

**ADVERTISEMENT FOR CET Phase-II FOR GROUP-C (STENO) POSTS**

**IMPORTANT DATES AT A GLANCE**

| Event(s)                                                                                                | Timeline                                                                                               |
|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Date of Publication                                                                                     | 09.01.2024                                                                                             |
| Opening Date for submission of online application                                                       | 02.02.2024                                                                                             |
| Closing Date for Submission of online Application                                                       | 15.02.2024 (11:59 PM)                                                                                  |
| Fee Detail                                                                                              | No fee is required to be deposited by any candidate for applying against any post(s).                  |
| Important dates for BCA/SCB/STU's Candidates                                                            | Supporting Certificate must have been issued on or after 01.04.2023 and on or before the closing date. |
| Important dates for DSC/DSC candidates                                                                  | Supporting Certificate must have been issued after 13.11.2023 and on or before the closing date.       |
| Eligibility Certificate renewed/issued for family member of EEM                                         | Certificate issued/ Renewed on or after 02.02.2024 and on or before the closing date.                  |
| Downloading of Admit Cards from the HSSC website                                                        | Will be communicated Separately                                                                        |
| Date of Examination                                                                                     | Will be communicated Separately                                                                        |
| The candidates who have applied earlier against Advt. 19/2024 must apply afresh for this advertisement. |                                                                                                        |

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## CHAPTER 1

### 1. Initiation of Application

Online applications are invited for direct recruitment to Group C posts from the Common Eligibility Test (CET) Group-C qualified candidates against Advt. No. 93-2024 through the URL address i.e. <https://ad-932024.haryana.com> from 02.02.2024 to 15.02.2024 till 11.59 P.M. Thereafter, the website link will be disabled.

## CHAPTER 2

### 2. Details of various groups, posts with category wise Bifurcation, age and minimum essential qualification for the Group-C (Some) posts of various Departments/Board/Corporation/Commission etc. are attached at Appendix-A.

Note: (A) In case, the candidate applies on the basis of equivalent qualification(s) for the post(s) where 'equivalent' word is mentioned in essential qualification(s), the consideration of the said equivalent qualification(s) of the candidate at the level of Commission will be only provisional subject to its acceptance by the indenting Department after due verification (Appendix-B).

(B) Further, if a candidate claims eligibility on account of possessing higher qualification in same line as prescribed in minimum qualification for that particular post, in view of Haryana Government instruction No. 10-4/2015-SO&II, dated 25.08.2016, in that case, the consideration of said higher qualification in the same line at the level of Commission will only be provisional subject to its acceptance by the indenting Department after due verification.

## CHAPTER 3

### 3. Details of Stenography Skill test syllabus for different categories in the group are attached at Appendix-C-I & Appendix-C-II for written exam test (available on the website of HSSC).

## CHAPTER 4

### 4. Criteria for Selection & Examination

The Recruitment will be made strictly in accordance with CET Policy for Group C dated 31.12.2024 & its amendment dated 11.07.2025 (Appendix-D) and Haryana Staff Selection Commission Rules 2025 dated 27.05.2025 (Appendix-E).

#### Pattern of Examination:-

Stage-I- Stenography Skill test is as per syllabus and criteria for qualifying stenography test is also mentioned in Appendix-O-I which is qualifying in nature.

Stage-II- Pattern of Written Examination as per syllabus mentioned in Appendix-C-II-

- i. Total number of Multiple Choice Questions (MCQs):100
- ii. Total marks: 100
- iii. Duration of examination-1 Hour 45 Minutes

Minimum qualifying marks: -General Category : 50%  
Reserved Category (both vertical and horizontal) : 40%

All questions shall be compulsory. Question paper shall be Bilingual (English & Hindi) and an offline (OMR based) written examination will be held.

For every question, the candidate will be provided four options to choose from, in the question paper. After having selected his/her preferred option, every candidate shall need to fill the corresponding circle in the OMR sheet. There shall be no negative marking for a wrong option having been filled. In case a candidate does not wish to attempt a question, he/she will need to fill in the fifth circle/bubble in the OMR sheet. Failure to do so shall result in deduction of one mark. In other words, for every un-attempted question, there shall be negative marking of minus one mark.

## CHAPTER 5

### 5. PROCESS FOR RECRUITMENT OF GROUP C POSTS:

- (i) After publication of CET (Marks) in accordance with sub-clause (xi) of clause 7 of CET

notification dated 31.12.2024, the posts available for recruitment shall be advertised by the Commission along with the syllabus, procedure/manner of conducting skill and/or written examination of the advertised posts and last date for attending entrance educational qualifications and/or experience. On the advertisement being issued, the Commission shall invite applications electronically of the eligible candidates based on the merit list of CET Score (Marks) to know whether the candidate is willing to appear for skill and/or written examination for that post.

(Provided that out of the candidates applying for the post, the maximum number of candidates eligible to appear for the skill and/or written examination shall be ten times the total number of posts advertised by the Commission. The eligible candidates shall apply electronically on the website of the Commission using their Registration Number. The last date for submission of application shall also be mentioned in the advertisement by the Commission).

- (i) If the CET (Marks) of the last candidate who has applied for the post in terms of sub-clause (i) above is achieved by more than one candidate, then all the candidates at the cut off CET (Marks) who have applied for the post shall be entitled to be considered for appearing in the skill and/or written examination for the post(s) advertised by the Commission.
- (ii) On receipt of requisition of the posts of different nomenclature but of similar educational qualifications and pay scales, the Commission shall be competent to hold one common skill and/or written examination with the condition that the distribution/allocation shall be on merit-based option given by the successful candidates for the post and/or Department.
- (iv) When the number of candidates applying under sub-clause (i) who are eligible is less than the number limit specified in the above said clause then the Commission may extend the date by publication on the website for enabling further eligible candidates to apply.
- (v) For consideration of a candidate against a post of general category, each candidate has to secure minimum 50% marks in the skill and/or written examination to be considered for selection/recruitment. In case of consideration against the reserved category post (whether vertical or horizontal) the candidate shall receive a concession @ 30% for the purpose of eligibility for the purpose of skill and/or written examination, i.e. the minimum cut off for such candidates shall be 40% because they have been given 10% concession in minimum marks.
- (vi) The Commission shall on the basis of marks obtained in the written/skill examination shortlist the candidates for selection, recommendation or waiting list in the respective categories and publish on the website in accordance with clause 12 of CET notification dated 31.12.2024.

For calculation of total marks of skill and/or written examination of a candidate, the marks obtained in skill and/or written examination shall be added to the score, if any, (like MCC in case of Police Recruitment etc.) to derive at the total marks of skill and/or written examination of the candidate.

- (vii) The Commission reserves the right to review the formula or decide the maximum number of CET qualified candidates who shall be eligible to appear for the skill and/or written examination, in future whenever it feels the need for the same.

**Note:-** Save as otherwise provided in any instructions of Government, in case of non-availability of eligible candidate(s) of respective category after the skill and/or written examination for the post which remains unfilled shall be re-advertised as per reservation policy.

## CHAPTER 5

### **6. Reservation:**

- 6.1. The benefit of reservation will be given only to those DSC-GSC-BCA-SCS-BUS-PaO and ESM candidates who are bonafide resident of Maryasa State and submit the application form against reserved category posts. The reserved category candidates belonging to other States/ UTs will be allowed to compete against the posts meant for general category only and will be considered as general category candidates.
- 6.2. 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. 22/10/2013-103-III, dated 15.07.2014 and thereafter issued. From time to time upto the date of advertisement shall be applicable.

With regard to the PoD category posts, in case a particular category of suitable PoD candidate as per advertisement is not available, then the other suitable PoD category candidate may be accommodated if permitted by the concerned department as per the instructions applicable.

- 6.3. 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. After submission of online applications form no change of particular at any stage shall be entertained.

- 6.4. (i) If any candidate belongs to DSC/OBC/BCA/BCB/EWS is not 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 Caste/Backward classes, they will be treated as open competition candidates. However, such candidates should fulfil conditions of eligibility regarding age etc. as are meant for general category candidates.

(ii) Persons with disabilities selected on their own merit without relaxed standards alongside 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 first 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, where no reservation for persons with disabilities is admissible.

- 6.5. **BCA (Non-Creamy Layer) and BCB (Non-Creamy Layer):**

The candidates belonging to BCA (Non-Creamy Layer)/BCB (Non-Creamy Layer) categories are directed to obtain the fresh latest BCA or BCB certificate, as the case may be, as per Haryana Government instructions No. 22/152/2013-103-III dated 22.03.2022, Government notification No. 49/13/2024-HW dated 16.07.2024 (Appendix F).

This certificate should have been issued on or after 01.04.2025 & on or before the closing date of application form. BCA & BCB candidates of Haryana who fall in the creamy layer as specified by the Government of Haryana are not entitled for the benefit of reservation and they would be considered as General category candidates for all intents and purposes.

**Note 1:** The BC-A/BC-B certificate issued for contesting the Panchayat Raj Elections shall not be considered.

**Note 2:** OBC certificate issued for jobs in Central Govt. shall not be considered.

The valid proforma of the BC-A/BC-B certificate is annexed as Annexure IV. The certificates issued in the required proforma will only be considered.

- 6.6. **EWS category:-**

As per govt. instructions issued vide no. 22/22/2019-106-III, dated 23.02.2019, EWS certificate valid for State of Haryana (Appendix-G) as prescribed proforma (Annexure-V A or Annexure-V B) should be valid for the year in which the candidates have applied for the posts. The EWS certificate should have been issued on or after 01.04.2025 and on or before the closing date of application form.

**Note 1:-** The certificate issued after the closing date of application shall not be considered under any circumstances.

**Note 2:-** EWS certificate issued for jobs in Central Govt. shall not be considered.

**Note 3:-** EWS certificate issued in Annexure-V A or in Annexure V B will be considered.

- 6.7. **Depressed Scheduled Castes (DSC) and Other Scheduled Castes (OSC):**

As per govt. instructions issued vide no. 22/163/2024-III/III, dated 15.11.2024, for the purpose of reservation in services, the Scheduled Castes in Haryana have been sub-categorized in two categories i.e. Depressed Scheduled Castes (DSC) and Other Scheduled Castes (OSC) and candidates should

upload the certificate clearly mentioning the sub-category of DSC or OSC as per Annexure-A of the Government instruction No. 22-043/2024-III dated 13.11.2024 (Appendix-II). As a matter of abundant caution, it is clarified that the DSC/OSC certificate must have been issued after 13.11.2024 and on or before the closing date of registration for CET.

**6.8 Ex-servicemen**

Benefit of reservation to Ex-Servicemen & their family members will be as per Government Instructions bearing No. 12-15/2019-405-II dated 09.03.2022 and 23.04.2022 both these instructions are enclosed as (Appendix-I)

6.9. ESM candidates shall attach attested photocopy of valid documents issued by the competent authority which individually or jointly show the date of entry into Armed forces and date of Release, Discharge, Class of Discharge, cause of Discharge, percentage of disability pension/disability element. Family Member of Disabled ESM and Family member of ESM shall attach valid eligibility certificate issued or renewed after 01.02.2025 strictly as per format enclosed as Annexure VI

6.10. Benefit of reservation to the children/grandchildren of Freedom Fighters will be as per Government Instruction No. 22-49/2021-1058-III dated 27.10.2021 and 26.04.2022. Children/Great Children of Freedom Fighter shall be required to produce the Certificate duly issued by the respective competent authority (Appendix-J)

6.11. Commission can direct the family member of ESM candidates to provide relevant information in any authentic form to avail the benefits.

6.12. If for any post in a group, there is no vacancy for reserved category, then the candidate of reserved category can apply under general category and will be shortlisted as per merit of general category. A candidate will be considered for a post/Department under General Category, if such a candidate has given his/ her preference for the same and fulfill the essential qualifications for the post/ Department under general category.

## CHAPTER 7

**7. Persons with Benchmark Disabilities (PwBD) (Dhryangon):**

List of Benchmark Disabilities in terms of Section 34 of the Rights of Persons with Disabilities (RPwD) Act, 2016 and instruction No. 22-30/2013-1058III Dated 25.04.2015 of Government of Haryana (Appendix K) is as follows:-

| Sr. No. | Type of Disability                                                                                                  | Category of disability to be selected in Registration/ Application form |
|---------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| (a)     | Blindness and low vision                                                                                            | VI (Visual Impairment)                                                  |
| (b)     | Deaf and hard of hearing                                                                                            | HII (Hear of Hearing)                                                   |
| (c)     | Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy. | OH (Orbis)                                                              |
| (d)     | Autism, intellectual disability, specific learning disability and mental illness.                                   | MD (Multiple Disability)                                                |
| (e)     | Multiple disabilities from amongst persons under classes (a) to (d) including deaf-blindness.                       | MD (Multiple Disability)                                                |

Following facilities will be made available to Persons with Benchmark Disabilities (Dhryangon):

7.1. In case of candidates with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, one scribe will be allowed, if so desired by the candidate, without production of Certificate of physical limitation. (Annexure-VIII)

7.2. In case of remaining categories of persons with benchmark disabilities, a scribe will be allowed only upon production of a certificate to the effect that the candidate has physical limitation to write and scribe is essential to write examination on his/her behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution as per provision at Annexure-VII.

7.3. However, the candidates referred in Point 7.1 and 7.2 above will be allowed the scribe only if they apply for availing the scribe facility in online application form and produce the certificate at the time of written examination as per provision at Annexure-VII.

- 7.4. The qualification of the scribe should be upto Matriculation only. Further, the scribe has to produce a valid ID proof in original alongwith a copy duly signed by the candidate as well as the scribe at the time of examination as per provision at Annexure-VIII.
- 7.5. Scribe should not be a candidate of the same examination. If a candidate is detected assisting a Pr&B candidate as scribe in the examination, then the candidature of both the candidates will be cancelled.
- 7.6. A compensatory time of 30 minutes per hour of examination will be provided to all the Pr&B candidates referred in Point 7.1 and 7.2 above, thereby the total extra time comes to 15 minutes in addition to 180 minutes.
- 7.7. No attendant other than the scribe for eligible Pr&B candidates will be allowed inside the examination hall.
- 7.8. The candidate has to make his/her own arrangement of a scribe.

## **CHAPTER 8**

### **8. Relaxation in Age**

As per Haryana Govt. Instructions No. 22-06/2021-035-III, Dated 29th March, 2022, benefit of relaxation in upper age limit, applicable to various categories are assessed at (Appendix-L).

- Note:-** In accordance with withdrawal notice dated 02.07.2025, the Commission had withdrawn the vacancy advertised vide Advt. No. 10/2024 for various groups and categories mentioned in (Annexure - I). The candidates who had earlier applied against the said withdrawal posts are eligible for apply, however they have to apply afresh for these posts on the basis of their CET registration.

## **CHAPTER 9**

### **9. Instructions for Submission of Application Form:**

- 9.1. Candidates are advised to read the advertisement, instructions and procedure carefully before 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 filled upon online application form and upload all documents before finally submitting the application form.
- 9.2. Candidates are advised to apply online well in advance without waiting for last date of submission of online application form. Before submission of the online application form, candidates must check that they have filled correct details in each field of the form. A candidate may submit his/her application form till the last date of submission of application form i.e. closing date. After final submission of application form, 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.
- 9.3. After successful submission of online application form, candidates are advised to take final print out of online application form for record alongwith uploaded documents.
- 9.4. The hard copy of online 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 alongwith online application form shall not be entertained. However, HSSC may ask an additional document in support of already submitted document for more clarity, if required.
- 9.5. No offline application form or copy of downloaded application form in any mode will be accepted by the Haryana Staff Selection Commission.
- 9.6. Candidates who do not fulfil the qualifications/eligibility conditions on cutoff/due date, their application form shall liable to be rejected. All the Certificate/Documents relating to educational qualification/eligibility conditions & experience etc. will be downloaded with regard to cut off/due date as prescribed.
- 9.7. The Commission does not carry out the scrutiny of the physical documents at the time of submission of online application form and the same are checked only at the time of Scrutiny of documents (offline/online).

## CHAPTER 10

### 10. Experience:

- 10.1 For the purpose of age relaxation and essential qualification, the experience will be considered only after acquiring the essential educational qualification and the experience certificate should be issued by competent authority of the concerned Department/Board/Corporation/Company/Statutory Body/Commission/Authority/Co-operative banks etc. under Haryana Government. The details of salary, designation, date of joining, period of service and date of issuance of the certificate of the concerned post should be clearly mentioned in the experience certificate. The copy of preference is placed at Annexure-II.
- 10.2 For essential qualifications, where there is requirement of experience, the experience from private organisations/institutions may be considered if the service rules so provides. The required experience certificate should be issued by the competent authority of the private organisation/institution concerned. The details of salary, designation, date of joining, period of service and date of issuance of the certificate of the concerned post should be clearly mentioned in the experience certificate. The copy of preference is placed at Annexure-III.

## CHAPTER 11

### 11. Post Preference:

As skill and/or written examination is being held for multiple posts/Departments in groups, therefore, detailed options for various said posts/Departments need to be filled by the candidates through online mode. A candidate will not be considered for a post/Department, if such a candidate has not given his/her preference for the same and does not fulfill the essential qualifications for the post/ Department. Options confirmed at the time of submission of online application form will be treated as final and will not be changed subsequently under any circumstances. Therefore, candidates are advised to be careful while exercising such options.

## CHAPTER 12

### 12. Scrutiny of Documents:

Only those documents which are uploaded by the candidates while filling up the online 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 form 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 liable to be cancelled/rejected.

The Commission does not carry out the scrutiny of the physical documents at the time of submission of online application form and the same are checked only at the time of Scrutiny of documents (offline/online).

- Note - The Commission does not verify the genuineness of documents uploaded by the selected and recommended candidates with their online application forms, which shall be done by the issuing department at the time of offering appointment.

## CHAPTER 13

### 13. In case of tie cases for final result

- 13.1. In case there are more than one candidate having equal aggregate marks (written examination skill test marks) the candidate who is older in age will get precedence over the younger one.
- 13.2. In case two or more candidates have the same aggregate marks and same date of birth. The candidates having higher marks in CET Phase -I written examination shall be considered.

## CHAPTER 14

### 14. Likely causes of rejection of application/candidature

1. More than one application form for a particular post.
2. Application is incomplete or not submitted online.
3. No qualification of Basic Standard as prescribed in advertisement.
4. Applicant does not possess the requisite essential qualification on cutoff closing date.
5. Candidate is underage/overage on the cutoff closing date as prescribed.

6. Variation in date of online application form and in original documents if detected at any stage.
7. Not uploading requisite certificate as prescribed.

#### CHAPTER 15

##### 15. Commission's Decision To Be Final

The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the application form, penalty for false information, irrelevant document(s)/information debarring of candidate for indulging in malpractices etc. will be final and will be binding on the candidates. No enquiry/correspondence will be entertained in this regard.

Commission can anytime call any candidate to re-capture their biometric data before the declaration of the result and even after it, if needed. In case of biometric (thumb or facial) mismatch of the data taken at any stage 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 the ground of impersonation and he/she will be debarred from the future examinations. Criminal proceedings shall also be initiated against such candidate/impersonators.

If a candidate bypasses the biometric arrangement and does not provide his/her biometric facial data or uses any other unfair means during the examination process, his/her candidature will be cancelled on charge of cheating and impersonation and he/she will be debarred from the future examinations.

#### CHAPTER 16

##### 16. Document to be uploaded with Application Form (MANDATORY)

The detail of the documents to be uploaded with the application form (category-wise) is mentioned as below:-

| Sr. No. | Category                                                   | Document to be uploaded (Mandatory)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | General                                                    | <ol style="list-style-type: none"> <li>1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.)</li> <li>2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph.</li> <li>3. Scanned signature of the Candidate</li> <li>4. Scanned copy of Aadhar Card</li> <li>5. Undertaking as per Annexure IX.</li> </ol>                                                                                                                                                                                                                                                                                                                                                            |
| 2       | Deprived Scheduled Caste (DSC) Other Scheduled Caste (OSC) | <ol style="list-style-type: none"> <li>1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.)</li> <li>2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph.</li> <li>3. Scanned signature of the Candidate</li> <li>4. Scanned copy of Aadhar Card</li> <li>5. Haryana Bonafide Resident certificate</li> <li>6. Scanned Copy of DSC or OSC certificate of Haryana as per Govt. instruction issued vide no. 22/191/2024-JHNL dated 13.11.2024.</li> <li>7. Any Other Reservation Certificate, If applicable.</li> <li>8. Undertaking as per Annexure IX.</li> </ol>                                                                                                  |
| 3       | BC-A (Non-Creamy Layer)                                    | <ol style="list-style-type: none"> <li>1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.)</li> <li>2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph.</li> <li>3. Scanned signature of the Candidate</li> <li>4. Scanned copy of Aadhar Card</li> <li>5. Haryana Bonafide Resident certificate</li> <li>6. Scanned copy of BC-A (Non-Creamy Layer) certificate issued on or after 06.04.2023 as per Haryana Government instructions No. 22/102/2015-108-III dated 22.03.2022, Government notification No. 40/13/2024-18W dated 16.07.2024</li> <li>7. Any Other Reservation Certificate, If applicable.</li> <li>8. Undertaking as per Annexure IX.</li> </ol> |
| 4       | BC- B (Non-Creamy Layer)                                   | <ol style="list-style-type: none"> <li>1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.)</li> <li>2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph.</li> <li>3. Scanned signature of the Candidate</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                |

|   |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                                          | <ol style="list-style-type: none"> <li>Scanned copy of Aadhar Card.</li> <li>Maryana Bonafide Resident certificate.</li> <li>Scanned copy of BC-8 (Non-Creary Layer) certificate issued on or after 01.04.2021 as per Maryana Government Instructions No. 22/132/2019-108-III dated 22.03.2022, Government notification No. 40/15/2024-18W dated 16.07.2024.</li> <li>Other Reservation Certificates, if applicable.</li> <li>Undertaking as per Annexure IX.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5 | Economically Weaker Section (EWS)        | <ol style="list-style-type: none"> <li>Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.)</li> <li>Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph.</li> <li>Scanned signature of the Candidate.</li> <li>Scanned copy of Aadhar Card.</li> <li>Maryana Bonafide Resident certificate.</li> <li>Scanned copy of EWS certificate issued on or after 01.04.2021 as per Govt. Instructions dated 25.03.2019.</li> <li>Other Reservation Certificates, if applicable.</li> <li>Undertaking as per Annexure IX.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                     |
| 6 | Ex-Servicemen                            | <ol style="list-style-type: none"> <li>Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.)</li> <li>Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph.</li> <li>Scanned signature of the Candidate.</li> <li>Scanned copy of Aadhar Card.</li> <li>Maryana Bonafide Resident certificate.</li> <li>Discharge certificate/Discharge Book showing the date of entry into military and date of Release, Discharge, Cause of Discharge &amp; Cause of Discharge.</li> <li>Other Reservation Certificates, if applicable.</li> <li>Undertaking as per Annexure IX.</li> </ol>                                                                                                                                                                                                                                                                                                                                                     |
| 7 | Disbilled Ex-Servicemen                  | <ol style="list-style-type: none"> <li>Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.)</li> <li>Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph.</li> <li>Scanned signature of the Candidate.</li> <li>Scanned copy of Aadhar Card.</li> <li>Maryana Bonafide Resident certificate.</li> <li>Valid document(s) issued by the competent authority which individually or jointly show the date of entry into Armed Forces and date of Release, Discharge, Cause of Discharge, Cause of Discharge, percentage of disability/pension/disability element.</li> <li>Any Other Reservation Certificates, if applicable.</li> <li>Undertaking as per Annexure IX.</li> </ol>                                                                                                                                                                                                                                                   |
| 8 | Family Member of Disbilled Ex-Servicemen | <ol style="list-style-type: none"> <li>Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.)</li> <li>Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph.</li> <li>Scanned signature of the Candidate.</li> <li>Scanned copy of Aadhar Card.</li> <li>Maryana Bonafide Resident certificate.</li> <li>Valid document(s) issued by the competent authority which individually or jointly show the date of entry into Armed Forces and date of Release, Discharge, Cause of Discharge, Cause of Discharge, percentage of disability/pension/disability element to the father/mother or spouse of the candidate.</li> <li>The Eligibility Certificate submitted to the candidate by respective District Bank &amp; Anti-Social Welfare Office in Maryana on or after 03.01.2021 and on or before the closing date.</li> <li>Any Other Reservation Certificates, if applicable.</li> <li>Undertaking as per Annexure IX.</li> </ol> |
| 9 | Family Member of Ex-Servicemen           | <ol style="list-style-type: none"> <li>Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.)</li> <li>Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

|     |                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                                                                                                                                              | 3. Scanned signature of the Candidate.<br>4. Scanned copy of Aadhar Card.<br>5. Haryana Benefits Resident certificate.<br>6. Eligibility certificate for family members of ESM reserved as or after 05.02.2023 and as or before the closing date.<br>7. Any Other Reservation Certificate, if applicable.<br>8. Undertaking as per Annexure IX.                                                                                                                                                                                                                                                                                                   |
| 10. | Dependent of Freedom Fighter (D.F.F)                                                                                                                         | 1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.)<br>2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph.<br>3. Scanned signature of the Candidate.<br>4. Scanned copy of Aadhar Card.<br>5. Haryana Benefits Resident certificate.<br>6. Certificate for children/grandchildren of Freedom Fighter issued by competent authority.<br>7. Any Other Reservation Certificate, if applicable.<br>8. Undertaking as per Annexure IX.                                                           |
| 11. | Persons with Benchmark Disabilities (PwD)                                                                                                                    | 1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.)<br>2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph.<br>3. Scanned signature of the Candidate.<br>4. Scanned copy of Aadhar Card.<br>5. Haryana Benefits Resident certificate.<br>6. Scanned copy of person with disability (PwD) certificate.<br>7. Any Other Reservation Certificate, if applicable.<br>8. Undertaking as per Annexure IX.                                                                                          |
| 12. | Adhoc contract work-charged/daily wages basis in any Department/Board/Corporation of Haryana Government (For candidates claiming benefit of age relaxation). | 1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.)<br>2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph.<br>3. Scanned signature of the Candidate.<br>4. Scanned copy of Aadhar Card.<br>5. Haryana Benefits Resident certificate.<br>6. Scanned copy of proof of having worked on adhoc contract work-charged/daily wages basis in any Department/Board/Corporation of Haryana Government.<br>7. Any Other Reservation Certificate, if applicable.<br>8. Undertaking as per Annexure IX. |

Note -The undertaking(s) and certificate(s) attached as Annexure with the advertisement, if applicable, have to be uploaded by the candidates at the time of submission of the application form.

#### CHAPTER 17

##### 17. General Instructions:

- 17.1. Commission reserves right to increase or decrease the number or break up of already advertised posts anytime till the date of reconstitution on the basis of change in requirement from the recruiting department.
- 17.2. Mere short listing/selection of a candidate does not confer any right of appointment unless the Commission/Selecting Department/ Board/ Corporation etc. is satisfied that the candidate is eligible for appointment to the service/post in all respects after conducting necessary enquiry, if so required.
- 17.3. 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.
- 17.4. However, if a candidate smudges/cratches/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. Also, if the scanning machine detect any smudges/cratches/erases/any place on the OMR sheet in any manner with Eraser, Nail, Blade, White Fluid /Whitener etc. then OMR sheet of

candidate shall be cancelled.

- 17.5. Evaluation of OMR answer sheet of the candidate is done once and there is no process of re-evaluation of OMR sheet.
- 17.6. All candidates are advised to retain copy of advertisement, application form filed by him/her along with uploaded documents, admit card, notice, copy of question paper, OMR sheet (candidate's copy) etc. for his/her record.
- 17.7. All rules/instructions prevailing on cut-off date shall be applicable.
- 17.8. 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.
- 17.9. Scanned documents uploaded with online 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 filing application form shall not be considered at subsequent stage.
- 17.10. 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.
- 17.11. Candidates must read the complete advertisement very carefully as all the applicants are bound by the terms and conditions mentioned in the advertisement.
- 17.12. The commission advertise posts under different categories of reservations requiring different eligibility conditions as per score points maintained by concerned department, as per applicable Government Instructions and Service Rules, wherein Commission has no role to play.
- 17.13. Answer key of the question paper shall be put on the official website of Commission after the examination. Candidates should file objections, if any, within specified period along with prescribed fee of Rs. 100/- per objection (non-refundable). Thereafter, no objection shall be entertained and all objections so received shall be forwarded to Chief Examiner. On the basis of recommendation of Chief Examiner, the final answer key shall be prepared and evaluation shall be done on the basis of final answer key so prepared. The Commission may also constitute a committee (if required) for dealing with the objections, so received upon the initial answer key. The decision of the Commission based on the recommendation of Chief Examiner/Committee shall be final and no correspondence in this regard shall be entertained.
- 17.14. If any document received re-scanned, candidate must attach/upload both old and new documents.
- 17.15. 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 application form also termed as closing date.
- 17.16. If on verification at any stage starting from submission of application form, all 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 detained and prosecuted in the Court of Law. This is irrespective of whether the candidate was benefited by furnishing the false or incorrect information in his/her application. If the candidate is selected, his/her recommendation may be withdrawn.
- 17.17. Candidates, who have obtained degree(s) or diploma(s) or certificate(s) for course(s) from any Board/Institution declared false by the University Grants Commission or not recognized by any State/Central Government, shall not be eligible for being considered for recruitment to the post(s) advertised and no representation in this regard shall be entertained.

#### CHAPTER 18

18. **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 detained 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, Commission OMR sheet, Rough Sheet, Commission Copy of Admit Card etc. from the examination hall or passing it on to unauthorized person during the conduct of examination. | 5 Years          |
| 2       | Leaving the Examination Venue unattended during the Examination                                                                                                                                                                           | 5 Years          |
| 3       | Mishandling, intimidating or threatening in any manner with the examination functionaries i.e. Centre Superintendent, Invigilator, Security Guard or Commission's representatives etc.                                                    | 5 Years          |
| 4       | Obstruct the conduct of examination to give other candidates not to take the examination.                                                                                                                                                 | 5 Years          |
| 5       | Making statements which are incorrect or false, suppressing any material information, submitting fabricated documents, etc.                                                                                                               | 5 Years          |
| 6       | Obtaining support/influence for his/her candidature by any irregular or improper means in connection with his/her candidature.                                                                                                            | 5 Years          |
| 7       | Appearing in the same examination more than once in contravention of the rules.                                                                                                                                                           | 5 Years          |
| 8       | Demaging examination related infrastructure equipments.                                                                                                                                                                                   | 5 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 weapon-fire arms.                                                                                                                                                                 | 5 Years          |
| 13      | Possession of fire arms/weapons during the examination.                                                                                                                                                                                   | 5 Years          |
| 14      | Possession of Mobile Phones in switched-off or turned-on mode, Bluetooth Device, spy camera, and any other electronic gadgets in the examination hall.                                                                                    | 5 Years          |
| 15      | Impersonate/Procure 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      | Running examination terminal through remote desktop software's Apps/ LAN/CAN, 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 any process of examination, he/she shall be liable to be punished under THE HARYANA PUBLIC EXAMINATION (PREVENTION OF UNFAIR MEANS) ACT, 2011 or any other law applicable at that point of time.

#### 18.1 Barred Items

The candidates will be subjected to extensive and compulsory frisking with the help of highly sensitive metal detectors before entering the Examination Centre. The candidates are not allowed to carry the following items inside the Examination Centre under any circumstances.

- Any item like textual material (printed or written), bits of paper, Geometry/Pencil Box, Plastic Pouch, Calculator, Pen, Scale, Writing Pad, Pen Drive, Eraser, Calculator, Log Table, Electronic Pen Scanner, etc.
- Any communication device like Mobile Phones, Bluetooth, Earphones, Microphone, Pager, Health Band etc.
- Other items like Wallet, Goggles, Handings, Belt, Cap etc.
- Any Watch/Wristwatch, Bracelet, Censors etc.
- Any ornaments/metallic items etc.
- Any food items opened or packed, water bottle etc.
- Any other item which could be used for unfair means, communication devices like a smartchip, camera, Bluetooth device etc.

No arrangement will be made at the Center for keeping any article(s)/item(s) belonging to the candidate. The candidate wearing articles or objects of faith (customary-cultural/religious) should report at the examination centre at least two hours before the last reporting time so that there is enough time for proper checking without any inconvenience to the candidate while maintaining the sanctity of the examination. If upon screening, it is discovered that any candidate is actually carrying a suspected device within such item of faith, he/ she shall be asked not to take it into the examination hall.

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

Place: Panipat  
Date: 09.01.2024

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Secretary  
Haryana Staff Selection Commission,  
Panipat

**ANNEXURE-I****WITHDRAWAL NOTICE**

In accordance to Haryana Government memo no-4333/2023-SST-II dated, 19<sup>th</sup> May 2023, the Commission withdrawn the vacancies mentioned here in below to be re-advertised after conduct of CET-01/2023, with the condition that the candidates who were eligible as per the already issued advertisements would be considered eligible against re-advertised posts:-

| Sr. No. | Advt. No. | Group No. | Category No.                | Total Posts |
|---------|-----------|-----------|-----------------------------|-------------|
| 1       | 04/2023   | 27        | 179                         | 30          |
| 2       | 03/2023   | 28        | 19 & 215-219                | 287         |
| 3       | 03/2023   | 27        | 214-219                     | 18          |
| 4       | 04/2023   | 28        | 101, 102, 103, 104, 106-107 | 219         |
| 5       | 04/2023   | 31        | 568, 569, 569-577           | 180         |
| 6       | 03/2023   | 31        | 180-181                     | 2           |
| 7       | 03/2023   | 34        | 182                         | 6           |
| 8       | 03/2023   | 34        | 183-188                     | 18          |
| 9       | 09/2022   | 3         | 68                          | 10          |
| 10      | 10/2022   | 35        | 191-192                     | 197         |
| 11      | 10/2022   | 39        | 193-195                     | 217         |
| 12      | 10/2022   | 40        | 196                         | 100         |
| 13      | 11/2022   | 41        | 197-198                     | 150         |
| 14      | 04/2023   | —         | 5-6                         | 1581        |
| 15      | 12/2022   | —         | 7                           | 36          |
|         |           |           | <b>Total</b>                | <b>4653</b> |

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Under Secretary  
Haryana Staff Selection Commission  
Panchkula

Dated:-02.07.2023

## ANNEXURE-II

Experience Certificate (For Age relaxation in case of Haryana Govt. employees)

1. This is to certify that Shri/ Smt/ Sh/ Kmsmt, ..... Son/ Daughter/ Wife of  
 Shri/ ..... Resident ..... of  
 village/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/ Auth-  
 ority/ Co-operative Societies etc. under Haryana Government.)
2. The period of engagement was from ..... to ..... and the  
 completed ..... years and ..... months.
3. The salary of the employee is .....
4. The EPF account no. (if any) is/ was .....

|        |                                                           |
|--------|-----------------------------------------------------------|
| Place: | Signature with seal of Issuing Authority (Head of Office) |
| Date:  | Full Name                                                 |
|        | Designation                                               |
|        | Address                                                   |
|        | Telephone no. with code                                   |

**ANNEXURE -III****Experience Certificate for Essential Qualification**

To be issued on letter head of the Institution/Department/Board/Issuing Authority

Telephone No. ....

Name of Organisation

Address of the Organisation

This is to certify that Shri/Ms. .... S/o. D/o. W/o  
Shri. .... was/was an employee of this Organisation/Department and duties  
 performed by him/her during the period(s) are as under:-

|     |                                                                                                |                 |
|-----|------------------------------------------------------------------------------------------------|-----------------|
| 1.  | Name of post held                                                                              |                 |
| 2.  | From                                                                                           |                 |
| 3.  | To                                                                                             |                 |
| 4.  | Total Period                                                                                   | Year-<br>Month- |
| 5.  | Nature of Appointment-Permanent, Regular, Temporary, Part-time, Contract, Guest, Honorary etc. |                 |
| 6.  | Department/Speciality/Field of experience                                                      |                 |
| 7.  | Pay scale and last salary drawn (Rs.)                                                          |                 |
| 8.  | Duties performed/experience gained in brief in each post                                       |                 |
| 9.  | Place of posting                                                                               |                 |
| 10. | Worked at supervisory level/middle management level/head of branch/lower management            |                 |
| 11. | Bank Account No. in which salary deposited.                                                    |                 |
| 12. | EPF ID No.                                                                                     |                 |
| 13. | ESI Employee Code No.                                                                          |                 |
| 14. | NPS PRAN No.                                                                                   |                 |

2. It is certified that above facts and figures are true and based on service records available in our Organisation/Department.

Signature

Name of competent authority

Stamp of competent authority

**Note:** In respect of the experience gained by the candidate from private organisations, the candidate should enclose the following documents, as relevant in his case, along with the above certificate to prove its genuineness:-

1. Copy of Bank Statement/Pass Book in which salary deposited for relevant period.
2. Copy of Member Pass Book/Statement of EPF contribution for relevant period.
3. Copy of Member Pass Book/Statement of ESI contribution for relevant period.
4. Copy of FORM 26AS of Income Tax Department for the relevant Financial year.
5. Copy of NPS contribution statement for relevant period.

## Annexure - II

## BCA/BCB Certificate Proforma

आवेदनकर्ता का  
संकेत/संख्या

आवेदनकर्ता का  
संकेत/संख्या

हरीद्वारा जारी  
Government of Haryana  
विद्यार्थी वर्ग प्रमाण पत्र  
Backward Class Certificate

यह प्रमाणित किया जाता है कि \_\_\_\_\_  
राज्य हरियाणा की \_\_\_\_\_ जगह में निवास करने वाले/करने वाली हैं। इस जगह का पता/पता हरियाणा  
विद्यार्थी वर्ग (विद्यार्थी वर्ग शैक्षणिक संस्थाओं में प्रवेश के लिए) अधिनियम, 2016 (2016 का 16)  
की अनुसूची II में निम्नलिखित वर्ग वर्गीकृत \_\_\_\_\_ में किया गया है।

This is to certify that Mr/Ms \_\_\_\_\_ son/daughter of Mr. \_\_\_\_\_ resident of  
\_\_\_\_\_ in the State of Haryana belongs to \_\_\_\_\_ Caste. This caste is  
mentioned in the Backward Class Block " " in Schedule "II" to the Haryana Backward Classes  
(Reservation in Services and Admission in Educational Institutions) Act, 2016 ( 16 of 2016).

\_\_\_\_\_ पति/पत्नी/पुत्र/पुत्री \_\_\_\_\_ निवासी \_\_\_\_\_  
राज्य हरियाणा में निवास करते हैं।

\_\_\_\_\_ and/or her family ordinarily reside(s) in  
\_\_\_\_\_ in District \_\_\_\_\_ of the Haryana State

यह प्रमाणित किया जाता है कि यह हरियाणा राज्य अधिनियम संख्या 40 / 16 / 2016-विधायक 16  
07 2016 के अनुसार वर्गीकृत वर्ग में वर्गीकृत नहीं है।

This is to certify that he/she does not belong to creamy layer as per the Haryana State notification  
no. 40/16/2014-18W dated 16.07.2016.

आवेदनकर्ता/आवेदक

Place \_\_\_\_\_

स्थान \_\_\_\_\_

अतिरिक्त उपसचिव-सह-  
जिला नगरपालिका संरक्षण सुपरींटेंडेंट/अतिरिक्त  
जिला \_\_\_\_\_  
Additional Deputy Commissioner-cum-  
District Census Revenues Information Officer

Date \_\_\_\_\_

दिनांक \_\_\_\_\_

District \_\_\_\_\_

Assurance KA

EWS Professions

होम सचिव, एन.ए.  
नियंत्रण एवं प्रशासन

होम सचिव, एन.ए.  
नियंत्रण एवं प्रशासन

प्रतिभाषा सचालक  
Government of Haryana

आर्थिक रूप से कमजोर वर्गों का एक सूचीबद्ध प्रमाण पत्र  
ECONOMICALLY WEAKER SECTIONS INCOME AND ASSET CERTIFICATE  
वैधता वर्ष \_\_\_\_\_ से वैध रूप से VALID FOR FINANCIAL YEAR \_\_\_\_\_

हम प्रमाणित किया जाता है कि श्री/शुद्धी \_\_\_\_\_ पुरुष/शुद्धी श्री \_\_\_\_\_  
निवासी \_\_\_\_\_ जिला \_\_\_\_\_ राज्य हरियाणा आ/वासी निवासी है जो निम्नलिखित वर्ष \_\_\_\_\_  
से निम्नलिखित परिवार की वार्षिक आय ₹ लाख रुपये (अथवा ₹ लाख रुपये) से कम होने से  
आय अर्थिक रूप से कमजोर वर्ग से संबंधित है

This is to certify that Mr./Ms. \_\_\_\_\_ Son/Daughter of Mr./\_\_\_\_\_ who is permanent resident of \_\_\_\_\_ District \_\_\_\_\_ in the State of Haryana belongs to Economical Weaker Section since the gross annual income of his/her family is less than ₹ 6 Lakh (Rupees Six Lakh only) for the financial year \_\_\_\_\_

हम से प्रमाणित किया जाता है कि इससे परिवार के पास निम्नलिखित में से किसी भी सम्पत्ति का स्वत्व नहीं है।  
It is further certified that his/her family does not own or possess any of the following:

1. 5 एकड़ और उससे अधिक भूमि जिस पर 5 acres of agriculture land and above.
2. 1000 वर्ग फुट और उससे अधिक का आवासीय प्लॉट Residential flat of 1000 sq. ft. and above.
3. अधिसूचित नगर पंचायतों में 100 वर्ग गज और उससे अधिक का आवासीय प्लॉट Residential plot of 100 sq. yards and above in notified municipalities.
4. अधिसूचित नगर पंचायतों के अलावा अन्य क्षेत्रों में 200 वर्ग गज और उससे अधिक का आवासीय प्लॉट Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
5. कुल अस्मत्त सम्पत्ति जिसका कुल एक करोड़ या उससे अधिक हो। Total immovable assets owned which are valued at ₹ One Crore or more.

श्री/शुद्धी \_\_\_\_\_ का पता से संबंधित है निम्न अधिसूचित पते: निम्नलिखित वर्ष (वर्ष-1) और (वर्ष-2) के  
सा में समाप्त नहीं हो पाई है। प्रमाणित सचालक के निर्देश संख्या 22/12/2019-17 ए-III दिनांक 22/12/2019 में  
अनुसार जारी।

Mr./Ms. \_\_\_\_\_ belongs to caste which is not recognized as a Scheduled Caste, Backward Class (Block-A) and Backward Class (Block-B). Issued as per Government of Haryana instructions No 22/12/2019-308-III dated 22/12/2019.

माहिका (पाठ्य)

Place \_\_\_\_\_

अतिरिक्त सचालक-एन-

मान \_\_\_\_\_

जिला नागरिक संसाधन सूचना अधिकारी

Additional Deputy Commissioner-cum-  
District Citizen Resource Information Officer

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

दिनांक \_\_\_\_\_

## Annexure-V-B

Government of Haryana  
(Name & Address of the authority issuing the certificate)  
**(ECONOMICALLY WEAKER SECTIONS)**  
**INCOME AND ASSET CERTIFICATE Proforma**

Certificate No. \_\_\_\_\_ Date- \_\_\_\_\_

**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri. Sant. Kamari 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. 5 lakh (Rupees Five Lakh only) for the financial year-\_\_\_\_\_.

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 100 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. Sant. Kamari belongs to the caste which is not recognized as a Scheduled Caste, Backward Classes (Kinc-A) and Backward Classes (Kinc-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/titles are to be clubbed while applying the land or property holding test to determine EWS status.

## Annexure-VI

## Eligibility Certificate Form for Family member of ExSM

(Refer to Para 3 of RSB Letter No. 104948ET/RSB dated 11 Oct 2000)

Bt. No of the Eligibility Register \_\_\_\_\_

**ELIGIBILITY CERTIFICATE**

PHOTO

1. Ex-No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_
2. Regt/Unit of the Ex-Serviceman \_\_\_\_\_
3. Home Address VII Po- \_\_\_\_\_, Taluk \_\_\_\_\_ and Dist. \_\_\_\_\_
4. Name of Dependent \_\_\_\_\_ Seeking Employment Regd. No. \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 Qualification \_\_\_\_\_
5. Specimen Signature of Ex-Serviceman/Widow \_\_\_\_\_
6. Specimen Signature of Dependent of ExSM \_\_\_\_\_
7. This Certificate is Valid only for one year from the date of issue which will have to be renewed every year on expiry.

8. **CERTIFICATE**

(i) Certified that the applicant whose particulars along with the particulars of Ex-Serviceman (whose dependent he/she is) are given above is eligible for employment under the state Govt. policy against the Quota reserved for the ex-serviceman as per Ht. Govt. instructions issued from time to time.

(ii) It is further certified that the Father / husband of the applicant is not state Govt. Central Govt. / PSU Employee.

(iii) That this certificate has been issued to only one dependent of ex-serviceman and relevant records maintained in the File Bank Board eligibility register.

(iv) That the first eligibility certificate issued to the dependent has been received in original and entries made in register before issue of the second/third certificate to the only dependent.

(v) I have personally perused all relevant documents and the affidavit of the individual and have satisfied my self for correctness before issuing this certificate.

 Station \_\_\_\_\_  
 Date \_\_\_\_\_

 Name of the Welfare Officer, DRAP/CO  
 with Office Stamp

**Certificate regarding physical limitation of an examinee to write****CERTIFICATE***(Person with Specific Disability)*

Certified for person with specified disability covered under the definition of Section 2 (a) of the RPWD Act, 2016 but not covered under the definition of Section 30) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing. This is to certify that, we have examined Mr/Ms/Ms \_\_\_\_\_ (name of the candidate), Son/Daughter \_\_\_\_\_ is resident of \_\_\_\_\_ (P.O./P.A./P.S./District/Block), aged \_\_\_\_\_ yrs, a person with \_\_\_\_\_ (nature of disability/condition), and to state that he/she has a permanent which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthesis & orthotics, hearing aid device to be specified which is essential for the candidate to attend or the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto \_\_\_\_\_ (it is valid for maximum period of six months or less as may be certified by the medical authority).

*Signature of medical authority*

| (Signature & Name)                                                                    | (Signature & Name)                                                                | (Signature & Name)         | (Signature & Name)                    | (Signature & Name)                                        |
|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------|---------------------------------------|-----------------------------------------------------------|
| Orthopedic/PMR specialist                                                             | Clinical Psychologist/Rehabilitator/Physiotherapist/Psychiatrist/Special Educator | Neurologist (if available) | Occupational Therapist (if available) | Other Expert, as recommended by the Chief medical officer |
| (Signature & Name)                                                                    |                                                                                   |                            |                                       |                                                           |
| Chief Medical Officer/Chief Superintendent/District Medical Officer _____/Chairperson |                                                                                   |                            |                                       |                                                           |

Name of Government Hospital/Health Care Centre with Seal

Place

Date

## Annexure - VIII

## LETTER OF UNDERTAKING FOR USING SCRIBE

1. Name of the Candidate \_\_\_\_\_
2. Roll No \_\_\_\_\_
3. Name of Center \_\_\_\_\_
4. Qualification of Candidate \_\_\_\_\_
5. Disability Type \_\_\_\_\_
6. Name of the Scribe \_\_\_\_\_
7. Date of Birth of the Scribe \_\_\_\_\_
8. Father's Name of the Scribe \_\_\_\_\_
9. Aaidar No \_\_\_\_\_
10. Address of the Scribe \_\_\_\_\_
11. Educational Qualification of the Scribe \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
12. Relationship, if any, of the Scribe with the Candidate \_\_\_\_\_
13. **DECLARATION**

Paste here  
recent colour  
Passport Size  
Photograph  
of the  
SCRIBE

- (i) We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read been read out the instructions of the Notification regarding conduct of the candidates assisted by Scribe Scribes at this examination and have by undertake to abide by them.
- (ii) We do hereby undertake that the qualification of scribe is mentioned correctly and the qualification of the scribe is as per instruction mentioned in the advertisement. In case, subsequently it is found qualification of scribe is not as declared by the candidate, I (the candidate) shall forfeit any right to the posts and claims relating thereto.
- (iii) We declare that the Scribe himself/herself is not a candidate in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected.
- (iv) We declare that the scribe has not acted/will not act as scribe to any other candidate of this examination.

(Signature of the Candidate)

(Signature of the Scribe)

Left thumb impression of the Candidate

Left thumb impression of the Scribe

Signature of the Invigilator

Signature of Center Superintendent  
(With Seal)

## Undertaking

I Su.Du.W's Rs

undertake and declare as under:-

1. That I have read the advertisement no. IS/2016 carefully and thereafter have filed the present application form with correct particulars and no part of it has been kept concealed.
2. That I have filled the present application form and I myself am responsible for the particulars mentioned in the application form.
3. That I have not filled multiple application forms for CET (Group C) Advt. No. IS/2016.
4. That if at any stage, any of the information/particulars mentioned by me are found to be false, then my candidature may be cancelled without giving any notice and without providing any opportunity of hearing. Further, the criminal proceedings may also be initiated against me.

Deponent

Date:

**UNDERTAKING FOR TWINS**

I \_\_\_\_\_, Son / Daughter / Wife \_\_\_\_\_, Resident of \_\_\_\_\_, bearing Registration No \_\_\_\_\_, do hereby solemnly undertake and declare as under:-

1. That I and my brother/wister namely \_\_\_\_\_ are twins.
2. That his/her date of birth is \_\_\_\_\_.
3. That his/her Registration No. \_\_\_\_\_ and he/she has also applied for the Group-C Examination.
4. That my Aadhaar Card No./PAN card/ Driving license/ Birth certificate is \_\_\_\_\_ and the Aadhaar Card No. / PAN card/ Driving license/ Birth certificate No. of my brother/wister (twins) namely \_\_\_\_\_ & \_\_\_\_\_, and both Aadhaar Card No./PAN card/ Driving license/ Birth certificate belong to two separate individuals.

I further undertake that the above information furnished by me is true and correct to the best of my knowledge and belief. Nothing has been concealed there from. In case any of the above information is found to be false or incorrect at any stage, I shall be liable for appropriate action as per rules.

APPLICANT

Signature: \_\_\_\_\_

Name : \_\_\_\_\_

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

Place : \_\_\_\_\_

Approved  
(Date No. 01/2024)

### 1. Details of Posts & Qualifications:-

Essential Qualification for all posts: -

- (c) Age: 18-42 years.

[illegible]

Category 10.1 includes Administrative General & Official Transcripts and Treasurer Chemical Substances, Minerals, Agriculture, Fisheries, Chief Medical Inspector, Civil Aviation Department, Fisheries & Statistical Analysis, Food & Drugs (Admin), Food & Supplies, Mayana Dairy Development Cooperative Corporation, Mayana Dairy Warehousing Corporation, Health, Imports & Trade Resources, Horticulture Development Board, Labour, Local Audit, Public Health Engineering, PWD (S&D), Rural Development Department, Secondary Education, Skill Development and Industrial Training, Mayana, Sports & Youth Affairs, Transport Department (Regulatory Wing), Urban Local Bodies, Women & Child Development.

Category 10.2 includes Mayana Dairy Development Corporation Limited, Hospitality, Organisation Mayana, Local Audit, Skill Development and Industrial Training, Mayana, Mayana State Industrial and Infrastructure Development Corporation Ltd.

Category 10.3 includes Sports & Tourism, Imports and other resources, Fisheries, Secondary Education.

Cat. Essential Education Qualification for the post of Cat. No. 1 to 4

| No. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | <p>(i) 10+2 10+2 1st Division 10+2 Vocational Graduate Graduate with 80% or its equivalent from a recognized board university English Standard at a speed of 81 words per minute and transcription at a speed of 12 words per minute and mistakes should not exceed 5%.</p> <p>(ii) Graduate holds 80% or above with 1 year experience with minimum typing speed of 10 English or 20 words per minute in Computer and Standard speed 20 words per minute or typing speed is 20 or 22 words per minute in Computer and Standard 81 words per minute.</p>                                                                                                                         |
| 2.  | <p>(i) 10+2 10+2 1st Division 10+2 Vocational Graduate Graduate with 80% or its equivalent from a recognized board university English Standard at a speed of 101 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 5%.</p> <p>(ii) Graduate (3rd Division) with English Standard Typing speed at 100-110 w.p.m. respectively with 1 yrs. relevant experience.</p> <p>(iii) Graduate from a recognized University. If should have passed a computer test held by the Corporation with the rate of minimum at a minimum speed of 100 WPM in shorthand and 80 WPM in typewriting. minimum 2 yrs. Experience as Store-keeper.</p> |
| 3.  | <p>(i) 10+2 10+2 1st Division 10+2 Vocational Graduate Graduate with 80% or its equivalent from a recognized board university English Standard at a speed of 101 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 5%.</p>                                                                                                                                                                                                                                                                                                                                                                                                    |

| Group 1 |                                                              |                            |           |     |     |     |     |     |     |     |     |     |     |     |       |      |
|---------|--------------------------------------------------------------|----------------------------|-----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|------|
| Sl. No. | Name of Employee                                             | Name of Post               | Pay Band  | Gr. | DBB | DBB | DBB | DBB | DBB | DBB | DBB | DBB | DBB | DBB | Total | Prob |
|         |                                                              |                            |           |     |     |     |     |     |     |     |     |     |     |     |       |      |
| 1.      | Venkaiah<br>Datta<br>Sankar<br>Dhanraj<br>Dhanraj<br>Dhanraj | Store<br>Keeper<br>(Shift) | 270-<br>2 | 270 | 20  | 10  | 10  | 10  | 10  | 10  | 10  | 10  | 10  | 10  | 10    | 10   |
| 2.      | Venkaiah<br>Datta<br>Sankar<br>Dhanraj<br>Dhanraj<br>Dhanraj | Store<br>Keeper<br>(Shift) | 270-<br>2 | 270 | 20  | 10  | 10  | 10  | 10  | 10  | 10  | 10  | 10  | 10  | 10    | 10   |
| 3.      | Venkaiah<br>Datta<br>Sankar<br>Dhanraj<br>Dhanraj<br>Dhanraj | Store<br>Keeper<br>(Shift) | 270-<br>2 | 270 | 20  | 10  | 10  | 10  | 10  | 10  | 10  | 10  | 10  | 10  | 10    | 10   |

Category 10.4 includes Administrative General, Agriculture, Chief District Officer, Chief Secretary to Government, Fisheries, Development and Fisheries, Civil Police, Directorate of Medical Education and Research, Mayana, DFR, Directorate of Health, Social and Welfare Engineering (JSSSE), Skill Development, Sports & Tourism, Fisheries and Information Technology, Food Supplies, Power, MAFSD, Mayana Dairy Cooperative Labour Union, Mayana Dairy Development Corporation Ltd., P. C. Warehousing, Mayana Tourism Corporation Limited, Mayana Power Corporation Corporation Ltd., Mayana State /Vita Production, Mayana State Agriculture Marketing Board, Mayana State Foundation of Dairy, Sugar Mills Ltd., Mayana State Pollution Control Board, Health Department & Water Resources, Mine & Geology, Non and Renewable Energy Department, Non and Renewable Energy Department, Power Marketing Corporation, Revenue & District Management, Sanitation, Town & Country Planning, Treasury & Accounts, Department Urban Development.

Category 10.5 includes Administrative General, Chief District Officer, Chief Secretary to Government, Fisheries, Development and Fisheries, Civil Police, Directorate of Medical Education and Research, Mayana, DFR, Directorate of Health, Social and Welfare Engineering (JSSSE), Skill Development, Sports & Tourism, Fisheries and Information Technology, Food Supplies, Power, MAFSD, Mayana Dairy Cooperative Labour Union, Mayana Dairy Development Corporation Ltd., P. C. Warehousing, Mayana Tourism Corporation Limited, Mayana Power Corporation Corporation Ltd., Mayana State /Vita Production, Mayana State Agriculture Marketing Board, Mayana State Foundation of Dairy, Sugar Mills Ltd., Mayana State Pollution Control Board, Health Department & Water Resources, Mine & Geology, Non and Renewable Energy Department, Non and Renewable Energy Department, Power Marketing Corporation, Revenue & District Management, Sanitation, Town & Country Planning, Treasury & Accounts, Department Urban Development.

Cat. Essential Education Qualification for the post of Cat. No. 5 to 7

| No. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.  | <p>(i) 10+2 10+2 1st Division 10+2 Vocational Graduate Graduate with 80% or its equivalent from a recognized board university English Standard at a speed of 81 words per minute and transcription at a speed of 12 words per minute and mistakes should not exceed 5%.</p> <p>(ii) Graduate holds 80% or above with 1 year experience with minimum typing speed of 10 English or 20 words per minute in Computer and Standard speed 20 words per minute or typing speed is 20 or 22 words per minute in Computer and Standard 81 words per minute.</p>                                                                                                                         |
| 6.  | <p>(i) 10+2 10+2 1st Division 10+2 Vocational Graduate Graduate with 80% or its equivalent from a recognized board university English Standard at a speed of 101 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 5%.</p> <p>(ii) Graduate (3rd Division) with English Standard Typing speed at 100-110 w.p.m. respectively with 1 yrs. relevant experience.</p> <p>(iii) Graduate from a recognized University. If should have passed a computer test held by the Corporation with the rate of minimum at a minimum speed of 100 WPM in shorthand and 80 WPM in typewriting. minimum 2 yrs. Experience as Store-keeper.</p> |
| 7.  | <p>(i) 10+2 10+2 1st Division 10+2 Vocational Graduate Graduate with 80% or its equivalent from a recognized board university English Standard at a speed of 101 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 5%.</p>                                                                                                                                                                                                                                                                                                                                                                                                    |

|                                                                                                                                |                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                | <p>Note: The Maximum Allowed Corel Speed, minutes should not exceed 15.</p>                                                                                                                                                                                                                             |
| <p>100-010-2 1a Division 10-21 Vocational Graduate Graduate with 30% or its equivalent from a recognized local university.</p> | <p>English Standard at a speed of 100 words per minute and transcription at a speed of 10 words per minute and minutes should not exceed 15.</p> <p>AND</p> <p>And Standard at a speed of 10 words per minute and transcription at a speed of 11 words per minute and minutes should not exceed 15.</p> |

No. 13/202015-303-II  
HARYANA GOVERNMENT  
GENERAL ADMINISTRATION DEPARTMENT  
(General Services-II Branch)

Dated: Chandigarh, the 22<sup>nd</sup> February, 2021

To

1. All the Administrative Secretaries to Govt. Haryana.
2. All the Heads of Departments of Haryana.
3. All the Managing Director/Heads of State/Corporations of Haryana.
4. All the Divisional Commissioners in Haryana.
5. All the Deputy Commissioners in Haryana.
6. All the Registrars of Universities in Haryana.

**Subject:** Equivalence of qualification for the purpose of higher education and employment – diploma courses under the wings of Technical Education Department, Haryana or ITI certificate courses of different divisions under the wings of Skill Development and Industrial Training Department, Haryana.

**Reference:**

I am directed to invite your attention on the subject related above and to say that the matter regarding equivalence of diploma courses under the wings of Technical Education Department, Haryana with 10+2 of Board of School Education Haryana, Shimla and ITI certificate courses of different divisions under the wings of Skill Development and Industrial Training Department, Haryana with 10+2 of Board of School Education Haryana, Shimla was under consideration of the State Government. After careful consideration following decision in this regard has been taken by the Government:-

| Sl. No. | <b>Equivalence of Diploma Courses of Technical Education Department Haryana OR ITI Certificate Courses of Skill Development and Industrial Training Department, Haryana</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | Qualification equivalent to 10+2 of Arts Stream only ●                                                                                                                      | <p>Alignment with one year ITI certificate courses under NCVT/SCVT from any ITI training under the wings of Skill Development and Industrial Training Department, Haryana and also possessing National Apprenticeship Certificate after completing minimum one year Apprenticeship Training under the Apprentices Act 1961.</p> <p>Provided the candidate will have to qualify either Hindi or English as an additional subject of 10+2 examination from the Board of School Education Haryana, Shimla.</p> |
| 2.      | Qualification equivalent to 10+2 of Arts Stream only ●                                                                                                                      | <p>Alignment with two year ITI certificate course under NCVT/SCVT from any ITI training under the wings of Skill Development and Industrial Training Department, Haryana.</p> <p>Provided the candidate will have to qualify either Hindi or English as an additional subject of 10+2 examination from the Board of School Education Haryana, Shimla.</p>                                                                                                                                                   |

|    |                                               |    |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----|-----------------------------------------------|----|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. | Qualification equivalent 10+2 or Above only * | No | Ar | Motivation with minimum five years' Diploma course running under aegis of Technical Education Department, Haryana and affiliated to the Haryana State Board of Technical Education, Ferozkhana.                                                                                                                                                                                                                                                                                                       |
| 4. | Qualification equivalent Matrix *             | No | Ar | <p>Ability with one year ITI certificate course under NCVT/SCVT from any ITI running under the aegis of Skill Development and Industrial Training Department, Haryana and also possession of National Apprenticeship Certificate after completing minimum one year Apprenticeship Training under the Apprentices Act 1967.</p> <p>Provided both Hindi and English as additional subjects of Motivation examination will have to be qualified from the Board of School Education Haryana, Bhiwani.</p> |
| 5. | Qualification equivalent Matrix *             | No | Ar | <p>Ability with two years ITI certificate course under NCVT/SCVT from any ITI running under the aegis of Skill Development and Industrial Training Department, Haryana.</p> <p>Provided both Hindi and English as additional subjects of Motivation examination will have to be qualified from the Board of School Education Haryana, Bhiwani.</p>                                                                                                                                                    |

**Note:** The percentage of marks obtained by the candidate while acquiring Diploma qualification under the aegis of Technical Education Department, Haryana and awarded by Haryana State Board of Technical Education, Ferozkhana shall be treated as equivalent percentage under equivalent qualification of 10+2 of the Board of School Education Haryana, Bhiwani for the purposes mentioned above.

Similarly, the percentage of marks obtained by the candidate while acquiring ITI Certificate course under NCVT/SCVT shall be treated as equivalent percentage under respectively equivalent qualification of 10<sup>th</sup>/10+2 of the Board of School Education Haryana, Bhiwani for the purposes mentioned above.

2. The candidates having above qualifications will be treated equal to 10<sup>th</sup>/10+2, as the case may be, for the purpose of higher education and employment in all the Government Departments/Borads/Corporations/Universities/Public Sector Undertakings etc.

3. These instructions may please be brought to the notice of all concerned.

Yours faithfully,

  
 Secretary, Government of Haryana  
 for Chief Secretary to Govt. Haryana

**Syllabus for Stenography Skill Test for all type of Stenographer Posts**

| Sr. No. | Name of post(s)                                                                                                                              | Shorthand criteria                                                                                                                                                                                                                                                                                                                                                        |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Steno-Typist (Hindi) Various Departments/Boards & Corporations etc.                                                                          | (Hindi Shorthand at a speed of 64 words per minute and transcription at a speed of 11 words per minute and mistakes should not exceed 2%)                                                                                                                                                                                                                                 |
| 2       | Steno-Typist (English) Various Departments/Boards & Corporations etc.                                                                        | English Shorthand at a speed of 80 words per minute and transcription at a speed of 17 words per minute and mistakes should not exceed 4%.                                                                                                                                                                                                                                |
| 3       | Junior Scale Stenographer (English), Executive Assistant (Steno), Stenography Grade II (English), Various Departments/Boards & Corporations. | (English Shorthand at a speed of 100 words per minute and transcription at a speed of 18 words per minute and mistakes should not exceed 2%.)                                                                                                                                                                                                                             |
| 4       | Senior Scale Stenographer (English), Various Departments/Boards & Corporations.                                                              | (English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 4%.)                                                                                                                                                                                                                             |
| 5       | Steno-Typist (Bath Language), Various Departments/Boards & Corporations.                                                                     | (English Shorthand at a speed of 10 words per minute and transcription at a speed of 15 words per minute and mistakes should not exceed 2%<br>AND<br>Hindi Shorthand at a speed of 64 words per minute and transcription at a speed of 11 words per minute and mistakes should not exceed 2%)                                                                             |
| 6       | Junior Scale Stenographer (Bath Language), Various Departments/Boards & Corporations.                                                        | (English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 4%<br>AND<br>Hindi Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistakes should not exceed 2%)<br>Note:- For Haryana Pwssion Control Board mistakes should not exceed 4%. |
| 7       | Senior Scale Stenographer (Bath Language), Various Departments/Boards & Corporations.                                                        | (English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 4%<br>AND<br>Hindi Shorthand at a speed of 80 words per minute and transcription at a speed of 17 words per minute and mistakes should not exceed 4%)                                                                            |

**Note:** Shorthand and transcription test for the above said posts shall be conducted as computer based test in **Kruti Dev 16** for Hindi in font 14 & Arial for English in font 12 with line spacing 1.5 point for Stenography skill test.

**Evaluation Scheme**

**Full Mistakes:** - The following mistakes are treated as full mistakes.

1. Every omission of a word or figure.
2. Every substitution of a word or figure in place of word or figure as dictated.
3. Every addition of a word or figure or a group of words or figures not occurred in the passage dictated.
4. Wrong use of capital letter for small letter and vice versa.
5. Where there is no space between two words in that case a mistake will be counted.

However, undictated space between the two words will be ignored but if there is undictated space between a word and Full Stop (.) then one mistake will be counted.

**Half-Mistakes: -** The following mistakes are treated as half mistakes:-

1. Using singular or plural tense and time tense.
2. Using of small letter at the beginning of the sentence.

**Note:-**

1. More than one error in a single word. All the errors are counted but the total mistakes counted in a single word will be treated as one mistake.
2. Substitution of currency value with words or figures will also be ignored.
3. No mistake of paragraph indenting.
4. Substitution of the way of writing date will be ignored for example: 04 July, 2000 as 04.07/2000 as 04.07.2000.
5. There are some more types of examples which can be typed either way will be ignorable or similar type of words will be ignorable: e.g.

la - Pursue

k - and

r - Re - Regress

Li - Lizard

va - Vase

ut - Under Section

6. However, arbitrary abbreviation will be treated as a mistake.

बसिंदु को गलत सिंदु या सिंदु को गलत बा सिंदु से अंग्रेज को नहीं बस गलत कैलेंडर बाइल बाइल  
हूँ अलग हूँ। सीलें सिंदी से सेल से हो गलत से रीम लॉ इडिशन को लाली कैलेंडर-सिंदी  
अल-अल सिंदी-सलु इंग्लीश को सी इंग्लीश। (ignore) सिंदी गलत।



**GROUP-2 (Level of Exam: Craftman Training Scheme(CTS) Advt. No. 61/2026**

**Common written examination syllabus for Junior Typist(English)/ Junior Scale  
Steno(English)/ Senior Scale Steno (English)/ stenography Grade-II (English).**

**1) General contents, Reasoning, Mathematics, Science, History including History related history, current affairs, literature, Geography, Civics, Environment, Culture etc. -**

**(Weightage 20%)**

**2) Computer terminology, Fundamentals, word software, email software, Power point, internet, web browsing, Communication, etexts, downloading and uploading data on websites etc. -**

**(Weightage 10%)**

**3) Subjects related syllabus:-**

**(Weightage 70%)**

Various joining Consonant, vowels and its application, Pair of straight consonant, heavy and light consonants, curve strokes & horizontal strokes, two or three consonant, the various word to maintain the position of long, short, dot, dash, preceding, following & intervening vowels, long and short vowels, sign of the vowels, position of the vowel, preceding and following vowels, Intervening Vowels, 2. Logograms, grammalogues, contractions. Distinguish between tick and dot 'the'. Diphthong and Triphthong, the strokes R & H, thick R & L, abbreviated W.

Various types of H & upward SH, small circle for S & Z, Large circle for SH large loop & small loop(ST,SD/STR). Direction of SHR & SHL and alternative forms, Double Consonant, direction of the double consonant Curved hook and composed consonant, curved hooked strokes, alternative forms of curved strokes, different types of hook, Use of slant after circle, Use of slant after certain strokes, . Hatching Principles. Use hatching strokes for T & D, Use hatching of MP/MS/NG hooked. Doubling Principles. Use Doubling of strokes for T or D. Use Doubling of MP/MS/NG & L, prefixes, suffixes, necessary units, contractions, essential vowels.

**Important Note: The Weightage as mentioned against the syllabus is tentative & may vary.**





# Haryana Government Gazette

## EXTRAORDINARY

Published by Authority

G. Govt. of Haryana

No. 215/2024/Gen. CHANDIGARH, TUESDAY, DECEMBER 31, 2024 (PART 12, 1946 SAKA)

### HARYANA GOVERNMENT GENERAL ADMINISTRATION DEPARTMENT (HUMAN RESOURCE-C Branch)

#### Notification

The 31st December, 2024

**No. 42/192009-GEN-IL** Whereas fair and reasonable process of selection to posts subject to the norm of equality of opportunity under Article 16 (1) of the Constitution of India is a constitutional requirement.

Whereas with a view to secure and sustain the confidence of the public in general and to secure credible and trustworthy recruitments to Government posts, the Government of Haryana proposes to introduce a Common Eligibility Test to simplify and standardize the recruitment process for Government employment in all direct recruitment to Group C posts including the posts of Police service, Prisons and House Guards etc. but excluding the teaching posts and all direct recruitment to Group D posts other than the posts where minimum educational qualification is below Matriculation in the Haryana Group D Employees (Recruitment and Conditions of Service) Act, 2014 (of 2014). This test shall be held as and when directed by the Government from time to time.

In pursuance of Haryana Government, General Administration Department (G General Services-C Branch), Notification No. 42/192009-GEN-1, dated the 09th May, 2023, the State Government is pleased to declare the following policy for recruitment through the Common Eligibility Test, namely:-

#### 1. **SHORT TITLE AND APPLICABILITY.**

- (i) This policy may be called the Policy for Recruitment to Group C and D posts through Common Eligibility Test, 2024.
- (ii) It shall apply to direct recruitment to Group C posts including the posts of Police service, Prisons and House Guards etc. including (i) the teaching posts; (ii) Ex-Appealer and (iii) Group D posts for which minimum educational qualification is below Matriculation in the Haryana Group D Employees (Recruitment and Conditions of Service) Act, 2014 (3 of 2014) in the departments of State Government or any Board, Corporation, statutory body or any other agency owned and controlled by the State Government other than any University established by or under a State Act.

**2. DEFINITIONS.**

- (i) 'Annexure' means the Annexure appended to this policy;
- (ii) 'CET' means the Common Eligibility Test to be held separately for Group C and D posts which shall be a computer based online/offline/ Optical Mark Reading (OMR) based test to be conducted by the Haryana Staff Selection Commission or any other Agency or on its behalf as decided by the Government and it shall be bilingual i.e., conducted in Hindi and English as or others decided by the Government;
- (iii) 'CET marks' means the marks obtained by an applicant in CET;
- (iv) 'Commission' means the Haryana Staff Selection Commission;
- (v) 'Government' means the Government of State of Haryana in the Home Secretaries Department;
- (vi) 'Group C posts' means all Group C posts including the posts of Police Service, Prison and State Guards etc. but excluding the teaching posts, where the minimum educational qualification is 10+2/equivalent or Matric with additional qualification, recommended for direct recruitment in the departments of State Government, Branch, Corporations, statutory bodies or any other agency owned and controlled by the State Government, to be filled up through the Commission;
- 'Group D posts' means all Group D posts, other than the posts where minimum educational qualification is below Matriculation in the Haryana Group D Employees Recruitment and Conditions of Service Act, 2018, or essential State time to time, recommended for direct recruitment in the departments of State Government, Branch, Corporations, statutory bodies or any other agency owned and controlled by the State Government, to be filled up through the Commission;
- (vii) 'marks of skill and/or written examination for Group C post' means the marks obtained in skill and/or written examination;
- (viii) 'Patner Panchan Number' means the family identification number issued under section 3 of the Haryana Patner Panchan Act, 2021 (28 of 2021);
- (ix) 'teaching posts' means the posts advertised by the Commission for which qualifying of Haryana Teacher's Eligibility Test (HTEET) is one of the essential qualifications.

**3. QUALIFICATIONAL ELIGIBILITY TO APPEAR IN CET.**

- (i) The minimum educational qualification shall be class 10+2/equivalent or Matric with additional qualification, for eligibility to appear in CET for Group C posts. The minimum qualification shall be Matric alongwith Hindi or Sanskrit as one of the subjects in Matric or Hindi as one of the subjects in Higher Secondary as is now provided in Haryana Group D Employees Recruitment and Conditions of Service Act, 2018 (7 of 2018) for eligibility to appear in CET for Group D posts;
- (ii) No person shall be eligible to appear in CET unless he is—
  - (a) a citizen of India; or
  - (b) a subject of Nepal; or
  - (c) a subject of Bhutan;

Provided that a person belonging to any of the categories (b) or (c) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

**4. Syllabus for CET.**

- (1) The syllabus for Common Eligibility Test shall be divided into two parts comprising—
    - (a) 75% weightage for General Awareness, Reasoning, quantitative ability, English, Hindi, and for Group C posts, computer knowledge in addition; and
    - (b) 25% weightage for History, Current Affairs, Literature, Geography, Environment, Culture etc. of Haryana.
  - (2) The question paper shall be of the level of senior secondary education (i.e. 10+2 / twelfth standard) for Group C posts and of the level of secondary education (Matric level) in case of Group D posts.
- Provided that Hindi and English shall be of Matric Level.

**2. REGISTRATION FOR CET :**

- (i) All applicants shall register on a designated portal i.e. [www.merit.haryana.gov.in](http://www.merit.haryana.gov.in) by such last date to be published by an advertisement issued by the Commission, providing all particulars relating to the timing of the application and uploading all the required documents relating to any claims including claims for reservation, educational qualifications and such other details as the Government or the Commission may wish, from time to time, for the purpose of assessment.
- (ii) The Parichay Pichhan Number enables the recruiting agency to verify the applicant's claims in respect of residence, educational and other qualifications, caste and experience certificates, family income, marital status of parents (if any parent is deceased the verification of death certificate is involved), marital status of female applicant, separation certificate of legally separated women, disability certificate, sports graduation certificate, domestic violence/Violence free certificate, certificate of ex-servicemen, dependent of ex-servicemen certificate, dependent of freedom fighter, PIR copy etc.
- (iii) The applicant may register using his Parichay Pichhan Number or Aadhar Number or otherwise as the basis of such documentation as may be specified by Government from time to time.
- (iv) On registration, the applicant shall be allotted a Registration Number which shall be the reference ID for all purposes concerning the examination and recruitment process. An applicant who obtains the Registration Number and intends to offer candidature for direct recruitment for Group C and/or Group D posts in subsequent years shall not have to re-register but shall apply online for consideration in subsequent years using the same Registration number and pay the requisite fee.

**3. FEES FOR CET:**

- (i) For CET, the processing fee per test shall be as under:-

| Sr. No. | Category                                                                             | Residents of Haryana             |                                         | Non-residents of Haryana |                               |
|---------|--------------------------------------------------------------------------------------|----------------------------------|-----------------------------------------|--------------------------|-------------------------------|
|         |                                                                                      | who provide ID Number/Aadhar No. | who do not provide ID Number/Aadhar No. | who provide Aadhar No.   | who do not provide Aadhar No. |
| 1       | 2                                                                                    | 3                                | 4                                       | 5                        | 6                             |
| 1       | Male applicants of general category                                                  | 50% of Standard Rate             | Standard Rate                           | 50% of Standard Rate     | Standard Rate                 |
| 2       | Male applicants who are children of Ex-Servicemen                                    | 50% of Standard Rate             | Standard Rate                           | 50% of Standard Rate     | Standard Rate                 |
| 3       | Female applicants who are of general category or reserved category                   | 20% of Standard Rate             | 50% of Standard Rate                    | 50% of Standard Rate     | Standard Rate                 |
| 4       | Ex-servicemen                                                                        | 20% of Standard Rate             | 50% of Standard Rate                    | 50% of Standard Rate     | Standard Rate                 |
| 5       | Disabled persons who reserved under the Right of Persons with Disabilities Act, 2016 | 20% of Standard Rate             | 50% of Standard Rate                    | 50% of Standard Rate     | Standard Rate                 |
| 6       | Applicants who belong to S.Cs, Backward Class, Economically Weaker Section           | 20% of Standard Rate             | 50% of Standard Rate                    | 50% of Standard Rate     | Standard Rate                 |

Note 1.— For the above table, the Standard Rate shall be Rs. 1,000/- or as fixed by Government from time to time.

Note 2.— An applicant who deposited the fee at the time of registration shall be entitled to appear once in the CET, for both the posts of Group C and D. However, an applicant who wants to re-appear in CET to improve his marks either for Group C or Group D posts shall have to deposit the fee again.

**7. CET EXAMINATION AND MARKS FOR GROUP C POSTS:**

- (i) An applicant who intends to apply for direct recruitment to any applicable Group C post shall have to appear in CET for Group C posts.
- (ii) The Commission shall issue an advertisement for Group C posts based on requisition received from the Departments of State Government or any Board, Corporation, statutory body or any other agency owned and controlled by the State Government stating its intent to conduct the CET.
- (iii) An applicant who does not possess the CET minimum educational qualifications specified for CET before the last date of registration for CET on the designated portal but is due to appear for the examination to attain the appropriate educational qualifications during the year in which the CET is conducted, shall also be eligible to appear in the CET.

Provided that the name of each applicant shall not be considered for skill and/or written examination for the advertised posts until he acquires the minimum essential educational qualifications and/or experience, if any, specified for that post by the last date for attaining such minimum qualification specified in the advertisement issued by the Commission for the conduct of skill and/or written examination.

- (iv) An applicant who has not attained the minimum age or who has crossed the maximum age limit prescribed by Government for entry into Government service for Group C post as on the last date fixed in the advertisement published by the Commission for registration for CET shall be ineligible to appear in CET. This relaxation to appear age limit to the applicants of Scheduled Caste, Backward Classes and other categories and of experience shall be admissible as per rules or instructions issued by Government from time to time.
- (v) Every applicant, who appears in the CET, shall be given marks based on his performance in the CET. An applicant of general category shall have to obtain minimum 50% marks in CET to be eligible for skill and/or written examination of several steps, however, an applicant of reserved category (both vertical and horizontal) shall receive minimum (i) 10% for the purpose of eligibility for CET, i.e. the minimum cut-off for each candidate shall be 40%. An applicant of any category who obtains less than the minimum marks in CET, shall have to reappear in CET in the next or any subsequent attempts.
- (vi) The CET marks of applicants shall be declared on the website of the Commission.
- (vii) An applicant shall be eligible to reappear in CET whenever conducted on a subsequent date and the CET marks shall be revised if the applicant improves it in the next or any subsequent attempts.
- (viii) There shall be no restriction on the number of attempts to appear in the written examination component of the CET. If an applicant who has already qualified the CET for Group C post will have the option to appear again in CET to improve his CET marks in the next or any subsequent occasion, if he so desires.
- (ix) The CET marks obtained by an applicant shall be valid for a period of three years from the date of declaration of the result of CET. Provided that if an applicant improves his CET marks in the next or any subsequent attempt, then the fresh period of validity of three years will commence from the date of declaration of result of such attempt.
- (x) CET marks shall be declared on the website of the Commission in respect of the applicants who have achieved the specified cut-off as per sub-clause (v) above.

**8. CET EXAMINATION AND MARKS FOR GROUP D POSTS:**

- (i) An applicant who intends to apply for direct recruitment to any applicable Group D post shall have to appear in the CET for Group D posts.
- (ii) The Commission shall issue an advertisement for Group D posts based on requisition received from the Departments of State Government or any Board, Corporation, statutory body or any other agency owned and controlled by the State Government stating its intent to conduct the CET.
- (iii) An applicant who does not possess the CET minimum educational qualification specified for CET but has attained the minimum age before the last date of registration for CET on the designated portal and is due to appear for the examination to attain the appropriate educational qualification during the year in which the CET is conducted, shall also be eligible to appear in the CET.

Provided that such applicant shall not be eligible to apply for selection against the advertised post like other eligible candidates of similar category having equal to or lower CET marks will be against the minimum essential educational qualification and/or experience, if any, specified for that post by the last date for attaining such minimum qualification specified in the advertisement issued by the Commission.

- (iii) An applicant who has not attained the minimum age or who has crossed the maximum age limit prescribed by Government for entry into Government service for Group C post as on the last date fixed in the advertisement published by the Commission for registration for CET shall be ineligible to appear in CET. This relaxation to appear age limit in the applicants of Scheduled Caste, Backward Classes and other categories and of experience shall be admissible as per rules or instructions issued by Government from time to time.
- (iv) Every applicant, who appears in the CET, shall be given marks based on his performance in the CET. An applicant of general category shall have to obtain minimum 50% marks in CET, however, an applicant of reserved category (both vertical and horizontal) shall receive concession of 10% for the purpose of eligibility for CET i.e. minimum cut-off for such candidates shall be 40%. An applicant of any category who obtains less than the minimum marks in CET he shall have to re-appear in CET for next or any subsequent attempt.
- (v) The CET marks of applicants shall be declared on the website of the Commission.
- (vi) An applicant shall be eligible to reappear in CET whenever conducted on a subsequent date and the CET marks shall be revised if the applicant improves it in the next or any subsequent attempt.
- (vii) There shall be no restriction on the number of attempts to appear in the written examination component of the CET. If an applicant who has already qualified the CET for Group C post will have the option to appear again in CET to improve his CET marks in the next or any subsequent occasion, if that is desired.
- (viii) The CET marks obtained by an applicant shall be valid for a period of three years from the date of declaration of the result of CET. Provided that if an applicant improves his CET marks in the next or any subsequent attempt, then the three period of validity of three years shall commence from the date of declaration of result of such attempt.
- (ix) CET marks shall be declared on the website of the Commission in respect of the applicants who have achieved the specified cut-off as per sub-clause (v) above.

## 8. PROCESS FOR RECRUITMENT OF GROUP C POSTS:

- (i) After publication of CET (Marks) in accordance with sub-clause (vi) of clause 7 above, the posts available for recruitment shall be advertised by the Commission along with the website, providing details of conducting skill and/or written examination of the advertised posts and last date for attaining minimum educational qualification and/or experience. On the advertisement being issued, the Commission shall invite applications electronically of the eligible candidates based on the merit list of CET (Marks) to know whether the candidate is willing to appear for skill and/or written examination for that post.  
(Provided that out of the candidates applying for the post, the minimum number of candidates eligible to appear for the skill and/or written examination shall be ten times the total number of posts advertised by the Commission. The eligible candidates shall apply electronically on the website of the Commission using their Registration Number. The last date for submission of application shall also be mentioned in the advertisement by the Commission).
- (ii) If the CET (Marks) of the last candidate who has applied for the post is more than the cut off CET (Marks) who have applied for the post shall be entitled to be considered for appearing in the skill and/or written examination for the post(s) advertised by the Commission.
- (iii) On receipt of applications of the posts of different departments but of similar educational qualifications and pay scales, the Commission shall be competent to hold one common skill and/or written examination with the condition that the distribution/selection shall be on merit-based option given by the successful candidates for the post under Department.
- (iv) When the number of candidates applying under sub-clause (i) who are eligible is less than the number last specified in the above said clause then the Commission may extend the date by publication on the website for enabling further eligible candidates to apply.

- (vi) For consideration of a candidate against a post of general category, such candidate has to secure minimum 50% marks in the skill and/or written examination to be considered for selection/recommendation. In case of non-consideration against the reserved category post (whether vertical or horizontal) the candidate shall receive a concession @ 10% for the purpose of eligibility for the purpose of skill and/or written examination, i.e. the minimum cut off for such candidate shall be 40%. However they have been given 50% considered to minimum marks.

- (vii) The Commission shall on the basis of marks obtained in the written/skill examination shortlist the candidates for selection, recommendation or waiting list in the respective categories and publish on the website in accordance with clause 12.

For calculation of total marks of skill and/or written examination of a candidate, the marks obtained in skill and/or written examination shall be added to the score, if any, like NCC in case of Police Recruitment etc.) to derive at the total marks of skill and/or written examination of the candidate.

Note as otherwise provided in any instructions of Government, in case of non-availability of eligible candidate(s) of respective category after the skill and/or written examination for the post which remains unfilled shall be re-advertised as per recruitment policy. A clear mention of this condition shall be made in the advertisement issued by the Commission.

- (viii) The Commission reserves the right to review the formula to decide the maximum number of CET qualified candidates who shall be eligible to appear for the skill and/or written examination, in future whenever it feels the need for the same.

## 10. PROCESS FOR RECRUITMENT OF GROUP D POSTS:

The Commission shall on the basis of CET mark shortlist the candidates for selection, recommendation or waiting list in the respective categories and publish on the website in accordance with clause 12. The posts available for recruitment shall be advertised by the Commission to invite applications electronically of the eligible candidate based on the merit list of CET (Group D) posts whether the candidate is willing to be appointed on that post. The eligible candidates shall apply electronically on the website of the Commission using their Registration Number by such last date as may be indicated in the advertisement. Accordingly, the Commission shall recommend the name to the concerned Appointing Authority for appointment to Group D post.

## 11. RECOMMENDATION OF NAME OF CANDIDATE(S) BY THE COMMISSION:

The name of eligible candidate in order of merit shall be recommended to the concerned Appointing Authority to issue appointment letter and such candidate shall be ineligible to be considered for further selection on the post of same pay level after 90 days from the date of joining on the said post based on the CET marks when he appears which is CET candidate a new CET marks).

## 12. WAITING LIST:

In this regard the instructions issued by Government from time to time shall be applicable.

## 13. MAINTENANCE OF RECORD:

The record of CET shall be preserved for one year from the date of declaration of result in hard copy. Digital copy of records shall be retained for five years.

## 14. JURISDICTION:

All legal disputes with regard to the CET shall be subject to the jurisdiction of Courts or Panchayats (Barayana) only.

## 15. SAVINGS:

Any action taken consequent to the issue of the aforesaid notification by Barayana Government, General Administration Department (in General Services-I Branch) vide No. 421/9/2019/SOS-I dated the 22nd Mar. 2022, including the registration of the applicants for Common Eligibility Test, shall be deemed to have been taken under this Policy.

## 16. POWER TO AMEND:

The power to interpret, change, amend and removal of doubt of any provision of this notification shall lie with the Human Resources Department.

VINOD KUMAR,  
Chief Secretary to Government, Barayana

**Illustration No. 1:- Validity of CET marks in case of improvement by an applicant**

Mr. A appeared in CET-2022 during the year 2022 and obtained 70% marks, he appeared again in CET-2023 held in the year 2023 to improve his marks because he was not appointed against any post till that date. Now he obtained 80% marks in the CET-2023. The validity of highest marks (80%) of Mr. A will commence from the date of declaration of result of CET-2023 upto next three years or upto the date he further improves his marks in CET, whichever is earlier.

Mr. B appeared in CET-2022 during the year 2022 and obtained 84% marks, he appeared again in CET-2023 held in the year 2023 to improve his marks because was not appointed against any post till that date. Now he obtained 70% marks. The validity of highest marks (84%) of Mr. B will remain intact commencing for a period of three years from the date of declaration of result of CET-2022 and during this period the lower marks (70%) obtained in CET-2023 will be ignored.

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1509-C.S.-1418-P4



# Haryana Government Gazette

Published by Authority

G. Government of Haryana

No. 21-2021 CHANDIGARH, TUESDAY, JULY 13, 2021 (SHAKA 24, 1847 EKA)

## PART-I

Notifications, Orders and Declarations by Haryana Government

**HARYANA GOVERNMENT.**

GENERAL ADMINISTRATION DEPARTMENT  
(HUMAN RESOURCES-II BRANCH)

**Notification**

The 13th July, 2021

**No. 42/192019-SHB-II**— The Governor of Haryana hereby issues the following amendment in the Recruitment to Group C and D posts through Common Eligibility Test (CET) Policy, 2021, notified vide No. 42/192019-SHB-II dated 31.12.2024, issued by General Administration Department which shall come into force with effect from 25.07.2021:

- (i) Following proviso to Para 7 (30) of CET Examination and Marks for Group-C posts shall be omitted:

"Provided that the score of each applicant shall not be considered for skill and/or written examination for the advertised posts until he acquires the minimum essential educational qualification and/or experience, if any, specified for that post by the last date for obtaining such minimum qualification specified in the advertisement issued by the Commission for the conduct of skill and/or written examination."

- (ii) Following proviso to para-8 (34) of CET Examination and Marks Group-D Posts be omitted:

"Provided that each applicant shall not be eligible to apply for selection against the advertised posts like other eligible candidates of similar category having equal to or lower CET marks until he acquires the minimum essential educational qualification and/or experience, if any, specified for that post by the last date for obtaining such minimum qualification specified in the advertisement issued by the Commission."

- (iii) Provisions of Para 7 sub-para (i) to (vi) - Process for Recruitment of Group-C posts shall be omitted.

- (iv) Provisions of Para 10-Process of Recruitment of Group-D posts shall be omitted.

- (v) Provisions of para-15-Recommendation of Name of candidate(s) by the Commission shall be omitted.

- (vi) Provisions of para-15-existing List shall be omitted.

ANURAG RASTOGI,  
Chief Secretary to Government Haryana



# Haryana Government Gazette

## EXTRAORDINARY

Published by Authority

*(H. Govt. of Haryana)*

No. 94-2022 (E-1)

सामान्य सेवायाम विभाग २७ नवंबर २०२२

(प्रांति २, १९४७ काल)

### विशेषी अधिसूचना

प्रमाणित विभाग काल

दृष्ट

भाग-I अधिसूचना

गुप्त नवी

भाग-II अधिसूचना

गुप्त नवी

भाग-III अधिसूचना

HR 18/Cons/Adm 300/2022 Dated 27-01-2023

2022-0047

Haryana Staff Selection Commission

(Process of Recruitment of Group C and D Posts) Rules, 2022

(काल काली नवी)

भाग-IV अधिसूचना

गुप्त नवी

## PART—III

## HARYANA GOVERNMENT

GENERAL ADMINISTRATION DEPARTMENT  
(HUMAN RESOURCE/HR BRANCH)

## Notification

The 27th May, 2021

**No. G.S.R. 18Cant./Art. 103/2021.**— In exercise of the powers conferred under article 169 of the Constitution of India, the Government of Haryana, hereby makes the following rules to regulate the recruitment on Group C and D posts by direct recruitment through Haryana Staff Selection Commission, namely:—

1. (1) These rules may be called the Haryana Staff Selection Commission (Process of Recruitment of Group C and D posts) Rules, 2021. Short title and commencement
- (2) It shall come into force with effect from the date of its publication in the Official Gazette.
2. In these rules, unless the context otherwise requires:— Interpretation
  - (a) 'CET' means the Common Eligibility Test to be held separately for Group C and D posts as and when decided by the Government which shall be computer-based online/offline/Optical Mark Reading (OMR) based test to be conducted by the Haryana Staff Selection Commission or any other agency on its behalf as decided by the Government and it shall be bilingual i.e. conducted in Hindi and English;
  - (b) 'Commission' means the Haryana Staff Selection Commission;
  - (c) 'Government' means the Government of Haryana in the General Administration Department;
  - (d) 'Organisations' means the Boards/Corporations/Statutory Bodies or any other agency owned and controlled by the State Government other than any University established by or under a State Act;
  - (e) 'One of police services' means Group C posts of Police Department for which Physical Measurement Test/Physical Standard Test is one of the essential qualifications;
  - (f) 'Teaching posts' means the posts advertised by the Commission for which qualifying of Haryana Teachers Eligibility Test (HTEET) is one of the essential qualifications, however, marks of HTEET shall not be relevant for preparation of merit list of written examination;
3. All staffs of the Departments and Organisations under the control of Haryana Government shall submit their applications for vacant Group C posts to the Haryana Staff Selection Commission in the specified format with the eligibility criteria as provided in the relevant service rules of the posts. However, the application of Group D posts of Departments shall be sent to Directorate of Human Resource Department while Boards/Corporations etc. shall send their application to Haryana Staff Selection Commission separately. Application to Departments/Organisations
4. (i) **Advertisement.** On receipt of applications, the posts available for recruitment shall be advertised by the Commission along with syllabus, procedure, manner of conducting skill and/or written examination for the advertised posts and last date for submitting minimum educational qualifications and/or experience, training of any reservation or relaxation. Manner of advertisement
- (ii) **Issuing of applications.**— (a) On an advertisement being issued, the Commission shall invite the applications electronically from the eligible candidates those who had secured fifty percent marks in CET in case of unreserved category and forty percent in case of reserved category based on the merit list of CET marks.

(iii) Eligible applicant shall be required to submit an Online Detailed Application Form (DAF) alongwith scanned documents/certificate in support of eligibility and category viz. Dependent Scheduled Caste/Other Scheduled Caste/Backward Classes-A (Backward Classes-B) (formerly Under Section/Eligible Sports Persons with Benchmarks, Disabilities/Ex-servicemen, and Educational Qualification, within each point as specified by the Commission. Any delay in submission of the Detailed Application Form or documents in support beyond the specified date shall lead to cancellation of candidature for the Skill and/or written examination. The candidate shall be required to submit all the documents in support of the claim for any vertical or horizontal reservation benefits, educational qualifications and other eligibility conditions alongwith Detailed Application Form for Skill and/or Written Examination check irrespective of the fact that any of such document(s) was/were submitted with application for CET examination.

- (iii) **Eligibility conditions:-** (i) The CET marks obtained by an applicant in the first or any subsequent attempt are valid for a period of three years from the date of declaration of result of CET of the respective attempt. If during the validity period, an applicant attains the upper age limit, including the relaxation in age schedule, if any, specified for the advertised post, he shall not be entitled to appear in written and/or skill examination.

(ii) In respect of reservation, the validity of certificate for reservation benefits, if applicable, shall be considered on the closing date of submission of application form for the advertised posts and the Commission shall ascertain the same in the advertisement.

- (iv) **Conditions to get the benefit of reservation:-** A candidate of reserved category shall be considered to gain the benefit of reservation only if s/he is in domicile of the State of Haryana and submit the valid certificate of reservation which is in accordance with the instructions issued by State Government from time to time, before/upto the closing date of application for skill and/or written examination as specified by the Commission.

Official  
secretariat

5. 1. **For Group-C posts other than the posts of police service and teaching posts:-**

- (A) In case of Group-C posts other than the CET other than the posts of police service and teaching posts, out of candidates applying for the post, the maximum number of candidates eligible to appear for the skill and/or written examination shall be 10 (Ten) times of total number of posts advertised by the Commission.

(B) **Group C Posts of police service:-**

The 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 Commission may do so in such number of batches, as it deems necessary, so as to identify qualified candidates for written test.

2. If the CET marks of the last candidate who has applied for the post in terms of the advertisement is achieved by more than one candidate, then all such candidates at the cut off CET marks who have applied for the posts shall be entitled to be considered for appearing in the skill and/or written examination for the posts advertised by the Commission. On receipt of applications of the posts of different concentrations but of similar educational qualifications and pay scales, the Commission shall be competent to hold one common skill and/or written examination with the condition that the distribution/selection shall be on merit based option given by the successful candidates for the post.

3. In case the number of candidates applying for the posts who are eligible is less than the number listed specified above, the Commission may extend the date by publication of notice on the website for enabling further eligible candidates to apply.
4. For consideration of a candidate against a post of general category, such candidate has to secure minimum fifty percent marks in the skill and/or written examination to be considered for selection/recommendation. In case of consideration against the reserved category post (whether vertical or horizontal) the candidate shall receive a concession of ten percent for the purpose of eligibility, i.e. the minimum cut off for such candidates shall be forty percent.
5. The Commission shall on the basis of marks obtained in the written/skill examination shortlist the candidates for selection, recommendation and waiting list in the respective categories and publish the list of such candidates on the website.
6. For calculation of final marks of skill and/or written examination of a candidate, the marks obtained in skill and/or written examination shall be added to the same, if any, (like NCC in case of post of police service) to arrive at the total marks of skill and/or written examination of the candidate.
7. Save as otherwise provided in any instructions the Commission shall clearly mention in its advertisement that in case of non-availability of eligible candidate(s) of respective category after the skill and/or written examination for the post which remain unfilled, the same shall be re-advertised as per examination policy.

4. In case of Training posts (Group-C), the Commission shall conduct written examination for all eligible candidates fulfilling the requisite conditions to appear in the exam as provided in the service rules/instructions of recruiting department. The Commission shall prepare the list of eligible as well as in-eligible candidates before appearing for the skill and/or written examination and shall publish the same on its website so that any in-eligible candidate may submit his/her objections to the same within the time specified by the Commission. The Commission shall in a time bound manner consider the objections and render the same, if the grievance of the candidates is found genuine.

For Training  
Post (Group-C)

7. In case of Group-D posts excluding the posts where minimum educational qualification is below matriculation in the Haryana Group-D employees (Recruitment and Conditions of Service) Act, 2018, the Commission shall on the basis of CFT marks shortlist the candidates for selection, recommendation or waiting list in the respective categories and publish the list of such candidates on its website. The posts available for recruitment shall be advertised by the Commission to invite the application/willingness electronically of the candidates based on the merit list of CFT marks to know whether the candidate is willing to be appointed on the post. The eligible candidates shall apply electronically on the website of the Commission using their Registration Number by such last date, as may be indicated in the advertisement. Accordingly, the Commission shall recommend the names to the concerned Department for appointment to Group-D posts.

For Group-D  
posts

**Notes:- For Group-D posts only willingness/consent of the eligible candidate shall be obtained by the Commission before declaration of final result.**

2. The Commission shall maintain complete accuracy while writing and printing of question papers. The Commission shall ensure that there shall be no breach of any process, as specified by the Commission for the conduct of examination.

Copy and  
prints of  
question paper

9. Benefit of reservation to the persons of reserved categories shall be as per the Haryana Government instructions applicable to or the closing date of submission of application form for the advertised posts.

Reservation

18. The age limit and benefit of age relaxation shall be admissible as per rules or instructions issued by Government from time to time.

Relaxation in  
Age

|                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Process of<br>recruitment<br>and<br>selection of<br>persons<br>to<br>posts<br>with<br>technical<br>qualifications | 11. Subject to the prevailing instructions of the Central State Government in this regard, the Commission shall prescribe the benchmark disabilities as well as detailed instructions regarding the benefits available to candidates with benchmark disabilities in the advertisement itself.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Post<br>selection                                                                                                 | 12. The Commission may conduct the common skill and/or written examination for the posts having similar educational qualifications and pay scales, though their nomenclature may be different. The Commission may obtain opinion/performance of Department as well as posts, as applicable from the eligible candidates at the time of inviting applications itself or at any later stage of demand for. The final allocation of department/posts in such cases shall be on the basis of merit-ratio-preference or otherwise, as applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Issuance of<br>documents                                                                                          | 13. (i). Only those documents which have been uploaded by the candidate while filling up the application form shall be considered by the Commission for the purpose of scrutiny, if any. In case of any violation in the documents uploaded and produced at any subsequent stage, the candidature of such candidate shall be cancelled/reported. If any application is found to have been uploaded without the requisite supporting documents and other relevant information, the candidate himself/herself shall be responsible for the same and further candidature shall be liable to be cancelled/reported.<br><br>However, Commission reserves the right to allow any later date as and all date for submission of relevant documents and to ask for any additional documents at later stage, if deemed necessary in the interest of the candidate.<br><br>(ii). The possession of documents uploaded by the selected and recommended candidates with their application forms shall be done by the referring department at the time of giving appointment as per service rules/instructions. |
| Retention of<br>answer key                                                                                        | 14. The Commission shall publish the answer key of every examination conducted by it, on its website before declaring the final result and shall invite objections on the answer key from all interested candidates within a further period as specified by the Commission. The Commission shall consider all such objections and if any objection is found genuine, the answer key shall be revised accordingly. To decide the correctness of any question or answer thereof, the Commission shall constitute a Committee of experts drawn from the institutions like State Universities etc. whose verdicts shall be beyond any doubt regarding evaluation of answer sheets and whose detail shall remain confidential. The answer sheets shall be evaluated as per the report of the experts Committee so constituted.                                                                                                                                                                                                                                                                         |
| Retention of<br>objection                                                                                         | 15. The Commission shall redress any grievance except on the policy matter of any candidate which may arise during the recruitment process. The final decision of the Commission on the said grievance shall be communicated to the aggrieved candidate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Declaration of<br>result                                                                                          | 16. The Commission shall declare the result of each skill and/or written examination with the following details, namely:<br><br><b>Declaration of Rank of Marks obtained by each candidate who appeared in Skill and/or Written Examination</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|   |                                          |  |
|---|------------------------------------------|--|
| 1 | Appd. No. :                              |  |
| 2 | Registration No./Roll No.:               |  |
| 3 | Name of Post and Category/ Ward No.      |  |
| 4 | Date of skill and/or written examination |  |
| 5 | Rank/Marks obtained                      |  |

**Final Result with post allocation:**

|    |                                                                         |  |
|----|-------------------------------------------------------------------------|--|
| 1. | Advt. No.                                                               |  |
| 2. | Name of Post, Category Number and Name of Department/Board/ Corporation |  |
| 3. | Registration no./ Roll No.                                              |  |
| 4. | Date of skill and/or written examination                                |  |
| 5. | Final result                                                            |  |

The Commission either see merit after giving reason in writing, or on the basis of any Court order/Compulsatory representation etc., if it is satisfied that there is need to revise the result, shall be competent to revise the result declared for the post advertised by the Commission.

17. The names of eligible candidates in order of merit shall be recommended to the concerned department to issue appointment letter and such candidate shall be ineligible to be considered for further selection on the post of same pay level after thirty days from the date of joining on the said post based on the CBT marks unless he appears fresh in CBT and obtains a new CBT marks.

Interview  
recommendation of  
subject committee by  
the Commission

18. With regard to validity for the instructions issued by the office of Chief Secretary vide No. 42/06/2014-2015-1 dated 25/06/2019 as amended from time to time shall be applicable.

Writing test

19. The record of skill and/or written examination shall be preserved for one year from the declaration of result in hard copy and the digital copy of record shall be retained for five years.

Maintenance of  
record

20. (i) If any candidate is found to indulge at any stage in any of the malpractices during the conduct of examination or thereafter, his/her candidature shall be cancelled and his/her (candidate and representative) shall be debarred from the examination of the Commission.

Advertised  
candidate's notice of  
representation and  
receipt

The relevant details shall be specified by the Commission in the advertisement itself. In addition to above, if any person/organisation indulges in any unfair means in public examination, he/she shall be liable for action under "the HARYANA PUBLIC EXAMINATION (PREVENTION OF UNFAIR MEANS) ACT, 2021" (25 of 2021) or any other law as applicable at that point of time.

- (ii) The Commission shall be competent to call candidates anytime to reappear their biometric data. In case of non-compliance to biometric data taken at the time of examination and at any other stage, the candidature of candidate shall be cancelled on grounds of impersonation and he/she shall be debarred from the future examinations.

21. The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, short listing for examination, conduct of examinations, allotment of examination centres and preparation of merit list and allocation, preparation and issuance of marking list, issuance of allotment for intaking in malpractices etc. shall be final and binding on the candidate and no enquiry/ correspondence shall be entertained in this regard.

Commission's  
decision is final

22. The General Administration Department shall be competent to issue instructions to any Department or an authority to assist or to aid the Commission for proper conduct of any examination.

Power to issue  
instructions

23. The power to interpret, change, amend, order and removal of doubt of any provision of these rules shall lie with the Government.

Power to amend  
interpretation etc.

ADURAG BASTOGI,  
Chief Secretary to Government Haryana

No. 22/132/2013-105-BI  
HARYANA GOVERNMENT  
GENERAL ADMINISTRATION DEPARTMENT  
(General Services-II Branch)

Dated: Chandigarh, the 22nd March, 2022

3a

1. All the Administrative Secretaries to Government Haryana.
2. All Heads of Departments in the State.
3. All the CAEMOs of all Boards/Corporations/Public Sector Undertakings.
4. All the Districtal Commissioners in Haryana State.
5. The Registrar of Punjab & Haryana High Court, Chandigarh.
6. All the Deputy Commissioners & Sub-Districtal Officers (Civil).
7. The Registrars of all the Universities in the State of Haryana.

**Subject:** Regarding the issue of Caste Certificates (including certificates for Scheduled Caste, Deprived Scheduled Caste, Backward Class, Other Backward Class, Topiwala, Vokkalai Jati, and Nomadic Tribe) through SARAL portal.

Sir/Madam,

I am directed to invite your attention to Government instruction No. 22/132/2013-105-BI dated 21.03.2014 regarding issuance of caste certificate wherein various competent authorities to verify and issue caste certificates were notified along with other terms & conditions and formats of the caste certificates.

2. The Haryana Panchayat Raj Act, 2021, provides for the assignment of the Panchayat Raj Number (PRN) as a unique identifier number to each family. The database, namely Family Information Data Repository (FIDR), contains PRN along with corresponding information generally required for determining eligibility for, or the provision of any scheme, service, subsidy or benefit provided/implemented by or on behalf of the State Government/ Government agency/local authority. State Government has been empowered under section 3 of the Act to prescribe Panchayat Raj Number (PRN) as a requirement for the purpose of determining above mentioned eligibility or provision. The verified information linked with PRN available in Family Information Data Repository (FIDR) has now made it feasible to issue Caste Certificates over the counter through the SARAL portal.

3. In view of the above, Government has decided to issue revised instructions/guidelines in supersession of all the previous instructions issued till now, as under:-

(i) **Portal for the Issue of Caste Certificate:-**

The Caste Certificate shall now be issued to eligible residents of Haryana based on PRN through the SARAL portal (<https://saral.haryana.gov.in/>) accessible signed by ADD-cum-DCMO (Additional Deputy Commissioner-cum-District Citizen Response Information Officer) or Head of the Department/Organisation, as the case may be. These caste certificates shall include:-

- a) Scheduled Caste certificate
- b) Deprived Scheduled Caste certificate
- c) Backward Class certificate
- d) Other Backward Class certificate
- e) Teprinta Caste certificate
- f) Versat Jati (Demed'aid Tribes) certificate
- g) Nomadic Tribes certificate

These certificates will be issued on the basis of verified data on caste and income contained in the FIDR. The Standard Operating Procedures (SOP) for issuing Caste Certificates along with the formats of Caste Certificates shall be issued by the Citizen Resources Information Department.

**(ii) Person who is entitled to obtain a Caste Certificate,—**

Following persons are entitled to obtain a Caste Certificate :-

- (a) A person who is a resident of State of Haryana by birth; or
- (b) A male person (including his children) who is an employee in the service of Haryana Government or any of its Boards/ Corporations/ Statutory Authorities/ Universities etc. provided he belongs to any of the notified caste/tribe by birth; and
- (c) A female person who is an employee in the service of Haryana Government or any of its Boards/ Corporations/ Statutory Authorities/ Universities etc. provided she belongs to any of the notified caste/tribe by birth.

**Note—** A child born at a place outside Haryana shall also be eligible to obtain caste certificate from Haryana provided his father has been issued Caste Certificate by the competent authority as per provision in the instructions of Haryana Government. However, a child born in Haryana State shall not be eligible to get caste certificate on basis of birth-place/birth certificate of Haryana, if his father has been issued Caste Certificate by a State other than Haryana.

**(iii) Caste Certificate in cases of Migration.—**

Where a person migrates from one State to another, he can claim to belong to a notified caste only in relation to the State to which he originally belonged and not in respect of the State to which he has migrated.

**(iv) Caste Certificate to person who claims through Marriage.—**

No person who is not a member of a notified caste/tribe by birth will be deemed to be a member of that notified caste/tribe merely because he or she had married a person belonging to that notified caste/tribe. On the other hand a person who is a member of a notified caste/tribe will continue to be a member of that notified caste/tribe even after his or her marriage with a person who does not belong to a notified caste/tribe.

(iv) **Caste Certificate in case of Adoption of child.—**

Great care has to be exercised in dealing with cases where a person claims to be a member of a notified caste/tribe on the ground that he/she has been adopted by a person of that notified caste/tribe. The validity of the adoption has to be clearly established before any caste certificate can be given. It is for the party to prove his/her claim by cogent and reliable evidence.

- (a) While deciding whether an adoption is valid, the certificate issuing authority should satisfy himself that all the requirements of law have been complied with. He should also take into account the behaviour of the child after adoption whether he physically lives with and is supported by his adoptive parents and receives no financial help from his original parents. In case these conditions are not satisfied, the certificate should be refused.
- (b) In addition, it should be verified that all other conditions for a valid adoption, including the physical transfer of the adopted person to the family of the adoptive parents and that he has severed all ties with the original parents are fulfilled.
- (c) Further, in case of a person who is a Hindu, Buddhist or Sikh or any other person governed by the Hindu Adoptions and Maintenance Act, 1956 (78 of 1956), the requirements of valid adoption are given in Sections 6 to 11 of the Hindu Adoptions and Maintenance Act, 1956 (78 of 1956) as amended from time to time. The actual giving and taking of the child in adoption is a mandatory requirement and thereafter the adopted child is deemed to be the child of his or her adoptive father or mother for all purposes and the child severs all ties with the family of his or her birth. Ordinarily, no child who has attained the age of 15 years or who is married can be given in adoption unless there is a custom or usage applicable to the parties.
- (d) Where the case relates to an adoption in case of a Hindu, Buddhist or Sikh or any other person governed by the Hindu Adoptions and Maintenance Act, 1956 (78 of 1956), who is married or of the age of 15 years and above, the certificate shall be required to be given by the District Magistrate who shall, after making due enquiries as to the validity of the adoption and as to whether such adoption is permitted by a custom or usage applicable to the parties, make an endorsement to that effect on the certificate. Such custom or usage should have been continuously and uniformly observed for a long time and obtained the force of law among the Hindus of that particular area, or that community, group or family provided that the custom or usage is certain and not unreasonable or opposed to public policy and in the case of custom or

usage in respect of a particular family, that the custom or usage has not been discontinued.

(vi) **Caste Certificate in case of Conversion and Reconversion of religion by a Scheduled Caste person.—**

- (a) Where a Scheduled Caste person gets converted to a religion other than Hinduism or Sikhism or Buddhism and then reconverts himself back to Hinduism or Sikhism or Buddhism, he will be deemed to have reverted to his original Scheduled Caste, if he is accepted by the members of that particular caste as one among them.
- (b) In the case of a descendant of a Scheduled Caste convert, the mere fact of conversion to Hinduism or Sikhism or Buddhism will not be sufficient to entitle him to be regarded as a member of the Scheduled Caste to which his forefathers belonged. It will have to be established that such a convert has been accepted by the members of the caste named as one among themselves and has thus become a member of that caste.

(vii) **Determination/Verification of Caste of a person.—**

The determination/verification of the caste of a person shall be done strictly in accordance with the notifications of the Government of India in case of Scheduled Castes and Other Backward Castes, and in accordance with notifications of the Welfare of Scheduled Castes and Backward Classes Department, Haryana in case of Deprived Scheduled Castes, Backward Classes, De-notified Tribes (Vimukh Jatis and Tapirwan Jatis) and Nomadic Tribes.

(viii) **Verification when a person claims of Caste by birth —**

Where a person claims to belong to a Scheduled Caste, Deprived Scheduled Caste, Other Backward Caste, Backward Class, De-notified Tribe (Vimukh Jatis and Tapirwan Jatis) or Nomadic Tribe by birth, it should be verified:

- (i) That the person and his/her parents actually belong to the community named;
- (ii) That the community is included in the Presidential Order, specifying the Scheduled Castes in relation to the concerned State, or is notified as Other Backward Class by the Ministry of Social Justice and Empowerment, Government of India, or notified as Deprived Scheduled Caste, Backward Class, De-notified Tribe (Vimukh Jatis and Tapirwan Jatis) or Nomadic Tribe by the Government of Haryana;
- (iii) That the person belongs to that State in respect of which the community has been scheduled/notified.

- (iv) If the person claims to be a Scheduled Caste or Devised Scheduled Caste, he should profess Hinduism or Sikhism or Buddhism religion
- (v) A person claiming to belong to a Backward Class, Other Backward Class, Denotified Tribe or Nomadic Tribe may profess any religion

**(iv) Authorities competent to verify the caste.—**

The following authorities will now be competent to verify the caste of person who is a resident of State of Haryana :-

| Sr. No. | Category of Resident                                                                                                                                                                     | Verifying Authority                                                      |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| 1       | A resident of any Rural area in the State                                                                                                                                                | Designated Officers notified by Citizen Resources Information Department |
| 2       | A resident of any Urban area in the State (Municipal Committee / Municipal Council/ Municipal Corporation)                                                                               | Designated Officers notified by Citizen Resources Information Department |
| 3       | A male employee ( including his children) serving on regular basis in connection with the affairs of the State of Haryana in any Department/ PSU / Statutory Authority/ University, etc. | As per record available in Human Resource Management System (HRMS)       |
| 4       | A female employee serving on regular basis in connection with the affairs of the State of Haryana in any Department/ PSU/ Statutory Authority/ University, etc.                          | As per record available in Human Resource Management System (HRMS)       |

Government has also decided that in case of issuance of wrong caste certificate knowingly or deliberately without proper care or verification, action would be taken against the concerned officials under the relevant provisions of the Indian Penal Code in addition to the action under the appropriate disciplinary rules applicable to them.

**(v) Online Service for verification of Caste based on PPR.—**

Residents seeking to verify their caste in PPR may visit [www.haryana.gov.in/online/verify](http://www.haryana.gov.in/online/verify) portal. Once the request for verification of caste category and/or caste is made by the resident on this portal, designated officers will verify and mark the same as verified in the FCR for the resident.

- (vi) **Clarification in case of doubt.—**  
In case of any doubt regarding contents of a person, the matter will be referred to the Welfare of Scheduled Caste and Backward Classes Department of the State of Haryana, and the clarifications given by the said Department alone shall be valid.
- (vii) **Competent Authorities for Issuance of Caste Certificate.—**  
Caste certificate shall be issued on provision of PPN through SARAL portal <https://saral.haryana.gov.in/> to eligible residents of Haryana by ADC-cum-DCHO (Additional Deputy Commissioner-cum-District Citizen Resource Information Officer) through his facsimile signature on the certificate and to the employees of the State of Haryana by the Head of the Department/Organization concerned through his facsimile signature on the certificate.
- (viii) **Validity of a Caste Certificate.—**
- (i) A Caste Certificate once issued (in its standard format) shall be valid for the life-time of the person so long as such certificate is not revoked or modified in the certificate issued by the Welfare of Scheduled Caste and Backward Classes Department, Haryana.
  - (ii) Where a Caste Certificate is requested for specific use outside the context of Government of Haryana, it shall be issued in the format prescribed by the Government of India.
  - (iii) Certificates which include income and/or assets based information like creamy layer criteria shall become invalid after the validity period prescribed on the said certificate. Such certificates shall be valid for this current financial year, i.e. till coming 31<sup>st</sup> March (included) from the date it has been issued.
  - (iv) A Caste Certificate may also become invalid if after due process, it has been concluded that the caste was incorrectly mentioned in the certificate or wrongly verified in the FICR, due to any reason whatsoever.
- (ix) **Grievance Redressal and Correction Process.—**  
If an allotment is not in agreement with his caste category/caste contained in the FICR, then he/she may lodge his/her grievance for correction on the Grievance Module of the Panner Panchan Namah portal <https://pannerpanchan.haryana.gov.in/ficr/Grievance>.
- (x) **General Terms and Conditions.—**
- (i) The Caste Certificate is usable without any restriction wherever it is accepted (i.e. subject to the criteria laid down by the entity accepting the certificate) and hence no usage/appliability restrictions shall be mentioned on the certificate.
  - (ii) From the effective date of this order, only the caste certificates issued through SARAL portal in the formats prescribed by the Citizen Resource Information

Department based on PFN and corresponding verified case contained in the FICR shall be valid caste certificates.

- (c) A Caste Certificate obtained by means of any fraud, misrepresentation or concealment of facts or by some other illegal means shall be declared as invalid and the benefit availed by the candidate/applicant shall be withdrawn and legal action including criminal case will be initiated against the applicant for misrepresenting the facts and paying fraud, as well as against the official/authorized persons for issuing/ wrong verification by collusion or otherwise. In such an event, the caste and caste category shall be marked as NOT VERIFIED in the FICR.
- (d) Mere issuance of a Caste certificate does not entitle a person holding such certificate to any benefit that may be admissible under various Government Schemes implemented from time to time. Hence, it is important that the authority concerned examines the applicant's entitlement to any specific benefit in accordance with the instructions on the subject at any given point of time. For instance, a person from the Backward Caste may not be entitled to certain benefits if he falls within the creamy layer as defined from time to time. Accordingly, the Caste Certificates shall address ONLY the caste of the certificate holder. Other eligibility criteria for a particular scheme shall be addressed separately by the authority extending any such benefit.
- (e) All Haryana Government organisations (including Departments, Educational Institutions, Boards, Corporations and Societies) are required to accept the Caste Certificate in its standard format prescribed by the Citizen Resources Information Department from time to time.

4. Further, it is directed that no Government Department of Haryana shall subdelegate any Haryana resident to submit caste related proof documents if holder provides PFN and further caste and caste category is marked as verified in Family Information Data Repository (FICR).

5. These instructions/guidelines may kindly be brought to the notice of all the concerned for strict compliance.

Yours faithfully,

  
Under Secretary General Administration,  
for Chief Secretary to Govt. Haryana

Encls. No. 10/132/2013-138-B

Dated: Chandigarh, the 27<sup>th</sup> March, 2022

A copy is forwarded to the following for information and action where necessary:-

1. Secretary, Haryana Public Service Commission, Panchkula
2. Secretary, Haryana Staff Selection Commission, Panchkula

  
Under Secretary General Administration,  
for Chief Secretary to Govt. Haryana



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EXTRAORDINARY

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सिद्धांत साधक

समाधिक पात्र, अधिकारिता, समारोह, अतिथि १५ दिवस का माहौल और समारोह (१५.१.२००८) विना

**संक्षेप**

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## HARYANA GOVERNMENT

SOCIAL JUSTICE, IMPROVEMENT, WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES  
AND ANTYODAYA (SFWA) DEPARTMENT

## Notification

The 19th July, 2024

No. 42/11/2024-45W. In exercise of the powers conferred under clause (b) of section 2 and sub-section (2) of section 3 of the Haryana Backward Classes (Reservation in Services and Admissions in Educational Institutions) Act, 2016 (15 of 2016), and in pursuance of the Haryana Government, Welfare of Scheduled Castes and Backward Classes Department notification No. 481/AB(1)-2023 dated the 17th November, 2023, the Governor of Haryana hereby specifies the following criteria for exclusion of persons within the Backward Classes as Creamy Layer as specified in schedule given below:-

## Schedule

| 1   | DESCRIPTION OF CATEGORY                                                                                              | TO WHOM RULE OF EXCLUSION SHALL APPLY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | 2                                                                                                                    | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| I.  | CONSTITUTIONAL POSTS                                                                                                 | <p>Son(s) and daughter(s) of</p> <ul style="list-style-type: none"> <li>(a) President of India;</li> <li>(b) Vice President of India;</li> <li>(c) Judges of the Supreme Court and of the High Court's;</li> <li>(d) Chairman and Members of UPSC and of the State Public Service Commission;</li> <li>(e) Chief Election Commissioner; Comptroller and Auditor General of India;</li> <li>(f) Persons holding Constitutional positions of like nature.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| II. | SERVICE CATEGORY<br>A. Group A/Class I officers of the<br>All India Central and State<br>Services (Direct Recruits). | <p>Son(s) and daughter(s) of</p> <ul style="list-style-type: none"> <li>(a) parents, both of whom are Class I officers;</li> <li>(b) Parents, either of whom is a Class I officer;</li> <li>(c) Parents, both of whom are Class I officers, but one of them dies or suffers permanent incapacitation;</li> <li>(d) Parents, either of whom is a Class I officer and such parent dies or suffers permanent incapacitation and before such death or such incapacitation has had the benefit of employment in any International Organisation like U.N, IMF, World Bank, etc. for a period of not less than 5 years;</li> <li>(e) Parents, both of whom are class I officers die or suffer permanent incapacitation and before such death or such incapacitation of the both either of them has had the benefit of employment in any International Organisation like U.N, IMF, World Bank, etc. for a period of not less than 5 years;</li> </ul> <p>Provided that the rule of exclusion shall not apply in the following cases:-</p> <ul style="list-style-type: none"> <li>(a) Son and daughter of parents either of whom or both of whom are Class I officers and such parent(s) dies/die or suffer permanent incapacitation;</li> <li>(b) A lady belonging to BC category has got married to a Class I officer, and any benefit like to apply for a job</li> </ul> |

| 1           | DESCRIPTION OF CATEGORY                                                                               | TO WHOM RULE OF EXCLUSION SHALL APPLY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| 2           | 3                                                                                                     | 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|             | <b>B. Group B Class II officers of the Central and State Services (Direct Recruitment)</b>            | <p>Son(s) and daughter(s) of</p> <ol style="list-style-type: none"> <li>Parents both of whom are Class II officers;</li> <li>Parents of whom only the husband is a Class II officer and he gets into Class I at the age of 40 or earlier;</li> <li>Parents, both of whom are Class II officers and one of them dies or suffers permanent incapacitation and either one of them has had the benefit of employment in any International Organisation like U.N., I.M.F., World Bank, etc. for a period of not less than 5 years before such death or permanent incapacitation;</li> <li>Parents of whom the husband is a Class I officer (Direct Recruit or promotion) and the wife is a Class II officer and the wife dies or suffers permanent incapacitation; and</li> <li>Parents, of whom the wife is a Class I officer (Direct Recruit or promotion) and the husband is a Class II officer and the husband dies or suffers permanent incapacitation.</li> </ol> <p>Provided that the rule of exclusion shall not apply in the following cases:-</p> <p>Son(s) and daughter(s) of</p> <ol style="list-style-type: none"> <li>Parents both of whom are Class II officers and one of them dies or suffers permanent incapacitation;</li> <li>Parents, both of whom are Class II officers and both of them die or suffer permanent incapacitation; even though either of them has had the benefit of employment in any International Organisation like U.N., I.M.F., World Bank, etc. for a period of not less than 5 years before their death or permanent incapacitation.</li> </ol> |
|             | <b>C. Employees in Public Sector Undertakings etc.</b>                                                | <p>The criteria enumerated in A and B above in this Category shall apply mutatis mutandis to officers holding equivalent or comparable posts in PSU's, Banks, Insurance Organisations, Universities, etc. and also to equivalent or comparable posts and positions under private employment pending the conclusion of the posts on equivalent or comparable basis in these institutions, the criteria specified in Category VI above shall apply to the officers in these institutions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>III.</b> | <b>ARMED FORCES INCLUDING PARA MILITARY FORCES.</b><br>(Persons holding civil posts are not included) | <p>Son(s) and daughter(s) of</p> <p>Parents either or both of whom is or are in the rank of Colonel and above in the Army and in equivalent posts in the Navy and the Air Force and the Para Military Forces</p> <p>Over and above:-</p> <ol style="list-style-type: none"> <li>If the wife of an Armed Forces Officer is herself in the Armed Forces (i.e., the category under consideration) the rule of exclusion will apply only when she herself has reached the rank of Colonel;</li> <li>The service rank before Colonel of husband and wife shall not be added together;</li> <li>If the wife of an officer in the Armed Forces is in civil employment, this shall not be taken into account for applying the rule of exclusion unless she falls in the service category under item No. II in which case the criteria and conditions enumerated therein will apply to her independently.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| 1   | DESCRIPTION OF CATEGORY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | TO WHOM RULE OF EXCLUSION SHALL APPLY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| 2   | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| IV. | <p><b>PROFESSIONAL CLASS AND THOSE ENGAGED IN TRADE AND INDUSTRY</b></p> <p>(I) Persons engaged in profession as a Doctor, Lawyer, Chartered Accountant, Engineer, Tax Consultant, Financial or Management Consultants, Dental Surgeon, Engineer, Architects, Computer Specialists, Film Artists and other Film Professionals, Author, Play Writer, Sports person, Sports Professionals, Media Professionals or any other professions of like nature.</p> <p>(II) Persons engaged in trade, business and industry.</p> | <p>Criteria specified against category VI shall apply.</p> <p>Criteria specified against category VI shall apply.</p> <p>Explanation:</p> <p>(i) Where the husband is in some profession and the wife is in a Class II or lower grade employment, the income-worth test shall apply only on the basis of the husband's income.</p> <p>(ii) If the wife is in any profession and the husband is in employment in a Class II or lower rank post, then the income-worth criterion shall apply only on the basis of the wife's income and the husband's income shall not be clubbed with it.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| V.  | <p><b>PROPERTY OWNERS</b></p> <p><b>A. Agricultural holdings</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>Son(s) and daughter(s) of persons belonging to a family (Husband and minor children) which owns:-</p> <p>(a) only irrigated land which is equal to or more than 80% of the statutory area, or</p> <p>(b) both irrigated and unirrigated land, as follows:-</p> <p>(i) The rule of exclusion shall apply where the pre-condition exists that the irrigated area (having been brought to a single type under a common characteristic) 40% or more of the statutory ceiling limit for irrigated land (this being calculated by excluding the unirrigated portion). If this pre-condition is not less than 40% exists, then only the area of irrigated land will be taken into account. This shall be done by converting the unirrigated land on the basis of conversion formula existing into the irrigated type. The irrigated area so converted from unirrigated land shall be added to the actual area of irrigated land and if after such clubbing together the total area is more of irrigated land is 80% or more of the statutory ceiling limit for irrigated land, then the rule of exclusion shall apply and disqualification will arise.</p> <p>(ii) The rule of exclusion shall not apply if the land holding of a family is exclusively unirrigated.</p> |

| 1   | DESCRIPTION OF CATEGORY                                                                                                                                                                                                    | TO WHOM RULE OF EXCLUSION SHALL APPLY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2   | 3                                                                                                                                                                                                                          | 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|     | <p><b>B. Plantations</b></p> <p>(i) Coffee tea, rubber, etc.</p> <p>(ii) Mango, citrus, apple plantations, etc.</p> <p><b>C. Vacant land and/or buildings in urban areas or urban agglomerations</b></p>                   | <p>Criteria of income/wealth specified in Category VI below shall apply.</p> <p>Disused or agricultural building and house criteria of A above under this category shall apply.</p> <p>Criteria specified in Category VI below will apply.</p> <p>Explanation: Building may be used for residential, industrial or commercial purposes and the like for or more such purposes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                              |
| VI. | <p><b>INCOME / WEALTH TEST</b></p> <p><b>Explanation:</b> Whenever the expression "permanent incapacitation" occurs in this Schedule, it shall mean incapacitation which results in putting an officer out of service.</p> | <p>None or one or more of</p> <p>(a) Persons having gross annual income of Rs.8 lakh or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act, 1957 (Central Act 27 of 1957) for a period of three consecutive years.</p> <p>(b) Persons in categories I, II, III and V A who are not disqualified to the benefit of exemption but have income from other sources of wealth which shall bring them within the income/wealth criteria mentioned in (a) above.</p> <p><b>Explanation:</b></p> <p>(c) Income from salaries or agricultural land shall not be clubbed.</p> <p>(d) The income criteria in terms of rupee shall be modified taking into account the change in its value every three years. If the situation, however, so demands, the time period may be less.</p> |

(U. ANEUPAMA,

Additional Chief Secretary to Government Haryana,  
Social Justice, Empowerment, Welfare of Scheduled Caste and  
Backward Classes and Antyodaya (SEW A) Department

Government of Haryana  
General Administration Department  
(General Services- B Branch)

Dated Chandigarh, the 25<sup>th</sup> February, 2019

To

1. All the Administrative Secretaries to Government, Haryana
2. All Heads of Departments in the State of Haryana.
3. All the Managing Directors/Chief Administrators of Boards/ Corporations/Public Sector Undertakings in Haryana.
4. The Registrar General of Punjab & Haryana High Court, Chandigarh.
5. All the Divisional Commissioners in the State of Haryana.
6. All the Deputy Commissioners and Sub Divisional Officers (Civil) in the State of Haryana.
7. The Registrar of all the Universities of the State of Haryana.

**Subject:-** Reservation for Economically Weaker Sections in Direct recruitment in Civil posts and services as well as in admissions in Government/Government Aided Educational Institutions in the State of Haryana.

I am directed to inform that Government of India has notified "THE CONSTITUTION (ONE HUNDRED AND THIRD AMENDMENT) ACT, 2019" on 12<sup>th</sup> January, 2019 amending Article 15 & 16, which now read as under:-

**Amendment of article 15**

In Article 15 of the Constitution, after clause (3), the following clause shall be inserted, namely:—

*(4) Nothing in this article or sub-clause (g) of clause (1) of article 19 or clause (2) of article 29 shall prevent the State from making:—*

*(a) any special provision for the advancement of any economically weaker sections of citizens other than the classes mentioned in clauses (4) and (5); and*

*(b) any special provision for the advancement of any economically weaker sections of citizens other than the classes mentioned in clauses (4) and (5) in so far as such special provisions relate to their admission to educational institutions including private educational institutions, whether aided or unaided by the State, other than the minority educational institutions referred to in clause (1) of article 30, which in the case of reservation would be in addition to the existing reservations and subject to a maximum of ten per cent. of the total seats in each category.*

**Explanation—** For the purposes of this article and article 16, "economically weaker sections" shall be such as may be notified by the State from time to time on the basis of family income and other indicators of economic disadvantage."

### Amendment of article 16

In Article 16 of the Constitution, after clause (5), the following clause shall be inserted, namely :-

"(6) Nothing in this article shall prevent the State from making any provision for the reservation of appointments or posts in favour of any economically weaker sections of citizens other than the classes mentioned in clause (4), in addition to the existing reservation and subject to a maximum of ten per cent. of the posts in each category".

In the wake of above enabling provisions, State Government has considered the matter and decided to provide benefits of reservation on a preferential basis in Civil Posts in all its Departmental Boards/Corporations/Local Bodies and in Admissions to Government/Government Aided Educational Institutions to those Economically Weaker Sections (EWS) who are not covered under the existing scheme of reservation for the Scheduled Castes, Backward Classes (Block-A) and Backward Classes (Block-B).

### 2. QUANTUM OF RESERVATION

The persons belonging to EWS who are not covered under the existing scheme of reservation for Scheduled Castes, Backward Classes (Block-A) and Backward Classes (Block-B) shall get 10% reservation in direct recruitment to Group A, B, C and D posts in the Departmental Boards/Corporations/Local Bodies of Government of Haryana and also in admission to Government/Government Aided Educational Institutions in the State of Haryana.

### 3. DEFECTING RESERVATION - ROSTER POINT

#### 3.1 Direct recruitment in case of Group- A & B

Roster point no. 11-20-30-40-51-60-70-80-90 and 99

#### 3.2 Direct recruitment in case of Group- C & D

Roster point no. 4-14-24-34-43-50-60-70-80 and 94

3.3 When in any recruitment year any vacancy sanctioned for EWS cannot be filled up due to non availability of a suitable candidate belonging to EWS, such vacancies for that particular recruitment year shall not be carried forward to the next recruitment year as backlog and will be filled from unreserved category.

3.4 Persons belonging to EWS selected against the quota for persons with benchmark disabilities/servicemen shall be placed against the roster points sanctioned for EWS.

#### **4. CRITERIA OF INCOME & ASSETS:**

4.1 Persons who are not covered under the existing schemes of reservation for Scheduled Caste, Scheduled Classes (Back-A) and Backward Classes (Back-B) and whose family has gross annual income below Rs 5.00 lakh (Rupees six lakh only) are to be identified as EWS for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application.

4.2 All persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS irrespective of the family income:-

- 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.

4.3 The property held by a "Family" in different locations or different jurisdictions would be clubbed while applying the land or property holding test to determine EWS status.

4.4 The term "Family" for this purpose will include the person who applies for benefit of reservation, father, parents, spouse as well as children and siblings below the age of 18 years.

#### **5. INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY AND VERIFICATION OF CERTIFICATE:**

5.1 The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Competent Authority for EWS Income and Asset Certificate shall be Tahsildar of the area where the applicant normally resides.

5.2 The prescribed format for EWS Income and Asset Certificate shall be as provided at Annexure-2.

5.3 The Officer who issues the certificate would do the same after carefully verifying all relevant documents following due process as prescribed by the State.

5.4 The crucial date for submitting Income and Asset Certificate by the candidate may be treated as the closing date for receipt of application for the post, except in cases where crucial date is fixed otherwise.

5.5 The appointing authorities should, in the offer of appointment to the candidate claiming to be belonging to EWS, include the following clause :-

"The appointment is provisional and is subject to the Income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is false then the employee will be terminated forthwith without assigning any further reasons and without provision to seek further action as may be taken under the provisions of the Indian Penal Code for production of false/fake certificate."

The appointing authority should verify the veracity of the Income and asset certificate submitted by the candidate through the certificate issuing authority.

5.6 Instructions referred to above should be strictly followed so that it may not be possible for an unscrupulous person to secure employment on the basis of a false claim and if any person gets an appointment on the basis of such false claim, his/her services shall be terminated and penal action shall also be invoked.

#### **6. ADJUSTMENT AGAINST UNRESERVED VACANCIES**

A person belonging to EWS cannot be denied the right to compete for appointment against an unreserved vacancy. Persons belonging to EWS who are selected on the basis of merit and not on account of reservation are not to be counted towards the quota reserved for reservation.

7. The above scheme of reservation will be effective in respect of all direct recruitment vacancies to be notified on or after 01.02.2015.

(Vijayendra Kumar, IAS)  
Secretary, General Administration Department,  
for Chief Secretary to the Government of Haryana,

**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** \_\_\_\_\_

This is to certify that Mr./Mrs./Karnam \_\_\_\_\_ residing with  
 at \_\_\_\_\_ is permanent resident of \_\_\_\_\_, Village/Barid \_\_\_\_\_,  
 Post Office \_\_\_\_\_, District \_\_\_\_\_, P.W. Circle \_\_\_\_\_.  
 Above photograph is affixed below and attested below belongs to Economically  
 Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs.  
 6 lakh (Six Lakh only) for the financial year: \_\_\_\_\_.

It is further certified that Weaker family does not own or possess any of the  
 following assets\*\*\*:

- I.        2 acres of agricultural land and above;
- II.       Residential flat of 100 sq. ft. and above;
- III.      Residential plot of 100 sq. yards and above in notified  
             municipalities;
- IV.      Residential plot of 250 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.       Mr./Mrs./Karnam \_\_\_\_\_ belongs to the caste which is not  
             recognised as a Scheduled Caste, Backward Caste (Bachu A) and Backward  
             Caste (Bachu-B).

Signature with seal of Officer  
 Name  
 Designation

Reason: Passport size  
 attested photograph of  
 the applicant

- \*Note 1: Income means income from all sources i.e. salary, agricultural, business, professional etc.
- \*\*Note 2: The term "Family" for this purpose will include the person, who applies for issue of certificate, his/her parents, spouse as well as children and siblings below the age of 18 years.
- \*\*\*Note 3: The assets held by a "Family" in different locations or different jurisdictions are to be clubbed while applying for issue of property belonging to a particular P.W. circle.

No. 22/19/2024-SHR-II  
HARYANA GOVERNMENT  
CHIEF SECRETARY ORGANIZATION  
HUMAN RESOURCES DEPARTMENT  
(Human Resources-II Gr.)

Date: Chandigarh, the 13<sup>th</sup> November, 2024

To

1. All the Administrative Secretaries to Government Haryana,
2. All the Heads of Departments in Haryana,
3. All the Managing Directors/Chief Executive Officer of Boards/Corporations of Haryana State,
4. The Registrar, Punjab and Haryana High Court, Chandigarh,
5. All the Divisional Commissioners in Haryana State,
6. All the Deputy Commissioners in Haryana,
7. Registrars of all the Universities situated in Haryana State.

**Subject:** Classification of Scheduled Castes for the purpose of benefit of reservation in Haryana State.

Sr,

I am directed to invite your attention to Government Instructions issued vide No. 22/19/2013-103-II, dated 15.07.2014 and thereafter regarding rate(s) of reservation in Govt. jobs and to say that in compliance of the judgement dated 01.08.2024 of the Hon'ble Supreme Court in the case titled 'State of Punjab vs Davinder Singh (CA No. 2317 of 2011)' with regard to sub-classification and adequacy of representation, the matter was referred to the Haryana State Commission for Scheduled Castes for examination and to send their recommendations to address into community disparities and to ensure a fair and equitable distribution of reservation benefits. The Commission submitted their report on 10<sup>th</sup> August, 2024 prepared on the basis of analysis of the data received from various sources including different Departments and of the demands, representations and review of literature related to the subject. The recommendations of the Commission regarding classification of Scheduled Castes reservation in Govt. jobs were considered by the State Government. After the approval of Council of Ministers, it has been decided that:-

- (i) For the purpose of reservation in services, the Scheduled Castes in Haryana will be sub-categorized in two categories i.e. Deprived Scheduled Castes (DSC) and Other Scheduled Castes (OSC)
- (ii) List of Deprived Scheduled Castes and Other Scheduled Castes has been enclosed at Annexure-A of these instructions.
- (iii) Within the existing 20% quota reserved for Scheduled Castes in direct recruitment to Govt. jobs, one-half of the posts will be reserved for candidates of Deprived Scheduled Castes. If and only if suitable candidates of Deprived Scheduled Castes are not available, then suitable candidates of Other Scheduled Castes may be recruited against the balance vacant posts.
- (iv) Similarly, one-half of the quota reserved for Scheduled Castes shall be reserved for candidates belonging to Other Scheduled Castes. If and only if suitable candidates of Other Scheduled Castes are not available, then suitable candidates of Deprived Scheduled Castes may be recruited against the balance vacant posts.
- (v) The combined merit list of the candidates belonging to Deprived Scheduled Castes and Other Scheduled Castes would be recommended by the Recruiting Agency will

be prepared and inter-se seniority of such candidates will also be fixed on the basis of merit.

- (vi) It will not be necessary to fix the roster points separately for each of the sub-categories within the present roster system.
- (vii) If on a particular occasion the total number of vacant posts ( cadre wise) reserved for Scheduled Castes is odd, say 9, then 5 of them will go to Deprived Scheduled Castes and 4 posts to Other Scheduled Castes. On the next such occasion, however, the position would be reversed, i.e. 4 of them will go to Deprived Scheduled Castes and 5 posts to Other Scheduled Castes.
- (viii) After the issue of these instructions, the last vacant post reserved for Scheduled Castes will be allocated to Deprived Scheduled Castes without any change in the roster point already maintained by the Department.

2. These instructions will be applicable with immediate effect and Annexure-B of instructions bearing No. 22/12/2013-13548, dated 15.07.2014 in which the list of castes which are to be treated as Scheduled Castes in Haryana State has been specified for the purpose of reservation in jobs under Government/Government Undertakings and Local Bodies as well as for admission in Government/Government aided educational/technical professional institutions, will be deemed to have been replaced with the Annexure-A of these instructions.

3. These instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,

*S. Singh*

Deputy Secretary Human Resources,  
for Chief Secretary to Government, Haryana

Contd. ...

## List of Deprived Scheduled Castes

A

## Other Scheduled Castes

| Sr. No. | Sr. No. in Govt List | List of Castes                                                                                                                    | Category                 |
|---------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1       | 1                    | Ad Dharmi                                                                                                                         | Deprived Scheduled Caste |
| 2       | 1 A                  | Aheria, Aheri, Har, Her, Thor, Tul                                                                                                | Deprived Scheduled Caste |
| 3       | 2                    | Bairwa, Chula, Bharg                                                                                                              | Deprived Scheduled Caste |
| 4       | 3                    | Bargal                                                                                                                            | Deprived Scheduled Caste |
| 5       | 4                    | Basar, Baser, Bera                                                                                                                | Deprived Scheduled Caste |
| 6       | 5                    | Bahwal, Barwala                                                                                                                   | Deprived Scheduled Caste |
| 7       | 6                    | Baura, Bawara                                                                                                                     | Deprived Scheduled Caste |
| 8       | 7                    | Bazgar                                                                                                                            | Deprived Scheduled Caste |
| 9       | 8                    | Bhaurak                                                                                                                           | Deprived Scheduled Caste |
| 10      | 9                    | Chakkar, Jabo Chamar, Kalgur, Kugar, Randwal, Randasi, Balak, Balak, Bhand, Bhaski, Chavara-Rohilla, Jatar, Jalswa, Moha, Randawa | Other Scheduled Caste    |
| 11      | 10                   | Chahal                                                                                                                            | Deprived Scheduled Caste |
| 12      | 11                   | Dagi                                                                                                                              | Deprived Scheduled Caste |
| 13      | 12                   | Dahan                                                                                                                             | Deprived Scheduled Caste |
| 14      | 13                   | Datta, Dhaga, Dhas                                                                                                                | Deprived Scheduled Caste |
| 15      | 14                   | Dhatel                                                                                                                            | Deprived Scheduled Caste |
| 16      | 15                   | Dhagri, Dhanari, Ragi                                                                                                             | Deprived Scheduled Caste |
| 17      | 16                   | Dumra, Mahash, Doon                                                                                                               | Deprived Scheduled Caste |
| 18      | 17                   | Gagra                                                                                                                             | Deprived Scheduled Caste |
| 19      | 18                   | Gandula, Gadi Gondola                                                                                                             | Deprived Scheduled Caste |
| 20      | 19                   | Kasiporthi, Julana, Kasiporthi Julana                                                                                             | Deprived Scheduled Caste |
| 21      | 20                   | Khatki                                                                                                                            | Deprived Scheduled Caste |
| 22      | 21                   | Kori, Koli                                                                                                                        | Deprived Scheduled Caste |
| 23      | 22                   | Maria, Manethi                                                                                                                    | Deprived Scheduled Caste |
| 24      | 23                   | Methari, Mathura Sah                                                                                                              | Deprived Scheduled Caste |
| 25      | 24                   | Mogi, Mughwal                                                                                                                     | Deprived Scheduled Caste |
| 26      | 25                   | Nai, Nadi                                                                                                                         | Deprived Scheduled Caste |
| 27      | 26                   | Od                                                                                                                                | Deprived Scheduled Caste |
| 28      | 27                   | Pasi                                                                                                                              | Deprived Scheduled Caste |
| 29      | 28                   | Perna                                                                                                                             | Deprived Scheduled Caste |
| 30      | 29                   | Pharwa                                                                                                                            | Deprived Scheduled Caste |
| 31      | 29 A                 | Ra Sah                                                                                                                            | Deprived Scheduled Caste |
| 32      | 30                   | Sarhal                                                                                                                            | Deprived Scheduled Caste |
| 33      | 31                   | Sarhal                                                                                                                            | Deprived Scheduled Caste |
| 34      | 32                   | Sassi, Rindul, Maran                                                                                                              | Deprived Scheduled Caste |
| 35      | 33                   | Sasoi                                                                                                                             | Deprived Scheduled Caste |
| 36      | 34                   | Sapela, Sapora                                                                                                                    | Deprived Scheduled Caste |
| 37      | 35                   | Sasra                                                                                                                             | Deprived Scheduled Caste |
| 38      | 36                   | Singari, Ranga                                                                                                                    | Deprived Scheduled Caste |
| 39      | 37                   | Sindhar                                                                                                                           | Deprived Scheduled Caste |

No. 12152019-4GS-1  
Haryana Government,  
Chief Secretary Organization  
General Administration Department,  
(General Services-II Branch)

Dated: Chandigarh, the 9<sup>th</sup> March, 2022

To

1. All the Administrative Secretaries to Government Haryana
2. All the Heads of Departments of Haryana
3. All the Managing Directors/Chief Administrators of Boards/Corporations in Haryana
4. All the Divisional Commissioners of the State of Haryana
5. All the Deputy Commissioners of the State of Haryana
6. The Registrars of all the Universities in the State of Haryana

**Subject: Benefit of reservation to Ex-servicemen and their relatives.**

Sir/Madam,

I am directed to invite your attention to Government Instructions bearing No. 12152019-4GS-1, dated 14<sup>th</sup> July, 2021 on the subject cited above.

2. On receipt of representations from various Associations of Ex-servicemen, Family Welfare Foundations and others, the above said instructions have been reviewed by Government and after careful consideration following decision has been taken to grant the benefit of reservation to Ex-servicemen and their family members:-

- (A) An ex-serviceman who himself or his/her family member has already secured employment in civil service on regular basis in any Department/ Board/ Corporation/ University etc. under the State Government with availing the benefit of reservation —
  - (i) he/she himself/herself shall not be entitled to avail the benefit of reservation in civil service for any subsequent appointment in any Department/Board/ Corporation/ University etc. under the State Government. However, the benefit of age relaxation for securing another employment in a higher pay scale or post shall remain continue, and
  - (ii) his/her family member shall also not be entitled to avail the benefit of reservation against the posts reserved for ex-servicemen.
- (B) (i) An ex-serviceman who himself/herself has already secured employment in civil service on regular basis in 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 underlining to the concerned employer about the date-wise details of

application for various vacancies for which he/she had applied for before joining the rifle (all 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.

- (2) The family members of martyr military personnel shall be entitled to exercise an option either—
- to avail the benefit of reservation upto two family members, or
  - 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.
- (3) The priority list for working 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—
- disabled ex-servicemen, the posts for which they are physically fit;
  - being (i) family member of disabled ex-servicemen;
  - being (ii) other ex-servicemen who are eligible to get the benefit of reservation under these instructions;
  - being (iii) family member of other ex-servicemen who are eligible to get the benefit of reservation under these instructions.
- (4) Disabled ex-servicemen means a person who has been released from military service due to disability attributable or aggravated due to military service. An ex-servicemen shall not be treated disabled one who has been released from military service not on account of higher disability but has been released in the normal course after the completion of higher term of service from military service voluntarily.
- (5) Both the reservations are horizontal, therefore, a disabled ex-servicemen who is selected against the post reserved for ex-servicemen will not be counted against the post reserved for PwD.
- (6) 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.
- (7) An ex-servicemen who have been discharged from military service by way of dismissal, misconduct or inefficiency neither himself nor his/her family members shall be entitled to avail the benefit of reservation in civil service.

3. These instructions shall come into effect with immediate effect. These instructions may please be brought to the notice of all concerned.

Yours faithfully,



Under Secretary General Administration,  
to Chief Secretary to Govt. Haryana

Exdt. No. 1216/2019-405-E

Dated: Chennai, the 9<sup>th</sup> May 2022

A copy is forwarded to the following for information and necessary action :-

1. Chairman, Haryana Public Service Commission, Panipat.
2. Chairman, Haryana Staff Selection Commission, Panipat.



Under Secretary General Administration  
for Chief Secretary to Govt. Haryana

No. 12152219-403-H  
Haryana Government  
Human Resources Department  
(General Services-II Branch)

Dated: Chandigarh, the 13th April, 2022

To:

1. All the Administrative Secretaries to Government Haryana
2. All the Heads of Departments of Haryana
3. All the Managing Directors/Chief Administrators of Board Corporations in Haryana
4. All the Divisional Commissioners of the State of Haryana
5. All the Deputy Commissioners of the State of Haryana
6. The Registrars of all the Universities in the State of Haryana

**Subject:** Clarification regarding benefit of reservation to Ex-servicemen and their children.

**En/Memo:**

I am directed to invite your attention to Government instructions of number, dated 1<sup>st</sup> March, 2022 on the subject cited above in which following provision was made in para 2 (C) :-

- (C) If an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail the benefit of reservation as an 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 such declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be admissible only in respect of vacancies which are filled by direct recruitment and wherever reservation is applicable to the ex-servicemen.

2. In the above said instructions the benefit of reservation has been allowed either to the Ex-servicemen himself/herself or one of his family members (including stepson/stepdaughter) provided the provision of selection of any one post out of the pool for which application(s) was/were submitted before joining service shall also be applicable to the family members where they are eligible to avail the benefit of reservation under the above said instructions. In other words, para 2.(C) above shall also be applicable to the family members of Ex-servicemen also.

3. It is also clarified here that where the services have been joined before the date of issue of instructions dated 1<sup>st</sup> March, 2022 or before the date of issue of clarification in hand, and no information regarding submission of application(s) for any other post(s) was submitted by the concerned Ex-serviceman or the family member, as the case may be, already reported against the post reserved for Ex-servicemen in such case the same may now be selected from them, where necessary and may be allowed to avail the benefit under para 2(C) above.

4. These instructions may please be brought to the notice of all concerned.

Yours faithfully,

  
Under-Secretary Human Resources  
to Chief Secretary to Govt. Haryana

Encl. No: 12152019405-1

Dated: Chennai, the 13<sup>th</sup> April, 2022

A copy is forwarded to the following for information and necessary action:-

1. Chairman, Mysore Public Service Commission, Pandharpur
2. Chairman, Mysore Staff Selection Commission, Pandharpur

  
Under Secretary (Human Resources)  
to Chief Secretary to Govt. Mysore.

No. 22482621-158-18

HARYANA GOVERNMENT  
GENERAL ADMINISTRATION DEPARTMENTDated: Chandigarh the 27<sup>th</sup> October, 2021.

To

1. All the Administrative Secretaries to Govt. Haryana.
2. All the Heads of Departments in the State of Haryana.
3. All the Managing Directors of Boards/Corporations in the State of Haryana.
4. All the Divisional Commissioners in Haryana.
5. All the District & Session Judges in Haryana.
6. The Registrar of all the Universities in the State of Haryana.
7. All the Deputy Commissioners in the State of Haryana.

**Subject:** Reservation regarding filling up 2% posts amongst the children of freedom fighters against the vacant posts reserved for Ex-Servicemen or Backward Classes in Direct recruitment.

**En/Under,**

I am directed to invite your attention to Government instructions No.22/10/2013, dated 10.07.2014 on the subject cited above with which 2% reservation quota for dependent children/grandchildren of freedom fighters were allowed subject to certain conditions.

2. The recruiting agencies have sought further clarification on operational aspects of the 2% reservation quota for children of freedom fighters. Government has re-considered the matter and after thorough consideration it has been decided that the benefit of reservation to a child or grandchild (either maternal and paternal) shall be admissible as under:-

- (1) The Benefit of 2% reservation on Group A, B, C & D posts of direct recruitment to the children of Freedom Fighters of Haryana State shall be admissible in the following situations:-
  - (a) posts horizontally reserved for Ex-servicemen of any category, except Scheduled Castes, remain unfilled to this extent due to non-availability of suitable candidates; or
  - (b) posts vertically reserved for Backward Classes remain unfilled to this extent due to non-availability of suitable candidates.
- (2) Children of Freedom Fighters includes both children and grandchildren from both maternal and paternal lineage.
- (3) Two candidates belonging to category "Children of Freedom Fighters" shall be entitled to the benefit of above reservation subject to the following conditions:-
  - (i) Benefit shall be admissible to one of the children only because the Freedom Fighter himself being old-age is not eligible to get the benefit of reservation, therefore, this benefit to one of his children in lieu thereof has been allowed.
  - (ii) Benefit shall be admissible irrespective of the fact the Freedom Fighter himself is at present alive or not;
  - (iii) Income criteria of the children shall not be taken into account for this purpose;

(iv) Where the benefit of reservation has already been availed by one or more children of a Freedom Fighter in the selection list declared by HPSCHSNC or any other Recruiting Agency for appointment on regular basis before the date of issue of these instructions, none of the children/grandchildren of that Freedom Fighter shall now be eligible to get the benefit again for any post(s) in the resubselection list of which is declared after the date of issue of these instructions.

(4) The provisions—

- (i) of re-advertisement of the posts twice to de-reserve the posts reserved for Backward Classes; and
- (ii) to fill up the posts from the candidates of respective vertical category against the unfilled posts horizontally reserved for Ex-servicemen and vertically reserved for other than Scheduled Caste category; shall not be applicable.

(5) Necessary entries regarding de-intervenor of post(s) in the roster point shall be made by the appointing authority concerned keeping in view the recommendations made under these instructions by the Recruiting Agency."

3. The instructions already issued vide No.22/10/2013, dated 15.07.2014 shall be deemed to have been amended in this extent with immediate effect. These instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,



Superintendent General Services-II  
for Chief Secretary to Government Haryana

Enclad. No. 2248/2021-905-II

Dated: Chandigarh, the 20<sup>th</sup> October, 2021

A copy is forwarded to the following for a kind information and necessary action:

- (i) Chief Secretary to Government, Haryana (in Protocol Branch) (in Services-I Br.)
- (ii) Chief Secretary to Government, Haryana (General Services-I Branch) with reference to their file No. 42/10/2013-905-I
- (iii) Registrar, Punjab & Haryana High Court, Chandigarh
- (iv) Secretary, Haryana Public Service Commission, Panchkula
- (v) Secretary, Haryana Staff Selection Commission, Panchkula
- (vi) Incharge NIC for posting the above instructions on State Government website



Superintendent General Services-II  
for Chief Secretary to Government Haryana

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No. 2248/2021-TGS-18  
HARYANA GOVERNMENT  
HUMAN RESOURCES DEPARTMENT

Dated, Chandigarh, the 28<sup>th</sup> April, 2021

To

1. All the Administrative Secretaries to Govt. Haryana
2. All the Heads of Departments in the State of Haryana
3. All the Managing Directors of Boards/Corporations in the State of Haryana
4. All the Divisional Commissioners in Haryana
5. All the District & Session Judges in Haryana
6. All the Deputy Commissioners in the State of Haryana
7. The Registrar of all the Universities in the State of Haryana

**Subject:** Clarification regarding grant of benefit of Reservation of 2% posts to the children/grandchildren of Freedom Fighters against the vacant posts reserved for Ex-Servicemen or Backward Classes in Direct recruitment.

**Sir/Madams,**

I am directed to invite your kind attention to the State Government's instructions of even number dated 27.10.2021 on the subject noted above vide which the benefit of 2% reservation amongst the children of freedom fighters in direct recruitment has been reviewed and it has been restricted to one of the children/grandchildren of a freedom fighter.

2. On receipt of representations from the grandchildren of freedom fighters with the request to clarify how the 2% benefit of reservation is to be worked out by the Recruiting Agencies under the above said instructions. In view of above Government has decided to clarify with illustrations as under:-

(A) Illustration of Group B posts: One hundred posts of direct recruitment of PGT (Group B post) were advertised by HSSC, out of which 20 posts are vertically reserved for Scheduled Castes, 11 posts for Backward Classes-A, 9 posts for Backward Classes-B, 10 posts for OBC categories. The 2 posts are horizontally reserved for ESM and 4 posts are horizontally reserved for Disabled persons. If two or more posts of PGT reserved for Backward Classes or Ex-servicemen remained unfilled due to non-availability of suitable candidates of these categories, then the name of children/grandchildren of Freedom Fighters may be considered against 2 posts only reserved for Backward Classes or Ex-servicemen, as the case may be. These posts will be de-reserved from that date by the Recruiting Agency/concerned Department.

(B) Illustration of Group C posts: One hundred posts of direct recruitment of TGT (Group C post) were advertised by HSSC, out of which 20 posts are vertically reserved for Scheduled Castes, 10 posts for Backward Classes-A, 11 posts for Backward Classes-B

and 10 posts are reserved for EWS categories. Out of these, 2 posts are horizontally reserved for Ex-servicemen of SC, 2 posts Ex-servicemen of DO-A, 3 posts for Ex-servicemen of SC-B, 7 posts for Ex-servicemen of General and 4 posts are horizontally reserved for Disabled persons. If two or more posts of TGT reserved for Backward Classes or Ex-servicemen (other than ESM of Scheduled Caste) remained unfilled due to non-availability of suitable candidates of these categories, then the name of children/grandchildren of Freedom Fighters may be considered against 2 posts only reserved for Backward Classes or Ex-servicemen, as the case may be. These posts will be re-opened from that date by the Recruiting Agency and the concerned Department.

3. It is also clarified that the benefit of reservation will be admissible @ 2% of total advertised posts subject to the condition that out of these the posts remain vacant due to non-availability of suitable candidates for selection against the posts vertically reserved for Backward Classes or horizontally reserved for Ex-servicemen excluding the posts horizontally reserved for Ex-servicemen of Scheduled Caste category. The overall benefit of reservation for children/grandchildren of Freedom Fighters other than the unfilled vacancies of Ex-servicemen or from the Backward Classes will remain limited to 2% only. This benefit will be admissible to one of the children/grandchildren (i.e. sons and daughter of sons and daughters (paternal as well as maternal) of the Freedom Fighters).

4. These instructions may please be brought to the kind notice of all concerned for strict compliance.

Yours faithfully,

  
Under Secretary Human Resources  
to Chief Secretary to Government Haryana

Encl. No. 2245/2021-400-3

Dated, Chandigarh, the 26<sup>th</sup> April, 2022

A copy, each, is forwarded for information and action, when necessary to the following:-

- (i) The Chief Secretary to Government Haryana (a) Protocol Branch/ Secretariat (b) General Services-I Branch/Common Cadre-I (All Branches)
- (ii) Registrar, Punjab and Haryana High Court, Chandigarh
- (iii) Secretary, Haryana Public Service Commission, Patiala
- (iv) Secretary, Haryana Staff Selection Commission, Patiala

  
Under Secretary Human Resources  
to Chief Secretary to Government Haryana

**GOVERNMENT OF HARYANA  
GENERAL ADMINISTRATION DEPARTMENT  
GENERAL SERVICES-III BRANCH  
No. 22/16/2013-IGSIII**

Dated/Chandigarh, the 27<sup>th</sup> April, 2016

To

1. All the Administrative Secretaries in Government of Haryana.
2. All the Heads of Departments and all the Divisional Commissioners in the State of Haryana.
3. The Registrar General of Punjab & Haryana, High Court.
4. All the Deputy Commissioners & Sub-Divisional Officers (D/S) in the State of Haryana.
5. Registrars of all the State Universities in the State of Haryana.
6. All Heads of Boards/Corporations/Public Service Undertakings in the State of Haryana.

**Subject: Reservation for the Persons with Benchmark Disabilities.**

**Sir/Madam,**

I am directed to invite your attention on the Government instructions issued vide No.22/16/2013-IGSIII dated 11.03.2014, on the subject noted above and to inform that with a view to consolidating the existing instructions, bringing them in line with the Rights of Persons with Disabilities Act, 2016 and clarifying certain issues including procedural matters, the following instructions are issued with regard to reservation for persons with disabilities in posts and services under the State of Haryana. If the guidelines contained in this instruction come in conflict with the provisions of any other instructions issued by this Department on this subject, the same shall be deemed to be modified to the extent provided herein.

**A) QUANTUM OF RESERVATION:-**

Four percent of the posts/quota in case of direct recruitment in Group A, B, C & D posts/services shall be reserved for persons with benchmark disabilities of which one per cent each shall be reserved for persons with benchmark disabilities detailed below as a), b) & c) and one percent for persons with benchmark disabilities under clauses d) and e).

a) blindness and low vision;

b) deaf and hard of hearing;

c) locomotive disability including cerebral palsy, leprosy cured, dwarfism, and attack victims and muscular dystrophy;

d) autism, intellectual disability, specific learning disability and mental illness;

e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness. In the posts reserved for such disabilities,

**B) EXEMPTION FROM RESERVATION**

Any Department, in consultation with the State Commissioner, may, having regard to the type of work carried out in any Government Department, by notification and subject to such conditions, if any, as may be specified in such notification exempt any Government establishment from providing reservation to persons with benchmark disabilities.

**C) IDENTIFICATION OF JOBS/POSTS AND ANNUAL REPORT**

(i) Every Government Department shall (i) identify posts in the Department which can be held by respective category of persons with benchmark disabilities in respect of the vacancies reserved in accordance with para-2 above; (ii) constitute an expert committee with representatives of persons with benchmark disabilities for identification of such posts; and (iii) undertake periodic review of the identified posts at an interval not exceeding three years.

(ii) Every appointing authority/Department shall send annual report regarding appointments of Persons with Disabilities, showing position as on first of January every year to the Social Justice and Empowerment Department who will compile the data being the Social Department.

**D) RESERVATION IN POSTS IDENTIFIED FOR ONE OR TWO CATEGORIES**

If a post is identified suitable only for one category of disability, reservation in that post shall be given to persons with that disability only. Reservation of it shall not be reduced in such cases and total reservation in the post will be given to persons suffering from the disability for which it has been identified. Likewise in case the post is identified suitable for two categories of disabilities, reservation shall be distributed between persons with those categories of disabilities equally, as far as possible.

**E) APPOINTMENT AGAINST UNRESERVED VACANCIES**

In the posts which are identified suitable for persons with disabilities, a person with disability cannot be denied the right to compete for appointment against an unreserved vacancy. Thus, a person with disability can be appointed against an unreserved vacancy, provided the post is identified suitable for persons with disabilities of the relevant category. The provision of identification of posts does not in any way deter or preclude a person with benchmark disabilities from applying and competing for any unreserved post subject to basic eligibility and clearing the written test/interview successfully, without any reservation.

**F) DEFINITIONS OF DISABILITIES**

Definitions of categories of benchmark disabilities for the purpose of this Office Memorandum are as per Annexure-5, appended to this O.M.

#### **G) DEGREE OF DISABILITY FOR RESERVATION**

Only such persons would be eligible for reservation in services/jobs who suffer from not less than 33 per cent of the relevant disability. A person who wants to avail benefit of reservation would have to submit a Disability Certificate issued by a competent authority. At the time of initial appointment against a vacancy reserved for persons with benchmark disabilities, the appointing authority shall ensure that the candidate is eligible to get the benefit of reservation.

#### **H) COMPUTATION OF RESERVATION**

Division of directions of the Hon'ble Apex Court in the matter of Civil Appeal No 5096 of 2015 (arising out of SLP (C) No. 2541 of 2009) titled as Union of India & Anr. Vs. National Federation of Blind & Ors, reservation for persons with disabilities in case of direct recruitment to Group A, B, C and D posts across, shall be computed on the basis of total number of posts in the relevant posts (using PMD strength).

#### **I) NON-DISCRIMINATION OF PERSONS WITH DISABILITIES IN GOVERNMENT EMPLOYMENT:**

(i) No Government Department shall discriminate against any person with disability in any matter relating to employment. Provided that the appropriate Government may, having regard to the type of work carried on in any Department, by notification and subject to such conditions, if any, exempt any Department from the provisions of this section.

(ii) No promotion shall be denied to a person merely on the ground of disability.

(iii) No Government Department shall dismiss or seek or reduce in rank, an employee who acquires a disability during his or her service. Provided that, if an employee after acquiring disability is not suitable for the post he was holding, shall be shifted to some other post with the same pay scale and service benefits. Provided further that if it is not possible to adjust the employee against any post, he may be kept on a supernumerary post and a suitable post is available so far as the age of superannuation, whichever is earlier.

#### **J) RELAXATION IN AGE LIMIT:**

(i) Upper age limit for persons with disabilities shall be relaxable (a) by ten years (15 years for SCs/STs) in case of direct recruitment to Group 'C' and 'D' posts (ii) by 5 years (10 years for SCs/STs) in case of direct recruitment to Group 'A' and Group 'B' posts where recruitment is made otherwise than through open competitive examination; and (iii) by ten years (15 years for SCs/STs) in case of direct recruitment to Group 'A' and Group 'B' posts through open competitive examination.

(ii) Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for persons with disabilities.

**K) EXEMPTION FROM PAYMENT OF EXAMINATION FEE AND APPLICATION FEE:**

Persons with disabilities shall be exempted from payment of application fee and examination fee, provided in respect of competitive examinations held by the Haryana Staff Selection Commission (HSSC), the Haryana Public Service Commission (HPSC) etc. for recruitment to various posts. This exemption shall be available only to such persons who would otherwise be eligible for appointment to the post on the basis of standards of medical fitness prescribed for that post (including any relaxation specifically extended to the disabled persons) and who enclose with the application form, necessary certificate from a competent authority in support of their claim of disability.

**L) HORIZONTALITY OR RESERVATION FOR PERSONS WITH HANDICAPED DISABILITIES:**

(i) Reservation for Scheduled Caste and Backward Classes is called vertical reservation and the reservation for categories such as persons with handicap disabilities etc. is called horizontal reservation. The horizontal reservation cuts across vertical reservation (what is called intersecting reservation) and persons selected against the quota for persons with disabilities have to be placed in the appropriate category viz. General (Unreserved)/SC/BC candidates, depending upon the category to which they belong in the roster meant for General/Unreserved/SCs/BCs. To illustrate, if in a given year there are two vacancies reserved and advertised for the persons with disabilities and out of two persons with disabilities appointed, one belongs to Scheduled Caste and the other to General/Unreserved category, then the disabled SC candidate shall be adjusted against the SC post in the reservation roster and the General candidate against unreserved post in the relevant reservation roster. In case none of the vacancies falls on post reserved for the SCs, the disabled candidate belonging to SC shall be adjusted in future against the next available vacancy reserved/unreserved for SCs in the roster.

(ii) Since the persons with handicap disabilities have to be placed in the appropriate category viz. General (Unreserved)/SC/BC in the roster meant for reservation of General (Unreserved)/SCs/BCs, the application form for the post should require the candidate applying under the quota reserved for persons with handicap disabilities to indicate whether they belong to General (Unreserved)/SC/BC category.

**M) EXCHANGE AND CARRY FORWARD OF RESERVATIONS IN CASE OF DIRECT RECRUITMENT:**

(i) Reservation for each of the three categories of persons with handicap disabilities shall be made separately. But if the nature of vacancies in an establishment is such that a person of a specific category of disability cannot be employed, the vacancies

not be backfilled among the Soc. category with the approval of the Social Justice & Empowerment Department and reservation may be documented and reasons (if any) recorded.

(ii) If any vacancy reserved for any category of disability cannot be filled due to non-availability of a suitable person with that disability or, for any other sufficient reason, such vacancy shall be carried forward to the subsequent recruitment year.

(iii) In the subsequent recruitment year the carried forward vacancy shall be treated as reserved for the category of disability for which it was kept reserved in the initial year of recruitment. However, if a suitable person with that disability is not available, it may be filled by interchange among the four categories of disabilities. In case no suitable person with backward disability is available for filling up the post in the subsequent year also, the employee may fill up the vacancy by appointment of a person other than a person with disability.

**8) PROTECTION TO THE PERSONS WITH DISABILITIES BELONGING TO STATE OF HARYANA**

(i) In order to give proper weightage to the persons with disabilities of Haryana, while filling up the posts reserved for persons with disabilities in respect of Group A, B, C and D by direct recruitment, the persons with disabilities of Haryana should only be considered eligible for applying for such reserved posts under the services of State Government.

The above instructions may please be brought to the notice of all concerned for their compliance.

  
Secretary General Administration,  
For Chief Secretary to Government, Haryana.

Internal Distribution

1 cc Mrg JOC for having the above instruction on State Government Website.

**Regulations for the Persons with Benchmark Disabilities**

**SPECTRUM DISABILITY**

**I. Physical Disabilities:-**

A. **Limbs and mobility** is person's ability to perform distinctive activities associated with movement of self and objects involving free utilization of musculoskeletal or nervous system or both, including:-

(a) "limp or sound person" means a person who has been sound of limb but is suffering from:-

(i) loss of sensation in limbs or feet as well as loss of sensation and power in the eye and eye-lid but with no muscular disability;

(ii) muscular disability and person has having sufficient mobility in their limbs and feet to enable them to engage in normal economic activity;

(iii) extreme physical disability as well as advanced age which prevents him/her from undertaking any physical occupation, and the expression "limp or sound" shall construed accordingly;

(b) "cerebral palsy" means a group of non-progressive neurological conditions affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

(c) "dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;

(d) "muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and fibers;

(e) "acid attack victims" means a person disfigured due to violent attacks by throwing of acid or similar corrosive substance;

**B Visual Impairments:-**

(a) "Blindness" means a condition where a person has any of the following conditions, after best correction:-

(i) total absence of sight; or

(ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or

(iii) limitation of the field of vision extending an angle of less than 10 degrees;

(b) "low-vision" means a condition where a person has any of the following conditions, namely:-

(i) visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible correction;

or

(ii) limitation of the field of vision extending an angle of less than 40 degree up to 10 degree;

**C Hearing Impairments:-**

(a) "deaf" means persons having 70 dB hearing loss in speech frequencies in both ears;

(b) "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.

B. "speech and language disability" means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.

2. Intellectual disability, a condition characterized by significant limitations both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behavior which covers a range of every day social and practical skills, such as:

(a) "specific learning disabilities" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty in comprehending, spelling, reading, writing, spelling, or in the mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.

(b) "autism spectrum disorder" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotyped traits or behaviors.

3. Mental behavior:- "mental illness" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behavior, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include conditions which are a condition of arrested or incomplete development of mind of a person, specially characterized by an abnormality of intelligence.

4. Disability caused due to:-

(a) chronic neurological conditions, such as:

(i) "multiple sclerosis" means an inflammatory, autoimmune disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other.

(ii) "parkinson's disease" means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, impulsive movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.

(b) Blood disorders:-

(i) "hemophilia" means an inheritable disease, usually affecting only males but transmitted by women to their male children, characterized by loss or impairment of the normal clotting ability of blood so that a minor wound may result in fatal bleeding.

(ii) "thalassemia" means a group of inherited diseases characterized by reduced or absent amounts of hemoglobin.

(iii) "sickle cell disease" means a hereditary disorder characterized by chronic anemia, painful crises, and various complications due to associated tissue and organ damage.

"scurvy" refers to the destruction of the cell membranes of red blood cells resulting in the release of hemoglobin.

5. Multiple Disabilities means that use of the above specified disabilities including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.

No. 2206/2021-05-B  
HARYANA GOVERNMENT  
GENERAL ADMINISTRATION DEPARTMENT  
(General Services-8 Branch)

Dated: Chandigarh the 28th March, 2022.

To

1. All the Administrative Secretaries to Govt. Haryana.
2. All the Heads of Departments in the State of Haryana.
3. All the Managing Directors of Boards/Corporations in the State of Haryana.
4. All the Divisional Commissioners in Haryana.
5. The Registrar General, Punjab and Haryana High Court, Chandigarh.
6. The Registrar of all the Universities in the State of Haryana.
7. All the Deputy Commissioners in the State of Haryana.

**Subject:** Age for entry into Government service or to compete for regular recruitment and relaxation in age under various circumstances.

Sir/Madam,

I am directed to invite your attention to Government instructions of even number dated 03.02.2021 and to say that lower and upper age limit and relaxation in age under various circumstances shall now be admissible as under :-

- (i) Save as otherwise provided in any Service Rules/Service Bye-laws/Adt/Instructions already applicable to the employees of any Department/Board/Corporation etc. of Haryana Government, the lower age limit shall not be less than 18 years for entry into Government service and the upper age limit shall be 42 years. However, where the lower age limit is already more than 18 years and/or upper age limit is less than or more than 42 years in any Service Rules/Service Bye-laws/Adt etc. applicable for recruitment to a particular post/service in the respective Department/ Board/Corporation etc. due to nature of duties and/or essential qualification for entry into Government service, the Dept./Board/Corporation it shall be the prerogative of the department to keep it same or to change. In case of change the department shall take approval of CM, CS, FD, LR etc. at their own level.
- (ii) Where the upper age limit is 42 years without any relaxation in age the same shall not exceed 52 years for the applicants who are entitled to get the benefit of relaxation in age of one or more categories under various circumstances mentioned below :-

| Sr. No. | Categories where relaxation is admissible                                             | No. of years of relaxation                                                                                                                                                                                                                                               |
|---------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (i)     | Scheduled Castes.                                                                     | 5 years' relaxation in age                                                                                                                                                                                                                                               |
| (ii)    | Backward Classes.                                                                     | 5 years' relaxation in age                                                                                                                                                                                                                                               |
| (iii)   | Disabled persons who covered under the Rights of Persons with Disabilities Act, 2016. | (i) 10 years' relaxation in age (+5 years if PwD applicant belongs to SC/ST/OBC/Classes, EWS Category) subject to maximum 52 years, for Group C & D Posts, and also for Group A & B Posts where recruitment is made otherwise than through open competitive examination. |

|        |                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|        |                                                                                                                                                               | <p>(i) 5 years' relaxation in age (+5 years if PwD applicant belongs to SC/Caste, ST/Tribes, BC/Castes, EWS Category (subject to maximum 82 years) for Group A &amp; B posts where recruitment is made through open competitive examination.</p> <p>Note— Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved for PwD or not, provided the post is identified suitable for persons with disabilities.</p> |
| (iv)   | Group C posts of Police Personnel and Prisoners Personnel (e.g. Constable, ASI) where upper age limit is less than 42 years.                                  | 5 years' relaxation in age to SC/Caste, BC/Castes and applicants of Economically Weaker Sections (EWS) only. However, relaxation to Ex-servicemen as per rules of Police or Prisons Department, Haryana.                                                                                                                                                                                                                                                |
| (v)    | Wives of military personnel who are disabled while in military service;                                                                                       | 5 years' relaxation in age                                                                                                                                                                                                                                                                                                                                                                                                                              |
| (vi)   | Widowed or legally divorced women;                                                                                                                            | 5 years' relaxation in age                                                                                                                                                                                                                                                                                                                                                                                                                              |
| (vii)  | Judicially separated women residing separately for more than two years from the date as prescribed for the purpose of age for applicants of other categories. | 5 years' relaxation in age                                                                                                                                                                                                                                                                                                                                                                                                                              |
| (viii) | Unmarried women.                                                                                                                                              | 5 years' relaxation in age                                                                                                                                                                                                                                                                                                                                                                                                                              |
| (ix)   | Ex-servicemen including Short Service Commissioned Officers and Emergency Commissioned Officers.                                                              | <p>Relaxation in age to the extent of his military service added by three years provided—</p> <p>(a) he has rendered continuous military service for a period of not less than six months before his release; and</p> <p>(b) he was released otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.</p>                                                                                                              |
| (x)    | Persons who have already worked or presently working on adhoc/contract/work-charged/ daily wages basis in any Department/ Board/                              | <p>Relaxation in age equal to the number of completed years only on equivalent post on adhoc/ contract/work-charged/ daily wages basis excluding the period of break, if any, including any other age relaxation admissible, if any, subject to maximum age of 52 years and are subject to the condition that if once a person has been appointed on regular basis in any Department/ Board/ Corporation etc. of Haryana</p>                            |

|                                                                                                     |                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Corporation of Haryana Government including Government-aided institutions under Haryana Government. | Government with the benefit of relaxation in age he will not be entitled to avail the same ages for any subsequent appointment. |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|

**Note 1.**— For appointment of an ex-serviceman to a post of Group A, B, C or D, his age will be calculated keeping in view the actual age minus (actual period of military service plus upto three years of break, if any, between military and civil service). If the resultant age does not exceed the maximum age limit, including the number of years of any other relaxation in age admissible to him, prescribed for the post for which he is seeking appointment he shall be deemed to satisfy the condition regarding age limit.

**Note 2.**— The upper age limit of an applicant of any category (except Ex-serviceman) shall not exceed 52 years who is entitled to avail the benefit of relaxation in age of one or more of the categories mentioned above.

**Note 3.**— The experience certificate(s) of equivalent post issued by the Appointing Authority of respective Department/Departments/Board/ Corporation/ Government-aided Institutions only shall be valid. Before grant of benefit of relaxation in age, the experience certificate(s) shall be got verified by the HPSCHSDD from the concerned Appointing Authority(ies).

3. Unless necessary amendment is made in the rules by the Finance Department, these instructions shall be applicable with immediate effect instead of the provision which exists in Rule 22 of the Haryana Civil Services (General) Rules, 2016 and in any instructions issued Government prior to these instructions.

4. These instructions may please be brought to the notice of all concerned.

Yours faithfully,

*Tilak Ray*

Superintendent General Services-II,  
for Chief Secretary to Government Haryana

Encl. No. 2208/2021-985-III

Dated: Chandigarh, the 25th March, 2022

A copy is forwarded to the following for information and necessary action :-

- Additional Chief Secretary to Government Haryana, Finance Department (FR-I Branch) with the request to make necessary amendment in Rule 22 of the Haryana Civil Services (General) Rules, 2016.
- Secretary, Haryana Public Service Commission w.r.t. their letter No. Exam/TG0205635 dated 22.12.2020.
- Secretary, Haryana Staff Selection Commission.

*Tilak Ray*

Superintendent General Services-II,  
for Chief Secretary to Government Haryana