

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

Advt. No. 2/2010

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Closing date for receipt of applications in the Commission's office: 13.09.2010

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

DIRECTOR HORTICULTURE HARYANA

Cat. No. 1 3 posts of Horticulture Supervisor

(GEN=2, SC=1)

E.Q. i) 10+2 with Science, preferably with Agriculture as one of the subject or one year diploma/ Certificate in the discipline of Horticulture from any recognized Institution after matriculation.
ii) Hindi/ Sanskrit upto Matric Standard.

Age 17-40 years

Pay Scale Rs. 5200-20200+ 1900 Grade Pay

DIRECTOR, TOWN & COUNTRY PLANNING HARYANA

Cat. No. 2 10 posts of Junior Engineer (Civil)

(GEN=7, SC=3)

E.Q. i) Matric or its equivalent.
ii) Three years diploma course in Civil Engineering conducted by the State Board of Technical Education or its equivalent qualification from any institution.
iii) Hindi/Sanskrit upto Matric standard.

Age 17-40 years

Pay Scale Rs. 9300-34800 + 3600 G.P.

PRISON DEPARTMENT

Cat. No. 3 29 posts of Assistant Superintendent Jail (Male)

(GEN=12, SC=3, BCA=4, BCB=2, ESM GEN=3, ESM SC=1, ESM BCA=1, ESM BCB=2, OSP SC=1)

E.Q. i) A degree in Arts, Science, Agriculture and Commerce from a recognized University.

Preference will be given to candidate having experience or additional qualification in social and correctional works, Social Sciences, Penology, Psychology or Criminology.

2. Other things being equal preference will be given to a candidate, who has himself working for the cause of National Independence or has rendered some outstanding social or public service.

ii) Knowledge of Hindi / Sanskrit upto Matric standard.

iii) Physical Standard:-

Minimum Height: 170 Cms (5' 7") & in case of Dogra and Gorkha 165 Cms (5'5")

Chest: 83.8 Cms (33") Unexpanded & 87.6 Cms- Expanded.

Age 21-25 years

Note:- (In case of Govt. Servants who have not less than 5 years service under Govt. upper age limit shall be 35 years).

Pay Scale Rs. 9300-34800 + 3600 G.P.

Cat. No. 4 1 post of Female Assistant Superintendent Jail

(for General category)

E.Q. i) A degree in Arts, Science, Agriculture and Commerce from a recognized University.

Preference will be given to candidates having experience or additional qualification in social and correctional works, Social Sciences, Penology, Psychology or Criminology.

2. Other things being equal preference will be given to a candidate, who has himself worked for the cause of National Independence or has rendered some outstanding social or public service.

ii) Knowledge of Hindi / Sanskrit upto Matric standard.

Note: Physical standard shall not be applicable in the case of women candidate.

Age 21-25 years**Note:- (In case of Govt. Servants who have not less than 5 years service under Govt. upper age limit shall be 35 years).****Pay Scale Rs. 9300-34800 + 3600 G.P.****COMMANDANT GENERAL HOME GUARDS & DIRECTOR CIVIL DEFENCE HARYANA****Cat. No. 5 1 post of Wireless Mechanic**

(for General category)

E.Q. i) Matric or Higher Secondary or its equivalent or 10+2 (vocational)
ii) Should be Class-II or III Radio Mechanic/Technician from Corps of signals or its equivalent from Indian Air Force, State Police Organization or Civil Defence Organization or its equivalent having passed S.M.II Course. Having experience in the repair and maintenance of Very High Frequency Radio equipment. Preference will be given to a Member of Home Guards/Civil Defence.
iii) Knowledge of Hindi/ Sanskrit upto Matric Standard
vii) Knowledge of Hindi/ Sanskrit upto Matric Standard.**Age 17-40 years****Pay Scale Rs. 4000-6000****Cat. No. 6 10 posts of Wireless Operator**

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

E.Q. i) Matric or Higher Secondary or its equivalent.
ii) A Wireless Operator from Corps of Signals, Indian Air Force or Police Organization having passed S.O. III Course.
iii) Knowledge of Hindi/ Sanskrit upto Matric Standard.**Age 17-40 years****Pay Scale Rs. 4000-6000**

Cat. No. 7 3 posts of Pipe Band Man

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

- E.Q.**
- i) Matric or Higher Secondary or its equivalent.
 - ii) Ex-Serviceman, Ex-Police or any personnel with the knowledge of playing pipe band music instruments.
 - iii) Knowledge of Hindi/ Sanskrit upto Matric Standard.

Age 17-40 years
Pay Scale Rs. 3050-4590

Cat. No. 8 1 post of Armourer

(for General category)

- E.Q.**
- i) Matric or Higher Secondary or its equivalent.
 - ii) Ex-Army or Ex-Police Armourer.
 - iii) Knowledge of Hindi/ Sanskrit upto Matric Standard

Age 17-40 years
Pay Scale Rs. 3050-4590

Cat. No. 9 2 posts of Buglar

(for General category)

- E.Q.**
- i) Matric or Higher Secondary or its equivalent.
 - ii) Ex-Serviceman, Ex-Police or any personnel with the knowledge of playing pipe band music instruments.
 - iii) Knowledge of Hindi/ Sanskrit upto Matric Standard.

Age 17-40 years
Pay Scale Rs. 3050-4590

Cat. No. 10 2 posts of Store man (HG)

(GEN=1, BCA=1)

- E.Q.**
- i) Matric or Higher Secondary or its equivalent.
 - ii) Having certificate of training in National Cadet Corps, Home Guards/Civil Defence or an Ex-serviceman or Ex-Police official.
 - iii) Shall have to qualify departmental test in English and Hindi of Matric level to be held by the Commandant General.
 - iv) Knowledge of Hindi/ Sanskrit upto Matric Standard.

Age 17-40 years
Pay Scale Rs. 3050-4590

ESI HEALTH CARE DEPARTMENT**Cat. No. 11** **3 posts of Operation Theatre Assistant**

(for General category)

E.Q.

i) Matric with Science (Physics & Chemistry) and

ii) Operation Theatre Assistant Course from the Post Graduate Institution of Medical Education & Research, Chandigarh or any other institution.

iii) Hindi/ Sanskrit upto Matric standard.

Age**17-40 years****Pay Scale****Rs. 5200-20200+ Rs. 2400 Grade Pay.****Addl. PCCF, WILD LIFE, PANCHKULA, HARYANA****Cat. No. 12** **1 post of Inspector Wild Life**

(for S.C. category)

E.Q.

i) B.Sc. with Zoology / B.V.Sc. from recognized University or its equivalent.

ii) Hindi/ Sanskrit upto Matric standard.

iii) Physical standard:

a) Height 168 Cms.

b) Chest unexpanded 79 Cms.

Expanded 84 Cms.

c) Walking test of 25 Kms to be completed in four hours.

Age**18-40 years****Pay Scale****Rs. 9300-34800+ Rs. 3600 Grade Pay.****DIRECTOR, WELFARE OF SCHEDULED CASTES & BACKWARD CLASSES DPETT.****Cat. No. 13** **One post of Hostel Warden.**

(for ESM GEN category)

E.Q.

i) Graduate from a recognized University.

ii) Hindi/ Sanskrit upto Matric standard.

Age**17-40 years****Pay Scale****Rs. 9300-34800+ 3200 Grade pay.****LABOUR DEPARTMENT****Cat. No. 14** **22 posts of Labour Inspector**

(GEN=12, SC=3, BCA=3, ESM GEN=1, ESM BCB=1, OSP SC=1, OSP BCA=1)

E.Q.

i) A degree of Bachelor of Arts including Public Administration of a recognized University or its equivalent. Persons possessing the qualifications of Diploma / Degree in Social Welfare and Specialization in Labour Laws shall be preferred;

ii) Hindi/ Sanskrit upto Matric standard.

Age**17-40 years****Pay Scale****Rs. 9300-34800+ 3200 Grade pay.**

URBAN LOCAL BODIES DEPARTMENT**Cat. No. 15 38 posts of Municipal Engineer**

(GEN=18, SC=5, BCA=5, BCB=3, ESM GEN=1, ESM SC=2, ESM BCA=2, ESM BCB=1, PHC Ortho=1)

E.Q. i) Degree in Civil Engineer or its equivalent from a recognized University/ Institution.

ii) Hindi/ Sanskrit upto Matric standard.

Age **17-40 years**
Pay Scale **Rs. 8000-13500**

REGISTRAR COOPERATIVE SOCIETIES DEPARTMENT**Cat. No. 16 19 posts of Inspector (Audit)**

(GEN=9, SC=3, BCA=2, BCB=2, ESM GEN=1, ESM SC=1, ESM BCA=1)

E.Q. i) B. Com.
ii) One and half year experience in accounts keeping in Cooperative Institution.
iii) Hindi/ Sanskrit upto Matric Standard.
iv) Preference will be given to those who posses higher diploma in cooperation.

Age **17-40 years**
Pay Scale **Rs. 5000-7850/-**

**Cat. No. 17 1 post of Senior Auditor, Cooperative Societies
(for ESM GEN category)**

E.Q. i) B-Commerce of a recognized University.
ii) 2 years experience in accounts keeping in Cooperative Institutions.
iii) Hindi/ Sanskrit upto Matric Standard.
iv) Preference will be given to those who possesses Higher Diploma in Cooperation.

Age **17-40 years**
Pay Scale **Rs. 9300-34800+ 3200 Grade Pay**

LOCAL AUDIT DEPARTMENT HARYANA**Cat. No. 18 41 posts of Auditor**

(GEN=15, SC=8, BCA=5, BCB=2, ESM GEN=4, ESM SC=1, ESM BCA=1, ESM BCB=2, OSP GEN=1, OSP BCB=1, PHC Ortho=1)

E.Q. i) Graduate preferably in Commerce of a recognized University.
ii) Hindi/ Sanskrit upto Matric Standard.

Age **18-40 years**
Pay Scale **Rs. 9300-34800+ Rs. 3200 Grade Pay**

DIRECTOR, ARCHEOLOGY & MUSEUMS DEPARTMENT**Cat. No. 19 2 posts of Assistant Archeologists**

(GEN=1, SC=1)
E.Q. i) Graduation in any discipline from a recognized University.
 ii) Hindi/Sanskrit upto Matric standard.

Age **18-40 years**
Pay Scale **Rs. 9300-34800 + 3300 G.P.**

Cat. No. 20 1 post of Assistant Chemist

(for General Category)

E.Q. i) 2nd class M.Sc. with 50% marks in Chemistry from a recognized University.
 ii) Hindi/Sanskrit upto Matric standard.

Age **18-40 years**
Pay Scale **Rs. 9300-34800 + 3300 G.P.**

Cat. No. 21 2 posts of Technical Assistant

(for General Category)

E.Q. i) At least IInd Class Master degree in Ancient Indian History with culture or Archaeology or Medieval Indian History.
 OR
 At least IInd Class Master's degree in Sanskrit or Arabic, Parsian Pali or Prakrit and Bachelor of Arts with Medieval Indian History or Ancient Indian History as one of the subject.
 ii) Hindi/Sanskrit upto Matric standard.

Age **18-40 years**
Pay Scale **Rs. 9300-34800 + 3200 G.P.**

HIGHER EDUCATION COMMISSIONER HARYANA**Cat. No. 22 1 post of Hostel Superintendent (Female)**

(for S.C. category)

E.Q. i) Graduate.
 ii) Experience or Training in House Hold Management including Diaties.
 ii) Knowledge of Hindi upto Matric standard.
 Preferential:
 1. B.A. with Home Science as one of the Elective Subjects.
 2. B.T. / B.Ed. Degree.

Age **18-40 years**
Pay Scale **Rs. 5000-7850/-**

Cat. No. 23 **6 posts of Junior Lecture Assistant**
(for S.C. category)

E.Q. i) Matric with Science with 5 years experience in a college.
ii) Hindi/Sanskrit upto Matric standard.

Age **17-40 years**
Pay Scale **Rs. 4000-6000/-**

Cat. No. 24 **4 posts of Tabla Player**
(SC=1, BCA=2, BCB=1)

E.Q. i) Diploma in Tabla from a recognized Institution.
ii) Hindi/Sanskrit upto Matric standard.

Age **18-40 years**
Pay Scale **Rs. 3050-4350/-**

IRRIGATION DEPARTMENT HARYANA

Cat. No. 25 **267 posts Junior Engineer (Civil)**

(GEN=93, SC=39, BCA=32, BCB=18, ESM GEN=32, ESM SC=8, ESM BCA=9, ESM BCB=11, OSP GEN=2, OSP SC=3, OSP BCA=1, OSP BCB=1, PHC Blind/Low Vision=6, PHC Deaf & Dumb=6, PHC Ortho=6)

E.Q. i) 3 years diploma course in Civil Engineering from a recognized Institute.
ii) Hindi/Sanskrit upto Matric standard.

Age **17-40 years**
Pay Scale **Rs. 9300-34800+ 3600/- Grade pay**

Cat. No. 26 **32 posts Junior Engineer (Mechanical)**

(GEN=16, SC=4, BCA=3, BCB=2, ESM GEN=2, ESM SC=1, ESM BCA=1, ESM BCB=1, OSP SC=1, OSP BCA=1)

E.Q. i) 3 years diploma course in Mechanical Engineering from a recognized Institute.
ii) Hindi/Sanskrit upto Matric standard.

Age **17-40 years**
Pay Scale **Rs. 9300-34800+ 3600/- Grade pay**

Cat. No. 27 **30 posts Junior Engineer (Civil) (in BBMB against the Haryana share)**

(GEN=15, SC=4, BCA=3, BCB=2, ESM GEN=2, ESM SC=1, ESM BCA=1, ESM BCB=1, OSP SC=1)

E.Q. i) 3 years diploma course in Civil Engineering from a recognized Institute.
ii) Hindi/Sanskrit upto Matric standard.

Note: **The candidate shall be required to serve in BBMB against Haryana share posts for first 15 years.**

Age **17-40 years**
Pay Scale **Rs. 9300-34800+ 3600/- Grade pay**

Cat. No. 28 8 posts Junior Engineer (Mechanical) (in BBMB against the Haryana share)

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

E.Q. i) 3 years diploma course in Mechanical Engineering from a recognized Institute.

ii) Hindi/Sanskrit upto Matric standard.

Note: **The candidate shall be required to serve in BBMB against Haryana share posts for first 15 years.**

Age **17-40 years**

Pay Scale **Rs. 9300-34800+ 3600/- Grade pay**

Cat. No. 29 8 posts of Agriculture Development Officer (Farm Implements)

(GEN=4, SC=2, BCA=1, ESM BCA=1)

E.Q. i) Degree in B.Sc. (Agricultural Engineering) OR Bachelor of Technology (Agricultural Engineering) from a recognized University.

ii) Hindi/Sanskrit upto Matric standard.

Age **18-40 years**

Pay Scale **Rs. 9300-34800+ 3600/- Grade pay**

HARYANA WARE HOUSING CORPORATION

Cat. No. 30 4 posts of Accounts Assistant

(GEN=2, SC=1, BCA=1)

E.Q. i) Bachelor of Commerce with at least 50% marks with 3 years experience in a Government Department, Public Sector Undertaking, commercial Organization of repute on the post carrying pay scale not below the pay scale of post of Accounts Clerk in the Corporation i.e. Rs. 5200-20200+1900 Grade Pay. For equivalency the minimum average gross monthly pay in private sector shall be Rs. 13,000/- p.m.

ii) Hindi/ Sanskrit upto Matric standard.

Age **18-35 years**

Pay Scale **Rs. 9300-34800+ 3200 Grade pay.**

HARYANA POLICE HOUSING CORPORATION

Cat. No. 31 5 posts of Junior Engineer (Civil)

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

E.Q. i) 3 years diploma in Civil Engineering from the State Board of Technical Education, Haryana or any other recognized Institution.
At least one year experience in construction activities of buildings.

ii) Hindi/ Sanskrit upto Matric standard.

Age **17-40 years**

Pay Scale **Rs. 9300-34800+ Rs. 3600 Grade Pay.**

- Cat. No. 32** **2 posts of Junior Engineer (Electrical)**
(ESM GEN=1, ESM BCB=1)
- E.Q.** i) 3 years diploma in Electrical Engineering from the State Board of Technical Education, Haryana or any other recognized Institution.
At least one year experience in construction activities of buildings.
- ii) Hindi/ Sanskrit upto Matric standard.
- Age** **17-40 years**
Pay Scale **Rs. 9300-34800+ Rs. 3600 Grade Pay.**
- Cat. No. 33** **1 post of Draftsman (Civil)**
(for ESM GEN)
- E.Q.** i) Matriculation or 10+2 examination of a recognized University/ Institution or Board or its equivalents.
- ii) In case of Draftsman (Civil) has obtained three years diploma in Civil Engineering or Two year Certificate in draftsmanship (Civil) awarded by the State Board for Technical Education or from any other recognized institution.
- iii) Knowledge of Autocad.
- iv) Hindi/ Sanskrit upto Matric Standard.
- Age** **17-40 years**
Pay Scale **Rs. 9300-34800+ Rs. 3200 Grade Pay**

HARYANA URBAN DEVELOPMENT AUTHORITY (HUDA)

- Cat. No. 34** **120 posts of Office Associate**
- (GEN=59, SC=25, BCA=2 BCB=10, ESM BCA=9, ESM BCB=8, OSP GEN=1, OSP SC=1, OSP BCA=1, PHC Blind/ LV=2, PHC Hearing Impairment=1, PHC Ortho=1)
- E.Q.** i) Graduate with minimum 45% marks from recognized University/ Institution.
ii) Should have passed State Eligibility Test in Computer Appreciation and Applications conducted by the Department of Electronics and IT, Haryana Government:
- “ Provided that the candidates who have obtained Bachelor of Computer Application, Bachelor of Information Technology, Post Graduate Diploma in Computer Application, Master of Computer Application or any graduate and post graduate degree course in IT, Computer Engineering, Computer Science and Engineering or Computer Application from a recognized University would be exempt from passing the State Eligibility Test.”
- iii) Hindi/ Sanskrit upto Matric Standard.
- Age** **17-40 years**
Pay Scale **Rs. 5200-20200+ Rs. 1900 Grade pay**
- Cat. No. 35** **7 posts of Junior Engineer (Horticulture)**
- (SC=3, BCA=2, ESM BCA=1, ESM BCB=1)
- E.Q.** i) B.Sc. in Agriculture with experience of at least one year.
Preference may be given to those persons who possess Horticulture as main subject in B.Sc.
- OR
- Matric/Higher Secondary with one year diploma course in Gardner's training class from some organized University with at least 6 years experience in landscaping, gardening, arboriculture, floriculture layout of gardens, parks and nursery production work.
- ii) Hindi/ Sanskrit upto Matric standard.
- Age** **17-40 years**
Pay Scale **Rs. 9300-34800+ 3600 Grade pay**

HARYANA TOURISM CORPORATION**Cat. No. 36 1 post of Tourist Officer**

(for S.C. category)

- E.Q.** i) Graduate from a recognized University.
- ii) 3 years experience in Publicity for public relation or travel agency or Airlines or Govt. Tourism Department or Hotel Management or Catering in a responsible.
- iii) Hindi/ Sanskrit upto Matric standard.

Age**17-40 years****Pay Scale****Rs. 9300-34800+ 3300 Grade pay.****Cat. No. 37 6 posts of Junior Engineer (Civil)**

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

- E.Q.** i) Three years diploma in Civil Engineer from any recognized University/ Institute with 60% marks or above.
- ii) Three years experience in the line.
- iii) Hindi/ Sanskrit upto Matric standard.

Age**17-40 years****Pay Scale****Rs. 5500-9000.****Cat. No. 38 1 post of Junior Engineer (Electrical)**

(for General category)

- E.Q.** i) Three years diploma in Electrical Engineer from any recognized University/ Institute with 60% marks or above.
- ii) Three years experience in the line.
- iii) Hindi/ Sanskrit upto Matric standard.

Age**17-40 years****Pay Scale****Rs. 5500-9000.****Cat. No. 39 5 posts of Junior Accountant**

(GEN=1, SC=1, BCB=1, ESM GEN=1, PHC Ortho=1)

- E.Q.** i) B.Com 1st Divn. with one year experience in accounts in a reputed commercial organization.
- ii) Preference will be given to those having computer knowledge.
- iii) Hindi/ Sanskrit upto Matric standard.

Age**17-40 years****Pay Scale****Rs. 4000-6000.**

HARYANA DAIRY DEVELOPMENT CORPORATIVE FEDERATION**Cat. No. 40 3 posts of Junior Engineer (Civil)**

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

E.Q. i) Diploma in Civil Engineering. Marks 60% or above. Must have a working knowledge of computer including MS Office, (i.e. MS Word, MS Excel, Power Point)
Relaxation of 5% points in qualification will be given to SC/ST/BC candidates of Haryana.
 ii) Hindi/ Sanskrit upto Matric Standard.

Age 18-40 years**Pay Scale Rs. 9300-34800/- Plus Grade Pay Rs. 3600/-.****HARYANA STATE COOPERATIVE SUPPLY AND MARKETING FEDERATION LTD.(HAFED)****Cat. No.41 1 post of Junior Engineer (Civil)**

(for General category)

E.Q. i) Diploma in Civil Engineering with two years experience in the respective line.
 ii) Hindi/ Sanskrit upto Matric Standard.

Age 17-40 years**Pay Scale Rs. 9300-34800 + Rs. 3600 Grade Pay.****HARYANA VIDYUT PARSHARAN NIGAM LIMITED****Cat. No.42 18 posts of Protection Assistant**

(GEN=9, SC=3, BCA=2, BCB=2, ESM GEN=2)

E.Q. i) Matric with 2 years ITI Course in Electrician/ Instrumentation/ Electronics Trade with knowledge of computer covering following topics:-
 a) Computer fundamental
 b) Operation of Internet/E.Mail
 c) MS Word/ Excel/ Power Point.
 ii) Hindi/ Sanskrit upto Matric Standard.

Age 18-40 years**Pay Scale Rs. 4000-6000.****HARYANA STATE AGRICULTURAL MARKETING BOARD****Cat. No. 43 30 posts of Junior Engineer (Civil)**

(GEN=14, SC=6, BCA=3, ESM BCB=3, ESM GEN=1, ESM SC=1, ESM BCA=1, PHC Blind=1)

E.Q. i) Degree or three years diploma in Civil Engineering from a recognized University/ Technical Education Board.
 ii) Working knowledge of computer.
 iii) Hindi/ Sanskrit upto Matric Standard.

Age 17-40 years**Pay Scale Rs. 9300-34800+ 3600 Grade Pay.**

Cat. No. 44 2 posts of Senior Scale Stenographer

(GEN=1, SC=1)

E.Q.

i) Graduate from a recognized University or its equivalent.
 ii) Hindi Shorthand 80 words per minute and transcription thereof at 15 words per minute on manual typewriter or 25 WPM on computer with commonly used words processing software and

iii) English Shorthand at 100 words per minute and transcription thereof at 20 words per minute on manual typewriter or 40 WPM on computer with commonly used words processing software.

iv) Hindi/Sanskrit upto Matric Standard.

Age**17-40 years****Pay Scale****Rs. 9300-34800+ 3200 Grade Pay.****Cat. No. 45 3 posts of Junior Scale Stenographer**

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

E.Q.

i) Graduate from a recognized University or its equivalent.
 ii) Hindi Shorthand 80 words per minute and transcription thereof at 15 words per minute on manual typewriter or 25 WPM on computer with commonly used words processing software.

iii) English Shorthand at 100 words per minute and transcription thereof at 20 words per minute on manual typewriter or 40 WPM on computer with commonly used words processing software.

iv) Hindi/Sanskrit upto Matric Standard.

Age**17-40 years****Pay Scale****Rs. 5200-20200+ 2400 Grade Pay.****HARYANA SEEDS DEVELOPMENT CORPORATION****Cat. No. 46 6 posts of Accounts Clerk**

(GEN=5, SC=1)

E.Q.

i) Commerce graduate with one year experience in some Government office/ commercial concern. Candidate knowing typing and computer will be preferred.

ii) Hindi/Sanskrit upto Matric Standard.

Age**17-40 years****Pay Scale****Rs. 5200-20200+ 1900/- Grade Pay.****Cat. No. 47 1 post of Senior Scale Stenographer**

(for S.C. category)

E.Q.

i) Graduate Minimum speed of 100 WPM and 40 WPM in shorthand and typing in English.

ii) Minimum 5 years experience as Steno typist or 3 years experience as Junior Scale Stenographer.

iii) Candidate should have knowledge of computer.

iv) Hindi/Sanskrit upto Matric Standard.

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

Cat. No. 48 1 post of Sub Station Generator Attendant

(for General category)

- E.Q.**
- i) Certificate in ITI Electrical Trade. Experience of 2 years preferably in Sub Station.
 - ii) Hindi/Sanskrit upto Matric Standard.

Age 17-40 years
Pay Scale Rs. 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 along with 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. 2 to 6, 11 to 23, 25 to 33, 35 to 45, 47,48	Rs. 150/-	Rs. 35/-
Cat. No. 1, 7 to 10, 24, 34, 46	Rs. 100/-	Rs. 25/-

No concession of 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: 13.08.2010

Secretary,
Haryana Staff Selection Commission,
Panchkula.

Note: The above advertisement is also available on the website Haryana.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 FORMTreasury / 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 : Gen. S C BCA BCB ESM DESM DFF OSP PHC (Ortho) PHC(D&D) PHC(Blind) 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.							

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 : _____