

HARYANA PUBLIC SERVICE COMMISSION

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

INFORMATION FOR CANDIDATES

(For the Post of Accounts Officer (Class-II) in DHBVNL)

Advt. No. : 11 (1)

Date of Publication: 23.02.2016

Closing date: 25.03.2016

The Commission invites online application forms from the eligible candidates for recruitment to 04 temporary posts (Gen-3, SC-1) of Accounts Officer (Class-II) in DHBVNL.

1. Closing date for the submission of applications online : 25.03.2016
2. Closing date for deposit of application fees in all branches of State bank of India & State Bank of Patiala. : 30.03.2016
3. Closing date for receiving printed application form alongwith documents in support of the claim in Commission's office: 06.04.2016 upto 05:00 P.M. and for the applicants from Forward Remote Areas i.e. States/Union Territories of North-East Region, Lakshadweep, Andaman and Nicobar Islands, Sikkim, Ladakh Region of Jammu & Kashmir and Pangi Sub-Division of Himachal Pradesh:- 18.04.2016 upto 05.00 P.M.
4. No. of posts alongwith reservation of posts are subject of any variation. If there is any variation, the candidates will be informed through announcement displayed on Commission's website.

For more information log on <http://hpsc.gov.in> or www.hpsconline.in

Essential Qualifications

- a) Degree in CA with 2 years experience in supervisory capacity after passing CA examination

OR

ICWA with 4 years experience in supervisory capacity after passing the ICWA examination.

- b) Must have passed Hindi/Sanskrit up to Matric Standard or same subject having qualification in higher degree

Criteria for award 5% additional maximum marks:-

- i) 5% marks for having qualification of both CA & ICWA
- ii) 2% marks for 1 year DOEACC "O level" course.

5. **Scale of Pay** : 15600-39100+5900/- (Grade Pay) + allowances as admissible from time to time.
6. **Age**: A Candidate should not below 18 years and not more than 42 years as on closing date i.e. 25.03.2016.

In the case of employees of DHBVNL, UHBVNL, HVPNL & HPGCL, age limit is relaxable to the extent of service rendered by them in these Organizations provided they apply through proper channel.

- (a) Upper age limit is relaxable upto 5 years for the candidates belonging to SC Category of Haryana where the post is reserved.
- (b) Relaxation in upper age limit is also admissible to physically handicapped candidates of Haryana upto 10 years for the Scheduled Castes candidates and 5 years for General Category candidates.
- (c) The upper age limit is also relaxable upto **45 years** for:
 - (i) Unmarried women candidates of Haryana only as per Govt. instructions.
 - (ii) Wives of disabled Ex-servicemen with disability between 20% to 50% and widows of those ex-servicemen who killed in action.

- (iii) Women whose husbands have been ordered by civil/criminal courts to pay maintenance to them; women whose husbands have remarried; widows; women who are legally separated from their husbands or have been divorced; women living separately from their husbands for more than two years because of desertion; wives of serving disabled military personnel and widows of those who were killed in action. Women living separately from their husbands due to desertion will be required to submit with her application, an affidavit to the effect that she has been deserted by her husband and has been living separately from him for more than two years and this affidavit should be countersigned by two responsible persons such as members of the Legislatures, Local Bodies including Panchayats and the Bar Association where however, a woman who has re-married she would not be eligible for the above concession in the matter of age.

7. **Application Fees :** The online application fees which is payable at all branches of State Bank of Patiala and State Bank of India, is as under :-

S.No.	Categories of Candidates	Fees
1.	(i) For Male Candidates of General Category including Dependent Sons of Ex-Servicemen of Haryana. (ii) For Male candidates of all reserved categories of other States.	Rs. 500/-
2.	For Female candidates of all (General and Reserved) categories of all states.	Rs. 125/-
3.	For Male candidates of SC/ BC/EBP (Gen.) / ESM categories of Haryana only.	Rs. 125/-
4.	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	Nil

Procedure for deposit of Fee :-

Candidates are advised to take print out of the application form and fee Challan and deposit the fee in any branch of State Bank of India and State Bank of Patiala after 48 hours of filling online application and Challan generation before **25.03.2016**.

The candidates are advised to read the “instructions” carefully before applying online. Incomplete and without prescribed fee online application forms will be rejected straight way and no correspondence will be entertained in this regard by the Commission.

The candidates are strictly advised to apply online well in time without waiting for last date of submission of online application.

8. Candidates serving under Union Government or other State Government will not be entitled to any benefit of their past service except in case of their appointment under the Haryana Govt. by direct recruitment.

9. **Duties:-**

- (i) To exercise all the financial transactions.
- (ii) Preparation of Annual Accounts of UHBVNL and its filing with ROC/HERC and other Agencies.
- (iii) Submission of Annual Accounts before, Audit Committee, board of Directors and in Annual general meeting.
- (iv) Appointment of Statutory Auditors/tax Consultants/Statutory Auditors.
- (v) Filing of Income Tax Returns and finalization thereof.
- (vi) Defending the disputes with Income Tax cases before CIT and ITAT etc.
- (vii) Upkeep of Fixed Assets Register.
- (viii) Checking of monthly accounts of all Accounting Units alongwith Books of Accounts as per law and statement of accounts required.
- (ix) Checking of monthly Trial and Check Lists under supervision of SO/DA.
- (x) Compilation of Data for information of management & other outside agencies.
- (xi) Preparation of monthly accounts/annual accounts of Powers Purchased from HPGCL/HVPN.
- (xii) Compilation of category wise units sold i.e DS/NDS/LS/LT/Industrial etc.
- (xiii) Preparation of information of revenue and Sundry Debtors for HERC filling.
- (xiv) Inter Company Reconciliation of financial transaction.

- (xv) Preparation of Cost Accounts and appointment of Cost Accountants and Cost Auditors.
- (xvi) To get conduct the internal expenditure audit and co-ordinate the Principal Accountant General Inspection Reports.
- (xvii) To get under-asses the revenue/point-out misappropriation/fraud/ embezzlement of Nigam's revenue.
- (xviii) Preparation of Budget Manual, Account Codes etc.
- (xix) To exercise all the departmental financial rules while disbursing any payment.
- (xx) To deal with all the matters regarding granting of subsidy, loans, funding from REC/PFC/ other agencies.
- (xxi) To get maintain the accounts of revenue collection and disbursement of Nigam's revenue by maintaining the accounts and various banks.

10. **Place of Posting**:- At any place under the jurisdiction of DHBVNL/BBMB etc.

General Clarifications:-

1. The eligibility of candidates with regard to age, qualifications and experience etc. will be determined as on **25.03.2016 (Closing date)**.
2. *The prescribed essential qualifications & experience are minimum and mere possession of the same does not entitle the candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by holding a screening test or any method devised by the Commission.*
3. Incomplete Application Form will be straightway rejected without entering into any correspondence.
4. The candidates of reserved categories who are applying for the above post of unreserved category should fulfill all the eligibility condition i.e. age & qualification as meant for unreserved category except fees.
5. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies and all the applications received after the closing date will be rejected outrightly.
6. The candidates are at liberty to make any correspondence, if they so desire, with the Commission through online mode only.
7. **The submission of the online application form as well as printed copies by the specified date/time is must and failure to do so will result in rejection of the candidature straightway and no representation will be entertained in this regard.**

Note: Detailed instructions for filling the online application form and deposition of fee are available on the website www.hpsc.gov.in or www.hpsconline.in for any Guidance /Information/Clarification regarding the online filling of the form the applicant can call at helpline No. 0172-2560754 on all working days from 9:00 AM to 5:00 PM.

For Guidance/Information/Clarification regarding deposit of fees, the applicant can call at State Bank of India, Sector-10, Panchkula (Haryana) Helpline No. +91-172-4569046 and State Bank of Patiala, Sector -8, Panchkula Helpline No. +91-172-2584414.

Dated: 18.02.2016

**Secretary
Haryana Public Service Commission
Panchkula**

HARYANA PUBLIC SERVICE COMMISSION

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

INFORMATION FOR CANDIDATES

For the Post of (Accounts Officer in UHBVNL)

Advt. No. : 11 (2)

Date of Publication: 23.02.2016

Closing date: 25.03.2016

The Commission invites online application forms from the eligible candidates for recruitment to 04 temporary posts (Gen-3, SC-1 Back log) of Accounts Officer in UHBVNL.

1. Closing date for the submission of applications online : 25.03.2016
2. Closing date for deposit of application fees in all branches of State bank of India & State Bank of Patiala. : 30.03.2016
3. Closing date for receiving printed application form alongwith documents in support of the claim in Commission's office: 06.04.2016 upto 05:00 P.M. and for the applicants from Forward Remote Areas i.e. States/Union Territories of North-East Region, Lakshadweep, Andaman and Nicobar Islands, Sikkim, Ladakh Region of Jammu & Kashmir and Pangi Sub-Division of Himachal Pradesh:- 18.04.2016 upto 05.00 P.M.
4. No. of posts alongwith reservation of posts are subject of any variation. If there is any variation, the candidates will be informed through announcement displayed on Commission's website.

For more information log on <http://hpsc.gov.in> or www.hpsconline.in

Essential Qualifications

- (i) Person having degree in Chartered Accountant (CA) with 2 years experience in supervisory capacity after passing CA examination.

OR

Institute of Cost & Works Accountants (ICWA) with 4 years experience in Supervisory capacity after passing the ICWA examination.

- (ii) Must have passed Hindi/Sanskrit up to Matric Standard or same subject having qualification in higher degree.

5. Scale of Pay : 15600-39100+5900/- GP.

6. Age: A Candidate should not below 18 years and not more than 42 years as on closing date i.e. 25.03.2016.

In the case of employees of DHBVNL, UHBVNL, HVPNL & HPGCL, age limit is relaxable to the extent of service rendered by them in these Organizations provided they apply through proper channel.

- (a) Upper age limit is relaxable upto 5 years for the candidates belonging to SC Category of Haryana where the post is reserved.
- (b) Relaxation in upper age limit is also admissible to physically handicapped candidates of Haryana upto 10 years for the Scheduled Castes candidates and 5 years for General Category candidates.
- (c) The upper age limit is also relaxable upto **45 years** for:
 - (i) Unmarried women candidates of Haryana only as per Govt. instructions.
 - (ii) Wives of disabled Ex-servicemen with disability between 20% to 50% and widows of those ex-servicemen who killed in action.

- (iii) Women whose husbands have been ordered by civil/criminal courts to pay maintenance to them; women whose husbands have remarried; widows; women who are legally separated from their husbands or have been divorced; women living separately from their husbands for more than two years because of desertion; wives of serving disabled military personnel and widows of those who were killed in action. Women living separately from their husbands due to desertion will be required to submit with her application, an affidavit to the effect that she has been deserted by her husband and has been living separately from him for more than two years and this affidavit should be countersigned by two responsible persons such as members of the Legislatures, Local Bodies including Panchayats and the Bar Association where however, a woman who has re-married she would not be eligible for the above concession in the matter of age.

The application can be submitted online only.

7. **Application Fees :** The online application fees which is payable at all branches of State Bank of Patiala and State Bank of India, is as under :-

S.No.	Categories of Candidates	Fees
1.	(i) For Male Candidates of General Category including Dependent Sons of Ex-Servicemen of Haryana. (ii) For Male candidates of all reserved categories of other States.	Rs. 500/-
2.	For Female candidates of all (General and Reserved) categories of all states.	Rs. 125/-
3.	For Male candidates of SC/ BC/EBP (Gen.) / ESM categories of Haryana only.	Rs. 125/-
4.	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	Nil

Procedure for deposit of Fee :-

Candidates are advised to take print out of the application form and fee Challan and deposit the fee in any branch of State Bank of India and State Bank of Patiala after 48 hours of filling online application and Challan generation before **25.03.2016**.

The candidates are advised to read the “instructions” carefully before applying online. Incomplete and without prescribed fee online application forms will be rejected straight way and no correspondence will be entertained in this regard by the Commission.

The candidates are strictly advised to apply online well in time without waiting for last date of submission of online application.

8. Candidates serving under Union Government or other State Government will not be entitled to any benefit of their past service except in case of their appointment under the Haryana Govt. by direct recruitment.

9. **Duties:-**

- (i) To exercise all the financial transactions.
- (ii) Preparation of Annual Accounts of UHBVNL and its filing with ROC/HERC and other Agencies.
- (iii) Submission of Annual Accounts before, Audit Committee, board of Directors and in Annual general meeting.
- (iv) Appointment of Statutory Auditors/tax Consultants/Statutory Auditors.
- (v) Filing of Income Tax Returns and finalization thereof.
- (vi) Defending the disputes with Income Tax cases before CIT and ITAT etc.
- (vii) Upkeep of Fixed Assets Register.
- (viii) Checking of monthly accounts of all Accounting Units alongwith Books of Accounts as per law and statement of accounts required.
- (ix) Checking of monthly Trial and Check Lists under supervision of SO/DA
- (x) Compilation of Data for information of management & other outside agencies.
- (xi) Preparation of monthly accounts/annual accounts of Powers Purchased from HPGCL/HVPN.
- (xii) Compilation of category wise units sold i.e DS/NDS/LS/LT/Industrial etc.

- (xiii) Preparation of information's of revenue and Sundry Debtors for HERC filling.
- (xiv) Inter Company Reconciliation of financial transaction.
- (xv) Preparation of Cost Accounts and appointment of Cost Accountants and Cost Auditors.
- (xvi) To get conduct the internal expenditure audit and co-ordinate the Principal Accountant General Inspection Reports.
- (xvii) To get under-asses the revenue/point-out misappropriation/fraud/ embezzlement of Nigam's revenue.
- (xviii) Preparation of Budget Manual, Account Codes etc.
- (xix) To exercise all the departmental financial rules while disbursing any payment.
- (xx) To deal with all the matters regarding granting of subsidy, loans, funding from REC/PFC/ other agencies.
- (xxi) To get maintain the accounts of revenue collection and disbursement of Nigam's revenue by maintaining the accounts and various banks.

10. **Place of Posting**:- In UHBVNL and places/areas where the offices/installation of BBMB exists.

General Clarifications:-

1. The eligibility of candidates with regard to age, qualifications and experience etc. will be determined as on **25.03.2016 (Closing date)**.
2. *The prescribed essential qualifications & experience are minimum and mere possession of the same does not entitle the candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by holding a screening test or any method devised by the Commission.*
3. Incomplete Application Form will be straightway rejected without entering into any correspondence.
4. The candidates of reserved categories who are applying for the above post of unreserved category should fulfill all the eligibility condition i.e. age & qualification as meant for unreserved category except fees.
5. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies and all the applications received after the closing date will be rejected outrightly
6. The candidates are at liberty to make any correspondence, if they so desire, with the Commission through online mode only.
7. **The submission of the online application form as well as printed copies by the specified date/time is must and failure to do so will result in rejection of the candidature straightway and no representation will be entertained in this regard.**

Note: Detailed instructions for filling the online application form and deposition of fee are available on the website www.hpsc.gov.in or www.hpsconline.in for any Guidance /Information/Clarification regarding the online filling of the form the applicant can call at helpline No. 0172-2560754 on all working days from 9:00 AM to 5:00 PM.

For Guidance/Information/Clarification regarding deposit of fees, the applicant can call at State Bank of India, Sector-10, Panchkula (Haryana) Helpline No. +91-172-4569046 and State Bank of Patiala, Sector -8, Panchkula Helpline No. +91-172-2584414.

Dated: 18.02.2016

**Secretary
Haryana Public Service Commission
Panchkula**

HARYANA PUBLIC SERVICE COMMISSION

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

INFORMATION FOR CANDIDATES

For the Post of (Accounts Officer in HPGCL)

Advt. No. : 11 (3)

Date of Publication: 23.02.2016

Closing date: 25.03.2016

The Commission invites online application forms from the eligible candidates for recruitment to 08 temporary posts of Accounts Officer in HPGCL, Haryana. The breakup of the posts is as under:-

Sr. No.	Name of posts	No. of Posts	Gen.	S.C of Hry.	BC-A of Hry.	BC-B of Hry.	EBP (in General Castes Category) of Hry.
1.	Accounts Officer in HPGCL	08	02	02	02	01	01

1. Closing date for the submission of applications online : **25.03.2016**
2. Closing date for deposit of application fees in all branches of State bank of India & State Bank of Patiala. : **30.03.2016**
3. Closing date for receiving printed application form alongwith documents in support of the claim in Commission's office: **06.04.2016 upto 05:00 P.M.** and for the applicants from Forward Remote Areas i.e. States/Union Territories of North-East Region, Lakshadweep, Andaman and Nicobar Islands, Sikkim, Ladakh Region of Jammu & Kashmir and Pangi Sub-Division of Himachal Pradesh:- **18.04.2016 upto 05.00 P.M.**
4. No. of posts alongwith reservation of posts are subject of any variation. If there is any variation, the candidates will be informed through announcement displayed on Commission's website.

For more information log on <http://hpsc.gov.in> or www.hpsconline.in

5. Essential Qualifications

- a) Person having degree in CA with two years experience in Supervisory capacity after passing CA examination.

OR

ICWA with four years experience in supervisory capacity after passing ICWA examination.

- b) Must have passed Hindi/Sanskrit up to Matric Standard or same subject having qualification in higher degree..

6. **Scale of Pay** : 15600-39100+5900/- Grade Pay.

7. **Age** : A Candidate should not below 18 years and not more than 42 years as on closing date i.e. **25.03.2016**.

- a) The age relaxation to the employees of HPUs be given to the extent of number of years of regular service rendered by them in any of the power utility subject to maximum of five years.
- b) Upper age limit is relaxable upto 5 years for the candidates belonging to SC/ST, BC and EBP (General Castes) Category of Haryana where the post is reserved.

- c) Relaxation in upper age limit is also admissible to physically handicapped candidates of Haryana upto 10 years for the Scheduled Castes/Backward Classes candidates and 5 years for General Category candidates.
- d) The upper age limit is also relaxable upto **45 years** for:
- Unmarried women candidates of Haryana only as per Govt. instructions.
 - Wives of disabled Ex-servicemen with disability between 20% to 50% and widows of those ex-servicemen who killed in action.
 - Women whose husbands have been ordered by civil/criminal courts to pay maintenance to them; women whose husbands have remarried; widows; women who are legally separated from their husbands or have been divorced; women living separately from their husbands for more than two years because of desertion; wives of serving disabled military personnel and widows of those who were killed in action. Women living separately from their husbands due to desertion will be required to submit with her application, an affidavit to the effect that she has been deserted by her husband and has been living separately from him for more than two years and this affidavit should be countersigned by two responsible persons such as members of the Legislatures, Local Bodies including Panchayats and the Bar Association where however, a woman who has re-married she would not be eligible for the above concession in the matter of age.

8. **Application Fees:** The online application fees which is payable at all branches of State Bank of Patiala and State Bank of India, is as under:-

S.No.	Categories of Candidates	Fees
1.	(i) For Male Candidates of General Category including Dependent Sons of Ex-Servicemen of Haryana. (ii) For Male candidates of all reserved categories of other States.	Rs. 500/-
2.	For Female candidates of all (General and Reserved) categories of all states.	Rs. 125/-
3.	For Male candidates of SC/ BC/EBP (Gen.) / ESM categories of Haryana only.	Rs. 125/-
4.	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	Nil

Procedure for deposit of Fee :-

Candidates are advised to take print out of the application form and fee Challan and deposit the fee in any branch of State Bank of India and State Bank of Patiala after 48 hours of filling online application and Challan generation before **25.03.2016**.

The candidates are advised to read the “instructions” carefully before applying online. Incomplete and without prescribed fee online application forms will be rejected straight way and no correspondence will be entertained in this regard by the Commission.

The candidates are strictly advised to apply online well in time without waiting for last date of submission of online application.

9. Candidates serving under Union Government or other State Government will not be entitled to any benefit of their past service except in case of their appointment under the Haryana Govt. by direct recruitment.
10. **Duties:-** To maintain accounts of HPGCL, dealing with pay of staff and other work relating to Audit, Accounts and Finance.
11. **Place of Posting:-** All over Haryana or any other place in India where HPGCL/State Govt. may so desire in public interest.

General Clarifications:-

1. The eligibility of candidates with regard to qualifications, age and experience etc. will be determined as on **25.03.2016 (Closing date)**.
2. *The prescribed essential qualifications & experience are minimum and mere possession of the same does not entitle the candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by holding a screening test or any method devised by the Commission.*
3. Incomplete Application Form will be straightway rejected without entering into any correspondence.
4. The candidates of reserved categories who are applying for the above post of unreserved category should fulfill all the eligibility condition i.e. age & qualification as meant for unreserved category except fees.
5. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies and all the applications received after the closing date will be rejected outrightly.
6. The candidates are at liberty to make any correspondence, if they so desire, with the Commission through online mode only.
7. **The submission of the online application form as well as printed copies by the specified date/time is must and failure to do so will result in rejection of the candidature straightway and no representation will be entertained in this regard.**

Note: Detailed instructions for filling the online application form and deposition of fee are available on the website www.hpsc.gov.in or www.hpsconline.in for any Guidance/Information/Clarification regarding the online filling of the form the applicant can call at helpline No. 0172-2560754 on all working days from 9:00 AM to 5:00 PM.

For Guidance/Information/Clarification regarding deposit of fees, the applicant can call at State Bank of India, Sector-10, Panchkula (Haryana) Helpline No. +91-172-4569046 and State Bank of Patiala, Sector -8, Panchkula Helpline No. +91-172-2584414.

Dated: 18.02.2016

**Secretary
Haryana Public Service Commission
Panchkula**

HARYANA PUBLIC SERVICE COMMISSION

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

INFORMATION FOR CANDIDATES

For the Post of (Chemist in HPGCL)

Advt. No. : 11 (4)

Date of Publication: 23.02.2016

Closing date: 25.03.2016

The Commission invites online application forms from the eligible candidates for recruitment to 06 temporary posts of Chemist (Gen-4 & SC-2) in HPGCL, Haryana.

1. Closing date for the submission of applications online : 25.03.2016
2. Closing date for deposit of application fees in all branches of State bank of India & State Bank of Patiala : 30.03.2016
3. Closing date for receiving printed application form alongwith documents in support of the claim in Commission's office: 06.04.2016 upto 05:00 P.M. and for the applicants from Forward Remote Areas i.e. States/Union Territories of North-East Region, Lakshadweep, Andaman and Nicobar Islands, Sikkim, Ladakh Region of Jammu & Kashmir and Pangi Sub-Division of Himachal Pradesh:- 18.04.2016 upto 05.00 P.M.
4. No. of posts alongwith reservation of posts are subject of any variation. If there is any variation, the candidates will be informed through announcement displayed on Commission's website.

For more information log on <http://hpsc.gov.in> or www.hpsconline.in

Essential Qualifications

- a) M.Sc. (Chemistry) 1st Class with one year experience in Chemistry Laboratory in Thermal Power Plant.
 - b) Must have passed Hindi/Sanskrit up to Matric Standard or same subject having qualification in higher degree.
5. **Scale of Pay** : 9300-34800+5400/- Grade Pay.
6. **Age** : A Candidate should not below 18 years and not more than 42 years as on closing date i.e. 25.03.2016.
- a) The age relaxation to the employees of HPUs be given to the extent of number of years of regular service rendered by them in any of the power utility subject to maximum of five years.
 - b) Upper age limit is relaxable upto 5 years for the candidates belonging to SC Category of Haryana where the post is reserved.
 - c) Relaxation in upper age limit is also admissible to physically handicapped candidates of Haryana upto 10 years for the Scheduled Castes candidates and 5 years for General Category candidates.
 - d) The upper age limit is also relaxable upto **45 years** for:
 - (ii) Unmarried women candidates of Haryana only as per Govt. instructions.
 - (ii) Wives of disabled Ex-servicemen with disability between 20% to 50% and widows of those ex-servicemen who killed in action.
 - (iii) Women whose husbands have been ordered by civil/criminal courts to pay maintenance to them; women whose husbands have remarried; widows; women who are legally separated from their husbands or have been divorced; women living separately from their husbands for more than two years because of desertion; wives of serving disabled military personnel and widows of those who were killed in action. Women living separately from their husbands due to

desertion will be required to submit with her application, an affidavit to the effect that she has been deserted by her husband and has been living separately from him for more than two years and this affidavit should be countersigned by two responsible persons such as members of the Legislatures, Local Bodies including Panchayats and the Bar Association where however, a woman who has re-married she would not be eligible for the above concession in the matter of age.

The application can be submitted online only.

7. **Application Fees:** The online application fees which is payable at all branches of State Bank of Patiala and State Bank of India, is as under:-

S.No.	Categories of Candidates	Fees
1.	(i) For Male Candidates of General Category including Dependent Sons of Ex-Servicemen of Haryana. (ii) For Male candidates of all reserved categories of other States.	Rs. 500/-
2.	For Female candidates of all (General and Reserved) categories of all states.	Rs. 125/-
3.	For Male candidates of SC/ BC/EBP (Gen.) / ESM categories of Haryana only.	Rs. 125/-
4.	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	Nil

Procedure for deposit of Fee :-

Candidates are advised to take print out of the application form and fee Challan and deposit the fee in any branch of State Bank of India and State Bank of Patiala after 48 hours of filling online application and Challan generation before **25.03.2016**.

The candidates are advised to read the “instructions” carefully before applying online. Incomplete and without prescribed fee online application forms will be rejected straight way and no correspondence will be entertained in this regard by the Commission.

The candidates are strictly advised to apply online well in time without waiting for last date of submission of online application.

8. Candidates serving under Union Government or other State Government will not be entitled to any benefit of their past service except in case of their appointment under the Haryana Govt. by direct recruitment.
9. **Duties:-** Supervision of work related to pre-treatment of Raw Water by dosing alum ferric, chlorination dosing systems, production of DM Water by ion exchange method (which is one of the major product required for generation of electricity), maintaining of recommended parameters by dosing various chemicals in the boiler drums to protect its costly magnetite layer, Boiler Water and steam cycle analysis, Hydrogen Purity analysis, flue Gas analysis, in charge of establishment work and supervision of contract works, etc.
10. **Place of Posting:-** All over Haryana or any other place in India where HPGCL/State Govt. may so desire in public interest.

General Clarifications:-

- The eligibility of candidates with regard to qualifications, age and experience etc. will be determined as on 25.03.2016 (Closing date).**
- The prescribed essential qualifications & experience are minimum and mere possession of the same does not entitle the candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by holding a screening test or any method devised by the Commission.*

3. Incomplete Application Form will be straightway rejected without entering into any correspondence.
4. The candidates of reserved categories who are applying for the above post of unreserved category should fulfill all the eligibility condition i.e. age & qualification as meant for unreserved category except fees.
5. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies and all the applications received after the closing date will be rejected outrightly
6. The candidates are at liberty to make any correspondence, if they so desire, with the Commission through online mode only.
7. **The submission of the online application form as well as printed copies by the specified date/time is must and failure to do so will result in rejection of the candidature straightway and no representation will be entertained in this regard.**

Note: Detailed instructions for filling the online application form and deposition of fee are available on the website www.hpsc.gov.in or www.hpsconline.in for any Guidance /Information/Clarification regarding the online filling of the form the applicant can call at helpline No. 0172-2560754 on all working days from 9:00 AM to 5:00 PM.

For Guidance/Information/Clarification regarding deposit of fees, the applicant can call at State Bank of India, Sector-10, Panchkula (Haryana) Helpline No. +91-172-4569046 and State Bank of Patiala, Sector -8, Panchkula Helpline No. +91-172-2584414.

Dated: 18.02.2016

**Secretary
Haryana Public Service Commission
Panchkula**

HARYANA PUBLIC SERVICE COMMISSION

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

INFORMATION FOR CANDIDATES

For the Post of (Chief Security Officer in DHBVN)

Advt. No. : 11 (5)

Date of Publication: 23.02.2016

Closing date: 25.03.2016

The Commission invites online application forms from the eligible candidates for recruitment to 01 temporary post (General) of Chief Security Officer (Class-I) in DHBVN.

1. Closing date for the submission of applications online : 25.03.2016
2. Closing date for deposit of application fees in all branches of State bank of India & State Bank of Patiala : 30.03.2016
3. Closing date for receiving printed application form alongwith documents in support of the claim in Commission's office: 06.04.2016 upto 05:00 P.M. and for the applicants from Forward Remote Areas i.e. States/Union Territories of North-East Region, Lakshadweep, Andaman and Nicobar Islands, Sikkim, Ladakh Region of Jammu & Kashmir and Pangi Sub-Division of Himachal Pradesh:- 18.04.2016 upto 05.00 P.M.

For more information log on <http://hpsc.gov.in> or www.hpsconline.in

Essential Qualifications :

- i) He shall be Graduate from recognized university with Hindi upto Matric standard. He should be Ex-Commissioned Officer either retrenched or released. He should not be more than 45 years.
 - ii) Must have passed Hindi/Sanskrit up to Matric Standard or same subject having qualification in higher degree.
4. **Scale of Pay:** 15600-39100+7600/- (Grade Pay) + allowances as admissible from time to time.
 5. **Age:** A Candidate should not below 18 years and not more than 45 years as on closing date i.e. 25.03.2016.
(a) Relaxation in upper age limit is also admissible to physically handicapped candidates of Haryana upto 5 years for General Category candidates.

The application can be submitted online only.

6. **Application Fees:** The online application fees which is payable at all branches of State Bank of Patiala and State Bank of India, is as under:-

S.No.	Categories of Candidates	Fees
1.	For Male and female candidates of ESM categories of Haryana only.	Rs. 125/-
2.	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	Nil

Procedure for deposit of Fee:-

Candidates are advised to take print out of the application form and fee Challan and deposit the fee in any branch of State Bank of India and State Bank of Patiala after 48 hours of filling online application and Challan generation before 25.03.2016.

The candidates are advised to read the "instructions" carefully before applying online. Incomplete and without prescribed fee online application forms will be rejected straight way and no correspondence will be entertained in this regard by the Commission.

The candidates are strictly advised to apply online well in time without waiting for last date of submission of online application.

7. **Duties:-** Supervision of Security Staff of the Nigam.

8. **Place of Posting**:- At any place under the jurisdiction of DHBVN/BBMB etc.

General Clarifications:-

1. The eligibility of candidates with regard to age, qualifications and experience etc. will be determined as on **25.03.2016 (Closing date)**.
2. *The prescribed essential qualifications & experience are minimum and mere possession of the same does not entitle the candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by holding a screening test or any method devised by the Commission.*
3. Incomplete Application Form will be straightway rejected without entering into any correspondence.
4. The candidates of reserved categories who are applying for the above post of unreserved category should fulfill all the eligibility condition i.e. age & qualification as meant for unreserved category except fees.
5. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies and all the applications received after the closing date will be rejected outrightly.
6. The candidates are at liberty to make any correspondence, if they so desire, with the Commission through online mode only.
7. **The submission of the online application form as well as printed copies by the specified date/time is must and failure to do so will result in rejection of the candidature straightway and no representation will be entertained in this regard.**

Note: Detailed instructions for filling the online application form and deposition of fee are available on the website www.hpsc.gov.in or www.hpsconline.in for any Guidance/Information/Clarification regarding the online filling of the form the applicant can call at helpline No. 0172-2560754 on all working days from 9:00 AM to 5:00 PM.

For Guidance/Information/Clarification regarding deposit of fees, the applicant can call at State Bank of India, Sector-10, Panchkula (Haryana) Helpline No. +91-172-4569046 and State Bank of Patiala, Sector -8, Panchkula Helpline No. +91-172-2584414.

Dated: 18.02.2016

**Secretary
Haryana Public Service Commission
Panchkula**

HARYANA PUBLIC SERVICE COMMISSION

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

INFORMATION FOR CANDIDATES

For the Post of (Company Secretary in DHBVNL)

Advt. No. : 11 (6)

Date of Publication: 23.02.2016

Closing date: 25.03.2016

The Commission invites online application forms from the eligible candidates for recruitment to 01 temporary post (General) of Company Secretary (Class-I) in DHBVNL.

1. Closing date for the submission of applications online : 25.03.2016
2. Closing date for deposit of application fees in all branches of State bank of India & State Bank of Patiala : 30.03.2016
3. Closing date for receiving printed application form alongwith documents in support of the claim in Commission's office: 06.04.2016 upto 05:00 P.M. and for the applicants from Forward Remote Areas i.e. States/Union Territories of North-East Region, Lakshadweep, Andaman and Nicobar Islands, Sikkim, Ladakh Region of Jammu & Kashmir and Pangi Sub-Division of Himachal Pradesh:- 18.04.2016 upto 05.00 P.M.
4. No. of posts alongwith reservation of posts are subject of any variation. If there is any variation, the candidates will be informed through announcement displayed on Commission's website.

For more information log on <http://hpsc.gov.in> or www.hpsconline.in

Essential Qualifications

- a) Graduate with first class member of Institute of Company Secretaries of India
- b) Desirable qualification- Degree in LLB
- c) The candidate should have minimum 5 years of post qualification experience as Company Secretary in a Public Limited concern.
- d) Must have passed Hindi/Sanskrit up to Matric Standard or same subject having qualification in higher degree.

Criteria for award of 5% additional maximum marks.

- (i) 3% marks for LLB or CA
- (ii) 5% marks for LLM

5. **Scale of Pay** : 37000-67000+8800/- (Grade Pay) + allowances as admissible from time to time.
6. **Age**: A Candidate should not below 18 years and not more than 42 years as on closing date i.e. 25.03.2016.

In the case of employees of DHBVNL, UHBVNL, HVPNL & HPGCL, age limit is relaxable to the extent of service rendered by them in these Organizations provided they apply through proper channel.

- (a) Relaxation in upper age limit is also admissible to physically handicapped candidates of Haryana upto 5 years for General Category candidates.
- (b) The upper age limit is also relaxable upto **45 years** for:
 - (i) Unmarried women candidates of Haryana only as per Govt. instructions.
 - (ii) Wives of disabled Ex-servicemen with disability between 20% to 50% and widows of those ex-servicemen who killed in action.
 - (iii) Women whose husbands have been ordered by civil/criminal courts to pay maintenance to them; women whose husbands have remarried; widows; women who are legally separated from their husbands or have been divorced; women living separately from their husbands for more than two years because of

desertion; wives of serving disabled military personnel and widows of those who were killed in action. Women living separately from their husbands due to desertion will be required to submit with her application, an affidavit to the effect that she has been deserted by her husband and has been living separately from him for more than two years and this affidavit should be countersigned by two responsible persons such as members of the Legislatures, Local Bodies including Panchayats and the Bar Association where however, a woman who has re-married she would not be eligible for the above concession in the matter of age.

The application can be submitted online only.

7. **Application Fees :** The online application fees which is payable at all branches of State Bank of Patiala and State Bank of India, is as under :-

S.No.	Categories of Candidates	Fees
1.	(i) For Male Candidates of General Category including Dependent Sons of Ex-Servicemen of Haryana. (ii) For Male candidates of all reserved categories of other States.	Rs. 500/-
2.	For Female candidates of all (General and Reserved) categories of all states.	Rs. 125/-
3.	For Male candidates of SC/ BC/EBP (Gen.) / ESM categories of Haryana only.	Rs. 125/-
4.	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	Nil

Procedure for deposit of Fee :-

Candidates are advised to take print out of the application form and fee Challan and deposit the fee in any branch of State Bank of India and State Bank of Patiala after 48 hours of filling online application and Challan generation before **25.03.2016**.

The candidates are advised to read the “instructions” carefully before applying online. Incomplete and without prescribed fee online application forms will be rejected straight way and no correspondence will be entertained in this regard by the Commission.

The candidates are strictly advised to apply online well in time without waiting for last date of submission of online application.

8. Candidates serving under Union Government or other State Government will not be entitled to any benefit of their past service except in case of their appointment under the Haryana Govt. by direct recruitment.
9. **Duties:-** To conduct all works related with DHBVNL as a public company.
10. **Place of Posting:-** At any place under the jurisdiction of DHBVNL/BBMB etc.

General Clarifications:-

1. The eligibility of candidates with regard to age, qualifications and experience etc. will be determined as on **25.03.2016 (Closing date)**.
2. *The prescribed essential qualifications & experience are minimum and mere possession of the same does not entitle the candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by holding a screening test or any method devised by the Commission.*
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Dated: 18.02.2016

**Secretary
Haryana Public Service Commission
Panchkula**