

Advt. No 1 /2024
HARYANA STAFF SELECTION COMMISSION
BAYS NO. 67-70, SECTOR-2, PANCHKULA – 134151
 Website www.hssc.gov.in

Item(s)	Timeline
Date of publication	12.02.24
Opening date for submission of online applications	20.02.24
Closing date for submission of online application	21.03.24
Fee Details	No Fees is required to be deposited by any candidate for applying against any Post(s).

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1. Invitation of Applications

Online applications are invited for direct recruitment for 6000 posts of Police department from the Common Entrance Test (CET) of Group-C qualified candidates against Advt. No. 1/2024 through the URL address i.e. <https://adv012024.hryssc.com/> from 20.02.2024 to 21.03.2024 till 11.59 P.M. Thereafter website link will be disabled.

2. Details of Posts & Qualifications

POLICE DEPARTMENT, HARYANA

Cat. No. 1 5000 Posts of Male Constable (General Duty).

(Non-ESM ESP: Gen=1800, SC=900, BCA=700, BCB=400, EWS=500, ESM-GEN=350, ESM-SC=100, ESM-BCA=100, ESM-BCB=150)

Cat. No. 2 1000 Posts of Female Constable (General Duty).

(Non-ESM ESP: Gen=360, SC=180, BCA=140, BCB=80, EWS=100, ESM-GEN=70, ESM-SC=20, ESM-BCA=20, ESM-BCB=30)

Education Qualification for Categories 1& 2:-

- i) The candidate must have passed 10+2 from a recognized education Board/Institution.
- ii) Matric with Hindi or Sanskrit as one of the subject.
- iii) No extra weightage will be given to the candidate for Higher education.

3. Pay Scale for Category No. 1& 2:- Rs. 21700 Level: -3 Cell-1

4. **Age :-** 18-25 years (On the first day of the month in which the applications are invited for recruitment of Constable i.e on 01-02-2024).

Relaxation in Age:-1.Vide Government U.O. No. 9/18/2024-2 Cabinet Dated: 22nd January 2024, three years relaxation beyond the prescribed respective upper age limits to candidates of all categories as a one-time measure.

Note (i) :- **For Ex-servicemen-**The break in service between the date of discharge and between the 1st day of the month (i.e. 01.02.2024) in which enrolment process is started, shall not exceed four years as per rule 12.24 (1) (c) of Punjab Police Rules,1934.

Note (ii):- For the candidates belonging to the Scheduled Castes, Backward Class, Economically weaker section (EWS) Categories relaxation in upper age limit of 5 years shall be given as per Govt. Instruction issued from time to time.

5. Criteria for Selection& Examination

(a) Qualifying Tests:-

Haryana Staff Selection Commission shall invite adequate number of candidates on the basis of merit obtained by them in Common Eligibility Test (CET), for Physical Measurement Test and then for Physical Screening Test both of which shall be of qualifying nature only. The Haryana Staff Selection Commission may do so in such number of batches, as it deems necessary, so as to shortlist qualified candidates equal to four times the number advertised post of each category for Knowledge Test.

(b) Physical Measurement Test (PMT): -

- (a) The candidates shall have to undergo Physical Measurement Test as per standards prescribed in **Appendix-B** of Haryana Police (Non-Gazetted and Other Ranks) Service Rules, 2017, as amended from time to time.
- (b) To make the entire process of the Physical Measurement Test tamper proof, fair and impartial, standard digital measurement devices shall be used to the extent possible, in a manner that the candidates are able to read their measurements on a digital display monitor.
- (c) The result of Physical Measurement Test shall be prepared by the Haryana Staff Selection Commission and shall be displayed on its official website.
- (d) The candidates who fail to meet the Standards prescribed for Physical Measurement Test shall stand eliminated from further selection process.
- (e) Only the candidates who qualify the standards prescribed for Physical Measurement Test shall take part in the further process of selection.

(c)Physical Screening Test (PST): -The Candidates who have qualified Physical Measurement Test shall further appear in Physical Screening Test (PST) to judge their physical fitness and endurance. The standards prescribed for this test shall be as under: -

Candidate	Race distance	Qualifying Time
1. Male	2.5 Kilometer	12 Minutes
2. Female	1.0 Kilometer	6 Minutes
3. Ex.Serviceman	1.0 Kilometer	5 Minutes
Note:- RFID (Radio Frequency Identification Device) or any other superior and reliable technology shall be used to ensure reliability of this test at the discretion of the Haryana Staff Selection Commission.		

- (a) The responsibility of having the requisite medical fitness to undergo this test shall rest upon the candidate.
- (b) The candidates who fail to meet the standards prescribed for Physical Screening Test shall stand eliminated from further selection process.
- (c) The result of Physical Screening Test shall be prepared by the Haryana Staff Selection Commission and shall be displayed on its official website.
- (d) Only the candidates who qualify the standards prescribed for Physical Screening Test shall be allowed to take part in the further process of selection.

(d)Knowledge Test(94.5% weightage): -

Haryana Staff Selection Commission shall shortlist candidates equal to four times the number of advertised posts for each category among those who have qualified their Physical Measurement Test (PMT) and Physical Screening Test (PST), to further appear in the Knowledge Test. The detailed procedure of Test shall be as follows:

- (a) All candidates shall have to undergo a knowledge test of ninety-four point five percent (94.5 %) weightage comprising of objective type, multiple choice questions. Each question will carry equal marks.
- (b) The medium of examination shall be bilingual i.e. Hindi/English except where the knowledge of Hindi/English language of the candidates is to be tested.
- (c) For being considered for selection against a post of general category, a candidate has to secure minimum 50% marks (excluding socio-economic criteria weightage) in the Knowledge Test. In case of consideration against a reserved category post (whether vertical or horizontal) the candidate shall receive a concession of 10% i.e. the minimum cut off for such candidates shall be 40% (excluding socio-economic criteria weightage).

(e) Additional Weightage (maximum 03 + 2.5 =5.5 marks):-

- (a) **NCC certificate:** Candidates having NCC certificate of A, B or C level shall get 01, 02 and 03 marks respectively (for Constables).
- (b) **Socio Economic Criteria:** - Maximum two and half (2.5) percent socio-economic criteria weightage shall be admissible to eligible candidates as per Common Eligibility Test Policy dated 05.05.2022 for the post of Group-C & D as amended from time to time.

(f) Syllabus for Knowledge Test (94.5 Marks):-

The test paper shall include questions on General Studies, General Science, Current Affairs, General Reasoning, Mental Aptitude, Numerical ability, Agriculture, Animal Husbandry, other relevant fields/trade etc. There shall be at least 10% questions relating to basic knowledge of computer and at least 20% questions relating to basic knowledge about Haryana. The standard of questions shall be as expected of an educated person having passed 10+2 examination for the post of Constable.

(g) Pattern of Examination: -All questions shall be compulsory. Question paper shall be Bilingual (English & Hindi). An Offline (OMR base) written examination for Knowledge Test will be held for recruitment for the post of Constable. There shall be no negative marking for wrong answer. The total no. of questions will be 100 with weightage of 0.945 marks for each question. A candidate has to fill one option compulsorily out of five options given. Extra five minutes shall be given to mark fifth options, if candidate does not know the answer. Total time allowed for the paper will be (100+5) =105 minutes including the five minutes. **In case a candidate doesn't mark any of the five options for a question then 0.945 marks for each un-attempted question shall be deducted.**

(h). Socio-Economic Criteria

2.5% weightage for socio-economic criteria shall be provided to eligible candidates who have claimed the same in the application form on fulfilling various socio-economic criteria as detailed below: -

- (1) An applicant shall be entitled to 2.5% weightage provided that-
- (i) neither he himself nor any person from amongst the applicant's family is/was or has been a regular employee in any Department/Board/Corporation/Company/Statutory Body/ Commission/Authority of Haryana Government or any other State Govt. or Govt. of India; and
 - (ii) Gross annual income of the family from all sources i.e., salary, agriculture, business, profession etc. for the financial year prior to the year of application should be less than one lakh eighty thousand rupees only.

Note: Regarding (i) & (ii), it shall be confirmed from the data of Parivar Pehchan Patra and/or HRMS.

Explanation:- The term "regular employee" does not include a person who is working on Contractual basis, daily wages or as a guest teacher, Anganwari Workers etc.

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

Family for the purpose of-

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

(2.5% weightage)

- (3) If the applicant is,-
- (i) a widow; or
 - (ii) the first or the second child and his father had died before attaining the age of forty-two years; or
 - (iii) the first or the second child and his father had died before the applicant had attained the age of fifteen years;
shall be entitled to 2.5% weightage subject to entries in Parivar Pehchan Patra or certificate issued by the competent authority in the specified proforma.
(2.5% weightage)
- (4) If the applicant belongs to such a denotified tribe (VimuktJatis and TapriwasJatis) or Nomadic tribe of the State which is neither a Scheduled Caste nor a Backward Class shall be entitled to 2.5% weightage.
(2.5% weightage)
- (5) If the applicant he/she shall be awarded half percent weightage for each year or part thereof exceeding six months of experience, on the same or a higher post in any
Department/Board/Corporation/Company/StatutoryBody/Commission/Authority
Co-operative Banks etc. under Haryana Government. No weightage of experience shall be awarded for any period less than six months or for a period exceeding eight years.
(4% weightage)

Note:- No condition of gross family income and employment of any family member in service shall be applicable for the purpose of weightage of experience.

(6) Other Conditions:

- (i) No applicant shall be given more than a total of 2.5% for socio-economic criteria weightage under any circumstances. Thereby, if an applicant is eligible for more than 2.5% socio-economic criteria weightage in terms of provision in para (1) to (5) above, the socio-economic criteria weightage shall be maximum 2.5%.
- (ii) The weightage by Haryana Staff Selection Commission or any other recruiting agency/body under Haryana Government shall be given only once in a life time for appointment to a post of Group C.
- (iii) If a person himself or his family member is once selected/appointed with or without getting the benefit of weightage, no other family member shall be considered for weightage for selection/appointment to the same or any other post for which application has been submitted by any member of the family, as defined in definition of family in above Para 2 above.

Explanation- The term 'once selected/appointed' does not include the person whose services are terminated due to revision of selection list declared in compliance of the directions of Hon'ble High Court or any other competent authority, in such case that selection/appointment shall be ignored for this purpose.

- (iv) If at a time two or more family members become eligible for merit list of CET of the Group C and/or Group D posts and are eligible to be considered for the Socio-economic Criteria weightage in such case the elder/eldest amongst the two or more eligible family members respectively will be considered for the purpose of socio-economic criteria weightage. However, the weightage of experience shall be admissible to more than one family member, if any, based on para (5) above
- (v) If a person resigns from government service while working on regular basis in any Department/Board/Corporation under Haryana Government, any State Government or Government of India on what so ever reason, he or any other family member shall not be eligible to claim weightage again under socio-economic criteria.

6. Reservation:

- 6.1. Implementation of reservation policy, maintaining reservation roster and earmarking of vacancies for different categories comes under the domain of the concerned departments and Commission has nothing to do with the number of posts requisitioned under different categories. Benefit of reservation to the persons of reserved category will be as per Haryana Government instructions contained in letter No. 22/10/2013-1GS-III, dated 15.07.2014 and thereafter issued from time to time upto the date of advertisement shall be applicable.
- 6.2. The short listing of candidates shall be done on the basis of particulars filled in online application form for which supporting documents shall be uploaded. As candidates can update their particulars till closing date, thereafter, no change of particular at any stage shall be entertained. In absence of documentary evidence or mismatch in claimed category and uploaded documents, candidature of candidate shall be considered under General category/Parent category, subject to his/her fulfilling eligibility in General category/Parent category.
- 6.3. The benefit of reservation will be given only to those SC/BCA/BCB/EWS and ESM candidates who are bonafide resident of Haryana State and submit the application against reserved category posts. As per letter No. 22/88/96-3GS III dated 25.06.1997, if any member/members belonging to Scheduled Castes / Backward classes is/are selected in the open competition for direct recruitment on the basis of their own merit, they will not be counted against the quota reserved for Scheduled Castes / Backward classes, they will be treated as open competition candidates. However, such candidates should fulfill conditions of eligibility regarding age etc. as are meant for general category candidates.
- 6.4. EWS certificate (valid for State of Haryana) on prescribed proforma should be valid for the year in which the candidates have applied for the posts as per govt. instructions issued vide no. 22/12/2019-1GS-III, dated 25.02.2019. **EWS certificate issued for jobs in Central Govt. will not be considered irrespective of income mentioned in certificate.**
- 6.5. The candidates belonging to BC-A/BC-B categories are directed to obtain the fresh/latest BC-A or BC-B certificate as the case may be as per Haryana Government instruction issued vide no. 22/132/2013-1GS-III, dated 22.03.2022 for the year 2023-2024. **OBC certificate issued for jobs in Central Govt. will not be considered irrespective of income mentioned in certificate.**
- 6.6. The reserved category candidates belonging to other States will be allowed to compete against the posts meant for general category only and will be considered as general category candidates.
- 6.7. Ex-serviceman

Benefit of reservation to Ex-Serviceman & their family members will be as per Government Instructions bearing No. 12/15/2019-4GS-II dated 09.03.2022 and 13.04.2022 or as amended from time to time upto the date of advertisement, viz,-

- (A) An ex-serviceman who himself/herself or his/her family member has already secured employment in civil service on regular basis in any Department/ Board/Corporation/ University etc. under the State Government **with availing** the benefit of reservation-
- (i) he/she himself/herself shall not be entitled to avail the benefit of reservation in civil service for any subsequent appointment in any Department/Board/Corporation/ University etc. under the State Government.

However, the benefit of age relaxation for securing another employment in a higher pay scale or post shall remain continued and

- (ii) his/her family member shall also not be entitled to avail the benefit of reservation against the posts reserved for ex-servicemen.
- (B) (i) An ex-serviceman who himself/herself has already secured employment in civil service on regular basis in any Department/Board/Corporation/University etc. under the State Government without availing the benefit of reservation in such case he/she himself/herself or one of his/her family members (son, daughter or spouse) will be entitled to avail the benefit of reservation;
- (ii) where an ex-serviceman who himself/herself is eligible to avail the benefit of reservation under these instructions but he/she does not want re-employment in civil service in such case one of his/her family members (son, daughter or spouse) will be entitled to avail the benefit of reservation.
- (C) If an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail the benefit of reservation as ex-serviceman for any one of the subsequent employments. However, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment should give self-declaration/undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be admissible only in respect of vacancies which are filled by direct recruitment and wherever reservation is applicable to the ex-servicemen.
- (D) The family members of martyr military personnel shall be entitled to exercise an option either-
- (i) to avail the benefit of reservation up to two family members; or
 - (ii) to avail the benefit of compassionate appointment to one of the family members under the Ex-gratia Policy namely Compassionate Appointment to family member of Martyr Armed Forces Personnel Policy notified by Government from time to time.
- (E) The priority list for recruiting agency for preparation of final list of selection/appointment of ex-servicemen or their family members against the posts reserved for ex-servicemen shall be as under: -
- (i) disabled ex-servicemen, the post(s) for which they are physically fit;
 - (ii) failing (i), family member of disabled ex-servicemen;
 - (iii) failing (ii), other ex-servicemen who are eligible to get the benefit of reservation under these instructions:
 - (iv) failing (iii), family member of other ex-servicemen who are eligible to get the benefit of reservation under these instructions.
- (F) Disabled ex-serviceman means a person who has been released from military service due to disability attributable or aggravated due to military service. An ex-serviceman shall not be treated disabled one who has been released from military service not on account of his/her disability but has been released in the normal course after the completion of his/her term or retired from military service voluntarily.

- (G) Both the reservations are horizontal, therefore, a disabled ex-serviceman who is selected against the post reserved for ex-serviceman will not be counted against the post reserved for PwD.
- (H) In all circumstances the benefit of reservation against the posts reserved for Ex-servicemen shall be admissible at the time of final selection list only and not at the time of preliminary test, main test or interview.
- (I) An ex-serviceman who have been discharged from military service by way of dismissal, misconduct or inefficiency neither he/she himself/herself nor his/her family members shall be entitled to avail the benefit of reservation in civil service.
- 6.8. **ESM candidates shall produce attested photocopy of Identity Card issued by concerned Zila Sainik Board and Discharge certificate/Discharge Book.** Family member of Martyr shall produce relevant certificate/Battle Casualty certificate which proves the Martyr status issued by competent authority.
- 6.9. Family member of Disabled ESM/ ESM candidates of Haryana claiming benefit must have valid eligibility certificate on last date of submission of online application form which is to be uploaded at the time of submitting the application and shall produce the valid Eligibility Certificate from the concerned Zila Sainik Board if called upon to do so by Haryana Staff Selection Commission.
- 6.10. Benefit of reservation to the children/grandchildren of Freedom Fighters will be as per Government Instruction No. 22/49/2021-1GS-III dated 27.10.2021 and 26.04.2022. Children/Grand Children of Freedom Fighter shall be required to produce the Certificate duly issued by the respective competent authority.
- 6.11. Commission can direct the ESM candidates to provide relevant information along with the affidavit to avail the benefits.
- 6.12. If for any post, there is no vacancy in reserved category, then the candidate of reserved category can apply under general category. However, such candidate will be considered as general category candidate and will be shortlisted as per merit of general category.
- 7. Regulatory Framework**
- (i) Certificate for an applicant whose father has died issued by Tehsildar/Naib Tehsildar: Refer **Annexure-VI&VII**. Orphan Certificate shall not be considered for this purpose.
- (ii) Widow Certificate issued by Tehsildar: Refer **Annexure-IV&V**.
- (iii) Vimukt Jatis and Tapriwas Jatis Certificate issued by Tehsildar: Refer Saralharyana.gov.in or Antyodaya Saral Centers at Distt. Level or Tehsildar office. The candidate having certificate of VimuktJatis or Certificate of TapriwasJatis should **neither be Schedule Caste nor a Backward Class**.
- (iv) Experience Certificate issued by the concerned competent Authority: Refer **Annexure-I** for Department/Board/Corporation/Company/Statutory Body/ Commission/Authority/ Co-operative Banks etc. under Haryana Government for Socio Economic weightage and also for age relaxation.
- (v) Self declaration in prescribed format: Refer **Annexure II** to be uploaded with application form.
- (vi) EWS certificate valid for 2023-24 as per **Annexure III**.
- (vii) BC-A/BC-B Category Certificate valid for 2023-24.

- (viii) Format of certificate (for No Govt. Job in family): Refer **Annexure-II** should be self-attested at the time of application form and should be attested by Executive Magistrate/Tehsildar at the time of scrutiny of documents.
- (ix) Qualifications i.e. degree, diploma, certificates, experience and other terms & conditions of eligibility will be determined with regard to the last date fixed for receipt of online applications also termed as closing date.

Important Guidelines:-

1. Proforma/Formats for certificates are available as **Annexure-I to VIII** to this advertisement.
 2. Claim under the socio-economic criteria, if any, shall be admissible to those candidates only, who would fill the details of the requisite certificate i.e. name of issuing authority, date of issue and reference no. etc. and also upload the requisite valid original certificate/document along with their application in support of their claim failing which, no benefits shall be considered after last date of filling online applications.
 3. Claim of reservation etc., if any, shall be admissible to those candidates only, who upload the requisite valid original certificate along with their application in support of their claim and are of Haryana domicile.
 4. The benefit of reservation will be given only to those SC/BCA/BCB/EWS and ESM candidates who are domicile of Haryana State.
 5. The SC/BCA/BCB/EWS candidates are required to upload SC/BCA/BCB/EWS Certificates duly issued by competent authority with application form. The uploaded documents issued before the last date of application shall only be considered.
 6. Dependent of Disabled-ESM/ESM self/Dependent of ESM/ Dependent of Freedom Fighter candidates shall be required to produce the Certificate duly issued by their respective competent authority.
 7. Qualifications and other term and conditions of eligibility will be determined with regard to the last date fixed for receipt of online applications also termed as closing date.
 8. No Individual information at any stage shall be sent separately and hence, all candidates are advised to visit the HSSC Website & Public Notices in different Newspapers regularly.
 9. If on verification at any stage, it is found that any candidate does not fulfill any of the eligibility condition(s) or it is found that the information furnished is false or incorrect, his/her candidature will be cancelled and he/she will also be liable to be criminally prosecuted. This is irrespective of whether the candidate was benefitted from that particular false/incorrect information.
 10. Candidates having Degrees/Diploma/Certificates from Board/ Institution/ University which are not recognized by Haryana Government will not be eligible.
 11. In case of any guidance/information/clarification regarding the online filling of the application form and Advertisement, the candidates may call at helpline No. **18005728997** on all working days from 9:00 A.M. to 5:00 P.M.
- 8. How to apply:**
- 8.1. Please read the advertisement, instructions and procedure carefully before you start filling the online application form and check all the particulars filled up in application form after getting the printout to ensure the correctness of information and upload all documents before finally submitting the application.

- 8.2. Apply online well in advance without waiting for last date of submission of online application form. Before submission of the online application, candidates must check that they have filled correct details in each field of the form. After closing date of application, no change/ correction/modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand etc. shall not be entertained and shall be deemed to be rejected.
- 8.3. After successful submission of application, candidates are advised to take final print out of application form for record along with uploaded documents.
- 8.4. The hard copy of application form along with all uploaded documents must be brought at the time when called upon to do so by Haryana Staff Selection Commission. Documents which have not been uploaded shall not be entertained. However, HSSC may ask an additional paper in support of already submitted document for more clarity, if required.
- 8.5. No request for change of any particulars i.e. category, sub-category, socio-economic marks etc. in the application form shall be entertained by the Haryana Staff Selection Commission after final submission of application form.
- 8.6. No offline application form or copy of downloaded application form will be accepted by the Haryana Staff Selection Commission.
- 8.7. Candidates who do not fulfill the qualifications/eligibility conditions on cutoff date, their application shall not be accepted by the online application system. All the Certificates/Documents relating to educational qualification/eligibility conditions, Socio-Economic Criteria & experience etc. will be determined with regard to last date fixed to apply online applications or as mentioned in the notification, wherever applicable.
- 8.8. The Commission does not scrutinize the documents at the time of submission of online application and the same are checked only at the time of Scrutiny of documents.

9. Important Note:

- 9.1. Candidates are informed that information pertaining to a candidate such as Name, Father's/Mother's name, Date of Birth, Marital Status, Category, Qualification, obtained academic marks, passing year, socio-economic criteria details, experience and other likely details shall be fetched from data submitted by the candidate at the time of registering himself/herself for CET application form (on One Time Registration Portal viz. OTR) for Group C post *and/or* as per the Claim Verification/Withdrawal Portal in view of Public Notice dated 01.02.2023, as per the online verification performed. Further, the candidates are advised to fill information with regard to Socio Economic Criteria marks, experience and educational qualifications. The candidate can add qualifications in addition to the qualifications already provided in CET application form (on One Time Registration Portal viz. OTR). No request for change of any particular on the online application form shall be entertained by the Haryana Staff Selection Commission after submission of application form on any ground in spite of affidavit. Candidate will be responsible for any mistake in the data of application form and his/her candidature shall be liable to be cancelled, if candidate provides wrong/false information.
- 9.2. The decision of the Commission in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
- 9.3. If on verification at any stage starting from submission of application form till appointment and any time even after appointment, it is found that any candidate does not fulfill any of the eligibility condition or it is found that the information/document furnished is false or incorrect, his/her candidature will be cancelled and he/she will also

be liable to be debarred and criminally prosecuted. This is irrespective of whether the candidate was benefitted by furnishing the false or incorrect information in his/her application. If the candidate is selected, his/her recommendation may be withdrawn after issuing show cause notice.

- 9.4. Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the HSSC website on account of heavy load on the website during the closing days. No extension in date shall be given on any grounds.

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

- 10.1. Scanned Copy of Essential Academic Qualifications and Matriculation Certificate showing Date of Birth and other relevant details.
- 10.2. Scanned Copy of SC/BCA/BCB/EWS/ESM certificate, certificate for family member of ESM and children/grandchildren of Freedom Fighters.
- 10.3. Scanned copy of Certificate claiming weightage/marks under socio-economic criteria and experience.
- 10.4. Scanned Photograph.
- 10.5. Scanned signatures of the Candidate.
- 10.6. Scanned copy of all documents showing higher qualification, experience etc. as per criteria if applicable
- 10.7. Haryana Bonafide Resident certificate if applicable.
- 10.8. Equivalence certificate, if applicable.
- 10.9. EWS certificate valid for 2023-2024 as per **Annexure-III**.
- 10.10. BC-A/BC-B Category Certificate valid for 2023-2024.
- 10.11. Experience Certificate issued by the concerned competent Authority: Refer **Annexure-I** for Department/Board/Corporation/Company/Statutory Body/Commission/ Authority/ Co-operative Banks etc. under Haryana Government for Socio Economic weightage and also for age relaxation.
- 10.12. Declaration Certificate as per **Annexure-VIII**. (Declaration must be hand written by the candidate himself in Hindi as well as in English).
- 10.13. Discharge Certificate/Book, if discharged from the Armed Forces **For (ESM)**
- 10.14. Eligibility certificate for family members of ESM.
- 10.15. Eligibility certificate and Disability certificate for Dependent of Disabled ESM.
- 10.16. Certificate for children/grandchildren of Freedom Fighter.

11. Important Instructions:

- 11.1. Commission reserves right to increase or decrease the number or break up of already advertised posts anytime till the date of recommendation on the basis of change in requisition from the indenting department.
- 11.2. Mere short listing/selection of a candidate does not confer any right of appointment unless the Government is satisfied that the candidate is suitable for appointment to the service/post in all respects after conducting necessary enquiry, if so required.
- 11.3. OMR sheets will have three folios- Original OMR, Commission copy and Candidate copy. The candidate shall not mark anything on Commission copy. The impression of Original OMR sheet will be automatically marked on all the three folios. Pencil should

- not be used for darkening the circle. If, more than one circle is found darkened, that answer will not be evaluated. However, if a candidate smudges/scratches/erases any place on the OMR sheet in any manner with Eraser, Nail, Blade, White Fluid/Whitener etc. then in such circumstances OMR Sheet/Answer Sheet and candidature of the candidate shall be cancelled. The candidate himself/herself will be solely responsible for rejection of OMR/answer sheet on these grounds.
- 11.4. Read the complete advertisement very carefully as all the applicants are bound by the terms and conditions mentioned in the advertisement.
 - 11.5. The commission advertises posts under different categories of reservations requiring different eligibility conditions as per roster points maintained by concerned department, as per applicable Government Instructions and Service Rules, wherein Commission has no role to play.
 - 11.6. Socio-economic marks are governed by notification issued in this regard by the Government of Haryana. Socio-Economic marks shall be given to the candidates only if he/she claims the same in the application form and also upload the necessary documents in prescribed format in support of their claim for same. No claim for socio-economic marks shall be entertained after final submission of application.
 - 11.7. ESM Category candidates are governed by Instructions issued by Haryana Government. Other reserved category candidates are governed by instructions issued by C.S Office, Social Justice Department, Sports Department etc. and are available on the websites of concerned departments and may be downloaded and perused before filling-up application form. Service Rules of the concerned department can be downloaded from the website of the concerned department in case of any dispute regarding eligibility. The provisions of the Act shall prevail over the rules and that of rules shall prevail over the instructions.
 - 11.8. All rules/instructions prevailing on cut-off date shall be applicable.
 - 11.9. Candidates are advised to fill-up the online application form himself/herself very carefully, upload the documents after scanning the same from original documents while ensuring that whole documents are scanned and if any, certificate is printed on both sides then both sides should be scanned and uploaded. Documents should be uploaded at the proper place.
 - 11.10. Scanned documents uploaded with application form shall only be considered for deciding the qualification criteria for the post. Document(s) which is/are not uploaded at the time of filling application form shall not be considered at subsequent stage.
 - 11.11. In case of candidates claiming marks under the head, “No family member in Government Job”, under Socio Economic Criteria, the status with regard to above shall be considered on the closing date of application form.
 - 11.12. Any candidate who claimed reservation in the CET application form (on One Time Registration Portal viz. OTR) but his/her data does not match with his/her data in Parivar Pehchan Patra; or in the Claim Verification/withdrawal Portal notified vide Public Notice dated 01.02.2023, as verified online by the Commission in view of the documents submitted by the candidate; shall be considered under General category, provided such a candidate fulfills age/qualification and other criteria required to be fulfilled by a general category candidate.
 - 11.13. All notice pertaining to recruitment shall be displayed on official website of HSSC. Therefore, all applicants are advised to visit the website regularly for information and updation as no individual information shall be given to a candidate separately.
 - 11.14. Evaluation of OMR answer sheets of the candidate is done through computer software. No manual evaluations is done and there is no process of re-evaluation of OMR sheet.
 - 11.15. All candidates are advised to retain copy of advertisement, application form filled by him/her along with uploaded documents, admit card, notices, copy of question paper,

OMR sheet (candidate's copy) etc. for his/her record. Such information having already been provided, no RTI Application in this regard shall be entertained.

- 11.16. Answer key of the question paper shall be put on the official website of Commission after the written examination. Candidate should file objections if any within specified period along with prescribed fee. Thereafter, no objection shall be entertained and all objections so received shall be forwarded to Chief Examiner. On the basis of decision informed by Chief Examiner, the final key shall be prepared and evaluation shall be done on the basis of final key so prepared. As the commission is not a subject expert, the decision of the Chief Examiner shall be final and no correspondence in this regard shall be entertained.
- 11.17. If any document is required to be renewed/re-issued, candidate must bring both old and new documents.
- 11.18. In case an examination is conducted in more than one shift, the Commission may adopt Normalization method/process as deemed suitable.
- 11.19. Candidates, who have obtained degree(s) or diploma(s) or certificate(s) for course(s) from any Board/Institution **declared fake by the University Grants Commission or not recognized by Haryana Government** shall not be eligible for being considered for recruitment to the post(s) advertised and no representation in this regard shall be entertained.
- 11.20. The Haryana Staff Selection Commission shall recommend the names of successful candidates equal to the total number of vacancies requisitioned in each category, separately to the Director General of Police for enrolment. The list of candidates so recommended shall also be put on the official websites of Haryana Staff Selection Commission and Haryana Police.
- 11.21 Medical fitness and verification of character and antecedents of the candidate will be got verified by the appointing authority before issuing appointment letter to the candidate. Even after joining of the candidate, if it is revealed that candidate was/is not medically fit or fresh adverse verification report about his character is received or genuineness of his certificates is not verified, he shall not be eligible to continue in job. Vacancies advertised, if any, remain unfilled due to rejection of candidate (s) on medical grounds or character and antecedents verification or otherwise shall be filled up from amongst selected incumbents from the waiting list during period of validity of the waiting list as per instructions issued by State Government from time to time.
- 11.22 All vacancies in respect of Constable falling vacant for any other reason including due to resignation or death of newly selected/appointed incumbents during the period of validity of the waiting list shall be filled up from the waiting list as per instructions issued by State Government from time to time.
- 11.23 Vacancies which are not filled up on the day of expiry of main list as well as waiting list as per instructions issued by State Govt. from time to time shall be considered in the next recruitment.

12. **Scrutiny of Documents**

Only those documents which are uploaded by the candidates while filling up the application form shall be considered for the purpose of scrutiny. In case of any variation in the document uploaded and produced at any subsequent stage, the candidature of such candidate shall be cancelled/rejected. If any application is found without uploading requisite supporting documents and other relevant information, the candidate himself/herself shall be responsible for the same and his/her candidature would be liable to be cancelled/rejected.

13. **Result of Examination**

The names of successful candidates those who have qualified Knowledge Test, in the order of merit on the basis of aggregate marks achieved by the candidate in **(Knowledge Test+ Additional Weightage)** shall be arranged by the Haryana Staff Selection Commission equal to the total number of vacancies advertised for each category separately.

14. Resolution of tie cases for final result

- 14.1. In case two or more candidates have the same aggregate score, the order of merit shall be determined by the higher score achieved in the Knowledge Test.
- 14.2. Whereas two or more candidates have the same aggregate score as well as the same score in Knowledge Test also, the order of merit shall be guided by the age of the candidate, i.e. the oldest being placed higher than the younger ones.
- 14.3. Where two or more candidates have the same aggregate score as well as the same score in Knowledge Test and their date of birth is also same, the order of merit shall be in favour of the candidate having higher educational qualification.

15. Likely causes of rejection of application/candidature

1. More than one application form for a particular post.
2. Online application form is incomplete & not finally submitted.
3. No qualification of Hindi/Sanskrit as prescribed in advertisement.
4. Applicant does not possess the requisite academic qualification on cutoff date.
5. Candidate is underage/overage on the cutoff date/closing date.
6. Variation in data of online application form and in original documents if detected at any stage.
7. Lack of essential qualification as prescribed in advertisement.
8. Candidates beyond the limit mentioned in the CET notification No. 42/119/2019-5GS-I dated 5th May, 2022 & 31st May, 2022 shall not be called for written examination.

16. Commission's Decision Final

The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list and allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard. Commission can anytime call candidates to capture their biometric data. In case of biometric thumb or facial mismatch of data taken at the time of examination, at time of scrutiny, before making recommendation, at the time of joining or at any other stage, candidature of candidate will be cancelled on grounds of impersonation and he/she will be debarred from the future examinations. Criminal proceedings shall also be initiated against such candidates/impersonators.

If a candidate bypass the biometric arrangements and does not provide his/her biometric/facial data or uses any other unfair means during written exam, scrutiny, physical test, joining or at any other stage, his/her candidature will be cancelled on attempt of cheating and impersonation and he/she will be debarred from the future examinations.

17. Action against candidates and/or impersonator found guilty of misconduct.

If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of examination or thereafter, their candidature for this examination will be cancelled and they (candidate and impersonator) will be debarred from the examinations of the Commission for the period mentioned below:

Sr. No.	Type of Malpractice	Debarment Period
1	Taking away any Examination related material such as Original,	2 Years

	Commission OMR sheets, Rough Sheets, Commission Copy of Admit Card etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.	
2	Leaving the Examination Venue uninformed during the Examination	2 Years
3	Misbehaving, intimidating or threatening in any manner with the examination functionaries i.e. Centre Superintendent, Invigilator, Security Guard or Commission's representatives etc.	3 Years
4	Obstruct the conduct of examination/instigate other candidates not to take the examination.	3 Years
5	Making statements which are incorrect or false, suppressing any material information, submitting fabricated documents, etc.	3 Years
6	Obtaining support/influence for his/her candidature by any irregular or Improper means in connection with his/her candidature.	3 Years
7	Appearing in the same examination more than once in contravention of the rules.	3 Years
8	Damaging examination related infrastructure/equipments.	3 Years
9	Appearing in the Exam with forged Admit Card, identity proof, etc.	5 Years
10	Using unfair means in the examination hall like copying, cheating from any material or from any candidate.	5 Years
11	Assault, use of force, causing bodily harm in any manner to the examination functionaries i.e. Centre Superintendent, Invigilator, Security Guard or Commission's representatives etc.	5 Years
12	Threatening/intimidating examination functionaries with weapons/fire arms.	5 Years
13	Possession of fire arms/weapons during the examination.	5 Years
14	Possession of Mobile Phone in switched-off or turned-on mode, Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.	5 Years
15	Impersonate/Procuring impersonation by any person in written exam, physical tests, scrutiny or at any other stage. Candidate not giving biometric/facial data will amount to impersonation.	5 Years
16	Taking snapshots, making videos of question papers or examination material, etc.	5 Years
17	Sharing examination terminal through remote desktop software's/Apps/ LAN/VAN, etc.	5 Years
18	Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.	5 Years

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

Note: Haryana Staff Selection Commission reserves the rights to supervise the complete recruitment process from online application to selection by way of using Biometric process and CCTV Cameras/ Videography etc.

***USE OF MOBILE PHONE AND OTHER ELECTRONIC DEVICES/GADGETS DURING EXAMINATIONS CONDUCTED BY HARYANA STAFF SELECTION COMMISSION IS STRICTLY PROHIBITED.**

Place: Panchkula
Date: 12.02.2024

--Sd/-
Secretary,
Haryana Staff Selection Commission,
Panchkula

Annexure-I**Performa for Experience Certificate from Haryana Govt. Employees (for Socio-Economic Criteria Marks)**

1. This is to certify that Shri/Smt/Ms/Kumari,Son/Daughter/Wife of Shri.....Resident ofvillage/town.....Tehsil.....District.....of Haryana State/Union Territory has been serving as(Complete nomenclature of the post) in the office of(Department/Board/Corporation/Company/Statutory Body/Commission/Authority/Co-operative Banks etc. under Haryana Government).
2. The period of engagement was fromto.....and the completed years and months are(years & months.)
3. The EPF account no. (if any) is/was

Place:
Date:

Signature with seal of Issuing Authority (Head of Office)
Full Name
Designation
Address
Telephone no. with code

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

I.....,Son/Daughter.....of.....aged.....year, R/o District....., do hereby submit the following information for claiming weightage under the Socio-economic criteria namely:-

- (1) That I have to apply for the post of in HSSC against Category No.....Advt.No.....,Dated.....
- (2) That my PPP No./Aadhaar No./PAN Card No./Voter ID No. (if any) is.....
- (3) An applicant who is bonafide resident of Haryana shall be entitled to 5% weightage provided that—
 - (i) neither he himself nor any person from amongst the applicant's family is/was or has been a regular employee in any Department/Board/ Corporation/Company/Statutory Body/Commission/Authority of Haryana Government or any other State Government or Government of India; and
 - (ii) gross annual income of the family from all sources i.e., salary, agriculture, business, profession etc. for the financial year prior to the year of application should be less than one lakh eighty thousand rupees only.

The definition of Family for the purpose of Socio-Economic Criteria—

- (i) *male applicant means the applicant himself, his father, mother, wife, unmarried brother(s) and son(s);*
- (ii) *female unmarried applicant means the applicant herself, her father, mother and unmarried brother(s);*
- (iii) *female married applicant means the applicant herself, her husband, father-in-law, mother-in-law, unmarried brother-in-law and son(s);*
- (iv) *divorced female applicant means the applicant herself, her father, mother, unmarried brother(s) and son(s);*
- (4) That any person among in candidate's family in Government Job having separate PPP No/family ID/ Ration Card will not be entitled to be awarded weightage under Socio-Economic Criteria having no Government Job.
- (5) If a person himself or his family member is once selected/ appointed with or without getting the benefit of weightage, no other family member shall be considered for weightage for selection/appointment to the same or any other post for which application has been submitted by any member of the family.
- (6) That no person as mentioned above had been in employment and gross income of family is less than One Lakh Eighty Thousand Rupees only, I may be allotted weightage under the socio-economic criteria having no Government Job.
- (7) That I fully understand that the marks are given on the basis of information supplied by me and if at any stage it is found that the information has been provided wrongly then not only my service can be terminated on the ground of supply of wrong information even if without these marks or weightage also my name would have figured within the select list/recommendation list. I also understand that criminal action can be taken against me for providing wrong/false information.
- (8) That the deponent shall not take advantage of the certificate(s) issued by the Competent Authority if in meantime any other eligible person in my family obtains the benefits thereof in the recruitment.
- (9) Verified that the content so fall the above paras are true my knowledge and belief and nothing has been concealed therein.

Place: -

DEPONENT

Date:-

VERIFICATION: -

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

Annexure-III

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

INCOME AND ASSET CERTIFICATE

Certificate No.....

Date:- _____

VALID FOR THE YEAR 2023-2024

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

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

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

Signature with seal of Office
Name
Designation

Recent Passport
size attested
photograph of
the applicant

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

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

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

Annexure-IV

APPLICATION FORM FOR WIDOW CERTIFICATE

To

The Naib Tehsildar/Tehsildar
_____**Sub:- Issuance of Widow Certificate.**

I, Widow of Sh..... hereby give my particular as under:-

1	Name of Applicant (IN BLOCK LETTERS)	
2	Address	
3	Village	
4	Tehsil	
5	District	
6	Post office with PIN Code	
7	Name of Father/Mother	
8	Name of Husband	
9	Date of Death of Husband (Death Certificate to be attached)	
10	Aadhaar No. (if any)/PAN Card No. (if any)/Voter ID No. (if any)	

Please issue me a "WIDOW" Certificate.

Signature of Applicant

Place:

Date:

VERIFICATION

I.....s/o, d/o, w/o....., Member Panchayat /Sarpanch /Councilor/ MLA/MP of concerned Village/area/constituency..... verified personally and statement furnished by the applicant are correct to the best of my knowledge and belief.

Signature with seal of Member
Panchayat/Sarpanch/Councilor/MLA/MP of the concerned Village
area/ constituency

Annexure-V

**GOVERNMENT OF HARYANA
WIDOW Certificate**

No _____ Date _____

Certified that the person with the details mentioned below is a Widow.

1.	Name (IN BLOCK LETTERS)	
2.	Address	
3.	Village	
4.	Tehsil	
5.	District	
6.	Post office with PIN Code	
7.	Name of Father/Mother	
8.	Name of Husband	
9.	Date of Death of Husband	
10.	Aadhaar No./PAN Card No./Voter ID No. (if any)	

This certificate is issued based on the details given in the application, Verification Report, local enquiry, facts and records produced.

Signature with seal of the Naib Tehsildar/Tehsildar

Annexure-VI

APPLICATION FORM FOR CERTIFICATE FOR AN APPLICANT WHOSE FATHER HAS DIED

To

The Naib Tehsildar/Tehsildar

_____**Sub:- CERTIFICATE FOR AN APPLICANT WHOSE FATHER HAS DIED.**

1	Name of applicant (IN BLOCK LETTERS)	
2	Date of Birth (enclose proof)	
3	Age of applicant at the time of father death	
4	Applicant is first or second child	
5	Present Address, Village	
6	Post Office	
7	Police Station	
8	District	
9	Caste	
10	Father's Name	
11	Date of birth of father	
12	Age of father at the time of his death	
13	Date of father's Death (enclose death certificate)	
14	Mother's Name	
15	Occupation	
16	Aadhar No/PAN Card No/Voter Id No (if any)	

Please issue me a "Certificate for an applicant whose father has died.

Signature of applicant

Place:

Date:

Signature and Address of Witness

i)

ii)

Annexure-VII

GOVERNMENT OF HARYANA
Certificate for an applicant whose father has died

No _____ Date _____

Certified that the person with the details mentioned below is an applicant whose father has died-:

1	Name of applicant(IN BLOCK LETTERS)	
2	Date of Birth(enclose proof)	
3	Age of applicant at the time of father death	
4	Applicant is first or second child	
5	Present Address, Village	
6	Post Office	
7	Police Station	
8	District	
9	Caste	
10	Father's Name	
11	Date of birth of father	
12	Age of father at the time of his death	
13	Date of father's Death (enclose death certificate)	
14	Mother's Name	
15	Occupation	
16	Aadhar No/PAN Card No/Voter Id No (if any)	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced by the applicant.

Signature with seal of the Naib Tehsildar/Tehsildar

Annexure-VIII

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

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

उम्मीदवार के हस्ताक्षर

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

Signature of Candidate