Advt. No. 02/2026
HARYANA STAFF SELECTION COMMISSION
BAYS NO.67-70, SECTOR-2, PANCHKULA – 134151
Website www.hssc.gov.in

ADVERTISEMENT FOR CET Phase-II FOR GROUP-C POSTS

IMPORTANT DATES AT A GLANCE

Item(s)	Timeline
Date of Publication	09.01.2026
Opening Date for submission of online application	02.02.2026
Closing Date for Submission of online Application	15.02.2026 (11:59 PM)
Fee detail	**No fee is required to be deposited by any candidate for applying against any post(s).**
Important dates for BCA/BCB/EWS Candidates	**Supporting Certificate must have been issued on or after 01.04.2025 and on or before the closing date.**
Important dates for DSC/OSC candidates	**Supporting Certificate must have been issued after 13.11.2024 and on or before the closing date.**
Eligibility Certificate renewed/issued/ for family member of ESM	**Certificate Issued/Renewed on or after 03.02.2025 and on or before the closing date**
Downloading of Admit Cards from the HSSC website	**Will be communicated Separately**
Date of Examination	**Will be communicated Separately**
The candidates who have applied earlier against Advt. 04/2024, 08/2024, 09/2024 & 11/2024 must apply afresh for this advertisement.	

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CHAPTER 1

1. Invitation of Applications

Online applications are invited for direct recruitment to Group C posts from the Common Eligibility Test (CET) Group-C qualified candidates against Advt. No. 02/2026 through the URL address i.e. **https://adv022026.hryssc.com** from 02.02.2026 to 15.02.2026 till 11.59 P.M. Thereafter, the website link will be disabled.

Note:- **The candidates who have applied earlier against Advt. 04/2024, 08/2024, 09/2024 & 11/2024 must apply afresh for this advertisement**

CHAPTER 2

2. Details of various groups, posts with category wise Bifurcation, age and minimum essential qualification for the Group-C posts of various Department/Board/Corporation/ Commission etc. are attached at Appendix-A.

Note: (A) In case, the candidate applies on the basis of equivalent qualification(s) for the post(s) where 'equivalent' word is mentioned in essential qualification(s), the consideration of the said equivalent qualification(s) of the candidate at the level of Commission will be only provisional subject to its acceptance by the indenting Department after due verification **(Appendix B)**.

(B) Further, if a candidate claims eligibility on account of possessing higher qualification in same line as prescribed in minimum qualification for that particular post, in view of Haryana Government instruction No. 10/4/2015-3GSII, dated 25.03.2016, in that case, the consideration of said higher qualification in the same line at the level of Commission will only be provisional subject to its acceptance by the indenting Department after due verification.

CHAPTER 3

3. Details of syllabus for different categories in the group are attached at Appendix-C (available on the website of HSSC).

CHAPTER 4

4. Criteria for Selection & Examination

The Recruitment will be made strictly in accordance with CET Policy for Group C dated 31.12.2024 & its amendment dated 11.07.2025(**Appendix-D**) and Haryana Staff Selection Commission Rules 2025 dated 27.05.2025 **(Appendix-E).**

Pattern of Examination:-

i. Total number of Multiple Choice Questions (MCQs):100

ii. Total marks: 100

iii. Duration of examination-1 Hour 45 Minutes

Minimum qualifying marks: -General Category : **50%**

Reserved Category (both vertical and horizontal) : **40%**

All questions shall be compulsory. Question paper shall be Bilingual (English & Hindi) and an offline (OMR based) written examination will be held.

For every question, the candidate will be provided four options to choose from, in the question paper. After having selected his/her preferred option, every candidate shall need to fill the corresponding circle in the OMR sheet. There shall be no negative marking for a wrong option having been filled. In case a candidate does not wish to attempt a question, he/she will need to fill in the fifth circle/bubble in the OMR sheet. Failure to do so shall result in deduction of one mark. In other words, for every un-attempted question, there shall be negative marking of minus one mark.

CHAPTER 5

5. PROCESS FOR RECRUITMENT OF GROUP C POSTS:

(i) After publication of CET (Marks) in accordance with sub-clause (xi) of clause 7 of CET notification dated 31.12.2024, the posts available for recruitment shall be advertised by the

Commission along with the syllabus, procedure/manner of conducting skill and/or written examination of the advertised posts and last date for attaining minimum educational qualifications and/or experience. On the advertisement being issued, the Commission shall invite applications electronically of the eligible candidates based on the merit list of CET Score (Marks) to know whether the candidate is willing to appear for skill and/or written examination for that post.

(Provided that out of the candidates applying for the post, the maximum number of candidates eligible to appear for the skill and/or written examination shall be ten times the total number of posts advertised by the Commission. The eligible candidates shall apply electronically on the website of the Commission using their Registration Number. The last date for submission of application shall also be mentioned in the advertisement by the Commission).

(ii) If the CET (Marks) of the last candidate who has applied for the post in terms of sub-clause (i) above is achieved by more than one candidate, then all the candidates at the cut off CET (Marks) who have applied for the post shall be entitled to be considered for appearing in the skill and/or written examination for the post(s) advertised by the Commission.

(iii) On receipt of requisitions of the posts of different nomenclature but of similar educational qualifications and pay scales, the Commission shall be competent to hold one common skill and/or written examination with the condition that the distribution/allocation shall be on merit-based option given by the successful candidates for the post and/or Department.

(iv) When the number of candidates applying under sub-clause (i) who are eligible is less than the number limit specified in the above said clause then the Commission may extend the date by publication on the website for enabling further eligible candidates to apply.

(v) For consideration of a candidate against a post of general category, such candidate has to secure minimum 50% marks in the skill and/or written examination to be considered for selection/recruitment. In case of consideration against the reserved category post (whether vertical or horizontal) the candidate shall receive a concession @ 10% for the purpose of eligibility for the purpose of skill and/or written examination, i.e. the minimum cut off for such candidates shall be 40% because they have been given 10% concession in minimum marks.

(vi) The Commission shall on the basis of marks obtained in the written/skill examination shortlist the candidates for selection, recommendation or waiting list in the respective categories and publish on the website in accordance with clause 12 of CET notification dated 31.12.2024.

For calculation of total marks of skill and/or written examination of a candidate, the marks obtained in skill and/or written examination shall be added to the score, if any, (like NCC in case of Police Recruitment etc.) to derive at the total marks of skill and/or written examination of the candidate.

(vii) The Commission reserves the right to review the formula to decide the maximum number of CET qualified candidates who shall be eligible to appear for the skill and/or written examination, in future whenever it feels the need for the same.

Note:- Save as otherwise provided in any instructions of Government, in case of non-availability of eligible candidate(s) of respective category after the skill and/or written examination for the post which remain unfilled shall be re-advertised as per reservation policy.

CHAPTER 6

6. <u>Reservation:</u>

6.1. The benefit of reservation will be given only to those DSC/OSC/BCA/BCB/EWS/PwD and ESM candidates who are bonafide resident of Haryana State and submit the application form against reserved category posts. The reserved category candidates belonging to other States/UTs will be allowed to compete against the posts meant for general category only and will be considered as general category candidates

6.2 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 and thereafter issued from time to time upto the date of advertisement shall be applicable.

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.

6.3. The short-listing of candidates shall be done on the basis of particulars filled in online application form for which supporting documents shall be uploaded. After submission of online application form no change of particular at any stage shall be entertained.

6.4 (i) If any candidate belongs to DSC/OSC/BCA/BCB/EWS is/are selected in the open competition for direct recruitment on the basis of their own merit, they will not be counted against the quota reserved for Scheduled Castes/Backward classes, they will be treated as open competition candidates. However, such candidates should fulfill conditions of eligibility regarding age etc. as are meant for general category candidates.
(ii) Persons with disabilities selected on their own merit without relaxed standards alongwith other candidates, will not be adjusted against the reserved share of vacancies. The reserved vacancies will be filled up separately from amongst the eligible candidates with disabilities which will thus comprise physically handicapped candidates who are lower in merit than the last candidate in merit list but otherwise found suitable for appointment, if necessary, by relaxed standards. It will apply in case of direct recruitment only, wherever reservation for persons with disabilities is admissible.

6.5. **BCA (Non- Creamy Layer) and BCB (Non-Creamy Layer):-**

The candidates belonging to BCA(Non-Creamy Layer)/BCB(Non-Creamy Layer) categories are directed to obtain the fresh/latest BCA or BCB certificate, as the case may be, as per Haryana Government instructions No. 22/132/2013-1GS-III dated 22.03.2022, Government notification No. 40/13/2024-1SW dated 16.07.2024 (**Appendix F**).

This certificate should have been issued on or after 01.04.2025 & on or before the closing date of application form. BCA & BCB candidates of Haryana who fall in the creamy layer as specified by the Government of Haryana are not entitled for the benefit of reservation and they would be considered as General category candidates for all intents and purposes.

Note 1: The BC-A/BC-B certificate issued for contesting the Panchayati Raj Elections shall not be considered.

Note 2: OBC certificate issued for jobs in Central Govt. shall not be considered.
The valid proforma of the BC-A/BC-B certificate is annexed as **Annexure IV**. The certificates issued in the required proforma will only be considered.

6.6. **EWS category**:-

As per govt. instructions issued vide no. 22/12/2019-1GS-III, dated 25.02.2019, EWS certificate valid for State of Haryana **(Appendix-G)** on prescribed proforma (**Annexure –V A or Annexure-V B**) should be valid for the year in which the candidates have applied for the posts. **The EWS certificate should have been issued on or after 01.04.2025 and on or before the closing date of application form.**

Note 1:- The certificate issued after the closing date of application shall not be considered under any circumstances.

Note 2:- EWS certificate issued for jobs in Central Govt. shall not be considered.

Note 3:- EWS certificate issued in Annexure-V A or in Annexure V B will be considered.

6.7. **Deprived Scheduled Castes (DSC) and Other Scheduled Castes (OSC):-**

As per govt. instructions issued vide no. 22/163/2024-5HRIII, dated 13.11.2024, for the purpose of reservation in services, the Scheduled Castes in Haryana have been sub-categorized in two categories i.e. Deprived Scheduled Castes (DSC) and Other Scheduled Castes (OSC) and candidate should upload the certificate clearly mentioning the sub-category of DSC or OSC as per Annexure-A of the Government instruction No. 22/163/2024-5HR-III dated 13.11.2024 **(Appendix-H). As a matter of abundant caution, it is clarified that the DSC/OSC certificate must have been issued after 13.11.2024 and on or before the closing date of registration for CET.**

6.8 **Ex-serviceman**

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 13.04.2022 both these instructions are annexed as (**Appendix-I**)

6.9. ESM candidates shall attach attested photocopy of valid documents issued by the competent authority which individually or jointly show the date of entry into Armed forces and date of Release, Discharge, Clause of Discharge, cause of Discharge, percentage of disability pension/disability element. Family Member of Disabled ESM and Family member of ESM shall attach valid eligibility certificate issued or renewed after 03.02.2025 strictly as per format annexed as **Annexure VI**

6.10. Benefit of reservation to the children/grandchildren of Freedom Fighters will be as per Government Instruction No. 22/49/2021-1GS-III dated 27.10.2021 and 26.04.2022. Children/Grand Children of Freedom Fighter shall be required to produce the Certificate duly issued by the respective competent authority (**Appendix-J**).

6.11. Commission can direct the family member of ESM candidates to provide relevant information in any authentic form to avail the benefits.

6.12. **If for any post in a group, there is no vacancy for reserved category, then the candidate of reserved category can apply under general category and will be shortlisted as per merit of general category. A candidate will be considered for a post/Department under General Category, if such a candidate has given his/ her preference for the same and fulfill the essential qualifications for the post/ Department under general category.**

CHAPTER 7

7. Persons with Benchmark Disabilities (PwBD) (Divyangjan):
List of Benchmark Disabilities in terms of Section 34 of the Rights of Persons with Disabilities (RPwD) Act, 2016 and instructions No. 22/10/2013-1GSIII Dated 25.04.2018 of Government of Haryana (Appendix K) is as follows:-

Sr. No.	Type of Disability	Category of disability to be selected in Registration/ Application form
(a)	Blindness and low vision	VH (Visual Impairment)
(b)	Deaf and hard of hearing	HH (Heard of Hearing)
(c)	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.	OH (Ortho)
(d)	Autism, intellectual disability, specific learning disability and mental illness.	MD (Multiple Disability)
(e)	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.	MD (Multiple Disability)

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

7.1. In case of candidates with benchmark disabilities in the category of blindness, locomotors disability (both arm affected-BA) and cerebral palsy, one scribe will be allowed, if so desired by the candidate, without production of Certificate of physical limitation **(Annexure-VIII)**.

7.2. In case of remaining categories of persons with benchmark disabilities, a scribe will be allowed only upon production of a certificate to the effect that the candidate 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-VII.**

7.3. However, the candidates referred in Point 7.1 and 7.2 above 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 per proforma at **Annexure-VII**.

7.4. The qualification of the scribe should be upto Matriculation only. Further, the scribe has to produce a valid ID proof in original alongwith a copy duly signed by the candidate as well as the scribe at the time of examination as per proforma at **Annexure-VIII.**

7.5. Scribe should not be a candidate of the same examination. If a candidate is detected assisting a **PwBD** candidate as scribe in the examination, then the candidature of both the candidates will be cancelled.

7.6. A compensatory time of 20 minutes per hour of examination will be provided to all the PwBD candidates referred in Point 7.1 and 7.2 above, thereby the total extra time comes to 35 minutes in addition to 105 minutes.

7.7. No attendant other than the scribe for eligible PwBD candidates will be allowed inside the examination hall.

7.8. The candidate has to make his/her own arrangement of a scribe.

CHAPTER 8

8. 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 are annexed at **(Appendix-L):**

Note:- In accordance with withdrawal notice dated 02.07.2025, the Commission had withdrawn the vacancy advertised vide Advt. No. 08/2024, 9/2024 & 11/2024 for various groups and categories mentioned in (**Annexure – I**). The candidates who had earlier applied against the said withdrawal posts are eligible for apply, however they have to apply afresh for these posts on the basis of their CET registration no.

CHAPTER 9

9. Instruction for Submission of Application Form :

9.1. Candidates are advised to read the advertisement, instructions and procedure carefully before 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 filled upon online application form and upload all documents before finally submitting the application form.

9.2. Candidates are advised to apply online well in advance without waiting for last date of submission of online application form. Before submission of the online application form, candidates must check that they have filled correct details in each field of the form. A candidate may submit his/her application form till the last date of submission of application form i.e. closing date. After final submission of 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.

9.3. After successful submission of online application form, candidates are advised to take final print out of online application form for record alongwith uploaded documents.

9.4. The hard copy of online 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 alongwith online application form shall not be entertained. However, HSSC may ask an additional document in support of already submitted document for more clarity, if required.

9.5. No offline application form or copy of downloaded application form in any mode will be accepted by the Haryana Staff Selection Commission.

9.6. Candidates who do not fulfill the qualifications/eligibility conditions on cutoff/closing date, their application form shall liable to be rejected. All the Certificates/Documents relating to educational qualification/eligibility conditions & experience etc. will be determined with regard to cut off/closing date as prescribed.

9.7. The Commission does not carry out the scrutiny of the physical documents at the time of submission of online application form and the same are checked only at the time of Scrutiny of documents (offline/online).

CHAPTER 10

10. Experience:

10.1 **For the purpose of age relaxation and essential qualification**, the experience will be considered only after acquiring the essential educational qualification and the experience certificate should be

issued by competent authority of the concerned Department/ Board/ Corporation/ Company/Statutory Body/Commission/Authority/Co-operative banks etc. under Haryana Government. The details of salary, designation, date of joining, period of service and date of issuance of the certificate of the concerned post should be clearly mentioned in the experience certificate**. The copy of proforma is placed at Annexure-II.**

10.2 **For essential qualifications**, where there is requirement of experience, the experience from private organizations/institutions may be considered if the service rules so provides. The required experience certificate should be issued by the competent authority of the private organization/institution concerned. The details of salary, designation, date of joining, period of service and date of issuance of the certificate of the concerned post should be clearly mentioned in the experience certificate. **The copy of proforma is placed at Annexure-III.**

CHAPTER 11

11. Post Preferences:

As skill and/or written examination is being held for multiple posts/Departments in groups, therefore, detailed options for various said posts/Departments need to be filled by the candidates through online mode. A candidate will not be considered for a post/Department, if such a candidate has not given his/ her preference for the same and does not fulfill the essential qualifications for the post/ Department. Options confirmed at the time of submission of online application form will be treated as final and will not be changed subsequently under any circumstances. Therefore, candidates are advised to be careful while exercising such options.

CHAPTER 12

12. Scrutiny of Documents

Only those documents which are uploaded by the candidates while filling up the online 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 form 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.

The Commission does not carry out the scrutiny of the physical documents at the time of submission of online application form and the same are checked only at the time of Scrutiny of documents (offline/online).

Note: - The Commission does not verify the genuineness of documents uploaded by the selected and recommended candidates with their online application forms, which shall be done by the indenting department at the time of offering appointment.

CHAPTER 13

13. In case of tie cases for final result

13.1. In case there are more than one candidate having equal aggregate marks (written examination/skill test marks) the candidate who is older in age will get precedence over the younger one.

13.2. In case two or more candidates have the same aggregate marks and same date of birth. The candidates having higher marks in CET Phase –I written examination shall be considered.

CHAPTER 14

14. Likely causes of rejection of application/candidature

1. More than one application form for a particular post.
2. Application is incomplete or not submitted online.
3. No qualification of Hindi/Sanskrit as prescribed in advertisement.
4. Applicant does not possess the requisite essential qualification on cutoff/closing date.
5. Candidate is underage/overage on the cutoff/closing date as prescribed.
6. Variation in data of online application form and in original documents if detected at any stage.
7. Not uploading requisite certificate as prescribed.

CHAPTER 15

15. **Commission's Decision To Be Final**

The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the application form, penalty for false information, irreverent document(s)/information debarment of candidate for indulging in malpractices etc. will be final and will be binding on the candidates. No enquiry/correspondence will be entertained in this regard.
Commission can anytime call any candidate to re-capture their biometric data before the declaration of the result and even after it, if needed. In case of biometric (thumb or facial) mismatch of the data taken at any stage 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 the ground of impersonation and he/she will be debarred from the future examinations. Criminal proceedings shall also be initiated against such candidates/impersonators.

If a candidate bypasses the biometric arrangements and does not provide his/her biometric/facial data or uses any other unfair means during the examination process, his/her candidature will be cancelled on attempt of cheating and impersonation and he/she will be debarred from the future examinations.

CHAPTER 16

16. Documents to be uploaded with Application Form (MANDATORY)

The detail of the documents, to be uploaded with the application form (category-wise) is mentioned as below:-

Sr. No.	Category	Documents to be uploaded (Mandatory)
1	General	1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.) 2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph. 3. Scanned signature of the Candidate. 4. Scanned copy of Aadhar Card. 5. Undertaking as per Annexure IX.
2	Deprived Scheduled Castes (DSC)/ Other Scheduled Castes (OSC)	1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.) 2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph. 3. Scanned signature of the Candidate. 4. Scanned copy of Aadhar Card. 5. Haryana Bonafide Resident certificate. 6. Scanned Copy of DSC or OSC certificate of Haryana as per Govt. instruction issued vide no. 22/163/2024-5HRIII, dated 13.11.2024. 7. Any Other Reservation Certificates, If applicable. 8. Undertaking as per Annexure IX.
3	BC-A (Non-Creamy Layer)	1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.) 2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph. 3. Scanned signature of the Candidate. 4. Scanned copy of Aadhar Card. 5. Haryana Bonafide Resident certificate. 6. Scanned copy of BC-A (Non-Creamy Layer) certificate issued on or after 01.04.2025 as per Haryana Government instructions No. 22/132/2013-1GS-III dated 22.03.2022, Government notification No. 40/13/2024-1SW dated 16.07.2024 7. Any Other Reservation Certificates, If applicable. 8. Undertaking as per Annexure IX.
4	BC- B (Non-Creamy Layer)	1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.) 2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph. 3. Scanned signature of the Candidate. 4. Scanned copy of Aadhar Card. 5. Haryana Bonafide Resident certificate.

		6. Scanned copy of BC-B (Non-Creamy Layer) certificate issued on or after 01.04.2025 as per Haryana Government instructions No. 22/132/2013-1GS-III dated 22.03.2022, Government notification No. 40/13/2024-1SW dated 16.07.2024. 7. Other Reservation Certificates, If applicable. 8. Undertaking as per Annexure IX.
5.	Economically Weaker Section (EWS)	1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.) 2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph. 3. Scanned signature of the Candidate. 4. Scanned copy of Aadhar Card. 5. Haryana Bonafide Resident certificate. 6. Scanned copy of EWS certificate issued on or after 01.04.2025 as per Govt. Instruction dated 25.02.2019. 7. Other Reservation Certificates, If applicable. 8. Undertaking as per Annexure IX.
6.	Ex-Serviceman	1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.) 2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph. 3. Scanned signature of the Candidate. 4. Scanned copy of Aadhar Card. 5. Haryana Bonafide Resident certificate. 6. Discharge certificate/Discharge Book showing the date of entry into military and date of Release, Discharge, Clause of Discharge & Cause of Discharge. 7. Other Reservation Certificates, If applicable. 8. Undertaking as per Annexure IX.
7.	Disabled Ex-Serviceman	1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.) 2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph. 3. Scanned signature of the Candidate. 4. Scanned copy of Aadhar Card. 5. Haryana Bonafide Resident certificate. 6. Valid document(s) issued by the competent authority which individually or jointly show the date of entry into Armed Forces and date of Release, Discharge, Clause of Discharge, Cause of Discharge, percentage of disability pension/disability element. 7. Any Other Reservation Certificates, If applicable. 8. Undertaking as per Annexure IX.
8.	Family Member of Disabled Ex-Serviceman	1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.) 2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph. 3. Scanned signature of the Candidate. 4. Scanned copy of Aadhar Card. 5. Haryana Bonafide Resident certificate. 6. Valid document(s) issued by the competent authority which individually or jointly show the date of entry into Armed Forces and date of Release, Discharge, Clause of Discharge, Cause of Discharge, percentage of disability pension/disability element to the father/mother or spouse of the candidate. 7. The Eligibility Certificate issued/renewed to the candidate by respective District Sainik & Ardh Sainik Welfare Office in Haryana on or after 03.02.2025 and on or before the closing date. 8. Any Other Reservation Certificates, If applicable. 9. Undertaking as per Annexure IX.
9.	Family Member of Ex-Serviceman	1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.) 2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph. 3. Scanned signature of the Candidate. 4. Scanned copy of Aadhar Card.

		5. Haryana Bonafide Resident certificate. 6. Eligibility certificate for family members of ESM/renewed on or after 03.02.2025 and on or before the closing date. 7. Any Other Reservation Certificates, if applicable. 8. Undertaking as per Annexure IX.
10.	Dependent of Freedom Fighter (D.F.F)	1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.) 2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph. 3. Scanned signature of the Candidate. 4. Scanned copy of Aadhar Card. 5. Haryana Bonafide Resident certificate. 6. Certificate for children/grandchildren of Freedom Fighter issued by competent authority. 7. Any Other Reservation Certificates, if applicable. 8. Undertaking as per Annexure IX.
11.	Persons with Benchmark Disabilities (PWD)	1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.) 2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph. 3. Scanned signature of the Candidate. 4. Scanned copy of Aadhar Card. 5. Haryana Bonafide Resident certificate. 6. Scanned copy of person with disability (PWD) certificate. 7. Any Other Reservation Certificates, if applicable. 8. Undertaking as per Annexure IX.
12.	Adhoc/contract/work-charged/daily wages basis in any Department/Board/ corporation of Haryana Government (For candidates claiming benefit of age relaxation).	1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.) 2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph. 3. Scanned signature of the Candidate. 4. Scanned copy of Aadhar Card. 5. Haryana Bonafide Resident certificate. 6. Scanned copy of proof of having worked on adhoc/contract/work-charged/daily wages basis in any Department/Board/corporation of Haryana Government 7. Any Other Reservation Certificates, If applicable. 8. Undertaking as per Annexure IX.

Note: -The undertaking(s) and certificate(s) attached as Annexures with the advertisement, if applicable, have to be uploaded by the candidates at the time of submission of the application form.

CHAPTER 17

17. <u>General Instructions:</u>

17.1. Commission reserves right to increase or decrease the number or break up of already advertised posts anytime till the date of recommendation on the basis of change in requisition from the indenting department.

17.2. Mere short listing/selection of a candidate does not confer any right of appointment unless the Commission/Indenting Department/ Board/ Corporation etc. is satisfied that the candidate is eligible for appointment to the service/post in all respects after conducting necessary enquiry, if so required.

17.3. OMR sheets will have three folios- Original OMR, Commission copy and Candidate copy. The candidate shall not mark anything on Commission copy. The impression of Original OMR sheet will be automatically marked on all the three folios. Pencil should not be used for darkening the circle. If, more than one circle is found darkened, that answer will not be evaluated.

17.4 **However, if a candidate smudges/scratches/erases any place on the OMR sheet 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 rejection of OMR/answer sheet on these grounds. Also, if the scanning machine detect any smudges/scratches/erases/any place on the OMR sheet in any manner with Eraser, Nail, Blade, White Fluid /Whitener etc. then OMR sheet of candidate shall be cancelled.**

17.5. Evaluation of OMR answer sheets of the candidate is done once and there is no process of re-evaluation of OMR sheet.

17.6. All candidates are advised to retain copy of advertisement, application form filled by him/her along with uploaded documents, admit card, notices, copy of question paper, OMR sheet (candidate's copy) etc. for his/her record.

17.7. All rules/instructions prevailing on cut-off date shall be applicable.

17.8. Candidates are advised to fill-up the online application form himself/herself very carefully, upload the documents after scanning the same from original documents while ensuring that whole documents are scanned and if any, certificate is printed on both sides then both sides should be scanned and uploaded. Documents should be uploaded at the proper place.

17.9. Scanned documents uploaded with online application form shall only be considered for deciding the qualification criteria for the post. Document(s) which is/are not uploaded at the time of filling application form shall not be considered at subsequent stage.

17.10. All notice pertaining to recruitment shall be displayed on official website of HSSC. Therefore, all applicants are advised to visit the website regularly for information and updation as no individual information shall be given to a candidate separately.

17.11. Candidates must read the complete advertisement very carefully as all the applicants are bound by the terms and conditions mentioned in the advertisement.

17.12. The commission advertises posts under different categories of reservations requiring different eligibility conditions as per roaster points maintained by concerned department, as per applicable Government Instructions and Service Rules, wherein Commission has no role to play.

17.13. Answer key of the question paper shall be put on the official website of Commission after the examination. Candidate should file objections, if any, within specified period along with prescribed fee of Rs. 250/- per objection (non-refundable). Thereafter, no objection shall be entertained and all objections so received shall be forwarded to Chief Examiner. On the basis of recommendation of Chief Examiner, the final answer key shall be prepared and evaluation shall be done on the basis of final answer key so prepared. The Commission may also constitute a committee (if required) for dealing with the objections, so received upon the initial answer key. The decision of the Commission based on the recommendation of Chief Examiner/Committee shall be final and no correspondence in this regard shall be entertained.

17.14. If any document renewed/re-issued, candidate must attach/upload both old and new documents.

17.15. Qualifications i.e. degree, diploma, certificates, experience and other terms & conditions of eligibility will be determined with regard to the last date fixed for receipt of online application form also termed as closing date.

17.16. If on verification at any stage starting from submission of application form till appointment and any time even after appointment, it is found that any candidate does not fulfill any of the eligibility condition or it is found that the information/document furnished is false or incorrect, his/her candidature will be cancelled and he/she will also be liable to be debarred and prosecuted in the Court of Law. This is irrespective of whether the candidate was benefitted by furnishing the false or incorrect information in his/her application. If the candidate is selected, his/her recommendation may be withdrawn.

17.17. Candidates, who have obtained degree(s) or diploma(s) or certificate(s) for course(s) from any Board/Institution **declared fake by the University Grants Commission or not recognized by any State/Centre Government** shall not be eligible for being considered for recruitment to the post(s) advertised and no representation in this regard shall be entertained.

CHAPTER 18

18. 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:

Sr. No.	Type of Malpractice	Debarment Period
1	Taking away any Examination related material such as Original,	2 Years

	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	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 at any other stage. Candidate not giving biometric/facial data will amount to impersonation.	5 Years
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 any process of 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.

18.1 Barred Items

The candidates will be subjected to extensive and compulsory frisking with the help of highly sensitive metal detectors before entering the Examination Centre. The candidates are not allowed to carry the following items inside the Examination Centre under any circumstances.

a) Any item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Pen, Scale, Writing Pad, Pen Drives, Eraser, Calculator, Log Table, Electronic Pen/Scanner, etc.

b) Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc.

c) Other items like Wallet, Goggles, Handbags, Belt, Cap etc.

d) Any Watch/Wristwatch, Bracelet, Camera etc.

e) Any ornaments/metallic items etc.

f) Any food items opened or packed, water bottle etc.

g) Any other item which could be used for unfair means, communication devices like a microchip, camera, Bluetooth device etc.

No arrangement will be made at the Centers for keeping any article(s)/item(s) belonging to the candidates. The candidates wearing articles or objects of faith (customary/cultural/religious) should report at the

examination centre at least two hours before the last reporting time so that there is enough time for proper frisking without any inconvenience to the candidate while maintaining the sanctity of the examination. If upon screening, it is discovered that any candidate is actually carrying a suspected device within such item of faith, he/ she shall be asked not to take it into the examination hall.

***USE OF MOBILE PHONE AND OTHER ELECTRONIC DEVICES/GADGETS DURING EXAMINATIONS CONDUCTED BY HARYANA STAFF SELECTION COMMISSION IS STRICTLY PROHIBITED.**

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

Place: Panchkula
Date: 09.01.2026

Adda247

ANNEXURE-I

HARYANA STAFF SELECTION COMMISSION
BAYS NO.67-70, SECTOR-2, PANCHKULA-134151
(Web Site-www.hssc.gov.in)

WITHDRAWAL NOTICE

In accordance to Haryana Government memo no.42/35/2025-5HR-II dated, 16th May 2025, the Commission withdrawn the vacancies mentioned here in below to be re-advertised after conduct of CET-01/2025, with the condition that the candidates who were eligible as per the already issued advertisements would be considered eligible against re-advertised posts:-

Sr. No.	Advt. No.	Group No.	Category No.	Total Posts
1	04/2024	57	376	65
2	08/2024	26	19 & 212-225	367
3	08/2024	27	226 -228	16
4	08/2024	29	231, 232, 233, 234, 236-242	319
5	08/2024	31	246, 247,249-257	180
6	08/2024	33	260-261	8
7	08/2024	34	262	4
8	08/2024	38	267-269	10
9	09/2024	3	44	24
10	10/2024	58	390-392	1075
11	10/2024	59	393-395	517
12	10/2024	60	396	246
13	11/2024	61	397-398	156
14	14/2024	--	1-3	5600
15	15/2024	--	1	66
			Total	**8653**

-Sd/-
Under Secretary
Haryana Staff Selection Commission
Panchkula

Dated:-02.07.2025

Annexure-II

Experience Certificate (For Age relaxation in case of Haryana Govt. employees)

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.

3. The salary of the employee is …….

4. 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

Adda247

ANNEXURE –III

Experience Certificate for Essential Qualification

To be issued on letter head of the Institution/Department/Board'/Issuing Authority
Telephone No……
Name of Organization
Address of the Organization

This is to certify that Shri/Ms…….…….S/o, D/o, W/o Shri……..was/is an employee of this Organization/Department and duties performed by him/her during the period(s) are as under:-

1.	**Name of post held**	
2.	**From**	
3.	**To**	
4.	**Total Period**	**Year-** **Month-**
5.	**Nature of Appointment-Permanent, Regular, Temporary, Part-time, Contract, Guest, Honorary etc.**	
6.	**Department/Speciality/Field of experience**	
7.	**Pay scale and last salary drawn (Rs.)**	
8.	**Duties performed/experience gained in brief in each post**	
9.	**Place of posting**	
10.	**Worked at supervisory level/middle management level/head of branch/lower management**	
11.	**Bank Account No. in which salary deposited.**	
12.	**EPF Id No.**	
13.	**ESI Employee Code No.**	
14.	**NPS PRAN No.**	

2. It is certified that above facts and figures are true and based on service records available in our Organization/Department.

Signature
Name of competent authority
Stamp of competent authority

Note: In respect of the experience gained by the candidate from private organizations, the candidate should enclose the following documents, as relevant in his case, along with the above certificate to prove its genuineness:-

1. Copy of Bank Statement/Pass Book in which salary deposited for relevant period.
2. Copy of Member Pass Book/Statement of EPF contribution for relevant period.
3. Copy of Member Pass Book/Statement of ESI contribution for relevant period.
4. Copy of FORM 26AS of Income Tax Department for the relevant Financial year.
5. Copy of NPS contribution statement for relevant period.

Adda247

Annexure – IV

BCA/BCB Certificate Proforma

परिवार पहचान सक्ष्या:
Parivar Pehchan Number

प्रमाण पत्र संख्या:
CertificateNumber

हरियाणा सरकार
Government of Haryana
पिछड़ा वर्ग प्रमाण पत्र
Backward Class Certificate

यह प्रमाणित किया जाता है कि..... राज्य हरियाणा की.....जाति से संबध रखता/रखती है। इस जाति का उल्लेख हरियाणा पिछड़े वर्ग (सेवाओं तथा शैक्षणिक संस्थाओं में दाखिले मे आरक्षण) अधिनियम, 2016 (2016 का 15) की अनुसूची ''II''में पिछड़ा वर्ग ब्लॉक.....में किया गया है।

This is to certify that Mr./Ms. …… son/daughter of Mr. ……. resident of …… in the State of Haryana belongs to …….. Caste. This caste is mentioned in the Backward Class Block " " in Schedule "II" to the Haryana Backward Classes (Reservation in Services and Admission in Educational Institutions) Act, 2016 (15 of 2016).

.....और/अथवा उनका परिवार.....जिला..... राज्य हरियाणा में रहता है।

….. …….. and/or her family ordinarily reside(s) in ……in District…….. of the Haryana State.

यह प्रमाणित किया जाता है कि वह हरियाणा राज्य अधिसूचना क्रमांक 40/13/2024–1दिनांक 16.07.2024 के अनुसार नवोन्नत वर्ग से सबंधित नही है।

This is to certify that he/she does not belong to creamy layer as per the Haryana State notification no. 40/13/2024-1SW dated 16.07.2024.

जारीकर्ता(Issued by)

Place: ……..
स्थान: .....

अतिरिक्त उपायुक्त–सह–
जिला नागरिक संसाधन सूचनाअधिकारी
जिला.....
Additional Deputy Commissioner-cum-
District Citizen Resources Information Officer

Dated: ……
दिनांक: ……

District: …….

Annexure-V A

EWS Proforma

परिवार पहचान सक्ष्या:
Parivar Pehchan Number

प्रमाण पत्र संख्या:
CertificateNumber

हरियाणा सरकार
Government of Haryana

आर्थिक रूप से कमजोर वर्ग आय एवं संपत्ति प्रमाण पत्र
ECONOMICALLY WEAKER SECTIONS INCOME AND ASSET CERTIFICATE
वित्तीय वर्ष ..... के लिये मान्य **VALID FOR FINANCIAL YEAR .....**

यह प्रमाणित किया जाता है कि श्री/सुश्री ..... पुत्र/पुत्री श्री ..... निवासी ..... जिला ..... राज्य हरियाणा का/की स्थायी निवासी है जो वित्तीय वर्ष .... के लिये उसके परिवार की सकल वार्षिक आय 6 लाख रूपये (केवल छः लाख रूपये) से कम होने के कारण आर्थिक रूप से कमजोर वर्ग से संबधित है

This is to certify that Mr./Ms. …… Son/Daughter of Shri. ……. who is permanent resident of ……District …….. in the State of Haryana belongs to Economical Weaker Section since the gross annual income of his/her family is less than ₹ 6 Lakh (Rupees Six Lakh only) for the financial year ……...

यह भी प्रमाणित किया जाता है कि उसके परिवार के पास निम्नलिखित में से किसी का स्वामित्व या कब्जा नहीं है It is further certified that his/her family does not own or possess any of the following:

1. 5 एकड़ और उससे अधिक कृषि भुमि 5 acers of agriculture land and above.
2. 1000 वर्ग फुट और उससे अधिक का आवासीय फलैट Residential flat of 1000 sq.ft. and above.
3. अधिसुचित नगर पालिकाओं में 100 वर्ग गज और उससे अधिक का आवासीय भुखंड Residential plot of. 100 sq. yards and above in notified municipalities
4. अधिसुचित नगर पालिकाओं के अलावा अन्य क्षेत्रों में 200 वर्ग गज और उससे अधिक का आवासीय भुखंड Residential plot of 200 sq. yards and above in areas other than the notified municipalities .
5. कुल अचल संपत्ति जिसका मुल्य एक करोड़ या उससे अधिक हो। Total immovable assets owned which are valued at ₹ One Crore or more.

श्री/सुश्री ..... उस जाति से संबंधित है जिसे अनुसूचित जाति, पिछड़ा वर्ग (ब्लॉक–ए) और (ब्लॉक–बी) के रूप में मान्यता नहीं दी गई है। हरियाणा सरकार के निर्देश क्रमांक 22/12/2019–1ग स–III दिनांक 25/2/2019 के अनुसार जारी।

Mr./Ms. ----------belongs to caste which is not recognized as a Scheduled Caste, Backward Class (Block-A) and Backward Class (Block-B). Issued as per Government of Haryana instructions No. 22/12/2019-1GS-III dated 25/02/2019.

जारीकर्ता (Issued by)

Place: ……..
स्थान: .....

अतिरिक्त उपायुक्त–सह–
जिला नागरिक संसाधन सूचना अधिकारी

Additional Deputy Commissioner-cum-
District Citizen Resources Information Officer

Dated: ……

दिनांक: ……

Annexure-V-B

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 _____

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----------.

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 200 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

---

*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

Eligibility Certificate Proforma for Family member of ESM

(Refers to Para 3 of RSB Letter No .50/4/96SEI/RSB dated 11 Oct 2001)

Sr. No of the Eligibility Register _____

ELIGIBILITY CERTIFICATE

PHOTO

1. Ex-No_____Rank_____Name _____
2. Regt/Unit of the Ex-Servicemen _____
3. Home Address Vill/Po- _____, Tehsil _____ and Distt. _____
4. Name of Dependent _____ Seeking Employment Regd. No. _____

   Date of Birth _____

   Qualification _____
5. Specimen Signature of Ex-Serviceman/Widow_____
6. Specimen Signature of Dependent of ESM _____
7. This Certificate is Valid only for one year from the date of issue which will have to we renewed every year on expiry.
8. **CERTIFICATE**

(i) Certified that the applicant whose particulars along with the particulars of Ex-Serviceman (whose dependent he/she is) are given above is eligible for employment under the state Govt. policy against the Quota reserved for the ex-serviceman as per Hr. Govt. Instructions issued from time to time.

(ii) It is further certified that the Father / husband of the applicant is not state Govt./Central Govt. / PSU Employee.

(iii) That this certificate has been issued to only one dependent of ex-serviceman and relevant records maintained in the Zila Sainik Board eligibility register.

(iv) That the first eligibility certificate issued to the dependent has been received in original and entries made in register before issue of the second/third certificate to the only dependent.

(v) I have personally perused all relevant documents and the affidavit of the individual and have satisfied my self for correctness before issuing this certificate.

Station: Name of the Welfare Officer, DSASWO

Date : with Office Stamp

Annexure-VII

Certificate regarding physical limitation of an examinee to write

CERTIFICATE

(*Person with Specified Disability*)

Certified for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing. This is to certify that, we have examined Mr./Ms./Mrs. _____ (name of the candidate), S/o/D/o _____, a resident of_____(Vill/PO/PS/District/State), aged _____ yrs., a person with _____ (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is/are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic/ PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist/ Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer _____Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

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Annexure – VIII

LETTER OF UNDERTAKING FOR USING SCRIBE

Paste here recent colour Passport Size Photograph of the SCRIBE

1. Name of the Candidate _____
2. Roll No _____
3. Name of Center _____
4. Qualification of Candidate _____
5. Disability Type_____
6. Name of the Scribe _____
7. Date of Birth of the Scribe_____
8. Father's Name of the Scribe _____
9. Aadhar No_____
10. Address of the Scribe _____
11. Educational Qualification of the Scribe _____

    _____

    _____
12. Relationship, if any, of the Scribe with the Candidate_____
13. **DECLARATION:**

(i) We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/been read out the instructions of the Notification regarding conduct of the candidates assisted by Scribe/Scribes at this examination and here by undertake to abide by them.

(ii) We do hereby undertake that the qualification of scribe is mentioned correctly and the qualification of the scribe is as per instruction mentioned in the advertisement. In case, subsequently it is found qualification of scribe is not as declared by the candidate, I (the candidate) shall forfeit my right to the posts and claims relating thereto.

(iii) We declare that the Scribe herself/himself is not a candidate in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected.

(iv) We declare that the scribe has not acted/will not act as scribe to any other candidate of this examination.

(Signature of the Candidate) (Signature of the Scribe)

Left thumb impression of the Candidate Left thumb impression of the Scribe

Signature of the Invigilator

Signature of Center Superintendent
(With Seal)

Annexure IX

Undertaking

I _____S/o/D/o/W/o_____R/o _____
undertake and declare as under:-

1. That I have read the advertisement no. 02/2026 carefully and thereafter have filled the present application form with correct particulars and no part of it has been kept concealed.
2. That I have filled the present application form and I myself am responsible for the particulars mentioned in the application form.
3. That I have not filled multiple application forms for CET (Group C) Advt. No. 02/2026.
4. That if at any stage, any of the information/particulars mentioned by me are found to be false, then my candidature may be cancelled without giving any notice and without providing any opportunity of hearing. Further, the criminal proceedings may also be initiated against me.

Deponent

Dated

Adda247

Annexure X

UNDERTAKING FOR TWINS

I, _____,S/o / D/o / W/o _____, Resident of _____,bearing Registration No. _____, do hereby solemnly undertake and declare as under:–

1. That I and my brother/sister namely _____ are twins.

2. That his/her date of birth is _____.

3. That his/her Registration No. _____ and he/she has also applied for the Group-C Examination.

4. That my Aadhaar Card No./PAN card/ Driving license/ Birth certificate is _____ and the Aadhaar Card No./ PAN card/ Driving license/ Birth certificate No. of my brother/sister (twin) namely _____ is _____, and both Aadhaar Card No./PAN card/ Driving licenses/ Birth certificates belong to two separate individuals.

I further undertake that the above information furnished by me is true and correct to the best of my knowledge and belief. Nothing has been concealed there from. In case any of the above information is found to be false or incorrect at any stage, I shall be liable for appropriate action as per rules.

APPLICANT

Signature: _____

Name : _____

Date : _____

Place : _____

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Appendix-A
(Advt. No. 02/2026)

1. Details of Posts & Qualification:-

Essential Qualification for all posts: -

i) Hindi or Sanskrit as one of the subject in Matric or Higher Education.
ii) Age : 18-42 years.
iii) Age relaxation as per instructions of Haryana Govt (for DSC/OSC/BC-A/BC-B/PWD/ESM etc resident of Haryana, for detail please see Chapter 8 & Annexure-I of the Advertisement).

Group 1

Cat. No.	Name of Department	Name of Post	Pay Scale	Gen	DSC	OSC	BCA	BCB	EWS	ESM Gen	ESM-DSC	ESM-OSC	ESM-BCA	ESM-BCB	Total	PWD			
																VH	HH	OH	MD
1.	Forest	Forester	FPL-5	28	3	3	11	0	0	4	0	0	1	0	50	0	0	0	0

Cat No.	Essential Qualification for the post of Cat. No. 1
1.	(a) Intermediate in Arts/Science or 10+2 in Science Group/Art/ Commerce or its equivalent from recognized Board/ University, provided he has passed matriculation or its equivalent examination with Science/ General Science as one of the subjects.

(b) Minimum Physical Standard		
	Male	Female
Height	168 cms	155 cms
Chest Unexpanded	79cms	-
Chest Expanded	84cms	-
Race	**25 kms completed within 4 hours**	**14 kms completed within 4 hours**

Group 2

Cat. No.	Name of Department	Name of Post	Pay Scale	Gen	DSC	OSC	BCA	BCB	EWS	ESM Gen	ESM-DSC	ESM-OSC	ESM-BCA	ESM-BCB	Total	PWD			
																VH	HH	OH	MD
2.	Police Housing Corporation	Draftsman (civil)	FPL-6	2	1	0	1	0	1	0	0	0	0	0	5	0	0	0	0
3.	Archeology & Museums	Draftsman (civil)	FPL-6	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
4.	Chief Engineer Panchayati Raj Public Works Haryana	Draftsman (civil)	FPL-6	11	1	2	5	1	3	0	0	0	0	1	24	0	0	1	0

5.	Fisheries	Draftsman	FPL-6	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
6.	HSVP	Assistant Draughtsman (Eng. Wing)	FPL-6	10	2	2	3	2	2	2	0	0	0	0	23	0	0	0	0
7.	HSVP	Assistant Draughtsman (T & P Wing)	FPL-6	5	1	1	2	1	1	1	0	0	0	0	12	0	0	0	0
8.	Irrigation & Water Resources	Draftsman (Civil)	FPL-6	37	9	9	13	8	10	7	1	1	2	3	100	1	1	1	1
9.	Labour	Draftsman (civil)	FPL-6	2	0	0	0	0	0	0	0	0	0	0	2	0	0	1	0
10.	PWD (B&R)	Assistant Draftsman (Civil)	FPL-6	19	5	5	9	6	5	3	0	0	0	0	52	0	1	1	0
11	Revenue & Disaster Management	Draftsman (civil)	FPL-6	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
12..	Town & Country Planning	Junior Draftsman	FPL-6	6	2	0	3	1	1	1	1	0	0	0	15	0	0	0	0
13.	Town & Country Planning	Tracer	FPL-3	3	3	0	1	1	2	1	0	0	1	1	13	0	0	0	0
14.	Town & Country Planning	Assistant Draftsman	FPL-6	9	5	0	3	2	3	2	0	0	0	1	25	0	0	1	0
15.	Urban Local Bodies	Draftsman, HQ	FPL-6	3	1	0	0	0	1	0	0	0	0	0	5	0	0	0	0
16.	Agriculture	Draftsman	FPL-6	6	1	1	0	1	1	1	0	0	0	0	11	0	0	0	0
17.	HSIIDC	Draftsman Planning	FPL-6	1	1	0	0	0	1	0	0	0	0	0	3	1	0	0	0
18.	Agriculture	Tracer	FPL-3	19	4	3	4	4	6	3	0	0	0	1	44	1	1	1	0

Cat No.	**Essential Qualification for the post of Cat. No. 2 to 18**
2.	Matriculation or its equivalents ii) Three Years Diploma in Engineering (Civil) or Two Years Certificate draftsmanship (civil).
3.	Matric with Diploma or Certificate in Civil Engineering or in Draftsmanship (Civil) from a recognised institution or College.
4.	i) Matric/10+2 from any recognized Institution or its equivalent ii) Diploma in Draftsmanship (civil) from any recognized Institution.
5.	Matric or its equivalent with Diploma in Civil Draftsman awarded by the State board of Technical Education or from any other recognised Institution.
6.	i) Diploma in Civil Engineering or a Certificate in Civil Draftsmanship awarded by the State Board for Technical Education or from any other recognized Institution.
7.	i) Matriculation or Higher Secondary examination of a recognized University/Institution or Board or its equivalents. ii) 3 Years diploma in Architectural Assistant-ship from a recognized Institution. OR Diploma in Civil Draftmanship from an Institute recognized by the Govt. for this purpose.
8.	i) Matriculation or School Leaving Certificate examination of a recognized University or Board or its equivalent; ii) Two year's Certificate in Draftsmanship from a recognized institution; or Three year's Diploma course in Engineering from a recognized institution.
9.	Matric from recognized university board or its equivalent, Two years Diploma Course in Draftsman (Civil) from a recognized Institute or its equivalent.

10	i) Matriculation or its equivalent ; (ii) 3 years Diploma in Engineering (Civil) or 2 years certificate in Draftsmanship (Civil).
11.	i) Matric or its equivalent of a recognised university or Board; ii) Pass in Draftsman (Civil) Class of Engineering Institute recognized by the Government for this purpose.
12.	Intermediate in Architecture or Successful completion of three years degree course in Architecture from an institution or three years diploma in Architectural Assistantship from an institution with two years experience as a draftsman in an Architectural or Town planning Office Or Diploma Certificate in Civil Draftsmanship from an institution with three years experience in an Architectural or Town Planning office.
13.	Matric or its equivalent with Certificate in Civil Draftsmanship from an institution.
14.	(i) Matric or its equivalent; (ii) Three years diploma in Architectural Assistantship from an institution ; OR Diploma/Certificate in Civil Draftsmanship from an institution ;
15.	Two years diploma course draftsman (civil) from a recognized institution or its equivalent recognized by Haryana Government and matric from a recognized university.
16.	Diploma in civil/mechanical draftsmanship from a recognized institution;
17.	Two years recognized Certificate in Draftsmanship (Civil), or 3 years Diploma in Architecture.
18.	Matric with Drawing, ii) 10+2 or its equivalent, iii) Experience in tracing will be preferred.

Group 3

Cat. No.	Name of Department	Name of Post	Pay Scale	Gen	DSC	OSC	BCA	BCB	EWS	ESM Gen	ESM-DSC	ESM-OSC	ESM-BCA	ESM-BCB	Total	PWD			
																VH	HH	OH	MD
19.	Haryana State Warehousing Corporation	Network Assistant	FPL-4	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
20.	Haryana Power Generation Corporation Ltd.	Operator Grade-1 (Electronics & Communication)	FPL-6	0	0	0	1	1	0	0	0	0	0	0	2	0	0	0	0
21.	Haryana Power Generation Corporation Ltd.	Plant Attendant (Hydel) Electronics & Communications	FPL-4	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
22.	Haryana Power Generation Corporation Ltd.	Plant Attendant (Electronics & Communications)	FPL-4	4	2	1	1	1	0	1	0	0	0	0	10	0	0	0	0
23.	Haryana Power Generation Corporation Ltd.	Technician (Electronics & Communication)	FPL-4	4	1	1	0	0	0	1	0	0	0	0	7	0	0	0	0

Cat. No	Essential Qualification for the post of Cat. No. 19 to 23
19.	Graduate in Electronics & communications/diploma in Electronics & Communications or equivalent. Certificate course in Network Administration with one year relevant experience.

20.	i) 3 years Diploma in the Electronics/Electronics & Communication/Electronics & Telecommunication/Electronics & Electrical Communication Engineering. OR Bachelor Degree in Electronics/Electronics & Communication/Electronics & Telecommunication/Electronics & Electrical Communication Engineering from any Institute/Board/University recognised by the Government of Haryana with a minimum 60% marks in respect of General Category candidates and 55% marks of SC category candidates of Haryana Domicile. ii) Computer eligibility test would be conducted.
21.	Matric with two years ITI course in Electronics & Communication.
22.	Matric with two years ITI course in Electronics & Communication.
23.	Matric with two years ITI course in Electronics & Communication.

Group 4

Cat. No.	Name of Department	Name of Post	Pay Scale	Gen	DSC	OSC	BCA	BCB	EWS	ESM Gen	ESM-DSC	ESM-OSC	ESM-BCA	ESM-BCB	Total	PWD			
																VH	HH	OH	MD
24.	PWD (B&R)	Auto Diesel Mechanic	FPL-4	17	4	4	5	3	0	4	0	0	1	1	39	0	0	0	1
25.	Haryana Seeds Development Corporation Limited	Junior Mechanic	FPL-4	6	1	1	0	1	0	0	0	0	1	0	10	0	0	0	0
26.	Civil Aviation Department	Junior Mechanic	FPL-4	2	0	0	0	1	0	0	1	0	1	0	5	0	0	0	0
27.	Animal Husbandry & Dairying	Mechanic	FPL-5	2	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0
28.	Women & Child Development	Technical Supervisior (Mechanical)	FPL-6	1	1	0	1	0	0	0	0	0	0	0	3	0	0	0	0
29.	MSME	Operator Grade-2	FPL-4	3	1	0	0	1	1	1	0	1	1	0	9	0	0	0	0
30.	Irrigation & Water Resources	Operator	FPL-2	19	31	28	46	31	31	9	1	1	2	2	201	1	1	0	0
31.	Haryana Dairy Development Cooperative Federation	Plant Operator	FPL-2	6	3	0	1	1	0	0	0	0	0	0	11	0	0	0	0
32.	Haryana Dairy Development Cooperative Federation	Compressor Operator	FPL-2	4	1	0	1	1	0	0	0	0	0	0	7	0	0	0	0
33.	State Transport	Mechanic	FPL-4	142	33	32	52	35	34	7	2	1	2	2	342	0	0	0	0

Cat No.	Essential Qualification for the post of Cat. No. 24 to 33
24.	(i) Matric with ITI certificate in Mechanic Diesel/ Mechanic Motor Vehicle Trade ; and (ii) Two years experience in the relevant field :

25.	ITI DIPLOMA or equivalent qualification from a Technical Training Institute.
26.	(i) Matric/Higher Secondary or its equivalent/10+2 (Vocational); (ii) Successful completion of Course in Aircraft Maintenance Engineer.
27.	i) Matric with Hindi from recognized University/Board/Institution; ii) Diploma/ Certificate from any recognized I.T.I /Polytechnic in Electrical / Mechanical /Refrigeration trade. iii) 2 years practical experience of maintaining the machine.
28.	i) Matric from a recognized Board. ii) Certificate of Industrial Training Institution in Mechanical Trade. Preference will be given to experience hand in Mechanical work.
29.	(i) Diploma in Mechanical, Chemical or Production Engineering from a recognized university/institute; or (ii) Matric with ITI certificate in the trade of Turner, Machinist or Grinding; and (iii) Three years experience machining or grinding of precision components.
30.	i) Matric with ITI Certificate In Mechanical Trade along with 5 Years experience in relevant field ; ii) 6 Months Certificate of Computer Applications.
31	Matric with ITI Certificate holder in the related field. Marks 60% or above.
32.	Matric with ITI in the relevant field. Marks 60% or above.
33.	Matric with Hindi with ITI Certificate in Motor Mechanic trade with 2 years experience in repair and maintenance or calibrating mechanic in an automobile workshop.

Group 5

Cat. No.	Name of Department	Name of Post	Pay Scale	Gen	DSC	OSC	BCA	BCB	EWS	ESM Gen	ESM-DSC	ESM-OSC	ESM-BCA	ESM-BCB	Total	PWD			
																VH	HH	OH	MD
34.	Animal Husbandry & Dairying	Fitter	FPL-5	2	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0
35.	New and Renewable Energy Department	Technical Assistant	FPL-4	7	2	0	2	1	2	2	0	1	1	1	19	0	0	0	0
36.	DMER, Haryana	Gas Room Operator	FPL-4	2	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0
37.	Haryana Power Generation Corporation Ltd.	Plant Attendent (Fitter)	FPL-4	15	2	2	4	2	0	2	1	0	1	0	29	0	1	0	0
38.	Haryana Power Generation Corporation Ltd.	Technician Fitter	FPL-4	11	2	2	5	3	0	3	0	0	0	1	27	0	0	1	0
39.	Haryana Power Generation Corporation Ltd.	Plant Attendent (Hydel) Fitter	FPL-4	1	1	0	0	0	0	1	0	0	0	0	3	0	0	0	0

Cat No.	**Essential Qualification for the post of Cat. No. 34 to 39**
34.	i) Matric with Hindi from recognized University/Board/Institution; ii) Diploma in fitter trade from recognized University/ Institution;
35.	Matric with ITI Certificate holder (Mechanical or Fitter or Motors or Electrical or Turner).
36.	i) Matric or its equivalent (Physics and Chemistry) ii. Diploma in Gas or Fitter Mechanic from I.T.I, or recognized institution; Preference: For candidate with experience in running and maintenance of pipe line section.
37.	Matric with two years ITI course in Fitter as minimum qualification.

38.	Matric with two years ITI course in Fitter as minimum qualification.
39.	Matric with two years ITI course in Fitter as minimum qualification.

Group 6

Cat. No.	Name of Department	Name of Post	Pay Scale	Gen	DSC	OSC	BCA	BCB	EWS	ESM Gen	ESM-DSC	ESM-OSC	ESM-BCA	ESM-BCB	Total	PWD			
																VH	HH	OH	MD
40.	PWD (B&R)	Assistant Draftsman (Electrical)	FPL-6	4	1	1	0	1	0	1	0	0	1	0	9	0	0	0	0
41.	Police Housing Corporation	Draftsman (Electrical)	FPL-6	0	0	1	1	0	0	0	0	0	0	0	2	0	0	0	0

Cat No.	Essential Qualification for the post of Cat. No. 40 to 41
40.	i) Matriculation or its equivalent; (ii) 3 years Diploma in Engineering (Electrical) or 2 years certificate in Draftsmanship (Electrical) from a recognised institution.
41.	i) Matriculation or its equivalent ii) Three Years Diploma in Engineering (Electrical) or Two Years Certificate draftsmanship (Electrical) awarded by the State Board from a recognized Institution.

Group 7

Cat. No.	Name of Department	Name of Post	Pay Scale	Gen	DSC	OSC	BCA	BCB	EWS	ESM Gen	ESM-DSC	ESM-OSC	ESM-BCA	ESM-BCB	Total	PWD			
																VH	HH	OH	MD
42.	PWD (B&R)	Assistant Draftsman (Mechanical)	FPL-6	1	1	0	0	1	0	1	0	0	0	0	4	0	0	0	0

Cat No.	Essential Qualification for the post of Cat. No. 42
42.	(i) Matriculation or its equivalent; (II) 3 years Diploma in Engineering (Mechanical) or 2 years certificate in Draftsmanship (Mechanical) from a recognized institution.

Group 8

Cat. No.	Name of Department	Name of Post	Pay Scale	Gen	DSC	OSC	BCA	BCB	EWS	ESM Gen	ESM-DSC	ESM-OSC	ESM-BCA	ESM-BCB	Total	PWD			
																VH	HH	OH	MD
43.	Archeology & Museums	Technical Assistant	FPL-6	3	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0
44.	Archeology & Museums	Assistant Archaeologist	FPL-6	2	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0
45	Archives Department	Assistant Archivist	FPL-6	1	1	1	1	0	0	1	0	0	0	0	5	0	0	0	0

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Cat No.	Essential Qualification for the post of Cat. No. 43 to 45
43.	i) At least 2nd Class Master Degree in Ancient Indian History with Culture or Archaeology or Medieval Indian History OR ii) At least 2nd Class Master's Degree in Sanskrit or Arabic or Persian or Pali or Prakit and Bachelor of Arts with Medieval Indian History or Ancient Indian History as one of the subject.
44	i) IInd Division in Master's Degree of a recognized University with at least 50% marks in Ancient Indian History with Culture or Archaeology or in Medieval Indian History OR 2nd Division Master's Degree with 50% marks in Sanskrit, Arabic, Persian, Pali or Prakrit with a subject in Medieval Indian History or Ancient Indian History in B.A. Level and Postgraduate Diploma in Archaeology from the school of Archaeology, Archaeological Survey of India, Government of India. II) Post Graduate Diploma in Archaeology from the School of Archaeology, Archaeological Survey of India, Government of India. OR Master in Philosophy in Ancient Indian History or Medieval Indian History.
45.	i) 2nd class Master's degree in History with an optional paper of post 1600 period of Indian History of post 1600 period of Indian History of recognized university (For ex-servicemen only Master's degree in History with an optional paper of post 1600 period of Indian History); or 2nd class Master' degree in Persian with adequate knowledge of Shikasta script and Indian History of post 1600 period in B.A. from a recognized University; (for ex-servicemen Master's degree in Persian with adequate knowledge of Shikasta script and Indian History of post 1600 period in B.A. from a recognized university); ii)Diploma in Archives Keeping.

Group 9

Cat. No.	Name of Department	Name of Post	Pay Scale	Gen	DSC	OSC	BCA	BCB	EWS	ESM Gen	ESM-DSC	ESM-OSC	ESM-BCA	ESM-BCB	Total	PWD			
																VH	HH	OH	MD
46.	Transport Department (Regulatory Wing)	Motor Vehicle Inspector	FPL-6	10	1	2	2	2	3	2	1	0	1	0	24	0	0	0	0

Cat No.	Essential Qualification for the post of Cat. No. 46
46.	(i) Matriculation from a recognised Board; and (ii) a diploma in Automobile Engineering (three year course); or a diploma in Mechanical Engineering (three year course) from a recognized institution; (iii) holding a driving licence authorising to drive motor cycle with gear and light motor vehicles; (iv) working experience of at least one year in any automobile workshop of any Original Equipment Manufacturer (OEM) which undertakes repairs of light motor vehicles, heavy goods vehicles and heavy passenger motor vehicles fitted with petrol and diesel engine; (v) Should have knowledge of computers.

Group 10

Cat. No.	Name of Department	Name of Post	Pay Scale	Gen	DSC	OSC	BCA	BCB	EWS	ESM Gen	ESM-DSC	ESM-OSC	ESM-BCA	ESM-BCB	Total	PWD			
																VH	HH	OH	MD
47.	Housing Board Haryana	Assistant Draftsman (Civil)	FPL-6	4	0	1	0	0	0	0	1	0	1	0	7	0	0	0	0
48.	Public Health Engineering	Assistant Draftsman (Civil)	FPL-6	50	14	14	20	12	14	10	1	1	3	4	143	0	2	2	2
49.	Haryana State Agriculture Marketing Board	Assistant Draughtsman (Civil)	FPL-6	13	3	3	5	3	3	2	1	0	1	1	35	1	0	0	0

Cat No.	Essential Qualification for the post of Cat. No. 47 to 49
47.	Apprenticeship certificate recognized by the Central Apprenticeship Council in Draftsman (Civil) trade with knowledge of Hindi upto Matric Standard. One year experience in relevant field after passing apprenticeship examination. Working knowledge of AUTOCAD.
48.	Passed a recognized certificate course in Civil Draftsman conducted by State Industrial Training and Vocational Department, Haryana or any other recognized Institute by the Haryana Government. Or Passed three years recognized National Certificate (Theoretical) course in Civil Engineering conducted by State Board of Technical Education, Haryana or any other recognized institute by the Haryana Government. (ii) Certified courses in AUTO Computer Aided Design (Civil), Water Computer Aided Design including 2 Dimensional and 3 Dimensional, AUTO Computer Aided Design Map 3 Dimensional / ARC INFO/ Structural Analysis and Design PRO. from Authorized training Centre of Application Software providers. Note 1 :- Certificate course in Draftsman civil Branch or three years national certificate /Degree in Civil Branch acquired through regular mode from any Board/University shall be considered for appointment. Note-2 : That the three years National certificate/Degree in civil Branch acquired through regular mode of education mode from any Board/ university shall be considered for appointment for any mode of recruitment to the service. Note3:- List of authorized training centres of Application Software providers may be seen at application software provider site i.e. https://www.autodesk.com/training and https://www.bentley.com/en/product-training-partners/training-partner-listing-page Further, the Certified course in ARC INFO is provided through online mode only by its application software provider i.e. esri india.
49.	i) Three years Diploma in Engineering in respective discipline from a recognized Technical Education Board or two years certificate in draftsmanship in respective discipline from recognized technical institution. ii) Diploma/certificate in Auto Cad from a recognized institution.

Note:- The posts mentioned below were advertised earlier and withdrawn vide notice dated 02.07.2025. The detail of old Advt/Group/Category No. with new category and Group No. given below in the table against each posts:-

Sr. No.	Name of the Department	Name of the Post	Old Advt. No	Old Group. No.	Old Cat. No.	New Group No.	New Cat. No.
1.	Forest	Forestor	4/2024	57	376	1	1
2.	Police Housing Corporation	Draftsman (Civil)	8/2024	26	19	2	2
3.	Archeology & Museums	Draftsman (Civil)	8/2024	26	212	2	3
4.	Chief Engineer Panchayati Raj Public Works Haryana	Draftsman (Civil)	8/2024	26	213	2	4
5.	Fisheries	Draftsman	8/2024	26	214	2	5
6.	HSVP	Tracer	8/2024	26	215	2	Withdrawn
7.	HSVP	Assistant Draftsman	8/2024	26	216	2	6
8.	HSVP	Assistant Draftsman	8/2024	26	216	2	7
9.	Irrigation & Water Resources	Draftsman	8/2024	26	217	2	8
10.	Labour	Draftsman (Civil)	8/2024	26	218	2	9
11.	PWD (B&R)	Assistant Draftsman (Civil)	8/2024	26	219	2	10
12.	Revenue & Disaster Management	Draftsman(civil)	8/2024	26	220	2	11

13.	Town & Country Planning	Junior Draftsman	8/2024	26	221	2	12
14.	Town & Country Planning	Tracer	8/2024	26	222	2	13
15.	Town & Country Planning	Assistant Draftsman (Civil)	8/2024	26	223	2	14
16.	Urban Local Bodies	Draftsman (civil)	8/2024	26	224	2	15
17.	Agriculture	Draftsman	8/2024	26	225	2	16
18.	Haryana State Warehousing Corporation	Network Assistant	8/2024	27	226	3	19
19.	Haryana State Electronics Dev. Corporation Ltd. HARTRON	Junior Technical Assistant	8/2024	27	227	3	Withdrawn
20.	Haryana Power Generation Corporation Ltd.	Operator Grade-1 (Electronics & Communication)	8/2024	27	228	3	20
21.	PWD (B&R)	Auto Diesel Mechanic	8/2024	29	231	4	24
22.	Haryana Seeds Development Corporation Limited	Junior Mechanic	8/2024	29	232	4	25
23.	Civil Aviation Department	Junior Mechanic	8/2024	29	233	4	26
24.	Animal Husbandry & Dairying	Mechanic	8/2024	29	234	4	27
25.	Agriculture	Mechanic	8/2024	29	236	4	Withdrawn
26.	Women & Child Development	Technical Supervisor (Mechanical)	8/2024	29	237	4	28
27.	MSME	Operator Grade-2	8/2024	29	238	4	29
28.	Irrigation & Water Resources	Operator	8/2024	29	239	4	30
29.	Haryana Dairy Development Cooperative Federation	Plant Operator	8/2024	29	240	4	31
30.	Haryana Dairy Development Cooperative Federation	Compressor Operator	8/2024	29	241	4	32
31.	Agriculture	Auto Mechanic	8/2024	29	242	4	Withdrawn
32.	Animal Husbandry & Dairying	Fitter	8/2024	31	246	5	34
33.	New and Renewable Energy Department	Technical Assistant	8/2024	31	247	5	35
34.	Irrigation & Water Resources	Chargeman	8/2024	31	249	5	Withdrawn
35.	Irrigation & Water Resources	Fitter	8/2024	31	250	5	Withdrawn
36.	DMER, Haryana	Gas Room Operator	8/2024	31	251	5	36
37.	Agriculture	Fitter	8/2024	31	252	5	Withdrawn
38.	Printing and Stationery	Press Mechanic	8/2024	31	253	5	Withdrawn
39.	Haryana Power Generation Corporation Ltd.	Plant Attendent (Fitter)	8/2024	31	254	5	37
40.	Haryana Power Generation Corporation Ltd.	Technician Fitter	8/2024	31	255	5	38
41.	Haryana Power Generation Corporation Ltd.	Plant Attendent (Hydel)	8/2024	31	256	5	39

42.	Irrigation & Water Resources	Turner	8/2024	31	257	5	Withdrawn
43.	PWD (B&R)	Assistant Draftsman (Electrical)	8/2024	33	260	6	40
44.	Police Housing Corporation	Draftsman (Electrical)	8/2024	33	261	6	41
45.	PWD (B&R)	Assistant Draftsman (Mechanical)	8/2024	34	262	7	42
46.	Archeology & Museums	Technical Assistant	8/2024	38	267	8	43
47.	Archeology & Museums	Assistant Archaeologist	8/2024	38	268	8	44
48.	Archives Department	Assistant Archivist	8/2024	38	269	8	45
49.	Transport Department (Regulatory Wing)	Motor Vehicle Inspector	9/2024	3	44	9	46
50.	Housing Board Haryana	Assistant Draftsman (Civil)	11/2024	61	397	10	47
51.	Public Health Engineering	Assistant Draftsman (Civil)	11/2024	61	398	10	48

Adda247

No. 17/20/2015-3GS-II
HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
(General Services-II Branch)

Dated: Chandigarh, the 22nd February, 2021

To

1. All the Administrative Secretaries to Govt. Haryana,
2. All the Heads of Departments of Haryana,
3. All the Managing Directors/Heads of Board/Corporations of Haryana,
4. All the Divisional Commissioners in Haryana.
5. All the Deputy Commissioners in Haryana.
6. All the Registrars of Universities in Haryana,

Subject: **Equivalence of qualification for the purpose of higher education and employment – diploma courses under the aegis of Technical Education Department, Haryana or ITI certificate courses of different durations under the aegis of Skill Development and Industrial Training Department, Haryana.**

Sir/Madam,

I am directed to invite your attention on the subject noted above and to say that the matter regarding equivalence of diploma courses under the aegis of Technical Education Department, Haryana with 10+2 of Board of School Education Haryana, Bhiwani and ITI certificate courses of different durations under the aegis of Skill Development and Industrial Training Department, Haryana with Matric or 10+2 of Board of School Education Haryana, Bhiwani was under consideration of the State Government. After careful consideration following decision in this regard has been taken by the Government:-

Sr. No.	***Equivalence of Diploma Courses of Technical Education Department Haryana OR ITI Certificate Courses of Skill Development and Industrial Training Department, Haryana***	
1.	**Qualification equivalent to 10+2 of Art Stream only ➡**	*Matriculation with one year ITI certificate course under NCVT/SCVT from any ITI running under the aegis of Skill Development and Industrial Training Department, Haryana and also possessing National Apprentices Certificate after completing minimum one year Apprenticeship Training under the Apprentices Act 1961.* *Provided the candidate will have to qualify either Hindi or English as an additional subject of 10+2 examination from the Board of School Education Haryana, Bhiwani.*
2.	**Qualification equivalent to 10+2 of Art Stream only ➡**	*Matriculation with two years' ITI certificate course under NCVT/SCVT from any ITI running under the aegis of Skill Development and Industrial training Department, Haryana:* *Provided the candidate will have to qualify either Hindi or English as an additional subject of 10+2 examination from the Board of School Education Haryana, Bhiwani.*

3.	**Qualification equivalent to 10+2 of Art Stream only ➡**	*Matriculation with minimum two years' diploma course running under aegis of Technical Education Department, Haryana and affiliated to the Haryana State Board of Technical Education, Panchkula.*
4.	**Qualification equivalent to Matric ➡**	*Middle with one year ITI certificate course under NCVT/SCVT from any ITI running under the aegis of Skill Development and Industrial Training Department, Haryana and also possessing of National Apprentices Certificate after completing minimum one year Apprenticeship Training under the Apprentices Act 1961:* *Provided both Hindi and English as additional subjects of Matriculation examination will have to be qualified from the Board of School Education Haryana, Bhiwani.*
5.	**Qualification equivalent to Matric ➡**	*Middle with two years' ITI certificate course under NCVT/SCVT from any ITI running under the aegis of Skill Development and Industrial training Department, Haryana:* *Provided both Hindi and English as additional subjects of Matriculation examination will have to be qualified from the Board of School Education Haryana, Bhiwani.*

Note: ***The percentage of marks obtained by the candidate while acquiring Diploma qualification under the aegis of Technical Education Department, Haryana and awarded by Haryana State Board of Technical Education, Panchkula shall be treated as equivalent percentage under equivalent qualification of 10+2 of the Board of School Education Haryana, Bhiwani for the purposes mentioned above.***

Similarly, the percentage of marks obtained by the candidate while acquiring ITI Certificate course under NCVT/SCVT shall be treated as equivalent percentage under respectively equivalent qualification of 10th/10+2 of the Board of School Education Haryana, Bhiwani for the purposes mentioned above.

2. The candidates having above qualifications will be treated equal to Matric/10+2, as the case may be, for the purpose of higher education and employment in all the Government Departments/Boards/Corporations/Universities/Public Sector Undertakings etc.

3. These instructions may please be brought to the notice of all concerned.

Yours faithfully,

Superintendent General Services-II
for Chief Secretary to Govt. Haryana

GROUP-01

Common Higher Secondary Level (Level of Exam-10+2 in any discipline)

1) General awareness, Reasoning, Mathematics, Science, History including Haryana related history, current affairs, literature, Geography, Civics, Environment, Culture etc. - **(Weightage 20%)**

2) Computer terminology, Fundamentals, word software, excel software, Power point, internet, web browsing, Communication, emails, downloading and uploading data on websites etc**.** - **(Weightage 10%)**

3) Subject related syllabus- **(Weightage 70%)**

A. General Awareness

Questions from the General Awareness section are designed to test the candidate's general knowledge of the environment around him and its applications to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy, Static Awareness, and scientific research.

Introduction to Indian Constitution: Preamble, Fundamental duties and fundamentals rights only, Traffic Rules, Traffic signs, Penalties for violating traffic rules, first aid, safety precautions and occupational health, Welfare Schemes run by Government of Haryana and provisions.

FUNDAMENTALS OF INSURANCE: Introduction to insurance, Contract of life insurance, Fire insurance, Marine insurance, Accident and motor insurance, Farm Crop Insurance, Insurance intermediaries – role of agents and procedure for becoming an agent; cancellation of license; revocation/suspension/termination of agent appointment; code of conduct; unfair practices.

B. General Intelligence

This section includes questions of both verbal and non-verbal reasoning. The questions will be asked from:

Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ pattern folding & unfolding, Semantic Series, Figural Pattern-folding and completion, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Other sub-topics if any Numerical operations,

C. English Language

The English Language questions will be asked from the following topics:

Spot the Error, fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting misspelt words, Idioms & Phrases, One-word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage, English/Hindi words & terminology used in offices and their inter-translation.

D. Quantitative Aptitude

Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

Geometry: Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Trigonometry: Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like sin2 θ + Cos2 θ=1 etc.

Statistical Charts: Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart.

E. HINDI

Hindi Language:

शब्द, अलंकार, विकारीशब्द, वाक्य, अविकारीशब्द, पद, पदबंध, मुहावरें, लोकोक्तियां, संधि, उपसर्ग, प्रत्यय, समास, पर्यायवाची, विलोम व अनेकार्थीशब्द, अयोगवाह, वाक्य शोधन, निपात(अवधारक), विरामचिन्ह, संबंधबोधक, अनेकशब्दों के लिए एक षब्द, एकार्थकशब्द, युग्मशब्द, वर्तनी(शब्द एंव वाक्य शुद्धिकरण), वर्ण, स्वर, व्यंजन, विदेशी ध्वनियाँ, संज्ञा, सर्वनाम, विशेषण, क्रिया, क्रिया विशेषण, समुच्चय बोधक, विस्मय बोधक, वचन, लिंग, कारक, काल, तदभव–तत्समशब्द

F. Haryana economy:

nature, characteristics and problems; concept of economic development; State of the Haryana economy since its inception: Income; Population, Health & Nutrition and declining sex ratio, Haryana agriculture: nature, cropping pattern, role of agriculture in Haryana economy, Measures for development in agriculture, crop insurance, Agriculture credit: agriculture finance, types of agriculture finance; credit needs of farmers; sources of credit: institutional and non-institutional sources; NABARD; rural indebtedness: causes, consequences and debt relief measures, Micro, small & medium enterprises (MSME) in Haryana: meaning, role, performance and challenges; SEZ, Growth of MNCs in Haryana, Role of HSIIDC, HFC, HAFED, HKVIB, Haryana budget: objectives and policies, sources of revenues and its utilization.

G. Rural Marketing:

Meaning, nature, characteristics; opportunities and challenges to rural markets in Haryana; Socio-cultural, economic, demographic, technological and other environmental factor affecting rural marketing; rural consumer behaviour; segmentation of rural market; strategies for rural marketing; rural marketing mix; difference in rural and urban market; problems in rural marketing; Strategies for rural marketing, Product planning, pricing, promotion and management of distribution channels for marketing of durables and non-durables in rural areas; Planning and organizing personnel selling in rural markets; Innovation in rural market; E-commerce in rural markets, e-chaupal & other similar initiatives in rural markets.

H. Environmental Studies and Disaster Management

Multidisciplinary nature of environmental studies, Natural Resources, Forest resources, Water resources, Mineral resources, Food resources, Energy resources, Land resources, Ecosystems, Energy flow in the ecosystem, Introduction, types, characteristic features, structure and function of the following ecosystem: a. Forest ecosystem b. Grassland ecosystem c. Desert ecosystem d. Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries). Biodiversity and its conservation, Value of biodiversity, Hot-sports of biodiversity, Threats to biodiversity, Endangered and endemic species of India. Conservation of biodiversity, Environmental Pollution, effects and control measures of: a. Air pollution b. Water pollution c. Soil pollution d. Marine pollution e. Noise pollution f. Thermal pollution g. nuclear hazards. Solid Waste Management, Social Issues and the Environment, Environmental ethics, Wasteland reclamation, Consumerism and waste products. Environment Protection Act. Air (Prevention and Control of Pollution) Act. Water (Prevention and control of Pollution) Act. Wildlife Protection Act. Forest Conservation Act. Issues involved in enforcement of environmental legislation. Public awareness. Human Population and the Environment, Environment and human health, Role of Information Technology in Environment and human health.

DISASTER MANAGEMENT: Natural Disasters, Climatic change, Man Made Disasters, Disaster Management, International strategy for disaster reduction, national disaster management framework; financial arrangements; role of NGOs, community –based organizations and media. Central, state, district and local administration; Armed forces in disaster response; Disaster response; Police and other organizations.

Important Note: The Weightage as mentioned against the syllabus is tentative & may vary.

Adda247

GROUP-02

Draughtsman Civil Jobs (Level- Matric+ Diploma in Draughtsman civil)

1) General awareness, Reasoning, Mathematics, Science, History including Haryana related history, current affairs, literature, Geography, Civics, Environment, Culture etc.- **(Weightage 20%)**

2) Computer terminology, Fundamentals, word software, excel software, Power point, internet, web browsing, Communication, emails, downloading and uploading data on websites etc**. -**
(Weightage 10%)

3) Subject related syllabus- **(Weightage 70%)**

Importance of safety and general precautions observed in the in the industry/shop floor, working of Industrial Training Institute system including stores procedures. Soft Skills: its importance andJob area after completion of training, Introduction of First aid, Introduction of PPEs, Introduction to 5S concept& its application, Response to emergencies e.g.;power failure, fire alarm, etc.

Familiarisation& informationabout rules and regulations of the Institute and Trade, List of the Instruments, equipment's and materials to be used during training.

Importance of B.I.S. Introduction of Code for practice of Architectural and Building Drawings (IS: 962-1989, SP-46:2003), Layout of drawing. Lines, Lettering, Dimensioning, Knowledge of different typesof scale. Principle of R.F.

Materials:

Stones: –characteristics, types & uses, Bricks –. Manufacturing, characteristics of good bricks, types,uses and hollow bricks, Lime– characteristics, types, manufacturing &its uses, Pozzolanic: - characteristics, types & uses, Cement: – Manufacturing, characteristics, types, uses and test of good cement, Different types of projection views: Orthographic, Isometric, Oblique and Perspective.

Building materials: -

Sand: -characteristics,types&uses, Clay Products: – types,earthenware, stoneware, porcelain, terracotta, glazing, Mortar& Concrete: –Types,uses, preparation, proportion, admixtures and applications, Timber: - Types, Structure, disease & defects, characteristic, seasoning, preservation and utility, Alternative material to Timber, Plywood, Block board, Particle board, Fireproof reinforced plastic (FRP), Medium density fireboard (MDF) etc. Tar, bitumen, asphalt: -Properties, application and Uses, Protective materials: -Paints: - characteristic, types, uses,Varnishes: – characteristics and uses, Metal: – characteristic, types, uses, Plastics: – characteristic, types, uses.

Building Construction: -

Sequence of construction of a building, Name of different parts of building, Stone masonry:Terms, use and classification, Principle of construction, composite masonry, Strength of walls, Strength of masonry, Brick masonry – principles of construction of bonds, Toolsand equipment's used.

Foundation: - Purpose of foundation, Causes of failure of foundation, Bearing capacity of soils, Dead and live loads, Examination of ground, Types of foundation, drawing of footing, foundation setting out of building on ground excavation, Simple machine foundation

Types of shoring and scaffolding in details, Types of Underpinning and Timbering in detailTreatments of building

structures: - DPC Sources and effects of dampness, Method of prevention of dampness in building

Damp proofing materials –properties, function and types.

Anti-termite treatment –objectives, uses and applications.
Arches: - Technical terms-types,centring

Lintel: -types, wooden, brick, stone, steel & RCC.

Chajjahs – characteristics, Centring & Shuttering

Carpentry joints: - terms,classification of joints,Uses, types of fixtures, fastenings.

Doors –Parts, Location, standard sizes, types.

Windows-types, Ventilators-purpose-types.

Electrical Wiring: -Safety precaution and elementary first aid, Artificial respiration and treatment of electrical shock, Elementary electricity, General ideas of supply system, Wireman's tools kit, Wiringmaterials, Electrical fittings, System of wirings. Wiring, installation for domestic lightings.

Floors – Ground floor & upper floor-Types, flooring- materials used Types

Stairs: - Terms, Requirements,Planning and designing of stair and details, of construction.

Basic concept of lift andEscalator

Roofs & Roof coverings: –purposes, Elements, Types, Fla, pitched, Truss-king post, queen post, mansard, bel-fast, steel, composite.

Roof & coverings –objectives, types & uses.

Surveying:-Introduction, History and principles of chain survey, Instrument employed, Use, care, maintenance andcommon terms, Classification, accuracy, types, Main divisions (plane & geodetic), Chaining, Speed in field and office work, Knowledge of Mouza Map,

Compass survey: - Instrument and it's setting up, Bearing and each included angle of close traverse, Local attraction, Magnetic declination and itstrue bearing, Precaution in using prismatic compass.

Plane table survey: - Instrument used in plane table survey, Care and maintenance of plane table

Levelling: - Auto level, dumpy Level,Tilting Level - introduction, definition, Principle of levelling, Levelling staffs, itsgraduation & types, Minimum equipment required, Types,component / part and function, Temporary and permanent, adjustment, procedure in setting up, Level& horizontal surface, Datum Benchmark,Focussing& parallax, Deduction of levels / Reduced Level, Types of levelling, Application to chain and Levelling Instrument to Building construction.

Contouring; -Definition, Characteristics, Methods, Direct and Indirect methods, Interpolation of Contour, Contour gradient, Uses of Contour plan and Map, Knowledge on road project,

Theodolite survey: - Introduction, Types of theodolites, Uses, Methods of Plotting, Transit vernier theodolite, Terms of transit theodolite, Fundamental line oftheodolite, Adjustment of theodolite, Checks, Adjustment of errors, Open and closed traverse and their application toEngineering Problems, Vernier scale- types, Measurement of horizontal angle, Measurement of vertical angle, Adjustment of a close, traverse, Problems in transit, theodolite-departure, latitude, northing andeasting.

WORKSHOP CALCULATION & SCIENCE:

Unit, Fractions, Classification of unit system, Fundamental and Derived units F.P.S, C.G.S, M.K.S and SI units, Measurement units and conversion, Factors, HCF, LCM and problemsFractions - Addition, subtraction, multiplication & division, Decimal fractions - Addition, subtraction, multiplication& division, solving problems, square root, Ratio and Proportions, Percentage, Square and square root, Simple problems using calculator, Applications of Pythagoras theorem and related problems, Ratio and proportion, Ratio and proportion - Direct and indirect proportions, Percentage, Percentage - Changing percentage to decimal and fraction, Centre of gravity - Centre of gravity and its practical application, Area of cut out regular surfaces and area of irregular surfaces, Area of cut out regular surfaces - circle, segment and sector of circle, Related problems of area of cut out regular surfaces - circle, segment and sector of circle Area of irregular surfaces and application related to shop problems, Algebra - Addition , subtraction, multiplication & division, Theory of indices, algebraic formula, related problems, Elasticity - Elastic, plastic materials, stress, strain and their unitsand young's modulusElasticity - Ultimate stress and working stress, Profit and loss - Simple problems on profit & loss, Simple and compound interest, Estimation and costing - Simple estimation of the requirement of material etc., as applicable to the trade, Estimation and costing - Problems on estimation and costing

Material Science

Types metals, types of ferrous and nonferrous metals, Physical and mechanical properties of metals, Introduction of iron and cast iron, Difference between iron & steel, alloy steel and carbon steel, Properties of timber, Mass, Weight, Volume and Density, Mass, volume, density, weight and specific gravity, Heat & Temperature and Pressure, Concept of heat and temperature, effects of heat, difference,

between heat and temperature, boiling point & melting point of different metals and non-metalsScales of temperature, Celsius, Fahrenheit, kelvin and conversion, between scales of temperature, Heat &Temperature - Temperature measuring instruments, types of thermometer, pyrometer and transmission of heat - Conduction, convection and radiationCo-efficient of linear expansion and related problems.

Mensuration

Area and perimeter of square, rectangle and parallelogram, Area and perimeter of Triangles, Area and perimeter of circle, semi-circle, circular ring, sector ofcircle, hexagon and ellipse, Surface area and volume of solids - cube, cuboid, cylinder, sphere, and hollow cylinder, Finding the lateral surface area, total surface area and capacity in litres of hexagonal, conical and cylindrical shaped vessels

Trigonometry

Measurement of angles, Trigonometrical ratios, Trigonometrical tables, Application in calculating height and distance (Simple applications)

Building: -

Principle of planning, Objectives & importance, Function& responsibility, Orientation, Local building Bye-Laws asper ISI code, Lay out plan & key plan, Submitted in compositionof drawing, Provisions for safety, Requirement of green belt and land, Computer aided drafting: -Operating system,Hardware& software, Introduction of CAD, Its Graphical User Interface, Method of Installation, Basic commands of CAD, Knowledge of Tool icons and set of Toolbars, Knowledge of shortcut keyboard commands, Building Planning:-Economy & orientation, Provision for lighting andventilation, Provision for drainage and sanitation, Types of building, Planning & designing of residential , public and commercial building, Prefabricated Structure:-Preparation, Method of construction, assembling, Advantages & disadvantages, 3D modelling concept in CAD, 3D coordinate systems to aid in the construction of 3D objects, Knowledge of shortcut keyboard commands, Parks &play ground-Typesof recreation, landscaping, etc. Concepts of design ofearthquake resisting buildings- requirements resistance, safety, flexible building elements, special requirements, base, isolation techniques, Reinforced cement concrete

structure: -

Introduction to RCC uses, Materials – proportions, Form work, Bar bending details as per IS Code, Reinforced brick work, Materials used for RCC:-Construction, Selection of materials –coarse aggregate, fine aggregate, cement water and reinforcement, Characteristics, Method of mixing concrete – machine mixing and hand mixing, Slump test, Structure – columns,beams, slabs - one-way slab & two-way slab, Innovative construction, Safety against earthquake, Grade of cement, steel, behaviour and test, Bar-bending schedule, Retaining wall, R.C.C. Framed structure.

Steel structures: -

Conmen forms of steelsections, Structural fasteners, Joints, Tension & compression member, Classification, fabrication, Construction details, House drainage of building: -Introduction, Terms used in PHE, Systems of sanitation, System of house drainage, plumbing, sanitary fittings, etc.

Types of sewers

Appurtenance, Systems of plumbing, Manholes & Septic tank, Water treatment plant, Sewerage treatment plant

Roads: -

Introduction, History of highway development, General principles of alignment, Classification and construction of different types of roads,Component parts, Road curves, gradient, Curves-types, designation of curves, Setting out simple curve by successive bisection from long chords, simple curve by offsets from long chords, Road drainage system.

Bridges & Culvert: -

Introduction to bridges, Component parts of bridge, Classification of culverts, IRC loading, Selection of type and location, Factors governing theideal site, Alignment of bridge, Foundation – selection, caisson, Coffer dam- types, Types of super structure, Substructure-piers,abutments, wing walls, Classification of bridge.

Tunnels- rules used for the sizes of different members.

Irrigation Engineering: -

Terms used in irrigation, Hydrology like duty, delta, base period, intensity of irrigation, Hydrograph, peak flow, run off, catchment area, CCA, corps like, rabi, kharifetc. Storage, diversion headwork - characteristics and types, Reservoir –types of reservoirs, i.e., single purpose and multipurpose, area, capacity, and curves of reservoir, Dams, weir & barragestypes purposes, Hydroelectric project like, Forebay, Penstock, Turbines, Power house, etc.Canals- classification and distribution system, canal structures, Types of cross drainage, works like Aqua duct, Super passage, Syphon, Level crossing, inlet and outlet, etc.

Estimating and Costing: -

Introduction, Purpose and commontechniques, drawing of construction, Measurement techniques, Estimate-necessity, importance, types, approximate and detailed estimate-main and sub estimates, revised, supplementary, maintenance / repairestimate-taking off quantities- method, Rate analysis of typical items and their specifications, Labour and materials, Govt. Schedule of rate, Estimating of irregular, boundaries by trapezoidaland Simpsons formula,

Total Station: -

Introduction, Components parts, accessories used, characteristics, features, advantages and disadvantages, principle of EMD, Working and need, Setting and measurement, Electronic, display & Data reading, Rectangular and polar coordinate system, Terminology of open andclosed traverse

GPS (Global PositioningSystem): -

Introduction of GPS system, Co- ordinate and timesystem, Satellite and conversional geodetic system, GPS. Signal, code, and biases, Role of TRANSIT in GPS Development, GPS segment organisation, GPS survey methods. Basic geodetic co-ordinate, Ground supportequipment, signals, Tracking devises& system, Time measurement and GPS timing.

Important Note: The Weightage as mentioned against the syllabus is tentative & may vary.

Adda247

GROUP-03

Network Assistant/JTA/Store man (Level of Exam- Diploma in ECE)

1) General awareness, Reasoning, Mathematics, Science, History including Haryana related history, current affairs, literature, Geography, Civics, Environment, Culture etc. - (**Weightage 20%)**

2) Computer terminology, Fundamentals, word software, excel software, Power point, internet, web browsing, Communication, emails, downloading and uploading data on websites etc**. -**

(Weightage 10%)

3) Job Oriented syllabus- **(Weightage 70%)**

Fundamentals of Communication

Concept and Process of Communication, Types of Communication (Verbal Communication), Barriers to Communication, Speaking Skill: Significance and essentials of Spoken Communication, Listening Skill: Significance and essentials of Listening.

Trigonometry

Concept of angle, measurement of angle in degrees, grades, radians and their conversions, T-Ratios of Allied angles (without proof), Sum, Difference formulae and their applications (without proof). Product formulae (Transformation of product to sum, difference and vice versa, Applications of Trigonometric terms in engineering problems such as to find an angle of elevation, height, distance etc.

Co-ordinate Geometry

Cartesian and Polar co-ordinates (two dimensional), Distance between two points, mid-point, centroid of vertices of a triangle, Slope of a line, equation of straight line in various standards forms (without proof); (slope intercept form, intercept form, one-point form, two-point form, symmetric form, normal form, general form), intersection of two straight lines, concurrency of lines, angle between straight lines, parallel and perpendicular lines, perpendicular distance formula, conversion of general form of equation to the various forms.

Geometry of Circle and Software

General equation of a circle and its characteristics. To find the equation of a circle, given: I. Centre and radius II. Three points lying on it. III. Coordinates of end points of a diameter.

MATLAB Or SciLab software – Theoretical Introduction, MATLAB or SciLab as Simple Calculator (Addition and subtraction of values –Trigonometric and Inverse Trigonometric functions) – General Practice.

Properties of Matter

Elasticity and plasticity- definition, deforming force, restoring force, example of elastic and plastic body, Definition of stress and strain, Hooke's law, modulus of elasticity, Pressure- definition, atmospheric pressure, gauge pressure, absolute pressure, Pascal's law, Surface tension- definition, SI unit, applications of surface tension, effect of temperature on surface tension, Viscosity: definition, unit, examples, effect of temperature on viscosity.

Heat and Temperature

Definition of heat and temperature (on the basis of kinetic theory), Difference between heat and temperature, Principle and working of mercury thermometer, Modes of transfer of heat- conduction, convection and radiation with examples, Properties of heat radiation, Different scales of temperature and their relationship.

Wave Motion and its Applications:

Waves: definition, types (mechanical and electromagnetic wave), Wave motion- transverse and longitudinal with examples, terms used in wave motion like displacement, amplitude, time period, frequency, wavelength, wave velocity; relationship among wave velocity, frequency and wave length, Simple harmonic motion (SHM): definition, examples, Cantilever: definition, formula of time period

(without derivation), Free, forced and resonant vibrations with examples, Sound waves: types (infrasonic, audible, ultrasonic) on the basis of frequency, noise, coefficient of absorption of sound, echo.

Optics

Reflection and refraction of light with laws, refractive index, Lens: introduction, lens formulae (no derivation), power of lens and simple numerical problems, Total internal reflection and its applications, critical angle and conditions for total internal reflection, Superposition of waves (concept only), definition of Interference, Diffraction and Polarization of waves, Introduction to Microscope, Telescope and their applications.

Electrostatics and Electricity: Electric charge, unit of charge, conservation of charge, Coulomb's law of electrostatics, Electric field, electric lines of force (definition and properties), electric field intensity due to a point charge, Definition of electric flux, Gauss law (statement and formula), Capacitor and capacitance (with formula and unit), Electric current and its SI Unit, direct and alternating current, Resistance, conductance (definition and unit), Series and parallel combination of resistances, Ohm's law (statement and formula).

FUNDAMENTALS OF IT

Basics of Computer: Brief history of development of computers, Definition of Computer, Block diagram of a Computer, Hardware, Software, Booting: Cold and Hot Booting, Interaction between the CPU and Memory with Input/Output devices, Function of CPU and major functional parts of CPU. Memory, Bit, Nibble, Byte, KB, MB, GB, TB, PB, Functions of memory, Use of storage devices in a Computer, List types of memory used in a Computer, Importance of cache memory, CPU speed and CPU word length.

Basic Internet Skills: Understanding browser, Introduction to WWW, efficient use of search engines, awareness about Digital India portals (state and national portals) and college portals. Advantages of Email, Various email service providers, Creation of email id, sending and receiving emails, attaching documents with email and drive. Effective use of Gmail, G-Drive, Google Calendar, Google Sites, Google Sheets, Online mode of communication using Google Meet & WebEx.

Basic Logic building: Introduction to Programming, Steps involved in problem solving, Definition of Algorithm, Definition of Flowchart, Steps involved in algorithm development, differentiate algorithm and flowchart, symbols used in flowcharts, algorithms for simple problems, flowcharts for simple problems, Practice logic building using flowchart/algorithms.

Office Tools: Office Tools like LibreOffice/OpenOffice/MSOffice. OpenOffice Writer – Typesetting Text and Basic Formatting, Inserting Images, Hyperlinks, Bookmarks, Tables and Table Properties in Writer Introducing LibreOffice/OpenOffice Calc, Working with Cells, Sheets, data, tables, using formulae and functions, using charts and graphics. OpenOffice Impress – Creating and Viewing Presentations, Inserting Pictures and Tables, Slide Master and Slide Design, Custom Animation.

Use of social media: Introduction to Digital Marketing – Why Digital Marketing, Characteristics of Digital Marketing, Tools for Digital Marketing, Effective use of social media like LinkedIn, Google+, Facebook, Twitter, etc.: Features of social media, Advantages and Disadvantages of social media.

FUNDAMENTAL OF ELECTRICAL ENGINEERING

Electrical Fundamentals: Nature of Electricity, Charge, free electrons, Electric current, Electric potential and potential difference, Electric current, Electrical Energy, Electrical power and their unit, Resistance: Definition, Unit, Laws of resistance, conductivity and resistivity, Effect of temperature on resistance, Temperature coefficient of resistance, Types of resistance & their applications, Colour coding of resistance, Inductors and capacitors with their wattage consideration, Factors affecting capacitance of a capacitor. Capacitors in series and parallel.

DC Circuits & Theorems: Ohm's law and its verification, Kirchhoff's current law and Kirchhoff's voltage law, Star – Delta connections, Voltage and current source, symbol and graphical representation, characteristics of ideal and practical sources, Mesh and Loop analysis, Thevenin's theorem, Norton's theorem, Superposition Theorem, Maximum Power Transfer Theorem.

AC Circuits: AC Fundamentals: Cycle, frequency, time period, amplitude, difference between AC and DC, instantaneous value, average value, r.m.s. value, maximum value, form factor and peak factor, Concept of conductance, susceptance, admittance, impedance and concept of inductive and capacitive reactance,

RL-RC Circuits, Introduction to series and parallel resonance and its conditions, Power in pure resistance, inductance and capacitance, power in combined RLC circuits, Power factor, active and reactive power: Definition and their significance.

Electro Magnetic Circuit: Concept of electro-magnetic field produced by flow of electric current, magnetic circuit, concept of magneto-motive force (MMF), flux, reluctance, permeability, analogy between electric and magnetic circuit, Faraday's laws of electro-magnetic induction, principles of self and mutual induction, self and mutually induced emf, Energy stored in an inductor, series and parallel combination of inductors.

Batteries: Basic idea of primary and secondary cells, Construction, working principle and applications of Lead-Acid, Nickel-Cadmium, Li-Ion batteries, Series and parallel connections of batteries, Introduction to maintenance of free batteries, Disposal of batteries, General idea of solar cells, solar panels and their applications.

ELECTRONIC DEVICES AND CIRCUITS

Semiconductor Physics: Review of basic atomic structure and energy levels, concept of insulators, conductors and semiconductors, atomic structure of Germanium (Ge) and Silicon (Si), covalent bonds, Concept of intrinsic and extrinsic semiconductor, process of doping, Energy level diagram of conductors, insulators and semiconductors; minority and majority charge carriers, P and N type semiconductors and their conductivity, effect of temperature on conductivity of intrinsic semiconductors.

Semiconductor Diode: PN junction diode, mechanism of current flow in PN junction, forward and reverse biased PN junction, potential barrier, drift and diffusion currents, depletion layer, concept of junction capacitance in forward and reverse biased condition, V-I characteristics, static and dynamic resistance and their value calculation from the characteristics, Application of diode as half-wave, full wave and bridge rectifiers. Peak Inverse Voltage, rectification efficiencies and ripple factor calculations, shunt capacitor filter, series inductor filter, LC and π filters, Types of diodes, characteristics and applications of Zener diodes. Zener and avalanche breakdown, Introduction to Clipping and Clamping Circuits.

Introduction to Bipolar-Transistors: Concept of a bipolar transistor, its structure, PNP and NPN transistors, their symbols and mechanism of current flow; Current relations in a transistor; concept of leakage current; CB, CE, CC configurations of a transistor; Input and output characteristics in CB and CE configurations; input and output dynamic resistance in CB and CE configurations; Current amplification factors, relation between α, β and γ. Comparison of CB, CE and CC Configurations; Transistor as an amplifier in CE Configuration; concept of DC load line and calculation of current gain and voltage gain using DC load line.

Transistor Biasing Circuits: Concept of transistor biasing and selection of operating point. Need for stabilization of operating point. Different types of biasing circuits. Single stage transistor amplifier circuit, concept of dc and ac load line and its use. Explanation of phase reversal of output voltage with respect to input voltage.

Field Effect Transistors: Construction, operation and characteristics of FETs and their applications, Construction, operation and characteristics of a MOSFET in depletion and enhancement modes and its applications, Comparison of JFET, MOSFET and BJT.

Statistics and Software

Statistics: Measures of Central Tendency: Mean, Median, Mode, Measures of Dispersion: Mean deviation, Standard deviation.

Software: SciLab software – Theoretical Introduction, Basic difference between MATLAB and SciLab software, Calculations with MATLAB or SciLab - (a) Representation of matrix (2×2 order), (b) Addition, Subtraction of matrices (2×2 order) in MATLAB or SciLab.

Classification of Materials and their Properties

Definition of energy level, energy bands, Types of materials (conductor, semiconductor, insulator and dielectric) with examples, intrinsic and extrinsic semiconductors (introduction only), Introduction to magnetism, type of magnetic materials: diamagnetic, paramagnetic and ferromagnetic materials with examples, Magnetic field, magnetic lines of force, magnetic flux, Electromagnetic induction (definition).

Modern Physics

Laser: introduction, principle, absorption, spontaneous emission, stimulated emission, population inversion, Engineering and medical applications of laser, Fibre optics: introduction to optical fibres (definition, principle and parts), light propagation, fibre types (mono-mode, multi-mode), applications in medical, telecommunication and sensors 5.4 Nanotechnology: introduction, definition of nanomaterials with examples, properties at nanoscale, applications of nanotechnology (brief).

ELECTRONIC INSTRUMENTS AND MEASUREMENT

Basics of Instruments and Measurements: Measurement, method of measurement, types of instruments, Specifications of instruments: Accuracy, precision, sensitivity, resolution, range, errors in measurement, sources of errors, limiting errors, loading effect, importance and applications of standards and calibration.

Voltage, Current and Resistance Measurement Moving Coil and Moving Iron Instruments

a. Principles of measurement of DC voltage, DC current, AC voltage, AC current, b. Principles of operation and construction of permanent magnet moving coil (PMMC) instruments and Moving iron type instruments, VOM Meter.

Cathode Ray Oscilloscope: Construction and working of Cathode Ray Tube (CRT) Block diagram description of a basic CRO and triggered sweep oscilloscope, front panel controls Specifications of CRO and their Applications Measurement of current, voltage, frequency, time period and phase using CRO, Lissajous pattern for phase measurement. Digital storage oscilloscope (DSO): block diagram and working principle.

Impedance Bridges, Q Meter and Function Generator: a. Wheat stone bridge b. AC bridges: Maxwell's induction bridge, Hay's bridge, De-Sauty's bridge c. Block diagram and working principle of Q-meter. Explanation of block diagram, specifications of low frequency and RF generators, pulse generator, function generator.

Digital Instruments: a. Comparison of analog and digital instruments b. Block diagram and working of a digital multi-meter c. Applications and Limitations of digital multi-meters. d. Working principle of logic probe, logic pulser.

ENGINEERING GRAPHICS

Introduction to Engineering Drawing and Graphics: Introduction to use and care of drawing instruments, drawing materials, layout and sizes of drawing sheets and drawing boards, Symbols and conventions. a) Conventions of Engineering Materials, Sectional Breaks and Conventional lines. b) Civil Engineering Sanitary fitting symbols c) Electrical fitting symbols for domestic interior installations, Geometrical construction-geometrical figures such as triangles, rectangles, circles, ellipses and curves, hexagons, pentagons bisecting a line and arc, division of line and circle with the help of drawing instruments.

Technical Lettering of Alphabet and Numerals, Dimensioning, Scales, Orthographic Projections**,** Sectioning,Introduction of projection of right solids such as prism & pyramid, Introduction of sections of right solids,Development of Surfaces, Isometric Views, Introduction to AutoCAD.

Printed Circuit Board (PCB)

Introduction: What is PCB, Difference between PWB and PCB, Types of PCBs: Single/Double Sided and Multi-Layer PCBs, PCB Layer Masks: Top Layer Mask, Bottom Layer Mask, Solder Mask, Legend Print or Silk screen Mask, Hand-Taping Vs CAD PCB Materials: FR-2 and FR-4 material advantages and disadvantages, PCB Design Rules.

Computer Aided Design:

Brief History of EDA, Latest Trends in Market, How it helps and Why it requires, Different EDA Tools (Licensed like Orcad or Free Open Source Software like Circuit Maker or Dip Trace or Eagle etc.), Schematic Entry, Net listing, Electrical Rule Check (ERC), PCB Layout Designing, Auto and Manual Routing, Design Rule Check (DRC), Gerber Generation, Creating Library, Creating component, Symbols and Footprints for components.

Fabrication: Photo Processing for Pattern Transfer, Etching, Drilling, Component Mounting, Soldering and De-soldering, PCB Testing, PCB design and fabrication of Basic Analog Electronic Circuits, Power Supplies, 555 Based circuits etc.

ENVIRONMENTAL STUDIES AND DISASTER MANAGEMENT

Introduction: Basics of ecology, eco system- concept, and sustainable development, Sources, advantages, disadvantages of renewable and non-renewable energy, Rain water harvesting, Deforestation – its effects & control measures.

Air and Noise Pollution: Air Pollution: Source of air pollution. Effect of air pollution on human health, economy, Air pollution control methods, Noise Pollution: Source of noise pollution, Unit of noise, Effect of noise pollution, Acceptable noise level, Different method of minimizing noise pollution.

Water and Soil Pollution: Water Pollution: Impurities in water, Cause of water pollution, Source of water pollution. Effect of water pollution on human health, Concept of DO, BOD, COD. Prevention of water pollution- Water treatment processes, Sewage treatment. Water quality standard, Soil Pollution :Sources of soil pollution, Effects and Control of soil pollution, Types of Solid waste- House hold, Industrial, Agricultural, Biomedical, Disposal of solid waste, Solid waste management E-waste, E – waste management.

Impact of Energy Usage on Environment: Global Warming, Green House Effect, Depletion of Ozone Layer, Acid Rain. Eco-friendly Material, Recycling of Material, Concept of Green Buildings, Concept of Carbon Credit & Carbon footprint.

Disaster Management: Different Types of Disaster: Natural Disaster: such as Flood, Cyclone, Earthquakes and Landslides etc. Man-made Disaster: such as Fire, Industrial Pollution, Nuclear Disaster, Biological Disasters, Accidents (Air, Sea Rail & Road), Structural failures (Building and Bridge), War & Terrorism etc., Disaster Preparedness: Disaster Preparedness Plan Prediction, Early Warnings and Safety Measures of Disaster Psychological response and Management (Trauma, Stress, Rumour and Panic).

Important Note: The Weightage as mentioned against the syllabus is tentative & may vary.

Adda247

GROUP-04

Mechanic/ Operator cum Mechanic

(Level- Matric+ ITI Diesel Mechanic/ Aircraft Mechanic etc.)

1) General awareness, Reasoning, Mathematics, Science, History including Haryana related history, current affairs, literature, Geography, Civics, Environment, Culture etc.- (**Weightage 20%)**

2) Computer terminology, Fundamentals, word software, excel software, Power point, internet, web browsing, Communication, emails, downloading and uploading data on websites etc**. -**

(Weightage 10%)

3) Subject related syllabus- **(Weightage 70%)**

Occupational Safety & Health:

Importance of Safety and general Precautions to be observed in the shop. Basic first aid, safety signs for Danger, Warning, caution & personal safety message. Safe handling of Fuel Spillage, Fire extinguishers used for different types of fire. Safe disposal of toxic dust, safe handling and Periodic testing of lifting equipment, Authorization of Moving & road-testing vehicles. Electrical safety tips.

Hand & Power Tools:

Marking scheme, Marking material-chalk, Prussian blue. Cleaning tools- Scraper, wire brush, Emery paper, Description, care and use of Surface plates, steel rule, measuring tape, try square. Callipers-inside and outside. Dividers, surface gauges, scriber, punches-prick punch, centre punch, pin punch, hollow punch, number and letter punch. Chisel-flat, cross-cut. Hammer- ball pein, lump, mallet. Screw drivers-blade screwdriver, Phillips screw driver, Ratchet screwdriver. Allen key, bench vice & C-clamps, Spanners, ring spanner, open end spanner & the combination spanner, universal adjustable open-end spanner. Sockets & accessories, Pliers - Combination pliers, multi grip, long nose, flat-nose, Nippers or pincer pliers, Side cutters, Tin snips, Circlips pliers, external circlips pliers. Air impact wrench, air ratchet, wrenches- Torque wrenches, pipe wrenches, car jet washers Pipe flaring & cutting tool, pullers-Gear and bearing

Systems of measurement:

Description, care & use of - Micrometres- Outside and depth micrometre, Micrometre adjustments, Vernier callipers, Telescope gauges, Dial bore gauges, Dial indicators, straightedge, feeler gauge, thread pitch gauge, vacuum gauge, tire pressure gauge.

Drilling machine:

Description and study of Bench type Drilling machine, Portable electrical Drilling machine, drill holding devices, Work Holding devices, Drill bits. Taps and Dies: Hand Taps and wrenches, Calculation of Tap drill sizes for metric and inch taps. Different type of Die and Die stock. Screw extractors. Hand Reamers, Different Type of hand reamers, Drill size for reaming, Lapping, Lapping abrasives, type of Laps.

Basic electricity:

Electricity principles, Ground connections, Ohm's law, Voltage, Current, Resistance, Power, Energy. Voltmeter, ammeter, Ohmmeter Multi-meter, Conductors & insulators, Wires, Shielding, Length vs. resistance, Resistor ratings,Fuses & circuit breakers, Ballast resistor, Stripping wire insulation, cable colour codes and sizes, Resistors in Series circuits, Parallel circuits and Series-parallel circuits, Electrostatic effects, Capacitors and its applications, Capacitors in series and parallel, Description of Chemical effects, Batteries & cells, Lead acid batteries & Sealed Maintenance Free (SMF) batteries, Magnetic effects, Heating effects, Thermo-electric energy, Thermistors, Thermo-couples, Electrochemical energy, Photo-voltaic energy, Piezoelectric energy, Electromagnetic induction, Relays, Solenoids, Primary & Secondary windings, Transformers, stator and rotor coils, Basic electronics: Description of Semiconductors, Solid state devices- Diodes, Transistors.

Introduction to Hydraulics & Pneumatics:

Definition of Pascal law, pressure, Force, viscosity. Description, symbols and application in automobile of Gear pump Internal& External, single acting, double acting & Double ended cylinder; Pressure relief valve, non-return valve, Flow control valve used in automobile. Pneumatic Symbols, Description and function of air Reciprocating Compressor. Function of Air service unit (FRL-Filter, Regulator & Lubricator), Classification of vehicles on the basis of load as per central motor vehicle rule, wheels, final drive, and fuel used, axles, position of engine and steering transmission, body and load. Brief description and uses of Vehicle hoists – Two post and four post hoist, Engine hoists, Jacks, Stands

Introduction to Engine:

Description of internal & external combustion engines, Classification of IC engines, Principle & working of 2&4- stroke diesel engine (Compression ignition Engine (C.I)), Principle of Spark, Ignition Engine (SI), differentiate between 2- stroke and 4 stroke, C.I engine and S.I Engine, Direct injection and Indirect injection, technical terms used in engine, Engine specification, Different type of starting and stopping method of Diesel Engine Procedure for dismantling of diesel engine from a vehicle. Petrol Engine Basics: 4-stroke spark-ignition engines, Engine cams & camshaft, Engine power transfer, Scavenging, Piston components, Intake & exhaust systems, Gasoline Fuel Systems, Stoichiometric ratio, Air density, Fuel supply system, Type of Petrol and Diesel combustion chambers, Type of valve operating mechanism, Valve- timing diagram, concept of Variable valve timing, Timing belts & chains, Description & functions of different types of pistons, piston rings and piston pins and materials, common troubles and remedy. Compression ratio, Description & function of connecting rod, Description and function of Crank shaft, camshaft, Engine bearings, Description and function of the fly wheel and vibration damper, Crank case & oil pump, gears timing mark, Chain sprockets, chain tensioner etc. Function of clutch & coupling units attached to flywheel, Description of Cylinder block, Cylinder block construction, and Different type of Cylinder sleeves (liner),Need for Cooling systems, Heat transfer method, Vehicle coolant properties, Different type of cooling systems, Need for lubrication system, Functions of oil, Viscosity and its grade as per SAE, Oil additives, Synthetic oils, The lubrication system, Splash system, Pressure system, Lubrication system components, Intake system components Description and function of Air cleaners, Different type air cleaner, Exhaust system components,Diesel Fuel Systems Description and function of Diesel fuel injection, fuel characteristics, Emission Control:- Vehicle emissions Standards- Euro and Bharat II, III, IV, V Sources of emission, Types of emissions: Characteristics and Effect of Hydrocarbons, Hydrocarbons in exhaust gases, Oxides of nitrogen, Particulates, Carbon monoxide, Carbon dioxide, Sulphur content in fuels Description of Evaporation emission control, Catalytic conversion, closed loop, Crankcase emission control, Exhaust gas recirculation (EGR) valve, Controlling air fuel ratios, Charcoal storage devices, Diesel particulate filter (DPF). Selective Catalytic Reduction (SCR), EGR VS SCR, Description. of charging circuit operation of alternators, regulator unit, ignition warning lamp troubles and remedy in charging system. Description of starter motor circuit, Constructional details of starter motor solenoid switches, common troubles and remedy in starter circuit, Troubleshooting: Causes and remedy for Engine Not starting – Mechanical & Electrical causes, High fuel consumption, Engine overheating, Low Power Generation, Excessive oil consumption, Low/High Engine Oil Pressure, Engine Noise.

Workshop Calculation & Science:

Unit, Fractions Classification of unit system Fundamental and Derived units F.P.S, C.G.S, M.K.S and SI units Measurement units and conversion Factors, HCF, LCM, Applications of Pythagoras theorem and related problems Ratio and proportion Ratio and proportion - Direct and indirect proportions Percentage - Changing percentage to decimal and fraction, Mass, Weight, Volume and Density Mass, Related problems, Work, power, energy, HP, IHP, BHP and efficiency Potential energy, kinetic energy, Heat & Temperature and Pressure Concept of heat and temperature, effects of heat, difference between heat and temperature, boiling point & melting point, Scales of temperature, Celsius, Fahrenheit, kelvin and conversion between scales of temperature Heat &Temperature - Temperature measuring instruments, types of thermometer, pyrometer and transmission of heat - Conduction, convection and radiation. Mensuration Area and perimeter of square, rectangle, Triangles, circle, semi-circle, circular ring, sector of circle, volume of solids - cube, cuboid, cylinder, sphere and hollow cylinder.

Introduction: Study of different major components of vehicle

Clutches & Manual Transmissions-Clutch principles, Manual transmissions Automated Manual Transmission (AMT), Final Drive & Drive Shafts - Basic layouts Front-wheel drive layout, Rear-wheel drive

layout, Four-wheel drive layout, All wheel drive layout, 4WD v/s AWD Front-wheel drive, Automatic Transmissions, Hydraulic system & controls, Steering Systems, Suspension Systems, Lubrication system, Wheels & Tyres-Wheel types, Braking systems, Importance of Diagnostic Trouble Code (DTC), Ignition principles and Faraday's laws, Charging system, Starting system, Accessories: Horn circuit, wiper circuit, power window components and circuit. Power door lock circuit, automatic door lock circuit, remote keyless entry system circuit, antitheft system, immobilizer system. Description and function of Airbags, Seatbelt, Vehicle safety systems, Crash sensors, Seat belt pretensioners, Tire pressure monitoring systems Integrated communications, Proximity sensors, Introduction to Hybrid & Electronic vehicle, Hydrogen fuel cell vehicle, Heating Ventilation Air Conditioning (HVAC) legislation, Vehicle heating, ventilation & cooling systems, Introduction to Electric Vehicle Technology, EV Terminology Comparison of Electric Vehicle with IC engine vehicle based on emissions, range, fuel type. Types of electric vehicle, BEV, HEV, PHEV and FCEV,

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Adda247

GROUP-05

Fitter/ Turner (Level- ITI Certificate in Fitter/ Turner/ Mechanical Trade)

1) General awareness, Reasoning, Mathematics, Science, History including Haryana related history, current affairs, literature, Geography, Civics, Environment, Culture etc.-

(Weightage 20%)

2) Computer terminology, Fundamentals, word software, excel software, Power point, internet, web browsing, Communication, emails, downloading and uploading data on websites etc. -

(Weightage 10%)

3) Subject related syllabus- (**Weightage 70%)**

Professional Skill

Soft Skills, its importance, Importance of safety and general precautions observed in the in the industry/shop floor. Introduction of First aid. Operation of electrical mains and electrical safety. Introduction of PPEs. Response to emergencies e.g.; power failure, fire, and system failure, Importance of housekeeping & good shop floor practices. Introduction to 5S concept & its application, **Occupational Safety & Health:** Health, Safety and Environment guidelines, legislations &regulations as applicable. Basic understanding on Hot work, confined space work and material handling equipment,Linear measurements - its units, dividers, callipers, hermaphrodite, centre punch, dot punch, prick punch their description and uses of different types of hammers. Description, use and care of 'V' Blocks, marking off table. Measuring standards (English, Metric Units), angular measurements,Bench vice construction, types, uses, care & maintenance, vice clamps, hacksaw frames and blades, specification, description, types and their uses, method of using hacksaws. Files - specifications, description, materials, grades, cuts, file elements, uses. Types of files, care and maintenance of files. Measuring standards (English, Metric Units), angular measurements,marking off and layout tools, dividers, scribing block, - description, classification, material, care & maintenance. Try square, ordinary depth gauge, protractor - description, uses and cares. Uses, care & maintenance of cold chisels - materials, types, cutting angles, marking media, marking blue, Prussian blue, red lead, chalk and their special application,description, Use, care and maintenance of scribing block. Surface plate and auxiliary marking equipment, 'V' block, angle plates, parallel block, description, types, uses, accuracy, care and maintenance.

Physical properties of engineering metal: colour, weight, structure, and conductivity, magnetic, fusibility, specific gravity.

Mechanical properties: ductility, malleability hardness, brittleness, toughness, tenacity, and elasticity.**Power Saw,** band saw, Circular saw machines used for metal cutting.

Micrometre- outside and inside – principle, constructional features, parts graduation, reading, use and care. Micrometre depth gauge, parts, graduation, reading, use and care. Digital micrometre, **Vernier callipers,** principle, construction, graduations, reading, use and care. Vernier bevel protractor, construction, graduations, reading, use and care, dial Vernier Calliper, Digital Vernier calliper, Vernier height gauge: material construction, parts, graduations (English & Metric) use, care and maintenance, **Drilling processes:** common type (bench type, pillar type, radial type), gang and multiple drilling machine. Determination of tap drill size.

Sheet Metal Operations-Safety precautions to be observed in a sheet metal workshop, sheet and sizes, Commercial sizes and various types of metal sheets, coated sheets and their uses as per BIS specifications. Shearing machine- description, parts and uses, Marking and measuring tools, wing compass, tin man's square tools, snips, types and uses. Tin man's hammers and mallets type-sheet metal tools, types, specifications, uses. Trammel- description, parts, uses. Hand grooves, specifications and uses. Sheet and wire gauge, Stakes-bench types, parts, their uses. Various types of metal joints, their selection and application, tolerance for various joints, their selection& application. Wired edges, Solder and soldering: Introduction-types of solder and flux. Composition of various types of solder and their heating media of soldering iron. Method of soldering, selection and application-joints. Hard solder, Introduction, types and method of brazing.

Various rivets shape and form of heads, importance of correct head size. Rivets-Tin man's rivets types, sizes, and selection for various works. Riveting tools, dolly snaps description and uses. Method of riveting, The spacing of rivets. Flash riveting, use of correct tools, compare hot and cold riveting.

Safety-importance of safety and general precautions observed in a welding shop. Precautions in electric and gas welding. (Before, during, after) Introduction to safety equipment and their uses. Machines and accessories, welding transformer, welding generators.

Welding hand tools: Hammers, welding description, types and uses, description, principle, method of operating, carbon dioxide welding. H.P. welding equipment: description, principle, method of operating L.P. welding equipment: description, principle, method of operating. Types of Joints-Butts and fillet as per BIS SP: 46-1988 specifications. Gases and gas cylinder description, kinds, main difference and uses, Setting up parameters for ARC welding machines-selection of Welding electrodes. Care to be taken in keeping electrode, Oxygen acetylene cutting, machine description, parts, uses, method of handling, cutting torch-description, parts, function and uses.

Drill- material, types, (Taper shank, straight shank) parts and sizes. Drill angle-cutting angle for different materials, cutting speed feed. R.P.M. for different materials. Drill holding devices- material, construction and their uses, Counter sink, counter bore and spot facing-tools and nomenclature, Reamer, material, types (Hand and machine reamer), kinds, parts and their uses, determining hole size (or reaming), Reaming procedure.

Screw threads: terminology, parts, types and their uses. Screw pitch gauge: material parts and uses. Taps British standard (B.S.W., B.S.F., B.A. & B.S.P.) and metric /BIS (coarse and fine) material, parts (shank body, flute, cutting edge).

Tap wrench: material, parts, types (solid &adjustable types) and their uses removal of broken tap, studs (tap stud extractor). Dies: British standard, metric and BIS standard, material, parts, types, Method of using dies. Die stock: material, parts and uses.

Drill troubles: causes and remedy. Equality of lips, correct clearance, dead centre, length of lips. Drill kinds: Fraction, metric, letters and numbers, grinding of drill.

Grinding wheel: Abrasive, grade structures, bond, specification, use, mounting and dressing. Selection of grinding wheels. Bench grinder parts and use.

Gauges- Introduction, necessity, types. Limit gauge: Ring gauge, snap gauge, plug gauge, description and uses. Description and uses of gauge types (feeler, screw, pitch, radius, wire gauge).

Interchange ability: Necessity in Engg., field definition, BIS. Definition, types of limits, terminology of limits and fits, basic size, actual size, deviation, high and low limit, zero-line, tolerance zone Different standard systems of fits and limits. British standard system, BIS system.

Method of expressing tolerance as per BIS Fits: Definition, types, description of each with sketch. Vernier height gauge: material construction, parts, graduations (English & Metric) use, care and maintenance

Pig Iron: types of pig Iron, properties and uses. Cast Iron: types, properties and uses, wrought iron: - properties and uses. Steel: plain carbon steels, types, properties and uses. Non-ferrous metals (copper, aluminium, tin, lead, zinc) properties and uses.

Simple scraper- flat, half round, triangular and hook scraper and their uses. Blue matching of scraped surfaces (flat and curved bearing surfaces). Testing scraped surfaces: ordinary surfaces without a master plate.

Vernier micrometre, material, parts, graduation, use, care and maintenance. Calibration of measuring instruments. Introduction to mechanical fasteners and its uses. Screw thread micrometre: Construction, graduation and use.

Dial test indicator, construction, parts, material, graduation, Method of use, care and maintenance. Digital dial indicator. Comparators measurement of quality in the cylinder bores.

Lathe-Safely precautions to be observed while working on a lathe, Lathe specifications, and constructional features. Lathe main parts descriptions- bed, head stock, carriage, tail stock, feeding and thread cutting mechanisms. Holding of job between centres, works with catch plate, dog, simple description of a facing and roughing tool and their applications.

Lathe cutting tools- Nomenclature of single point & multipoint cutting tools, Tool selection based on different requirements and necessity of correct grinding, solid and tipped, throw away type tools, cutting speed and feed and comparison for H.S.S., carbide tools. Use of coolants and lubricants.

Chucks and chucking the independent four-jaw chuck. Reversible features of jaws, the back plate, Method of clearing the thread of the chuck-mounting and dismounting, chucks, chucking true, face plate, drilling - method of holding drills in the tail stock, Boring tools and enlargement of holes.

General turning operations-parallel or straight, turning. Stepped turning, grooving, and shape of tools for the above operations. Appropriate method of holding the tool-on-tool post or tool rest, Knurling: - tools description, grade, uses, speed and feed, coolant for knurling, speed, feed calculation. Taper – definition, use and method of expressing tapers. Standard tapers-taper, calculations Morse taper.

Screw thread definition – uses and application. Square, worm, buttress, acme (nonstandard-screw threads), Principle of cutting screw thread in centre lathe – principle of chasing the screw thread – use of centre gauge, setting tool for cutting internal and external threads, use of screw pitch gauge for checking the screw thread.

Assembling techniques such as aligning, bending, fixing, mechanical jointing, threaded jointing, sealing, and torquing. Dowel pins: material, construction, types, accuracy and uses.

Screws: material, designation, specifications, Property classes (e.g., 9.8 on screw head), Tools for tightening/ loosening of screw or bolts, Torque wrench, screw joint calculation uses. Power tools: its constructional features, uses & maintenance.

Locking device: Nuts- types (lock nut castle nut, slotted nuts, swam nut, grooved nut) Description and use. Various types of keys, allowable clearances & tapers, types, uses of key pullers.

Special files: types (pillar, Dread naught, Barrow, warding) description & their uses.

Templates and Radius/fillet gauge, feeler gauge, hole gauge, and their uses, care and maintenance.

Slip gauge: Necessity of using, classification & accuracy, set of blocks (English and Metric). Details of slip gauge. Metric sets 46: 103: 112. Wringing and building up of slip gauge and care and maintenance.

Application of slip gauges for measuring, Sine Bar-Principle, application & specification. Procedure to check adherence to specification and quality standards.

Lapping: Application of lapping, material for lapping tools, lapping abrasives, charging of lapping tool. Surface finish importance, equipment for testing-terms relation to surface finish. Equipment for tasting surfaces quality – dimensional tolerances of surface finish.

Honing: Application of honing, material for honing, tools shapes, grades, honing abrasives. Frosting- its aim and the methods of performance.

Gauges and types of gauges commonly used in gauging finished product-Method of selective assembly 'Go' system of gauges, hole plug basis of standardization.

Bearing-Introduction, classification (Journal and Thrust), Description of each, ball bearing: Single row, double row, description of each, and advantages of double row.

Roller and needle bearings: Types of rollers bearing, Description & use of each. Method of fitting ball and roller bearings.

Bearing metals – types, composition and uses. Synthetic materials for bearing: The plastic laminate materials, their properties and uses in bearings such as phenolic, Teflon polyamide (nylon).

Pipes and pipe fitting- commonly used pipes. Pipe schedule and standard sizes. Pipe bending methods. Use of bending fixture, pipe threadsStd. Pipe threads Die and Tap, pipe vices.

Use of tools such as pipe cutters, pipe wrenches, pipe dies, and tap, pipe bending machine etc.

Standard pipe fitting- Methods of fitting or replacing the above fitting, repairs and erection on rainwater drainage pipes and household taps and pipe work. Inspection & Quality Control-Basic SPC - Visual Inspection.

Drilling jig-constructional features, types and uses. Fixtures-Constructional features, types and uses.

Power transmission elements. The object of belts, their sizes and specifications, materials of which the belts are made, selection of the type of belts with the consideration of weather, load and tension methods of joining leather belts.

Vee belts and their advantages and disadvantages, use of commercial belts, dressing and resin creep and slipping, calculation. Power transmissions coupling types-flange coupling, -Hooks coupling, universal coupling and their different uses. Pulleys-types-solid, split and 'V' belt pulleys, standard calculation for determining size crowning of faces -loose and fast pulleys -jockey pulley. Types of drives -open and cross belt drives. The geometrical explanation of the belt drivers at an angle. Clutch: Type, positive clutch (straight tooth type, angular tooth type). Chains, wire ropes and clutches for power transmission. Their types and brief description.

Power transmission –by gears, most common form spur gear, set names of some essential parts of the set -The pitch circles, Diametral pitch, velocity ratio of a gear set, Helical gear, herring bone gears, bevel gearing, spiral bevel gearing, hypoid gearing, pinion and rack, worm gearing, velocity ratio of worm gearing. Repair of gear teeth by building up and dovetail method, Method or fixing geared wheels for various purpose drives. General cause of the wear and tear of the toothed wheels and their remedies, method of fitting spiral gears, helical gears, bevel gears, worm and worm wheels in relation to required drive. Care and maintenance of gears.

Fluid power, Pneumatics, Hydraulics and their comparison, Overview of a pneumatic system, Boyle's law. Overview of an industrial hydraulic system, Applications, Pascal's Law.

Compressed air generation and conditioning, Air compressors, Pressure regulation, Dryers, Air receiver, Conductors and fittings, FRL unit, Applications of pneumatics, Hazards & safety precautions in pneumatic systems, Pneumatic actuators: - Types, Basic operation, Force, Stroke length, Single-acting and double-acting cylinders.

Pneumatic valves:- Classification, Symbols of pneumatic components, 3/2- way valves (NO & NC types) (manually-actuated & pneumatically-actuated) & 5/2-way valves, Check valves, Flow control valves, One-way flow control valve Pneumatic valves: Roller valve, Shuttle valve, Twopressure valve Electro-pneumatics: Introduction, 3/2-way single solenoid valve, 5/2-way single solenoid valve, 5/2-way double solenoid valve, Control components - Pushbuttons (NO & NC type) and Electromagnetic relay unit, Logic controls.

Symbols of hydraulic components, Hydraulic oils –function, properties, and types, Contamination in oils and its control - Hydraulic Filters – types, constructional features, and their typical installation locations, cavitation, Hazards & safety precautions in hydraulic systems - Hydraulic reservoir & accessories, Pumps, Classification – Gear/vane/ piston types, Pressure relief valves – Direct acting and pilot-operated types - Pipes, tubing, Hoses and fittings – Constructional details, Minimum bend radius, routing tips for hoses, valves and Pilot-operated check valves, Load holding function - Flow control valves: Types, Speed control methods – meter-in and meter-out - Preventive maintenance & troubleshooting of pneumatic & hydraulic systems, System malfunctions due to contamination, leakage, friction, improper mountings, cavitation, and proper sampling of hydraulic oils.

Method of lubrication-gravity feed, force (pressure) feed, splash lubrication. Cutting lubricants and coolants: Soluble off soaps, suds, paraffin, soda water, common lubricating oils and their commercial names, selection of lubricants. Washers-Types and calculation of washer sizes. The making of joints and fitting packing, Lubrication and lubricants, purpose of using different types, description and uses of each type. Method of lubrication. A good lubricant, viscosity of the lubricant, Main property of lubricant. How a film of oil is formed in journal Bearings.

Foundation bolt: types (Lewis's cotter bolt) description of each erection tools, pulley block, crowbar, spirit level, Plumb bob, wire rope, manila rope, wooden block. The use of lifting appliances, extractor presses and their use. Practical method of obtaining mechanical advantage. The slings and handling of heavy machinery, special precautions in the removal and replacement of heavy parts.

Important Note: The Weightage as mentioned against the syllabus is tentative & may vary.

GROUP-06-Draughtsman (Electrical)

Level- 2 Years Diploma in Draughtsman (Electrical)

1) General awareness, Reasoning, Mathematics, Science, History including Haryana related history, current affairs, literature, Geography, Civics, Environment, Culture etc.- (**Weightage 20%)**

2) Computer terminology, Fundamentals, word software, excel software, Power point, internet, web browsing, Communication, emails, downloading and uploading data on websites etc**. -**

(Weightage 10%)

3) Subject related syllabus- **(Weightage 70%)**

Importance of safety and general precautions observed in the in the industry/shop floor, working of Industrial Training Institute system including stores procedures. Soft Skills: its importance and Job area after completion of training, Introduction of First aid, Introduction of PPEs, Introduction to 5S concept& its application, Response to emergencies e.g.; power failure, fire alarm, etc.

Familiarisation& information about rules and regulations of the Institute and Trade, List of the Instruments, equipment's and materials to be used during training.

Importance of B.I.S. Introduction of Code for practice of Architectural and Building Drawings (IS: 962-1989, SP-46:2003), Layout of drawing. Lines, Lettering, Dimensioning, Knowledge of different types of scale. Principle of R.F.

Basic Concepts

Concepts of resistance, inductance, capacitance, and various factors affecting them.• Concepts of current, voltage, power, energy and their units.• Network elements: ideal voltage and current sources, dependent sources, R, L, C, M elements; Network solution methods: KCL, KVL, Node and Mesh analysis; • Network Theorems: Thevenin's, Norton's, Superposition and Maximum Power Transfer theorem; • Magnetic Circuit – Concepts of flux, mmf, reluctance, Different kinds of magnetic materials, Magnetic calculations for conductors of different configurations e.g., straight, circular, solenoidal, etc.• Electromagnetic induction, self and mutual induction.• Transient response of dc and ac networks, sinusoidal steady-state analysis, resonance, two port networks, balanced three phase circuits, star-delta transformation, complex power and power factor in ac circuits.• Coulomb's Law, Electric Field Intensity, Electric Flux Density, Gauss's Law, Divergence, Electric field and potential due to point, line, plane and spherical charge distributions, Effect of dielectric medium, Capacitance of simple configurations, Biot-Savart's law, Ampere's law, Curl, Faraday's law, Lorentz force, Inductance, Magnetomotive force, Reluctance, Magnetic circuits, Self and Mutual inductance of simple configurations.

AC Fundamentals

• Instantaneous, peak, R.M.S. and average values of alternating waves.• Representation of sinusoidal waveform, simple series and parallel AC Circuits consisting of R.L. and C, Resonance, Tank Circuit.• Poly Phase system – star and delta connection, 3 phase power, DC and sinusoidal response of R-Land R-C circuit.

Measurement and Measuring Instruments

• Measurement of power (1 phase and 3 phase, both active and reactive) and energy, 2 wattmeter method of 3 phase power measurement.• Measurement of frequency and phase angle.• Ammeter and voltmeter (both moving oil and moving iron type), extension of range wattmeter, Multi-meter, Megger, Energy meter AC Bridges.• Use of CRO, Signal Generator, CT, PT and their uses.• Earth Fault detection.

Signals and Systems

• Representation of continuous and discrete time signals, shifting and scaling properties, linear time invariant and causal systems, Fourier series representation of continuous and discrete time periodic signals, sampling theorem, Applications of Fourier Transform for continuous and discrete-time signals, Laplace Transform and Z transform

Electrical Machines

• Single-phase transformer: equivalent circuit, phasor diagram, open circuit and short circuit tests, regulation and efficiency; • Three-phase transformers: connections, vector groups, parallel operation; • Auto-transformer, Electromechanical energy conversion principles; • DC machines: separately excited, series and shunt, motoring and generating mode of operation and their characteristics, speed control of dc motors; • Three-phase induction machines: principle of operation, types, performance, torque-speed characteristics, no-load and blocked-rotor tests, equivalent circuit, starting and speed control; • Operating principle of single-phase induction motors; Synchronous machines: cylindrical and salient pole machines, performance and characteristics, regulation and parallel operation of generators, starting of synchronous motors;

• Types of losses and efficiency calculations of electric machines• Methods of braking, effect of voltage and frequency variation on torque speed characteristics.

Fractional Kilowatt Motors and Single-Phase Induction Motors

• Characteristics and applications.• Synchronous Machines – Generation of 3-phase e.m.f. armature reaction, voltage regulation, parallel operation of two alternators, synchronizing, control of active and reactive power.• Starting and applications of synchronous motors.

Power Systems

• Basic concepts of electrical power generation, ac and dc transmission concepts, Models and performance of transmission lines and cables, • Series and shunt compensation, Electric field distribution and insulators, • Distribution systems, Per-unit quantities, Bus admittance matrix, Gauss-Seidel and Newton-Raphson load flow methods, Voltage and Frequency control, Power factor correction, Symmetrical components, Symmetrical and unsymmetrical fault analysis, Principles of over-current, differential, directional and distance protection;• Circuit breakers, System stability concepts, Equal area criterion, Economic Load Dispatch (with and without considering transmission losses).

Control Systems

• Mathematical modelling and representation of systems, • Feedback principle, transfer function, • Block diagrams and Signal flow graphs, • Transient and Steady-state analysis of linear time-invariant systems, • Stability analysis using Routh-Hurwitz and Nyquist criteria, Bode plots, Root loci, Lag, Lead and Lead-Lag compensators; • P, PI and PID controllers; State-space model, Solution of state equations of LTI systems, R.M.S. value, average value calculation for any general periodic waveform.

Generation, Transmission and Distribution

• Power factor improvement, various types of tariffs, types of faults, short circuit current for symmetrical faults. • Switchgears – rating of circuit breakers, Principles of arc extinction by oil and air, H.R.C. Fuses, Protection against earth leakage / over current, etc. Buchholz's relay, Merz-Price system of protection of generators & transformers, protection of feeders and bus bars. • Lightning arresters, various transmission and distribution system, comparison of conductor materials, the efficiency of different system. • Cable – Different type of cables, cable rating and derating factor. • Different types of power stations, Load factor, diversity factor, demand factor, cost of generation, inter-connection of power stations.

Estimation and Costing

• Estimation of lighting scheme, electric installation of machines and relevant IE rules. • Earthing practices and IE Rules.

The Utilisation of Electrical Energy

• Illumination • Electric heating • Electric welding • Electroplating • Electric drives and motors.

Basic Electronics

• Working of various electronic devices e.g., P N Junction diodes, Transistors (NPN and PNP type) BJT and JFET. • Simple circuits using these devices. • Static V-I characteristics and firing/gating circuits for

Thyristor, MOSFET, IGBT; • DC to DC conversion: Buck, Boost and Buck-Boost Converters; • Single and three-phase configuration of uncontrolled rectifiers; • Voltage and Current commutated Thyristor based converters; • Bidirectional ac to dc voltage source converters; • Magnitude and Phase of line current harmonics for uncontrolled and thyristor based converters; • Power factor and Distortion Factor of ac to dc converters; • Single-phase and three-phase voltage and current source inverters, sinusoidal pulse width modulation.

Important Note: The Weightage as mentioned against the syllabus is tentative & may vary.

Adda247

GROUP-07

Draughtsman (Mechanical)- LEVEL- Matric+ Dip. in Draughtsman (Mech.)

1) General awareness, Reasoning, Mathematics, Science, History including Haryana related history, current affairs, literature, Geography, Civics, Environment, Culture etc.- **(Weightage 20%)**

2) Computer terminology, Fundamentals, word software, excel software, Power point, internet, web browsing, Communication, emails, downloading and uploading data on websites etc.- **(Weightage 10%)**

3) Subject related syllabus- **(Weightage 70%)**

Professional Skill

Soft Skills: its importance and Job area after completion of training. Introduction of First aid. Operation of electrical mains. Introduction of PPEs. Introduction to 5S concept & its application. Response to emergencies e.g., power failure, fire, and system failure,Nomenclature, description and use of drawing instruments & various equipment used in drawing office. Their care and maintenance Lay out and designation of a drawing sheet as per Sp -46: 2003 Recommended scale of engineering drawing as per Sp -46: 2003 Types of Lines and their application. Folding of prints for filing Cabinets or binding as per SP: 46-2003, Type of lettering proportion and spacing of letters and words, Definition of ellipse, parabola, hyperbola, different methods of their construction. Definition & method of drawing involutes cycloid curves, helix & spiral,Terminology – feature, functional feature, functional dimension, datum dimension, principles. Units of dimensioning, System of dimensioning, Method of dimensioning & common features, Methods of obtaining orthographic view. Position of the object, selection of the views, three views of drawing. Planes and their normal projections, Orthographic projection. First angle and third angle projection. Principal of orthographic projection. Projection of solids like prism, cones, pyramids and their frustums, Methods of free hand sketching for machine parts, Knowledge of different types of scales, scale of cords, their appropriate uses, Principle of R.F, diagonal &vernier, Knowledge of solid section. Types of sectional views & their uses. Cutting plane and its representation. Parts not shown in section. Conventional signs, symbols, abbreviations & hatching for different materials. Solution of problems to find out the true shape of surfaces when solids are cut by different cutting planes, Definition of development, its need in industry & different method of developing the surfaces. Development of surfaces bounded by plane of revolution intersecting each other. Development of an oblique cone with elliptical base etc., Calculation of developed lengths of geometrical solids, Definition of Intersection & interpenetration curves. Common method to find out the curve of interpenetration. Solution of problems on interpenetration of prism, cones, & pyramids with their axes intersecting at an angle. Intersection of cylinder, Principle of isometric projection and Isometric drawing. Methods of isometric projection and dimensioning. Isometric scale. Difference between Isometric drawing & Isometric projection,Principles of making orthographic views from isometric drawing. Selection of views for construction of orthographic drawings for clear description of the object,Principle and types of oblique projection. Advantage of oblique projection over isometric. Projection,

Different types of fasteners, welds and locking devices

Screw threads, terms nomenclature, types of screw thread, proportion and their uses, threads as per SP46:2003 conventions. Types of bolts, nuts and studs, and their proportion, uses. Different types of locking devices. Different types of machine screws, cap screws, set screws as per specification. Different types of foundation bolts and their uses, Description of Welded Joints and their representation (Actual and Symbolic) Indication of Welding Symbol on drawing as per SP-46, Different types of keys (Heavy duty and Light duty) cotters, splined shaft, pins and circlips. Calculation of sizes and proportions of keys, Pipe Joints: selection of materials as per carrying fluid and conditions. Description of different pipe joints fitted on pipe. Expansion joint, loop and other pipe fittings, Types of rivets, their size proportions and uses. Types of riveted joints, terms and proportions of riveted joints. Conventional representation. Relation between rivet size and thickness of plates and calculation for arrangement of rivets position. Causes of failure of riveted joint efficiency of riveted joints.

Tools and equipment and their application in Allied trades

Description and application of simple measuring tools. Description of vices, hammers, cold chisel, files, drills, etc.- proper method of using them. Method of using precision measuring instrument. Maintaining

sequence of operation in fitting shop and safety precaution, Safety precaution for lathes,Description of parts of Lathe & its accessories. Method of using precision measuring instrument such as inside & outside micrometres, depth gauges, vernier callipers, dial indicators, slip gauges, sine bars, universal bevel protractor, etc., Brief Description of milling, shaping, slotting and planning machines. Quick return mechanism of these machines. Maintaining sequence of operation in machine shop and safety precaution, Brief description of common equipment required for sheet metal work. Different types of joints used in sheet metal work, Maintaining sequence of operation in machine shop and safety precaution. Brief description of the hand tools used gas & arc welding. Different types of welded joints and necessary preparation required for these. Safety precautions, Hand tools used for molding. The description, use and care of Safety precaution maintained in electrician shop. A.C & D.C Motors Generators of common types and their uses and brief description of common equipment necessary for sheet metal work. Electrical units and quantities. Laws of electricity. Simple examples of calculation of current voltage, resistance in series and parallel connection (D.C. Circuit). Brief description of internal combustion engines, such as cylinder block piston, carburettor spark plug, camshaft, crank shaft, injector fuel pump etc.,

Different types of gears, couplings and bearings with tolerance dimension and indicating surface finish symbol

Limits, fit, tolerance. Tolerance dimensioning, geometrical tolerance. Indications of symbols for machining and surface finishes on drawing (grades and micron values) Production of interchangeable parts, geometrical tolerance. Familiarization with IS: 919, IS:2709, Couplings, necessity of coupling, classification of couplings. Uses and proportion of different types of couplings. Materials used for couplings, Knowledge of bearing to reduce friction, types of bearing, frictional and anti-frictional bearings. Material used for frictional bearings. Properties of frictional bearing (sliding bearing) materials. Parts of anti-frictional bearings (ball, roller, thrust ball, needle & taper roller). Materials and proportion of parts. Difference between frictional and anti-frictional bearings. Advantages of anti-frictional bearings, Gears and gear drives- uses, types, nomenclature and tooth profiles.

Computer Application in Drawings

Introduction to computer, Windows operating system,file management system. Computer hardware and software specification. Knowledge of installation of application software,Introduction to CAD Advantages of using CAD, CAD main Menu, screen menu, command line, model space, layout space. Drawing layouts, Tool bars, File creation, Save, Open existing drawings, creation of Drawing Sheet as per ISO, Absolute Co-ordinate system , Polar Co-ordinate System and Relative Co-ordinate System Create Line, Break, Erase, Undo.

WORKSHOP CALCULATION & SCIENCE:

Unit, Fractions Classification of unit system Fundamental and Derived units F.P.S, C.G.S, M.K.S and SI units Measurement units and conversion Factors, HCF, LCM and problems Fractions - Addition, subtraction, multiplication & division Decimal fractions - Addition, subtraction, multiplication & division Solving problems by using calculator Square root, Ratio and Proportions, Percentage Square and square root Simple problems using calculator Applications of Pythagoras theorem and related problems Ratio and proportion Ratio and proportion - Direct and indirect proportions Percentage - Changing percentage to decimal and fraction,Material Science:Types metals, types of ferrous and nonferrous metals Physical and mechanical properties of metals Introduction of iron and cast iron Difference between iron & steel, alloy steel and carbon steel Properties and uses of rubber, timber and insulating materials Mass, Weight, Volume and Density Mass, volume, density, weight and specific gravity Heat & Temperature and Pressure Concept of heat and temperature, effects of heat, difference between heat and temperature, boiling point & melting point of different metals and non-metals Mensuration Area and perimeter of square, rectangle and parallelogram Area and perimeter of Triangles Area and perimeter of circle, semi-circle, circular ring, sector of circle, hexagon and ellipse Surface area and volume of solids - cube, cuboid, cylinder, sphere and hollow cylinder Finding the lateral surface area, total surface area and capacity in litres of hexagonal, conical and cylindrical shaped vessels Trigonometry Measurement of angles Trigonometrical ratios Trigonometrical tables. Centre of Gravity Centre of gravity - Centre of gravity and its practical application Area of cut out regular surfaces and area of irregular surfaces Area of cut out regular surfaces - circle, segment and sector of circle Related problems of area of cut out regular surfaces - circle, segment and sector of circle Area of irregular surfaces and application related to shop problems

Estimation and Costing Estimation and costing - Simple estimation of the requirement of material etc., as applicable to the trade Estimation and costing - Problems on estimation and costing.

Projection views of geometrical figures with dimension and annotation on CAD

Drawing of Line, polyline, ray, polygon, circle, rectangle, arc, ellipse using different options, Trim, Offset, Fillet, Chamfer, Arc and Circle under modify commands. Move, Copy, Array, Insert Block, Make Block, Scale, Rotate, Hatch Commands, creating templates, inserting drawings, Layers, Modify Layers, Format dimension style, creating new dimension style, Modifying styles in dimensioning. Writing text on dimension line and on leader, Edit text dimension, Knowledge of shortcut keyboard command. Customization of keyboard command. Customization of drafting, settings, changing orthographic snap to isometric snap. Procedure to create viewport in layout space in zooming scale.

Machine parts viz., Pulleys, Pipe fittings, Gears and Cams

Belt-drive. Materials of belts, slip and creep, Velocity of belt. Arc of contact. Simple exercise in calculation of belt speeds, nos. of belts needed in V-belt drive, velocity, pulley ratio etc. Standard pulleys width of pulley face, velocity ratio chain drive, Knowledge of different pipe materials and specifications of Steel, W.I. & PVC pipes. Brief description of different types of pipe joints. Pipe threads. Pipe fittings (threaded, welded and pressed). Specifications of pipe fittings. Different types of valves, Gear drive-Different types of gears. Cast gears and machined gears. Knowledge of profile of gears etc., Use of Cams in industry. Types of cams, kinds of motion in cam, displacement diagrams. Terms used in cam. Types of followers.

Engine parts with detailed and assembly in template layout

Knowledge of engine mechanism. Transmission of motion from reciprocating to circular through eccentric, crank and connecting rod, Knowledge of fuel injection system in petrol and diesel engine, Introduction to 3D modelling, 3D primitives (viz. box, sphere, cylinder, mesh and poly-solids), solid figure by extrude, revolve, sweep and loft command, solid editing: fillet, offset, taper, shell and slice command. Setting of User co-ordinate Systems, Rotating, Print preview and Plotting.

Tools & Mechanical systems

Working principle of valves and their description, Knowledge of simple stationary fire tube boiler, boiler mountings. Function and purpose of blow off cock, Brief description of a typical hydraulic system, components, working principle and function of hydraulic jack. Different types of hydraulic actuator. Symbol and working of hydraulic DC valve, non-return valve and throttle valve, Knowledge of typical pneumatic system, FRL or air service unit and pneumatic actuator, Different types of pump systems. Characteristics of a pump system: pressure, friction and flow. Energy and head in pump systems,Different clamping devices on lathe, Description of different job holding devices in lathe operation, Different clamping devices on milling operation, Different clamping devices on shaping operation,Knowledge of accuracy and interchangeability in the manufacturing of products,Knowledge of various parts of press tools and their function, Knowledge of different moulding processes. Introduction to Die casting, gating system design, force calculation, defects and remedies and estimation,Description of different parts of petrol engine, Knowledge of design,manufacture, and operation of pressure vessels, Proper measurement practice in workshop. Principles of good measurement result: right measurement, right tools, right sketching, review and right procedures, Lay out of Machine foundations. Brief treatment of the principle Involved and the precautions to be observed. Lay out of machine Foundation. Consideration of ergonomics (human factor) for shop layout.

Solid Works/AutoCAD Inventor/ 3D Modelling:

Introduction to Solid Works/ AutoCAD Inventor/ 3D Modelling User interface - Menu Bar – Command manager – Feature manager – Design Tree – settings on the Default options – suggested settings – key board short cuts. Create the best profile – create a sketch – create a new part, extrude bosses and cuts, add fillets, and chamfer changing dimensions. Revolved features using axes, circular patterning changes and Rebuild problems, bottom-up assembly modelling Components configuration in an assembly, insert subassemblies, Interference detection, Drawings & Detailing, create drawing sheets, add drawing items, Named views, std. 3 views, auxiliary views, section views, detail views. Drawings & Detailing, create drawing sheets, add drawing items, Named views, standard 3 views, auxiliary views, section views, detail views, Difference between sweep and loft. Exploded views – Configuration manager, Animation

controller. Annotating Holes and Threads, Creating Centrelines, symbols and leaders, Simulation. Introduction to plot & Different ways of plotting,Knowledge of production drawing, name plate and bill of materials, etc. Study of production drawing. Procedure of preparing Revision Drawing: putting revision mark, writing remarks in the table as per check list.

Important Note: The Weightage as mentioned against the syllabus is tentative & may vary.

Adda247

GROUP-08

Assistant Archaeologist (Level of Exam- M.A. in Ancient Indian History)

1) General awareness, Reasoning, Mathematics, Science, History including Haryana related history, current affairs, literature, Geography, Civics, Environment, Culture etc. - (**Weightage 20%)**

2) Computer terminology, Fundamentals, word software, excel software, Power point, internet, web browsing, Communication, emails, downloading and uploading data on websites etc**. -**
(Weightage 10%)

3) Subject related syllabus- (Weightage 70%)

Historical Geography of Early India

Early developments in historical geography, Geographical issues in early Indian literature, Epics and Archaeological Tradition, Historical Geography of Ashokan Sites, Chinese sources and Buddhist Archaeology.

Archaeological Background to the Study of Indian History

Archaeology, Development of Archaeology, Nature of Archaeological Record, Basic Field techniques in Archaeology, Methods of Dating, Role of Sciences in Archaeology, South Asian Archaeology.

Religion and Art in Early India

Evolution of religious ideas, Transition from Non-Iconic to Iconic, Evolution of Puranic religion and the major cults and their iconography, Changes in Buddhism and Jainism and their icons; Tantra, Temples.

Early Indian Social and Economic History

People in India; An Anthropological introduction; Major division between caste, society and kin-based society, Stages in the Evolution of social stratification, Towards the emergence of early historical economy and society, Theory of Indian feudalism and ruralisation of economy,The nature of caste division in Deccan and South India.

Approaches to the Study of Ancient India's Past

Its Nature, Object, Scope and Philosophy; Concept of History in the Ancient World, Ancient Indian Historical Traditions, Historical Writings, Modern Approaches to the Study of Ancient Indian Past, Role of Methodology in History, Tools and techniques with particular reference to India.

The Emergence of State in India: Magadh

Emergence of territories: Geographical and Archaeological background, Monarchies and Republics, Mahajan-padas Territorial expansion of Magadha to the time of Asoka,Structure of the Empire: The problem of political organization, Ideology of Empire,Disintegration of the empire.

Political Ideas and Institutions (From the Middle of 2nd millennium BCE to 1300 CE)

Recent trends in study of Early Indian States, Communities and Community organizations,Origin of State and its evolution since Vedic Times, Emergence of State and Saptanga Theory, Origin and Evolution of Kingship, Categories of States, GanaSamgha in Post, The Idea of Mauryan State.

The Gupta Period in Indian History

Gupta Empire, The political scenario of north India at the emergence of Gupta rule, The Gupta kings and their political policies Weakening of the kingdom its disintegration and fall, Political structure of the Gupta state and its administrative machinery Major social and cultural institutions of the times: Art and Culture, The Vakatakas, Maitrakas, Maukharis- kingdom, rulers and political relations with contemporaries, Gupta Empire, Chola Polity, Evolution of the Hypothesis of Indian Feudalism.

Deccan and South India from 300 BCE and 700 CE

The transitions from Megalithic to historic phase, Tamil Heroic Poems and the Chiefdoms From Chieftain towards Kingdom, State formation in Deccan- Satavahanas and their contemporaries Successors of

Satavahanas- Western Kshatrapas, Ikshvakus, The society and economy of Deccan and South India with focus on the maritime activities, Evolution of State in South India- the agrarian scenario, land grants, The Brahmanisation of society in South India- religions, art and literary transitions.

South India from 700 CE to 1300 CE

Survey of the Sources, Outline of the Political History of South India from 550-850 A.D., Political condition of South India in the second half of the 9th century A.D., Structure of state and society in south India: The Chola state.

History of Eastern India including the Brahmaputra valley (700 CE to 1300 CE)

Geography, Political Developments of Eastern India: a) Bihar and Bengal b) Odisha c) Brahmaputra Valley, Archaeology of Eastern India: 700 CE-1300CE.

Approaches to Archaeological Studies in India

Idea of the Orient, Role of Asiatic Society in pursuing the past,The Orientalist Constructions, The Early Surveys, Establishment of the Archaeological Survey of India in 1861, Growth of Regional Identities and Local institutions.

Archaeology: Theories and Techniques

What is theory in Archaeology? What is the relationship between theory and method? Theory and Philosophy of science, Early Development of theories since Age of Antiquarianism, Early Development of theories since Age of Antiquarianism Early 20th century approaches, New Archaeology and Processual approaches, Post Processual Critique, Development of archaeological field, Concept of sites in archaeology, Techniques of Exploration, Merits and demerits of sampling in archaeological surveys, Techniques of Excavation, Stratigraphy and Section drawing, Recording artefacts and features.

Prehistory of South Asia

Prehistory: Introduction Aims and Scope Beginning and main stages of development Principle approaches, The Quaternary Period Introduction to the Quaternary Subdivisions-Significance of the Pleistocene and Holocene periods Methods for reconstructing paleo-environment Global climate history during the Quaternary environments in India, Human Evolution and its Ramifications Definition and Theories in Primate Evolution Hominoid and Hominid Evolution in Africa Evolution out of Africa The problem of Human evolution in global and Indian contexts, South Asian Stone Age Sequence The Lower Palaeolithic –Acheulian Culture- Tools, Typology and contexts and adaptations The Middle Palaeolithic- Tools, Typology and contexts and adaptations The Upper Palaeolithic- Tools, Typology and contexts and adaptations The Mesolithic- Tools, Typology and contexts and adaptations The Neolithic –Cultural Adaptations in India, Prehistoric Rock Art: Character and Chronology.

Protohistory of South Asia

History of Proto-historical research in India- Changing trends and problems, Pre-Harappan Culture of India and Borderlands, The Mature-Harappan Culture- Origin, Political forms, Settlement and Subsistence patterns, Trade, Social and Economic life The Theory of Harappan “Decline” First urbanisation, The nature of the Late Harappan Cultures of Sind, Punjab, Haryana, U.P, Gujarat, The Chalcolithic cultures of Central and Western India The Chalcolithic cultures of Eastern India Early Food producing cultures in the Ganges valley The Iron Age problem- BRW Cultures, Megalithic cultures of the South.

Historical Archaeology of South Asia (Iron Age to Medieval)

Concept and Development of Historical Archaeology: Debates on ‘Early Historic’ and ‘Early Medieval’ in Indian Archaeology Significance of Archaeological Record- Interface between Archaeological Record and Literature, Evolution of Archaeological Cultures: OCP and Painted Grey Ware Culture in India: Chronology, Distribution and Characteristics; Major excavated sites. Early Iron Age Cultures in India: Archaeological and literary sources on beginning of iron— history of research—theories of origin of iron in India, Regional archaeological cultures of the Indian subcontinent(6th c. BCE to 12th c. CE): North-western India, Western India, Central India and Deccan, South India, Eastern, North-eastern India, The Northern Black Polished Ware (NBPW: chronology, distribution, characteristics, allied numismatic and settlement evidences) Archaeological evidence of Urbanism in early historic and early medieval India:

history of research and debates—major excavated sites—evidence of settlement pattern and distribution; Major excavated sites in eastern India: Bengal, Bihar, Odisha, Archaeology of Buddhism: major sites related to early Buddhism—major monastic sites— monastic Buddhism in early medieval Eastern India and Deccan.

Ethnoarchaeology: Theories and Practices

Ethnoarchaeology, the importance of ethnoarchaeology in archaeological research, Nature and interrelationship of archaeological and ethnographic records, Principles of analogy in ethnoarchaeological research,Ethnoarchaeology and the reconstruction of past material culture, Ethnoarchaeological Practice in South Asia- "Living Traditions", Ethnoarchaeological Studies Outside India, Emerging concepts in Ethnoarchaeology.

Indian Epigraphy and Palaeography

Ashokan Edicts, Study of Inscriptions of Historical and Cultural Importance, Study of seals-sealings and their importance in Ancient Indian History, Origin of writing and Script in Indian Context, The Brahmi Script and its derivatives, Regional variations, The Kharosthi Script-an overview, Transcription of early Brahmi from Roman Script, Typological Survey of Inscriptions (300 CE-1200 CE), Reading Inscriptions: Prasastis, Reading Inscriptions: Land Grants.

Indian Numismatics

Origin and antiquity of Coins in India, Methods of Coin making in Ancient India,the making of Coin, Study of Ancient Indian Coinage, Tribal Coins, Local Coins, Coins of City States, Coins of the Satavahanas, Coins of the Western Kshatrapas and Kardamaka Rulers, Coins of the Gupta Kings, Principal Early Medieval Coin, Coins of the Chalukyas of Badami, Kadambas, Cholas and Pandyas, Currency Systems in South India.

Social History of India up to 400 CE

Society: Perception and Idea, Sources for the Study of Social History- Literary, Archaeological, indigenous and Foreign, Concept of Varna and Jati- problem of Untouchability- Slavery system, Asrama- Concept, situation and Variation in Point of Time,Position of Women; Occupations and Education at Theoretical and Operational Levels. Labour in Ancient India, Samskaras, second urbanisation and urban life, Guilds early maritime trade up to 400 CE.

Gender Studies: Women in Ancient India

Introduction, Women in early India, Women during the Maurya and Post, Socio Cultural and Economic Status of Women in ancient India.

Social History of India from 400 CE to 1300 CE

Sources for the Study of Social History–An Overview of Early Medieval society and recent study on social aspects, Concept of Varna-Jati from interdisciplinary perspectives, Rise of the New Professional Castes-Kayasthas and Rajput, Inter-Action between socio economic classes in Early Medieval Period, Educational System and Institutions: Brahmanical and Buddhist.

Economic History of India up to 400 CE

Source Materials for the study of Economic History,Economic condition of India from 600 BCE to 400 BCE, Mauryan Economy, Agriculture, Process of cultivation, Crops, Irrigation and states interest, UNIT IV Trade and Commerce- Inland and Foreign, Industry and Trade Organizations- Revenue System.

Economic History of India from 400 CE to 1300 CE

The Economic History of India up to 1300 CE: Trends and Perspectives, Ownership of land- System of Land grants and Agrarian Expansion in Guptas and Post- Gupta period, Agriculture and Craft Production, Trade and Market Centres in Gupta Period, Indian Feudalism.

Themes in Early Indian Social and Economic History

Society: Perception and Idea, Varna-Jati, Samskaras, Labour in Ancient India, Urbanization and Urban Life, Guilds,Maritime Trade.

Vedic Religion and its Legacy

An Introduction to Indian Religious History Early forms of Religion; Nature worship, Polytheism, Indus Religion, Rigvedic concept of Gods.

Evolution of Puranic and Hindu Religious Cults, Rituals and Ideas

An approach to the study of later Vedic religion, Later Vedic gods and rituals, Upanishad, Saivism, Syncretic cults, Vaishnavism, Cult of Jagannatha Later sects of Vaishnavism; Gopala and Radha Madhava.

Buddhism

Religious and Cultural scenario at the time of the Mauryas, Sungas and Kushanas, Spread of Buddhism in and outside India, Later phase of Buddhism: Vajrayana and Tantrayana.

Jainism

Origin and antiquity of Jainism Historicity of the Twenty four Tirthankaras Historical background of the emergence of Jainism, Life and teaching of Parsvanatha and Mahavira JainaSamgha: Hierarchy, Functions, Schism, Major sub-sects Monastic organization Distribution and spread of Jainism in Eastern India.

Tantrism

Origin of Tantrism: Pre Vedic and Vedic, Development of Tantrism, Tantrism in Mahayana Buddhism, Survival of Tantrism, Material Milieu and representation of Tantric Tradition in religious imagery.

Architecture

Proto Historic Phase: Stambhas, Stupa and Rock-cut Architecture: Ideas on Space, Built forms and Terminology, Indus valley- town planning and structures, Religious Architecture a) Origin and development of Stupas from earliest times to 700 CE- Central India, KrishnaGodavari delta region and North Western India b) Early Rock-cut caves: Evolution of Chaityagrihas and Viharas- Ajivikas (Barabar Hills); Theravada and Mahayana sects c) Jaina caves with special reference to Udayagiri and Khandagiri (Odisha) d) Brahmanical caves: Representative caves at Udaygiri (Madhya Pradesh), Aihole, Badami, Mahabalipuram, Elephanta and Ellora,

Temple Architecture (North India): Introduction- Origin of temple building in India- Early examples of religious architecture, Indian Vastuvidya and canonical styles- classifications and interpretations, Gupta temples- their types and characteristics, potentialities for future development, Nagara- Definitions, features, variations and key regions a) Eastern India- Odisha (Bhubanesvar, Puri, Konark) b) Central India- Khajuraho c) Western India- Gop, Modhera etc. d) Himalayan region- Kashmir valley and Himachal.

Temple Architecture (South India): Origin of temple building in South India- canonical texts, Dravida- definitions, features, variations and key centers a) Beginnings- Badami, Aihole, Mahakuta, Pattadakkallu b) Formation and crystallization of Dravida style- Mahabalipuram, Kanchipuam c) Expansion of Dravida style- Tanjavur, Gangaikonda, cholapuram, Darasuram etc., Variations on the west coast- Chera temples Deccan variations- the Andhra-Karnata style- later Chalukyas and Hoysalas, The culmination- Vijayanagara.

Sculpture and Painting

Definition- scope of using different media Indus art, Mauryan art, Art of the Sunga period (Sanchi, Barhut and Bodhgaya) Art of Saka-Kushana period (Mathura and Gandhara) Vengi School of art, Gupta art (Mathura and Saranath) and Central India Post-Gupta art (Pallava, Rashtrakuta and Pala, Senas, Cholas and Hoysalas), Mural paintings with special reference to Ajanta, Bagh and Chola Murals Manuscript Paintings (Eastern and Western India of Early Medieval period).

Iconography

Jain and Buddhist Iconography: Sources Origin and development of image worship Fundamentals of iconography, Buddha and Bodhisattva, Adi Buddha and Pancajinas, Female deities in Buddhism: Prajnaparamita, Tara etc., Tirthankaras, Yaksha, Yakshini and Sasanadevatas Miscellaneous images: Srutadevis, Vidyadevis, Dikpalas etc.

Brahmanical Iconography: Origin and development of image worship in early India, Brahmanical Iconography: key concepts and terminologies of iconography Major Brahmanical deities and their iconography- Vishnu, Siva, Devi, Surya and Ganapati, Vyantaradevatas- Yakshas, Nagas, Kinnaras etc. Other iconographic types including grahas and Dikpalas.

Important Note: The Weightage as mentioned against the syllabus is tentative & may vary.

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GROUP-09

Mechanical Engineering Jobs (Level- Matric+ Dip in Mech. Engineering)

1) General awareness, Reasoning, Mathematics, Science, History including Haryana related history, current affairs, literature, Geography, Civics, Environment, Culture etc.- (**Weightage 20%)**

2) Computer terminology, Fundamentals, word software, excel software, Power point, internet, web browsing, Communication, emails, downloading and uploading data on websites etc**. -**
(Weightage 10%)

3) Subject related syllabus- (Weightage 70%)

A) STRENGTH OF MATERIALS

1. Stresses and Strains 2. Resilience 3 Moment of Inertia 4. Bending Moment and Shearing Force

5. Bending stresses 6 Columns7 Torsion 8. Springs

B) THERMODYNAMICS

1. Fundamental Concepts 2. Laws of Perfect Gases 3. Thermodynamic Processes on Gases

4. Laws of Thermodynamics 5. Ideal and Real Gases6. Properties of Steam 7. Steam Generators

8. Air Compressors 9. Introduction to Heat Transfer

C) BASICS OF ELECTRICAL AND ELECTRONICS ENGINEERING

1. Application and Advantage of Electricity 2. Basic Electrical Quantities 3. Electromagnetic Induction

4. Transmission and Distribution System 5. Domestic Installation 6. Electric Motors and Pumps

7. Electrical Safety 8. Basic Electronics

D) WORKSHOP TECHNOLOGY

1. Welding 2. Pattern Making 3. Moulding and Casting4. Metal Forming Processes 5. Plastic processing 6. Cutting Tools and Cutting Materials7. Lathe 8. Drilling 9. Boring10. Shaping, Planning and Slotting 11. Broaching 12. Jigs and Fixtures 13. Cutting Fluids and Lubricants

E) MATERIALS AND METALLURGY

1. Introduction 2. Crystallography 3. Metals and Alloys 4. Theory of Heat Treatment 5. Engineering Plastics 6. Advanced Materials 7. Miscellaneous Materials

F) HYDRAULICS AND HYDRAULIC MACHINES

1. Introduction 2. Pressure and its Measurement 3. Flow of Fluids 4. Flow through Pipes 5. Flow through Orifices6. Hydraulic Machines 7. Water Turbines and Pumps

G) I.C. ENGINES

1. IC Engines 2. Fuel Supply in Petrol Engine 3. Fuel System of Diesel Engine4. Ignition System of IC Engines5. Cooling and Lubrication 6. Testing of IC Engines

H) MACHINE DESIGN AND DRAWING

1. Introduction 2. Design Failure3. Design of Shaft 4. Design of Key 5. Design of Screwed Joints

6. Cams 7. Gears

I)THEORY OF MACHINES

1. Simple Mechanisms2. Power Transmission 3. Flywheel 4. Governor 5. Balancing 6. Vibrations

J) REFRIGERATION AND AIR CONDITIONING

REFRIGERATION

1. Fundamentals of Refrigeration2. Vapour Compression System3. Refrigerants 4. Vapour Absorption System. 5. Refrigeration Equipment 5.1 Compressor - Function, various types of compressors 5.2

Condenser - Function, various types of condensers 5.3 Evaporator - Function, types of evaporators 5.4 Expansion Valve - Function, various types such as capillary tube, thermostatic expansion valve, low side and high side float valves, application of various expansion valves 5.5. Safety Devices- Thermostat, overload protector LP, HP cut out switch.

AIR CONDITIONING

6. Psychrometry Definition, importance, specific humidity, relative humidity, degree of saturation, DBT, WBT, DPT, sensible heat, latent heat, Total enthalpy of air. Psychrometry chart and various processes of psychrometry 7. Air-Conditioner Study of window air-conditioning, split type air conditioning, concept of central air- condition, automobile air-conditioning

K) ENVIRONMENTAL EDUCATION

1. Definition, Scope and Importance of Environmental Education 2. Basics of ecology, biodiversity, eco system and sustainable development 3. Sources of pollution - natural and manmade, causes, effects and control measures of pollution (air, water, noise, soil, radioactive and nuclear) and their units of measurement 4. Solid waste management – Causes, effects and control measures of urban and industrial waste 5. Mining and deforestation – Causes, effects and control measures 6. Environmental Legislation - Water (prevention and control of pollution) Act 1974, Air (Prevention and Control of Pollution) Act 1981 and Environmental Protection Act 1986, Role and Function of State Pollution Control Board, Environmental Impact Assessment (EIA) 7. Role of Non-conventional Energy Resources (Solar Energy, Wind Energy, Bio Energy, Hydro Energy) 8. Current Issues in Environmental Pollution – Global Warming, Green House Effect, Depletion of Ozone Layer, Recycling of Material, Environmental Ethics, Rain Water Harvesting, Maintenance of Groundwater, Acid Rain, Carbon Credits.

L) CNC MACHINES AND AUTOMATION

1. Introduction

Introduction to NC, CNC & DNC, their advantages, disadvantages and applications. Basic components of CNC machines, Machine Control Unit, input devices, selection of components to be machined on CNC machines, Axis identification

2. Construction and Tooling 3. System Devices 4. Part Programming 5. Problems in CNC Machines 6.Automation and NC system Robot Technology 7. Introduction to robot technology, basic robot motion and its applications

M)AUTOMOBILE ENGINEERING

1. Introduction 2. Power System 3. Transmission System4. Steering System 5. Braking system

6. Suspension System7. Auto Electrical System:

N) INSPECTION AND QUALITY CONTROL

1. Inspection 2. Measurement and Gauging 3. Statistical Quality Control4. Modern Quality Concepts

5. Instrumentation Measurement of mechanical quantities

O) INDUSTRIAL ENGINEERING

1. Productivity 2. Work Study 3. Method Study 4. Motion Analysis 5. Work Measurement 6. Wages and Incentive Schemes 7. Production Planning and Control 8. Estimating and Costing

P) ENTREPRENEURSHIP DEVELOPMENT AND MANAGEMENT

SECTION – A ENTREPRENEURSHIP

1. Introduction 2. Market Survey and Opportunity Identification 3. Project report Preparation

SECTION –B MANAGEMENT

4.Introduction to Management 5. Leadership and Motivation 6. Management Scope in Different Areas 7. Miscellaneous Topics

a) Customer Relation Management (CRM) • Definition and need • Types of CRM b) Total Quality Management (TQM) • Statistical process control • Total employees Involvement • Just in time (JIT) c) Intellectual Property Right (IPR) • Introductions, definition and its importance • Infringement related to patents, copy right, trade mark

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GROUP-10

Draughtsman Civil Jobs (Level- Matric+ Diploma in Draughtsman)

1) General awareness, Reasoning, Mathematics, Science, History including Haryana related history, current affairs, literature, Geography, Civics, Environment, Culture etc.- **(Weightage 20%)**

2) Computer terminology, Fundamentals, word software, excel software, Power point, internet, web browsing, Communication, emails, downloading and uploading data on websites etc**. -**
(Weightage 10%)

3) Subject related syllabus- **(Weightage 70%)**

ENGINEER DRAWING: Drawing instruments, lettering, lines and conventional signs of materials, dimensioning sketching, geometrical drawing, scales, Projection- Isometric projection, oblique projection, perspective views.

BUILDING MATERIAL: Bricks, Stone, Lime, Cement, Timber, Sand, Surkhi and Cinder.

BUILDING CONSTRUCTION: Brick masonry and various types of bonds, stone masonry, foundation, floor, lintels, and arches, carpentry and various types of joints, door, windows and ventilation, roofs, stairs, residential building and its planning, damp proofing course, pointing, white and colour washing, Drawing tracing, printing.

ALLIED TRADE: Electrical wiring, Carpentry, Plumbing.

SURVEYING: Chain surveying, Plane Table Surveying, Leveling and various surveying instruments.

RAIL WAY ROAD AND BRIDGE: Roads, railway culverts and bridge-classification and components.

WATER RESOURCES ENGINEERING: Hydrology, water distribution works, cross drainage works, diversion storage Head Works.

WATER SUPPLY AND SANITATION ENGINEERING: Water supply and Distribution, sanitation system, sanitary fittings, Drain and sewers.

REINFORCED CEMENT CONCRETE AND STEEL STRUCTURES: Reinforcement cement concrete- selection of material, form work extra beams and girders, rivets and type of joints, nuts and bolts, steel structures section.

ESTIMATING AND COSTING: Units of measurement, main items of building, types of estimate, method of detailed building estimate, rate analysis, building specifications.

11. BASIC COMPUTER APPLICATIONS AND AUTOCAD

Autocad (2D and 3D)-Interface, drawing commands, drafting settings, editing commands, inquiry tools, layer and objects properties, creating and editing text, annotation scale, dimensioning, hatch objects, block and symbol library, plot and drawing, managing project extra.

Water CAD-building models, scenario management, calibrating; models, using models for solving design and operation problems, sizing tanks and selecting pumps, optimal design.

ARC Info-GIS map basics, feature-attribute relationship and its benefit, creating a map layout, coordinates to find places, measurements on maps, managing map layers, symbolizing categorical data and quantitative data, styles, labels, annotation, map templates, join and related tables.

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Haryana Government Gazette

EXTRAORDINARY

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HARYANA GOVERNMENT

GENERAL ADMINISTRATION DEPARTMENT
(HUMAN RESOURCES-II Branch)

Notification

The 31st December, 2024

No. 42/119/2019-5HR-II.— Whereas fair and reasonable process of selection to posts subject to the norm of equality of opportunity under Article16 (1) of the Constitution of India is a constitutional requirement.

Whereas with a view to secure and sustain the confidence of the public in general and to ensure credible and trustworthy recruitments to Government posts, the Government of Haryana proposes to introduce a Common Eligibility Test to simplify and standardize the recruitment process for Government employment to all direct recruitment to Group C posts including the posts of Police service, Prisons and Home Guards etc. but excluding the teaching posts and all direct recruitment to Group D posts other than the posts where minimum educational qualification is below Matriculation in the Haryana Group D Employees (Recruitment and Conditions of Service) Act, 2018 (5 of 2018). This test shall be held as and when decided by the Government from time to time.

In supersession of Haryana Government, General Administration Department (in General Services-I Branch), Notification No. 42/119/2019-5GS-I, dated the 05th May, 2022, the State Government is pleased to declare the following policy for recruitment through the Common Eligibility Test, namely:-

1. SHORT TITLE AND APPLICABILITY.

(i) This policy may be called the Policy for Recruitment to Group C and D posts through Common Eligibility Test, 2024.

(ii) It shall apply to direct recruitment to Group C posts including the posts of Police service, Prisons and Home Guards etc. excluding (i) the teaching posts (ii) Ex-Agniveer and (iii) Group D posts for which minimum educational qualification is below Matriculation in the Haryana Group D Employees (Recruitment and Conditions of Service) Act, 2018 (5 of 2018), in the departments of State Government or any Board, Corporation, statutory body or any other agency owned and controlled by the State Government other than any University established by or under a State Act.

2. DEFINITIONS.

(i) 'Annexure' means the Annexure appended to this policy;

(ii) 'CET' means the Common Eligibility Test to be held separately for Group C and D posts which shall be a computer-based online/offline/ Optical Mark Reading (OMR) based test to be conducted by the Haryana Staff Selection Commission or any other Agency on its behalf as decided by the Government and it shall be bilingual i.e., conducted in Hindi and English as an when decided by the Government;

(iii) 'CET marks' means the marks obtained by an applicant in CET;

(iv) 'Commission' means the Haryana Staff Selection Commission;

(v) 'Government' means the Government of State of Haryana in the Human Resources Department;

(vi) 'Group C posts' means all Group C posts including the posts of Police Service, Prisons and Home Guards etc. but excluding the teaching posts, where the minimum educational qualification is 10+2/equivalent or Matric with additional qualification, earmarked for direct recruitment in the departments of State Government, Boards, Corporations, statutory bodies or any other agency owned and controlled by the State Government, to be filled up through the Commission;

'Group D posts' means all Group D posts, other than the posts where minimum educational qualification is below Matriculation in the Haryana Group D Employees (Recruitment and Conditions of Service) Act, 2018, as amended from time to time, earmarked for direct recruitment in the departments of State Government, Boards, Corporations, statutory bodies or any other agency owned and controlled by the State Government, to be filled up through the Commission;

(vii) 'marks of skill and/or written examination for Group C post' means the marks obtained in skill and/or written examination,

(viii) 'Parivar Pehchan Number' means the family identification number issued under section 5 of the Haryana Parivar Pehchan Act, 2021 (20 of 2021);

(ix) 'teaching posts' means the posts advertised by the Commission for which qualifying of Haryana Teacher's Eligibility Test (HTET) is one of the essential qualifications.

3. QUALIFICATIONAL ELIGIBILITY TO APPEAR IN CET.

(i) The minimum educational qualification shall be class 10+2/equivalent or Matric with additional qualification, for eligibility to appear in CET for Group C posts. The minimum qualification shall be Matric alongwith Hindi or Sanskrit as one of the subjects in Matric or Hindi as one of the subjects in Higher Standard or as per provision in Haryana Group D Employees (Recruitment and Conditions of Service) Act, 2018 (5 of 2018) for eligibility to appear in CET for Group D posts.

(ii) No person shall be eligible to appear in CET unless he is,–

(a) a citizen of India; or

(b) a subject of Nepal; or

(c) a subject of Bhutan :

Provided that a person belonging to any of the categories (b) or (c) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

4. Syllabus for CET.

(1) The syllabus for Common Eligibility Test shall be divided into two parts comprising—

(a) 75% weightage for General Awareness, Reasoning, quantitative ability, English, Hindi, and for Group C posts, computer knowledge in addition; and

(b) 25% weightage for History, Current Affairs, Literature, Geography, Environment, Culture etc. of Haryana.

(2) The question paper shall be of the level of senior secondary education (i.e.10+2 level/equivalent) for Group C posts and of the level of secondary education (Matric level) in case of Group D posts.

Provided that Hindi and English shall be of Matric Level.

5. REGISTRATION FOR CET :

(i) All applicants shall register on a designated portal i.e. *onetimeregn.haryana.gov.in* by such last date to be published by an advertisement issued by the Commission, providing all particulars relating to the identity of the applicant and uploading all the required documents relating to any claim including claim for reservation, educational qualifications and such other details as the Government or the Commission may seek, from time to time, for the purpose of recruitment.

(ii) The Parivar Pehchan Number enables the recruiting agency to verify the applicant's claims in respect of residence, educational and other qualifications, caste and experience certificate, family income/assets, status of parents (if any parent is deceased the verification of death certificate is involved), marital status of female applicant, separation certificate of legally separated women, disability certificate, sports gradation certificate, denotified tribe/Vimukt Jati certificate, certificate of ex-serviceman, dependent of ex-servicemen certificate, dependent of freedom fighter, FIR copy etc.

(iii) The applicant may register using his Parivar Pehchan Number or Aadhaar Number or otherwise on the basis of such documentation as may be specified by Government from time to time.

(iv) On registration, the applicant shall be allocated a Registration Number which shall be the reference ID for all purposes concerning the examination and recruitment process. An applicant who obtains the Registration Number and intends to offer candidature for direct recruitment for Group C and/or Group D post(s) in subsequent years shall not have to re-register but shall apply online for consideration in subsequent years using the same Registration number and pay the requisite fee.

6. FEES FOR CET:

(1) For CET, the processing fees per test shall be as under:-

Sr. No.	**Category**	**Residents of Haryana**		**Non-residents of Haryana**	
		who provide PP Number/Aadhaar No.	**who do not provide PP Number/ Aadhaar No.**	**who provide Aadhaar No.**	**who do not provide Aadhaar No.**
1	**2**	**3**	**4**	**5**	**6**
1	Male applicants of general category	50% of Standard Rate	Standard Rate	50% of Standard Rate	Standard Rate
2	Male applicants who are children of Ex-Servicemen	50% of Standard Rate	Standard Rate	50% of Standard Rate	Standard Rate
3	Female applicants who are of general category or reserved category	25% of Standard Rate	50% of Standard Rate	50% of Standard Rate	Standard Rate
4	Ex-servicemen	25% of Standard Rate	50% of Standard Rate	50% of Standard Rate	Standard Rate
5	Disabled persons who covered under the Right of Persons with Disabilities Act, 2016	25% of Standard Rate	50% of Standard Rate	50% of Standard Rate	Standard Rate
6	Applicants who belong to S/Caste, Backward Class, Economically Weaker Sections	25% of Standard Rate	50% of Standard Rate	50% of Standard Rate	Standard Rate

Note 1.— For the above table, the Standard Rate shall be Rs. 1,000/- or as fixed by Government from time to time.

Note 2.— An applicant who deposited the fee at the time of registration shall be entitled to appear once in the CET, for both the posts of Group C and D. However, an applicant who wants to re-appear in CET to improve his marks either for Group C or Group D posts shall have to deposit the fee again.

7. CET EXAMINATION AND MARKS FOR GROUP C POSTS:

(i) An applicant who intends to apply for direct recruitment to any applicable Group C post shall have to appear in CET for Group C posts.

(ii) The Commission shall issue an advertisement for Group C posts based on requisition received from the Departments of State Government or any Board, Corporation, statutory body or any other agency owned and controlled by the State Government stating its intent to conduct the CET.

(iii) An applicant who does not possess the CET minimum educational qualification specified for CET before the last date of registration for CET on the designated portal but is due to appear for the examination to attain the appropriate educational qualification during the year in which the CET is conducted, shall also be eligible to appear in the CET:

Provided that the name of such applicant shall not be considered for skill and/or written examination for the advertised posts until he acquires the minimum essential educational qualification and/or experience, if any, specified for that post by the last date for attaining such minimum qualification specified in the advertisement issued by the Commission for the conduct of skill and/or written examination.

(iv) An applicant who has not attained the minimum age or who has crossed the maximum age limit prescribed by Government for entry into Government service for Group C post as on the last date fixed in the advertisement published by the Commission for registration for CET shall be ineligible to appear in CET. The relaxation in upper age limit to the applicants of Scheduled Castes, Backward Classes and other categories and of experience shall be admissible as per rules or instructions issued by Government from time to time.

(v) Every applicant, who appears in the CET, shall be given marks based on his performance in the CET. An applicant of general category shall have to obtain minimum 50% marks in CET to be eligible for skill and/or written examination of second stage, however, an applicant of reserved category (both vertical and horizontal) shall receive concession @ 10%, for the purpose of eligibility for CET, i.e. the minimum cut-off for such candidates shall be 40%. An applicant of any category who obtains less than the minimum marks in CET, shall have to re-appear in CET in the next or any subsequent attempts.

(vi) The CET marks of applicants shall be declared on the website of the Commission.

(vii) An applicant shall be eligible to reappear in CET whenever conducted on a subsequent date and the CET marks shall be revised if the applicant improves it in the next or any subsequent attempts.

(viii) There shall be no restriction on the number of attempts to appear in the written examination component of the CET. If an applicant who has already qualified the CET for Group C post will have the option to appear again in CET to improve his CET marks in the next or any subsequent occasion, if he so desires.

(ix) The CET marks obtained by an applicant shall be valid for a period of three years from the date of declaration of the result of CET. Provided that if an applicant improves his CET marks in the next or any subsequent attempt, then the fresh period of validity of three years will commence from the date of declaration of result of such attempt.

(x) CET marks shall be declared on the website of the Commission in respect of the applicants who have achieved the specified cut-off as per sub-clause (v) above.

8. CET EXAMINATION AND MARKS FOR GROUP D POSTS:

(i) An applicant who intends to apply for direct recruitment to any applicable Group D post shall have to appear in the CET for Group D posts.

(ii) The Commission shall issue an advertisement for Group D posts based on requisition received from the Departments of State Government or any Board, Corporation, statutory body or any other agency owned and controlled by the State Government stating its intent to conduct the CET.

(iii) An applicant who does not possess the CET minimum educational qualification specified for CET but has attained the minimum age before the last date of registration for CET on the designated portal and is due to appear for the examination to attain the appropriate educational qualification during the year in which the CET is conducted, shall also be eligible to appear in the CET:

Provided that such applicant shall not be eligible to apply for selection against the advertised posts like other eligible candidates of similar category having equal to or lesser CET marks until he acquires the minimum essential educational qualification and/or experience, if any, specified for that post by the last date for attaining such minimum qualification specified in the advertisement issued by the Commission.

(iv) An applicant who has not attained the minimum age or who has crossed the maximum age limit prescribed by Government for entry into Government service for Group C post as on the last date fixed in the advertisement published by the Commission for registration for CET shall be ineligible to appear in CET. The relaxation in upper age limit to the applicants of Scheduled Castes, Backward Classes and other categories and of experience shall be admissible as per rules or instructions issued by Government from time to time.

(v) Every applicant, who appears in the CET, shall be given marks based on his performance in the CET. An applicant of general category shall have to obtain minimum 50% marks in CET, however, an applicant of reserved category (both vertical and horizontal) shall receive concession @ 10%, for the purpose of eligibility for CET i.e. minimum cut-off for such candidates shall be 40%. An applicant of any category who obtains less than the minimum marks in CET he shall have to re-appear in CET the next or any subsequent attempts.

(vi) The CET marks of applicants shall be declared on the website of the Commission.

(vii) An applicant shall be eligible to reappear in CET whenever conducted on a subsequent date and the CET marks shall be revised if the applicant improves it in the next or any subsequent attempts.

(viii) There shall be no restriction on the number of attempts to appear in the written examination component of the CET. If an applicant who has already qualified the CET for Group D post will have the option to appear again in CET to improve his CET marks in the next or any subsequent occasion, if he so desires:

(ix) The CET marks obtained by an applicant shall be valid for a period of three years from the date of declaration of the result of CET. Provided that if an applicant improves his CET marks in the next or any subsequent attempt, then the fresh period of validity of three years shall commence from the date of declaration of result of such attempt.

(x) CET marks shall be declared on the website of the Commission in respect of the applicants who have achieved the specified cut-off as per sub-clause (v) above.

9. PROCESS FOR RECRUITMENT OF GROUP C POSTS:

(i) After publication of CET (Marks) in accordance with sub-clause (xi) of clause 7 above, the posts available for recruitment shall be advertised by the Commission along with the syllabus, procedure/manner of conducting skill and/or written examination of the advertised posts and last date for attaining minimum educational qualifications and/or experience. On the advertisement being issued, the Commission shall invite applications electronically of the eligible candidates based on the merit list of CET (Marks) to know whether the candidate is willing to appear for skill and/or written examination for that post.

(Provided that out of the candidates applying for the post, the maximum number of candidates eligible to appear for the skill and/or written examination shall be ten times the total number of posts advertised by the Commission. The eligible candidates shall apply electronically on the website of the Commission using their Registration Number. The last date for submission of application shall also be mentioned in the advertisement by the Commission).

(ii) If the CET (Marks) of the last candidate who has applied for the post in terms of sub-clause (i) above is achieved by more than one candidate, then all the candidates at the cut off CET (Marks) who have applied for the post shall be entitled to be considered for appearing in the skill and/or written examination for the post(s) advertised by the Commission.

(iii) On receipt of requisitions of the posts of different nomenclature but of similar educational qualifications and pay scales, the Commission shall be competent to hold one common skill and/or written examination with the condition that the distribution/allocation shall be on merit-based option given by the successful candidates for the post and/or Department.

(iv) When the number of candidates applying under sub-clause (i) who are eligible is less than the number limit specified in the above said clause then the Commission may extend the date by publication on the website for enabling further eligible candidates to apply.

(v) For consideration of a candidate against a post of general category, such candidate has to secure minimum 50% marks in the skill and/or written examination to be considered for selection/recruitment. In case of consideration against the reserved category post (whether vertical or horizontal) the candidate shall receive a concession @ 10% for the purpose of eligibility for the purpose of skill and/or written examination, i.e. the minimum cut off for such candidates shall be 40% because they have been given10% concession in minimum marks.

(vi) The Commission shall on the basis of marks obtained in the written/skill examination shortlist the candidates for selection, recommendation or waiting list in the respective categories and publish on the website in accordance with clause12.

For calculation of total marks of skill and/or written examination of a candidate, the marks obtained in skill and/or written examination shall be added to the score, if any,(like NCC in case of Police Recruitment etc.) to derive at the total marks of skill and/or written examination of the candidate.

Save as otherwise provided in any instructions of Government, in case of non-availability of eligible candidate(s) of respective category after the skill and/or written examination for the post which remain unfilled shall be re-advertised as per reservation policy. A clear mention of this condition shall be made in the advertisement issued by the Commission.

(vii) The Commission reserves the right to review the formula to decide the maximum number of CET qualified candidates who shall be eligible to appear for the skill and/or written examination, in future whenever it feels the need for the same.

10. PROCESS FOR RECRUITMENT OF GROUP D POSTS:

The Commission shall on the basis of CET mark shortlist the candidates for selection, recommendation or waiting list in the respective categories and publish on the website in accordance with clause 12. The posts available for recruitment shall be advertised by the Commission to invite applications electronically of the eligible candidates based on the merit list of *CET (Marks)* to know whether the candidate is willing to be appointed on that post. The eligible candidates shall apply electronically on the website of the Commission using their Registration Number by such last date as may be indicated in the advertisement. Accordingly, the Commission shall recommend the name to the concerned Appointing Authority for appointment to Group D post.

11. RECOMMENDATION OF NAME OF CANDIDATE(S) BY THE COMMISSION:

The name of eligible candidates in order of merit shall be recommended to the concerned Appointing Authority to issue appointment letter and such candidate shall be ineligible to be considered for further selection on the post of same pay level after 90 days from the date of joining on the said post based on the CET marks unless he appears afresh in CET and obtains a new CET marks).

12. WAITING LIST:

In this regard the instructions issued by Government from time to time shall be applicable.

13. MAINTENANCE OF RECORD:

The record of CET shall be preserved for one year from the date of declaration of result in hard copy. Digital copy of records shall be retained for five years.

14. JURISDICTION:

All legal disputes with regard to the CET shall be subject to the jurisdiction of Courts at Panchkula (Haryana) only.

15. SAVINGS:

Any action taken consequent to the issue of the earlier notification by Haryana Government, General Administration Department (in General Services-I Branch) vide No. 42/119/2019-5GS-I, dated the 22nd May, 2022, including the registration of the applicants for Common Eligibility Test, shall be deemed to have been taken under this Policy.

16. POWER TO AMEND:

The power to interpret, change, amend and removal of doubt of any provision of this notification shall lie with the Human Resources Department.

VIVEK JOSHI,
Chief Secretary to Government, Haryana.

Annexure-A

Illustration No. 1: Validity of CET marks in case of improvement by an applicant:

Mr. A appeared in CET-2022 during the year 2022 and obtained 70% marks, he appeared again in CET-2023 held in the year 2023 to improve his marks because he was not appointed against any post till that date. Now he obtained 85% marks in the CET-2023. The validity of highest marks (85%) of Mr. A will commence from the date of declaration of result of CET-2023 upto next three years or upto the date he further improves his marks in CET, whichever is earlier.

Mr. B appeared in CET-2022 during the year 2022 and obtained 84% marks, he appeared again in CET-2023 held in the year 2023 to improve his marks because was not appointed against any post till that date. Now he obtained 75% marks. The validity of highest marks (84%) of Mr. B will remain intact commence for a period of three years from the date of declaration of result of CET-2022 and during this period the lower marks (75%) obtained in CET-2023 will be ignored.

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11509—C.S.—H.G.P., Pkl.

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PART-I

Notifications, Orders and Declarations by Haryana Government

HARYANA GOVERNMENT

GENERAL ADMINISTRATION DEPARTMENT
(HUMAN RESOURCES-II BRANCH)

Notification

The 11th July, 2025

No. 42/119/2019-5HR-II.— The Governor of Haryana hereby makes the following amendment in the Recruitment to Group C and D posts through Common Eligibility Test (CET) Policy, 2024, notified *vide* No. 42/119/2019-5HR-II dated 31.12.2024, issued by General Administration Department which shall come into force with effect from 25.05.2025:-

(i) Following proviso to Para 7 (iii) of CET Examination and Marks for Group-C posts shall be omitted.

"Provided that the name of such applicant shall not be considered for skill and/or written examination for the advertised posts until he acquires the minimum essential educational qualification and/or experience, if any, specified for that post by the last date for attaining such minimum qualification specified in the advertisement issued by the Commission for the conduct of skill and/or written examination."

(ii) Following proviso to para-8 (iii) of CET Examination and Marks Group-D Posts be omitted.

"Provided that such applicant shall not be eligible to apply for selection against the advertised posts like other eligible candidates of similar category having equal to or lesser CET marks until he acquires the minimum essential educational qualification and/or experience, if any, specified for that post by the last date for attaining such minimum qualification specified in the advertisement issued by the Commission."

(iii) Provision of Para 9 sub-para (i) to (vii) - Process for Recruitment of Group-C posts shall be omitted.

(iv) Provision of Para 10-Process of Recruitment of Group-D posts shall be omitted.

(v) Provision of para-11-Recommendation of Name of candidate(s) by the Commission shall be omitted.

(vi) Provision of para-12-waiting List shall be omitted.

ANURAG RASTOGI,
Chief Secretary to Government Haryana.

11944—C.S.—H.G.P., Pkl.

Haryana Government Gazette

EXTRAORDINARY

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	कुछ नहीं	

PART—III

HARYANA GOVERNMENT

GENERAL ADMINISTRATION DEPARTMENT
(HUMAN RESOURCES-II BRANCH)

Notification

The 27th May, 2025

No. G.S.R. 10/Const./Art. 309/2025.— In exercise of the powers conferred under article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules to regulate the recruitment on Group C and D posts by direct recruitment through Haryana Staff Selection Commission, namely:-

Short title and commencement

1. (1) These rules may be called the Haryana Staff Selection Commission (Process of Recruitment of Group C and D posts) Rules, 2025.

(2) It shall come into force with effect from the date of its publication in the Official Gazette.

Definitions

2. In these rules, unless the context otherwise require as,-

(a) 'CET' means the Common Eligibility Test to be held separately for Group C and D posts as and when decided by the Government which shall be computer-based online/offline/Optical Mark Reading (OMR) based test to be conducted by the Haryana Staff Selection Commission or any other agency on its behalf as decided by the Government and it shall be bilingual i.e. conducted in Hindi and English;

(b) 'Commission' means the Haryana Staff Selection Commission;

(c) 'Government' means the Government of Haryana in the General Administration Department;

(d) 'Organization' means the Boards/Corporations/Statutory Bodies or any other agency owned and controlled by the State Government other than any University established by or under a State Act;

(e) 'Post of police service' means Group-C posts of Home Department for which Physical Measurement Test/Physical Standard Test is one of the essential qualifications;

(f) 'teaching posts' means the posts advertised by the Commission for which qualifying of Haryana Teachers Eligibility Test (HTET) is one of the essential qualifications, however, marks of HTET shall not be relevant for preparation of merit list of written examination;

Requisitions by Departments/ Organizations

3. All Head of the Departments and Organizations under the control of Haryana Government shall submit their requisitions for vacant Group-C posts to the Haryana Staff Selection Commission in the specified format with the eligibility criteria as provided in the relevant service rules of the posts. However, the requisition of Group-D posts of Departments shall be sent to Directorate of Human Resources Department while Boards/Corporations etc. shall send their requisition to Haryana Staff Selection Commission separately.

Issuance of advertisement

4. (I) **Advertisement.-** On receipt of requisitions, the posts available for recruitment shall be advertised by the Commission along with syllabus, procedure/ manner of conducting skill and/or written examination for the advertised posts and last date for attaining minimum educational qualifications and/or experience, claiming of any reservation or relaxation.

(II) **Inviting of applications.-** (i) On an advertisement being issued, the Commission shall invite the applications electronically from the eligible candidates those who had secured fifty percent marks in CET in case of unreserved category and forty percent in case of reserved category based on the merit list of CET marks.

(ii) Eligible applicant shall be required to submit an Online Detailed Application Form (DAF) alongwith scanned documents/certificates in support of eligibility and category viz. Deprived Scheduled Castes/Other Scheduled Castes/Backward Classes-A/Backward Classes-B/ Economically Weaker Section/ Eligible Sports Persons with Benchmark Disabilities/Ex-servicemen and Educational Qualification, within such period as specified by the Commission. Any delay in submission of the Detailed Application Form or documents in support beyond the specified date shall lead to cancellation of candidature for the Skill and/ or written examination. The candidates shall be required to submit all the documents in support of the claim for any vertical or horizontal reservation benefits, educational qualifications and other eligibility conditions alongwith Detailed Application Form for Skill and/or Written Examination afresh, irrespective of the fact that any of such document(s) was/were submitted with application for CET examination.

(III) **Eligibility conditions.-** (i) The CET marks obtained by an applicant in the first or any subsequent attempt are valid for a period of three years from the date of declaration of result of CET of the respective attempt. If during the validity period, an applicant attains the upper age limit, including the relaxation in age admissible if any, specified for the advertised post, he shall not be entitled to appear in written and/or skill examination.

(ii) In respect of reservation, the validity of certificate for reservation benefits (if applicable) shall be considered on the closing date of submission of application form for the advertised posts and the Commission shall mention the same in the advertisement.

(IV) **Conditions to get the benefit of reservation.-** A candidate of reserved category shall be considered to grant the benefit of reservation only in case he is domicile of the State of Haryana and submit the valid certificate of reservation afresh in accordance with the instructions issued by State Government from time to time before/upto the closing date of application for skill and/or written examination as specified by the Commission.

Process of recruitment

5. 1. For Group-C posts other than the posts of police service and teaching posts.-

(A) In case of Group-C posts covered under CET other than the posts of police service and teaching posts, out of candidates applying for the post, the maximum number of candidates eligible to appear for the skill and/or written examination shall be 10 (Ten) times of total number of posts advertised by the Commission.

(B) **Group C Posts of police service.-**

The Commission shall invite adequate number of candidates on the basis of merit obtained by them in Common Eligibility Test (CET), for Physical Measurement Test and then for Physical Screening Test both of which shall be of qualifying nature only. The Commission may do so in such number of batches, as it deems necessary, so as to shortlist qualified candidates for written test.

2. If the CET marks of the last candidate who has applied for the post in terms of the advertisement is achieved by more than one candidate, then all such candidates at the cut off CET marks who have applied for the posts shall be entitled to be considered for appearing in the skill and/or written examination for the post(s) advertised by the Commission. On receipt of requisitions of the posts of different nomenclature but of similar educational qualifications and pay scales, the Commission shall be competent to hold one common skill and/or written examination with the condition that the distribution/allocation shall be on merit- based option given by the successful candidates for the post.

3. In case the number of candidates applying for the posts who are eligible is less than the number limit specified above, the Commission may extend the date by publication of notice on the website for enabling further eligible candidates to apply.

4. For consideration of a candidate against a post of general category, such candidate has to secure minimum fifty percent marks in the skill and/or written examination to be considered for selection/recruitment. In case of consideration against the reserved category post (whether vertical or horizontal) the candidate shall receive a concession of ten percent for the purpose of eligibility, i.e. the minimum cut off for such candidates shall be forty percent.

5. The Commission shall on the basis of marks obtained in the written/skill examination shortlist the candidates for selection, recommendation and waiting list in the respective categories and publish the list of such candidates on the website.

6. For calculation of total marks of skill and/or written examination of a candidate, the marks obtained in skill and/or written examination shall be added to the score, if any, (like NCC in case of post of police service) to arrive at the total marks of skill and/or written examination of the candidate.

7. Save as otherwise provided in any instructions the Commission shall clearly mention in its advertisement that in case of non-availability of eligible candidate(s) of respective category after the skill and/or written examination for the post which remain unfilled, the same shall be re-advertised as per reservation policy.

For Teaching Posts (Group-C)

6. In case of Teaching posts (Group-C), the Commission shall conduct written examination for all eligible candidates fulfilling the requisite conditions to appear in the exam as prescribed in the service rules/instructions of indenting department. The Commission shall prepare the list of eligible as well as in-eligible candidates before appearing for the skill and /or written examination and shall publish the same on its website so that any in-eligblie candidate may submit his/her objections to the same within the time specified by the Commission. The Commission shall, in a time bound manner consider the objections and resolve the same, if the grievance of the candidates is found genuine.

For Group-D posts

7. In case of Group-D posts excluding the posts where minimum educational qualification is below matriculation in the Haryana Group-D employees (Recruitment and Conditions of Service) Act, 2018, the Commission shall on the basis of CET marks shortlist the candidates for selection, recommendation or waiting list in the respective categories and publish the list of such candidates on the website. The posts available for recruitment shall be advertised by the Commission to invite the application/willingness electronically of the candidates based on the merit list of CET marks to know whether the candidate is willing to be appointed on the post. The eligible candidates shall apply electronically on the website of the Commission using their Registration Number by such last date, as may be indicated in the advertisement. Accordingly, the Commission shall recommend the name to the concerned department for appointment to Group-D posts.

Note:- For Group-D posts only willingness/consent of the eligible candidates shall be obtained by the Commission before declaration of final result.

Setting and printing of question paper

8. The Commission shall maintain complete secrecy while setting and printing of question papers. The Commission shall ensure that there shall be no breach of any process, as specified by the Commission for the conduct of examination.

Reservation.

9. Benefit of reservation to the persons of reserved categories shall be as per the Haryana Government instructions applicable as on the closing date of submission of application form for the advertised posts.

Relaxation in Age.

10. The age limit and benefit of age relaxation shall be admissible as per rules or instructions issued by Government from time to time.

Provision of compensatory time and assistance of scribe to persons with benchmark disabilities.

11. Subject to the prevailing instructions of the Central/State Government in this regard, the Commission shall prescribe the benchmark disabilities as well as detailed instructions regarding the benefits available for candidates with benchmark disabilities in the advertisement itself.

Post preferences.

12 The Commission may conduct the common skill and/or written examination for the posts having similar educational qualifications and pay scales, though their nomenclature may be different. The Commission may obtain option/preferences of Department as well as posts, as applicable from the eligible candidates at the time of inviting application itself or at any later stage if deemed fit. The final allocation of departments/posts in such cases shall be on the basis of merit-cum-preference or otherwise, as applicable.

Scrutiny of documents.

13. (I) Only those documents which have been uploaded by the candidate while filling up the application form shall be considered by the Commission for the purpose of scrutiny, if any. 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 to have been uploaded without the requisite supporting documents and other relevant information, the candidate himself/herself shall be responsible for the same and his/her candidature shall be liable to be cancelled/rejected.

However, Commission reserves the right to allow any later date as cut off date for submission of relevant documents and to ask for any additional documents at later stage, if deems necessary in the interest of the candidate.

(II) The genuineness of documents uploaded by the selected and recommended candidates with their application forms shall be done by the indenting department at the time of giving appointment as per service rules/Instructions.

Publication of answer key.

14. The Commission shall publish the answer key of every examination conducted by it, on its website before declaring the final result and shall invite objections on the answer key from all interested candidates within a further period as specified by the Commission. The Commission shall consider all such objections and if any objection(s) is found genuine, the answer key shall be revised accordingly. To decide the correctness of any question or answer thereof, the Commission shall constitute a Committee of experts drawn from the institutions like State Universities etc. whose credentials shall be beyond any doubt regarding evaluation of answer sheets and whose detail shall remain confidential. The answer sheets shall be evaluated as per the report of the experts Committee so constituted.

Redressal of grievances.

15. The Commission shall redress any grievance except on the policy matter of any candidate which may arise during the recruitment process. The final decision of the Commission on the said grievance shall be communicated to the aggrieved candidate.

Declaration of result.

16. The Commission shall declare the result of each skill and or written examination with the following details, namely.-

Declaration of Result of Marks obtained by each candidate who appeared in Skill and/or Written Examination:

1	Advt. No. :	
2	Registration No./Roll No.:	
3	Name of Post and Category Number:	
4	Date of skill and or written examination:	
5	Result/Marks obtained:	

Final Result with post allocation:

1	Advt. No.	
2	Name of Post, Category Number and Name of Department/Board/ Corporation	
3	Registration no./Roll No	
4	Date of skill and or written examination	
5	Final result	

The Commission either suo moto after giving reason in writing or on the basis of any Court orders/Complaints/any representation etc., if it is satisfied that there is need to revise the result, shall be competent to revise the result declared for the posts advertised by the Commission.

Selection/ recommendation of name of candidate (s) by the Commission.

17. The names of eligible candidates in order of merit shall be recommended to the concerned department to issue appointment letter and such candidate shall be ineligible to be considered for further selection on the post of same pay level after ninety days from the date of joining on the said post based on the CET marks unless he appears afresh in CET and obtains a new CET marks.

Waiting list.

18. With regard to waiting list the instructions issued by the office of Chief Secretary *vide* No. 42/06/2019-2GS-I dated 25/06/2019 as amended from time to time shall be applicable.

Maintenance of record.

19. The record of skill and/or written examination shall be preserved for one year from the declaration of result in hard copy and the digital copy of record shall be retained for five years.

Action against candidates guilty of impersonation and misconduct.

20. (i) If any candidate is found to indulge at any stage in any of the malpractices during the conduct of examination or thereafter, his/her candidature shall be cancelled and he/she (candidate and impersonator) shall be debarred from the examination of the Commission.

The relevant details shall be specified by the Commission in the advertisement itself. In addition to above, if any person/organization indulges in any unfair means in public examination, he/she shall be liable for action under "the HARYANA PUBLIC EXAMINATION (PREVENTION OF UNFAIR MEANS) ACT, 2021" (25 of 2021) or any other law as applicable at that point of time.

(ii) The Commission shall be competent to call candidates anytime to capture their biometric data. In case of mismatch in biometric data taken at the time of examination and at any other stage, the candidature of candidate shall be cancelled on grounds of impersonation and he/she shall be debarred from the future examinations.

Commission's decision to be final.

21. The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, short-listing for examination(s), conduct of examination(s), allotment of examination centers and preparation of merit list and allocation, preparation and issuance of waiting list, issuance of debarment for indulging in malpractices etc. shall be final and binding on the candidates and no enquiry/ correspondence shall be entertained in this regard.

Power to issue instructions.

22. The General Administration Department shall be competent to issue instructions to any Department or an authority to assist or to aid the Commission for proper conduct of any examination.

Power to amend/ interpret/relaxation.

23. The power to interpret, change, amend, relax and removal of doubt of any provision of these rules shall lie with the Government.

ANURAG RASTOGI,
Chief Secretary to Government Haryana.

11892—L.R.—H.G.P., Pkl.

No. 22/132/2013-1GS-III
HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
(General Services-III Branch)

Dated: Chandigarh, the 22nd March, 2022

To

1. All the Administrative Secretaries to Government Haryana.
2. All Heads of Departments in the State.
3. All the CAs/MDs of all Boards/ Corporations/ Public Sector Undertakings.
4. All the Divisional Commissioners in Haryana State,
5. The Registrar of Punjab & Haryana High Court, Chandigarh.
6. All the Deputy Commissioners & Sub Divisional Officers (Civil).
7. The Registrars of all the Universities in the State of Haryana.

Subject: Regarding the issue of Caste Certificates (including certificates for Scheduled Caste, Deprived Scheduled Caste, Backward Class, Other Backward Class, Tapriwas, Vimukat Jati, and Nomadic Tribe) through SARAL portal.

Sir/Madam,

I am directed to invite your attention to Government instruction No. 22/132/2013-1GS-III dated 21.03.2014 regarding issuance of caste certificate wherein various competent authorities to verify and issue caste certificates were notified along with other terms & conditions and formats of the caste certificates.

2. ***The Haryana Parivar Pehchan Act, 2021,*** provides for the assignment of the Parivar Pehchan Number (PPN) as a unique identifier number to each family. The database, namely Family Information Data Repository (FIDR), contains PPN along with corresponding information generally required for determining eligibility for, or the provision of any scheme, service, subsidy or benefit provided/implemented by or on behalf of the State Government/any Government agency/local authority. State Government has been empowered under section 8 of the Act to prescribe Parivar Pehchan Number (PPN) as a requirement for the purpose of determining above mentioned eligibility or provision. The verified information linked with PPN available in Family Information Data Repository (FIDR) has now made it feasible to issue Caste Certificates over the counter through the SARAL portal.

3. In view of the above, Government has decided to issue revised instructions/guidelines in supersession of all the previous instructions issued till now, as under:-

(i) Portal for the issue of Caste Certificate.—

The Caste Certificate shall now be issued to eligible residents of Haryana based on PPN through the SARAL portal (https://saralharyana.gov.in/) facsimile signed by ADC-cum-DCRIO (Additional Deputy Commissioner-cum-District Citizen Resources Information Officer) or Head of the Department/Organisation, as the case may be. These caste certificates shall include :-

a) Scheduled Caste certificate
b) Deprived Scheduled Caste certificate
c) Backward Class certificate
d) Other Backward Class certificate
e) Tapriwas Caste certificate
f) Vimukt Jati (Denotified Tribes) certificate
g) Nomadic Tribes certificate

These certificates will be issued on the basis of verified data on caste and income contained in the FIDR. The Standard Operating Procedures (SOP) for issuing Caste Certificates along with the formats of Caste Certificates shall be issued by the Citizen Resources Information Department.

(ii) Person who is entitled to obtain a Caste Certificate.—

Following persons are entitled to obtain a Caste Certificate :-

(a) A person who is a resident of State of Haryana by birth; or

(b) A male person (including his children) who is an employee in the service of Haryana Government or any of its Boards/ Corporations/ Statutory Authorities/ Universities etc. provided he belongs to any of the notified castes/tribes by birth; and

(c) A female person who is an employee in the service of Haryana Government or any of its Boards/ Corporations/ Statutory Authorities/ Universities etc. provided she belongs to any of the notified castes/tribes by birth.

Note.— A child born at a place outside Haryana shall also be eligible to obtain caste certificate from Haryana provided his father has been issued Caste Certificate by the competent authority as per provision in the instructions of Haryana Government. However, a child born in Haryana State shall not be eligible to get caste certificate on basis of birth-place/birth certificate of Haryana, if his father has been issued Caste Certificate by a State other than Haryana.

(iii) Caste Certificate in cases of Migration.—

Where a person migrates from one State to another, he can claim to belong to a notified caste only in relation to the State to which he originally belonged and not in respect of the State to which he has migrated.

(iv) Caste Certificate to person who claims through Marriage.—

No person who is not a member of a notified caste/tribe by birth will be deemed to be a member of that notified caste/tribe merely because he or she had married a person belonging to that notified caste/tribe. On the other hand a person who is a member of a notified caste/tribe will continue to be a member of that notified caste/tribe even after his or her marriage with a person who does not belong to a notified caste/tribe.

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(v) Caste Certificate in case of Adoption of child.—

Great care has to be exercised in dealing with cases where a person claims to be a member of a notified caste/tribe on the ground that he/she has been adopted by a person of that notified caste/tribe. The validity of the adoption has to be clearly established before any caste certificate can be given. It is for the party to prove his/her claim by cogent and reliable evidence:

(a) While deciding whether an adoption is valid, the certificate issuing authority should satisfy himself that all the requirements of law have been complied with. He should also take into account the behaviour of the child after adoption whether he physically lives with and is supported by his adoptive parents and receives no financial help from his original parents. In case these conditions are not satisfied, the certificate should be refused.

(b) In addition, it should be verified that all other conditions for a valid adoption, including the physical transfer of the adopted person to the family of the adoptive parents and that he has severed all ties with the original parents are fulfilled.

(c) Further, in case of a person who is a Hindu, Buddhist or Sikh or any other person governed by the Hindu Adoptions and Maintenance Act, 1956 (78 of 1956), the requirements of valid adoption are given in Sections 6 to 11 of the Hindu Adoptions and Maintenance Act, 1956 (78 of 1956) as amended from time to time. The actual giving and taking of the child in adoption is a mandatory requirement and thereafter the adopted child is deemed to be the child of his or her adoptive father or mother for all purposes and the child severs all ties with the family of his or her birth. Ordinarily, no child who has attained the age of 15 years or who is married can be given in adoption unless there is a custom or usage applicable to the parties.

(d) Where the case relates to an adoption in case of a Hindu, Buddhist or Sikh or any other person governed by the Hindu Adoptions and Maintenance Act, 1956 (78 of 1956), who is married or of the age of 15 years and above, the certificate shall be required to be given by the District Magistrate who shall, after making due enquiries as to the validity of the adoption and as to whether such adoption is permitted by a custom or usage applicable to the parties, make an endorsement to that effect on the certificate. Such custom or usage should have been continuously and uniformly observed for a long time and obtained the force of law among the Hindus of that particular area, or that community, group or family provided that the custom or usage is certain and not unreasonable or opposed to public policy and in the case of custom or

usage in respect of a particular family, that the custom or usage has not been discontinued.

(vi) Caste Certificate in case of Conversion and Reconversion of religion by a Scheduled Caste person.—

(a) Where a Scheduled Caste person gets converted to a religion other than Hinduism or Sikhism or Buddhism and then reconverts himself back to Hinduism or Sikhism or Buddhism, he will be deemed to have reverted to his original Scheduled Caste, if he is accepted by the members of that particular caste as one among them.

(b) In the case of a descendant of a Scheduled Caste convert, the mere fact of conversion to Hinduism or Sikhism or Buddhism will not be sufficient to entitle him to be regarded as a member of the Scheduled Caste to which his forefathers belonged. It will have to be established that such a convert has been accepted by the members of the caste claimed as one among themselves and has thus become a member of that caste.

(vii) Determination/Verification of Caste of a person.—

The determination/verification of the caste of a person shall be done strictly in accordance with the notifications of the Government of India in case of Scheduled Castes and Other Backward Classes; and in accordance with notifications of the Welfare of Scheduled Castes and Backward Classes Department, Haryana in case of Deprived Scheduled Castes, Backward Classes, De-notified Tribes (Vimukt Jatis and Tapriwas Jatis) and Nomadic Tribes.

(viii) Verification when a person claims of Caste by birth.—

Where a person claims to belong to a Scheduled Caste, Deprived Scheduled Caste, Other Backward Class, Backward Class, De-notified Tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic Tribe by birth, it should be verified :

(i) That the person and his/her parents actually belong to the community claimed;

(ii) That this community is included in the Presidential Orders specifying the Scheduled Castes in relation to the concerned State; or is notified as Other Backward Class by the Ministry of Social Justice and Empowerment, Government of India; or notified as Deprived Scheduled Caste, Backward Class, De-notified Tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic Tribe by the Government of Haryana.

(iii) That the person belongs to that State in respect of which the community has been scheduled/notified.

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(vi) If the person claims to be a Scheduled Caste or Deprived Scheduled Caste, he should profess Hinduism or Sikhism or Buddhism religion.

(v) A person claiming to belong to a Backward Class, Other Backward Class, De-notified Tribe or Nomadic Tribe may profess any religion.

(ix) Authorities competent to verify the caste.—

The following authorities will now be competent to verify the caste of person who is a resident of State of Haryana :-

Sr. No	Category of Resident	Verifying Authority
1.	A resident of any Rural area in the State	Designated Officers notified by Citizen Resources Information Department
2.	A resident of any Urban area in the State (Municipal Committee / Municipal Council/ Municipal Corporation)	Designated Officers notified by Citizen Resources Information Department
3.	A male employee (including his children) serving on regular basis in connection with the affairs of the State of Haryana in any Department/ PSU / Statutory Authority/ University, etc.	As per record available in Human Resource Management System (HRMS)
4	A female employee serving on regular basis in connection with the affairs of the State of Haryana in any Department/ PSU/ Statutory Authority/ University, etc.	As per record available in Human Resource Management System (HRMS)

Government has also decided that in case of issuance of wrong caste certificate carelessly or deliberately without proper care or verification, action would be taken against the concerned official/s under the relevant provisions of the Indian Penal Code in addition to the action under the appropriate disciplinary rules applicable to them.

(x) Online Service for verification of Caste based on PPN.—

Residents seeking to verify their caste in PPN may visit https://meraparivar.haryana.gov.in/ReportGrievance portal. Once the request for verification of caste category and/or caste is made by the resident on this portal, designated officers will verify and mark the same as verified in the FIDR for the resident.

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(xi) Clarification in case of doubt.—

In case of any doubt regarding caste/tribe of a person, the matter will be referred to the Welfare of Scheduled Castes and Backward Classes Department of the State of Haryana, and the clarifications given by the said Department alone shall be valid.

(xii) Competent Authorities for Issuance of Caste Certificate.—

Caste certificates shall be issued on provision of PPN through SARAL portal https://saralharyana.gov.in/ to eligible residents of Haryana by ADC-cum-DCRIO (Additional Deputy Commissioner-cum-District Citizen Resources Information Officer) through his facsimile signature on the certificate and to the employees of the State of Haryana by the Head of the Department/Organization concerned through his facsimile signature on the certificate.

(xiii) Validity of a Caste Certificate.—

(i) A Caste Certificate once issued (in its standard format) shall be valid for the life-time of the person so long as such caste/tribe is not removed or modified in the notifications issued by the Welfare of Scheduled Castes and Backward Classes Department, Haryana.

(ii) Where a Caste Certificate is requested for specific use outside the context of Government of Haryana, it shall be issued in the format prescribed by the Government of India.

(iii) Certificates which include income and/or assets based information like creamy layer criteria shall become invalid after the validity period prescribed on the said certificate. Such certificates shall be valid for the current financial year, i.e. till coming 31st March (included) from the date it has been issued.

(iv) A Caste Certificate may also become invalid if after due process, it has been concluded that the caste was incorrectly mentioned on the certificate or wrongly verified in the FIDR, due to any reason whatsoever.

(xiv) Grievance Redressal and Correction Process.—

If an applicant is not in agreement with his caste category/caste contained in the FIDR, then he/she may lodge his/her grievance for correction on the Grievance Module of the Parivar Pehchan Number portal https://meraparivar.haryana.gov.in/ReportGrievance.

(xv) General Terms and Conditions.—

(a) The Caste Certificate is usable without any restriction wherever it is accepted (i.e., subject to the criteria laid down by the entity accepting the certificate) and hence no usage/applicability restrictions shall be mentioned on the certificate.

(b) From the effective date of this order, only the caste certificates issued through SARAL portal in the formats prescribed by the Citizen Resources Information

Department based on PPN and corresponding verified data contained in the FIDR shall be valid caste certificates.

(c) A Caste Certificate obtained by means of any fraud, misrepresentation or concealment of facts or by some other illegal means shall be declared as invalid and the benefit availed by the candidate/applicant shall be withdrawn and legal action including criminal case will be initiated against the applicant for misrepresenting the facts and playing fraud, as well as against the officials/authorized persons for incorrect/ wrong verification by collusion or otherwise. In such an event, the caste and caste category shall be marked as NOT VERIFIED in the FIDR.

(d) Mere issuance of a Caste certificate does not entitle a person holding such certificate to any benefit that may be admissible under various Government Schemes implemented from time to time. Hence, it is important that the authority concerned examines the applicant's entitlement to any specific benefit in accordance with the instructions on the subject at any given point of time. For instance, a person from the Backward Class may not be entitled to certain benefits if he falls within the creamy layer as defined from time to time. Accordingly, the Caste Certificates shall address ONLY the caste of the certificate holder. Other eligibility criteria for a particular scheme shall be addressed separately by the authority extending any such benefit.

(e) All Haryana Government organisations (including Departments, Educational Institutions, Boards, Corporations and Societies) are required to accept the Caste Certificate in its standard format prescribed by the Citizen Resources Information Department from time to time.

4. Further, it is directed that no Government Department of Haryana shall obligate any Haryana resident to submit caste related proof documents if he/she provides PPN and his/her caste and caste category is marked as verified in Family Information Data Repository (FIDR).

5. These instructions/guidelines may kindly be brought to the notice of all the concerned for strict compliance.

Yours faithfully,

Under Secretary General Administration,
for Chief Secretary to Govt. Haryana.

Endst. No. 22/132/2013-1GS-III **Dated : Chandigarh, the 22nd March, 2022**

A copy is forwarded to the following for information and action where necessary:-

1. Secretary, Haryana Public Service Commission, Panchkula.
2. Secretary, Haryana Staff Selection Commission, Panchkula.

Under Secretary General Administration,
for Chief Secretary to Govt. Haryana.

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EXTRAORDINARY

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हरियाणा सरकार

सामाजिक न्याय, अधिकारिता, अनुसूचित जातियां एवं पिछड़े वर्ग कल्याण और अन्त्योदय (एस.ई.डब्ल्यू.ए.) विभाग

अधिसूचना

दिनांक 16 जुलाई, 2024

संख्या 40/13/2024–1स0क0.— हरियाणा पिछड़े वर्ग (सेवाओं तथा शैक्षणिक संस्थाओं में दाखिले में आरक्षण) अधिनियम, 2016 (2016 का 15) की धारा 2 के खण्ड (घ) तथा धारा 5 की उप–धारा (2) के अधीन प्रदत शक्तियों का प्रयोग करते हुए तथा हरियाणा सरकार, अनुसूचित जातियां तथा पिछड़े वर्ग कल्याण विभाग, अधिसूचना संख्या 491–स.क.(1) 2021, दिनांक 17 नवम्बर 2021 के अधिक्रमण में, हरियाणा के राज्यपाल, इसके द्वारा, नीचे दी गई अनुसूची में वर्णित अनुसार पिछड़े वर्गों से नवोन्नत व्यक्तियों के निष्कासन के लिए निम्नलिखित मानदंड विनिर्दिष्ट करते हैं, अर्थात् :–

अनुसूची

क्रम संख्या	प्रवर्ग का वर्णन	जिसे निष्कासन के नियम लागू होंगे
1	2	3
I.	सांविधानिक पद	निम्नलिखित के पुत्र तथा पुत्री– (क) भारत के राष्ट्रपति; (ख) भारत के उप–राष्ट्रपति; (ग) उच्चतम न्यायालय तथा उच्च न्यायालय के न्यायाधीश; (घ) संघ लोक सेवा आयोग और राज्य लोक सेवा आयोग के अध्यक्ष तथा सदस्य, मुख्य निर्वाचन आयुक्त और भारत का नियंत्रक तथा महालेखापरीक्षक; (ड़) इसी किस्म के सांविधानिक पदों को धारण करने वाले व्यक्ति;
II.	सेवा के प्रवर्ग अ. अखिल भारतीय, केन्द्रीय तथा राज्य सेवाओं के ग्रुप क/श्रेणी– I अधिकारी (सीधे भर्ती)	निम्नलिखित के पुत्र तथा पुत्री– (क) माता–पिता, जो दोनों श्रेणी–I अधिकारी हैं; (ख) माता–पिता, जिनमें से एक श्रेणी– I अधिकारी हैं; (ग) माता–पिता, जिनमें दोनों श्रेणी–I अधिकारी हैं किंतु जिनमें से एक की मृत्यु हो गई हो अथवा स्थाई अक्षमता से पीड़ित हैं;

क्रम संख्या	प्रवर्ग का वर्णन	जिसे निष्कासन के नियम लागू होंगे
1	2	3
		(घ) माता–पिता, जिनमें से एक श्रेणी–I अधिकारी है और ऐसे माता–पिता की मृत्यु हो गई है अथवा स्थाई अक्षमता से पीड़ित हैं और ऐसी मृत्यु या ऐसी अक्षमता से पूर्व कम से कम पांच वर्ष की अवधि के लिए किसी अंतर्राष्ट्रीय संगठन जैसे संयुक्त राष्ट्र, अंतर्राष्ट्रीय मुद्रा कोष, विश्व बैंक इत्यादि में नियोजन का लाभ ले चुके हैं; (ड़) माता–पिता जो दोनों श्रेणी–I अधिकारी हैं और ऐसे माता–पिता दोनों की मृत्यु हो गई है अथवा स्थाई अक्षमता से पीड़ित हैं और ऐसी मृत्यु या ऐसी अक्षमता से पूर्व उनमें से कोई एक कम से कम पांच वर्ष की अवधि के लिए किसी अंतर्राष्ट्रीय संगठन जैसे संयुक्त राष्ट्र, अंतर्राष्ट्रीय मुद्रा कोष, विश्व बैंक इत्यादि में नियोजन का लाभ ले चुका हैं; परन्तु निष्कासन का नियम, निम्नलिखित मामलों में लागू नहीं होगाः– (क) माता–पिता, जिनमें से एक या दोनों श्रेणी–I अधिकारी हैं और ऐसे माता–पिता में किसी एक या दोनों की मृत्यु हो गई है अथवा स्थाई अक्षमता से पीड़ित हैं, के पुत्र और पुत्री; (ख) पिछड़े वर्ग से संबंधित किसी महिला ने किसी श्रेणी–I अधिकारी से विवाह कर लिया है, और स्वयं नौकरी के लिए आवेदन करना चाहती है।
	आ. केन्द्रीय और राज्य सेवाओं के ग्रुप ख/श्रेणी–II अधिकारी	निम्नलिखित के पुत्र और पुत्री– (क) माता–पिता, जो दोनों श्रेणी–II अधिकारी हैं; (ख) माता–पिता, जिनमें से केवल पति श्रेणी–II अधिकारी है और वह 40 वर्ष की आयु में या उससे पूर्व श्रेणी–I अधिकारी बन गया है; (ग) माता–पिता, जो दोनों श्रेणी–II अधिकारी हैं जिनमें से एक की मृत्यु हो गई है अथवा स्थाई अक्षमता से पीड़ित है और उनमें से एक ने ऐसी मृत्यु या स्थाई अक्षमता से पूर्व कम से कम पांच वर्ष की अवधि के लिए किसी अंतर्राष्ट्रीय संगठन जैसे संयुक्त राष्ट्र, अंतर्राष्ट्रीय मुद्रा कोष, विश्व बैंक इत्यादि में नियोजन का लाभ लिया है; (घ) माता–पिता, जिनमें से पति श्रेणी–I अधिकारी है (सीधी भर्ती या चालीस वर्ष पूर्व पदोन्नत) और पत्नी श्रेणी–II अधिकारी है और पत्नी की मृत्यु हो गई है या स्थाई अक्षमता से पीड़ित है; और (ड़) माता–पिता, जिनमें से पत्नी श्रेणी–I अधिकारी है (सीधी भर्ती या चालीस वर्ष पूर्व पदोन्नत) और पति श्रेणी–II अधिकारी है और पति की मृत्यु हो गई है या स्थाई अक्षमता से पीड़ित हैः परन्तु निष्कासन का नियम, निम्नलिखित मामलों मे लागू नहीं होगाः– निम्नलिखित के पुत्र और पुत्रीः– (क) माता–पिता, जो दोनों श्रेणी–II अधिकारी हैं और जिनमें से एक की मृत्यु हो गई है या स्थाई अक्षमता से पीड़ित है; (ख) माता–पिता, जो दोनों श्रेणी–II अधिकारी हैं और दोनों की मृत्यु हो गई है; अथवा स्थाई अक्षमता से पीड़ित हैं, यद्यपि जिनमें से किसी एक ने ऐसी मृत्यु या स्थाई अक्षमता से पूर्व

क्रम संख्या	प्रवर्ग का वर्णन	जिसे निष्कासन के नियम लागू होंगे
1	2	3
	इ. सार्वजनिक क्षेत्र उपक्रम इत्यादि में कर्मचारी	कम से कम पांच वर्ष की अवधि के लिए किसी अंतर्राष्ट्रीय संगठन जैसे संयुक्त राष्ट्र, अंतर्राष्ट्रीय मुद्रा कोष, विश्व बैंक इत्यादि में नियोजन का लाभ लिया है । इस प्रवर्ग में ऊपर (क) तथा (ख) में वर्णित मानदंड, सार्वजनिक क्षेत्र उपक्रमों, बैंकों, बीमा संगठनों, विश्वविद्यालयों इत्यादि में समकक्ष या समतुल्य पदों को धारण करने वाले अधिकारियों को तथा निजी नियोजन के अंतर्गत समकक्ष तथा समतुल्य पदों तथा स्तरों को भी इन संस्थाओं में समकक्ष या समतुल्य आधार पर यथा आवश्यक परिवर्तन सहित लागू होंगे। इन संस्थाओं में समकक्ष या समतुल्य आधारित पदों का लम्बित मूल्यांकन प्रवर्ग VI में विनिर्दिष्ट मानदंड, इन संस्थाओं के अधिकारियों को लागू होंगे।
III.	अर्ध सैनिक बलों सहित सशस्त्र बल (इसमें सिविल पदों को धारण करने वाले व्यक्ति शामिल नहीं हैं)	उन माता–पिता के पुत्र तथा पुत्री, जिनमें से एक या दोनों सेना में कर्नल के पद या उससे उच्च पद पर अथवा जल सेना और वायु सेना तथा अर्ध–सैनिक बलों में समकक्ष पद पर हैं: परन्तुः– (i) यदि सशस्त्र सेना अधिकारी की पत्नी स्वयं सशस्त्र बलों (विचारणाधीन प्रवर्ग) में है, तो निष्कासन का नियम केवल तब लागू होगा जब वह स्वयं कर्नल के पद पर पहुंच गई हो; (ii) पति और पत्नी की कर्नल की पदवी से नीचे की सेवा एक साथ जोड़ी नहीं जाएगी; (iii) यदि सशस्त्र बलों में किसी अधिकारी की पदवी सिविल नियोजन में है; यह निष्कासन के नियम को लागू करने के लिए तब तक ध्यान में नहीं लाया जाएगा जब तक वह मद संख्या–II के अधीन सेवा प्रवर्ग में नहीं आती हो, ऐसे मामलों में, इसमें वर्णित मानदंड तथा शर्तें उसको स्वतंत्र रूप से लागू होंगी।
IV.	वृत्तिक वर्ग और वे जो व्यापार तथा उद्योग में नियोजित हैं I. वृत्ति जैसे डॉक्टर, वकील, चार्टर्ड अकाउंटेन्ट, आयकर परामर्शी, वित्तीय या प्रबंधन परामर्शी, दंत चिकित्सक, अभियंता, वास्तुकार, कम्पयूटर विशेषज्ञ, फिल्म कलाकार, अन्य फिल्म वृत्तिक, लेखक, नाटक रचयिता, खिलाड़ी, खेल वृत्तिक, मीडिया वृत्तिक के रूप में या समरूप प्रास्थिति के व्यवसायों में नियोजित व्यक्ति II. व्यापार, कारोबार तथा उद्योग में नियोजित व्यक्ति	प्रवर्ग VI के सामने विर्निदिष्ट मानदंड लागू होंगेः– प्रवर्ग VI के सामने विनिर्दिष्ट मानदंड लागू होंगेः व्याख्याः (i) जहां पति किसी व्यवसाय में है और पत्नी श्रेणी– II या निम्न ग्रेड नियोजन में है, वहां आय/धन परीक्षण केवल पति की आय के आधार पर लागू होगा; (ii) यदि पत्नी किसी व्यवसाय में है और पति श्रेणी– II या निम्न रैंक पद पर नियोजन में है, तो आय/धन मानदंड, केवल पत्नी की आय के आधार पर लागू होंगे और पति की आय इसमें जोड़ी नहीं जाएगी।

क्रम संख्या	प्रवर्ग का वर्णन	जिसे निष्कासन के नियम लागू होंगे
1	2	3
V.	संपत्ति स्वामी अ. कृषि जोत	परिवार (पिता, माता तथा अवयस्क बालक) से सम्बंधित व्यक्ति, जिनके स्वामित्व में निम्नलिखित हैं, के पुत्र और पुत्रीः– (क) केवल सिंचित भूमि जो वैधानिक क्षेत्र के 85 प्रतिशत के बराबर या उससे अधिक है; या (ख) निम्नानुसार दोनों सिंचित और असिंचित भूमिः– (i) निष्कासन का नियम वहां लागू होगा जहां पूर्व शर्त विद्यमान है कि सिंचित क्षेत्र, (साम्य के अंतर्गत एकल रूप के लिए लाया गया है) सिंचित भूमि (असिंचित भाग को छोडते हुए संगणित की गई है) के लिए वैधानिक अधिकतम सीमा का 40 प्रतिशत या उससे अधिक है। यदि 40 प्रतिशत से कम की पूर्व शर्त विद्यमान है, तो केवल यह असिंचित भूमि का क्षेत्र हिसाब में लिया जाएगा। यह असिंचित भूमि को सिंचित किस्म में विद्यमान परिवर्तन फार्मूला के आधार पर परिवर्तित करते हुए किया जाएगा। असिंचित भूमि से इस प्रकार संगणित क्षेत्र सिंचित भूमि के वास्तविक क्षेत्र में जोड़ा जाएगा और इसे एक साथ सम्मिलित करने के बाद सिंचित भूमि के अनुसार कुल क्षेत्र 80 प्रतिशत या सिंचित भूमि की वैधानिक अधिकतम सीमा से अधिक है, तो निष्कासन का नियम लागू होगा और अहकदारी हो जाएगी; (ii) निष्कासन का नियम लागू नहीं होगा यदि परिवार की कोई जोत भूमि पूर्ण रूप से असिंचित है।
	आ. पौधारोपण (i) कॉफी, चाय, रबड़ इत्यादि	नीचे दिए गए प्रवर्ग VI में विनिर्दिष्ट आय/धन के मानदंड लागू होंगे।
	(ii) आम, खट्टे फल, सेब, पौधारोपण इत्यादि	कृषि जोत के रूप में समझे गए हैं और इसलिए इस प्रवर्ग के अधीन उपरोक्त अ. के मानदंड लागू होंगे।
	इ. शहरी क्षेत्रों या शहरी समूहों में रिक्त भूमि तथा/या भवन	नीचे दिए गए प्रवर्ग VI में विनिर्दिष्ट मानदंड लागू होंगे। भवन, जो आवासीय, औद्योगिक या वाणिज्यिकी प्रयोजन और दो या से अधिक ऐसे प्रयोजनों के लिए प्रयुक्त किया जा सकता है।
VI	आय/धन परीक्षण	निम्नलिखित के पुत्र और पुत्रीः– (क) आठ लाख या उससे अधिक की सकल वार्षिक आय रखने वाले अथवा अंतिम तीन निरंतर वर्षों की अवधि के लिए धन–कर अधिनियम, 1957 (1957 का केन्द्रीय अधिनियम 27) में यथा विहित छूट सीमा से अधिक धन रखने वाले व्यक्तियों; (ख) प्रवर्गों I, II, III तथा V अ. में व्यक्ति, जो आरक्षण के लाभ हेतु अहकदार नहीं हैं किंतु जिनकी धन के अन्य स्त्रोतों से आय है, जो उन्हें उपरोक्त (क) में वर्णित आय/धन मानदंड के भीतर ले आएगी।

क्रम संख्या	प्रवर्ग का वर्णन	जिसे निष्कासन के नियम लागू होंगे
1	2	3
	व्याख्याः इस अनुसूची में जहां ''स्थाई अक्षमता'' अभिव्यक्ति आती है, तो इसका अर्थ होगा कि ऐसी अक्षमता जो किसी अधिकारी को सेवा से बाहर करने के परिणामस्वरूप होती है।	व्याख्याः (i) वेतन या कृषि भूमि आय को जोड़ा नहीं जाएगा। (ii) रूपए के अनुसार आय मानदंड इसके प्रत्येक तीन वर्ष के मूल्य में बदलाव को ध्यान में रखते हुए संशोधित किए जाएगें। यदि परिस्थिति, तथापि ऐसी मांग करती है, तो मध्यावधि कम हो सकती है।

जी. अनुपमा,
अतिरिक्त मुख्य सचिव, हरियाणा सरकार,
सामाजिक न्याय, अधिकारिता, अनुसूचित जातियां एवं
पिछड़े वर्ग कल्याण और अन्त्योदय (एस.ई.डब्ल्यू.ए.) विभाग।

Adda247

HARYANA GOVERNMENT

SOCIAL JUSTICE, EMPOWERMENT, WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES AND ANTYODAYA (SEWA) DEPARTMENT

Notification

The 16th July, 2024

No. 40/13/2024-1SW.— In exercise of the powers conferred under clause (d) of section 2 and sub-section (2) of section 5 of the Haryana Backward Classes (Reservation in Services and Admission in Educational Institutions) Act, 2016 (15 of 2016), and in supersession of the Haryana Government, Welfare of Scheduled Castes and Backward Classes Department, notification No. 491-SW(1)-2021 dated the 17th November, 2021, the Governor of Haryana hereby specifies the following criteria for exclusion of persons within the Backward Classes as Creamy Layer as specified in schedule given below:-

Schedule

	DESCRIPTION OF CATEGORY	**TO WHOM RULE OF EXCLUSION SHALL APPLY**
1	**2**	**3**
I.	**CONSTITUTIONAL POSTS**	Son(s) and daughter(s) of (a) President of India; (b) Vice President of India; (c) Judges of the Supreme Court and of the High Court's; (d) Chairman and Members of UPSC and of the State Public Service Commission; Chief Election Commissioner; Comptroller and Auditor General of India; (e) Persons holding Constitutional positions of like nature.
II.	**SERVICE CATEGORY** **A. Group A/Class I officers of the All India Central and State Services (Direct Recruits).**	Son(s) and daughter(s) of (a) parents, both of whom are Class I officers; (b) Parents, either of whom is a Class-I officer; (c) Parents, both of whom are Class-I officers, but one of them dies or suffers permanent incapacitation; (d) Parents, either of whom is a Class-I officer and such parent dies or suffers permanent incapacitation and before such death or such incapacitation has had the benefit of employment in any International Organization **like U.N, I.M.F, World Bank, etc. for a period of not less than 5 years;** (e) Parents, both of whom are class I officers die or suffer permanent incapacitation and before such death or such incapacitation of the both, either of them has had the benefit of employment in any International Organization like U.N, I.M.F, World Bank, etc. for a period of not less than 5 years; Provided that the rule of exclusion shall not apply in the following cases:- (a) Sons and daughters of parents either of whom or both of whom are Class-I officers and such parent(s) dies/die or suffer permanent incapacitation. (b) A lady belonging to BC category has got married to a Class-I officer, and may herself like to apply for a job.

	DESCRIPTION OF CATEGORY	TO WHOM RULE OF EXCLUSION SHALL APPLY
1	2	3
	B. Group B/Class II officers of the Central and State Services (Direct Recruitment)	Son(s) and daughter(s) of (a) Parents both of whom are Class II officers; (b) Parents of whom only the husband is a Class II officer and he gets into Class I at the age of 40 or earlier; (c) Parents, both of whom are Class II officers and one of them dies or suffers permanent incapacitation and either one of them has had the benefit of employment in any International Organization like U.N, I.M.F, World Bank, etc. for a period of not less than 5 years before such death or permanent incapacitation; (d) Parents of whom the husband is a Class I officer (Direct Recruit or pre-forty promoted) and the wife is a Class II officer and the wife dies; or suffers permanent incapacitation; and (e) Parents, of whom the wife is a Class I officer (Direct Recruit or pre-forty promoted) and the husband is a Class II officer and the husband dies or suffers permanent incapacitation; Provided that the rule of exclusion shall not apply in the following cases:- Son(s) and daughter(s) of (a) Parents both of whom are Class II officers and one of them dies or suffer permanent incapacitation. (b) Parents, both of whom are Class II officers and both of them die or suffer permanent incapacitation, even though either of them has had the benefit of employment in any International Organization like U.N, I.M.F, World Bank, etc. for a period of not less than 5 years before their death or permanent incapacitation.
	C. Employees in Public Sector Undertakings etc.	The criteria enumerated in A and B above in this Category shall apply mutatis mutandi to officers holding equivalent or comparable posts in PSUs, Banks, Insurance Organizations, Universities, etc. and also to equivalent or comparable posts and positions under private employment pending the evaluation of the posts on equivalent or comparable basis in these institutions, the criteria specified in Category VI below shall apply to the officers in these institutions.
III.	**ARMED FORCES INCLUDING PARA MILITARY FORCES:** (Persons holding civil posts are not included)	Son(s) and daughter(s) of Parents either or both of whom is or are in the rank of Colonel and above in the Army and to equivalent posts in the Navy and the Air Force and the Para Military Forces: Provided that:- (i) if the wife of an Armed Forces Officer is herself in the Armed Forces (i.e., the category under consideration) the rule of exclusion will apply only when she herself has reached the rank of Colonel; (ii) the service ranks below Colonel of husband and wife shall not be clubbed together; (iii) If the wife of an officer in the Armed Forces is in civil employment, this shall not be taken into account for applying the rule of exclusion unless she falls in the service category under item No. II in which case the criteria and conditions enumerated therein will apply to her independently.

	DESCRIPTION OF CATEGORY	TO WHOM RULE OF EXCLUSION SHALL APPLY
1	2	3
IV.	**PROFESSIONAL CLASS AND THOSE ENGAGED IN TRADE AND INDUSTRY** (I) Persons engaged in profession as a Doctor, Lawyer, Chartered Accountant, Income Tax Consultants, Financial or Management Consultants, Dental Surgeon, Engineer, Architects, Computer Specialists, Film Artists and other Film Professionals, Author, Play Writer, Sports person, Sports Professionals, Media Professionals or any other vocations of like status. (II) Persons engaged in trade, business and industry.	Criteria specified against category VI shall apply. Criteria specified against category VI shall apply. Explanation: (i) Where the husband is in some profession and the wife is in a Class II or lower grade employment, the income/wealth test shall apply only on the basis of the husband's income. (ii) If the wife is in any profession and the husband is in employment in a Class II or lower rank post, then the income/wealth criterion shall apply only on the basis of the wife's income and the husband's income shall not be clubbed with it.
V.	**PROPERTY OWNERS** **A. Agricultural holdings**	Son(s) and daughter(s) of persons belonging to a family (father, mother and minor children) which owns:- (a) only irrigated land which is equal to or more than 85% of the statutory area; or (b) both irrigated and unirrigated land, as follows:- (i) The rule of exclusion shall apply where the pre-condition exist that the irrigated area (having been brought to a single type under a common denominator) 40% or more of the statutory ceiling limit for irrigated land (this being calculated by excluding the unirrigated portion). If this pre-condition of not less than 40% exists, then only the area of unirrigated land will be taken into account. This shall be done by converting the unirrigated land on the basis of conversion formula existing, into the irrigated type. The irrigated area so computed from unirrigated land shall be added to the actual area of irrigated land and if after such clubbing together the total area in terms of irrigated land is 80% or more of the statutory ceiling limit for irrigated land, then the rule of exclusion shall apply and disentitlement will occur; (ii) The rule of exclusion shall not apply if the land holding of a family is exclusively unirrigated.

	DESCRIPTION OF CATEGORY	TO WHOM RULE OF EXCLUSION SHALL APPLY
1	2	3
	B. Plantations (i) Coffee, tea, rubber, etc. (ii) Mango, citrus, apple plantations etc. **C. Vacant land and/or buildings in urban areas or urban agglomorations**	Criteria of income/wealth specified in Category VI below shall apply. Deemed as agricultural holding and hence criteria at A above under this category shall apply. Criteria specified in Category VI below will apply. Explanation: Building may be used for residential, industrial or commercial purpose and the like two or more such purposes.
VI.	**INCOME / WEALTH TEST** **Explanation:** Wherever the expression "permanent incapacitation" occurs in this Schedule, it shall mean incapacitation which results in putting an officer out of service.	Son(s) and daughter(s) of (a) Persons having gross annual income of Rs.8 lakh or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act, 1957 (Central Act 27 of 1957) for a period of three consecutive years; (b) Persons in categories I, II, III and V A who are not disentitled to the benefit of reservation but have income from other sources of wealth which shall bring them within the income/wealth criteria mentioned in (a) above. **Explanation:** (i) Income from salaries or agricultural land shall not be clubbed. (ii) The income criteria in terms of rupee shall be modified taking into account the change in its value every three years. If the situation, however, so demands, the interregnum may be less.

G. ANUPAMA,
Additional Chief Secretary to Government Haryana,
Social Justice, Empowerment, Welfare of Scheduled Castes and Backward Classes and Antyodaya (SEWA) Department.

11186—C.S.—H.G.P., Pkl.

No. 22/12/2019-1GS-III

Government of Haryana
General Administration Department
(General Services- III Branch)

Dated Chandigarh, the 25th February, 2019

To

1. All the Administrative Secretaries to Government, Haryana.
2. All Heads of Departments in the State of Haryana.
3. All the Managing Directors/Chief Administrators of Boards/ Corporations/Public Sector Undertakings in Haryana.
4. The Registrar General of Punjab & Haryana High Court, Chandigarh.
5. All the Divisional Commissioners in the State of Haryana.
6. All the Deputy Commissioners and Sub Divisional Officers (Civil) in the State of Haryana.
7. The Registrars of all the Universities of the State of Haryana.

Subject:- **Reservation for Economically Weaker Sections in Direct recruitment in Civil posts and services as well as in admissions in Government/Government Aided Educational Institutions in the State of Haryana.**

I am directed to inform that Government of India has notified **"THE CONSTITUTION (ONE HUNDRED AND THIRD AMENDMENT) ACT, 2019"** on 12th January, 2019 amending Article 15 & 16, which now read as under:-

Amendment of article 15

In Article 15 of the Constitution, after clause (5), the following clause shall be inserted, namely:—

'(6) Nothing in this article or sub-clause (g) of clause (1) of article 19 or clause (2) of article 29 shall prevent the State from making,—

(a) any special provision for the advancement of any economically weaker sections of citizens other than the classes mentioned in clauses (4) and (5); and

(b) any special provision for the advancement of any economically weaker sections of citizens other than the classes mentioned in clauses (4) and (5) in so far as such special provisions relate to their admission to educational institutions including private educational institutions, whether aided or unaided by the State, other than the minority educational institutions referred to in clause (1) of article 30, which in the case of reservation would be in addition to the existing reservations and subject to a maximum of ten per cent. of the total seats in each category.

Explanation— For the purposes of this article and article 16, "economically weaker sections" shall be such as may be notified by the State from time to time on the basis of family income and other indicators of economic disadvantage.'

Amendment of article 16

In Article 16 of the Constitution, after clause (5), the following clause shall be inserted, namely:—

"(6) Nothing in this article shall prevent the State from making any provision for the reservation of appointments or posts in favour of any economically weaker sections of citizens other than the classes mentioned in clause (4), in addition to the existing reservation and subject to a maximum of ten per cent. of the posts in each category".

In the wake of above enabling provisions, State Government has considered the matter and decided to provide benefits of reservation on a preferential basis in Civil Posts in all its Departments/ Boards/ Corporations/Local Bodies and in Admissions to Government/Government Aided Educational Institutions to those Economically Weaker Sections (EWSs) who are not covered under the existing scheme of reservation for the Scheduled Castes, Backward Classes (Block-A) and Backward Classes (Block-B).

2. QUANTUM OF RESERVATION:

The persons belonging to EWSs who are not covered under the existing scheme of reservation for Scheduled Castes, Backward Classes (Block-A) and Backward Classes (Block-B) shall get 10% reservation in direct recruitment to Group A,B,C and D posts in the Departments/ Boards/Corporations/Local Bodies of Government of Haryana and also in admission to Government/Government Aided Educational Institutions in the State of Haryana.

3. EFFECTING RESERVATION – ROSTER POINT:

3.1 **Direct recruitment in case of Group- A & B**

Roster point No. 11-20-30-40-51-60-70-80-90 and 99

3.2 **Direct recruitment in case of Group- C & D**

Roster point No. 4-14-24-34-43-53-66-76-83 and 94

3.3 Where in any recruitment year any vacancy earmarked for EWS cannot be filled up due to non availability of a suitable candidate belonging to EWS, such vacancies for that particular recruitment year shall not be carried forward to the next recruitment year as backlog and will be filled from unreserved category.

3.4 Persons belonging to EWS selected against the quota for persons with benchmark disabilities/ex-servicemen shall be placed against the roster points earmarked for EWS.

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4. CRITERIA OF INCOME & ASSETS:

4.1 Persons who are not covered under the exiting scheme of reservation for Scheduled Caste, Backward Classes (Block-A) and Backward Classes (Block-B) and whose family has gross annual income below Rs 6.00 lakh (Rupees six lakh only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application.

4.2 Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-

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 200 sq. yards and above in areas other than the notified municipalities.
v. Total immovable assets owned are valued at Rs. One Crore or more.

4.3 The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.

4.4 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.

5. INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY AND VERIFICATION OF CERTIFICATE:

5.1 The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Competent Authority for EWS Income and Asset Certificate shall be Tehsildar of the area where the applicant normally resides.

5.2 The prescribed format for EWS Income and Asset Certificate shall be as provided at **Annexure-I**.

5.3 The Officer who issues the certificate would do the same after carefully verifying all relevant documents following due process as prescribed by the State.

5.4 The crucial date for submitting Income and Asset Certificate by the candidate may be treated as the closing date for receipt of application for the post, except in cases where crucial date is fixed otherwise.

5.5 The appointing authorities should, in the offer of appointment to the candidates claiming to be belonging to EWS, include the following clause :-

"The appointment is provisional and is subject to the Income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate."

The appointing authority should verify the veracity of the Income and asset certificate submitted by the candidate through the certificate issuing authority.

5.6 Instructions referred to above should be strictly followed so that it may not be possible for an unscrupulous person to secure employment on the basis of a false claim and if any person gets an appointment on the basis of such false claim, her/his services shall be terminated and penal action shall also be invoked.

6. <u>ADJUSTMENT AGAINST UNRESERVED VACANCIES</u>:

A person belonging to EWS cannot be denied the right to compete for appointment against an unreserved vacancy. Persons belonging to EWS who are selected on the basis of merit and not on account of reservation are not to be counted towards the quota meant for reservation.

7. The above scheme of reservation will be effective in respect of all direct recruitment vacancies to be notified on or after 01.02.2019.

(Vijayendra Kumar, IAS)
Secretary, General Administration Department,
***for* Chief Secretary to the Government of Haryana.**

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Annexure-I

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----------

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 Sections, since the gross annual income* of his/her family** is below Rs. 6 lakh (Rupees Six Lakh only) for the financial year---------- .

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 200 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

*Note l: 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.

Adda247

No. 22/163/2024-5HR-III
HARYANA GOVERNFMENT
CHIEF SECRETARY ORGANIZATION
HUMAN RESOURCES DEPARTMENT
(Human Resources-III Br.)

Dated: Chandigarh, the 13th November, 2024

To

1. All the Administrative Secretaries to Government Haryana,
2. All the Heads of Departments in Haryana,
3. All the Managing Directors/Chief Executive Officer of Boards/Corporations of Haryana State,
4. The Registrar, Punjab and Haryana High Court, Chandigarh.
5. All the Divisional Commissioners in Haryana State,
6. All the Deputy Commissioners in Haryana.
7. Registrars of all the Universities situated in Haryana State.

Subject : **Classification of Scheduled Castes for the purpose of benefit of reservation in Haryana State.**

Sir,

I am directed to invite your attention to Government instructions issued vide No. 22/10/2013-1GS-III, dated 15.07.2014 and thereafter regarding rate(s) of reservation in Govt. jobs and to say that in compliance of the judgement dated 01.08.2024 of the Hon'ble Supreme Court in the case titled "State of Punjab v/s Davinder Singh (CA No. 2317 of 2011) with regard to sub-classification and adequacy of representation, the matter was referred to the Haryana State Commission for Scheduled Castes for examination and to send their recommendations to address intra-community disparities and to ensure a fair and equitable distribution of reservation benefits. The Commission submitted their report on 16th August, 2024 prepared on the basis of analysis of the data received from various sources including different Departments and of the demands, representations and review of literature related to the subject. The recommendations of the Commission regarding classification of Scheduled Castes reservation in Govt. jobs were considered by the State Government. After the approval of Council of Ministers, it has been decided that—

(i) For the purpose of reservation in services, the Scheduled Castes in Haryana will be sub-categorized in two categories i.e. Deprived Scheduled Castes (DSC) and Other Scheduled Castes (OSC).

(ii) List of Deprived Scheduled Castes and Other Scheduled Castes has been enclosed at ***Annexure-A*** of these instructions.

(iii) Within the existing 20% quota reserved for Scheduled Castes in direct recruitment to Govt. jobs, one-half of the posts will be reserved for candidates of Deprived Scheduled Castes. If and only if suitable candidates of Deprived Scheduled Castes are not available, then suitable candidates of Other Scheduled Castes may be recruited against the balance vacant posts.

(iv) Similarly, one-half of the quota reserved for Scheduled Castes shall be reserved for candidates belonging to Other Scheduled Castes. If and only if suitable candidates of Other Scheduled Castes are not available, then suitable candidates of Deprived Scheduled Castes may be recruited against the balance vacant posts.

(v) The combined merit list of the candidates belonging to Deprived Scheduled Castes and Other Scheduled Castes selected/recommended by the Recruiting Agency will

be prepared and inter-se seniority of such candidates will also be fixed on the basis of merit.

(vi) It will not be necessary to fix the roster points separately for each of the sub-categories within the present roster system.

(vii) If on a particular occasion the total number of vacant posts (cadre wise) meant for Scheduled Castes is odd, say 9, then 5 of them will go to Deprived Scheduled Castes and 4 posts to Other Scheduled Castes. On the next such occasion, however, the position would be reversed, i.e. 4 of them will go to Deprived Scheduled Castes and 5 posts to Other Scheduled Castes.

(viii) After the issue of these instructions, the first vacant post reserved for Scheduled Castes will be allocated to Deprived Scheduled Castes without any change in the roster point already maintained by the Department.

2. These instructions will be applicable with immediate effect and Annexure-B of instructions bearing No. 22/10/2013-1GS-III, dated 15.07.2014 in which the list of castes which are to be treated as Scheduled Castes in Haryana State has been specified for the purpose of reservation in jobs under Government/Government Undertakings and Local Bodies as well as for admission in Government/Government aided educational/technical professional institutions, will be deemed to have been replaced with the Annexure-A of these instructions.

3. These instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,

S. Singh

Deputy Secretary Human Resources,
for Chief Secretary to Government, Haryana.

Contd....

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Annexure-A

List of Deprived Scheduled Castes & Other Scheduled Castes			
Sr. No.	**Sr. No. in GoI List**	**List of Castes**	**Category**
1	1.	Ad Dharmi	Deprived Scheduled Castes
2	1 A.	Aheria, Aheri, Hari, Heri, Thori, Turi	Deprived Scheduled Castes
3	2.	Balmiki, Chura, Bhangi	Deprived Scheduled Castes
4	3.	Bangali	Deprived Scheduled Castes
5	4.	Barar, Burar, Berar	Deprived Scheduled Castes
6	5.	Batwal, Barwala	Deprived Scheduled Castes
7	6.	Bauria, Bawaria	Deprived Scheduled Castes
8	7.	Bazigar	Deprived Scheduled Castes
9	8.	Bhanjra	Deprived Scheduled Castes
10	9.	*Chamar, Jatia Chamar, Rehgar, Raigar, Ramdasi, Ravidasi, Balahi, Batoi, Bhatoi, Bhambi, Chamar-Rohidas, Jatav, Jatava, Mochi, Ramdasia*	*Other Scheduled Castes*
11	10.	Chanal	Deprived Scheduled Castes
12	11.	Dagi	Deprived Scheduled Castes
13	12.	Darain	Deprived Scheduled Castes
14	13.	Deha, Dhaya, Dhea	Deprived Scheduled Castes
15	14.	Dhanak	Deprived Scheduled Castes
16	15.	Dhogri, Dhangri, Siggi	Deprived Scheduled Castes
17	16.	Dumna, Mahasha, Doom	Deprived Scheduled Castes
18	17.	Gagra	Deprived Scheduled Castes
19	18.	Gandhila, Gandil Gondola	Deprived Scheduled Castes
20	19.	Kabirpanthi, Julaha, Kabirpanthi Julaha	Deprived Scheduled Castes
21	20.	Khatik	Deprived Scheduled Castes
22	21.	Kori, Koli	Deprived Scheduled Castes
23	22.	Marija, Marecha	Deprived Scheduled Castes
24	23.	Mazhabi, Mazhabi Sikh	Deprived Scheduled Castes
25	24.	Megh, Meghwal	Deprived Scheduled Castes
26	25.	Nat, Badi	Deprived Scheduled Castes
27	26.	Od	Deprived Scheduled Castes
28	27.	Pasi	Deprived Scheduled Castes
29	28.	Perna	Deprived Scheduled Castes
30	29.	Pherera	Deprived Scheduled Castes
31	29 A.	Rai Sikh	Deprived Scheduled Castes
32	30.	Sanhai	Deprived Scheduled Castes
33	31.	Sanhal	Deprived Scheduled Castes
34	32.	Sansi, Bhedkut, Manesh	Deprived Scheduled Castes
35	33.	Sansoi	Deprived Scheduled Castes
36	34.	Sapela, Sapera	Deprived Scheduled Castes
37	35.	Sarera	Deprived Scheduled Castes
38	36.	Sikligar, Bariya	Deprived Scheduled Castes
39	37.	Sirkiband	Deprived Scheduled Castes

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No. 12/15/2019-4GS-II
Haryana Government
Chief Secretary Organization
General Administration Department
(General Services-II Branch)
Dated: Chandigarh, the 9 March, **2022**

To

1. All the Administrative Secretaries to Government Haryana
2. All the Heads of Departments of Haryana.
3. All the Managing Directors/Chief Administrators of Boards/Corporations in Haryana.
4. All the Divisional Commissioners of the State of Haryana.
5. All the Deputy Commissioners of the State of Haryana.
6. The Registrars of all the Universities in the State of Haryana.

Subject: Benefit of reservation to Ex-servicemen and their children.

Sir/Madam,

I am directed to invite your attention to Government instructions bearing No. 12/15/2019-4GS-II, dated 14th July, 2021 on the subject cited above.

2. On receipt of representations from various Associations of Ex-servicemen, Martyrs' Family Welfare Foundations and others, the above said instructions have been reviewed by Government and after careful consideration following decision has been taken to grant the benefit of reservation to Ex-servicemen and their family members:-

(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 of 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

application 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.

(D) The family members of martyr military personnel shall be entitled to exercise an option either—

(i) to avail the benefit of reservation upto 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, main test or interview.

(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. These instructions shall come into effect with immediate effect. These instructions may please be brought to the notice of all concerned.

Yours faithfully,

Under Secretary General Administration,
for Chief Secretary to Govt. Haryana

Endst. No. 12/15/2019-4GS-II **Dated: Chandigarh, the** 9 March, 2022

A copy is forwarded to the following for information and necessary action :-

1. Chairman, Haryana Public Service Commission, Panchkula.
2. Chairman, Haryana Staff Selection Commission, Panchkula.

Under Secretary General Administration,
for Chief Secretary to Govt. Haryana.

Adda247

No. 12/15/2019-4GS-II
Haryana Government
Human Resources Department
(General Services-II Branch)
Dated: Chandigarh, the 13th April, 2022

To

1. All the Administrative Secretaries to Government Haryana
2. All the Heads of Departments of Haryana.
3. All the Managing Directors/Chief Administrators of Boards/Corporations in Haryana.
4. All the Divisional Commissioners of the State of Haryana.
5. All the Deputy Commissioners of the State of Haryana.
6. The Registrars of all the Universities in the State of Haryana.

Subject: **Clarification regarding benefit of reservation to Ex-servicemen and their children.**

Sir/Madam,

I am directed to invite your attention to Government instructions of number, dated 9th March, 2022 on the subject cited above in which following provision was made in para 2 (C) :-

(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 of 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 application 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.

2. 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, para 2(C) above shall also be applicable to the family members of Ex-servicemen also.

3. It is also clarified here that where the services have been joined before the date of issue of instructions dated 9th March, 2022 or before the date of issue of clarification in hand, and no information regarding submission of application(s) for any other post(s) was submitted by the concerned Ex-serviceman or the family member, as the case may be, already appointed against the post reserved for Ex-servicemen in such case the same may now be collected from them, where necessary and may be allowed to avail the benefit under para 2(C) above.

4. These instructions may please be brought to the notice of all concerned.

Yours faithfully,

Under Secretary Human Resources,
for Chief Secretary to Govt. Haryana.

Endst. No. 12/15/2019-4GS-II **Dated: Chandigarh, the 13th April, 2022**

A copy is forwarded to the following for information and necessary action :-

1. Chairman, Haryana Public Service Commission, Panchkula.
2. Chairman, Haryana Staff Selection Commission, Panchkula.

Under Secretary Human Resources,
for Chief Secretary to Govt. Haryana.

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No. 22/49/2021-1GS-III

HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT

Dated: Chandigarh the 27th October, 2021.

To

1. All the Administrative Secretaries to Govt. Haryana.
2. All the Heads of Departments in the State of Haryana.
3. All the Managing Directors of Boards/Corporations in the State of Haryana.
4. All the Divisional Commissioners in Haryana.
5. All the District & Session Judges in Haryana.
6. The Registrar of all the Universities in the State of Haryana.
7. All the Deputy Commissioners in the State of Haryana.

Subject: **Reservation regarding filling up 2% posts amongst the children of freedom fighters against the vacant posts reserved for Ex-Servicemen or Backward Classes in Direct recruitment.**

Sir/Madam,

I am directed to invite your attention to Government instructions No.22/10/2013, dated 15.07.2014 on the subject cited above vide which 2% reservation quota for dependent children/grandchildren of freedom fighters were allowed subject to certain conditions.

2. The recruiting agencies have sought further clarification on operational aspects of the 2% reservation quota for children of freedom fighters. Government has re-considered the matter and after thorough consideration it has been decided that the benefit of reservation to a child or grandchild (either maternal and paternal) shall be admissible as under :-

(1) The Benefit of 2% reservation on Group A, B, C & D posts of direct recruitment to the children of Freedom Fighters of Haryana State shall be admissible in the following situations:-

(a) posts horizontally reserved for Ex-servicemen of any category, except Scheduled Castes, remain unfilled to this extent due to non-availability of suitable candidates; or

(b) posts vertically reserved for Backward Classes remain unfilled to this extent due to non-availability of suitable candidates.

(2) Children of Freedom Fighters includes both children and grandchildren from both maternal and paternal lineage.

(3) The candidates belonging to category "Children of Freedom Fighters" shall be entitled to the benefit of above reservation subject to the following conditions:-

(i) Benefit shall be admissible to one of the children only because the Freedom Fighter himself being old-age is not eligible to get the benefit of reservation, therefore, this benefit to one of his children in lieu thereof has been allowed;

(ii) Benefit shall be admissible irrespective of the fact the Freedom Fighter himself is at present alive or not;

(iii) Income criteria of the children shall not be taken into account for this purpose;

(iv) Where the benefit of reservation has already been availed by one or more children of a Freedom Fighter in the selection list declared by HPSC/HSSC or any other Recruiting Agency for appointment on regular basis before the date of issue of these instructions, none of the children/grandchildren of that freedom fighter shall now be eligible to get the benefit again for any post(s) the result/selection list of which is declared after the date of issue of these instructions.

(4) The provision—

(i) of re-advertisement of the posts twice to de-reserve the posts reserved for Backward Classes; and

(ii) to fill up the posts from the candidates of respective vertical category against the unfilled posts horizontally reserved for Ex-servicemen and vertically reserved for other than Scheduled Castes category;

shall not be applicable.

(5) Necessary entries regarding de-reservation of post(s) in the roster point shall be made by the appointing authority concerned keeping in view the recommendations made under these instructions by the Recruiting Agency."

3. The instructions already issued vide No.22/10/2013, dated 15.07.2014 shall be deemed to have been amended to this extent with immediate effect. These instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Superintendent General Services-III
for Chief Secretary to Government Haryana.

Endst. No. 22/49/2021-1GS-III **Dated: Chandigarh, the 26th October, 2021**

A copy is forwarded to the following for a kind information and necessary action :-

(i) Chief Secretary to Government, Haryana (in Protocol Branch)/(in Services-I Br.)
(ii) Chief Secretary to Government, Haryana (General Services-I Branch) with reference to their file No. 42/101/2019-5GS-I.
(iii) Registrar, Punjab & Haryana High Court, Chandigarh.
(iv) Secretary, Haryana Public Service Commission, Panchkula.
(v) Secretary, Haryana Staff Selection Commission, Panchkula.
(vi) Incharge NIC for hosting the above instruction on State Government website.

Superintendent General Services-III
for Chief Secretary to Government Haryana.

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No. 22/49/2021-1GS-III
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT

Dated, Chandigarh, the 26th April, 2022.

To

1. All the Administrative Secretaries to Govt. Haryana.
2. All the Heads of Departments in the State of Haryana.
3. All the Managing Directors of Boards/Corporations in the State of Haryana.
4. All the Divisional Commissioners in Haryana.
5. All the District & Session Judges in Haryana.
6. All the Deputy Commissioners in the State of Haryana.
7. The Registrar of all the Universities in the State of Haryana.

Subject: **Clarification regarding grant of benefit of Reservation of 2% posts to the children/grandchildren of Freedom Fighters against the vacant posts reserved for Ex-Servicemen or Backward Classes in Direct recruitment.**

Sir/Madam,

I am directed to invite your kind attention to the State Government's instructions of even number dated 27.10.2021 on the subject noted above vide which the benefit of 2% reservation amongst the children of freedom fighters in direct recruitment has been reviewed and it has been restricted to one of the children/grand-children of a freedom fighter.

2 On receipt of representations from the grandchildren of freedom fighters with the request to clarify how the 2% benefit of reservation is to be worked out by the Recruiting Agencies under the above said instructions. In view of above Government has decided to clarify with illustrations as under :-

(A) Illustration of Group B posts: One hundred posts of direct recruitment of PGT (Group B post) were advertised by HSSC, out of which 20 posts are vertically reserved for Scheduled Castes, 11 posts for Backward Classes-A, 6 posts for Backward Classes-B, 10 posts for EWS categories. The 5 posts are horizontally reserved for ESM and 4 posts are horizontally reserved for Disabled persons. If two or more posts of PGT reserved for Backward Classes or Ex-servicemen remained unfilled due to non-availability of suitable candidates of these categories, then the name of children/grandchildren of Freedom Fighters may be considered against 2 posts only reserved for Backward Classes or Ex-servicemen, as the case may be. These posts will be de-reserved from that date by the Recruiting Agency/concerned Department.

(B) Illustration of Group C posts: One hundred posts of direct recruitment of TGT (Group C post) were advertised by HSSC, out of which 20 posts are vertically reserved for Scheduled Castes, 16 posts for Backward Classes-A, 11 posts for Backward Classes-B

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and 10 posts are reserved for EWS categories. Out of these, 2 posts are horizontally reserved for Ex-servicemen of SC, 2 posts Ex-serviceman of BC-A, 3 posts for Ex-serviceman of BC-B, 7 posts for Ex-servicemen of General and 4 posts are horizontally reserved for Disabled persons. If two or more posts of TGT reserved for Backward Classes or Ex-servicemen (other than ESM of Scheduled Castes) remained unfilled due to non-availability of suitable candidates of these categories, then the name of children/grandchildren of Freedom Fighters may be considered against 2 posts only reserved for Backward Classes or Ex-servicemen, as the case may be. These posts will be de-reserved from that date by the Recruiting Agency and the concerned Department.

3. It is also clarified that the benefit of reservation will be admissible @ 2% of total advertised posts subject to the condition that out of these the posts remain vacant due to non-availability of suitable candidates for selection against the posts vertically reserved for Backward Classes or horizontally reserved for Ex-servicemen excluding the posts horizontally reserved for Ex-servicemen of Scheduled Castes category. The overall benefit of reservation for children/grand-children of Freedom Fighters either from the unfilled vacancies of Ex-servicemen or from the Backward Classes will remain limited to 2% only. This benefit will be admissible to one of the children/grandchildren i.e. sons and daughter of sons and daughters (parental as well as maternal) of the freedom fighters.

4. These instructions may please be brought to the kind notice of all concerned for strict compliance.

Yours faithfully.

Sathri Singh

Under Secretary Human Resources-I
for Chief Secretary to Government Haryana.

Endst. No. 22/49/2021-1GS-III **Dated, Chandigarh, the 26th April, 2022.**

A copy, each, is forwarded for information and action, where necessary to the following:-

(i) The Chief Secretary to Government Haryana (in Protocol Branch/ Services-II Br./ General Services-II Branch/Common Cadre-I /II Branch).
(ii) Registrar, Punjab and Haryana High Court, Chandigarh.
(iii) Secretary, Haryana Public Service Commission, Panchkula.
(iv) Secretary, Haryana Staff Selection Commission, Panchkula.

Sathri Singh

Under Secretary Human Resources-I
for Chief Secretary to Government Haryana.

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GOVERNMENT OF HARYANA
GENERAL ADMINISTRATION DEPARTMENT
GENERAL SERVICES-III BRANCH
No. 22/10/2013-1GSIII

To

Dated Chandigarh, the 25th April, 2018

1. All the Administrative Secretaries to Government of Haryana.
2. All the Heads of Departments and all the Divisional Commissioners in the State of Haryana.
3. The Registrar General of Punjab & Haryana, High Court.
4. All the Deputy Commissioners & Sub-Divisional Officers (Civil) in the state of Haryana.
5. Registrars of all the State Universities in the State of Haryana.
6. All Heads of Boards/Corporations/Public Service Undertakings in the State of Haryana.

Subject: **Reservation for the Persons with Benchmark Disabilities:**

Sir/Madam,

I am directed to invite your attention on the Government instructions issued vide No 22/10/2013-1GSIII dated 15.07.2014, on the subject noted above and to inform that with a view to consolidating the existing instructions, bringing them in line with the Rights of Persons with Disabilities Act, 2016 and clarifying certain issues including procedural matters, the following instructions are issued with regard to reservation for persons with disabilities in posts and services under the State of Haryana. If the guidelines contained in this instruction come in conflict with the provisions of any other instructions issued by this Department on this subject, the same shall be deemed to be modified to the extent provided herein.

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A) QUANTUM OF RESERVATION:

Four percent of the posts/cadre in case of direct recruitment to Group A, B, C &D posts/services shall be reserved for persons with benchmark disabilities of which one per-cent each shall be reserved for persons with benchmark disabilities detailed below as a), b) & c) and one per-cent for persons with benchmark disabilities under clauses d) and e):

a) blindness and low vision;

b) deaf and hard of hearing;

c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;

d) autism, intellectual disability, specific learning disability and mental illness;

e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness inthe posts identified for each disabilities.

B) **EXEMPTION FROM RESERVATION:**

Any Department, in consultation with the State Commissioner, may, having regard to the type of work carried out in any Government Department, by notification and subject to such conditions, if any, as may be specified in such notifications exempt any Government establishment from providing reservation to persons with benchmark disabilities.

C) **IDENTIFICATION OF JOBS/POSTS AND ANNUAL REPORT:-**

(i) Every Government Department shall (i) identify posts in the Departments which can be held by respective category of persons with benchmark disabilities in respect of the vacancies reserved in accordance with para-2 above; (ii) constitute an expert committee with representation of persons with benchmark disabilities for identification of such posts; and (iii)undertake periodic review of the identified posts at an interval not exceeding three years.

(ii) Every appointing authority/Department shall send annual report regarding representation of Persons with Disabilities, showing position as on first of January every year to the SocialJustice and Empowerment Department who will compile the data being the Nodal Department.

D) **RESERVATION IN POSTS IDENTIFIED FOR ONE OR TWO CATEGORIES:**

If a post is identified suitable only for one category of disability, reservation in that post shall be given to persons with that disability only. Reservation of 4% shall not be reduced in such cases and total reservation in the post will be given to persons suffering from the disability for which it has been identified. Likewise in case the post is identified suitable for two categories of disabilities, reservation shall be distributed between persons with those categories of disabilities equally, as far as possible.

E) **APPOINTMENT AGAINST UNRESERVED VACANCIES:**

In the posts which are identified suitable for persons with disabilities, a person with disability cannot be denied the right to compete for appointment against an unreserved vacancy. Thus, a person with disability can be appointed against an unreserved vacancy, provided the post is identified suitable for persons with disabilities of the relevant category. The provision of identification of posts does not in any way debar or preclude a person with benchmark disabilities from applying and competing for any unreserved post subject to his/her eligibility and clearing the written test/interview successfully, without any relaxation.

F) **DEFINITIONS OF DISABILITIES:**

Definitions of categories of benchmark disabilities for the purpose of this Office Memorandum are as per Annexure-A, appended to this O.M.

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G) DEGREE OF DISABILITY FOR RESERVATION:

Only such persons would be eligible for reservation in services/posts who suffer from not less than 40 per cent of the relevant disability. A person who wants to avail benefit of reservation would have to submit a Disability Certificate issued by a competent authority. At the time of initial appointment against a vacancy reserved for persons with benchmark disabilities, the appointing authority shall ensure that the candidate is eligible to get the benefit of reservation.

H) COMPUTATION OF RESERVATION:

In view of directions of the Hon'ble Apex Court in the matter of Civil Appeal No.9096 of 2013 (arising out of SLP (C) No.7541 of 2009) titled as Union of India & /Anr. Vs. National Federation of Blind & Ors, reservation for persons with disabilities in case of direct recruitment to Group A, B, C and D posts/ services, shall be computed on the basis of total number of posts in the cadre minus existing PWD strength.

I) NON-DISCRIMINATION OF PERSONS WITH DISABILITIES IN GOVERNMENT EMPLOYMENT:

(i) No Government Department shall discriminate against any person with disability in any matter relating to employment. Provided that the appropriate Government may, having regard to the type of work carried on in any Department, by notification and subject to such conditions, if any, exempt any Department from the provisions of this section.

(ii) No promotion shall be denied to a person merely on the ground of disability.

(iii) No Government Department shall dispense with or reduce in rank, an employee who acquires a disability during his or her service. Provided that, if an employee after acquiring disability is not suitable for the post he was holding, shall be shifted to some other post with the same pay scale and service benefits. Provided further that if it is not possible to adjust the employee against any post, he may be kept on a supernumerary post until a suitable post is available or he attains the age of superannuation, whichever is earlier.

J) RELAXATION IN AGE LIMIT:

i) Upper age limit for persons with disabilities shall be relax able (a) by ten years (15 years for SCs/BCs) in case of direct, recruitment to Group "C' and 'D' posts (b) by 5 years (10 years for SCs/BCs) in case of direct recruitment to Group 'A' and Group 'B' posts where recruitment is made otherwise than through open competitive examination; and (c) by ten years (15 years for SCs/BCs) in case of direct recruitment to Group 'A' and Group 'B' posts through open competitive examination.

ii) 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.

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K) EXEMPTION FROM PAYMENT OF EXAMINATION FEE AND APPLICATION FEE:

Persons with disabilities shall be exempted from payment of application fee and examination fee, prescribed in respect of competitive examinations held by the Haryana Staff Selection Commission (HSSC), the Haryana Public Service Commission (HPSC) etc. for recruitment to various posts. This exemption shall be available only to such persons who would otherwise be eligible for appointment to the post on the basis of standards of medical fitness prescribed for that post (including any concession specifically extended to the disabled persons) and who enclose with the application form, necessary certificate from a competent authority in support of their claim of disability.

L) HORIZONTALITY OF RESERVATION FOR PERSONS WITH BENCHMARK DISABILITIES:

(i) Reservation for Scheduled Caste and Backward Classes is called vertical reservation and the reservation for categories such as persons with benchmark disabilities etc. is called horizontal reservation. The horizontal reservation cuts across vertical reservation (what is called interlocking reservation) and persons selected against the quota for persons with disabilities have to be placed in the appropriate category viz. General (Un-reserved)/SC/BC candidates, depending upon the category to which they belong in the roster meant for General(Un-reserved)/SCs/BCs. To illustrate, if in a given year there are two vacancies reserved and advertised for the persons with disabilities and out of two persons with disabilities appointed, one belongs to Scheduled Caste and the other to General/Unreserved category, then the disabled SC candidate shall be adjusted against the SC point in the reservation roster and the General candidate against unreserved point in the relevant reservation roster. In case none of the vacancies falls on point reserved for the SCs, the disabled candidate belonging to SC shall be adjusted in future against the next available vacancy reserved/ earmarked for SCs in the roster.

(ii) Since the persons with benchmark disabilities have to be placed in the appropriate category viz. General (Un-reserved)/SC /BC in the roster meant for reservation of General (Un-reserved)SCs/BCs, the application form for the post should require the candidates applying under the quota reserved for persons with benchmark disabilities to indicate whether they belong to General (Un-reserved)/SC / BC category.

M) EXCHANGE AND CARRY FORWARD OF RESERVATION IN CASE OF DIRECT RECRUITMENT:

(i) Reservation for each of the four categories of persons with benchmark disabilities shall be made separately. But if the nature of vacancies in an establishment is such that a person of a specific category of disability cannot be employed, the vacancies

may be interchanged among the four categories with the approval of the Social Justice & Empowerment Department and reservation may be determined and vacancies filled accordingly.

(ii) If any vacancy reserved for any category of disability cannot be filled due to non-availability of a suitable person with that disability or, for any other sufficient reason, such vacancy shall be carried forward to the subsequent recruitment year.

(iii) In the subsequent recruitment year the carried forward vacancy shall be treated as reserved for the category of disability for which it was kept reserved in the initial year of recruitment. However, if a suitable person with that disability is not available, it may be filled by interchange among the four categories of disabilities. In case no suitable person with benchmark disabilities is available for filling up the post in the subsequent year also, the employer may fill up the vacancy by appointment of a person other than a person with disability.

N) PROTECTION TO THE PERSONS WITH DISABILITIES BELONGING TO STATE OF HARYANA:

(i) In order to give proper weightage to the persons with disabilities of Haryana, while filling up the posts reserved for persons with disabilities in respect of Group A, B, C and D by direct recruitment, the persons with disabilities of Haryana should only be considered eligible for applying for such reserved posts under the services of State Government.

The above instructions may please be brought to the notice of all concerned for strict compliance.

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Secretary General Administration,
for Chief Secretary to Government, Haryana.

Internal distribution

Incharge NIC for hosting the above instruction on State Government Website.

Annexure-'A'

Reservation for the Persons with Benchmark Disabilities:

SPECIFIED DISABILITY

1. Physical disability:-

A Locomotor disability (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including-

(a) "leprosy cured person" means a person who has been cured of leprosy but is suffering from-

(i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;
(ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
(iii) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly;

(b) "cerebral palsy" means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

(c) "dwarfism" means a medical or genetic condition resulting m an adult height of 4 feet 10 inches (147 centimeters) or less;

(d) "muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

(e) "acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

B Visual impairment:-

(a) "blindness" means a condition where a person has any of the following conditions, after best correction-

(i) total absence of sight; or
(ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or
(iii) limitation of the field of vision subtending an angle of less than 10 degree.

(b) "low-vision" means a condition where a person has any of the following conditions, namely:-

(i) visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections;
or
(ii) limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

C Hearing impairment:-

(a) "deaf' means persons having 70 DB hearing loss in speech frequencies in both ears;

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(b) "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;

D. "speech and language disability" means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.

2. Intellectual disability, a condition characterized by significant limitation both in intellectual functioning (rasoning, learning, problem solving) and in adaptive behavior which covers a range of every day, social and practical skills, including-

(a) "specific learning disabilities" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and 'includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;

(b) "autism spectrum disorder" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviors.

3. Mental behaviour:- "mental illness" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a 'person, specially characterized by sub normality of intelligence.

4. Disability caused due to:-

(a) chronic neurological conditions, such as-

(i) "multiple sclerosis" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;

(ii) "parkinson's disease" means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a eficiency of the neurotransmitter dopamine.

(b) Blood disorder:-

(i) "haemophilia" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterized by loss or impairment of the normal clotting ability of blood so that a minor would may result in fatal bleeding;

(ii) "thalassemia" means a group of inherited disorders characterized by reduced or absent amounts of haemoglobin.

(iii) "sickle cell disease" means a hemolytic disorder characterized by chronic anemia, painful events, and various complications due to associated tissue and organ damage; "hemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of hemoglobin.

5. Multiple Disabilities (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.

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No. 22/06/2021-1GS-III
HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT

(General Services-III Branch)

Dated: Chandigarh the 25th March, 2022.

To

1. All the Administrative Secretaries to Govt. Haryana.
2. All the Heads of Departments in the State of Haryana,
3. All the Managing Directors of Boards/Corporations in the State of Haryana.
4. All the Divisional Commissioners in Haryana.
5. The Registrar General, Punjab and Haryana High Court, Chandigarh,
6. The Registrar of all the Universities in the State of Haryana.
7. All the Deputy Commissioners in the State of Haryana.

Subject: **Age for entry into Government service or to compete for regular recruitment and relaxation in age under various circumstances.**

Sir/Madam,

I am directed to invite your attention to Government instructions of even number dated 03.02.2021 and to say that lower and upper age limit and relaxation in age under various circumstances shall now be admissible as under :-

(I) Save as otherwise provided in any Service Rules/Service Bye-laws/Act/Instructions already applicable to the employees of any Department/Board/Corporation etc. of Haryana Government, the lower age limit shall not be less than 18 years for entry into Government service and the upper age limit shall be 42 years. However, where the lower age limit is already more than 18 years and/or upper age limit is less than or more than 42 years in any Service Rules/Service Bye-laws/Act etc. applicable for recruitment to a particular post/service in the respective Department/ Board/Corporation etc. due to nature of duties and/or essential qualification for entry into Government service, the Dept/Board/Corporation it shall be the prerogative of the department to keep it same or to change. In case of change the department shall take approval of CM, CS, FD, LR etc. at their own level.

(II) 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 :-

Sr. No.	Categories where relaxation is admissible	No. of years of relaxation
(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.**	(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 Group C & D Posts, and also for Group A & B Posts where recruitment is made otherwise than through open competitive examination.

		(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 & 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 for PwD or not, provided the post is identified suitable for persons with disabilities.
(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.**	Relaxation in age 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.
(x)	**Persons who have already worked or presently working on adhoc/contract/work-charged/ daily wages basis in any Department/ Board/**	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

	Corporation of Haryana Government including Government-aided Institutions under Haryana Government.	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/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).

3. Until necessary amendment is made in the rules by the Finance Department, these instructions shall be applicable with immediate effect instead of the provision which exists in Rule 22 of the Haryana Civil Services (General) Rules, 2016 and in any instructions issued Government prior to these instructions.

4. These instructions may please be brought to the notice of all concerned.

Yours faithfully,

Tilak Ram

Superintendent General Services-III,
for Chief Secretary to Government Haryana.

Endst. No. 22/06/2021-1GS-III **Dated: Chandigarh, the 25th March, 2022**

A copy is forwarded to the following for information and necessary action :-

(i) Additional Chief Secretary to Government Haryana, Finance Department (FR-I Branch) with the request to make necessary amendment in Rule 22 of the Haryana Civil Services (General) Rules, 2016.

(ii) Secretary, Haryana Public Service Commission w.r.t. their letter No. Exam/7/2020/5829, dated 22.12.2020.

(iii) Secretary, Haryana Staff Selection Commission.

Tilak Ram

Superintendent General Services-III,
for Chief Secretary to Government Haryana.

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