

# HARYANA STAFF SELECTION COMMISSION

BAYS NO. 67-70, SECTOR-2, PANCHKULA-134151  
(Website: [www.hssc.gov.in](http://www.hssc.gov.in))

Advt. No. 01/2014

Date of publication: 19.01.2014

Closing date for receipt of online applications 19.02.2014

Closing date for deposit of fee 21.02.2014

Online applications are invited for recruitment of the under mentioned categories of posts using the website [www.hssc.gov.in](http://www.hssc.gov.in) or [onlinehssc.in](http://onlinehssc.in). The online application can be filled upto 19.02.2014 till 5:00 p.m. after which the link will be disabled. The candidates are strongly advised to apply online well in time without waiting for last date of submission of online application. The printed copy of the online form with necessary certificate will be brought at the time of verification/scrutiny-cum-interview. No offline application form or copy of downloaded application form will be accepted by the office. Qualifications/ eligibility conditions, age and certificates will be determined with regard to last date fixed to apply online receipt of applications also called as closing date i.e. 19.02.2014 given in the advertisement. The details of posts are as under: -

## DETAILS OF POSTS AND QUALIFICATIONS

### VARIOUS DEPARTMENT / BOARDS & CORPORATIONS

#### **Cat. No. 1 6783 posts of Clerks**

(Gen=1516, SC=1145, BCA=891, BCB=509, SBC=635, EBPB=630, ESM-Gen=485, ESM-SC=161, ESM-BCA=177, ESM-BCB=218, OSP-Gen=53, OSP-SC=76, OSP-BCA=66, OSP-BCB=33, PHC (Ortho)-EBPB=5, PHC (Ortho)-Gen=33, PHC (Ortho)-SC=4, PHC (Ortho)-BCA=5, PHC (Ortho)-BCB=6, PHC-(Hearing Impaired)-EBPB=21, PHC (Hearing Impaired)-Gen=10, PHC (Hearing Impaired)-SC=08, PHC (Hearing Impaired)-BCA=08, PHC (Hearing Impaired)-BCB=03, PHC (Blind & Low Vision)-Gen=43, PHC (Blind & Low Vision)-SC=08, PHC (Blind & Low Vision)-BCA=02, PHC (Blind & Low Vision)-BCB=02, PHC (Locomotor)-Gen=18, PHC (Locomotor)-BCA=04, PHC (Locomotor)-BCB=01, PHC (Deaf & Dumb)-Gen=06, PHC (Deaf & Dumb)-BCB=01)

E.Q. i) 10+2/10+2 First Division/Graduation or its equivalent from a recognized Board/University.  
ii) Hindi/Sanskrit upto Matric Standard.

Age: 17-40  
Pay Scale: ` 5200-20200+` 1900 GP

#### **Cat. No. 2 297 posts of Steno-typist (Hindi)**

(Gen=83, SC=45, BCA=34, BCB=21, SBC=24, EBPB=28, ESM-Gen=25, ESM-SC=6, ESM-BCA=6, ESM-BCB=7, OSP-Gen=1, OSP-SC=2, OSP-BCA=3, OSP-BCB=1, PHC (Ortho)-EBPB=1, PHC (Ortho)-Gen=4, PHC (Ortho)-SC=2, PHC (Ortho)-BCA=2, PHC (Ortho)-BCB=1, PHC (Deaf & Dumb)-SC=1)

E.Q. i) 10+2/10+2 1<sup>st</sup> Division/Graduation or its equivalent from a recognized board/university.  
ii) Hindi Shorthand at a speed of 64 words per minute and transcription at a speed of 11 words per minute and mistakes should not exceed 8%.  
iii) Hindi/Sanskrit upto Matric Standard.

Age: 17-40  
Pay Scale: ` 5200-20200+` 1900 GP + ` 100 Special pay

#### **Cat. No. 3. 349 posts of Steno-typist (English)**

(Gen=87, SC=53, BCA=39, BCB=25, SBC=35, EBPG=34, ESM-Gen=27, ESM-SC=11, ESM-BCA=8, ESM-BCB=11, OSP-Gen=2, OSP-SC=3, OSP-BCA=2, OSP-BCB=1, PHC (Ortho)-EBPG=1, PHC (Ortho)-Gen=3, PHC (Hearing Impairment)-EBPG=2, PHC (Hearing Impairment)-Gen=1, PHC (Blind & Low vision)-Gen=3, PHC (Blind & Low Vision)-SC=1)

- E.Q. i) 10+2/10+2 1<sup>st</sup> Division /Graduation or its equivalent from a recognized board/university.  
ii) English Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistakes should not exceed 8%.  
iii) Hindi/Sanskrit upto Matric Standard.

Age: 17-40  
Pay Scale: ` 5200-20200+` 1900 GP+` 100 Special pay.

**Cat. No. 4. 311 posts of Steno-typist (Both Languages)**

(Gen=97, SC=47, BCA=32, BCB=19, SBC=25, EBPG=34, ESM- Gen=25, ESM-SC=5, ESM-BCA=8, ESM-BCB=5, OSP-SC=2, OSP-BCA=3, PHC (Ortho)-Gen=2, PHC (Hearing Impairment)- EBPG=1, PHC (Blind & Low Vision)-Gen=4, PHC (Blind & Low vision)-SC=1), PHC Locomotor Cerebral Palsy GEN=1)

- E.Q. i) 10+2/10+2 1<sup>st</sup> Division/Graduation or its equivalent from a recognized board/university.  
ii) English Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistakes should not exceed 8%.  
iii) Hindi Shorthand at a speed of 64 words per minute and transcription at a speed of 11 words per minute and mistakes should not exceed 8%.  
iv) Hindi/Sanskrit upto Matric Standard.

Age: 17-40  
Pay Scale: ` 5200-20200+` 1900 GP +` 100 Special pay.

**Cat. No. 5. 23 posts of Junior Scale Stenographer (English)**

(Gen=7, SC=2, BCA=2, BCB=1, SBC=1, EBPG=4, ESM-Gen=2, ESM- BCA=1, OSP-SC=1, OSP-BCA=1, PHC (Ortho)-Gen=1)

- E.Q. i) 10+2/10+2 1<sup>st</sup> Division/Graduation or its equivalent from a recognized board/university.  
ii) English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 8%.  
iii. Hindi/Sanskrit upto Matric Standard.

Age: 17-40  
Pay Scale: ` 5200-20200+` 2400 GP

**Cat. No. 6. 12 posts of Junior Scale Stenographer (Hindi)**

(Gen=4, SC=3, BCA=1, SBC=1, ESM-Gen=1, ESM-SC=1, OSP-BCA=1)

- E.Q. i) 10+2/10+2 1<sup>st</sup> Division/Graduation or its equivalent from a recognized board/university.  
ii) Hindi Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistakes should not exceed 8%.  
iii) Hindi/Sanskrit upto Matric Standard.

Age: 17-40  
Pay Scale: ` 5200-20200+ ` 2400 GP

**Cat. No. 7. 85 posts of Junior Scale Stenographer (Both Language)**

(Gen=35, SC=16, BCA=8, BCB=5, SBC=5, EBPG=9, ESM-Gen=5, PHC  
(Ortho)-Gen=1, PHC (Blind & Low vision)-Gen=1)

- E.Q. i) 10+2/10+2 1<sup>st</sup> Division/Graduation or its equivalent from a recognized board/university.  
ii) English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 8%.  
iii) Hindi Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistakes should not exceed 8%  
iv) Hindi/Sanskrit upto Matric Standard.

Age: 17-40  
Pay Scale: ` 5200-20200+ ` 2400 GP

**Cat. No. 8. 13 posts of Senior Scale Stenographer (English)**

(Gen=4, SC=2, BCA=1, BCB=2, ESM-Gen=2, OSP-BCA=1,  
PHC (Hearing Impairment)-EBPG=1)

- E.Q. i) 10+2/10+2 1<sup>st</sup> Division/Graduation or its equivalent from a recognized board/university.  
ii) English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 4%.  
iii) Hindi/Sanskrit upto Matric Standard.

Age: 17-40  
Pay Scale: ` 9300-34800+ ` 3200 GP

**Cat. No. 9. 2 posts of Senior Scale Stenographer (Hindi)**

(Gen=1, SC=1)

- E.Q. i) 10+2/10+2 1<sup>st</sup> Division/Graduation or its equivalent from a recognized board/university.  
ii) Hindi Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistakes should not exceed 4%.  
iii) Hindi/Sanskrit upto Matric Standard.

Age: 17-40  
Pay Scale: ` 9300-34800+ ` 3200 GP

**Cat. No. 10. 54 posts of Senior Scale Stenographer (Both Language)**

(Gen=24, SC=7, BCA=4, BCB=3, SBC=2, EBPG=6, ESM-Gen=1, ESM-SC=1, ESM-BCA=1, ESM-BCB=3, OSP-SC=2)

- E.Q.
- 10+2/10+2 1<sup>st</sup> Division/Graduation or its equivalent from a recognized board/university.
  - English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 4%.
  - Hindi Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistakes should not exceed 4%.
  - Hindi/Sanskrit upto Matric Standard.

Age: 17-40  
Pay Scale: ` 9300-34800+` 3200 GP

**Cat. No. 11 379 posts of Drivers (Light Transport Vehicle) for various Departments/Boards/Corporations of Haryana.**

(Gen=122, SC=65, BCA=42, BCB=23, SBC=26, EBPG=44, ESM- Gen=25, ESM-SC=8, ESM-BCA=9, ESM-BCB=5, OSP-Gen=2, OSP-SC=4, OSP- BCA=4)

- E.Q.
- Middle/ Matric or its equivalent form recognized Board.
  - Knowledge Hindi/Sanskrit upto Middle/Matric standard.
  - Valid driving licence for Light Transport Vehicle (LTV).
  - 2/3/5 years experience of Light Transport Vehicle (LTV).

Age 17-40 years  
Pay Scale Rs. 5200-20200+2400 Grade pay ( Plus special pay as admissible in respective department/Board/Corporation)

**Cat. No. 12 341 posts of Drivers (Heavy Transport Vehicle) for various Departments/Boards/Corporations of Haryana.**

(Gen=108, SC=51, BCA=39, BCB=24, SBC=31, EBPG=33, ESM- Gen=23, ESM-SC=7, ESM-BCA=10, ESM-BCB=7, OSP- Gen=1, OSP-SC=3, OSP- BCA=3, OSP-BCB=1)

- E.Q.
- Middle/ Matric or its equivalent form recognized Board.
  - Knowledge Hindi/Sanskrit upto Middle/Matric standard.
  - Valid driving licence for Heavy Transport Vehicle (HTV).
  - 2/3/5 years experience of Heavy Transport Vehicle (HTV).

Age 17-40 years  
Pay Scale Rs. 5200-20200+2400 Grade pay (Plus special pay admissible in respective department/Board/Corporation)

**Cat. No. 13 13 posts of Tractor Drivers for Urban Local Bodies Department Haryana**

(GEN=7, SC=1, BCA=1, BCB=1, SBC=1, EBPG=1, ESM GEN=1)

- E.Q.
- Middle with heavy or light vehicle Driving Licence,

ii) Knowledge of Hindi/Sanskrit upto Middle standard.

Age 18-40 years  
Pay Scale ` 5200-20200+2400 Grade pay.

Cat. No. 14 4 posts of Tractor Drivers for Horticulture Department Haryana.

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

E.Q. i) Middle pass with Hindi; and  
ii) Driving Licence of heavy vehicle or tractor with three years experience of driving a heavy transport vehicle or tractor.  
iii) Knowledge of Hindi/Sanskrit upto Middle standard.

Age 17-40 years  
Pay Scale ` 5200-20200+ ` 2400 Grade pay.

Cat. No. 15 6 posts of Drivers for Rajya Sainik Board Haryana.

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

E.Q. i) Middle pass with Hindi or equivalent.  
ii) An EX-serviceman from driver trade below the rank of Junior Commissioned Officer who should have passed Class-I driving test in the services.  
iii) Should hold Civil Driving Licence.  
iv) Knowledge of Hindi/Sanskrit upto Middle standard.

Age 25-50 years  
Pay Scale ` 5200-20200+2400 grade pay (Plus special pay as admissible in respective department)

Note:- For category No. 1 to 10 the selected candidates shall have to qualify the State Eligibility Test in Computer Appreciation and Applications (SETC) within the probation period of two years as per Govt. instructions No. 42/164/2008-3GS-II, dated 11.11.2013

## Procedure/ Instructions for Online Filling Application Form:

### Special Instruction:

The prescribed essential qualification does not entitle a candidate to be called for interview. The commission may short list the candidates for interview by holding a written examination or on the basis of a rationale criterion to be adopted by the Commission. The decision of the Commission in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode of, and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.

### General Instructions:

1. Please read the instructions and procedures carefully before you start filling the Online Application Form.
2. Candidates can apply 'ON-LINE' through Haryana Staff Selection Commission (HSSC) website <http://www.hssc.gov.in> or online hssc.in w.e.f. 20.01.2014.  
The candidate should supply all details while filling the Online Form.
3. After applying online your registration no. and password will be generated.
4. Take print out of the registration no. and password screen for future reference of your application status and for Reprinting of your online filled application form and challan form.
5. After successful submission of application candidates can take print out of application form and Fee challan.
6. Please deposit the fee in all State Bank of Patiala bank branches after 48 hour of filling online application and Fee challan generation and within the date as indicated in Bank challan.

7. The hard copy along with required documents will be brought at the time of verification/scrutiny-cum-interview.

**8. Fees Details :**

Category of post	General		SC/BC/SBC/EBPG Candidates of Haryana only	
	Male/Female	Female of Haryana resident only	Male	Female
8 to 10	`150/-	`75/-	`35/-	`18/-
1 to 7, 11 to 15	`100/-	`50/-	`25/-	`13/-
Physically Handicapped /Ex-Serviceman of Haryana	No Charges			

9. The above mention fee should be deposited through online generated Fee challan in any branch of State Bank of Patiala within the date as mentioned in Fee Challan.

**Note :** This Application is compatible with Google Chrome, Mozilla firefox 17.0+ and Internet Explorer 7.0+ only. Please use the above mentioned browsers to access the Application.

**Relaxation in Age :**

- i) In the case of SC/BC/SBC candidates, the upper age limit is relaxable as per Haryana Govt. instructions.
- ii) In the case of PHC General candidates the upper age limit is relaxable by 10 years (15years for SCs/BCs) as per Haryana Government instructions No. 22/70/2011-1GS-III, dated 01.05.2012.
- iii) For Ex-servicemen candidates relaxation up to continuous Military service added by three years is permissible.
- iv) The upper age limit in respect of widow, legally separated woman, divorcee, deserted woman and unmarried woman will be upto 45 years as per Government instructions.
- v) No relaxation in age permissible to EBPG category.

**Reservation of posts:-** Reservation will be as per Haryana Government Instructions.

Reservation for persons with disabilities will be as per Haryana Govt. instructions contained in letter No. 22/10/2013-1GSIII, dated 28.02.2013.

i) Persons disabled from Blindness or Low Vision/Persons disabled from Hearing Impairment/ Persons disabled from Locomotor or Cerebral Palsy would be eligible for reservation in services/posts who suffer from not less than 40 per cent of relevant disability.

For Disabled ESM/Dependent of Killed/ Disabled in action reservation will be as per Haryana Govt. instructions contained in letter No. 945-GS-II 72/6451, dated the 6<sup>th</sup> March, 1972.

The reservation for ESM will be utilized in the order given below:-

- i) Disabled ex-servicemen with disability between 20% to 50%.
- ii) Up to two dependents of Service personnel killed/disabled beyond 50%
- iii) Other ex-servicemen.

**Note:-1.** Disabled ex-servicemen will mean ex-servicemen who, while serving in the Armed Forces of the Union were disabled in operations against the enemy or in disturbed areas.

**Note:-2.** The dependents will include besides wife/widow, dependent sons/daughters.

The dependent sons of ESM who fulfill all conditions of qualifications, age etc. prescribed for posts will be considered on merit for the posts reserved for ESM to the extent of non-availability of suitable ESM candidates. The children and the grand-children of Freedom Fighters (DFF) would be considered to the extent as mentioned in Haryana Govt. letter No. 22/20/83-3GSIII, dated 26.7.1984 as amended from time to time, if the quota reserved for Ex-servicemen, remains unfilled due to non-availability of suitable Ex-servicemen or their dependents.

ESM/DESM candidates of Haryana claiming benefit will have to produce the fresh Eligibility Certificate from the concerned Zila Sainik Board at the time of interview. Mere dependent certificate will not be entertained. ESM candidates should also produce at the time of interview attested photo copy of Identity Card issued by concerned Zila Sainik Board & Discharge Book.

**NONE OF THE PERSON BELOW SHALL FALL WITHIN THE DEFINITION OF WORD DEPENDENT OF EX-SERVICEMEN IN TERMS OF HARYANA GOVT. LETTER NO. 12/37/79-GSII, DATED 21-11-1980 :-**

- i) A person may be working on an adhoc basis against the post advertised or somewhere else.
- ii) A person may be unemployed at the time of making the application but he may have other source of income viz. from agriculture, trade, property, Bank Balance etc.
- iii) A person who is a member of the joint Hindu family and remains dependent upon the Karta till there is partition in the family or he ceases to be a member of the joint Hindu family and is obliged to pass on all his income to the Karta and he draws money for his subsistence from the pool of the joint Hindu family with the consent of the Karta.
- iv) A candidate who is a member of the joint Hindu family is employed on adhoc basis but he is otherwise dependent on his father.

- Note :- i) **The benefit of reservation will be given only to those SC/BCA/BCB/ PHC/SBC/EBPG and ESM and outstanding sportsperson candidates who are domicile of Haryana State. The SC/BCA/BCB/PHC/SBC/EBPG candidates are required to submit SC/BCA/BCB/PHC/SBC/EBPG Certificate duly issued by the competent authority at the time of interview. Likewise the Outstanding Sports Person shall be required to produce the sport gradation certificate as per Government instructions duly issued by the competent authority. DESM shall be required to produce the fresh Eligibility Certificate duly issued by the respective Zila Sainik Board at the time of interview.**
- ii) Qualification will be determined with regard to the last date fixed for receipt of applications.
  - iii) Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or it is found that the information furnished is false or incorrect their candidature will be cancelled.
  - iv) The experience will be considered only after acquiring the essential qualification and with details of salary received.

A candidate whether he belongs to General or reserved category viz. SC, BCA, BCB, SBC, EBPG, ESM/DESM, DFF, PHC or OSP can submit only one on line application for a particular category of post advertised. The special instructions for online applications as given on website [www.hssc.gov.in](http://www.hssc.gov.in) or [www.onlinehssc.in](http://www.onlinehssc.in) must be carefully read to help in understanding and filling in the application form. **No offline form will be accepted.** All the relevant columns of the application form should be filled in.

#### Printed Copy:-

Printed copy of the application form with original certificates and photocopy will be brought by the candidate at the time of interview/verification alongwith Photo, Identity Proof i.e. Identity Card/Driving License/ Passport/Voter Card/Pan Card etc.

#### Fake Institutions:-

Candidates, who have obtained degrees or diplomas or certificates for various courses from any institution declared fake by the University Grants Commission or not recognized by Department of Education, Haryana shall not be eligible for being considered for recruitment to the posts advertised.

#### Serving Government Employees:-

Serving Government Employees should have to produce no objection certificate from their Head of department at the time of verification/scrutiny-cum-interview.

#### **DOCUMENTS TO BE BROUGHT AT THE TIME OF INTERVIEW**

- i) One copy of latest stamp size photograph duly attested should be pasted on the application form.
- ii) Attested photocopy of fee deposited in Bank.
- iii) Attested photocopy of essential qualifications i.e. diploma/degree with the online downloaded application form.
- iv) Attested copy of Eligibility Certificate in case of DESM candidates duly issued by the respective Zila Sainik Board.
- v) Attested copy of Sport Gradation Certificate in case of Outstanding Sports Persons, duly issued by the Competent Authority.
- vi) **Attested photo copy of BCA/BCB/SC/PHC/SBC/EBPG Certificate issued by competent authority.**

#### LIKELY CAUSES OF REJECTION OF APPLICATION :-

The following are likely causes of rejection:-

- More than one application for a particular category.
- Application is incomplete and not online format given in the Advertisement.
- Full fee if not deposited in the manner prescribed.
- Experience certificate, where applicable, is without detail of salary per month received.

- No qualification of Hindi/Sanskrit as prescribed in advertisement.
- Applicant does not possess the requisite, academic qualification on cutoff date.
- Applicant does not indicate visible identification mark in appropriate column of application form.
- Candidate is underage/overage on the cutoff date/closing date.
- Variation in data of online application form and originals when brought for verification/scrutiny-interview.
- OFF LINE form sent by post.
- Lack of essential qualification as prescribed in advertisement.

**Helpdesk number for any assistance:**

**For Online Application- +91-9041555547, +91-9041003997**

**For Bank (State Bank of Patiala) Fee - 0172-2584072, +91-8146997331**

**USE OF MOBILE PHONE, PAGER AND OTHER ELECTRONICS DEVICE IN HARYANA STAFF SELECTION COMMISSION EXAMINATION/ INTERVIEW IS STRICTLY PROHIBITED.**

Place : Panchkula  
Dated: 18.01.2014

Secretary,  
Haryana Staff Selection Commission,  
Panchkula.