

**HARYANA STAFF SELECTION COMMISSION**  
**BAYS NO. 67-70, SECTOR-2, PANCHKULA-134151**  
**(Website: [www.hssc.gov.in](http://www.hssc.gov.in))**

Advt. No. 3 / 2012

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Closing date for receipt of applications in the Commission's office: 10.12.2012

Closing date for receipt of applications in the Commission's office:

Applications are invited through Registered post for the under mentioned posts on the prescribed application form, the format of which is given at the end. The candidates are advised to strictly use this format of the application form only otherwise their application will be rejected. The format given at the end should be photocopied (enlarged) on a thick paper. A cut out from the newspaper should not be used. The number of posts given below is liable to variation. The candidate should specify on the top of the envelope the word- Advt. No., Name and category of the post applied for:-

**DETAILS OF POSTS AND QUALIFICATIONS**

**DIRECTOR GENERAL HIGHER EDUCATION HARYANA**

**Cat. No. 1**      **59 posts of Laboratory Attendant**  
(GEN=24, SC=12, BCA=9, BCB=4, ESM GEN= 5, ESM SC=1, ESM BCA=1, ESM BCB=2, OSP BCB=1)

**E.Q.**            i) Matric with Physics, Chemistry, Biology or General Science.  
ii) Hindi / Sanskrit upto Matric standard.

**Age**             **17-40 years**

**Pay Scale**     **₹ 5200-20200 + ₹ 1900/- Grade Pay**

**CHIEF ELECTORAL OFFICER**

**Cat. No. 2**      **2 posts of Election Naib Tehsildar**  
(for General category)

**E.Q.**            i) BA/B.Com or equivalent from a recognized University.  
ii) Hindi / Sanskrit upto Matric standard.

**Age**             **17-40 years**

**Pay Scale**     **₹ 9300-34800+ ₹ 4000/- Grade Pay**

**Cat. No. 3**      **13 posts of Election Kanoongo**  
(SC=5, BCA=2, ESM GEN=2, ESM SC=2, ESM BCA=2)

**E.Q.**            i) B.A./ B.Com or its equivalent from a recognized University  
ii) Hindi / Sanskrit upto Matric standard.

**Age**             **17-40 years**

**Pay Scale**     **₹ 9300-34800+ ₹ 3200 Grade Pay + ₹ 50/- Spl. Pay.**

**INFORMATION, PUBLIC RELATIONS & CULTURAL AFFAIRS HARYANA**

**Cat. No. 4**      **2 posts of Article Writer (Hindi)**  
(for General category)

**E.Q.**            i) Graduate of a recognized University or its equivalent with Hindi as one of the Elective subjects.  
ii) Knowledge of Hindi/Sanskrit upto Matric Standard.  
iii) Diploma in Journalism from a recognized University / Institute.

OR

One year course of Indian Institute of Mass Communications.

**Age**             **17-40 years**

**Pay Scale**     **₹ 9300-34800+ ₹ 3200/- Grade Pay**

**Cat. No. 5**      **1 post of Article Writer (English)**  
(for BCA category)

**E.Q.**            i) Graduate of a recognized University or its equivalent with English as one of the Elective subjects.  
ii) Knowledge of Hindi/Sanskrit upto Matric Standard  
iii) Diploma in Journalism from a recognized University / Institute.

OR

One year course of Indian Institute of Mass Communications.

**Age**             **17-40 years**

**Pay Scale**     **₹ 9300-34800+ ₹ 3200/- Grade Pay**

<b>Cat. No. 6</b>	<b>1 post of Article Writer (Punjabi)</b> (for SC category)
<b>E.Q.</b>	i) Graduate of a recognized University or its equivalent with Punjabi as one of the Elective subjects ii) Knowledge of Hindi/Sanskrit upto Matric Standard iii) Diploma in Journalism from a recognized University / Institute. OR One year course of Indian Institute of Mass Communications.
<b>Age</b>	<b>17-40 years</b>
<b>Pay Scale</b>	<b>₹ 9300-34800+ ₹ 3200/- Grade Pay</b>
<b>Cat. No. 7</b>	<b>1 post of Article Writer (Urdu)</b> (for General category)
<b>E.Q.</b>	i) Graduate of a recognized University or its equivalent with Urdu as one of the Elective subjects ii) Knowledge of Hindi/Sanskrit upto Matric Standard iii) Diploma in Journalism from a recognized University / Institute. OR One year course of Indian Institute of Mass Communications.
<b>Age</b>	<b>17-40 years</b>
<b>Pay Scale</b>	<b>₹ 9300-34800+ ₹ 3200/- Grade Pay</b>
<b>Cat. No. 8</b>	<b>1 post of Proof Reader (English)</b> (for General category)
<b>E.Q.</b>	i) Graduate of a recognized University or its equivalent with English as one of the Elective subjects. ii) Knowledge of Hindi/Sanskrit upto Matric Standard. iii) One year experience in Proof Reading work in a Printing Press/ Publication Organization of repute.
<b>Age</b>	<b>17-40 years</b>
<b>Pay Scale</b>	<b>₹ 5200-20200+ ₹ 2400/- Grade Pay</b>
<b>Cat. No. 9</b>	<b>1 post of Proof Reader (Hindi)</b> (for General category)
<b>E.Q.</b>	i) Graduate of a recognized University or its equivalent with Hindi as one of the Elective subjects. ii) Knowledge of Hindi/Sanskrit upto Matric Standard. iii) One year experience in Proof Reading work in a Printing Press/ Publication Organization of repute.
<b>Age</b>	<b>17-40 years</b>
<b>Pay Scale</b>	<b>₹ 5200-20200+ ₹ 2400/- Grade Pay</b>
<b>Cat. No. 10</b>	<b>1 post of Proof Reader (Urdu)</b> (for BCA category)
<b>E.Q.</b>	i) Graduate of a recognized University or its equivalent with Urdu as one of the Elective subjects. ii) Knowledge of Hindi/Sanskrit upto Matric Standard. iii) One year experience in Proof Reading work in a Printing Press/ Publication Organization of repute.
<b>Age</b>	<b>17-40 years</b>
<b>Pay Scale</b>	<b>₹ 5200-20200+ ₹ 2400/- Grade Pay</b>
<b>Cat. No. 11</b>	<b>1 post of Proof Reader (Punjabi)</b> (for SC category)
<b>E.Q.</b>	i) Graduate of a recognized University or its equivalent with Punjabi as one of the Elective subjects. ii) Knowledge of Hindi/Sanskrit upto Matric Standard. iii) One year experience in Proof Reading work in a Printing Press/ Publication Organization of repute.
<b>Age</b>	<b>17-40 years</b>
<b>Pay Scale</b>	<b>₹ 5200-20200+ ₹ 2400/- Grade Pay</b>

<b>Cat. No. 12</b>	<b>7 posts of Translator (Hindi)</b>
	(GEN=5, BCA=2)
<b>E.Q.</b>	i) Graduate of a recognized University or its equivalent with Hindi as one of the Elective subjects. ii) Ability to render free translation work from English to Hindi and Vice-versa. OR One year certificate course in translation from a recognized University/Institute.
<b>Age</b>	iii) Knowledge of Hindi/Sanskrit upto Matric Standard <b>17-40 years</b>
<b>Pay Scale</b>	<b>₹ 5200-20200+ ₹ 2400/- Grade Pay</b>
<b>Cat. No. 13</b>	<b>2 post of Translator (Urdu)</b>
	(for SC category)
<b>E.Q.</b>	i) Graduate of a recognized University or its equivalent with Urdu as one of the Elective subjects. ii) Ability to render free translation work from English to Urdu and Vice-versa OR One year certificate course in translation from a recognized University/Institute.
<b>Age</b>	iii) Knowledge of Hindi/Sanskrit upto Matric Standard <b>17-40 years</b>
<b>Pay Scale</b>	<b>₹ 5200-20200+ ₹ 2400/- Grade Pay</b>
<b>Cat. No. 14</b>	<b>2 post of Translator (Punjabi)</b>
	(BCB=1, ESM GEN=1)
<b>E.Q.</b>	i) Graduate of a recognized University or its equivalent with Punjabi as one of the Elective subjects ii) Ability to render free translation work from English to Punjabi and Vice-versa OR One year certificate course in translation from a recognized University/Institute.
<b>Age</b>	iii) Knowledge of Hindi/Sanskrit upto Matric Standard <b>17-40 years</b>
<b>Pay Scale</b>	<b>₹ 5200-20200+ ₹ 2400/- Grade Pay</b>
<b>Cat. No. 15</b>	<b>One post of Exhibition Assistant</b>
	(for General category)
<b>E.Q.</b>	i) Five years Degree/Diploma in Commercial Art/Applied Art or its equivalent from a recognized University/Institute. ii) Knowledge of Hindi/Sanskrit upto Matric Standard
<b>Age</b>	<b>17-40 years</b>
<b>Pay Scale</b>	<b>₹ 9300-34800+ ₹ 3200/- Grade Pay</b>
<b>Cat. No. 16</b>	<b>2 posts of Junior Evaluator</b>
	(for General category)
<b>E.Q.</b>	i) Graduate of a recognized University or its equivalent with Mathematics/ Statistics/ Economics as one of the subjects. ii) Knowledge of Hindi/Sanskrit upto Matric Standard.
<b>Age</b>	<b>17-40 years</b>
<b>Pay Scale</b>	<b>₹ 9300-34800+ ₹ 3200/- Grade Pay</b>

**Cat. No. 17**      **1 post of Printer**  
(for General category)  
**E.Q.**              i) Matric from a recognized University or its equivalent.  
ii) Knowledge of Hindi/Sanskrit upto Matric Standard.  
iii) One year experience of Dark Room work including operation of photo enlarging and printing machines and maintenance of library of photo prints, or academic as well as Hindi qualifications upto Middle with three year experience in this line.  
**Age**              **17-40 years**  
**Pay Scale**      **₹ 5200-20200+ ₹ 1900/- Grade Pay**

**Cat. No. 18**      **1 post of Tracer**  
(for General category)  
**E.Q.**              i) Matric from a recognized University or its equivalent with Drawing as elective subject.  
ii) Knowledge of Hindi/Sanskrit upto Matric Standard.  
iii) One year experience in tracing work.  
  
Preferential:  
Diploma in Draftsmanship.  
**Age**              **17-40 years**  
**Pay Scale**      **₹ 5200-20200+ ₹ 1900/- Grade Pay**

**INDUSTRIAL TRAINING DEPARTMENT HARYANA**

**Cat. No. 19**      **66 posts of Drawing Instructors**  
(GEN=29, SC=11, BCA=8, BCB=6, ESM GEN=5, ESM SC=2, ESM BCA=2, ESM BCB=1, OSP GEN=1, OSP SC=1)  
**E.Q.**              i) Diploma in Mechanical/ Electrical Engineering from State Board of Technical Education of any State.  
ii) Five years Practical/ Teaching experience including the period mentioned in (i) above from a reputed industrial concern or recognized training institute.  
iii) Knowledge of Hindi/Sanskrit upto Matric Standard,  
  
**Note:**            Relaxation in age up to 7 years and some weightage shall be admissible given to the Guest Instructors to compete for regular appointment for their having been engaged for work in this department for a significant period of time as per Govt. letter No. TE/CWP/20556/02/Policy, dated 21.3.2007.  
**Age**              **17-40 years**  
**Pay Scale**      **₹ 9300-34800+ ₹ 3600/- Grade Pay**

**Cat. No.20**      **76 posts of Workshop Calculation and Science Instructor**  
(GEN=34, SC=12, BCA=11, BCB=5, ESM GEN=5, ESM SC=2, ESM BCA=1, ESM BCB=2, OSP GEN=1, OSP SC=1, OSP BCA=1,OSP BCB=1)  
**E.Q.**              i) Diploma in Mechanical/ Electrical Engineering from State Board of Technical Education of any State.  
ii) Five years Practical/ Teaching experience including the period mentioned in (i) above from a reputed industrial concern or recognized training institute.  
iii) Knowledge of Hindi/Sanskrit upto Matric Standard,  
  
**Note:**            Relaxation in age up to 7 years and some weightage shall be admissible to the Guest Instructors to compete for regular appointment for their having been engaged for work in this department for a significant period of time as per Govt. letter No. TE/CWP/20556/02/Policy, dated 21.3.2007.  
**Age**              **17-40 years**  
**Pay Scale**      **₹ 9300-34800+ ₹ 3600/- Grade Pay**

- Cat. No.21**      **66 posts of Junior Mistress/ Instructor Women (Cutting & Sewing)**
- (GEN=24, SC=15, BCA=12, BCB=6, ESM GEN=4, ESM SC=1, ESM BCA=1, ESM BCB=2, OSP BCB=1)
- E.Q.**      i) National Trade Certificate in the concerned trade.  
ii) Craft Training Instructor Course Certificate/ Teachers Training Certificate in the concerned Trade.  
iii) Five years Practical / Teaching experience including the period mentioned in (I & II) above from a reputed Industrial establishment or institute.  
iv) Knowledge of Hindi/Sanskrit upto Matric Standard,
- Note:**      Relaxation in age up to 7 years and some weightage shall be admissible to the Guest Instructors to compete for regular appointment for their having been engaged for work in this department for a significant period of time as per Govt. letter No. TE/CWP/20556/02/Policy, dated 21.3.2007.
- Age**      **17-40 years**  
**Pay Scale**      **₹ 9300-34800+ ₹ 3600/- Grade Pay**
- Cat. No.22**      **41 posts of Junior Mistress/ Instructor Women (Embroidery & Needle work)**
- (GEN=20, SC=6, BCA=4, BCB=3, ESM GEN=3, ESM SC=1, ESM BCA=1, ESM BCB=1, OSP SC=1, OSP BCA=1)
- E.Q.**      i) National Trade Certificate in the concerned trade.  
ii) Craft Training Instructor Course Certificate/ Teachers Training Certificate in the concerned Trade.  
iii) Five years Practical / Teaching experience including the period mentioned in (I & II) above from a reputed Industrial establishment or institute.  
iv) Knowledge of Hindi/Sanskrit upto Matric Standard,
- Note:**      Relaxation in age up to 7 years and some weightage shall be admissible to the Guest Instructors to compete for regular appointment for their having been engaged for work in this department for a significant period of time as per Govt. letter No. TE/CWP/20556/02/Policy, dated 21.3.2007.
- Age**      **17-40 years**  
**Pay Scale**      **₹ 9300-34800+ ₹ 3600/- Grade Pay**
- Cat. No.23**      **17 posts of Junior Mistress/ Instructor Women (Dress Making)**
- (GEN=6, SC=3, BCA=2, BCB=2, ESM GEN=2, ESM SC=1, ESM BCA=1)
- E.Q.**      i) National Trade Certificate in the concerned trade.  
ii) Craft Training Instructor Course Certificate/ Teachers Training Certificate in the concerned Trade.  
iii) Five years Practical / Teaching experience including the period mentioned in (I & II) above from a reputed Industrial establishment or institute.  
iv) Knowledge of Hindi/Sanskrit upto Matric Standard,
- Note:**      Relaxation in age up to 7 years and some weightage shall be admissible to the Guest Instructors to compete for regular appointment for their having been engaged for work in this department for a significant period of time as per Govt. letter No. TE/CWP/20556/02/Policy, dated 21.3.2007.
- Age**      **17-40 years**  
**Pay Scale**      **₹ 9300-34800+ ₹ 3600/- Grade Pay**
- Cat. No.24**      **21 posts of Junior Mistress/ Instructor Women (Hair & Skin Care)**
- (GEN=10, SC=3, BCA=2, BCB=1, ESM GEN=1, ESM SC=1, ESM BCA=1, ESM BCB=1, OSP SC=1)
- E.Q.**      i) National Trade Certificate in the concerned trade.  
ii) Craft Training Instructor Course Certificate/ Teachers Training Certificate in the concerned Trade.  
iii) Five years Practical / Teaching experience including the period mentioned in (I & II) above from a reputed Industrial establishment or institute.  
iv) Knowledge of Hindi/Sanskrit upto Matric Standard,
- Note:**      Relaxation in age up to 7 years and some weightage shall be admissible to the Guest Instructors to compete for regular appointment for their having been engaged for work in this department for a significant period of time as per Govt. letter No. TE/CWP/20556/02/Policy, dated 21.3.2007.
- Age**      **17-40 years**  
**Pay Scale**      **₹ 9300-34800+ ₹ 3600/- Grade Pay**

## CHIEF ARCHITECT, ARCHITECTURAL DEPARTMENT HARYANA

**Cat. No. 25**      **2 posts of Architectural Assistant.**  
(GEN=1, SC=1)  
**E.Q.**              i) Diploma in Architectural Assistantship with eight years experience after qualifying.  
                         ii) Knowledge of Hindi/Sanskrit upto Matric Standard,  
**Age**                **17-40 years**  
**Pay Scale**        **₹ 9300-34800+ ₹ 4000/- Grade Pay**

## ARCHAEOLOGY & MUSEUMS DEPARTMENT

**Cat. No. 26**      **One post of Modeller**  
(for General category)  
**E.Q.**              i) Diploma from a recognized Art School or College with specialization in preparing models, sculptures in clay, plaster and paper.  
                         ii) Knowledge of Hindi/Sanskrit upto Matric Standard,  
**Age**                **17-40 years**  
**Pay Scale**        **₹ 9300-34800+ ₹ 3200/- Grade Pay**

**Cat. No. 27**      **2 posts of Technical Assistant**  
(for General category)  
**E.Q.**              i) At least 2<sup>nd</sup> Class master degree in Ancient Indian History with culture or Archaeology or Medieval Indian History.  
                         OR  
                         At least 2<sup>nd</sup> Class Master's degree in Sanskrit or Arabic or Parsian or Pali or Prakrit and Bachelor of Arts with Medieval Indian History or Ancient Indian History as one of the subject.  
                         ii) Knowledge of Hindi/Sanskrit upto Matric Standard,  
**Age**                **18-40 years**  
**Pay Scale**        **₹ 9300-34800+ ₹ 3200/- Grade Pay**

## AGRICULTURE DEPARTMENT

**Cat. No. 28**      **26 posts of Tracer**  
(GEN=5, SC=2, BCA=4, BCB=4, ESM GEN=2, ESM SC=2, ESM BCA=3, ESM BCB=2, OSP SC=1, OSP BCA=1)  
**E.Q.**              i) Matric with Drawing.  
                         ii) Knowledge of Hindi/Sanskrit upto Matric Standard,  
                         iii) Experience in tracing will be preferred.  
**Age**                **17-40 years**  
**Pay Scale**        **₹ 5200-20200+ ₹ 1900/- Grade Pay**

## URBAN LOCAL BODIES DEPARTMENT

**Cat. No. 29**      **3 posts of Junior Engineer (Horticulture)**  
(SC=2, BCA=1)  
**E.Q.**              i) B.Sc. Agriculture with Horticulture as a specialization.  
                         ii) Knowledge of Hindi/Sanskrit upto Matric Standard,  
**Age**                **17-40 years**  
**Pay Scale**        **₹ 9300-34800+ ₹ 3600/- Grade Pay**

## THE HARYANA STATE COOPERATIVE SUPPLY & MARKETING FEDERATION (Hafed)

**Cat. No. 30**      **3 posts of Junior Engineer (Civil)**  
(SC=1, BCA=1, ESM GEN=1(2<sup>nd</sup> time))  
**E.Q.**              i) Diploma in Civil Engineering with two years experience.  
                         ii) Knowledge of Hindi/Sanskrit upto Matric Standard.  
**Age**                **18-40 years**  
**Pay Scale**        **₹ 9300-34800+ ₹ 3600/- Grade Pay**

**Cat. No. 31**      **32 posts of Accountant**

(GEN=22, BCA=4, BCB=1, ESM GEN=1, ESM BCA=2, OSP GEN=1, OSP BCA=1)

**E.Q.**              i) B.Com from a recognized University.  
ii) 2 years experience in Accounts keeping in Commercial concern of repute.  
iii) Hindi/Sanskrit upto Matric Standard,

Preference will be given to candidates having one year diploma in computer application from recognized University.

**Age**                **18-40 years**  
**Pay Scale**        **₹ 5200-20200+ ₹ 2400/- Grade Pay**

**DGP-CUM-MANAGING DIRECTOR, HARYANA POLICE HOUSING CORPORATION**

**Cat. No. 32**      **One post of Draftsman (Civil)**  
(for SC category only)

**E.Q.**              i) Matriculation or 10+2 examination of a recognized University / Institution or Board or its equivalents.  
ii) In case of Draftsman (Civil), has obtained three years diploma in Civil Engineering or Two year Certificate in draftsmanship (Civil) awarded by the State Board for Technical Education or from any other recognized institution.  
iii) Knowledge of Hindi/Sanskrit upto Matric Standard,

**Age**                **17-40 years**  
**Pay Scale**        **₹ 9300-34800+ ₹ 3200/- Grade Pay**

**ENGINEER-IN-CHIEF HARYANA PUBLIC HEALTH ENGINEERING DEPARTMENT**

**Cat. No. 33**      **69 posts of Junior Engineer (Civil) Backlog**

(GEN=68, ESM BCB=1)

**E.Q.**              i) Passed three years National Certificate (Theoretical) Course in Civil Branch of Engineering conducted by the State Board of Technical Education, Haryana or its equivalent.  
ii) Hindi/Sanskrit upto Matric Standard.

**Age**                **17-40 years**  
**Pay Scale**        **₹ 9300-34800+ ₹ 3600/- Grade Pay**

**HARYANA STATE POLLUTION CONTROL BOARD**

**Cat. No. 34**      **2 posts of Statistical Assistant**  
(for General category)

**E.Q.**              i) Graduate in Economics or Agriculture Economics or Statistics or Mathematics or Commerce with Statistics as one of the elective subjects with 3 years experience in collection, compilation, analysis of statistical data in some Government offices/ institute of repute.  
ii) Hindi/Sanskrit upto Matric Standard.

**Age**                **17-40 years**  
**Pay Scale**        **₹ 9300-34800+ ₹ 3300/- Grade Pay**

**Cat. No. 35**      **One post of Accountant**  
(for General category)

**E.Q.**              i) M.Com. Second Division  
OR  
B.Com. first division with 2 years experience in Commercial Accounting.  
ii) Hindi/Sanskrit upto Matric Standard.

**Age**                **17-40 years**  
**Pay Scale**        **₹ 9300-34800+ ₹ 3200/- Grade Pay**

## WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES HARYANA

Cat. No. 36      5 posts of Tehsil Welfare Officer

(GEN=1, SC=2, BCA=1, BCB=1)

E.Q.              i) Graduate with Economics or Sociology as one of the subjects from a recognized University or a Master in Social Work (MSW).  
ii) Hindi/Sanskrit upto Matric Standard.

Age                17-40 years

Pay Scale        ₹ 9300-34800+ ₹ 3200/- Grade Pay

### SPECIAL INSTRUCTIONS :

The prescribed essential qualification does not entitle a candidate to be called for interview. The Commission may short list the candidates for interview by holding a written examination or on the basis of a rationale criterion to be adopted by the Commission. The decision of the Commission in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode of, and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.

### HOW TO APPLY-GENERAL INSTRUCTIONS :

A candidate whether he belongs to general category or reserved categories viz. SC, BC, ESM/DESM can submit only one application for particular category of post. Application form complete in all respects duly filled in by the candidates in their own handwriting in capital letters and signed in the specified space should be sent only **through Registered Post** to the Secretary, Haryana Staff Selection Commission, Bays No. 67-70, Sector-2, Panchkula PIN- 134151. All the column of the application form should be filled in.

Applications related to RTI should be sent by writing '**RTI Application**' on top of envelopes.

The candidate should give details of all the examinations passed from Matriculation or its equivalent onwards and mention total and **percentage of marks** obtained and maximum marks in each examination. **The candidates are advised to attach photocopy only of essential qualification certificates/diploma/degree with the application form alongwith Eligibility Certificate in case of DESM and Sports Gradation Certificate in case of Outstanding Sports Person category and PHC Certificate from the Competent Authority.** The candidates, who have obtained degrees or Diplomas or Certificates for the various courses from any institution declared fake by the University Grants Commission, shall not be eligible for being considered for recruitment to the posts advertised.

**SERVING GOVERNMENT EMPLOYEES SHOULD SEND THEIR APPLICATION FORM WELL IN TIME THROUGH PROPER CHANNEL. THEY MAY, HOWEVER, SEND AN ADVANCE COPY DIRECT TO THE COMMISSION.**

**FEE:-** Fee at the following rates should be deposited in the Haryana Govt. Treasury under the Head "0051-H.P.S.C.-(103)-Staff Selection Commission, Haryana-Application fee and other receipts."

	<u>General Candidates of Haryana only</u>	<u>SC/BC candidates</u>	
Cat. No.	2,3, 4 to 16, 19 to 27, 29 to 36	Rs. 150/-	Rs. 35/-
Cat. No.	1,17,18,28	Rs. 100/-	Rs. 25/-

The PHC candidates who belong to Haryana State are exempted from fee as per Government instructions No. 22/70/2011-1GS-III, dated 01.05.2012.

No concession of fee is admissible to SC/BC/PHC applicants of other States.



The ESM candidates are exempted from payment of Fee, but their dependents are required to pay the fee as for General, SC or BC candidates as case may be. Candidates residing outside Haryana and Chandigarh can send the fee in the form of Indian Postal Orders which should be made payable to the Secretary, Haryana Staff Selection Commission at Panchkula. Fee sent in the form of **Bank Draft or Money Order or Cash will not be accepted**. Fee once sent with the application form is neither transferable nor refundable/adjustable. Treasury challans / Postal Orders purchased before the publication of this advertisement and after the closing date will not be accepted.

**Relaxation in Age :**

- i) In the case of SC/BC candidates, the upper age limit is relaxable as per Haryana Govt. instructions.
- ii) In the case of PHC General candidates the upper age limit is relaxable by 10 years (15years for SCs/BCs) as per Haryana Government instructions No. 22/70/2011-1GS-III, dated 01.05.2012.
- iii) For Ex-servicemen candidates relaxation up to continuous Military service added by three years is permissible.
- iv) The upper age limit in respect of widow, legally separated woman, divorcee, deserted woman and unmarried woman will be upto 45 years as per Government instructions.

**Reservation of posts:-** Reservation will be as per Haryana Government Instructions.

**For Disabled ESM/Dependent of Killed/ Disabled in action** reservation will be as per Haryana Govt. instructions contained in letter No. 945-GS-II 72/6451, dated the 6<sup>th</sup> March, 1972.

The reservation for ESM will be utilized in the order given below:-

- i) Disabled ex-servicemen with disability between 20% to 50%.
- ii) Up to two dependents of Service personnel killed/disabled beyond 50%
- iii) Other ex-servicemen.

Note:-1. Disabled ex-servicemen will mean ex-servicemen who, while serving in the Armed Forces of the Union were disabled in operations against the enemy or in disturbed areas.

Note:-2. The dependents will include besides wife/widow, dependent sons/daughters.

The dependent sons of ESM who fulfill all conditions of qualifications, age etc. prescribed for posts will be considered on merit for the posts reserved for ESM to the extent of non-availability of suitable ESM candidates. The children and the grand-children of Freedom Fighters (DFF) would be considered to the extent mentioned in Haryana Govt. letter No. 22/20/83-3GSIII, dated 26.7.1984 as amended from time to time, if the quota reserved for Ex-servicemen, remains unfilled due to non-availability of suitable Ex-servicemen or their dependents.

ESM/DESM candidates of Haryana claiming benefit will have to produce the fresh Eligibility Certificate from the concerned Zila Sainik Board at the time of interview. Mere dependent certificate will not be entertained. ESM candidates should also produce at the time of interview attested photo copy of Identity Card issued by concerned Zila Sainik Board.

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 :-

- i) A person may be working on an adhoc basis against the post advertised or somewhere else.
- ii) 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.
- iii) 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
- iv) 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.
- v) A candidate who is a member of the joint Hindu family is employed on adhoc basis but he is otherwise dependent on his father.

- Note :-**
- i) The benefit of reservation will be given only to those SC/BC/ PHC and ESM and outstanding sportsperson candidates who are domicile of Haryana State. The SC/BC/PHC candidates are required to submit SC/BC/PHC Certificate duly issued by the competent authority at the time of interview. Likewise the Outstanding Sports Person shall be required to attach the sport gradation certificate with the application form as per Government instructions duly issued by the competent authority. DESM shall be required to attach the fresh Eligibility Certificate duly issued by the respective Zila Sainik Board with the application form.
  - ii) Qualification will be determined with regard to the last date fixed for receipt of applications.
  - iii) Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or it is found that the information furnished is false or incorrect their candidature will be cancelled.
  - iv) The experience will be considered only after acquiring the essential qualification.

#### **DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM**

- i) One copy of latest stamp size photograph duly attested should be pasted on the application form.
- ii) Attested photocopy of Treasury Challan.
- iii) Attested photocopy of essential qualifications and above /diploma/degree should be attached with the application form.
- iv) Attested copy of fresh Eligibility Certificate in case of DESM candidates duly issued by the respective Zila Sainik Board.
- v) Attested copy of Sport Gradation Certificate in case of Outstanding Sports Persons, duly issued by the Competent Authority.
- vi) Attested photo copy of BC / SC / PHC Certificate issued by competent authority.

The candidates residing outside the state of Haryana should send original Indian Postal Orders with the application forms after retaining counterfoil of IPO's with them. They will produce the original Treasury Challan/ IPO (Counter Foil), and all other relevant documents along with Photostat attested copies, at the time of interview.

**The candidates are advised that the photocopy of all qualifications should be attached with the application form.**

#### **Note :-**

An application form will be summarily rejected in the following events :-

- (i) If a candidate makes more than one application for a particular category.
- (ii) If the application is not in the prescribed format appended with this advertisement.
- (iii) If the application is unsigned/incomplete.
- (iv) If full fee is not deposited in the manner prescribed or proof thereof not attached.
- (v) If the application is not sent through Registered Post.
- (vi) If the experience certificate is without detail of salary per month received (wherever the condition of experience apply).
- (vii) If the application is received in Commission's office after the closing date, HSSC will not be responsible for any postal delay.

- (viii) If a candidate does not possess the qualification of Hindi/Sanskrit up to Matric Standard/ Higher Standard.
- (ix) If a candidate does not possess the requisite academic qualification on the cut off date.
- (x) If a candidate is underage/overage on the cut off date.
- (xi) If a candidate does not indicate visible identification mark in column 13 of the application form.

**USE OF MOBILE PHONE, PAGER AND OTHER ELECTRONICS DEVICE IN HARYANA STAFF SELECTION COMMISSION EXAMINATION/ INTERVIEW IS STRICTLY PROHIBITED.**

**HSSC wishes happy Diwali  
to the applicants & their family members**

Place : Panchkula  
Dated:08.11.2012

Secretary,  
Haryana Staff Selection Commission,  
Panchkula.

**HARYANA STAFF SELECTION COMMISSION**  
Bays No. 67-70, Sector-2, Panchkula-134151

**FOR OFFICE USE ONLY**

CONTROL NO. <input style="width:90%;" type="text"/>	ROLL NO. <input style="width:90%;" type="text"/>	SCRUTINY BY <input style="width:90%;" type="text"/>
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**APPLICATION FORM**

Treasury / Post office Name  Try. Ch ./I. P.O. No.  Date  Amount

**IMPORTANT INSTRUCTIONS**

1. Please read instructions given in advertisement carefully before filling in each column.
2. Use only Black/Blue ball pen to write or tick the box.
3. Please tick 'Yes' as  and 'Not' as
4. Put  on the column which is not applicable.
5. The candidates belonging to ESM/DESM/DFF/OSP will be required to  both the columns i.e. their Category as well as caste which they belong.

Paste here  
your latest  
stamp size,  
attested  
photograph

Advertisement No.  Category No.  Name of the post

1. CANDIDATE'S NAME in capital letters as given in class X Certificate (in English)

2. Father's Name in capital letters as given in class X Certificate (in English)

Signature of Candidate

3. Date of Birth :                      Date                      Month                      Year  
         

4. Age as on eligibility date : Years                      Months                      Days  
                                             

5. Sex :                      Male                       Female

6. Category :    Gen     S C     BCA     BCB     ESM     DESM     DFF     OSP     PHC

7. Are you domicile of Haryana :    Yes     No     8. Nationality : Indian  other

9. Write Name and complete mailing address. in block letters. with black sketch pen only : -

**Name :**  
**Address :**  
**With Telephone No., if any**

**Pin Code**

10. Educational qualifications :-

Educational Qualifications	Year of Passing	Marks Obtained	Total Marks	% age	Division	Name of Board/ University	Subjects
10 <sup>th</sup> (Matric)							
10+2(Senior Secondary)							
ITI/Vocational							
Diploma/Degree							
B.A./B.Sc./B.Com/B.E.							
M.A./M.Sc./M.Com./M.E.							

11. Any other higher qualification specify \_\_\_\_\_

12. Experience :    Years     Months     Days

Name of Organization : \_\_\_\_\_ Total Salary : Rs. \_\_\_\_\_

13. Visible identification mark on the body of the candidate \_\_\_\_\_

14. Declaration : I hereby declare that :-

1. All statements made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the interview/appointment/selection, my candidature may be cancelled and action can be taken against me.
2. I have read the provisions in advertisement of the Commission carefully and I hereby undertake to abide by them. I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc. prescribed in the advertisement and other relevant rules and instructions.
3. I have never been convicted by Criminal Court.

PLACE : \_\_\_\_\_

**SIGNATURE OF THE CANDIDATE**  
(unsigned application will be rejected)

DATE : \_\_\_\_\_