

Advt. No 3/2022
HARYANA STAFF SELECTION COMMISSION
BAYS NO. 67-70, SECTOR-2, PANCHKULA - 134151
Website www.hssc.gov.in

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1. Invitation of Applications

Online applications are invited for direct recruitment for 53 posts of **Scientific Staff (Group-C) for Forensic Science Laboratory** mentioned below through the URL address i.e. http://adv32022.hryssc.in/StaticPages/Home_Page.aspx from **06.10.2022 to 21.10.2022** till 11.59 P.M. Thereafter website link will be disabled.

2. Procedure/Instructions/Guidelines for Online Filling of Application Form

Please read following general and special instructions carefully before filling the online application form:-

3. How to apply:

- 3.1. 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 fulfill the eligibility criteria in all respect on cutoff date; have filled correct particulars in each field of the form and uploaded all supporting documents. Candidates should be very careful in filling the particulars as after submission 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.**
- 3.2. Please read the instructions and procedures 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.

- 3.3. The candidate is advised to fill all details himself while filling the online application form. If a candidate chooses to get the form filled up through someone else, even then the responsibility to fill correct particulars shall be of candidate and he should ensure the correctness of particulars before submission of application form. No request for change of any particular shall be entertained. After applying online, registration no. , password will be generated. Take print out of the registration no. and password screen for future reference of your application status and for reprinting of your online filled application form and e-challan form. Keep record of the same. Candidate may change his password after registration. The protection of password is the sole responsibility of the candidate and no request shall be entrained after closing date if someone tampers with application details by using id and password of the candidate.
- 3.4. After successful submission of application, candidates are advised to take final print out of application form and e-Challan/fee pay receipt for record alongwith uploaded documents.
- 3.5. 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 considered/entertained.
- 3.6. No offline application form or copy of downloaded application form will be accepted by the Haryana Staff Selection Commission.
- 3.7. Candidates who do not fulfill the qualifications/eligibility conditions on cutoff date, their application may not be accepted by the online application system. All the Certificates/Documents relating to educational qualification/eligibility conditions, Socio-Economic Criteria & experience etc. will be determined with regard to last date fixed to apply online applications also called as closing date i.e. **21.10.2022** as given in the advertisement.
- 3.8. The Commission does not scrutinize the documents at the time of submission of online application and the same are checked only at the time of Scrutiny.
- 3.10. Candidate must upload their photo in online application form having following specifications:-**
- In JPEG (.jpg) file format.
 - **Photo should not be older than 1 months and date of photo should be mentioned on photo.**
 - The photograph should be in colour and of the size of 2 inch x 2 inch.
 - The background should be a plain white or off-white.
 - Head should cover 80% of the photo.
 - Photo resolution should be 600 DPI minimum.
 - The photo print should be clear and with a continuous tone quality.
 - It should have full face, front view, eyes open.
 - The Photo should present full head from top of hair to bottom of chin.

- Centre head within frame.
- There should not be any distracting shadows on the face or on the background.
- Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown.
- The expression on the face should look neutral (no smile & mouth Closed).

Candidate must bring same photo printed on photo quality paper whenever & wherever asked by Commission. Digital or printed photo not meeting above specifications will be rejected and candidature of candidate will be rejected.

4. Important Note:

- 4.1. Applications must be submitted in online mode only. 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 additional documents in support of already uploaded documents if so desired.
- 4.2. Candidates are advised to fill their application form carefully and correctly such as Name, Father's/Mother's name, Date of Birth, Marital Status, Category, Qualification, marks obtained, passing year, photo, Signature, socio-economic criteria details, experience, fee & other details etc. Candidates are advised to check the spellings as per documents. No change in spellings in the name of candidate himself/herself, mother, father or spouse shall be entertained after final submission even after his affidavit. No request for change of any particular on the online application form shall be entertained by the Haryana Staff Selection Commission after submission of application form on any ground in spite of affidavit. Candidate will be responsible for any mistake in the data of application form and fees paid by him/her.
- 4.3. The decision of the Commission in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
- 4.4. If on verification at any stage starting from submitting 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 selected his recommendation may be withdrawn after issuing show cause notice.
- 4.5. Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of

disconnection/ inability or failure to login to the HSSC website on account of heavy load on the website during the closing days. No extension in date shall be given on above grounds.

5. Special Instructions for filling application form

- 5.1. The online application can be filled up using URL address i.e <http://adv32022.hryssc.in/StaticPages/HomePage.aspx>.
- 5.2. Candidates applying for a post must ensure that they fulfill all the eligibility conditions i.e. all the Certificates/Documents relating to educational qualification/eligibility conditions and Socio-Economic Criteria & experience etc. on the cut off date i.e. last date of submission of application.
- 5.3. A candidate whether he belongs to General or reserved category viz. SC, BCA, BCB, EWS, ESP, ESM/DESM, DFF or PwD (persons with disabilities) can submit only one online application form under one particular category of post advertised. Submission of more than one application form will automatically lead to rejection of candidature.
- 5.4. Haryana Staff Selection Commission reserves the right to call any candidate personally along with printed copy of the application form with uploaded documents original certificates and photocopy of self-attested certificates along with Photo, Identity Proof i.e. Identity Card/Driving License/Passport/Voter Card/Pan Card/Aadhaar Card etc.

6. Details of Post & Qualifications

Director General of Police (Scientific Staff Group-C for Forensic Science Laboratory.

Cat. No. 1. 1 post of Senior Scientific Assistant (Biology)

(GEN=01)

Pay Scale: - APL-7, 44900 to 142400

Age: - 18-42 yrs.

Essential Qualification:-

- (i) M.Sc. at least 2nd division in any one of the subjects i.e .Zoology, Botany, Bio-Chemistry, Anthropology (Physical), Forensic Science, Human Biology from a recognized University or its equivalent degree.
- (ii) 1 year research and analytical experience in any one of the above mentioned subjects;
- (iii) Hindi/Sanskrit as one of the subject in Matriculation or Higher.

Cat. No. 2. 6 posts of Senior Scientific Assistant (SOC)

(GEN=03, SC=01, BCA=01, EWS*=01)

Pay Scale: - APL-7, 44900 to 142400

Age: - 18-42 yrs.

EWS*:- These posts although are being advertised but being subject matter pending before the Hon'ble Supreme Court currently shall be governed by the verdict of the Hon'ble Supreme Court in this regard.

Essential Qualification:-

- (i) M.Sc. at least 2nd division in any one of the subjects i.e. Physics, Chemistry, Mathematics, Statistics, Botany, Forensic Science, Anthropology (Physical), Micro-Biology, Zoology, Human Biology, Bio Chemistry from a recognized University or its equivalent.
- (ii) 1 year research and analytical experience in any one of the above mentioned subjects;
- (iii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 3. 4 posts of Senior Scientific Assistant (Ballistic)

(GEN=03, EWS*=01)

Pay Scale: - APL-7, 44900 to 142400

Age: - 18-42 yrs.

EWS*:- These posts although are being advertised but being subject matter pending before the Hon'ble Supreme Court currently shall be governed by the verdict of the Hon'ble Supreme Court in this regard.

Essential Qualification:-

- (i) M.Sc. at least 2nd division in any one of the subjects i.e. Physics, Mathematics, Statistics, Chemistry, Forensic Science, from a recognized University or its equivalent degree.
- (ii) 1 year research and analytical experience in any one of the above mentioned subjects;
- (iii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 4. 6 posts of Senior Scientific Assistant (Documents)**(GEN=03, SC=01, BCA=01, EWS*=01)****Pay Scale: - APL-7, 44900 to 142400****Age: - 18-42 yrs.****EWS*:- These posts although are being advertised but being subject matter pending before the Hon'ble Supreme Court currently shall be governed by the verdict of the Hon'ble Supreme Court in this regard.****Essential Qualification:-**

- (i) M.Sc. at least 2nd division in any one of the subjects i.e. Physics, Chemistry, Mathematics, Statistics, Forensic Science, Botany or its equivalent degree.
- (ii) 1 year research and analytical experience in any one of the above mentioned subjects;
- (iii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 5. 2 posts of Senior Scientific Assistant (Serology)**(GEN=02)****Pay Scale: - APL-7, 44900 to 142400****Age: - 18-42 yrs.****Essential Qualification:-**

- (i) M. Sc at least 2nd division in any one of the subjects i.e. Bio-Chemistry, Zoology, Human Biology, Micro Biology, Forensic Science, Anthropology (Physical) from a recognized University or its equivalent degree.
- (ii) 1 year research and analytical experience in any one of the above mentioned subjects;
- (iii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 6. 2 posts of Scientific Assistant (Serology)**(GEN=02)****Pay Scale: - ACPL-6, 35400 to 112400****Age: - 18-42 yrs.**

Essential Qualification:-

- (i) M.Sc. at least 2nd division in any one of the subjects i.e. Bio- Chemistry, Human Biology, Zoology, Micro-Biology, Forensic Science, Anthropology (Physical) or its equivalent degree from a recognized University;

Or

B.Sc. at least 2nd division in medical group with at least 2nd division in Bio-Chemistry or Zoology or Micro-Biology or Anthropology (Physical);

AND

2 year experience in a Scientific Laboratory

- (ii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 7. 4 posts of Scientific Assistant (SOC)

(GEN=03, EWS*=01)

Pay Scale: - ACPL-6, 35400 to 112400

Age: - 18-42 yrs.

EWS*:- These posts although are being advertised but being subject matter pending before the Hon'ble Supreme Court currently shall be governed by the verdict of the Hon'ble Supreme Court in this regard.

Essential Qualification:-

- (i) M.Sc. at least 2nd division in any one of the subjects i.e. Physics, Chemistry, Mathematics, Statistics, Human Biology, Botany Forensic Science/Zoology, Anthropology (Physical) Bio-Chemistry, Micro-Biology or its equivalent degree from a recognized University;

Or

B.Sc. at least 2nd division in medical or Non-medical group with at least 2nd division in Physics or Chemistry or Bio-Chemistry or Zoology or Mathematics or Micro-Biology or Anthropology (Physical) or Botany or Statistics;

AND

2 year experience in a Scientific Laboratory

- (ii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 8. 8 posts of Scientific Assistant (Biology)**(GEN=04, SC=01, BCA=01, EWS*=01, ESM-GEN=01)****Pay Scale: - ACPL-6, 35400 to 112400****Age: - 18-42 yrs.****EWS*:- These posts although are being advertised but being subject matter pending before the Hon'ble Supreme Court currently shall be governed by the verdict of the Hon'ble Supreme Court in this regard.****Essential Qualification:-**

- (i) M.Sc. 2nd division in any one of the subjects i.e. Forensic Science, Botany, Zoology, Human Biology, Bio-Chemistry, Anthropology (Physical) or equivalent degree from a recognized university;

Or

B.Sc. at least 2nd division in medical group with at least 2nd division in Zoology or Botany or Anthropology (Physical or Bio-Chemistry);

AND

2 year experience in a Scientific Laboratory

- (ii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 9. 2 posts of Scientific Assistant (Ballistics)**(GEN=02)****Pay Scale: - ACPL-6, 35400 to 112400****Age: - 18-42 yrs.****Essential Qualification:-**

- (i) M.Sc. at least 2nd division in any one of the subjects i.e. Physics, Mathematics, Statistics, Forensic Science, Chemistry or equivalent degree from a recognized University.

OR

B.Sc. at least 2nd Division in non-medical group with at least 2nd Division in Mathematics or Statistics, Physics and Chemistry

AND

2 year experience in a Scientific Laboratory

- (ii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 10. 3 posts of Scientific Assistant (Chemistry)

(GEN=03)

Pay Scale: - ACPL-6, 35400 to 112400

Age: - 18-42 yrs.

Essential Qualification:-

- (i) M.Sc. at least 2nd division in any one of the subjects i.e. Chemistry, Bio-Chemistry, Forensic Science, from a recognized University or its equivalent.

Or

B.Sc. at least 2nd division in medical or Bio-Chemistry

AND

2 year experience in a Scientific Laboratory

- (ii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 11. 2 posts of Laboratory Assistant (Chemistry)

(GEN=02)

Pay Scale: - ACPL-4, 25500 to 81100

Age: - 18-42 yrs.

Essential Qualification:-

- (i) B.Sc. at least 2nd division in medical/Non Medical group.
- (ii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 12. 2 posts of Laboratory Assistant (Ballistics)

(GEN=02)

Pay Scale: - Pay Scale: - ACPL-4, 25500 to 81100

Age: - 18-42 yrs.

Essential Qualification:-

- (i) B.Sc. at least 2nd division in medical group.
- (ii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 13. 4 posts of Laboratory Assistant (Documents)**(GEN=03, EWS*=01)****Pay Scale: - Pay Scale: - ACPL-4, 25500 to 81100****Age: - 18-42 yrs.**

EWS*:- These posts although are being advertised but being subject matter pending before the Hon'ble Supreme Court currently shall be governed by the verdict of the Hon'ble Supreme Court in this regard.

Essential Qualification:-

- (i) B.Sc. at least 2nd division in Medical/Non Medical group.
- (ii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 14. 4 posts of Laboratory Assistant (Biology)**(GEN=03, EWS*=01)****Pay Scale: - Pay Scale: - ACPL-4, 25500 to 81100****Age: - 18-42 yrs.**

EWS*:- These posts although are being advertised but being subject matter pending before the Hon'ble Supreme Court currently shall be governed by the verdict of the Hon'ble Supreme Court in this regard.

Essential Qualification:-

- (i) B.Sc. at least 2nd division in medical group.
- (ii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 15. 2 posts of Laboratory Assistant (Serology)**(GEN=02)****Pay Scale: - Pay Scale: - ACPL-4, 25500 to 81100****Age: - 18-42 yrs.****Essential Qualification:-**

- (i) B.Sc. at least 2nd division in medical group.
- (ii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 16. 1 posts of Dark Room Attendant

(GEN=01)

Pay Scale: - APL-4, 25500 to 81100

Age: - 18-42 yrs.

Essential Qualification:-

(I) B.Sc. at least 2nd division Medical or Non-Medical Group

Or

(i) Matric/Higher Secondary (2nd division)

(ii) Two years working experience as Dark Room Attendant (Photography)

(II) Hindi/Sanskrit as one of the subject in Matriculation or Higher

7. Relaxation in Age:

7.1. Upper age limit is relaxable in the case of Scheduled Caste (SC), Backward Class (A), Backward Class (B), PwD, EWS, ESM & widow, legally separated woman, divorcee, deserted woman and unmarried woman as per Haryana Govt. instructions no. 22/06/2021-1GS-III, dated 25th March 2022 (Copy attached).

7.2. Persons who have already worked or presently working on adhoc/contract/work-charged/daily wages basis in any Department/Board/Corporation of Haryana Govt. including Govt. Aided institutions under Haryana Government relaxation in age equal to the no. of completed years only on equivalent posts 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 of Haryana Govt. with the benefit of relaxation in age, he will not be entitled to avail the same again for any substituent appointment to any post (Vide Instructions No. 22/06/2021-1GS-III, dated 25th March 2022, Haryana Government).

7.3. Age relaxation is not admissible to sons, daughters and dependents of Ex-servicemen.

8. Reservation:

8.1. 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 required 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.

- 8.2. The short listing of candidates shall be done on the basis of particulars and reservation category 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.
- 8.3. The benefit of reservation will be given only to those SC/BCA/BCB/EWS/ESP/PwD and ESM candidates who are bonafide resident of Haryana State and submit the application against reserved category posts and upload documents in support thereof.
- 8.4. The SC/BCA/BCB/EWS/ESM/ESP and PwD (Person with Disabilities) candidates are required to upload SC/BCA/BCB/EWS/ESP and PwD (Person with Disabilities) Certificate duly issued by the competent authority and submit the same when called upon to do so by Haryana Staff Selection Commission.
- 8.5. EWS certificate which is as per the conditions laid down by Haryana Government and applicable for jobs in Haryana Government issued on or before cut-off date shall only be considered. EWS/OBC certificate issued for jobs in Central Govt. will not be considered irrespective of income mentioned in certificate.
- 8.6. Candidates claiming reservation under ESP category admissible under Government instructions must possess Sports Gradation Certificate Grade C, B or A for the post as per Sports policy dated 25.05.18 or as amended from time to time issued on or before cut-off date.
- 8.7. The reserved category candidates belonging to other States can compete against the posts meant for general category and will be considered as general category candidates.
- 8.8. 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.
- (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.
- (I) 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.

8.9. As per Instruction No.12/15/2019-4GS-II dated 13 April 2022 of Haryana Government Human Resource Department (General Services-II Branch),if an Ex-servicemen 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.

In the above said instructions the benefit of reservation has been allowed either to the Ex-serviceman himself/herself or one of his family members (son/daughter/spouse) therefore the provision of selection of any one post out of the posts for which application(s) was/were submitted before joining service shall also be applicable to the family members where they are eligible to avail the benefit of reservation under the above said instructions. In other words, above shall also be applicable to the family members of Ex-servicemen also.

8.10. Family member of ESM candidates of Haryana claiming benefit must have valid eligibility certificate on last date of submission of online application form which is to be uploaded at the time of submitting application and shall produce the valid Eligibility Certificate from the concerned ZilaSainik Board if called upon to do so by Haryana Staff Selection Commission. ESM candidates should also upload/produce attested photo copy of Identity Card issued by concerned ZilaSainik Board & Discharge certificate/Book. Disabled ESM shall upload and produce disability certificate and family member of Martyr shall upload and produce relevant certificate/Battle Casualty certificate which proves the Martyr status.

8.11. Benefit of reservation to the children/grandchildren of Freedom Fighters will be as per Government Instruction No. 22/49/2021-1GS-III dated 27.10.21 and

26.04.2022. Children/Grand Children of Freedom Fighter shall be required to upload the Certificate duly issued by the respective competent authority.

- 8.12. Commission can direct the ESM candidates to provide suitable information along with the affidavit to avail the benefits.
- 8.13. If for any post, reserved category of post is not advertised then the candidate of reserved category can apply for general category post and he/she will be shortlisted in General category only on the basis of merit.

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

As per the guidelines issued by the Department of Empowerment of Persons with Disabilities under Ministry of Social Justice & Empowerment, following facilities will be made available to Persons with Benchmark Disabilities:

- 9.1. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe will be provided, if desired by the candidate. Candidates will be provided with Scribe only if they apply for availing the scribe facility in online application form and upload the certificate with application form as per **Annexure -I**.
- 9.2. In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be provided on production of a certificate at the time of examination 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 Medical Board consisting of Chief Medical Officer and atleast 2 other members of a Government health care institution as per proforma at **Annexure-I**. Candidates will be provided with Scribe only if they apply for availing the scribe facility in online application form and upload the certificate with application form as per **Annexure -I**.
- 9.3. Commission may arrange for providing scribe to such candidates based on the requirement indicated in their Application Form. If provided by commission, then candidate will not be permitted to bring his/her own scribe.
- 9.4. The qualification of the scribe should be one step below the qualification of the candidate taking the examination. 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-II. 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 along with proforma at Annexure-II. In case, subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/her right to the post and claims relating thereto.
- 9.5. 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 candidatures of both the candidates will be cancelled.

- 9.6. A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as per Para 9.1 and 9.2 above.
- 9.7. The candidates referred at Para 9.1 and 9.2 above, who are allowed use of scribe but not availing the facility of scribes will also be given compensatory time of 20 minutes per hour of examination.
- 9.8. No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
- 9.9. 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. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

10. Details of Fees

| Sr. No. | Category of post | General | | SC/BC/EWS Candidates of Haryana State | |
|---------|---|-------------|---------------------------|---------------------------------------|--------|
| | | Male/Female | Female (Haryana resident) | Male | Female |
| 1. | Cat. No. 1 to 18 | 150 | 75 | 35 | 18 |
| 2. | PwD (Person with Disability)/Ex-Serviceman of Haryana | No Charges | | | |

11. Criteria for Selection, Examination & Syllabus.

- (i) As per Govt. Notification No. 42/119/2019-5GS-I, dated 05.05.2022. The scheme of marks in respect of selection to the posts shall comprise of total 100 marks, detailed below:-

| Sr. No. | Subject | Marks Percentage |
|---------|--|------------------|
| 1. | Written Examination | 95% |
| 2. | Socio-economic criteria and experience | 05% |

Note: -1. Syllabus for written examination (95%) will be issued later on whose details will be available on website i.e. www.hssc.gov.in.

2. **Socio-economic Criteria**

5% weightage for socio-economic criteria shall be provided to candidates fulfilling various socio-economic criteria as detailed below

- (2.1) An applicant who is bonafide resident of Haryana shall be entitled to 5% weightage provided that-

- (i) neither he himself nor any person from amongst the applicant's family is/was or has been a regular employee in any Department

/Board/Corporation/Company/StatutoryBody/Commission/Authority of Haryana Government or any other State Government or Government of India: and

- (ii) gross annual income of the family from all sources i.e., salary, agriculture, business, profession etc. for the financial year prior to the year of application should be less than one lakh eighty thousand rupees only.

Note 1.— It shall be continued from the data of Parivar Pehchan Patra.

Note 2.— The definition of 'Family' for the purpose of this sub-clause shall be as under:-

Family for the purpose of-

- (i) ***male applicant means applicant, himself, his father, mother, wife, unmarried brother(S) and son(s);***
- (ii) ***female unmarried applicant means applicant herself her father, mother and unmarried brother(s);***
- (iii) ***female married applicant means applicant herself her husband, father-in-law, mother-in-law, unmarried brother-in-law and son(s);***
- (iv) ***divorced female applicant means applicant herself, her father, mother, unmarried brother(s) and son(s).***

(5% weightage)

(2.2) If the applicant being a bonafide resident of Haryana is,-

- (i) a widow; or
- (ii) the first or the second child and his father had died before attaining the age of forty-two years; or
- (iii) the first or the second child and his father had died before the applicant had attained the age of fifteen years,

shall he entitled to 5% weightage subject to entries in Parivar Pehchan Patra or certificate issued by the competent authority in the specified proforma.

(5% weightage)

(2.3) If the applicant being a bonafide resident of Haryana belongs to such a denotified tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic tribe of the State which is neither a Scheduled Caste nor a Backward Class shall be entitled to 5% weightage.

(5% weightage)

(2.4) If the applicant being a bonafide resident of Haryana, he shall be awarded half percent weightage for each year or part thereof exceeding six months of experience, on the same or a higher post in any Department/Board/Corporation/Company/Statutory Body/

Commission/Authority of Haryana Government. No Weightage of experience shall be awarded for any period less than six months or for a period exceeding eight years.

(Maximum 4% Weightage)

(2.5) Other Conditions:

- (i) No applicant shall be given more than a total of 5% weightage for socio-economic criteria and experience under any circumstances.
- (ii) The weightage by Haryana Staff Selection Commission or any other recruiting agency/body under Haryana Government shall be given only once in a lifetime for appointment to a post of Group C or D.
- (iii) If a person himself or his family member is once selected/appointed with or without getting the benefit of weightage, no other family member shall be considered for weightage for selection/appointment to the same or any other post for which application has been submitted by any member of the family, as defined in Note 2 under sub-clause (1.1).
- (iv) If a person resigns from government service while working on regular basis in any Department/Board/Corporation under Haryana Government, any State Government or Government of India on what so ever reason, he or any other family member shall not be eligible to claim weightage again under socio-economic criteria.

3. Examination

If essential qualification for two or more categories of posts are same, then for convenience of candidates one written examination may be conducted by Commission and Candidate shall be considered on basis of post applied for, on basis of option given by candidates for the post and merit; and candidate shall have no objection to same.

12. Regulatory Framework

1. Certificate for an applicant whose father has died issued by Tehsildar/Naib Tehsildar: Refer Annexure AI, AII. Orphan Certificate shall not be considered for this purpose.
2. Widow Certificate issued by Tehsildar: Refer Annexure BI, BII.
3. Vimuktjati and Tapriwasjati Certificate issued by Tehsildar: Refer Saralharyana.gov.in or Antyodaya Saral Centers at distt. Level or Tehsildar office. The candidate having certificate of Vimuktjati and Tapriwasjati Certificate should neither be Schedule Caste nor a Backward Class.

4. Experience Certificate issued by the concerned appointing Authority: Refer Annexure D1.
5. Self declaration in prescribed format: Refer Annexure E1 to be uploaded application form and brought at the time of Scrutiny.
6. Self declaration in prescribed format: Refer Annexure E1 should be attested by Magistrate at the time of scrutiny of document only.
7. 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.

Note:-

1. Performa/Formats for certificates are available as **Annexures-I, Annexures-II, A-I, A-II, B-I, B-II, D-I & E-I** to this advertisement.
2. Claim under the socio economic criteria, if any, shall be admissible to those candidates only, who would fill the details of the requisite certificate i.e. name of issuing authority, date of issue and reference no. etc. and also upload the requisite valid original certificate/document along with their application in support of their claim failing which, no benefits shall be considered after last date of filling online applications.
3. 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 and of Haryana domicile.
4. The benefit of reservation will be given only to those SC/BCA/BCB/EWS and ESM candidates who are domicile of Haryana State.
5. The SC/BCA/BCB/EWS/ESP and PwD (Person with Disabilities) candidates are required to upload SC/BCA/BCB/EWS/ESP and PwD (Person with Disabilities) Certificate duly issued by the competent authority and submit the same when called upon to do so by Haryana Staff Selection Commission.
6. DFF shall be required to upload the Certificate duly issued by the respective competent authority.
7. Qualifications and other term and conditions of eligibility will be determined with regard to the last date fixed for receipt of online applications also termed as closing date.
8. No Individual information at any stage shall be sent and hence all candidates should regularly visit the Website & Public Notices in different Newspapers.
9. Reservation of posts: Reservation for persons will be as per Haryana Government Instructions contained in letter No. 22/10/2013-1GS-III, dated 15.07.2014 and Govt. Instructions issued from time to time.

10. 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.
11. If on verification at any stage, it is found that any candidate does not fulfill any of the eligibility condition or it is found that the information furnished is false or incorrect, his/her candidature will be cancelled and he/she will also be liable to be criminally prosecuted. This is irrespective of whether the candidate was benefitted in his/her application from that particular eligibility condition or not.
12. Candidates having Degrees/Diploma/Certificates from Board/Institution/University which are not recognized by Haryana Government will not be eligible.
13. In case of any guidance/information/clarification regarding the online filling of the application form and Advertisement the candidate can call at helpline No. 01725143700 on all working days from 9:00 A.M. to 5:00 P.M.
14. In case of the posts where 'equivalent' word is mentioned in essential qualifications, candidates shall also upload/produce relevant Equivalence Certificate from the concerned authorities at the time of submitting online application form and when required to be produced by the candidates. However, final decision regarding selection of such candidates will be taken by the concerned Departments/Appointing Authorities. If a candidate fails to submit any documentary evidence of equivalence at the time of online application and document verification, he/she shall not be considered eligible for the post.

13. Definition of Word Dependent of Ex-Servicemen

NONE OF THE PERSON BELOW SHALL FALL WITHIN THE DEFINITION OF WORD DEPENDENT OF EX-SERVICEMEN IN TERMS OF HARYANA GOVT. LETTER NO. 12/37/79-GSII, DATED 21-11-1980:

- a. A person may be working on an adhoc basis against the post advertised or somewhere else.
- b. A person may be unemployed at the time of making the application but he may have other source of income viz. from agriculture, trade, property, Bank Balance etc.
- c. A person who is a member of the joint Hindu family and remains dependent upon the Karta till there is partition in the family or he ceases to be a member of the joint Hindu family and is obliged to pass on all his income to the Karta and he draws money for his subsistence from the pool of the joint Hindu family with the consent of the Karta.
- d. A candidate who is a member of the joint Hindu family is employed on adhoc basis but he is otherwise dependent on his father.

- e. The Candidate claiming benefit of DESM may be asked to give an affidavit in this regard.

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

- 14.1. Scanned Copy of Essential Academic Qualifications and Matriculation Certificate showing Date of Birth and other relevant details.
- 14.2. Scanned Copy of SC/BCA/BCB/EWS/ESP/ESM/PwD (Person with Disabilities) certificate, certificate for family member of ESM and children/grandchildren of Freedom Fighters.
- 14.3. Scanned copy of Certificate claiming weightage/marks under socio-economic criteria and experience.
- 14.4. Scanned Photograph.
- 14.5. Scanned signatures of the Candidate.
- 14.6. Scanned copy of all documents showing higher qualification, experience etc. as per criteria.
- 14.7. Haryana Bonafide Resident certificate
- 14.8. Equivalence certificate.
- 14.9. EWS certificate shall be as per Haryana Government guidelines applicable for jobs in Haryana Government.
- 14.10. Sports gradation certificate shall be as per latest sports policy of Haryana government.
- 14.11. Experience Certificate for socio economic claim as per Annexure D1.
- 14.12. Declaration Certificate as per annexure F1. (Declaration must be hand written by the candidate himself in Hindi as well as in English).

For Ex-Servicemen (ESM):-

- 14.13. Discharge Certificate/Book, if discharged from the Armed Forces.
- 14.14. Eligibility certificate for family members of ESM.
- 14.15. Eligibility certificate and Disability certificate for Dependent of Disabled ESM.
- 14.16. Disability certificate and Discharge certificate for Disabled ESM.
- 14.17. Martyr/ Battle casualty certificate for family members of Martyr.
- 14.18. Certificate for children/grandchildren of Freedom Fighter.
- 14.19. Parivar Pehchann Patra.

For claiming the benefit of Socio-Economic Criteria, all documents/certificates shall be in prescribed format as per annexures mentioned above in Para 11 Note 2.

15. Special Instructions:

- 15.1. Commission can increase or decrease the number or break up of already advertised posts anytime till the date of recommendation on the basis of change of demand of requisitioning department.
- 15.2. A person with disability selected on his/ her own merit can be appointed against an unreserved vacancy provided the post is identified suitable for Persons with Disability of relevant category and he/she has not availed any benefit of relaxation.
- 15.3. Success in the examination confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.
- 15.4. 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 automatically be marked on Commission's copy and Candidate copy of OMR answer sheet. Pencil should not be used for darkening the circle. If, more than one circle is found darkened, that answer will not be evaluated. Further, if a candidate darkens more than one circle and smudge/scratch any place 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 this.
- 15.5. 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.
- 15.6. Read the complete advertisement very carefully as all the applicants are bound by the terms and conditions mentioned wherein after submission of application.
- 15.7. The commission advertises posts under different categories of reservations requiring different eligibility conditions as per roaster points maintained by concerned department, as per applicable Government instructions and Service Rules, wherein Commission has no role to play.
- 15.8. Socio-economic marks are governed by notification issued in this regard by the Government Socio-economic marks shall be given to the candidates only if he claims the same in the application and also upload the documents in support thereof in prescribed performa as mentioned by the government from time to time. No claim for socio-economic marks shall be entertained later.
- 15.9. ESM Category candidates are governed by Instructions issued by Haryana Government other reserved category candidates are governed by instructions

issued by C.S 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.

- 15.10. All rules/instructions prevailing on cut-off date shall be applicable.
- 15.11. All candidates are given sufficient time to go through the advertisement and all relevant rules/instructions before filling-up form and submitting the same so that no dispute arises thereafter.
- 15.12. Candidates are advised to fill-up the online application form himself 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.
- 15.13. Scanned documents uploaded with application form shall only be considered for deciding the qualification criteria and reservation criteria for the post. No document which is not uploaded shall be considered.
- 15.14. As regards marks for socio-economic criteria under the head, “Nobody in Government Job”, status of the applicant at the time filling up application form at the time of scrutiny of documents shall be considered.
- 15.15. Any candidate who claims vertical reservation but cannot provide documentary proof for the same at the time of scrutiny shall be considered as a General category candidate, provided he fulfills age/qualification/other criteria for general category candidate. If he does not fulfill the same his/her candidature shall be deemed to be cancelled on the ground of his being ineligible, in accordance with the term and conditions of advertisement and for providing wrong information in the application form. If a candidate does not supply information/proof in support of his claim for horizontal reservation, then he shall be considered under the applied for category i.e. general or reserved category, as the case may be.
- 15.16. Any candidate who applies and claims under horizontal reservation but cannot provide documentary evidence to prove the same shall be considered under his main reserved/general category, as the case may be, subject to fulfillment of eligibility conditions under the main category.
- 15.17. All notice pertaining to recruitment shall be displayed on website. Therefore, all applicants are advised to visit the website for information and updation as no individual information shall be given to a candidate.
- 15.18. All candidates should fulfill the qualifications on cut-off date i.e. All candidates should possess the certificates issued by the competent authorities prior to cut-off date. If a candidate claim eligibility on account of equivalent qualification, he

should provide equivalency certificate from the competent authority of university etc. and upload the same with the application form. The equivalency certificate shall be considered by the experts in the field and concerned Government Department decisions taken thereupon. The decision so taken shall be binding on the candidates.

- 15.19. Candidates are advised to go through terms and conditions mentioned on the admit card carefully before they appear in written examination. No smuggled/scratched/fluid sheet is evaluated by the Commission and written examination of such candidates is cancelled.
- 15.20. Evaluation of OMR answer sheets of the candidate is done through computer software. No manual evaluations is done and there is no process of re-evaluation of OMR sheet.
- 15.21. All candidates are advised to retain copy of Advt., application form filled by him along with uploaded documents, admit card, notices, copy of question paper, OMR sheet (candidate's copy) etc. for his record. Such information having already been given, no RTI Application in this regard shall be entertained.
- 15.22. All the records pertaining to the recruitment is retained in soft in the computers and in the specified performas. The same can be supplied as per the provisions of RTI acting the performas in which same is maintained. No third party information beyond specified performas can be supplied without the permission of such person under Section of RTI Act no information prior to declaration of selection list can be provided under RTI as it impacts the recruitment process.
- 15.23. Candidates are advertised to file their grievances, if any, with Commission online before approaching to the Court.
- 15.24. There is no second chance given to a candidate for scrutinizing his eligibility/entitlements an per his application form. Therefore, all candidates are advised to prepare for the same from start of advertisement. If any documents are required to be renewed/re-issue they must submit the old and new documents both at the time of scrutiny of documents.
- 15.25. In case an examination is conducted in more than one shift the Commission shall adopt Normalization method/process as deemed suitable.
- 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, conduct of examination(s), allotment of examination centre's 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 candidate will be debarred. 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 mean at written exam, scrutiny, physical test, joining or any other stage his/her candidature will be cancelled on attempt of cheating and impersonation and will be debarred.

17. **Scrutiny of Documents:** - Only those documents which are uploaded by the candidates shall be considered. If there is any variation in the document uploaded and produced at the time of scrutiny candidature shall be liable to be cancelled. If any application is found without uploading requisite supporting documents and other relevant information, the candidate himself/herself shall be responsible for that and his/her candidature would be liable to be cancelled due to lack of proper or correct documents/information.

18. **Action against candidates found guilty of misconduct**

1. Candidates are warned that they should not furnish any particulars that are false, tampered/fabricated or should not suppress any material information while filling up the application form.
2. At the time of written examination/scrutiny, if a candidate is (or has been) found guilty of:
 - a. Using unfair means during the examination or
 - b. Impersonating or procuring impersonation by any person or
 - c. Misbehaving in the examination hall or taking away the answer sheet from the examination hall or
 - d. Resorting to any irregular or improper means in connection with his/her candidature for selection or
 - e. Obtaining support for his/her candidature by any unfair means.

Not complying with instructions issued from time to time, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable

- i. To be disqualified from the examination/scrutiny for which he/she is a candidate.
 - ii. To be debarred either permanently or for a specified period, from any examination or recruitment conducted by HSSC.
 - iii. To be terminated from service, if he/she already in Govt. Service.
3. Candidates, who have obtained degrees or diplomas or certificates for various courses 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 posts advertised and no representation in this regard shall be entertained.

| 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 softwares/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 |

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.

19. Likely causes of rejection of application

1. More than one application form for a particular category.
2. Application is incomplete and not online.
3. Full fee, if not deposited in the manner prescribed.
4. No qualification of Hindi/Sanskrit as prescribed in advertisement.
5. Applicant does not possess the requisite academic qualification on cutoff date.
6. Applicant does not indicate visible identification mark in appropriate column of application form.
7. Candidate is underage/overage on the cutoff date/closing date.
8. Variation in data of online application form and in original documents if detected at any stage.
9. Lack of essential qualification as prescribed in advertisement.

USE OF MOBILE PHONE AND OTHER ELECTRONICS DEVICE IN HARYANA STAFF SELECTION COMMISSION EXAMINATION IS STRICTLY PROHIBITED.

Place: Panchkula
Date: 29.09.2022

-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).

Annexure – II**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 _____. 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:

Annexure-A-I**APPLICATION FORM FOR CERTIFICATE FOR AN APPLICANT WHOSE FATHER HAS DIED**

To

The Naib Tehsildar/Tehsildar

Sub:- CERTIFICATE FOR AN APPLICANT WHOSE FATHER HAS DIED.

| | | |
|----|--|--|
| 1 | Name of applicant (IN BLOCK LETTERS) | |
| 2 | Date of Birth (enclose proof) | |
| 3 | Age of applicant at the time of father death | |
| 4 | Applicant is first or second child | |
| 5 | Present Address, Village | |
| 6 | Post Office | |
| 7 | Police Station | |
| 8 | District | |
| 9 | Caste | |
| 10 | Father's Name | |
| 11 | Date of birth of father | |
| 12 | Age of father at the time of his death | |
| 13 | Date of father's Death (enclose death certificate) | |
| 14 | Mother's Name | |
| 15 | Occupation | |
| 16 | Aadhar No/PAN Card No/Voter Id No (if any) | |

Please issue me a "Certificate for an applicant whose father has died.

Signature of applicant

Place:

Date:

Signature and Address of Witness

i)

ii)

Annexure-A-II**GOVERNMENT OF HARYANA
Certificate for an applicant whose father has died**

No _____ Date _____

Certified that the person with the details mentioned below is an applicant whose father has died-:

| | | |
|----|--|--|
| 1 | Name of applicant(IN BLOCK LETTERS) | |
| 2 | Date of Birth(enclose proof) | |
| 3 | Age of applicant at the time of father death | |
| 4 | Applicant is first or second child | |
| 5 | Present Address, Village | |
| 6 | Post Office | |
| 7 | Police Station | |
| 8 | District | |
| 9 | Caste | |
| 10 | Father's Name | |
| 11 | Date of birth of father | |
| 12 | Age of father at the time of his death | |
| 13 | Date of father's Death (enclose death certificate) | |
| 14 | Mother's Name | |
| 15 | Occupation | |
| 16 | Aadhar No/PAN Card No/Voter Id No (if any) | |

This certificate is issued based on the details given in the application, local enquiry, facts and records produced by the applicant.

Signature with seal of the Naib Tehsildar/Tehsildar

Annexure-B-I**APPLICATION FORM FOR WIDOW CERTIFICATE**

To

The Naib Tehsildar/Tehsildar

Sub:- Issuance of Widow Certificate.

I, Widow of Sh..... hereby give my particular as under:-

| | | |
|----|--|--|
| 1 | Name of Applicant (IN BLOCK LETTERS) | |
| 2 | Address | |
| 3 | Village | |
| 4 | Tehsil | |
| 5 | District | |
| 6 | Post office with PIN Code | |
| 7 | Name of Father/Mother | |
| 8 | Name of Husband | |
| 9 | Date of Death of Husband (Death Certificate to be attached) | |
| 10 | Aadhaar No. (if any)/PAN Card No. (if any)/Voter ID No. (if any) | |

Please issue me a "WIDOW" Certificate.

Signature of Applicant

Place:

Date:

VERIFICATION

I.....s/o, d/o, w/o,....., Member Panchayat /Sarpanch /Councilor/ MLA/MP of concerned Village/area/constituency..... verified personally and statement furnished by the applicant are correct to the best of my knowledge and belief.

Signature with seal of Member
Panchayat/Sarpanch/Councilor/MLA/MP of the concerned Village
area/ constituency

Annexure-B-II**GOVERNMENT OF HARYANA
WIDOW Certificate**

No _____ Date _____

Certified that the person with the details mentioned below is a Widow.

| | | |
|-----|--|--|
| 1. | Name (IN BLOCK LETTERS) | |
| 2. | Address | |
| 3. | Village | |
| 4. | Tehsil | |
| 5. | District | |
| 6. | Post office with PIN Code | |
| 7. | Name of Father/Mother | |
| 8. | Name of Husband | |
| 9. | Date of Death of Husband | |
| 10. | Aadhaar No./PAN Card No./Voter ID No. (if any) | |

This certificate is issued based on the details given in the application, Verification Report, local enquiry, facts and records produced.

Signature with seal of the Naib Tehsildar/Tehsildar

Annexure D-1**Experience Certificate**

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/StatutoryBody/Commission/Authority/Co-operative
 Banks etc. under Haryana Government.)
2. The period of engagement was from
to.....
and the completed years and months are
(years & 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**

Annexure – E-IFormat of No-Job certificate to be verified by Tehsildar

I.....,Son/Daughter.....of.....aged.....year,
R/o District....., do hereby submit the following information for claiming
weightage under the Socio-economic criteria namely:-

- (1) That I have to apply for the post of in HSSC against Category No.....Advt.
No....., Dated.
- (2) That my PPP no/Aadhaar No./PAN Card No./Voter ID No. (if any) is.....,
- (3) **An applicant who is bonafide resident of Haryana shall be entitled to 5% weightage provided that—**
 - (i) **neither he himself nor any person from amongst the applicant’s family is/was or has been a regular employee in any Department/Board/ Corporation/Company/Statutory Body/Commission/Authority of Haryana Government or any other State Government or Government of India; and**
 - (ii) **gross annual income of the family from all sources i.e., salary, agriculture, business, profession etc. for the financial year prior to the year of application should be less than one lakh eighty thousand rupees only.**

The definition of Family for the purpose of Socio-Economic Criteria—

- (i) *male applicant means the applicant himself, his father, mother, wife, unmarried brother(s) and son(s);*
 - (ii) *female unmarried applicant means the applicant herself, her father, mother and unmarried brother(s);*
 - (iii) *female married applicant means the applicant herself, her husband, father-in-law, mother-in-law, unmarried brother-in-law and son(s);*
 - (iv) *divorced female applicant means the applicant herself, her father, mother, unmarried brother(s) and son(s);*
- (4) That any person among in candidate’s family in Government Job having separate PPP No/family ID/ Ration Card will not be entitled to be awarded weightage under Socio-Economic Criteria having no Government Job.
 - (5) **If a person himself or his family member is once selected/appointed with or without getting the benefit of weightage, no other family member shall be considered for weightage for selection/appointment to the same or any other post for which application has been submitted by any member of the family.**
 - (6) That no person as mentioned above had been in employment and gross income of family is less than One lakh Eighty thousand Rupees only, I may be allotted weightage under the socio-economic criteria having no Government Job.
 - (7) That I fully understand that the marks are given on the basis of information supplied by me and if at any stage it is found that the information has been provided wrongly then not only my service can be terminated on the ground of supply of wrong

information even if without these marks or weightage also my name would have figured within the select list/recommendation list. I also understand that criminal action can be taken against me for providing wrong/false information.

- (8) That the deponent shall not take advantage of the certificate(s) issued by the Competent Authority if in meantime any other eligible person in my family obtains the benefits thereof in the recruitment.
- (9) Verified that the contents of all the above paras are true my knowledge and belief and nothing has been considered.

Place: -

DEPONENT

Date:-

VERIFICATION: -

1. Report of Numberdar/MC:-
2. Report of Patwari:-
3. Verified by Tehsildar/

Annexure-F-I

(Declaration must be hand written by the candidate himself in Hindi as well as in English and to be uploaded).

मैंने दिए गए निर्देशों को पढ़ तथा समझ लिया है, तथा मैं सहमत हूँ। सभी जानकारियां स्कूल/कॉलेज/यूनिवर्सिटी द्वारा प्राप्त दस्तावेजों के अनुसार ही है। मैं सहमत हूँ कि भविष्य में किसी प्रकार का निवेदन डाटा सही कराने बारे स्वीकार नहीं किया जाएगा। मैंने दिए गए निर्देशों को पढ़ तथा समझ लिया है, मैं समझता/समझती हूँ कि उपरोक्त में से किसी भी विवरण या जानकारी के किसी भी स्तर पर गलत पाए जाने की स्थिति में, मेरी उम्मीदवारी को रद्द कर दिया जाएगा।

उम्मीदवार हस्ताक्षर

I have read and understood the instructions mentioned above I have also gone through the particulars as mentioned in the form filled up by me/on my behalf and found the same correct and in accordance with documents/my certificate issued by Board/College/University and all the particulars are correct as per record. I understand that in the event of any of the particulars or information above being found false or incorrect at any stage, my candidature shall be liable to be rejected.

Candidate Signature

No. 22/06/2021-1GS-III
HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
(General Services-III Branch)

Dated: Chandigarh the 25th March, 2022.

To

1. All the Administrative Secretaries to Govt. Haryana.
2. All the Heads of Departments in the State of Haryana,
3. All the Managing Directors of Boards/Corporations in the State of Haryana.
4. All the Divisional Commissioners in Haryana.
5. The Registrar General, Punjab and Haryana High Court, Chandigarh,
6. The Registrar of all the Universities in the State of Haryana.
7. All the Deputy Commissioners in the State of Haryana.

Subject: Age for entry into Government service or to compete for regular recruitment and relaxation in age under various circumstances.

Sir/Madam,

I am directed to invite your attention to Government instructions of even number dated 03.02.2021 and to say that lower and upper age limit and relaxation in age under various circumstances shall now be admissible as under :-

- (I) Save as otherwise provided in any Service Rules/Service Bye-laws/Act/Instructions already applicable to the employees of any Department/Board/Corporation etc. of Haryana Government, the lower age limit shall not be less than 18 years for entry into Government service and the upper age limit shall be 42 years. However, where the lower age limit is already more than 18 years and/or upper age limit is less than or more than 42 years in any Service Rules/Service Bye-laws/Act etc. applicable for recruitment to a particular post/service in the respective Department/ Board/Corporation etc. due to nature of duties and/or essential qualification for entry into Government service, the Dept/Board/Corporation it shall be the prerogative of the department to keep it same or to change. In case of change the department shall take approval of CM, CS, FD, LR etc. at their own level.
- (II) 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. | (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>(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 and Prisons 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; 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/ | 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 |

| | |
|--|--|
| Corporation of Haryana Government including Government-aided Institutions under Haryana Government. | Government with the benefit of relaxation in age he will not be entitled to avail the same again for any subsequent appointment. |
|--|--|

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/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(ties).

3. Until necessary amendment is made in the rules by the Finance Department, these instructions shall be applicable with immediate effect instead of the provision which exists in Rule 22 of the Haryana Civil Services (General) Rules, 2016 and in any instructions issued Government prior to these instructions.

4. These instructions may please be brought to the notice of all concerned.

Yours faithfully,

Tilak Ray

Superintendent General Services-III,
for Chief Secretary to Government Haryana.

Endst. No. 22/06/2021-1GS-III

Dated: Chandigarh, the 25th March, 2022

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

- (i) Additional Chief Secretary to Government Haryana, Finance Department (FR-I Branch) with the request to make necessary amendment in Rule 22 of the Haryana Civil Services (General) Rules, 2016.
- (ii) Secretary, Haryana Public Service Commission w.r.t. their letter No. Exam/7/2020/5829, dated 22.12.2020.
- (iii) Secretary, Haryana Staff Selection Commission.

Tilak Ray

Superintendent General Services-III,
for Chief Secretary to Government Haryana.
