

Advt. No 10/2024
HARYANA STAFF SELECTION COMMISSION
BAYS NO. 67-70, SECTOR-2, PANCHKULA – 134151
Website www.hssc.gov.in

Item(s)	Timeline
Date of Publication of Advertisement	15.07.2024
Opening date for submission of online applications	21.07.2024
Closing date for submission of online application	31.07.2024 (11:59 P.M.)
Fee Details	No Fees is required to be deposited by any candidate for applying against any Post(s).

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1. Invitation of Applications

Online applications are invited for direct recruitment to Group C posts from the Common Eligibility Test (CET) Group-C qualified candidates against Advt. No. 10/2024 through the URL address i.e. <https://adv102024.hryssc.com/> from 21.07.2024 to 31.07.2024 till 11.59 P.M. Thereafter, the website link will be disabled. The candidates who had applied against Advertisement no. 3/2023 dated 07.03.2023 have to apply afresh for these posts on the basis of their CET registration no.

2. Details of Posts & Qualifications:-

Essential Qualification for all posts: -

- i) Hindi or Sanskrit as one of the subject in Matric or Higher Education.
- ii) Age : 18-42 years.
- iii) Age relaxation as per instructions of Haryana Govt (for SC/BC-A/BC-B/PWD/ESM etc of Haryana for detail please see Para- 9 of the Advertisement).

1075 Posts of Various Departments/Board/Corporation etc. in Group 58																	
Cat. No.	Name of Department	Name of Post	Pay Scale	Gen	SC	BCA	BCB	EWS	ESM Gen	ESM-SC	ESM-BCA	ESM-BCB	Total	PWD			
														VH	HH	OH	BD
390	Various Deptt./ Boards/ Corporation/ Commission etc.	Senior Scale Stenographer (Both)	Level -6	13	8	4	4	5	1	2	1	2	40	0	0	1	0
391	Various Deptt./ Boards/ Corporation/ Commission etc.	Junior Scale Stenographer (Both)	Level -4	106	43	34	18	27	18	4	5	6	261	3	2	3	1
392	Various Deptt./ Boards/ Corporation/ Commission etc.	Steno Typist (Both)	Level -2	314	127	94	62	77	55	12	15	18	774	12	5	13	2
				433	178	132	84	109	74	18	21	26	1075	15	7	17	3
Cat. No.	Essential Education Qualification for the posts of Cat. No. 390 to 392																
390.	i)10+2/10+2 1st Division/10+2 Vocational/Graduation/Graduation with 60% or its equivalent from a recognised board/university. English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 4% AND Hindi Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistake should not exceed 4%)																
391.	i) 10+2/10+2 1st Division/10+2 Vocational/Graduation/Graduation with 60% or its equivalent from a recognised board/university English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 8% AND Hindi Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistake should not exceed 8% Note:- For Haryana Pollution Control Board ,mistakes should not exceed 4%																
392.	i) 10+2/10+2 1st Division/10+2 Vocational/Graduation/Graduation with 60% or its equivalent from a recognised board/university English Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistakes should not exceed 8% AND Hindi Shorthand at a speed of 64 words per minute and transcription at a speed of 11 words per minute and mistake should not exceed 8%)																
517 Posts of Various Departments/Board/Corporation etc. in Group 59																	
Cat. No.	Name of Department	Name of Post	Pay Scale	Gen	SC	BCA	BCB	EWS	ESM Gen	ESM-SC	ESM-BCA	ESM-BCB	Total	PWD			
														VH	HH	O H	BD
393.	Various Deptt./ Boards/ Corporation/ Commission etc.	Senior Scale Stenographer (English)	Level -6	49	22	15	8	15	8	3	3	4	127	0	0	2	0

394.	Various Deptt./ Boards/ Corporation/ Commission etc.	Junior Scale Stenographer (English)	Level -4	10	2	2	0	2	1	0	0	0	17	0	0	0	0
395.	Various Deptt./ Boards/ Corporation/ Commission etc.	Steno Typist (English)	Level -2	154	61	52	30	31	26	7	5	7	373	4	2	4	1
				213	85	69	38	48	35	10	8	11	517	4	2	6	1
Cat. No.	Essential Education Qualification for the posts of Cat. No. 393 to 395																
393.	i) 10+2/10+2 1st Division/10+2 Vocational/Graduation/Graduation with 60% or its equivalent from a recognised board/university. English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 4%.)																
394.	i) 10+2/10+2 1st Division/10+2 Vocational/Graduation/Graduation with 60% or its equivalent from a recognised board/university. (English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 8%.)																
395.	i) 10+2/10+2 1st Division/10+2 Vocational/Graduation/Graduation with 60% or its equivalent from a recognised board/university .English Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistakes should not exceed 8%																
246 Posts of Various Departments/Board/Corporation etc. in Group 60																	
Cat. No.	Name of Department	Name of Post	Pay Scale	Gen	SC	BCA	BCB	EWS	ESM Gen	ESM-SC	ESM-BCA	ESM-BCB	Total	PWD			
														VH	HH	OH	BD
396.	Various Deptt./ Boards/ Corporation/ Commission etc.	Steno Typist (Hindi)	Level-2	83	44	30	17	29	24	5	5	9	246	3	1	2	1
				83	44	30	17	29	24	5	5	9	246	3	1	2	1
Cat. No.	Essential Education Qualification for the posts of Cat. No. 396																
396.	i) 10+2/10+2 1st Division/10+2 Vocational/Graduation/Graduation with 60% or its equivalent from a recognised board/university. Hindi Shorthand at a speed of 64 words per minute and transcription at a speed of 11 words per minute and mistake should not exceed 8%)																

Note: (A) In case, the candidate applies on the basis of equivalent qualification(s) for the post(s) where 'equivalent' word is mentioned in essential qualification(s), the consideration of the said equivalent qualification(s) of the candidate at the level of Commission will be only provisional subject to its acceptance by the indenting Department after due verification.

(B) Further, if a candidate claims eligibility on account of possessing higher qualifications in same line as prescribed in minimum qualifications for that particular post, in view of Haryana Government instruction No. 10/4/2015-3GSII, dated 25.03.2016, in that case, the consideration of said higher qualification in the same line at the level of Commission will only be provisional subject to its acceptance by the indenting Department after due verification.

3. Details of syllabus for different categories in the group are attached at Appendix-C (available on the website of HSSC).

4. Groupwise schedule of dates and time of examination shall be uploaded/notified after closing date of application form.

5. Criteria for Selection, Examination & Syllabus.

(i). In view of Hon'ble High Court judgement dated 31.05.2024 in LPA No. 1037/2023, the weightage of socio-economic marks of 2.5% in the scheme of marks has been done away with. Accordingly, the pattern of exam shall be as follows:

Pattern of Examination:-All questions shall be compulsory. Question paper shall be Bilingual (English & Hindi). An Offline (OMR base) written examination will be held for recruitment of Group- C posts. There shall be no negative marking for wrong answer. The total no. of questions will be 100 with weightage of 0.975 marks for each question. A candidate has to fill one option compulsorily out of five options given. **In case a candidate doesn't mark any of the five options for a question then 0.975 marks for each un-attempted question shall be deducted.**

Extra five minutes shall be given to mark fifth option, if candidate does not know the answer. Total time allowed for the paper will be (100+5) =105 minutes including the five minutes.

Note: Syllabus and pattern for written examination/skill test (97.5%) is attached at Appendix-C and the detail is available on website i.e. www.hssc.gov.in.

6. Process of recruitment for Group C Posts

- (i) After receipt of application, the Commission shall hold offline written examination/or skill test from the eligible candidates based on the merit list of CET marks.

Provided that the maximum number of eligible candidates for the skill and/or written examination who shall be eligible to appear in such examination based on number of posts advertised by the Commission as under:-

- (a) Candidates equal to five times the number of posts advertised if the number is less than 30;
- (b) 150 candidates if the number is between 30 and 40;
- (c) Candidates equal to four times the number of posts advertised if the number is greater than 40;
- (ii) If the CET marks of the last candidate who has applied for the post in terms of sub-clause (i) above is achieved by more than one candidate, then all the candidates at the cut off CET marks who have applied for the post shall be entitled to be considered for appearing in the skill and/or written examination for the post(s) advertised by the Commission.
- (iii) Only those candidates, who fulfill the minimum educational qualifications and other eligibility conditions for a post advertised by the Commission on the last date specified in the advertisement issued by the Commission under sub-clause (i) above and who applied for the post for consideration shall be issued an Admit Card and be eligible to appear in the skill and/or written examination to be conducted by the Commission.
- (iv) On receipt of requisitions of the posts of different nomenclature but of similar educational qualifications, the Commission shall be competent to hold one common skill and/or written examination with the condition that the distribution/allocation shall be on merit-based option given by the successful candidates.
- (v) When the number of candidates applying under sub-clause (i) who are eligible is less than the number limit specified in the above said clause then the Commission

may extend the date by publication on the website for enabling further eligible candidates to apply.

- (vi) For consideration of a candidate against a post of general category, such candidate has to secure minimum 50% marks in the skill and/or written examination to be considered for selection/recruitment. In case of consideration against the reserved category post (whether vertical or horizontal) the candidate shall receive a concession @ 10% for the purpose of eligibility for the purpose of skill and/or written examination, i.e. the minimum cut off for such candidates shall be 40% because they have been given 10% concession in minimum marks.
- (vii) The Commission shall on the basis of marks obtained in the written/skill examination shortlist the candidates for selection, recommendation or waiting list in the respective categories and publish on the website.

Note:- Save as otherwise provided in any instructions of Government, in case of non-availability of eligible candidate(s) of respective category after the skill and/or written examination for the post which remain unfilled shall be re-advertised as per reservation policy.

If the total marks of skill and/or written examination of a post are 100, then the maximum marks of skill and/or written examination will be 97.5. For consideration against a Group C post of General category, a candidate (including a candidate of reserved category who has not availed any kind of concession/relaxation of age, fee, qualification etc.) has to obtain minimum 48.75 marks (i.e. 50% of 97.5) of skill and/or written examination. However, for consideration against the same post of reserved category, a candidate of respective reserved category has to obtain minimum 39 marks (i.e. 40% of 97.5).

7. Reservation:

- 7.1. Implementation of reservation policy, maintaining reservation roster and earmarking of vacancies for different categories comes under the domain of the concerned departments and Commission has nothing to do with the number of posts requisitioned under different categories. Benefit of reservation to the persons of reserved category will be as per Haryana Government instructions contained in letter No. 22/10/2013-1GS-III, dated 15.07.2014 and thereafter issued from time to time upto the date of advertisement shall be applicable. With regard to the PwD category posts, in case a particular category of suitable PwD candidate as per advertisement is not available, then the other suitable PwD category candidate may be accommodated, if permitted by the concerned department as per the instructions applicable.
- 7.2. The short-listing of candidates shall be done on the basis of particulars filled in online application form for which supporting documents shall be uploaded. As candidates can update their particulars till closing date, thereafter, no change of particular at any stage shall be entertained. In absence of documentary evidence or mismatch in claimed category and uploaded documents, candidature of candidate shall be considered under General category/Parent category, subject to his/her fulfilling eligibility in General category/Parent category.
- 7.3. The benefit of reservation will be given only to those SC/BCA/BCB/EWS/PwD and ESM candidates who are bonafide resident of Haryana State and submit the application against

reserved category posts. As per letter No. 22/88/96-3GS III dated 25.06.1997, if any member/members belonging to Scheduled Castes / Backward classes is/are selected in the open competition for direct recruitment on the basis of their own merit, they will not be counted against the quota reserved for Scheduled Castes / Backward classes, they will be treated as open competition candidates. However, such candidates should fulfill conditions of eligibility regarding age etc. as are meant for general category candidates.

- 7.4 EWS certificate (valid for State of Haryana) on prescribed proforma should be valid for the year in which the candidates have applied for the posts as per govt. instructions issued vide no. 22/12/2019-1GS-III, dated 25.02.2019. **EWS certificate issued for jobs in Central Govt. will not be considered irrespective of income mentioned in certificate.**
- 7.5 The candidates belonging to BC-A/BC-B categories should attach the fresh/latest BC-A or BC-B certificate as the case may be as per Haryana Government instruction issued vide no. 22/132/2013-1GS-III, dated 22.03.2022. **OBC certificate issued for jobs in Central Govt. will not be considered irrespective of income mentioned in certificate.**
- 7.6 The reserved category candidates belonging to other States will be allowed to compete against the posts meant for general category only and will be considered as general category candidates.
- 7.7 **Ex-serviceman**

Benefit of reservation to Ex-Serviceman & their family members will be as per Government Instructions bearing No. 12/15/2019-4GS-II dated 09.03.2022 and 13.04.2022 or as amended from time to time upto the date of advertisement, viz,-

- (A) An ex-serviceman who himself/herself or his/her family member has already secured employment in civil service on regular basis in any Department/ Board/ Corporation/ University etc. under the State Government **with availing** the benefit of reservation-
- (i) he/she himself/ herself shall not be entitled to avail the benefit of reservation in civil service for any subsequent appointment in any Department/ Board/ Corporation/ University etc. under the State Government. However, the benefit of age relaxation for securing another employment in a higher pay scale or post shall remain continue; and
- (ii) his/her family member shall also not be entitled to avail the benefit of reservation against the posts reserved for ex-servicemen.
- (B) (i) An ex-serviceman who himself/herself has already secured employment in civil service on regular basis in any Department/ Board/ Corporation/ University etc. under the State Government without availing the benefit of reservation in such case he/she himself/herself or one of his/her family members (son, daughter or spouse) will be entitled to avail the benefit of reservation;
- (ii) where an ex-serviceman who himself/herself is eligible to avail the benefit of reservation under these instructions but he/she does not want re-employment in civil service in such case one of his/her family members (son, daughter or spouse) will be entitled to avail the benefit of reservation.

- (C) If an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail the benefit of reservation as ex-serviceman for any one of the subsequent employments. However, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment should give self-declaration/undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be admissible only in respect of vacancies which are filled by direct recruitment and wherever reservation is applicable to the ex-servicemen.
- (D) The family members of martyr military personnel shall be entitled to exercise an option either-
- (i) to avail the benefit of reservation up to two family members; or
 - (ii) to avail the benefit of compassionate appointment to one of the family members under the Ex-gratia Policy namely Compassionate Appointment to family member of Martyr Armed Forces Personnel Policy notified by Government from time to time.
- (E) The priority list for recruiting agency for preparation of final list of selection/appointment of ex-servicemen or their family members against the posts reserved for ex-servicemen shall be as under:-
- (i) disabled ex-servicemen, the post(s) for which they are physically fit;
 - (ii) failing (i), family member of disabled ex-servicemen;
 - (iii) failing (ii), other ex-servicemen who are eligible to get the benefit of reservation under these instructions:
 - (iv) failing (iii), family member of other ex-servicemen who are eligible to get the benefit of reservation under these instructions.
- (F) Disabled ex-serviceman means a person who has been released from military service due to disability attributable or aggravated due to military service. An ex-serviceman shall not be treated disabled one who has been released from military service not on account of his/her disability but has been released in the normal course after the completion of his/her term or retired from military service voluntarily.
- (G) Both the reservations are horizontal, therefore, a disabled ex-serviceman who is selected against the post reserved for ex-serviceman will not be counted against the post reserved for PwD.
- (H) In all circumstances the benefit of reservation against the posts reserved for Ex-servicemen shall be admissible at the time of final selection list only and not at the time of preliminary test, main test or interview.
- (ii) An ex-serviceman who have been discharged from military service by way of dismissal, misconduct or inefficiency neither he/she himself/herself nor his/her family members shall be entitled to avail the benefit of reservation in civil service.

- 7.8. **ESM candidates shall attach attested photocopy of Identity Card issued by concerned Zila Sainik Board and Discharge certificate/DischargeBook. Disabled ESM/Dependent of Disabled ESM** shall attach disability certificate & proof that he/his/her father or husband has not been released in the normal course after the completion of his/her term or retired from military service voluntarily and family member of Martyr shall produce relevant certificate/Battle Casualty certificate which proves the Martyr status issued by competent authority.
- 7.9. Benefit of reservation to the children/grandchildren of Freedom Fighters will be as per Government Instruction No. 22/49/2021-1GS-III dated 27.10.2021 and 26.04.2022. Children/Grand Children of Freedom Fighter shall be required to produce the Certificate duly issued by the respective competent authority.
- 7.10. Commission can direct the ESM candidates to provide relevant information along with the affidavit to avail the benefits.
- 7.11. If for any post, there is no vacancy in reserved category, then the candidate of reserved category can apply under general category. However, such candidate will be considered as general category candidate and will be shortlisted as per merit of general category.

8. Provision of Compensatory Time and assistance of Scribe to Persons with Benchmark Disabilities:-

Following facilities will be made available to Persons with Benchmark Disabilities (Divyangjan):

- 8.1. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the scribe will be allowed, if so desired by the candidate.
- 8.2. In case of remaining categories of persons with benchmark disabilities, the scribe will be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/her behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution as per proforma at **Annexure-I**. Candidates will be allowed the scribe only if they apply for availing the scribe facility in online application form and produce the certificate at the time of written examination as well as subsequent stages of examination as per proforma at **Annexure-II**.
- 8.3. The qualification of the scribe should be matriculation in case the minimum qualification prescribed for the post is 10+2 and if minimum qualification prescribed for the post is graduation or above then the scribe shall be matriculate or 10+2. The candidates with benchmark disabilities opting for scribe shall be required to submit details of the scribe at the time of examination as per proforma at **Annexure-I**. In addition, the scribe has to produce a valid ID proof in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted at the time of written examination as well as subsequent stages of examination as per proforma at **Annexure-II**.
- 8.4. Scribe should not be a candidate of the same examination. If a candidate is detected as assisting another PwD candidate as scribe in this examination, then the candidature of both the candidates will be cancelled.
- 8.5. A compensatory time of 20 minutes per hour of examination will be provided to the candidates who are allowed to use of scribe as per Para 8.1 and 8.2 above.

- 8.6. The candidates referred at Para 8.1 and 8.2 above, who are allowed to use of scribe but not availing the facility of scribes will also be given compensatory time of 20 minutes per hour of examination.
- 8.7. No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
- 8.8. The PwD candidates who have availed the facility of Scribes and/or compensatory time shall be deemed to have availed benefit of relaxation and must produce relevant documents for the eligibility of scribe/compensatory time when called upon to do so by Commission.

List of Benchmark Disabilities

Sr. No.	Type of Disability	Category of disability to be selected in Registration/ Application form
(a)	Blindness and low vision	VH
(b)	Deaf and hard of hearing	HH
(c)	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.	OH
(d)	Autism, intellectual disability, specific learning disability and mental illness.	BD/other
(e)	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.	BD/other

9. Relaxation in Age:

- (A) In accordance with public notice dated 11.05.2022, age shall be relaxed for those posts only which were withdrawn by the Commission on 13.01.2022 and only for those candidates who had applied against the said cancelled posts and who have now qualified CET-2022 for Group-C (withdrawal notice dated 13.01.2022 and public notice dated 11.05.2022 are attached at Appendix-E&F). The maximum age limit shall be considered on the last day of submission of online application form, however, the candidates who were eligible to apply and applied under Advertisement No. 03/2023 and have now become overage, are also eligible for this advertisement.
- (B) As per Haryana Govt. Instructions No. 22/06/2021-1GS-III, Dated 25th March, 2022, benefit of relaxation in upper age limit, applicable to various categories, is as follows:
- (i) Where the upper age limit is 42 years without any relaxation in age the same shall not exceed 52 years for the applicants who are entitled to get the benefit of relaxation in age of one or more categories under various circumstances mentioned below :-

Sr. No.	Categories where relaxation is admissible	No. of years of relaxation
(i)	Scheduled Castes.	5 years' relaxation in age
(ii)	Backward Classes.	5 years' relaxation in age

(iii)	Disabled persons who covered under the Rights of Persons with Disabilities Act, 2016.	<p>(i) 10 years' relaxation in age (+5 years if PwD applicant belongs to S/Caste, S/Tribe, B/Classes, EWS Category) subject to maximum 52 years, for Group C & D Posts, and also for Group A & B Posts where recruitment is made otherwise than through open competitive examination.</p> <p>(ii) 5 years' relaxation in age (+5 years if PwD applicant belongs to S/Caste, S/Tribe, B/Classes, EWS Category (subject to maximum 52 years) for Group A & B posts where recruitment is made through open competitive examination.</p> <p>Note:-Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved for PwD or not, provided the post is identified suitable for persons with disabilities.</p>
(iv)	Group C posts of Police Personnel (e.g. Constable, ASI) where upper age limit is less than 42 years	5 years' relaxation in age to S/Caste, B/Classes and applicants of Economically Weaker Sections (EWS) only. However, relaxation to Ex-servicemen as per rules of Police or Prisons Department, Haryana.
(v)	Wives of military personnel who are disabled while in military service;	5 years' relaxation in age
(vi)	Widowed or legally divorced women;	5 years' relaxation in age
(vii)	Judicially separated women residing separately for more than two years from the date as prescribed for the purpose of age for applicants of other categories.	5 years' relaxation in age
(viii)	Unmarried women	5 years' relaxation in age
(ix)	Ex-serviceman including Short Service Commissioned Officers and Emergency Commissioned Officers.	<p>Relaxation in age to the extent of his military service added by three years provided-</p> <p>(a) he has rendered continuous military service for a period of not less than six months before his release;</p> <p style="text-align: center;">and</p> <p>(b) he was released otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.</p>

(x)	Persons who have already worked or presently working on adhoc/contract/work-charged/daily wages basis in any Department/ Board/Corporation of Haryana Government including Government-aided institutions under Haryana Government.	Relaxation in age equal to the number of completed years only on equivalent post on adhoc/contract/work-charged/daily wages basis excluding the period of break, if any, including any other age relaxation admissible, if any, subject to maximum age of 52 years and also subject to the condition that if once a person has been appointed on regular basis in any Department/Board/Corporation etc. of Haryana Government with the benefit of relaxation in age he will not be entitled to avail the same again for any subsequent appointment.
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Note 1.-For appointment of an ex-serviceman to a post of Group A, B, C or D, his age will be calculated keeping in view the actual age minus (actual period of military service plus upto three years of break, if any, between military and civil service). If the resultant age does not exceed the maximum age limit, including the number of years of any other relaxation in age admissible to him, prescribed for the post for which he is seeking appointment he shall be deemed to satisfy the condition regarding age limit.

Note 2.-The upper age limit of an applicant of any category (except Ex-servicemen) shall not exceed 52 years who is entitled to avail the benefit of relaxation in age of one or more of the categories mentioned above.

Note 3.-The experience certificate(s) of equivalent post issued by the Appointing Authority of respective Department/Board/ Corporation/Government aided Institutions only shall be valid. Before grant of benefit of relaxation in age, the experience certificate(s) shall be got verified by the HPSC/HSSC from the concerned Appointing Authority (ies).

- (ii). Age relaxation is not admissible to sons, daughters and dependents of Ex-servicemen.
- (iii) Claim of reservation etc., if any, shall be admissible to those candidates only, who upload the requisite valid original certificate along with their application in support of their claim.
- (iv) The benefit of reservation will be given only to those SC/BCA/BCB/EWS and ESM candidates who are domicile of Haryana State.
- (v) The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.

10. How to apply:

- 10.1. Please read the advertisement, instructions and procedure carefully before you start filling the online application form and check all the particulars filled up in application form after getting the printout to ensure the correctness of information and upload all documents before finally submitting the application.
- 10.2. Apply online well in advance without waiting for last date of submission of online application form. Before submission of the online application, candidates must check that they have filled correct details in each field of the form. A candidate may edit his/her application form till the last date of submission of application forms i.e. closing date. After closing date of application, no change/correction/modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand

etc. shall not be entertained and shall be deemed to be rejected.

- 10.3. After successful submission of application, candidates are advised to take final print out of application form for record alongwith uploaded documents.
- 10.4. The hard copy of application form along with all uploaded documents must be brought at the time when called upon to do so by Haryana Staff Selection Commission. Documents which have not been uploaded shall not be entertained. However, HSSC may ask an additional paper in support of already submitted document for more clarity, if required.
- 10.5. No request for change of any particular on the application form shall be entertained by the Haryana Staff Selection Commission after final submission.
- 10.6. No offline application form or copy of downloaded application form will be accepted by the Haryana Staff Selection Commission.
- 10.7. Candidates who do not fulfill the qualifications/eligibility conditions on cutoff date, their application shall be liable to be rejected. All the Certificates/Documents relating to educational qualification/eligibility conditions & experience etc. will be determined with regard to last date fixed to apply online applications.
- 10.8. The Commission does not carry out the scrutiny of the physical documents at the time of submission of online application and the same are checked only at the time of Scrutiny of documents (offline/online).

11. Experience:

For the purpose of age relaxation and essential qualification, the experience will be considered only after acquiring the essential qualification and the experience certificate should be issued by competent authority of the concerned Department/ Board/ Corporation/ Company/Statutory Body/Commission/Authority Co-operative banks etc. under Haryana Government. The details of salary, designation, date of joining, period of service and date of issuance of the certificate of the concerned post should be clearly mentioned in the experience certificate. The copy of proforma is placed at Annexure-III.

For essential qualificartions, where there is requirement of experience, the experience from private organizations/institutions may be considered if the service rules so provides. The required experience certificate should be issued by the competent authority of the private organization/institution concerned. The details of salary, designation, date of joining, period of service and date of issuance of the certificate of the concerned post should be clearly mentioned in the experience certificate. The copy of proforma is placed at Annexure-IV.

12. Post Preferences:

As skill and/or written examination is being held for multiple posts/Departments in groups, therefore, detailed options for various said posts/Departments need to be filled by the candidates through online mode. A candidate will not be considered for a post/Department, if such a candidate has not given his/ her preference for the same. Options confirmed at the time of submission will be treated as final and will not be changed subsequently under any circumstances. Therefore, candidates are advised to be careful while exercising such options.

13. **Scrutiny of Documents**

Only those documents which are uploaded by the candidates while filling up the application form shall be considered for the purpose of scrutiny. In case of any variation in the document uploaded and produced at any subsequent stage, the candidature of such candidate shall be cancelled/rejected. If any application is found without uploading requisite supporting documents and other relevant information, the candidate himself/herself shall be responsible for the same and his/her candidature would liable to be cancelled/rejected.

Note :- The Commission does not verify the genuineness of documents uploaded by the selected and recommended candidates with their application forms, which shall be done by the indenting department at the time of giving appointment.

14. **Resolution of tie cases for final result**

- 14.1. In case there are more than one candidate having equal aggregate marks (written examination/skill test marks) the candidate who is older in age will get precedence over the younger one.
- 14.2. In case two or more candidates have the same aggregate marks and same date of birth. The candidates having higher marks in CET Phase –I written examination shall be considered.

15. **Likely causes of rejection of application/candidature**

1. More than one application form for a particular post.
2. Application is incomplete and not online.
3. No qualification of Hindi/Sanskrit as prescribed in advertisement.
4. Applicant does not possess the requisite academic qualification on cutoff date.
5. Candidate is underage/overage on the cutoff date/closing date.
6. Variation in data of online application form and in original documents if detected at any stage.
7. Lack of essential qualification as prescribed in advertisement.

Note: Candidates beyond the limit mentioned in the CET notification No. 42/119/2019-5GS-I dated 5th May, 2022 & 31st May, 2022 shall not be called for written examination.

16. **Commission's Decision Final**

The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, short-listing for examination(s), conduct of examination(s), allotment of examination centres and preparation of merit list and allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard. Commission can anytime call candidates to capture their biometric data. In case of biometric thumb or facial mismatch of data taken at the time of examination, at time of scrutiny, before making recommendation, at the time of joining or at any other stage, candidature of candidate will be cancelled on grounds of impersonation and he/she will be debarred from the future examinations. Criminal proceedings shall also be initiated against such candidates/impersonators.

If a candidate bypass the biometric arrangements and does not provide his/her biometric/facial data or uses any other unfair means during written exam, scrutiny, physical test, joining or at any other stage, his/her candidature will be cancelled on attempt of cheating and impersonation and he/she will be debarred from the future examinations.

17. Documents to be uploaded with Application Form (MANDATORY)

-
- 17.1. Scanned Copy of Essential Academic Qualifications and Matriculation Certificate showing Date of Birth and other relevant details.
 - 17.2. Scanned Copy of SC/BCA/BCB/EWS/ESM certificate, eligibility certificate for family member of ESM and children/grandchildren of Freedom Fighters.
 - 17.3. Scanned Photograph.
 - 17.4. Scanned signatures of the Candidate.
 - 17.5. Scanned copy of all documents/certificates showing higher qualification, experience etc. as per criteria if applicable
 - 17.6. Haryana Bonafide Resident certificate if applicable.
 - 17.7. Equivalence certificate, if applicable.
 - 17.8. EWS certificate as per **Annexure-V**.
 - 17.9. Discharge Certificate/Book, if discharged from the Armed Forces **For (ESM)**
 - 17.10. Eligibility certificate for family members of ESM.
 - 17.11. Eligibility certificate and Disability certificate for Dependent of Disabled ESM.
 - 17.12. Certificate for children/grandchildren of Freedom Fighter.

18. Important Instructions:

- 18.1. Commission reserves right to increase or decrease the number or break up of already advertised posts anytime till the date of recommendation on the basis of change in requisition from the indenting department.
- 18.2. Mere short listing/selection of a candidate does not confer any right of appointment unless the Government is satisfied that the candidate is suitable for appointment to the service/post in all respects after conducting necessary enquiry, if so required.
- 18.3. OMR sheets will have three folios- Original OMR, Commission copy and Candidate copy. The candidate shall not mark anything on Commission copy. The impression of Original OMR sheet will be automatically marked on all the three folios. Pencil should not be used for darkening the circle. If, more than one circle is found darkened, that answer will not be evaluated. However, if a candidate smudges/scratches/erases any place on the OMR sheet in any manner with Eraser, Nail, Blade, White Fluid/Whitener etc. then in such circumstances OMR Sheet/Answer Sheet and candidature of the candidate shall be cancelled. The candidate himself/herself will be solely responsible for rejection of OMR/answer sheet on these grounds.
- 18.4. Candidates will be considered in Open/General or parent vertical category on the basis of merit in the final result only and not at any preliminary stage provided they have not taken any benefit/relaxation.
- 18.5. Read the complete advertisement very carefully as all the applicants are bound by the terms and conditions mentioned in the advertisement.

- 18.6. The commission advertises posts under different categories of reservations requiring different eligibility conditions as per roster points maintained by concerned department, as per applicable Government Instructions and Service Rules, wherein Commission has no role to play.
- 18.7. ESM Category candidates are governed by Instructions issued by Haryana Government. Other reserved category candidates are governed by instructions issued by Chief Secretary Office, Social Justice Department, Sports Department etc. and are available on the websites of concerned departments and may be downloaded and perused before filling-up application form. Service Rules of the concerned department can be downloaded from the website of the concerned department in case of any dispute regarding eligibility. The provisions of the Act shall prevail over the rules and that of rules shall prevail over the instructions.
- 18.8. All rules/instructions prevailing on cut-off date shall be applicable.
- 18.9. Candidates are advised to fill-up the online application form himself/herself very carefully, upload the documents after scanning the same from original documents while ensuring that whole documents are scanned and if any, certificate is printed on both sides then both sides should be scanned and uploaded. Documents should be uploaded at the proper place.
- 18.10. Scanned documents uploaded with application form shall only be considered for deciding the qualification criteria for the post. Document(s) which is/are not uploaded at the time of filling application form shall not be considered at subsequent stage.
- 18.11. Any candidate who claimed reservation in the CET application form (on One Time Registration Portal viz. OTR) but his/her data does not match with his/her data in Parivar Pehchan Patra or document attach by him/her as verified online by the Commission in view of the documents submitted by the candidate; shall be considered under General category, provided such a candidate fulfills age/qualification and other criteria required to be fulfilled by a general category candidate.
- 18.12. All notice pertaining to recruitment shall be displayed on official website of HSSC. Therefore, all applicants are advised to visit the website regularly for information and updation as no individual information shall be given to a candidate separately.
- 18.13. Evaluation of OMR answer sheets of the candidate is done through computer software. No manual evaluation is done and there is no process of re-evaluation of OMR sheet.
- 18.14. All candidates are advised to retain copy of advertisement, application form filled by him/her along with uploaded documents, admit card, notices, copy of question paper, OMR sheet (candidate's copy) etc. for his/her record. Such information having already been provided, no RTI Application in this regard shall be entertained.
- 18.15. Answer key of the question paper shall be put on the official website of Commission after the written examination. Candidate should file objections if any within specified period along with prescribed fee. Thereafter, no objection shall be entertained and all objections so received shall be forwarded to Chief Examiner. On the basis of decision informed by Chief Examiner, the final key shall be prepared and evaluation shall be done on the basis of final key so prepared. As the commission is not a subject expert, the decision of the Chief Examiner shall be final and no correspondence in this regard shall be entertained.
- 18.16. If any document is required to be renewed/re-issued, candidate must bring both old and new documents.

- 18.17. In case an examination is conducted in more than one shift, the Commission may adopt Normalization method/process as deemed suitable.
- 18.18. Qualifications i.e. degree, diploma, certificates, experience and other terms & conditions of eligibility will be determined with regard to the last date fixed for receipt of online applications also termed as closing date.
- 18.19. If on verification at any stage starting from submission of application form till appointment and any time even after appointment, it is found that any candidate does not fulfill any of the eligibility condition or it is found that the information/document furnished is false or incorrect, his/her candidature will be cancelled and he/she will also be liable to be debarred and criminally prosecuted. This is irrespective of whether the candidate was benefitted by furnishing the false or incorrect information in his/her application. If the candidate is selected, his/her recommendation may be withdrawn.
- 18.20. Candidates, who have obtained degree(s) or diploma(s) or certificate(s) for course(s) from any Board/Institution **declared fake by the University Grants Commission or not recognized by Haryana Government** shall not be eligible for being considered for recruitment to the post(s) advertised and no representation in this regard shall be entertained.

19. Regulatory Framework

- (i) EWS certificate as per **Annexure V**.
- (ii) Qualifications i.e. degree, diploma, certificates, experience and other terms & conditions of eligibility will be determined with regard to the last date fixed for receipt of online applications also termed as closing date.

20. Action against candidates and/or impersonator found guilty of misconduct.

If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of examination or thereafter, their candidature for this examination will be cancelled and they (candidate and impersonator) will be debarred from the examinations of the Commission for the period mentioned below:

Sr. No.	Type of Malpractice	Debarment Period
1	Taking away any Examination related material such as Original, Commission OMR sheets, Rough Sheets, Commission Copy of Admit Card etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.	2 Years
2	Leaving the Examination Venue uninformed during the Examination	2 Years
3	Misbehaving, intimidating or threatening in any manner with the examination functionaries i.e. Centre Superintendent, Invigilator, Security Guard or Commission's representatives etc.	3 Years
4	Obstruct the conduct of examination/instigate other candidates not to take the examination.	3 Years
5	Making statements which are incorrect or false, suppressing any material information, submitting fabricated documents, etc.	3 Years
6	Obtaining support/influence for his/her candidature by any irregular or Improper means in connection with his/her candidature.	3 Years
7	Appearing in the same examination more than once in contravention of the rules.	3 Years
8	Damaging examination related infrastructure/equipments.	3 Years

9	Appearing in the Exam with forged Admit Card, identity proof, etc.	5 Years
10	Using unfair means in the examination hall like copying, cheating from any material or from any candidate.	5 Years
11	Assault, use of force, causing bodily harm in any manner to the examination functionaries i.e. Centre Superintendent, Invigilator, Security Guard or Commission's representatives etc.	5 Years
12	Threatening/intimidating examination functionaries with weapons/fire arms.	5 Years
13	Possession of fire arms/weapons during the examination.	5 Years
14	Possession of Mobile Phone in switched-off or turned-on mode, Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.	5 Years
15	Impersonate/Procuring impersonation by any person in written exam, physical tests, scrutiny or at any other stage. Candidate not giving biometric/facial data will amount to impersonation.	5 Years
16	Taking snapshots, making videos of question papers or examination material, etc.	5 Years
17	Sharing examination terminal through remote desktop software's/Apps/ LAN/VAN, etc.	5 Years
18	Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.	5 Years

In addition to above, if any person/organization indulge any unfair means in Public examination, he/she shall be liable to be punished under THE HARYANA PUBLIC EXAMINATION (PREVENTION OF UNFAIR MEANS) ACT, 2021 or any other law applicable at that point of time.

Note: Haryana Staff Selection Commission reserves the rights to supervise the complete recruitment process from online application to selection by way of using Biometric process and CCTV Cameras/ Videography etc.

***USE OF MOBILE PHONE AND OTHER ELECTRONIC DEVICES/GADGETS DURING EXAMINATIONS CONDUCTED BY HARYANA STAFF SELECTION COMMISSION IS STRICTLY PROHIBITED.**

Place: Panchkula
Date: 15.07.2024

-Sd/-
Secretary
Haryana Staff Selection Commission,
Panchkula

HARYANA STAFF SELECTION COMMISSION
BAYS NO. 67-70, SECTOR-2, PANCHKULA-134151
(Web Site-www.hssc.gov.in)

WITHDRAWAL NOTICE

Consequent upon the notification issued by the General Administration Department (General Services-I) Haryana vide No. G.S.R 27/Const./Art.309/2021 Dated 30.12.2021, (or as amended from time to time) Haryana Staff Selection Commission shall conduct a Common Eligibility Test (CET), as per Haryana Govt., General Administration Department (General Services-I Branch), notification No. 42/119/2019-5GS-I, dated the 10th September 2021, for the purpose of selection and recommendation of names of candidates to a Department for Group C posts.

In view of this, vide Haryana Government memo no. 42/02/2018-5GS-I dated 12th January 2022, Government has decided to withdraw immediately all the advertisements issued from 2018 onwards for which no examination has been conducted by HSSC.

The under mentioned Advertisements and Notices/Corrigendum connected thereto, published in various Newspapers, which were under process are hereby cancelled by the Haryana Staff Selection Commission, Panchkula. The candidate shall apply for CET through One Time Registration Portal.

However it has also been decided that the fee already deposited by the applicants in respect of above said advertisements will be refunded for which separate notice will be issued soon. :-

Sr. No.	Advt. No.	Cat. No.	Department	Name of Post	No. of post
1.	Advt. No. 1-2018	Cat. No. 3	Department of Sports & Youth Affairs, Haryana	Junior Coach Cricket	1
2	Advt. No. 1-2018	Cat. No. 8	-Do-	Junior Coach & Kayaking & Canoeing	1
3	Advt. No. 1-2018	Cat. No. 14	-Do-	Junior Coach Tennis	5
4	Advt. No. 1-2018	Cat. No. 20	-Do-	Junior Coach Rowing	1
5	Advt. No. 1-2018	Cat. No. 22	Ayush Department, Haryana	Dispenser (Ayurvedic)	13
6	Advt. No. 2-2018	Cat. No. 1	Urban Local Bodies-cum-Fire Service, Haryana	Fire Operator Cum Driver	1646
7	Advt. No. 7-2019	Cat. No. 1	Land Record, Department	Patwari	588
8	Advt. No. 8-2019	Cat. No. 1	Irrigation & Water Resources Department, Haryana, Panchkula	Canal Patwari	1100
9	Advt. No. 9-2019	Cat. No. 1	Development & Panchayat Department, Haryana	Gram Sachiv	697

10	Advt. No. 11-2019	Cat. No.3	DHVBVN	Asst. Law Officer	3
11	Advt. No. 11-2019	Cat. No. 5	HVPNL	Asst. Law Officer (HVPN)	2
12	Advt. No. 11-2019	Cat. No.10	HVPNL	Pharmacist (Re-Advertisement)	4
13	Advt. No. 11-2019	Cat. No. 11	HVPNL	Jr.Scale Steno	34
14	Advt. No. 11-2019	Cat. No. 17	HVPNL	Hindi Translator (Re-Advertisement)	5
15	Advt.No.11-2019	Cat. No. 22	UHBVNL	Divisional/Revenue Accountant (Re-Advertised)	48
16	Advt. No.11-2019	Cat. No. 25	UHBVNL	Asst. Law Officer	3
17	Advt. No.12-2019	Cat. No.31	Skill Development & Industrial Training Department, Haryana Panchkula	Plastic Processing Operator Instructor (Practical)	2
18	Advt. No. 14-2019	Cat. No.14	Irrigation & Water Resources	Accounts Clerk (Irrigation & Water Resources)	22
19	Advt. No. 14-2019	Cat. No.15	Irrigation & Water Resources	Sub Divisional Clerk (Re-Advertised) (Irrigation & Water	49
20	Advt. No. 14-2019	Cat. No.29	Irrigation & Water Resources	Zilledar (Re-Advertised) (Irrigation & Water Resources)	23
21	Advt. No. 15-2019	Cat. No. 3	Health Department	Laboratory Attendant	28
22	Advt. No. 15-2019	Cat. No.12	Woman & Child Development, Haryana	Supervisor Female (Matriculate)	19
23	Advt. No. 15-2019	Cat. No.13	Woman & Child Development, Haryana	Supervisor Female (Graduate)	57
24	Advt. No. 15-2019	Cat. No.18	Co-operative Societies, Haryana	Sub-Inspector General	409
25	Advt. No. 1-2020	Cat. No. 1	Chief Electoral Officer, Haryana	Naib Tehsildar	6
26	Advt. No. 1-2020	Cat. No. 2	Chief Electoral Officer, Haryana	Election Kanungo	21
27	Advt. No. 1-2020	Cat. No. 4	Public Works Department (B&R)	Auto Diesel Mechanic	39
28	Advt. No. 1-2020	Cat. No. 7	Public Works Department (B&R)	Receptionist-cum-Telephone Operator	9
29	Advt. No. 1-2020	Cat. No.15	Public Works Department (B&R)	Electrician	115
30	Advt. No. 1-2020	Cat. No.19	Public Works Department (B&R)	Storekeeper	15
31	Advt. No. 1-2020	Cat. No.25	Registrar Co-operative Societies	Inspector	32
32	Advt. No. 1-2020	Cat. No.28	Haryana Seed Development Corporation	Electrician	4
33	Advt. No. 1-2020	Cat. No.29	Haryana Seed Development Corporation	Junior Mechanic	10
34	Advt. No. 1-2020	Cat. No.30	Haryana Seed Development	Accounts Clerk	11

			Corporation		
35	Advt. No. 1-2020	Cat. No.31	Haryana Seed Development Corporation	Store Keeper	3
36	Advt. No. 1-2020	Cat. No.32	Haryana Seed Development Corporation	Store Clerk	6
37	Advt. No. 1-2020	Cat. No.38	Skill Development & Industrial Training Department, Haryana Panchkula	Turner Instructor, Theory	93
38	Advt. No. 1-2020	Cat. No.39	Skill Development & Industrial Training Department, Haryana Panchkula	Fitter Instructor, Theory	144
39	Advt. No. 1-2020	Cat. No.41	Employees State Insurance Health Care	Pharmacist	25
40	Advt. No. 1-2020	Cat. No.42	Employees State Insurance Health Care	Laboratory Technician	28
TOTAL					5321

**Sd/-
Secretary
Haryana Staff Selection Commission
Panchkula**

Dated:-13.01.2022

HARYANA STAFF SELECTION COMMISSION
BAYS NO. 67-70, SECTOR-2, PANCHKULA - 134151
Phone No. 0172-2586501, Website www.hssc.gov.in

Public Notice

(Extension of Closing Date for applying CET with respect to age relaxation)

Reference CET (Common Eligibility Test) through one time registration introduced vide notification no. 42/119/2019-5GS-I, dated 10th September 2021 & other connected instructions/notices, which are available on the website i.e. <http://csharyana.gov.in/en-us/>. The online registration for CET is open through online portal i.e. <https://onetimereg.haryana.gov.in>.

Keeping in view the convenience of the candidates, It is notified for the candidates who are not able to register themselves for CET (Common Eligibility Test) due to overage whereas, they had earlier applied for various posts pertaining to the advertisements, which have been withdrawn (5321 posts & 978 Group-D posts in 4/2019), Government had decided vide Letter No. 42/02/2018-5GS-I, dated 25th March 2022, that they may be allowed the benefit of age relaxation against the posts which were cancelled by the Haryana Staff Selection Commission, Panchkula. The candidates who had applied against these advertisements could not register themselves for CET (Common Eligibility Test) **upto 20.05.2022 and the closing date of fee was 25.05.2022.**

Now commission has decided to extend the date for applying for CET up to 31.05.2022 and the closing date of fee will be 06.06.2022.

Place: Panchkula
Dated, the 20th May, 2022

-Sd/-
Secretary,
Haryana Staff Selection Commission,
Panchkula

ANNEXURE-I**Certificate regarding physical limitations in an examinee to write**

This is to certify that, I have examined Mr/Ms/Mrs _____
 (name of the candidate with disability), a person with _____ (nature and percentage of
 disability as mentioned in the certificate of disability), S/o/D/o _____ a
 resident of _____ Village/District/State) and to state that he/ she has physical
 limitation which hampers his/ her writing capabilities owing to his/her disability.

Place:

Date:

Signature and seal of the Medical Authority

Name and Seal of Member

Name and Seal of Member

Name and Seal of the Chairperson

Name of Government Hospital/ Health Care Centre with Seal

Note: Certificate should be given by specialists of the relevant stream/ disability (e.g. Visual impairment-Ophthalmologist, Locomotor disability-Orthopedic specialist/PMR).

Letter of Undertaking for Using Own Scribe

I, _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____ (name of the State). My qualification is _____ I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader for the undersigned for taking the aforesaid examination. I do hereby undertake that his/ her qualification is matric (in case of minimum qualification of post is 10+2) or 10+2 (in case of minimum qualification of post is Graduation/equivalent or higher). In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with disability)

Place:

Date:

Experience Certificate (For Age relaxation & Essential qualification in case of Haryana Govt. employees)

1. This is to certify that Shri/ Smt/ Ms/ Kumari
 ,.....Son/Daughter/Wife of Shri.....Resident of
 village/town.....Tehsil.....District.....
 .of Haryana State/Union Territory has been serving as
(Complete nomenclature of the post) in the office of
(Department/Board/Corporation/Company/Statutory Body/Commis
 sion/Authority/Co-operative Banks etc. under Haryana Government.)

2. The period of engagement was from
to.....and the completedyears and
 months.

3. The EPF account no. (if any) is/was

Place:**Date:****Signature with seal of Issuing Authority (Head of Office)****Full Name****Designation****Address****Telephone no. with code**

Experience Certificate For Essential Qualification

To be issued on letter head of the Institution/Department/Board'/Issuing Authority

Telephone No.....

Name of Organization
Address of the Organization

This is to certify that Shri/Ms.....S/o, D/o, W/o Shri.....was/is an employee of this Organization/Department and duties performed by him/her during the period(s) are as under:-

1.	Name of post held	
2.	From	
3.	To	
4.	Total Period	Year- Month-
5.	Nature of Appointment-Permanent, Regular, Temporary, Part-time, Contract, Guest, Honorary etc.	
6.	Department/Speciality/Field of experience	
7.	Pay scale and last salary drawn (Rs.)	
8.	Duties performed/experience gained in brief in each post	
9.	Place of posting	
10.	Worked at supervisory level/middle management level/head of branch/lower management	
11.	Bank Account No. in which salary deposited.	
12.	EPF Id No.	
13.	ESI Employee Code No.	
14.	NPS PRAN No.	

2. It is certified that above facts and figures are true and based on service records available in our Organization/Department.

Signature

Name of competent authority
Stamp of competent authority

Note: In respect of the experience gained by the candidate from private organizations, the candidate should enclose the following documents, as relevant in his case, along with the above certificate to prove its genuineness:-

1. Copy of Bank Statement/Pass Book in which salary deposited for relevant period.
2. Copy of Member Pass Book/Statement of EPF contribution for relevant period.
3. Copy of Member Pass Book/Statement of ESI contribution for relevant period.
4. Copy of FORM 26AS of Income Tax Department for the relevant Financial year.
5. Copy of NPS contribution statement for relevant period.

Government of Haryana
(Name & Address of the authority issuing the certificate)
(ECONOMICALLY WEAKER SECTIONS)
INCOME AND ASSET CERTIFICATE

Certificate No.....

Date:- _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari.....son/daughter/wife of.....is permanent resident of....., village/Street....., Post Office....., District....., Pin Code.....whose photograph is affixed below and attested below belongs to Economically Weaker Section, since the gross annual income* of his/her family** is below Rs. 6 lakh (Rupees Six Lakh only) for the financial year _____.

It is further certified that his/her family does not own or possess any of the following assets***:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
- V. Total immovable assets owned are valued at Rs. One Crore or more.

2. Shri/Smt./Kumari.....belongs to the caste which is not recognized as a Scheduled Caste, Backward Classes (Block-A) and Backward Classes (Block-B).

Signature with seal of Office
Name
Designation

Recent Passport
size attested
photograph of
the applicant

*Note 1: Income means income from all sources i.e. salary, agriculture, business, profession etc.

**Note 2: The term "Family" for this purpose will include the person, who applies for benefit of reservation, his/her parents, spouse as well as children and siblings below the age of 18 years.

***Note 3: The property held by a "Family" in different locations or different places/cities are to be clubbed while applying the land or property holding test to determine EWS status.