



HARYANA PUBLIC SERVICE COMMISSION

BAYS NO 1-10, BLOCK-B, SECTOR - 4, PANCHKULA

Advertisement No. 58 / 2023

For recruitment to the posts of

HCS (Executive Branch) & other Allied Services – 2023

Item (s)	Timeline
Date of publication	17.11.2023
Opening date for submission of online applications	01.12.2023
Closing date for submission of online applications	21.12.2023

(The Commission's official website: <http://hpsc.gov.in>)

IMPORTANT

- CANDIDATES TO ENSURE THEIR ELIGIBILITY FOR THE EXAMINATION:** The Candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to the examination. Their admission to all the stages of the examination 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 Main Written Examination / Interview / Personality Test.

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Note: The decision of the Commission with regards to the eligibility or otherwise of a candidate, for admission to the Examination, shall be final.

2. HOW TO APPLY:

Candidates are required to apply online on the website <http://hpsc.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 **21.12.2023 till 11:55 PM**. The eligible candidates shall be issued an e-Admit Card well before the commencement of the Examination. The e-Admit Card will be made available on the official website of the Commission 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, candidates can contact over Helpline No. (Technical) 1800 1800 431, Helpdesk Email ID- support-hpsc@hry.gov.in on any working day, between 10.00 hrs and 18.00 hrs.

5. NAME AND CATEGORY WISE BIFURCATION OF THE POSTS:-

Haryana Public Service Commission invites online application forms for recruitment to 121 posts of Haryana Civil Services (Executive Branch) & other Allied Services - 2023.

The HCS (Ex. Br.) & other Allied Services Examination will be conducted in accordance with the provisions contained in HCS (Ex. Br.) & other Allied Services Rules, 2008 (as amended upto the date of issuance of advertisement) and Haryana Civil Services (Ex. Br.) & Allied Services &

other Services Common/Combined Examination Act, 2002 and as per the Government instructions as are in force upto the date of issuance of this advertisement.

Category wise bifurcation of the posts is as under:-

Sr. No.	Name of the post	Gen / UR	SC of Hry	BC (A) of Hry	BC (B) of Hry	EWS of Hry	Total	ESM of Hry	PwD of Hry
1.	HCS (Ex. Br.)	01	-	01	-	01	03	-	01 PH(VH)
2.	DSP	03	02	01	-	-	06	-	-
3.	ETO	-	03	04 (1+3) Including Three vacancy of backlog	-	01	08	-	-
4.	DFSC	01	01	-	-	-	02	-	01 PH(HH)
5.	ARCS	-	-	01	-	-	01	-	01 – Blind or Low Vision
6.	AETO	12	03	03	01	-	19	-	-
7.	BDPO	21	08	04	02	02	37	02 (SC – 1, BC-A – 1)	Total – 05 VH(Blindness and Low Vision) – 02 HH (Deaf and Hard of Hearing) – 01 Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, and acid attack victims and muscular dystrophy – 01 Autism, intellectual disability, specific learning disability, mental illness – 01 Note: 03 post of PwBD of backlog in previous recruitment of 2021-22

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8.	TM	03	01	-	-	-	04	-	01 – VH (OH)
9.	DFSO	-	01	-	-	-	01	-	-
10.	AEO	05	04	01	01	01	12	-	Total – 02 VH (Blindness and Low Vision) – 01 HH (Deaf and Hard of Hearing) – 01 Note: 01 post of PwBD of backlog in previous recruitment of 2021-22
11.	'A' Class Naib Tehsildar	09	08	04	03	04	28	Gen – 01 SC – 01	02 posts reserved for PwD belongs to the category of Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, and acid attack victims and muscular dystrophy
TOTAL		55	31	19	7	09	121	04	13

Note 1. Abbreviations used:-

1.	HCS (Ex. Br.)	Haryana Civil Services (Executive Branch)
2.	DSP	Deputy Superintendent of Police
3.	ETO	Excise & Taxation Officer
4.	DFSC	District Food & Supplies Controller
5.	ARCS	Assistant Registrar Cooperative Societies
6.	AETO	Assistant Excise & Taxation Officer
7.	BDPO	Block Development & Panchayat Officer
8.	TM	Traffic Manager
9.	DFSO	District Food & Supplies Officer
10.	AEO	Assistant Employment Officer
11.	'A' Class Naib Tehsildar	'A' Class Naib Tehsildar

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Gen/ UR	-	General/Unreserved,
SC of Hry.	-	Scheduled Castes of Haryana,
BC(A) of Hry.	-	Backward Classes (A) of Haryana,
BC(B) of Hry.	-	Backward Classes (B) of Haryana,
EWS of Hry.	-	Economically Weaker Sections of Haryana,
ESM of Hry.	-	Ex-servicemen of Haryana,
PwBD of Hry.	-	Persons with Benchmark Disabilities of Haryana.

Note 2. The posts of **HCS (Executive Branch)** are of **Group- A** and rest of the posts of **Allied Services** are of **Group- B**.

Note 3. The posts reserved for PwBD category will be filled from the candidates having disabilities shown as under:-

Persons with Benchmark Disabilities (horizontal reservation)	Categories of Disability
VH	Blindness and low vision
OH	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims & muscular dystrophy.
HH	Deaf and hard of hearing
MI	Autism, intellectual disability, specific learning disability, mental illness

Note 4. The number of posts given above against each category are liable to variation to any extent and the same will be notified on the HPSC website.

Note 5. The decision of the Commission with regard to the eligibility or otherwise of a candidate for admission to the examination shall be final.

6. The online links for relevant Service Rules & Amendments (upto the date of issuance of this Advertisement) for this recruitment are available on Chief Secretary Office, Haryana website <http://csharyana.gov.in/>

7. The tentative Schedule for the conduct of Examination for the above posts is as under:-

(i) Preliminary Examination - **11.02.2024.**

- (ii) Main Written Examination - Likely to be conducted in **30.03.2024 & 31.03.2024**
- (iii) Personality Test/ Viva- Voce - To be announced later.

In case of a change, the schedule will be notified on Commission's official website in due course of time.

8. Centres of Examination:

The Preliminary Examination and Main Written Examination will be held at centres to be notified in due course. The candidates must note that no request for change of Centre will be entertained.

9. Plan of Examination:

HCS (Ex. Br.) & other Allied Services Examination will consist of 3 successive stages (i.e. A, B & C).

(A) Preliminary Examination (for screening only).

It shall comprise of two papers : **Total 200 Marks**

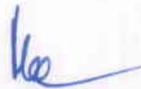
(Objective type / Multiple Choices)

Paper – I : General Studies : 100 Marks

Paper – II : Civil Services Aptitude Test : 100 Marks

Note 1:

- i) Both the Question papers shall be of objective type (multiple choices) questions and each paper shall be of two hours duration.
- ii) Both the Question papers shall be set bilingual i.e. in English and Hindi.
- iii) For each wrong answer, one fourth (0.25) mark shall be deducted.
- iv) The Paper – II i.e. Civil Services Aptitude Test shall be a qualifying paper with minimum qualifying marks fixed at 33%.
- v) The result of preliminary examination shall be based on the marks obtained in Paper – I only, provided that the candidate has scored 33% marks in Civil Services Aptitude Test (Paper - II).
- vi) Further, it is also made clear that:-



- (a) If a candidate gives more than one answer, it will be treated as wrong answer even if one of the given answers happens to be correct and there will be the same penalty as stated at point No. (iii) above, to that question.
- (b) Each question shall have five options (A, B, C, D and E). If a candidate is attempting a question, he shall have to darken the appropriate circle A, B, C or D and if not attempting a question then, he shall have to darken E Circle. If none of the circle is darkened, one-fourth (0.25) mark shall be deducted.
- (c) Any candidate not darkening any of the five circles in more than 10% questions shall be disqualified.
- (d) In case, any amendment is made in the HCS (Ex. Br.) & other Allied Services Combined Examination Act, 2002 or in HCS Rules, 2008 regarding conduct of HCS (Ex. Br.) & other Allied Services Examination, the same will also be applicable to this advertisement. An announcement to this effect will be issued separately.

Note 2:

The Preliminary Examination is only for short listing of category wise candidates on the basis of marks obtained by them in the subject of General Studies (Paper - I) only, provided that the candidate has scored 33% marks in Civil Services Aptitude Test (Paper - II). The marks obtained in Preliminary Examination will not be counted towards final selection. No correspondence regarding supply of marks / cut-off marks (category-wise) of Preliminary Exam will be entertained by the Commission.

Note 3:

Based on the Preliminary Examination result, candidates **twelve (12) times** the number of advertised posts including bracketed candidates, if any, in order of merit, will be admitted to the Main Examination.

Note 4:

The candidates will have to upload the scanned documents / certificates in support of date of birth, category {viz. SC/ BCA / BCB /EWS/ ESM

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/ DESM / DFF / PwBD} and all educational certificates at the time while applying online for the above posts.

The category / caste certificates for BCA / BCB / EWS / DESM should have been issued during the year 2023-24 as per latest instructions issued by the Haryana Government in this regard. Further, these certificates should be valid for the year 2023-24. The BC-A / BC-B certificates should be issued according to Haryana Govt. Instructions dated 17.11.2021 & 22.03.2022 (*see para 21 (ii)*). The EWS certificate must show the annual income of the family less than Rs. 6 Lacs as per Govt. Instructions dated 25.02.2019 (*see para 12 (IV)*).

Note 5:

The syllabus for the Preliminary Examination is available on the official website of the Commission.

(B) Main Written Examination

i)	It shall comprise of four papers:	Total 600 Marks
	Paper – I : English (including English Essay)	: 100 Marks
	Paper – II : Hindi (including Hindi Essay) (<i>in Devnagri Script</i>)	: 100 Marks
	Paper – III : General Studies	: 200 Marks
	Paper – IV : One optional subject	: 200 Marks

ii) List of optional subjects for the Main Written Examination is given below.

Sr. No.	Name of the Subject	Subject Code
i)	Agriculture	01
ii)	Animal Husbandry and Veterinary Science	02
iii)	Anthropology	03
iv)	Botany	04
v)	Chemistry	05
vi)	Civil Engineering	06
vii)	Commerce and Accountancy	07

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viii)	Economics	08
ix)	Electrical Engineering	09
x)	English Literature	10
xi)	Geology	11
xii)	Geography	12
xiii)	Hindi Literature (in Devnagri Script)	13
xiv)	Indian History	14
xv)	Law	15
xvi)	Mathematics	16
xvii)	Management	17
xviii)	Mechanical Engineering	18
xix)	Medical Science	19
xx)	Physics	20
xxi)	Philosophy	21
xxii)	Political Science and International Relations	22
xxiii)	Psychology	23
xxiv)	Public Administration	24
xxv)	Punjabi Literature	25
xxvi)	Statistics	26
xxvii)	Sociology	27
xxviii)	Sanskrit Literature	28
xxix)	Zoology	29

Note: The candidates are directed to opt / select only one optional subject out of the above 29 optional subjects, in which they want to appear in the Mains at the time of filling the application form. It should be noted that no change in the optional subject so opted will be allowed at any stage.

iii) **List of Compulsory Subjects with their codes for the Main Written Examination is given below.**

Sr. No.	Name of the Subject	Subject Code
i)	English (including English Essay)	30

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ii)	Hindi (including Hindi Essay) in Devnagri script	31
iii)	General Studies	32

Note 1. The Main Written examination shall comprise of four papers of conventional / essay type which shall be of three hours duration each.

Note 2. The candidates shall write their answers in Hindi or English except in language or literature papers. The papers in General Knowledge and optional subjects unless otherwise directed, shall be answered either in Hindi language or in English language depending upon the option exercised by a candidate but no candidate shall be permitted to answer any one paper partly in Hindi or partly in English. The candidates shall not be allowed the option to answer these papers in any other medium.

Note 3. Candidates must write the papers in their own hand. In no circumstances, they will be allowed the help of a scribe to write answers for them. However, candidates belonging to Visually Handicapped or Locomotor Disability (OH) whose writing is severely effected due to his / her disability, will be allowed to write the examination with the help of a scribe. The prior permission of the Commission is required for the same. The eligibility conditions in this regard have been given at Sr. No. 18. Permission of the scribe inside the examination hall and the manner in which and the extent to which he / she can help the candidate in writing the examination shall be decided by the Commission only.

Note 4. No candidate shall be called for the Viva-voce / Personality Test unless he / she obtains **at least forty five percent (45%) marks in the aggregate of all written papers** and a score of **minimum thirty three percent (33%) marks each in Hindi (including Hindi Essay) in Devnagri script and English (including English essay) papers** (compulsory papers). The final selection shall be based on the merit list to be prepared on the basis of total marks obtained by the candidates in the Main Written Examination and Personality Test / Viva-Voce i.e. out of 675 marks.

If the total marks of Main Written Examination and Personality Test / Viva-Voce obtained by two or more candidates are equal, the candidate securing higher marks in the Compulsory papers of Main Written Examination shall be considered higher in

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merit. If the total marks of compulsory papers of such candidates are still equal, then the candidate older in age will be considered higher in merit.

- Note 5.** Candidates are allowed to bring and use their own **Non Programmable Scientific Calculator** in Examination Hall for Main Written Examination in optional paper only wherever required.
- Note 6.** Candidates will not be provided bare Acts in the paper of Law, nor will they be allowed to bring a copy of any bare Act for the use in Examination Hall.
- Note 7.** Marks will not be allotted for mere superficial knowledge. Credit will be given for orderly, effective and exact expression combined with due economy of words in all subjects of the examination.
- Note 8.** The syllabus for the Main Examination is available on the official website of the Commission.

(C) Personality Test / Viva-voce

- **75 Marks**

- (i) Candidates **thrice** (three times) the number of advertised posts including bracketed candidates, if any, in order of merit in the main written examination will be called for Personality Test (Viva-voce).
- (ii) The candidate will be interviewed by a Board. He / She will be asked questions on matters of general interest. The object of the interview is to assess the suitability of the candidate for a career in public service, by a board of competent and unbiased observers. The test is intended to judge the mental caliber of a candidate. In broad terms, this is really an assessment of not only his intellectual qualities but also social traits and his interest in current affairs. Some of the qualities to be judged are mental alertness, critical powers of assimilation, clear and logical exposition, balance or judgment, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity.

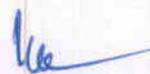
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- (iii) The technique of the interview is not that of a strict cross-examination but of a natural though directed and purposive conversation which is intended to reveal the mental qualities of the candidate.
- (iv) The interview test is not intended to be a test either of the specialized or general knowledge of the candidates which has been already tested through their written papers. Candidates are expected to have taken an intelligent interest not only in their special subjects of academic study but also in the events which are happening around them, both within and outside their own State or country, as well as in modern currents of thought and in new discoveries which should rouse the curiosity of well educated youth.
- (v) The final selection shall be based on the merit list to be prepared on the basis of the total marks obtained by the candidates in the Main Written Examination and Viva-voce/ Personality Test i.e. out of 675 marks, and keeping in view the preference of services/ posts exercised by the candidates.

10. Exercising of Preference of services / posts by the candidate:

- (i) A candidate may apply for appointment to all or any of the services / posts, online, as advertised by the Commission and he / she will be considered for the service / post he applies. In case, the candidate opts for only a particular service, he / she will be considered **only** for that particular service and not for any other service. No change in the preference of services once exercised will be allowed at any stage.

It is also made clear that in case no order of preference is given in the application form, the appointment shall be made strictly in order



of merit in the following order to the various services / posts subject to fulfillment of eligibility conditions of posts:-

1. Haryana Civil Service (Executive Branch)
2. Deputy Superintendent of Police
3. Excise & Taxation Officer
4. District Food & Supplies Controller
5. Assistant Registrar Co-operative Societies
6. Assistant Excise & Taxation Officer
7. Block Development & Panchayat Officer
8. Traffic Manager
9. District Food & Supplies Officer
10. Assistant Employment Officer
11. 'A' Class Naib Tehsildar

The preference of service is to be submitted / uploaded online by the candidates at the time of applying for the posts in question.

- (ii) The candidates of all the reserved categories can also give preference for the services / posts where no post is reserved for them because they can be considered for the posts of General category, if they fulfill all the eligibility conditions as meant for General category candidates.

For example, no post of District Food and Supply Controller is available for BC-A / BC-B category candidates, but candidates of these categories can exercise preference for the post of DFSC and will be considered on their own merit against the post meant for General Category subject to the above conditions.

- (iii) Uploading of the category certificate is mandatory. However, if the valid certificate is not uploaded then her / his candidature will be considered in General category in case the candidate fulfills all the eligibility conditions meant for General category.

11. Eligibility Conditions (Nationality):

For this Examination, 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 1st 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.

Provided further that a candidate belonging to categories (b), (c) and (d) above shall not be eligible for appointment to India Foreign Services.

A candidate in whose case a certificate of eligibility is necessary, may be admitted to the examination or interview conducted by UPSC or other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

12. AGE LIMITS:

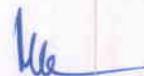
The candidate (except for the post of DSP) should not be less than 18 years and not more than 42 years of age, on or before **01.01.2023**.

For the post of DSP, a candidate should not be less than 18 years and not more than 27 years of age on or before **01.01.2023**.

- (I) In view of the instructions issued by the State Government, the relaxation in maximum age for various categories is as under:-

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Sr. No.	Categories where relaxation is admissible	No. of years for age relaxation
(i)	Scheduled Castes of Haryana	5 years
(ii)	Backward Classes of Haryana	5 years
(iii)	Disabled persons who are covered under the Rights of Persons with Disabilities Act, 2016.	<p>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)	Wives of military personnel who are disabled while in military service;	5 years
(v)	Widowed or legally divorced women;	5 years
(vi)	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
(vii)	Unmarried women	5 years
(viii)	Ex-serviceman including Short Service Commissioned Officers and	<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</p>



	Emergency Commissioned Officers	<p>six months before his release; and</p> <p>(b) he was released otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.</p> <p>Note: For appointment of an ex-servicemen to a post of Group A & B, 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.</p>
(ix)	Persons who have already worked or presently working on adhoc/contract/work-charged/ daily wages basis in any Department / Board / Corporation of Haryana Government including Government-aided Institutions under Haryana Government.	<p>Relaxation in age equal to the number of completed years only on equivalent post on adhoc/ contract/ work-charged/ daily wages basis excluding the 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> <p>Note: The experience certificates(s) of equivalent post issued by the Appointing Authority of respective Department/Department/Board/Corporation/Government -aided institutions</p>

		only shall be valid. Before grant of benefit of relaxation in age, the experience certificates(s) shall be got verified by the HPSC/HSSC from the concerned Appointing Authority(ties).
(x)	Deputy Superintendent of Police	5 years to S/Caste, S/Tribe, B/Classes & candidates of EWS only.
(xi)	Employees of Haryana Government or High Court or any Court Subordinate thereto, having at least 4 years service in a substantive or officiating (excluding ad-hoc) capacity on or before 01.01.2023.	Upto the age of 45 years subject to a limit of 3 chances availed after the upper age limit of 42 years.
<p>Note: 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.</p>		

(II) As per Haryana Police Service Rules, 2002, the Physical Standard For Deputy Superintendent of Police is as under:-

Sr. No.	Category	Height	Chest	Chest with expansion
1.	MALE	5'7" (170.18 cm)	33" (83.82 cm)	34 ½" (87.63 cm)
2.	FEMALE	5'2" (157.50 cm)	-N A-	-N A-

Note: As per Haryana Police Service Rules, 2002, the chest expansion of 1-½" (3.81 cm) is mandatory for male candidates over & above the chest measurement without expansion.

(III) Definition of Ex-Servicemen (ESM):

As per instructions No. 36034/5/85-Estt. (SCT) dated 14.04.1987, No. 12/99/8-2GSII dated 08.11.1988 and No. 12/18/2006-4GSII dated

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08.01.2008 read with Note (vi) of para 21:-

“An ex-serviceman’ means a person, who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy and Air Force of the Indian Union and

- (i) who retired from such service after earning his / her pension; or
- (ii) who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- (iii) who have been released otherwise than on his own request from such service as a result of reduction in establishment; or
- (iv) who has been released from such service after completing the specific period of engagements, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity’; and includes personnel of the Territorial Army of the following categories namely:-
 - Pension holders for continuous embodied service
 - Persons with disability attributable to military service; and
 - Gallantry award winners.”

Note 1. ESM candidates of Haryana claiming benefit under this category must have valid Identity Card and Discharge Book showing the date of entry into military and date of release, on the last day of submission of online application form and will have to upload the same at the time of applying online for the said posts.

Note 2. It is made clear that the dependent of ESM candidates will be considered as General / SC / BC-A / BC-B Category (their own category) candidates for all intents and purposes. However, in case of non-availability of suitable Ex-servicemen of Haryana, their dependent sons and daughters of the same category who fulfill all the conditions of qualifications, age etc. prescribed for the posts in question will also

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be considered on merit against the reserved posts for ESM and this entitlement would be available to one dependent child only.

(IV) Certificate by the candidates belonging to Economically Weaker Sections (EWS) of Haryana:

- i) The candidates belonging to EWS category of Haryana are required to attach necessary CERTIFICATE as per Haryana Govt. Instructions issued vide No. 22/12/2019-1GS-III dated 25.02.2019 (Available on the website of CS Haryana i.e. <http://csharyana.gov.in/>) issued by the competent Authority.
- ii) In case the vacancies earmarked for EWS cannot be filled up due to non-availability of a suitable candidate belonging to EWS, such vacancy will be filled from General/Unreserved category.
- iii) The EWS certificates should be valid for the year 2023-24 showing annual income of the family less than Rs. 6 Lacs.

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

14. MINIMUM EDUCATIONAL QUALIFICATIONS:

Candidates must possess a Bachelor Degree in Arts/Science/Commerce or an equivalent degree from a recognized University as on **21.12.2023 (Closing date)**.

Note: Candidates are directed to ensure that they are in possession of all the certificates / documents in support of their claim, which have been issued on or before the **closing date i.e 21.12.2023**. The certificates issued after the closing date will not be accepted by the Commission.

15. APPLICATION FEE:

The category wise application fee payable through Net Banking, Debit Card and Credit Card upto 11:55 PM of the **closing date i.e. 21.12.2023** is as under:-

Sr. No.	Categories of candidates	Fees (Rs.)
1.	(i) For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana (DESM). (ii) For Male candidates of Backward Classes belonging to Creamy layer. (iii) For Male candidates of General and all reserved categories of other States.	1000/-
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.	For Male & Female candidates of SC / BC-A / BC-B / ESM and Economically Weaker Section (EWS) categories of Haryana only	250/-
4.	For all Persons with Disabilities category candidates (with at least 40% disability) of Haryana only.	NIL

Note 1. Fee will not be refunded to those candidates who did not appear in the Preliminary Examination.

Note 2. Applications without the prescribed fee (unless remission of fee is claimed) shall be summarily rejected.

Note 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.

16. How to Apply:

Candidates are required to apply online using the official website of the Commission i.e. <http://hpsc.gov.in>. Detailed instructions for filling up online applications are available on the above mentioned website. The

applicants are advised to fill only single application form.

However, if due to any unavoidable situation, if he/she submits another / multiple applications, then he/she must ensure that the application with the Highest Application Number is complete in all respect like applicant's details, photograph, signature, fee etc. In this situation, only the application with **Highest Application Number** will be considered / entertained by the Commission and also that the fee paid against one Application Number shall not be adjusted against any other Application Number.

The Candidates are advised to fill their application forms carefully such as Name, Father's / Mother's name, Date of Birth, Category, Qualification, Aadhar No., Parivar Pehchan Patar No. (PPP), marks obtained, passing year, photo, Signature, Optional Subject, Preference of posts and fee etc. Thereafter, they have to take print out of online application form for checking of particulars filled by them in it.

All the candidates (including PH candidates) have to submit the scanned copy of duly signed application form after checking of their particulars.

The application form will finally be submitted only after paying the requisite application fee. 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** will be considered / entertained by the Commission at any stage. No claim of the candidate will be entertained if it is not filled/mentioned in her/his application form.

The candidates must take print out of their finally submitted online application form and retain a copy of the same for future references.



17. Regarding No Objection Certificate(NOC) by the Employer:

- (i) The employees of Haryana Government who have not executed any bond with the State Govt., may forward their application without NOC from the Department. However, self-declaration of such Govt. 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 Govt. (viz. 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 Govt., Quasi- Govt. Organisation, and 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.

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.

18. Scribe / Compensatory Time for PwBD category candidates of Haryana:

- i) HPSC will not provide any scribe for this exam. Candidates of PwBD category shall bring their own scribe with prior permission of HPSC.

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- ii) The qualification of the scribe shall be upto 10+2. Further, the students who have recently passed the 10+2 exam i.e. in the same year in which the exam is being conducted are also eligible to act as Scribe. However, only those Scribes would be allowed, whose particulars are duly verified by Principal of the school (in which the student is studying or has recently passed her / his 10+2 exam), on her / his letter head alongwith a passport size photo of the Scribe duly attested.
- iii) HPSC will also allow compensatory time @20 minutes per hour to all those PwBD candidates who will request the Commission in this regard, provided she / he is entitled for compensatory time being eligible on the Medical ground supported by a Medical Certificate issued by Medical Board mentioning therein that her / his writing ability is affected.
- iv) The PwBD (Blindness and Low Vision) candidates who want the help of a scribe to write her / his paper will have to apply to the Commission for seeking the permission of a scribe separately. No online request for a scribe will be accepted by the Commission.
- v) Separate requests are required to be submitted by the PwBD candidates for permission for use of Scribe for each Examination, even for the same recruitment. *For Ex., the request alongwith the documents for Scribe submitted in Preliminary Exam will not be entertained for the Main Examination. A separate request must be made for Mains Examination irrespective of the fact that the scribe in both the Exams iss same.*
- vi) It should be noted that no such permission as mentioned in the above cases will be granted by the Centre Supervisor under any circumstances.

19. 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

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- (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 central government from any employment under them; and
- (c) if he is already in service under Government to disciplinary action under the appropriate rules:
 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.

20. 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. (Technical) 1800 1800 431, Helpdesk Email ID- support-hpsc@hry.gov.in. In case no communication is received in the Commission's Office from the

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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) The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the Examination shall be final.
- iii) Candidates should note that the name in the Admit Card in some cases may be abbreviated due to technical reasons.
- iv) Candidates are informed that as the Preliminary Examination is only a screening test, no marks sheets will be supplied to successful or unsuccessful candidates and no correspondence will be entertained by the Commission, in this regard.
- v) Candidates must ensure that their Mobile No. & Emails IDs given in their online application are valid and active.
- vi) 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 will not be attended.
- vii) Candidates should note down their Application Number for future reference. They may be required to indicate the same in connection with their candidature for the HCS (EB) & other Allied Services Main Examination.
- viii) 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.

21. RESERVATION:

- (i) The benefit of reservation will be given only to those SC/BC-A/BC-B/PwBD/ESM/EWS category candidates who are domicile of Haryana State.
- (ii) It is clarified that State Government has decided to specify the criteria for exclusion of persons within the Backward Classes as Creamy Layer, regarding reservation in Service and Admission as per notification No. 491-SW(1)2021 dated 17.11.2021. Therefore, the candidates belonging to BC-A/BC-B category of Haryana are required to attach latest/updated Certificate as per notification No. 491-SW(1)2021 dated 17-11-2021 & Govt. instructions No. 22/132/2013-1GS-III dated 22.03.2022 (available on the website of C.S. Haryana i.e. <http://csharyana.gov.in>) issued by the Competent Authority during 2023-24 only.
- (iii) The women candidates seeking reservation under SC/BC-A/BC-B category are required to submit the Caste Certificate issued by the Competent Authority from **Parental Side (Father's side)** only. Any of the following certificates will not be considered by the Commission:-
 - (a) Issued from **in-laws (Husband Side)**.
 - (b) mentioning **husband's name** only
 - (c) mentioning **both names** i.e. husband & father's name.
- (iv) The candidates of reserved categories of Haryana for which no post is available / reserved can apply for the posts of General category, if he / she fulfil all the eligibility conditions as meant for General category candidates, except fees. Such candidates must attach scanned copy of their caste certificate for claiming fees concession.
- (v) The reserved category candidates belonging to other States will compete against the posts meant for General/Unreserved Category and will be considered as General/Unreserved category candidates.

- (vi) Reservation for Freedom Fighters (FF) and their children / grand children (Dependants of Freedom Fighters) (DFF) of Haryana will be available only if quotas reserved for Ex-servicemen or Backward Classes remains unfilled due to non-availability of suitable Ex-servicemen (ESM) or Children of Ex-Servicemen or non-availability of suitable candidates from Backward Classes. Over all reservation either from the unfilled vacancies of Ex-servicemen or from the Backward Classes for FF and DFF of Haryana will remain limited to 2% only. This benefit will be available to all grand children i.e. sons and daughters of sons and daughters (parental as well as maternal) of the Freedom Fighters. DFF category candidates shall be required to upload the certificate in this regard duly issued by the respective competent authority during 2023-24.
- (vi) The reservation for Ex-servicemen of Haryana will be given as per instructions issued vides No. 12/15/2019-4GS-II dated 09.03.2022 and further clarified vide letter even No. dated 13.04.2022 by the Chief Secretary to Govt.Haryana.
- (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

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- 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 application 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 upto 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.

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- (E) The priority list for recruiting agency for preparation of **final list** of selection / appointment of ex-servicemen or their family members against the post 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 services 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.

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22. 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 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 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 examination unless he/she holds a certificate of Admission/Admit Card issued by the Commission.
- vi) Success in the 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.
- vii) Due care should be taken by the candidates while filling up the online application form. **Incomplete or defective application form will be summarily rejected.** No representation or correspondence regarding such rejection shall be entertained under any circumstances.
- viii) 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.

- ix) 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.

23. Withdrawal of applications:

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

Dated: 17.11.2023


Secretary 47/11/2023

Haryana Public Service Commission
Panchkula