

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

Advt. No. 12/2019	
Date of publication:	: 20.07.2019
Opening date for submission of online applications:	: 05.08.2019
Closing date for submission of online applications:	: 20.08.2019
Closing date for deposit of fee:	:24.08.2019
Corrigendum dated	:10.09.2019
Last date for submission of application form	: <b>26.09.2019</b>
Last date for deposit of fees	:30.09.2019

Common Scrutiny form instruction for all posts Assistant against Advt. No. 12/2019.

**READ ALL INSTRUCTIONS CAREFULLY (UPLOAD ORIGINAL DOCUMENTS ONLY)**

ENTER THE FOLLOWING (As displayed in the downloaded Application Form) :

- 1) Upload Page no. 1 (Mandatory) & Page No 2 of the Job application form (Do not upload scrutiny form here).
- 2) Upload supporting document for Category / Caste, Date of Issue, Issuing Authority and Document Serial No.
- 3) Enter the following details online, with respective supporting document:-

Sr. No.	Particulars		Documents/certificate uploaded			
			Yes/No	Date of issuing	Issuing authority	Document Serial No.
1.	Matriculation Details		MARKS	Max.=	Obt.=	%.=
			Yes/No	Date of issuing	Issuing authority	Document Serial No.
2.	Hindi/Sanskrit up to Matriculation, as one of the subject.		Yes/No	Date of issuing	Issuing authority	Document Serial No.
3.	If age relaxation claimed (Relaxation in upper age limit is to be given as per Haryana Govt. instructions.).		Yes/No	Date of issuing	Issuing authority	Document Serial No.
	Age- 17-42 Years		Yes/No	Date of issuing	Issuing authority	Document Serial No.
4.	Domicile of Haryana		Yes/No	Date of issuing	Issuing authority	Document Serial No.
5.	If ESP , whether Sports Gradation Certificate as per notification no. 4/40/2017-4SYA dated 25.05.2018 issued by Sports & Youth Affairs Department Haryana.		Yes/No	Date of issuing	Issuing authority	Document Serial No.
6.	Degree / Diploma / Other Certificate Details		Yes/No	Date of issuing	Issuing authority	Document Serial No.
			MARKS	Max.=	Obt.=	%.=
	Practical / Teaching Experience	Yes/No	Years	Date of issuing	Issuing authority	Document Serial No.
7.	Higher Qualification	Yes/No	Qualification Name	Date of issue	Issuing Authority	Document Sl. No.
			MARKS	Max.=	Obt.=	%.=
Note: a) *Preference shall be given to degree/ diploma holder candidate possessing Craft Instructor Training Course in relevant trade/ P.O.T., from NCVT recognized institute; b) Experience should be in the concerned trade/ field in an Industrial establishment covered under Apprenticeship Act or in a recognized technical institution; c) In case of Ex-serviceman, Craft Instructor Training course shall be relaxed if the candidate possesses equivalent technical qualification as certified by Director General, Rehabilitation, Ministry of Defense, or Director General Employment and Training, Government of India						
Experience: One-half (=0.5) mark for each year or part thereof exceeding six month of experience, out of a maximum of 16 years, on the same or a higher post in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority of Government of Haryana. No marks will be awarded for any period less than six months. (Experience certificate should be signed by competent issuing authority with number and seal of office).						

# Socio-economic criteria & Experience

Particulars			Documents/certificate uploaded			
8.	Experience	Yes/No	Worked as (Mention Post)	Issuing Authority <b>(Annexure-D-I)</b>		
			Document Serial No.	Total Years of Experience, till 03/02/2020. <b>(Experience after Last application date is not valid)</b>		
9.	a) Is applicant or any person amongst the applicant's family viz father, mother, spouse, brother and Son is, was or has been a regular employee in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority of Government of Haryana or any other State Government or Government of India.		Yes/No	For Non Govt. Employee Relative, upload <b>Annexure-E-I</b>		<b>For Govt. Employee Relative, Specify Category</b>
	b) If the applicant is,  (i) A Widow; or  (ii) The first or the second child and his father had died before attaining the age of 42 years; or  (iii) The first or the second child and his father had died before the applicant had attained the age of 15 years.		Yes/No  (Select category, if applicable)	<u>Date of issuing</u>	<u>Issuing authority</u>	<u>Document Serial No.</u>
	c) If the applicant belongs to such a denotified tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic tribe of Haryana which is neither a Scheduled Caste nor a Backward Class.		Yes/No  (Select category, if applicable)	<u>Date of issuing</u>	<u>Issuing authority</u>	<u>Document Serial No.</u>
			<b>(Annexure-A-II / Annexure-B-II)</b>			
			<b>(Certificate issued by Tehsildar)</b>			

#### 4) Upload Signature

(Please upload image of signature by black ball point pen on white paper of size not more than 50kb)

#### 5) Upload Photograph

(Please upload recent image of passport size photograph with White or Blue background. Hair should be tied back and ears should be visible.)

### OTHER INSTRUCTIONS

- Only **JPEG (\*.jpg; \*.jpeg; \*.jpe; \*.jif)** Formats of document images are acceptable. Please use Microsoft Paint or any other software / application to convert any other format to JPG.
- Maximum permissible size of document is **450 kb**. Please use the following link or any other software / application to convert **PDF TO JPG** without effecting illegibility before uploading.  
  
<https://pdfresizer.com/convert>
- If "date of issue" for some document is not available, please enter "01/01/1990" the blank. Blank fields are not accepted.
- If "serial number" for some documents is not available, please type "Not mentioned" inside the respective field.
- Verify submitted data before confirming. To edit, click on "UPDATE". Once clicked on "CONFIRM", data entered shall be considered final and non-editable.
- On display of confirmation page after final submitting, download PDF for your filled form and take printout of the same. Link for downloading the same shall also be mailed at your given mail ID
- Uploading Forged document or False / Wrong data might cause rejection of application along-with penalties as per law.