

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

Advt. No. 7/2018	Date of publication	: 27.12.2018
Opening date for submission of online applications		: 19.01.2019
Closing date for submission of online applications		: 18.02.2019 (by 11:59PM)
Closing date for deposit of fee		: 21.02.2019 (by 11:59PM)

Online applications are invited for direct recruitment of under mentioned categories of posts using the website of **HARYANA STAFF SELECTION COMMISSION** i.e. www.hssc.gov.in. Candidates should fill up the application form only after going through the instructions. The online application can be filled up from **19.01.2019 to 18.02.2019 till 11.59 P.M.**, thereafter website link will be disabled. The candidates are strictly advised to apply online well in advance without waiting for last date of submission of online application form. The candidates are advised to check all the particulars filled up by them in application form and also ensure the correctness of uploaded certificates before finally submitting the application as no request for change of any particular shall be entertained by the Commission. No offline application form or copy of downloaded application form will be accepted by the office. Qualification/eligibility conditions and other documents will be determined with regard to last date fixed to apply online applications also called as closing date i.e. **18.02.2019** given in the advertisement. No candidate who does not fulfill the qualification/eligibility condition on cutoff date need to apply. No confidential result qua minimum qualification shall be entertained. The details of the posts are as under: -

DETAILS OF POSTS AND QUALIFICATIONS

Skill Development and Industrial Training, Haryana

Cat. No.1 179 posts of Workshop Calculation & Science Instructor (Re-Advertised).

(GEN=52, SC=39, BCA=32, BCB=16, ESM GEN=16, ESM SC=4, ESM BCA=5, ESM-BCB=7, ESP-GEN=2, ESP-SC=2, ESP-BCA=2, ESP-BCB=2) TOTAL=179 PHC-VH=2, HH=2, OH=2, Benchmark Disability=1.

E.Q. i) AICTE recognized Bachelor degree in Engineering/ Technology or its equivalent in Electrical/ Mechanical from AICTE recognized institution/ university or Institutions established by Ministry of Human Resource Development (MHRD), Government of India, on full time regular mode basis, with one year practical/ teaching experience;

OR

Diploma in Engineering or its equivalent in Electrical /Mechanical from Haryana State Board of Technical Education, with two years practical/teaching experience.

ii) Knowledge of Hindi / Sanskrit upto Matric standard or higher education.

Note: a) Preference shall be given to degree/ diploma holder candidate possessing Craft Instructor Training Course in relevant trade/ P.O.T., from NCVT recognized institute;

b) Experience should be in the concerned trade/ field in an Industrial establishment covered under Apprenticeship Act or in a recognized technical institution;

c) In case of Ex-serviceman, Craft Instructor Training course shall be relaxed if the candidate possesses equivalent technical qualification as certified by Director General, Rehabilitation, Ministry of Defence, or Director General Employment and Training, Government of India.

Age: 17-42 Years
Pay Scale: FPL -6 (35400-112400).

Cat. No.2 49 posts of Computer Instructor (Re-Advertised).

(GEN=12, SC=12, BCA=9, BCB=4, ESM GEN=5, ESM SC=1, ESM BCA=1, ESM BCB=2, ESP GEN=1, ESP BCA=1, ESP BCB=1) **TOTAL=49, PHC-HH=1.**

E.Q. i) AICTE recognized Bachelor degree in Computer Engineering/ Information Technology or its equivalent from AICTE recognized institute/university or Institutions established by Ministry of Human Resource Development (MHRD), Government of India, on full time regular mode basis, with one year practical/teaching experience;

OR

'A' level certificate from Department of Electronics and Information Technology (DOEACC), Government of India, with two years practical/teaching experience in the related field;

OR

B' level certificate from Department of Electronics and Information Technology (DOEACC), Government of India, with one year practical/teaching experience in the related field;

OR

M.Sc Computer/ M.Sc Computer Application/ M.Sc Information Technology/ M.Sc Software/MCA after passing B.Sc./ BCA from a recognized university;
OR

Three years Diploma in Computer Application/ Engineering or its equivalent from Haryana State Board of Technical Education with two years practical/teaching experience;

ii) Hindi/ Sanskrit upto Matric Standard or higher education.

Note:-The above mentioned experience must be in relevant field and practical/teaching from a reputed industrial concern covered under Apprenticeship Act or recognized institution.

Age: 17-42 Years
Pay Scale: FPL -6 (35400-112400).

Cat. No.3 93 posts of Employability Skill Instructor (Re-Advertised).

(GEN=32, SC=19, BCA=16, BCB=7, ESM GEN=8, ESM SC=2, ESM BCA=2, ESM BCB=3, ESP GEN=1, ESP BCA=1, ESP BCB=1) Total=93, PHC=VH=1, HH=1, OH=1.

E.Q. i) Full time, regular mode Bachelor degree of Business Administration (BBA) and Master of Business Administration (MBA) from recognized university;

ii) Hindi / Sanskrit upto Matric standard or higher education;

Note: Preference shall be given to candidate possessing additional qualification of Bachelor of education degree from recognized university or Principles of teaching course from NCVT recognized institute.

Age: 17-42 Years
Pay Scale: FPL -6 (35400-112400).

Cat. No.4 165 posts of Engineering Drawing Instructor (Re-Advertised).

(GEN=53, SC=35, BCA=27, BCB=14, ESM GEN=14, ESM SC=4, ESM BCA=4, ESM BCB=6, ESP GEN=2, ESP SC=2, ESP BCA=2, ESP BCB=2) Total=165. PHC=VH=1, HH=2, OH=2, Benchmark Disability =1.

E.Q. i) AICTE recognized Bachelor degree in Engineering/ Technology or its equivalent in Electrical/ Mechanical trade, from AICTE recognized institution/ university or Institutions established by Ministry of Human Resource Development (MHRD), Government of India, on full time regular mode basis, with one year practical/ teaching experience;

OR

Diploma in Engineering or its equivalent in Electrical /Mechanical trade, from Haryana State Board of Technical Education, with two years practical/teaching experience.

ii) Knowledge of Hindi / Sanskrit upto Matric standard or higher education.

Note: a) Preference shall be given to degree/ diploma holder candidate possessing Craft Instructor Training Course in relevant trade/ P.O.T., from NCVT recognized institute;

b) Experience should be in the concerned trade/ field in an Industrial establishment covered under Apprenticeship Act or in a recognized technical institution;

c) In case of Ex-serviceman, Craft Instructor Training course shall be relaxed if the candidate possesses equivalent technical qualification as certified by Director General, Rehabilitation, Ministry of Defence, or Director General Employment and Training, Government of India.

Age: 17-42 Years

Pay Scale: FPL -6 (35400-112400).

Cat. No.5 31 posts of Apprenticeship Instructor (Re-Advertised).

(GEN=10, SC=6, BCA=5, BCB=2, ESM GEN=2, ESM SC=2, ESM BCA=1, ESM BCB=1, ESP BCA=1, ESP-BCB=1) Total=31, PHC-HH=1.

E.Q. i) AICTE recognized Bachelor degree in Engineering / Technology or its equivalent in **Mechanical/Electrical/Electronics /Production / Automobiles** from AICTE recognized institution/ university or Institutions established by Ministry of Human Resource Development (MHRD), Government of India, on full time regular mode basis, with one year practical/ teaching experience.

OR

Diploma in Engineering or its equivalent in **Mechanical/Electrical/Electronics /Production / Automobiles** from Haryana State Board of Technical Education, with two years practical/ teaching experience.

ii) Hindi/ Sanskrit upto Matric Standard or higher education.

Note: a) Preference shall be given to degree/ diploma holder candidate possessing Craft Instructor Training Course in relevant trade/ P.O.T., from NCVT recognized institute;

b) Experience should be in the concerned trade/ field in an Industrial establishment covered under Apprenticeship Act or in a recognized technical institution;

c) In case of Ex-serviceman, Craft Instructor Training course shall be relaxed if the candidate possesses equivalent technical qualification as certified by Director General, Rehabilitation, Ministry of Defence, or Director General Employment and Training, Government of India.

Age: 17-42 Years
Pay Scale: FPL -6 (35400-112400).

Cat. No.6 2 posts of Junior Programmer (HQ) (Re-Advertised).

(General Category Only).

E.Q. i) Full time Regular mode Bachelor degree in Computer Applications or Regular first division Master degree in Computer Application with first division from a recognized University and two years experience in Software Development in a Government Department/ Statutory Board/ Public Sector undertaking/ Public Limited Company of repute;

OR

Full time Regular mode Diploma in Computer Science & Engineering / Computer Engineering/ Information Technology with first division from a Institute affiliated with Haryana State Board of Technical Education and two years experience in software development in a Government department/Statutory Board/ Public Sector Undertaking/ Public Limited Company of repute;

OR

Full time, Regular mode All India Council of Technical Education (AICTE) recognized Bachelor Degree in Computer Engineering/ Computer Science and Technology/ Information Technology with first division from AICTE recognized University/ Institute or Institution established by Ministry of Human Resource Development, Government of India;

ii) Hindi/ Sanskrit upto Matric Standard or higher education.

Age: 17-42 Years
Pay Scale: FPL -6 (35400-112400).

Cat. No.7 4 posts of Computer Operator (HQ) (Re-Advertised).

(GEN=3, SC=1) Total=4.

E.Q. i) 10+2 or its equivalent from a recognized Institution;

ii) Diploma in Computer Application/ Computer Science/ Computer Engineering or its equivalent from Haryana State Board of Technical Education.

OR

Post Diploma in Computer Application/ Computer Engineering or its equivalent from Haryana State Board of Technical Education.

OR

'O level' course from Department of Electronics and Information Technology (DOEACC), Government of India;

iii) Data Punching speed of 8000 key depressions per hour;

iv) Hindi/ Sanskrit upto Matric Standard or higher education.

Age: 17-42 Years
Pay Scale: FPL -6 (35400-112400).

Cat. No.8 1 post of Computer Networking and Hardware Technician (HQ) (Re-Advertised).

(General Category Only).

- E.Q. i) 10+2 with Physics & Chemistry from a recognized Institute;
- ii) Three years diploma in Computers/ Electronics Communication or its equivalent from Haryana State Board Technical Education with two years relevant experience in a company of repute covered under Apprenticeship Act;
- iii) Hindi/ Sanskrit upto Matric Standard or higher education.

Note: Preference shall be given to candidate having certificate from CISCO/ De-Link/Intel/3-Com.

Age: 17-42 Years
Pay Scale: FPL -6 (35400-112400).

Cat. No.9 2 posts of Technical Assistant (Re-Advertised).

(BCA=1, BCB=1) Total=2.

- E.Q. i) AICTE recognized Bachelor Degree in **Mechanical /Electrical /Civil / Electronics /Information Technology /Architecture/Computer** from AICTE recognized institutions /university or Institutions established by Ministry of Human Resource Development (MHRD), Government of India, on full time regular mode basis, with one year practical / teaching experience;

Or

Diploma in **Mechanical/ Electrical /Civil/Electronics/Information Technology/Architecture/Computer** from Haryana State Board of Technical Education, with two years practical / teaching experience;

(ii) Hindi/Sanskrit upto Matric standard or Higher Education.

- Note:** a) Preference shall be given to degree/ diploma holder candidate possessing Craft Instructor Training Course in relevant trade/ P.O.T., from NCVT recognized institute;
- b) Experience should be in the concerned trade/ field in an Industrial establishment covered under Apprenticeship Act or in a recognized technical institution;
- c) In case of Ex-serviceman, Craft Instructor Training course shall be relaxed if the candidate possesses equivalent technical qualification as certified by Director General, Rehabilitation, Ministry of Defence, or Director General Employment and Training, Government of India.

Age: 17-42 Years
Pay Scale: FPL -6 (35400-112400).

Cat. No.10 101 posts of Store Keeper (Re-Advertised).

(GEN=33, SC=20, BCA=16, BCB=10, ESM-GEN=8, ESM-SC=3, ESM-BCA=3, ESM-BCB=4, ESP GEN=1, ESP-SC=2, ESP-BCA=1) TOTAL=101, PHC- VH=1, HH=1, OH=1, Benchmark Disability=1.

- E.Q. i) Full time, regular mode bachelor degree in Business Administration or Commerce or bachelor degree in Arts with Math/ Economics subject, passed with minimum 55% marks from any recognized University;
- ii) One years experience in handling Engineering Store, Posting of Stock Books and Ledgers or in accounts work in Govt. or Private reputed

Engineering Institute or any Firm/company registered under Apprenticeship Act;

iii) Hindi / Sanskrit upto Matric standard or Higher Education.

Age: 17-42 Years

Pay Scale: FPL-6 (35400-112400) Pre-revised 9300-34800+3600 G.P.

Cat. No.11 35 posts of Librarian (Re-Advertised).

(GEN=12, SC=7, BCA=4, BCB=3, ESM-GEN=3, ESM-SC=1, ESM-BCA=2, ESM-BCB=1, ESP-SC=1, ESP-BCA=1) TOTAL=35, PHC-VH=1.

- E.Q. (i) Bachelor degree in Library Science from a recognized university;
(ii) Two years experience as a Junior Librarian in any reputed Institute;
(iii) Hindi / Sanskrit upto Matric Standard or higher education.

Age: 17-42 Years

Pay Scale: Pay Matrix Level 6 (35400-112400) Pre revised 9300-34800+3600 G.P.

Cat. No.12 101 posts of Group Instructor/ Apprenticeship Supervisor/Senior Technical Assistant/ Junior apprenticeship and Placement Officer (Re-Advertised).

(GEN=32, SC=21, BCA=16, BCB=10, ESM-GEN=9, ESM-SC=3, ESM-BCA=3, ESM-BCB=4, ESP-GEN=1, ESP-SC=1, ESP-BCA=1) TOTAL=101, PHC-VH=1, HH=1, OH=1, Benchmark Disability=1.

- E.Q. i) AICTE recognized Bachelor degree in Civil/Mechanical / Production/ Architecture/Computer/Electrical/Electronics/Instrumentation /Automobile /Industrial Engineering/Technology or its equivalent from AICTE recognized institute/university or institutions established by Ministry of Human Resource Development (MHRD) , Government of India , on Full time regular mode basis ;
ii) Two year practical/teaching experience in the concerned trade in an Industrial establishment covered under Apprenticeship Act or in a recognized technical institution ;
iii) Hindi/Sanskrit upto Matric Standard or Higher Education.

Note: Preference shall be given to candidates possessing additional qualification of craft instructor training course/ Principals of teaching (P.O.T) from Director General Employment and Training, (D.G.E & T), Government of India, approved institutes.

Age: 17-42 Years

Pay Scale: Pay Matrix Level 6 (35400-112400) Pre-revised 9300-34800+4000 GP.

Cat. No.13 2 posts of Group Instructor In-Charge (Women) / Group Instructor (Women) for TTC in Hair & Skin Care (Re-Advertised).

(GEN=1, BCA=1) Total=2

- E.Q. i) Full time, regular mode Bachelor Degree in Beauty Culture/Beauty Culture and Hair Dressing from any recognized institute/university recognized by National Institute of Fashion Technology/ All India Council of Technical Education/Haryana State Board of Technical Education with two

years supervisory or practical or teaching experience in the concerned trade from a reputed Industry/recognized institution;

OR

Full time, regular mode Diploma in Beauty Culture/ Beauty Culture and Hair Dressing from any institute/university recognized by National Institute of Fashion Technology/ All India Council of Technical Education/Haryana State Board of Technical Education with three years supervisory or practical or teaching experience in the concerned trade from a reputed Industry/recognized institution;

ii) Hindi/ Sanskrit upto Matric Standard or higher education.

Age: 17-42 Years

Pay Scale: Pay Matrix Level 6 (35400-112400) Pre-revised 9300-34800+4000 GP.

Cat. No.14 8 posts of Group Instructor In-Charge (Women) / Group Instructor (Women) for TTC in Fashion Technology, Cutting and Sewing, Embroidery and Needle Work, Dress making (Re-Advertised).

(GEN=3, SC=2, BCA=1, BCB=1, ESM-GEN=1) Total=8

E.Q. i) Full time, Regular mode Bachelor degree in Apparel/Dress Design/Garment Manufacturing/Fashion Technology / Fashion Designing from any institute recognized by National institute of Fashion Technology / Haryana State Board of Technical Education/All India Council of Technical Education with two years Supervisory/practical/teaching experience in the concerned trade from a reputed Industry/recognized institution;

OR

Full time, Regular mode Diploma in Apparel/Dress Design/Fashion Designing/Garment Manufacturing/Fashion Technology from any institute recognized by National institute of Fashion Technology / Haryana State Board of Technical Education/All India Council of Technical Education with three year Supervisory or practical or teaching experience in the concerned trade from a reputed Industry/recognized institution;

ii) Hindi/ Sanskrit up to Matric Standard or higher education.

Age: 17-42 Years

Pay Scale: Pay Matrix Level 6 (35400-112400) Pre-revised 9300-34800+4000 GP.

Fee Details :

Sr. No.	Category of post	General		SC/BC candidates of Haryana State only	
		Male/Female	Female of Haryana resident only	Male	Female
1.	1 to 14	₹150/-	₹75/-	₹35/-	₹18/-
2.	Ex-Serviceman of Haryana	No Charges			

The dependent of ESM and DFF are required to pay the fee as for General, SC or BCA & BCB Candidates as case may be. Fee once sent with the application form is neither transferable nor refundable/adjustable. 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 etc. available on payment site. Candidates are advised to choose their mode of payment i.e. Net banking or e-Challan while applying online.

Note 1. The posts indicated below were advertised earlier by the Haryana Staff Selection Commission, Panchkula : -

Sr. No.	Name of the Post	New Cat No.	Old Advt. No.	Old Cat. No.
1	Workshop Calculation & Science Instructor	1	8/2017	1
2	Computer Instructor	2	1/2013 9/2017	9 1
3	Employability Skill Instructor	3	9/2017	2
4	Engineering Drawing Instructor	4	8/2017	2
5	Apprenticeship Instructor	5	1/2013 10/2017	70 22
6	Junior Programmer	6	1/2013 10/2017	14 34
7	Computer Operator (HQ)	7	1/2013 10/2017	12 35
8	Computer Networking and Hardware Technician (HQ)	8	1/2013 10/2017	13 36
9	Technical Assistant	9	10/2017	29
10	Store Keeper	10	8/2017	3
11	Librarian	11	10/2017	7
12	Group Instructor/ Apprenticeship Supervisor/Senior Technical Assistant/Junior apprenticeship and Placement Officer	12	1/2013 2/2013 10/2017	72 28 31
13	Group Instructor In-Charge (Women) / Group Instructor (Women) for TTC in Hair & Skin	13	10/2017	37
14	Group Instructor In-Charge (Women) / Group Instructor (Women) for TTC in Fashion Technology, Cutting and Sewing, Embroidery and Needle Work, Dress making	14	1/2013 10/2017	69 30

Against these posts no recruitment process could be initiated and the same were cancelled by the Haryana Staff Selection Commission, Panchkula vide Public Notice dated 1.5.2015 & 27.04.2018. The candidates who had earlier applied against the above categories & whose details are available on web site of Haryana Staff Selection Commission i.e. www.hssc.gov.in will also be eligible against the re-advertised posts and such candidates will be exempted from the payment of application fee. However, such candidates will have to apply afresh alongwith proof of depositing the application fee. They are required to upload the fee Challan/credit certificate issued by Treasury/e-Challan as the case may be, alongwith the fresh application form and will produce the original Challan/credit certificate issued by Treasury /e-Challan at the time test/verification.

Note 1. 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.

Note 2. 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 then there will be 2% reservation for freedom fighter/their children/grand children to that extent.

Note 3. Reservation in Scheduled Caste (SC), Backward Class (A) & Backward Class (B), Ex-serviceman (ESM) & Eligible Sports Persons (ESP) are only for domicile of Haryana State.

Note 4. As per Chief Secretary Letter No. 6/43/2018-1GS.I, dated 20.09.2018, there is no age relaxation for the Instructors working in Skill Development and Industrial Training Department, Haryana on contractual basis.

Note 5. Detailed instructions for filling the online application form are available on the website of HARYANA STAFF SELECTION COMMISSION i.e www.hssc.gov.in. These must be gone through carefully before filling up the form. It is advised to download the filled up form take a printout go through the particulars carefully and then application be uploaded as **no request for change of any particulars shall be entertained at any stage after uploading of form.**

Note 6. In case of any guidance/information/clarification regarding the online filling of the application form and Advertisement the candidate can call at **helpline No. 0172-5143700** on all working days from 9:00 A.M. to 5:00 P.M.

Procedure/ Instructions for Online Filling Application Form:

Special Instruction:

The prescribed essential qualification does not entitle a candidate for selection. As per notification G.S.R.-10/const./Art. 309/2018, dated 13.02.2018 issued by General Administration Department, Haryana Government, the commission shall make selection and recommendation of the name of the candidates to a department or an office for Group 'C' posts on the basis of written exam and there shall be no interview. The scheme of marks in respect of selection to Group 'C' posts shall comprise of total 100 marks, which is detailed below:-

- | | |
|--|----------|
| 1. Written exam: | 90 marks |
| 2. Socio-Economic criteria and experience: | 10 marks |
- (For details see notification G.S.R.-10/const./Art. 309/2018, dated 13.02.2018)

The written examination will be either on OMR Sheet based or online computer based (CBT). 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. HSSC reserve the right to increase or decrease the number of vacancies on administrative grounds. The candidates shall be bound by all the instructions issued from time to time.

General Instructions:

1. Please read the instructions and procedures carefully before you start filling the Online Application Form.
2. The candidate should fill all details while filling the Online Application Form.
3. After applying online, Registration No. and Password will be generated.
4. 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.
5. After successful submission of application candidates can take print out of application form and e-Challan.
6. The hard copy of application form along with all uploaded documents must be brought at the time of verification/scrutiny.
7. **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. 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. No correspondence will be entertained in this regard.**

Relaxation in Age:

- i) In the case of Scheduled Caste (SC), Backward Class (A) and Backward Class (B) the upper age limit is relaxable as per Haryana Govt. instructions.
- ii) For Ex-servicemen Candidates, relaxation up to continuous Military service added by three years is permissible.
- iii) 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.

Reservation of posts:- Reservation will be as per Haryana Government Instructions.

Reservation for persons will be as per Haryana Govt. instructions contained in letter No. 22/10/2013-1GS-III, dated 15.07.2014.

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 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 .

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 at the time of scrutiny. 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 at the time of scrutiny.

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 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.
- (iv) 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/BCA/BCB and ESM and Eligible sportsperson candidates who are domicile of Haryana State. The SC/BCA/BCB candidates are required to submit SC/BCA/BCB Certificate duly issued by the competent authority at the time of scrutiny. Likewise the Eligible Sports Person shall be required to produce the Sports Gradation Certificate as per Government instructions duly issued by the competent authority. DESM shall be required to produce the Valid Eligibility Certificate duly issued by the respective Zila Sainik Board at the time of scrutiny.

ii) Qualification and other term and conditions of eligibility will be determined with regard to the last date fixed for receipt of online 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 scrutiny 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.

A candidate whether he belongs to General or reserved category viz. SC, BCA, BCB, ESM/DESM, DFF or ESP can submit only one online application form for a particular category of post advertised. The special instructions for online applications as given on website www.hssc.gov.in must be carefully read to help in understanding and filling in the application form. **No offline form will be accepted.** All the relevant columns of the application form should be filled in.

Printed Copy: Printed copy of the application form with original certificates and photocopy of self attested certificates must be brought by the candidate at the time of scrutiny /verification alongwith Photo, Identity Proof i.e. Identity Card/Driving License/Passport/Voter Card/Pan Card/Aadhar Card etc.

Action against candidates found guilty of misconduct :-

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.

At the time of written examination/scrutiny, if a candidate is (or has been) found guilty of : (i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or (iv) resorting to any irregular or improper means in connection with his/her candidature for selection or (v) obtaining support for his/her candidature by any unfair means. (vi) 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 :-

- (a) to be disqualified from the examination/scrutiny for which he/she is a candidate.
- (b) to be debarred either permanently or for a specified period, from any examination or recruitment conducted by HSSC.
- (c) for termination of service, if he/she already in Govt. Service.

Note:- HSSC 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.

Fake Institutions:-

Candidates, who have obtained degrees or diplomas or certificates for various courses from any 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.

Serving Government Employees:-

Serving Government Employees have to produce no objection certificate as obtained by him before cutoff date from their Head of department at the time of verification/scrutiny.

DOCUMENTS TO BE UPLOADED WITH APPLICATION FORM

- i) Scanned Copy of Essential Qualifications i.e. Matric showing Date of Birth and mark sheet of 10+2/Graduation/Diploma/Degree etc.
- ii) Scanned Copy of Sport Gradation Certificate in case of Eligible Sports Persons, duly issued by the Competent Authority.
- iii) Scanned Copy of Haryana Domicile Certificate in case of BCA/BCB/SC/ESM/DESM/DFP and women issued by competent authority.
- iv) Copy of Challan/credit certificate issued by Treasury/e-Challan as the case may be, in case of candidates who have applied earlier.
- v) Scanned Photographs duly signed by the Candidate.
- vi) Scanned signatures of the Candidate.

DOCUMENTS TO BE BROUGHT AT THE TIME OF SCRUTINY/SELECTION.

- i) All original certificates/documents/testimonials of educational qualifications and other documents mentioned in the online applications and one set of self attested copies of all these certificates.
- ii) Printed Copy of online application form alongwith latest stamp size photograph duly attested by a gazetted officer and pasted on the application form alongwith date on photograph.
- iii) Original proof of earlier fee deposited i.e. Treasury Challan / Credit Certificate issued by concerned treasury etc.

LIKELY CAUSES OF REJECTION OF APPLICATION: -

The following are likely causes of rejection:-

- More than one application form for a particular category.
- Application is incomplete and not online.
- Full fee, if not deposited in the manner prescribed.
- No qualification of Hindi/Sanskrit as prescribed in advertisement.
- Applicant does not possess the requisite academic qualification on cutoff date.
- Applicant does not indicate visible identification mark in appropriate column of application form.
- Candidate is underage/overage on the cutoff date/closing date.
- Variation in data of online application form and in original documents when brought for verification/scrutiny.
- Lack of essential qualification as prescribed in advertisement.
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USE OF MOBILE PHONE AND OTHER ELECTRONICS DEVICE IN HARYANA STAFF SELECTION COMMISSION EXAMINATION/ SCURTINY OF DOCUMENTS IS STRICTLY PROHIBITED.

Place : Panchkula
Dated: 27th December, 2018

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Secretary,
Haryana Staff Selection Commission,
Panchkula.