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**HARYANA STAFF SELECTION COMMISSION**  
**BAYS NO. 67-70, SECTOR-2, PANCHKULA - 134151**  
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## 1. INTRODUCTION, REGISTRATION PROCESS AND CUT OFF DATE

RECRUITMENT TO GROUP-D POSTS IN THE STATE OF HARYANA IS GOVERNED BY HARYANA GROUP-D EMPLOYEES (RECRUITMENT AND CONDITIONS OF SERVICE) ACT, 2018 (HARYANA ACT NO. 5 OF 2018) or as amended from time to time till the cutoff date. As per FIRST SCHEDULE (See Section 9 (1) of the Act, the educational qualifications required for Group-D posts are as under:-

**All Group-D posts except Sweepers, Chowkidars and Sweeper-cum-Chowkidar**

**i) Matriculation from recognized Board.**

**ii) Hindi/Sanskrit upto matriculation, as one of the subject.**

The Government of Haryana launched portal for registration for the Common Eligibility Test (CET) for Group C & D on 12<sup>th</sup> January, 2021. The terms and conditions for the CET (C & D) was notified by the Government vide Notification No. 42/119/2019-5GS-I dated 10<sup>th</sup> September, 2021. This notification was subsequently superseded and replaced by a subsequent notification dated 5<sup>th</sup> May, 2022 or as amended from time to time till the cut off date.

The CET for Group-D posts shall be conducted by Haryana Staff Selection Commission or any other agency on its behalf. The process of recruitment will be as per the provisions of the policy for recruitment to Group C and D posts through common eligibility test, 2022 notified by Haryana Government Human Resource Department (General Services-II Branch) vide Notification No. 42/119/2019-5GS-I dated 5<sup>th</sup> May, 2022 or as amended from time to time till the cut off date.

The Commission, in accordance with the above said Act and policy and with the object of conducting CET for Group C and D posts issued advertisement no. CET 01/2022 dated 17.06.2022 and invited applications from eligible and desirous candidates for the same. In response to above advertisement, 1094636 candidates have registered themselves for CET to be conducted for Group D posts. In continuation of earlier process of registration for CET, this advertisement aims to provide last opportunity to eligible candidates who are desirous to appear in CET to be conducted for Group D posts but for any reason could not apply earlier, on the designated portal. All such persons who are eligible and desirous to appear in CET for Group D posts, scheduled to be held in near future, are hereby informed that they may register/apply for the same i.e. Common Eligibility Test (Group D), on designated portal i.e. [onetimereg.haryana.gov.in](http://onetimereg.haryana.gov.in), on or before 26.06.2023. **Candidates who have already registered on the designated portal i.e. [onetimereg.haryana.gov.in](http://onetimereg.haryana.gov.in) may amend/update their registration form/application form and upload all mandatory documents with the application form upto the last/closing date. In case applicant do not edit/amend his/her registration form then his/her already submitted form will be deemed accepted for CET Group-D. After closing date no further chance for registration/updation/upload will be given. Eligibility of the candidate shall be considered on closing date of this advertisement as regards his/her category (SC,ESP, EWS, BCA, BCB, ESM etc.). A candidate who has already applied but has now become overage shall be considered eligible.** Applicants shall be eligible to appear in the Common Eligibility Test (CET) Group-D proposed to be conducted in near future, subject to the terms and conditions mentioned in the notification of Government dated 5<sup>th</sup> May, 2022, as amended on 31<sup>st</sup> May, 2022 and HARYANA GROUP-D EMPLOYEES (RECRUITMENT AND CONDITIONS OF SERVICE) ACT, 2018 (HARYANA ACT NO. 5 OF 2018).

All fresh applicants shall register/apply on a designated portal i.e. onetimeren.haryana.gov.in by 26.06.2023 upto 11:59 P.M. Applicants shall ensure filling of all columns of application form with true and accurate information and to upload all documents/certificates in support of any claim including claim for reservation, educational qualifications, experience, socio economic criteria weightage etc. as per specified proforma. In absence of relevant supporting document as per specified proforma, claim of applicant will be rejected summarily. **In case of candidate submitting wrong particulars/claims, his candidature shall be liable to be cancelled.**

The last date (closing date) for registration for CET Group D is 26.06.2023 upto 11:59 P.M., and for fees confirmation is 30.06.2023. **After closing date no further chance for registration/updation/uploading of documents will be given.**

## **2. DETAIL OF POSTS & QUALIFICATIONS**

### **13536 POSTS OF GROUP-D IN VARIOUS DEPARTMENTS/ COMMISSION/BOARDS/CORPORATIONS/AUTHORITIES/ AGENCY/ COOPERATIVE SOCIETIES OF GOVT. OF HARYANA.**

**(The number of posts are tentative which may be increased or decreased on the receipt of requisition/revised requisition by the Commission till the date of declaration of final result. Requisition/Revised Requisition received after the date of declaration of final result shall not be considered. The category wise bifurcation of the posts shall be issued separately before conduct of examination)**

**Educational Qualification:** - Common for all Group-D posts except Sweepers, Chowkidar and Sweeper-cum-Chowkidar

**i) Matriculation from recognized Board**

**ii) Hindi/Sanskrit upto matriculation as one of the subject.**

▪ **Age: 18-42 years.**

▪ **Pay Scale: Level is DL i.e. 16900-53500 + applicable spl. Pay**

## **3. RESERVATION**

3.1. Implementation of reservation policy, maintaining reservation roster and earmarking of vacancies for different categories comes under the domain of the concerned departments and Commission has nothing to do with the number of posts requisitioned under different categories. Benefit of reservation to the persons of reserved category will be as per Haryana Government instructions contained in letter No. 22/10/2013-1GS-III, dated 15.07.2014 as amended from time to time upto the date of advertisement. With regard to the PwD category posts, in case a particular category of suitable PwD candidate as per advertisement is not available, then the other suitable PwD category candidate may be accommodated, if permitted by the concerned department as per the instructions applicable.

3.2. The short listing of candidates shall be done on the basis of particulars and reservation category filled in online application form for which supporting documents shall be uploaded. The candidates can update their particulars till closing date. Thereafter no change of particulars/documents at any stage shall be entertained. In absence of documentary evidence or mismatch in claimed category and uploaded documents, candidature of candidate shall be considered

under general category/Parent category, subject to his/her fulfilling eligibility in General category/Parent category.

- 3.3. The benefit of reservation will be given only to those SC/BCA/BCB/EWS/ESP/PwD and ESM candidates who are bonafide resident of Haryana State and submit the application against reserved category posts.
- 3.4. EWS certificate (valid for State of Haryana) on prescribed Performa should be valid for the year in which the candidates have applied for the posts as per govt. instructions issued vide no. 22/12/2019-1GS-III, dated 25.02.2019. Candidates are advised to upload EWS certificate for the financial year prior to the year of application, otherwise they will be considered as General category candidate.

**Note: - EWS certificate issued for jobs in Central Govt. will not be considered irrespective of income mentioned in certificate.**

- 3.5. Candidates claiming reservation under ESP category admissible under Government instructions must possess Sports Gradation Certificate Grade A, B, C or D as per Sports policy Notification No. 4/40/2017-4SYA, dated 25.05.2018 & 4/40/2017-4SYA, dated 15.11.2018 as amended from time to time, issued on or before cut-off date. The proforma for sports gradation certificate is placed at Annexure-VI.
- 3.6. Experience Certificate (for Socio-economic criteria and age relaxation) should be issued by appointing authority of the concerned Department/Commission/Board/Corporation etc. of Govt. of Haryana. In experience certificate designation, date of posting, period of service and date of issuing should be clearly mentioned. **Joining letter/Certificate issued by service provider (private agency) shall not be considered.**
- 3.7. The reserved category candidates belonging to other States can compete only against the posts meant for general category and will be considered as general category candidates.
- 3.8. Benefit of reservation to Ex-Serviceman & their family members will be as per Government Instructions bearing No. 12/15/2019-4GS-II dated 09.03.2022 and as amended from time to time upto the date of advertisement.
  - (A) An ex-serviceman who himself/herself or his/her family member has already secured employment in civil service on regular basis in any Department/Board/Corporation/University etc. under the State Government with availing the benefit of reservation –
    - (i) he/she himself/herself shall not be entitled to avail the benefit of reservation in civil service for any subsequent appointment in any Department/Board/Corporation/University etc. under the State Government. However, the benefit of age relaxation for securing another employment in a higher pay scale or post shall remain continue and
    - (ii) his/her family member shall also not be entitled to avail the benefit of reservation against the posts reserved for ex-servicemen.
  - (B) (i) An ex-serviceman who himself/herself has already secured employment in civil service on regular basis in any

Department/Board/Corporation/University etc. under the State Government without availing the benefit of reservation in such case he/she himself/herself or one of his/her family members (son, daughter or spouse) will be entitled to avail the benefit of reservation:

- (ii) where an ex-serviceman who himself/herself is eligible to avail the benefit of reservation under these instructions but he/she does not want re-employment in civil service in such case one of his/her family members (son, daughter or spouse) will be entitled to avail the benefit of reservation.
- (C) If an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail the benefit of reservation as ex-serviceman for any one of the subsequent employments. However, to avail this benefit, an ex-serviceman as soon as he/she joins any civil employment should give self-declaration/undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be admissible only in respect of vacancies which are filled by direct recruitment and wherever reservation is applicable to the ex-servicemen.
- In the above said instructions the benefit of reservation has been allowed either to the Ex-serviceman himself/herself or one of his family members (son/daughter/spouse) therefore the provision of selection of any one post out of the posts for which application(s) was/were submitted before joining service shall also be applicable to the family members where they are eligible to avail the benefit of reservation under the above said instructions. In other words, above shall also be applicable to the family members of Ex-servicemen also.
- (D) The family members of martyr military personnel shall be entitled to exercise an option either –
- (i) to avail the benefit of reservation up to two family members; or
  - (ii) to avail the benefit of compassionate appointment to one of the family members under the Ex-gratia Policy namely Compassionate appointment to family member of Martyr Armed Forces Personnel Policy notified by Government from time to time.
- (E) The priority list for recruiting agency for preparation of final list of selection/appointment of ex-servicemen or their family members against the posts reserved for ex-servicemen shall be as under:-
- (i) disabled ex-servicemen, the post(s) for which they are physically fit;
  - (ii) failing (i), family member of disabled ex-servicemen;
  - (iii) failing (ii), other ex-servicemen who are eligible to get the benefit of reservation under these instructions:
  - (iv) failing (iii), family member of other ex-servicemen who are eligible to get the benefit of reservation under these instructions.
- (F) Disabled ex-serviceman means a person who has been released from military service due to disability attributable or aggravated due to military service. An ex-serviceman shall not be treated disabled one who has been released from military service not on account of his/her disability but has been released in the normal course after

the completion of his/her term or retired from military service voluntarily.

- (G) Both the reservations are horizontal, therefore, a disabled ex-serviceman who is selected against the post reserved for ex-serviceman will not be counted against the post reserved for PwD.
- (H) In all circumstances the benefit of reservation against the posts reserved for Ex-servicemen shall be admissible at the time of final selection list only and not at the time of preliminary test or main test.
- (I) An ex-serviceman who have been discharged from military service by way of dismissal, misconduct or inefficiency neither he/she himself/herself nor his/her family members shall be entitled to avail the benefit of reservation in civil service.

3.9. **ESM candidates shall produce attested photo copy of Identity Card issued by concerned Zila Sainik Board and Discharge certificate/Book.** Disabled ESM shall upload and produce disability certificate and family member of Martyr shall upload and produce relevant certificate/Battle Casualty certificate which proves the Martyr status issued by competent authority.

3.10. Family member of DESM candidates of Haryana claiming benefit must have valid eligibility certificate on last date of submission of online application form shall produce the valid Eligibility Certificate from the concerned Zila Sainik Board if called upon to do so by Haryana Staff Selection Commission.

3.11. Benefit of reservation to the children/grandchildren of Freedom Fighters will be as per Government Instruction No. 22/49/2021-1GS-III dated 27.10.21 and 26.04.2022. Children/Grand Children of Freedom Fighter shall be required to upload the Certificate duly issued by the respective competent authority.

3.12. Commission can direct the ESM candidates to provide relevant information along with the affidavit to avail the benefits.

3.13. If for any post, there is no vacancy in reserved category, then the candidate of reserved category can apply under general category. However, such candidate will be considered as general category candidate and will be shortlisted as per merit of general category.

#### **4. RELAXATION IN AGE**

As per Haryana Govt. Instructions No. 22/06/2021-1GS-III, Dated 25th March, 2022, benefit of relaxation in upper age limit, applicable to various categories, is as follows:

- (i) Where the upper age limit is 42 years without any relaxation in age the same shall not exceed 52 years for the applicants who are entitled to get the benefit of relaxation in age of one or more categories under various circumstances mentioned below :-

<b>Sr. No.</b>	<b>Categories where relaxation is admissible</b>	<b>No. of years of relaxation</b>
(i)	Scheduled Castes.	5 years' relaxation in age

(ii)	Backward Classes.	5 years' relaxation in age
(iii)	Disabled persons who covered under the Rights of Persons with Disabilities Act, 2016.	<p>(i) 10 years' relaxation in age (+5 years if PwD applicant belongs to S/Caste, S/Tribe, B/Classes, EWS Category) subject to maximum 52 years, for <b>Group C</b> &amp; D Posts, and also for Group A &amp; B Posts where recruitment is made otherwise than through open competitive examination.</p> <p>(ii) 5 years' relaxation in age (+5 years if PwD applicant belongs to S/Caste, S/Tribe, B/Classes, EWS Category (subject to maximum 52 years) for Group A &amp; B posts where recruitment is made through open competitive examination.</p> <p><b>Note:-</b> Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved for PwD or not, provided the post is identified suitable for persons with disabilities.</p>
(iv)	Group C posts of Police Personnel and Prisons Personnel (e.g. Constable, ASI) where upper age limit is less than 42 years	5 years' relaxation in age to S/Caste, B/Classes and applicants of Economically Weaker Sections (EWS) only. However, relaxation to Ex-servicemen as per rules of Police or Prisons Department, Haryana.
(v)	Wives of military personnel who are disabled while in military service;	5 years' relaxation in age
(vi)	Widowed or legally divorced women;	5 years' relaxation in age
(vii)	Judicially separated women residing separately for more than two years from the date as prescribed for the purpose of age for applicants of other categories.	5 years' relaxation in age
(viii)	Unmarried women	5 years' relaxation in age
(ix)	Ex-serviceman including Short Service Commissioned Officers and Emergency Commissioned Officers.	<p>Relaxation in age to the extent of his military service added by three years provided-</p> <p>(a) he has rendered continuous military service for a period of not less than six months before his release;</p>

		and (b) he was released otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.
(x)	Persons who have already worked or presently working on adhoc/contract/work-charged/daily wages basis in any Department/Board/ Corporation of Haryana Government including Government-aided institutions under Haryana Government.	Relaxation in age equal to the number of completed years only on equivalent post on adhoc/contract/work-charged/daily wages basis excluding the period of break, if any, including any other age relaxation admissible, if any, subject to maximum age of 52 years and also subject to the condition that if once a person has been appointed on regular basis in any Department/Board/Corporation etc. of Haryana Government with the benefit of relaxation in age he will not be entitled to avail the same again for any subsequent appointment.

**Note 1.-For appointment of an ex-serviceman to a post of Group A, B, C or D, his age will be calculated keeping in view the actual age minus (actual period of military service plus upto three years of break, if any, between military and civil service). If the resultant age does not exceed the maximum age limit, including the number of years of any other relaxation in age admissible to him, prescribed for the post for which he is seeking appointment he shall be deemed to satisfy the condition regarding age limit.**

**Note 2.-The upper age limit of an applicant of any category (except Ex-servicemen) shall not exceed 52 years who is entitled to avail the benefit of relaxation in age of one or more of the categories mentioned above.**

**Note 3.-The experience certificate(s) of equivalent post issued by the Appointing Authority of respective Department/Board/ Corporation/Government aided Institutions only shall be valid. Before grant of benefit of relaxation in age, the experience certificate(s) shall be got verified by the HPSC/HSSC from the concerned Appointing Authority (ties).**

(ii). Age relaxation is not admissible to sons, daughters and dependents of Ex-servicemen.

## **5. PROVISION OF COMPENSATORY TIME AND ASSISTANCE OF SCRIBE TO PERSONS WITH BENCHMARK DISABILITIES**

Following facilities will be made available to Persons with Benchmark Disabilities (Divyangjan):

5.1. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the scribe will be allowed, if so desired by the candidate.



- 5.2. In case of remaining categories of persons with benchmark disabilities, the scribe will be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/her behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution as per proforma at **Annexure-I**. Candidates will be allowed the scribe only if they apply for availing the scribe facility in online application form and produce the certificate at the time of written examination as well as subsequent stages of examination as per proforma at **Annexure-II**.
- 5.3. In the present case as the essential qualification required is Matriculation, the qualification of scribe should be less than 10<sup>th</sup> and he/she should not be studying in 10<sup>th</sup> class. The candidates with benchmark disabilities opting for scribe shall be required to submit details of the scribe at the time of examination as per proforma at **Annexure-I**. In addition, the scribe has to produce a valid ID proof in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted at the time of written examination as well as subsequent stages of examination as per proforma at **Annexure-II**.

Note:- It is clarified that in case of Blind/Visually Handicapped Candidates there is no need to submit Annexure-I to Center Superintendent for entry into examination hall.

- 5.4. Scribe should not be a candidate of the same examination. If a candidate is detected as assisting another PwD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.
- 5.5. A compensatory time of 20 minutes per hour of examination will be provided to the candidates who are allowed to use of scribe as per Para 5.1 and 5.2 above.
- 5.6. The candidates referred at Para 5.1 and 5.2 above, who are allowed to use of scribe but not availing the facility of scribes will also be given compensatory time of 20 minutes per hour of examination.
- 5.7. No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
- 5.8. The PwD candidates who have availed the facility of Scribes and/or compensatory time shall be deemed to have availed benefit of relaxation and must produce relevant documents for the eligibility of scribe/compensatory time when called upon to do so by Commission.

## **6. PERMISSIBLE DISABILITIES FOR PWD CANDIDATES**

<b>Sr. No.</b>	<b>Type of Disability</b>	<b>Category of disability to be selected in Registration/ Application form</b>
(a)	Blindness and low vision	VH
(b)	Deaf and hard of hearing	HH

(c)	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.	OH
(d)	Autism, intellectual disability, specific learning disability and mental illness.	Others (BD)
(e)	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.	Others (BD)

**7. FEE FOR REGISTRATION FOR CET (GROUP-D): ONLY FRESH CANDIDATE HAVE TO PAY ONE TIME REGISTRATION FEES AS UNDER:-**

Sr. No.	Category	Residents of Haryana		Non-residents of Haryana	
		Who provide PP Number/ Aadhar No.	Who do not provide PP Number/ Aadhar No.	Who provide Aadhar No.	Who do not provide Aadhar No.
1	2	3	4	5	6
1	Male applicants of general category	500	1000	500	1000
2	Male applicants who are Children of Ex-Servicemen	500	1000	500	1000
3	Female applicants who are of general category or reserved category	250	500	500	1000
4	Ex-servicemen	250	500	500	1000
5	Disabled persons who Covered under the Right of Persons with Disabilities Act, 2016	250	500	500	1000
6	Applicants who belong to S/Caste, Backward Class, Economically Weaker Sections	250	500	500	1000

- 7.1. Fee once deposited against an registration form/application form is neither transferable nor refundable/adjustable.
- 7.2. The fee should be deposited through online mode or e-Challan.
- 7.3. Candidates are advised to choose their mode of payment i.e. online mode or e-Challan while applying online.
- 7.4. Commission will not be responsible for unsuccessful payment/ Transaction Status Failure/Transaction Status Pending.
- 7.5. Applications received without prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.
- 7.6. Candidates must ensure that their fee has been deposited successfully on designated portal. Further, status of fee payment can be verified at the Payment Status link provided in the candidate's login screen. Such applications which remain incomplete due to non-receipt of fee will be SUMMARILY REJECTED and no request for

consideration of such applications and fee payment after the period specified for the same in the advertisement shall be entertained.

**7.7. The candidates who have already registered for CET (Group-D and Group C & D) on designated portal i.e. onetimeregn.haryana.gov.in do not need to pay fees for edit/correction in their application form.**

## **8. CRITERIA FOR SELECTION AND EXAMINATION**

### CRITERIA FOR SELECTION

1. The selection and recommendation of the names of the candidates belonging to Group D posts where the minimum educational qualification is Matriculation in all departments shall be done on the basis of Common Eligibility Test and Socio-economic criteria.

2. The Common Eligibility Test score shall include CET marks and Socio-economic criteria as follows;-

Sr. No.	Subject	Marks
1.	Common Eligibility Test	95%
2.	Socio-Economic criteria	5%

### **Explanation:-**

- (1) 'CET marks' means the marks obtained by an applicant in CET;
  - (2) 'CET score' means the CET marks plus the marks of Socio-economic criteria weightage;
  - (3) 'Total of CET marks' means the total of the maximum marks of CET and maximum marks of Socio-economic criteria weightage;
3. (i) The common Eligibility Test marks shall be divided into two parts comprising-
- (a) 75% marks for General Awareness, Reasoning, quantitative ability, English, Hindi and relevant or concerned subject(s), as applicable;
  - (b) 25% marks for History, Current Affairs, Literature, Geography, Environment, Culture etc. of Haryana.
- (ii) The question paper shall be of the level of secondary education (Matriculation level) for Group D posts.
4. The maximum five percent marks of Socio-economic criteria weightage shall be admissible to the eligible candidates under the following circumstances:-
- (i) An applicant shall be entitled to 5% weightage provided that—
    - (a) neither he himself nor any person from amongst the applicant's family is/was or has been a regular employee in any Department/ Board/Corporation/ Company/ Statutory Body/Commission/ Authority of Haryana Government or any other State Government or Government of India; and
    - (b) gross annual income of the family from all sources i.e., salary, agriculture, business, profession etc. for the financial year prior to the year of application should be less than one lakh eighty thousand rupees only.

Note 1.- Regarding (a) and (b), it shall be confirmed from the data of Parivar Pehchan Patra and/or HRMS.

Note 2.-The term 'regular employee' does not include a person who is working on contractual basis, daily wages or as a Guest Teacher, Anganwari Workers, etc.

Note 3.- 'Family' for the purpose of Socio-economic criteria shall be—

- (i) male applicant means the applicant himself, his father, mother, wife, unmarried brother(s) and son(s);
  - (ii) female unmarried applicant means the applicant herself, her father, mother and unmarried brother(s);
  - (iii) female married applicant means the applicant herself, her husband, father-in-law, mother-in-law, unmarried brother-in-law and son(s);
  - (iv) divorced female applicant means the applicant herself, her father, mother, unmarried brother(s) and son(s);
- (ii) If the applicant is,—
- (i) a widow; or
  - (ii) the first or the second child and his father had died before attaining the age of forty-two years; or
  - (iii) the first or the second child and his father had died before the applicant had attained the age of fifteen years,
- shall be entitled to 5% weightage subject to entries in Parivar Pehchan Patra or certificate issued by the concerned competent authority in the specified proforma. (5%)
- (iii) If the applicant belongs to such a denotified tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic tribe of the State which is neither a Scheduled Caste nor a Backward Class shall be entitled to 5% weightage. (5%)
- (iv) The applicant shall be awarded half percent weightage for each year or part thereof exceeding six months of experience, on the same or a higher post in any Department/Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority/Co-operative Banks etc. under Haryana Government. No weightage of experience shall be awarded for any period less than six months or for a period exceeding eight years. (Maximum 4%)

Note. — No condition of gross family income and employment of any family member in service shall be applicable for the purpose of weightage of experience.

(5) Other Conditions:

- (i) No applicant shall be given more than a total of 5% Socio-economic criteria weightage under any circumstances. Thereby, if an applicant is eligible for more than 5% Socio-economic criteria weightage in terms of provision in para (4) above, the Socio-economic criteria weightage shall be maximum 5%.
- (ii) The Socio-economic criteria weightage by the recruiting agency under Haryana Government shall be given only once in a lifetime for appointment on regular basis to a post of Group C or D.
- (iii) If a person himself or his family member is once selected/appointed with or without getting the benefit of weightage, no other family member shall be considered for weightage for selection/appointment to the same or any other post for which application has been

submitted by any member of the family, as defined in note 3 of para 4(i) above.

Note.— The term ‘once selected/appointed’ does not include the person whose services are terminated due to revision of selection list declared in compliance of the directions of Hon’ble High Court or any other competent authority, in such case that selection/ appointment shall be ignored for this purpose.

- (iv) If at a time two or more family members become eligible for merit list of CET of the Group C and/or Group D posts and are eligible to be considered for the Socio-economic criteria weightage, in such case the elder/eldest amongst the two or more eligible family members respectively shall be considered for the purpose of Socio-economic criteria weightage. However, the weightage of experience shall be admissible to more than one family member, if any, based on para 4(iv) above.
- (v) If a person resigns from government service while working on regular basis in any Department/Board/Corporation under Haryana Government, any State Government or Government of India on whatsoever reason, he or any other family member shall not be eligible to claim the Socio-economic criteria weightage again.”

#### **Details of Syllabus:-**

##### **General Awareness:**

- (i) The test will include questions relating to India and neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography.

**(15% Weightage)**

- (ii) General Science (Physics, Chemistry and Biology).

**(15% Weightage)**

##### **Reasoning:**

Alphabetical order, series, Coding-decoding, direction and distance, order and ranking, blood relation, analogy, classification, clock, calendar, mirror image, water image, syllogism, sitting arrangement, inserting the missing characters, statement and assumption, statement and conclusion, counting figures, Non-verbal series, analogy and classification.

**(10% Weightage)**

##### **Quantitative Ability:**

The test will cover Number System including questions on Simplification, Decimals, Fractions, Relationship between numbers. L.C.M., H.C.F., Ratio & Proportion, Percentage, roots, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Partnership business, Mixture and Allegation, Time & Work, Time & Distance, Trigonometry, basic Algebra, Geometry.

**(15% Weightage)**

**English Language:**

English Grammar, Spot the Error, Fill in the Blanks, Synonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, tenses.

**(10% Weightage)****Hindi Language:**

वर्ण, स्वर, व्यंजन, शब्द, संज्ञा, सर्वनाम, विशेषण, क्रिया, क्रियाविशेषण, वचन, लिंग, कारक, काल, तदभव-तत्सम, शब्द, अलंकार, विकारी शब्द, अविकारी शब्द, पद, पदबंध, मुहावरे, लोकोक्तियां, संधि, उपसर्ग, प्रत्यय, समास, पर्यायवाची, विलोम व अनेकार्थी शब्द, वाक्य शोधन, विरामचिन्ह, अनेक शब्दों के लिए एक शब्द।

**(10% Weightage)****General Knowledge of Haryana:**

General awareness which includes History, Literature, Geography, Economy, Civics, Polity, Environment, Art, Culture, Customs, Society, Current Affairs. Events etc. of Haryana

**(25% weightage)****9. SCRUTINY OF DOCUMENTS**

Only those documents which are uploaded by the candidates while filling up the application form shall be considered for the purpose of scrutiny. In case of any variation in the document uploaded and produced at any subsequent stage, the candidature of such candidate shall be cancelled/rejected. If any application is found without uploading requisite supporting documents and other relevant information, the candidate himself/herself shall be responsible for the same and his/her candidature would liable to be cancelled/rejected. No document which is not uploaded or which is issued after the cutoff date shall be considered.

**10. RESOLUTION OF TIE CASES FOR FINAL RESULT**

- 10.1. In case there are more than one candidate having equal aggregate marks (written examination/skill test marks and Socio-Economic Criteria marks) the candidate who is older in age will get precedence over the younger one.
- 10.2. In case two or more candidates have the same aggregate marks and same date of birth. The inter-se-merit shall be determined on the basis of higher score achieved in the written examination/skill test.

**11. DECLARATION OF MARKS (RESULT)**

Every applicant, who appears in the CET Group-D, shall be given marks based on his performance in the CET. An applicant of general category shall have obtained 50% marks in CET (excluding socio-economic criteria weightage), however, an applicant of reserve category (both vertical

& horizontal) shall receive concession @ 10% for the purpose of eligibility of CET i.e. minimum cut off for such candidate shall be 40% (excluding socio-economic criteria weightage). An applicant of any category who obtains less than the minimum marks in CET shall have to re-appear in CET next or any subsequent attempt.

For calculation of CET score of candidate, the marks obtained in the CET shall be added to the score, if any, on account of socio-economic criteria weightage to arrive at the CET score for the applicant. The Commission shall on the basis of CET marks and socio-economic criteria weightage @ 5%, wherever admissible, short list the candidate for selection, recommendation or waiting list in the respective categories and shall publish the same on the website. Waiting list shall be maintained in accordance with clause 12 of CET notification dated, 5<sup>th</sup> May, 2022.

Marks of individual candidates will be made available in their logins after the final result for all categories/posts is declared. Candidate can check their marks using their login ID. In case the written examination is held in different shifts then the process of normalization of marks shall be adopted. If normalization has been adopted for any exam then only normalized score will be used for evaluation and maintained by commission and will be made available to candidates in their logins and no representation for providing raw marks will be entertained. Marks of not eligible candidates whose candidature has been cancelled for any reason as per instruction will not be provided. Result will remain partial/incomplete till final result of all categories/posts is declared and only after complete result is declared, candidates will be provided their score and eligibility status.

## **12. HOW TO APPLY**

- 12.1. The online application/registration can be filled up using **URL address i.e. [onetimeregn.haryana.gov.in](http://onetimeregn.haryana.gov.in).**
- 12.2. Apply online well in advance without waiting for last date of submission of online application form. Before submission of the online application, candidates must check that they have filled correct details in each field of the form. After final submission of online registration form/application form, no change/correction/modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand etc. shall not be entertained and shall be deemed to be rejected.
- 12.3. Please read the instructions and procedures carefully before you start filling the online application form and check all the particulars filled up in application form after getting the printout to ensure the correctness of information and upload all documents before finally submitting the application.
- 12.4. After successful submission of application, candidates are advised to take final print out of application form and e-Challan/fee pay receipt for record alongwith uploaded documents.
- 12.5. The hard copy of application form along with all uploaded documents must be brought at the time when called upon to do so by Haryana Staff Selection Commission. Documents which have not been uploaded shall not be entertained. However HSSC may ask for any additional document in support of already submitted document for more clarity if so desired.

- 12.6. No request for change of any particular in the application form shall be entertained by the Haryana Staff Selection Commission after final submission of online application.
- 12.7. No offline application form or copy of downloaded application form will be accepted by the Haryana Staff Selection Commission.
- 12.8. Candidates who do not fulfill the qualifications/eligibility conditions on cutoff date, their application shall not be accepted by the online application system. All the Certificates/Documents relating to educational qualification/eligibility conditions, Socio-Economic Criteria & experience etc. will be determined with regard to last date fixed to apply online applications also called as closing date i.e 26.06.2023 upto 11:59 P.M. as given in the advertisement.
- 12.9. The Commission does not scrutinize the documents at the time of submission of online application and the same are checked only at the time of Scrutiny/checking/verification.
- 12.10. Candidates applying for a post must ensure that they fulfill all the eligibility conditions i.e. all the Certificates/Documents relating to educational qualification/eligibility conditions, category and Socio-Economic Criteria & experience etc. on the last date of submission of online application.

### **13. REGULATORY FRAME WORK**

- (i) Certificate for an applicant 'whose father has died' issued by Tehsildar/NaibTehsildar: Refer **Annexure-IX & X**.
- (ii) Widow Certificate issued by Tehsildar: Refer **Annexure-VII & VIII**.
- (iii) Vimukt Jati and Tapriwas Jati Certificate issued by Tehsildar: Refer Saralharyana.gov.in or Antyodaya Saral Centers at Distt. Level or Tehsildar office. The candidate having certificate of Vimukt Jati and Tapriwas Jati Certificate should neither be Schedule Caste nor a Backward Class.
- (iv) ESP Category certificate as per **Annexure-VI**.
- (v) EWS Category certificate as per **Annexure-V**.
- (vi) For claiming experience under socio-economic criteria, Experience Certificate issued by the concerned Appointing Authority: Refer **Annexure-III**.
- (vii) Self attested Certificate for 'no-one in family in Government Job' at the time of Registration/Application form. However, the candidate shall have to submit self attested certificate verified by Tehsildar/Executive Magistrate at the time of Scrutiny of Documents: Refer **Annexure-IV**.
- (viii) Qualifications and other terms & conditions of eligibility will be determined with regard to the last date fixed for receipt of online applications also termed as closing date.

### **14. DOCUMENTS TO BE UPLOADED WITH APPLICATION FORM (MANDATORY)**

- 14.1. Scanned Copy of Essential Academic Qualifications and Matriculation Certificate or equivalent showing Date of Birth and other relevant details.



- 14.2. Scanned Photograph (2 inch X 2 inch) in JPEG (.jpg) file format.
- 14.3. Scanned signatures of the Candidate.
- 14.4. Scanned copy of all documents showing higher qualification, experience etc. as per criteria if applicable.
- 14.5. Experience Certificate for socio economic claim and age relaxation as per **Annexure-III**.
- 14.6. Certificate in support of claiming benefit of relaxation/reservation under sports category.
- 14.7. Any other relevant document/certificate on the basis of which the applicant is claiming benefit of any relaxation or reservation.

### **15. IMPORTANT INSTRUCTIONS TO CANDIDATES**

(a)	BEFORE APPLYING, CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE VERY CAREFULLY.
(b)	THE CANDIDATE MUST FILL HIS NAME AND DATE OF BIRTH STRICTLY AS RECORDED IN THE MATRICULATION/SECONDARY CERTIFICATE. IF ANY VARIATION IN THE NAME AND DATE OF BIRTH IS OBSERVED AT THE TIME OF DOCUMENT VERIFICATION, HIS/HER CANDIDATURE WILL BE CANCELLED.
(c)	<b>CANDIDATES ARE ADVISED IN THEIR OWN INTEREST TO SUBMIT ONLINE APPLICATIONS MUCH BEFORE THE CLOSING DATE AND NOT TO WAIT TILL THE LAST DATE TO AVOID THE POSSIBILITY OF DISCONNECTION/INABILITY OR FAILURE TO LOGIN ON THE WEBSITE ON ACCOUNT OF HEAVY LOAD ON THE WEBSITE DURING THE CLOSING DAYS.</b>
(d)	The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be considered only provisionally. The candidates are advised to go through the requirements of educational qualification, reservation, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents may be sought at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.
(e)	Candidates seeking reservation benefits available for SC/ST/BCA/BCB/PwD/EWS/ESP/ESM must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim.
(f)	Candidates with benchmark physical disabilities only would be considered as Persons with Disabilities (PwD) and entitled to reservation for Persons with Disabilities.
(g)	When application is successfully submitted, it will be considered 'Provisionally'. Candidates should take printout of the application form to verify the particulars as no change is allowed afterwards.
(h)	The candidates are advised to exercise due diligence at the time of filling their online Application Forms. In case, more than one applications of a candidate are detected, only the application filled later will be accepted by the Commission.
(i)	Request for change/correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances. Such requests received through Post/Fax/Email/By hand, etc. shall not

	be entertained
(j)	Candidates are advised to fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Commission through e- mail/SMS for record purpose and in case of contacting for some individual issues. Otherwise every communication shall be through notices published on website.
(k)	The candidates must carry two passport size recent color photographs with date of birth mentioned therein and one original valid Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by University/ College/ Government, Employer ID Card or any photo bearing ID card issued by Central/ State Government to the Examination Venue, failing which they will not be allowed to appear for the same. PwD candidates using the facility of scribes shall also be required to carry required Medical Certificate/ Undertaking/Scribe's Photo ID Proof, as specified therein.
(l)	In case of fake/ fabricated application/registration by misusing any dignitaries name/ photo, such candidate and cyber café and computer personnel will be held responsible for the same and liable for suitable legal action under cyber/ IT act. Even if application form is not filled by candidate himself/herself then candidate shall himself be responsible for any mistake made in application form and no relief in this regard will be given to the candidate on the ground that application form was filled by cyber café or any third party.
(m)	No individual or separate information will be sent to any candidate except notice on the website of Commission. Therefore, all candidates shall regularly visit website of Commission.
(n)	It is presumed that the candidate shall fill up the application form after reading all relevant service rules/instructions, terms and conditions of advertisement and therefore no representation/dispute in this regard after filing of application form shall be entertained. The candidate shall remain bound with the same after submitting the application form.
(o)	Commission can increase or decrease the number or break up of already advertised posts anytime till the date of recommendation on the basis of change of demand of requisitioning department.
(p)	A person with disability selected on his/ her own merit can be appointed against an unreserved vacancy provided the post is identified suitable for Persons with Disability of relevant category and he/she has not availed any benefit of relaxation.
(q)	Success in the examination confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.
(r)	OMR sheets will have two folios- original OMR and commission copy. The candidate shall not mark anything on Commission copy. The impression of Original OMR sheet will automatically be marked on Commission's copy of OMR answer sheet. Pencil should not be used for darkening the circle. If, more than one circle is found darkened, that answer will not be evaluated. Further, if a candidate darkens more than one circle and smudge/scratch any place in any manner with Eraser, Nail, Blade, White Fluid/Whitener etc. then in such circumstances OMR Sheet/Answer Sheet and candidature of the candidate shall be cancelled. The candidate himself/herself will be solely responsible for this.
(s)	Candidates will be considered in Open/General or parent vertical category on the basis of merit in the final result only and not at any preliminary stage provided they have not taken any benefit/relaxation.
(t)	There is no provision for re-evaluation/re-checking of the scores. No correspondence in this regard shall be entertained.

(u)	The Commission will display the scanned images of OMR answer sheets in respective logins of candidates. Date of display of scanned images of OMR would be communicated after the examination through public notice.
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### **16. ACTION AGAINST CANDIDATES AND/OR IMPERSONATOR FOUND GUILTY OF MISCONDUCT**

If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of examination or thereafter, their candidature for this examination will be cancelled and they (candidate and impersonator) will be debarred from the examinations of the Commission for the period mentioned below:

<b>Sr. No</b>	<b>Type of Malpractice</b>	<b>Debarment Period</b>
1	Taking away any Examination related material such as Original, Commission OMR sheets, Rough Sheets, Commission Copy of Admit Card etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.	2 Years
2	Leaving the Examination Venue uninformed during the Examination	2 Years
3	Misbehaving, intimidating or threatening in any manner with the examination functionaries i.e. Centre Superintendent, Invigilator, Security Guard or Commission's representatives etc.	3 Years
4	Obstruct the conduct of examination/instigate other candidates not to take the examination.	3 Years
5	Making statements which are incorrect or false, suppressing any material information, submitting fabricated documents, etc.	3 Years
6	Obtaining support/influence for his/her candidature by any irregular or Improper means in connection with his/her candidature.	3 Years
7	Appearing in the same examination more than once in contravention of the rules.	3 Years
8	Damaging examination related infrastructure/equipments.	3 Years
9	Appearing in the Exam with forged Admit Card, identity proof, etc.	5 Years
10	Using unfair means in the examination hall like copying, cheating from any material or from any candidate.	5 Years
11	Assault, use of force, causing bodily harm in any manner to the examination functionaries i.e. Centre Superintendent, Invigilator, Security Guard or Commission's representatives etc.	5 Years
12	Threatening/intimidating examination functionaries with weapons/fire arms.	5 Years
13	Possession of fire arms/weapons during the examination.	5 Years
14	Possession of Mobile Phone in switched-off or turned-on mode, Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.	5 Years
15	Impersonate/Procuring impersonation by any person in written exam, physical tests, scrutiny or	5 Years

	at any other stage. Candidate not giving biometric/facial data will amount to impersonation.	
16	Taking snapshots, making videos of question papers or examination material, etc.	5 Years
17	Sharing examination terminal through remote desktop software's/Apps/ LAN/VAN, etc.	5 Years
18	Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.	5 Years

In addition to above, if any person/organization indulge any unfair means in Public examination, he/she shall be liable to be punished under THE HARYANA PUBLIC EXAMINATION (PREVENTION OF UNFAIR MEANS) ACT, 2021 or any other law applicable at that point of time.

### **17. COMMISSION'S DECISION SHALL BE FINAL**

The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centers and preparation of merit list and allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard. Commission can anytime call candidates to capture their biometric data. In case of biometric thumb or facial mismatch of data taken at the time of examination, at time of scrutiny, before making recommendation, at the time of joining or at any other stage, candidature of candidate will be cancelled on grounds of impersonation and he/she will be debarred for future examination. Criminal proceedings shall also be initiated against such candidates/impersonators.

If a candidate bypass the biometric arrangements and does not provide his/her biometric/facial data or uses any other unfair means at/during written exam, scrutiny, physical test, joining or at any other stage, his/her candidature will be cancelled on attempt of cheating and impersonation and he/she will be debarred for future examination.

**Note:** Haryana Staff Selection Commission reserves the rights to supervise the complete recruitment process from online application to selection by way of using Biometric process and CCTV Cameras/ Videography etc.

**Dated: - 30.05.2023**

**Sd-  
Secretary,  
Haryana Staff Selection Commission,  
Panchkula**

**Annexure-I****Certificate regarding physical limitations in an examinee to write**

This is to certify that, I have examined Mr/Ms/Mrs \_\_\_\_\_  
 (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage  
 of disability as mentioned in the certificate of disability), S/o/D/o  
 \_\_\_\_\_ a resident of \_\_\_\_\_ Village/District/State) and to  
 state that he/ she has physical limitation which hampers his/ her writing capabilities owing to  
 his/her disability.

Place:

Date:

Signature and seal of the Medical Authority

Name and Seal of Member

Name and Seal of Member

Name and Seal of the Chairperson

Name of Government Hospital/ Health Care Centre with Seal

**Note:** Certificate should be given by specialists of the relevant stream/ disability (e.g. Visual impairment-Ophthalmologist, Locomotor disability-Orthopedic specialist/PMR).

**Annexure – II****Letter of Undertaking for Using Own Scribe**

I, \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_ (name of the State). My qualification is \_\_\_\_\_ I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/reader for the undersigned for taking the aforesaid examination. I do hereby undertake that his/ her qualification is less than matric. In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with disability)

Place:

Date:

**Annexure-III****Experience Certificate**

1. This is to certify that Shri/Smt/Ms/Kumari, .....Son/Daughter/Wife of Shri.....Resident of .....village/town.....Tehsil.....District.....of Haryana State/Union Territory has been serving as .....(Complete nomenclature of the post) in the office of .....(Department/Board/ Corporation/Company/StatutoryBody/Commission/Authority/Co-operative Banks etc. under Haryana Government).
2. The period of engagement was from .....to.....and the completed years and months are .....(years & months.)
3. The EPF account no. (if any) is/was .....

**Place:****Date:****Signature with seal of Issuing Authority (Head of Office)****Full Name****Designation****Address****Telephone no. with code**

**Annexure –IV****Format of No-Job certificate to be verified by Tehsildar**

I.....,Son/Daughter.....of.....aged.....year,  
R/o District....., do hereby submit the following information for claiming  
weightage under the Socio-economic criteria namely:-

- (1) That I have to apply for the post of in HSSC against Category No.....Advt.  
No....., Dated.....
- (2) That my PPP No/Aadhaar No./PAN Card No./Voter ID No. (if any) is.....
- (3) An applicant who is bonafide resident of Haryana shall be entitled to 5% weightage provided that—
  - (i) neither he himself nor any person from amongst the applicant's family is/was or has been a regular employee in any Department/Board/ Corporation/Company/Statutory Body/Commission/Authority of Haryana Government or any other State Government or Government of India; and
  - (ii) gross annual income of the family from all sources i.e., salary, agriculture, business, profession etc. for the financial year prior to the year of application should be less than one lakh eighty thousand rupees only.

*The definition of Family for the purpose of Socio-Economic Criteria—*

- (i) *male applicant means the applicant himself, his father, mother, wife, unmarried brother(s) and son(s);*
- (ii) *female unmarried applicant means the applicant herself, her father, mother and unmarried brother(s);*
- (iii) *female married applicant means the applicant herself, her husband, father-in-law, mother-in-law, unmarried brother-in-law and son(s);*
- (iv) *divorced female applicant means the applicant herself, her father, mother, unmarried brother(s) and son(s);*
- (4) That any person among in candidate's family in Government Job having separate PPP No/family ID/ Ration Card will not be entitled to be awarded weightage under Socio-Economic Criteria having no Government Job.
- (5) If a person himself or his family member is once selected/appointed with or without getting the benefit of weightage, no other family member shall be considered for weightage for selection/appointment to the same or any other post for which application has been submitted by any member of the family.
- (6) That no person as mentioned above had been in employment and gross income of family is less than One Lakh Eighty Thousand Rupees only, I may be allotted weightage under the socio-economic criteria having no Government Job.
- (7) That I fully understand that the marks are given on the basis of information supplied by me and if at any stage it is found that the information has been provided wrongly then not only my service can be terminated on the ground of supply of wrong information even if without these marks or weightage also my name would have figured within the select list/recommendation list. I also understand that criminal action can be taken against me for providing wrong/false information.
- (8) That the deponent shall not take advantage of the certificate(s) issued by the Competent Authority if in meantime any other eligible person in my family obtains the benefits thereof in the recruitment.
- (9) Verified that the contents of all the above paras are true my knowledge and belief and nothing has been concealed therein.

Place: -

DEPONENT

Date:-

**VERIFICATION: -**

1. Report of Numberdar/MC:-
2. Report of Patwari:-
3. Verified by Tehsildar/



Annexure-V

**Government of Haryana**  
**(Name & Address of the authority issuing the certificate)**  
**(ECONOMICALLY WEAKER SECTIONS)**

**INCOME AND ASSET CERTIFICATE**

Certificate No.....

Date:-\_\_\_\_\_

**VALID FOR THE YEAR 2022-2023**

This is to certify that Shri/Smt./Kumari.....son/daughter/wife of.....is permanent resident of....., village/Street....., Post Office....., District....., Pin Code.....whose photograph is affixed below and attested below belongs to Economically Weaker Section, since the gross annual income\* of his/her family\*\* is below Rs. 6 lakh (Rupees Six Lakh only) for the financial year 2021-2022.

It is further certified that his/her family does not own or possess any of the following assets\*\*\*:

- I. 5 acres of agricultural land and above;
  - II. Residential flat of 1000 sq. ft. and above;
  - III. Residential plot of 100 sq. yards and above in notified municipalities;
  - IV. Residential plot of 170 sq. yards and above in areas other than the notified municipalities.
  - V. Total immovable assets owned are valued at Rs. One Crore or more.
2. Shri/Smt./Kumari.....belongs to the caste which is not recognized as a Scheduled Caste, Backward Classes (Block-A) and Backward Classes (Block-B).

Signature with seal of Office  
Name  
Designation

Recent Passport size attested photograph of the applicant
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\*Note 1: Income means income from all sources i.e. salary, agriculture, business, profession etc.

\*\*Note 2: The term "Family" for this purpose will include the person, who applies for benefit of reservation, his/her parents, spouse as well as children and siblings below the age of 18 years.

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities are to be clubbed while applying the land or property holding test to determine EWS status.

**Annexure-VI**

Certificate No. \_\_\_\_\_

**SPORTS GRADATION CERTIFICATE**Self-attested  
Photo

1. Name of Sports person:.....
2. Aadhaar No.:.....
3. Mobile No.:.....
4. Name of District to which sports person belongs:.....
5. Domicile State:.....
6. Plays for (Name of State/Organization):.....
7. Name of Sports Discipline:.....
8. Best Sports Achievement:
  - i. Name of Tournament:.....
  - ii. Month & Year:.....
  - iii. Venue of Tournament:.....
  - iv. Organizing Authority:.....
  - v. Tournament Type: Senior  Junior
  - vi. Medal won (if any): Gold  Silver  Bronze
  - vii. Participation Level: 25% or more  Less than 25%   
(in case of team game only)

Date:- \_\_\_\_\_

(Signature of Sports person)

.....For official use only.....

Checked. A copy of supporting documents (self-attested) in support of the claim is retained in office.

Date:.....

**Granted Grade\_\_Sports Certificate.**District Sports & Youth  
Affairs Officer,.....

Director, Sports\*

**DEPARTMENT OF SPORTS & YOUTH AFFAIRS, HARYANA**

#Required in case of Grade-A or Grade-B Sports Certificate only.

**APPLICATION FORM FOR WIDOW CERTIFICATE**

To

The Naib Tehsildar/Tehsildar  

---

**Sub:- Issuance of Widow Certificate.**

I ....., Widow of Sh..... hereby give my particular as under:-

1	Name of Applicant (IN BLOCK LETTERS)	
2	Address	
3	Village	
4	Tehsil	
5	District	
6	Post office with PIN Code	
7	Name of Father/Mother	
8	Name of Husband	
9	Date of Death of Husband (Death Certificate to be attached)	
10	Aadhaar No. (if any)/PAN Card No. (if any)/Voter ID No. (if any)	

Please issue me a "WIDOW" Certificate.

Signature of Applicant

Place:

Date:

**VERIFICATION**

I.....s/o, d/o, w/o....., Member Panchayat /Sarpanch /Councilor/ MLA/MP of concerned Village/area/constituency..... verified personally and statement furnished by the applicant are correct to the best of my knowledge and belief.

Signature with seal of Member  
Panchayat/Sarpanch/Councilor/MLA/MP of the concerned Village  
area/ constituency

**GOVERNMENT OF HARYANA**  
**WIDOW Certificate**

No \_\_\_\_\_ Date \_\_\_\_\_

Certified that the person with the details mentioned below is a Widow.

1.	Name (IN BLOCK LETTERS)	
2.	Address	
3.	Village	
4.	Tehsil	
5.	District	
6.	Post office with PIN Code	
7.	Name of Father/Mother	
8.	Name of Husband	
9.	Date of Death of Husband	
10.	Aadhaar No./PAN Card No./Voter ID No. (if any)	

This certificate is issued based on the details given in the application,  
Verification Report, local enquiry, facts and records produced.

Signature with seal of the Naib Tehsildar/Tehsildar

Annexure-IX

**APPLICATION FORM FOR CERTIFICATE FOR AN APPLICANT WHOSE FATHER HAS DIED**

To

The Naib Tehsildar/Tehsildar  
  
\_\_\_\_\_**Sub:- CERTIFICATE FOR AN APPLICANT WHOSE FATHER HAS DIED.**

1	Name of applicant (IN BLOCK LETTERS)	
2	Date of Birth (enclose proof)	
3	Age of applicant at the time of father death	
4	Applicant is first or second child	
5	Present Address, Village	
6	Post Office	
7	Police Station	
8	District	
9	Caste	
10	Father's Name	
11	Date of birth of father	
12	Age of father at the time of his death	
13	Date of father's Death (enclose death certificate)	
14	Mother's Name	
15	Occupation	
16	Aadhar No/PAN Card No/Voter Id No ( if any)	

Please issue me a "Certificate for an applicant whose father has died.

Signature of applicant

Place:

Date:

Signature and Address of Witness

i)

ii)

Annexure-X

**GOVERNMENT OF HARYANA**  
**Certificate for an applicant whose father has died**

No \_\_\_\_\_ Date \_\_\_\_\_

Certified that the person with the details mentioned below is an applicant whose father has died-:

1	Name of applicant(IN BLOCK LETTERS)	
2	Date of Birth(enclose proof)	
3	Age of applicant at the time of father death	
4	Applicant is first or second child	
5	Present Address, Village	
6	Post Office	
7	Police Station	
8	District	
9	Caste	
10	Father's Name	
11	Date of birth of father	
12	Age of father at the time of his death	
13	Date of father's Death (enclose death certificate)	
14	Mother's Name	
15	Occupation	
16	Aadhar No/PAN Card No/Voter Id No ( if any)	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced by the applicant.

Signature with seal of the Naib Tehsildar/Tehsildar