

HARYANA STAFF SELECTION COMMISSION
Bays No. 67-70, Sec.-2, Panchkula-134151
(Website: www.hssc.gov.in)

EXAMINATION NOTICE

**NOTICE TO THE CANDIDATES FOR ONLINE WRITTEN EXAMINATION (COMPUTER BASED TEST)
FOR VARIOUS POSTS OF INSTRUCTORS, AGAINST ADVT. NO. 12/2019 FOR SKIL
DEVELOPMENT AND INDUSTRIAL TRAINING DEPARTMENT, HARYANA**

It is notified for information of all concerned that Haryana Staff Selection Commission will hold the Online written examination (**COMPUTER BASED TEST**) for various posts of Instructors, against Advt. No. 12/2019 for **SKIL DEVELOPMENT AND INDUSTRIAL TRAINING DEPARTMENT, HARYANA** from **19.02.2020 to 20.02.2020 & 22.02.2020 to 23.02.2020** at various institutions:-

Sr. No.	Name of the Post	Advt. No	Cat. No.	Date , Shift & Time of Examination	Place
1.	Group Instructor/ Apprenticeship Supervisor/Senior Technical Assistant/ Junior apprenticeship and Placement Officer	12/2019	22	19.02.2020 (Wednesday) 1st Shift Entry Time- 08:00 A.M. to 09:00 A.M. No Entry after:-09:00 A.M. Exam Start Time :- 09:30 A.M. Exam End Time :- 11:00 A.M.	As per admit card
	Computer Operator	-do-	64	2nd Shift Entry Time :-11:30 A.M to 12:30 P.M No Entry after:- 12:30 P.M. Exam Start Time: - 01:00 P.M. Exam End Time :- 02:30 P.M.	
2.	Storekeeper	-do-	18	20.02.2020 (Thursday) 1st Shift Entry Time- 08:00 A.M. to 09:00 A.M. No Entry after:- 09:00 A.M. Exam Start Time :- 09:30 A.M. Exam End Time :- 11:00 A.M.	As per admit card
	Information Technology and Electronics System Maintenance Instructor (Theory)	-do-	75	2nd Shift Entry Time :-11:30 A.M to 12:30 P.M No Entry after:- 12:30 P.M. Exam Start Time: - 01:00 P.M. Exam End Time :- 02:30 P.M.	
	Employability Skill Instructor	-do-	07	3rd Shift Entry Time :- 03:00 PM to 4:00 PM No Entry after:- 04:00 PM Exam Start Time :- 04:30 PM Exam End Time :- 06:00 PM	
3.	Forger & Heat Treater (Black Smith) Instructor (Theory)	-do-	02	22.02.2020 (Saturday) 1st Shift Entry Time- 08:00 A.M. to 09:00 A.M. No Entry after:- 09:00 A.M. Exam Start Time :- 09:30 A.M. Exam End Time :- 11:00 A.M.	As per admit card

	Surveyor Instructor (Theory)	-do-	01	2nd Shift Entry Time :-11:30 A.M to 12:30 P.M No Entry after:- 12:30 P.M. Exam Start Time: - 01:00 P.M. Exam End Time :- 02:30 P.M.	
	Interior Decoration and Designing Instructor (Theory)	-do-	91	3rd Shift Entry Time :- 03:00 PM to 4:00 PM No Entry after:- 04:00 PM Exam Start Time :- 04:30 PM Exam End Time :- 06:00 PM	
4.	Craft Instructor (women) cutting & Sewing (Theory)	-do-	46	23.02.2020 (Sunday) 1st Shift Entry Time- 08:00 A.M. to 09:00 A.M. No Entry after:- 09:00 A.M. Exam Start Time :- 09:30 A.M. Exam End Time :- 11:00 A.M.	As per admit card
	Group Instructor In-Charge (Women) / Group Instructor (Women) for TTC in Fashion Technology, Cutting and Sewing, Embroidery and Needle Work, Dress making	-do-	70	2nd Shift Entry Time :-11:30 A.M to 12:30 P.M No Entry after:- 12:30 P.M. Exam Start Time: - 01:00 P.M. Exam End Time :- 02:30 P.M.	
	Junior Programmer	-do-	65	3rd Shift Entry Time :- 03:00 PM to 4:00 PM No Entry after:- 04:00 PM Exam Start Time :- 04:30 PM Exam End Time :- 06:00 PM	

2.

Selection Criteria

Total Marks: 100

- I. Written Examination.....90 Marks**
- II. The examination for the said post will comprise of 90 multiple choice question of 90 minutes duration and divided into two portions comprising:-**
- a) 75% weightage for General awareness, Reasoning, Maths, Science, Computer, English, Hindi and Concerned or Relevant Subject, as applicable.
- b) 25% weightage for History, Current Affairs, Literature, Geography, Civics, Environment, Culture etc. of Haryana.

Each question will carry equal marks.

- III. Socio-Economic criteria and experience 10 Marks**

No applicant shall be given more than 10 marks for socio-economic criteria and experience under any circumstances.

Admit Card for written examination of the candidates will be uploaded on the Commission Web-site i.e. www.hssc.gov.in. The candidates can download the admit cards from the Commission Web-site from **11.02.2020 onwards**. **Candidates are advised to read the instructions on the Admit Card carefully and follow the same strictly.**

No separate information will be sent to the candidates by the Commission through post.

3. **IMPORTANT INSTRUCTIONS FOR THE CANDIDATES FOR WRITTEN EXAMINATION ARE AVAILABLE ON COMMISSION'S WEBSITE i.e. www.hssc.gov.in WHICH SHOULD BE GONE THROUGH BEFORE COMING FOR EXAMINATION.**

Place: Panchkula
Dated: -31st January, 2020

-sd/-
Secretary,
Haryana Staff Selection Commission,
Panchkula

IMPORTANT INSTRUCTIONS TO THE CANDIDATES FOR ONLINE WRITTEN EXAMINATION
(COMPUTER BASED TEST)

1. Candidates are advised to read the instructions carefully. The applicants are further advised to practice online for the **Mock Test**, Link for which has been provided on the Commission website i.e. www.hssc.gov.in in "Public Notice" Section. The candidates can practice for mock test any number of times without any restrictions.
2. Candidate must bring legibly printed Admit Card with recent colored photo pasted on it at mark B duly attested by Gazetted Officer and one identity proof with photo like Driving License, Voter Card, Aadhar Card, Passport etc. at the Examination Centre failing which candidate will not be allowed to enter in the Examination Centre.
3. The Admit Card is provisional and subject to fulfillment of advertised eligibility conditions on the cutoff date. The candidate should ensure that he/she possesses the requisite qualifications and age etc. and fulfils all the eligibility conditions for the said post as per advertisement on the cutoff date. In case, at any stage, it is found that candidate does not fulfill the essential eligibility conditions, his/her candidature shall be immediately cancelled without assigning any reason or notice besides taking such other action as deemed appropriate by the Commission. No claim/compensation shall be admissible in this regard.
4. Candidate should report at the examination centre, 90 minutes before the starting time of the examination as specified in the admit card. Candidates reporting at the center after the reporting time for the examination will not be allowed.
5. Candidates are advised to sit only at the seat allocated to him by the administrator/Center Superintendent /invigilator. At the start of the examination and within first five minutes, candidates are advised to ensure that the computer assigned to him/her is working properly. In case any technical fault noticed by the candidate, he should report to the invigilator immediately.
6. Candidates are warned not to carry any mobile phone, any type of watch, belt, wear ornaments like ring, chain, earring etc., electronic or communication device, Pen, Pencil, Eraser, Sharpener and correcting Fluid in the examination centre. If any candidate is found possessing any such item, he/she will not be allowed to enter in the examination centre. Candidate found possessing mobile phone and any other aiding material/device as mentioned above in the examination room will be treated serious violation and it will amount to cancellation of the candidature and debarring him/her from future examination of Commission.
7. Candidate should put his/her signature and thumb impression on the Admit Card at the places printed for it in the presence of Invigilator in the Examination Hall.
8. The examination will be supervised by doing frisking before allowing entry into Examination Centre, using CCTV Cameras, Biometric Attendance process by capturing the Biometric thumb impression and Photograph of the candidates during Examination, Videography and using Jammers etc. in the Examination Hall/Examination Centre to stop copying and impersonation etc.
9. No request of change of Shift, Center or Seat shall be entertained under any circumstances.
10. The scanned photograph of the candidate on his/her Admit Card or attendance sheet will be tallied with the candidate appearing in the examination by the invigilator. In the event of any discrepancy in the identification and verification of the candidate and photograph, the candidate shall not be allowed to sit in the examination and be liable for criminal prosecution.
11. No candidate shall be allowed to go to the toilet/washroom during first and last thirty minutes of the examination.
12. Eating/smoking in examination hall is prohibited.
13. Administrator/Center Superintendent /Invigilator is authorized to dismiss the candidature from the examination centre in addition to taking any legal action for any of the following reasons:
 - a. Creating disturbance.
 - b. Attempting to take the examination on behalf of someone else.
 - c. Provoking other candidates to disturb the exam.
 - d. Creating mischief and disorderliness.
 - e. Talking to other Examination taker(s).
 - f. Attempting to tamper with or harm the computer system – either hardware or software.
 - g. Use of Calculator, Slide rules, Cell phone, Concealed Microphones, Wireless devices or any other material that may aid in answering the question.
14. **Examination process.**
 - a. The medium of examination shall be of Hindi & English (Bilingual) except where the knowledge of Hindi & English language of the candidate is to be tested.
 - b. Every question is followed by four answer options. Choose the option that is most appropriate. Indicate the answer by clicking on the circle adjacent to the option which is right.

- c. The candidate can go to any question directly by clicking on the question number, which will appear at the bottom of the screen. The answered question will be marked green and the unanswered/skipped question numbers will remain in blue.
 - d. In case of any doubt of the answer, the candidate can mark a question for review which is indicated with an arrow mark below the question number. This will be unmarked once the candidate will come back to the question and click on unmark review.
- Note:** That ONLY Questions for which answers are saved or marked for review after answering will be considered for evaluation.
- e. If a candidate want to change answer to any question, he/she may select the question and change the answer by clicking on the appropriate answer.
 - f. The examination closes automatically once the allotted time of 90 minutes is over.
 - g. On the completion of examination number of question attempted and number of questions un-attempted will be displayed.
 - h. The candidates are allowed to leave the examination center only on completion of examination.

15. If a candidate does not comply with the instructions as mentioned above or creates any kind of indiscipline, the Commission shall take action as per instructions and in addition can also debar the candidate from appearing in the Examination, to be held in future by HSSC and can also initiate criminal proceedings.

16. For Persons with Benchmark disability

The Persons with Benchmark disability (Blind/Visually Handicapped/Locomotor disability-both arm affected, Cerebral palsy) who wants the help of a scribe to write his/her paper will have to apply to the Centre Superintendent for the permission of a scribe separately, 30 min before the entry time of examination along with the relevant documents i.e. Request, Disability certificate issued by Medical Board constituted by the Chief Medical Officer of the concerned district ,Adhaar card of candidate and Scribe, and self attested affidavit mentioning that he is a Blind/Visually Handicapped/Locomotor disabled(both arm affected) candidate and the qualifications of scribe is less than the essential qualifications required for the post. A similar affidavit from the scribe shall also be required to be submitted to the Centre Superintendent along with the application. Such candidates will be allowed extra time/compensatory time @ 20 minutes per hour. Such permission will be granted by the Centre Superintendent after checking the documents.

All the candidates with benchmark disability (Blind/Visually Handicapped/Locomotor disabled(both arm affected)) not availing the facility of scribe may be allowed additional time of 20 minutes per hour.

****“person with benchmark disability” means a person with not less than forty per cent. of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.**

17. The above instructions are already available on HSSC website i.e. www.hssc.gov.in . The candidate has to comply with the instructions mentioned above, instructions given in advertisement or instructions printed on Admit Card, Question booklet, etc. Therefore, the candidates are again advised to read and understand the instructions carefully given by the commission from time to time for written examination through HSSC website, Advertisement, Examination Notice, Admit card, Question Booklet or any other manner. If a candidate does not comply with the above instructions than he/she will be solely responsible for the consequences.

Place: Panchkula
Dated:- 31st January, 2020

-sd/-
Secretary,
Haryana Staff Selection Commission,
Panchkula