

HARYANA PUBLIC SERVICE COMMISSION

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

Advt. No. 5/2019

Date of Publication: 05.07.2019

Closing Date: 05.08.2019

The Commission invites online application forms from the eligible candidates for recruitment to 01 post of Assistant Engineer (Agri.) (Class-II) in Haryana Seeds Development Corporation limited, which is as under:-

Name of the Post	General	Total
Assistant Engineer (Agri.) (Class-II)	01	01

1. (a) Closing date for the submission of online application : 05.08.2019 upto 05:00 PM.
- (b) Application fees can be submitted through online mode only : 05.08.2019 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 05.08.2019 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. 05.08.2019 (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. *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.*
 3. *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.*
 4. *Detailed instructions for filling the online application form and deposit of fees are available on the website <http://hpsc.gov.in> or www.hpscsonline.in. For any Guidance/Information/ Clarification regarding the filling of the online application form the applicant can call at helpline No. 0172-2560754 on all working days from 9:00 AM to 5:00 PM.*
 5. *Candidates can apply online w.e.f. 05.07.2019*

Date: 02.07.2019

Dy. Secretary
Haryana Public Service Commission
Panchkula

HARYANA PUBLIC SERVICE COMMISSION

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

INFORMATION FOR CANDIDATES

For the Post of Assistant Engineer (Agri.) (Class-II) in Haryana Seeds Development Corporation limited

The Commission invites online application forms from the eligible candidates for recruitment to 01 post of Assistant Engineer (Agri.) (Class-II) in Haryana Seeds Development Corporation limited, which is as under:-

Name of the Post	General	Total
Assistant Engineer (Agri.) (Class-II)	01	01

1. (a) Closing date for the submission of online application : **05.08.2019 upto 05:00 PM.**

(b) Application fees can be submitted through online mode only: **05.08.2019.** 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 **05.08.2019** 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. **05.08.2019 (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 Seeds Development Corporation Ltd. as notified HSDC(ESTT)F-88/19376-80 dated 02.11.1989 which are available at http://haryanaseeds.org.in//service_rules.pdf.*

2. Essential Qualifications:-

- (i) B.Sc Agri. Engineering/B.Tech. in Agril. Engineering.
- (ii) Atleast 3 years practical experience in the field of Agriculture Engineering.
- (iii) Preference will be given to persons having experience of Seed Processing or Designing/Fabrication/ Installation / Commissioning, Operation or Maintenance of Seed Processing Equipments.
- (iv) Knowledge of Hindi/Sanskrit upto Matric Standard or Higher Education.

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

(ii) The experience in each case will be counted after attending of the basic qualification.

(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 in our Department in the field of Agriculture Engineering 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.

Date: _____
seal.

Name & Signature of the Issuing Authority with

(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							
B.Sc Agri. Engineering/B.Tech. in Agril. Engineering							

4. Scale of Pay: Rs. 9300-34800+GP5400/- Pay according to 7th Pay Commission (FPL-9).

5. Age: A Candidate should not be less than 17 years and more than 42 years, age will be determined on the last date of advertisement of the post i.e. **(05.08.2019).**

Relaxation In Age:

(A) 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.

(B) Age relaxation for PH candidates of Haryana:-

Since the posts are meant for general category, therefore, relaxation in upper age limit is admissible to all the physically handicapped candidates of Haryana upto the age of 47 years i.e. 5 years age relaxations over and above the general upper age limit of 42 years.

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. **05.08.2019**, 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 withdrawal 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:-** Supervision of Processing Plants and repair etc.
8. **Place of Posting:-** At HSDC, Umri and Head Office, Panchkula.
9. No concession such as rent free quarter, light and water etc will be admissible.
10. This post is Regular. 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 found 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. The Pension is sanctioned by the RPFC under EPF Scheme.
12. The selected candidate must be prepared to join within 15 days from the date of Appointment.

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. **05.08.2019** 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. (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 **05.08.2019 (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: 02.07.2019

**Dy. Secretary
Haryana Public Service Commission
Panchkula**

HARYANA PUBLIC SERVICE COMMISSION

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

Advt. No. 5/2019

Date of Publication: 05.07.2019

Closing Date: 05.08.2019

The Commission invites online application forms from the eligible candidates for recruitment to 14 posts of Assistant Town Planner (Group-A) in Town & Country Planning Department Haryana, which are as under:-

Name of the Post	General	SC of Haryana	BC-A of Haryana	BC-B of Haryana	Ex Serviceman of Haryana	Total
Assistant Town Planner (Group-A)	06	03	03	01	01	14

- (a) Closing date for the submission of online application : **05.08.2019 upto 05:00 PM.**
 - (b) Application fees can be submitted through online mode only : **05.08.2019** 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 **05.08.2019** 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. **05.08.2019 (Closing date).**

Note:

- 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.*
- 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.*
- 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.*
- Detailed instructions for filling the online application form and deposit of fees are available on the website <http://hpsc.gov.in> or www.hpscsonline.in. For any Guidance/Information/ Clarification regarding the filling of the online application form the applicant can call at helpline No. 0172-2560754 on all working days from 9:00 AM to 5:00 PM.*

5. *Candidates can apply online w.e.f. 05.07.2019.*
6. *The Service Rules of this post are available at website <https://tcpharyana.gov.in>.*
7. *In case of any clarification, office of HPSC may be contacted.*

Date: 02.07.2019

**Dy. Secretary
Haryana Public Service Commission
Panchkula**

HARYANA PUBLIC SERVICE COMMISSION

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

INFORMATION FOR CANDIDATES

For the posts of Assistant Town Planner (Group-A) in Town & Country Planning Department Haryana.

The Commission invites online application forms from the eligible candidates for recruitment to 14 posts of Assistant Town Planner (Group-A) in Town & Country Planning Department Haryana, which are as under:-

Name of the Post	General	SC of Haryana	BC-A of Haryana	BC-B of Haryana	Ex Serviceman of Haryana	Total
Assistant Town Planner (Group-A)	06	03	03	01	01	14

1. (a) Candidates can apply online w.e.f. **05.07.2019**
(b) Closing date for the submission of online application : **05.08.2019 upto 05:00 PM.**
(c) Application fees can be submitted through online mode only : **05.08.2019** using Net Banking or Debit Card/Credit Card **upto 24:00 hrs.** midnight of closing date using only the link provided by the Commission. Fee paid through any other link will not be accepted and Commission will not be responsible for its refund.
(d) The online application can be filled up to **05.08.2019** 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. **05.08.2019 (Closing date)**.
(e) No request regarding any change in any entry i.e. Name, DOB, Educational Qualifications, Experience, Category etc. in the online application form will be entertained by the Commission. So the candidates are advised to read the instructions carefully before applying online. Incomplete application form and application without fee will be rejected straight way and no correspondence will be entertained in this regard by the Commission.

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 Service of Town Planner (State Service Class-I) Rules, 1976 as amended from time to time as notified vide No. G.S.R 241/const./Art.309/76 dated 5th November 1976, No. 1/3/2005-ITCP dated 17th July, 2009 and corrigendum No. 1/3/2005-ITCP dated 17th April 2013 which is available at website <https://tpharyana.gov.in>.*
6. *In case of any clarification, office of HPSC may be contacted.*
7. *The candidates belonging to the category of PH (PWD i.e. Person with Disabilities) will enclose necessary certificates with their application form from a Competent Authority in support of their claim of Disability. All such certificates should clearly mention the type of disabilities as defined in the Govt. letter dated 25.04.2018.*
8. *The candidates claiming benefit/reservation under ESM/PH (PWD i.e. Person with Disabilities category of Haryana are directed to also fill their respective category i.e. General/SC/BC-‘A’/BC-‘B’ to which they belong.*

2. Essential Qualifications:-

- (i) A post graduate degree in Urban and Regional Planning/Urban Planning/ Regional Planning/ M.Tech. in Planning (Urban, Traffic and Transport, Housing, Infrastructure), or equivalent making the holder eligible for associate membership of the Institute of Town Planners, India.

Or

B.Tech. degree in Planning from a recognized Institute/University with two years experience in the field of Town Planning under a qualified town planner.

- (ii) Hindi/Sanskrit upto Matric Standard.

- 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)

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 _____ in our organization _____ (i.e. Govt. Department/ or any Institutions) in the field Town Planning under a qualified town planner from _____ to _____ on the post of _____. Thus total experience gained by the said employee works outyearsmonth.....days. He/she is/ was drawing the salary Rs. _____ per month.

It is further certified that above facts and figures are true and based on service record available in our Public Sector Undertaking/Institution/Organization.

Date: _____ Name & Signature of the Issuing/Competent 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							
A post graduate degree in Urban and Regional Planning/Urban Planning/ Regional Planning/ M.Tech. in Planning (Urban, Traffic and Transport, Housing, Infrastructure), or equivalent							

making the holder eligible for associate membership of the Institute of Town Planners, India. Or B.Tech. degree in Planning from a recognized Institute/University with two years experience in the filed of Town Planning under a qualified town planner.							
Ph.d in relevant subject							

Experience							
------------	--	--	--	--	--	--	--

4. **Scale of Pay:** Pay Band -3 Rs. 15600-39100/- + Rs. 5400/- Grade Pay. FPL-10 under Pay Revision rules, 2016.
5. **Age:** A Candidate should not below 21 years and not more than 42 years age as on the last date fixed for submission of applications to the Commission. (i.e. **05.08.2019**).
6. **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, Backward classes A & B 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 5 years for the persons with Disabilities of General category of Haryana and by 10 years for the persons with Disabilities of SC, BC-A and BC-B category of Haryana State.

(D) **Upper Age relaxation in case of Ex-Servicemen/NCC Cadet Instructor:-**

- (a) Upper age limit is also relaxable for an ex-military person whether he joined military service before or after the declaration of emergency to the extent of his military service added by three years provided he had rendered continuous military service for a period of not less than six months before his release and further provided that he had been released otherwise than by way of dismissal or discharge on account of misconduct or inefficiency. A disabled military person is entitled to exclude from his age the period from the date he was disabled upto the date of his application or till the end of emergency i.e. 10-01-1968.
- (b) The persons recruited from 01-01-1963 onwards as whole time Cadet Instructors in the N.C.C. and who are released after the expiry of their initial/extended tenure will also be entitled for relaxation in age limit for purpose of employment under the State Government. The period of service rendered by them in N.C.C. may be deducted from their actual age and if the resultant age does not exceed the prescribed upper age limit 7 of a particular post by more than three years, they may be deemed to be satisfying the conditions for appointment to that post in respect of the maximum age. Such of the whole time Cadet Instructors in N.C.C. who are released from the N.C.C. before expiry of their initial / extended tenure would also be given these concessions subject to the conditions that they have served in the N.C.C. for the period of not less than six months prior to their release from the N.C.C.

Definition of Ex-Servicemen (ESM):-

(as per instructions No. 36034/5/85-Estt. (SCT) dated 14.04.1987, No. 12/99/8- 2GSII dated 08.11.1988 and No. 12/18/2006-4GSII dated 08.01.2008)

“An’ ex-serviceman’ means a person, who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy and Air Force of the Indian Union and

(i) who retired from such service after earning his / her pension; or

(ii) who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

(iii) who have been released otherwise than on his own request from such service as a result of reduction in establishment; or

(iv) who has been released from such service after completing the specific period of engagements, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity’; and includes personnel of the Territorial Army of the following categories. Namely:-

I. Pension holders for continuous embodied service

II. Persons with disability attributable to military service; and

III. Gallantry award winners.”

Note:- ESM candidates of Haryana claiming benefit under this category must have valid Identity Card and Discharge Book / Certificate showing the date of entry into military and date of release, on the last day of submission of online application form and will have to produce the same as and when required by the Haryana Public Service Commission.

The reservation for ESM will be utilized in the order given below:- (as per instructions No. 945-GS-II-72/6451 dated 06.03.1972)

- (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-serviceman will mean ex-servicemen who while in the Armed Forces of the Union, were disabled in operations against enemy or in disturbed areas or in peace time but disability attributable to military service.
2. The Dependents will include besides wife/widow, dependent sons / daughters.

It is made clear that **the dependent of ESM candidates** will be considered as **General / SC / BC-A / BC-B Category (their own category)** candidates for all intents and purposes. However, in case of non-availability of suitable Ex-servicemen of Haryana, their dependent sons and daughters of the same category (the definition of words “Dependent of Ex-serviceman” is defined vide Haryana Govt. letter No. 12/37/39-GSII dated 21.11.1980 which is given in the instructions for candidates) who fulfill all the conditions of qualifications, age etc. prescribed for the posts in question will also be considered on merit against the reserved posts for ESM and **this entitlement would be available to one dependent child only.**

Definition of DESM of Haryana:-

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 ad-hoc basis against the post advertised or somewhere also;
- (ii) a person may be unemployed at the time of making the application but he may have other sources of income viz; from agriculture, trade, property, bank balance etc.
- (iii) an unemployed person who is a member of the joint family may also constitute to the pool of the family income be lending help;
- (iv) a person who has already done his graduation or is doing post graduation and is getting merit scholarship for the studies/
- (v) a person who is member of the joint Hindu Family and remains dependent upon the Karta till there is partition in the Joint Hindu Family and is obliged to pass on all his income to the karta and draw a money for his subsistence from the pool of the joint Hindu Family with the consent of the karta.
- (vi) a candidate who is a member of the Joint Hindu Family is employed on a ad-hoc basis but he is otherwise dependent of his father.

(vii) **As per Haryana Govt. letter No. 12/8/03-4GSII dated 01.12.2003, the income limit for the DESM is Rs. 6000/- per month.**

Note:-

- (a). The age relaxation as mentioned in Para 6 (a & d) will only be given to the candidates of reserved category where the posts are reserved for them and the candidates applied or appeared in the Recruitment /Screening Test/Interview in that reserved category.
- (b). DESM candidates of Haryana claiming benefit must have valid Eligibility Certificate on the last date of submission of online application form and he will have to produce a valid Eligibility Certificate duly renewed from time to time by the concerned Zila Sainik Board at the time of interview. DESM certificate should be issued in the prescribed format otherwise it will not be entertained.
- (c). The reservation will be available only if quotas reserved for Ex-servicemen or Backward Classes (Subject-wise) remains unfilled to that extent due to non-availability of suitable Ex-servicemen or their dependents or non-availability of suitable candidates from Backward Classes. Over all reservation either from the unfilled vacancies of Ex-servicemen or from the Backward Classes for Freedom Fighters / their children / grand children will remain limited to 2% only. This benefit will be available to all grand children i.e. sons and daughter of sons and daughters (parental as well as maternal) of the Freedom Fighters.

7. **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. **05.08.2019** 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	(iii) For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana. (iv) 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.

(iv) 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.

- (v) The candidates must deposit their fees carefully. No refund will be given if any candidate deposits fees multiple time.

8. **Duties:-** Preparation of Development Plan/Regional Plan, Layout Plans and duties/Regional Plan, Layout Plans and duties assigned under the provision of Punjab Scheduled Road and Controlled Areas Act, 1963 and the Haryana Development & Legislating Urban Areas Act, 1975.

9. **Place of Posting:-** Anywhere in Haryana State.

10. These posts are Temporary but likely to be continued. The persons appointed will be on probation for a period of two years extendable by one year. 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 has not been 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. New Defined Contribution Pension Scheme by the Haryana Govt. Finance Department vide Notification No. 1/1/2004-I Pension dated 28.10.2005 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. **05.08.2019** 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, qualifications, 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, Experience, 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 those SC/BC-A/BC-B/ESM Candidates who are domicile of Haryana State.
- (b) The candidates seeking reservation under a particular category e.g. SC/BC-A/BC-B etc. 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.
- (iii) 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 submission 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:-

- e) a citizen of India, or
- f) a citizen of Nepal, or
- g) a subject of Bhutan, or
- h) 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 **05.08.2019 (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/ESM/DESM/DFE 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).

Note- Candidates should ensure that all the certificates (i.e. Educational Qualification, SC/BC-A/BC-B/PH/ESM/DESM/DFE etc.) in support of their claim should be issued on or before the closing date. The certificate issued after the closing date will not be accepted by the Commission.

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:-
- (iv) To be disqualified from the examination/interview for which he/she is a candidate.
- (v) 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.
- (vi) 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:02.07.2019

**Dy. Secretary
Haryana Public Service Commission
Panchkula**

HARYANA PUBLIC SERVICE COMMISSION

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

Advt. No. 5/2019

Date of Publication: 05.07.2019

Closing Date: 05.08.2019

The Commission invites online application forms from the eligible candidates for recruitment to 01 post of Manager (Legal) (Group-A) in Haryana State Warehousing Corporation, which is as under:-

Name of the Post	General	Total
Manger (Legal)	01	01

1. (a) Closing date for the submission of online application : 05.08.2019 upto 05:00 PM.
(b) Application fees can be submitted through online mode only : 05.08.2019 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 05.08.2019 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. 05.08.2019 (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. *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.*
3. *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.*
4. *Detailed instructions for filling the online application form and deposit of fees are available on the website <http://hpsc.gov.in> or www.hpscconline.in. For any Guidance/Information/ Clarification regarding the filling of the online application form the applicant can call at helpline No. 0172-2560754 on all working days from 9:00 AM to 5:00 PM.*
5. *Candidates can apply online w.e.f. 05.07.2019.*

Date: 02.07.2019

Deputy Secretary
Haryana Public Service Commission
Panchkula

HARYANA PUBLIC SERVICE COMMISSION

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

INFORMATION FOR CANDIDATES

For the Post of Manager (Legal) (Group-A) in Haryana State Warehousing Corporation

The Commission invites online application forms from the eligible candidates for recruitment to 01 post of Manager (Legal) (Group-A) in Haryana State Warehousing Corporation, which is as under:-

Name of the Post	General	Total
Manger (Legal)	01	01

1. (a) Closing date for the submission of online application : **05.08.2019 upto 05:00 PM.**
- (b) Application fees can be submitted through online mode only : **05.08.2019** 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 **05.08.2019** 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. **05.08.2019 (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 State Warehousing Corporation (Officers and Staff) Regulations, 1994 which are available at <http://hwc.webappline.com>.*

2. Essential Qualifications:-

- (v) Graduate alongwith LL.B (Professional) in 1st Division with Ten years enrolment as an Advocate and having experience in handling legal matters in Public Sector undertaking /Banks.
- (vi) Hindi/Sanskrit upto Matric standard or Higher Education.

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

(ii) The experience in each case will be counted after attending of the basic qualification.

(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 in handling legal matters PSU/Banks 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 PSU/Banks.

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							
Graduate alongwith LL.B (Professional) in 1 st Division with Ten years enrolment as an Advocate and having experience in handling legal matters in Public Sector undertaking /Banks							

4. Scale of Pay: Rs. 15600-39100+6000 (Grade Pay)

5. Age: A Candidate should not below 35 years and not more than 45 years. The age will be determined on the last date of submission of application to the Commission i.e. **(05.08.2019)**

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. **05.08.2019**, 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	(v) For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana. (vi) 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.

(vi) No request for remittance of fees or withdrawl of candidature from a candidate after he/she has submitted his/her online application form will be entertained under any circumstances.

(vii) The candidates must deposit their fees carefully. No refund will be given if any candidate deposits fees multiple time.

7. The Candidates serving under Union Government or other State Government will not be entitled to any benefit of their past service except in case of their appointment under the Haryana Govt. by direct recruitment.
8. **Duties:-** To attend legal matters of the Corporation.
9. **Place of Posting:-** Haryana State Warehousing Corporation Bays No. 15-18, Sector-2, Head Office, Panchkula.
10. Accommodation of the Corporation at normal license fee in Sector-14, Panchkula will be provided subject to availability.
11. The persons appointed will be probation for 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 not satisfactory.
12. Haryana Government New Pension Scheme 2006 will be applicable.
13. The selected candidate would have to join the duty immediately after his 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. **05.08.2019** 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. (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.

(iv) 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 issued 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 **05.08.2019 (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:-

(vii) To be disqualified from the examination/interview for which he/she is a candidate.

(viii) 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.

(ix) 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: 02.07.2019

**Deputy Secretary
Haryana Public Service Commission
Panchkula**