

HARYANA PUBLIC SERVICE COMMISSION, PANCHKULA

H.C.S. (EX. BR.) & OTHER ALLIED SERVICES PRELIMINARY EXAM – 2014

Advt. No. 8

Date of publication : 20.02.2014

Closing date for the submission of online applications : 18.03.2014

Closing date for deposit of fee in all branches of State Bank of Patiala : 20.03.2014

INSTRUCTIONS FOR CANDIDATES

1. GUIDELINES FOR FILLING UP THE ONLINE APPLICATION FORM:

The online applications can be filled upto **05.00 PM on 18.03.2014** after which the link will be disabled. The candidates are strictly advised to apply online well in time without waiting for last date. No offline application form will be accepted by the office.

Candidates are not required to send hard copy of their online application form or any other document to the Commission. If any candidate will send hard copy of his / her online application form, the same will not be entertained by the Commission. However, they can retain the hard copy of their online application form for their record.

No request regarding any change in any entry in the online application form will be entertained by the Commission. So the candidates are advised to read the instructions carefully before applying online. Incomplete and without prescribed fee online application form will be rejected straight way and no correspondence will be entertained in this regard by the Commission.

2. ESSENTIAL QUALIFICATIONS:

Candidates must possess Degree of a recognized University or Bachelor of Arts/Science/Commerce or an equivalent degree of a recognized University as on **18.03.2014 (Closing date)**.

3. **AGE LIMITS:**

The candidate should not be less than **21 years** and not more than **40 years** of age on or before **01.01.2014**.

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

- (a) Scheduled Castes, Backward Classes, Special Backward Classes and Economically Backward Persons (General Category) of Haryana only.
- (b) Un-married female candidates of Haryana State only.
- (c) Employees of Haryana Government (excluding ad-hoc capacity) or Punjab and Haryana High Court or any Court subordinate to it in the state of Haryana with four years of service in substantive or officiating capacity subject to a limit of three chances in addition to those which he might have availed within prescribed age limit. The Employees of the Boards/ Corporations/ Universities/ Banks etc. are not eligible for this concession in upper age limit.
- (d) 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.
- (e) **Age relaxation for PH candidates of Haryana:-**

Upper age limit is relaxable for PH category candidates of Haryana by 10 years (15 years for SCs / BCs of Haryana).

(f) **Further the upper age relaxation is as under:-**

Upper age limit is also relaxable for an ex-military person whether he joined military service before or after the declaration of emergency to the extent of his military service added by three years provided he had rendered continuous military service for a period of not less than six months before his release and further provided that he had been released otherwise than by way of dismissal or discharge on account of misconduct or inefficiency. A disabled military person is entitled to exclude from his age the period from the date he was disabled upto the date of his application or till the end of emergency i.e. 10-01-1968.

(g) The persons recruited from 01-01-1963 onwards as whole time Cadet Instructors in the N.C.C. and who are released after the expiry of their initial/extended tenure will also be entitled for relaxation in age limit for purpose of employment under the State Government. The period of service rendered by them in N.C.C. may be deducted from their actual age and if the resultant age does not exceed the prescribed upper age limit of a particular post by more than three years, they may be deemed to be satisfying the conditions for appointment to that post in respect of the maximum age. Such of the whole time Cadet Instructors in N.C.C. who are released from the N.C.C. before expiry of their initial / extended tenure would also be given these concessions subject to the conditions that they have served in the N.C.C. for the period of not less than six months prior to their release from the N.C.C.

4. **RESERVATION:**

The reservation in different categories is to be covered in accordance with the orders/instructions issued by the Haryana Government from time to time.

Reserved category candidates belonging to the states other than Haryana will compete against the posts meant for **General Category** and will be considered as General Category candidates. There is no reservation for them.

Adjustment of PH candidates selected on their own merit:-

Persons with disabilities selected on their own merit without relaxed standards alongwith other candidates, will not be adjusted against the reserved share of vacancies. The reserved vacancies will be filled up separately from amongst the eligible candidates with disabilities which will thus comprise physically handicapped candidates who are lower in merit than the last candidate in merit list but otherwise found suitable for appointment, if necessary, by relaxed standards. It will apply in case of direct recruitment only, wherever reservation for persons with disabilities is admissible.

For PH (Visual Handicapped) category candidates:-

There is no post reserved for PH (Blind) category candidates of Haryana. However, any candidate of this category apply for the post of other categories and wants the help of a scribe to write his/her paper will have to apply to the Commission for the permission of a scribe separately well in time i.e. at least 10 days prior to the commencement of the Examination. The scribe should be upto 10+2 studying student and his photo and other particulars should be duly verified by the Principal of the Institution in which the student is studying.

5. It is made clear that the **dependent of ESM candidates** will be considered as **General Category** candidates for all intents and purposes. However, in case of non-availability of suitable ex-servicemen, their dependent sons and daughters who fulfil all the conditions of qualifications, age etc. prescribed for posts in question will also be considered on merit against the reserved posts for ESM and this entitlement would be available to one dependent child only.

Candidates claiming dependent sons/daughters of Ex-servicemen must send the latest eligibility certificates issued by the Zila Sainik Board Haryana (specifically indicating the name of post for which the candidate is applying) in support of their claim. None of the persons mentioned below shall fall within the definition of words "Dependent of Ex-serviceman" in terms of Haryana Govt. letter No. 12/37/39-GSII dated 21.11.80:-

- (i) A person may be working on an ad-hoc basis against the post advertised or somewhere else.

- (ii) A person may be unemployed at the time of making the application but he may have other source of income viz. from agriculture, trade, property, bank balance etc.
- (iii) A person who is a member of the Joint Hindu Family and remains dependent upon the Karta till there is partition in the family or he ceases to be member of the Joint Hindu Family and is obliged to pass on all his income to karta and draws money for his subsistence from the pool of the Joint Hindu Family with the consent of the Karta.
- (iv) A person who is member of the Joint Hindu Family is employed on ad-hoc basis but he is otherwise dependent on his father.

6. Reservation for Freedom Fighters & their children / grand children of Haryana:-

The reservation will be available only if quota reserved for Ex-servicemen or Backward Classes remains unfilled to that extent due to non-availability of suitable Ex-servicemen or their dependents or non-availability of suitable candidates from Backward Classes. Over all reservation either from the unfilled vacancies of Ex-servicemen or from the Backward Classes for Freedom Fighters / their children / grand children will remain **limited to 2% only**. This benefit will be available to all grand children i.e. sons and daughter of sons and daughters (parental as well as maternal) of the Freedom Fighters.

7. FEES: The category wise fee structure payable at all branches of State Bank of Patiala is given 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.	₹ 1000/-
2.	(i) For all Female candidates of General category including Female Dependent of ESM of Haryana only. (ii) For Female candidates of General and all reserved categories of other States.	₹ 250/-
3.	For Male & Female candidates of SC / BC / SBC / EBP(GC) / ESM categories of Haryana only.	₹ 250/-
4.	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	NIL

Note:-

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

8. The candidates applying online application form for the Preliminary Examination should **ensure that they fulfill all the eligibility conditions** for admission to the examination. Their admission at all the stages of examination for which they are admitted by the Commission viz. Preliminary Examination, Main (Written) Examination and Personality Test (Viva-voce) will be purely provisional subject to their satisfying the prescribed eligibility conditions. If at any time before or after the Preliminary Examination, Main (Written) Examination and Personality Test (Viva-voce), it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission. If any of their claims is found to be incorrect, they will render themselves liable to action by the Commission.

Notes:

- (i) **The Preliminary Examination is only for short listing of category wise candidates 15 times of the advertised posts including bracketed candidates, if any, on the basis of marks obtained by them in both the subjects (General Studies & Optional paper).**
 - (ii) **The question paper will be got printed bilingual i.e. Hindi (being regional language) & English except language papers.**
 - (iii) **The marks obtained in Preliminary Examination will not be counted towards final selection.**
 - (iv) **All the candidates who apply for Preliminary Examination will be admitted provisionally for Preliminary Examination subject to fulfilment of all eligibility conditions. At this stage, no scrutiny of their online application forms will be carried out by the Commission.**
9. Any attempt on the part of a candidate to obtain support for his / her candidature by any means may disqualify him for admission to the Examination.
10. NOC of the employer (for those candidates who are employed) is not required at the time of applying for Preliminary Examination. Candidates are directed to intimate their employer only at this stage. NOC of the employer is needed at the time of applying for Main Examination.

11. While filling online application form, the candidate should carefully decide about his / her optional subject for the Preliminary Examination as no request for change of optional subjects will be allowed.
12. The candidates should note that their admission to the examination will be purely provisional based on the information given by them in the online application form. This will be subject to determination of all the eligibility conditions by the HPSC. The mere fact that a certificate of admission to the Examination has been issued to a candidate, will not imply that his candidature has been finally cleared by the Commission or that entries made by the candidate in his online application form for the Preliminary Examination have been accepted by the Commission as true and correct. Candidates must note that the Commission will determine the eligibility conditions of a candidate with reference to documents, only after the candidate has qualified for the Main Examination.
13. There is no provision of re-checking of Answer Sheets of Preliminary Examination as the Answer Sheets (OMR Sheets) will be scanned by the Computer.
14. No scaling system will be adopted by the Commission in preparing the result of Preliminary Examination. The result will be prepared on the basis of Total Marks obtained by the candidates in the paper of General Studies and optional Subject.
15. Candidates should ensure that the signatures appended by them at all the places viz. uploaded at online application form, Attendance List etc. and in all the correspondence with the Commission should be identical and there should be no variation of any kind. If any variation is found in the signatures appended by him / her at different places, his / her candidature will be liable for cancellation by the Commission.
16. **Correspondence with the Commission:** All communications in this regard should be addressed to the “**Secretary, Haryana Public Service Commission, Bays No. 1-10, Block - B, Sector - 4, Panchkula** (Phone No. 0172-2560755)” and should contain the following particulars:
Name and Year of Examination :
Online Registration No. :

Roll No. (if received) :
Name of the Candidate :
Address as given in Online Application Form :

Communications not giving these particulars will not be entertained. The candidate should note down their online registration number of the Preliminary Examination for future reference. They will be required to indicate the same in connection with their candidature for the Main Examination.

17. Candidates are not allowed to carry **Mobile Phone/ Blue Tooth/ Pen Scanner or any other Electronic/ Communication Device** with them in the premises of the Examination Centers. Any violation of these instructions by the candidate will invoke strict disciplinary action.
18. Admission certificate will be developed from the application form applied online by the candidate for the Preliminary Examination. **Admission Certificate / Admit Cards shall be downloaded from the website www.hpsconline.in within time and they shall bring to the Examination Hall.**

Instructions for Objective Type Test for Preliminary Examination:-


(A) Articles permitted inside examination hall:

Clip board or hand board (on which nothing is written), a blue pen for making responses on the answer sheet. Do all your rough work, if any, in the space provided at the end of the Question Booklet itself.

(B) Articles not permitted inside examination hall:

Do not bring into the Examination Hall any article like books, notes, loose sheets, electronic or any other type of calculators, mathematical and drawing instrument, Log Tables, stencils of maps, slide rules, rough sheet, Question Booklets pertaining to earlier session(s), page, cellular phone etc.

(C) Answer Sheet particulars and instructions to fill it:

- (i) Use blue ball point pen only. Write your name and the subject at the appropriate space. Write your Roll Number, Question Booklet Number and Question Booklet Series, category and code for subject in the appropriate boxes and darken the corresponding circle  with ball point pen. Do not make any stray marks on the

Answer Sheet. Handle the sheet carefully. Do not fold the Answer Sheet including the corners. Do not attach or use any kind of pin etc. Rough work must be done at the space provided in Question Booklet. Change/cancellation of Answer is NOT permitted. Once the choice of Answer is exercised, do not try to change it by rubbing/ erasing with rubber or blade etc.

- (ii) Say, if you are ARUN KUMAR bearing Roll No. 10269 belonging to BC (Backward Class) and ESM (Ex-Servicemen) category appearing in General Studies (for which code is 99) and you are supplied with a Question Booklet having No. 21534 and series C, then the top of the Answer Sheet will be filled as under:-

The image shows a top-down view of an answer sheet form with the following fields filled in:

- Name:** ARUN KUMAR
- Question Booklet No.:** 21534
- Question Booklet Series:** C
- Subject:** General Studies
- Roll Number:** 10269
- Category:** BC, ESM
- Code for subject:** 99
- Answer Sheet No.:** 2806

Since the Answer Sheets are to be evaluated by machine, any violation of these instructions may result in reduction of your score for which you would yourself be responsible. Before you mark your responses on the Answer Sheet, you will have to fill in various particulars in it.

Write in English with ball point pen your Name, Question Booklet No., Question Booklet Series, Name of Subject, Roll No. and category at the appropriate space provided on the Answer Sheet at the top. Also encode your Booklet Series (A, B, C, or D as the case may be), subject code and Roll No., category to which you belong (for the purpose of reservation of vacancies/posts) in the circles provided for the purpose in the Answer Sheet. Encoding means darkening of appropriate circle by blue ball point pen. The Question Booklet Series is indicated by Alphabets A, B, C or D at the top left hand corner of the Booklet. The right corner of the Booklet bears its serial numbers. Write your Roll Number exactly as it is in your Admission Certificate

in the boxes provided for this purpose. Do not omit any zero (s) which may be there. Subject code is given on the Question Booklet and on the Admission Card.

In case the booklet series is not printed on the Question Booklet or Answer Sheet is un-numbered, please report immediately to the invigilator and get the Question Booklet / Answer Sheet replaced immediately after commencement of the examination, please check that the Question Booklet supplied to you does not have any unprinted or torn or missing pages or items etc. If so, get it replaced by a complete Question Booklet of the same series and subject.

As soon as the candidate receives the Answer Sheet, he should check that it has a bar code with serial number at the right top corner. If it is found un-numbered he should at once get it replaced by a numbered one.

Important: Please ensure that you have carefully encoded your subject, Question Booklet series, Category and Roll Number.

(D) Method of marking answers on Answer Sheet:

In the "OBJECTIVE TYPE" of Examination, you do not write the answers, for each question/item several suggested answers/response are given. You have to choose one response to each item.

The Question Paper will be in the form of QUESTION BOOKLET. The Booklet will contain items bearing numbers 1, 2, 3 etc. under each item, responses marked (a), (b), (c), (d) will be given. Your task will be to choose the correct/best response. There is no negative marking. In any case, for each item you are to select only one response. If you select more than one response, your response will be considered wrong.

In the Answer Sheet, serial number from 1 to 100 is printed. Against each number, there are circles marked (a), (b), (c) and (d). After you have read each item in the Question Booklet and decided which one of the responses given is correct or the best, you have to mark your response by completely darkening with blue ball pen to indicate your response.

For example, if the correct answer to item 1 is (b), then circle containing the letter (b) is to be completely darkened with blue ball pen as shown here:-



Thus, darken only one circle for each answer. If you darken more than one circle your answer will be treated as wrong.

Signature on Attendance List: You are required to write the serial number of the Answer Sheet and Question Booklet and Series of Question Booklet issue

to you on the Attendance List and to sign in appropriate column against your name.

Note: Reserved category candidates of states other than Haryana will compete against the posts meant for General category candidates and will be considered as General category candidates. Hence, they must darken the circle meant for General category candidates on the Answer Sheet.

Dated: 19.02.2014

Secretary
Haryana Public Service Commission,
Panchkula