

## 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 for Group C posts will be made strictly in accordance with CET Policy 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 unattempted 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

## GROUP-6

- 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  $\sin^2 \theta + \cos^2 \theta = 1$  etc.

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

## E. HINDI

### Hindi Language:

शब्द, अलंकार, विकारी शब्द, वाक्य, अविकारी शब्द, पद, पदबंध, मुहावरे, लोकोक्तियां, संधि, उपसर्ग, प्रत्यय, समास, पर्यायवाची, विलोम व अनेकार्थी शब्द, अयोगवाह, वाक्य शोधन, निपात (अवधारक), विरामचिन्ह, संबंधबोधक, अनेक शब्दों के लिए एक शब्द, एकार्थक शब्द, युग्म शब्द, वर्तनी (शब्द एंव वाक्य शुद्धिकरण), वर्ण, स्वर, व्यंजन, विदेशी ध्वनियाँ, संज्ञा, सर्वनाम, विशेषण, किया, किया विशेषण, समुच्चय बोधक, विस्मय बोधक, वचन, लिंग, कारक, काल, तदभव—तत्सम शब्द।

## 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-spots 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.**