

# HARYANA PUBLIC SERVICE COMMISSION

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

Advt. No. : 3 (1) of 2017

Date of Publication: 07.12.2017

Closing date: 08.01.2018

## INFORMATION FOR CANDIDATES

For the Post of Lecturer (Class-II)

The Commission invites online applications for recruitment to 03 temporary posts of Lecturer (Class-II) in Shri Krishna Government Ayurvedic College, Kurukshetra (Unreserved) in Health & Ayush Department, Haryana as details below:-

Sr. No.	Name of Subject	No. of Posts
1.	Swastha Vritta	One
2.	Sharir Rachna	One
3.	Rasashastra and Bhaishajya Kalpana	One

1. Closing date for the submission of applications online: **08.01.2018**
2. Closing date for deposit of cost of application forms in all branches of State bank of India: **11.01.2018** up to 04:00 PM.

**Note: Candidates are advised not to send the hard copy of the application form. If any candidates send the hard copy of the application form the same will not be entertained.**

### 1. Essential Qualifications

#### **I Lecturer of Swastha Vritta: -**

- (i) Post Graduate qualification in the subject of **Swastha Vritta** as recognised under the Indian Medicine Central Council Act, 1970 (48 of 1970);
- (ii) Degree in Ayurveda from any recognised university or statutory Board/Faculty/Examining Body of Indian Medicine or its equivalent as recognised under the Indian Medicine Central Council Act, 1970 (48 of 1970);
- (iii) Knowledge of Hindi/Sanskrit upto Matric standard;

#### **Preferential:**

- (iv) Original published paper/books on the subject of Swastha Vritta.

#### **II Lecturer of Sharir Rachna: -**

- (i) Post Graduate qualification in the subject of **Sharir Rachna** as recognised under the Indian Medicine Central Council Act, 1970 (48 of 1970);
- (ii) Degree in Ayurveda from any recognised University or Statutory Board/Faculty/Examining Body of Indian Medicine or its equivalent as recognized under the Indian Medicine Central Council Act, 1970 (48 of 1970);
- (iii) Knowledge of Hindi/Sanskrit upto Matric Standard.

**Preferential**

- (iv) Original published paper/books on the subject of **Sharir Rachna**.

**III Lecturer of Rasashastra and Bhaishajya Kalpana :-**

- (i) Post Graduate qualification in the subject of **Rasashastra and Bhaishajya Kalpana** as recognised under the Indian Medicine Central Council Act, 1970 (48 of 1970);
- (ii) Degree in Ayurveda from any recognised University or Statutory Board/Faculty/Examining Body of Indian Medicine or its equivalent as recognized under the Indian Medicine Central Council Act, 1970 (48 of 1970);
- (iii) Knowledge of Hindi/Sanskrit upto Matric Standard.

**Preferential**

- (iv) Original published paper/books on the subject of **Rasashastra and Bhaishajya Kalpana**.

2. **Scale of Pay:** Rs. 9300-34800 + GP 5400+ NPA (PB-2)

3. **Age:** A Candidate should not be below 21 years and not more than 45 years age as on or before the 1<sup>st</sup> day of the month immediately preceding the last date of applications to the Commission which falls on **01.12.2017**.

**Note:-** Since the post is meant for general category, therefore, relaxation in upper age is admissible to all the physically handicapped candidates of Haryana upto the age of 47 years i.e. 5 years age relaxations over and above the general upper age limit of 42 years.

**Note:(a) Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

- (i) Un-married female candidates of Haryana State only.
- (ii) 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 their 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 Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

**Note:(b) The age relaxation mentioned in the above para given in that situation only where the posts are reserved for that particular category and the candidates**

**applied & appeared in the Recruitment Test/ Screening Test/ Examination/ Interview in that reserved category.**

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

<b>Sr. No.</b>	<b>Categories of candidates</b>	<b>Fees</b>
1	(i) For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana. (ii) For Male candidates of General and all reserved categories of other States.	<b>Rs. 500/-</b>
2	For all Female candidates of General and reserved categories of Haryana and other states including female dependent of ESM of Haryana only.	<b>Rs. 125/-</b>
3	For Male candidates of SC / BC/ EBP(GC) / ESM categories of Haryana only.	<b>Rs. 125/-</b>
4	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	<b>NIL</b>

**Note:** (i) **Procedure for deposit of Fee:-** Candidates are advised to take print out of application form and fee Challan and deposit the fee in any branch of State Bank of India after 48 hours of filling online Application and Challan generation before Closing date.

(ii) Fee sent by other mode i.e. Cheque/Draft/IPO & Net Banking will not be accepted.

(iii) The fees will not refunded to those candidates who are not short listed for further selection process.

5. The candidates serving under Union/State Government will not be entitled to any benefit of their past service except in the case of their initial appointment under the Haryana Govt. by the direct recruitment.

6. **Duties:-** Teaching

7. **Place of Posting:-** Shri Krishna Government Ayurvedic College Kurukshetra or at any other place whether within or outside the State of Haryana on being to do so by appointing Authority.

8. No concession such as rent free quarter, light and water etc will be admissible.

9. This post is temporary but likely to be continued. The persons appointed will be on probation for two years. The appointment can be terminated, if the work and conduct of the incumbent during the period of probation is in the opinion of appointing authority not satisfactory.

10. Haryana Government New Pension Scheme 2006 will be applicable.

11. The eligibility of candidates with regard to qualifications and exp. etc. is to be determined on Closing Date and age will be determined as on or before the 1<sup>st</sup> day of the month immediately preceding the last date of application to the Commission which falls on **01.12.2017**.

12. The selected candidates would have to join the duty immediately after his/her selection.

**General Instructions to Candidates :-**

Read the Instructions carefully, before you start filling the online Application form.

1. The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.
2. After submitting online application form, Registration No. and Password will be generated and the candidate should take print-out of the Registration No. and Password for his record.
3. After successful submission of online Application Form, the candidates are advised to take out the print of Online Application Form & e-Challan and deposit the requisite fee in the bank within the stipulated period. The online application form received without requisite fee would be summarily rejected and no correspondence will be entertained.
4. ***Submission of printed copy of the application form :-*** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. This would be required from only those candidates who qualify for the interview. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.
5. Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filed in the online application form and fees paid by him/her.

***In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.*** Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he appeared in the Recruitment/ Screening Test and/or appeared in the interview.

6. The prescribed essential qualifications 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 which may be higher than the minimum prescribed qualification and experience in the advertisement or by holding a screening test or any method as devised by the Commission.

**Note-** i) 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 fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.

- ii) The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.

7. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled/liable for cancellation.

8. It is mandatory for the candidates to provide the details in the online application form for the purpose of refund in case the advertised posts are withdrawn :

- a) Beneficiaries Name.
- b) Saving/Current account number.
- c) Bank Name
- d) Branch Address
- e) IFSC No.

9. **Nationality** :- In order to be eligible for applying for the post, a candidate should be:-

- a) a citizen of India, or
- b) a citizen of Nepal, or
- c) a subject of Bhutan, or
- d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

10. **Regarding No Objection Certificate :-**

- (i) The candidates who are already serving in Government/ Semi Government department are required to produce “**NO OBJECTION CERTIFICATE**” from his/her employer at the time of interview failing which they will not be interviewed.
- (ii) If the employer’s permission is not furnished due to the fact that the candidates had resigned after sending the application form, the candidate will be interviewed only if he produces a letter from the employer to that effect that he has resigned from the post and his resignation has been accepted.
- (iii) The candidate, who joins service under the Government or in the Quasi-Government Organization, Public Sector Undertakings after the submission of application form, will have to produce “**NO OBJECTION CERTIFICATE**” from the Employer on or before the date of his interview failing which he will not be interviewed.

11. Number of posts and its category wise breakup may increase or decrease. Announcement to this effect will be displayed on Commission’s website and will also be published in the newspaper.

12. **Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty of:

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
  - iii) for termination of service, if he/she already in Govt. Service.

Date: 06-12-2017

Secretary  
Haryana Public Service Commission  
Panchkula

# HARYANA PUBLIC SERVICE COMMISSION

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

Advt. No. : 3 (2) of 2017

Date of Publication: 07.12.2017

Closing date: 08.01.2018

## INFORMATION FOR CANDIDATES

For the Post of Rural Community Theatre Organiser (Class-II)

The Commission invites online applications for recruitment to 01 temporary unreserved post of Rural Community Theatre Organiser Class-II (Group-‘B’) services, in Information & Public Relations Department, Haryana.

1. Closing date for the submission of applications online: **08.01.2018**
2. Closing date for deposit of cost of application forms in all branches of State bank of India: **11.01.2018 up to 04:00 PM.**

**Note:** Candidates are advised not to send the hard copy of the application form. If any candidate sends the hard copy of the application form the same will not be entertained.

### 1. Essential Qualifications:-

- (i) Diploma in Theatre Arts from a recognised Institute/university.
- (ii) Hindi/Sanskrit upto Matric Standard or Higher.
- (iii) Should have atleast 10 productions/directions conducting of folk Theatre to his credit after attaining diploma (approved by Government/Commission)

**Note:** Part time experience will not be considered.

2. **Scale of Pay:** P.B. Rs. 9300-34800 + G.P.Rs. 4200
3. **Age:** A Candidate should not be below 17 years and not more than 42 years age as on the last date of receipt of online application to the Commission.
  - (i) Since the post is meant for general category, therefore, relaxation in upper age is admissible to all the physically handicapped candidates of Haryana upto the age of 47 years i.e. 5 years age relaxations over and above the general upper age limit of 42 years.

**Note:** (a) Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-

- (i) Un-married female candidates of Haryana State only.
- (ii) 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 their 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 Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

**Note:(b)** *The age relaxation mentioned in the above para given in that situation only where the posts are reserved for that particular category and the candidates applied & appeared in the Recruitment Test/ Screening Test/ Examination/ Interview in that reserved category..*

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

Sr. No.	Categories of candidates	Fees
1	(i) For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana. (ii) For Male candidates of General and all reserved categories of other States.	<b>Rs. 500/-</b>
2	For all Female candidates of General and reserved categories of Haryana and other states including female dependent of ESM of Haryana only.	<b>Rs. 125/-</b>
3	For Male candidates of SC / BC/ EBP(GC) / ESM categories of Haryana only.	<b>Rs. 125/-</b>
4	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	<b>NIL</b>

**Note:** (i) **Procedure for deposit of Fee:-** Candidates are advised to take print out of application form and fee Challan and please deposit the fee in any branch of State Bank of India after 48 hours of filling online Application and Challan generation before closing date.

(ii) Fee sent by other mode i.e. Cheque/Draft/IPO & Net Banking will not be accepted.

(iii) The fees will not refund to those candidates who are not short listed for further selection process.

5. The candidates serving under Union/State Government will not be entitled to any benefit of their past service except in the case of their initial appointment under the Haryana Govt. by the direct recruitment.

6. **Duties:-** 1. Organising Rural Community Theatre Programmes.  
2. Organising Cultural Shows.

7. **Place of Posting:-** Anywhere in or outside the state of Haryana where the Offices of the Department are located.

8. No concession such as rent free quarter, light and water etc will be admissible.



9. This post is temporary but likely to be continued. The persons appointed will be probation for two years. The appointment can be terminated, if the work and conduct of the incumbent during the period of probation is in the opinion of appointing authority not satisfactory.
10. Haryana Government New Pension Scheme 2006 will be applicable.
11. The eligibility of candidates with regard to qualifications, experience and age etc. is to be determined on Closing Date.
12. The selected candidate would have to join the duty immediately after selection.

**General Instructions to Candidates :-**

Read the Instructions carefully before you start filling the online Application form.

1. The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.
2. After submitting online application form, Registration No. and Password will be generated and the candidate should take print out of the Registration No. and Password for his record.
3. After successful submission of online Application Form, the candidates are advised to take out the print of Online Application Form & e-Challan and deposit the requisite fee in the bank with in the stipulated period. The online application form received without requisite fee would be summarily rejected and no correspondence will be entertained.
4. ***Submission of printed copy of the application form :-*** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. This would be required from only those candidates who qualify for the interview. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.
5. Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.

***In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before***

***closing date.*** Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he appeared in the Recruitment/ Screening Test and/or appeared in the interview.

6. The prescribed essential qualifications 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 which may be higher than the minimum prescribed qualification and experience in the advertisement or by holding a screening test or any method as devised by the Commission.
7. **Note:** (i) 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 fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.  
  
ii) The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.
8. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or it is found that the information furnished is false or incorrect their candidature will be cancelled/liable for cancellation.
9. It is mandatory for the candidates to provide the following details in the online application form for the purpose of refund in case the advertised posts are withdrawn :
  12. Beneficiaries Name.
  13. Saving/Current account number.
  14. Bank Name
  15. Branch Address
  16. IFSC No.
11. **Nationality :-** In order to be eligible for applying for the post, a candidate should be:-
  - a) a citizen of India, or
  - b) a citizen of Nepal, or
  - c) a subject of Bhutan, or

- d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

11. **Eligibility to be determined on** :- The eligibility of candidates with regard to qualifications, experience, and other condition if any, will be determined as on the closing date of submission of online application forms. It is further clarified that:-

- (i) if experience certificate is issued after closing date but the same pertains to the period prior to the closing date as per eligibility condition then the same will also be admissible.
- (ii) it should have been acquired after acquisition of minimum essential qualification.
- (iii) the certificate should be issued by the employer as per the specimen attached with the advertisement.
- (iv) experience certificates must contained the details of salary, period, name of the post, nature of duties and number, date and signature of competent Authority with seal, otherwise such experience certificate will not be considered.

12. **Regarding No Objection Certificate :-**

- (i) The candidates who are already serving in Government/ Semi Government department are required to produce “**NO OBJECTION CERTIFICATE**” from his/her employer at the time of interview failing which they will not be interviewed.
- (ii) If the employer’s permission is not furnished due to the fact that the candidates had resigned after sending the application form, the candidate will be interviewed only if he produces a letter from the employer to that effect that he has resigned from the post and his resignation has been accepted.
- (iii) The candidate, who joins service under the Government or in the Quasi-Government Organization, Public Sector Undertakings after the submission of application form, will have to produce “**NO OBJECTION CERTIFICATE**” from the Employer on or before the date of his interview failing which he will not be interviewed.
13. Number of posts and its category wise breakup may increase or decrease. Announcement to this effect will be displayed on Commission’s website and will also be published in the newspaper.

14. **Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty of:

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
  - (iii)for termination of service, if he/she already in Govt. Service.

**Date:** 06-12-2017

**Secretary  
Haryana Public Service Commission  
Panchkula**

**(Specimen of experience)**

Letter Head of the Institution

(.....)  
(Name, Telephone no. & Address of the Institution/Organization/Department)

Reg. No. \_\_\_\_\_

TO WHOM IT MAY CONCERN

No. \_\_\_\_\_

Date: \_\_\_\_\_

It is certified that Sh./Ms. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_ resident of \_\_\_\_\_ has/had been working in our organization/institution/department as regular/Permanent/Temporary/Contract from \_\_\_\_\_ to \_\_\_\_\_ on the post of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. Thus total experience gained by the said employee works out .....yeas .....month.....days. He/she is/ was drawing the salary Rs. \_\_\_\_\_ per month.

It is further certified that above facts and figures are true and based on service record available in our institution/organization/department.

Date:

Name & Signature of the Issuing Authority with seal.

**Note: No Experience will be considered other than claimed in the application form**

# HARYANA PUBLIC SERVICE COMMISSION

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

Advt. No. : 3 (3) of 2017

Date of Publication: 07.12.2017

Closing date: 08.01.2018

## INFORMATION FOR CANDIDATES

For the Post of Editor Tamir-e-Haryana (Urdu) Class-II (Group-‘B’)

The Commission invites online applications for recruitment to 01 temporary unreserved post of Editor Tamir-e-Haryana (Urdu) Class-II (Group-‘B’) Services, in Information & Public Relations Department, Haryana.

1. Closing date for the submission of applications online: **08.01.2018**
2. Closing date for deposit of cost of application forms in all branches of State bank of India: **11.01.2018** up to 04:00 PM.

**Note: Candidates are advised not to send the hard copy of the application form. If an candidates send the hard copy of the application form the same will not be entertained.**

### 1. Essential Qualifications: -

- (a) (i) M. A (Urdu)  
(ii) Five years experience with a newspaper or magazine having minimum certified circulation of at least 25,000
- OR
- (b) (i) Graduate with Urdu as one of the elective subject or Adib-e-Fazil (Hons. in Urdu).  
(ii) Seven years experience with a newspaper or magazine having minimum certified circulation of at least 25,000/-.
- (c) Hindi/Sanskrit upto Matric standard or Higher.

**Note: Part time experience will not be considered**

2. **Scale of Pay: P.B.** Rs. 9300-34800 + G.P.Rs. 4800+200 Spl. pay

3. **Age:** A Candidate should not be below 17 years and not more than 42 years age as on the last date of receipt of online application to the Commission.

- (i) Since the post is meant for general category, therefore, relaxation in upper age is admissible to all the physically handicapped candidates of Haryana upto the age of 47 years i.e. 5 years age relaxations over and above the general upper age limit of 42 years.

**Note: (a) Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

- (i) Un-married female candidates of Haryana State only.

- (ii) 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 their 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 Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

**Note:(b)** *The age relaxation mentioned in the above para given in that situation only where the posts are reserved for that particular category and the candidates applied & appeared in the Recruitment Test/ Screening Test/ Examination/ Interview in that reserved category.*

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

Sr. No.	Categories of candidates	Fees
1	(iii) For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana. (iv) For Male candidates of General and all reserved categories of other States.	<b>Rs. 500/-</b>
2	For all Female candidates of General and reserved categories of Haryana and other states including female dependent of ESM of Haryana only.	<b>Rs. 125/-</b>
3	For Male candidates of SC / BC/ EBP(GC) / ESM categories of Haryana only.	<b>Rs. 125/-</b>
4	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	<b>NIL</b>

- Note:-** (i) **Procedure for deposit of Fee:-** Candidates are advised to take print out of application form and fee Challan and please deposit the fee in any branch of State Bank of India after 48 hours of filling online Application and Challan generation, before Closing date.
- (ii) Fee sent by other mode i.e. Cheque/Draft/IPO & Net Banking will not be accepted.
- (iii) The fees will not refunded to those candidates who are not short listed for further selection process.
5. The candidates serving under Union/State Government will not be entitled to any benefit of their past service except in the case of their initial appointment under the Haryana Govt. by the direct recruitment.
6. **Duties:-** Editing work of magazine Tamir-e-Haryana and supervision of all work related to the magazine.

7. **Place of Posting:-** Anywhere in or outside the state of Haryana where the Offices of the Department are located.
8. No concession such as rent free quarter, light and water etc will be admissible.
9. This post is temporary but likely to be continued. The persons appointed will be probation for two years. The appointment can be terminated, if the work and conduct of the incumbent during the period of probation is in the opinion of appointing authority not satisfactory.
10. Haryana Government New Pension Scheme 2006 will be made applicable.
11. The eligibility of candidates with regard to qualifications, experience and age etc. will be determined on Closing Date.
12. The selected candidate would have to join duty immediately after selection.

**General Instructions to Candidates :-**

Read the Instructions carefully before you start filling the online Application form.

1. The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.
2. After submitting online application form, Registration No. and Password will be generated and the candidate should take print out of the Registration No. and Password for his record.
3. After successful submission of online Application Form, the candidates are advised to take out the print of Online Application Form & e-Challan and deposit the requisite fee in the bank within the stipulated period. The online application form received without requisite fee would be summarily rejected and no correspondence will be entertained.
4. ***Submission of printed copy of the application form :-*** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. This would be required from only those candidates who qualify for the interview. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.
5. Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father's Name, Date of Birth and Category, Qualification,



Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.

*In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.* Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he appeared in the Recruitment/ Screening Test and/or appeared in the interview.

6. The prescribed essential qualifications 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 which may be higher than the minimum prescribed qualification and experience in the advertisement or by holding a screening test or any method as devised by the Commission.
7. 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 fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.
8. The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.
9. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled.
10. It is mandatory for the candidates to provide the details in the online application form for the purpose of refund in case the advertised posts are withdrawn :
  - a) Beneficiaries Name.
  - b) Saving/Current account number.
  - c) Bank Name
  - d) Branch Address
  - e) IFSC No.

12. **NATIONALITY** :- In order to be eligible for applying for the post, a candidate should be:-

- a) a of Bhutan citizen of India, or
- b) a citizen of Nepal, or
- c) a subject, or
- d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

12. **Eligibility to be determined on** :- The eligibility of candidates with regard to qualifications, experience, and other condition if any, will be determined as on the closing date of submission of online application forms. It is further clarified that:-

- (i) if experience certificate is issued after closing date but the same pertains to the period prior to the closing date as per eligibility condition then the same will also be admissible.
- (ii) it should have been acquired after acquisition of minimum essential qualification.
- (iii) the certificate should be issued by the employer as per the specimen attached with the advertisement.
- (iv) experience certificates must contained the details of salary, period, name of the post, nature of duties and number, date and signature of competent Authority with seal, otherwise such experience certificate will not be considered.

13. **Regarding No Objection Certificate** :-

- (i) The candidates who are already serving in Government/ Semi Government department are required to produce “**NO OBJECTION CERTIFICATE**” from his/her employer at the time of interview failing which they will not be interviewed.
- (ii) If the employer’s permission is not furnished due to the fact that the candidates had resigned after sending the application form, the candidate will be interviewed only if he produces a letter from the employer to that effect that he has resigned from the post and his resignation has been accepted.
- (iii) The candidate, who joins service under the Government or in the Quasi-Government Organization, Public Sector Undertakings after the submission of application form, will have to produce “**NO OBJECTION CERTIFICATE**” from the Employer on or before the date of his interview failing which he will not be interviewed.

14. Number of posts and its category wise breakup may increase or decrease. Announcement to this effect will be displayed on Commission's website and will also be published in the newspaper.

15. **Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty of:

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
  - (iii) for termination of service, if he/she already in Govt. Service.

Date: 06-12-2017

Secretary  
Haryana Public Service Commission  
Panchkula

**(Specimen of experience)**  
Letter Head of the Institution

(.....)  
(Name, Telephone no. & Address of the Institution/Organization/Department)

Reg. No. \_\_\_\_\_

TO WHOM IT MAY CONCERN

No. \_\_\_\_\_

Date: \_\_\_\_\_

It is certified that Sh./Ms. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_  
resident of \_\_\_\_\_ has/had been working in our  
organization/institution/department as regular/Permanent/Temporary/Contract from  
\_\_\_\_\_ to \_\_\_\_\_ on the post of \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_. Thus total experience gained by the said employee works out  
.....yeas .....month.....days. He/she is/ was drawing the salary  
Rs. \_\_\_\_\_ per month.

It is further certified that above facts and figures are true and based on service  
record available in our institution/organization/department.

Date:

Name & Signature of the Issuing Authority with seal.

**Note: No Experience will be considered other than claimed in the application form**

# HARYANA PUBLIC SERVICE COMMISSION

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

Advt. No. : 3 (4) of 2017

Date of Publication: 07.12.2017

Closing date: 08.01.2018

## INFORMATION FOR CANDIDATES

For the Post of Urban Local Bodies Department, Haryana

The Commission invites online applications for recruitment to 07 posts of Executive Engineer (Civil) (Unclassified) in Urban Local Bodies Department, Haryana. The breakup of posts is as under:-

Sr. No.	Name of post	No. of Posts	Gen.	S.C of Hry.
1.	Executive Engineer (Civil) (Unclassified) in Urban Local Bodies Department, Haryana	07	06	01

For more information log on [www.hpssc.gov.in](http://www.hpssc.gov.in) or [www.hpsconline.in](http://www.hpsconline.in).

1. Closing date for the submission of applications online : **08.01.2018**
2. Closing date for deposit of cost of application form including Examination fees in all branches of State bank of India. **11.01.2018 up to 4:00 PM.**
3. **Essential Qualifications:-**
  - i) Degree in Engineering (Civil).
  - ii) Five Years experience as Sub Divisional Engineer/Assistant Engineer.
  - iii) Knowledge of Hindi/ Sanskrit upto Matric or Higher Education.

**Note:-(i) Part time experience will not be considered.**

**Note:-(ii) Candidates are advised not to send the hard copy of the application form. If any candidate sends the hard copy of the application form the same will not be entertained.**

4. **Scale of Pay** : Rs. 15600-39100+ Rs. 6000 G.P. (Un Revised)

5. **Age** : A Candidate should not be below **17 years** and not more than **42 years age as on the** last date of submission of application to the Commission.

**Note:(a)** (i) Relaxation is upper age limit for SC category of Haryana is upto 5 years over and above the General upper age limit as per Govt. instructions.

(ii) Relaxation in upper age limit is also admissible to physically handicapped candidates of Haryana upto 10 years for the Scheduled Castes candidates 5 years for General Category candidates.

**(b) Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

(i) Un-married female candidates of Haryana State only.

(ii) 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 their 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 Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

**(c) *The age relaxation mentioned in the above para given in that situation only where the posts are reserved for that particular category and the candidates applied & appeared in the Recruitment Test/ Screening Test/ Examination/ Interview in that reserved category.***

**6. Application Fees :** The online application fees which is payable at all branches of 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 :-**

**Note:-** (i) 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 after 48 hours of filling online application and Challan generation before **closing date**.

(ii) Fee sent by other mode i.e. Cheque/Draft/IPO & Net Banking will not be accepted.

- (iii) The fees will not be refunded to those candidates who are not short listed for further selection process.
7. This post is temporary but likely to be continued. The persons appointed will be on probation for two years. The appointment can be terminated, if in the opinion of the appointing authority, the work and conduct of a person during the period of probation is not satisfactory it may dispense with his services.
  8. The selected candidates must be prepared to join duty immediately after selection.
  9. Haryana Government New Pension Scheme 2006 will be made applicable.
  10. **Duties :** - As per mentioned in Haryana Municipal Act, 1973, Haryana Municipal Business Bye-laws, 1981 and Haryana Municipal Accountant Code, 1930.
  11. **Place of Posting :-** with in or out side the state of Haryana.
  12. 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.

**General Instructions to Candidates :-**

Read the Instructions carefully before you start filling the online Application form.

1. The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.
2. After submitting online application form, Registration No. and Password will be generated and the candidate should take print out of the Registration No. and Password for his record.
3. After successful submission of online Application Form, the candidates are advised to take out the print of Online Application Form & e-Challan and deposit the requisite fee in the bank within the stipulated period. The online application form received without requisite fee would be summarily rejected and no correspondence will be entertained.
4. ***Submission of printed copy of the application form :-*** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. This would be required from only those candidates who qualify for the interview. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.

5. Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.

***In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.*** Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he appeared in the Recruitment/ Screening Test and/or appeared in the interview.

6. The prescribed essential qualifications 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 which may be higher than the minimum prescribed qualification and experience in the advertisement or by holding a screening test or any method as devised by the Commission.
7. 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 fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.
8. The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.
9. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled.
10. It is mandatory for the candidates to provide the details in the online application form for the purpose of refund in case the advertised posts are withdrawn :
  - a) Beneficiaries Name.
  - b) Saving/Current account number.
  - c) Bank Name
  - d) Branch Address
  - e) IFSC No.



13. **NATIONALITY** :- In order to be eligible for applying for the post, a candidate should be:-

- a) a of Bhutan citizen of India, or
- b) a citizen of Nepal, or
- c) a subject, or
- d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

12. **Eligibility to be determined on** :- The eligibility of candidates with regard to qualifications, experience, and other condition if any, will be determined as on the closing date of submission of online application forms. It is further clarified that:-

- (i) if experience certificate is issued after closing date but the same pertains to the period prior to the closing date as per eligibility condition then the same will also be admissible.
- (ii) it should have been acquired after acquisition of minimum essential qualification.
- (iii) the certificate should be issued by the employer as per the specimen attached with the advertisement.
- (iv) experience certificates must contained the details of salary, period, name of the post, nature of duties and number, date and signature of competent Authority with seal, otherwise such experience certificate will not be considered.

13. **Regarding No Objection Certificate :-**

- (i) The candidates who are already serving in Government/ Semi Government department are required to produce “**NO OBJECTION CERTIFICATE**” from his/her employer at the time of interview failing which they will not be interviewed.
- (ii) If the employer’s permission is not furnished due to the fact that the candidates had resigned after sending the application form, the candidate will be interviewed only if he produces a letter from the employer to that effect that he has resigned from the post and his resignation has been accepted.
- (iii) The candidate, who joins service under the Government or in the Quasi-Government Organization, Public Sector Undertakings after the submission of application form,

will have to produce “**NO OBJECTION CERTIFICATE**” from the Employer on or before the date of his interview failing which he will not be interviewed.

14. Number of posts and its category wise breakup may increase or decrease. Announcement to this effect will be displayed on Commission’s website and will also be published in the newspaper.

16. **Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty of:

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
  - (iii) for termination of service, if he/she already in Govt. Service.

Date: 06-12-2017

Secretary  
Haryana Public Service Commission  
Panchkula

**(Specimen of experience)**  
Letter Head of the Institution

(.....)  
(Name, Telephone no. & Address of the Institution/Organization/Department)

Reg. No. \_\_\_\_\_

TO WHOM IT MAY CONCERN

No. \_\_\_\_\_

Date: \_\_\_\_\_

It is certified that Sh./Ms. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_  
resident of \_\_\_\_\_ has/had been working in our  
organization/institution/department as regular/Permanent/Temporary/Contract from  
\_\_\_\_\_ to \_\_\_\_\_ on the post of \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_. Thus total experience gained by the said employee works out  
.....yeas .....month.....days. He/she is/ was drawing the salary  
Rs. \_\_\_\_\_ per month.

It is further certified that above facts and figures are true and based on service  
record available in our institution/organization/department.

Date:

Name & Signature of the Issuing Authority with seal.

**Note: No Experience will be considered other than claimed in the application form**

# HARYANA PUBLIC SERVICE COMMISSION

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

Advt. No. : 3 (5) of 2017

Date of Publication: 07.12.2017

Closing date: 08.01.2018

## INFORMATION FOR CANDIDATES

For the Post of Assistant Director (Technical) / Principal, Industrial Training Institute Group-‘A’  
Junior.

The Commission invites online applications for recruitment to 09 Temporary posts of **Assistant Director (Technical) / Principal, Industrial Training Institute Group-‘A’ Junior (Gen-06, SC-02, and BCA-01)** in Skill Development and Industrial Training Department, Haryana.

1. Closing date for the submission of applications online: **08.01.2018**
2. Closing date for deposit of cost of application forms in all branches of State bank of India: **11.01.2018 up to 04:00 PM.**

**Note: Candidates are advised not to send the hard copy of the application form. If any candidates send the hard copy of the application form the same will not be entertained.**

1. **Essential Qualifications: -**

- i. Degree in B.E or its equivalent from a recognized University or Institution.
- ii. Five years experience in supervisory capacity in a workshop or in an Organization of repute.
- iii. Teaching experience in Govt. Technical Institutions will be considered as an additional qualification.
- iv. Adequate knowledge of Hindi.

**Note:- Part time experience will not be considered**

2. **Scale of Pay:** Rs. 15600-39100 + 5400 G.P

3. **Age:** A Candidate should not be below 30 years and not more than 42 years age as on or before the 31<sup>st</sup> December, next preceding the last date of submission of applications to the Commission.

- (i) 5 years relaxation in upper age limit shall be admissible to the candidates belonging to Scheduled caste and Backward class 'A' of Haryana state only.

**Note: (a) Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

(i) Un-married female candidates of Haryana State only.

(ii) 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 their 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 Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

**(b) Age relaxation for PH SC, BCA candidates of Haryana:-**

Upper age limit is relaxable for PH category candidates of Haryana by 5 years (10 years for SC/BCA of Haryana) in case of direct recruitment of Group A & B posts where recruitment is made otherwise than through open competitive examinations and by 10 years (15 years for SCs of Haryana) in case of direct recruitment of Group A & B posts through open competitive examinations.

**Note:- The age relaxation mentioned in the above para given in that situation only where the posts are reserved for that particular category and the candidates applied & appeared in the Recruitment Test/ Screening Test/ Examination/ Interview in that reserved category.**

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

Sr. No.	Categories of candidates	Fees
1	(v) For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana. (vi) For Male candidates of General and all reserved categories of other States.	Rs. 500/-
2	For all Female candidates of General and reserved categories of Haryana and other states including female dependent of ESM of Haryana only.	Rs. 125/-

3	For Male candidates of SC / BC/ EBP (GC) / ESM categories of Haryana only.	<b>Rs. 125/-</b>
4	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	<b>NIL</b>

**Note- (i) Procedure for deposit of Fee:** - Candidates are advised to take print out of application form and fee Challan and please deposit the fee in any branch of State Bank of India after 48 hours of filling online Application and Challan generation before closing date.

**(ii)** Fee sent by other mode i.e. Cheque/Draft/IPO & Net Banking will not be accepted.

**(iii)** The fees will not refunded to those candidates who are not short listed for further selection process.

5. The candidates serving under Union/State Government will not be entitled to any benefit of their past service except in the case of their initial appointment under the Haryana Govt. by the direct recruitment.
6. **Duties:-** As prescribed in CTS Training Manual Published by DGE & T,Gol and as directed by the competent authority time to time.
7. **Place of Posting:-** Any place whether within or outside the state of Haryana.
8. No concession such as rent free quarter, light and water etc. will be admissible.
9. This post is temporary but likely to last till CTS scheme is under implementation. The persons appointed will be probation for two years. The appointment can be terminated, if the work and conduct of the incumbent during the period of probation is in the opinion of appointing authority not satisfactory.
10. Haryana Government New Pension Scheme 2006 will be applicable.
11. Online application form must be reached in Commission's office on or before the specified date and time otherwise the same will be straightaway rejected without entering into any further correspondence.
12. The eligibility of candidates with regard to qualifications etc. is to be determined on Closing Date.
13. The selected candidate must be prepared to join duty immediately after selection.
14. The candidates of reserved categories who are applying for the above post of general category should fulfill all the eligibility conditions i.e. age, qualification, experience etc. as meant for general category candidates except fees.

**Note :** The prescribed essential qualifications 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.

### **General Instructions to Candidates :-**

Read the Instructions carefully before you start filling the online Application form.

1. The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.
2. After submitting online application form, Registration No. and Password will be generated and the candidate should take print out of the Registration No. and Password for his record.
3. After successful submission of online Application Form, the candidates are advised to take out the print of Online Application Form & e-Challan and deposit the requisite fee in the bank within the stipulated period. The online application form received without requisite fee would be summarily rejected and no correspondence will be entertained.
4. ***Submission of printed copy of the application form :-*** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. This would be required from only those candidates who qualify for the interview. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.
5. Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.

***In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.***

Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he appeared in the Recruitment/ Screening Test and/or appeared in the interview.

6. The prescribed essential qualifications 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 which may be higher than the minimum prescribed qualification and experience in the advertisement or by holding a screening test or any method as devised by the Commission.

7. 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 fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.
8. The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.
9. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled.
10. It is mandatory for the candidates to provide the details in the online application form for the purpose of refund in case the advertised posts are withdrawn :
  - a) Beneficiaries Name.
  - b) Saving/Current account number.
  - c) Bank Name
  - d) Branch Address
  - e) IFSC No.

11. **NATIONALITY** :- In order to be eligible for applying for the post, a candidate should be:-

- a) a of Bhutan citizen of India, or
- b) a citizen of Nepal, or
- c) a subject, or
- d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.



12. **Eligibility to be determined on** :- The eligibility of candidates with regard to qualifications, experience, and other condition if any, will be determined as on the closing date of submission of online application forms. It is further clarified that:-

- (i) if experience certificate is issued after closing date but the same pertains to the period prior to the closing date as per eligibility condition then the same will also be admissible.
- (ii) it should have been acquired after acquisition of minimum essential qualification.
- (iii) the certificate should be issued by the employer as per the specimen attached with the advertisement.
- (iv) experience certificates must contained the details of salary, period, name of the post, nature of duties and number, date and signature of competent Authority with seal, otherwise such experience certificate will not be considered.

13. **Regarding No Objection Certificate** :-

- (i) The candidates who are already serving in Government/ Semi Government department are required to produce “**NO OBJECTION CERTIFICATE**” from his/her employer at the time of interview failing which they will not be interviewed.
- (ii) If the employer’s permission is not furnished due to the fact that the candidates had resigned after sending the application form, the candidate will be interviewed only if he produces a letter from the employer to that effect that he has resigned from the post and his resignation has been accepted.
- (iii) The candidate, who joins service under the Government or in the Quasi-Government Organization, Public Sector Undertakings after the submission of application form, will have to produce “**NO OBJECTION CERTIFICATE**” from the Employer on or before the date of his interview failing which he will not be interviewed.

14. Number of posts and its category wise breakup may increase or decrease. Announcement to this effect will be displayed on Commission’s website and will also be published in the newspaper.

15. **Action Against Candidate Found Guilty Of Misconduct** :-

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty of:

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or

- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
  - (iii) for termination of service, if he/she already in Govt. Service.

Date: 06-12-2017

Secretary  
Haryana Public Service Commission  
Panchkula

**(Specimen of experience)**  
Letter Head of the Institution

(.....)  
(Name, Telephone no. & Address of the Institution/Organization/Department)

Reg. No. \_\_\_\_\_

TO WHOM IT MAY CONCERN

No. \_\_\_\_\_

Date: \_\_\_\_\_

It is certified that Sh./Ms. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_  
resident of \_\_\_\_\_ has/had been working in our  
organization/institution/department as regular/Permanent/Temporary/Contract from  
\_\_\_\_\_ to \_\_\_\_\_ on the post of \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_. Thus total experience gained by the said employee works out  
.....yeas .....month.....days. He/she is/ was drawing the salary  
Rs. \_\_\_\_\_ per month.

It is further certified that above facts and figures are true and based on service  
record available in our institution/organization/department.

Date:

Name & Signature of the Issuing Authority with seal.

**Note: No Experience will be considered other than claimed in the application form**

# HARYANA PUBLIC SERVICE COMMISSION

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

Advt. No. : 3 (6) of 2017

Date of Publication: 07.12.2017

Closing date: 08.01.2018

## **INFORMATION FOR CANDIDATES**

For the Post of Sub Divisional Engineer (Electrical), (Class-II)

The Commission invites online application forms from the eligible candidates for recruitment to 03 posts (Gen-02, SC-01) of Sub Divisional Engineer (Electrical), (Class-II) in Haryana State Agricultural Marketing Board.

1. Closing date for the submission of applications online : 08.01.2018
2. Closing date for deposit of cost of application form in any branch of State bank of India : 11.01.2018

**Note-1: Candidates are advised not to send the hard copy of the application form. If any candidates send the hard copy of the application form the same will not be entertained.**

### **3. Essential Qualifications**

- (i) Bachelor of Engineering in Electrical/Electronics and Communication/ Bachelor of Technology or its equivalent with 1<sup>st</sup> division from a recognized/deemed University in Electrical/Electronics and Communication Engineering.
  - (ii) Hindi/ Sanskrit upto matric standard or Higher education.
4. **Scale of Pay:** PB-3, Rs.15600-39100+Rs.5400/- GP.
  5. **Age:** A Candidate should not below 17 years and not more than 42 years as on closing date.

### **Relaxation In Age:**

- (i) The upper age limit is relaxable upto 5 years on General upper age limit for the candidates belonging to SC of Haryana only.
- (ii) In the case of candidates already in the Service of the Board there will five years relaxation over and above the maximum upper age limit.
- (iii) Upper age limit is relaxable upto five years on general upper age limit for the candidates belonging to PH category candidates of Haryana by 5 years for General category and 10 years for SCs of Haryana where recruitment is made otherwise than through open competitive examinations and by 10 years (15 years for SCs of Haryana) in case of direct recruitment of Group A & B posts through open competitive examinations.

(iv) **Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

- (i) Un-married female candidates of Haryana State only.
- (ii) 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 their 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 Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

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

<b>S.No.</b>	<b>Categories of Candidates</b>	<b>Fees</b>
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 after 48 hours of filling online application and Challan generation before Closing date.

**Note:** (i) Fee sent by other mode i.e. Cheque/Draft/IPO & Net Banking will not be accepted.

(ii) The fees will not refunded to those candidates who are not short listed for further selection process.

6. 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.

7. **Duties:-** To attend the official work as directed by the authority.
8. **Place of Posting:-** All over Haryana.
9. No concession such as rent free quarter, light and water etc. will be admissible.
10. The persons appointed will be probation for two years. The appointment can be terminated, if the work and conduct of the incumbent during the period of probation is in the opinion of appointing authority not satisfactory.
11. Haryana Government New Pension Scheme 2006 will be applicable.
12. The selected candidate would have to join the duty immediately after his selection.

**General Instructions to Candidates :-**

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.

1. The candidates are also advised to apply online well in time without waiting for last date of submission of online application. The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.
2. After submitting online application form, Registration No. and Password will be generated and the candidate should take print out of the Registration No. and Password for his record.
3. After successful submission of online Application Form, the candidates are advised to take out the print of Online Application Form & e-Challan and deposit the requisite fee in the bank within the stipulated period. The online application form received without requisite fee would be summarily rejected and no correspondence will be entertained.
4. ***Submission of printed copy of the application form :-*** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. This would be required from only those candidates who qualify for the interview. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.

5. Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.

***In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.*** Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he appeared in the Recruitment/ Screening Test and/or appeared in the interview.

6. The prescribed essential qualifications 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 which may be higher than the minimum prescribed qualification and experience in the advertisement or by holding a screening test or any method as devised by the Commission.
7. 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 fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.
8. The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.
9. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled.
10. It is mandatory for the candidates to provide the following details in the online application form for the purpose of refund in case the advertised posts are withdrawn :
  - a) Beneficiaries Name.
  - b) Saving/Current account number.
  - c) Bank Name
  - d) Branch Address
  - e) IFSC No.

11. **NATIONALITY** :- In order to be eligible for applying for the post, a candidate should be:-

- a) a of Bhutan citizen of India, or
- b) a citizen of Nepal, or
- c) a subject, or
- d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

12. **Eligibility to be determined on** :- The eligibility of candidates with regard to qualifications, experience, and other condition if any, will be determined as on the closing date of submission of online application forms. It is further clarified that:-

- (i) if experience certificate is issued after closing date but the same pertains to the period prior to the closing date as per eligibility condition then the same will also be admissible.
- (ii) it should have been acquired after acquisition of minimum essential qualification.
- (iii) the certificate should be issued by the employer as per the specimen attached with the advertisement.
- (iv) experience certificates must contained the details of salary, period, name of the post, nature of duties and number, date and signature of competent Authority with seal, otherwise such experience certificate will not be considered.

13. **Regarding No Objection Certificate** :-

- (i) The candidates who are already serving in Government/ Semi Government department are required to produce “**NO OBJECTION CERTIFICATE**” from his/her employer at the time of interview failing which they will not be interviewed.
- (ii) If the employer’s permission is not furnished due to the fact that the candidates had resigned after sending the application form, the candidate will be interviewed only if he produces a letter from the employer to that effect that he has resigned from the post and his resignation has been accepted.
- (iii) The candidate, who joins service under the Government or in the Quasi-Government Organization, Public Sector Undertakings after the submission of application form,



will have to produce “**NO OBJECTION CERTIFICATE**” from the Employer on or before the date of his interview failing which he will not be interviewed.

14. Number of posts and its category wise breakup may increase or decrease. Announcement to this effect will be displayed on Commission’s website and will also be published in the newspaper.

15. **Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty of:

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
  - (iii) for termination of service, if he/she already in Govt. Service.

Date: 06-12-2017

Secretary  
Haryana Public Service Commission  
Panchkula

**(Specimen of experience)**  
Letter Head of the Institution

(.....)  
(Name, Telephone no. & Address of the Institution/Organization/Department)

Reg. No. \_\_\_\_\_

TO WHOM IT MAY CONCERN

No. \_\_\_\_\_

Date: \_\_\_\_\_

It is certified that Sh./Ms. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_  
resident of \_\_\_\_\_ has/had been working in our  
organization/institution/department as regular/Permanent/Temporary/Contract from  
\_\_\_\_\_ to \_\_\_\_\_ on the post of \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_. Thus total experience gained by the said employee works out  
.....yeas .....month.....days. He/she is/ was drawing the salary  
Rs. \_\_\_\_\_ per month.

It is further certified that above facts and figures are true and based on service  
record available in our institution/organization/department.

Date:

Name & Signature of the Issuing Authority with seal.

**Note: No Experience will be considered other than claimed in the application form**

# HARYANA PUBLIC SERVICE COMMISSION

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

Advt. No. : 3 (7) of 2017

Date of Publication: 07.12.2017

Closing date: 08.01.2018

## INFORMATION FOR CANDIDATES

For the Post of Deputy General Manager (Marketing and Export Division), Class-I  
The Commission invites online application forms from the eligible candidates for recruitment to 02 posts of Deputy General Manager (Marketing and Export Division), Class-I (General category) in Haryana State Agricultural Marketing Board.

1. Closing date for the submission of applications online : 08.01.2018
2. Closing date for deposit of cost of application form in any branch of State bank of India : 11.01.2018

**Note-1: Candidates are advised not to send the hard copy of the application form. If any candidates send the hard copy of the application form the same will not be entertained.**

### 3. Essential Qualifications

- (i) Should be graduate 1<sup>st</sup> Division with MBA Marketing from a recognized University. Preference will be given to B.Sc. Agriculture and MBA with specialization in agriculture marketing or agribusiness or equivalent;
- (ii) Specialization on post Harvesting Management; and
- (iii) Hindi/ Sanskrit upto matric standard or Higher education.

4. **Scale of Pay** : PB-3, Rs. 15600-39100+Rs.6400/- (Grade Pay)

5. **Age**: A Candidate should not below 17 years and not more than 42 years of age as on closing date. In the case of candidates already in the Service of the Board, there will be five years relaxation over and above the maximum upper age limit.

**Note:-** Since the post is meant for general category, therefore, relaxation in upper age is admissible to all the physically handicapped candidates of Haryana upto the age of 47 years i.e. 5 years age relaxations over and above the general upper age limit of 42 years.

**(B) Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

- (i) Un-married female candidates of Haryana State only.
- (ii) 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 their 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 Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

**Note:-** *The age relaxation mentioned in the above para given in that situation only where the posts are reserved for that particular category and the candidates applied & appeared in the Recruitment Test/ Screening Test/ Examination/ Interview in that reserved category.*

6. **Application Fees :** The online application fees which is payable at all branches of 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 after 48 hours of filling online application and Challan generation before Closing date.

**Note:** (i) Fee sent by other mode i.e. Cheque/Draft/IPO & Net Banking will not be accepted.

(ii) The fees will not refunded to those candidates who are not short listed for further selection process.

7. The 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.
8. **Duties:-** To ensure smooth functioning of efficient market system and delivery of market services having separate cadre.

9. **Place of Posting**:- At Headquarters, Panchkula.
10. No concession such as rent free quarter, light and water etc. will be admissible.
11. The persons appointed will be probation for two years. The appointment can be terminated, if the work and conduct of the incumbent during the period of probation is in the opinion of appointing authority not satisfactory.
12. Haryana Government New Pension Scheme 2006 will be applicable.
13. The selected candidate would have to join the duty immediately after his selection.

**General Instructions to Candidates :-**

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.

1. The candidates are also advised to apply online well in time without waiting for last date of submission of online application. The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.
2. After submitting online application form, Registration No. and Password will be generated and the candidate should take print out of the Registration No. and Password for his record.
3. After successful submission of online Application Form, the candidates are advised to take out the print of Online Application Form & e-Challan and deposit the requisite fee in the bank with in the stipulated period. The online application form received without requisite fee would be summarily rejected and no correspondence will be entertained.
4. ***Submission of printed copy of the application form :-*** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. This would be required from only those candidates who qualify for the interview. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.
5. Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father’s Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change

will be allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.

*In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.* Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he appeared in the Recruitment/ Screening Test and/or appeared in the interview.

6. The prescribed essential qualifications 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 which may be higher than the minimum prescribed qualification and experience in the advertisement or by holding a screening test or any method as devised by the Commission.
7. 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 fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.
8. The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.
9. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled.
10. It is mandatory for the candidates to provide the following details in the online application form for the purpose of refund in case the advertised posts are withdrawn :
  - a) Beneficiaries Name.
  - b) Saving/Current account number.
  - c) Bank Name
  - d) Branch Address
  - e) IFSC No.
11. **NATIONALITY** :- In order to be eligible for applying for the post, a candidate should be:-

- a) a of Bhutan citizen of India, or
- b) a citizen of Nepal, or
- c) a subject, or
- d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

12. **Eligibility to be determined on** :- The eligibility of candidates with regard to qualifications, experience, and other condition if any, will be determined as on the closing date of submission of online application forms. It is further clarified that:-

- (i) if experience certificate is issued after closing date but the same pertains to the period prior to the closing date as per eligibility condition then the same will also be admissible.
- (ii) it should have been acquired after acquisition of minimum essential qualification.
- (iii) the certificate should be issued by the employer as per the specimen attached with the advertisement.
- (iv) experience certificates must contained the details of salary, period, name of the post, nature of duties and number, date and signature of competent Authority with seal, otherwise such experience certificate will not be considered.

13. **Regarding No Objection Certificate** :-

- (i) The candidates who are already serving in Government/ Semi Government department are required to produce “**NO OBJECTION CERTIFICATE**” from his/her employer at the time of interview failing which they will not be interviewed.
- (ii) If the employer’s permission is not furnished due to the fact that the candidates had resigned after sending the application form, the candidate will be interviewed only if he produces a letter from the employer to that effect that he has resigned from the post and his resignation has been accepted.
- (iii) The candidate, who joins service under the Government or in the Quasi-Government Organization, Public Sector Undertakings after the submission of application form, will have to produce “**NO OBJECTION CERTIFICATE**” from the Employer on or before the date of his interview failing which he will not be interviewed.

14. Number of posts and its category wise breakup may increase or decrease. Announcement to this effect will be displayed on Commission's website and will also be published in the newspaper.

15. **Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty of:

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
  - (iii) for termination of service, if he/she already in Govt. Service.

Date: 06-12-2017

Secretary  
Haryana Public Service Commission  
Panchkula



**(Specimen of experience)**  
Letter Head of the Institution

(.....)  
(Name, Telephone no. & Address of the Institution/Organization/Department)

Reg. No. \_\_\_\_\_

TO WHOM IT MAY CONCERN

No. \_\_\_\_\_

Date: \_\_\_\_\_

It is certified that Sh./Ms. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_  
resident of \_\_\_\_\_ has/had been working in our  
organization/institution/department as regular/Permanent/Temporary/Contract from  
\_\_\_\_\_ to \_\_\_\_\_ on the post of \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_. Thus total experience gained by the said employee works out  
.....yeas .....month.....days. He/she is/ was drawing the salary  
Rs. \_\_\_\_\_ per month.

It is further certified that above facts and figures are true and based on service  
record available in our institution/organization/department.

Date:

Name & Signature of the Issuing Authority with seal.

**Note: No Experience will be considered other than claimed in the application form**

# HARYANA PUBLIC SERVICE COMMISSION

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

Advt. No. : 3 (8) of 2017

Date of Publication: 07.12.2017

Closing date: 08.01.2018

## INFORMATION FOR CANDIDATES

For the Post of Deputy General Manager (Market Research, Post Harvesting Management and Training of Farmer's and Board's personnel), Class-I

The Commission invites online application forms from the eligible candidates for recruitment to 01 post of Deputy General Manager(Market Research, Post Harvesting Management and Training of Farmer's and Board's personnel), Class-I (General category) in Haryana State Agricultural Marketing Board.

1. Closing date for the submission of applications online : 08.01.2018
2. Closing date for deposit of cost of application form in any branch of State bank of India : 11.01.2018

**Note-1: Candidates are advised not to send the hard copy of the application form. If any candidates send the hard copy of the application form the same will not be entertained.**

### 3. Essential Qualifications

(i) Should be M.Sc. (Agriculture) of a recognized University;

(ii) Hindi/ Sanskrit upto matric standard or Higher education.

4. **Scale of Pay** : PB-3, Rs. 15600-39100+Rs.6400/- (Grade Pay)

5. **Age**: A Candidate should not below 17 years and not more than 42 years of age as on closing date. In the case of candidates already in the Service of the Board, there will be five years relaxation over and above the maximum upper age limit.

**Note:-** Since the post is meant for general category, therefore, relaxation in upper age is admissible to all the physically handicapped candidates of Haryana upto the age of 47 years i.e. 5 years age relaxations over and above the general upper age limit of 42 years.

**Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

(i) Un-married female candidates of Haryana State only.

(ii) 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 their

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 Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

**Note:-** *The age relaxation mentioned in the above para given in that situation only where the posts are reserved for that particular category and the candidates applied & appeared in the Recruitment Test/ Screening Test/ Examination/ Interview in that reserved category.*

6. **Application Fees :** The online application fees which is payable at all branches of 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 after 48 hours of filling online application and Challan generation before closing date.

**Note:** (i) Fee sent by other mode i.e. Cheque/Draft/IPO & Net Banking will not be accepted.

(ii) The fees will not refunded to those candidates who are not short listed for further selection process.

7. The 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.
8. **Duties:-** To organize buyer-seller meets, exhibitions, seminars, research & analysis or trade patters, agriculture needs to be maintained and exploited in the interest of the farmers and for better resource mobilization.
9. **Place of Posting:-** At Headquarters, Panchkula.
10. No concession such as rent free quarter, light and water etc. will be admissible.
11. The persons appointed will be probation for two years. The appointment can be terminated, if the work and conduct of the incumbent during the period of probation is in the opinion of appointing authority not satisfactory.
12. Haryana Government New Pension Scheme 2006 will be applicable.
13. The selected candidate would have to join the duty immediately after his selection.

### **General Instructions to Candidates :-**

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.

1. The candidates are also advised to apply online well in time without waiting for last date of submission of online application. The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.
2. After submitting online application form, Registration No. and Password will be generated and the candidate should take print out of the Registration No. and Password for his record.
3. After successful submission of online Application Form, the candidates are advised to take out the print of Online Application Form & e-Challan and deposit the requisite fee in the bank within the stipulated period. The online application form received without requisite fee would be summarily rejected and no correspondence will be entertained.
4. ***Submission of printed copy of the application form :-*** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. This would be required from only those candidates who qualify for the interview. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.
5. Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father’s Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.

***In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.*** Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he appeared in the Recruitment/ Screening Test and/or appeared in the interview.

6. The prescribed essential qualifications 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 which may be higher than the minimum prescribed qualification and experience in the advertisement or by holding a screening test or any method as devised by the Commission.
7. 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 fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.
8. The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.
9. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled.
10. It is mandatory for the candidates to provide the following details in the online application form for the purpose of refund in case the advertised posts are withdrawn :
  - a) Beneficiaries Name.
  - b) Saving/Current account number.
  - c) Bank Name
  - d) Branch Address
  - e) IFSC No.
11. **NATIONALITY** :- In order to be eligible for applying for the post, a candidate should be:-
  - a) a of Bhutan citizen of India, or
  - b) a citizen of Nepal, or
  - c) a subject, or
  - d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

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

and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

12. **Eligibility to be determined on** :- The eligibility of candidates with regard to qualifications, experience, and other condition if any, will be determined as on the closing date of submission of online application forms. It is further clarified that:-

- (i) if experience certificate is issued after closing date but the same pertains to the period prior to the closing date as per eligibility condition then the same will also be admissible.
- (ii) it should have been acquired after acquisition of minimum essential qualification.
- (iii) the certificate should be issued by the employer as per the specimen attached with the advertisement.
- (iv) experience certificates must contained the details of salary, period, name of the post, nature of duties and number, date and signature of competent Authority with seal, otherwise such experience certificate will not be considered.

13. **Regarding No Objection Certificate** :-

- (i) The candidates who are already serving in Government/ Semi Government department are required to produce “**NO OBJECTION CERTIFICATE**” from his/her employer at the time of interview failing which they will not be interviewed.
- (ii) If the employer’s permission is not furnished due to the fact that the candidates had resigned after sending the application form, the candidate will be interviewed only if he produces a letter from the employer to that effect that he has resigned from the post and his resignation has been accepted.
- (iii) The candidate, who joins service under the Government or in the Quasi-Government Organization, Public Sector Undertakings after the submission of application form, will have to produce “**NO OBJECTION CERTIFICATE**” from the Employer on or before the date of his interview failing which he will not be interviewed.

14. Number of posts and its category wise breakup may increase or decrease. Announcement to this effect will be displayed on Commission’s website and will also be published in the newspaper.

15. **Action Against Candidate Found Guilty Of Misconduct** :-

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty of:

- a. using unfair means during the examination; or

- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
  - (iii) for termination of service, if he/she already in Govt. Service.

Date: 06-12-2017

Secretary  
Haryana Public Service Commission  
Panchkula

**(Specimen of experience)**  
Letter Head of the Institution

(.....)  
(Name, Telephone no. & Address of the Institution/Organization/Department)

Reg. No. \_\_\_\_\_

TO WHOM IT MAY CONCERN

No. \_\_\_\_\_

Date: \_\_\_\_\_

It is certified that Sh./Ms. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_  
resident of \_\_\_\_\_ has/had been working in our  
organization/institution/department as regular/Permanent/Temporary/Contract from  
\_\_\_\_\_ to \_\_\_\_\_ on the post of \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_. Thus total experience gained by the said employee works out  
.....yeas .....month.....days. He/she is/ was drawing the salary  
Rs. \_\_\_\_\_ per month.

It is further certified that above facts and figures are true and based on service  
record available in our institution/organization/department.

Date:

Name & Signature of the Issuing Authority with seal.

**Note: No Experience will be considered other than claimed in the application form**



# HARYANA PUBLIC SERVICE COMMISSION

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

Advt. No. : 3 (9) of 2017

Date of Publication: 07.12.2017

Closing date: 08.01.2018

## INFORMATION FOR CANDIDATES

For the Post of Deputy General Manager (Quality Control), Class-I

The Commission invites online application forms from the eligible candidates for recruitment to 01 post of Deputy General Manager(Quality Control), Class-I (General category) in Haryana State Agricultural Marketing Board.

1. Closing date for the submission of applications online : 08.01.2018
2. Closing date for deposit of cost of application form in any branch of State bank of India : 11.01.2018

**Note-1: Candidates are advised not to send the hard copy of the application form. If any candidates send the hard copy of the application form the same will not be entertained.**

### 3. Essential Qualifications

- (i) M.Sc. or Ph.D in Horticulture/Vegetable Science/Food Science and Technology with specialization in post Harvest Technology.

**Technical competency:-** Value addition, testing and certificate procedure (i.e. Organic/Eurogap/Codex/HACCP) for fruits and vegetables and designing and planning of pack house including grading and sorting lines; and

- (ii) Minimum three years hands-on experience in reputed firms/institution and industry; and
- (iii) Hindi/ Sanskrit upto matric standard or Higher Education.

**Note: Part time experience will not be considered. The experience in each case will be counted after attaining the basic qualification.**

4. **Scale of Pay :** PB-3, Rs. 15600-39100+Rs.6400/- (Grade Pay)
5. **Age:** A Candidate should not below 17 years and not more than 42 years of age as on closing date. In the case of candidates already in the Service of the Board, there will be five years relaxation over and above the maximum upper age limit.  
**Note:-** Since the post is meant for general category, therefore, relaxation in upper age is admissible to all the physically handicapped candidates of Haryana upto the age of 47 years i.e. 5 years age relaxations over and above the general upper age limit of 42 years.

**Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

(i) Un-married female candidates of Haryana State only.

(ii) 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 their 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 Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

**Note:-** *The age relaxation mentioned in the above para given in that situation only where the posts are reserved for that particular category and the candidates applied & appeared in the Recruitment Test/ Screening Test/ Examination/ Interview in that reserved category.*

6. **Application Fees :** The online application fees which is payable at all branches of 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 after 48 hours of filling online application and Challan generation before closing date.

**Note:** (i) Fee sent by other mode i.e. Cheque/Draft/IPO & Net Banking will not be accepted.

(ii) The fees will not refunded to those candidates who are not short listed for further selection process.

7. The 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.
8. **Duties:-** To ensure grading standardization & quality control of cotton/other agricultural commodities.
9. **Place of Posting:-** At Headquarters, Panchkula.
10. No concession such as rent free quarter, light and water etc. will be admissible.
11. The persons appointed will be probation for two years. The appointment can be terminated, if the work and conduct of the incumbent during the period of probation is in the opinion of appointing authority not satisfactory.
12. Haryana Government New Pension Scheme 2006 will be applicable.
13. The selected candidate would have to join the duty immediately after his selection.

**General Instructions to Candidates :-**

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.

1. The candidates are also advised to apply online well in time without waiting for last date of submission of online application. The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.
2. After submitting online application form, Registration No. and Password will be generated and the candidate should take print out of the Registration No. and Password for his record.
3. After successful submission of online Application Form, the candidates are advised to take out the print of Online Application Form & e-Challan and deposit the requisite fee in the bank with in the stipulated period. The online application form received without requisite fee would be summarily rejected and no correspondence will be entertained.
4. ***Submission of printed copy of the application form :-*** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. This would be required from only those candidates who qualify for the interview. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.

5. Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.

***In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.*** Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he appeared in the Recruitment/ Screening Test and/or appeared in the interview.

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7. 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 fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.
8. The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.
9. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled.
10. It is mandatory for the candidates to provide the following details in the online application form for the purpose of refund in case the advertised posts are withdrawn :
- a) Beneficiaries Name.
  - b) Saving/Current account number.
  - c) Bank Name
  - d) Branch Address
  - e) IFSC No.
11. **NATIONALITY** :- In order to be eligible for applying for the post, a candidate should be:-
- a) a of Bhutan citizen of India, or
  - b) a citizen of Nepal, or
  - c) a subject, or

- d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

12. **Eligibility to be determined on** :- The eligibility of candidates with regard to qualifications, experience, and other condition if any, will be determined as on the closing date of submission of online application forms. It is further clarified that:-

- (i) if experience certificate is issued after closing date but the same pertains to the period prior to the closing date as per eligibility condition then the same will also be admissible.
- (ii) it should have been acquired after acquisition of minimum essential qualification.
- (iii) the certificate should be issued by the employer as per the specimen attached with the advertisement.
- (iv) experience certificates must contained the details of salary, period, name of the post, nature of duties and number, date and signature of competent Authority with seal, otherwise such experience certificate will not be considered.

13. **Regarding No Objection Certificate :-**

- (i) The candidates who are already serving in Government/ Semi Government department are required to produce “**NO OBJECTION CERTIFICATE**” from his/her employer at the time of interview failing which they will not be interviewed.
- (ii) If the employer’s permission is not furnished due to the fact that the candidates had resigned after sending the application form, the candidate will be interviewed only if he produces a letter from the employer to that effect that he has resigned from the post and his resignation has been accepted.
- (iii) The candidate, who joins service under the Government or in the Quasi-Government Organization, Public Sector Undertakings after the submission of application form, will have to produce “**NO OBJECTION CERTIFICATE**” from the Employer on or before the date of his interview failing which he will not be interviewed.

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Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty of:

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
  - (iii) for termination of service, if he/she already in Govt. Service.

Date: 06-12-2017

Secretary  
Haryana Public Service Commission  
Panchkula

**(Specimen of experience)**  
Letter Head of the Institution

(.....)  
(Name, Telephone no. & Address of the Institution/Organization/Department)

Reg. No. \_\_\_\_\_

TO WHOM IT MAY CONCERN

No. \_\_\_\_\_

Date: \_\_\_\_\_

It is certified that Sh./Ms. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_  
resident of \_\_\_\_\_ has/had been working in our  
organization/institution/department as regular/Permanent/Temporary/Contract from  
\_\_\_\_\_ to \_\_\_\_\_ on the post of \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_. Thus total experience gained by the said employee works out  
.....yeas .....month.....days. He/she is/ was drawing the salary  
Rs. \_\_\_\_\_ per month.

It is further certified that above facts and figures are true and based on service  
record available in our institution/organization/department.

Date:

Name & Signature of the Issuing Authority with seal.

**Note: No Experience will be considered other than claimed in the application form**

# HARYANA PUBLIC SERVICE COMMISSION

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

Advt. No. : 3 (10) of 2017

Date of Publication: 07.12.2017

Closing date: 08.01.2018

## INFORMATION FOR CANDIDATES

For the Post of Lecturer (Group-B)

The Commission invites online applications for recruitment to 05 permanent posts of Lecturer (Group-B) (unreserved) in various subjects in Panchayats Department, Haryana as details below:-

Sr. No.	Name of Subject	No. of Posts
1.	Lecturer, Rural Development	01
2.	Lecturer, Management & Planning	01
3.	Lecturer, Panchayati Raj	01
4.	Lecturer, Health & Sanitation	01
5.	Lecturer, Information & Technology	01

- a) Closing date for the submission of applications online: **08.01.2018**
- b) Closing date for deposit of cost of application forms in all branches of State bank of India: **11.01.2018 up to 04:00 PM.**

**Note:** Candidates are advised not to send the hard copy of the application form. If any candidates send the hard copy of the application form the same will not be entertained.

### 1. Essential Qualifications

#### **I Lecturer Rural Development: -**

- (i) Post Graduate in Economics or Rural Development from recognized University with atleast 55% marks.
- (ii) Two years experience in teaching or research in rural development.
- (iii) Hindi/Sanskrit upto Matric standard or higher education.

#### **II Lecturer Management & Planning: -**

- (i) Master of Business Administration (Finance) or Post Graduation in Economics from recognized University with atleast 55% marks.
- (ii) Two years experience in teaching or research in Management & Planning.
- (iii) Hindi/Sanskrit upto Matric standard or higher education.



### **III Lecturer Panchayati Raj: -**

- (i) Post Graduation in Social Sciences from recognized University with atleast 55% marks.
- (ii) Two years experience in teaching or research in Panchayati Raj.
- (iii) Hindi/Sanskrit upto Matric standard or higher education.

### **IV Lecturer Health & Sanitation**

- (i) M.Sc in Home Science or Master of Social Work from recognized University with atleast 55% marks.
- (ii) Two years experience in Rural Social Activities in the field of Health & Sanitation.
- (iii) Hindi/Sanskrit upto Matric standard or higher education.

### **V Lecturer Information & Technology**

- (i) Master of Technology in Computer Science or information technology from recognized University with atleast 55% marks.
- (ii) Two years experience in Teaching or research in information and Technology.
- (iii) Hindi/Sanskrit upto Matric standard or higher education.

**Note: Part time experience will not be considered.**

2. **Scale of Pay:** Rs. 9300-34800 +4600 G.P

3. **Age:** A Candidate should not below 21 years and not more than 42 years age as on the last date of submission of application to the Commission.

**Note:-** Since the post is meant for general category, therefore, relaxation in upper age is admissible to all the physically handicapped candidates of Haryana upto the age of 47 years i.e. 5 years age relaxations over and above the general upper age limit of 42 years.

**Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

- (i) Un-married female candidates of Haryana State only.
- (ii) 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 their 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 Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

**Note:** *The age relaxation mentioned in the above para given in that situation only where the posts are reserved for that particular category and the candidates applied & appeared in the Recruitment Test/ Screening Test/ Examination/ Interview in that reserved category*

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

<b>Sr. No.</b>	<b>Categories of candidates</b>	<b>Fees</b>
1	(i) For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana. (ii) For Male candidates of General and all reserved categories of other States.	<b>Rs. 500/-</b>
2	For all Female candidates of General and reserved categories of Haryana and other states including female dependent of ESM of Haryana only.	<b>Rs. 125/-</b>
3	For Male candidates of SC / BC/ EBP(GC) / ESM categories of Haryana only.	<b>Rs. 125/-</b>
4	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	<b>NIL</b>

**Note:** (i) **Procedure for deposit of Fee:-** Candidates are advised to take print out of application form and fee Challan and please deposit the fee in any branch of State Bank of India after 48 hours of filling online Application and Challan generation before closing date.

(ii) The fees will not refunded to those candidates who are not short listed for further selection process.

(iii) Fee sent by other mode i.e. Cheque/Draft/IPO & Net Banking will not be accepted.

5. The candidates serving under Union/State Government will not be entitled to any benefit of their past service except in the case of their initial appointment under the Haryana Govt. by the direct recruitment.

6. **Duties:-** To conduct the training, teaching & research.

7. **Place of Posting:-** RGSIPR & CD, Nilokheri.

8. No concession such as rent free quarter, light and water etc will be admissible.

9. The persons appointed will be probation for two years. The appointment can be terminated, if the work and conduct of the incumbent during the period of probation is in the opinion of

appointing authority not satisfactory, appointing authority may at any time within the probation period discontinue his services without giving any notice, if he has been recruited by direct appointment.

10. Haryana Government New Pension Scheme 2006 will be applicable.
11. The eligibility of candidates with regard to qualifications, age and exp. etc. is to be determined on Closing Date.
12. The selected candidate must be prepared to join duty immediately after selection.

**General Instructions to Candidates :-**

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.

1. The candidates are also advised to apply online well in time without waiting for last date of submission of online application. The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.
2. After submitting online application form, Registration No. and Password will be generated and the candidate should take print out of the Registration No. and Password for his record.
3. After successful submission of online Application Form, the candidates are advised to take out the print of Online Application Form & e-Challan and deposit the requisite fee in the bank within the stipulated period. The online application form received without requisite fee would be summarily rejected and no correspondence will be entertained.
4. ***Submission of printed copy of the application form :-*** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. This would be required from only those candidates who qualify for the interview. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.
5. Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.

***In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.*** Fees paid earlier shall not be adjusted against the fresh online

application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he appeared in the Recruitment/ Screening Test and/or appeared in the interview.

6. The prescribed essential qualifications 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 which may be higher than the minimum prescribed qualification and experience in the advertisement or by holding a screening test or any method as devised by the Commission.
7. 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 fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.
8. The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.
9. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled.
10. It is mandatory for the candidates to provide the following details in the online application form for the purpose of refund in case the advertised posts are withdrawn :
  - a) Beneficiaries Name.
  - b) Saving/Current account number.
  - c) Bank Name
  - d) Branch Address
  - e) IFSC No.
11. **NATIONALITY** :- In order to be eligible for applying for the post, a candidate should be:-
  - a) a of Bhutan citizen of India, or
  - b) a citizen of Nepal, or
  - c) a subject, or

- d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

12. **Eligibility to be determined on** :- The eligibility of candidates with regard to qualifications, experience, and other condition if any, will be determined as on the closing date of submission of online application forms. It is further clarified that:-

- (i) if experience certificate is issued after closing date but the same pertains to the period prior to the closing date as per eligibility condition then the same will also be admissible.
- (ii) it should have been acquired after acquisition of minimum essential qualification.
- (iii) the certificate should be issued by the employer as per the specimen attached with the advertisement.
- (iv) experience certificates must contained the details of salary, period, name of the post, nature of duties and number, date and signature of competent Authority with seal, otherwise such experience certificate will not be considered.

13. **Regarding No Objection Certificate** :-

- (i) The candidates who are already serving in Government/ Semi Government department are required to produce “**NO OBJECTION CERTIFICATE**” from his/her employer at the time of interview failing which they will not be interviewed.
- (ii) If the employer’s permission is not furnished due to the fact that the candidates had resigned after sending the application form, the candidate will be interviewed only if he produces a letter from the employer to that effect that he has resigned from the post and his resignation has been accepted.
- (iii) The candidate, who joins service under the Government or in the Quasi-Government Organization, Public Sector Undertakings after the submission of application form, will have to produce “**NO OBJECTION CERTIFICATE**” from the Employer on or before the date of his interview failing which he will not be interviewed.

14. Number of posts and its category wise breakup may increase or decrease. Announcement to this effect will be displayed on Commission’s website and will also be published in the newspaper.

15. **Action Against Candidate Found Guilty Of Misconduct** :-

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty of:

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
  - (iii) for termination of service, if he/she already in Govt. Service.

Date: 06-12-2017

Secretary  
Haryana Public Service Commission  
Panchkula

**(Specimen of experience)**  
Letter Head of the Institution

(.....)  
(Name, Telephone no. & Address of the Institution/Organization/Department)

Reg. No. \_\_\_\_\_

TO WHOM IT MAY CONCERN

No. \_\_\_\_\_

Date: \_\_\_\_\_

It is certified that Sh./Ms. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_  
resident of \_\_\_\_\_ has/had been working in our  
organization/institution/department as regular/Permanent/Temporary/Contract from  
\_\_\_\_\_ to \_\_\_\_\_ on the post of \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_. Thus total experience gained by the said employee works out  
.....yeas .....month.....days. He/she is/ was drawing the salary  
Rs. \_\_\_\_\_ per month.

It is further certified that above facts and figures are true and based on service  
record available in our institution/organization/department.

Date:

Name & Signature of the Issuing Authority with seal.

**Note: No Experience will be considered other than claimed in the application form**

# HARYANA PUBLIC SERVICE COMMISSION

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

Advt. No. : 3 (11) of 2017

Date of Publication: 07.12.2017

Closing date: 08.01.2018

## INFORMATION FOR CANDIDATES

For the Post of Accounts Officer, Class-II

The Haryana Public Service Commission invites online applications for recruitment to Three posts of **Accounts Officer**, Class-II, in **HVPNL**. The break-up of posts is as under:-

No. of Posts	General	SC of Haryana
03	02	01 (Backlog)

1. Closing date for the submission of online applications : **08.01.2018**
2. Closing date for deposit of application fees in all branches of State Bank of India : **11.01.2018 up to 04:00 PM.**
3. **Essential Qualifications:**

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

OR

Institution 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.

- Note:-**
- (i) **The experience will be counted after acquiring the basic minimum qualifications.**
  - (ii) **The experience certificate should be in the format as mentioned in the "General Instructions".**

4. **Scale of Pay** : 15600-39100 with Grade Pay of Rs. 5900/- (Revised Pay Scale Rs. 57400-181600 in pay matrix Level-9A).

5. **Age:** A Candidate should not be below 23 years and not more than 42 years of age as on closing date. 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 5 years provided they apply through proper channel.



6. **Application Fees:** The online application fees will be payable at all branches of State Bank of India is as under:-

<b>Sr.No.</b>	<b>Categories of Candidates</b>	<b>Fees</b>
1.	(i) For Male Candidates of General Category including Dependent Sons of Ex-Servicemen of General Category belonging to the State 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

**Note:-** The fees will not refunded to those candidates who are not short listed for further selection process.

**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 after 48 hours of filling online application form and Challan generation before closing date for online application form.

The candidates are strictly advised to apply online well in time without waiting for last date of submission of online applications. The online application can be filled upto **08.01.2018** after which the link will be disabled.

7. The post is temporary but likely to be permanent. Govt. Servants are eligible provided they fulfill all the requisite qualifications and conditions and they will have to apply through proper channel.
8. The post shall be covered by “New Pension Scheme” 2006 (Non pensionable).
9. **Duties :-**
- i) Issue of drawing limits to the field offices etc.
  - ii) Work related to the arrangement of fund and Repayment of loan etc.
  - iii) Internal Audit of field offices as well as Head Office.
  - iv) Pre Audit, Purchase Order, payment of bill etc.
  - v) Work related to Accounts in Finance Wing and Tariff Wing.
  - vi) Drawl of pay and allowances of Gazetted and Non-Gazetted staff and maintenance of service record.
  - vii) Issue of Form 16 (Tax deduction at source) to the employees and Remittance of monthly income tax and all other taxes.
  - viii) Compilation of monthly Accounts and submission of trial balance to the CAO (A&R)

- ix) Checking of trial balance received from the field offices and preparation of monthly consolidated trial balance of the company.
- x) Work related to Annual revenue requirement to be submitted to the HERC.
- xi) Reconciliation of Bank Accounts in the Banking Section.
- xii) All other miscellaneous work related to the Mtc. of Accounts of the Company.
- xiii) Payment of pay and allowances and all other Estt payments like TA Bills, Medical Bills etc. to the Gazetted and Non-Gazetted staff.
- xiv) Making of Misc payment of the Company.
- xv) Maintenance of record of Pension Fund trust and Provident Fund Trust.
- xvi) Maintenance of record of Subscription of GPF.
- xvii) Making of final payment of GPF and other refundable and non-refundable advances.

10. **Place of posting:-** All over Haryana under HVPNL and places/area(s) where the offices/installation of BBMB exist.

**General Clarifications:-**

1. The candidate should fill all details correctly in the Online Application Form and submit it after being satisfied that all the particulars/details have been rightly reflected in the online application form.
2. After submitting online application form, Registration No. and Password will be generated and the candidate should take print out of the Registration No. and Password for his record.
3. After successful submission of online Application Form, the candidates are advised to take out the print of Online Application Form & e-Challan and deposit the requisite fee in the bank within the stipulated period. The online application form received without requisite fee would be summarily rejected and no correspondence will be entertained.
4. ***Submission of printed copy of the application form :-*** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. This would be required from only those candidates who qualify for the interview. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.
5. Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filed in the online application form and fees paid by him/her.

*In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.* Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he appeared in the Recruitment/ Screening Test and/or appeared in the interview.

6. The prescribed essential qualifications 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 which may be higher than the minimum prescribed qualification and experience in the advertisement or by holding a screening test or any method as devised by the Commission.

7. (a) The benefit of reservation will be given only to those SC candidates who are domicile of Haryana State.

(b) The candidates seeking reservation under a particular category e.g. SC are required to submit the requisite Certificate issued by the Competent Authority from **Parental Side only**. In case of women candidates, Certificate from in-laws (Husband's side) will not be entertained.

**Note:-** (i) 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 fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.

ii) The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.

8. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled.

9. It is mandatory for the candidates to provide the details in the online application form for the purpose of refund in case the advertised posts are withdrawn :

- a) Beneficiaries Name.
- b) Saving/Current account number.
- c) Bank Name
- d) Branch Address
- e) IFSC No.

10. **Nationality** :- In order to be eligible for applying for the post, a candidate should be:-

- a) a citizen of India, or
- b) a citizen of Nepal, or
- c) a subject of Bhutan, or
- d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

11. **Eligibility to be determined on** :- The eligibility of candidates with regard to age, qualifications, experience, and other condition if any, will be determined as on the closing date of submission of online application forms. It is further clarified that:-

- (i) if experience certificate is issued after closing date but the same pertains to the period prior to the closing date as per eligibility condition then the same will also be admissible.
- (ii) it should have been acquired after acquisition of minimum essential qualification.
- (iii) the certificate should be issued by the employer as per the specimen attached with the advertisement.
- (iv) experience certificates must contained the details of salary, period, name of the post, nature of duties and number, date and signature of competent Authority with seal, otherwise such experience certificate will not be considered.

**(Specimen of experience)**

(.....)

Name & Address of the Institution/Department/Organisation

GST No. \_\_\_\_\_

Reg. No. \_\_\_\_\_

**TO WHOM IT MAY CONCERN**

No. \_\_\_\_\_

Date: \_\_\_\_\_

It is certified that Sh./Smt./Ms. \_\_\_\_\_ S/o/D/o \_\_\_\_\_ resident of \_\_\_\_\_ has worked /has been working on the post of \_\_\_\_\_ as supervisory capacity from \_\_\_\_\_ to \_\_\_\_\_. During this period he/she has obtained Rs.\_\_\_\_\_/ - P.M. Thus total experience gained by the said employee works out .....years .....month.....days. He/she is/ was drawing the salary

Rs. \_\_\_\_\_ per month. His/her employee code is/was \_\_\_\_\_ and employee PF No. is/was \_\_\_\_\_.

It is further certified that above facts and figures are true and based on service record available in our institution/organization/department.

Date:-

Name & Signature with seals of the Issuing Authority

**Note: No Experience will be considered other than claimed in the application form.**

**12. Regarding No Objection Certificate :-**

- (i) The candidates who are already serving in Government/ Semi Government department are required to produce “**NO OBJECTION CERTIFICATE**” from his/her employer at the time of interview failing which they will not be interviewed.
- (ii) If the employer’s permission is not furnished due to the fact that the candidates had resigned after sending the application form, the candidate will be interviewed only if he produces a letter from the employer to that effect that he has resigned from the post and his resignation has been accepted.
- (iii) The candidate, who joins service under the Government or in the Quasi-Government Organization, Public Sector Undertakings after the submission of application form, will have to produce “**NO OBJECTION CERTIFICATE**” from the Employer on or before the date of his interview failing which he will not be interviewed.

13. Number of posts and its category wise breakup may increase or decrease. Announcement to this effect will be displayed on Commission’s website and will also be published in the newspaper.

**14. Determination of Age :-**

The eligibility of candidates with regard to qualifications, experience, age and other condition if any will be determined as on the last date of submission of online application forms.

**15. Relaxation in Age:**

- (A) Upper age limit is relaxable upto 5 years on general upper age limits for the candidates belonging to Scheduled Caste category of Haryana only.
- (B) **Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**
  - (i) Un-married female candidates of Haryana State only.
  - (ii) 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 their 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 Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

(C) **Age relaxation for PH candidates of Haryana:-**

Upper age limit is relaxable for PH category candidates of Haryana by 5 years (10 years for SCs of Haryana) in case of direct recruitment of Group A & B posts where recruitment is made otherwise than through open competitive examinations and by 10 years (15 years for SCs of Haryana) in case of direct recruitment of Group A & B posts through open competitive examinations.

**Note:-**

The age relaxation mentioned in the above para given in that situation only where the posts are reserved for that particular category and the candidates applied and appeared in the Recruitment test/Screening test/Examination/Interview in that reserved category.

16. **Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty of :

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service

Commission for the Selection and/or for any employment under the any of other  
State Govt./ Union Territory.

(iii) for termination of service, if he/she already in Govt. Service.

**Date:** 06-12-2017

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

# HARYANA PUBLIC SERVICE COMMISSION

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

Advt. No. : 3 (12) of 2017

Date of Publication: 07.12.2017

Closing date: 08.01.2018

## INFORMATION FOR CANDIDATES

For the Post of Company Secretary (Class-I)

The Haryana Public Service Commission invites online applications for recruitment to One permanent post (General) of Company Secretary (Class-I) in HVPNL.

1. Closing date for the submission of online applications : **08.01.2018**
2. Closing date for deposit of application fees in all branches of State Bank of India : **11.01.2018 up to 04:00 PM.**

### 3. Essential Qualifications:

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

**Experience:-** The candidate should have minimum 5 years of post qualification experience as Company Secretary in a Public Limited concern.

**Note:- (i) The experience will be counted after acquiring the basic minimum qualifications.**

**(ii) The experience certificate should be in the format as mentioned in the "General Instructions".**

4. **Scale of Pay:** Rs. 37400-67000+8800 GP (Revised Pay Scale Rs. 118700-208400 in Pay matrix level-13).

5. **Age:** A Candidate should not be below 25 years and not more than 42 years of age as on closing date. 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 5 years provided they apply through proper channel.



6. **Application Fees:** The online application fees will be payable at all branches of State Bank of India is as under:-

<b>Sr.No.</b>	<b>Categories of Candidates</b>	<b>Fees</b>
1.	(i) For Male Candidates of General Category including Dependent Sons of Ex-Servicemen of General Category belonging to the State 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

**Note:-** The fees will not refunded to those candidates who are not short listed for further selection process.

**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 after 48 hours of filling online application form and Challan generation before closing date for online application form.

The candidates are strictly advised to apply online well in time without waiting for last date of submission of online applications. The online application can be filled upto **08.01.2018** after which the link will be disabled.

7. The post is permanent. Govt. Servants are eligible provided they fulfill all the requisite qualifications and conditions and they will have to apply through proper channel.
8. The post shall be covered by “New Pension Scheme” 2006 (Non pensionable).
9. **Duties :-** As prescribed in Companies Act-1956.
10. **Place of posting:-** At Head Office/Head Quarter of HVPNL, Panchkula.

**General Clarifications:-**

1. The candidate should fill all details correctly in the Online Application Form and submit it after being satisfied that all the particulars/details have been rightly reflected in the online application form.
2. After submitting online application form, Registration No. and Password will be generated and the candidate should take print out of the Registration No. and Password for his record.
3. After successful submission of online Application Form, the candidates are advised to take out the print of Online Application Form & e-Challan and deposit the requisite fee in the bank

with in the stipulated period. The online application form received without requisite fee would be summarily rejected and no correspondence will be entertained.

4. ***Submission of printed copy of the application form*** :- The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. This would be required from only those candidates who qualify for the interview. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.
5. Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filed in the online application form and fees paid by him/her.

***In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.*** Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he appeared in the Recruitment/ Screening Test and/or appeared in the interview.

6. The prescribed essential qualifications 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 which may be higher than the minimum prescribed qualification and experience in the advertisement or by holding a screening test or any method as devised by the Commission.
7. (a) 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 fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.  
  
(b) The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.

8. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled.
9. It is mandatory for the candidates to provide the details in the online application form for the purpose of refund in case the advertised posts are withdrawn :
- a) Beneficiaries Name.
  - b) Saving/Current account number.
  - c) Bank Name
  - d) Branch Address
  - e) IFSC No.

10. **Nationality** :- In order to be eligible for applying for the post, a candidate should be:-

- a) a citizen of India, or
- b) a citizen of Nepal, or
- c) a subject of Bhutan, or
- d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

11. **Eligibility to be determined on** :- The eligibility of candidates with regard to age, qualifications, experience, and other condition if any, will be determined as on the closing date of submission of online application forms. It is further clarified that:-

- (i) if experience certificate is issued after closing date but the same pertains to the period prior to the closing date as per eligibility condition then the same will also be admissible.
- (ii) it should have been acquired after acquisition of minimum essential qualification.
- (iii) the certificate should be issued by the employer as per the specimen attached with the advertisement.
- (iv) experience certificates must contained the details of salary, period, name of the post, nature of duties and number, date and signature of competent Authority with seal, otherwise such experience certificate will not be considered.

(Specimen of experience)

(.....)

Name & Address of the Public Limited Concern

GST No. \_\_\_\_\_

Reg. No. \_\_\_\_\_

TO WHOM IT MAY CONCERN

No. \_\_\_\_\_

Date: \_\_\_\_\_

It is certified that Sh./Smt./Ms. \_\_\_\_\_ S/o/D/o \_\_\_\_\_ resident of \_\_\_\_\_ has/had been working on the post of Company Secretary in a Public Limited Concern name \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. During this period he/she was paid salary of Rs. \_\_\_\_\_/- P.M. His/her employee code is/was \_\_\_\_\_ and employee PF No. is/was \_\_\_\_\_. Thus total experience gained by the said employee works out .....years .....month.....days. He/she is/ was drawing the salary Rs. \_\_\_\_\_ per month. His/her employee code is/was \_\_\_\_\_ and employee PF No. is/was \_\_\_\_\_.

It is further certified that above facts and figures are true and based on service record available in our institution/organization/department.

Date:

Name & Signature with seals of the Issuing Authority

**Note:**

**No Experience will be considered other than claimed in the application form, experience should be from the Public Limited Concern and the experience should be after acquiring the basic minimum qualifications.**

**12. Regarding No Objection Certificate :-**

- (i) The candidates who are already serving in Government/ Semi Government department are required to produce “**NO OBJECTION CERTIFICATE**” from his/her employer at the time of interview failing which they will not be interviewed.
- (ii) If the employer’s permission is not furnished due to the fact that the candidates had resigned after sending the application form, the candidate will be interviewed only if he produces a letter from the employer to that effect that he has resigned from the post and his resignation has been accepted.
- (iii) The candidate, who joins service under the Government or in the Quasi-Government Organization, Public Sector Undertakings after the submission of application form, will have to produce “**NO OBJECTION CERTIFICATE**” from the Employer on or before the date of his interview failing which he will not be interviewed.

13. Number of posts and its category wise breakup may increase or decrease. Announcement to this effect will be displayed on Commission’s website and will also be published in the newspaper.

14. **Determination of Age :-**

The eligibility of candidates with regard to qualifications, experience, age and other condition if any will be determined as on the last date of submission of online application forms.

15. **Relaxation In Age:**

(A) **Age relaxation for PH candidates of Haryana:-**

Upper age limit is relaxable for PH category candidates of Haryana by 5 years in case of direct recruitment of Group A & B posts where recruitment is made otherwise than through open competitive examinations and by 10 years in case of direct recruitment of Group A & B posts through open competitive examinations.

(B) **Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

- (i) Un-married female candidates of Haryana State only.
- (ii) 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 their 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 Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

**Note:-** The age relaxation mentioned in the above para given in that situation only where the posts are reserved for that particular category and the candidates applied and appeared in the Recruitment test/Screening test/Examination/Interview in that reserved category.

16. **Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty of :

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or

- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
  - (iii) for termination of service, if he/she already in Govt. Service.

**Date:** 06-12-2017

**Secretary  
Haryana Public Service Commission  
Panchkula**

# HARYANA PUBLIC SERVICE COMMISSION

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

Advt. No. : 3 (13) of 2017

Date of Publication: 07.12.2017

Closing date: 08.01.2018

## INFORMATION FOR CANDIDATES

For the Post of Chief Labour Welfare Officer (General) (Class-II)

The Haryana Public Service Commission invites online applications for recruitment to One temporary post of Chief Labour Welfare Officer (General) (Class-II), in HPGCL.

1. Closing date for the submission of online applications : **08.01.2018**
2. Closing date for deposit of application fees in all branches of State Bank of India : **11.01.2018 up to 04:00 PM.**

### 3. **Essential Qualifications:**

- a) Graduate from any university recognized by the State Government of Haryana.
- b) LLB (Professional) from any university recognized by the State Government of Haryana.
- c) Post Graduate Diploma in Industrial Relations and Personnel Management from any university/Institutional recognized by the State Government of Haryana.
- d) Hindi/Sanskrit upto Matric standard or same subject having qualification in higher degree.

**Experience:-** Five years experience in Labour Welfare/Industrial Relations in Govt./Semi Govt./Private Industry Employing not less than 1000 employees.

**Note:- (i) The experience will be counted after acquiring the basic minimum qualifications.**

**(ii) The experience certificate should be in the format as mentioned in the "General Instructions".**

4. **Scale of Pay:** Rs. 9300-34800+Grade Pay of Rs. 5400/-

5. **Age:** A Candidate should not be below 18 years and not more than 42 years of age as on closing date. 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 5 years provided they apply through proper channel.

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

<b>Sr.No.</b>	<b>Categories of Candidates</b>	<b>Fees</b>
1.	(i) For Male Candidates of General Category including Dependent Sons of Ex-Servicemen of General Category belonging to the State 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

**Note:-** The fees will not refunded to those candidates who are not short listed for further selection process.

**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 after 48 hours of filling online application form and Challan generation before closing date for online application form.

The candidates are strictly advised to apply online well in time without waiting for last date of submission of online applications. The online application can be filled upto **08.01.2018** after which the link will be disabled.

7. The post is temporary but likely to be permanent. Govt. Servants are eligible provided they fulfill all the requisite qualifications and conditions and they will have to apply through proper channel.
8. The post shall be covered by “New Pension Scheme” 2006 (Non pensionable).

9. **Duties :-**

- (i) To establish contents and hold consultations with a view to maintain harmonious relation between the factory management and workers.
- (ii) To bring to the notice of the factory management the grievances of workers, individual as well as collective, with a view to securing their expeditious redress and to act as Liaison Officer between the management and Labour.
- (iii) To study and understand the point of view of Labour in order to help the factory management to shape and formulate labour policies and to interpret these policies to the workers in a language they can understand.
- (iv) To watch industrial relations with a view to using his influence in the event of a dispute arising between the factory management and workers and to help to bring about settlements by pressure effects.



- (v) To advise on fulfillment by the concerned departments of the factory on obligations, statutory of otherwise concerning the applications of provisions of the Act and the rules made there under and to establish Liaison with the factory inspector and the Medical Services concerning medical examinations of employees, health records, supervision of hazardous jobs sick visiting and convalescents accidents prevention and supervision of safety education, investigation of accidents, maternity benefits and workmen compensation.
- (vi) To promote relation between the concerned departments of the factory and the workers which will bring about productive efficiency as well as amelioration in the working conditions and to help workers to adjust and adopt themselves to their working environments.
- (vii) To encourage the formation of Works and Joint Production Committee Co-operative Societies and Safety First and Welfare Committees and to supervise their work.
- (viii) To advise on provision of welfare facilities such as canteen, shelters for rest, crèches, adequate latrine facilities, drinking water sickness and benevolent scheme, payment, pension and superannuation funds, gratuity payments granting of loans and legal advice to workers.
- (ix) To help the factory management in regulating the grant of leave with wages and explain to the workers the provisions relating to leave with wages and other leave privileges and to guide the workers in the matter of submissions of applications for grant of leave for regulating authorized absence.
- (x) To secure welfare provisions such as housing facilities, food stuffs, social and recreational facilities sanitation, advise on individual personal problems and education of children.
- (xi) To suggest measures which will serve to raise the standard of living of workers and in general promote their well being.
- (xii) To take adequate steps for eradication of illiteracy from amongst the workers working in the factories and their families.

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:-**

1. The candidate should fill all details correctly in the Online Application Form and submit it after being satisfied that all the particulars/details have been rightly reflected in the online application form.
2. After submitting online application form, Registration No. and Password will be generated and the candidate should take print out of the Registration No. and Password for his record.
3. After successful submission of online Application Form, the candidates are advised to take out the print of Online Application Form & e-Challan and deposit the requisite fee in the bank within the stipulated period. The online application form received without requisite fee would be summarily rejected and no correspondence will be entertained.

4. ***Submission of printed copy of the application form :-*** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. This would be required from only those candidates who qualify for the interview. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.
5. Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filed in the online application form and fees paid by him/her.

***In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.*** Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he appeared in the Recruitment/ Screening Test and/or appeared in the interview.

6. The prescribed essential qualifications 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 which may be higher than the minimum prescribed qualification and experience in the advertisement or by holding a screening test or any method as devised by the Commission.
7. (a) 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 fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.  
  
(b) The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.
8. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or

its found that the information furnished is false or incorrect their candidature will be cancelled.

9. It is mandatory for the candidates to provide the details in the online application form for the purpose of refund in case the advertised posts are withdrawn :

- a) Beneficiaries Name.
- b) Saving/Current account number.
- c) Bank Name
- d) Branch Address
- e) IFSC No.

10. **Nationality** :- In order to be eligible for applying for the post, a candidate should be:-

- a) a citizen of India, or
- b) a citizen of Nepal, or
- c) a subject of Bhutan, or
- d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

11. **Eligibility to be determined on** :- The eligibility of candidates with regard to age, qualifications, experience, and other condition if any, will be determined as on the closing date of submission of online application forms. It is further clarified that:-

- (i) if experience certificate is issued after closing date but the same pertains to the period prior to the closing date as per eligibility condition then the same will also be admissible.
- (ii) it should have been acquired after acquisition of minimum essential qualification.
- (iii) the certificate should be issued by the employer as per the specimen attached with the advertisement.
- (iv) experience certificates must contained the details of salary, period, name of the post, nature of duties and number, date and signature of competent Authority with seal, otherwise such experience certificate will not be considered.

(Specimen of experience)

(.....)

Name & Address of the Labour Welfare/Industrial Relations in Govt./Semi-Govt./Private Industry

GST No. \_\_\_\_\_

Reg. No. \_\_\_\_\_

No. of Employees \_\_\_\_\_

TO WHOM IT MAY CONCERN

No. \_\_\_\_\_

Date: \_\_\_\_\_

It is certified that Sh./Ms. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_ resident of \_\_\_\_\_ has/had been working in our organization / institution / department/Industry as regular/Permanent/Temporary/Contract from \_\_\_\_\_ to \_\_\_\_\_ on the post of \_\_\_\_\_ Thus total experience gained by the said employee works out .....years .....month.....days. He/she is/ was drawing the salary Rs. \_\_\_\_\_ per month. His/her employee code is/was \_\_\_\_\_ and employee PF No. is/was \_\_\_\_\_.

It is further certified that above facts and figures are true and based on service record available in our institution/organization/department/Industry.

Date:

Name & Signature with seals of the Issuing Authority

**Note: No Experience will be considered other than claimed in the application form.**

**Experience should be from the Labour Welfare/Industrial Relations in Govt./Semi Govt./Private Industry and should be after acquiring the basic minimum qualifications.**

**12. Regarding No Objection Certificate :-**

- (i) The candidates who are already serving in Government/ Semi Government department are required to produce “**NO OBJECTION CERTIFICATE**” from his/her employer at the time of interview failing which they will not be interviewed.
- (ii) If the employer’s permission is not furnished due to the fact that the candidates had resigned after sending the application form, the candidate will be interviewed only if he produces a letter from the employer to that effect that he has resigned from the post and his resignation has been accepted.
- (iii) The candidate, who joins service under the Government or in the Quasi-Government Organization, Public Sector Undertakings after the submission of application form, will have to produce “**NO OBJECTION CERTIFICATE**” from the Employer on or before the date of his interview failing which he will not be interviewed.

13. Number of posts and its category wise breakup may increase or decrease. Announcement to this effect will be displayed on Commission's website and will also be published in the newspaper.

14. **Determination of Age :-**

The eligibility of candidates with regard to qualifications, experience, age and other condition if any will be determined as on the last date of submission of online application forms.

15. **Relaxation In Age:**

(A) **Age relaxation for PH candidates of Haryana:-**

Upper age limit is relaxable for PH category candidates of Haryana by 5 years in case of direct recruitment of Group A & B posts where recruitment is made otherwise than through open competitive examinations and by 10 years in case of direct recruitment of Group A & B posts through open competitive examinations.

(B) **Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

- (i) Un-married female candidates of Haryana State only.
- (ii) 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 (*as per Govt. Instructions No. 6476-5GSI-71/33370 dated 25.11.1971*); wives of serving disabled military personnel and widows of those who were killed in action (*as per Govt. Instructions No. 945-GS-II-72/6451 dated 06.03.1972*). Women living separately from their husbands due to desertion will be required to submit with their 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 Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

**Note:-** The age relaxation mentioned in the above para given in that situation only where the posts are reserved for that particular category and the candidates applied and appeared in the Recruitment test/Screening test/Examination/Interview in that reserved category.

16. **Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty of :

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
  - (iii) for termination of service, if he/she already in Govt. Service.

**Date:** 06-12-2017

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

# HARYANA PUBLIC SERVICE COMMISSION

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

Advt. No. : 3 (14) of 2017

Date of Publication: 07.12.2017

Closing date: 08.01.2018

## INFORMATION FOR CANDIDATES

For the Post of Assistant Director (Chemical) Group-B

The Haryana Public Service Commission invites online applications for recruitment to One temporary post unreserved of **Assistant Director (Chemical)** Group-B, in Industries & Commerce Department, Haryana.

1. Closing date for the submission of online applications : **08.01.2018**
2. Closing date for deposit of application fees in all branches of State Bank of India : **11.01.2018 up to 04:00 PM.**

### 3. **Essential Qualifications:**

- i) Bachelor Degree in Engineering or Technology in Chemical with 1<sup>st</sup> division from a recognized Institution/University with Minimum two years experience at supervisory level in manufacturing sector in a Small, Medium or Large Industry/ Semi Government/ Government Undertaking/Department; and
- ii) Knowledge of Hindi or Sanskrit upto Matric standard or Higher Education;

**Note:-** Small Industry is defined as the investment in plant & Machinery is more than 25 lakh rupees but does not exceed 5 crore rupees.

Medium Industry is defined as the investment in plant & Machinery is more than 5 crore rupees but does not exceed 10 crore rupees.

Large Industry is defined as the investment in plant & Machinery is more than 10 crore rupees but does not exceed 100 crore rupees.

**Experience:-** Minimum two years experience at supervisory level in manufacturing sector in a small, Medium or large Industry/Semi Government/Government Undertaking/Department.

**Note:-** **The experience will be counted after acquiring the basic minimum qualifications.**

4. **Scale of Pay** : Pay Band 2 Rs. 9300-34800+4600 GP.

5. **Age:** A Candidate should not below 21 years and not more than 42 years of age as on Closing Date.

6. **Application Fees:** The online application fees which is payable at all branches of 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

**Note:-** The fees will not refunded to those candidates who are not short listed for further selection process.

**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 after 48 hours of filling online application form and Challan generation before closing date for online application form.

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

7. The post is temporary but likely to be permanent. Govt. Servants are eligible provided they fulfill all the requisite qualifications and conditions and they will have to apply through proper channel.
8. The post shall be covered by “New Pension Scheme” 2006 (Non pensionable).

9. **Duties :-**

- i. Testing of samples received from the private parties/Govt. Departments.
- ii. Inspection of material/supplies as per requirement of the DGS&D and other purchasing departments of State & Central Government.
- iii. Supervision during conduct of testing by testing personal.
- iv. Attending the Technical Committee meeting of Supplies and Disposals Department, Haryana.
- v. Technical guidance to the Micro and Small Enterprises.
- vi. Final signing authority of test reports.
- vii. Assist the local administration for purchasing of store.non store items as technical member of committee constituted by Deputy Commissioner.
- viii. Assisting the Joint Director, District Industries Centre as technical member of capacity assessment committee and other technical committees of the District.



- ix. Assisting the Joint Director, District Industries Centre in Implementing the Quality Control Orders issued by the Bureau of Indian Standard.
  - x. Establishment and Administration:-
    - (a) Establishment Matters.
    - (b) Budget and Account.
    - (c) Court Cases.
  - xi. Creating, running and updating of common facilities in the centre.
  - xii. Creating of infrastructure and conduct of skill development programme in the centre.
  - xiii. Keeping close liaison with the industry to keep the facilities in the centre updated.
  - xiv. Any other work assigned by the Director of Industries & Commerce.
10. **Place of posting:-** Any place in Haryana State or the place where deputed by Government of Haryana.
11. Candidates serving under Union or other State Government will not be entitled to any benefit of their past service except in case of their initial appointment under the Haryana Govt. by direct recruitment.
12. No other facility such as rent free quarter etc. is admissible.

**General Clarifications:-**

1. The candidates are also advised to apply online well in time without waiting for last date of submission of online application. The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.
2. After submitting online application form, Registration No. and Password will be generated and the candidate should take print out of the Registration No. and Password for his record.
3. After successful submission of online Application Form, the candidates are advised to take out the print of Online Application Form & e-Challan and deposit the requisite fee in the bank within the stipulated period. The online application form received without requisite fee would be summarily rejected and no correspondence will be entertained.
4. ***Submission of printed copy of the application form :-*** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. This would be required from only those candidates who qualify for the interview. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.

5. Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filed in the online application form and fees paid by him/her.

***In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.*** Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he appeared in the Recruitment/ Screening Test and/or appeared in the interview.

6. The prescribed essential qualifications 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 which may be higher than the minimum prescribed qualification and experience in the advertisement or by holding a screening test or any method as devised by the Commission.
7. (i) 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 fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.
- ii) The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.
8. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled.
9. It is mandatory for the candidates to provide the details in the online application form for the purpose of refund in case the advertised posts are withdrawn :
- a) Beneficiaries Name.
  - b) Saving/Current account number.
  - c) Bank Name
  - d) Branch Address
  - e) IFSC No.

10. **Nationality** :- In order to be eligible for applying for the post, a candidate should be:-

- a) a citizen of India, or
- b) a citizen of Nepal, or
- c) a subject of Bhutan, or
- d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

11. **Eligibility to be determined on** :- The eligibility of candidates with regard to age, qualifications, experience, and other condition if any, will be determined as on the closing date of submission of online application forms. It is further clarified that:-

- (i) if experience certificate is issued after closing date but the same pertains to the period prior to the closing date as per eligibility condition then the same will also be admissible.
- (ii) it should have been acquired after acquisition of minimum essential qualification.
- (iii) the certificate should be issued by the employer as per the specimen attached with the advertisement.
- (iv) experience certificates must contained the details of salary, period, name of the post, nature of duties and number, date and signature of competent Authority with seal, otherwise such experience certificate will not be considered.

**(Specimen of experience)**

(.....)

(Name, Address & Telephone No. of the Manufacturing Unit)

GST No. \_\_\_\_\_

Reg. No. \_\_\_\_\_

**TO WHOM IT MAY CONCERN**

No. \_\_\_\_\_

Date: \_\_\_\_\_

Certified that Sh./Ms. \_\_\_\_\_ S/o/D/o Sh. \_\_\_\_\_ resident of \_\_\_\_\_ has/had been working in our organization/industry as regular/Permanent/Temporary/Contract from \_\_\_\_\_ to \_\_\_\_\_ in the capacity of \_\_\_\_\_ which is a supervisory post. Thus total experience gained by the said employee works out \_\_\_\_\_ year \_\_\_\_\_ month \_\_\_\_\_ days. He/She is/was drawing the salary of Rs. \_\_\_\_\_ per month. His/ Her employee code is \_\_\_\_\_ and PF No. is \_\_\_\_\_

\_\_\_\_\_. The manufacturing unit falls under the category of  
\* \_\_\_\_\_ \*Small Industry/Medium Industry/Large  
Industry/Public sector.

\* indicate whichever is applicable undertaking/Semi Govt. undertaking etc.)

The said manufacturing unit is engaged in the production of  
\_\_\_\_\_.

It is further certified that above facts and figures are true and based on service record available in our organization/Department.

Date:

Name & Signature with seals of the Issuing Authority

**Note: No Experience will be considered other than claimed in the application form.**

**12. Regarding No Objection Certificate :-**

- (i) The candidates who are already serving in Government/ Semi Government department are required to produce “**NO OBJECTION CERTIFICATE**” from his/her employer at the time of interview failing which they will not be interviewed.
- (ii) If the employer’s permission is not furnished due to the fact that the candidates had resigned after sending the application form, the candidate will be interviewed only if he produces a letter from the employer to that effect that he has resigned from the post and his resignation has been accepted.
- (iii) The candidate, who joins service under the Government or in the Quasi-Government Organization, Public Sector Undertakings after the submission of application form, will have to produce “**NO OBJECTION CERTIFICATE**” from the Employer on or before the date of his interview failing which he will not be interviewed.

13. Number of posts and its category wise breakup may increase or decrease. Announcement to this effect will be displayed on Commission’s website and will also be published in the newspaper.

**14. Determination of Age :-**

The eligibility of candidates with regard to qualifications, experience, age and other condition if any will be determined as on the last date of submission of online application forms.

**15. Relaxation In Age:**

**(A) Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

- (i) Un-married female candidates of Haryana State only.

- (ii) 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 their 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 Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

**(B) Age relaxation for PH candidates of Haryana:-**

Upper age limit is relaxable for PH category candidates of Haryana by 5 years in case of direct recruitment of Group A & B posts where recruitment is made otherwise than through open competitive examinations and by 10 years in case of direct recruitment of Group A & B posts through open competitive examinations for General Category physically handicapped candidates.

**Note:-**

The age relaxation mentioned in the above para given in that situation only where the posts are reserved for that particular category and the candidates applied and appeared in the Recruitment test/Screening test/Examination/Interview in that reserved category.

16. **Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty of :

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service

Commission for the Selection and/or for any employment under the any of other  
State Govt./ Union Territory.

(iii) for termination of service, if he/she already in Govt. Service.

**Date:** 06-12-2017

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

# HARYANA PUBLIC SERVICE COMMISSION

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

Advt. No. : 3 (15) of 2017

Date of Publication: 07.12.2017

Closing date: 08.01.2018

## INFORMATION FOR CANDIDATES

For the Post of Assistant Director (Technical) Group-B

The Haryana Public Service Commission invites online applications for recruitment to Four posts of **Assistant Director (Technical)** Group-B, in Industries & Commerce Department, Haryana. The break-up of posts is as under:-

No. of Posts	General	SC of Haryana
04	03	01

1. Closing date for the submission of online applications : **08.01.2017**
2. Closing date for deposit of application fees in all branches of State Bank of India : **11.01.2017 up to 04:00 PM.**

### 3. **Essential Qualifications:**

- i) Bachelor Degree in Engineering or Technology in Electrical/ Mechanical/ Electronics with 1<sup>st</sup> division from a recognized University/Institution with Minimum two years experience at supervisory level in manufacturing sector in a Small, Medium or Large Industry/ Semi Government/ Government Undertaking/Department and
- ii) Knowledge of Hindi or Sanskrit upto Matric standard or Higher Education;

**Note:-** Small Industry is defined as the investment in plant & Machinery is more than 25 lakh rupees but does not exceed 5 crore rupees.

Medium Industry is defined as the investment in plant & Machinery is more than 5 crore rupees but does not exceed 10 crore rupees.

Large Industry is defined as the investment in plant & Machinery is more than 10 crore rupees but does not exceed 100 crore rupees.

**Experience:-** Minimum two years experience at supervisory level in manufacturing sector in a small, Medium or large Industry/Semi Government/Government Undertaking/Department in the format mentioned in "General Instructions".

**Note:-** **The experience will be counted after acquiring the basic minimum qualifications.**

4. **Scale of Pay** : Pay Band 2 Rs. 9300-34800+4600 GP.

5. **Age:** A Candidate should not be below 21 years and not more than 42 years of age as on closing date.
6. **Application Fees:** The online application fees which is payable at all branches of State Bank of India is as under:-

Sr.No.	Categories of Candidates	Fees
1.	(i) For Male Candidates of General Category including Dependent Sons of Ex-Servicemen of General Category belonging to the State 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

**P**

**Note:-** The fees will not refunded to those candidates who are not short listed for further selection process.

**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 after 48 hours of filling online application form and Challan generation before closing date for online application form.

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

7. The post is temporary but likely to be permanent. Govt. Servants are eligible provided they fulfill all the requisite qualifications and conditions and they will have to apply through proper channel.
8. The post shall be covered by “New Pension Scheme” 2006 (Non pensionable).
9. **Duties :-**
- i. Testing of samples received from the private parties/Govt. Departments.
  - ii. Inspection of material/supplies as per requirement of the DGS&D and other purchasing departments of State & Central Government.
  - iii. Supervision during conduct of testing by testing personal.
  - iv. Attending the Technical Committee meeting of Supplies and Disposals Department, Haryana.
  - v. Technical guidance to the Micro and Small Enterprises.
  - vi. Final signing authority of test reports.
  - vii. Assist the local administration for purchasing of store.non store items as technical member of committee constituted by Deputy Commissioner.



- viii. Assisting the Joint Director, District Industries Centre as technical member of capacity assessment committee and other technical committees of the District.
- ix. Assisting the Joint Director, District Industries Centre in Implementing the Quality Control Orders issued by the Bureau of Indian Standard.
- x. Establishment and Administration:-
  - (a) Establishment Matters.
  - (b) Budget and Account.
  - (c) Court Cases.
- xi. Creating, running and updating of common facilities in the centre.
- xii. Creating of infrastructure and conduct of skill development programme in the centre.
- xiii. Keeping close liaison with the industry to keep the facilities in the centre updated.
- xiv. Any other work assigned by the Director of Industries & Commerce.

10. **Place of posting:-** Any place in Haryana State or the place where deputed by Government of Haryana.

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

12. No other facility such as rent free quarter etc. is admissible.

**General Clarifications:-**

1. The candidates are also advised to apply online well in time without waiting for last date of submission of online application. The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.
2. After submitting online application form, Registration No. and Password will be generated and the candidate should take print out of the Registration No. and Password for his record.
3. After successful submission of online Application Form, the candidates are advised to take out the print of Online Application Form & e-Challan and deposit the requisite fee in the bank within the stipulated period. The online application form received without requisite fee would be summarily rejected and no correspondence will be entertained.
4. ***Submission of printed copy of the application form :-*** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. This would be required from only those candidates who qualify for the interview. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate

shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.

5. Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filed in the online application form and fees paid by him/her.

***In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.*** Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he appeared in the Recruitment/ Screening Test and/or appeared in the interview.

6. The prescribed essential qualifications 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 which may be higher than the minimum prescribed qualification and experience in the advertisement or by holding a screening test or any method as devised by the Commission.
7. (a) The benefit of reservation will be given only to those SC candidates who are domicile of Haryana State.  
(b) The candidates seeking reservation under a particular category e.g. SC are required to submit the requisite Certificate issued by the Competent Authority from **Parental Side only**. In case of women candidates, Certificate from in-laws (Husband's side) will not be entertained.

**Note-(i)** 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 fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.

- ii) The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.
8. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or

interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled.

9. It is mandatory for the candidates to provide the details in the online application form for the purpose of refund in case the advertised posts are withdrawn :

- a) Beneficiaries Name.
- b) Saving/Current account number.
- c) Bank Name
- d) Branch Address
- e) IFSC No.

10. **Nationality** :- In order to be eligible for applying for the post, a candidate should be:-

- e) a citizen of India, or
- f) a citizen of Nepal, or
- g) a subject of Bhutan, or
- h) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

11. **Eligibility to be determined on** :- The eligibility of candidates with regard to age, qualifications, experience, and other condition if any, will be determined as on the closing date of submission of online application forms. It is further clarified that:-

- (i) if experience certificate is issued after closing date but the same pertains to the period prior to the closing date as per eligibility condition then the same will also be admissible.
- (ii) it should have been acquired after acquisition of minimum essential qualification.
- (iii) the certificate should be issued by the employer as per the specimen attached with the advertisement.
- (iv) experience certificates must contained the details of salary, period, name of the post, nature of duties and number, date and signature of competent Authority with seal, otherwise such experience certificate will not be considered.

(Specimen of experience)

(.....)

(Name, Address & Telephone No. of the Manufacturing Unit)

GST No. \_\_\_\_\_

Reg. No. \_\_\_\_\_

TO WHOM IT MAY CONCERN

No. \_\_\_\_\_

Date: \_\_\_\_\_

Certified that Sh./Ms. \_\_\_\_\_ S/o/D/o Sh. \_\_\_\_\_ resident of \_\_\_\_\_ has/had been working in our organization/industry as regular/Permanent/Temporary/Contract from \_\_\_\_\_ to \_\_\_\_\_ in the capacity of \_\_\_\_\_ which is a supervisory post. Thus total experience gained by the said employee works out \_\_\_\_\_ year \_\_\_\_\_ month \_\_\_\_\_ days. He/She is/was drawing the salary of Rs. \_\_\_\_\_ per month. His/ Her employee code is \_\_\_\_\_ and PF No. is \_\_\_\_\_. The manufacturing unit falls under the category of \* \_\_\_\_\_ \*Small Industry/Medium Industry/Large Industry/Public sector.

\* indicate whichever is applicable undertaking/Semi Govt. undertaking etc.)

The said manufacturing unit is engaged in the production of \_\_\_\_\_.

It is further certified that above facts and figures are true and based on service record available in our organization/Department.

Date:

Name & Signature with seals of the Issuing Authority

**Note: No Experience will be considered other than claimed in the application form.**

**12. Regarding No Objection Certificate :-**

- (i) The candidates who are already serving in Government/ Semi Government department are required to produce “**NO OBJECTION CERTIFICATE**” from his/her employer at the time of interview failing which they will not be interviewed.
- (ii) If the employer’s permission is not furnished due to the fact that the candidates had resigned after sending the application form, the candidate will be interviewed only if

he produces a letter from the employer to that effect that he has resigned from the post and his resignation has been accepted.

- (iii) The candidate, who joins service under the Government or in the Quasi-Government Organization, Public Sector Undertakings after the submission of application form, will have to produce “**NO OBJECTION CERTIFICATE**” from the Employer on or before the date of his interview failing which he will not be interviewed.

13. Number of posts and its category wise breakup may increase or decrease. Announcement to this effect will be displayed on Commission’s website and will also be published in the newspaper.

14. **Determination of Age :-**

The eligibility of candidates with regard to qualifications, experience, age and other condition if any will be determined as on the last date of submission of online application forms.

15. **Relaxation In Age:**

(A) Upper age limit is relaxable upto 5 years on general upper age limits for the candidates belonging to Scheduled Castes category candidates of Haryana only.

(B) **Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

(i) Un-married female candidates of Haryana State only.

(ii) 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 their 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 Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

(C) **Age relaxation for PH candidates of Haryana:-**

Upper age limit is relaxable for PH category candidates of Haryana by 5 years (10 years for SCs) in case of direct recruitment of Group A & B posts where recruitment is made otherwise than through open competitive examinations and by 10 years (15 years for SCs) in case of direct recruitment of Group A & B posts through open competitive examinations.

**Note:-** The age relaxation mentioned in the above para given in that situation only where the posts are reserved for that particular category and the candidates applied and appeared in the Recruitment test/Screening test/Examination/Interview in that reserved category.

16. **Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty of :

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
  - (iii) for termination of service, if he/she already in Govt. Service.

**Date:** 06-12-2017

**Secretary  
Haryana Public Service Commission  
Panchkula**