

HARYANA STAFF SELECTION COMMISSION
Bays No. 67-70, Sec.-2, Panchkula-134151
(Website: www.hssc.gov.in)

EXAMINATION NOTICE

**NOTICE TO THE CANDIDATES FOR WRITTEN EXAMINATION FOR THE POST
MUNICIPAL COMMITTEE & EXECUTIVE OFFICER, ADVT. NO. 7/2016, CAT. NO.
48 & 49, URBAN LOCAL BODIES DEPARTMENT, HARYANA**

It is notified for the information of all concerned that Haryana Staff Selection Commission will hold written examination (OMR Sheets based) for the post of **Secretary Municipal Committee, Cat. No 48 & Executive Officer, Cat. No 49, against Advt. No. 7/2016, Urban Local Bodies Department, Haryana on 22.10.2017** at various places in Haryana as per schedule given below:-

| Sr. No | Name of the post & Department | Advt. No | Cat. No. | Date & time of Examination | Place |
|--------|---|----------|----------|--|-------------------|
| 1. | Secretary Municipal Committee (Urban Local Bodies Department, Haryana) | 7/2016 | 48 | 22.10.2017 (Morning Session) from 10.30 A.M to 12.00 Noon Reporting Time 09.00 A.M. (No Entry after 09.30 A.M) | As per Admit Card |
| 2. | Executive Officer (Urban Local Bodies Department, Haryana) | 7/2016 | 49 | 22.10.2017 (Evening Session) from 3.00 P.M to 4.30 P.M Reporting Time 1.30 P.M. (No Entry after 02.00 P.M) | As per Admit Card |

2. **Selection Criteria**

Total Marks: 225

I. Written Examination

200 marks

The examination for the said post will comprise of **100** multiple choice questions of **90** minutes duration and divided into two portions comprising:-

- i) 75% weightage for General awareness, Reasoning, Maths Science, English, Hindi or Concerned or Relevant Subject as applicable.
- ii) 25% weightage for History, Current Affairs, Literature, Geography, Civics, Environment, Culture etc. of Haryana.

Each question will carry two marks.

II. Viva-Voce/Interview

25marks

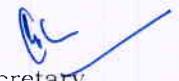
To assess the knowledge of subject, communication Skill, General Knowledge, General awareness and Intelligence.

Admit Card for written examination of the candidates will be uploaded on the Commission Web-site i.e. www.hssc.gov.in. The candidates can download the admit cards from the Commission Web-site from **16.10.2017 to 20.10.2017**. Thereafter Link for download of Admit card will be disabled. No other chance will be given for download of the admit card later on. Candidates are advised to read the instructions on the Admit Card carefully and follow the same strictly. Request for change of date of Examination/Examination center and Session will not be entertained by the Commission.

No separate information will be sent to the candidates by the Commission through post.

3. IMPORTANT INSTRUCTIONS FOR THE CANDIDATES FOR WRITTEN EXAMINATION ARE AVAILABLE ON COMMISSION'S WEBSITE i.e. www.hssc.gov.in WHICH SHOULD BE GONE THROUGH BEFORE COMING FOR EXAMINATION.

Place: Panchkula
Dated:-24th September, 2017


Secretary,
Haryana Staff Selection Commission,
Panchkula. 

IMPORTANT INSTRUCTIONS TO THE CANDIDATES

1. Candidate must bring legibly printed Admit Card with recent colored photo pasted on it at mark B duly attested by Gazetted Officer and one identity proof with photo like Driving License, Voter Card, Aadhar Card, Passport etc. at the Examination Centre failing which candidate will not be allowed to enter in the Examination Centre.
2. The Admit Card is provisional and subject to fulfillment of advertised eligibility conditions on the cutoff date. The candidate should ensure that he/she possesses the requisite qualifications and age etc. and fulfils all the eligibility conditions for the said post as per advertisement on the cutoff date. In case, at any stage, it is found that candidate does not fulfill the essential eligibility conditions, his/her candidature shall be immediately cancelled without assigning any reason or notice besides taking such other action as deemed appropriate by the Commission. No claim/compensation shall be admissible in this regard.
3. Candidate should enter the examination centre at 9.00 A.M (for morning session) and 1.30 P.M (for evening session) to enable frisking by Security Staff and to enable the Invigilator to check the admit card, obtain the Biometrics and get the attendance marked and thumb impression in the attendance sheet and complete other formalities. No entry shall be allowed after 9.30 A.M. (for morning session) and 2.00 P.M (for evening session). Candidate shall not be allowed to leave the examination centre before the end of examination.
4. At the start of the examination and within first five minutes, candidates are advised to ensure that all pages of your test booklet are properly printed and test booklet is not damaged in any manner and serial No. of OMR Sheet and test booklet match with each other. In case of any discrepancy the candidate should immediately report the matter to the invigilator for replacement of test booklet. No claim in this regard will be entertained after five minutes of start of examination.
5. Candidates are advised to make sure to fill the correct test booklet code on the OMR Answer Sheet. If the space for the Booklet Code is left blank or more than one booklet code is indicated therein and non filling of name and roll no. as per instruction, it will be deemed to be an incorrect booklet code & Answer Sheet will not be evaluated. The candidate himself/herself will be solely responsible for all the consequences arising out of any error or omission in writing the test booklet code. Candidate shall put his/her LTI (Male) and RTI (Female) on attendance sheet, on declaration in all the three OMR answer sheets i.e Original copy, Commission's copy and Candidate's copy and on the Biometric Machine alongwith signature.
6. **Candidates are warned not to fold, tear, destroy or make any stray marks on the OMR Answer Sheets. Use of Eraser, Nail, Blade, White Fluid/Whitener etc. to smudge scratch or damage in any manner the OMR Sheet during Examination is strictly prohibited. Candidature/OMR Sheet of candidates using Eraser, Blade, Nail or White Fluids/Whitener to smudge, scratch or damage in any manner the Answer Sheets shall be cancelled.**
7. Each question has four alternative answer of which only one is correct. For each question, darken only one circle on Original copy only of OMR Sheet which ever you think is the correct answer on the OMR answer sheet **with only Blue/Black Ball Pen provided by the Commission.** The candidates are warned not to mark anything on Commission's copy and Candidate's copy. The impression of Original OMR sheet will automatically be marked on Commission's copy and Candidate's copy of OMR answer sheet. Pencil should not be used for darkening the circle. If, more than one circle is found darkened, that answer will not be evaluated. Further, if a candidate darken more than one circle and smudge/ scratch any place 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 this.
8. Candidates are warned not to carry any mobile phone, any type of watch, belt, wear ornaments like ring, chain, earring etc., electronic or communication device, Pen, Pencil, Eraser, Sharpner and correcting Fluid in the examination centre. If any candidate is found possessing any such item, he/she will not be allowed to enter in the examination centre. Candidate found possessing mobile phone and any other aiding material/device as mentioned above in the examination room will be treated serious violation and it will amount to cancellation of the candidature and debarring him/her from future examination of HSSC.
9. Candidate should put his/her signature and thumb impression on the Admit Card at the places printed for it in the presence of Invigilator in the Examination Hall.
10. The written examination will be supervised by doing frisking before allowing entry into Examination Centre, using CCTV Cameras, Biometric Attendance process by capturing the Biometric thumb impression and Photograph of the candidates during Examination, Videography and using Jammers etc. in the Examination Hall/Examination Centre to stop copying and impersonation etc.
11. Candidate's request to change the examination centre and seat in the Examination Hall shall not be entertained.
12. The scanned photograph of the candidate on his/her Admit Card or attendance sheet will be tallied with the candidate appearing in the examination by the invigilator. In the event of any discrepancy in the identification and verification of the candidate and photographs, the candidate shall not be allowed to sit in the examination and be liable for criminal prosecution.
13. No candidate shall be allowed to go to the toilet/washroom during first and last thirty minutes of the examination.
14. No candidate will be allowed to leave the OMR sheet blank. If any OMR sheet is found blank. It shall be crossed by the invigilator with his/her signature and mentioning "Cancelled" on it.

15. There will be three copies of OMR answer sheet i.e Original copy, Commission's copy and Candidate's copy. After the examination is over, the candidates shall handover the OMR answer sheet completely i.e all the three copies and Admit Card to the invigilator and there after invigilator will handover the Candidate's copy to the candidate. The candidate can take away the question Booklet alongwith the Candidate's copy of OMR answer sheet with him/her. If, the candidate does not handover all the three copies of OMR answer sheets and Admit Card to the invigilator and takes away any of the above documents, his/her candidature shall be cancelled and criminal proceedings shall also be initiated against him/her.
16. If a candidate does not comply with the instructions as mentioned above or creates any kind of indiscipline, the Commission shall take action as per instructions and in addition can also debar the candidate from appearing in the Examination, to be held in future by HSSC and can also initiate criminal proceedings.
17. PHC candidates who need writer/scribe are advised to contact Center Superintendent before the entry time of written examination alongwith all required documents i.e Admit Card of the candidates, PHC certificate of the candidate issued by medical board, two latest photographs of writer, Photo I.D proof of writer, certificate of studying from School of the writer etc.
18. The above instructions are already available on HSSC website i.e. www.hssc.gov.in . The candidate has to comply with the instructions mentioned above, instructions given in advertisement or instructions printed on Admit Card Question booklet, OMR/Answer Sheet etc. Therefore, the candidates are again advised to read and understand the instructions carefully given by the commission from time to time for written examination/Interview through HSSC website, Advertisement, Examination Notice, Admit card, Question Booklet, OMR/Answer sheet or any other manner. If a candidate does not comply with the above instructions than he/she will be solely responsible for the consequences.

Dated- Panchkula
24th September, 2017


Secretary,
Haryana Staff Selection Commission
Panchkula 