealed.

Provided that any action taken or anything done under the rules hereby repealed shall be deemed to have been taken or done under these rules.

APPENDIX - 'A'
(See Rules 1, 3 and 12)

Designation of the post		No.of posts	Scale of Pay
1.	Dy. Superintendent	10	150-10-2--/10-3-- Plus Rs.50/-Spl.Pay
2.	Assistants	90	150-10-200/10-300
3.	Senior Scale Stenographer	5	150-10-200/10-300
4.	Cashier	1	150-10-200/10-300
5.	Junior Scale Stenographer	11	100-5-150/5-175
6.	Steno-typist	1	60-4-80/5-120/5-175 Plus Rs.15/- Spl.Pay
7.	Clerks	153	60-4-80/5-120/5-175
8.	Restorers	6	45-2-75
9.	Photedar	1	45-2-75

APPENDIX - 'B'
{See Rule 14 (1)}

Designation of officials	Penalty	Authority empowered to impose penalty	Appellate authority
1. Dy.Superintendents.	(i) Ensure		
2. Assistants.	(ii) Withholding of increment or promotion including stoppage at an efficiency bar, if any.		
3. Sr.Scale Stenographers.			
4. Cashier.	(iii) Reduction to a lower or time scale or to allows stage in a time scale		
5. Junior Scale Stenographers.	(iv) Recovery from pay of the whole or part of any pencuniary loss caused to Government by negligence or breach of orders.	Chief Engineer	Government
6. Clerks			
7. Restorers.	(v) Suspension.		
8. Photedar	(vi) Removal from the Civil Service of the Government which does not disqualify from future employment. (vii) Dismissal from the Civil Service of the Government which ordinarily disqualifies from future employment.		

APPENDIX 'C'
(See Rule 14 (2))

Designation of officials	Nature of order	Authority empowered to pass orders	Appellate authority
1. Dy.Superintendents.	a) Reducing the maximum amount of pension admissible under the rules governing pensions.		
2. Assistants. Government		Chief Engineer	
3. Cashier.			
4. Sr.Scale Stenographer.	b) Terminating the appointment of a member of the service otherwise when upon his reaching the age fixed for superannuation.		
5. Jr.Scale Stenographers.			
6. Steno-typists.			
7. Clerks.			
8. Restorers.			
9. Photedar.			

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S.S.GREWAL
Secretary to Government Punjab,
Irrigation and Power Department.

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P A R T - III

**HARYANA GOVERNMENT PUBLIC WORKS DEPARTMENT
(IRRIGATION BRANCH)**

Notification

The 26th November, 1976

No. GSR-255/Const./Art. 309/Amd.(4)/76 - 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 is pleased to make the following rules further to amend the Punjab Public Works Department (Irrigation Branch) Head Office, Clerical (State Services Class-III) Rules, 1965, namely :-

1. These rules may be called the Punjab Public Works Department (Irrigation Branch) Head Office Clerical (State Service Class-III) Haryana Fourth Amendment Rules, 1976.

2. In the Punjab Public Works Department (Irrigation Branch) Head Office Clerical (State Service Class-III) Rules, 1965 the existing rule 6 shall be renumbered as sub-rule (i) of that rule and after sub-rule (i) as so renumbered, the following sub-rules shall be inserted, namely :-

(2) No person-

(a) who has more than two children and has not got himself or herself or his or her spouse sterilized ; or

(b) who having not more than two children, does not give an undertaking not to have more than two children, shall be allowed to join the service.

3. A breach of undertaking under clause (b) of sub-rule (2) shall of the Government employee liable to removal from service.

P.P. CAPRIHAN
Secretary to Government, Haryana,
Irrigation and Power Departments, Chandigarh

[Published in the Haryana Government Gazette, Legislative Supplement, dated the 23rd May, 1978]

P A R T - III

**HARYANA GOVERNMENT PUBLIC WORKS DEPARTMENT IRRIGATION
BRANCH**

Notification

The 19th May, 1978

No. G.S.R.56/Const./Art. 309/Amd.(1)/78 - 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 further to amend the Punjab Public Works Department (Irrigation Branch), Head Office Clerical (State Service Class-III) Rules, 1965, namely :-

- 1.** These rules may be called the Punjab Public Works Department (Irrigation Branch) Head Office Clerical (State Service Class-III), Haryana 1st Amendment Rules, 1978.
- 2.** In the Punjab Public Wroks Department (Irrigation Branch) Head Office Clerical (State Service Class-III) Rules, 1965, in rule 6, sub-rules (2) and (3) shall be omitted.

P.P. CAPRIHAN,
Financial Commissioner and Secretary
to Government, Haryana,
Irrigation and Power Department, Chandigarh

[Published in the Haryana Government Gazette, Legislative Supplement, dated the 13th June, 1978]

P A R T - III

HARYANA GOVERNMENT

**PUBLIC WORKS DEPARTMENT
IRRIGATION BRANCH**

Notification

The 9th June, 1978

No. G.S.R. 61/Const./Art. 309/Amd.(2)/78- 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 further to amend the Punjab Public Works Department (Irrigation Branch) Head Office, Clerical (State Service Class-III) Rules, 1965, namely :-

1. These rules may be called the Punjab Public Works Department (Irrigation Branch) Head Office, Clerical (State Service Class-III) Haryana Second Amendment Rules, 1978.

2. In the Punjab Public Works Department (Irrigation Branch) Head Office, Clerical (State Service Class-III) Rules, 1965, after rule 18, the following rule shall be inserted, namely :-"18A. Special provisions- 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.

P.P. CAPRIHAN,
Financial Commissioner & Secretary
to Government Haryana,
Irrigation and Power Department, Chandigarh.

[Published in the Haryana Government Gazette, Legislative Supplement, dated the 4th September, 1979]

P A R T - III
HARYANA GOVERNMENT
IRRIGATION DEPARTMENT

Notification

The 31st August, 1979

No. G.S.R. 92/Const./Art. 309/Amd.(1)/79 - 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 Punjab Public Works Department (Irrigation Branch) Head Office, Clerical (State Service Class-III) Rules, 1965 namely :-

1. These rules may be called the Punjab Public Works Department (Irrigation Branch) Head Office, Clerical (State Service Class-III) Haryana First Amendment Rules, 1979.

2. In the Punjab Public Works Department (Irrigation Branch) Head Office, Clerical (State Service Class-III) Rules, 1965 (hereinafter referred to as the said rules), and in its preamble, for the word and figure, "Class-III" wherever occurring, the word and letter, "Group B" shall be substituted.

3. In the said rules, for rule 16, the following rule shall be substituted, namely :-

"16. Liability to Serve- A member of the Service shall be liable to serve under the State Government at any place whether within or outside the State of Haryana.

A member of the service may also be deputed for service under :-

(a) A company, association or body of individuals whether incorporated or not, which is wholly or substantially, owned or controlled by the State Government, or a Municipal Corporation or a local authority within the State of Haryana.

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

(c) another State Government, an internal organization an autonomous body not controlled by the Government, or a private body ;

Provided that no member of the Service shall be deputed to the Central or any other State Government or any organization or body referred to in clauses (b) and (c) except with his consent.

H.V.GOSWAMI,
Commissioner and Secretary to
Government, Haryana, Irrigation
Department, Chandigarh.

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P A R T - III

HARYANA GOVERNMENT

PUBLIC WORKS DEPARTMENT (IRRIGATION BRANCH)

Notification

The 23rd November, 1979

No. G.S.R. 128/Const./Art.309/Amd.(1)/79- 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 further to amend the Punjab Public Works Department (Irrigation Branch) Head Office, Clerical (State Service Class-III) Rules, 1965, namely :-

1. These rules may be called the Punjab Public Works Department (Irrigation Branch) Head Office, Clerical (State Service Class-III) Haryana First Amendment Rules, 1979.

2. In the Punjab Public Works Department (Irrigation Branch) Head Office, Clerical (State Service Class-III) Rules, 1965 (hereinafter referred to as said rules), in rule 8-

(i) for sub-rule (b), the following sub-rule shall be substituted, namely :-

(b) In the case of Assistant :-

(i) 75% by promotion from amongst the Clerks, Steno-typists and Junior Scale Stenographers and who have worked as such on any of the said posts for a minimum period of four years.

(ii) 25% by selection from amongst the officials working in the subordinate offices of the P.W.D. Irrigation Branch, Haryana and who have worked as such for a minimum period of five years :

Provided that if no eligible candidate under sub-clause (i) and (ii) is available, the appointment to the posts in the services shall be made by direct appointment or by transfer from amongst officials of A Class Offices."

(ii) sub-rule (d) and the note thereunder, shall be deleted.

H.V.GOSWAMI,
Financial Commissioner and Secretary
to Government Haryana, Irrigation Department,
Chandigarh.

Annexure - A

Qualifications for the posts of Clerk, Steno-typist and Stenographers in all 'A' Class offices

Name of the Post	Qualifications
1. Clerk.	<ol style="list-style-type: none">1. Matric 1st Division/Higher Secondary 2nd Division/Intermediate 2nd Division/10+2 (Vocational) 2nd Division/graduate or equivalent. (For Ex-serviceman, Matric only)2. Knowledge of Hindi upto Matric Standard.3. Hindi and English typing at a speed of 25 and 30 words per minute respectively.
2. Steno-typist.	<ol style="list-style-type: none">1. Matric 1st Division/Higher Secondary 2nd Division/Intermediate 2nd Division/10+2 (Vocational) 2nd Division/graduate or equivalent.2. Knowledge of Hindi upto Matric Standard.3. English Shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute.4. Hindi Shorthand at 64 words per minute and transcription thereof at 11 words per minute.
3. Stenographers.	<ol style="list-style-type: none">1. Matric 1st Division/Higher Secondary 2 Division/Intermediate 2nd Division/10+2 (Vocational) 2nd Division/Graduate or equivalent. (For Ex-servicemen Matric only)2. Knowledge of Hindi upto Matric Standard.3. English shorthand at 100 words per minute and transcription thereof at 20 words per minute.4. Hindi shorthand at 80 words per minute and transcription thereof at 15 words per minute.