

**HARYANA GOVERNMENT  
CIVIL AVIATION DEPARTMENT  
NOTIFICATION  
The 17<sup>th</sup> February, 2011**

No. 4/3/2011-1CA- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Civil Aviation Department, (Group A) Service, namely:-

**Part-I GENERAL**

- Short title. 1. These rules may be called the Haryana Civil Aviation Department, (Group A ) Service Rules, 2011
- Definitions. 2. In these rules, unless the context otherwise requires,-
- (a) “Administrative Secretary” means Financial Commissioner and Principal Secretary to Government, Haryana, Civil Aviation Department;
  - (b) “Commission” means the Haryana Public Service Commission;
  - (c) “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;
  - (d) “Government” means the Government of the State of Haryana in the Administrative Department;
  - (e) “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;
  - (f) “recognised university” means –
    - (i) any university incorporated by law in India ; or
    - (ii) any other university which is declared by the Government to be a recognised university for the purpose of these rules ; and
  - (g) “Service” means the Haryana Civil Aviation Department, (Group A) 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 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 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 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 relative, 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 by direct recruitment on any of the posts mentioned in Appendix A to these rules who is not of the age limit prescribed as under:-

- (i) Senior Executive Pilot not less than 30 years and more than 45 years ;
- (ii) Helicopter Pilot not less than 25 years and more than 50 years ;
- (iii) Junior Pilot not less than 20 years and more than 40 years ;
- (iv) Helicopter Engineer not less than 25 year and more than 50 years;  
Age relaxable with experience.

- (v) Electronics Engineer not less than 30 year and more than 45 years;
- (vi) Development-cum-Co-ordination Officer not less than 30 year and more than 45 years.

Appointing authority.  
Qualifications.

6. Appointments to the post in the Service shall be made by the Government.
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 Commission 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 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 case of Senior Executive Pilot,--
    - (i) by promotion from amongst the Junior Pilot ;
    - (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.
  - (b) in case of Helicopter Pilot,-

- (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 case of Junior Pilot,-
- (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 case of Helicopter Engineer,-
- (i) by promotion from amongst Assistant Helicopter Engineer or Assistant Aircraft Engineer;
  - (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.
- (e) in case of Electronics Engineer,-
- (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 case of Development-cum-Co-ordination Officer,-
- (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) All promotions unless otherwise provided, shall be made on seniority-cum-merit basis and seniority alone shall not confer any right to such promotions.

Probation. 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 :

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 the 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 persons from the date of his appointment, if appointed against a permanent vacancy ; or
  - (ii) confirm such persons 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 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 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 member appointed by direct recruitment the order of merit determined by the commission shall not be disturbed in fixing the seniority :

Provided 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 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.

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 do to by the appointing authority.

- (2) A member of the Service may also be deputed to serve under:-
- (i) a company, an association or body 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 ; or
  - (ii) the Central Government or a company, an association or body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government; or
  - (iii) any other State Government, an international organization, an

autonomous body not controlled by the Government or a private body :

Provided that no member of the Service shall be deputed to serve the Central or any other State Government or any Organization or body referred to in clause (ii) or clause (iii) 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 Constitutions 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 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.

(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 the appellate authority shall also be as specified in Appendix D to these rules.

Vaccination. 15. Every member of the Service, shall get himself vaccinated and 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.

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 deem expedient to do so.

Reservation. 19. Nothing contained in these rules shall affect 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 orders issued by the State Government in this regard from time to time:

Provided that the total percentage of reservation so made shall not exceed 50% at any time.

Repeal and savings.

20. The Haryana Civil Aviation Department (Group A) Service Rules, 1996 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.



**Appendix A**

(See rule 3)

<b>Sr. No.</b>	<b>Designation of posts</b>	<b>Nature of posts</b>			<b>Scale of pay</b>
		<b>Permanent</b>	<b>Temporary</b>	<b>Total</b>	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
1	Senior Executive Pilot	1	-	1	37400-67000+12000 Grade Pay
2	Helicopter Pilot	-	2	2	37400-67000+10000 Grade Pay
3	Junior Pilot	1	1	2	37400-67000+10000 Grade Pay
4	Helicopter Engineer	-	1	1	37400-67000+10000 Grade Pay
5	Electronics Engineer	1	-	1	37400- 67000+8900 Grade Pay
6	Development-cum-Co-ordination Officer	1	-	1	15600-39100+5400 Grade Pay

## APPENDIX B

(See rule 7)

Sr. No.	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	Senior Executive Pilot	<p>(i) 10+2 or its equivalent from any institution;</p> <p>(ii) knowledge of Hindi/Sanskrit upto Matric/Higher Education;</p> <p>(iii) should be holder of current Airline Transport Pilot Licence;</p> <p>(iv) should have minimum 3000 hours of flying including 2000 hours as Pilot-in-Command on Twin /Multi Engined Aircraft with 100 hours of night flying as Pilot-in-Command with current Instrument rating;</p> <p>(v) should have a minimum 30 hours of flying experience as Pilot-in-Command and 5 hours of flying (Real and Synthetic) during 2 months preceding the date of selection ;</p> <p>(vi) minimum 10 years of aviation experience.</p>	<p><b>By promotion-</b></p> <p>(i) 5 years experience as Junior Pilot;</p> <p>(ii) Should have minimum 3000 hours of flying including 2000 hours as Pilot-in-Command on Twin /Multi Engined Aircraft with 100 hours of night flying as Pilot-in-Command with current Instrument rating.</p> <p><b>By transfer or deputation-</b></p> <p>(i) 10+2 or its equivalent from an institution;</p> <p>(ii) knowledge of Hindi/Sanskrit upto Matric/Higher Education;</p> <p>(iii) 5 years experience as Junior Pilot;</p> <p>(iv) should have minimum 3000 hours of flying including 2000 hours as Pilot-in-Command on Twin /Multi Engined Aircraft with 100 hours of night flying as Pilot-in-Command with current Instrument rating.</p>

2	Helicopter Pilot	<p>(i) 10+2 or its equivalent from any institution;</p> <p>(ii) knowledge of Hindi/Sanskrit upto Matric/Higher Education ;</p> <p>(iii) knowledge of Computer;</p> <p>(iv) holder of \commercial Helicopter Pilot Licence/ Airline Transport Pilot Licence.</p> <p>(v) total Flying experience-3000 hours;</p> <p>(vi) 2500 hours flying on twin engine helicopter;</p> <p>(vii) person having VIP flying experience will be preferred.</p>	<p><b>By transfer or deputation-</b></p> <p>(i) 10+2 or its equivalent from any institution;</p> <p>(ii) knowledge of Hindi/Sanskrit upto Matric/Higher Education;</p> <p>(iii) knowledge of Computer ;</p> <p>(iv)holder of \commercial Helicopter Pilot Licence/ Airline Transport Pilot Licence.</p> <p>(v) total Flying experience-3000 hours;</p> <p>(vi) 2500 hours flying on twin engine helicopter;</p> <p>(vii)person having VIP flying experience will be preferred.</p>
3	Junior Pilot	<p>(i) 10+2 or its equivalent from any institution;</p> <p>(ii) knowledge of Hindi/Sanskrit upto Matric/Higher Education;</p> <p>(iii) should hold current Airline Transport Pilot Licence/Commercial Pilot Licence;</p> <p>(iv) Endorsement on B-200 or open rating for Aircraft all up weight below 5700 Kilograms;</p> <p>(v) current instrument rating on Twin/Multi Engined Turbo Prop type of aircraft.</p>	<p><b>By transfer or deputation-</b></p> <p>(i) 10+2 or its equivalent from any institution;</p> <p>(ii) knowledge of Hindi/Sanskrit upto Matric/Higher Education;</p> <p>(iii) should hold current Airline Transport Pilot Licence/Commercial Pilot Licence;</p> <p>(iv) Endorsement on B-200 or open rating for Aircraft all up weight below 5700 Kilograms ;</p> <p>(v) current instrument rating on Twin/Multi Engined Turbo Prop type of aircraft.</p>

**By promotion-**

4. Helicopter Engineer
- (i) 10+2 or its equivalent from any institution;
  - (ii) Knowledge of Hindi/Sanskrit upto Matric/Higher Education;

- (i) Person having 2 years experience as Assistant Helicopter Engineer or Assistant Aircraft Engineer.

**By transfer or deputation-**

- (iii) knowledge of Computer;
- (iv) Helicopter Licence Airframe and C (Engine);
- (v) Helicopter Rotary Aircraft and Jet Engine;
- (vi) Person having licence and maintenance experience on a helicopter for 10years will be preferred.

- (i) 10+2 or its equivalent from any institution;
- (ii) knowledge of Hindi/Sanskrit upto Matric/Higher Education;
- (iii) knowledge of Computer;
- (iv) Helicopter Licence Airframe and C (Engine);
- (v) Helicopter Rotary Aircraft and Jet Engine;
- (vi) Person having experience as Assistant Helicopter Engineer or Assistant Aircraft Engineer will be preferred out of which minimum of 2 years should be as supervisor.

**By transfer or deputation-**

5. Electronics Engineer
- (i) 10+2 or its equivalent from any institution ;
  - (ii) knowledge of Hindi/Sanskrit upto Matric/Higher Education;
  - (iii) should be holder of current Aircraft Radio Maintenance Engineer's Licence in categories R and X for maintenance and overhauling of

- (i) 10+2 or its equivalent from any institution ;
- (ii) knowledge of Hindi/Sanskrit upto Matric/Higher Education;
- (iii) should be holder of current Aircraft Radio Maintenance Engineer's Licence in categories A and X for maintenance and overhauling of

equipment installed on trainer and Executive Aircraft of the State Government ;

equipment installed on trainer and Executive Aircraft of the State Government ;

(iv) atleast 10 years aviation experience out of which at least 5 years experience as Aircraft Radio Maintenance Engineer.

(iv) atleast 10 years aviation experience out of which at least 5 years experience as Aircraft Radio Maintenance Engineer.

**By transfer or deputation-**

6. Development-cum-Co-ordination Officer

(i) Graduate from an Institution;

(i) Graduate from an Institution ;

(ii) knowledge of Hindi/Sanskrit upto Matric/Higher Education;

(ii) knowledge of Hindi/Sanskrit upto Matric/Higher Education;

(iii) atleast 15 years experience in Administration out of which 5 years on a Gazetted post;

(iii) atleast 15 years experience in Administration out of which 5 years on a Gazetted post;

(iv) preference will be given to persons having aviation experience.

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## APPENDIX C

{See rule 14 (1)}

Sr. No.	Designation of Posts	Appointing Authority	Nature of Penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5	6

### MINOR PENALTIES:

1	Senior Executive Pilot	Government	(i) Warning with a copy in the personal file (Character roll) ;	Administrative Secretary	Government
2	Helicopter Pilot		(ii) Censure ;		
3	Junior Pilot		(iii) withholding of promotion ;		
4	Helicopter Engineer		(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		
5	Electronics Engineer				
6	Development -cum-Co-ordination Officer				
			(v) withholding of increments of pay without cumulative effect ;		

### MAJOR PENALTIES

- (vi) withholding of increment of pay with cumulative effect ;
- (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 or will not have the effect of postponing the future increments or his pay ;

(viii) 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 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 ;

(ix) compulsory retirement ;

(x) removal from Service which shall not be a disqualification or future employment under the government ;

(xi) dismissal from Service which shall ordinarily be disqualification for future employment under the government .

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## APPENDIX D

{See rule 14 (2)}

<b>Sr. No.</b>	<b>Designation of posts</b>	<b>Nature of order</b>	<b>Authority empowered to make the order</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>
1	Senior Executive Pilot	(i) regarding or withholding the amount of ordinary or additional pension admissible under the rules governing pension ;	Government
2	Helicopter Pilot		
3	Junior Pilot	(ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation.	
4	Helicopter Engineer		
5	Electronics Engineer		
6	Development-cum-Co-ordination Officer		

**Keshni Anand Arora,**  
**Financial Commissioner and Principal**  
**Secretary to Government, Haryana, Civil**  
**Aviation Department.**