

No. 22/82/2022-2CC-I
Haryana Government
HUMAN RESOURCE DEPARTMENT
(Common Cadre-I Branch)

Dated: Chandigarh, the 25.01.2023

To

1. All the Administrative Secretaries to Government, Haryana,
2. All the Head of the Department in Haryana
3. All the Divisional Commissioners in Haryana
4. All the Deputy Commissioners of the State of Haryana.

Subject: Transfer drive of Group D employees who are covered under Haryana Group D Employees (Recruitment & Conditions of Service) Act, 2018.

Sir/ Madam,

I am directed to invite your attention to this department letter no. 22/82/2022-2CC-I, dated 09.11.2022 on the subject noted above, vide which concept note about transfer drive in respect of Group D employees who are covered under the Group D Employee (Recruitment & Conditions of Service) Act, 2018 was placed in public domain for suggestions from all the departments. After considering the suggestions received from the different departments at length, the State Government has finalized the transfer drive policy of aforementioned employees; follow as under:-

I. Background and Objective of the Transfer Drive:

The Government of Haryana vide notification dated 28.3.2018 enacted the Haryana Group D Employees (Recruitment and Conditions of Service) Act, 2018 (here-in- after referred to as the Group D Act). Thereafter more than 18000 posts were filled up by direct recruitment through Haryana Staff Selection Commission.

After the passing of time, it has been observed that some persons appointed on Group D posts are facing difficulties in performing their duties efficiently. Some of the employees have been posted at far flung places from their hometown. Keeping in view their hardship, the Government has decided to launch a Transfer Drive to give an opportunity to all the group D employees of common cadre for transfer/adjusting in an office near their hometown and on a suitable post.

The main object of this transfer drive is to remove hardship of the employees regarding their station of posting, and also adjustment on the posts other than the posts on which they do not deem themselves fit for appointment.

- (a) For this purpose, each employee will have to select three Districts where she/he wants to be posted / transferred.
- (b) She/he will also have to select maximum 50 posts on which she/he does not

deem herself/himself fit to work out of the list of all Group D posts.

- (c) In this Drive, efforts will be made to transfer the employee at any one of the three Districts selected by him on priority basis, and, not to transfer him to the posts on which she / he is not ready to work.
- (e) However, it will not be guaranteed that the employee will be able to get the District of his/her choice or avoid the posts he/she does not deem fit for herself/himself. The employee shall not be able to claim a right based on his/her choices filled on the portal.

II. Eligibility: Employees eligible to participate in the Transfer Drive

- (a) In this Transfer Drive, all the Group D employees appointed on regular basis after the enactment of Group D Act and posted in any Department of Haryana Government are eligible to participate.
- (b) However, the Group D employees posted in any Statutory Body/ Board/ Corporation/Public Sector Undertaking / Constitutional Body are not eligible to participate in this drive.
- (c) The employees whose writ petitions bearing No. 12419 of 2022 titled as Rajender Singh & Ors Vs State of Haryana, No. 7388 of 2022- titled as Shiv Kumar & Ors Vs State of Haryana and CWP No. 26229 of 2022 titled as Monika and Ors Vs State of Haryana, **wherein stay orders on transfers of petitioners have been granted and** are pending before the Hon'ble Punjab & Haryana High Court, Chandigarh, shall not be eligible to participate in the transfer drive. If any of the petitioners participates in the transfer drive knowingly or unknowingly, he/she will be solely responsible for any adverse consequences.
- (d) Only those eligible employees who want to change their station and / or their post, and participate **in online transfer drive** on the portal within 15 days after the availability of online portal, which will be intimated later on
- (e) An employee, who fails to register and apply on the portal by the said date, will not be considered eligible.
- (f) The employees under Common Cadre recruited on the technical posts of Group D in Transport Department are excluded from the Transfer Drive.

III. Criteria of Transfer from one Station to another or from one post to another:

The employees who participate in this Transfer Drive shall be adjusted / transferred from one station to another and/or from one post to another within the same or any other Department

on the basis of following priority list (from top priority to lowest, in that order):

- (1) Persons currently working against the posts of Sweeping nature, e.g., Sewerman, Peon-cum-Sweeper, Sanitary Worker, Jamadar etc.
- (2) Persons with disabilities, subject to adjustment against the identified post.
- (3) Persons working on semi-skilled posts, to adjust them on unskilled posts.
- (4) Widow/Widower/Divorced employee having children, provided not remarried.
- (5) Childless widow / childless divorced female employee / unmarried female employee.
- (6) Wives of Military and Para-Military Personnel.
- (7) Couple case in which the spouse of the Group D employee is working in any Department / Board / Corporation under Govt. of India / State Government.
- (8) Female employees.
- (9) Male employees.

Notes:

- (a) Within each category the employees will be prioritized based on "age" keeping in view their date of birth. For example, out of two or more employees of same category, the preference shall be given to the oldest/older one. If the date of birth is same then the number in merit list will be taken into account.
- (b) Two or more categories of priorities will not be clubbed, e.g., if a disabled employee is also a childless widow she will first be considered in the category of disabled persons, if she does not get success then she will be considered again in the list of interested employees of the category of childless widow/divorced female employees.
- (c) "Judicially Separated" employees shall not be clubbed with divorced employee. **He/she shall be considered in their respective categories i.e. female employee/male employee.**
- (d) A remarried Widow/Widower must opt for "Married" option under Marital Status of HRMS records, and shall not apply under the category of "Widow / Widower / Divorced employee having children".

IV. PROCESS TO BE FOLLOWED FOR TRANSFER/POSTING OF GROUP D EMPLOYEES

The process includes following five main steps for transfer:-

- (1) Category wise grouping of employees/participants
- (2) Calculation of percentage share of employee for each category of employees
- (3) Calculation of Total number of vacant posts District wise for all categories of employees/participants
- (4) Transfer/Posting in the District as per their choice

(1) Category wise grouping of employees/participants:-

Let's suppose 5,000 Group D employees participated in this Transfer Drive and the category wise employee segregation is as per table given below:-

S. No.	Employees' Category	No. of participants category wise
(1)	Sweeping Nature	250
(2)	PwD	150
(3)	Working on Semi-Skilled Posts	1000
(4)	Widow/Widowers/Divorced having children provided not remarried	200
(5)	Childless Widow/Childless Divorced female employee/Unmarried female employee	300
(6)	Wives of Military and Para-Military Personnel	100
(7)	Couple case in which the spouse of the Group D employee is working in any Department/ Board/Corporation under Govt. of India/State Government	500
(8)	Female employees	1000
(9)	Male employees	1500
	Total	5000

(2) Calculation of percentage share of employee for each category of employees:-

Out of 5000 total participants, 250 participants of the Sweeping Nature want their transfer from the existing post. In order to distribute the vacant posts at an equal rate among all categories, first of all the percentage share of each category of employees will be calculated keeping in view the number of participants of each category divided by total number of participants of all categories as per calculation given below :-

Total number of participants of sweeping nature employees	250
Total number of participants of Transfer Drive	5,000
Percentage share of the category of Sweeping Nature	$\frac{250 \times 100}{5000} = 5\%$

(3) Calculation of total number of posts District wise for all categories of employees/participants:-

Let's suppose: out of these 250 participants working to a post of Sweeping nature, 25 participants want their posting/transfer in any office in Ambala District on any post other than the post of sweeping nature. For this purpose the vacant posts will be divided by percentage share of the respective category of employees/participants. The percentage share of the employees of

Sweeping nature is 5%, so the 5% of the posts lying vacant in Ambala District will be worked out as under:-

Category of post	Total number of vacant posts in Haryana	Total number of vacant posts in Ambala District	5% of the vacant post to be earmarked for the participants of this category (Sweeping Nature)
Peon	1200	80	4
Lab. Attendant	1000	60	3
Beldar	800	40	2
Water Carrier	600	20	1
Helper	400	20	1
Others	6000	300	15
Total			26

(4) **Transfer/Posting in the District as per their choice:**

For transfer of 25 Group D employees presently working the posts of sweeping nature, the Group D post of Peon having highest number of vacancies will be earmarked to the first four eligible participant of this category provided this post does not cover under the list of the posts on which they do not indeed intended to work. In case one of the four participants is not intending to work on the post of Peon he/she will be considered for next post in the list of vacant posts i.e. Lab. Attendant. Thereafter, next 3 participants will be posted/transferred to the post of Lab. Attendant in Ambala District provided this post does not cover under the list of the posts on which they do not indeed intended to work and so on.

V. **Undertaking from participating employees:**

Every Group D employee who participated in this Transfer Drive shall have to give an undertaking as under :-

UNDERTAKING

(1)	मैं एतद द्वारा घोषणा करता हूँ कि मैंने हरियाणा सरकार द्वारा जारी निर्देशों दिनांक 25/01/23 को सावधानीपूर्वक पढ़ लिया है।	I undertake that I have carefully read the instructions issued by the Haryana Government dated <u>25/01/2023</u> regarding this issue.
(2)	मैंने यह अच्छी तरह समझ लिया है कि इस ट्रांसफर ड्राईव में मेरा विभाग या/और पद बदले जा सकते हैं।	I understand that in this Transfer Drive my department and/or post may be changed.

(3)	मैं जिन तीन जिलों में कार्य करने के लिए तैयार हूँ वो भी मैंने पूरी जागरूकता व ध्यानपूर्वक वर्णित कर दिए हैं।	I have listed the three districts in which I am ready to work with full awareness and attention.
(4)	इन हिदायतों के अनुसार जिन पदों पर मैं कार्य करने के लिए तैयार नहीं हूँ वह मैंने पूरी जागरूकता व ध्यानपूर्वक चिह्नित (tick mark) कर दिए हैं। मैं वचन देता हूँ कि शेष सभी पदों में से जिस भी पद पर मुझे स्थानान्तरित किया जाएगा मैं वहाँ पूरी लगन से कार्य करने के लिए तैयार हूँ।	I have with full awareness and attention tick marked the posts on which I am not ready to work. I undertake that out of all the remaining posts, I am ready to work there on whichever post I am transferred.
(5)	मेरे द्वारा चिह्नित तीन जिले और जिन पदों पर मैं काम नहीं करना चाहता हूँ उन्हें अन्तिम माना जाए।	The three districts marked by me and the posts on which I do not want to work may be considered final.
(6)	मैं वचन देता हूँ कि यदि मुझे मेरे द्वारा चुने गए तीन जिलों में किसी भी ऐसे पद पर लगा दिया जाता है (जो उन पदों में शामिल नहीं है जहाँ मैं कार्य करने के लिए तैयार नहीं हूँ) मैं वहाँ पर सरकार द्वारा निर्धारित समय के अन्दर-अन्दर अपना कार्यभार संभाल लूँगा अन्यथा मेरे विरुद्ध अनुशासनिक कार्रवाई की जाए।	I undertake that if I am transferred/posted in any of the three districts chosen by me on any post (which is not included in the list of posts where I am not ready to serve) I will join my duty within the prescribed period, otherwise disciplinary action may be taken against me.
(7)	मैं वचन देता हूँ कि मुझ द्वारा फार्म में सारी सूचना पूर्ण जागरूकता व ध्यानपूर्वक भरी गई है और मेरे अनुसार यह बिल्कुल ठीक है।	I undertake that all the information in the form has been filled by me with full awareness and attention and according to me it is absolutely correct.

VI. General Clauses:

(a)	For this transfer drive, the posts presently lying vacant, other than the advertised posts, will also be taken into consideration. So, the total posts for this drive will be equal to total vacant posts available on H.R.M.S. plus the posts equal to number of employees who participate in this drive.
(b)	Duly verified employee data will serve as input for "Post Mapping Algorithm".

(c)	Training details of employee will not be considered for this drive.
(d)	No option for preference of post shall be allowed to the participants in this Transfer Drive, therefore, one may be transferred against any post on which she/he is intending to work
(e)	If there is any semi-skilled post(s) in the unselected list of posts of a participant already working on unskilled post, she/he will be given preference to transfer against unskilled to semi-skilled post rather than the participant of same category/district who want transfer from unskilled to unskilled post.
(f)	While calculating the age of a participant for the purpose of determining priority in case of a "tie", the 1 st of January, 2023 will be considered the cut off date for this purpose.
(g)	This transfer will be treated as transfer on the request of Government employee and no Transfer TA/DA or Joining Time shall be admissible on transfer from one station to another.

VII. Process to be followed by the Participants:

Following process shall have to be followed by the eligible participants for transfer from one District to another and/or from one post to another:

1.	Firstly, the eligible employees shall log into the portal at _____ by way of their "ESalary ID"		
2.	There will be an OTP based authentication and employee will get OTP for verification on the Mobile Phone Number already registered on HRMS.		
3.	After successful authentication, user will go to the Home Page of the Portal where the employee's details already available on HRMS record will be shown to the user.		
4.	If any employee who is not eligible for this Transfer Drive, but participate or log into the portal, in such case HRMS API will send error code and message will be shown to the user on the portal.		
5.	After successful authentication, the Employee will have to provide the following information on the portal: <table border="1" data-bbox="300 2011 1337 2145"> <tr> <td>(a)</td><td>Employees will have the option to select maximum 3 three districts where she/he prefers to work. Panchkula will be divided into two</td></tr> </table>	(a)	Employees will have the option to select maximum 3 three districts where she/he prefers to work. Panchkula will be divided into two
(a)	Employees will have the option to select maximum 3 three districts where she/he prefers to work. Panchkula will be divided into two		

		parts, i.e., Head Offices at Panchkula or field offices situated in the District of Panchkula.
	(b)	Employees will have the option to select maximum 50 posts where he/she is not willing to work out of the list of Group D posts available on the portal.
	(c)	In case of Widow / Widower / Divorced employee who have not remarried and having children, he / she has to inform the number of child(ren);
	(d)	All the employees shall have to submit an undertaking and consent, displayed on the portal.

VIII. Verification of information from the Department:

The information made available by the employee will be got verified from the Head of Department concerned.

1.	The information provided by the employee on the portal will be sent to the concerned Head of Department for verification and the concerned Department, in turn, after verification of the data shall give an undertaking that the data has been duly checked and is found to be correct.
2.	Complete list of successful validated employees as well as the employees whose information was found to be erroneous/ incomplete will be published on the portal.
3.	In case of incorrect/ incomplete information, concerned employee will be asked to provide the correct information on the portal and to give justification against the incorrect/ flagged information.
4.	Thereafter, edited /modified information will again be sent to the Department for 're-verification.'
5.	Duly verified and validated data will serve as input for the Transfer Algorithm.

IX. Detail of employee derived from HRMS:

On completion of the above process, following details of the employee (user) shall be displayed which will be derived from the HRMS portal. These details will be non-editable.

User records from HRMS portal on User screen	
e-Salary ID	Father's Name

Full Name of the Employee	Mother's Name
Date of Birth	Category
Parent Department	Whether you are a Disabled Person
Employee Type	Details of Disability
Status	Contact Details
Group	Email
Designation	Phone Number
Date of Joining Govt. Service	Permanent Address Details
Gender	Correspondence Address Details
Marital Status	Office Address
Whether Wife of Military/Para-Military Personnel	

X. Display of information based on the detail of employee:

Out of the above, the following details shall be available automatically based on the above details derived from the HRMS portal:

Sr. No.	Details
1	Employee working on Post categorized under "Sweeping Nature" category.
2	Whether the employee is a Person with Disability.
3	Whether employee is working on "Semi-skilled" Post or not.
4	Whether the female employee is the Wife of Military/Para-Military Personnel.
5	Whether the employee is Divorced/Widow/Widower (Not Re-married) and having child(ren).
6	Unmarried/Childless Widow/Divorced Female employee with age of more than 30 years.
7	Current Office address of the employee.

XI. Compliance of Transfer Orders:

- Upon the issue of transfer order, the employee will stand automatically relieved from the post earlier occupied by him/her.
- All the Head of Departments/Head of Offices shall be bound to relieve the employee on her/his transfer, whether he is ready to relinquish the charge or not, or whether the Department needs the employee or not, and immediately allow to join the new person transferred into the post.
- Upon transfer of a person at the station and to a post, she / he has to join at the new station, otherwise, disciplinary action will be taken against him/her.

XII. Clarification:

In this Transfer Drive there will be no option to select a Department/Office, there will be an

option to select three Districts only priority-wise and maximum 50 such posts on which she/he does not indeed intends to work.

XIII. The list of Group D posts for transfer drive is annexed as Annexure-A.

XIV. The above policy may kindly be brought to the notice of all concerned.

Yours faithfully,

Pradeep

25/11/23
Under Secretary Human Resources, III
for Chief Secretary to Government, Haryana. *B*

LIST OF GROUP D POSTS FOR CLASSIFICATION

Sr. No.	Nomenclature of the Group D post	Unskilled or Semi-skilled post	If the duties are of sweeping nature
1	Animal Attendant		
2	Announcer	Unskilled	
3	Assistant Camp Jamadar	Unskilled	
4	Assistant Cook/Cook Helper	Unskilled	
5	Assistant Electrician-cum-Helper	Semi-Skilled	
6	Assistant Halwai	Semi-Skilled	
7	Assistant Pump Operator	Unskilled	
8	Assistant Store Munshi	Semi-Skilled	
9	Attendant	Unskilled	
10	Attendant (Construction)	Unskilled	
11	Attendant-cum-Peon	Unskilled	
12	Attendant Photostat Machine	Unskilled	
13	Attendant-cum-Chowkidar	Unskilled	
14	Aya	Semi-skilled	
15	Bailiff	Unskilled	
16	Barber	Semi-Skilled	
17	Barkandaz	Unskilled	
18	Battery Attendant Helper	Semi-skilled	
19	Bearer	Unskilled	
20	Beldar	Unskilled	
21	Beldar-cum-Chowkidar	Unskilled	
22	Bill Distributor	Unskilled	
23	Blacksmith	Semi-Skilled	
24	Blacksmith Helper	Semi-skilled	
25	Block Publicity Worker	Unskilled	
26	Boat Keeper	Unskilled	
27	Boiler Attendant	Semi-skilled	
28	Book Binder	Unskilled	
29	Butler	Semi-skilled	
30	Camera Attendant	Unskilled	
31	Camp Jamadar	Unskilled	
32	Cane Worker	Unskilled	
33	Canner	Unskilled	
34	Canteen Attendant	Unskilled	
35	Caretaker	Unskilled	
36	Carpenter	Semi-Skilled	

Sr. No.	Nomenclature of the Group D post	Unskilled or Semi-skilled post	If the duties are of sweeping nature
37	Carpenter Helper	Semi-skilled	
38	Cartman	Semi-skilled	
39	Chainman/ Chain Mate	Unskilled	
40	Chowkidar	Unskilled	
41	Chowkidar-cum-Attendant/ Attendant-cum- Chowkidar	Unskilled	
42	Chowkidar-cum-Mali	Unskilled	
43	Chowkidar-cum-Mali/Mali-cum-Chowkidar	Unskilled	
44	Chowkidar-cum-Mali-cum-Sweeper	Unskilled	Sweeping nature
45	Chowkidar-cum-Peon/Peon-cum-Chowkidar	Unskilled	
46	Chowkidar-cum-Sweeper	Unskilled	Sweeping nature
47	Class Attendant	Unskilled	
48	Cleaner	Unskilled	Sweeping nature
49	Clean-up Man	Unskilled	
50	Cobbler	Semi-Skilled	
51	Committee Room Attendant	Unskilled	
52	Cook	Semi-Skilled	
53	Cook Helper/Assistant Cook	Unskilled	
54	Cook Mate	Unskilled	
55	Cook-cum-Chowkidar	Semi-Skilled	
56	Coolie	Unskilled	
57	Crane Operator-cum-Helper	Semi-skilled	
58	Crane Worker	Semi-skilled	
59	Cycle Mechanic	Semi-skilled	
60	Cycle Shed Attendant	Unskilled	
61	Cycle Swar	Unskilled	
62	Daftari	Unskilled	
63	Dak Runner	Unskilled	
64	Dark Room Attendant	Semi-Skilled	
65	Dhobi	Unskilled	
66	Diesel Mechanical Helper	Unskilled	
67	Dissection Hall Attendant	Unskilled	
68	Distributor	Unskilled	
69	Door Keeper	Unskilled	
70	Drama Party Attendant	Unskilled	
71	Dresser	Semi-Skilled	
72	Dusting Bearer-cum-Mender	Unskilled	
73	Dy. Head Chowkidar	Unskilled	

Sr. No.	Nomenclature of the Group D post	Unskilled or Semi-skilled post	If the duties are of sweeping nature
74	Electrician	Semi-Skilled	
75	Electrician Helper/ Helper Electrician	Semi-Skilled	
76	Extension Assistant		
77	Farrier	Semi-skilled	
78	Fatigue Party Man	Unskilled	
79	Ferro Khalasi	Unskilled	
80	Field Assistant	Unskilled	
81	Field Man	Unskilled	
82	Field Worker	Unskilled	
83	Fire Fighting Attendant	Semi-skilled	
84	Fisherman-cum-Watchman	Unskilled	
85	Fitter Coolie	Unskilled	
86	Fitter Helper	Unskilled	
87	Forest Chaprasi	Unskilled	
88	Frash	Unskilled	
89	Gallery Attendant	Unskilled	
90	Galley Proof Pressman	Semi-skilled	
91	Gang Mate	Unskilled	
92	Gardner	Semi-Skilled	
93	Gestetner Operator/ Gestetner Machine Operator	Semi-skilled	
94	Gate Keeper/Gate Messenger	Unskilled	
95	Gauge Reader	Unskilled	
96	Generator Operator	Semi-skilled	
97	Glass Cleaner	Unskilled	
98	Godown Keeper	Unskilled	
99	Ground Man	Unskilled	
100	Group D (Shramik)	Unskilled	
101	Guest House Attendant	Unskilled	
102	Halwai	Semi-skilled	
103	Halwai Helper	Unskilled	
104	Head Chowkidar	Unskilled	
105	Head House Bearer	Unskilled	
106	Head Mali	Semi-Skilled	
107	Helper	Unskilled	
108	Helper to Lineman (Rax)	Semi-Skilled	
109	Helper to Plumber	Semi-Skilled	
110	Hospital Coolie	Unskilled	

Sr. No.	Nomenclature of the Group D post	Unskilled or Semi-skilled post	If the duties are of sweeping nature
111	Hostel Attendant	Unskilled	
112	House Bearer	Unskilled	
113	Inker	Unskilled	
114	Jamadar	Unskilled	
115	Jamadar-cum-Peon	Unskilled	
116	Juvenile Peon	Unskilled	
117	Kahaar-cum-Chowkidar	Unskilled	
118	Keeper	Unskilled	
119	Kennel Man (Dog Handler)	Unskilled	
120	Keyman	Semi-skilled	
121	Khalasi	Unskilled	
122	Khidmatgar	Unskilled	
123	Kitchen Attendant	Unskilled	
124	Kitchen Bearer	Unskilled	
125	Lab Attendant/Laboratory Attendant/Lab. Peon	Unskilled	
126	Lab. Boy/Laboratory Boy	Unskilled	
127	Labour Room Attendant	Unskilled	
128	Labourer	Unskilled	
129	Lady Attendant	Unskilled	
130	Lady Hostel Attendant	Unskilled	
131	Leader Bhajan Party	Unskilled	
132	Learner Binder	Semi-skilled	
133	Librarian Helper/Library Attendant/Library Peon	Unskilled	
134	Lift Operator/Lift Attendant	Unskilled	
135	Literate Labour	Unskilled	
136	Machine Man	Semi-skilled	
137	Mali	Unskilled	
138	Mali-cum-Beldar	Unskilled	
139	Mali-cum-Chowkidar	Unskilled	
140	Mali-cum-Sweeper	Unskilled	Sweeping nature
141	Mali-cum-Sweeper-cum-Chowkidar	Unskilled	Sweeping nature
142	Masalchi	Unskilled	
143	Mason	Semi-Skilled	
144	Mason Helper	Unskilled	
145	Mate	Unskilled	
146	Mate Dhobi	Semi-skilled	
147	Mazdoor	Unskilled	

Sr. No.	Nomenclature of the Group D post	Unskilled or Semi-skilled post	If the duties are of sweeping nature
148	Mechanical Helper	Semi-Skilled	
149	Member Bhajan Party (Chimta)	Semi-skilled	
150	Member Bhajan Party (Dholak)	Semi-skilled	
151	Mess Assistant	Unskilled	
152	Mess Helper	Unskilled	
153	Messenger	Unskilled	
154	Mining Guard	Unskilled	
155	Muhafiz Tree	Unskilled	
156	Mono Attendant	Semi-skilled	
157	Mono Melter	Semi-skilled	
158	Motor Cleaner	Unskilled	
159	Moulder	Unskilled	
160	Oil Man	Unskilled	
161	Orderly	Unskilled	
162	P. R. Chowkidar	Unskilled	
163	Packer	Unskilled	
164	Packer-cum-Mali	Unskilled	
165	Painter	Semi-Skilled	
166	Pantryman	Unskilled	
167	Parade Attendant	Unskilled	
168	Peon	Unskilled	
169	Peon-cum- Water Carrier	Unskilled	
170	Peon-cum-Attendant	Unskilled	
171	Peon-cum-Chowkidar/Chowkidar-cum-Peon	Unskilled	
172	Peon-cum-Head Jamadar	Unskilled	
173	Peon-cum-Sweeper	Unskilled	
174	Peon-cum-Water Carrier	Unskilled	Sweeping nature
175	Petrol Pump Attendant	Unskilled	
176	Petrolman	Unskilled	
177	Photostat Machine Attendant	Unskilled	
178	Pig Attendant	Semi-skilled	
179	Plumber	Semi-skilled	
180	Plumber Helper	Unskilled	
181	Plumber-cum-Pump Operator	Semi-Skilled	
182	Press Daftri	Unskilled	
183	Press Messenger	Unskilled	
184	Process Server	Unskilled	
185	Provincial Reserve Chowkidar	Unskilled	

Sr. No.	Nomenclature of the Group D post	Unskilled or Semi-skilled post	If the duties are of sweeping nature
186	Pump Attendant	Unskilled	
187	Record Lifter	Unskilled	
188	Regulation Zamadar	Unskilled	
189	Road Mate	Unskilled	
190	Room Attendant	Unskilled	
191	Saddler	Semi-skilled	
192	Salesman	Unskilled	
193	Sanitary Worker	Unskilled	Sweeping nature
194	Sanitation Employee	Unskilled	
195	Security Attendant/Security Guard	Unskilled	
196	Security Man	Unskilled	
197	Ferro Khalasi	Unskilled	
198	Sewer Helper	Unskilled	Sweeping nature
199	Sewer Man	Unskilled	Sweeping nature
200	Sewerman-cum-Chowkidar	Unskilled	Sweeping nature
201	Skelton Material Cleaner	Unskilled	
202	Skilled Coolie	Unskilled	
203	Sound Attendant	Unskilled	
204	Special Cook	Semi-skilled	
205	Stamper	Unskilled	
206	Store Attendant	Unskilled	
207	Store Attendant/Storeman/Store Helper	Unskilled	
208	Store Chowkidar	Unskilled	
209	Store Coolie	Unskilled	
210	Store Munshi	Unskilled	
211	Storeman/Store Attendant	Unskilled	
212	Stretcher Barrier	Unskilled	
213	Swasthya Sahayak	Unskilled	
214	Sweeper	Unskilled	
215	Sweeper-cum-Chowkidar	Unskilled	
216	Sweeper-cum-Chowkidar-cum Messenger	Unskilled	Sweeping nature
217	Sweeper-cum-Chowkidar-cum-Mali	Unskilled	
218	Sweeper-cum-Glass Cleaner	Unskilled	Sweeping nature
219	Sweeper-cum-Mali	Unskilled	Sweeping nature
220	Syce	Semi-skilled	
221	T. Operator	Unskilled	

Sr. No.	Nomenclature of the Group D post	Unskilled or Semi-skilled post	If the duties are of sweeping nature
222	T. Mate	Unskilled	
223	Tailor	Semi-Skilled	
224	Tandooria	Unskilled	
225	Telephone Attendant	Unskilled	
226	Theater Attendant	Unskilled	
227	Tractor Cleaner	Unskilled	
228	Truck Cleaner	Unskilled	Sweeping nature
229	Turner	Semi-skilled	Sweeping nature
230	TV Attendant	Unskilled	
231	Tyreman Helper	Semi-skilled	
232	Ushar	Unskilled	
233	Veterinary Dresser	Semi-skilled	
234	Visera Cutter	Semi-Skilled	
235	Waiter	Semi-Skilled	
236	Ward Boy/ Ward Attendant/Ward Servant	Unskilled	
237	Warder	Unskilled	
238	Washing Boy	Unskilled	
239	Water Carrier	Unskilled	
240	Water Carrier-cum-Chowkidar	Unskilled	
241	Water Carrier-cum-Cook	Unskilled	
242	Water Person/ Waterman	Unskilled	
243	Weigh Man	Unskilled	
244	Welder Helper/ Helper Welder	Semi-skilled	
245	Well Borer	Semi-skilled	
246	White Washer	Semi-skilled	
247	Women Coolie	Unskilled	
248	Workshop Attendant	Unskilled	
249	Workshop Worker	Semi-skilled	
250	X-Ray Attendant	Semi-skilled	
