

**HARYANA STAFF SELECTION COMMISSION
BAYS NO. 67-70, SECTOR-2, PANCHKULA-134151**

Advt. No. 01/2011

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Closing date for receipt of applications in the Commission's office: 18.04.2011

Applications are invited through **registered post** for the under mentioned posts on the prescribed application form, the format of which is given at the end. The candidates are advised to strictly use this format of the application form only otherwise their application will be rejected. The format given at the end should be photocopied (enlarged) on a thick paper. A cut out from the newspaper should not be used. The number of posts given below is liable to variation. The candidate should specify on the top of the envelope the word- Advt. No., Name and category of the post applied for:-

DETAILS OF POSTS AND QUALIFICATIONS

UTTAR HARYANA BIJLI VITRAN NIGAM LIMITED

Cat. No. 1. 1000 posts of Assistant Lineman

(GEN=420, SC=170, BCA=130, BCB=70, ESM GEN=70, ESM SC=20, ESM BCA=20, ESM BCB=30, OSP GEN=10, OSP SC=10, OSP BCA=10, OSP BCB=10, PHC Partially Deaf= 30)

E.Q. i) Matric with 2 years ITI in Electrician/ Wireman trade or having 2 years Vocational Course under the trade of Lineman or Electrician (Maintenance and Repair of Electrical and Domestic Appliances) conducted by Director, Industrial Training & Vocational Education, Haryana or National Apprenticeship certificate awarded under the Apprenticeship Act 1961 from any institute recognized by the State Government.
ii) Hindi/ Sanskrit upto Matric Standard.

Age 18-40 years
Note- In the case of employees of HVPNL, HPGCL, UHBVNL, DHBVNL the age limit is relaxable to the extent of service rendered by them in these Organizations provided they apply through proper channel.

Pay Scale ` 5200-20200+ ` 2400/- Grade Pay

FOREST DEPARTMENT

Cat. No. 2. 203 posts of Forest Guard

(GEN=95, SC=41, BCA=32, BCB=23, ESM GEN=10, ESM SC=1, ESM BCA=1)

E.Q. i) Matriculate or equivalent examination from a recognized State Education Board/ University.

ii) Hindi/ Sanskrit upto Matric Standard.

iii) Minimum Physical Standard:

	Male	Female
a) Height	168 cms	155 cms
b) Chest	79 cms	74 cms
	(Un-Expanded)	
	84 cms	79 cms
	(Expanded)	

c) Walking test of 25 kms for males and 14 kms for females to be completed in four hours.

Age 17-40 years
Pay Scale ` 5200-20200+ ` 2000/- Grade Pay

WOMAN AND CHILD DEVELOPMENT DEPARTMENT HARYANA

Cat. No. 3. 278 posts of Female Supervisor

(GEN=118, SC=47, BCA=34, BCB=21, ESM GEN=20, ESM SC=6, ESM BCA=7, ESM BCB=9, OSP GEN=2, OSP SC=3, OSP BCA=3, OSP BCB=1, PHC Blind/LV=7)

- E.Q.**
- i) Graduate from recognized university, preferably in Home Science or Child Development or nutrition.
 - ii) Hindi/ Sanskrit upto Matric Standard.

Age 21-40 years
Pay Scale ` 9300-34800+3200/- Grade Pay

THE ENGINEER-IN-CHIEF, HARYANA, PUBLIC HEALTH ENGINEERING DEPARTMENT

Cat. No. 4 121 posts of Junior Engineer (Civil)

(SC=6, BCA=17, BCB=12, ESM GEN=22, ESM SC=10, ESM BCA=10, ESM BCB=15, OSP GEN=7, OSP SC=5, OSP BCA=5, PHC Hearing Impaired=7, PHC Ortho=5)

- E.Q.**
- i) Passed 3 years National Certificate (Theoretical) in the Civil Branch of Engineering conducted by the State Board of Technical Education Haryana or its equivalent.
 - ii) Hindi / Sanskrit upto Matric standard.

Age 17-40 years
Pay Scale ` 9300-34800+ ` 3600/- Grade Pay

Cat. No. 5 8 posts of Junior Engineer (Mechanical)

(SC=4, BCA=1, BCB=1, ESM GEN=1, ESM BCB=1)

- E.Q.**
- i) Passed 3 years National Certificate (Theoretical) in the Mechanical Branch of Engineering conducted by the State Board of Technical Education Haryana or its equivalent.
 - ii) Hindi / Sanskrit upto Matric standard.

Age 17-40 years
Pay Scale ` 9300-34800+ ` 3600/- Grade Pay

THE ENGINEER-IN-CHIEF, IRRIGATION DEPARTMENT

Cat. No. 6 76 posts of Draftsman

(GEN=33, SC=12, BCA=9, BCB=5, ESM GEN=6, ESM SC=2, ESM BCA=2, ESM BCB=2, OSP SC=1, OSP BCA=1, OSP BCB=1, PHC Blind/Low Vision=1, PHC Hearing Impairment=1)

- E.Q.**
- i) Matriculation or school leaving certificate examination of a recognized University or Board or its equivalent.
 - ii) Two years certificate in Draftsmanship from a recognized institution or 3 year diploma course in Engineering from recognized institution.
 - iii) Hindi / Sanskrit upto Matric standard.

Age 17-40 years
Pay Scale ` 9300-34800+ ` 3200/- Grade Pay

Cat. No. 7 10 posts of Signaler

(GEN=5, SC=2, BCA=1, BCB=1, ESM GEN=1)

- E.Q.**
- i) Matriculation from any recognized University or its equivalent.
 - ii) Passed in telegraphic examination from post and Telegraph Department.
 - iii) Good Handwriting.
 - iii) Hindi / Sanskrit upto Matric standard.

Age 17-40 years
Pay Scale ` 9300-34800+ ` 3300/- Grade Pay

Cat. No. 8 17 posts of Assistant Revenue Clerk

(GEN=7, SC=2, BCA=2, ESM GEN=2, ESM SC=1, ESM BCB=1, OSP BCB=1, PHC Ortho=1)

- E.Q.**
- i) Matriculation from any recognized University or Board or its equivalent.
Preference will be given to the persons possessing higher qualifications.

ii) Hindi / Sanskrit upto Matric standard.

iii) Selected candidate shall be required to undergo the training and to pass the examination specified below. He shall serve for six months as unpaid apprentice for training on perennial canal under a nominated Zileदार during which time he will learn the work of an ARC and shall pass the Patwar Examination as for Canal Patwaris. After passing the patwar examination he will work as a canal patwari incharge of circle or Halqa for training for a period of Six months and thereafter he shall be appointed as an ARC.

Age 17-40 years
Pay Scale ` 5200-20200+ ` 2400/- Grade Pay

HEALTH DEPARTMENT**Cat. No. 9 16 posts of Store Keeper.**

(GEN=7, SC=3, BCA=2, BCB=2, OSP GEN=1, PHC Ortho=1)

- E.Q.**
- i) Matric/ Senior Secondary or equivalent or 10+2 (Vocational).
 - ii) Hindi / Sanskrit upto Matric standard.

Age 17-40 years
Pay Scale ` 5200-20200+ ` 1900/- Grade Pay

CIVIL AVIATIONA DEPARTMENT**Cat. No. 10 1 post of Storeman**

(for General category)

- E.Q.**
- i) Matric / Higher Secondary/ 10+2 (Vocational) or its equivalent.
 - ii) Two years experience in maintaining technical stores.
 - iii) Hindi / Sanskrit upto Matric standard.

Age 17-40 years
Pay Scale ` 3050-4590

FOOD & SUPPLIES DEPARTMENT**Cat. No. 11 4 posts of Manual Assistant**

(GEN=2, SC=1, ESM SC=1)
E.Q. i) Matric or its equivalent.
 ii) Preferably having working experience of weight and measures.
 iii) Hindi / Sanskrit upto Matric standard.

Age **17-40 years**
Pay Scale **₹ 5200-20200+ 1800 Grade Pay.**

HIGHER EDUCATION DEPARTMENT**Cat. No. 12 24 posts of Lascar**

(GEN=14, SC=4, BCA=2, BCB=2, ESM GEN=1, ESM BCA=1)
E.Q. i) Middle standard and its equivalent.
 ii) Knowledge of Hindi or EX-Serviceman having 3rd Class Army Certificate of Education.

Age **17-40 years**
Pay Scale **₹ 2610-3540.**

HARYANA SEEDS DEVELOPMENT CORPORATION**Cat. No. 13 9 posts of Salesman**

(GEN=2, SC=3, BCA=2, BCB=2)
E.Q. i) Matric
 ii) Hindi / Sanskrit upto Matric standard.

Age **17-40 years**
Pay Scale **₹ 5200-20200+ 1900 Grade Pay.**

ECONOMICAL & STATISTICAL ADVISOR HARYANA**Cat. No. 14 16 posts of Junior Field Investigator.**

(GEN=7, SC=3, BCA=2, BCB=2, OSP GEN=1, PHC Ortho=1)
E.Q. i) Matriculation or its equivalent examination.
 ii) Hindi / Sanskrit upto Matric standard.

Experience:

Two years experience in collection and compilation in the case of 2nd Class Matriculate and four years experience in the case of third class Matriculate and no experience in the case of Matric 1st division / inter 2nd division/ graduate.

Age **17-40 years**
Pay Scale **₹ 5200-20200+ 1900 Grade Pay+ ₹ 50/- special pay.**

DIRECTOR INDUSTRIES & COMMERCE HARYANA**Cat. No. 15 30 posts of Industries Extension Officer**

(GEN=15, SC=5, BCA=2, BCB=2, ESM GEN=2, ESM SC=1, ESM BCA=1, ESM BCB=1, OSP SC=1)
E.Q. i) Diploma in Mechanical or Electrical or Textile Engineering from a recognized University or Institution.

OR

B.A. with Economics or B.Sc. or B. Com from a recognized University.
 ii) Knowledge of Computer.
 iii) Hindi / Sanskrit upto Matric standard.

Age **17-40 years**
Pay Scale **₹ 9300-34800+ ₹ 3300/- Grade pay**

INDUSTRIAL TRAINING DEPARTMENT HARYANA**Cat. No. 16 20 posts of Drawing Instructor**

(GEN=8, SC=4, BCA=3, BCB=2, OSP GEN=2, PHC Ortho=1)

- E.Q.**
- i) Diploma in Mechanical Electrical Engineering from State Board of Technical Education of any State;
 - ii) Five years Practical / Teaching experience including the period mentioned in (i) above from a reputed industrial concern or recognized training institute.
 - ii) Hindi/ Sanskrit upto Matric Standard.

Age 17-40 years**Pay Scale ` 9300-34800+ ` 3200/- Grade Pay****Cat. No. 17 45 posts of Welder Instructor**

(GEN=19, SC=8, BCA=7, BCB=4, ESM GEN=3, ESM SC=1, ESM BCB=1, OSP GEN=1, PHC Ortho=1)

- E.Q.**
- i) Matriculation/ Senior Secondary/ Xth Pass under 10+2 Scheme.
 - ii) National Trade Certificate and Craft Instructors training Course in concerned trade.
 - iii) Five years Practical / Teaching Experience including the period of Certificate and training course mentioned at (ii) above from a reputed Industrial Concern of recognized Institution.
 - iv) Hindi / Sanskrit upto Matric standard.

Age 17-40 years**Pay Scale ` 9300-34800+ ` 3200/- Grade Pay****Cat. No. 18 22 posts of Carpenter Instructor**

(GEN=11, SC=3, BCA=2, BCB=1, ESM GEN=1, ESM BCB=1,OSP SC=1, OSP BCA=1, PHC Ortho=1)

- E.Q.**
- i) Matriculation/ Senior Secondary/ Xth Pass under 10+2 Scheme.
 - ii) National Trade Certificate and Craft Instructors training Course in concerned trade.
 - iii) Five years Practical / Teaching Experience including the period of Certificate and training course mentioned at (ii) above from a reputed Industrial Concern of recognized Institution.
 - iv) Hindi / Sanskrit upto Matric standard.

Age 17-40 years**Pay Scale ` 9300-34800+ ` 3200/- Grade Pay****Cat. No. 19 14 posts of Workshop Calculation and Science Instructor**

(GEN=6, SC=1, BCA=3, BCB=1, OSP GEN=1, OSP SC=1, PHC Ortho=1)

- E.Q.**
- i) Diploma in Mechanical/ Electrical Engineering from State Board of Technical Education of any State;
 - ii) Five years Practical/ Teaching experience including the period mentioned in (i) above from a reputed industrial concern or recognized training institute;
 - iii) Hindi / Sanskrit upto Matric standard.

Age 17-40 years**Pay Scale ` 9300-34800+ ` 3200/- Grade Pay****Cat. No. 20 6 posts of Moulder Instructor**

(GEN=3, SC=1, BCA=1, ESM GEN=1)

- E.Q.**
- i) Matriculation/ Senior Secondary/ Xth Pass under 10+2 Scheme.
 - ii) National Trade Certificate and Craft Instructors training Course in concerned trade.
 - iii) Five years Practical / Teaching Experience including the period of Certificate and training course mentioned at (ii) above from a reputed Industrial Concern of recognized Institution.
 - iv) Hindi / Sanskrit upto Matric standard.

Age 17-40 years**Pay Scale ` 9300-34800+ ` 3200/- Grade Pay**

RAJYA SAINIK BOARD HARYANA**Cat. No. 21 17 posts of Welfare Organizer.**

(GEN=8, BCA=3, BCB=6)

- E.Q.**
- i) A Matriculate or its equivalent or higher qualifications or holder of 1st Class education in the Army or an equivalent certificate from the Navy or Air Force.
 - ii) An ex-junior Commissioned Officer or an Officer of equivalent rank in the Indian Navy or Indian Air Force.
 - iii) Hindi / Sanskrit upto Matric standard.

Age 25-52 years
Pay Scale ` 5200-20200 + ` 2400/- Grade Pay

DIRECTOR URBAN LOCAL BODIES HARYANA**Cat. No. 22 12 posts of Junior Engineer (Civil)**

(GEN=3, SC=1, ESM SC=4, ESM BCA=1, ESM BCB=1, OSP SC=1, OSP BCA=1)

- E.Q.**
- i) Diploma in Civil Engineering from any recognized Institution.
 - ii) Hindi / Sanskrit upto Matric standard.

Age 17-40 years
Pay Scale ` 9300-34800 + ` 3600/- Grade Pay

MUNICIPAL COPORATION GURGAON**Cat. No. 23 14 posts of Junior Engineer (Civil)**

(GEN=7, SC=2, BCA=2, BCB=1, ESM GEN=2)

- E.Q.**
- i) Diploma in Civil Engineering from an Institution recognized by the State Government.
 - ii) Hindi / Sanskrit upto Matric standard.

Age 17-40 years
Pay Scale ` 5500-9000/-

Cat. No. 24 3 posts of Junior Engineer (Electrical)

(GEN=1, ESM SC=1, ESM BCA=1)

- E.Q.**
- i) Diploma in Electrical Engineering from an Institution recognized by the State Government.
 - ii) Hindi / Sanskrit upto Matric standard.

Age 17-40 years
Pay Scale ` 5500-9000/-

Cat. No. 25 3 posts of Junior Engineer (Horticulture)

(GEN=1, SC=1, BCB=1)

- E.Q.**
- i) B.Sc. (Agriculture) with Horticulture as a specialization.
 - ii) Hindi / Sanskrit upto Matric standard.

Age 17-40 years
Pay Scale ` 5500-9000/-

Cat. No. 26 2 posts of Assistant Architect

(for General category)

E.Q. i) Bachelor Degree in Architecture recognized by Institute of Architect followed by 3 years experience as Architectural Assistant under a qualified Architect.

ii) Hindi / Sanskrit upto Matric standard.

Age **17-40 years****Pay Scale** ` 5000-7850/-**Cat. No. 27 5 posts of Draftsman**

(GEN=4, SC=1)

E.Q. i) Diploma in Civil Draftsman from an Institution recognized by the State Government.

ii) Hindi / Sanskrit upto Matric standard.

Age **17-40 years****Pay Scale** ` 5000-7850/-**Cat. No. 28 6 posts of Office Assistant**

(GEN=4, SC=1, BCA=1)

E.Q. i) Graduate from a recognized University.

ii) Hindi / Sanskrit upto Matric standard.

Age **17-40 years****Pay Scale** ` 5000-7850/-**Cat. No. 29 4 posts of Sanitary Inspector**

(for General category)

E.Q. i) Sanitary Inspector course from an Institution recognized by the State Government.

ii) Hindi / Sanskrit upto Matric standard.

Age **17-40 years****Pay Scale** ` 4000-6000/-**Cat. No. 30 52 posts of Computer Clerk**

(GEN=24, SC=8, BCA=5, BCB=4, ESM GEN=4, ESM SC=1, ESM BCA=2, ESM BCB=1, OSP SC=1, OSP BCA=1, PHC Blind/Low Vision=1)

E.Q. i) Matriculate

ii) Diploma in computer Science.

ii) Hindi / Sanskrit upto Matric standard.

Age **17-40 years****Pay Scale** ` 3050-4590/-

HOME GUARDS & DIRECTOR CIVIL DEFENCE HARYANA

Cat. No. 31 **8 posts of Company Commander**
(GEN=5, SC=1, BCA=1, ESM GEN=1)

- E.Q.**
- i) Graduate
 - ii) National Cadet Corps, Home Guards, Civil Defence Training Certificate.
 - iii) Physical standard:
Height 170.18 cms.
Chest: 82.87-87.63 cms
Ex-Army officer not below the rank of Subedar, minimum qualification Matric (in case of Scheduled Castes 2.5 cms relaxation in height and chest expansion). Should not be knock-knee and flat footed.
 - iv) Selection will be made on the basis of written test of 80 marks and interview marks will be as per Judgment of Supreme Court- AIR 1987-SC-454 & 1985 (4) SCC-417- Ashok Yadav Versus State. Written test will be of objective type questions. Procedure and marks will be fixed by Selection Committee.
 - v) To undergo the departmental Basic Training Course of 18 weeks within probation period failing which his service will be liable to be terminated.
 - vi) Medical examination- Candidates who are finally recommended for appointment as Company Commander shall be got medically examined by the Civil Surgeon. A certificate in the prescribed form signed by the Civil Surgeon personally, is an essential requirement for enrolment. The examination by the Civil Surgeon will be conducted in accordance with the instructions issued by the Health Department and he will test the eyes sight, speech and hearing of the candidate, his freedom from physical defects, organic or contagious diseases or any other defect or tendency likely to render him unfit and his age. The conditions of Home Guards executive service make it necessary that the medical examination of candidates should be strict. Candidates shall be rejected for any disease or defect which is likely to render them unfit for the active duties of a Home Guards Officer.
 - vii) Knowledge of Hindi/ Sanskrit upto Matric Standard.

Age **17-40 years**
Pay Scale **6500-9900/-**

Cat. No. 32 **14 posts of Platoon Commander**
(GEN=8, SC=2, BCA=2, BCB=1, ESM GEN=1)

- E.Q.**
- i) Graduate.
 - ii) National Cadet Corps/Home Guards/Civil Defence Training Certificate.
 - iii) Physical standard:
Height 170.18 cms.
Chest: 82.87-87.63 cms
Ex-Army officer not below the rank of Subedar, minimum qualification Matric (in case of Scheduled Castes 2.5 cms relaxation in height and chest expansion). Should not be knock-knee and flat footed.
 - iv) Selection will be made on the basis of written test of 80 marks and interview marks will be as per Judgment of Supreme Court- AIR 1987-SC-454 & 1985 (4) SCC-417- Ashok Yadav Versus State. Written test will be of objective type questions. Procedure and marks will be fixed by Selection Committee.
 - v) To qualify the departmental Basic Training Course of 18 weeks within probation period failing which his service will be liable to be terminated.
 - vi) Medical examination- Candidates who are finally recommended for appointment as Platoon Commander shall be got medically examined by the Civil Surgeon. A certificate in the prescribed form signed by the Civil Surgeon personally, is an essential requirement for enrolment. The examination by the Civil Surgeon will be conducted in accordance with the instructions issued by the Health Department and he will test the eyes sight, speech and hearing of the candidate, his freedom from physical defects, organic or contagious diseases or any other defect or tendency likely to render him unfit and his age. The conditions of Home Guards executive service make it necessary that the medical examination of candidates should be strict. Candidates shall be rejected for any disease or defect which is likely to render them unfit for the active duties of a Home Guards Officer.
 - vii) Knowledge of Hindi/ Sanskrit upto Matric Standard.

Age **17-40 years**
Pay Scale **5500-9900/-**

Cat. No. 33 4 posts of Havaldar Instructor

(SC=1, ESM GEN=1, ESM SC=1, ESM BCA=1)

E.Q.

i) Matric with Hindi or its equivalent.

ii) Selection will be made on the basis of written test of 80 marks and interview marks will be as per Judgment of Supreme Court- AIR 1987-SC-454 & 1985 (4) SCC-417- Ashok Yadav Versus State. Written test will be of objective type questions. Procedure and marks will be fixed by Selection Committee.

iii) Physical standard:

Height 170.18 cms.

Chest: 82.87-87.63 cms

(in case of Scheduled Castes 2.5 cms relaxation in height and chest expansion). Should not be knock-knee and flat footed.

iv) To qualify the departmental Basic Training Course of 18 weeks within probation period failing which his service will be liable to be terminated.

v) Medical examination-

Candidates who are finally recommended for appointment as Havaldar Instructor shall be got medically examined by the Civil Surgeon. A certificate in the prescribed form signed by the Civil Surgeon personally, is an essential requirement for enrolment. The examination by the Civil Surgeon will be conducted in accordance with the instructions issued by the Health Department and he will test the eyes sight, speech and hearing of the candidate, his freedom from physical defects, organic or contagious diseases or any other defect or tendency likely to render him unfit and his age. The conditions of Home Guards executive service make it necessary that the medical examination of candidates should be strict. Candidates shall be rejected for any disease or defect which is likely to render them unfit for the action duties of a Home Guards Officer.

vi) Knowledge of Hindi/ Sanskrit upto Matric Standard

Age 17-40 years**Pay Scale ` 4000-6000/-****ARCHITECTURE DEPARTMENT HARYANA****Cat. No. 34 5 posts of Junior Draftsman**

(GEN=2, BCA=1, ESM SC=1, PHC Ortho=1)

E.Q.

i) Diploma in Architectural Assistantship with two years experience after qualifying.

ii) In case of departmental candidates possessing diploma in Civil Draftsman & three years experience as Assistant Draftsman would be also eligible.

iii) Hindi / Sanskrit upto Matric standard.

Age 17-40 years**Pay Scale ` 9300-34800+ ` 3200/- Grade Pay****HARYANA SAHITYA AKADEMI****Cat. No. 35 1 post of Library Clerk**

(for General category)

E.Q.

i) B.A.

ii) Diploma in Library Science

iii) Hindi / Sanskrit upto Matric standard.

Age 17-40 years**Pay Scale ` 5200-20200+ ` 1900/- Grade Pay**

HARYANA STATE COOPERATIVE LABOUR & CONSTRUCTION FEDERATION**Cat. No. 36** **4 posts of Junior Engineer (Civil)**

(GEN=3, SC=1)

E.Q. i) Diploma in Civil Engineering from Board of Technical Education or equivalent.
ii) Hindi / Sanskrit upto Matric standard.**Age** **21-40 years****Pay Scale** ` 9300-34800+ ` 3600/- **Grade Pay****DIRECTOR PROSECUTION HARYANA****Cat. No. 37** **1 post of Stenographer-cum-Librarian**

(for General category)

E.Q. i) Matric/ Higher Secondary or equivalent or 10+2 (Vocational)

ii) Hindi Shorthand at 80 words per minute and transcription thereof at 15 words per minute.

OR

English Shorthand at 100 words per minute and transcription thereof at 20 words per minute.

iii) Hindi / Sanskrit upto Matric standard.

Age **17-40 years****Pay Scale** ` 9300- 34800+ ` 3200/- **Grade Pay****DIRECTOR ARCHAEOLOGY & MUSEUMS HARYANA.****Cat. No. 38** **1 post of Conservation Assistant**

(for General category)

E.Q. i) Diploma in Civil Engineering.

ii) Hindi / Sanskrit upto Matric standard.

Age **17-40 years****Pay Scale** ` 9300- 34800+ ` 3200/- **Grade Pay****DIRECTOR PUBLIC RELATIONS & CULTURAL AFFAIRS HARYANA****Cat. No. 39** **1 post of Art-cum-Lettering Assistant**

(for General category)

E.Q. i) Four years degree/ diploma in Commercial Art/ Applied Art or its equivalent from a recognized University/ Institute.

ii) One year experience in the line.

iii) Hindi / Sanskrit upto Matric standard.

Age **17-40 years****Pay Scale** ` 9300-34800+ ` 3300/- **Grade Pay****HARYANA STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT CORPORATION****Cat. No. 40** **4 posts of Planning Officer**

(GEN=3, SC=1)

E.Q. i) B.Tech (Planning) from recognized University/ Institution.

ii) Hindi/ Sanskrit upto Matric Standard.

Age **18-40 years****Pay Scale** ` 9300-34800+ ` 4200/- **Grade Pay**

- Cat. No. 41** **28 posts of Clerk-cum-Typist**
- (GEN=12, SC=3, BCA=5, BCB=3, ESM GEN=2, ESM BCA=1, ESM BCB=1, PHC Ortho=1)
- E.Q.** i) Graduate (2nd Division) and having typing speed of 40 w.p.m.
- ii) Hindi/ Sanskrit upto Matric Standard.
- Age** **18-40 years**
- Pay Scale** ` 5200-20200+ ` 1900/- **Grade Pay**
- Cat. No. 42** **7 posts of Draftsman Planning**
- (GEN=2, SC=1, BCA=2, BCB=1, ESM GEN=1)
- E.Q.** i) Two years recognized certificate in Draftsmanship (Civil) or 3 years diploma in Architecture.
- ii) Hindi/ Sanskrit upto Matric Standard.
- Age** **18-40 years**
- Pay Scale** ` 9300-34800+ ` 3300/- **Grade Pay**
- Cat. No. 43** **2 posts of Tracer**
- (SC=1, BCA=1)
- E.Q.** i) Matric with two years ITI Certificate diploma in draftsmanship or equivalent with atleast 4 years experience.
- ii) Hindi/ Sanskrit upto Matric Standard.
- Age** **18-40 years**
- Pay Scale** ` 5200-20200+ ` 2400/- **Grade Pay**

KURUKSHETRA DEVELOPMENT BOARD KURUKSHETRA

- Cat. No. 44** **1 post of Computer Operator**
- (for General category)
- E.Q.** i) Graduate (2nd Division) and having typing speed of 40 w.p.m.
- ii) Hindi/ Sanskrit upto Matric Standard.
- Age** **17-40 years**
- Pay Scale** ` 3050-4590
- Cat. No. 45** **1 post of Junior Engineer (Electrical)**
- (for General category)
- E.Q.** i) 3 years diploma in Electrical Engineering or equivalent with two years experience in the same line.
- ii) Hindi/ Sanskrit upto Matric Standard.
- Age** **17-40 years**
- Pay Scale** ` 5500-9000

Cat. No. 46 **1 post of Accountant**
(for General category)

E.Q. i) Commerce graduate with 3 years experience in any Government office/ Local Body Corporation as Accounts Clerk/ Accountant.
ii) Hindi/ Sanskrit upto Matric Standard.

Age **17-40 years**
Pay Scale ` **5000-7850**

Cat. No. 47 **1 post of Diver**
(for General category)

E.Q. i) Matric
ii) He should be an Ex-Serviceman (Naval Diver)
OR
Person having passed Diving Course from Diving School I.N.S. Vedurthy Cochin or any other equivalent course from Instt./ School recognized by the Government of India.
iii) Hindi / Sanskrit upto Matric standard.

Age **17-40 years**
Pay Scale ` **9300-34800+ ` 4000/- Grade Pay**

HARYANA STATE FEDERATION OF COOPERATIVE SUGAR MILLS LTD.,

Cat. No. 48 **1 post of Personal Assistant**
(for S.C. category)

E.Q. i) Graduate from a recognized University with speed of 100 wpm in English Shorthand & transcription @ 20 wpm in Hindi Shorthand & transcription @ 20 wpm.
ii) Atleast 5 years experience as Senior Scale Stenographer in any Govt. Department/ Board/ Corporation/ Apex Institution etc.

ii) Hindi/ Sanskrit upto Matric Standard.

Age **17-40 years**
Pay Scale ` **9300-34800 + 3300 Grade pay.**

HARYANA DAIRY DEVELOPMENT COOPERATIVE FEDERATION LIMITED

Cat. No. 49 **4 posts of Compressor Operator**
(SC=3, BCB=1)

E.Q. i) Matric with ITI in the respective trade marks 60% or above.
ii) Hindi/ Sanskrit upto Matric Standard.

Note: Relaxation of 5% points (marks) in Educational/ Technical qualifications will be given to Scheduled Castes candidates belonging to Haryana.

Age **18-40 years**
Pay Scale ` **5200-20200 + 2400 Grade pay.**

Cat. No. 50 3 posts of Junior Store Keeper

(SC=2, BCA=1)

- E.Q.** i) B.Com marks 60% or above. Must have a working knowledge of Computer including MS Office (i.e. MS Word, MS Excel, Power Point)
ii) Hindi/ Sanskrit upto Matric Standard.

Note: Relaxation of 5% points (marks) in Educational/ Technical qualifications will be given to Scheduled Castes candidates belonging to Haryana.

Age 18-40 years
Pay Scale ` 5200-20200 + 1900 Grade pay.

AGRICULTURE DEPARTMENT HARYANA**Cat. No. 51 34 posts of Junior Scientific Assistant**

(GEN=13, BCA=6, BCB=3, ESM GEN=5, ESM SC=1, ESM BCA=1, ESM BCB=1, OSP BCA=1, PHC Ortho=3)

- E.Q.** i) Second Class Matric with Science.
ii) Hindi/ Sanskrit upto Matric Standard.

Age 17-40 years
Pay Scale ` 5200-20200+ ` 2400/- Grade Pay

Cat. No. 52 6 posts of Draftsman

(GEN=3, SC=1, ESM GEN=1, ESM SC=1)

- E.Q.** i) Diploma in Civil/ Mechanical Draftsmanship from a recognized Institution.
ii) Hindi/ Sanskrit upto Matric Standard.

Age 17-40 years
Pay Scale ` 9300-34800+ ` 3200/- Grade Pay

HARYANA STATE COOPERATIVE SUPPLY & MARKETING FEDERATION LIMITED (HAFED)**Cat. No. 53 4 posts of Lab Assistant**

(for General category)

- E.Q.** i) B.Sc. with 3 years experience in quality control laboratories of Oil Mills/ Solvent Extraction Plants/ Edible Oil Refinery/ Vanaspati Manufacturing Unit/ Oil Speed Processing Plants, manufacturing Agmarks/ ISI marks Oils or of cattle feed/ animal feed Plants manufacturing ISI mark Feeds or of Pesticides formulation plants.
ii) Hindi/ Sanskrit upto Matric Standard.

Age 18-40 years
Pay Scale ` 5200-20200+ ` 2400/- Grade Pay

HARYANA SANSKRIT ACADEMY, PANCHKULA**Cat. No. 54 1 post of Data Entry Operator (Sanskrit)**

(for General category)

- E.Q.** i) B.A. with Sanskrit.
ii) Data Entry Course with minimum 2 years experience in any Govt./ Semi Govt. Institution in relevant field.
iii) Hindi upto Matric Standard.

Age 18-40 years
Pay Scale ` 5200-20200+ ` 2400/- Grade Pay

SPECIAL INSTRUCTIONS :

The prescribed essential qualification does not entitle a candidate to be called for interview. The Commission may short list the candidates for interview by holding a written examination or on the basis of a rationale criterion to be adopted by the Commission. The decision of the Commission in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode of, and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.

HOW TO APPLY-GENERAL INSTRUCTIONS :

A candidate whether he belongs to general category or reserved categories viz. SC, BC, ESM/DESM can submit only one application for particular category of post. Application form complete in all respects duly filled in by the candidates in their own handwriting in capital letters and signed in the specified space should be sent only **through Registered Post** to the Secretary, Haryana Staff Selection Commission, Bays No. 67-70, Sector-2, Panchkula **PIN- 134151**. All the column of the application form should be filled in.

The candidate should give details of all the examinations passed from Matriculation or its equivalent onwards and mention total and **percentage of marks** obtained and maximum marks in each examination. **The candidates are advised to attach photocopy only of essential qualification certificates/diploma/degree with the application form alongwith Eligibility Certificate in case of DESM and Sports Gradation Certificate in case of Outstanding Sports Person category and PHC Certificate from the Competent Authority.** The candidates, who have obtained degrees or Diplomas or Certificates for the various courses from any institution declared fake by the University Grants Commission, shall not be eligible for being considered for recruitment to the posts advertised.

SERVING GOVT. EMPLOYEES SHOULD SEND THEIR APPLICATION FORM WELL IN TIME THROUGH PROPER CHANNEL. THEY MAY, HOWEVER, SEND AN ADVANCE COPY DIRECT TO THE COMMISSION.

FEE:- Fee at the following rates should be deposited in the Haryana Govt. Treasury under the Head "0051-H.P.S.C.-(103)-Staff Selection Commission, Haryana-Application fee and other receipts."

	<u>General Candidates</u>	<u>SC/BC/ PHC candidates of Haryana only</u>
Cat. No. 1,3 to 8, 15 to 29, 31 to 34, 36 to 40, 42 to 43, 45 to 49 and 51 to 54	Rs. 150/-	Rs. 35/-
Cat. No. 2, 9 to 14, 30, 35,41,44 and 50	Rs. 100/-	Rs. 25/-

No concession in fee is admissible to SC/BC/PHC applicants of other States.

The ESM candidates are exempted from payment of Fee, but their dependents are required to pay the fee as for General, SC or BC candidates as case may be. Candidates residing outside Haryana and Chandigarh can send the fee in the form of Indian Postal Orders which should be made payable to the Secretary, Haryana Staff Selection Commission at Panchkula. Fee sent in the form of **Bank Draft or Money Order or Cash will not be accepted**. Fee once sent with the application form is neither transferable nor refundable/adjustable. Treasury challans / Postal Orders purchased before the publication of this advertisement and after the closing date will not be accepted.

Relaxation in Age :

- i) In the case of SC/BC/PHC candidates, the upper age limit is relaxable as per Haryana Govt. instruction. For Ex-servicemen candidates relaxation up to continuous Military service added by three years is permissible.
- ii) The upper age limit in respect of widow, legally separated woman, divorce, deserted woman and unmarried woman will be upto 45 years as per Government instructions.
- iii) Persons who have disability more than 40% and above shall eligible for PHC as per instructions of Government of Haryana vide letter No. 22/55/97-3GS-III, dated 12.6.1998.

Reservation of posts:- Reservation will be as per Haryana Government Instructions.

For Disabled ESM/Dependent of Killed/ Disabled in action reservation will be as per Haryana Govt. instructions contained in letter No. 945-GS-II 72/6451, dated the 6th March, 1972.

The reservation for ESM will be utilized in the order given below:-

- i) Disabled ex-servicemen with disability between 20% to 50%.
- ii) Up to two dependents of Service personnel killed/disabled beyond 50%
- iii) Other ex-servicemen.

Note:-1. Disabled ex-servicemen will mean ex-servicemen who, while serving in the Armed Forces of the Union were disabled in operations against the enemy or in disturbed areas.

Note:-2. The dependents will include besides wife/widow, dependent sons/daughters.

The dependent sons of ESM who fulfill all conditions of qualifications, age etc. prescribed for posts will be considered on merit for the posts reserved for ESM to the extent of non-availability of suitable ESM candidates. The children and the grand-children of Freedom Fighters (DFF) would be considered to the extent mentioned in Haryana Govt. letter No. 22/20/83-3GSIII, dated 26.7.1984 as amended from time to time, if the quota reserved for Ex-servicemen, remains unfilled due to non-availability of suitable Ex-servicemen or their dependents.

ESM/DESM candidates of Haryana claiming benefit will have to produce the fresh Eligibility Certificate from the concerned Zila Sainik Board at the time of interview. Mere dependent certificate will not be entertained. ESM candidates should also produce at the time of interview attested photo copy of Identity Card issued by concerned Zila Sainik Board.

NONE OF THE PERSON BELOW SHALL FALL WITHIN THE DEFINITION OF WORD DEPENDENT OF EX-SERVICEMEN IN TERMS OF HARYANA GOVT. LETTER NO. 12/37/79-GSII, DATED 21-11-1980 :-

- i) A person may be working on an adhoc basis against the post advertised or somewhere else.
- ii) A person may be unemployed at the time of making the application but he may have other source of income viz. from agriculture, trade, property, Bank Balance etc.
- iii) A person who is a member of the joint Hindu family and remains dependent upon the Karta till there is partition in the family or he ceases to be a member of the joint Hindu

- iv) family and is obliged to pass on all his income to the Karta and he draws money for his subsistence from the pool of the joint Hindu family with the consent of the Karta.
- v) A candidate who is a member of the joint Hindu family is employed on adhoc basis but he is otherwise dependent on his father.

- Note :-**
- i) **The benefit of reservation will be given only to those SC/BC/ PHC and ESM and outstanding sportsperson candidates who are domicile of Haryana State. The SC/ BC/PHC candidates are required to submit SC/BC/PHC Certificate duly issued by the competent authority at the time of interview. Likewise the Outstanding Sports Person shall be required to attach the sport gradation certificate with the application form as per Government instructions duly issued by the competent authority. DESM shall be required to attach the fresh Eligibility Certificate duly issued by the respective Zila Sainik Board with the application form.**
 - ii) **Qualification will be determined with regard to the last date fixed for receipt of applications.**
 - iii) **Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or it is found that the information furnished is false or incorrect their candidature will be cancelled.**
 - iv) **The experience will be considered only after acquiring the essential qualification.**

DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM

- i) One copy of latest stamp size photograph duly attested should be pasted on the application form.
- ii) Attested photocopy of Treasury Challan.
- iii) Attested photocopy of essential qualifications and above /diploma/degree should be attached with the application form.
- iv) Attested copy of fresh Eligibility Certificate in case of DESM candidates duly issued by the respective Zila Sainik Board.
- v) Attested copy of Sport Gradation Certificate in case of Outstanding Sports Persons, duly issued by the Competent Authority.
- vi) Attested photo copy of BC / SC / PHC Certificate issued by competent authority.

The candidates residing outside the state of Haryana should send original Indian Postal Orders with the application forms after retaining counterfoil of IPO's with them. They will produce the original Treasury Challan/ IPO (Counter Foil), and all other relevant documents along with Photostat attested copies, at the time of interview.

2. **The candidates are advised that the photocopy of all qualifications should be attached with the application form.**

Note :-

An application form will be summarily rejected in the following events :-

- (i) **If a candidate makes more than one application for a particular category.**
- (ii) **If the application is not in the prescribed format appended with this advertisement.**
- (iii) **If the application is unsigned/incomplete.**
- (iv) **If full fee is not deposited in the manner prescribed or proof thereof not attached.**
- (v) **If the application is not sent through Registered Post.**

- (vi) If the experience certificate is without detail of salary per month received (wherever the condition of experience apply).
- (vii) If the application is received in Commission's office after the closing date, HSSC will not be responsible for any postal delay.
- (viii) If a candidate does not possess the qualification of Hindi/Sanskrit up to Matric Standard/ Higher Standard.
- (ix) If a candidate does not possess the requisite academic qualification on the cut off date.
- (x) If a candidate is underage/overage on the cut off date.
- (xi) If a candidate does not indicate visible identification mark in column 13 of the application form.

USE OF MOBILE PHONE, PAGER AND OTHER ELECTRONICS DEVICE IN HARYANA STAFF SELECTION COMMISSION EXAMINATION/ INTERVIEW IS STRICTLY PROHIBITED.

Place : Panchkula
Dated: 18.03.2011

Secretary,
Haryana Staff Selection Commission,
Panchkula.

Note: The above advertisement is also available on the website **hssc.gov.in**

BY REGISTERED POST ONLY

HARYANA STAFF SELECTION COMMISSION
Bays No. 67-70, Sector-2, Panchkula-134151

FOR OFFICE USE ONLY

CONTROL NO.

ROLL NO.

SCRUTINY BY

APPLICATION FORM

Treasury / Post office Name

Try. Ch ./I. P.O. No.

Date

Amount

IMPORTANT INSTRUCTIONS

1. Please read instructions given in advertisement carefully before filling in each column.
2. Use only Black/Blue ball pen to write or tick the box.
3. Please tick 'Yes' as and 'Not' as

Paste here
your latest
stamp size,
attested
photograph

Advertisement No.

Category No.

Name of the post

1. CANDIDATE'S NAME in capital letters as given in class X Certificate (in English)

2. Father's Name in capital letters as given in class X Certificate (in English)

Signature of Candidate

3. Date of Birth :

Date

Month

Year

4. Age as on eligibility date :

Years

Months

Days

5. Sex :

Male

Female

6. Category :

7. Are you domicile of Haryana :

Yes

No

8. Nationality : Indian

other

9. Write Name and complete mailing address, in block letters, with black sketch pen only :-

Name :**Address :****With Telephone No., if any****Pin Code**

10. Educational qualifications :-

Educational Qualifications	Year of Passing	Marks Obtained	Total Marks	% age	Division	Name of Board/ University	Subjects
10 th (Matric)							
10+2(Senior Secondary)							
ITI/Vocational							
Diploma/Degree							
B.A./B.Sc./B.Com/B.E.							
M.A./M.Sc./M.Com./M.E.							
Other							

11. Any other higher qualification specify _____

12. Experience :

Years

Months

Days

Name of Organization : _____

Total Salary : Rs. _____

13. Visible identification mark on the body of the candidate _____

14. Declaration : I hereby declare that :-

1. All statements made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the interview/appointment/selection, my candidature may be cancelled and action can be taken against me.
2. I have read the provisions in advertisement of the Commission carefully and I hereby undertake to abide by them. I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc. prescribed in the advertisement and other relevant rules and instructions.
3. I have never been convicted by Criminal Court.

PLACE : _____

SIGNATURE OF THE CANDIDATE
(unsigned application will be rejected)

DATE : _____