Panchkula
संभावनाओं का शहर

PANCHKULA METROPOLITAN DEVELOPMENT AUTHORITY, PANCHKULA

NOTIFICATION

Dated: November 27, 2024

In exercise of the powers available under clause (a) of sub-section (2) of section 57 read with sub-section (3) of section 10 of the Panchkula Metropolitan Development Authority Act, 2021, the Panchkula Metropolitan Development Authority, hereby, makes the following regulations, namely:-

1. **Short title and commencement.-** (i) These Regulations may be called the Panchkula Metropolitan Development Authority (Appointment of Temporary Staff) First Amendment Regulations, 2024.

   (ii) These regulations shall come into force on the date of their publication on the website of the Panchkula Metropolitan Development Authority.

2. **Definitions.-** (i) In these regulations, unless the context otherwise requires.-

   (a) "Act" means the Panchkula Metropolitan Development Authority Act, 2021;
   (b) "temporary staff" means such personnel appointed in the Authority for a temporary period and having no claim for permanent appointment;
   (c) "Schedule" means the Schedule to these Regulations;
   (d) "section" or "sub-section" means a section or sub-section of the Act;

   (ii) Words and expressions used herein and not defined in these Regulations but defined in the Act shall have the meanings respectively assigned to them in the Act.

3. **Posts for appointment of Temporary Staff.-** (i) The posts listed in Schedule I to these Regulations shall be considered for appointment of temporary staff in the Authority.

   (ii) The Chief Executive Officer may, if in his opinion circumstances so exist and for reasons to be recorded in writing, specify post, along with duties and qualifications thereof, in addition to those listed in Schedule I to these Regulations.

   (iii) The Chief Executive Officer shall report any action taken under sub-regulation (2) for ratification to the executive committee constituted under sub-section (1) of section 8 of the Act.

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(iv) Where the executive committee declines to ratify the action taken by the Chief Executive Officer under sub regulation (2), then the Chief Executive Officer shall forthwith disengage any person or persons appointed to such post.

4. **Qualifications for appointment of temporary staff.-** (i) The qualifications for appointment of temporary staff shall be such as is specified in Schedule I to these Regulations.

(ii) In the case of a person who has retired from the service of the Central Government or the State Government or any board, company or other agency owned or controlled by the Central Government or the State Government, there shall be no limitation on educational qualifications for appointment on a post equivalent to the post held prior to retirement.

5. **Reservation.-** The rules and instructions of the State Government on reservation for special categories of persons shall apply to the appointment of temporary staff.

6. **Method of Appointment.-** Appointment of temporary staff shall be made by the Chief Executive Officer in the following manner, namely;

(i) by way of public advertisement ; or

(ii) by appointment of persons who have served on regular basis in the Central Government or the State Government or any board, company or other agency owned or controlled by the Central Government or the State Government provided such person has served in such Government or such board, company or other agency for a period of not less than ten years and has relevant and necessary experience for the post.

7. **Manner of Appointment.-** (i) The appointment of temporary staff under clause (i) of regulation 6 of these Regulations shall be through a competitive examination for selection on the basis of merit and if so required, on the basis of weightage given to previous experience:

(ii) The weightage given for previous experience under sub regulation (1)

(a) shall not exceed fifteen percent of the total marks for selection; and

(b) shall be so declared in the public advertisement.

(iii) The appointment of temporary staff under clause (ii) of regulation 6 of these Regulations shall be on the recommendations of a Committee to be constituted by the Chief Executive Officer for the purpose.

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(iv) The Committee constituted under sub regulation (3) shall evaluate the suitability of the person in terms of relevant experience for the post and the integrity and performance of such person during his service in Central Government or the State Government or any board, company or other agency owned or controlled by the Central Government or the State Government.

8. **Age Limit and Term of appointment of temporary staff.-** (i) The term of appointment of a person as temporary staff shall be three years or the duration of the project on which he is appointed, or till he attains the age of fifty eight years where such person is appointed under clause (i) of regulation 6 of these Regulations or sixty five years where such person is appointed under clause (ii) of regulation 6 of these Regulations, whichever is earlier.

(ii) The term of appointment of a person as temporary staff may, after an assessment of the performance, integrity and ability of such person, be renewed for another period of five years or till he attains the age of fifty eight years where such person is appointed under clause (i) of regulation 6 of these Regulations or sixty five years where such person is appointed under clause (ii) of regulation 6 of these Regulations, whichever is earlier.

(iii) The appointment of a person as temporary staff shall, unless renewed earlier, stand terminated automatically on expiry of the period of appointment; and there shall be no need to issue a separate order terminating the appointment.

(iv) Either the person appointed as temporary staff or the **Chief Executive Officer may terminate,** at any time, **the appointment**, by giving at least two months notice in advance or paying two months salary in lieu thereof.

9. **Pay.-** (i) Only lump-sum monthly pay shall be payable to a person appointed as temporary staff under clause (i) of regulation 6, and no special pay, compensatory allowance, house rent allowance, or any allowance shall be payable, and there shall be no annual increment.

(ii) The lump-sum monthly pay for the purposes of sub regulation (1) shall be determined from time to time by the Chief Executive Officer by a general or special order; and shall, in principle, be equal to the minimum of the scale of pay for an equivalent post in the State Government with applicable dearness allowance calculated on such scale of pay at the time of appointment.

(iii) Where a person has been appointed as temporary staff under clause (ii) of regulation 6 on a post equivalent to that occupied by him immediately prior to his retirement from the service of the Central Government or the State Government or any board, company or other agency owned or controlled by the Central Government or the

State Government and is in receipt of pension there from, such person shall receive a lump-sum monthly pay **equal to the last pay drawn minus the pension received.**

10. **Eligibility for leave.-** (i) Persons appointed as temporary staff shall be entitled for 15 days casual leave and 5 days optional leave in each calendar year of actual service, and where the appointment is made during the calendar year, or on termination of appointment, calculation of eligibility for casual leave shall be made on proportionate basis for full completed months of appointment.

(ii) The Authority shall insure persons appointed as temporary staff for medical exigencies on such terms and conditions as the Chief Executive Officer may, from time to time, determine:

Provided that no person appointed as temporary staff under clause (ii) of regulation 6 and is eligible for reimbursement of medical expenses from his earlier employer, shall be insured for medical exigencies by the Authority.

(iii) The Chief Executive Office shall have the discretion and power to grant, for specific reasons to be recorded in writing, special leave to any person appointed as temporary staff

11. **Travelling Allowance.-** Person appointed as temporary staff shall be eligible for traveling allowance equivalent to that permissible to a government servant occupying an equivalent post provided that such person is to travel on duty beyond the limits of the notified Area.

12. **Other conditions.-**(i) The provisions of the Haryana Civil Services (Government Employees Conduct) Rules, 2016, shall apply *mutatis mutandis* to every appointment made under these Regulations.

(ii) Persons appointed as temporary staff shall not be eligible for any kind of pension, gratuity or death benefit etc. for the period of such appointment.

(iii) Confidential Report of the person, appointed as temporary staff shall be recorded quarterly, by that reporting officer so designated by the Chief Executive Officer, and shall assess his performance, knowledge, skill, work and conduct.

(iv) Person appointed as temporary staff under clause (i) of regulation 6 shall deposit a minimum of 10 percent of his lump sum pay in a provident fund scheme for social security; and the Authority shall deposit its share equal to a sum of 10 per cent of lump sum pay into the scheme so designated and inform the person appointed as temporary staff.

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13. **Removal of difficulties.**-In the implementation of these regulations, if any doubt or question arises, such doubt or question shall be placed before the Authority and the decision of the Authority shall be final and binding.

Place: Panchkula

K Makarand Pandurang, IAS
Chief Executive Officer,
PMDA, Panchkula

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SCHEDULE I

(See sub-regulation (1) of regulation 3 and sub-regulation (1) of regulation 4)

Designation	Required Qualifications	Required Experience (in years)
Deputy Secretary	• Graduate from a recognised university. • Functional knowledge of common word processing, spreadsheet software applications • Speed of 30 words per minute in English typing or speed of 25 words of Hindi typing; • Knowledge of Hindi upto Matric standard. • Knowledge of Manual of Office Procedure • Ability to analyse proposals, draft notes and letters, file management, records management and official communications	**20**
Office Superintendent	• Graduate from a recognized university. • Functional knowledge of common word processing, spreadsheet software applications • Speed of 30 words per minute in English typing or speed of 25 words of Hindi typing; • Knowledge of Hindi upto Matric standard. • Knowledge of Manual of Office Procedure • Ability to analyse proposals, draft notes and letters, file management, records management and official communications	**15**
Personal Staff	• Graduate from a recognized university. • English Shorthand speed of 100 words per minute and to transcription of 15 words per minute. Mistakes upto 4% are allowed; **OR** Hindi Shorthand speed of 80 words per minute and transcription of 15 words per minute. Mistakes upto 4% are allowed; • Functional knowledge of common word processing, spreadsheet software applications • Speed of 30 words per minute in English typing or speed of 25 words of Hindi typing; • Knowledge of Hindi upto Matric standard.	**15**

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Stenographer (English, Hindi)	• Graduate from a recognized university. • English Shorthand speed of 100 words per minute and to transcription of 15 words per minute. Mistakes upto 4% are allowed; **OR** Hindi Shorthand speed of 80 words per minute and transcription of 15 words per minute. Mistakes upto 4% are allowed; • Functional knowledge of common word processing, spreadsheet software applications • Speed of 30 words per minute in English typing or speed of 25 words in Hindi typing; • Knowledge of Hindi upto Matric standard.	**10**
Accounts Officer	• M.Com/C.A with C.A. being preferred • Functional knowledge of common word processing, spreadsheet, software applications • Functional knowledge of common accounting applications software • Knowledge of Hindi upto Matric standard.	10
Engineer-Level I	• Graduate in Civil/Water Supply & Sewerage Systems/Electrical/Mechanical/Communications or equivalent from recognized institution • Functional knowledge of common word processing, spread sheet software applications	5
Engineer–Level II	• Graduate in Civil/Water Supply & Sewerage Systems/Electrical/Mechanical/Communications or equivalent from recognized institution • Functional knowledge of common word processing, spread sheet software applications	10
Legal Assistant	• L.L.B. from a recognized University. • Experience in legal drafting • Speed of 30 words per minute in English typing or speed of 25 words of Hindi typing; • Functional knowledge of common word processing, spreadsheet software applications • Knowledge of Hindi upto Matric standard.	5

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Programmer	• Graduate in Computer Sciences / I.T or Post-graduate in Computer Applications from a recognized university • Experience in writing computer programs, software • Knowledge of Hindi upto Matric standard.	5
Geospatial Assistant	• Graduate in Remote Sensing/GIS/Geo-informatics/Computer Science/ Information Technology. **Or** B.E./B.Tech in Computer Science/ Information Technology with Post Graduate Diploma in GIS from a recognized University; • Experience with working on GIS platform	2
Planning Assistant	• Graduate in Urban Planning/Town Planning. • Experience with working on software applications on urban planning	5
Assistant Manager for Metropolitan Greens	• Graduate in Environment Science/ Forestry/ landscape Planning/Horticulture/Botany; • Field Experience in Environment Management, landscape planning, horticulture or forestry •	2

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