

**HARYANA PUBLIC SERVICE COMMISSION**  
**BAYS NO. 1-10, BLOCK-B, SECTOR-4, PANCHKULA**

Advt. No. ~~4/2021~~


Date of publication: 08.02.2022

The Commission invites online applications from eligible candidates for 01 Post (Unreserved/General) of Election Tehsildar (Group-B) in Election Department Haryana.

- (a) Opening date for submission of online applications : 08.02.2022
- (b) Closing date for the submission of online applications: 02.03.2022 up to 11.55 PM
- (c) Closing date for deposit of Fee: 02.03.2022 up to 11.55 PM

For more information, log on to <http://hpsc.gov.in>

Date: 8.2.2022

  
**Secretary,**  
**Haryana Public Service Commission,**  
**Panchkula**





**HARYANA PUBLIC SERVICE COMMISSION**  
BAYS NO 1-10, BLOCK-B, SECTOR - 4, PANCHKULA

**ADVERTISEMENT NO.- 4/2022**

**POST: Election Tehsildar (Group-B) in Election Department, Haryana**

Item(s)	Timeline
Date of publication of Advertisement (Advt.)	08.02.2022
Opening date for submission of online applications (Opening Date)	08.02.2022
Closing date for submission of online applications (Closing Date)	02.03.2022

(The Commission's Website: [www.hpsc.gov.in](http://www.hpsc.gov.in))

**IMPORTANT**

1. **CANDIDATES TO ENSURE THEIR ELIGIBILITY FOR THE POST:**  
The Candidates applying for the post should ensure that they fulfill all eligibility conditions for the post. Their admission to the recruitment process will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issue of e-Admit Card to the candidate will not imply that his/her candidature has been finally cleared by the Commission. The Commission takes up verification of eligibility conditions with reference to original documents only after the candidate has qualified for the interview.  
Note: The decision of the Commission with regards to the eligibility or otherwise of a candidate shall be final.
2. **HOW TO APPLY:**  
Candidates are required to apply online on the website <http://hpse.gov.in>. Detailed instructions for filling up online applications are available on the above mentioned website. No other means / mode of submission of application will be accepted.
3. **LAST DATE FOR RECEIPT OF APPLICATIONS:**  
The online Applications can be submitted up to the **Closing Date** till 11:55 PM. The eligible candidates shall be issued an e-Admit Card well before the commencement of the Recruitment/ Written Test, if any. The e-Admit Card will be made available on the website <http://hpsc.gov.in> for downloading by the candidates. No Admit Card will be sent by post.

4. **FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:**

In case of any guidance/information/clarification regarding their applications, candidature etc., the candidates can contact over Helpline No. 96196-96696, 82919-89296, Helpdesk Email ID: [hpscruitment@registernow.in](mailto:hpscruitment@registernow.in) on any working day, between 09.00 hrs and 18.00hrs.

5. **NUMBER OF POSTS: 01 (Unreserved/General)**

**Note:** The number of posts is liable to variation.

6. **ESSENTIAL QUALIFICATIONS:**

- (i) Graduate/Commerce Graduate or its equivalent from a recognized university.
- (ii) Knowledge of Hindi up to Matric Standard.

**Notes:-**

- I. The eligibility of the candidate with regard to educational qualifications shall be determined with reference to the **Closing Date** fixed for submission of online application forms.
- II. All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement on the **Closing Date**. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.
- III. The certificates/ documents in support of the claim should be possessed by the candidates on or before the **Closing Date**. The certificates issued after the **Closing Date** will not be accepted by the Commission.
- IV. The improvement in marks done by a candidate after the **Closing Date** shall not be considered for any purpose in this recruitment.
- V. In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated, otherwise the application is liable to be rejected.
- VI. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for interview.
- VII. In the event of number of applications being large, Commission will adopt short listing criteria to restrict the number of candidates to be called for interview to a reasonable number by any or more of the following methods:-
  - (a) On the basis of percentage of marks of the candidates in the essential/minimum educational qualification prescribed in the advertisement.

- (b) On the basis of percentage of marks of the candidates in different educational qualifications, with weightage as decided by the Commission.
- (c) On the basis of higher educational qualifications than the minimum prescribed in the advertisement.
- (d) By holding a Recruitment Test.

The candidate should, therefore, mention all his/her qualifications in the relevant field over and above the minimum qualifications. ✓

7. **SCALE OF PAY:** FPL-9 (Rs. 53100-167800)

8. **SERVICE RULES OF THE POST/S:**

The Service Rules & Amendments (up to the issuance of this Advertisement) for this recruitment are available on the website of Election Department, Haryana i.e. <https://ceoharyana.gov.in/Website/ELECTIONCOMMISSION/Images/cda35371-1827-4c2c-bffd-f64da8b8445f.pdf>.

9. **ELIGIBILITY CONDITIONS (NATIONALITY):**

For this recruitment, a candidate must be either:-

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before 1<sup>st</sup> January, 1962 with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary, may be admitted to the examination but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him/her by the Government of India.

10. **AGE LIMITS:**

Candidate should not be less than 18 years and not more than 42 years as on the **Closing Date** of submission of applications to the Commission.

(I) The relaxation in maximum age for various categories is available as under:-

Sr. No.	Categories where relaxation is admissible	No. of years of relaxation
(i)	Wife of military personnel who is disabled while in military service.	5 years
(ii)	Widowed or legally divorced woman provided she has not remarried.	5 years
(iii)	Judicially separated woman residing separately for more than two years from the date as prescribed for the purpose of age for candidates of other categories.	5 years
(iv)	Unmarried woman.	5 years
(v)	Disabled persons who are covered under the Rights of Persons with Disabilities Act, 2016.	5 years subject to maximum of 55 years.
(vi)	Persons who have already worked or presently working on adhoc/contract/work-charged/ daily wages basis in any Department / Board / Corporation of Haryana Government.	Equal to the period of experience on adhoc/ contract/ work-charged/ daily wages basis excluding the period of break, if any, subject to attaining the maximum age of 55 years.

#### 11. RESERVATION:

The candidates of reserved categories of Haryana can apply for the post, if he / she fulfils all the eligibility conditions as meant for General category candidates, except fee. Such candidates must attach scanned copy of their caste certificate for claiming fee concession.

12. **EVIDENCE OF AGE:** The Matriculation certificate or equivalent academic certificate thereto is the only acceptable document for evidence of age.

#### 13. APPLICATION FEE:

The category wise application fee payable through Net Banking, Debit Card and Credit Card upto 11:55 PM of the **Closing Date** is as under:-

Sr. No.	Categories of candidates	Fee (Rs.)
1.	(i) For Male candidates of General category including Dependent Son of Ex-Serviceman of Haryana.	1000/-
	(ii) For Male candidates of General and all reserved categories of other States.	

2.	(i) For all Female candidates of General category including Female Dependent of ESM of Haryana only. (ii) For Female candidates of General and all reserved categories of other States.	250/-
3.	(i) For Male & Female candidates of SC / BC-A / BC-B / ESM categories of Haryana only. (ii) Economically Weaker Sections (EWS)	250/-
4.	For all Persons with Disabilities category candidates (with at least 40% disability) of Haryana only.	NIL

**Notes:-**

1. Fee will not be refunded to those candidates who did not appear in the Recruitment test.
2. Applications without the prescribed fee (unless remission of fee is claimed) shall be summarily rejected.
3. Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

**14. SPECIAL INSTRUCTIONS REGARDING SUBMISSION OF APPLICATIONS:**

- (i) The candidates should read the instructions and procedures carefully before starting 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.
- (ii) The candidates should fill all details while filling the Online Application Form. Due care should be taken by the candidates while filling up the online application form. Incomplete or defective application form shall be summarily rejected. No representation or correspondence regarding such rejection shall be entertained under any circumstances.
- (iii) Candidates are advised to fill their application forms carefully such as Name, Father's/Mother's name, Date of Birth, Category, Qualification, marks obtained, passing year, photo, Signature, details & fee etc. The candidate should mention the Category to which he belongs, in the application form. After final submission of application form, no change will be allowed and no request for change of any particular/s in the online application form shall be entertained by the Commission after submission of application form.
- (iv) Candidate will be responsible for any mistake in the application form and fees paid by him/her. In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith fresh requisite fee before the **Closing Date**.
- (v) The applicants are advised to submit only single application. However, if due to any unavoidable situation, if he/she submits another/multiple applications, then he/she must ensure that application with the Highest Application Number is complete in all respects like applicant's details, examination centre, photograph, signature, fee etc. The applicants who submit multiple applications should note that only the application with Highest/Latest Application Number shall be

entertained by the Commission, and also that the fee paid against one Application Number shall not be adjusted against any other Application Number.

- (vi) After successful submission of application, candidates should take print out of application form. The hard copy of application form along with all uploaded documents must be brought at the time when called upon to do so by the Commission. No document/s which has/have not been uploaded shall be entertained.
- (vii) The application of the candidates, who do not fulfill the qualifications/eligibility conditions on the **Closing Date**, shall not be accepted by the online application system.

**(viii) Documents to be uploaded with Application Form:**

1. Scanned Photo duly signed by the Candidate.
2. Scanned Signatures of the Candidate.
3. Scanned copies of degrees and mark sheets of Educational Qualifications.
4. Scanned copy of SC/BC-A/BC-B/EWS/ESM certificate.
5. Scanned copy of PwBD (PH) Certificate. (For PwBD).
6. Scanned copy of Haryana Domicile Certificate.
7. Scanned copy of NOC from Department (For Haryana Govt. Employees who have signed Bond)
8. Scanned copy of proof of having worked on adhoc/contract/work-charged/daily wages basis in any Department / Board / Corporation of Haryana Government (For candidates claiming benefit of age relaxation).

**15. REGARDING NO OBJECTION CERTIFICATE BY THE EMPLOYER:**

- (i) The employees of Haryana Government who have not executed any bond with the State Government, may forward their application without NOC from the Department. However, self-declaration of such Government employees is required to be submitted to the effect that employee is not facing any disciplinary proceedings. In case of employees who have executed bond with the State Government (e.g. Doctors), the NOC of Head of the Department (HOD) shall, however, be required. If the candidate resigns after sending the application, then such candidate will be interviewed only if he/ she produces a letter from the HOD to the effect that he / she has resigned from the post and his / her resignation has been accepted. The NOC or the letter, as the case may be, shall be submitted on or before the date of his/her interview failing which he/she will not be interviewed.
- (ii) The candidate who joins service under any Government, Quasi-Government Organisation, Public Sector Undertaking after the submission of application and has executed a bond, will have to produce No Objection Certificate from the employer, on or before the date of his / her interview failing which he or she will not be interviewed.

- (iii) Persons in private employment are not required to submit their application forms through their employer or to produce the employer's NOC/permission at the time of interview.

**16. SCRIBE / EXTRA TIME FOR PWBD CATEGORY CANDIDATES:**

- i) An extra/compensatory time @ 20 minutes per hour will be allowed in each paper to the Persons with Benchmark Disabilities (Blind and Low vision or Locomotor Disability), only on production of a Medical Certificate issued by Medical Board constituted by the Chief Medical Officer of concerned district, and after issuing permission by the Commission in this regard.
- ii) The PwBD (Blindness and Low vision) candidates who want the help of a scribe to write his/her paper will have to apply to the Commission for the permission of a scribe separately well in time i.e. at least 10 days prior to the commencement of the Examination.
- iii) The candidate has to make his / her own arrangement of a scribe.
- iv) The scribe should be a studying-student upto 10+2 and his/her photo & other particulars should be duly verified by the Principal of the Institution in which the student is studying. No online request for a scribe will be accepted by the Commission.
- v) The PwBD (Blindness and Low vision) candidates who want only extra time (without the help of a scribe) will have to apply to the Commission for the permission for extra time well in time.
- vi) The PwBD (Locomotors Disability) candidates who want extra/compensatory time will have to apply to the Commission for permission. Such candidates will be allowed extra time @ 20 minutes per hour for Examination, on production of medical certificate issued by a Medical Board, clearly stating therein that the candidate's writing ability is severally affected due to his / her disability.
- vii) It should be noted that no such permission in the above cases will be granted by the Centre Supervisor.

**17. PENALTY FOR CERTAIN ACTS:**

A candidate who is or has been declared by the Commission to be guilty of:

- (i) Obtaining support for his candidature by the following means, namely:—
  - (a) offering illegal gratification to; or
  - (b) applying pressure on; or
  - (c) blackmailing, or threatening to blackmail any person connected with the conduct of the examination; or
- (ii) impersonation; or
- (iii) procuring impersonation by any person; or
- (iv) submitting fabricated documents or documents which have been tampered with; or
- (v) Uploading irrelevant photos in the application form in place of actual photo/signature.
- (vi) Making statements which are incorrect or false or suppressing material



- information; or
- (vii) Resorting to the following means in connection with his candidature for the examination, namely:—
    - (a) obtaining copy of question paper through improper means;
    - (b) finding out the particulars of the persons connected with secret work relating to the examination;
    - (c) influencing the examiners; or
  - (viii) being in possession of or using unfair means during the examination; or
  - (ix) writing obscene matter or drawing obscene sketches or irrelevant matter in the scripts; or
  - (x) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like; or
  - (xi) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examination; or
  - (xii) being in possession of or using any mobile phone, (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination; or
  - (xiii) violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination; or
  - (xiv) attempting to commit or, as the case may be, abetting the commission of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself liable to criminal prosecution, be liable :—
    - (a) to be disqualified by the Commission from the Examination for which he is a candidate; and/or
    - (b) to be debarred either permanently or for a specified period:—
      - (i) by the Commission, from any examination or selection held by them;
      - (ii) by the Government from any employment under them; and
    - (c) to disciplinary action under the appropriate rules if he is already in service under Government:

Provided that no penalty under this rule shall be imposed except after:-

- (i) giving the candidate an opportunity of making such representation in writing as he may wish to make in that behalf; and
- (ii) taking the representation, if any, submitted by the candidate within the period allowed to him into consideration.

## 18. CORRESPONDENCE WITH THE COMMISSION:

The Commission will not enter into any correspondence with the candidates about their candidature except in the following cases:-

- i) If a candidate is not able to download his/her e-Admit Card or does not receive

any other communication regarding his/her candidature for the examination well before the commencement of the examination, he/she should at once contact the Commission. Information in this regard can also be obtained over Helpline No. 96196-96696, 82919-89296, Helpdesk Email ID: [hpscruitment@registernow.in](mailto:hpscruitment@registernow.in). In case no communication is received in the Commission's Office from the candidate regarding non-receipt of his/her e-Admit Card well before the examination, he/she himself/herself will be solely responsible for non-receipt of his/her e- Admit Card. No candidate will ordinarily be allowed to take the examination unless he/she holds an e-Admit Card for the examination. On downloading of e-Admit Card, the candidates should check it carefully and discrepancies/errors, if any, should be brought to the notice of the Commission immediately.

- ii) Candidates should note that the name in the Admit Card in some cases may be abbreviated due to technical reasons.
- iii) Candidates must ensure that their Mobile No. & Emails IDs given in their online application are valid and active.
- iv) All communications to the Commission should invariably contain the following particulars:-
  1. Name and year of the examination.
  2. Application Number
  3. Roll Number (if received)
  4. Name of candidate (in full and in block letters)
  5. Complete postal address as given in the application.

Communication not containing the above particulars may not be attended to.
- v) Candidates should note down their Application Number for future reference. They may be required to indicate the same in connection with their candidature in future.
- vi) Candidates will be informed of the final result in due course through HPSC website/ Newspaper and the interim enquires about the result are, therefore, unnecessary and will not be attended to. The Commission do not enter into correspondence with the candidates about reasons for their non-selection for interview/appointment.
- vii) All correspondence with the Commission should be addressed to the Secretary, Haryana Public Service Commission, Bays No. 1-10, Block- B, Sector-4, Panchkula, Haryana.

#### 19. GENERAL INSTRUCTIONS:

- i) The use of any mobile phone (even in switched-off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or blue tooth devices or any other equipment or related accessories either in working or switched-off mode capable of being used as a communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.

- ii) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the written test/examination as arrangement for safe-keeping cannot be assured. Commission will not be responsible for any loss in this regard.
- iii) Candidates are also advised not to bring any valuable/costly items to the venue of the written test/examination as safe-keeping of the same cannot be assured. Commission will not be responsible for any loss in this regard.
- iv) Candidates should ensure that the signatures appended by them at all the places viz. at uploaded application form, attendance list, and in other documents as well as in all the correspondence with the Commission should be identical. If any variation is found in the signatures appended by a candidate, his / her candidature will be liable for cancellation by the Commission.
- v) No candidate shall be admitted to the Recruitment Test/Written Test/Examination unless he/she holds a certificate of Admission/Admit Card issued by the Commission.
- vi) No Individual information at any stage shall be given to candidates and hence all candidates should regularly visit the Website of the Commission & Public Notices in different Newspapers.
- vii) Success in the Recruitment Test/Written Test/Examination confers no right to appointment unless Government is satisfied after such enquiry as may be considered necessary, that the candidate is suitable in all respects for appointment.
- viii) Only those documents which are uploaded by the candidates shall be considered. If there is any variation in the document uploaded and produced at the time of scrutiny, candidature shall be liable to be cancelled. If any application is found without uploading requisite supporting documents and other relevant information, the candidate himself/herself shall be responsible for that and his/her candidature would be liable to be cancelled due to lack of proper or correct documents/information.
- ix) Candidates, who have obtained degrees or diplomas or certificates for various courses from any Board/institution declared fake by the University Grants Commission or not recognized by Haryana Government shall not be eligible for being considered for recruitment to the posts advertised and no representation in this regard shall be entertained.
- x) Candidates must ensure that information provided by them is true. If at any subsequent stage or at the time of interviews any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected and they may also be debarred either permanently or for a specified period by the Commission from any examination or selection held by them.
- xi) 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.

- ii) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the written test/examination as arrangement for safe-keeping cannot be assured. Commission will not be responsible for any loss in this regard.
- iii) Candidates are also advised not to bring any valuable/costly items to the venue of the written test/examination as safe-keeping of the same cannot be assured. Commission will not be responsible for any loss in this regard.
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- vii) Success in the Recruitment Test/Written Test/Examination confers no right to appointment unless Government is satisfied after such enquiry as may be considered necessary, that the candidate is suitable in all respects for appointment.
- viii) Only those documents which are uploaded by the candidates shall be considered. If there is any variation in the document uploaded and produced at the time of scrutiny, candidature shall be liable to be cancelled. If any application is found without uploading requisite supporting documents and other relevant information, the candidate himself/herself shall be responsible for that and his/her candidature would be liable to be cancelled due to lack of proper or correct documents/information.
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- x) Candidates must ensure that information provided by them is true. If at any subsequent stage or at the time of interviews any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected and they may also be debarred either permanently or for a specified period by the Commission from any examination or selection held by them.
- xi) 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.

**20. WITHDRAWAL OF APPLICATIONS:**

No request for withdrawal of candidature received from a candidate after he / she has submitted his/her application will be entertained under any circumstances.

Dated: 8.2.2022

  
Secretary  
Haryana Public Service Commission  
Panchkula

