

**HARYANA STAFF SELECTION COMMISSION**

**Bays No. 67-70, Sector-2, Panchkula**

**Website www.hssc.gov.in**

**NOTICE FOR APPOINTMENT OF STAFF ON CONTRACT BASIS**

The following staff are required in the Haryana Staff Selection Commission, Panchkula as per outsourcing policy on 50% of initial pay (pay band + Grade Pay+DA) of fresh entrant regular employees after 01.01.2016 subject to minimum of Rs. 8100/- or fixed by the State Government (in General Administration Department) from time to time or on the wages fixed by the concerned Deputy Commissioners under the provisions contained in Finance Department's notification No 7004-F-41/60571 dated 21.11.1941 whichever is higher, for one year from the date of joining or till the regular selected candidates are appointed, whichever is earlier:-


Sr. No.	Name of post	No of posts	Education Qualification
1.	<b>Steno-Typist (Both Languages).</b>	<b>16 (Gen. 6, SC-3, BCA-2, BCB-1, EPBGC-2, ESM-2)</b>	<ol style="list-style-type: none"><li>1. 10+2 1<sup>st</sup> Division/Graduation or its equivalent from a recognized board/university.</li><li>2. English Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistakes should not exceed 8%.</li><li>3. Hindi Shorthand at a speed of 64 words per minute and transcription at a speed of 11 words per minute and mistakes should not exceed 8%.</li><li>4. Hindi/Sanskrit upto Matric Standard.</li></ol>
2.	<b>Senior Scale Stenographer (Both Languages)</b>	<b>3 (General=03)</b>	<ol style="list-style-type: none"><li>1. 10+2 1<sup>st</sup> Division/Graduation or its equivalent from a recognized board/university.</li><li>2. English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 4%.</li><li>3. Hindi Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistakes should not exceed 4%.</li><li>4. Hindi/Sanskrit upto Matric Standard or higher education.</li></ol>

3.	<b>Clerk</b>	<b>17 (Gen. 7, SC-3, BCA-2, BCB-1, EPBGC-2, ESM-2)</b>	<ol style="list-style-type: none"> <li>10+2 1<sup>st</sup> Division/Graduation or its equivalent from a recognized board/university.</li> <li>Hindi/Sanskrit upto Matric Standard or higher education.</li> </ol>
4.	<b>Peon-cum-Chowkidar</b>	<b>15 (Gen. 6, SC-3, BCA-2, BCB-1, EPBGC-2, ESM-1)</b>	<ol style="list-style-type: none"> <li>Middle pass with Hindi</li> </ol>
5.	<b>Chowkidar</b>	<b>2</b>	<ol style="list-style-type: none"> <li>Middle pass with Hindi</li> </ol>
6.	<b>Sweeper</b>	<b>2</b>	<ol style="list-style-type: none"> <li>Knowledge of Hindi and English</li> </ol>
7.	<b>Driver</b>	<b>1</b>	<ol style="list-style-type: none"> <li>Matric with Hindi or Sanskrit.</li> <li>Should have a valid Driving License at least Three years old.</li> <li>Should have passed the Driving Test</li> <li>He should not be colour Blind</li> </ol>

**Conditions :-**

1. The candidates should submit the application with relevant documents relating to qualification in this office latest by 2<sup>nd</sup> June, 2017 indicating their mobile number also.
2. If the Number of applicants are more than the interview may be fixed for some other day also.
3. The age of the candidates as on the date of Interview should be 17 to 42 years.
4. No TA/DA will be paid for attending interview.
5. The Engagement of selected candidates will be purely on contractual basis under the Policy of Engaging/Outsourcing of Service/Activities dated 06.04.2015 and can be terminated at any time without assigning any reason or prior notice.
6. Selected candidates shall not have any right for Regularization/Continuation in the service and his/her service shall be discontinued at any time.
7. Selected candidates shall be paid consolidated salary as per Part-II of Outsourcing Policy No. 16/7/2015-IGSII dated 06.04.2015.
8. The undersigned reserves the right to cancel the interview/selection without assigning any reason.
9. Reservation in Scheduled Caste (SC), Backward Class (A) & Backward Class (B), EPBG, Ex-serviceman (ESM) are only for domicile of Haryana State.

Place : Panchkula  
Dated: 26<sup>th</sup> May, 2017

  
 Secretary  
 Haryana Staff Selection Commission,  
 Panchkula  
