

Advt. No 5/2023
HARYANA STAFF SELECTION COMMISSION
BAYS NO. 67-70, SECTOR-2, PANCHKULA – 134151
 Website www.hssc.gov.in

| Item(s) | Timeline |
|--|-------------------|
| Date of publication | 29.09.2023 |
| Opening date for submission of online applications | 06.10.2023 |
| Closing date for submission of online application | 27.10.2023 |
| Closing date for deposit of fee | 31.10.2023 |

Table of Contents

| Sr. No. | Item | Page No. |
|---------|--|----------|
| 1. | Invitation of Applications | 2 |
| 2. | Procedure/Instructions/Guidelines for online filling of Application form | 2 |
| 3. | How to apply | 2-3 |
| 4. | Important Note | 3-4 |
| 5. | Special Instructions for filling application form | 4 |
| 6. | Details of Posts & Qualifications | 4-9 |
| 7. | Relaxation in Age | 9-11 |
| 8. | Reservation | 11-14 |
| 9. | Provision of Compensatory time and assistance of scribe to persons with benchmark disabilities | 14-15 |
| 10. | Details of fees | 15 |
| 11. | Criteria for selection, Examination & Syllabus | 15-17 |
| 12. | Regulatory Framework | 17-18 |
| 13. | Definition of word Dependent of Ex-servicemen | 18-19 |
| 14. | Documents to be uploaded with application form (MANDATORY) | 19 |
| 15. | Special Instructions | 19-22 |
| 16. | Commission's Decision Final | 22 |
| 17. | Scrutiny of Documents | 22 |
| 18. | Action against Candidates found guilty of misconduct | 22-23 |
| 19. | Likely causes of rejection of application | 23-24 |
| 20. | Annexure-I (Certificate regarding physical limitations in an examinee to write) | 25 |

| | | |
|-----|---|----|
| 21. | Annexure–II (Letter of Undertaking for Using own Scribe) | 26 |
| 22. | Annexure–III (Performa for Experience Certificate for Haryana Govt. Employees (for Socio-Economic Criteria Marks) | 27 |
| 23. | Annexure-IV (Format of No Job Certificate) | 28 |
| 24. | Annexure-V (Performa for Economically Weaker Sections) | 29 |
| 25. | Annexure–VI (Application form for Widow Certificate) | 30 |
| 26. | Annexure–VII (Widow Certificate) | 31 |
| 27. | Annexure – VIII (Application Form for Certificate for an applicant whose father has died) | 32 |
| 28. | Annexure–IX (Certificate for an applicant whose father has died) | 33 |
| 29. | Annexure–X (Experience Certificate for essential Qualification for other than Haryana Government employees. | 34 |
| 30. | Annexure–XI (Declaration Performa) | 35 |

1. **Invitation of Applications**

Online applications are invited for direct recruitment for 53 posts of **Scientific Staff (Group-C) for Forensic Science Laboratory** mentioned below through the URL address i.e. http://adv52023.hrvssc.in/StaticPages/Home_Page.aspx from **06.10.2023** to **27.10.2023** till 11.59 P.M. Thereafter website link will be disabled.

2. **Procedure/Instructions/Guidelines for Online Filling of Application Form**

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

3. **How to apply:**

- 3.1. **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.**
- 3.2. 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.
- 3.3. The candidate should fill all details while filling the Online Application Form. After applying online, Registration No. and Password will be generated. Take print out of the registration no. and password screen for future reference of your application status and for Reprinting of your online filled application form and e-Challan form. Keep record of the same. Candidate may change his/her password after registration. The protection of password is the sole responsibility of the candidate and no request shall be entertained after closing date if someone tempers with application details by using id and password of the candidate.

- 3.4. After successful submission of application, candidates are advised to take final print out of application form and e-Challan/fee pay receipt for record alongwith uploaded documents.
- 3.5. 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.** However HSSC may ask an additional paper in support of already submitted document for more clarity if so desired.
- 3.6. No request for change of any particular on the application form shall be entertained by the Haryana Staff Selection Commission after final submission.
- 3.7. No offline application form or copy of downloaded application form will be accepted by the Haryana Staff Selection Commission.
- 3.8. **Only those Candidates who fulfill the qualifications/eligibility conditions on cut-off date, should apply. All the Certificates/Documents relating to educational qualification/eligibility conditions, Socio-Economic Criteria & experience etc. will be determined with regard to last date fixed to apply online applications also called as closing date i.e. 27.10.2023 as given in the advertisement.**
- 3.9. 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 of documents.
- 3.10. 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.

4. Important Note:

- 4.1. 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. However HSSC may ask additional documents in support of already uploaded documents if so desired.
- 4.2. 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, experience, fee & other details etc. Candidates are advised to check the spellings as per documents. No change in spellings in the name of candidate himself/herself, mother, father or spouse shall be entertained after final submission of application form. 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 on any ground in spite of affidavit. Candidate will be responsible for any mistake in the data of application form and fees paid by him/her.

- 4.3. 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.
- 4.4. If on verification at any stage starting from submission of 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. If the candidate is selected his/her recommendation may be withdrawn after issuing show cause notice.
- 4.5. 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. No extension in date shall be given on any grounds.

5. Special Instructions for filling application form

- 5.1. The online application can be filled up using **URL address i.e** <http://adv52023.hryssc.in/StaticPages/HomePage.aspx>.
- 5.2. Candidates applying for a post must ensure that they fulfill all the eligibility conditions i.e. all the Certificates/Documents relating to educational qualification/eligibility conditions and Socio-Economic Criteria& experience etc. on the last date of application.
- 5.3. A candidate whether he/she belongs to General or reserved category viz. SC, BCA, BCB, EWS, Disabled ESM/Disabled DESM, ESM/DESM, DFF or PwD (persons with disabilities) can submit only one online application form under one particular category of post advertised.
- 5.4. Haryana Staff Selection Commission 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 i.e. Identity Card/Driving License/Passport/Voter Card/Pan Card/Aadhaar Card etc.

6. Details of Post & Qualifications

Director General of Police (Scientific Staff Group-C for Forensic Science Laboratory.

Cat. No. 1. 1 post of Senior Scientific Assistant (Biology)

(SC=01)

Pay Scale: - FPL-7, 44900 to 142400

Age: - 18-42 yrs.

Essential Qualification:-

- (i) M.Sc. at least 2nd division in any one of the subjects i.e .Zoology, Botany, Bio-Chemistry, Anthropology (Physical), Forensic Science, Human Biology from a recognized University or its equivalent degree.
- (ii) 1 year research and analytical experience in any one of the above mentioned subjects;
- (iii) Hindi/Sanskrit as one of the subject in Matriculation or Higher.

Cat. No. 2. 6 posts of Senior Scientific Assistant (SOC)**(GEN=02, SC=01, BCA=01, EWS=01, GEN-ESM=01)****Pay Scale: - FPL-7, 44900 to 142400****Age: - 18-42 yrs.****Essential Qualification:-**

- (i) M.Sc. at least 2nd division in any one of the subjects i.e. Physics, Chemistry, Mathematics, Statistics, Botany, Forensic Science, Anthropology (Physical), Micro-Biology, Zoology, Human Biology, Bio-Chemistry from a recognized University or its equivalent.
- (ii) 1 year research and analytical experience in any one of the above mentioned subjects;
- (iii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 3. 4 posts of Senior Scientific Assistant (Ballistic)**(SC=02, BCA= 01, EWS=01)****Pay Scale: - FPL-7, 44900 to 142400****Age: - 18-42 yrs.****Essential Qualification:-**

- (i) M.Sc. at least 2nd division in any one of the subjects i.e. Physics, Mathematics, Statistics, Chemistry, Forensic Science from a recognized University or its equivalent degree.
- (ii) 1 year research and analytical experience in any one of the above mentioned subjects;
- (iii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 4. 6 posts of Senior Scientific Assistant (Documents)**(GEN=02, SC=01, BCA=01, EWS=01, GEN- ESM=01)****Pay Scale: - FPL-7, 44900 to 142400****Age: - 18-42 yrs.****Essential Qualification:-**

- (i) M.Sc. at least 2nd division in any one of the subjects, i.e. Physics, Chemistry, Mathematics, Statistics, Forensic Science, Botany or its equivalent degree.

(ii) 1 year research and analytical experience in any one of the above mentioned subjects;

(iii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 5. 2 posts of Senior Scientific Assistant (Serology)

(GEN=01, EWS=01)

Pay Scale: - FPL-7, 44900 to 142400

Age: - 18-42 yrs.

Essential Qualification:-

(i) M. Sc at least 2nd division in any one of the subjects i.e. Bio-Chemistry, Zoology, Human Biology, Micro Biology, Forensic Science, Anthropology (Physical) from a recognized University or its equivalent degree.

(ii) 1 year research and analytical experience in any one of the above mentioned subjects;

(iii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 6. 2 posts of Scientific Assistant (Serology)

(SC=01, BCB=01)

Pay Scale: - FPL -6, 35400 to 112400

Age: - 18-42 yrs.

Essential Qualification:-

(i) M.Sc. at least 2nd division in any one of the subjects i.e. Bio-Chemistry, Human Biology, Zoology, Micro-Biology, Forensic Science, Anthropology (Physical) or its equivalent degree from a recognized University;

Or

B.Sc. at least 2nd division in medical group with at least 2nd division in Bio-Chemistry or Zoology or Micro-Biology or Anthropology (Physical);

AND

2 year experience in a Scientific Laboratory

(ii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 7. 4 posts of Scientific Assistant (SOC)

(SC=02, ESM-GEN=02)

Pay Scale: - FPL -6, 35400 to 112400

Age: - 18-42 yrs.

Essential Qualification:-

(i) M.Sc. at least 2nd divisions in any one of the subjects i.e. Physics, Chemistry, Mathematics, Statistics, Human Biology, Botany, Forensic Science/Zoology, Anthropology (Physical) Bio-Chemistry, Micro-Biology or its equivalent degree from a recognized University;

Or

B.Sc. at least 2nd division in medical or Non-medical group with at least 2nd division in Physics or Chemistry or Bio-Chemistry or Zoology or Mathematics or Micro-Biology or Anthropology (Physical) or Botany or Statistics;

AND

2 year experience in a Scientific Laboratory

- (ii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 8. 8 posts of Scientific Assistant (Biology)

(GEN=03, SC=02, BCA=01, EWS=01, ESM-GEN=01)

Pay Scale: - FPL -6, 35400 to 112400

Age: - 18-42 yrs.

Essential Qualification:-

- (i) M.Sc. 2nd division in any one of the subjects i.e. Forensic Science, Botany, Zoology, Human Biology, Bio-Chemistry, Anthropology (Physical) or equivalent degree from a recognized university;

Or

B.Sc. at least 2nd division in medical group with at least 2nd division in Zoology or Botany or Anthropology (Physical) or Bio-Chemistry;

AND

2 year experience in a Scientific Laboratory

- (ii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 9. 2 posts of Scientific Assistant (Ballistics)

(SC=01, BCA=01)

Pay Scale: - FPL -6, 35400 to 112400

Age: - 18-42 yrs.

Essential Qualification:-

- (i) M.Sc. at least 2nd division in any one of the subjects i.e. Physics, Mathematics, Statistics, Forensic Science, Chemistry or equivalent degree from a recognized University.

OR

B.Sc. at least 2nd Division in non-medical group with at least 2nd Division in Mathematics, Statistics, Physics or Chemistry;

AND

2 year experience in a Scientific Laboratory

- (ii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 10. 3 posts of Scientific Assistant (Chemistry)**(GEN=01, BCB=01, ESM-GEN=01)****Pay Scale: - FPL -6, 35400 to 112400****Age: - 18-42 yrs.****Essential Qualification:-**

- (i) M.Sc. at least 2nd division in any one of the subjects i.e. Chemistry, Bio-Chemistry, Forensic Science from a recognized University or its equivalent;

Or

B.Sc. at least 2nd division in medical or Bio-Chemistry;

AND

2 year experience in a Scientific Laboratory

- (ii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 11. 2 posts of Laboratory Assistant (Chemistry)**(GEN=01, EWS=01)****Pay Scale: - FPL -4, 25500 to 81100****Age: - 18-42 yrs.****Essential Qualification:-**

- (i) B.Sc. at least 2nd division in medical or Non Medical group.
- (ii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 12. 2 posts of Laboratory Assistant (Ballistics)**(GEN=01, EWS=01)****Pay Scale:- FPL -4, 25500 to 81100****Age: - 18-42 yrs.****Essential Qualification:-**

- (i) B.Sc. at least 2nd division medical group.
- (ii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 13. 4 posts of Laboratory Assistant (Documents)**(GEN=01, SC=01, BCA=01, EWS=01)****Pay Scale: - FPL -4, 25500 to 81100****Age: - 18-42 yrs.****Essential Qualification:-**

- (i) B.Sc. at least 2nd division in Medical/Non Medical group.
- (ii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 14. 4 posts of Laboratory Assistant (Biology)

(SC=02, BCA=01, EWS=01)

Pay Scale: - FPL-4, 25500 to 81100

Age: - 18-42 yrs.

Essential Qualification:-

- (i) B.Sc. at least 2nd division medical group.
- (ii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 15. 2 posts of Laboratory Assistant (Serology)

(SC=01, EWS=01)

Pay Scale: - FPL -4, 25500 to 81100

Age: - 18-42 yrs.

Essential Qualification:-

- (i) B.Sc. at least 2nd division medical group.
- (ii) Hindi/Sanskrit as one of the subject in Matriculation or Higher

Cat. No. 16. 1 posts of Dark Room Attendant

(GEN=01)

Pay Scale: - FPL -4, 25500 to 81100

Age: - 18-42 yrs.

Essential Qualification:-

- (I) B.Sc. at least 2nd division medical or non-medical group
- Or
- (i) Matric/Higher Secondary (2nd division)
 - (ii) Two years working experience as Dark Room Attendant (Photography)
 - (II) Hindi/Sanskrit as one of the subject in Matriculation or Higher

7. Relaxation in Age:

As per Haryana Govt. Instructions No. 22/06/2021-1GS-III, Dated 25th March, 2022, benefit of relaxation in upper age limit, applicable to various categories, is as follows:

- (I) Where the upper age limit is 42 years without any relaxation in age the same shall not exceed 52 years for the applicants who are entitled to get the benefit of relaxation in age of one or more categories under various circumstances mentioned below :-

| Sr. No. | Categories where relaxation is admissible | No. of years of relaxation |
|----------------|--|-----------------------------------|
| (i) | Scheduled Castes. | 5 years' relaxation in age |
| (ii) | Backward Classes. | 5 years' relaxation in age |

| | | |
|--------|---|--|
| (iii) | Disabled persons who covered under the Rights of Persons with Disabilities Act, 2016. | <p>(i) 10 years' relaxation in age (+5 years if PwD applicant belongs to S/Caste, S/Tribe, B/Classes, EWS Category) subject to maximum 52 years, for Group C & D Posts, and also for Group A & B Posts where recruitment is made otherwise than through open competitive examination.</p> <p>(ii) 5 years' relaxation in age (+5 years if PwD applicant belongs to S/Caste, S/Tribe, B/Classes, EWS Category (subject to maximum 52 years) for Group A & B posts where recruitment is made through open competitive examination.</p> <p>Note:-Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved for PwD or not, provided the post is identified suitable for persons with disabilities.</p> |
| (iv) | Group C posts of Police Personnel and Prisons Personnel (e.g. Constable, ASI) where upper age limit is less than 42 years. | 5 years' relaxation in age to S/Caste, B/Classes and applicants of Economically Weaker Sections (EWS) only. However, relaxation to Ex-Servicemen as per rules of Police or Prisons Department, Haryana. |
| (v) | Wives of military personnel who are disabled while in military service; | 5 years' relaxation in age |
| (vi) | Widowed or legally divorced women; | 5 years' relaxation in age |
| (vii) | Judicially separated women residing separately for more than two years from the date as prescribed for the purpose of age for applicants of other categories. | 5 years' relaxation in age |
| (viii) | Unmarried women | 5 years' relaxation in age |
| (ix) | Ex-serviceman including Short Service Commissioned Officers and Emergency Commissioned Officers. | <p>Relaxation in age to the extent of his military service added by three years provided-</p> <p>(a) he has rendered continuous military service for a period of not less than six months before his release;</p> <p style="text-align: center;">and</p> <p>(b) he was released otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.</p> |
| (x) | Persons who have already worked or presently working on adhoc/ contract/ work- | Relaxation in age equal to the number of completed years only on equivalent post on adhoc/ contract/ work-charged/daily wages basis excluding the |

| | | |
|--|---|--|
| | <p>charged/daily wages basis in any Department/ Board/Corporation of Haryana Government including Government-aided institutions under Haryana Government.</p> | <p>period of break, if any, including any other age relaxation admissible, if any, subject to maximum age of 52 years and also subject to the condition that if once a person has been appointed on regular basis in any Department/ Board/ Corporation etc. of Haryana Government with the benefit of relaxation in age he will not be entitled to avail the same again for any subsequent appointment.</p> |
|--|---|--|

Note 1.-For appointment of an ex-serviceman to a post of Group A, B, C or D, his age will be calculated keeping in view the actual age minus (actual period of military service plus upto three years of break, if any, between military and civil service). If the resultant age does not exceed the maximum age limit, including the number of years of any other relaxation in age admissible to him, prescribed for the post for which he is seeking appointment he shall be deemed to satisfy the condition regarding age limit.

Note 2.-The upper age limit of an applicant of any category (except Ex-servicemen) shall not exceed 52 years who is entitled to avail the benefit of relaxation in age of one or more of the categories mentioned above.

Note 3.-The experience certificate(s) of equivalent post issued by the Appointing Authority of respective Department/Board/ Corporation/Government aided Institutions only shall be valid. Before grant of benefit of relaxation in age, the experience certificate(s) shall be got verified by the HPSC/HSSC from the concerned Appointing Authority (ties).

7.1. Age relaxation is not admissible to sons, daughters and dependents of Ex-servicemen.

8. Reservation:

8.1. Implementation of reservation policy, maintaining reservation roster and earmarking of vacancies for different categories comes under the domain of the concerned departments and Commission has nothing to do with the number of posts required under different categories. 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.

8.2. 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. Candidates can update their particulars before final submission of application. After final submission, 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 considered under General category/Parent category, subject to his/her fulfilling eligibility in General category/Parent category.

8.3. The benefit of reservation will be given only to those SC/BCA/BCB/EWS/PwD and ESM candidates who are bonafide resident of Haryana State and submit the application against reserved category posts and upload documents in support thereof. Only those reserved candidates will be considered against General category posts who have not taken relaxation in age, percentage relaxation in essential qualifying marks under Educational Qualification or any other benefit except application fee waiver.

8.4. EWS certificate on prescribed proforma should be valid for the year in which the candidates have applied for the posts as per govt. instructions issued vide no.

22/12/2019-1GS-III, dated 25.02.2019. The EWS certificate should be issued after 31.03.2023 and valid for the year 2023-2024. **EWS certificate issued for jobs in Central Govt. will not be considered irrespective of income mentioned in certificate. The copy of EWS proforma is placed at Annexure-V. If a candidate fails to submit certificate as per above requirement, then he/she shall be considered under General Category.**

- 8.5. The candidates belonging to BC-A/BC-B categories are directed to obtain the fresh/latest BC-A or BC-B certificate as the case may be as per Haryana Government instruction issued vide no. 22/132/2013-1GS-III, dated 22.03.2022 for the year 2023-2024. **OBC certificate issued for jobs in Central Govt. will not be considered irrespective of income mentioned in certificate.**
- 8.6 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.
- 8.7. 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.
- 8.8. **ESM candidates shall upload/produce attested photo copy of Identity Card issued by concerned Zila Sainik Board or Discharge certificate/Book.** 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 issued by competent authority.
- 8.9. Family member of Disabled ESM/ 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 the 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.
- 8.10. 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 and thereafter issued from time to time upto the date of advertisement shall be applicable and Children/Grand Children of Freedom Fighter shall be required to upload the Certificate duly issued by the respective competent authority.
- 8.11. Commission can direct the ESM candidates to provide relevant information along with the affidavit to avail the benefits.
- 8.12. If for any post, there is no vacancy in reserved category, then the candidate of reserved category can apply under general category. However, such candidate will be considered as general category candidate and will be shortlisted as per merit of general category.

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

9. 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:

- 9.1. 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.
- 9.2. 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**.
- 9.3. The qualification of the scribe should be one step below the minimum qualification prescribed for the post. 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**.
- 9.4. 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.
- 9.5. A compensatory time of 20 minutes per hour of examination will be provided to the candidates who are allowed to use of scribe as per Para 9.1 and 9.2 above.
- 9.6. The candidates referred at Para 9.1 and 9.2 above, who are allowed to use of scribe but not availing the facility of scribes will also be given compensatory time of 20 minutes per hour of examination.
- 9.7. No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
- 9.8. 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.

10. Details of Fees

| Sr. No. | Category of post | General | | SC/BC/EWS Candidates of Haryana State | |
|---------|--|-------------|---------------------------|---------------------------------------|--------|
| | | Male/Female | Female (Haryana resident) | Male | Female |
| 1. | Cat. No. 1 | 150 | 75 | 35 | 18 |
| 2. | PwD (Person with Disability) /Ex-Serviceman of Haryana | No Charges | | | |

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

| Sr. No. | Name of the Post | Old Advt. No. | Old Cat. No. |
|---------|---|---------------|--------------|
| 1 | Scientific Staff (Group-C) in Forensic Science Laboratory Haryana | 3/2022 | 1 to 16 |

These posts has been withdrawn by department against Advt. No. 3/2022 and the same were withdrawn by the Haryana Staff Selection Commission, Panchkula vide dated 28.09.2023. The candidates who had earlier applied against the above category will be entitled for upper age relaxation as per Department Letter no. 19549/E(II)-4 dated 21.09.2023 and will also be exempted from payment of fee against the re-advertised posts.

However, such candidates will have to apply afresh alongwith proof of depositing the application fee. They are required to upload the fee Challan/credit certificate issued by Treasury/e-Challan as the case may be, alongwith the fresh application form and will produce the original Challan/credit certificate issued by Treasury/e-Challan at the time test/verification.

11. Criteria for Selection, Examination & Syllabus.

(i) As per Govt. Notification No. G.S.R. 27/Const./Art.309/2021, dated 30.12.2021 and No. 42/02/2018-5GS-I dated 25.03.2022. The scheme of marks in respect of selection to the posts shall comprise of total 100 marks, detailed below:-

| Sr. No. | Subject | Marks Percentage |
|---------|--|------------------|
| 1. | Written Examination | 95% |
| 2. | Socio-economic criteria and experience | 05% |

Note: -Syllabus for written examination (95%) is available on the Commission's Website i.e. www.hssc.gov.in.

(a) **Written Examination**

All questions are compulsory. Question paper shall be Bilingual (English & Hindi). An Offline (OMR base) written examination will be held for recruitment of these posts. There shall be no negative marking for wrong answer. The total no. of questions will be 100 with weightage of 0.95 marks for each question. At least one of the five options for each question shall be filled necessarily. Five Minutes extra shall be given to mark fifth option, if candidate does not know the answer. Total time allowed for the paper will be (100+5) =105 minutes including these five minutes. **In case a candidate doesn't mark any of the five options for a question then 0.95 marks for each un-attempted question shall be deducted.**

(b) Socio-Economic Weightage

1. 5% weightage for socio-economic criteria shall be provided to eligible candidates who have claimed the same in the application form on fulfilling various socio-economic criteria as detailed below:-

- (1) An applicant 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 Govt. or Govt. 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.

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) The definition of 'Family' for the purpose of this sub-clause shall be as under:-

Family for the purpose of-

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

(5% weightage)

- (3) If the applicant 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% weightage)

- (4) If the applicant belongs to such a denotified tribe (VimuktJatis and TapriwasJatis) or Nomadic tribe of the State which is neither a Scheduled Caste nor a Backward Class shall be entitled to 5% weightage.

(5% weightage)

- (5) If the applicant he/she 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 he awarded for any period less than six months or for a period exceeding eight years.

(Maximum 4% Weightage)

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 05% weightage for socio-economic criteria and experience under any circumstances.
 - (ii) The weightage by Haryana Staff Selection Commission or any other recruiting agency/body under Haryana Government shall be given only once in a life time for appointment 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 definition of family in above Para No. -11 (Note:-2).
 - (iv) 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 what so ever reason, he or any other family member shall not be eligible to claim weightage again under socio-economic criteria.

12. Regulatory Framework

1. Certificate for an applicant whose father has died issued by Tehsildar/NaibTehsildar: Refer **Annexure-VIII & IX**. Orphan Certificate shall not be considered for this purpose.
2. Widow Certificate issued by Tehsildar: Refer **Annexure-VI, VII**.
3. Vimukt Jatis and Tapriwas Jatis Certificate issued by Tehsildar: Refer Saralharyana.gov.in or Antyodaya Saral Centers at distt. Level or Tehsildar office. The candidate having certificate of Vimukt Jatis and Tapriwas Jatis Certificate should **neither be Schedule Caste nor a Backward Class**.
4. Experience Certificate issued by the concerned competent Authority: Refer **Annexure-III** for Haryana Government Employees and **Annexure-X** for Other than Haryana Government Employees.
5. Self declaration in prescribed format: Refer **Annexure-IV** to be uploaded with application form.
6. Self declaration in prescribed format: Refer **Annexure-IV** should be attested by Magistrate/Tehsildar at the time of scrutiny of document only.
7. EWS certificate valid for 2023-2024 as per **Annexure-V**.
8. BC-A/BC-B Category Certificate valid for **2023-2024**.
9. Qualifications i.e. degree, diploma, certificates, experience 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.

Note:-

1. Performa/Formats for certificates are available as **Annexure-I, II, III, IV, V, VI, VII, VIII, IX, X and XI** to this advertisement.
2. Claim under the socio economic criteria, if any, shall be admissible to those candidates only, who would fill the details of the requisite certificate i.e. name of issuing authority, date of issue and reference no. etc. and also upload the requisite

valid original certificate/document along with their application in support of their claim failing which, no benefits shall be considered after last date of filling online applications.

3. Claim of reservation etc., if any, shall be admissible to those candidates only, who upload the requisite valid original certificate along with their application in support of their claim and of Haryana domicile.
4. The benefit of reservation will be given only to those SC/BCA/BCB/EWS and ESM candidates who are domicile of Haryana State.
5. The SC/BCA/BCB/EWS and PwD (Person with Disabilities) candidates are required to upload SC/BCA/BCB/EWS and PwD (Person with Disabilities) Certificate duly issued by the competent authority with application form. The uploaded documents issued before last date of application shall only be considered.
6. DFF shall be required to upload the Certificate duly issued by the respective competent authority.
7. Qualifications and other term and conditions of eligibility will be determined with regard to the last date fixed for receipt of online applications also termed as closing date.
8. No Individual information at any stage shall be sent and hence all candidates should regularly visit the Website & Public Notices in different Newspapers.
9. The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.
10. If on verification at any stage, it is found that any candidate does not fulfill any of the eligibility condition or it is found that the information furnished is false or incorrect, his/her candidature will be cancelled and he/she will also be liable to be criminally prosecuted. This is irrespective of whether the candidate was benefitted in his/her application from that particular eligibility condition or not.
11. Candidates having Degrees/Diploma/Certificates from Board/Institution/ University which are not recognized by Haryana Government will not be eligible.
12. In case of any guidance/information/clarification regarding the online filling of the application form and Advertisement the candidate can call at helpline No. **18005728997** on all working days from 10:00 A.M. to 4.00 P.M.

13. DEFINITION OF WORD DEPENDENT OF EX-SERVICEMEN

NONE OF THE PERSON BELOW SHALL FALL WITHIN THE DEFINITION OF WORD DEPENDENT OF EX-SERVICEMEN IN TERMS OF HARYANA GOVT. LETTER NO. 12/37/79-GSII, DATED 21-11-1980:

- a. A person may be working on an adhoc basis against the post advertised or somewhere else.
- b. A person may be unemployed at the time of making the application but he may have other source of income viz. from agriculture, trade, property, Bank Balance etc.
- c. A person who is a member of the joint Hindu family and remains dependent upon the Karta till there is partition in the family or he ceases to be a member of the joint Hindu family and is obliged to pass on all his income to the Karta and he draws money for his subsistence from the pool of the joint Hindu family with the consent of the Karta.

- d. A candidate who is a member of the joint Hindu family is employed on adhoc basis but he is otherwise dependent on his father.
- e. The Candidate claiming benefit of DESM may be asked to give an affidavit in this regard.

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

- 14.1. Scanned Copy of Essential Academic Qualifications and Matriculation Certificate showing Date of Birth and other relevant details.
- 14.2. Scanned Copy of SC/BCA/BCB/EWS/ESM/PWD (Person with Disabilities) certificate, certificate for family member of ESM and children/grandchildren of Freedom Fighters.
- 14.3. Scanned copy of Certificate claiming weightage/marks under socio-economic criteria and experience.
- 14.4. Scanned Photograph.
- 14.5. Scanned signatures of the Candidate.
- 14.6. Scanned copy of all documents showing higher qualification, experience etc. as per criteria if applicable
- 14.7. Haryana Bonafide Resident certificate if applicable.
- 14.8. Equivalence certificate if applicable.
- 14.9. EWS certificate valid for 2023-2024 as per **Annexure-V**.
- 14.10. BC-A/BC-B Category Certificate valid for 2023-2024.
- 14.11. Experience Certificate issued by the concerned competent Authority: Refer **Annexure-III** for Haryana Government Employees and **Annexure-X** for other than Haryana Government employees.
- 14.12. Declaration Certificate as per **Annexure-XI**. (Declaration must be hand written by the candidate himself in Hindi as well as in English).
- 14.13. Discharge Certificate/Book, if discharged from the Armed Forces **For (ESM)**
- 14.14. Eligibility certificate for family members of ESM.
- 14.15. Eligibility certificate and Disability certificate for Dependent of Disabled ESM.
- 14.16. Disability certificate and Discharge certificate for Disabled ESM.
- 14.17. Certificate for children/grandchildren of Freedom Fighter.
- 14.18. Parivar Pehchann Patra.

For claiming the benefit of Socio-Economic Criteria, all documents /certificates shall be in prescribed format as per annexure mention in Advertisement.

15. Special Instructions:

- 15.1. 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.
- 15.2. 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.

- 15.3. 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.
- 15.4. OMR sheets will have three folios- Original OMR, Commission copy and Candidate copy. The candidate shall not mark anything on Commission copy. The impression of Original OMR sheet will automatically be marked on Commission's copy and Candidate 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.
- 15.5. 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.
- 15.6. Read the complete advertisement very carefully as all the applicants are bound by the terms and conditions mentioned wherein after submission of application.
- 15.7. The commission advertises posts under different categories of reservations requiring different eligibility conditions as per roster points maintained by concerned department, as per applicable Government instructions and Service Rules, wherein Commission has no role to play.
- 15.8. Socio-economic marks are governed by notification issued in this regard by the Government of Haryana. Socio-economic marks shall be given to the candidates only if he/she claims the same in the application form and also upload the documents in support thereof in prescribed Performa as mentioned by the government from time to time. No claim for socio-economic marks shall be entertained later.
- 15.9. ESM Category candidates are governed by Instructions issued by Haryana Government. Other reserved category candidates are governed by instructions issued by C.S Office, Social Justice Department, Sports Department etc. and are available on the websites of concerned departments and may be downloaded and perused before filling-up application form. Service Rules of the concerned department can be downloaded from the website of the concerned department in case of any dispute regarding eligibility. The provisions of the Act shall prevail over the rules and that of rules shall prevail over the instructions.
- 15.10. All rules/instructions prevailing on cut-off date shall be applicable.
- 15.11. All candidates are given sufficient time to go through the advertisement and all relevant rules/instructions before filling-up form and submitting the same so that no dispute arises thereafter.
- 15.12. Candidates are advised to fill-up the online application form himself/herself very carefully, upload the documents after scanning the same from original documents while ensuring that whole documents are scanned and if any, certificate is printed on both sides then both sides should be scanned and uploaded. Documents should be uploaded at the proper place.
- 15.13. Scanned documents uploaded with application form shall only be considered for deciding the qualification criteria and reservation criteria for the post.
- 15.14. As regards marks for socio-economic criteria under the head, "Nobody in Government Job", status of the applicant at the closing date of application form shall be considered.

- 15.15. Any candidate who claims vertical reservation but cannot provide documentary proof for the same at the time of scrutiny shall be considered as a General category candidate, provided he fulfills age/qualification/other criteria for general category candidate. If he/she does not fulfill the same his/her candidature shall be deemed to be cancelled on the ground of his being ineligible, in accordance with the term and conditions of advertisement and for providing wrong information in the application form.
- 15.15. Any candidate who applies and claims under horizontal reservation but cannot provide documentary evidence to prove the same shall be considered under his main reserved/general category, as the case may be, subject to fulfillment of eligibility conditions under the main category.
- 15.17. All notice pertaining to recruitment shall be displayed on website. Therefore, all applicants are advised to visit the website for information and updation as no individual information shall be given to a candidate.
- 15.18. All candidates should fulfill the qualifications on cut-off date i.e. All candidates should possess the certificates issued by the competent authorities prior to cut-off date. If a candidate claims eligibility on account of equivalent qualification, he should provide equivalency certificate from the competent authority of university etc. and upload the same with the application form. The equivalency certificate shall be considered by the experts in that field and concerned Government Department decisions taken thereupon. The decision so taken shall be binding on the candidates.
- 15.19. Candidates are advised to go through terms and conditions mentioned on the admit card carefully before they appear in written examination. No smudged/ scratched/ fluid sheet is evaluated by the Commission and written examination of such candidates is cancelled.
- 15.20. Evaluation of OMR answer sheets of the candidate is done through computer software. No manual evaluation is done and there is no process of re-evaluation of OMR sheet.
- 15.21. All candidates are advised to retain copy of Advt., application form filled by him along with uploaded documents, admit card, notices, copy of question paper, OMR sheet (candidate's copy) etc. for his record. Such information having already been given, no RTI Application in this regard shall be entertained.
- 15.22. Answer key of the question paper shall be put on the website of Commission after the written examination. Candidate should file objection within specified period along with specified fee. Thereafter no objection shall be entertained and all objections so received shall be forwarded to Chief Examiner. On the basis of decision informed by Chief Examiner, the final key shall be prepared and evaluation shall be done on the basis of final key so prepared. As the commission is not a subject expert, the decision of the Chief Examiner shall be final and no correspondence in this regard shall be entertained.
- 15.23. All the records pertaining to the recruitment is retained in soft in the computers and in the specified performas. The same can be supplied as per the provisions of RTI Act in the performas in which same is maintained. No third party information beyond specified performas can be supplied without the permission of such person under RTI Act. No information prior to declaration of selection list can be provided under RTI Act as it impacts the recruitment process.
- 15.24. If any documents are required to be renewed/re-issue candidate must submit the old and new documents both at the time of scrutiny of documents.
- 15.25. In case an examination is conducted in more than one shift the Commission may adopt Normalization method/process as deemed suitable.

15.26. 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.

16. 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 centre's 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 and for document verification. 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. 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.

17. Scrutiny of Documents: - 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 etc. and satisfy themselves that they are eligible for the post.

Only valid uploaded documents shall be considered for qualifications, experience and marks for socio economic criteria. The uploaded document should be valid on cut-off date if it has expire 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

18. 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 |
| 15 | Taking snapshots, making videos of question papers or examination material, etc. | 5 Years |
| 17 | Sharing examination terminal through remote desktop software's/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 |

In addition to above, if any person/organization indulge any unfair means in Public examination, he/she shall be liable to be punished under THE HARYANA PUBLIC EXAMINATION (PREVENTION OF UNFAIR MEANS) ACT, 2021 or any other law applicable at that point of time.

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.

19. Likely causes of rejection of application

1. More than one application form for a particular category.
2. Application is incomplete /without signature and not online.
3. Full fee, if not deposited in the manner prescribed.
4. No qualification of Hindi/Sanskrit as prescribed in advertisement.
5. Applicant does not possess the requisite academic qualification on cut-off date.
6. Applicant does not indicate visible identification mark in appropriate column of application form.
7. Candidate is underage/overage on the cutoff date/closing date.
8. Variation in data of online application form and in original documents if detected at any stage.
9. Lack of essential qualification as prescribed in advertisement.

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

Place: Panchkula
Date: 29.09.2023

-Sd-
Secretary,
Haryana Staff Selection Commission,
Panchkula

Annexure-I**Certificate regarding physical limitations 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

Name and Seal of Member

Name and Seal of the Chairperson

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).

Annexure – II**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 less than matric. 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-III**Performa for Experience Certificate from Haryana Govt. Employees (for Socio-Economic Criteria Marks)**

1. This is to certify that Shri/Smt/Ms/Kumari,Son/Daughter/Wife of Shri.....Resident ofvillage/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/StatutoryBody/Commission/Authority/Co-operative Banks etc. under Haryana Government).
2. The period of engagement was fromto.....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

Annexure –IV**Format of No-Job certificate**

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 post of HSSC against Category No.....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 content so fall the above para sare true my knowledge and belief and nothing has been concealed therein.

Place: -

DEPONENT

Date:-

VERIFICATION: -

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

Annexure-V

Government of Haryana
(Name & Address of the authority issuing the certificate)
(ECONOMICALLY WEAKER SECTIONS)

INCOME AND ASSET CERTIFICATE

Certificate No.....

Date:-_____

VALID FOR THE YEAR 2023-2024

This is to certify that Shri/Smt./Kumari.....son/daughter/wife of.....is permanent resident of....., village/Street....., Post Office....., District....., Pin Code.....whose photograph is affixed below and attested below belongs to Economically Weaker Section, since the gross annual income* of his/her family** is below Rs. 6 lakh (Rupees Six Lakh only) for the financial year 2022-2023.

It is further certified that his/her family does not own or possess any of the following assets***:

- I. 5 acres of agricultural land and above;
 - II. Residential flat of 1000 sq. ft. and above;
 - III. Residential plot of 100 sq. yards and above in notified municipalities;
 - IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
 - V. Total immovable assets owned are valued at Rs. One Crore or more.
2. Shri/Smt./Kumari.....belongs to the caste which is not recognized as a Scheduled Caste, Backward Classes (Block-A) and Backward Classes (Block-B).

Signature with seal of Office
Name
Designation

Recent Passport
size attested
photograph of
the applicant

*Note 1: Income means income from all sources i.e. salary, agriculture, business, profession etc.

**Note 2: The term "Family" for this purpose will include the person, who applies for benefit of reservation, his/her parents, spouse as well as children and siblings below the age of 18 years.

***Note 3: The property held by a "Family" in different locations or different places/cities are to be clubbed while applying the land or property holding test to determine EWS status.

Annexure -VI**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-VII

**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

Annexure - VIII

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 - IX

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

Annexure – XPerforma for Experience Certificate for essential Qualification for other than Haryana Government Employees.

1. Name of the Candidate
2. Father's Name
3. Type of the Institution/School/College i.e. Private/ Govt. Aided etc.
4. Mode of disbursement of Salary.
5. Name of the Institution/School/ College.
Whether the Institution/School/College was recognized under Government of Haryana for the period of issuing certificate to the candidate.
_____YES/NO.
If yes, then the Registration No. of the Institution/School/ College.
6. Name of the officer issuing experience certificate along with designation.
7. Designation of the candidate in organization.
8. Tenure of employment (Year & Month).
9. Subjects taught by the candidate in the Institution/School/College during his term of employment.
10. Any proof of services rendered in the organization among the following:
Attested photocopy of the salary account for the period of experience *or*
Salary slips of the period of experience along with copy of ledger folio of organization.

or
EPF No. *or* ESI No. *or*
Employee code no. i.e. UIN no. which is verifiable from institutional 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
. In case of any false information in the above Performa i.e. fake/ forged/ fabricated documents, the candidate and the institute is liable to punishment as per law in addition to cancellation of candidature of the candidate.

Annexure-XI

(Declaration must be hand written by the candidate himself in Hindi as well as in English and to be uploaded).

मैंने दिए गए निर्देशों को पढ़ तथा समझ लिया है, तथा मैं सहमत हूँ। सभी जानकारियां स्कूल/कॉलेज/यूनिवर्सिटी द्वारा प्राप्त दस्तावेजों के अनुसार ही हैं। मैं सहमत हूँ कि भविष्य में किसी प्रकार का निवेदन डाटा सही कराने बारे स्वीकार नहीं किया जाएगा। मैंने दिए गए निर्देशों को पढ़ तथा समझ लिया है, मैं समझता/समझती हूँ कि उपरोक्त में से किसी भी विवरण या जानकारी के किसी भी स्तर पर गलत पाए जाने की स्थिति में, मेरी उम्मीदवारी को रद्द कर दिया जाएगा।

उम्मीदवार के हस्ताक्षर

I have read and understood the instructions mentioned above I have also gone through the particulars as mentioned in the form filled up by me/on my behalf and found the same correct and in accordance with documents/my certificate issued by Board/College/University and all the particulars are correct as per record. I understand that in the event of any of the particulars or information above being found false or incorrect at any stage, my candidature shall be liable to be rejected.

Signature of Candidate