

Competent authority to impose various penalties and Appellate Authority.

(see note after reg....6.3)

Sr. No.	Designation of posts	Appointing Authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority	Second and final appellate authority
1.	2.	3.	4.	5.	6.	7.
1.	Accounts Officer	Managing Director (in respect of all posts from 1 to 51)	<u>MINOR PENALTIES</u>	Managing Director (in case of all employees except for class IV)	Financial Commissioner & Principal Secretary to Govt. of Haryana, Agriculture Department.	
2.	Accountant		a) Warning with a copy on personal file;	Chief Manager (P&A) in case of Class-IV employees.	(In case of all employees except for Class-IV employees)	
3.	Section Officer		b) Censure;			
4.	Accounts Asstt.		c) Withholding of increments or promotion including stoppage at an efficiency bar, if any;			
5.	Accounts Clerks		d) Recovery from pay of whole or part of any pecuniary loss caused by negligence or breach of orders to the /Corporation or any other authority where the employee is/was on deputation.			
6.	Asstt. Marketing Officer					
7.	Asstt. Personnel Officer					
8.	Asstt. Purchase Officer.					
9.	Assistant/Pub.Asstt./Caretaker					
10.	Assistant Engineer					
11.	Chief Finance & Accounts Officer					
12.	Assistant Secretary					
13.	Clerk-cum-typist/ Time					
			e) Reduction to a lower posts or time scale or to a lower stage in a time scale;			
			f) Removal from the service which does not disqualify from future employment;			

14.	keeper Chowkidar		g) Dismissal from service, which does ordinarily disqualify from future employment in the Corporation.			
15.	Chief Engineer		h) Compulsory Retirement.			
16..	Company Secretary	Managing Director	(a) to (d) above			
			(e) to (h) above	Managing Director		
17.	Drivers	Managing Director	(a) to (h) above	Board of Directors	Chairman	
18.	Daftri		(-do- for posts from Sr. No. 17 to 51)	Managing Director	--	
19.	Executive Engineer					
20	Electrician					
21	Helper to Mechanic					
22.	Jr. Scale Stenographer				Chairman	
23.	Jamadar					
24.	Junior Engineer					
25.	Junior Mechanic					
26.	Marketing Officer					
27.	Chief Manager Marketing					
28.	Marketing Assistant					
29.	Manager/S.T.O.					

30.	Chief Manager (Personal & Administration)					
31.	Mali					
32.	P.S. to MD					
33.	Chief Manager Production					
34.	PBX Operator/Receptionist- cum-Tel. Attendant					
35.	Peons					
36.	Personal Assistant					
37.	Quality Control Manager					
38.	Regional Manager					
39.	Senior Finance & Accounts Officer					
40.	Salesman/Marketing Clerk					
41.	Store Keeper					
42.	Store Clerk					
43.	Shop Helper					
44.	Seed Production					

45.	Officer Assistant Seed Production Officer					
46.	Senior Scale Stenographer					
47.	Steno-typist					
48.	Sweeper					
49.	Senior Mechanic					
50.	Sub-Station- Generator Attendant					
51.	Tubewell Operator					

QUALIFICATION ETC. FOR VARIOUS POSTS AND METHOD OF RECRUITMENT.

(See Reg. 3.3.(3))

ADMN. SECTION.

Sr. No.	Designation of post	Academic qualification and experience, if any, for direct recruitment.	Academic qualification and experience If any, for appointment other than by direct recruitment.	% of vacancies to be filled by direct recruitment, promotion.	Method of recruitment
1.	Chief Manager (Personnel & Administration)	Post graduate with minimum 2 nd Division in social work having specialization in Personnel Management & Labour Welfare or Public Administration/minimum 2 nd division with a postgraduate diploma in Personnel Management & Industrial relations from a recognized University or M.B.A. ii) Law Graduate from recognized University. iii) At least 10 years relevant experience out of which 7 yrs. Should be in a supervisory capacity, relating to Administration/ establishment work in a Govt. Quasi-Govt. Public Sector undertaking or an organization of repute in Private Sector.	7 years experience as Assistant Personnel Officer		Direct/Promotion/ Deputation
2.	Assistant Personnel Officer	Graduate from a Recognized University ii) Post Graduate Diploma in Personnel Management and Industrial relations from a recognized Institution/ University. iii) At least 5 yrs. Experience out of which at least 3 yrs. As Assistant in Personnel/Establishment Section in Govt. or Public Undertaking or Ltd. Company in Private Sector.	5 yrs. Experience as Assistant/ Personnel Asstt./ Comp. Asstt./Care-Taker.		Direct/Promotion/ Deputation

3.	Assistant	Graduate in Arts/Commerce, Science. Minimum 3 yrs. Experience as such.	5 yrs. Experience as Clerk	100% by promotion including deputation	Direct/Promotion/Deputation
4.	Private Secretary	Graduate. Minimum speed in shorthand in English and Hindi 120 WPM & 60 WPM in typing. At least 5 yrs. Experience as Senior Scale Stenographer in a Govt. undertaking or reputed organization with ability to handle the Telephone & Visitors.	7 yrs. Experience as Personal Assistant	-	Direct/Promotion/Deputation
5.	Personal Assistant	Graduate. Minimum speed in shorthand in English & Hindi 100 WPM & 50 WPM in typing. At least 3 yrs. Experience as Senior Scale Stenographer in a Govt. undertaking or reputed organization with ability to handle the Telephone & Visitors.	7 yrs. Experience as Sr. Scale Stenographer	-	-do-
6.	PBX Operator	Graduate from a recognized University proficiency in written and spoken in English, capable of handling PBX Board. Should have pleasing personality. Should possess at least one year experience in handling a PBX Board.	-	Diminishing Cadre by H&PE in 2004 dated 29/01/2004 (See page No.71-72)	Direct
7.	Receptionist-cum-Telephone Attendant.	-do-	-	Diminishing Cadre by H&PE in 2004 dt 29/01/2004 (See page No.71-72)	-do-
8.	Senior Scale Stenographer	Graduate. Minimum speed of 100 WPM in shorthand and 40 WPM in type writing. ii) Minimum 5 yrs. Experience as Steno-typist or 3 yrs. Experience as Junior Scale Stenographer.	At least three yrs. Experience as Jr. Scale Stenographer	Promotion : 75% Direct : 25%	Direct/Promotion Amended as per Govt. Instructions (see page No. 111-113) as per 178 th BOD Meeting.
9.	Junior Scale Stenographer	Graduate from a recognized University. ii) Should have passed a competitive test held by the Corporation at the time of recruitment at a minimum speed of 100 WPM in shorthand and 40 WPM in type- writing. iii) Minimum 2 yrs. Experience as Steno- typist.	Three years experience as Steno-typist	Promotion : 75% Direct : 25%	Direct/Promotion Amended as per Govt. Instructions (see page No. 111-113) 178 th BOD Meeting.

10.	Steno-typist	At least Matriculate/Hr. Secondary but preferably a graduate. ii) Minimum speed of 80 WPM and 30 WPM in English shorthand and typing and 60 WPM and 20 WPM in Hindi shorthand and typing respectively.	Minimum speed of 80 WPM in shorthand and 30 WPM in typing.	-	Direct/Promotion/Deputation <i>Amended as per Govt. Instructions (see page No. 111-113) 178th BOD meeting</i>
11.	Clerk	10+2. The word Clerk-cum-Typist is substituted with the word 'Clerk' Type test is substituted with State Eligibility Test in Computer Appreciation and Application (SETC). He/ She will have to qualify the State Eligibility Test in Computer Appreciation and Application (SETC).	10+2. ii) At least 5 yrs. Experience in Class- IV post.	Direct : 90% Promotion : 10% From amongst Class-IV employees.	Direct/Promotion <i>(Amended as per Govt. Instructions see page No.114)</i>
12.	Driver	(i) Matric with Hindi or Sanskrit. (ii) Should have a light/ heavy valid driving licence, as the case may be, atleast three years old. (iii) Should have passed the driving test. The driving test of candidates applying for the post of driver will be conducted by the HSSC itself as usual. He should not be colour blind.	(i) Matric with Hindi or Sanskrit. (ii) Three years experience as Class-III/ IV posts. (iii) Should have a light/ heavy valid licence, as the case may be, at least three years old. (iv) Should have passed the driving test. The department concerned will conduct the driving test. (v) He should not be colour blind. The age for an employee to qualify for promotion as Driver shall be restricted to 50 years, as decided vide letter no. 25/18/2005-4GSII, dated 13.09.2005.	-	Direct/Promotion/Transfer/Deputation. <i>(Amended as per Govt. Instructions see page No.115 to 116).</i>
13.	Daftri	Should be 8 th Class passed. Should know filing work.	5 yrs. experience in Class-IV post.	Promotion : 100%	Direct/ Promotion/ Deputation. <i>(Diminishing Cadre) by HBPE 29/01/2004 (See page No.71-72)</i>

14.	Duplicate Operator Machine	-	Matric working knowledge of Photostate Machine.	Promotion : 100%	Promotion Post of DMO at Head Office is upgraded from the post of Daftri by HBPE
15.	Jamadar	Should be 8 th Class passed should know filing work.	5 yrs. experience in Class-IV post.	Promotion 100%	Direct/ Promotion/ Deputation. (Diminishing Cadre) by HBPE 29/01/2004. (See page No.71-72)
16.	Mali	Primary. He should know the work of Mali.	-	-	Direct/Deputation (Diminishing Cadre). by HBPE 29/01/2004 (See page No.71-72)
17.	Peon	Matric from recognized Board with Hindi/Sanskrit as one of the subject.	-	-	Direct/Deputation
18.	Helper	-	-	-	
19.	Chowkidar	Should be 8 th Class pass and ii) Should have good physique	-	-	(Diminishing Cadre). by HBPE 29/01/2004 (See page No.71-72)
20.	Time Keeper	Matriculate. 1-year experience as Time Keeper in some Company of repute.	-	-	Direct/Promotion merged with CLERKS by HBPE in 29/01/2004 (See page No.76)
21.	Sweeper	Should be energetic and possess good physique.	-	-	Direct (Diminishing Cadre) by HBPE 29/01/2004 (See page No.71-72)
COMPANY SECTION.					
1.	Company Secretary	Graduate. Minimum 2 nd Division from a recognized University. ii) Should have passed final examination of the Institute of Company Secretaries of India.		-	Direct/Promotion/ Deputation

2.	Company upgraded to Assistant Secretary (The Board in its 89 th meeting held on 23.5.94 upgraded the post of Company Assistant to that of Assistant Secretary).	i) Post Graduate from recognized University. ii) Intermediate from the Institute of Company Secretary of India. iii) At least three years experience relating to company law and secretarial work.	5 yrs. experience as Assistant.	-	Direct/Promotion/Deputation Post upgraded as per HBPE proceedings (see page No. 57 to 70)
ACCOUNTS SECTION.					
1.	Chief Finance & Accounts Officer	Commerce Graduate/ Chartered Accountant or SAS or cost Accountant with 10 yrs. experience in a responsible position in a Public Undertaking or a Public Limited Co. or repute.	7 years experience as Sr. Accounts Officer	-	Direct/Promotion/Deputation.
2.	Sr. Finance & Accounts Officer	Commerce Graduate has passed SAS/Chartered Accountant/Cost Accountant Course. ii) At least 5 yrs. experience of accounts in a supervisory capacity in a Public Undertaking or a Public Limited Company of repute.	5 yrs. experience as Accounts Officer	-	Direct/Promotion/Deputation.
3.	Accounts Officer	Commerce Graduate preferably SAS/Chartered Accountant/Cost Accountant.	Should have 5 yrs. experience as Accountant (Including Accounts-Sales Tax)	-	Direct/Promotion/Deputation.
4.	Section Officer/ Accountant	Commerce Graduate with advanced Accountancy and Auditing. (ii) 3 yrs. experience as Accounts Assistant.	Should have 3 yrs. experience as Accounts Assistant/ Sale Tax Assistant.	-	-do-
5.	Accounts Assistant	B.Com Minimum 3 yrs. experience in Govt. Undertaking or Public Undertaking or Commercial organization of repute.	Should have 5 yrs. experience as Accounts Clerk.	-	-do-

6.	Sales Tax Assistant	B.Com with at least 3 yrs. experience in dealing with Sales Tax matters.			-do-
7.	Accounts Clerk	Commerce graduate with one year experience in some Govt. office/commercial concern. Candidate knowing typing will be preferred.	-		-do-
ENGINEERING SECTION					
1.	Chief Engineer	B.Sc. (Agriculture Engg.) or equivalent qualification. ii) Should possess at least 10 yrs. experience in handling Seed Proc. Plant out of which at least 7 yrs. should be at the level of Asstt. Engineer and above.	i) 5 yrs. experience as XEN.	Abolished in 2004 by HBPE (see page No.71-72)	Direct/Promotion/Deputation.
2.	Executive Engineer	B.Sc. Engineering (Agri.) or equivalent qualification with 7 yrs. experience on responsible post such as Asstt. Engineer.	i) 5 yrs. experience as Asstt. Engineer(Agri.)	-	-do-
3.	Assistant Engineer (Agri.)	B.Sc. Agri. Engg. or equivalent ii) At least 3 yrs. practical experience in the field of Agriculture Engineering. Preference will be given to persons having experience of seed processing or designing/fabrication/installation/commissioning, operation or maintenance of seed processing equipments.	i) 5 yrs. experience as J.E. (Agri.)	-	-do-
4.	Junior Engineer (Civil)	Diploma in Civil Engineering. ii) At least 2 yrs. practical experience in construction on repairs and maintenance of building.	-		-do-
5.	Junior Engineer (Electrical)	Diploma in Electric Engineering. At least 2 yrs. practical experience for the new installation and maintenance of Motor/installation etc.	5 Yrs. experience as Electrician Sub Station/Generator Attendant.	Promotion : 50% Direct : 50%	-do- Abolished In 2004 by HBPE (see page No.71-72)

6.	Junior Engineer (Agriculture)	Should be diploma holder in Agriculture/Mechanical Engineering with at least two years practical experience in the field of Agriculture Machinery preferably in handling and repair and maintenance of seed processing plants.	i) 5 yrs. experience as Senior Mechanic		Direct/Promotion <i>Abolished In 2004 by HBPE (see page No.71-72)</i>
7.	Senior Mechanic	Diploma in Mechanical Engineering ii) 3 yrs. experience in the running and maintenance of Seed Processing Plant.	ITI Diploma in Mechanical Engineering. ii) 5 yrs. experience in the running and maintenance of seed processing plant.	Promotion: 75% Direct : 25%	Direct/Promotion
8.	Junior Mechanic	ITI Diploma or equivalent qualification from a Technical Training Institute.	5 Yrs. experience as Helper to Mechanic	Promotion: 75% Direct : 25%	Direct/Promotion/ Deputation
9.	Electrician	ITI Certificate (2 yrs.) in Electrical/Wireman with knowledge of maintenance of Electrical motors and installation.	-	-	Direct/Transfer/ Deputation
10.	Helper to Mechanic	Certificate in ITI with working experience of minimum 6 months in operations, maintenance and repair of Seed Processing equipment.	-	<i>Diminishing Cadre (see page No.71-72)</i>	
11.	Sub-Station-Gen. Attendant	Certificate in ITI Electrical Trade experience of 2 yrs. preferably in Sub-Station.	-	-	Direct/Deputation /Transfer
12.	Tubewell Operator	8 th Class passed with experience of Tubewell Operator etc.	-	-	Direct/Deputation/Transfer <i>(Diminishing Cadre) by HBPE in 2004 (see page No.71-72)</i>

MARKETING SECTION				
1.	Chief Manager Marketing	i) 1st or High 2 nd Class Master's Degree in Agriculture "other than Soil Science" or MBA, specialization in Marketing Management. ii) Minimum 10 yrs. experience out of which at least 5 yrs. should be in a senior position in the field Semi Govt./Co-operative Sector. iii) Desirable Diploma in Marketing Management from a recognized University.	5 yrs. experience as Sr. Marketing Officer or Regional Manager	Direct/Promotion/Deputation
2.	Sr. Marketing Officer	i) 1st or high 2 nd Class Master's Degree in Agril. Or Agriculture Business Management or MBA, Specialization in Marketing Management. ii) At least 7 yrs. experience of Marketing in Agril. Field in a responsible capacity after acquiring minimum prescribed qualification in Govt./Semi Govt. or Cooperative Section. Desirable: Diploma in Marketing Management from a recognized University, sound knowledge of existing laws, rules and practices relating to trader & Marketing.	5 yrs. experience as Mktg. Officer	<i>Post of Sr. M.O. was abolished in 2004 & again one post of M.O. at H.O. upgraded to post of Sr. M.O. by HBPE (see page No. 102 to 111)</i> Direct/Promotion/Deputation
3.	Marketing Officer	i) B.Sc.(Agril.) or MBA specialization in Marketing Management. ii) Minimum 5 yrs. experience out of which 2 yrs. should be in a supervisory capacity in the marketing of Agriculture inputs preferably seeds in a Govt./Semi Govt. company or a private firm of repute.	5 yrs. experience as Asstt. Marketing Officer	<i>Post of M.O at Head Office upgraded by HBPE (see above)</i> -
4.	Asstt. Marketing Officer	B.Sc. (Agril.) with at least 5 yrs. experience of Marketing Agril. Product in Govt./Semi Govt. or a firm of repute. In case of graduate (B.Sc. in Agril.) with diploma in marketing minimum experience required would be at least 3 yrs. or MBA specialization in Marketing Management with at least 3 yrs. experience.	5 yrs. experience as Marketing Assistant	Promotion: 75% Direct: 25% Direct/Promotion/Deputation

5.	Marketing Assistant	Graduate with at least one year experience of Marketing of Agril. Products.	5 yrs. experience as Salesman /Marketing Clerk	Promotion:100%	Direct/Promotion
6.	Salesman/Mktg. Clerk	Matric	-	-	Direct
7.	Shop Helper	Matriculate with good physique	-	-	Direct
8.	Publicity Asstt.	Graduate with Diploma in commercial arts with at least 2 yrs. experience.	-	Merged with General Assistant in 2004 (see page No.76)	Direct/Deputation
9.	Store Keeper	Graduate with 2 yrs. experience of Store handling and store accounting.	5 yrs. experience as Store Clerk	Promotion:75% Direct: 25%	Direct/Promotion/ Deputation
10.	Store Clerk	Matriculate with one year exp. Of store handling and store accounting.	5 yrs. experience as Store Helper	(Diminishing Cadre)by HBPE in 2004 (See page No.71-72)	Direct/Promotion/ Deputation
11.	Store Helper	Matriculate with good physique	-	Converted to post of Store Clerk as per administrative approval vide Memo No.1704-Agril.II(3)-2007/10356 dated 15/06/2007 see page No.84)	Direct/Transfer/Deput ation
PURCHASE SECTION.					
1.	Asstt. Purchase Officer	Graduate preferable with a Diploma Material Management or purchasing and stock control. Minimum 5 yrs. experience in stock control and purchasing in Govt./semi Govt. or a Private firm or repute.	5 yrs. experience as Asstt./ Company Asstt./ Personnel Assistant/ Care-Taker	-	Direct/Promotion/ Deputation
PRODUCTION/SEED SECTION					
1.	Chief Manager Production	1st or 2 nd Class Masters degree in Agril. Plant Breeding, Agronomy or Seed Tech. Minimum 10 yrs. experience in Seed Production. Inspection, Certification, Proc. & Marketing at Sr. Management level.	5 yrs. exp. As Regional Manager/Quality Control Manager/Manager (Veg.)	-	Direct/Promotion/ Deputation

2.	Regional Manager	M.Sc. Agril. With specialization in Plant Breeding Agronomy or Seed Technology will be preferred. Minimum 5 yrs. exp. In Seed Prodn., Proc., out of which at least 3 yrs. experience should be at supervisory level in a public or Pvt. Company or reputed.	5 yrs. exp. As Manager/Seed Testing Officer.		-do-
3.	Quality Control Manager	1st or high 2 nd Class post graduate degree in Agril. From a recognized University. Minimum 7 yrs. experience in Seed Production/Proc./Testing/Store in Govt. undertakings/concerned or reputed in a supervisory capacity. Desirable: - Ph. D in Agril. Preference will be given to candidate having specialization in Plant Breeding, Seed Technology, Agronomy/Plant Pathology/Entomology in post Graduate.	5 yrs. experience as Manager/Seed Testing Officer.	-	-
4.	Manager (Vegetable)	M.Sc.(Agril.) in Horticulture. Minimum 7 yrs. experience in Vegetable Seed Production, Proc. Out of which at least 5 yrs. exp. Should be at supervisory level in a public or Pvt. Company/reputed.	5 yrs. experience as Seed Prodn. Officer	Abolished in 2004 by HBPE (see page No.71-72)	-do-
5.	Manager/S.T.O.	M.Sc. Agril. Preference to M.Sc.(Agril.) with specialization in plant breeding Agronomy or Seed Technology. Minimum 3 yrs. exp. In the field of Seed Prodn. Processing, working with a seed organization of Public or Pvt. Sector.	5 yrs. exp. as Seed Prodn. Officer	-	-do-

6.	Seed Production Officer	B.Sc.(Agril.) with specialization in Plant Breeding , Agronomy or Seed Technology will be preferred. 2 yrs. experience in the field of Seed Prodn. And Processing and storage of which minimum one year experience as Officer Incharge of Proc. Plant working in any of the Seed Organization in Public or Private Sector.	5 yrs. experience as Seed Production Assistant	-	-do-
7.	Asstt. Seed Production Officer	B.Sc.(Agril.) with High 2 nd Div. or M.Sc.(Agril.) with specialization in Plant Breeding, Agronomy or Seed Technology with minimum 2 yrs. experience in Seed Production/Processing/certification etc.			Direct/Deputation/Transfer

N.B. (In case of making direct recruitment of Production staff, B.Sc. Agril. should be the basic qualification).

Note: Notification in respect of essential qualification Hindi /Sanskrit upto Matric Standard or Higher Education for all categories in case of direct recruitment has been issued vide letter No. 633-36 dated: 21.01.2019 (see page no. 118).