

Advt. No 4/2018
HARYANA STAFF SELECTION COMMISSION
BAYS NO. 67-70, SECTOR-2, PANCHKULA - 134151
Website www.hssc.gov.in

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|--|-------------------------|
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1.1 Invitation of Applications

Online applications are invited for direct recruitment to Group D posts mentioned under paragraph 2.1 through the website of Haryana Staff Selection Commission (www.hssc.gov.in). The online application can be filled up from 29.08.2018 to 18.09.2018 till 11.59 P.M. Thereafter website link will be disabled.

1.2 Procedure/Instructions/Guidelines for Online Filling of Application Form

Following are all the general and special instructions for the applicant with respect to the online filling of the application form

- a. Apply online well in advance without waiting for last date of submission of online application form.
- b. Please read the instructions and procedures carefully before you start filling the Online Application Form and check all the particulars filled up in application form to ensure the correctness of information and uploaded documents before finally submitting the application
- c. The candidate should fill all details while filling the Online Application Form. After applying online, Registration No. and Password will be generated. 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.
- d. After successful submission of application candidates can take print out of application form and e-Challan.
- e. The hard copy of application form along with all uploaded documents must be brought at the time when called upon to do so by Haryana Staff Selection Commission.
- f. No request for change of any particular on the application form shall be entertained by the Haryana Staff Selection Commission.
- g. No offline application form or copy of downloaded application form will be accepted by the Haryana Staff Selection Commission.
- h. The Selection shall be made in accordance with the provisions under Haryana Group-D Employees (Recruitment and Conditions of Service) Act, 2018 as applicable to Haryana and Government instructions issued from time to time in this regard.
- i. Candidates who do not fulfill the qualification/eligibility condition on cutoff date, their application shall not be accepted by the online application system. All the Certificates relating to educational qualification/eligibility conditions and Socio-Economic Criteria etc. will be determined with regard to last date fixed to apply online applications also called as closing date i.e. 18.09.2018 as given in the advertisement.

Note:

1. 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. No request for change of any particular on the online application form shall be entertained by the Haryana Staff Selection Commission.
2. 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.

1.3 Special Instructions for filling application form

1. 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.
2. 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.
3. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application.
4. If on verification at any stage starting from submitting application till appointment, it is found that any candidate does not fulfill any of the eligibility condition or it is found that the information furnished is false or incorrect, his/her candidature will be cancelled and he/she will also be liable to be criminally prosecuted. This is irrespective of whether the candidate was benefitted in his/her application from that particular eligibility condition or not.
5. A candidate whether he belongs to General or reserved category viz. SC, BCA, BCB, ESM/DESM, DFF, ESP or PwD (Physically Handicap) can submit only one online application form for a particular category of post advertised. Submission of more than one application form will automatically lead to rejection of candidature.
6. Haryana Staff Selection Commission reserves the right to call upon any candidate personally along with printed copy of the application form with original certificates and photocopy of self-attested certificates along with Photo, Identity Proof i.e. Identity Card/Driving License/Passport/Voter Card/Pan Card/Aadhaar Card etc.
7. As part of the application process, preferences would be given by the candidate on his/her priority for Post and Department. As part of this process:-
 - i. Document containing list of all posts (categories) for which recruitment is being made, along with their corresponding Post IDs, is given in the advertisement as **Annexure**. From the entire list, applicant would give choices of top 15 preference of posts (categories) and enter IDs of these posts. Name of post (category) would be entered corresponding to the said ID automatically. Applicant has to enter his/her password to save and lock the Post (Category) preference list. For the posts (categories) which are not included in applicant's preferences of posts (categories), remaining posts (categories) preferences would automatically be arranged in decreasing order of the number of vacancies of those posts.

- ii. Document containing list of all Departments for which recruitment is being made, along with their corresponding Department IDs, is given in the advertisement as **Annexure**. From the entire list, applicant would give choices of top 15 preference of Departments and enter IDs of these Departments. Name of Department would be entered corresponding to the said ID automatically. Applicant has to enter his/her password to save and lock the Department preference list. For the Departments which are not included in applicant's preferences of Departments, remaining Departments preferences would automatically be arranged in alphabetical order
- iii. Applicant will not be allowed to change preferences once they are saved and locked
- iv. As per merit, the seat allocation to the applicant will be made first as per post (category) preference followed by Department preference as per available vacancy.

2.1 Details of Posts & Qualifications

For Various Departments, Boards and Corporations

Cat. No. 1 - Posts of Group-D (As per Annexure)

| Cat. | Total | NON ESM/ESP | | | ESM | ESP |
|-------------------------------|-------|-------------|-----|-----|----------------------|-----|
| GEN. | 8312 | 6142 | | | 1359 | 811 |
| SC | 4245 | 3534 | | | 416 | 295 |
| BCA | 3345 | 2629 | | | 436 | 280 |
| BCB | 2316 | 1657 | | | 527 | 132 |
| Grand TOTAL=18218 | | | | | | |
| PWD (4% of Total Seat) | | VH | HH | OH | BenchMark Disability | |
| 565 | | 145 | 132 | 208 | 80 | |

Qualifications - Education & Experience

- i. Matriculation from a recognized board
- ii. Hindi/Sanskrit upto Matriculation, as one of the subject

Age: 18 to 42 years

Relaxation in Age:

- i) In the case of Scheduled Caste (SC), Backward Class (A) & Backward Class (B) the upper age limit is relaxable as per Haryana Govt. instructions.

- ii) In the case of PHC General Candidates, the upper age limit is relaxable by 10 years (15 years for SCs/BCs) as per Haryana Government instructions No. 22/10/2013-1GS-III, dated 15.07.2014.
- iii) For Ex-servicemen Candidates, relaxation up to continuous Military service added by three years is permissible.
- i) 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.

Pay Scale: level is DL i.e. 16900-53500+applicable spl. pay

Note:

- 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.
- 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 there will be 2% reservation for freedom fighter/their children/grand children to that extent.
- Reservation in Scheduled Caste (SC), Backward Class (A) & Backward Class (B), Ex-serviceman (ESM), Eligible Sports Person (ESP) and Physical Handicapped are only for domicile of Haryana State.
- Candidates having Degrees/Diploma/Certificates from Board/Institution/University which are not recognized by Haryana Government will not be eligible.
- In case of any guidance/information/clarification regarding the online filling of the application form and Advertisement the candidate can call at helpline No. 01725143700 on all working days from 9:00 A.M. to 5:00 P.M.

2.2 Details of Fees

| Sl. No. | Category of post | General | | SC/BC Candidates of Haryana State | |
|---------|---|-------------|---------------------------|-----------------------------------|----------|
| | | Male/Female | Female (Haryana resident) | Male | Female |
| 1. | Cat. No. 1 | Rs. 100/- | Rs. 50/- | Rs. 50/- | Rs. 25/- |
| 2. | Physically Handicapped/Ex-Serviceman of Haryana | No Charges | | | |

Note:

1. The dependent of ESM and DFF are required to pay the fee as for General, SC or BCA & BCB Candidates as the case may be.
2. Fee once deposited against an application form is neither transferable nor refundable/adjustable.
3. 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 available on payment site.
4. Candidates are advised to choose their mode of payment i.e. Net banking or e-Challan while applying online.
5. Candidates are required to upload the fee Challan/credit certificate issued by Treasury/e-Challan as the case may be, along with the fresh application form and will produce the original Challan/credit certificate issued by Treasury/e-Challan whenever required by Haryana Staff Selection Commission.

2.3 Criteria for Selection, Examination & Syllabus.

The scheme of marks in respect of selection to Group D posts in the Service shall comprise of total 100 marks, as detailed below:

- i) Written Exam: 90 marks
- ii) Socio-Economic criteria and experience: 10 marks

The commission shall make selection & recommendation of the names of candidates to a department or an office on the basis of merit in written examination, experience and socio-economic criteria. The written examination shall be divided into two portion, comprising: -

- ii) 75% weightage for General Awareness, Reasoning, Maths, Science, English, Hindi as applicable.
- iii) 25% weightage for History, Current Affairs, Literature, Geography, Civics, Environment, Culture etc. of Haryana.

The marks for experience and some objective socio-economic criteria are to be allocated as follows:

- a. If no person from among the applicant's father, mother, spouse, brothers and sons is, was or has been regular employee in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority of Government of Haryana or any other State Government or Government of India. (5 marks)
- b. Orphan/Widow: (5 marks)
 - i. If the applicant is Widow; or
 - ii. If the applicant is the first or the second child and his father had died before attaining the age of 42 years, or
 - iii. If the applicant is the first or the second child and his father had died before the applicant had attained the age of 15 years.
- c. If the applicant belongs to such a denotified tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic tribe of Haryana which is neither a Scheduled Caste nor a Backward Class. (5 marks)

d. Experience:

One-half (=0.5) mark for each year or part thereof exceeding six month of experience, out of a maximum of 16 years, on the same or a higher post in any Department/Board/ Corporation/ Company/Statutory Body/Commission/Authority of Government of Haryana. No marks will be awarded for any period of less than six months.

(A maximum of 8 marks)

Note:

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

2.4 Regulatory Framework

1. Orphan Certificate issued by Tehsildar: Refer Annexure AI, AII
2. Widow Certificate issued by Tehsildar: Refer Annexure BI, BII
3. Vimuktjati and Tapriwasjati Certificate issued by Tehsildar: Refer Saralharyana.gov.in or Antyodaya Saral Centers at distt. Level or Tehsildar office.
4. Experience Certificate issued by the concerned Appointing Authority: Refer Annexure D1.
5. Self-declaration in prescribed format regard point 2.3 (a): Refer Annexure E1.

Note:-

1. Performa/Formats for certificates and Self Declaration are available as **Annexures** to this advertisement
2. Claim under the socio economic criteria, if any, shall be admissible to those candidates only, who would fill the details of the requisite certificate i.e. name of issuing authority, date of issue and reference no. etc. and also upload the requisite valid original certificate/document along with their application in support of their claim failing which, no marks would be allotted to the candidate for that particular claim.
3. The waiting list is to be prepared during selection as per rules for the vacancies up to 25 at 25%, for vacancies between 25 to 50 at 15% and for vacancies above 50 at 10% subject to minimum of two candidates shall be prepared during selection.
4. The main list as well as the waiting list shall remain valid for a period of one year from the date of recommendation.
5. Claim of reservation benefit and/or relaxation etc., if any, shall be admissible to those candidates only, who upload the requisite valid original certificate along with their application in support of their claim.
6. If the quota reserved for Ex-servicemen Category (ESM-GEN, ESM-SC, ESM-BCA, ESM-BCB) remains unfilled due to non-availability of suitable Ex-servicemen or their dependents or non-availability of suitable candidates

from Backward Classes there will be 2% reservation for freedom fighter/their children/grand children to that extent (Chief Secretary Instruction No. 22/10/2013-1GSIII, dated 15.07.2014.

7. The benefit of reservation will be given only to those SC/BCA/BCB and ESM, eligible sportsperson and PwD (Physically Handicap) candidates who are domicile of Haryana State.
8. The SC/BCA/BCB/PwD (Physically Handicapped) candidates are required to upload SC/BCA/BCB/PwD (Physically Handicapped) Certificate duly issued by the competent authority and submit the same when called upon to do so by Haryana Staff Selection Commission.
9. Likewise, the eligible Sports Person shall be required to upload the Sports Gradation Certificate as per Government instructions duly issued by the competent authority.
10. DFF shall be required to upload the Certificate duly issued by the respective competent authority and submit the same when called upon to do so by Haryana Staff Selection Commission.
11. Qualification and other term and conditions of eligibility will be determined with regard to the last date fixed for receipt of online applications.
12. No Individual information at any stage shall be given and hence all candidates should regularly visit the Website & Public Notices in different Newspapers.
13. Reservation of posts: Reservation for persons will be as per Haryana Government Instructions contained in letter No. 22/10/2013-1GS-III, dated 15.07.2014 and Govt. Instructions issued from time to time.
14. 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.
15. 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.
16. 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.
17. 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 when called upon to do so by Haryana Staff Selection Commission. 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 whenever required.

18. If on verification at any stage, it is found that any candidate does not fulfill any of the eligibility condition or it is found that the information furnished is false or incorrect, his/her candidature will be cancelled and he/she will also be liable to be criminally prosecuted. This is irrespective of whether the candidate was benefitted in his/her application from that particular eligibility condition or not.

2.5 DEFINITION OF WORD DEPENDENT OF EX-SERVICEMEN

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:

- a. A person may be working on an adhoc basis against the post advertised or somewhere else.
- b. 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.
- c. 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.
- d. A candidate who is a member of the joint Hindu family is employed on adhoc basis but he is otherwise dependent on his father.

3.1 Documents to be uploaded with Application Form

1. Scanned Copy of Essential Academic Qualifications i.e. Matriculation Certificate showing Date of Birth and other relevant details.
2. Scanned Copy of Sport Gradation Certificate in case of eligible Sports Persons, duly issued by the Competent Authority.
3. Scanned Copy of Haryana Domicile Certificate in case of SC/BCA/BCB/ESM/DESM/DFP/ESP PwD (Physically Handicapped) issued by competent authority.
4. Scanned copy of Certificate claiming weightage/marks under socio-economic criteria and experience.

5. Scanned Photo duly signed by the Candidate.

6. Scanned signatures of the Candidate.

3.2 Online Scrutiny of Documents: -Online (Computer Based) scrutiny of documents will be done by Haryana Staff Selection Commission, if any application is found without uploading requisite supporting documents and other relevant information, the candidate himself/herself shall be responsible for that and his/her candidature would be liable to be cancelled due to lack of proper or correct documents/information.

3.3 Action against candidates found guilty of misconduct

1. 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.
2. At the time of written examination/scrutiny, if a candidate is (or has been) found guilty of:
 - a. Using unfair means during the examination or
 - b. Impersonating or procuring impersonation by any person or
 - c. Misbehaving in the examination hall or taking away the answer sheet from the examination hall or
 - d. Resorting to any irregular or improper means in connection with his/her candidature for selection or
 - e. Obtaining support for his/her candidature by any unfair means.
 - f. 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
 - i. To be disqualified from the examination/scrutiny for which he/she is a candidate.
 - ii. To be debarred either permanently or for a specified period, from any examination or recruitment conducted by HSSC.
 - iii. To be terminated from service, if he/she already in Govt. Service.
3. Candidates, who have obtained degrees or diplomas or certificates for various courses from any Board/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.


Note: Haryana Staff Selection Commission 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.

4 Likely causes of rejection of application

1. More than one application form for a particular category.
2. Application is incomplete and not online.
3. Full fee, if not deposited in the manner prescribed.
4. No qualification of Hindi/Sanskrit as prescribed in advertisement.
5. Applicant does not possess the requisite academic qualification on cutoff date.
6. Applicant does not indicate visible identification mark in appropriate column of application form.
7. Candidate is underage/overage on the cutoff date/closing date.
8. Variation in data of online application form and in original documents if detected at any stage.
9. Lack of essential qualification as prescribed in advertisement.

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

Place: Panchkula
Date:25.08.2018


Secretary,
Haryana Staff Selection Commission,
Panchkula.