

**No.16/71/2021-3GS-II
Haryana Government
Human Resources Department
(General Services-II Branch)**

Dated: Chandigarh, the 3rd June, 2022.

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Heads of Departments, Haryana.
3. All the Managing Directors of Boards/Corporations/Public Undertakings in Haryana.
4. The Registrar, Punjab and Haryana High Court, Chandigarh.
5. All the Divisional Commissioners in Haryana.
6. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Subject: Rationalization of Nigam Wage Rates (DC Rates) in the State.

Sir/Madam,

I am directed to invite your attention to Government letter of even Number dated 19.01.2022, vide which Nigam Wage Rates of all the Job Roles applicable w.e.f. 01.01.2022 were notified.

2. Various Departments/Organizations have informed that some of the Job Roles pertaining to their Departments/Organizations have not been mentioned in the list of Job Roles as a result, it has become difficult for the Haryana Kaushal Rozgar Nigam and also for the concerned Department/ Organization to identify the Job Role for deployment.

3. In view of above the list of Job Roles has been revised and efforts have been made to incorporate all kinds of Job Roles received from the concerned Departments/Organization and the Nigam. The existing Annexures A, B & C shall be deemed to have been substituted with the revised Annexures enclosed herewith. If any Job Role is still missing, the same may be brought to the notice of the Nigam through their portal for further necessary action.

4. These instructions have been issued with the concurrence of Finance Department conveyed vide their UO No. 12/33/2021-1FG-I, dated 18.05.2022 and 03.06.2022. These instructions may please be brought to the notice of all concerned for strict compliance in letter and in spirit.

Yours faithfully,


Superintendent General Services-II
for Chief Secretary to Govt. Haryana

Endst. No.16/71/2021-3GS-II

Dated: Chandigarh, the 3rd June, 2022

A copy is forwarded to the following for information and action where necessary:-

1. Principal Accountant General, Haryana (Audit/A&E) for information.
2. CEO, Haryana Kaushal Rozgar Nigam Ltd., Panchkula.


Superintendent General Services-II
for Chief Secretary to Govt. Haryana

Job Roles of Level-I

Sr. No.	Title of job role	Examples of type of activities to be performed	Qualification
1.	Multi-Tasking Office Workers	Peon, Dak Runner, Helper, Process Server, Store Man, Attendant, Library Helper etc.	Matric with Hindi/ Sanskrit
2.	Multi-Tasking Hospital Workers	Ward Attendant, Lab Attendant, Dresser, Ward Boy, Labour Room Attendant, Ward Servant etc.	Passed class V
3.	Multi-Tasking Publicity Workers	Drama Party Attendant, Gallery Attendant, Parade Attendant, Theatre Attendant, Dark Room Attendant, Camera Attendant, Announcer, Bhajan Party Worker etc.	Passed class V
4.	Multi-Tasking Field Workers	Mali, Coolie, Dhobi, Beldar, Mate, Mazdoor, Mechanical Helper, Gauge Reader, Cleaner, Gang Mate, Liftman etc.	Passed class V
5.	Multi-Tasking Construction workers	T. Mate, Mason, Painter, Crane Operator, Road Mate, Labourer, Attendant (construction)	Passed class V
6.	Multi-Tasking Kitchen Workers	Cook, Cook Mate, Tandooria, Waiter, Mess helper, Kitchen Attendant, etc.	Passed class V
7.	Multi-Tasking Security Workers	Gatekeeper, Chowkidar, Security Man, Watchman etc.	Illiterate
8.	Multi-Tasking Sanitation Workers	Sweeper, Sewerman etc.	Illiterate
9.	Multi-Tasking Technical Workers	Electrician, Helper (Electrical/ Plumber/ Carpenter etc.), Blacksmith, Carpenter, Mechanic, Plumber, Welder, Workshop Attendant, Tailor, Barber, Cobbler, Lab Attendant, Animal attendant, Dog handler etc.	Passed class V
10.	Multi-tasking Shrine Workers	Puja Sahayak etc.	Passed class V

Note: Hindi or Sanskrit as one of the subjects in Matric or Hindi as one of the subjects in Higher standard.

Job Roles of Level-II

Sr. No.	Title of job role	Examples of type of activities to be performed	Qualification
1.	Multi-Tasking Office Personnel	Clerk, Computer Operator, LDC etc.	10+2 knowledge of computer
		Assistant, UDC, Librarian, etc.	10+2
		Stenography	10+2 with knowledge/diploma of shorthand
2.	Multi-Tasking Field Personnel	Panchayat Assistant, Revenue Assistant etc.	10+2 with required knowledge/ experience in the line.
3.	Multi-Tasking Transport Personnel	Driver	Matric with Driving license of minimum 5 years old of LMV/HMV as case may be.
		Conductor etc	10+2 with other professional knowledge.
4.	Multi-Tasking Security Personnel	Security Duty/ Guarding Duty etc.	10+2
5.	Multi-Tasking Hospitality Personnel	Receptionist, Supervisor etc.	10+2 with other professional knowledge.
6.	Multi-Tasking Shrine Personnel	Sahayak Pujari, Pujari, etc.	Matric plus Diploma and/or experience in relevant field.
7.	Multi-Tasking Publicity Personnel	Photographer, etc.	Matric plus ITI/Diploma
8.	Multi-Tasking Technical Personnel	Technicians, etc.	Matric plus ITI/Diploma

Note: Hindi or Sanskrit as one of the subjects in Matric or Hindi as one of the subjects in Higher standard.

Job Roles of Level-III

Sr. No.	Title of job role	Examples of type of services to be performed	Qualification
1.	Technical Associates	Tech. Supervisor etc.,	Diploma in Engineering of relevant line.
		Foreman, Assistant Lineman, Shift Attendant, etc.	ITI/Diploma in the relevant field.
2.	Para-Medical Associates	Radiographer, Pharmacist, Nurses, Lab Technician etc.	Diploma/ Degree in relevant line.
3.	Para-Veterinary Associates	VLDA, VLEO, etc.	Diploma/ Degree in relevant line.
4.	Para-Ayush Associates	Dispenser, etc. Ayush Yoga Sahayak/Consultant/Instructor	Diploma/ Degree in relevant line.
5.	Para-teaching Associates	Teacher etc.	10+2 with 2 years D.Ed or B.A./B.Ed. as case may be.
		Physical Education Assistant	Matric + Certificate in Physical Education of an Institute recognized by the Haryana School Education Board.
		Art Education Assistant etc.	Diploma/ Degree in relevant line.
		Instructor (Industrial Training) etc.	Diploma/ Degree in relevant line.
		Vocational Teacher etc.	Graduate in relevant subject.
6.	Para-Accounts Associates	Accountant etc.	B.Com. with experience in relevant line.
7.	Para-Planning/Para-Statistical Associates	Statistical Assistant, Research Assistant etc.	Graduate in Math/ Economics/ Commerce
8.	Para-Legal Associates	Legal Assistant	Graduate in Laws.
9.	Para-Architect Associates	Draftsman etc.	Diploma in draftsman/ Architecture
10.	Para-Electrical Associates	Junior Engineer Electrical	Diploma in Electrical Engineering.
11.	Para-Engineering Associates	Junior Engineer	Diploma in Engineering of relevant line.

Note1.— Hindi or Sanskrit as one of the subjects in Matric or Hindi as one of the subjects in Higher standard.

Note 2.— The essential qualification as per requirement shall be defined by the Indenting Organisation.