

HARYANA PUBLIC SERVICE COMMISSION

BAYS NO. 1-10, BLOCK-B, SECTOR-4, PANCHKULA

INFORMATION FOR CANDIDATES**For the Post of Deputy Director (Statistics) (Group-A) in Industries & Commerce Department, Haryana.**

The Commission invites online application forms from the eligible candidates for recruitment to 03 posts of Deputy Director (Statistics) (Group-A) (unreserved) in Industries & Commerce Department, Haryana.

1. (a) Closing date for the submission of online application : **28.06.2019 upto 05:00 PM.**
- (b) Application fees can be submitted through online mode only : **28.06.2019** using Net Banking or Debit Card/Credit Card **upto 24:00 hrs.** midnight of closing date using only the link provided by the Commission.
- (c) The online application can be filled up to **28.06.2019** by using Commission's website after which the link will be disabled. The candidates are strictly advised to apply online well in time without waiting for last date of submission of online application. No offline application form will be accepted by the office. Eligibility with regards qualifications, experience any certificate and other conditions of eligibility etc. will be determined as on last date of submission of online application forms i.e. **28.06.2019 (Closing date).**

Note:1 *Candidates are advised not to send the hard copy of the application form. If any candidates sent the hard copy of the application form, the same will not be entertained.*

2. *No. of posts alongwith reservation of posts are subject to any variation. If there is any variation, the candidates will be informed through announcement displayed on Commission's website.*
3. *The candidates are advised/directed to retain the hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, e.g. age, category, domicile, experience, etc. the candidature of such applicant shall not be considered in the further selection process and would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of postal department or courier agencies.*
4. *It will be the sole responsibility of the candidates to retain a hard copy of the printed online application form with them and produce the same before the Commission as and when sought by it. The Commission will not be responsible for any deficiency in this aspect and it will not provide any other opportunity after the closing date of applying online application for downloading the hard copies of the application forms.*
5. *The post shall be governed by Haryana Industries & Commerce (Group-A) Service Rules, 2016 as notified vide no. 183-2016/Ext. dated 10.11.2016 which is available at <https://haryanaindustries.gov.in/themes/backend/uploads/Uploads/Group%20A%20Rules%20New.pdf>*

2. Essential Qualifications:-

- (i) Masters Degree in Economics/ Statistics/ Commerce / Mathematics with 2nd division or Chartered Accountant or Company Secretary or Chartered Financial Analyst (CFA) from recognized institution/ University.
- (ii) Hindi or Sanskrit upto Matric Standard or higher education.
- (iii) Minimum 03 years experience in managerial capacity in a Private Industry/Semi Government/ Government Undertaking/ Department.

Note: (i) Part time experience will not be considered.

(ii) The experience certificate should be as per specimen given below:-

(Specimen of experience)

Letter Head of the Institution

(.....)

(Name, Telephone no. & Address of the Institution/Organization/Department)

GST. No. _____

Reg. No. _____

TO WHOM IT MAY CONCERN

No. _____

Date: _____

It is certified that Sh./Ms. _____ S/o/ D/o _____ resident of _____ has/had been working as managerial capacity in a Private Industry/Semi Government/ Govt. undertaking/Department as regular/Permanent/Temporary/Contract from _____ to _____ on the post of _____. Thus total experience gained by the said employee works outyearsmonths.....days. He/she is/ was drawing the salary of Rs. _____ per month.

It is further certified that above facts and figures are true and based on service record available in our Department/Private Industry/Semi Government/ Govt. undertaking/Department.

Date:

Name & Signature of the Issuing Authority with seal.

(iii) No Experience will be considered other than that claimed by the applicant in the application form

3. The candidates should fill their qualifications as per advt., column given below in online application form

Examination	Board/Univ.	Subject	Passing year	Marks obtained	Total marks	Percent age	Division
Matriculation/ Hindi upto matric							
Hindi in higher qualification							
10+2							
Graduation							
Masters Degree in Economics/ Statistics/ Commerce /							

Mathematics with 2 nd division or Chartered Accountant or Company Secretary or Chartered Financial Analyst (CFA) from recognized institution/ University and minimum 03 years experience in managerial capacity in a Private Industry/Semi Government/ Govt. undertaking/Department							
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4. **Scale of Pay:** Pay Band -2 Rs. 15600-39100/- plus Grade Pay Rs. 5400/-.

5. **Age:** A Candidate should not below 21 years and not more than 42 years age as on the last date of the submission of applications to the Commission. (i.e.28.06.2019).

Relaxation In Age:

(A) **Upper age limit is relaxable upto five years on general upper age limit for the candidates belonging to the following categories:-**

(i) Scheduled Castes of Haryana State only.

(B) **Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

(i) Un-married female candidates of Haryana State only.

(ii) Women whose husbands have been ordered by civil/criminal courts to pay maintenance to them; women whose husbands have remarried; widows; women who are legally separated from their husbands or have been divorced; women living separately from their husbands for more than two years because of desertion wives of serving disabled military personnel and widows of those who were killed in action. Women living separately from their husbands due to desertion will be required to submit with their application an affidavit to the effect that she has been deserted by her husband, and has been living separately from him for more than two years and this affidavit should be countersigned by two responsible persons such as members of the Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

(C) **Age relaxation for PH candidates of Haryana:-**

Upper age limit is relaxable by 05 years for the persons with Disabilities of General Category of Haryana.

6. **Application Fees:** - The category wise application fee structure payable through Net Banking, Debit Card and Credit Card upto 24:00 hours midnight of closing date i.e. 28.06.2019, using only the link provided by the Commission is as under i.e. www.hpsconline.in. Fees paid through any other link/mode will not be acceptable and Commission will not be responsible for it.

Sr. No.	Categories of candidates	Fees
1	(i) For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana. (ii) For Male candidates of General and all reserved categories of other States.	Rs. 500/-

2	For all Female candidates of (General and Reserved) categories of all states.	Rs. 125/-
3	For Male candidates of SC/ BC/ESM categories of Haryana only.	Rs. 125/-
4	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	NIL

- Note:-** (i) The fees will not be refunded to the candidates who are not shortlisted for further selection process.
- (ii) No request for remittance of fees or with drawl of candidature from a candidate after he/she has submitted his/her online application form will be entertained under any circumstances.
- (iii) The candidates must deposit their fees carefully. No refund will be given if any candidate deposits fees multiple time.

7. **Duties:-** As per instructions by the department.

8. **Place of Posting**:- Any place in Haryana State or the place where deputed by Government of Haryana.

9. Any concession such as rent free quarter, light and water etc will be admissible as per govt. instructions issued from time to time.

10. This post is Permanent. The persons appointed will be on probation for a period of two years. The appointment can be terminated, if the work and conduct of the incumbent during the period of probation is in the opinion of appointing authority is not satisfactory, appointing authority may at any time within the probation period dispense with his services without giving any notice, if he has been recruited by direct appointment.

11. Haryana Government New Pension Scheme 2008 will be made applicable.

12. The selected candidate must be prepared to join duty immediately after selection.

Note: *The prescribed essential qualifications & experience are minimum and mere possession of the same does not entitle the candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience which may be higher than the minimum prescribed qualification & experience in the advertisement or by holding a screening test or any method as devised by the Commission.*

General Instructions to Candidates :-

The Candidates are advised to read the "Instructions" carefully before applying online. Incomplete and without prescribed fee online application form will be rejected straightway and no correspondence will be entertained in this regard by the Commission. The Candidates are advised to apply online well in time without waiting last date of submission of online application.

1. The candidate should fill all details correctly in the Online Application Form and submit it after being satisfied that all the particulars/details have been rightly reflected in the online application form.
2. After submitting online application form, Registration No. and Password will be generated and the candidate should take print out of the Registration No. and Password for his record.
3. After successful submission of online Application Form, the candidates are advised to pay application fees through net banking, debit card and credit card upto 24:00 hours midnight of closing date i.e. **28.06.2019** by using the link provided by the Commission only and thereafter to take out the print of online Application Form.

4. **Submission of printed copy of the application form:-** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, e.g. age, category, domicile, qualification, experience, etc. the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. **Haryana Public Service Commission will not be responsible for any delay on the part of postal department or courier agencies.**

It will be the sole responsibility of the candidates to retain a hard copy of the printed online application form with them and produce the same before the Commission as and when sought by it. The Commission will not be responsible for any deficiency in this aspect and it will not provide any other opportunity after the closing date of applying online application for downloading the hard copies of the application forms.

5. Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father's Name, Date of Birth ,Category, Qualifications, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.

In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date. Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he appeared in the Recruitment/ Screening Test and/or appeared in the interview.

6. (a) The benefit of reservation will be given only to Physical Handicapped Category Candidates who are domicile of Haryana State.
- (b) The candidates seeking reservation under a particular category e.g. SC/BC-A & B etc of Haryana state are required to submit the requisite Certificate issued by the Competent

Authority from **Parental Side only**. In case of women candidates, Certificate from in-laws (Husband's side) will not be entertained.

- Note-**
- (i) The candidates of reserved categories of Haryana for which no post is available/reserved, can apply for the posts of general category, if he/she fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.
 - (ii) The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.

7. 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.

8. **Nationality** :- (1) In order to be eligible for applying for the post, a candidate should be:-

- a) a citizen of India, or
- b) a citizen of Nepal, or
- c) a subject of Bhutan, or
- d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview, conducted by the Haryana Public Service Commission or any other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issue to him by the Government.

9. The eligibility of candidates with regard to qualifications, any other certificates and experience (if required) etc. will be determined as on **28.06.2019 (Closing date)**.

10. **Regarding No Objection Certificate:-**

- (i) In case of recruitment relating to state of Haryana employees who have not executed any bond with the state Govt. may be allowed to forward their application to State Recruitment Bodies without need of NOC from the Department. However a self declaration of Govt.

employees is required to submit to the effect that employees not facing any disciplinary proceeding. In case of employees who have executed bond with state Govt. (viz. doctors) the NOC of HOD shall, however be still required.

- (ii) If the employer's permission is not furnished due to the fact that the candidate who have executed bond and has resigned after sending the application, that candidate will be interviewed only if he produces a letter from the employer to the effect that he has resigned from the post and his resignation has been accepted.
- (iii) The candidate who joins service under Government, Quasi Government Organization, Public Sector undertakings after the submission of application and have executed bond will have to produce "NO OBJECTION CERTIFICATE" from the employer on or before the date of his interview failing which he will not be interviewed.

Persons in private employment are not required to submit their applications through their employer or to produce the employer's permission at the time of interview.

11. The attested copy of following documents should be sent alongwith the hard copy of application form as and when sought by the Commission.
- (i) Matriculation Certificate or its equivalent academic qualification as proof of date of birth and proof of Hindi upto matric or in higher qualification.
 - (ii) All documents mentioned in the online application form.
 - (iii) Proof of SC/BC-A/BC-B and PH of Haryana.
 - (iv) Proof of category if claiming for age relaxation or fees.
 - (v) Proof of Category domicile of Haryana (for reserved category and female candidates of Haryana only).
 - (vi) NOC from present employer (if applicable).

12. **Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding such discrepancy should be submitted.

At the time of written examination/interview, if a candidate is (or has been found guilty of :

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. Making statements which are incorrect or false or suppressing material information, or

- f. Bringing mobile phone/Communication device in the Examination Hall/Interview room.
- g. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
 - (i) To be disqualified from the examination/interview for which he/she is a candidate.
 - (ii) To be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
 - (iii) For termination of service, if he/she already in Govt. Service.

13. Correspondence with the Commission: All communications in respect of any application should be addressed to the “**Secretary, Haryana Public Service Commission, Bays No. 1-10, Block-B, Sector-4, Panchkula, (Phone No. 0172-2560755)**” and should contain the following particulars:

Name of the Posts :
 Registration No. of online application form :
 Roll No. (if received) :
 Name of the Candidate :
 Father’s Name :
 Address as given in application form :

Communications not giving of above particulars may not be attended to. Candidates must note down their Registration Number of online Application Form for future reference.

- Note:**
- i. **Candidates are not allowed to carry Mobile Phone/Blue Tooth/Pen Scanner or any other Electronic/Communication Device with them in the premises of the Examination Centers/ at the time of interview. Any violation of these instructions by the candidate will liable for strict disciplinary action.**
 - ii. Due care should be taken by the candidates while filling up the online application form. **Incomplete or defective application form shall be summarily rejected.** No representation or correspondence regarding such rejection shall be entertained under any circumstances.

Date: 28.05.2019

**Secretary
 Haryana Public Service Commission
 Panchkula**