

OFFICE OF THE REGISTRAR, COOPERATIVE SOCIETIES, HARYANA, PANCHKULA

ORDER

In terms of Principal Secretary, Govt. of Haryana, Cooperation Department letter no. 307-C-7-2014/6710 dated 30-05-2014 and in exercise of powers conferred under section 37 of Haryana Cooperative Societies Act, 1984, the Registrar Cooperative Societies, Haryana makes the following rules further to amend the Haryana State Central Cooperative Bank Staff Service Rules (Common Cadre) Rules 1975 namely:-

- 1 These rules may be called the Haryana State Central Cooperative Bank Staff Service (Common Cadre) Amendment Rules 2014.
- 2 In the Haryana State Central Cooperative Bank Staff Service Rules (Common Cadre) Rules 1975 for the following shall be substituted/added as under:-

ANNEXURE -II Rule 6.1

The Haryana State Central Cooperative Banks Staff Service (Common Cadre) Rules, 1975

Sr No	Category	Existing qualification	Amended Qualification	
			For Direct recruitment	For promotion
3	Clerk/ Selection Grade Secretary	<p>Direct : 80%</p> <p>At least a Graduate</p> <p>Promotion: 20%</p> <p>i) Matriculation</p> <p>ii) 5 years experience as Daftri/ peons/ Driver/ Gunmen after passing matriculation</p>	<p>Direct : 80%</p> <p>i) Graduation with 55% marks or Commerce Graduate with 50% marks.</p> <p>ii) Knowledge of Hindi/Sanskrit upto Matric standard.</p> <p>iii) State Eligibility Test in Computer Appreciation and Applications (SETC) conducted by HARTRON or any other authorized agency approved by Government.</p> <p>iv) Test in Computer Appreciation and Applications (SETC) along with a Test in typing speed in accordance with the syllabus as the State Government may specify from time to time and will be conducted by Haryana State Electronic Development Corporation Limited</p>	<p>Promotion : 20%</p> <p>i) At least 10+2</p> <p>ii) 5 years experience as Daftri/ Peon/ Driver/ Gunman after passing 10+2.</p> <p>iii) State Eligibility Test in Computer Appreciation and Applications (SETC) within the probation period of two years, extendable by one year. No increment shall be granted in the pay scale till the test is passed failing which the service shall be dispensed with.</p> <p>iv) Test in Computer Appreciation and Applications (SETC) along with a Test in typing speed in accordance with the syllabus as the State Government may specify from time to time and will be conducted by Haryana State Electronic Development Corporation Limited (HARTRON) or any</p>

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			<p>(HARTRON) or any other authorized agency as approved by the Government. The 'Pass' certificates issued by Haryana State Electronic Development Corporation Limited (HARTRON) or any other authorized agency as approved by the Government shall be accepted as an evidence of the fulfillment of the prescribed condition of the Service Rules.</p> <p>v) The System for the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word Processing, Internet Browsing and E-mail management only or as revised by the competent authority from time to time.</p> <p>vi) 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.</p> <p>vii) The candidates/ employees possessing any of the following qualifications are exempted from taking the State Eligibility Test in Computer Appreciation and Applications (SETC):-</p> <p>a) M.Tech/B.Tech. (Computers), MCA, BCA</p> <p>b) Basic Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics</p>	<p>other authorized agency as approved by the Government. The 'Pass' certificates issued by Haryana State Electronic Development Corporation Limited (HARTRON) or any other authorized agency as approved by the Government shall be accepted as an evidence of the fulfillment of the prescribed condition of the Service Rules.</p> <p>v) The System for the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word Processing, Internet Browsing and E-mail management only or as revised by the competent authority from time to time.</p> <p>vi) 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.</p> <p>vii) The candidates/ employees possessing any of the following qualifications are exempted from taking the State Eligibility Test in Computer Appreciation and Applications (SETC):-</p> <p>a) M.Tech/B.Tech. (Computers), MCA, BCA</p> <p>b) Basic Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics & Information Technology (NIELIT) (erstwhile DOEACC Society).</p> <p>c) Haryana State- Certificate in Information</p>
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		<p>& Information Technology (NIELIT) (erstwhile DOEACC Society).</p> <p>c) Haryana State- in Certificate Information Technology (HS-CIT) from the authorized Learning Centers (ALCs) of the HKCL.</p> <p>d) 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 5 years from the date of issue of such certificate by Haryana State Electronic Development Corporation Limited (HARTRON) or any other authorized agency as approved by the Government.</p> <p>e) Physically disabled candidates i.e. amputation of hand (Left and Right), Amputation of upper limbs, Paralysis of Radial Nerve (Redial Nerve Palsy) either upper limbs. Declination degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped.</p> <p>However, these candidates/ employees, with the exception of those mentioned under sub-para (e) above, shall</p>	<p>Technology (HS-CIT) from the authorized Learning Centers (ALCs) of the HKCL.</p> <p>d) 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 5 years from the date of issue of such certificate by Haryana State Electronic Development Corporation Limited (HARTRON) or any other authorized agency as approved by the Government.</p> <p>e) Physically disabled candidates i.e. amputation of hand (Left and Right), Amputation of upper limbs, Paralysis of Radial Nerve (Redial Nerve Palsy) either upper limbs. Declination degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped.</p> <p>However, these candidates/ employees, with the exception of those mentioned under sub-para (e) above, shall be required to clear the 'typing test' being part of the State Eligibility Test in Computer Appreciation and Applications (SETC).</p>
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			be required to clear the 'typing test' being part of the State Eligibility Test in Computer Appreciation and Applications (SETC).	
3 (b)	Steno- typist	Steno-Typist Direct: 100% At least Graduate, Shorthand speed in English 80 WPM and typing speed 40WPM	Steno-Typist Direct: 100% i) At least a Graduate with 55% marks. ii) Shorthand speed in English 80 WPM and typing speed 40WPM. iii) Knowledge of Hindi/ Sanskrit upto Matric Standard. iv) State Eligibility Test in Computer Appreciation and Applications (SETC) conducted by HARTRON or any other authorized agency approved by Government. v) Test in Computer Appreciation and Applications (SETC) alongwith a Test in typing speed in accordance with the syllabus as the State Government may specify from time to time and will be conducted by Haryana State Electronic Development Corporation Limited (HARTRON) or any other authorized agency as approved by the Government. The 'Pass' certificates issued by Haryana State Electronic Development Corporation Limited (HARTRON) or any other authorized agency as approved by the Government shall be accepted as an evidence of the fulfillment of the prescribed condition of the Service Rules.	Promotion : Nil

			<p>vi) The System for the State Eligibility Test in Computer Appreciation and Applications (SETC) would contain Word Processing, Internet Browsing and E-mail management only or as revised by the competent authority from time to time.</p> <p>vii) 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.</p> <p>viii) The candidates/ employees possessing any of the following qualifications are exempted from taking the State Eligibility Test in Computer Appreciation and Applications (SETC):-</p> <p>a) M.Tech/B.Tech. (Computers), MCA, BCA</p> <p>b) Basic Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics & Information Technology (NIELIT) (erstwhile DOEACC Society).</p> <p>c) Haryana State-Certificate in Information Technology (HS-CIT) from the authorized Learning Centers (ALCs) of the HKCL</p> <p>d) Candidates/ employees who have already passed the SETC and the same is valid at the time of joining the service. The State</p>	
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			<p>Eligibility Test in Computer Appreciation and Applications (SETC) passed by any candidate earlier shall be considered valid for a period of 5 years from the date of issue of such certificate by Haryana State Electronic Development Corporation Limited (HARTRON) or any other authorized agency as approved by the Government.</p> <p>e) Physically disabled candidates i.e. amputation of hand (Left and Right), Amputation of upper limbs, Paralysis of Radial Nerve (Radial Nerve Palsy) either upper limbs. Declination degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped. However, these candidates/ employees, with the exception of those mentioned under sub-para (e) above, shall be required to clear the 'typing test' being part of the State Eligibility Test in Computer Appreciation and Applications (SETC).</p>	
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Annexure-II Rule 6.1

The Haryana State Central Cooperative Banks Staff Service (Common Cadre) Rules, 1975

Sr. No	Category of post	Existing qualification	Amended qualification
1	Senior Accountant	<p>Direct : 25% At least 2nd Class B.Com with at least 3 years experience.</p>	<p>Direct : 25% i) At least 55% marks in Commerce or Science with Math or BA with Math or Economics with 3 years experience.</p>

			<p>OR</p> <p>At least 50% marks in M.Com or MA with Math or Economics</p> <p>ii) Knowledge of Hindi/ Sanskrit upto Matric Standard.</p> <p>iii) State Eligibility Test in Computer Appreciation and Applications (SETC) conducted by HARTRON or any other authorized agency approved by the Government. The candidates possessing the following qualifications are exempted from taking State Eligibility Test in Computer Appreciation and Applications (SETC) :-</p> <p>a) M.Tech./ B.Tech (Computers), MCA, BCA</p> <p>b) Basic Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics and Information Technology (NIELIT) (erstwhile DOEACC Society)</p> <p>c) Haryana State Certificate in Information Technology (HS-CIT) from the authorized learning centers (ALCs) of HKCL.</p> <p>d) Candidates 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 5 years from the date of issue of such certificate by Haryana State Electronic Development Corporation Limited (HARTRON) or any other authorized agency as approved by the Government.</p>
		<p>Promotion : 75%</p> <p>i) At least a Matriculate</p> <p>ii) At least three years experience as Jr. Accountant or in case of E.O., at least three years experience, out of which one year as Junior Accountant</p>	<p>Promotion : 75%</p> <p>i) At least a Graduate</p> <p>ii) At least three years experience as Jr. Accountant or in case of E.O., at least three years experience, out of which one year as Junior Accountant.</p> <p>iii) The person who are promoted to the post of Senior Accountant, shall also qualify the State Eligibility Test in Computer Appreciation and</p>

			Applications (SETC) (except the employees possessing M.Tech/ B.Tech (Computer), MCA, BCA) within a period of probation of one year extendable by one year failing which he/she will be reverted back.
2	Junior Accountant/ Stenographer/ Executive Officer	<p>Direct : 25%</p> <p>B.Com/B.A with Economics/ B.Sc/ B.A. with Maths as one of the subject. Preference will be given to the persons having experience in banking service.</p>	<p>Direct : 25%</p> <p>i) B.Com/B.A with Economics or Math/ B.Sc with Math as one of the subject with at least 55% marks in aggregate/ B.Tech with at least 60% marks.</p> <p>ii) Knowledge of Hindi/ Sanskrit upto Matric Standard.</p> <p>iii) State Eligibility Test in Computer Appreciation and Applications (SETC) conducted by HARTRON or any other authorized agency approved by the Government. The candidates possessing the following qualifications are exempted from taking State Eligibility Test in Computer Appreciation and Applications (SETC) :-</p> <p>a) M.Tech./ B.Tech (Computers), MCA, BCA.</p> <p>b) Basic Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics and Information Technology (NIELIT) (erstwhile DOEACC Society)</p> <p>c) Haryana State Certificate in Information Technology (HS-CIT) from the authorized learning centers (ALCs) of HKCL.</p> <p>d) Candidates 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 5 years from the date of issue of such certificate by Haryana State Electronic Development Corporation Limited (HARTRON) or any other authorized agency as approved by the Government.</p>

		<p>Promotion : 75%</p> <p>1. At least a Matriculate</p> <p>2. Three years experience as Clerk/ Supervisor/ Godown keeper/ Selection Grade Secretary</p>	<p>Promotion : 75%</p> <p>45%: Amongst Clerks/ Supervisors/ Godown Keeper</p> <p>30%: Amongst Secretaries Grade-A</p> <p>1. At least Graduate,</p> <p>2. 5 years experience as clerk/ Supervisors/ Godown Keepers/Secretaries Grade 'A'/ Steno-Typist,</p> <p>Out of (2), Clerks must have at least 2 years experience as Cashier for the post of Jr. Accountant and</p> <p>3. The person who are promoted to the post of Jr. Accountant/ Stenographer/ Executive Officer, shall also qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) (except the employees possessing M.Tech/ B.Tech (Computer), MCA, BCA) within a period of probation of one year extendable by one year failing which he/she will be reverted back.</p>
5	Driver	<p>Direct : 100%</p> <p>1. Middle class pass</p> <p>2. License holder for lorry/light vehicle.</p> <p>3. Preference to ex-serviceman</p>	<p>Direct : 100%</p> <p>1. At least 10+2</p> <p>2. License holder for heavy/ light vehicle.</p>
6	Daftri	<p>Direct : 20%</p> <p>At least Matriculate</p>	<p>Direct : 20%</p> <p>i) At least 10+2</p> <p>ii) Knowledge of Hindi/ Sanskrit upto Matric standard.</p> <p>iii) State Eligibility Test in Computer Appreciation and Applications (SETC) conducted by HARTRON or any other authorized agency approved by the Government. The candidates possessing the following qualifications are exempted from taking State Eligibility Test in Computer Appreciation and Applications (SETC) :-</p> <p>a) M.Tech/ B.Tech (Computers), MCA, BCA</p> <p>b) Basic Computer Literacy Certificate from any recognized centre established under the National Institute of Electronics and Information Technology</p>

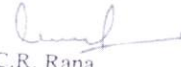
		(NIELIT) (erstwhile DOEACC Society)
		c) Haryana State Certificate in Information Technology (HS-CIT) from the authorized learning centers (ALCs) of HKCL.
		d) Candidates who have already passed the SETC and the same is valid at the time of joining the service. The State Eligibility Test in Computer Appreciation and Applications (SETC) passed by any candidate earlier shall be considered valid for a period of 5 years from the date of issue of such certificate by Haryana State Electronic Development Corporation Limited (HARTRON) or any other authorized agency as approved by the Government.
	Promotion : 80% Amongst Peon/ Gunman	Promotion :80% At least Matriculate amongst Peon/Gunman

"Categorization and confirmation of services

5(x)

- a) The person appointed/ recruited through direct recruitment to any post shall have to qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) conducted by any authorized agency approved by Government within the probation period of two years, extended by one year. They shall not be entitled to earn any increment in his pay scale till they qualify the said Test failing which the services shall be dispensed with.
- b) The persons promoted to the posts shall have to qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the probation period of one year, extendable by one year failing which they shall be reverted back to the original post. "

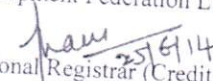
Dated: 25-06-14
Place: Panchkula


C.R. Rana
Registrar, Cooperative Societies, Haryana,
Panchkula

Endst. No. Amendment/27/5/13/C-1/2435-94 dated: 25.06.2014

A copy of the above forwarded to the followings for information and necessary action:

- 1 Principal Secretary to Govt. Haryana, Cooperation Department, Chandigarh in reference to their letter No. 307-C-7-2014/6710 dated 30-5-2014
- 2 Managing Director, Haryana State Co-operative Apex Bank Ltd. Chandigarh.
- 3 All Deputy Registrar, Co-operatives Societies, in State of Haryana
- 4 All Assistant Registrar, Co-operative Societies, in State of Haryana
- 5 All Chief Executive Officer, Central Co-operative Banks in State of Haryana
- 6 Managing Director, Haryana State Cooperative Development Federation Ltd. Panchkula.


Additional Registrar (Credit),
for Registrar, Cooperative Societies,
Haryana, Panchkula