

CET – 01/2022
HARYANA STAFF SELECTION COMMISSION
BAYS NO.67-70, SECTOR-2, PANCHKULA – 134151
Website www.hssc.gov.in

ADVERTISEMENT FOR CET (GROUP-C POSTS)

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Advertisement for CET (Group C posts)

1. Introduction, Registration process and Cut off date

Government of Haryana launched the portal for registration for the Common Eligibility Test (CET) on 12th January, 2021. The terms and conditions for the CET was notified by the Government vide Notification No. 42/119/2019-5GS-I dated 10th September, 2021. This notification was subsequently superseded and replaced by a subsequent notification dated 5th May, 2022 and amended on 31st May, 2022. As on 31st May, 2022, 1003893 number of applicants had registered for CET on the designated portal i.e. *onetimeregn.haryana.gov.in*. In view of the supersession and replacement of the earlier notification of Government with the subsequent notification and in continuation of the process of registration for CET, this advertisement aims to inform all applicants already registered for CET of the process detailed in the notification dated 5th May, 2022 and amended on 31st May, 2022 and to provide a last opportunity for all those who have not yet applied on the designated portal. The CET is to be conducted by Haryana Staff Selection Commission or any other agency on its behalf and thereafter skill and/or written examination of the candidates who are eligible on the basis of CET score for the posts mentioned at Annexure-H. The process of Recruitment will be as per Haryana Government Human Resource Department (General Services-II Branch) Notification No. 42/119/2019-5GS-I dated 5th May 2022 and amended on 31st May, 2022 at **Annexure-G**. **This advertisement would like to inform all those desirous of appearing in the Common Eligibility Test proposed to be held in August, 2022, to apply on the designated portal on or before 8th July, 2022. Those who have already applied on the designated portal and paid the due fees shall be eligible to appear in the CET proposed to be conducted in August, 2022, subject to the terms and conditions mentioned in the notification of Government dated 5th May, 2022, as amended on 31st May, 2022.**

All applicants shall register on a designated portal i.e. *onetimeregn.haryana.gov.in* by **8th July, 2022**, providing all particulars relating to the identity of the applicant and uploading all the required documents relating to any claim including claim for reservation, educational qualifications, experience and socio-economic criteria weightage etc.

The last date (closing date) for registration for CET is 8th July, 2022 and for Fees confirmation is 13th July, 2022. Candidates who have already registered on the designated portal need not to apply again. After closing date no further chance for registration or updation

will be given. Updation can be done till closing date.

After declaration of CET result, Commission shall invite applications electronically of the eligible candidates based on the merit list of CET Score to know whether the candidate is willing to appear for skill and/or written examination for that post.

Provided that the maximum number of eligible candidates for the skill and/or written examination who shall be eligible to appear in such examination based on number of posts advertised by the Commission as under:-

- (a) Candidates equal to five times the number of posts advertised if the number is less than 30;**
- (b) 150 candidates if the number is between 30 and 40;**
- (c) Candidates equal to four times the number of posts advertised if the number is greater than 40;**

After the CET result, eligible candidates shall apply for the posts electronically through one time registration portal using their Registration Number. The last date for submission of application will also be mentioned in the advertisement of skill and/or written examination which will be the cut off date of applying for skill and/or written examination.

1.1 Cut off date

- For CET, cut off date will be closing date or last date of registration for CET.
- For skill and/or written exam for group C posts, cut off date will be closing date of advertisement of posts which will be issued by Commission after conduct of CET. Candidates shall possess all documents prior to that cut off date.

2. Posts to be advertised after conduct of CET

Group-C posts available for recruitment are attached at **Annexure-H**. Detailed advertisement for approx. 26,000 posts (tentative) mentioned at Annexure-H along with number of posts and qualifications will be issued after the conduct of CET-2022 (for Group-C Posts) by virtue of sub-clause (i) of clause 9 of Notification No. 42/119/2019-5GS-I dated 5th May 2022.

3. **Reservation:**

- 3.1. Implementation of reservation policy, maintaining reservation roster and earmarking of vacancies for different categories comes under the domain of the concerned Departments. Benefit of reservation to the persons of reserved category will be as per Haryana Government Instructions contained in letter No. 22/10/2013-1GS-III, dated 15.07.2014 and thereafter issued from time to time upto the date of advertisement shall be applicable.
- 3.2. The short listing of candidates shall be done on the basis of particulars and **reservation category filled in online application form for which supporting documents shall be uploaded**. As candidates can update their particulars till closing date, thereafter, no change of particular at any stage shall be entertained. In absence of documentary evidence or mismatch in claimed category and uploaded documents, candidature of candidate shall be cancelled.
- 3.3. The benefit of reservation will be given only to those SC/BCA/BCB/EWS/ESP/PwD and ESM candidates who are bonafide resident of Haryana State and submit the application against reserved category posts.
- 3.4. The SC/BCA/BCB/EWS/ESM/ESP and PwD (Person with Disabilities) candidates are required to upload SC/BCA/BCB/EWS/ESP and PwD (Person with Disabilities) Certificate duly issued by the competent authority and submit the same when called upon to do so by Haryana Staff Selection Commission. **EWS certificate which is as per the conditions laid down by Haryana Government and applicable for jobs in Haryana Government issued on or before cut-off date shall only be considered. EWS/OBC certificate issued for jobs in Central Govt. will not be considered irrespective of income mentioned in certificate.**
- 3.5. Candidates claiming reservation under ESP category admissible under Government instructions must possess Sports Gradation Certificate suitable for the post as per Sports policy dated 25.05.18 or as amended from time to time issued on or before cut-off date.
- 3.6. The reserved category candidates belonging to other States can compete against the posts meant for general category and will be considered as general category candidates.

3.7 Benefit of reservation to Ex-Serviceman & their family members will be as per Government Instructions bearing No.12/15/2019-4GS-II dated 09.03.2022 and 13.04.2022 or as amended from time to time upto the date of advertisement.

(A) An ex-serviceman who himself/herself or his/her family member has already secured employment in civil service on regular basis in any Department/Board/Corporation/University etc. under the State Government **with availing** the benefit of reservation –

(i) he/she himself/herself shall not be entitled to avail the benefit of reservation in civil service for any subsequent appointment in any Department/Board/Corporation/University etc. under the State Government. However, the benefit of age relaxation for securing another employment in a higher pay scale or post shall remain continue and

(ii) his/her family member shall also not be entitled to avail the benefit of reservation against the posts reserved for ex-servicemen.

(B) (i) An ex-serviceman who himself/herself has already secured employment in civil service on regular basis in any Department/Board/Corporation/University etc. under the State Government without availing the benefit of reservation in such case he/she himself/herself or one of his/her family members (son, daughter or spouse) will be entitled to avail the benefit of reservation:

(ii) where an ex-serviceman who himself/herself is eligible to avail the benefit of reservation under these instructions but he/she does not want re-employment in civil service in such case one of his/her family members (son, daughter or spouse) will be entitled to avail the benefit of reservation.

(C) If an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail the benefit of reservation as ex-serviceman for any one of the subsequent employments. However, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment should give self-

declaration/undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be admissible only in respect of vacancies which are filled by direct recruitment and wherever reservation is applicable to the ex-servicemen.

- (D) The family members of martyr military personnel shall be entitled to exercise an option either –
- (i) to avail the benefit of reservation up to two family members; or
 - (ii) to avail the benefit of compassionate appointment to one of the family members under the Ex-gratia Policy namely ***Compassionate Appointment to family member of Martyr Armed Forces Personnel Policy*** notified by Government from time to time.
- (E) The priority list for recruiting agency for preparation of final list of selection/appointment of ex-servicemen or their family members against the posts reserved for ex-servicemen shall be as under:-
- (i) disabled ex-servicemen, the post(s) for which they are physically fit;
 - (ii) failing (i), family member of disabled ex-servicemen;
 - (iii) failing (ii), other ex-servicemen who are eligible to get the benefit of reservation under these instructions:
 - (iv) failing (iii), family member of other ex-servicemen who are eligible to get the benefit of reservation under these instructions.
- (F) Disabled ex-serviceman means a person who has been released from military service due to disability attributable or aggravated due to military service. An ex-serviceman shall not be treated disabled one who has been released from military service not on account of his/her disability but has been released in the normal course after the completion of his/her term or retired from military service voluntarily.

- (G) Both the reservations are horizontal, therefore, a disabled ex-serviceman who is selected against the post reserved for ex-serviceman will not be counted against the post reserved for PwD.
- (H) In all circumstances the benefit of reservation against the posts reserved for Ex-servicemen shall be admissible at the time of final selection list only and not at the time of preliminary test, main test or interview.
- (I) An ex-serviceman who have been discharged from military service by way of dismissal, misconduct or inefficiency neither he/she himself/herself nor his/her family members shall be entitled to avail the benefit of reservation in civil service.

3.8 As per Instruction No.12/15/2019-4GS-II dated 13 April 2022 of Haryana Government Human Resource Department (General Services-II Branch),if an ex-servicemen applies for various vacancies before joining any civil employment, he/she can avail the benefit of reservation as ex-serviceman for any one of the subsequent employments. However, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment, should give self-declaration/undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be admissible only in respect of vacancies which are filled by direct recruitment and wherever reservation is applicable to the ex-servicemen.

In the above said instructions the benefit of reservation has been allowed either to the Ex-serviceman himself/herself or one of his family members (son/daughter/spouse) therefore the provision of selection of any one post out of the posts for which application(s) was/were submitted before joining service shall also be applicable to the family members where they are eligible to avail the benefit of reservation under the above said instructions. In other words, above shall also be applicable to the family members of Ex-servicemen also.

3.9 For any serviceman of the three Armed Forces to be treated as Ex- Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/ Service the status of ex-servicemen or **is in a position to establish his acquired entitlement by**

documentary evidence or NOC from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of applications. Such candidates must also acquire the status of an ex-serviceman within the stipulated period of one year from the closing date of receipt of application.

3.10 Family member of ESM candidates of Haryana claiming benefit must have valid eligibility certificate on last date of submission of online application form which is to be uploaded at the time of submitting application and shall produce the valid Eligibility Certificate from the concerned Zila Sainik Board if called upon to do so by Haryana Staff Selection Commission. ESM candidates should also upload/produce attested photo copy of Identity Card issued by concerned Zila Sainik Board & Discharge certificate or NOC. NOC should be issued before cut-off date. Disabled ESM shall upload and produce disability certificate and family member of Martyr shall upload and produce relevant certificate/ Battle Casualty certificate which proves the Martyr status.

3.11 Benefit of reservation to the children/grandchildren of Freedom Fighters will be as per Government Instruction No. 22/49/2021-1GS-III dated 27.10.21 and 26.04.2022. Children/Grand Children of Freedom Fighter shall be required to upload the Certificate duly issued by the respective competent authority.

3.12 Commission can direct the ESM candidates to provide suitable information along with the affidavit to avail the benefits.

3.13 If for any post, reserved category of post is not advertised then the candidate of reserved category can apply for general category post and he/she will be shortlisted in General category only on the basis of merit

4. Permissible disabilities for PwD Candidates:

S. No.	Type of Disability	Category of disability to be selected in Registration/ Application form
(a)	Blindness and low vision	VH
(b)	Deaf and hard of hearing	HH
(c)	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and	OH

	muscular dystrophy.	
(d)	Autism, intellectual disability, specific learning disability and mental illness.	Others
(e)	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.	Others

4.1 As the “Rights of Persons with Disabilities Act, 2016” has come into force with effect from 19-04-2017 and new categories of disabilities such as Autism, Dwarfism, Acid Attack victims, Muscular Dystrophy, Intellectual Disability, Specific Learning Disability, Mental Illness and Multiple Disabilities, etc. have been included. Therefore, the candidates with such disabilities may also apply giving details of their disabilities in the online Application Form. However, their selection will be subject to identification of posts suitability as well as reporting of vacancies by the Indenting Departments.

5. Age Limit:

5.1 Age for entry into Government service or to compete for regular recruitment and relaxation in age under various circumstances shall be as per Haryana Government instructions no. 22/06/2021-1GS-III dated 25.03.2022 or as amended from time to time. It shall be considered on cut off date of advertisements of skill and/or written exam for the relevant post.

5.2 Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted by the Commission for determining the age and no subsequent request for change will be considered or granted.

6. Relaxation in Age:

6.1 Relaxation in age to the applicants of Scheduled Castes, Backward Classes and other categories and of experience shall be admissible as per rules or instructions issued by Government of Haryana from time to time.

6.2 Age relaxation is not admissible to sons, daughters and dependents of Ex- Servicemen.

7. Process of certification:

7.1 Candidates who wish to be considered against vacancies reserved or seek age-

relaxation must submit requisite certificate issued by the competent authority, during filling application form otherwise, their claim will not be entertained.

- 7.2 Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examination conducted by the Commission in case they fraudulently claim SC/BCA/BCB/EWS/PwD/ ESM/ESP status or avail any other benefit.
- 7.3 Crucial date for claim of SC/BCA/BCB/EWS/PwD/ESM/ESP status or any other benefit where not specified otherwise, will be the Cut-off date.

8. Provision of Compensatory Time and assistance of Scribe to Persons with Benchmark Disabilities:

As per the guidelines issued by the Department of Empowerment of Persons with Disabilities under Ministry of Social Justice & Empowerment, following facilities will be made available to Persons with Benchmark Disabilities:

- 8.1 In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe will be provided, if desired by the candidate. Candidates will be provided with Scribe only if they apply for availing the scribe facility in online application form and upload the certificate with application form as per **Annexure -I**.
- 8.2 In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be provided on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/ her behalf, from the Medical Board consisting of Chief Medical Officer and atleast 2 other members of a Government health care institution as per proforma at **Annexure-I**. Candidates will be provided with Scribe only if they apply for availing the scribe facility in online application form and upload the certificate with application form as per **Annexure -I**.
- 8.3 Commission may arrange for providing scribe to such candidates based on the requirement indicated in their Application Form. If provided by commission, then candidate will not be permitted to bring his/her own scribe.

- 8.4. The qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities opting for scribe shall be required to submit details of the scribe at the time of examination as per proforma at **Annexure-II**. In addition, the scribe has to produce a valid ID proof in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at **Annexure-II**. In case, subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/her right to the post and claims relating thereto.
- 8.5 Scribe should not be a candidate of the same examination. If a candidate is detected as assisting another PwD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.
- 8.6 A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as per Para 8.1 and 8.2 above.
- 8.7 The candidates referred at Para 8.1 and 8.2 above, who are allowed use of scribe but not availing the facility of scribes will also be given compensatory time of 20 minutes per hour of examination.
- 8.8 No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
- 8.9 The PwD candidates who have availed the facility of Scribes and/or compensatory time shall be deemed to have availed benefit of relaxation and must produce relevant documents for the eligibility of scribe/ compensatory time when called upon to do so by Commission. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.**

9. Essential Qualifications:

- 9.1 As per Ministry of Human Resource Development Notification dated 10-06-2015 published in Gazette of India all the degrees/ diplomas/certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grant Commission Act 1956 and Institutions of National

Importance declared under an Act of Parliament, AICTE, NMC stand automatically recognized for the purpose of employment to posts and services provided they have been approved by the University Grants Commission.

9.2 As per UGC (Open and Distance Learning) Regulations, 2017 published in official Gazette on 23-06-2017, under Part-I (2)(p), the programmes in engineering, medicine, dental, nursing, pharmacy, architecture and physiotherapy etc. are not permitted to be offered under Open and Distance Learning mode and thus such candidates shall not be considered eligible.

9.3 All candidates shall upload/produce the relevant Certificates in original as proof of having acquired the essential qualification on or before **cut-off date**, failing which the candidature of such candidates will be cancelled by the Commission. The candidates who are able to prove by documentary evidence (to be uploaded while applying online and produced if called upon by commission), that the result of the qualifying examination was declared on or before the cut-off date and he/ she has been declared passed, will also be considered to meet the educational qualification.

9.4. Candidates, who have obtained degrees or diplomas or certificates for various courses from any Board/institution **declared fake/invalid by the University Grants Commission, AICTE 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.

9.5 In case of the posts where ‘equivalent’ word is mentioned in essential qualifications, candidates shall also upload/produce relevant Equivalence Certificate from the concerned authorities at the time of submitting online application form and when required to be produced by the candidates. However, final decision regarding selection of such candidates will be taken by the concerned Departments/Appointing Authorities. If a candidate fails to submit any documentary evidence of equivalence at the time of online application and document verification, he/she shall not be considered eligible for the post.

9.6 As per Government Instruction No.10/4/2015-3GS-II dated 25.03.2016, if a candidate possess higher qualifications in the same line as prescribed in the minimum

qualifications applicable to a particular post then he should be considered as eligible for that post.

10. How to apply:

10.1 Apply online well in advance without waiting for last date of submission of online application form. Before submission of the online application, candidates must check that they have filled correct details in each field of the form. After closing date of registration, no change/correction/modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand etc. shall not be entertained and shall be deemed to be rejected.

10.2 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 after getting the printout to ensure the correctness of information and upload all documents before finally submitting the application.

10.3 The candidate should fill all details while filling the Online Application Form as no request for change in any particular shall be admissible at any later stage. They shall upload all relevant documents and photo as per specifications at 10.15.

10.4 After successful submission of application, candidates can again take final print out of application form and **e-Challan**.

10.5 Applications must be submitted in online mode only. 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. Documents which have not been uploaded, shall not be entertained.

10.6 No offline application form or copy of downloaded application form will be accepted by the Haryana Staff Selection Commission.

10.7 The Commission does not scrutinize the documents at the time of submission of online application and the same are checked only at the time of Scrutiny by Commission or Appointing Authority.

- 10.8 Candidates are advised to fill their application form carefully and correctly such as Name, Father's/Mother's name, Date of Birth, Marital Status, Category, Qualification, marks obtained, passing year, photo, Signature, socio-economic criteria details, fee & other details etc. Candidates are advised to check the spellings as per documents. No request for change of any particular on the online application form shall be entertained by the Haryana Staff Selection Commission after submission of application form. Candidate will be responsible for any mistake in the data of application form and **fees paid** by him/her.
- 10.9 The decision of the Commission in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
- 10.10 One time registration portal will be opened again after the CET result for eligible candidates only shortlisted on the basis of CET score through which they can apply for the posts for which they possess essential qualifications. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application.
- 10.11 If on verification at any stage starting from submitting application form till appointment and any time even after appointment, it is found that any candidate does not fulfill any of the eligibility condition or it is found that the information/document furnished is false or incorrect, his/her candidature will be cancelled and he/she will also be liable to be debarred and criminally prosecuted. This is irrespective of whether the candidate was benefitted by furnishing the false or incorrect information in his/her application.
- 10.12 A candidate whether he belongs to General or reserved category viz. SC, BCA, BCB, EWS, ESP, ESM/DESM, DFF or PwD (persons with disabilities) can submit only one online application form under one particular category of post advertised.
- 10.13 Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the HSSC website on account of heavy load on the website during the closing days.
- 10.14 The Commission does not accept any responsibility for the candidates not being able

to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Commission.

10.15 Candidate must upload their photo in online application form having following specifications:

- In JPEG (.jpg) file format.
- **Photo should not be older than 3 months.**
- The photograph should be in colour and of the size of 2 inch x 2 inch.
- The background should be a plain white or off-white.
- Head should cover 80% of the photo.
- Photo resolution should be 600 DPI minimum.
- The photo print should be clear and with a continuous tone quality.
- It should have full face, front view, eyes open.
- The Photo should present full head from top of hair to bottom of chin.
- Centre head within frame.
- There should not be any distracting shadows on the face or on the background.
- Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown.
- The expression on the face should look neutral (no smile & mouth Closed).

Candidate must bring same photo printed on photo quality paper whenever & wherever asked by Commission. Digital or printed photo not meeting above specifications will be rejected and candidature of candidate will be rejected.

Candidates who have already filled the application form shall also update their photos with above specifications.

11. Application Fee:

11.1 Fee once deposited against an application form is neither transferable nor refundable/adjustable.

11.2 The fee should be deposited through online mode or e-Challan

- 11.3 Candidates are advised to choose their mode of payment i.e. online mode or e-Challan while applying online.
- 11.4 Commission will not responsible for unsuccessful payment/Transaction Status Failure/Transaction Status Pending.
- 11.5 Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.
- 11.6 Candidates must ensure that their fee has been deposited with HSSC. **Further, status of fee payment can be verified at the Payment Status link provided in the candidate's login screen.** Such applications which remain incomplete due to non-receipt of fee will be SUMMARILY REJECTED and no request for consideration of such applications and fee payment after the period specified in the advertisement shall be entertained.

12. Centres of Examination:

Centres once allotted as per admit card will not be changed however Commission reserves the right to divert candidates of any centre to some other centre to take the examination due to administrative exigencies.

13. Criteria for Selection

Selection Criteria is as per Policy for Recruitment to Group C and D posts through Common Eligibility Test Notification No. 42/119/2019-5GS-I dated 5 May 2022 and amended on 31st May, 2022 enclosed at **Annexure-G**.

14. Regulatory Framework

- (i) Certificate for an applicant whose father has died issued by Tehsildar/Naib Tehsildar: Refer **Annexure AI, AII**.
- (ii) Widow Certificate issued by Tehsildar: Refer **Annexure BI, BII**
- (iii) Vimukt Jati and Tapriwas Jati Certificate issued by Tehsildar: Refer Saralharyana.gov.in or Antyodaya Saral Centers at Distt. Level or Tehsildar office.

- (iv) For claiming experience under socio-economic criteria, Experience Certificate issued by the concerned Appointing Authority: Refer **Annexure D1**.
- (v) Certificate for 'no-one in family in Government Job' verified by Tehsildar: Refer **Annexure-E1**.
- (vi) For the posts where experience is required as essential qualification, candidates shall produce experience certificate in required format at **Annexure F1**.
- (vii) Qualifications and other terms & conditions of eligibility will be determined with regard to the last date fixed for receipt of online applications also termed as closing date.

15. Documents to be uploaded with Application Form (MANDATORY)

- 15.1 Scanned Copy of Essential Academic Qualifications and Matriculation Certificate showing Date of Birth and other relevant details.
- 15.2 Scanned Copy of SC/BCA/BCB/EWS/ESP/ESM/PwD (Person with Disabilities) certificate, certificate for family member of ESM and children/grandchildren of Freedom Fighters.
- 15.3 Scanned copy of Certificate claiming weightage/marks under socio-economic criteria and experience.
- 15.4 Scanned Photograph
- 15.5 Scanned signatures of the Candidate.
- 15.6 Scanned copy of all documents showing higher qualification, experience etc. as per criteria.
- 15.7 Haryana Bonafide Resident certificate.
- 15.8 Equivalence certificate in reference to para 9.5.
- 15.8.1 EWS certificate shall be as per Haryana Government guidelines applicable for jobs in Haryana Government.
- 15.9 Sports gradation certificate shall be as per latest sports policy of Haryana government.
- 15.10 Experience Certificate for socio economic claim as per Annexure D1
- 15.11 Experience Certificate as part of essential qualification as per **Annexure F1**.
- 15.12 For Ex-Servicemen (ESM):
 - Discharge Certificate, if discharged from the Armed Forces,
 - Eligibility certificate for family members of ESM.

- Eligibility certificate and Disability certificate for Dependent of Disabled ESM.
- Disability certificate and Discharge certificate for Disabled ESM
- Martyr/ Battle casualty certificate for family members of Martyr
- Certificate for children/grandchildren of Freedom Fighter
- NOC if not yet discharged

For claiming the benefit of Socio-Economic Criteria, all documents/certificates shall be in prescribed format as per annexures mentioned above in Para 14

16. Syllabus for CET and Written Exam

General Awareness:

Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an examinee appearing for the test. The test will include questions relating to India and neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, National/International Organizations /Institutions, Environment, Globalization, Climate, Events, General Science, Computer literacy etc.

Reasoning:

The syllabus includes questions of both verbal and non-verbal types. Test may include questions on Semantic Analogy, Symbolic operations, Symbolic Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Observation, relationship, concepts, Venn Diagrams, Symbolic, Number Classification, Drawing inferences, Figural Classification, Punched hole pattern-folding & unfolding, Semantic Series, Figural Pattern folding and completion, number series, Embedded figures, Figural series, critical thinking, problem solving, emotional intelligence, arithmetical number series, arithmetical reasoning, Word building, Social intelligence, Coding and decoding, other sub-topics etc.

Quantitative Ability:

The test will cover Number System including questions on Simplification, Decimals,

Fractions, Relationship between numbers. L.C.M., H.C.F., Ratio & Proportion, Percentage, roots, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Partnership business, Mixture and Allegation Time & Work, Time & Distance, Tables & Graphs, Trigonometry, basic Algebra, Geometry etc.

English Language:

Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, tenses, Cloze Passage, Comprehension Passage etc.

Hindi Language:

शब्द, अलंकार, विकारी शब्द, वाक्य, अविकारी शब्द, पद, पदबंध, मुहावरें, लोकोक्तियां, संधि, उपसर्ग, प्रत्यय, समास, पर्यायवाची, विलोम व अनेकार्थी शब्द, अयोगवाह, वाक्य शोधन, निपात (अवधारक), विराम चिन्ह, संबंधबोधक, अनेक शब्दों के लिए एक शब्द, एकार्थक शब्द, युग्म शब्द, वर्तनी (शब्द एवं वाक्य शुद्धिकरण), वर्ण, स्वर, व्यंजन, विदेशी ध्वनियाँ, संज्ञा, सर्वनाम, विशेषण, क्रिया, क्रिया विशेषण, समुच्चय बोधक, विस्मय बोधक, वचन, लिंग, कारक, काल, तदभव-तत्सम शब्द

General Knowledge of State : General awareness which includes History, Literature, Geography, Economy, Civics, Polity, Environment, Art, Culture, Customs, Norms, Society, Current Affairs. Events etc. of Haryana

17. Examination

- 17.1 All candidates who register themselves in response to this advertisement (CET-01/2022) by the closing date and time will be assigned Roll numbers and issued Admit Card for appearing in the CET 2022.

After the CET result declaration, only the candidates shortlisted on the basis of CET policy and who claim to fulfill the minimum educational qualifications and other eligibility conditions for a post advertised by the Commission as on closing date and who applied for the post for consideration shall be issued admit card and be eligible to appear in the skill and/or written examination to be conducted by the Commission.

- 17.2 The Commission can hold one common skill and/or written examination for the posts of different nomenclature but of similar educational qualifications of candidates who qualify CET for which the distribution/allocation of posts/departments will be on merit-based option given by the candidates. Candidates will be considered only against the categories of post for which they have applied in application form. Even if they are higher on merit in common result but have not applied in any category of post, they will not be considered for selection against that post.
- 17.3 If an exam is conducted in multiple shifts then Commission may follow process of normalization to take into account any variation in difficulty levels of question papers across different shifts.
- 17.4 The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be considered only provisionally. The candidates are advised to go through the requirements of educational qualification, age, reservation, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents may be sought at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.
- 17.5 Admit Card for the Examination will be uploaded on the website. Admit Cards will not be issued by post for any stage of examination.
- 17.6 Candidate must write his Registration No, registered Email-ID and Mobile Number along with his name, date of birth and name of the examination, while addressing any communication to the Commission. Communication from the candidate not furnishing these particulars shall not be entertained.
- 17.7 In addition to the Admit Card, it is mandatory to carry at least two passport size recent colour photographs as at Para 10.15, **Original valid Photo-ID proof having the Date of Birth as printed on the Admit Card**, such as:
- (i) Aadhaar Card/Printout of e-Aadhaar
 - (ii) Voter's ID Card
 - (iii) Driving Licence

- (iv) PAN Card
- (v) Passport
- (vi) Ex-Serviceman Discharge Book issued by Ministry of Defence.
- (vii) Any other photo bearing valid ID card issued by the Central/State Government.

17.8 PwD candidates using the facility of scribes shall also be required to carry required Medical Certificate/Undertaking/Scribe's Photo ID Proof, as specified therein. Candidates without above noted documents will not be allowed to appear in the examination.

17.9 Save as otherwise provided in any instruction of Government, in case of non-availability of eligible candidate(s) of respective category after skill and/or written examination for the post which remain unfilled shall be re-advertised as per reservation policy.

17.10 Any other document mentioned in the Admit Card shall also be carried by the candidates while appearing in the Examination.

18. Scrutiny of documents:

- Scrutiny will be carried out through due process.
- Haryana Staff Selection Commission also reserves the right to call any candidate personally along with printed copy of the application form with uploaded documents, original certificates and photocopy of self-attested certificates along with Photo, Identity Proof etc. During checking, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.
- All the certificates relating to qualification, category, socio-economic and experience will be got verified by respective department from the concerned issuing authorities. In case of any discrepancy, department shall cancel the candidature.

19. Post Preferences:

19.1 If skill and/or written examination is held for multiple posts or departments, then detailed options for various posts and Departments will be taken from candidates online. He/ she will not be considered for a post/Department, if he/she has not indicated his/

her preference for it. Options confirmed at the time of submission will be treated as final and will not be changed subsequently under any circumstances. **Therefore, candidates are advised to be careful in exercise of such options.**

19.2 Once the candidate has been allotted his/her first available preference, as per his/her merit, he/she will not be considered for any other option. **Candidates are, therefore, advised to exercise preference of Posts/Departments very carefully.** The option/preference once exercised and confirmed by the candidates will be treated as FINAL and IRREVERSIBLE. Subsequent request for change of Post/Department by candidates will not be entertained by the commission under any circumstances.

20. Special Instructions:

20.1 Commission can increase or decrease the number or break up of already advertised posts anytime till the date of recommendation on the basis of change of demand of requisitioning department.

20.2 A person with disability selected on his/ her own merit can be appointed against an unreserved vacancy provided the post is identified suitable for Persons with Disability of relevant category and he/she has not availed any benefit of relaxation.

20.3 Success in the examination confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.

20.4 OMR sheets will have two folios- original OMR and commission copy. The candidate shall not mark anything on Commission copy. The impression of Original OMR sheet will automatically be marked on Commission's copy of OMR answer sheet. Pencil should not be used for darkening the circle. If, more than one circle is found darkened, that answer will not be evaluated. Further, if a candidate darkens more than one circle and smudge/scratch any place in any manner with Eraser, Nail, Blade, White Fluid/Whitener etc. **then in such circumstances OMR Sheet/Answer Sheet and candidature of the candidate shall be cancelled. The candidate himself/herself will be solely responsible for this.**

20.5 Candidates will be considered in Open/General or parent vertical category on the basis

of merit in the final result only and not at any preliminary stage provided they have not taken any benefit/relaxation.

20.6 There is no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.

20.7 The Commission will display the scanned images of OMR answer sheets in respective logins of candidates. Date of display of scanned images of OMR would be communicated after the examination through public notice.

21. Resolution of Tie Cases for skill and/or written exam: In cases where more than one candidate secures the equal aggregate marks in written examination + socio economic criteria, tie will be resolved by applying the following methods one after another:

21.1 Marks in written examination.

21.2 Date of birth, with older candidates placed higher.

21.3 Alphabetical order in which names of the candidates appear.

If the concerned department provides any other criteria on the basis of service rules for resolving tie cases, then criteria given by concerned department will be followed.

22. Answer Key:

With respect to skill and/or written exam, Answer Keys will be placed on the Commission's website after the Examination. Candidates may go through the Answer Keys and submit representations, if any, on payment of Rs.100/- per question within the time limit given by the Commission through on-line modality only. Any representation regarding Answer Keys received within the time limit fixed by the Commission at the time of uploading of the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Commission in this regard will be final. No representation regarding Answer Keys shall be entertained later. Final answer key will be placed on website of Commission after the declaration of final result of all categories/post.

23. Action against candidates and/or impersonator found guilty of misconduct: If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of examination or thereafter, their candidature for this examination will be

cancelled and they (candidate and impersonator) will be debarred from the examinations of the Commission for the period mentioned below:

Sr. No	Type of Malpractice	Debarment period
1	Taking away any Examination related material such as Original, Commission OMR sheets, Rough Sheets, Commission Copy of Admit Card etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.	2 Years
2	Leaving the Examination Venue uninformed during the Examination	2 Years
3	Misbehaving, intimidating or threatening in any manner with the examination functionaries i.e. Centre Superintendent, Invigilator, Security Guard or Commission's representatives etc.	3 Years
4	Obstruct the conduct of examination/instigate other candidates not to take the examination.	3 Years
5	Making statements which are incorrect or false, suppressing any material information, submitting fabricated documents, etc.	3 Years
6	Obtaining support/influence for his/her candidature by any irregular or Improper means in connection with his/her candidature.	3 Years
7	Appearing in the same examination more than once in contravention of the rules.	3 Years
8	Damaging examination related infrastructure/equipments.	3 Years
9	Appearing in the Exam with forged Admit Card, identity proof, etc.	5 Years
10	Using unfair means in the examination hall like copying, cheating from any material or from any candidate.	5 Years
11	Assault, use of force, causing bodily harm in any manner to the examination functionaries i.e. Centre Superintendent, Invigilator, Security Guard or Commission's representatives etc.	5 Years
12	Threatening/intimidating examination functionaries with weapons/fire arms.	5 Years
13	Possession of fire arms/weapons during the examination.	5 Years
14	Possession of Mobile Phone in switched-off or turned-on mode, Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.	5 Years
15	Impersonate/Procuring impersonation by any person in written exam, physical tests, scrutiny or at any other stage. Candidate not giving biometric/facial data will amount to impersonation.	5 Years
16	Taking snapshots, making videos of question papers or examination material, etc.	5 Years
17	Sharing examination terminal through remote desktop softwares/Apps/ LAN/VAN, etc.	5 Years
18	Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.	5 Years

24. **Commission's Decision Final:** The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list and allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard. Commission can anytime call candidates to capture their biometric data. **In case of biometric thumb or facial mismatch of data taken at the time of examination, at time of scrutiny, before making recommendation, at the time of joining or at any other stage, candidature of candidate will be cancelled on grounds of impersonation and candidate will be debarred as at Para 23. Criminal proceedings shall also be initiated against such candidates/impersonators.**

If a candidate bypass the biometric arrangements and does not provide his/her biometric/facial data or uses any other unfair mean at written exam, scrutiny, physical test, joining or any other stage his/her candidature will be cancelled on attempt of cheating and impersonation and will be debarred as per Para 23.

25. **Marks of individual candidates will be made available in their logins after the final result for all categories/posts is declared.** Candidate can check their marks using their log-in ID. If normalization has been adopted for any exam then only normalized score will be used for evaluation and maintained by commission and will be made available to candidates in their logins and no representation for providing raw marks will be entertained. Marks of not eligible candidates whose candidature has been cancelled for any reason as per instruction will not be provided.
26. Result will remain partial/incomplete till final result of all categories/posts is declared and only after complete result is declared, candidates will be provided their score and eligibility status.
27. Information uploaded on the website shall not be provided to the candidate or any other person under RTI Act, 2005. The information uploaded on website shall remain for a specific period only. Therefore, the candidates are advised to download the uploaded information and keep up with them for future. Factual information under RTI act shall be provided only after declaration of final and complete result. Personal information of any other candidate under RTI will not be provided in view of Government of Haryana

Instruction No.5/52/2016-1AR dated 05th January, 2021 personal information is defined as:

“Reading of the aforesaid judicial precedents, in our opinion, would indicate that personal records, including name, address, physical, mental and psychological status, marks obtained, grades and answer sheets, are all treated as personal information. Similarly, professional records, including qualification, performance, evaluation reports, ACRs, disciplinary proceedings, etc. are all personal information. Medical records, treatment, choice of medicine, list of hospitals and doctors visited, findings recorded, including that of the family members, information relating to assets, liabilities, income tax returns, details of investments, lending and borrowing etc. are personal information. Such personal information is entitled to protection from unwarranted invasion of privacy and conditional access is available when stipulation of larger public interest is satisfied. This list is indicative and not exhaustive.”

28. In case of any variation between the terms of advertisement and instructions/rules, the relevant instructions/rules as applicable on cutoff date shall prevail. No request for change of any particulars in application form shall be permitted on any grounds whatsoever after closing date of registration. Only valid uploaded documents shall be considered for qualifications, experience and marks for socio economic criteria. The uploaded document should be valid on cutoff date if it has expiry period/validity date. If at the time of scrutiny or at any stage any particulars are found false/incorrect due to non-submission/ wrong submission of documents then candidature shall be deemed to be cancelled and such candidates shall not be considered against even unreserved category. The candidates are advised to go through the terms and conditions thoroughly before filing the form in their interest and to prevent any litigation thereafter. The candidates are bound by the terms and conditions of advertisement and also the rules of conduct of written examination.

29. Important Instructions to Candidates:

(a)	BEFORE APPLYING, CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE VERY CAREFULLY.
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(b)	THE CANDIDATE MUST FILL HIS NAME AND DATE OF BIRTH STRICTLY AS RECORDED IN THE MATRICULATION/ SECONDARY CERTIFICATE. IF ANY VARIATION IN THE NAME AND DATE OF BIRTH IS OBSERVED AT THE TIME OF DOCUMENT VERIFICATION, HIS/ HER CANDIDATURE WILL BE CANCELLED.
(c)	CANDIDATES ARE ADVISED IN THEIR OWN INTEREST TO SUBMIT ONLINE APPLICATIONS MUCH BEFORE THE CLOSING DATE AND NOT TO WAIT TILL THE LAST DATE TO AVOID THE POSSIBILITY OF DISCONNECTION/INABILITY OR FAILURE TO LOGIN ON THE WEBSITE ON ACCOUNT OF HEAVY LOAD ON THE WEBSITE DURING THE CLOSING DAYS.
(d)	The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be considered only provisionally. The candidates are advised to go through the requirements of educational qualification, reservation, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents may be sought at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.
(e)	Candidates seeking reservation benefits available for SC/ST/ BCA/BCB/PwD/EWS/ ESP/ESM must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim.
(f)	Candidates with benchmark physical disabilities only would be considered as Persons with Disabilities (PwD) and entitled to reservation for Persons with Disabilities.
(g)	When application is successfully submitted, it will be considered 'Provisionally'. Candidates should take printout of the application form to verify the particulars as no change is allowed afterwards.
(h)	The candidates are advised to exercise due diligence at the time of filling their online Application Forms. In case, more than one applications of a candidate are detected, only the application filled later will be accepted by the Commission.
(i)	Request for change/correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances. Such requests received through Post/Fax/Email/By hand, etc. shall not be entertained

(j)	Candidates are advised to fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Commission through e-mail/SMS for record purpose and in case of contacting for some individual issues. Otherwise every communication shall be through notices published on website.
(k)	The candidates must carry two passport size recent colour photographs and one original valid Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by University/ College/ Government, Employer ID Card or any photo bearing ID card issued by Central/ State Government to the Examination Venue, failing which they will not be allowed to appear for the same. PwD candidates using the facility of scribes shall also be required to carry required Medical Certificate/ Undertaking/Scribe's Photo ID Proof, as specified therein.
(l)	In case of fake/ fabricated application/registration by misusing any dignitaries name/ photo, such candidate and cyber café and computer personnel will be held responsible for the same and liable for suitable legal action under cyber/ IT act. Even if application form is not filled by candidate himself/herself then candidate shall himself be responsible for any mistake made in application form and no relief in this regard will be given to the candidate on the ground that application form was filled by cyber café or any third party.
(m)	No individual or separate information will be sent to any candidate except notice on the website of Commission. Therefore, all candidates shall regularly visit website of Commission.
(n)	It is presumed that the candidate shall fill up the application form after reading all relevant service rules/instructions, terms and conditions of advertisement and therefore no representation/dispute in this regard after filing of application form shall be entertained. The candidate shall remain bound with the same after submitting the application form.

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.

**Sd/-
Secretary,
Haryana Staff Selection Commission,
Panchkula.**

Annexure-I

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs

_____ (name of the candidate with disability), a person

with _____ (nature and percentage of disability as mentioned in the

certificate of disability), S/o/D/o _____ a resident of

_____ Village/District/State) and to state that he/ she has physical

limitation which hampers his/ her writing capabilities owing to his/her disability.

Place:

Date:

Signature and seal of the Medical Authority

Name and Seal of Member
Chairperson

Name and Seal of Member

Name and Seal of the

Name of Government Hospital/ Health Care Centre with Seal

Note: Certificate should be given by specialists of the relevant stream/ disability (e.g. Visual impairment-Ophthalmologist, Locomotor disability-Orthopedic specialist/ PMR)

Letter of Undertaking for Using Own Scribe

I, _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No _____ at _____ (name of the centre) in the District _____ (name of the State) .My qualification is _____ I do hereby state that _____ (name of the scribe) will provide the service of scribe/ reader for the undersigned for taking the aforesaid examination. I do hereby undertake that his/ her qualification is _____. In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with disability)

Place:

Date:

Annexure-A-I

APPLICATION FORM FOR CERTIFICATE FOR AN APPLICANT WHOSE FATHER HAS DIED

To

The Naib Tehsildar/Tehsildar

Sub:- CERTIFICATE FOR AN APPLICANT WHOSE FATHER HAS DIED.

1	Name of applicant (IN BLOCK LETTERS)	
2	Date of Birth (enclose proof)	
3	Age of applicant at the time of father death	
4	Applicant is first or second child	
5	Present Address, Village	
6	Post Office	
7	Police Station	
8	District	
9	Caste	
10	Father's Name	
11	Date of birth of father	
12	Age of father at the time of his death	
13	Date of father's Death (enclose death certificate)	
14	Mother's Name	
15	Occupation	
16	Aadhar No/PAN Card No/Voter Id No (if any)	

Please issue me a "Certificate for an applicant whose father has died.

Signature of applicant

Place:

Date:

Signature and Address of Witness

i)

ii)

Annexure-A-II

**GOVERNMENT OF HARYANA
Certificate for an applicant whose father has died**

No. _____ Date _____

Certified that the person with the details mentioned below is an applicant whose father has died-:

1	Name of applicant(IN BLOCK LETTERS)	
2	Date of Birth(enclose proof)	
3	Age of applicant at the time of father death	
4	Applicant is first or second child	
5	Present Address, Village	
6	Post Office	
7	Police Station	
8	District	
9	Caste	
10	Father's Name	
11	Date of birth of father	
12	Age of father at the time of his death	
13	Date of father's Death (enclose death certificate)	
14	Mother's Name	
15	Occupation	
16	Aadhar No/PAN Card No/Voter Id No (if any)	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced by the applicant.

Signature with seal of the Naib Tehsildar/Tehsildar

APPLICATION FORM FOR WIDOW CERTIFICATE

To

The Naib Tehsildar/Tehsildar

Sub:- Issuance of Widow Certificate.

I, Widow of Sh..... hereby give my particular as under:-

1	Name of Applicant (IN BLOCK LETTERS)	
2	Address	
3	Village	
4	Tehsil	
5	District	
6	Post office with PIN Code	
7	Name of Father/Mother	
8	Name of Husband	
9	Date of Death of Husband (Death Certificate to be attached)	
10	Aadhaar No. (if any)/PAN Card No. (if any)/Voter ID No. (if any)	

Please issue me a "WIDOW" Certificate.

Signature of Applicant

Place:

Date:

VERIFICATION

I.....s/o, d/o, w/o,....., Member Panchayat /Sarpanch /Councilor/ MLA/MP of concerned Village/area/constituency..... verified personally and statement furnished by the applicant are correct to the best of my knowledge and belief.

Signature with seal of Member
Panchayat/Sarpanch/Councilor/MLA/MP of the concerned Village
area/ constituency

Annexure-B-II

**GOVERNMENT OF HARYANA
WIDOW Certificate**

No _____ Date _____

Certified that the person with the details mentioned below is a Widow.

1.	Name (IN BLOCK LETTERS)	
2.	Address	
3.	Village	
4.	Tehsil	
5.	District	
6.	Post office with PIN Code	
7.	Name of Father/Mother	
8.	Name of Husband	
9.	Date of Death of Husband	
10.	Aadhaar No./PAN Card No./Voter ID No. (if any)	

This certificate is issued based on the details given in the application, Verification Report, local enquiry, facts and records produced.

Signature with seal of the Naib Tehsildar/Tehsildar

Experience Certificate

1. This is to certify that Shri /Smt/Ms/Kumari,
Son/ daughter/ wife of Shri
resident of village/town
Tehsil District
of Haryana State/Union Territory has been serving as
(Complete nomenclature of the post in the office of
(Department/ Board /Corporation /Company/ Statutory Body / Commission /
Authority of Government of Haryana or any State Government or Government of
India.)
2. The period of engagement was from.....
to and the completed years and
months are (years & months.)
3. The EPF account no. (if any) is /was.....

Place:
Date:

Signature with seal of Issuing Authority (Head of Office)
Full Name
Designation
Address
Telephone No. With code

Format of No-Job certificate to be verified by Tehsildar Annexure – E1

I.....,Son/Daughter.....of.....aged.....year,
R/o District....., do hereby submit the following information for claiming
weightage under the Socio-economic criteria namely:-

(1) That I have to apply for the CET/post of.....in HSSC
against

Category No.....CET/Advt.No.....,Dated.
.....

(2) That my PPP no/ Aadhaar No./PAN Card No./Voter ID No. (if any) is. ,

**(3) An applicant who is bonafide resident of Haryana shall be entitled to 5% weightage
provided that—**

**(i) neither he himself nor any person from amongst the applicant's family
is/was or has been a regular employee in any Department/ Board/
Corporation/ Company/ Statutory Body/ Commission/ Authority of
Haryana Government or any other State Government or Government of
India; and**

**(ii) gross annual income of the family from all sources i.e., salary, agriculture,
business, profession etc. for the financial year prior to the year of
application should be less than one lakh eighty thousand rupees only.**

The definition of Family for the purpose of Socio-Economic Criteria—

*(i) male applicant means the applicant himself, his father, mother, wife, unmarried
brother(s) and son(s);*

*(ii) female unmarried applicant means the applicant herself, her father, mother and
unmarried brother(s);*

*(iii) female married applicant means the applicant herself, her husband, father-in-law,
mother-in-law, unmarried brother-in-law and son(s);*

*(iv) divorced female applicant means the applicant herself, her father, mother,
unmarried brother(s) and son(s);*

(4) That any person among in candidate's family in Government Job having separate
PPP No/family ID/ Ration Card will not be entitled to be awarded weightage under
Socio-Economic Criteria having no Government Job.

**(5) If a person himself or his family member is once selected/appointed with or
without getting the benefit of weightage, no other family member shall be**

considered for weightage for selection/appointment to the same or any other post for which application has been submitted by any member of the family.

- (6) That no person as mentioned above had been in employment and gross income of family is less than One lakh Eighty thousand Rupees only, I may be allotted weightage under the socio-economic criteria having no Government Job.
- (7) That I fully understand that the marks are given on the basis of information supplied by me and if at any stage it is found that the information has been provided wrongly then not only my service can be terminated on the ground of supply of wrong information even if without these marks or weightage also my name would have figured within the select list / recommendation list. I also understand that criminal action can be taken against me for providing wrong/false information.
- (8) That the deponent shall not take advantage of the certificate(s) issued by the Competent Authority if in meantime any other eligible person in my family obtains the benefits thereof in the recruitment.
- (9) Verified that the contents of all the above paras are true my knowledge and belief and nothing has been considered

Place:-

DEPONENT

Date:-

VERIFICATION: -

1. Report of Numberdar/MC:-
2. Report of Patwari:-
3. Verified by Tehsildar/

Performa for information from candidate regarding experience certificate to be provided

(where experience is a part of essential qualifications)

1. Name of the Candidate
2. Father's Name
3. Type of the organization i.e. Proprietorship/Firm/Registered firm/Company/Pvt. Ltd. Company/Govt./Semi. Govt. Organization/ PSU/ Recognized firm.
4. Mode of disbursement of Salary.
5. Name of the organization.
 - I. Whether the organization was registered under the Apprentice Act. For the period of issuing certificate to the candidate. _____ YES/NO
 - II. If yes, then the Registration No. of the organization.
6. Name of the officer issuing experience certificate along with designation.
7. Designation of the candidate in organization.
8. Tenure of employment.
9. Nature of work undertaken by candidate in organization.
10. Any proof of services rendered in the organization among the following:
 - I. Attested photocopy of the salary account for the period of experience *or*
 - II. Salary slips of the period of experience along with copy of ledger folio of organization.
or
 - III. EPF no. *or* ESI no. *or*
 - IV. Employee code no. i.e. UIN no. which is verifiable from company website.

Signature of the Applicant

Certification: - It is certified that candidate (name) _____ has worked in this organization from _____ to _____ and experience by him is same as mentioned above by the candidate. The above information rendered by candidate is true to my knowledge.

(Sign with seal)
Issuing Authority
Name:-
Designation:-
Date:-

Note: - All the candidates having experience of the relevant post are mandatorily required to fill the above details. In case the candidate does not provide the above details his/her experience shall not be considered for selection. In case of any false information in the above Performa i.e. fake/ forged/ fabricated documents, the candidate and the company is liable to punishment as per law in addition to cancellation of candidature of the candidate.

HARYANA GOVERNMENT**HUMAN RESOURCES DEPARTMENT
(General Services-II Branch)****Notification**

The 5th May, 2022

No. 42/119/2019-5GS-I.— Whereas fair and reasonable process of selection to posts subject to the norm of equality of opportunity under Article 16(1) of the Constitution of India is a constitutional requirement.

Whereas with a view to secure and sustain the confidence of the public in general and to ensure credible and trustworthy recruitments to Government posts, the Government of Haryana proposes to introduce a Common Eligibility Test to simplify and standardize the recruitment process for Government employment to all direct recruitment to Group C posts including the posts of Police service, Prisons and Home Guards etc. but excluding the teaching posts and all direct recruitment to Group D posts other than the posts where minimum educational qualification is below Matriculation in the Haryana Group D Employees (Recruitment and Conditions of Service) Act, 2018 (5 of 2018). This test shall be held once every year or as decided by the Government from time to time. In supersession of Haryana Government, General Administration Department (in General Services-I Branch), Notification No. 42/119/2019-5GS-I, dated the 10th September, 2021, the State Government is pleased to declare the following policy for recruitment through the Common Eligibility Test, namely:-

1. SHORT TITLE AND APPLICABILITY.

- (i) This policy may be called the Policy for Recruitment to Group C and D posts through Common Eligibility Test, 2022.
- (ii) It shall apply to direct recruitment to Group C posts including the posts of Police service, Prisons and Home Guards etc. excluding the teaching posts and Group D posts other than those posts where minimum educational qualification is below Matriculation in the Haryana Group D Employees (Recruitment and Conditions of Service) Act, 2018 (5 of 2018), in the departments of State Government or any Board, Corporation, statutory body or any other agency owned and controlled by the State Government other than any University established by or under a State Act.

2. DEFINITIONS.

- (i) 'Annexure' means the Annexures appended to this policy;
- (ii) 'bonafide resident' means a person who is a resident of Haryana satisfying the conditions specified in the instructions issued in this regard by Government from time to time;
- (iii) 'CET' means the Common Eligibility Test to be held separately for Group C and D posts which shall be a computer-based online/offline/ Optical Mark Reading (OMR) based test to be conducted by the Haryana Staff Selection Commission or any other Agency on its behalf as decided by the Government and it shall be bilingual i.e., conducted in Hindi and English once in a year or as decided by the Government;
- (iv) 'CET marks' means the marks obtained by an applicant in CET;
- (v) 'CET Score' means the CET marks plus the marks of socio-economic criteria weightage, admissible if any;
- (vi) 'Commission' means the Haryana Staff Selection Commission;
- (vii) 'Government' means the Government of State of Haryana in the Human Resources Department;
- (viii) 'Group C posts' means all Group C posts including the posts of Police Service, Prisons and Home Guards etc. but excluding the teaching posts, where the minimum educational qualification is 10+2 or above earmarked for direct recruitment in the departments of State Government, Boards, Corporations, statutory bodies or any other agency owned and controlled by the State Government, to be filled up through the Commission;
- (ix) 'Group D posts' means all Group D posts, other than the posts where minimum educational qualification is below Matriculation in the Haryana Group D Employees (Recruitment and Conditions of Service) Act, 2018, as amended from time to time, earmarked for direct recruitment in the

departments of State Government, Boards, Corporations, statutory bodies or any other agency owned and controlled by the State Government, to be filled up through the Commission;

- (x) 'marks of skill and/or written examination for Group C post' means the marks obtained in skill and/or written examination, as the case may be, plus the marks for socio-economic criteria weightage, admissible, if any;
- (xi) 'Marks of Socio-economic criteria weightage' means the marks on account of weightage of socio-economic criteria and experience, if any, upto the specified limit. It is admissible for—
 - (a) determination of CET Score of an applicant for Group C posts as per provision in *Annexure-A* to this policy;
 - (b) for determination of marks of skill and/or written examination obtained by a candidate for Group C posts, as per provision in *Annexure-B* to this policy; and
 - (c) determination of CET Score of an applicant for Group D posts, as per provision in Second Schedule to Haryana Group D Employees (Recruitment and Conditions of Service) Act, 2018 (5 of 2018);
- (xii) 'Parivar Pehchan Number' means the family identification number issued under section 5 of the Haryana Parivar Pehchan Act, 2021 (20 of 2021);
- (xiii) 'Total of CET marks' means the total of the maximum marks of CET and maximum marks of socio-economic criteria weightage;
- (xiv) 'Total marks of skill and/or written examination of a post' means total of the maximum marks of skill and/or written examination and maximum marks of socio-economic criteria weightage;
- (xv) 'teaching posts' means the posts advertised by the Commission for which qualifying of Haryana Teacher's Eligibility Test (HTET) is one of the essential qualifications.

3. QUALIFICATIONAL ELIGIBILITY TO APPEAR IN CET.

- (i) The minimum educational qualification shall be class 10+2 for eligibility to appear in CET for Group C posts. The minimum qualification shall be Matric alongwith Hindi or Sanskrit as one of the subjects in Matric or Hindi as one of the subjects in Higher Standard or as per provision in Haryana Group D Employees (Recruitment and Conditions of Service) Act, 2018 (5 of 2018) for eligibility to appear in CET for Group D posts.
- (ii) No person shall be eligible to appear in CET unless he is,—
 - (a) a citizen of India; or
 - (b) a subject of Nepal; or
 - (c) a subject of Bhutan:

Provided that a person belonging to any of the categories (b) or (c) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

4. Syllabus for CET.

- (1) The syllabus for Common Eligibility Test shall be divided into two parts comprising—
 - (a) 75% weightage for General Awareness, Reasoning, quantitative ability, English, Hindi, and relevant or concerned subject(s), as applicable; and for Group C posts, computer knowledge in addition;
 - (b) 25% weightage for History, Current Affairs, Literature, Geography, Environment, Culture etc. of Haryana.
- (2) The question paper shall be of the level of senior secondary education (i.e. 10+2 level) for Group C posts and of the level of secondary education (Matric level) in case of Group D posts.

5. REGISTRATION FOR CET :

- (i) All applicants shall register on a designated portal i.e. onetimereg.haryana.gov.in by such last date to be published by an advertisement issued by the Commission, providing all particulars relating to the identity of the applicant and uploading all the required documents relating to any claim including claim

for reservation, educational qualifications, experience and socio-economic criteria weightage and such other details as the Government or the Commission may seek, from time to time, for the purpose of recruitment.

- (ii) The Parivar Pehchan Number enables the recruiting agency to verify the applicant's claims in respect of residence, educational and other qualifications, caste and experience certificate, family income/assets, status of parents (if any parent is deceased the verification of death certificate is involved), marital status of female applicant, separation certificate of legally separated women, disability certificate, sports gradation certificate, denotified tribe/Vimukt Jati certificate, certificate of ex-serviceman, dependent of ex-servicemen certificate, dependent of freedom fighter, FIR copy etc.
- (iii) The applicant may register using his Parivar Pehchan Number or Aadhaar Number or otherwise on the basis of such documentation as may be specified by Government from time to time.
- (iv) On registration, the applicant shall be allocated a Registration Number which shall be the reference ID for all purposes concerning the examination and recruitment process. An applicant who obtains the Registration Number and intends to offer candidature for direct recruitment for Group C and/or Group D post(s) in subsequent years shall not have to re-register but shall apply online for consideration in subsequent years using the same Registration number and pay the requisite fee.

6. FEES FOR CET :

- (1) For CET, the processing fees per test shall be as under :-

Sr. No.	Category	Residents of Haryana		Non-residents of Haryana	
		who provide PPNNumber/ Aadhaar No.	who do not provide PPNNumber/ Aadhaar No.	who provide Aadhaar No.	who do not provide Aadhaar No.
1	2	3	4	5	6
1	Male applicants of general category	50% of Standard Rate	Standard Rate	50% of Standard Rate	Standard Rate
2	Male applicants who are children of Ex-Servicemen	50% of Standard Rate	Standard Rate	50% of Standard Rate	Standard Rate
3	Female applicants who are of general category or reserved category	25% of Standard Rate	50% of Standard Rate	50% of Standard Rate	Standard Rate
4	Ex-servicemen	25% of Standard Rate	50% of Standard Rate	50% of Standard Rate	Standard Rate
5	Disabled persons who covered under the Right of Persons with Disabilities Act, 2016	25% of Standard Rate	50% of Standard Rate	50% of Standard Rate	Standard Rate
6	Applicants who belong to S/Caste, Backward Class, Economically Weaker Sections	25% of Standard Rate	50% of Standard Rate	50% of Standard Rate	Standard Rate

Note 1.— For the above table, the Standard Rate shall be Rs. 1,000/- or as fixed by Government from time to time.

Note 2.— An applicant who deposited the fee at the time of registration shall be entitled to appear once in the CET, for both the posts of Group C and D. However, an applicant who wants to re-appear in CET to improve his marks either for Group C or Group D posts shall have to deposit the fee again.

7. CET EXAMINATION AND MARKS FOR GROUP C POSTS:

- (i) An applicant who intends to apply for direct recruitment to any applicable Group C post shall have to appear in CET for Group C posts.
- (ii) The Commission shall issue an advertisement for Group C posts based on requisition received from the Departments of State Government or any Board, Corporation, statutory body or any other agency owned and controlled by the State Government stating its intent to conduct the CET.
- (iii) An applicant who does not possess the CET minimum educational qualification specified for CET before the last date of registration for CET on the designated portal but is due to appear for the examination to attain the appropriate educational qualification during the year in which the CET is conducted, shall also be eligible to appear in the CET:

Provided that the name of such applicant shall not be considered for skill and/or written examination for the advertised posts until he acquires the minimum essential educational qualification and/or experience, if any, specified for that post by the last date for attaining such minimum qualification specified in the advertisement issued by the Commission for the conduct of skill and/or written examination.

- (iv) An applicant who has not attained the minimum age or who has crossed the maximum age limit prescribed by Government for entry into Government service for Group C post as on the last date fixed in the advertisement published by the Commission for registration for CET shall be ineligible to appear in CET. The relaxation in upper age limit to the applicants of Scheduled Castes, Backward Classes and other categories and of experience shall be admissible as per rules or instructions issued by Government from time to time.
- (v) Every applicant, who appears in the CET, shall be given marks based on his performance in the CET. An applicant of general category shall have to obtain minimum 50% marks in CET (excluding the socio-economic criteria weightage) to be eligible for skill and/or written examination of second stage, however, an applicant of reserved category (both vertical and horizontal) shall receive concession @ 10%, for the purpose of eligibility for CET, i.e. the minimum cut-off for such candidates shall be 40% (excluding the socio-economic criteria weightage). An applicant of any category who obtains less than the minimum marks in CET, shall have to re-appear in CET in the next or any subsequent attempt.
- (vi) The CET marks of applicants shall be declared on the website of the Commission.
- (vii) An applicant shall be eligible to reappear in CET whenever conducted on a subsequent date and the CET marks shall be revised if the applicant improves it in the next or any subsequent attempts.
- (viii) There shall be no restriction on the number of attempts to appear in the written examination component of the CET. If an applicant who has already qualified the CET for Group C post will have the option to appear again in CET to improve his CET marks in the next or any subsequent occasion, if he so desires.
- (ix) The CET marks obtained by an applicant shall be valid for a period of three years from the date of declaration of the result of CET. Provided that if an applicant improves his CET marks in the next or any subsequent attempt, then the fresh period of validity of three years will commence from the date of declaration of result of such attempt.

For clarification on validity of CET marks, see *Illustration No. 1 at Annexure-C* of this policy.

- (x) For calculation of CET score of an applicant, the marks obtained in the CET shall be added to the score, if any, on account of socio-economic criteria weightage to arrive at the CET score of the applicant. The calculation methodology for arriving at the CET score has been illustrated at *Illustration No. 2 at Annexure-C*.
- (xi) CET marks and the marks of socio-economic criteria weightage, if any, shall be declared on the website of the Commission in respect of the applicants who have achieved the specified cut-off as per sub-clause (v) above.

8. CET EXAMINATION AND MARKS FOR GROUP D POSTS:

- (i) An applicant who intends to apply for direct recruitment to any applicable Group D post shall have to appear in the CET for Group D posts.

- (ii) The Commission shall issue an advertisement for Group D posts based on requisition received from the Departments of State Government or any Board, Corporation, statutory body or any other agency owned and controlled by the State Government stating its intent to conduct the CET.
- (iii) An applicant who does not possess the CET minimum educational qualification specified for CET but has attained the minimum age before the last date of registration for CET on the designated portal and is due to appear for the examination to attain the appropriate educational qualification during the year in which the CET is conducted, shall also be eligible to appear in the CET:

Provided that such applicant shall not be eligible to apply for selection against the advertised posts like other eligible candidates of similar category having equal to or lesser CET marks until he acquires the minimum essential educational qualification and/or experience, if any, specified for that post by the last date for attaining such minimum qualification specified in the advertisement issued by the Commission.

- (iv) An applicant who has not attained the minimum age or who has crossed the maximum age limit prescribed by Government for entry into Government service for Group C post as on the last date fixed in the advertisement published by the Commission for registration for CET shall be ineligible to appear in CET. The relaxation in upper age limit to the applicants of Scheduled Castes, Backward Classes and other categories and of experience shall be admissible as per rules or instructions issued by Government from time to time.
- (v) Every applicant, who appears in the CET, shall be given marks based on his performance in the CET. An applicant of general category shall have to obtain minimum 50% marks in CET (excluding the socio-economic criteria weightage), however, an applicant of reserved category (both vertical and horizontal) shall receive concession @ 10%, for the purpose of eligibility for CET i.e. minimum cut-off for such candidates shall be 40% (excluding the socio-economic criteria weightage). An applicant of any category who obtains less than the minimum marks in CET he shall have to re-appear in CET the next or any subsequent attempt.
- (vi) The CET marks of applicants shall be declared on the website of the Commission.
- (vii) An applicant shall be eligible to reappear in CET whenever conducted on a subsequent date and the CET marks shall be revised if the applicant improves it in the next or any subsequent attempts.
- (viii) There shall be no restriction on the number of attempts to appear in the written examination component of the CET. If an applicant who has already qualified the CET for Group D post will have the option to appear again in CET to improve his CET marks in the next or any subsequent occasion, if he so desires:
- (ix) The CET marks obtained by an applicant shall be valid for a period of three years from the date of declaration of the result of CET. Provided that if an applicant improves his CET marks in the next or any subsequent attempt, then the fresh period of validity of three years shall commence from the date of declaration of result of such attempt.

For clarification on validity of CET marks, see *Illustration No. 1 at Annexure-C* of this policy.

- (x) For calculation of CET score of an applicant, the marks obtained in the CET shall be added to the score, if any, on account of socio-economic criteria weightage to arrive at the CET score of the applicant. The calculation methodology for arriving at the CET score has been illustrated at *Illustration No. 3 at Annexure-C* for ease of understanding.
- (xi) CET marks and the marks of socio-economic criteria weightage, if any, shall be declared on the website of the Commission in respect of the applicants who have achieved the specified cut-off as per sub-clause (v) above.

9. PROCESS FOR RECRUITMENT OF GROUP C POSTS:

- (i) After publication of CET Score in accordance with sub-clause (xi) of clause 7 above, the posts available for recruitment shall be advertised by the Commission alongwith the syllabus, procedure/manner of conducting skill and/or written examination of the advertised posts and last date for attaining minimum educational qualifications and/or experience. On the advertisement being issued, the Commission shall invite applications electronically of the eligible candidates based on the merit list of CET Score to know whether the candidate is willing to appear for skill and/or written examination for that post.

Provided that the maximum number of eligible candidates for the skill and/or written examination who shall be eligible to appear in such examination based on number of posts advertised by the Commission as under:-

- (a) candidates equal to five times the number of posts advertised if the number is less than 30;
- (b) 150 candidates if the number is between 30 and 40;
- (c) candidates equal to four times the number of posts advertised if the number is greater than 40;

The eligible candidates shall apply electronically on the website of the Commission using their Registration Number. The last date for submission of application shall also be mentioned in the advertisement by the Commission.

- (ii) If the CET score of the last candidate who has applied for the post in terms of sub-clause (i) above is achieved by more than one candidate, then all the candidates at the cut off CET score who have applied for the post shall be entitled to be considered for appearing in the skill and/or written examination for the post(s) advertised by the Commission.
- (iii) Only those candidates, who fulfil the minimum educational qualifications and other eligibility conditions for a post advertised by the Commission as on the last date specified in the advertisement issued by the Commission under sub-clause (i) above who applied for the post for consideration shall be issued an Admit Card and be eligible to appear in the skill and/or written examination to be conducted by the Commission.
- (iv) On receipt of requisitions of the posts of different nomenclature but of similar educational qualifications, the Commission shall be competent to hold one common skill and/or written examination with the condition that the distribution/allocation shall be on merit-based option given by the successful candidates.
- (v) When the number of candidates applying under sub-clause (i) who are eligible is less than the number limit specified in the above said clause then the Commission may extend the date by publication on the website for enabling further eligible candidates to apply.
- (vi) For consideration of a candidate against a post of general category, such candidate has to secure minimum 50% marks (excluding socio-economic criteria weightage) in the skill and/or written examination to be considered for selection/recruitment. In case of consideration against the reserved category post (whether vertical or horizontal) the candidate shall receive a concession @ 10% for the purpose of eligibility for the purpose of skill and/or written examination, i.e. the minimum cut off for such candidates shall be 40% (excluding socio-economic criteria weightage) because they have been given 10% concession in minimum marks.

For calculation of marks of skill and/or written examination of Group C post, see *Illustration No. 4 at Annexure-C* of this Policy.

- (vii) The Commission shall on the basis of marks obtained in the written/skill examination and the socio-economic criteria weightage @ 2.5%, admissible if any, shortlist the candidates for selection, recommendation or waiting list in the respective categories and publish on the website in accordance with clause 12.

For calculation of total marks of skill and/or written examination of a candidate, the marks obtained in skill and/or written examination shall be added to the score, if any, on account of socio-economic criteria weightage to derive at the total marks of skill and/or written examination of the candidate. The calculation methodology for deriving at the total marks of skill and/or written examination of a candidate has been illustrated at *Illustration No. 5 at Annexure-C* for ease of understanding.

Save as otherwise provided in any instructions of Government, in case of non-availability of eligible candidate(s) of respective category after the skill and/or written examination for the post which remain unfilled shall be re-advertised as per reservation policy. A clear mention of this condition shall be made in the advertisement issued by the Commission.

10. PROCESS FOR RECRUITMENT OF GROUP D POSTS:

The Commission shall on the basis of CET marks and the socio-economic criteria weightage @ 5%, admissible if any, shortlist the candidates for selection, recommendation or waiting list in the respective categories and publish on the website in accordance with clause 12. The posts available for recruitment shall

be advertised by the Commission to invite applications electronically of the eligible candidates based on the merit list of *CET Score* to know whether the candidate is willing to be appointed on that post. The eligible candidates shall apply electronically on the website of the Commission using their Registration Number by such last date as may be indicated in the advertisement. Accordingly, the Commission shall recommend the name to the concerned Appointing Authority for appointment to Group D post.

11. RECOMMENDATION OF NAME OF CANDIDATE(S) BY THE COMMISSION:

The name of eligible candidates in order of merit shall be recommended to the concerned Appointing Authority to issue appointment letter and such candidate shall be ineligible to be considered for further selection based on the CET score unless he appears afresh in CET and obtains a new CET score.

12. WAITING LIST:

(1) The waiting list of all Group C and D posts shall be declared by the Commission as under :-

(i)	Where the advertised number for each post is upto 25	@ 25% subject to minimum of two candidates
(ii)	Where the advertised number for each post is between 25 to 50	@ 15%
(iii)	Where the advertised number for each post is above 50	@ 10% subject to minimum of eight candidates

(2) The main list and the waiting list shall remain valid for a period of one year from the date of declaration of result.

(3) The post(s) lying vacant due to resignation or death of the selected/appointed candidate during the period of validity of the waiting list shall be filled up from the waiting list and there is no need to advertise such vacancies again till the waiting list is alive/operative.

13. MAINTENANCE OF RECORD:

The record of CET shall be preserved for one year from the date of declaration of result in hard copy. Digital copy of records shall be retained for five years.

14. JURISDICTION:

All legal disputes with regard to the CET shall be subject to the jurisdiction of Courts at Panchkula (Haryana) only.

15. SAVINGS:

Any action taken consequent to the issue of the earlier notification by Haryana Government, General Administration Department (in General Services-I Branch) vide No. 42/119/2019-5GS-I, dated the 10th September, 2021, including the registration of the applicants for Common Eligibility Test, shall be deemed to have been taken under this Policy.

16. POWER TO AMEND:

The power to interpret, change, amend and removal of doubt of any provision of this notification shall lie with the Human Resources Department.

SANJEEV KAUSHAL,
Chief Secretary to Government, Haryana.

ANNEXURE-A

ANNEXURE-A

[See sub-clause (xi) of clause 2]

SOCIO ECONOMIC CRITERIA FOR COMMON ELIGIBILITY TEST
FOR GROUP C POSTS

Maximum five percent socio-economic criteria weightage in CET shall be admissible to eligible candidates under the following circumstances:-

- (1) An applicant who is bonafide resident of Haryana shall be entitled to 5% weightage provided that—
- (i) neither he himself nor any person from amongst the applicant's family is/was or has been a regular employee in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority of Haryana Government or any other State Government or Government of India; and
- (ii) gross annual income of the family from all sources i.e., salary, agriculture, business, profession etc. for the financial year prior to the year of application should be less than one lakh eighty thousand rupees only.

Note.— Regarding (i) and (ii), it shall be confirmed from the data of Parivar Pehchan Patra and/or HRMS.

Explanation.— The term 'regular employee' does not include a person who is working on contractual basis, daily wages or as a Guest Teacher, Anganwari Workers, etc.

(5%)

- (2) The definition of Family for the purpose of Socio-Economic Criteria—

(i)	male applicant means the applicant himself, his father, mother, wife, unmarried brother(s) and son(s);
(ii)	female unmarried applicant means the applicant herself, her father, mother and unmarried brother(s);
(iii)	female married applicant means the applicant herself, her husband, father-in-law, mother-in-law, unmarried brother-in-law and son(s);
(iv)	divorced female applicant means the applicant herself, her father, mother, unmarried brother(s) and son(s);

- (3) If the applicant being a bonafide resident of Haryana is,—

(i)	a widow; or
(ii)	the first or the second child and his father had died before attaining the age of forty-two years; or
(iii)	the first or the second child and his father had died before the applicant had attained the age of fifteen years;

shall be entitled to 5% weightage subject to entries in Parivar Pehchan Patra or certificate issued by the competent authority in the specified proforma.

(5%)

- (4) If the applicant being a bonafide resident of Haryana belongs to such a denotified tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic tribe of the State which is neither a Scheduled Caste nor a Backward Class shall be entitled to 5% weightage.

(5%)

- (5) If the applicant being a bonafide resident of Haryana, he shall be awarded half percent weightage for each year or part thereof exceeding six months of experience, on the same or a higher post in any Department/Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority/Co-operative Banks etc. under Haryana Government. No weightage of experience shall be awarded for any period less than six months or for a period exceeding eight years.

(Maximum 4%)

Note.— No condition of gross family income and employment of any family member in service shall be applicable for the purpose of weightage of experience.

(6) Other Conditions:

- (i) No applicant shall be given more than a total of 5% socio-economic criteria weightage under any circumstances. Thereby, if an applicant is eligible for more than 5% socio-economic criteria weightage in terms of provision in para (1) to (5) above, the socio-economic criteria weightage shall be maximum 5%.
- (ii) The weightage by Haryana Staff Selection Commission or any other recruiting agency/body under Haryana Government shall be given only once in a lifetime for appointment on regular basis to a post of Group C or D.
- (iii) If a person himself or his family member is once selected/appointed with or without getting the benefit of weightage, no other family member shall be considered for weightage for selection/appointment to the same or any other post for which application has been submitted by any member of the family, as defined in para 2 above.

Explanation.— The term 'once selected/appointed' does not include the person whose services are terminated due to revision of selection list declared in compliance of the directions of Hon'ble High Court or any other competent authority, in such case that selection/ appointment shall be ignored for this purpose.

- (iv) If at a time two or more family members become eligible for merit list of CET of the Group C and/or Group D posts and are eligible to be considered for the Socio-economic Criteria weightage in such case the elder/eldest amongst the two or more eligible family members respectively will be considered for the purpose of socio-economic criteria weightage. However, the weightage of experience shall be admissible to more than one family member, if any, based on para (5) above.
- (v) If a person resigns from government service while working on regular basis in any Department/ Board/Corporation under Haryana Government, any State Government or Government of India on whatsoever reason, he or any other family member shall not be eligible to claim the socio-economic criteria weightage again.

ANNEXURE-B

[See sub-clause (xi) of clause 2]

Socio Economic Criteria for Skill and/or Written Examination for Group C Posts

Maximum two and a half percent socio-economic criteria weightage in skill and/or written examination shall be admissible to eligible candidates under the following circumstances:-

- (1) An applicant who is bonafide resident of Haryana shall be entitled to 2.5% weightage provided that—
- neither he himself nor any person from amongst the applicant's family is/was or has been a regular employee in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority of Haryana Government or any other State Government or Government of India; and
 - gross annual income of the family from all sources i.e., salary, agriculture, business, profession etc. for the financial year prior to the year of application should be less than one lakh eighty thousand rupees only.

Note.— Regarding (i) and (ii), it shall be confirmed from the data of Parivar Pehchan Patra and/or HRMS.

Explanation.— The term 'regular employee' does not include a person who is working on contractual basis, daily wages or as a Guest Teacher, Anganwari Workers, etc.

(2.5%)

- (2) The definition of Family for the purpose of Socio-Economic Criteria—

(i)	male applicant means the applicant himself, his father, mother, wife, unmarried brother(s) and son(s);
(ii)	female unmarried applicant means the applicant herself, her father, mother and unmarried brother(s);
(iii)	female married applicant means the applicant herself, her husband, father-in-law, mother-in-law, unmarried brother-in-law and son(s);
(iv)	divorced female applicant means the applicant herself, her father, mother, unmarried brother(s) and son(s);

- (3) If the applicant being a bonafide resident of Haryana is,—

(i)	a widow; or
(ii)	the first or the second child and his father had died before attaining the age of forty-two years; or
(iii)	the first or the second child and his father had died before the applicant had attained the age of fifteen years;

shall be entitled to 2.5% weightage subject to entries in Parivar Pehchan Patra or certificate issued by the competent authority in the specified proforma.

(2.5%)

- (4) If the applicant being a bonafide resident of Haryana belongs to such a denotified tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic tribe of the State which is neither a Scheduled Caste nor a Backward Class shall be entitled to 2.5% weightage.

(2.5%)

- (5) If the applicant being a bonafide resident of Haryana, he shall be awarded half percent weightage for each year or part thereof exceeding six months of experience, on the same or a higher post in any Department/Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority/Co-operative Banks etc. under Haryana Government. No weightage of experience shall be awarded for any period less than six months or for a period exceeding eight years.

(Maximum 4%)

Note.— No condition of gross family income and employment of any family member in service shall be applicable for the purpose of weightage of experience.

(6) Other Conditions:

- (i) No applicant shall be given more than a total of 2.5% socio-economic criteria weightage under any circumstances. Thereby, if an applicant is eligible for more than 2.5% socio-economic criteria weightage in terms of provision in para (1) to (5) above, the socio-economic criteria weightage shall be maximum 2.5%.
- (ii) The weightage by Haryana Staff Selection Commission or any other recruiting agency/body under Haryana Government shall be given only once in a lifetime for appointment on regular basis to a post of Group C or D.
- (iii) If a person himself or his family member is once selected/appointed with or without getting the benefit of weightage, no other family member shall be considered for weightage for selection/appointment to the same or any other post for which application has been submitted by any member of the family, as defined in para 2 above.

Explanation.— The term 'once selected/appointed' does not include the person whose services are terminated due to revision of selection list declared in compliance of the directions of Hon'ble High Court or any other competent authority, in such case that selection/ appointment shall be ignored for this purpose.

- (iv) If at a time two or more family members become eligible for merit list of CET of the Group C and/or Group D posts and are eligible to be considered for the Socio-economic Criteria weightage in such case the elder/eldest amongst the two or more eligible family members respectively will be considered for the purpose of socio-economic criteria weightage. However, the weightage of experience shall be admissible to more than one family member, if any, based on para (5) above.
- (v) If a person resigns from government service while working on regular basis in any Department/Board/Corporation under Haryana Government, any State Government or Government of India on whatsoever reason, he or any other family member shall not be eligible to claim the socio-economic criteria weightage again.

Annexure-C

Illustration No. 1 : Validity of CET marks in case of improvement by an applicant:

Mr. A appeared in CET-2022 during the year 2022 and obtained 70% marks, he appeared again in CET-2023 held in the year 2023 to improve his marks because he was not appointed against any post till that date. Now he obtained 85% marks in the CET-2023. The validity of highest marks (85%) of Mr. A will commence from the date of declaration of result of CET-2023 upto next three years or upto the date he further improves his marks in CET, whichever is earlier.

Mr. B appeared in CET-2022 during the year 2022 and obtained 84% marks, he appeared again in CET-2023 held in the year 2023 to improve his marks because was not appointed against any post till that date. Now he obtained 75% marks. The validity of highest marks (84%) of Mr. B will remain intact commence for a period of three years from the date of declaration of result of CET-2022 and during this period the lower marks (75%) obtained in CET-2023 will be ignored.

Illustration 2 : Calculation of CET Score of an applicant for the purpose of skill and/or written examination for Group C post :

1	Total of CET Marks of Group C post	400
2	Maximum marks to be drawn from Socio-economic criteria weightage	20, i.e. @ 5% of total of CET Marks
3	Maximum Marks of CET	380, i.e., @ 95% of total of CET Marks
4	Marks obtained by the applicant in CET	300 out of 380
5	Experience of the same or higher post	5 years and 8 months. (For experience, weightage admissible @ 0.5% for each completed year or a part thereof exceeding six months subject to maximum 4%).
6	Marks of Socio-economic Criteria weightage obtained by the applicant	20+20+12 = 52 (i.e. @ 5% of non-employment of any family member + @ 5% of being Orphan and @ 3% of experience having more than 5½ years' experience, as per provision in Annexure-A)
7	Maximum marks of Socio-economic Criteria weightage to be included in the CET Score	20, i.e. 5% of total marks of CET (Out of the 52 marks of weightage, only 20 marks will be included in CET Score, remaining will be ignored because maximum 5% socio-economic criteria weightage is admissible for Group C posts, as per provision in Annexure-A)
8	Total CET Score of the applicant	300+20 = 320 out of 400

Illustration 3: Calculation of CET Score of an applicant for Group D post

1	Total of CET Marks of Group D post	100
2	Maximum marks to be drawn from Socio-economic criteria weightage	5, i.e. @ 5% of total of CET Marks
3	Maximum Marks of CET	95, i.e. @ 95% of total of CET Marks
4	Marks obtained by the applicant in CET	80 out of 95
5	Experience of the same or higher post	4 years and 9 months. (For experience, weightage admissible @ 0.5% for each completed year or a part thereof exceeding six months subject to maximum 4%).
6	Marks obtained by the applicant from the Socio-economic Criteria weightage	12.5 (i.e. @ 5% of non-employment of any family member + @ 5% of being Orphan + @ 2.5% of experience having more than 4½ years' experience)

7	Maximum marks for socio-economic criteria weightage to be included in the CET Score	5, (i.e., @ 5% of total of CET Score) (Out of the 12.5 marks of weightage, only 5 marks will be included in CET Score, remaining will be ignored because maximum 5% socio-economic criteria weightage is admissible for Group D posts)
8	Total CET Score of the applicant	80+5 = 85 out of 100

Illustration No. 4: Calculation of Marks of Skill and/or Written Examination:

If the total marks of skill and/or written examination of a post are 100, then the maximum marks of skill and/or written examination will be 97.5 and 2.5 marks of Socio-economic criteria weightage. For consideration against a Group C post of General category, a candidate (including a candidate of reserved category who has not availed any kind of concession of age, fee, qualification etc.) has to obtain minimum 48.75 marks (i.e. 50% of 97.5) of skill and/or written examination. However, for consideration against the same post of reserved category, a candidate of respective reserved category has to obtain minimum 39 marks (i.e. 40% of 97.5). The socio-economic criteria weightage of maximum 2.5%, admissible if any, will be added in the marks of skill and/or written examination.

Illustration 5: Calculation of total marks of skill/and or written examination for Group C post:

1	Total marks of skill and/or written examination and of socio-economic criteria for Group C post	100
2	Maximum marks to be drawn from Socio-economic criteria weightage	2.5, i.e. @ 2.5% of column 1 above
3	Maximum marks of skill and/or written examination	97.5, i.e. @ 97.5% of Column 1 above.
4	Marks obtained by the candidate in skill and/or written examination	80 out of 97.5
5	Experience of the same or higher post	4 years and 9 months. (For experience, weightage admissible @ 0.5% for each completed year or a part thereof exceeding six months subject to maximum 2.5%).
6	Total marks obtained by the candidate from the Socio-economic Criteria weightage	7.5 (i.e. @ 2.5% of non-employment of any family member + @ 2.5% of being Orphan + 2.5 of experience having more than 4½ years' experience)
7	Maximum marks for socio-economic criteria weightage to be included in the CET Score	2.5, (i.e., @ 2.5% of column 1 above) (Out of the total weightage of 7.5 marks, only 2.5 marks will be included in the marks of skill and/or written examination, remaining will be ignored because maximum 2.5% socio-economic criteria weightage is admissible for this purpose for Group C posts)
8	Total marks of skill and/or written examination of the candidate	80+2.5 = 82.5 out of 100



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हरियाणा सरकार

मानव संसाधन विभाग
(सामान्य सेवाएं-II शाखा)

अधिसूचना

दिनांक 31 मई, 2022

संख्या 42/119/2019-5 जीएस-I.— सामान्य पात्रता परीक्षा के माध्यम से भर्ती के लिए नीति, अर्थात् सामान्य पात्रता परीक्षा, 2022 के माध्यम से ग्रुप-ग तथा घ पदों पर भर्ती के लिए नीति, दिनांक 5 मई, 2022 के सम संख्यक द्वारा अधिसूचित, राज्य सरकार ने कुछ संशोधन करने का निर्णय लिया है, अर्थात् :-

संशोधन

हरियाणा सरकार, मानव संसाधन विभाग, अधिसूचना संख्या 42/119/2019-5 जीएस-I दिनांक 5 मई, 2022 में, निम्नलिखित खंड प्रतिस्थापित किए जाएंगे, अर्थात्:-

(1) **खंड 2, के उपखंड (viii) को निम्नानुसार प्रतिस्थापित किया जाएगा:-**

(viii) “ग्रुप ग पद” से अभिप्राय है, अध्यापन पदों को छोड़कर, आयोग द्वारा सीधी भर्ती द्वारा भरे जाने वाले ईयरमार्क पुलिस सेवा, कारागार तथा गृह रक्षी आदि के पदों सहित ग्रुप ग के सभी पद जहां न्यूनतम योग्यता कक्षा 10+2/समकक्ष या मैट्रिक अतिरिक्त योग्यता के साथ है, राज्य सरकार के विभागों, राज्य सरकार के स्वामित्वाधीन तथा नियंत्रित बोर्ड, निगम, वैधानिक निकाय या किसी अन्य अभिकरण में सीधी भर्ती।

(2) **खंड 3 के उपखंड (i) को निम्नानुसार प्रतिस्थापित किया जाएगा:-**

(i) ग्रुप ग पदों के लिए सामान्य पात्रता परीक्षा में उपस्थित होने के लिए पात्रता हेतु न्यूनतम शैक्षणिक योग्यता कक्षा 10+2/समकक्ष या मैट्रिक अतिरिक्त योग्यता के साथ होगी। ग्रुप घ पदों के लिए सामान्य पात्रता परीक्षा में उपस्थित होने के लिए पात्रता हेतु न्यूनतम योग्यता मैट्रिक में एक विषय के रूप में हिन्दी या संस्कृत या उच्चतर मानक में एक विषय के रूप में हिन्दी या हरियाणा ग्रुप घ कर्मचारी (भर्ती तथा सेवा शर्त) अधिनियम, 2018 (2018 का 5) के उपबंध के अनुसार होगी।

(3) **खंड 4 को निम्नानुसार प्रतिस्थापित किया जाएगा:-**

4. सामान्य पात्रता परीक्षा के लिए पाठ्यक्रम:

- (1) सामान्य पात्रता परीक्षा के लिये पाठ्यक्रम निम्नलिखित को मिलाकर दो भागों में विभक्त किया जायेगा—
- (क) सामान्य ज्ञान, विवेचन, परिमाणात्मक योग्यता, अंग्रेजी और हिन्दी तथा ग्रुप ग पदों के लिए अतिरिक्त कम्प्यूटर ज्ञान, के लिए 75 प्रतिशत अधिमान;

- (ख) हरियाणा के इतिहास, सामयिक मामलों, साहित्य, भूगोल, पर्यावरण, संस्कृति इत्यादि के लिए 25 प्रतिशत अधिमान।
- (2) ग्रुप ग पदों के लिए प्रश्न पत्र वरिष्ठ माध्यमिक शिक्षा स्तर (अर्थात् 10+2/समकक्ष स्तर) तथा ग्रुप घ पदों के मामले में माध्यमिक शिक्षा स्तर (मैट्रिक स्तर) का होगा।
बशर्ते की हिन्दी और अंग्रेजी मैट्रिक स्तर की हो।

संजीव कौशल,
मुख्य सचिव, हरियाणा सरकार।

HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
(General Services-II Branch)

Notification

The 31st May, 2022

No. 42/119/2019-5GS-I.— In the Policy for recruitment through the Common Eligibility Test, namely, Policy for Recruitment to Group C and D posts through Common Eligibility Test, 2022, notified *vide* even number dated 5th May, 2022, the State Government has decided to make some amendments, namely:-

AMENDMENT

In Haryana Government, Human Resources Department, notification No. 42/119/ 2019-5GS-I, dated 5th May, 2022, the following clauses shall be substituted, namely :-

(a) Sub-clause (viii) of Clause 2, shall be substituted as under :-

(viii) ‘**Group C posts**’ means all Group C posts including the posts of Police Service, Prisons and Home Guards etc. but excluding the teaching posts, where the minimum educational qualification is 10+2/equivalent or Matric with additional qualification, earmarked for direct recruitment in the departments of State Government, Boards, Corporations, statutory bodies or any other agency owned and controlled by the State Government, to be filled up through the Commission;

(b) Sub-clause (i) of Clause 3, shall be substituted as under :-

(i) The minimum educational qualification shall be class 10+2/equivalent or Matric with additional qualification, for eligibility to appear in CET for Group C posts. The minimum qualification shall be Matric alongwith Hindi or Sanskrit as one of the subjects in Matric or Hindi as one of the subjects in Higher Standard or as per provision in Haryana Group D Employees (Recruitment and Conditions of Service) Act, 2018 (5 of 2018) for eligibility to appear in CET for Group D posts.

(c) Clause (4) shall be substituted as under :-

4. Syllabus for CET.

- (1) The syllabus for Common Eligibility Test shall be divided into two parts comprising—
- (a) 75% weightage for General Awareness, Reasoning, quantitative ability, English and Hindi; and for Group C posts, computer knowledge in addition; and
- (b) 25% weightage for History, Current Affairs, Literature, Geography, Environment, Culture etc. of Haryana.
- (2) The question paper shall be of the level of senior secondary education (i.e. 10+2/equivalent level) for Group C posts and of the level of secondary education (Matric level) in case of Group D posts.
Provided that Hindi and English shall be of Matric Level.

SANJEEV KAUSHAL,
Chief Secretary to Government Haryana.

Annexure-H

Departmentwise Posts		
Sr. No.	Department	Designation
1	Haryana State Warehousing Corporation	Account Assistant
2	Haryana State Warehousing Corporation	Accountant
3	Haryana Women Development Corporation, Panchkula	Accountant
4	Urban Local Bodies	Accountant
5	Haryana State Pollution Control Board	Accountant
6	State Seed Certification Agency	Accountant
7	Haryana State Electronics Dev. Corporation Ltd. (HARTRON)	Accounts Assistant
8	Housing Board Haryana	Accounts Assistant
9	Haryana Seeds Development Corporation Limited	Accounts Clerk
10	Haryana State Electronics Dev. Corporation Ltd. (HARTRON)	Accounts Clerk
11	Haryana State Warehousing Corporation	Accounts Clerk
12	Irrigation & Water Resources	Accounts Clerk
13	Haryana Women Development Corporation, Panchkula	Accounts Clerk
14	Agriculture	Agriculture Inspector
15	Animal Husbandry & Dairying	Agriculture Inspector
16	Animal Husbandry & Dairying	Agriculture Sub Inspector
17	Environment Department	Ahlmad
18	Food & Drugs (Admn.)	Analyst
19	Architecture	Architectural Assistant
20	home guard and Civil defense	Armourer
21	Irrigation & Water Resources	Artificer
22	Haryana State Industrial and Infrastructure Development Corporations Ltd	Assistant
23	Higher Education	Assistant
24	Haryana State Industrial and Infrastructure Development Corporations Ltd	Assistant (Volley Ball)
25	Archives Department	Assistant Archivist
26	HUDA	Assistant Draughtsman
27	Housing Board Haryana	Assistant Draughtsman (Civil)
28	Public Health Engineering	Assistant Draughtsman (Civil)
29	PWD (B&R)	Assistant Draughtsman (Civil)
30	Town & Country Planning	Assistant Draughtsman (Civil)
31	PWD (B&R)	Assistant Draughtsman (Electrical)
32	PWD (B&R)	Assistant Draughtsman (Mechanical)
33	Food & Supplies	Assistant Food And Supplies Officer
34	DPR	Assistant Information & Public Relation Officer
35	Dakshin Haryana Bijli Vitran Nigam (DHBVN)	Assistant Law Officer (ALO)
36	HVPNL	Assistant Law Officer (ALO)

37	Archives Department	Assistant Librarian
38	HVPNL	Assistant Lineman (ALM)
39	UHBVNL	Assistant Lineman (ALM)
40	Haryana State Industrial and Infrastructure Development Corporations Ltd	Assistant Manager (IA)
41	Haryana State Warehousing Corporation	Assistant Manager (Quality Control)
42	Haryana State Industrial and Infrastructure Development Corporations Ltd	Assistant Manager (Volleyball)
43	New and Renewable Energy Department	Assistant Project Officer
44	Economic & Statistical Analysis	Assistant Research Officer
45	Revenue & Disaster Management	Assistant Research Officer
46	Welfare of SC & BC	Assistant Research Officer
47	Printing and Stationery	Assistant Section Holder
48	prison	Assistant Superintendent Jail
49	Local Audit	Auditor
50	Registrar Cooperative Societies	Auditor
51	Food & Supplies	Auditor(Directorate)
52	Food & Supplies	Auditor(Sub-offices)
53	PWD (B&R)	Auto Diesel Mechanic
54	Irrigation & Water Resources	Canal Patwari
55	Food & Drugs (Admn.)	Chemist
56	Advocate General	Clerk
57	AYUSH	Clerk
58	Chief Secretary to Government Haryana	Clerk
59	Development and Panchayats	Clerk
60	DG Police	Clerk
61	Haryana Backward Classes & Economically Weaker Sections Kalyan Nigam	Clerk
62	Haryana State Electronics Dev. Corporation Ltd. (HARTRON)	Clerk
63	Haryana State Warehousing Corporation	Clerk
64	Haryana Women Development Corporation, Panchkula	Clerk
65	home guard and Civil defense	Clerk
66	Industries and Commerce	Clerk
67	Irrigation & Water Resources	Clerk
68	Labour	Clerk
69	Revenue & Disaster Management	Clerk
70	Skill Development and Industrial Training, Haryana	Clerk
71	Social Justice & Empowerment	Clerk
72	Supplies and Disposals	Clerk
73	Technical Education Department	Clerk
74	Town & Country Planning	Clerk
75	Urban Local Bodies cum Fire Service	Clerk
76	Welfare of SC & BC	Clerk
77	Civil Aviation Department	Clerk
78	Economic & Statistical Analysis	Clerk
79	Electronic and Information Technology	Clerk
80	Enviornment Depatment	Clerk
81	esi health care	Clerk

82	Forest	Clerk
83	Haryana State Industrial and Infrastructure Development Corporations Ltd	Clerk
84	Haryana State Pollution Control Board	Clerk
85	Haryana Tourism	Clerk
86	HPSC	Clerk
87	Law & Legislative	Clerk
88	PWD (B&R)	Clerk
89	Registrar Cooperative Societies	Clerk
90	Rural Development, Department	Clerk
91	Sports & Youth Affairs	Clerk
92	Transport Department (Regulatory Wing)	Clerk
93	Women & Child Development	Clerk
94	Agriculture	Clerk (Field Office)
95	Animal Husbandry & Dairying	Clerk (Field Office)
96	Excise & Taxation	Clerk (Field Office)
97	Higher Education	Clerk (Field Office)
98	Horticulture Department Haryana	Clerk (Field Office)
99	Public Health Engineering	Clerk (Field Office)
100	Treasury & Account, Department	Clerk (Field Office)
101	Registrar Cooperative Societies	Clerk (Field Office)
102	State Seed Certification Agency	Clerk Cum Data Entry Operator
103	Local Audit	Clerk Cum Typist
104	Technical Education Department	Clerk Cum Typist
105	Agriculture	Clerk(Head Office)
106	Animal Husbandry & Dairying	Clerk(Head Office)
107	Health	Clerk(Head Office)
108	Higher Education	Clerk(Head Office)
109	Horticulture Department Haryana	Clerk(Head Office)
110	Mines & Geology	Clerk(Head Office)
111	Public Health Engineering	Clerk(Head Office)
112	Treasury & Account, Department	Clerk(Head Office)
113	Archives Department	Clerks
114	Higher Education	Clerks
115	HUDA	Clerks
116	Science and Technology Department	Clerks
117	Employment	Clerks
118	Urban Local Bodies	Clerks
119	home guard and Civil defense	Company Commander
120	Printing and Stationery	Computer
121	Directorate of Micro, Small and Medium Enterprises (MSME)	Computer Technician
122	Industries and Commerce	Computer Technician
123	Hospitality Organisation Haryana	Counter-Clerk (Coupon Clerk Store Keeper & Cashier)
124	Haryana State Electronics Dev. Corporation Ltd. (HARTRON)	DATA ENTRY OPERATOR
125	Health	Dental Hygienist
126	Forest	Deputy Ranger
127	Health	Dietician
128	AYUSH	Dispenser Ayurvedic

129	esi health care	Dispenser Ayurvedic
130	AYUSH	Dispenser Unani
131	Dakshin Haryana Bijli Vitran Nigam (DHBVN)	Divisional Accountant
132	UHBVNL	Divisional/Revenue Accountant
133	Irrigation & Water Resources	Draftsman(civil)
134	Revenue & Disaster Management	Draftsman(civil)
135	Urban Local Bodies	Draftsman(civil)
136	Agriculture	Draftsman(civil)
137	Chief Engineer Panchayati Raj Public Works Haryana	Draftsman(civil)
138	Labour	Draftsman(civil)
139	Animal Husbandry & Dairying	Electrician
140	Haryana Board of School Education	Electrician
141	Haryana Seeds Development Corporation Limited	Electrician
142	Irrigation & Water Resources	Electrician
143	PWD (B&R)	Electrician
144	Technical Education Department	Electrician
145	Kurukshetra Development Board	Electrician Grade-I
146	Public Health Engineering	Electrician Grade-II
147	Food & Supplies	Equipment Repairer
148	Housing Board Haryana	Estate Manager
149	Excise & Taxation	Excise Inspector
150	Urban Local Bodies	Executive Officer
151	DPR	Feature Writer
152	Economic & Statistical Analysis	FIELD ASSISTANT
153	Town & Country Planning	Field Investigator
154	Urban Local Bodies cum Fire Service	Fire operator cum driver
155	Urban Local Bodies cum Fire Service	Fire Station Officer
156	Animal Husbandry & Dairying	Fitter
157	Animal Husbandry & Dairying	Foreman
158	Forest	Forest Ranger
159	Forest	Forester
160	Development and Panchayats	Gram Sachiv
161	HVPNL	Grid Substation Operator
162	HVPNL	Hindi Translator
163	Horticulture Department Haryana	Horticulture Supervisor
164	Hospitality Organisation Haryana	Indian Cook
165	Registrar Cooperative Societies	INSPECTOR
166	Food & Supplies	Inspector Food& Supplies
167	Food & Supplies	Inspector Legal Metrology
168	Rural Development, Department	INVESTIGATOR
169	Social Justice & Empowerment	INVESTIGATOR
170	HVPNL	Junior Accountant
171	Registrar Cooperative Societies	Junior Auditor
172	Sports & Youth Affairs	Junior Coach - ATHLETICS
173	Sports & Youth Affairs	Junior Coach - BADMINTON
174	Sports & Youth Affairs	Junior Coach - BASKET BALL
175	Sports & Youth Affairs	Junior Coach - BOXING

176	Sports & Youth Affairs	Junior Coach - FOOTBALL
177	Sports & Youth Affairs	Junior Coach - GYMNASTICS
178	Sports & Youth Affairs	Junior Coach - HANDBALL
179	Sports & Youth Affairs	Junior Coach - HOCKEY
180	Sports & Youth Affairs	Junior Coach - JUDO
181	Sports & Youth Affairs	Junior Coach - KABADDI
182	Sports & Youth Affairs	Junior Coach - KHO KHO
183	Sports & Youth Affairs	Junior Coach - SHOOTING
184	Sports & Youth Affairs	Junior Coach - VOLLEYBALL
185	Sports & Youth Affairs	Junior Coach - WRESTLING
186	Sports & Youth Affairs	Junior Coach - YOGA
187	Town & Country Planning	Junior Draftsman
188	Architecture	Junior Draughtsman
189	Urban Local Bodies	Junior Engineer (Horticulture)
190	Irrigation & Water Resources	Junior Engineer (Mech.)
191	Public Health Engineering	Junior Engineer (Mech.)
192	Dakshin Haryana Bijli Vitran Nigam (DHBVN)	Junior Engineer(Civil)
193	Development and Panchayats	Junior Engineer(Civil)
194	HVPNL	Junior Engineer(Civil)
195	Irrigation & Water Resources	Junior Engineer(Civil)
196	Sports & Youth Affairs	Junior Engineer(Civil)
197	Town & Country Planning	Junior Engineer(Civil)
198	Urban Local Bodies	Junior Engineer(Civil)
199	Haryana State Pollution Control Board	Junior Engineer(Civil)
200	Public Health Engineering	Junior Engineer(Civil)
201	PWD (B&R)	Junior Engineer(Civil)
202	UHBVNL	Junior Engineer(Civil)
203	Dakshin Haryana Bijli Vitran Nigam (DHBVN)	Junior Engineer(Electrical)
204	Urban Local Bodies	Junior Engineer(Electrical)
205	UHBVNL	Junior Engineer(Electrical)
206	Economic & Statistical Analysis	JUNIOR FIELD INVESTIGATOR
207	Higher Education	Junior Librarian
208	Haryana Seeds Development Corporation Limited	Junior Mechanic
209	Civil Aviation Department	Junior Mechanic
210	Haryana State Electronics Dev. Corporation Ltd. (HARTRON)	Junior Programmer
211	Advocate General	Junior Scale Stenographer
212	Higher Education	Junior Scale Stenographer
213	Horticulture Department Haryana	Junior Scale Stenographer
214	HUDA	Junior Scale Stenographer
215	Law & Legislative	Junior Scale Stenographer
216	Local Audit	Junior Scale Stenographer
217	Revenue & Disaster Management	Junior Scale Stenographer
218	State Seed Certification Agency	Junior Scale Stenographer
219	State Transport	Junior Scale Stenographer
220	Technical Education Department	Junior Scale Stenographer

221	Urban Local Bodies cum Fire Service	Junior Scale Stenographer
222	Civil Aviation Department	Junior Scale Stenographer
223	Dakshin Haryana Bijli Vitran Nigam (DHBVN)	Junior Scale Stenographer
224	DG Police	Junior Scale Stenographer
225	Environment Department	Junior Scale Stenographer
226	Haryana Building and Other Construction Worker's Welfare Board	Junior Scale Stenographer
227	Haryana State Pollution Control Board	Junior Scale Stenographer
228	Hospitality Organisation Haryana	Junior Scale Stenographer
229	Irrigation & Water Resources	Junior Scale Stenographer
230	Registrar Cooperative Societies	Junior Scale Stenographer
231	Secondary Education	Junior Scale Stenographer
232	Town & Country Planning	Junior Scale Stenographer
233	UHBVNL	Junior Scale Stenographer
234	Environment Department	Junior Scientific Assistant
235	Haryana State Pollution Control Board	Junior Scientific Assistant
236	Food & Drugs (Admn.)	Junior Scientific Officer
237	Haryana State Warehousing Corporation	Junior Technical Assistant
238	Animal Husbandry & Dairying	Lab Assistant
239	AYUSH	Lab Assistant
240	Environment Department	Lab Attendant
241	Animal Husbandry & Dairying	Laboratory Technician
242	esi health care	Laboratory Technician
243	Labour	Labour Inspector
244	Printing and Stationery	Lay out Artist Cum Paster
245	Directorate of Micro, Small and Medium Enterprises (MSME)	Legal Assistant
246	Haryana State Industrial and Infrastructure Development Corporations Ltd	Legal Assistant
247	Industries and Commerce	Legal Assistant
248	Industries and Commerce	Legal Assistant (Field Office)
249	Science and Technology Department	Librarian
250	Secondary Education	Librarian
251	UHBVNL	Lower Divisional Clerk
252	HVPNL	Lower Divisional Clerk (Field Cadre)
253	HVPNL	Lower Divisional Clerk (Head Office Cadre)
254	Irrigation & Water Resources	Mason
255	Animal Husbandry & Dairying	Mechanic
256	Transport Department (Regulatory Wing)	Motor Vehicle Inspector
257	esi health care	MPHW(F)
258	Health	MPHW(F)
259	Haryana State Warehousing Corporation	Network Assistant
260	Health	Operation Theatre Assistant
261	Irrigation & Water Resources	Operator
262	Health	Ophthalmic Assistant
263	Land Records	Patwari
264	PWD (B&R)	Patwari
265	Printing and Stationery	PCAT with Laser Printer Operator

266	Dakshin Haryana Bijli Vitran Nigam (DHBVN)	PHARMACIST
267	HVPNL	PHARMACIST
268	esi health care	PHARMACIST
269	Health	PHARMACIST
270	Public Health Engineering	Pipe Fitter Grade-II
271	Animal Husbandry & Dairying	Plant Operator
272	home guard and Civil defense	Platoon Commander
273	Chief Secretary to Government Haryana	Plumber
274	Haryana Board of School Education	Plumber Grade-I
275	Public Health Engineering	Plumber Grade-II
276	Printing and Stationery	Press Mechanic
277	Haryana Board of School Education	Proof Reader
278	DPR	Proof Reader English
279	DPR	Proof reader Hindi
280	DPR	Proof Reader Punjabi
281	DPR	Proof Reader Urdu
282	esi health care	Radiographer/Ultrasound Technician
283	Health	Radiographer/Ultrasound Technician
284	Printing and Stationery	Reader
285	PWD (B&R)	Research Assistant
286	Urban Local Bodies	Sanitary Inspector
287	Urban Local Bodies	Secretary Municipal Committee
288	Urban Local Bodies	Secretary Municipal Council
289	Printing and Stationery	Section Holder
290	Agriculture	Sectional Officer (Civil)
291	Food & Drugs (Admn.)	Senior Analytical Assistant
292	Local Audit	Senior Auditor
293	Registrar Cooperative Societies	Senior Auditor
294	Architecture	Senior D/man/Modeller
295	Architecture	Senior Draftsman(Interior Dacorator)
296	Higher Education	Senior Librarian
297	Law & Legislative	Senior Librarian
298	Excise & Taxation	Senior Scale Stenographer
299	Revenue & Disaster Management	Senior Scale Stenographer
300	Chief Electrical Inspector	Senior Scale Stenographer
301	Civil Aviation Department	Senior Scale Stenographer
302	DG Police	Senior Scale Stenographer
303	Enviornment Deptament	Senior Scale Stenographer
304	Forest	Senior Scale Stenographer
305	Registrar Cooperative Societies	Senior Scale Stenographer
306	Excise & Taxation	Senior Scale Stenographer(English)
307	Enviornment Deptament	Senior SCIENTIFIC ASSISTANT
308	Haryana State Pollution Control Board	Senior SCIENTIFIC ASSISTANT
309	HVPNL	Shift Attendant
310	UHBVNL	Shift Attendant

311	Development and Panchayats	Social Education and Panchayat Officer
312	Health	Social Worker
313	Health	Staff Nurse
314	esi health care	Staff Nurse
315	Agriculture	Statistical Assistant
316	Animal Husbandry & Dairying	Statistical Assistant
317	Economic & Statistical Analysis	Statistical Assistant
318	Employment	Statistical Assistant
319	Health	Statistical Assistant
320	Labour	Statistical Assistant
321	Registrar Cooperative Societies	Statistical Assistant
322	Revenue & Disaster Management	Statistical Assistant
323	DPR	Statistical Assistant
324	Haryana State Pollution Control Board	Statistical Assistant
325	Welfare of SC & BC	Statistical Assistant
326	Animal Husbandry & Dairying	Statistical Investigator
327	AYUSH	Steno Typist
328	Chief Secretary to Government Haryana	Steno Typist
329	Development and Panchayats	Steno Typist
330	DPR	Steno Typist
331	Haryana Board of School Education	Steno Typist
332	Haryana State Electronics Dev. Corporation Ltd. (HARTRON)	Steno Typist
333	Haryana State Warehousing Corporation	Steno Typist
334	Higher Education	Steno Typist
335	HUDA	Steno Typist
336	Local Audit	Steno Typist
337	State Seed Certification Agency	Steno Typist
338	Technical Education Department	Steno Typist
339	Urban Local Bodies cum Fire Service	Steno Typist
340	Advocate General	Steno Typist
341	Forest	Steno Typist
342	Haryana Renewable Energy Development Agency (HAREDA)	Steno Typist
343	Haryana State Pollution Control Board	Steno Typist
344	Health	Steno Typist
345	Irrigation & Water Resources	Steno Typist
346	New and Renewable Energy Department	Steno Typist
347	PWD (B&R)	Steno Typist
348	Secondary Education	Steno Typist
349	Sports & Youth Affairs	Steno Typist
350	Town & Country Planning	Steno Typist
351	Transport Department (Regulatory Wing)	Steno Typist
352	Urban Local Bodies	Steno Typist
353	Agriculture	Steno Typist (Both Language)
354	Animal Husbandry & Dairying	Steno Typist (Both Language)
355	Excise & Taxation	Steno Typist (Both Language)

356	Food & Drugs (Admn.)	Steno Typist (Both Language)
357	Health	Steno Typist (Both Language)
358	home guard and Civil defense	Steno Typist (Both Language)
359	Horticulture Department Haryana	Steno Typist (Both Language)
360	Mines & Geology	Steno Typist (Both Language)
361	Revenue & Disaster Management	Steno Typist (Both Language)
362	State Transport	Steno Typist (Both Language)
363	Technical Education Department	Steno Typist (Both Language)
364	New and Renewable Energy Department	Steno Typist (Both Language)
365	Agriculture	Steno Typist (English)
366	DG Police	Steno Typist (English)
367	Horticulture Department Haryana	Steno Typist (English)
368	Labour	Steno Typist (English)
369	Treasury & Account, Department	Steno Typist (English)
370	Women & Child Development	Steno Typist (English)
371	Economic & Statistical Analysis	Steno Typist (English)
372	Employment	Steno Typist (English)
373	Kurukshetra Development Board	Steno Typist (English)
374	Skill Development and Industrial Training, Haryana	Steno Typist (English)
375	Agriculture	Steno Typist (Hindi)
376	Labour	Steno Typist (Hindi)
377	Rural Development, Department	Steno Typist (Hindi)
378	State Transport	Steno Typist (Hindi)
379	Welfare of SC & BC	Steno Typist (Hindi)
380	Women & Child Development	Steno Typist (Hindi)
381	Civil Aviation Department	Steno Typist (Hindi)
382	Economic & Statistical Analysis	Steno Typist (Hindi)
383	Employment	Steno Typist (Hindi)
384	Registrar Cooperative Societies	Steno Typist (Hindi)
385	Skill Development and Industrial Training, Haryana	Steno Typist (Hindi)
386	Excise & Taxation	Steno Typist(Hindi) Field
387	Registrar Cooperative Societies	Steno Typist(Hindi) Field
388	Haryana State Industrial and Infrastructure Development Corporations Ltd	Stenographer GR.
389	Public Health Engineering	Steno-Typist(Field Office)
390	Public Health Engineering	Steno-Typist(Head Office)
391	Haryana Seeds Development Corporation Limited	Store Clerk
392	Haryana Seeds Development Corporation Limited	Store Keeper
393	Skill Development and Industrial Training, Haryana	Store Keeper
394	Irrigation & Water Resources	Sub Divisional Clerk
395	Urban Local Bodies cum Fire Service	Sub-Fire officer

396	Registrar Cooperative Societies	Sub-Inspector General
397	Hospitality Organisation Haryana	Supervisor
398	Women & Child Development	Supervisor Female (Graduate)
399	Higher Education	Tabla Player
400	Excise & Taxation	Taxation Inspector
401	Skill Development and Industrial Training, Haryana	Technical Assistant
402	New and Renewable Energy Department	Technical Assistant
403	State Seed Certification Agency	Technical Assistant
404	Haryana Renewable Energy Development Agency (HAREDA)	Technician
405	Welfare of SC & BC	Tehsil Welfare Officer
406	Haryana Tourism	Tourist Officer
407	HUDA	Tracer
408	Town & Country Planning	Tracer
409	PWD (B&R)	Tracer(Mechanical)
410	Irrigation & Water Resources	Turner
411	DPR	Typist(Hindi)
412	Dakshin Haryana Bijli Vitran Nigam (DHBVN)	Upper Divisional Clerk
413	UHBVNL	Upper Divisional Clerk
414	HVPNL	Upper Divisional Clerk (Field Cadre)
415	HVPNL	Upper Divisional Clerk (Head Office Cadre)
416	Animal Husbandry & Dairying	Veterinary Livestock Development Assistant
417	Public Health Engineering	Water Pump Operator Grade-II
418	Irrigation & Water Resources	Welder
419	Public Health Engineering	Work Supervisor
420	Labour	Xray Technician
421	Irrigation & Water Resources	Zilledar
422	Chaudhary Charan Singh Haryana Agricultural University, Hisar	Computer Programmer
423	Chaudhary Charan Singh Haryana Agricultural University, Hisar	Technical Assistant
424	Chaudhary Charan Singh Haryana Agricultural University, Hisar	Turner
425	Chaudhary Charan Singh Haryana Agricultural University, Hisar	Tracer
426	Chaudhary Charan Singh Haryana Agricultural University, Hisar	Book Binder
427	Chaudhary Charan Singh Haryana Agricultural University, Hisar	Library Attendant
428	Chaudhary Charan Singh Haryana Agricultural University, Hisar	Lab Assistant
429	Chaudhary Charan Singh Haryana Agricultural University, Hisar	Steno Typist
430	Chaudhary Charan Singh Haryana Agricultural University, Hisar	Clerk
431	Chaudhary Charan Singh Haryana Agricultural University, Hisar	Junior Engineer(Civil)
432	HAFED	Rice Mill Manager
433	HAFED	Operator-cum-Mechanic

434	HAFED	Executive Assistant
435	HAFED	Lab Assistant
436	Haryana State Legal Services Authority	Clerks
437	Haryana State Legal Services Authority	Accountant
438	Haryana State Legal Services Authority	Steno Typist
439	Haryana State Warehousing Corporation	Assistant
440	Haryana State Warehousing Corporation	Godown Keeper
441	Prison	Clerks
442	Maharana Pratap Horticulture University, Karnal	Accountant
443	Maharana Pratap Horticulture University, Karnal	Accounts Clerk
444	Maharana Pratap Horticulture University, Karnal	Senior Scale Stenographer
445	Maharana Pratap Horticulture University, Karnal	Lab. Assistant
446	Maharana Pratap Horticulture University, Karnal	Store Keeper cum Clerk
447	Maharana Pratap Horticulture University, Karnal	Horticulture Supervisor
448	Maharana Pratap Horticulture University, Karnal	Technical Assistant
449	Maharana Pratap Horticulture University, Karnal	FIELD ASSISTANT
450	Maharana Pratap Horticulture University, Karnal	Assistant Manager Horticulture
451	Maharana Pratap Horticulture University, Karnal	Junior Engineer (Civil)
452	Director General of Police	Male Constable
453	Director General of Police	Female Constable