



# HARYANA PUBLIC SERVICE COMMISSION

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

## ADVERTISEMENT NO. 3/2021

Item (s)	Timeline
Date of publication	26.02.2021
Opening date for submission of online applications	03.03.2021
Closing date for submission of online applications	02.04.2021

(The Commission's Website: [www.hpsc.gov.in](http://www.hpsc.gov.in))

### **IMPORTANT**

- CANDIDATES TO ENSURE THEIR ELIGIBILITY FOR THE EXAMINATION:** The Candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to the examination. Their admission to all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issue of e-Admit Card to the candidate will not imply that his/her candidature has been finally cleared by the Commission. The Commission takes up verification of eligibility conditions with reference to original documents only after the candidate has qualified for Main Written Examination / Interview / Personality Test.

**Note:** The decision of the Commission with regards to the eligibility or otherwise of a candidate, for admission to the Examination, shall be final.

- HOW TO APPLY:**

Candidates are required to apply online on the website <http://hpsc.gov.in/en-us/>. Detailed instructions for filling up online applications are available on the above mentioned website. No other means / mode of submission of application will be accepted.

- LAST DATE FOR RECEIPT OF APPLICATIONS:**

The online Applications can be submitted up to **02.04.2021 till 11:55 PM**. The eligible candidates shall be issued an e-Admit Card well before the commencement of the Examination. The e-Admit Card will be made available on the website <http://hpsc.gov.in/en-us/> for downloading by the candidates. No Admit Card will be sent by post.

#### 4. FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:

In case of any guidance/information/clarification regarding their applications, candidature etc, candidates can contact over Helpline No (Technical) - 022-61306209, Helpdesk Email ID (Technical Queries) [hpscruitmentexam@gmail.com](mailto:hpscruitmentexam@gmail.com) on any working day, between 09.00 hrs and 18.00 hrs.

#### 5. Category wise bifurcation of the posts is as under:-

Sr. No.	Name of the post	Gen / UR	SC of Hry.	BC (A) of Hry.	BC (B) of Hry.	EWS of Hry.	Total	ESM of Hry.	ESP of Hry.	PwBD of Hry.
1.	HCS (Ex. Br.)	29	08	04	03	04	<b>48</b>	02 (one each for Gen. & SC)	02 (one each for SC & BCA)	01 for OH
2.	DSP	04	01	01	01	--	<b>07</b>	--	--	--
3.	ETO	07	02	01	01	03	<b>14</b>	--	--	--
4.	DFSC	03	--	01	--	01	<b>05</b>	--	--	--
5.	'A' Class Tehsildar	02	01	--	--	01	<b>04</b>	--	--	--
6.	ARCS	01	--	--	--	--	<b>01</b>	--	--	--
7.	AETO	02	--	--	--	03	<b>05</b>	--	--	--
8.	BDPO	22	10	07	02	05	<b>46</b>	03 (one each for Gen., SC & BCB)	03 (one each for Gen., SC & BCA)	VH-01 HH-01 MD-01
9.	TM	02	01	--	--	--	<b>03</b>	--	--	--
10.	DFSO	--	01	01	--	--	<b>02</b>	--	--	--
11.	AEO	11	04	03	01	02	<b>21</b>	01 for BCA	--	01 for VH
	<b>TOTAL</b>	<b>83</b>	<b>28</b>	<b>18</b>	<b>08</b>	<b>19</b>	<b>156</b>	<b>06</b>	<b>05</b>	<b>05</b>

**Note 1.** Abbreviations used:-

<b>1.</b>	HCS (Ex. Br.)	Haryana Civil Services (Executive Branch)
<b>2.</b>	DSP	Deputy Superintendent of Police
<b>3.</b>	ETO	Excise & Taxation Officer
<b>4.</b>	DFSC	District Food & Supplies Controller

5.	'A' Class Tehsildar	'A' Class Tehsildar
6.	ARCS	Assistant Registrar Cooperative Societies
7.	AETO	Assistant Excise & Taxation Officer
8.	BDPO	Block Development & Panchayat Officer
9.	TM	Traffic Manager
10.	DFSO	District Food & Supplies Officer
11.	AEO	Assistant Employment Officer

Gen/ UR	-	General/Unreserved,
SC of Hry.	-	Scheduled Castes of Haryana,
BC(A) of Hry.	-	Backward Classes (A) of Haryana,
BC (B) of Hry.	-	Backward Classes (B) of Haryana,
EWS of Hry.	-	Economically Weaker Sections of Haryana,
ESM of Hry.	-	Ex-servicemen of Haryana,
ESP of Hry.	-	Eligible Sports Persons of Haryana,
PwBD of Hry.	-	Persons with Benchmark Disabilities of Haryana.

**Note 2.** The posts of **HCS (Executive Branch)** are of **Group- A** and rest of the posts of **Allied Services** are of **Group- B**.

**Note 3.** The posts reserved for PwBD category will be filled from the candidates having disabilities shown as under:-

Persons with Benchmark Disabilities horizontally reservation	Categories of Disability which is included in Short Forms e.g. VH, HH, OH & MD
VH – 02 posts	a. Blindness and low vision
HH – 01 post	b. Deaf and Hard of Hearing
OH – 01 post	c. Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims.
MD – 01 post	d. Autism, intellectual disability, specific learning disability and mental illness & e. Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities

**Note 4.** The number of posts given against each category is liable to variation.

6. The online links for relevant Service Rules & Amendments (upto the date of issuance of this Advertisement) for this recruitment are available on Chief Secretary Office, Haryana website <http://csharyana.gov.in/>

7. The tentative Schedule for the conduct of Examination for the above posts is as under:-

- (i) Preliminary Examination - Likely to be conducted in **May / June, 2021**
- (ii) Main Written Examination - Likely to be conducted in **August, 2021**
- (iii) Personality Test/ Viva- Voce - To be announced later.

The exact date for the above schedule will be notified later on Commission's website i.e. [www.hpssc.gov.in](http://www.hpssc.gov.in) in due course of time.

## 8. Centres of Examination:

The Preliminary Examination and Main Written Examination will be held at centres to be notified in due course. The candidates should note that no request for change of Centre will be entertained.

## 9. Plan of Examination:

HCS (Ex. Br.) & Other Allied Services Examination will consist of 3 successive stages.

### (A) Preliminary Examination (for screening only)

It shall comprise of two papers: : **Total 200 Marks**

#### (Objective type / Multiple Choices)

Paper – I : General Studies : 100 Marks

Paper – II : Civil Services Aptitude Test : 100 Marks

#### Note 1:

- i) Both the Question papers shall be of objective type (multiple choices) questions and each paper shall be of two hours duration.
- ii) Both the Question papers shall be set bilingual i.e. in English and Hindi.
- iii) For each wrong answer, one fourth (0.25) mark shall be deducted.
- iv) The Paper – II i.e. Civil Services Aptitude Test shall be a qualifying paper with minimum qualifying marks fixed at 33%.
- v) The result of preliminary examination shall be based on the marks obtained in Paper – I only, provided that the candidate has scored 33% marks in Civil Services Aptitude Test (Paper - II).

#### Note 2:

The Preliminary Examination is only for short listing of category wise candidates on the basis of marks obtained by them in the subject of General Studies (Paper - I) only, provided that the candidate has scored 33% marks in Civil Services Aptitude Test (Paper - II). The marks obtained in Preliminary Examination will not be counted towards final selection.

#### Note 3:

Based on the Preliminary Examination result, candidates **twelve (12) times** the number of advertised posts including bracketed candidates, if any, in order of merit, will be admitted to the Main Examination.

#### Note 4:

The candidates who are declared by the Commission to have qualified for admission to the Main Examination will have to submit scanned documents/certificates in support of date of birth, category {viz. SC/ BCA / BCB /EWS/ ESM / DESM / DFF /ESP/ PwBD} and educational

qualification online after the declaration of the result of Preliminary Examination.

**Note 5:**

The syllabus for the Preliminary Examination is available on the website <http://hpsc.gov.in/en-us/>

**(B) Main Written Examination**

**a) It shall comprise of four papers:**

**Total 600 Marks**

Paper – I :	English (including English Essay)	:	100 Marks
Paper – II:	Hindi (including Hindi Essay) ( <i>in Devnagri Script</i> )	:	100 Marks
Paper – III :	General Studies	:	200 Marks
Paper – IV :	One optional subject	:	200 Marks

**b) List of optional subjects for the Main Written Examination is given below.**

<b>Sr. No.</b>	<b>Subject</b>	<b>Code No.</b>
i)	Agriculture	01
ii)	Animal Husbandry and Veterinary Science	02
iii)	Anthropology	03
iv)	Botany	04
v)	Chemistry	05
vi)	Civil Engineering	06
vii)	Commerce and Accountancy	07
viii)	Economics	08
ix)	Electrical Engineering	09
x)	English Literature	10
xi)	Geology	11
xii)	Geography	12
xiii)	Hindi Literature (in Devnagri Script)	13
xiv)	Indian History	14
xv)	Law	15
xvi)	Mathematics	16
xvii)	Management	17
xviii)	Mechanical Engineering	18
xix)	Medical Science	19
xx)	Physics	20
xxi)	Philosophy	21
xxii)	Political Science and International Relations	22
xxiii)	Psychology	23
xxiv)	Public Administration	24

xxv)	Punjabi Literature	25
xxvi)	Statistics	26
xxvii)	Sociology	27
xxviii)	Sanskrit Literature	28
xxix)	Zoology	29

**Note 1.** The candidates are directed to opt/ select only one optional subject out of the above 29 optional subjects, in which they want to appear in the Main at the time of filling the application form.

**Note 2.** It should be noted that no change in the optional subject so opted will be allowed at any stage.

**C) List of Compulsory Subjects with their codes for the Main Written Examination is given below.**

<b>Name of the Subject</b>	<b>Code No.</b>
English (including English Essay)	30
Hindi (including Hindi Essay) in Devnagri script	31
General Studies	32

**Note 1.** The Main Written examination shall comprise of four papers of conventional/ essay type which shall be of three hours duration each.

**Note 2.** The candidates shall write their answers in Hindi or English except in language or literature papers. The papers in General Knowledge and optional subjects unless otherwise directed, shall be answered either in Hindi language or in English language depending upon the option exercised by a candidate but no candidate shall be permitted to answer any one paper partly in Hindi or partly in English. The candidates shall not be allowed the option to answer these papers in any other medium.

**Note 3.** Candidates must write the papers in their own hand. In no circumstances, they will be allowed the help of a scribe to write answers for them. However, Visually Handicapped candidates will be allowed to write the examination with the help of a scribe. The prior permission of the Commission is required for the same. The eligibility conditions in this regard have been given at Sr. No. 18. Permission of the scribe inside the examination hall and the manner in which and the extent to which he / she can help the candidate in writing the examination shall be decided by the Commission only.

**Note 4.** No candidate shall be called for the Viva-voce / Personality Test unless he / she obtains at least forty five percent (45%) marks in the aggregate of all written papers and a score of minimum thirty three percent (33%) marks each in Hindi (including Hindi Essay) in Devnagri script and English (including English essay) papers (compulsory papers).

**Note 5.** Candidates are not permitted to bring and use calculator in Examination Hall for Main Written Examination.

- Note 6.** Candidates will not be provided bare Acts in the paper of Law, nor will they be allowed to bring a copy of any bare Act for the use in Examination Hall.
- Note 7.** Marks will not be allotted for mere superficial knowledge. Credit will be given for orderly, effective and exact expression combined with due economy of words in all subjects of the examination.
- Note 8.** The syllabus for the Main Examination is available on the website of the Commission i.e. <http://hpsc.gov.in/en-us/>

**(D) Personality Test / Viva-voce - 75 Marks**

- (i) Candidates thrice (three times) the number of advertised posts including bracketed candidates, if any, in order of merit in the main written examination will be called for Personality Test (Viva-voce).
  - (ii) The candidate will be interviewed by a Board. He/She will be asked questions on matters of general interest. The object of the interview is to assess the suitability of the candidate for a career in public service, by a board of competent and unbiased observers. The test is intended to judge the mental caliber of a candidate. In broad terms, this is really an assessment of not only his intellectual qualities but also social traits and his interest in current affairs. Some of the qualities to be judged are mental alertness, critical powers of assimilation, clear and logical exposition, balance or judgment, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity.
  - (iii) The technique of the interview is not that of a strict cross-examination but of a natural though directed and purposive conversation which is intended to reveal the mental qualities of the candidate.
  - (iv) The interview test is not intended to be a test either of the specialized or general knowledge of the candidates which has been already tested through their written papers. Candidates are expected to have taken an intelligent interest not only in their special subjects of academic study but also in the events which are happening around them, both within and outside their own State or country, as well as in modern currents of thought and in new discoveries which should rouse the curiosity of well educated youth.
- (E)** The final selection shall be based on the merit list to be prepared on the basis of the total marks obtained by the candidates in the Main Written Examination and Viva-voce/ Personality Test i.e. out of 675 marks, and keeping in view the preference of services/ posts exercised by the candidates.

**10. Exercising of Preference of services/posts by the candidate:**

(i) A candidate may apply for appointment to all or any of the services/posts, online, as advertised by the Commission and he/she will be considered for the service/post he applies. It is also made clear that in case no order of preference is given in the application form, the appointment shall be made strictly in order of merit in the following order to the various services/posts subject to fulfillment of eligibility conditions of posts:-

1. Haryana Civil Service (Executive Branch)
2. Deputy Superintendent of Police
3. Excise & Taxation Officer
4. District Food & Supplies Controller
5. 'A' Class Tehsildar
6. Assistant Registrar Co-operative Societies
7. Assistant Excise & Taxation Officer
8. Block Development & Panchayat Officer
9. Traffic Manager
10. District Food & Supplies Officer
11. Assistant Employment Officer

The preference of service is to be submitted online by the shortlisted candidates after declaration of the result of preliminary examination.

(ii) The candidates of all the reserved categories can also give preference for the services/posts where no post is reserved for them because they can be considered for the posts of General category, if they fulfill all the eligibility conditions as meant for General category candidates. For example, no post of Deputy Superintendent of Police is available for EWS category candidates, but candidates can exercise preference for the post of Deputy Superintendent of Police and will be considered on their own merit against the post meant for General category subject to the above conditions.

**11. Eligibility Conditions (Nationality):**

For this Examination, a candidate must be either:-

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before 1<sup>st</sup> January, 1962 with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma,



Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary, may be admitted to the examination but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him/her by the Government of India.

## 12. AGE LIMITS:

The candidate (except for the post of DSP) should not be less than 18 years and not more than 42 years of age, on or before **01.01.2021**. For the post of DSP, a candidate should not be less than 18 years and not more than 27 years of age on or before 01.01.2021.

### I. The relaxation in maximum age for various categories is available as under:-

<b>Sr. No.</b>	<b>Categories where relaxation is admissible</b>	<b>No. of years of relaxation</b>
(i)	<b>Schedules Castes / Scheduled Tribes</b>	5 years
(ii)	<b>Backward Classes.</b>	5 years
(iii)	<b>Wives of military personnel who are disabled while in military service.</b>	5 years
(iv)	<b>Widowed or legally divorced women provided she has not remarried.</b>	5 years
(v)	<b>Judicially separated women residing separately for more than two years from the date as prescribed for the purpose of age for candidates of other categories.</b>	5 years
(vi)	<b>Unmarried women.</b>	5 years
(vii)	<b>Ex-serviceman*</b>	to the extent of his military service added by three years provided – (a) he has rendered continuous military service for a period of not less than six months before his release; and (b) he was released otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.
viii)	<b>Disabled persons who covered under the Rights of Persons</b>	(i) 5 years (+5 years if candidates belong to S/Caste, S/Tribe,

	<b>with Disabilities Act, 2016.</b>	B/Classes) subject to maximum 55 years for Group A & B posts where recruitment is made through open competitive examination. Note - Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for persons with disabilities.
(ix)	<b>Persons who have already worked or presently working on adhoc/contract/work-charged/ daily wages basis in any Department / Board / Corporation of Haryana Government.</b>	Equal to the period of experience on adhoc/ contract/ work-charged/ daily wages basis excluding the period of break, if any, subject to attaining the maximum age of 55 years.
(x)	<b>Deputy Superintendent of Police</b>	5 years to S/Caste, S/Tribe, B/Classes & candidates of EWS only.
(xi)	<b>Employees of Haryana Government or High Court or any Court Subordinate thereto, having at least 4 years service in a substantive or officiating (excluding adhoc) capacity on or before 01.01.2021.</b>	Upto the age of 45 years subject to a limit of 3 chances availed after the upper age limit of 42 years.
*For appointment of an ex-serviceman to a post of Group A, B, C or D, his/her age will be calculated keeping in view the actual age minus (actual period of military service plus three years). If the resultant age does not exceed the maximum age limit prescribed for the post for which he/she is seeking appointment he/she shall be deemed to satisfy the condition regarding age limit.		

**II.** As per Haryana Police Service Rules, 2002, the Physical Standard For Deputy Superintendent of Police is as under:-

Sr. No.	Category	Height	Chest	Chest with expansion
1.	MALE	5'7'' (170.18 cm)	33'' (83.82 cm)	34 ½'' (87.63 cm)
2.	FEMALE	5'2'' (157.50 cm)	-N A-	-N A-

**Note:** As per Haryana Police Service Rules, 2002, **the chest expansion of 1-½'' (3.81 cm) is mandatory** for male candidates over and above the chest measurement without expansion.

### III. 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:-
  - Pension holders for continuous embodied service
  - Persons with disability attributable to military service; and
  - Gallantry award winners.”

**Note 1.** 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.

**Note 2.** The reservation for ESM will be utilized as per Haryana Government instructions issued vide No. 945-GS-II-72/6451 dated 06.03.1972 and further clarified vide Govt. Instructions No. 12/15/2019-4GSII dated 07.08.2019 & even letter no. dated 16.12.2019 (available on the website of Chief Secretary to Govt. Haryana i.e. <http://csharyana.gov.in/>)

**Note 3.** 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 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.

**IV. Sports Gradation Certificate required for the candidates belonging to ESP (Eligible Sports Persons) of Haryana:**

The candidates belonging to ESP category of Haryana are required to attach SPORTS GRADATION CERTIFICATE issued by the competent Authority in accordance with the instructions issued by Sports & Youth Affairs Department, Haryana applicable on the date of issuance of this Advertisement.

**Note:** Only Grade- A gradation certificate holders will be considered eligible for HCS (EB). Both Grade- A and B certificate holders will be considered eligible for Allied Services.

**V. Certificate by the candidates belonging to Economically Weaker Sections (EWS) of Haryana:**

- i) The candidates belonging to EWS category of Haryana are required to attach necessary CERTIFICATE as per Haryana Govt. Instructions issued vide No. 22/12/2019-1GS-III dated 25.02.2019 (Available on the website of CS Haryana i.e. <http://csharyana.gov.in/>) issued by the competent Authority.
- ii) In case the vacancies earmarked for EWS cannot be filled up due to non-availability of a suitable candidate belonging to EWS, such vacancy will be filled from General/Unreserved category.

**13. Evidence of Age:** The Matriculation certificate or equivalent academic certificate thereto is the only acceptable document for evidence of age.

**14. Minimum Educational Qualifications:**

Candidates must possess a Bachelor Degree in Arts/Science/Commerce or an equivalent degree from a recognized University as on **02.04.2021 (Closing date)**.

**Note:** Candidates are directed to ensure that they are in possession of all the certificates / documents in support of their claim, which have been issued on or before the **closing date i.e 02.04.2021**. The certificates issued after the closing date will not be accepted by the Commission.

**15. APPLICATION FEE:**

The category wise application fee payable through Net Banking, Debit Card and Credit Card upto 11:55 PM of the **closing date i.e. 02.04.2021** is as under:-

<b>Sr. No.</b>	<b>Categories of candidates</b>	<b>Fees (Rs.)</b>
<b>1.</b>	<b>(i) For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana (DESM).</b> <b>(ii) For Male candidates of General and all reserved categories of other States.</b>	<b>1000/-</b>
<b>2.</b>	<b>(i) For all Female candidates of General category including Female Dependent of ESM of Haryana only.</b> <b>(ii) For Female candidates of General and all reserved categories of other States.</b>	<b>250/-</b>
<b>3.</b>	<b>For Male &amp; Female candidates of SC / BC-A / BC-B / ESM and Economically Weaker Section (EWS) categories of Haryana only</b>	<b>250/-</b>
<b>4.</b>	<b>For all Persons with Disabilities category candidates (with at least 40% disability) of Haryana only.</b>	<b>NIL</b>

**Note 1.** Fee will not be refunded to those candidates who did not appear in the Preliminary Examination.

**Note 2.** Applications without the prescribed fee (unless remission of fee is claimed) shall be summarily rejected.

**Note 3.** Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

**16. How to Apply:**

Candidates are required to apply online using the website of the Commission i.e. <http://hpsc.gov.in/en-us/>. Detailed instructions for filling up online applications are available on the above mentioned website. The applicants are advised to submit only single application. However, if due to any unavoidable situation, if he/she submits another/multiple applications, then he/she must ensure that application with the Highest Application Number is complete in all respects like applicant's details, examination centre, photograph, signature, fee etc. The applicants who submit multiple applications should note that only the applications with Highest Application Number shall be entertained by the Commission and also that the fee paid against one Application Number shall not be adjusted against any other Application Number.

**17. Regarding No Objection Certificate by the Employer:**

- (i) The employees of Haryana Government who have not executed any bond with the State Govt., may forward their application without NOC from the Department. However, self-declaration of such Govt. employees is required to be submitted to the effect that employee is not facing any disciplinary proceedings. In case of employees, who have executed bond with the State Govt. (viz. Doctors), the NOC of Head of the Department (HOD) shall, however, be required. If the candidate resigns after sending the application, then such candidate will be interviewed only if he/ she produces a letter from the HOD to the effect that he / she has resigned from the post and his / her resignation has been accepted. The NOC or the letter, as the case may be, shall be submitted on or before the date of his/her interview failing which he/she will not be interviewed.
- (ii) The candidate who joins service under any Govt., Quasi- Govt. Organisation, Public Sector Undertaking after the submission of application and has executed a bond, will have to produce NO OBJECTION CERTIFICATE from the employer, on or before the date of his / her interview failing which he or she will not be interviewed.

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

**18. Scribe / Extra Time for PwBD category candidates of Haryana:**

- i) An extra / compensatory time of @ 20 minutes per hour will be allowed in each paper to the Persons with Benchmark Disabilities (Blind and Low vision or Locomotor Disability), only on production of a Medical Certificate issued by Medical Board constituted by the Chief Medical Officer of concerned district, and after issuing permission by the Commission in this regard.
- ii) The PwBD (Blindness and Low vision) candidates who want the help of a scribe to write his/her paper will have to apply to the Commission for the permission of a scribe separately well in time i.e. at least 10 days prior to the commencement of the Examination.
- iii) The candidate has to make his / her own arrangement of a scribe.

- iv) The scribe should be a studying-student upto 10+2 and his/her photo & other particulars should be duly verified by the Principal of the Institution in which the student is studying. No online request for a scribe will be accepted by the Commission.

The PwBD (Blindness and Low vision) candidates who want only extra time (without the help of a scribe) will have to apply to the Commission for the permission for extra time well in time.

- v) PwBD candidates suffering from Locomotor Disability who want extra / compensatory time will have to apply to the Commission for permission. Such candidates will be allowed **extra time @ 20 minutes per hour** for Examination, on production of medical certificate issued by a Medical Board, clearly stating therein that the candidate's writing ability is severally affected due to his / her disability.
- vi) It should be noted that no such permission in the above cases will be granted by the Centre Supervisor.

**19. A candidate who is or has been declared by the Commission to be guilty of:**

- (i) Obtaining support for his candidature by the following means, namely:—
- (a) offering illegal gratification to; or
  - (b) applying pressure on; or
  - (c) blackmailing, or threatening to blackmail any person connected with the conduct of the examination; or
- (ii) impersonation; or
- (iii) procuring impersonation by any person; or
- (iv) submitting fabricated documents or documents which have been tampered with; or
- (v) Uploading irrelevant photos in the application form in place of actual photo / signature.
- (vi) Making statements which are incorrect or false or suppressing material information; or
- (vii) Resorting to the following means in connection with his candidature for the examination, namely:—
- (a) obtaining copy of question paper through improper means;
  - (b) finding out the particulars of the persons connected with secret work relating to the examination;
  - (c) influencing the examiners; or

- (viii) being in possession of or using unfair means during the examination; or
- (ix) writing obscene matter or drawing obscene sketches or irrelevant matter in the scripts; or
- (x) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like; or
- (xi) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examination; or
- (xii) being in possession of or using any mobile phone, (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination; or
- (xiii) violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination; or
- (xiv) attempting to commit or, as the case may be, abetting the commission of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself liable to criminal prosecution, be liable :—
  - (a) to be disqualified by the Commission from the Examination for which he is a candidate; and/or
  - (b) to be debarred either permanently or for a specified period:—
    - (i) by the Commission, from any examination or selection held by them;
    - (ii) by the central government from any employment under them; and
  - (c) if he is already in service under Government to disciplinary action under the appropriate rules:

Provided that no penalty under this rule shall be imposed except after:—

- (i) giving the candidate an opportunity of making such representation in writing as he may wish to make in that behalf; and
- (ii) taking the representation, if any, submitted by the candidate within the period allowed to him into consideration.

## **20. CORRESPONDENCE WITH THE COMMISSION:**

The Commission will not enter into any correspondence with the candidates



about their candidature except in the following cases:-

- i) If a candidate is not able to download his/her e-Admit Card or does not receive any other communication regarding his/her candidature for the examination well before the commencement of the examination, he/she should at once contact the Commission. Information in this regard can also be obtained over Helpline No (Technical) - 022-61306209, Helpdesk Email ID (Technical Queries) [hpscruitmentexam@gmail.com](mailto:hpscruitmentexam@gmail.com). In case no communication is received in the Commission's Office from the candidate regarding non-receipt of his/her e-Admit Card well before the examination, he/she himself/herself will be solely responsible for non-receipt of his/her e- Admit Card. No candidate will ordinarily be allowed to take the examination unless he/she holds an e-Admit Card for the examination. On downloading of e-Admit Card, the candidates should check it carefully and discrepancies/errors, if any, should be brought to the notice of the Commission immediately.
- ii) The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the Examination shall be final.
- iii) Candidates should note that the name in the Admit Card in some cases may be abbreviated due to technical reasons.
- iv) Candidates are informed that as the Preliminary Examination is only a screening test, no marks sheets will be supplied to successful or unsuccessful candidates and no correspondence will be entertained by the Commission, in this regard.
- v) Candidates must ensure that their Mobile No. & Emails IDs given in their online application are valid and active.
- vi) All communications to the Commission should invariably contain the following particulars:-
  1. Name and year of the examination.
  2. Application Number
  3. Roll Number (if received)
  4. Name of candidate (in full and in block letters)
  5. Complete postal address as given in the application.

Communication not containing the above particulars may not be attended to.
- vii) Candidates should note down their Application Number for future reference. They may be required to indicate the same in connection with their candidature for the HCS (EB) & Other Allied Services Main Examination.

viii) All correspondence with the Commission should be addressed to the Secretary, Haryana Public Service Commission, Bays No. 1-10, Block- B, Sector-4, Panchkula, Haryana.

## **21. Reservation:**

- (i) The benefit of reservation will be given only to those SC/BC-A/BC-B/PwBD/ESM/ESP/EWS category candidates who are domicile of Haryana State.
- (ii) The women candidates seeking reservation under SC/BC-A/BC-B category are required to submit the Caste Certificate issued by the Competent Authority from Parental Side (Father's side) only. It should be noted that Certificate from in-laws (Husband Side) will not be entertained.
- (iii) The candidates of reserved categories of Haryana for which no post is available / reserved, if any, can apply for the posts of General category, if he / she fulfils all the eligibility conditions as meant for General category candidates, except fees. Such candidates must attach scanned copy of their caste certificate for claiming fees concession.
- (iv) The reserved category candidates belonging to other States will compete against the posts meant for General/Unreserved Category and will be considered as General/Unreserved category candidates.
- (v) Reservation for Freedom Fighters & their children / grand children of Haryana will be available only if quotas reserved for Ex-servicemen or Backward Classes remains unfilled 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 daughters of sons and daughters (parental as well as maternal) of the Freedom Fighters.

## **22. General Instructions:**

- i) The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or blue tooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited.

Any infringement of these instructions shall entail disciplinary action including ban from future examinations.

- ii) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination as arrangement for safe-keeping cannot be assured. Commission will not be responsible for any loss in this regard.
- iii) Candidates are also advised not to bring any valuable/costly items to the venue of the examination as safe-keeping of the same cannot be assured. Commission will not be responsible for any loss in this regard.
- iv) Candidates should ensure that the signatures appended by them at all the places viz. at uploaded application form, attendance list, and in other documents as well as in all the correspondence with the Commission should be identical. If any variation is found in the signatures appended by a candidate, his / her candidature will be liable for cancellation by the Commission.
- v) No candidate shall be admitted to the examination unless he/she holds a certificate of Admission/Admit Card issued by the Commission.
- vi) Success in the examination confers no right to appointment unless Government is satisfied after such enquiry as may be considered necessary, that the candidate is suitable in all respects for appointment.
- vii) 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.

**23. Withdrawal of applications:**

No request for withdrawal of candidature received from a candidate after he/she has submitted his/her application will be entertained under any circumstances.

Dated: 26.02.2021.

  
Secretary