

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

Advt. No. 2 / 2012

Date of publication: 25.06.2012

Closing date for receipt of applications in the Commission's office:
26.07.2012

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

FOOD & SUPPLIED DEPARTMENT HARYANA

Cat. No. 1 32 posts of Auditors (14 posts for Head Quarter) & (18 posts for Sub Office)

(GEN=16, SC=4, BCA=4, ESM GEN=1, ESM SC=1, ESM BCA=2, ESM BCB=1, OSP SC=1, OSP BCA=2)

E.Q. i) Degree of recognized University or its equivalent.
ii) Hindi/ Sanskrit upto Matric Standard.

Age 17-40 years
Pay Scale ` 9300-34800+ ` 3200 Grade Pay.

PUBLIC WORKS DEPARTMENT (B & R Branch) Haryana

Cat. No. 2 12 posts of Junior Engineer (Mechanical)

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

E.Q. i) Has passed three years National Certificate (Theoretical) Course in Mechanical Engineering conducted by State Board or has qualified the same from any other recognized institution.

ii) Hindi / Sanskrit upto Matric standard.
Age 17-40 years
Pay Scale ` 9300-34800 + ` 3600/- Grade Pay

INFORMATION, PUBLIC RELATIONS & CULTURAL AFFAIRS HARYANA

Cat. No. 3 6 posts of Assistant Public Relations Officer

(GEN=3, BCA=1, ESM BCA=1, ESM BCB=1)

E.Q. i) Graduate from a recognized University or its equivalent.
ii) Diploma in journalism from a recognized University/ Institute or its equivalent.
OR
One year course from Indian Institute of Mass Communications.

iii) One year experience in a Publicity Organization of a Union or State Government in a post of comparable responsibility.

OR

One year experience as:
a) a whole-time correspondent in a daily newspaper with a circulation of not less than 10,000 duly certified by Audit Bureau of Circulation.

OR

b) an Editor or a Sub-Editor or a Weekly newspaper with a circulation of not less than 5,000 duly certified by Audit Bureau of Circulation.

OR

c) a whole-time correspondent in a news agency. No honorary or part time experience shall be counted.

iv) Knowledge of Hindi/Sanskrit upto Matric Standard.

Age 17-40 years

Pay Scale ` 9300-34800 + ` 4000/- 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</u>	<u>SC/BC candidates of Haryana only</u>
Cat. No. 1 to 3	Rs. 150/-	Rs. 35/-

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. instruction. For Ex-servicemen candidates relaxation up to continuous Military service added by three years is permissible.

- ii) 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 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 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.

2. 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.

Place : Panchkula
Dated: 25.06.2012

Secretary,
Haryana Staff Selection Commission,
Panchkula.

BY REGISTERED POST ONLY
HARYANA STAFF SELECTION COMMISSION
Bays No. 67-70, Sector-2, Panchkula-134151

FOR OFFICE USE ONLY		
CONTROL NO.	ROLL NO.	SCRUTINY BY

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 th (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 : _____