

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

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|---|----------------------------|----------------------------------|
| Advt. No. 3/2019 | Date of publication | : 02.03.2019 |
| Opening date for submission of online applications | | : 08.03.2019 |
| Closing date for submission of online applications | | : 08.04.2019 (by 11:59PM) |
| Closing date for deposit of fee | | : 11.04.2019 (by 11:59PM) |

Online applications are invited for direct recruitment of under mentioned categories of posts using the URL address i.e. <http://adv32019.hryssc.in/StaticPages/HomePage.aspx> from **08.03.2019** to **08.04.2019 till 11.59 P.M.**, thereafter website link will be disabled. The candidates are strictly advised to apply online well in advance without waiting for last date of submission of online application form. The candidates are advised to check all the particulars filled up by them in application form and also ensure the correctness of uploaded certificates before finally submitting the application as no request for change of any particular shall be entertained by the Commission. No offline application form or copy of downloaded application form will be accepted by the office. Qualification/eligibility conditions and other documents will be determined with regard to last date fixed to apply online applications also called as closing date i.e. **08.04.2019** given in the advertisement. No candidate who does not fulfill the qualification/eligibility condition on cutoff date need to apply. No confidential result qua minimum qualification shall be entertained. The details of the posts are as under: -

DETAILS OF POSTS AND QUALIFICATIONS

PWD B&R, Haryana.

Cat. No.1 9 Posts Chageman Miscellaneous.

(GEN=4, SC=2, BCA=1, BCB=1, ESM-GEN=1) TOTAL=9

- E.Q (i) Matric with Hindi or Sanskrit.
- (ii) I.T.I Certificate in Mechanic Diesel/Mechanic Motor Vehicles/Fitter/Welder /Machinist/Turner trade; and (iii) Five years experience in the relevant field from any Auto Workshop;

Age 17-42 years
Pay Scale `5200-20200+GP`2400

Cat. No.2 9 Posts Auto Electrician.

(GEN=4, SC=2, BCA=1, BCB=1, ESM-GEN=1) TOTAL=9.

- E.Q (i) Matric with Hindi or Sanskrit;
- (ii) I.T.I Certificate in the Trade of Motor Mechanic/National Apprenticeship Certificate in Auto Electrician Trade; and
- (iii) Three years experience in the relevant field;

Age 17-42 years
Pay Scale `5200-20200+GP`2400

Cat. No.3 10 Posts Supervisor.

(GEN=4, SC=2, BCA=2, BCB=1, ESM-GEN=1) TOTAL=10

E.Q (i) Matric with Hindi or Sanskrit;
(ii) I.T.I Certificate in the trade of Mechanic Motor Vehicles; and
(iii) Two years experience as workshop supervisor from any reputed workshop.

Age 17-42 years

Pay Scale `5200-20200+GP`2400

Cat. No.4 5 Posts Blacksmith.

(GEN=3, SC=1, BCA=1) TOTAL=5.

E.Q (i) Matric with Hindi or Sanskrit; and
(ii) Eight years experience in the relevant field;

Age 17-42 years

Pay Scale `5200-20200+GP`1900.

Cat. No.5 14 Posts Workshop Machinery Operator.

(GEN=5, SC=3, BCA=2, BCB=2, ESM-GEN=2) TOTAL=14

E.Q (i) Matric with Hindi or Sanskrit;
(ii) ITI Certificate in Welder/Turner/Machinist trade; and
(iii) Two years experience in the relevant field;

Age 17-42 years

Pay Scale `5200-20200+GP`2400.

Cat. No.6 11 Posts Chageman Heavy Plant.

(GEN=5, SC=2, BCA=2, BCB=1, ESM-GEN=1) TOTAL=11.

E.Q (i) Matric with Hindi or Sanskrit;
(ii) ITI Certificate in Mechanic Diesel/Mechanic Motor Vehicles Trade;
and
(iii) Five years experience in the relevant field from any Auto Workshop;

Age 17-42 years

Pay Scale `5200-20200+GP`2400.

Cat. No.7 5 Posts Machine Tool Operator.

(GEN=3, SC=1, BCA=1) TOTAL=5

E.Q (i) Matric with Hindi or Sanskrit;
(ii) I.T.I Certificate in Welder/Machinist/Turner Trade; and
(iii) Four years experience in the relevant field from a reputed Machine Shop;

Age 17-42 years

Pay Scale `5200-20200+GP`2400.

Cat. No.8 9 Posts Chageman (Electrical) (Re-Advertised).

(GEN=4, SC=2, BCA=1, BCB=1, ESM-GEN=1) TOTAL=9.

E.Q i) Matric with Hindi or Sanskrit;
(ii) Two years ITI Certificate in Electrician Trade; and
(iii) Five years experience in the relevant field;

Age 17-42 years

Pay Scale `5200-20200+GP`2400.

Cat. No.9 5 Posts Chageman (Air Conditioning and Refrigeration).

(GEN=3, SC=1, BCA=1) TOTAL=5.

E.Q (i) Matric with Hindi or Sanskrit;
(ii) Two years I.T.I in Refrigeration; and
(iii) Five years experience in the relevant field;

Age 17-42 years

Pay Scale `5200-20200+GP`2400.

Cat. No.10 2Posts Motor Winder(Re-Advertised).

(GEN=2)

E.Q (i) Matric with Hindi or Sanskrit; and
(ii) Five years experience in the relevant field;

Age 17-42 years

Pay Scale `5200-20200+GP`1900.

Cat. No.11 2 Post Lift Operator(Re-Advertised).

(GEN=2)

E.Q (i) Matric with Hindi or Sanskrit; and
(ii) Five years experience in operation of lift;

Age 17-42 years

Pay Scale `5200-20200+GP`1900.

Cat. No.12 1 Post Generator Operator.

(GEN=1)

E.Q (i) Matric with Hindi or Sanskrit; and
(ii) Eight years experience as Generator Operator

Age 17-42 years

Pay Scale `5200-20200+GP`1900.

Cat. No.13 2 Post Mechanic (Air Conditioning and Refrigeration).

(GEN=2)

- E.Q (i) Matric with Hindi or Sanskrit;
(ii) Two year I.T.I in Refrigeration; and
(iii) Two years experience in the relevant field;

Age 17-42 years

Pay Scale `5200-20200+GP`2400.

Haryana State Industrial & Infrastructure Development Corporation**Cat. No.14 6 Posts Assistant Accountant (Re-Advertised).**

(GEN=3, SC=1, BCA=1, ESM-GEN=1) TOTAL=6

- E.Q (i) B.Com at least 2nd Division with minimum 5 years relevant experience in handling of Accounts in a Public Limited Company or Industrial Undertaking/Bank in the Accounts Stream.

Or

M. Com (at least 2nd Division) with minimum 2 years relevant experience in handling of Accounts in a Public Limited Company or Industrial Undertaking/ Banks in Accounts Stream.

- (ii) Hindi/Sanskrit upto Matric Standard will be an essential qualification.

Age 18-42 years

Pay Scale 9300-34800+3600 GP (pre-revised) (Functional Pay Level-6) -(Revised)

Cat. No.15 1 Post Draftsman Planning (Re-Advertised).

(GEN=1)

- E.Q (i) Two years recognized Certificate in Draftsmanship (Civil), or 3 years Diploma in Architecture.
(ii) Hindi/ Sanskrit upto Matric Standard will be an essential qualification.

Age 18-42 years

Pay Scale 9300-34800+3600 GP (pre-revised) (Functional Pay Level-6).

Cat. No.16 1 Post Pipe Fitter.

(GEN=1)

- E.Q (i) Matric with ITI Certificate in Fitter/Plumber Trade
(ii) Hindi/Sanskrit upto Matric Standard will be an essential qualification.

Age 18-42 years

Pay Scale `5200-20200+2400 GP (Pre-revised) (Functional Pay Level-4).

Cat. No.17 8 Posts Legal Assistant (Re-Advertised).

(GEN=4, SC=1, BCA=1, BCB=1, ESM-GEN=1) TOTAL=8.

E.Q (i) Graduate (2nd Division), LL.B Professional (2nd Division) and having at least 2 years experience in Govt./Commercial organisations/Financial Institutions/Banks in drafting of deeds/agreements/terms/conditions/examinations of legal documents and pursuing of legal cases.

Or

Graduate (2nd Division), LL.B Professional (2nd Division) can be appointed as Trainees for a period of 2 years on successful completion of training, they will be absorbed in the regular pay scale.

(ii) Hindi/Sanskrit upto Matric Standard will be an essential qualification.

Age 18-42 years

Pay Scale 9300-34800+3600 GP (Pre-Revised) Functional Pay Level-6 (Revised).

Cat. No.18 1 Post Assistant Programmer.

(ESM-GEN=1)

E.Q (i) Should possess Bachelor degree with minimum IInd Division with one year Diploma in Computer Application from recognised University/Institute, having minimum 3 years experience in Computer operations in State Govt. Department/Organisation of repute.

(ii) Hindi/Sanskrit upto Matric Standard will be an essential qualification.

Age 18-42 years

Pay Scale 9300-34800+4000 GP (Pre-Revised) Functional Pay Level-6 (Revised).

Cat. No.19 3 Posts Receptionist/PBX Operator(Re-Advertised).

(GEN=1, SC=1, BCA=1) TOTAL=3

E.Q (i) Graduate with flair in English Speaking, having worked as telephone attendant/PBX Operator for atleast one year in commercial/Semi Govt. organization.

(ii) Hindi/Sanskrit upto Matric Standard will be an essential qualification.

Age 18-42 years

Pay Scale 9300-34800+3600 GP (Pre-Revised) Functional Pay Level-6 (Revised).

Cat. No.20 3 Posts Assistant Manager (Utilities) (Re-Advertised).

(SC=1, BCB=1, ESM-GEN=1) TOTAL=3

E.Q (i) Three years diploma (1st Division) in Civil/Mechanical/Electrical Engineering with minimum 3 years post qualification experience.

(ii)Hindi/Sanskrit upto Matric Standard will be an essential qualification.

Age 18-42 years

Pay Scale 9300-34800+4000GP (Pre-Revised) Functional Pay Level-6 (Revised).

Cat. No.21 4 Posts Assistant Manager (Electrical)/JE level.

(SC=1, BCA=1, BCB=1, ESM-GEN=1) Total=4.

E.Q (i) Three years Diploma (1st Division) in Electrical Engineering with minimum 3 years experience.
Or
B.E. Electrical/AMIE (Electrical).
(ii) Hindi/Sanskrit upto Matric Standard will be an essential qualification.

Age 18-42 years

Pay Scale 9300-34800+4000 GP(Pre-Revised) Functional Pay Level-6 (Revised).

Cat. No.22 6 Post Assistant Manager (Estate) (Re-Advertised)..

(GEN=2, SC=1, BCA=1, ESM-GEN=1, ESM-SC=1) TOTAL=6.

E.Q (i) Graduate in Arts, Science or Commerce with minimum 2nd Division and LLB having atleast 2 years relevant post qualification experience.
(ii) Hindi/Sanskrit upto Matric Standard will be an essential qualification.

Age 18-42 years

Pay Scale 9300-34800+4000 GP (Pre-Revised) Functional Pay Level-6 (Revised).

Cat. No.23 1Post Tracer(Re-Advertised).

(GEN=1)

E.Q (i) Matric with 2 years ITI Certificate/Diploma in Draftsmanship or equivalent with at least 4 years experience.
(ii)Hindi/Sanskrit upto matric Standard will be an essential qualification.

Age 18-42 years

Pay Scale `5200-20200+2400GP(Pre-Revised) Functional Pay Level-4.

Haryana Seeds Development Corporation Limited

Cat. No.24 2Posts Section Officer.

(SC=2)

E.Q (i) Commerce Graduate with advanced Accountancy and Auditing.
(ii) 3 yrs. experience as Accounts Assistant.
(iii) Knowledge of Hindi/ Sanskrit upto matric standard or higher education.

Age 17-42 years

Pay Scale `35400, FPL-6.

Cat. No.25 2Posts Sub Station Generator Attendant.

(GEN=1, BCA=1)

- E.Q (i) Certification in ITI Electrical Trade experience of 2 years preferably in Sub-Station.
(ii) Knowledge of Hindi/ Sanskrit upto matric standard or higher education.

Age 17-42 years
Pay Scale `25500, FPL-4.

Cat. No.26 49Posts Salesman(Re-Advertised).

(GEN=25, SC=10, BCA=6, BCB=4, ESM-GEN=2, ESM-BCA=1, ESM-BCB=1)
TOTAL=49. PHC-OH=1

- E.Q (i) Matric
(ii) Knowledge of Hindi/ Sanskrit upto matric standard or higher education.

Age 17-42 years
Pay Scale `19900, FPL-2.

Cat. No.27 27Posts Assistant Seed Production Officer(Re-Advertised).

(GEN=8, SC=7, BCA=2, BCB=3, ESM-GEN=7) TOTAL=27, PHC-OH=1

- E.Q (i) B.Sc. (Agril.) with High 2nd Div. or M.Sc.(Agril.) with specialization in Plant Breeding, Agronomy or Seed Technology with minimum 2 yrs. experience in Seed Production/Processing/ certification etc.
(ii) Knowledge of Hindi/ Sanskrit upto matric standard or higher education.

Age 17-42 years
Pay Scale `35400, FPL-6.

Cat. No.28 4Posts Electrician(Re-Advertised).

(GEN=2, SC=1, BCA=1) Total=4.

- E.Q (i) ITI Certificate (2 years) in Electrical/Wireman with knowledge of maintenance of Electrical motors and installation.
(ii) Knowledge of Hindi/ Sanskrit upto matric standard or higher education.

Age 17-42 years
Pay Scale `25500, FPL-4.

Cat. No.29 10Posts Junior Mechanic(Re-Advertised).

(GEN=6, SC=2, BCB=1, ESM-BCA-1) Total=10.

- E.Q (i) ITI Diploma or equivalent qualification from a Technical Training Institute.
(ii) Knowledge of Hindi/ Sanskrit upto matric standard or higher education.

Age 17-42 years
Pay Scale `25500, FPL-4.

Cat. No.30 6Posts Store Clerk.

(GEN=4, SC=1, BCB=1) TOTAL=6.

E.Q (i) Matriculate with one year exp. of store handling and store accounting.
(ii) Knowledge of Hindi/ Sanskrit upto matric standard or higher education.

Age 17-42 years
Pay Scale `19900, FPL-4.

Cat. No.31 3Posts Store Keeper.

(GEN=3)

E.Q (i) Graduate with 2 yrs. experience of Store handling and store accounting.
(ii) Knowledge of Hindi/ Sanskrit upto matric standard or higher education.

Age 17-42 years
Pay Scale `35400, FPL-2.

Cat. No.32 11Posts Account Clerk.

(GEN=5, SC=2, BCA=1, BCB=1, ESM-GEN=1, ESM-BCB=1) **TOTAL=11.**

E.Q (i) Commerce Graduate with one year experience in some Govt. office/commercial concern. Candidate knowing typing will be preferred.
(ii) Knowledge of Hindi/ Sanskrit upto matric standard or higher education.

Age 17-42 years
Pay Scale `25500, FPL-4.

Town & Country Planning, Haryana

Cat. No.33 14Posts Assistant Draughtsman.

(GEN=4, SC=2, BCA=3, BCB=2, ESM-GEN=2, ESM-BCB=1) TOTAL=14.

E.Q (i) Matric or its equivalent.
(ii) Three years Diploma in Architectural Assistantship from an institution;

OR

Diploma Certificate in Civil Draftsmanship from an institution.

(iii) Knowledge of Hindi/ Sanskrit upto matric standard.

Age 17-42 years
Pay Scale Pay Matrix FPL-6.

Architecture Department Haryana

Cat. No.34 11Posts Assistant Draughtsman (Re-Advertised).

(GEN=2, SC=3, BCA=3, BCB=1, ESM-GEN=1, ESM-BCB=1) TOTAL=11.

E.Q (i) Diploma in Architectural Assistantship and

(ii) Knowledge of Hindi/ Sanskrit upto matric standard or Higher Education.

Age 17-42 years
Pay Scale `35400 in FPL-6/Cell-I as per pay Matrix.

Fee Details :

| Sr. No. | Category of post | General | | SC/BC candidates of Haryana State only | |
|---------|--|-------------|---------------------------------|--|--------|
| | | Male/Female | Female of Haryana resident only | Male | Female |
| 1. | Cat. No. 14, 15, 17 to 22, 24, 27, 31, 33 & 34 | `150/- | `75/- | `35/- | `18/- |
| 2. | Cat. No.1 to 13, 16, 23, 25, 26, 28 to 30 & 32 | `100/- | `50/- | `25/- | `13/- |
| 3. | Ex-Serviceman of Haryana | No Charges | | | |

The dependent of ESM and DFF are required to pay the fee as for General, SC or BCA & BCB Candidates as case may be. Fee once sent with the application form is neither transferable nor refundable/adjustable. The fee should be deposited through Net banking or e-Challan in any branch of State Bank of India, Punjab National Bank and IDBI Bank etc. available on payment site. Candidates are advised to choose their mode of payment i.e. Net banking or e-Challan while applying online.

Note 1. The posts indicated below were advertised earlier by the Haryana Staff Selection Commission, Panchkula : -

| Sr. No. | Name of the Post | New Cat No. | Old No. Advt. | Old Cat. No. |
|---------|-----------------------------------|-------------|------------------|--------------|
| 1 | Chargeman (Electrical) | 8 | 2/2013 7/2016 | 58 19 |
| 2 | Motor Winder | 10 | 7/2016 | 22 |
| 3 | Lift Operator | 11 | 7/2016 | 23 |
| | Assistant Accountant | 14 | 5/2016 | 37 |
| 4 | Draftsman Planning | 15 | 5/2016 | 45 |
| | Legal Assistant | 17 | 5/2016 | 43 |
| 5 | Receptionist/PBX Operator | 19 | 5/2016 | 41 |
| 6 | Assistant Manager (Utilities) | 20 | 5/2016 | 35 |
| 5 | Assistant Manager (Estate) | 22 | 5/2016 | 34 |
| 6 | Tracer | 23 | 5/2016 | 46 |
| 7 | Salesman | 26 | 2/2013 6/2016 | 82 41 |
| 8 | Assistant Seed Production Officer | 27 | 2/2013 6/2016 | 83 40 |
| 9 | Electrician | 28 | 6/2016 | 43 |
| 10 | Junior Mechanic | 29 | 6/2016 | 44 |
| 11 | Assistant Draughtsman | 34 | 6/2016 | 25 |

Against these posts no recruitment process could be initiated and the same were cancelled by the Haryana Staff Selection Commission, Panchkula vide Public Notice dated 1.5.2015 & 27.04.2018. The candidates who had earlier applied against the above categories & whose details are available on web site of Haryana Staff Selection Commission i.e. www.hssc.gov.in will also be eligible against the re-advertised posts and such candidates will be exempted from the payment of application fee. However, such candidates will have to apply afresh alongwith proof of depositing the application fee. They are required to upload the fee Challan/credit certificate issued by Treasury/e-Challan as the case may be, alongwith the fresh application form and will produce the original Challan/credit certificate issued by Treasury /e-Challan at the time test/verification.

- Note 2.** Where posts are reserved for PHC categories, 4% of vacancies shall be reserved horizontally for persons with disabilities suffering from (i) Blindness or low vision (ii) hearing impairment and (iii) Locomotor disability or cerebral palsy (iv) Person with Benchmark Disability and these Posts are included in total No. of Posts.
- Note 3.** If the quota reserved for Ex-servicemen or Backward Classes remains unfilled due to non-availability of suitable Ex-servicemen or their dependents or non-availability of suitable candidates from Backward Classes then there will be 2% reservation for freedom fighter/their children/grand children to that extent.
- Note 4.** Reservation in Scheduled Caste (SC), Backward Class (A) & Backward Class (B) & Ex-serviceman (ESM) are only for domicile of Haryana State
- Note 5.** Detailed instructions for filling the online application form are available on the website of HARYANA STAFF SELECTION COMMISSION i.e. www.hssc.gov.in. These must be gone through carefully before filling up the form. It is advised to download the filled up form take a printout go through the particulars carefully and then application be uploaded as **no request for change of any particulars shall be entertained at any stage after uploading of form.**
- Note 6.** In case of any guidance/information/clarification regarding the online filling of the application form and Advertisement the candidate can call at **helpline No. 0172-5143700** on all working days from 9:00 A.M. to 5:00 P.M.

**Procedure/ Instructions for Online Filling Application Form:
Special Instruction:**

The prescribed essential qualification does not entitle a candidate for selection. As per notification G.S.R.-10/const./Art. 309/2018, dated 13.02.2018 issued by General Administration Department, Haryana Government, the commission shall make selection and recommendation of the name of the candidates to a department or an office for Group 'C' posts on the basis of written exam and there shall be no interview. The scheme of marks in respect of selection to Group 'C' posts shall comprise of total 100 marks, which is detailed below:-

- | | |
|--|----------|
| 1. Written exam: | 90 marks |
| 2. Socio-Economic criteria and experience: | 10 marks |
- (For details see notification G.S.R.-10/const./Art. 309/2018, dated 13.02.2018)

The written examination will be either on OMR Sheet based or online computer based (CBT). 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. HSSC reserve the right to increase or decrease the number of vacancies on administrative grounds. The candidates shall be bound by all the instructions issued from time to time.

General Instructions:

1. Please read the instructions and procedures carefully before you start filling the Online Application Form.
2. The online application can be filled up using URL address i.e. <http://adv32019.hryssc.in/StaticPages/HomePage.aspx>.
3. The candidate should fill all details while filling the Online Application Form.
4. After applying online, Registration No. and Password will be generated.

5. 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.
6. After successful submission of application candidates can take print out of application form and e-Challan.
7. The hard copy of application form along with all uploaded documents must be brought at the time of verification/scrutiny.
8. **Candidates are advised to fill their application form carefully such as Name, Father's/Mother's name, Date of Birth and Category, Qualification, obtained marks, passing year, photo & Signature, fee, etc. After final submission of application form, no change will be allowed. Candidate will be responsible for any mistake in the data of application form and fees paid by him/her. No correspondence will be entertained in this regard.**

Relaxation in Age:

- i) In the case of Scheduled Caste (SC), Backward Class (A) and Backward Class (B) the upper age limit is relaxable as per Haryana Govt. instructions.
- ii) For Ex-servicemen Candidates, relaxation up to continuous Military service added by three years is permissible.
- iii) The upper age limit in respect of widow, legally separated woman, divorcee, deserted woman and unmarried woman will be upto 47 years as per Government instructions.

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

Reservation for persons will be as per Haryana Govt. instructions contained in letter No. 22/10/2013-1GS-III, dated 15.07.2014.

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 6th 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 dependents 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 .

DESM candidates of Haryana claiming benefit must have valid eligibility certificate on last date of submission of online application form and will have to produce the valid Eligibility Certificate from the concerned Zila Sainik Board at the time of scrutiny. Mere dependent certificate will not be entertained. ESM candidates should also produce attested photo copy of Identity Card issued by concerned Zila Sainik Board & Discharge Book at the time of scrutiny.

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 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.
- (iv) 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/BCA/BCB and ESM who are domicile of Haryana State. The SC/BCA/BCB candidates are required to submit SC/BCA/BCB Certificate duly issued by the competent authority at the time of scrutiny. DESM shall be required to produce the Valid Eligibility Certificate duly issued by the respective Zila Sainik Board at the time of scrutiny.**
- ii) Qualification and other term and conditions of eligibility will be determined with regard to the last date fixed for receipt of online 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 scrutiny 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.**

A candidate whether he belongs to General or reserved category viz. SC, BCA, BCB, ESM/DESM or DFF can submit only one online application form for a particular category of post advertised. The special instructions for online applications as given on website www.hssc.gov.in must be carefully read to help in understanding and filling in the application form. **No offline form will be accepted.** All the relevant columns of the application form should be filled in.

Printed Copy: Printed copy of the application form with original certificates and photocopy of self attested certificates must be brought by the candidate at the time of scrutiny /verification alongwith Photo, Identity Proof i.e. Identity Card/Driving License/Passport/Voter Card/Pan Card/Aadhar Card etc.

Action against candidates found guilty of misconduct :-

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.

At the time of written examination/scrutiny, if a candidate is (or has been) found guilty of : (i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or (iv) resorting to any irregular or improper means in connection with his/her candidature for selection or (v) obtaining support for his/her candidature by any unfair means. (vi) 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 :-

- (a) to be disqualified from the examination/scrutiny for which he/she is a candidate.
- (b) to be debarred either permanently or for a specified period, from any examination or recruitment conducted by HSSC.
- (c) for termination of service, if he/she already in Govt. Service.

Note:- HSSC 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.

Fake Institutions:-

Candidates, who have obtained degrees or diplomas or certificates for various courses from any 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.

Serving Government Employees:-

Serving Government Employees have to produce no objection certificate as obtained by him before cutoff date from their Head of department at the time of verification/scrutiny.

DOCUMENTS TO BE UPLOADED WITH APPLICATION FORM

- i) Scanned Copy of Essential Qualifications i.e. Matric showing Date of Birth and mark sheet of 10+2/Graduation/Diploma/Degree etc.
- ii) Scanned Copy of Haryana Domicile Certificate in case of BCA/BCB/SC/ESM/DESM/DFF and women issued by competent authority.
- iii) Copy of Challan/credit certificate issued by Treasury/e-Challan as the case may be, in case of candidates who have applied earlier.

- iv) Scanned Photographs duly signed by the Candidate.
v) Scanned signatures of the Candidate.

DOCUMENTS TO BE BROUGHT AT THE TIME OF SCRUTINY/SELECTION.

- i) All original certificates/documents/testimonials of educational qualifications and other documents mentioned in the online applications and one set of self attested copies of all these certificates.
ii) Printed Copy of online application form alongwith latest stamp size photograph duly attested by a gazetted officer and pasted on the application form alongwith date on photograph.
iii) Original proof of earlier fee deposited i.e. Treasury Challan / Credit Certificate issued by concerned treasury etc.

LIKELY CAUSES OF REJECTION OF APPLICATION: -

The following are likely causes of rejection:-

- More than one application form for a particular category.
- Application is incomplete and not online.
- Full fee, if not deposited in the manner prescribed.
- No qualification of Hindi/Sanskrit as prescribed in advertisement.
- Applicant does not possess the requisite academic qualification on cutoff date.
- Applicant does not indicate visible identification mark in appropriate column of application form.
- Candidate is underage/overage on the cutoff date/closing date.
- Variation in data of online application form and in original documents when brought for verification/scrutiny.
- Lack of essential qualification as prescribed in advertisement.

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

Place : Panchkula
Dated: 2nd March, 2019

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Under Secretary,
Haryana Staff Selection Commission,
Panchkula.