

HARYANA STAFF SELECTION COMMISSION
BAYS NO.67-70, SECTOR-2, PANCHKULA

1. Preamble :-

a) Haryana Staff Selection Commission (earlier Subordinate Service Selection Board) is constituted as per the proviso of Article 309 of constitution of India. Vide Haryana Government Notification No.523-3GS-70/2068, dated 28.01.1970.

b) The Commission conducts examinations/interviews for appointment to Group 'C' services and may be called up on to conduct examination/interview for appointment to Group 'B' and 'D' services if required by the state Government.

c) The Commission devices the mode of selection and fixed criteria for selection to posts as if may deem appropriate. The department send requisitions to the Commission which are duly advertised in four newspapers, two Hindi and two English and on the website of Haryana Staff Selection Commission.

2. Functions of the Commission :-

Presently, the Commission is competent to making selection of candidates for appointments to the posts of Group 'C' category of Haryana Govt. Department carrying an initial pay of Rs.5200 + Grade pay per month or more but less than Rs.9300 + Grade pay per month under municipality, municipal corporation, town improvement, trust, Zila Parishad or Panchayat Samiti and under State Govt., Local Bodies or Cooperative Institutions except appointment of the executive officers of a municipality or municipal corporation for the following purposes :-

- Initial appointment of Non-Gazetted Group 'C' posts under the State Govt., except appointments of Officers & employees of the Punjab & Haryana High Court provided for in article 229 of the Constitution of India.
- Promotions and Transfers from one service or post to another services or post pertaining to Group 'C' and Group 'D' posts.
- Disciplinary matter pertaining to Group-'C' and Group-'D' employees.
- Methods of recruitment and the principles to be followed in making appointment to Group-'C' and Group-'D' posts under the State Govt.

To whom consulted in case of some mistake/deficiency :-

Due regard/importance is accorded to sort out the complaints/difficulties. The Commission will ensure that each written complaint will be entertained and sorted out within 15 days of its receipt. In case of facing any problem, the following officers of the commission may be consulted :-

Sr. No.	Name of Officer	Office address and telephone No.
1.	Secretary, Haryana Staff Selection Commission	Bays No.67-70, Sector-2, Panchkula. 0172-2586501
2.	Superintendent Confidential Branch	Bays No.67-70, Sector-2, Panchkula. 0172-2566597

3. About Haryana Staff Selection Commission

The terms and conditions of the services of Chairman & Members are as under :-

a) Constitution of the Haryana Staff Selection Commission :-

It consists of seven Members including Chairman appointed by the Haryana Govt. on the recommendation of the collegiums consisting of a Minister of Cabinet Rank, Chief Secretary to Govt. Haryana Legal Remembrance and Secretary to Govt. Haryana, Law and Legislative Department. The Chairman/Member shall cease to be a Chairman or Member of the Commission on attaining the age of 68 & 65 years respectively or on completion of the tenure fixed by the State Government whichever is earlier.

b) Qualification, Pay and perks :-

Chairman and Member must possess a minimum qualification of Graduate and atleast two Members have held office for at least 10 years either under the Govt. of Indian or under the State Govt. The term of the Chairman and Members of the Commission is three year and extendable for two years more, if Govt. so desires. The salary of the Chairman and Members is Rs.24,000/- and Rs.21,000/- per month respectively, besides dearness pay/dearness allowances as entitled to the Govt. employees receiving the same pay. Further they will be entitled to House Rent allowance of Rs.15,000/- and Rs.10,000/- per month respectively in the event of non allotment of Govt. House.

4. Job opening

a) Requisition are sent by Government Department, Boards & Corporations, Town Improvement, Zila Parishad, Panchayat Samiti, Local Bodies and Cooperative Institute.

b) The Jobs are advertised through Newspapers in Hindi and English giving following essential details of each post. A sample application form is attached & may be downloaded.

- No's of post category wise
- Qualification
- Pay Scale
- Special _____
- Reservation of posts
- Documents to be attached (Photocopies)
- Mandatory Examination syllabus is provided in services rules of concerned posts.

SERVING GOVT. EMPLOYEES SHOULD SEND THEIR APPLICATION FORM WELL IN TIME THROUGH PROPER CHANNER. 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-HPSC-(103) Staff Selection Commission, Haryana-Application fee and other receipts :-

Cat. No	Pay Scale	General Candidates	SC/BC/PHC candidates of Haryana only
i)	Rs.9300-34800+G.P. as applicable	Rs.150/-	Rs.35/-
ii)	Rs.5200-20200+G.P. as applicable	Rs.100/-	Rs.25/-

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

The ESM candidates of Haryana State are exempted from payment of Fee, but their dependents are required to pay the fee as for General, SC of 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.

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 certificated 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.

Haryana Staff Selection Commission Setup

RTI Branch

The right to information Act, 2005 is also applicable on Haryana Staff Selection Commission, Panchkula as the Commission is governed under RTI Act. The functioning of Haryana Staff Selection Commission is as under :-

1. The Superintendent of HSSC has been nominated as State Public Information Officer of the Commission as per RTI Act, 2005. The RTI Branch is functioning under his control.
2. The Secretary of the Commission has been nominated as 1st Appellate Authority of Haryana Staff Selection Commission as per RTI Act, 2005. Against the order/information of SPIO, the 1st appeal is preferred/filled before the 1st Appellate Authority-cum-Secretary. Against the order of 1st Appellate Authority, the 2nd appeal is filed before the Hon'ble SIC, Haryana, Chandigarh.
3. The fee of Rs.50/- has been prescribed by the Haryana Government as application fee under RTI Act, 2005 for providing information at initial stage. Further a fee of Rs.2/- per page is charged for providing the additional information document to the applicant. The fee is to be deposited with the State Public Information Officer, through Bank Draft or Treasury Challan or Indian Postal Order of in cash against proper receipt in the following Heads of Accounts :-

Major Head	0070-Other Administrative Services
Sub-Major Head	60-Other Services
Minor Head	800-Other receipts
Sub-Head	86-Fee under the RTI Act, 2005
Detail Head	"0070-Other Administrative Services-60-Other Services-800-Other receipts-86-Fee under Right to Information Act, 2005.

4. As per order of the Haryana Staff Selection Commission dated 22.04.2007, HSSC has prescribed a fee of Rs.100/- per candidate for supplying of marks of unselected candidates and Rs.1000/- for supplying of selection list (upto 5 pages) after that Rs.20/- per page extra.
5. No fee for inspection of record has been fixed as yet.
6. Presently the advertisements, notices, results and corrigendum etc. are putting on the official website of Haryana Staff Selection Commission i.e. hssc.gov.in.
7. Annual administrative report regarding RTI Act activities are also sent to SIC Haryana every year.

Functions :-

Recruitment Branch :-

- * Complies the requests received by different department for the relevant posts and publishing the advertisement in newspapers.
- * Approval for a making service rules and their amendments in respect of Class-III and IV posts.
- * Approval for promotion cases from Class IV to III.

- * Advice in disciplinary cases of Class-III posts.

Scrutiny Branch :-

Receipt of application forms in response to the advertisement released by Recruitment Group- 'C'

- * Scrutiny of all the application forms of the candidates for a various posts in which eligibility criteria is checked against the advertisement issued by the Commission parameters for eligibility criteria :-
 - * Age
 - * Fees paid
 - * Qualification
 - * Experience
 - * Receipt of application by closing date etc.
 - * Segregation of IPO's & handed over to PO Section.
 - * Preparation of applications database (in-house or outsourcing depending volume of date & issuing of Roll Numbers)
 - * Conducting of written test/interview against the advertised posts.
 - * To implement orders of Hon'ble Court.
 - * Depositing receipt of fees received in the form of Indian Postal Orders with the application against the different advertisement .
 - * Diary and dispatch of the routine incoming/outgoing mails of the Commission.

RTI Branch

- * To provide the information asked by the candidates under the Right to Information Act-2005. Superintendent RTI Branch has been appointed as SPIO and the Secretary, Haryana Staff Selection Commission has been appointed as First Appellate Authority under Right to Information Act-2005

Establishment/Accounts Branch

- * Establishment matters relating to employees of the Commission.
- * Preparation of Annual Administrative Reports.
- * Maintenance of all service books of the Officers/officials of the Commission.
- * Preparation of Budget.
- * Accounts related matter including payment of bills.
- * Disposal of all matters pertaining to Audit Para's.
- * Preparation of Income Tax return/GPF Statement.
- * Matters relating to the pay and allowances of the Chairman/Members/Officers/officials of the Commission, procurement, Supply and accounting all types of Store and stationary articles (both consumable and non-consumable), maintenance of building and ensuring timely deposit of all kind of bills i.e. electricity/telephone and water/sewerage.

Store Keeper/Caretaker

- * Procurement, Supply and accounting all types of Store and Stationary articles (both consumable and non-consumable), maintenance of building and proper upkeep of all equipments including generator set/firefighting systems installed in commission building by store keeper and ensuring timely deposit of all kind of bills i.e. electricity/telephone and water/sewerage.

Confidential Branch

- * To handle all confidential matter & the selection process as directed by the Commission.
- * Recommendations of the selected candidates to the concerned departments.
- * Finalization of pending claims of selected candidates of the concerned categories from the Commission.
- * Implementation of orders of Hon'ble Court in respect of declaration of results and selection for various categories of post from the Commission.
- * To carryout periodical destruction of selection records as per rules/law and resolutions passed by HSSC in terms of Hon'ble Supreme Court Judgment dated 27.07.1994 in Civil Appeal No.5027-36 of 1994-Prit Pal Singh & ors. V/s State of Haryana & ors. & HSSC resolution dated 27.02.1994 read with resolution dated 01.10.1994.

Legal Cell

- * Prepares/files written statement/reply in all Court's matters against the eligibility/selection/recruitment process.

TELEPHONE NO'S OF OFFICERS

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| 1. | Chairman,
Haryana Staff Selection Commission, Panchkula. | 0172-567058 (Off.) |
| 2. | Secretary,
Haryana Staff Selection Commission | 0172-2586501 (Off.)
0172-2540545 (Resi.) |