

# Haryana Public Service Commission,

Bays No. 1-10, Block-B, Sector-4, Panchkula

Advt. No. 1(1)

Date of Publication: 21.07.2018

Closing Date : 20.08.2018

The Commission invites online applications for recruitment to 01 post (Unreserved) of **Senior Manager (P&A)** in Haryana State Industrial and Infrastructure Development Corporation Ltd. (Industries & Commerce Department, Haryana).

1. (a) Closing date for the submission of online application is 20.08.2018 upto 05:00 PM (closing date).
- (b) Application fees can be submitted through online mode only, using Net Banking or Debit Card/Credit Card upto 24:00 hrs. (midnight) of closing date i.e. 20.08.2018.

**Note: Candidates are advised not to send the hard copy of the application form. If any candidates send the hard copy of the application form the same will not be entertained.**

## 2. Essential Qualifications: -

- i. MBA (Personnel) or equivalent degree with atleast 06 years relevant post qualification experience, out of which atleast 3 years should be in an executive position, in handling Personnel & General Administration in Corporate environment. Preference will be given to a person holding an additional degree in Law.
- ii. Should be proficient in computer.
- iii. Hindi/Sanskrit upto Matric Standard or Higher Education.

- Note: (i) Part time experience will not be considered.**  
**(ii) The experience certificate should be as per specimen given below:-**

**(Specimen of experience)**

Letter Head of the Institution

(.....)  
(Name, Telephone no. & Address of the Institution/Organization/Department)

Reg. No. \_\_\_\_\_

**TO WHOM IT MAY CONCERN**

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

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

It is certified that Sh./Ms. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_ resident of \_\_\_\_\_ has/had been working in handling Personnel & General Administration in Corporate environment as regular/Permanent/Temporary/Contract \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ on the post of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ an executive position. Thus total experience gained by the said employee works out .....years .....months.....days. He/she is/ was drawing the salary of Rs. \_\_\_\_\_ per month. His/her employee code is/was \_\_\_\_\_ and employee PF No. is/was \_\_\_\_\_.

It is further certified that above facts and figures are true and based on service record available in Corporate environment.

Date: \_\_\_\_\_ Name & Signature of the Issuing Authority with seal.

- (iii) No Experience will be considered other than claimed in the application form**  
**(iv) The post shall be governed by Haryana State Industrial & Infrastructure Development Corporation Employees Service bye laws is available at [http://hsiidc.org.in/RTI\\_ch\\_v](http://hsiidc.org.in/RTI_ch_v)**

3. **Scale of Pay: Pay Band-2 Rs. 15600-39100 + 6000 G.P.**  
4. **Age:** 18 to 42 years in case of general category (the upper age limit is relaxable as per prevailing Govt. Instruction). The cutoff date for age eligibility would be the last date fixed for submission of application i.e. **20.08.2018**.  
(i) Since the post is meant for general category, therefore, relaxation in upper age is admissible to all the physically handicapped candidates of Haryana upto the age of 47 years i.e. 5 years age relaxations over and above the general upper age limit of 42 years.

**Note: (a) Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

(i) Un-married female candidates of Haryana State only.

(ii) Women whose husbands have been ordered by civil/criminal courts to pay maintenance to them; women whose husbands have remarried; widows; women who are legally separated from their husbands or have been divorced; women living separately from their husbands for more than two years because of desertion wives of serving disabled military personnel and widows of those who were killed in action. Women living separately from their husbands due to desertion will be required to submit with their application an affidavit to the effect that she has been deserted by her husband, and has been living separately from him for more than two years and this affidavit should be countersigned by two responsible persons such as members of the Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

5. **Application Fees:** - The category wise application fee structure payable through Net Banking, Debit Card and Credit Card upto 24:00 hours midnight of closing date i.e. **20.08.2018** is as under:-

Sr. No.	Categories of candidates	Fees
1	(i) For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana. (ii) For Male candidates of General and all reserved categories of other States.	<b>Rs. 500/-</b>
2	For all Female candidates of General and reserved categories of Haryana and other states including female dependent of ESM of Haryana only.	<b>Rs. 125/-</b>
3	For Male candidates of SC / BC/ ESM categories of Haryana only.	<b>Rs. 125/-</b>
4	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	<b>NIL</b>

**Note-(i)** Applications fees should be paid only through online mode via Net Banking or Credit/Debit card.

**(ii)** No request for remittance of fees or withdrawal of candidature from a candidate after he/she has submitted his/her online application will be entertained under any circumstances.

**(iii)** Candidates are advised to read the above instructions carefully before applying the online application form.

6. The candidates serving under Union/State Government will not be entitled to any benefit of their past service except in the case of their initial appointment under the Haryana Govt. by the direct recruitment.

7. **Duties:-** Will look after the disciplinary matters, promotion cases & policy matters, compulsory retirement scheme, superannuation, retirement resignation, Ex-gratia, Gratuity cases and settlement of terminal dues benefits and court cases.

Will look after medical cases and its allied matters, permission for higher studies and forwarding of applications for outside employment, payment of LTC and its allied matters, Coordination work related to Vidhan Sabha questions, sanction of security staff

through service provider agency and contractual staff and work related thereto, delegation of powers.

Will look after Telephone bills, repairs, shifting and liaisoning work related thereto, issuance of NOC for passport and cases related to foreign tours, supervise dairy/dispatch of Head Office of P&A Division, other miscellaneous works like liaisoning with other departments and follow up of the matters pending in State Govt. etc, property returns, allotment of flats, ACP scales and deputation cases.

8. **Place of Posting:-** All over Haryana and any other place in India where HSIIDC/State Government may so desire in Public interest.
9. **Concession, such as rent free quarters, light, water etc.:-** As per rules of HSIIDC from time to time.
10. This post is Permanent. The posts have been sanctioned by the State Govt./HBPE under restructuring plan during March 2007. The person appointed will be on probation for one year. The appointment can be terminated, if the work and conduct of the appointee is not found satisfactory.
11. Haryana Government New Pension Scheme will be applicable.
12. The eligibility of candidates with regard to qualifications etc. is to be determined on **20.08.2018** (Closing Date).
13. The selected candidate must be prepared to join duty immediately after selection.
14. The candidates of reserved categories who are applying for the above post of general category should fulfill all the eligibility conditions i.e. age, qualification, experience etc. as meant for general category candidates except fees.

**Note :** The prescribed essential qualifications are minimum and mere possession of the same does not entitle the candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by holding a screening test or any method devised by the Commission.

**General Instructions to Candidates :-**

Read the Instructions carefully before you start filling the online Application form.

- (I) The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.
- (II) After submitting online application form, Registration No. and Password will be generated and the candidates should take print out of the Registration No. and Password for their record.

- (III) After successful submission of online Application Form, the candidates are advised to pay application fees through net banking, debit card and credit card upto 24:00 hours midnight of closing date i.e. **20.08.2018** and thereafter to take out the print of online Application Form.
- (IV) **Submission of printed copy of the application form:-** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.
- (V) Candidates are advised to **fill their details in the online application form carefully** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.

***In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.*** Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he/she appeared in the Recruitment/ Screening Test and/or appeared in the interview.

- (VI) Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled.

(VII) **Nationality** :- In order to be eligible for applying for the post, a candidate should be:-

- a) a citizen of India, or
- b) a citizen of Nepal, or
- c) a subject of Bhutan, or
- d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

(VIII) **Regarding No Objection Certificate :-**

- (i) The persons already in Government Service and persons employed in Public Sector Undertaking including Quasi Government Organizations whether in permanent, Quasi permanent or temporary capacity, should also apply online and obtain the print out of their application form and send the same to the Commission through their employers which should reach the Commission's office within a fortnight after the closing date. In case where the application is not received through proper channel or if the application is received direct, the candidate will be interviewed only if he produces the permission of his employer at the time of interview.
- (ii) **(As per Haryana Govt. instructions No. 12/01/2018-2GSI dated 08.03.2018)**  
In case of recruitment relating to state of Haryana employees who have not executed any bond with the state Govt. may be allowed to forward their application to state recruitment besides without need of NOC from the Department. However a self declaration of Govt. employees is required to submit the effect that employees not facing any disciplinary proceeding. In case of employees who have executed bond with state Govt. (viz. doctors) the NOC of HOD shall, however be still required.
- (iii) If the employer's permission is not furnished due to the fact that the candidate has resigned after sending the application, that candidate will be interviewed only if he produces a letter from the employer to the effect that he has resigned from the post and his resignation has been accepted.
- (iv) The candidate who joins service under Government, Quasi Government Organization, Public Sector undertakings after the submission of application will have to produce "NO OBJECTION CERTIFICATE" from the employer on or before the date of his interview failing which he will not be interviewed.

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

(IX) **Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty

of :

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or

- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
  - (iii) for termination of service, if he/she already in Govt. Service.

**Dated: 20.07.2018**

**Deputy Secretary  
Haryana Public Service Commission  
Panchkula**

# Haryana Public Service Commission,

Bays No. 1-10, Block-B, Sector-4, Panchkula

Advt. No. 1(2)

Date of Publication: 21.07.2018

Closing Date : 20.08.2018

The Commission invites online applications for recruitment to 02 posts (Unreserved) of **Senior Manager (Legal)** in Haryana State Industrial and Infrastructure Development Corporation Ltd. (Industries & Commerce Department, Haryana).

1. (a) Closing date for the submission of online application is **20.08.2018 upto 05:00 PM** (closing date).  
(b) Application fees can be submitted through online mode only, using Net Banking or Debit Card/Credit Card upto 24:00 hrs. (midnight) of closing date i.e. **20.08.2018**.

**Note: Candidates are advised not to send the hard copy of the application form. If any candidates send the hard copy of the application form the same will not be entertained.**

2. **Essential Qualifications: -**

- i. Graduate (2<sup>nd</sup> Division), LL.B Professional (2<sup>nd</sup> Division) with at least 6 years relevant post qualification experience in handling legal matters in a commercial organization of repute/Financial Institutions/ Banks/Industry, out of which atleast 3 years should be in an executive position.
- ii. Should be proficient in computer.
- iii. Hindi/Sanskrit upto Matric Standard or Higher Education.

- Note: (i) Part time experience will not be considered.**  
**(ii) The experience certificate should be as per specimen given below:-**



(Specimen of experience)

Letter Head of the Institution

(.....)  
(Name, Telephone no. & Address of the Institution/Organization/Department)

Reg. No. \_\_\_\_\_

TO WHOM IT MAY CONCERN

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

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

It is certified that Sh./Ms. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_ resident of \_\_\_\_\_ has/had been working in handling Personnel & General Administration in Corporate environment as regular/Permanent/Temporary/Contract \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ on the post of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. Thus total experience gained by the said employee works out .....years .....months.....days. He/she is/ was drawing the salary of Rs. \_\_\_\_\_ per month. His/her employee code is/was \_\_\_\_\_ and employee PF No. is/was \_\_\_\_\_.

It is further certified that above facts and figures are true and based on service record available in Corporate environment.

Date: \_\_\_\_\_ Name & Signature of the Issuing Authority with seal.

- (iii) **No Experience will be considered other than claimed in the application form**  
(iv) **The post shall be governed by Haryana State Industrial & Infrastructure Development Corporation Employees Service bye laws is available at [http://hsiidc.org.in/RTI\\_ch\\_v](http://hsiidc.org.in/RTI_ch_v)**

3. **Scale of Pay: Pay Band-2 Rs. 15600-39100 + 6000 G.P.**  
4. **Age:** 18 to 42 years in case of general category (the upper age limit is relaxable as per prevailing Govt. Instruction). The cutoff date for age eligibility would be the last date fixed for submission of application i.e. **20.08.2018**.  
(i) Since the post is meant for general category, therefore, relaxation in upper age is admissible to all the physically handicapped candidates of Haryana upto the age of 47 years i.e. 5 years age relaxations over and above the general upper age limit of 42 years.

**Note: (a) Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

- (i) Un-married female candidates of Haryana State only.

(ii) Women whose husbands have been ordered by civil/criminal courts to pay maintenance to them; women whose husbands have remarried; widows; women who are legally separated from their husbands or have been divorced; women living separately from their husbands for more than two years because of desertion wives of serving disabled military personnel and widows of those who were killed in action. Women living separately from their husbands due to desertion will be required to submit with their application an affidavit to the effect that she has been deserted by her husband, and has been living separately from him for more than two years and this affidavit should be countersigned by two responsible persons such as members of the Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

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Sr. No.	Categories of candidates	Fees
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2	For all Female candidates of General and reserved categories of Haryana and other states including female dependent of ESM of Haryana only.	<b>Rs. 125/-</b>
3	For Male candidates of SC / BC/ ESM categories of Haryana only.	<b>Rs. 125/-</b>
4	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	<b>NIL</b>

**Note-(i)** Applications fees should be paid only through online mode via Net Banking or Credit/Debit card.

**(ii)** No request for remittance of fees or withdrawal of candidature from a candidate after he/she has submitted his/her online application will be entertained under any circumstances.

**(iii)** Candidates are advised to read the above instructions carefully before applying the online application form.

6. The candidates serving under Union/State Government will not be entitled to any benefit of their past service except in the case of their initial appointment under the Haryana Govt. by the direct recruitment.

7. **Duties:-** will look after all the court cases, vetting of legal documents, rendering legal advice and allied matters. Follow up of court cases/matters with advocate on day to day basis and maintain the complete list of all the court cases.

8. **Place of Posting:-** All over Haryana and any other place in india where HSIIDC/State Government may so desire in Public interest.

9. **Concession, such as rent free quarters, light, water etc.:-** As per rules of HSIIDC from time to time.

10. This post is Permanent. The posts have been sanctioned by the State Govt./HBPE under restructuring plan during March 2007. The person appointed will be on probation for one year. The appointment can be terminated, if the work and conduct of the appointee is not found satisfactory.
11. Haryana Government New Pension Scheme will be applicable.
12. The eligibility of candidates with regard to qualifications etc. is to be determined on **20.08.2018** (Closing Date).
13. The selected candidate must be prepared to join duty immediately after selection.
14. The candidates of reserved categories who are applying for the above post of general category should fulfill all the eligibility conditions i.e. age, qualification, experience etc. as meant for general category candidates except fees.

**Note: The prescribed essential qualifications are minimum and mere possession of the same does not entitle the candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by holding a screening test or any method devised by the Commission.**

**General Instructions to Candidates :-**

Read the Instructions carefully before you start filling the online Application form.

- (I) The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.
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- (III) After successful submission of online Application Form, the candidates are advised to pay application fees through net banking, debit card and credit card upto 24:00 hours midnight of closing date i.e. **20.08.2018** and thereafter to take out the print of online Application Form.
- (IV) ***Submission of printed copy of the application form:-*** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.

- (V) Candidates are advised to *fill their details in the online application form carefully* e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.

*In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.* Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he/she appeared in the Recruitment/ Screening Test and/or appeared in the interview.

- (VI) Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled.

- (VII) **Nationality** :- In order to be eligible for applying for the post, a candidate should be:-

- e) a citizen of India, or
- f) a citizen of Nepal, or
- g) a subject of Bhutan, or
- h) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

- (VIII) **Regarding No Objection Certificate:-**

- (i) The persons already in Government Service and persons employed in Public Sector Undertaking including Quasi Government Organizations whether in permanent, Quasi permanent or temporary capacity, should also apply online and obtain the print out of their application form and send the same to the Commission through their employers which should reach the Commission's office within a fortnight after the closing date. In case where the application is not received through proper channel or if the application is received direct, the candidate will be

interviewed only if he produces the permission of his employer at the time of interview.

(ii) **(As per Haryana Govt. instructions No. 12/01/2018-2GSI dated 08.03.2018)**

In case of recruitment relating to state of Haryana employees who have not executed any bond with the state Govt. may be allowed to forward their application to state recruitment besides without need of NOC from the Department. However a self declaration of Govt. employees is required to submit the effect that employees not facing any disciplinary proceeding. In case of employees who have executed bond with state Govt. (viz. doctors) the NOC of HOD shall, however be still required.

(iii) If the employer's permission is not furnished due to the fact that the candidate has resigned after sending the application, that candidate will be interviewed only if he produces a letter from the employer to the effect that he has resigned from the post and his resignation has been accepted.

(iv) The candidate who joins service under Government, Quasi Government Organization, Public Sector undertakings after the submission of application will have to produce "NO OBJECTION CERTIFICATE" from the employer on or before the date of his interview failing which he will not be interviewed.

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

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Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty

of :

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-

(iv) to be disqualified from the examination/interview for which he/she is a candidate.

- (v) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
- (vi) for termination of service, if he/she already in Govt. Service.

**Dated: 20.07.2018**

**Deputy Secretary  
Haryana Public Service Commission  
Panchkula**

# Haryana Public Service Commission,

Bays No. 1-10, Block-B, Sector-4, Panchkula

Advt. No. 1(3)

Date of Publication: 21.07.2018

Closing Date : 20.08.2018

The Commission invites online applications for recruitment to 01 post (Unreserved) of **Manager (Electrical)** in Haryana State Industrial and Infrastructure Development Corporation Ltd. (Industries & Commerce Department, Haryana).

1. (a) Closing date for the submission of online application is **20.08.2018 upto 05:00 PM** (closing date).
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**Note: Candidates are advised not to send the hard copy of the application form. If any candidates send the hard copy of the application form the same will not be entertained.**

2. **Essential Qualifications: -**

- i. 1<sup>st</sup> Class B.E./B.Tech in Electrical Engineering, preferably MBA as additional qualifications and having atleast 2 years relevant post qualification experience.
- ii. Should be proficient in computer.
- iii. Hindi/Sanskrit upto Matric Standard or Higher Education.

- Note: (i) Part time experience will not be considered.**  
**(ii) The experience certificate should be as per specimen given below:-**

**(Specimen of experience)**

Letter Head of the Institution

(.....)  
(Name, Telephone no. & Address of the Institution/Organization/Department)

Reg. No. \_\_\_\_\_

TO WHOM IT MAY CONCERN

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

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

It is certified that Sh./Ms. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_ resident of \_\_\_\_\_ has/had been working in handling Personnel & General Administration in Corporate environment as regular/Permanent/Temporary/Contract \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ on the post of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. Thus total experience gained by the said employee works out .....years .....months.....days. He/she is/ was drawing the salary of Rs. \_\_\_\_\_ per month. His/her employee code is/was \_\_\_\_\_ and employee PF No. is/was \_\_\_\_\_.

It is further certified that above facts and figures are true and based on service record available in Corporate environment.

Date: \_\_\_\_\_ Name & Signature of the Issuing Authority with seal.

- (iii) **No Experience will be considered other than claimed in the application form**
- (iv) **The post shall be governed by Haryana State Industrial & Infrastructure Development Corporation Employees Service bye laws is available at [http://hsiidc.org.in/RTI\\_ch\\_v](http://hsiidc.org.in/RTI_ch_v)**

3. **Scale of Pay: Pay Band-2 Rs. 9300-34800 + 5400 G.P.**

4. **Age:** 18 to 42 years in case of general category (the upper age limit is relaxable as per prevailing Govt. Instruction). The cutoff date for age eligibility would be the last date fixed for submission of application i.e. **20.08.2018**.

- (ii) Since the post is meant for general category, therefore, relaxation in upper age is admissible to all the physically handicapped candidates of Haryana upto the age of 47 years i.e. 5 years age relaxations over and above the general upper age limit of 42 years.

**Note: (a) Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

(i) Un-married female candidates of Haryana State only.

(ii) Women whose husbands have been ordered by civil/criminal courts to pay maintenance to them; women whose husbands have remarried; widows; women who are legally separated from their husbands or have been divorced; women living separately from their husbands for more than two years because of desertion wives of serving disabled military personnel and widows of those who were killed in action. Women living separately from their husbands due to desertion will be required to submit with their application an affidavit to the effect that she has been deserted by her husband, and has been living separately from him for more than two years and this affidavit should be countersigned by two responsible persons such as members of the Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.



5. **Application Fees:** - The category wise application fee structure payable through Net Banking, Debit Card and Credit Card upto 24:00 hours midnight of closing date i.e. **20.08.2018** is as under:-

Sr. No.	Categories of candidates	Fees
1	(v) For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana. (vi) For Male candidates of General and all reserved categories of other States.	<b>Rs. 500/-</b>
2	For all Female candidates of General and reserved categories of Haryana and other states including female dependent of ESM of Haryana only.	<b>Rs. 125/-</b>
3	For Male candidates of SC / BC/ ESM categories of Haryana only.	<b>Rs. 125/-</b>
4	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	<b>NIL</b>

- Note-(i)** Applications fees should be paid only through online mode via Net Banking or any other bank Credit/Debit card.
- (ii)** No request for remittance of fees or withdrawal of candidature from a candidate after he/she has submitted his/her online application will be entertained under any circumstances.
- (iii)** Candidates are advised to read the above instructions carefully before applying the online application form.
6. The candidates serving under Union/State Government will not be entitled to any benefit of their past service except in the case of their initial appointment under the Haryana Govt. by the direct recruitment.
7. **Duties:-** Will assist Senior Manager (Electrical) in Scrutiny/Processing/Monitoring cases/Estimates/DNITs/Pre-audit of bills/Tenders/execution of works etc.
8. **Place of Posting:-** All over Haryana and any other place in India where HSIIDC/State Government may so desire in Public interest.
9. **Concession, such as rent free quarters, light, water etc.:-** As per rules of HSIIDC from time to time.
10. This post is Permanent. The posts have been sanctioned by the State Govt./HBPE under restructuring plan during March 2007. The person appointed will be on probation for one year. The appointment can be terminated, if the work and conduct of the appointee is not found satisfactory.
11. Haryana Government New Pension Scheme will be applicable.
12. The eligibility of candidates with regard to qualifications etc. is to be determined on **20.08.2018** (Closing Date).
13. The selected candidate must be prepared to join duty immediately after selection.
14. The candidates of reserved categories who are applying for the above post of general category should fulfill all the eligibility conditions i.e. age, qualification, experience etc. as meant for general category candidates except fees.

**Note: The prescribed essential qualifications are minimum and mere possession of the same does not entitle the candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by holding a screening test or any method devised by the Commission.**

**General Instructions to Candidates :-**

Read the Instructions carefully before you start filling the online Application form.

- (I) The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.
- (II) After submitting online application form, Registration No. and Password will be generated and the candidates should take print out of the Registration No. and Password for their record.
- (III) After successful submission of online Application Form, the candidates are advised to pay application fees through net banking, debit card and credit card upto 24:00 hours midnight of closing date i.e. **20.08.2018** and thereafter to take out the print of online Application Form.
- (IV) ***Submission of printed copy of the application form:-*** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.
- (V) Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.

***In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.*** Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he/she appeared in the Recruitment/ Screening Test and/or appeared in the interview.

(VI) Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled.

(VII) **Nationality** :- In order to be eligible for applying for the post, a candidate should be:-

- a) a citizen of India, or
- b) a citizen of Nepal, or
- c) a subject of Bhutan, or
- d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

(VIII) **Regarding No Objection Certificate:-**

- (i) The persons already in Government Service and persons employed in Public Sector Undertaking including Quasi Government Organizations whether in permanent, Quasi permanent or temporary capacity, should also apply online and obtain the print out of their application form and send the same to the Commission through their employers which should reach the Commission's office within a fortnight after the closing date. In case where the application is not received through proper channel or if the application is received direct, the candidate will be interviewed only if he produces the permission of his employer at the time of interview.
- (ii) **(As per Haryana Govt. instructions No. 12/01/2018-2GSI dated 08.03.2018)**  
In case of recruitment relating to state of Haryana employees who have not executed any bond with the state Govt. may be allowed to forward their application to state recruitment besides without need of NOC from the Department. However a self declaration of Govt. employees is required to submit the effect that employees not facing any disciplinary proceeding. In case of employees who have executed bond with state Govt. (viz. doctors) the NOC of HOD shall, however be still required.
- (iii) If the employer's permission is not furnished due to the fact that the candidate has resigned after sending the application, that candidate will be interviewed only if he produces a letter from the employer to the effect that he has resigned from the post and his resignation has been accepted.

- (iv) The candidate who joins service under Government, Quasi Government Organization, Public Sector undertakings after the submission of application will have to produce “NO OBJECTION CERTIFICATE” from the employer on or before the date of his interview failing which he will not be interviewed.

Persons in private employment are not required to submit their applications through their employer or to produce the employer’s permission at the time of interview.

(IX) **Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty

of :

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
  - (iii) for termination of service, if he/she already in Govt. Service.

**Dated: 20.07.2018**

**Deputy Secretary  
Haryana Public Service Commission  
Panchkula**

# Haryana Public Service Commission,

Bays No. 1-10, Block-B, Sector-4, Panchkula

Advt. No. 1(4)

Date of Publication: 21.07.2018

Closing Date : 20.08.2018

The Commission invites online applications for recruitment to 03 posts of **Senior Manager (IA) (Gen-02 & SC-01)** in Haryana State Industrial and Infrastructure Development Corporation Ltd. (Industries & Commerce Department, Haryana).

1. (a) Closing date for the submission of online application is **20.08.2018 upto 05:00 PM** (closing date).
- (b) Application fees can be submitted through online mode only, using Net Banking or Debit Card/Credit Card upto 24:00 hrs. (midnight) of closing date i.e. **20.08.2018**.

**Note: Candidates are advised not to send the hard copy of the application form. If any candidates send the hard copy of the application form the same will not be entertained.**

2. **Essential Qualifications: -**

- i. 1<sup>st</sup> Class B.E./B.Tech in Civil Engineering preferably MBA as additional qualification with minimum 6 years relevant post qualification experience in development/creation and maintenance of Industrial Infrastructure. Out of which atleast 3 years should be in an executive position.
- ii. Should be proficient in computer.
- iii. Hindi/Sanskrit upto Matric Standard or Higher Education.

**Note: (i) Part time experience will not be considered**

**(ii) The experience certificate should be as per specimen given below:-**

**(Specimen of experience)**

Letter Head of the Institution

(.....)  
(Name, Telephone no. & Address of the Institution/Organization/Department)

Reg. No. \_\_\_\_\_

**TO WHOM IT MAY CONCERN**

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

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

It is certified that Sh./Ms. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_  
resident of \_\_\_\_\_ has/had been working in

Development/creation and maintenance of Industrial Infrastructure as regular/Permanent/Temporary/Contract from \_\_\_\_\_ to \_\_\_\_\_ on the post of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ on executive position. Thus total experience gained by the said employee works out .....years .....months.....days. He/she is/ was drawing the salary of Rs. \_\_\_\_\_ per month.

It is further certified that above facts and figures are true and based on service record available in development/creation and maintenance of Industrial Infrastructure.

Date: \_\_\_\_\_ Name & Signature of the Issuing Authority with seal.

- (iii) **No Experience will be considered other than claimed in the application form**
- (iv) **The post shall be governed by Haryana State Industrial & Infrastructure Development Corporation Employees Service bye laws is available at [http://hsiidc.org.in/RTI\\_ch\\_v](http://hsiidc.org.in/RTI_ch_v)**

3. **Scale of Pay: Pay Band-2 Rs. 15600-39100 + 6000 G.P**

4. **Age:** 18 to 42 years in case of general category (the upper age limit is relaxable as per prevailing Govt. Instruction). The cutoff date for age eligibility would be the last date fixed for submission of application i.e. **20.08.2018**.

- (i) 5 years relaxation in upper age limit shall be admissible to the candidates belonging to Scheduled caste of Haryana state only.
- (ii) Relaxation in upper age is admissible to the physically handicapped candidates of Haryana is 5 years (10 years for S.C of Haryana).

**Note: (a) Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

- (i) Un-married female candidates of Haryana State only.
- (ii) Women whose husbands have been ordered by civil/criminal courts to pay maintenance to them; women whose husbands have remarried; widows; women who are legally separated from their husbands or have been divorced; women living separately from their husbands for more than two years because of desertion wives of serving disabled military personnel and widows of those who were killed in action. Women living separately from their husbands due to desertion will be required to submit with their application an affidavit to the effect that she has been deserted by her husband, and has been living separately from him for more than two years and this affidavit should be countersigned by two responsible persons such as members of the Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

5. **Application Fees:** - The category wise application fee structure payable through Net Banking, Debit Card and Credit Card upto 24:00 hours midnight of closing date i.e. **20.08.2018** is as under:-

Sr. No.	Categories of candidates	Fees
1	(vii) For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana. (viii) For Male candidates of General and all reserved categories of other States.	<b>Rs. 500/-</b>
2	For all Female candidates of General and reserved categories of Haryana and other states including female dependent of ESM of Haryana only.	<b>Rs. 125/-</b>
3	For Male candidates of SC / BC/ ESM categories of Haryana only.	<b>Rs. 125/-</b>
4	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	<b>NIL</b>

- Note-(i)** Applications fees should be paid only through online mode via Net Banking or Credit/Debit card.
- (ii)** No request for remittance of fees or withdrawl of candidature from a candidate after he/she has submitted his/her online application will be entertained under any circumstances.
- (iii)** Candidates are advised to read the above instructions carefully before applying the online application form.
6. The candidates serving under Union/State Government will not be entitled to any benefit of their past service except in the case of their initial appointment under the Haryana Govt. by the direct recruitment.
7. **Duties:-** will assist DGM (IA)/ AGM (IA) in scrutiny/processing/monitoring of Cases/Estimates/DNITs/Pre-audit of bills/Tenders etc.
8. **Place of Posting:-** All over Haryana and any other place India where HSIIDC/State Government may so desire in Public interest.
9. **Concession, such as rent free quarters, light, water etc.:-** As per rules of HSIIDC from time to time.
10. This post is Permanent. The posts have been sanctioned by the State Govt./HBPE under restructuring plan during March 2007. The person appointed will be on probation for one year. The appointment can be terminated, if the work and conduct of the appointee is not found satisfactory.
11. Haryana Government New Pension Scheme will be applicable.
12. The eligibility of candidates with regard to qualifications etc. is to be determined on **20.08.2018** (Closing Date).
13. The selected candidate must be prepared to join duty immediately after selection.

14. The candidates of reserved categories who are applying for the above post of general category should fulfill all the eligibility conditions i.e. age, qualification, experience etc. as meant for general category candidates except fees.

**Note :** The prescribed essential qualifications are minimum and mere possession of the same does not entitle the candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by holding a screening test or any method devised by the Commission.

**General Instructions to Candidates :-**

Read the Instructions carefully before you start filling the online Application form.

- (I) The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.
- (II) After submitting online application form, Registration No. and Password will be generated and the candidates should take print out of the Registration No. and Password for their record.
- (III) After successful submission of online Application Form, the candidates are advised to pay application fees through net banking, debit card and credit card upto 24:00 hours midnight of closing date i.e. **20.08.2018** and thereafter to take out the print of online Application Form.
- (IV) ***Submission of printed copy of the application form:-*** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.
- (V) Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.

***In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.*** Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh



online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he/she appeared in the Recruitment/ Screening Test and/or appeared in the interview.

(VI) (a) The benefit of reservation will be given only to those candidates who are domicile of Haryana State.

(b) The candidates seeking reservation under a particular category e.g. SC candidates are required to submit the requisite Certificate issued by the Competent Authority from **Parental Side only**. In case of women candidates, Certificate from in-laws (Husband's side) will not be entertained.

**Note-(i)** The candidates of reserved categories of Haryana for which no post is available/reserved, can apply for the posts of general category, if he/she fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.

(ii) The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.

(VII) Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled.

(VIII) **Nationality** :- In order to be eligible for applying for the post, a candidate should be:-

a) a citizen of India, or

b) a citizen of Nepal, or

c) a subject of Bhutan, or

d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

(X) **Regarding No Objection Certificate** :-

- (i) The persons already in Government Service and persons employed in Public Sector Undertaking including Quasi Government Organizations whether in permanent, Quasi permanent or temporary capacity, should also apply online and obtain the print out of their application form and send the same to the Commission through their employers which should reach the Commission's office within a fortnight after the closing date. In case where the application is not received through proper channel or if the application is received direct, the candidate will be interviewed only if he produces the permission of his employer at the time of interview.
- (ii) **(As per Haryana Govt. instructions No. 12/01/2018-2GSI dated 08.03.2018)**  
In case of recruitment relating to state of Haryana employees who have not executed any bond with the state Govt. may be allowed to forward their application to state recruitment besides without need of NOC from the Department. However a self declaration of Govt. employees is required to submit the effect that employees not facing any disciplinary proceeding. In case of employees who have executed bond with state Govt. (viz. doctors) the NOC of HOD shall, however be still required.
- (iii) If the employer's permission is not furnished due to the fact that the candidate has resigned after sending the application, that candidate will be interviewed only if he produces a letter from the employer to the effect that he has resigned from the post and his resignation has been accepted.
- (iv) The candidate who joins service under Government, Quasi Government Organization, Public Sector undertakings after the submission of application will have to produce "NO OBJECTION CERTIFICATE" from the employer on or before the date of his interview failing which he will not be interviewed.

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

(X) **Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty

of :

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or

- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
- (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
  - (iii) for termination of service, if he/she already in Govt. Service.

**Dated: 20.07.2018**

**Deputy Secretary  
Haryana Public Service Commission  
Panchkula**

# Haryana Public Service Commission,

Bays No. 1-10, Block-B, Sector-4, Panchkula

Advt. No. 1(5)

Date of Publication: 21.07.2018

Closing Date : 20.08.2018

The Commission invites online applications for recruitment to 02 posts of **Senior Manager (Accounts) (Gen-01 & SC-01)** in Haryana State Industrial and Infrastructure Development Corporation Ltd. (Industries & Commerce Department, Haryana).

1. (a) Closing date for the submission of online application is **20.08.2018 upto 05:00 PM** (closing date).
- (b) Application fees can be submitted through online mode only, using Net Banking or Debit Card/Credit Card upto 24:00 hrs. (midnight) of closing date i.e. **20.08.2018**.

**Note: Candidates are advised not to send the hard copy of the application form. If any candidates send the hard copy of the application form the same will not be entertained.**

2. **Essential Qualifications: -**

- i. CA/ICWA with atleast 06 years relevant post qualification experience, out of which atleast 3 years should be in an executive position in industry/Financial Institution/Banks in the Accounts Stream. MBA will be an added advantage.
- ii. Should be proficient in computer.
- iii. Hindi/Sanskrit upto Matric Standard or Higher Education.

- Note: (i) Part time experience will not be considered.**  
**(ii) The experience certificate should be as per specimen given below:-**

**(Specimen of experience)**

Letter Head of the Institution

(.....)  
(Name, Telephone no. & Address of the Institution/Organization/Department)

Reg. No. \_\_\_\_\_

TO WHOM IT MAY CONCERN

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

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

It is certified that Sh./Ms. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_ resident of \_\_\_\_\_ has/had been working in our industry/Financial Institution/Banks in the Account Stream as regular/Permanent/Temporary/Contract from \_\_\_\_\_ to \_\_\_\_\_ on the post of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ on executive position. Thus total experience gained by the said employee works out .....years .....months.....days. He/she is/ was drawing the salary of Rs. \_\_\_\_\_ per month.

It is further certified that above facts and figures are true and based on service record available in our industry/Financial Institution/Banks.

Date:

Name & Signature of the Issuing Authority with seal.

- (iii) **No Experience will be considered other than claimed in the application form**  
(iv) **The post shall be governed by Haryana State Industrial & Infrastructure Development Corporation Employees Service bye laws is available at [http://hsiidc.org.in/RTI\\_ch\\_v](http://hsiidc.org.in/RTI_ch_v)**

3. **Scale of Pay: Pay Band-2 Rs. 15600-39100 + 6000 G.P**

4. **Age:** 18 to 42 years in case of general category (the upper age limit is relaxable as per prevailing Govt. Instruction). The cutoff date for age eligibility would be the last date fixed for submission of application i.e. **20.08.2018**.

- (i) 5 years relaxation in upper age limit shall be admissible to the candidates belonging to Scheduled caste of Haryana state only.  
(ii) Relaxation in upper age is admissible to all the physically handicapped candidate of Haryana is 5 years (10 years for SC PH of Haryana).

**Note: (a) Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

- (i) Un-married female candidates of Haryana State only.  
(ii) Women whose husbands have been ordered by civil/criminal courts to pay maintenance to them; women whose husbands have remarried; widows; women who are legally separated from their husbands or have been divorced; women living separately from their husbands for more than two years because of desertion wives of serving disabled military personnel and widows of those who were killed in action. Women living separately from their husbands due to desertion will be required to submit with their application an affidavit to the effect that she has been deserted by her husband, and has been living separately from him for more than two years and this affidavit should be countersigned by two responsible persons such as members of the Legislature, Local

Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

5. **Application Fees:** - The category wise application fee structure payable through Net Banking, Debit Card and Credit Card upto 24:00 hours midnight of closing date i.e. i.e. **20.08.2018** is as under:-

Sr. No.	Categories of candidates	Fees
1	(ix) For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana. (x) For Male candidates of General and all reserved categories of other States.	<b>Rs. 500/-</b>
2	For all Female candidates of General and reserved categories of Haryana and other states including female dependent of ESM of Haryana only.	<b>Rs. 125/-</b>
3	For Male candidates of SC / BC/ ESM categories of Haryana only.	<b>Rs. 125/-</b>
4	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	<b>NIL</b>

**Note-(i)** Applications fees should be paid only through online mode via Net Banking or Credit/Debit card.

**(ii)** No request for remittance of fees or withdrawl of candidature from a candidate after he/she has submitted his/her online application will be entertained under any circumstances.

**(iii)** Candidates are advised to read the above instructions carefully before applying the online application form.

6. The candidates serving under Union/State Government will not be entitled to any benefit of their past service except in the case of their initial appointment under the Haryana Govt. by the direct recruitment.

7. **Duties:-** Maintenance of Books of Accounts, Finalization of Accounts, Preparation of Financial Statements, Deal with Tax Matters (Direct & indirect), Banking & Treasury operations, Liaison with Audit & Tax Authorities, Branch & Project Accounting, Application of Accounting Standards, Managing day to day accounting affairs & deal matters relating to Labour/employees legislation's and general managerial functions. Responsible for preparations and monitoring of budget and action plan of the Corporation on annual basis and other related duties.

8. **Place of Posting:-** All over Haryana and any other place India where HSIIDC/State Government may so desire in Public interest.

9. **Concession, such as rent free quarters, light, water etc.:-** As per rules of HSIIDC from time to time.

10. This post is Permanent. The posts have been sanctioned by the State Govt./HBPE under restructuring plan during March 2007. The person appointed will be

probation for one year. The appointment can be terminated, if the work and conduct of the appointee is not found satisfactory.

11. Haryana Government New Pension Scheme will be applicable.
12. The eligibility of candidates with regard to qualifications etc. is to be determined on **20.08.2018** (Closing Date).
13. The selected candidate must be prepared to join duty immediately after selection.
14. The candidates of reserved categories who are applying for the above post of general category should fulfill all the eligibility conditions i.e. age, qualification, experience etc. as meant for general category candidates except fees.

**Note :** The prescribed essential qualifications are minimum and mere possession of the same does not entitle the candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by holding a screening test or any method devised by the Commission.

**General Instructions to Candidates :-**

Read the Instructions carefully before you start filling the online Application form.

- (I) The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.
- (II) After submitting online application form, Registration No. and Password will be generated and the candidates should take print out of the Registration No. and Password for their record.
- (III) After successful submission of online Application Form, the candidates are advised to pay application fees through net banking, debit card and credit card upto 24:00 hours midnight of closing date i.e. **20.08.2018** and thereafter to take out the print of online Application Form.
- (IV) ***Submission of printed copy of the application form:-*** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.

- (V) Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.

***In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.*** Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he/she appeared in the Recruitment/ Screening Test and/or appeared in the interview.

- (VI) (a) The benefit of reservation will be given only to those candidates who are domicile of Haryana State.

(b) The candidates seeking reservation under a particular category e.g. SC candidates are required to submit the requisite Certificate issued by the Competent Authority from **Parental Side only**. In case of women candidates, Certificate from in-laws (Husband's side) will not be entertained.

**Note-(i)** The candidates of reserved categories of Haryana for which no post is available/reserved, can apply for the posts of general category, if he/she fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.

- (iii) The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.

- (VII) Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled.

- (VIII) **Nationality** :- In order to be eligible for applying for the post, a candidate should be:-

- a) a citizen of India, or
- b) a citizen of Nepal, or
- c) a subject of Bhutan, or
- d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania



(Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

**(XI) Regarding No Objection Certificate :-**

- (i) The persons already in Government Service and persons employed in Public Sector Undertaking including Quasi Government Organizations whether in permanent, Quasi permanent or temporary capacity, should also apply online and obtain the print out of their application form and send the same to the Commission through their employers which should reach the Commission's office within a fortnight after the closing date. In case where the application is not received through proper channel or if the application is received direct, the candidate will be interviewed only if he produces the permission of his employer at the time of interview.
- (ii) **(As per Haryana Govt. instructions No. 12/01/2018-2GSI dated 08.03.2018)**  
In case of recruitment relating to state of Haryana employees who have not executed any bond with the state Govt. may be allowed to forward their application to state recruitment besides without need of NOC from the Department. However a self declaration of Govt. employees is required to submit the effect that employees not facing any disciplinary proceeding. In case of employees who have executed bond with state Govt. (viz. doctors) the NOC of HOD shall, however be still required.
- (iii) If the employer's permission is not furnished due to the fact that the candidate has resigned after sending the application, that candidate will be interviewed only if he produces a letter from the employer to the effect that he has resigned from the post and his resignation has been accepted.
- (iv) The candidate who joins service under Government, Quasi Government Organization, Public Sector undertakings after the submission of application will have to produce "NO OBJECTION CERTIFICATE" from the employer on or before the date of his interview failing which he will not be interviewed.

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

**(X) Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty

of :

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
  - (iii) for termination of service, if he/she already in Govt. Service.

**Dated: 20.07.2018**

**Deputy Secretary  
Haryana Public Service Commission  
Panchkula**

# Haryana Public Service Commission,

Bays No. 1-10, Block-B, Sector-4, Panchkula

Advt. No. 1(6)

Date of Publication: 21.07.2018

Closing Date : 20.08.2018

The Commission invites online applications for recruitment to 02 posts (Unreserved) of **Manager (P&A)** in Haryana State Industrial and Infrastructure Development Corporation Ltd. (Industries & Commerce Department, Haryana).

1. (a) Closing date for the submission of online application is **20.08.2018 upto 05:00 PM** (closing date).
- (b) Application fees can be submitted through online mode only, using Net Banking or Debit Card/Credit Card upto 24:00 hrs. (midnight) of closing date i.e. **20.08.2018**.

**Note: Candidates are advised not to send the hard copy of the application form. If any candidates send the hard copy of the application form the same will not be entertained.**

2. **Essential Qualifications: -**

- i. MBA (Personnel) or equivalent degree with atleast 02 years relevant post qualification experience in handling Personnel & General Administration in Corporate environment. Preference will be given to a person holding an additional degree in Law.
- ii. Should be proficient in computer.
- iii. Hindi/Sanskrit upto Matric Standard or Higher Education.

**Note: (i) Part time experience will not be considered**

**(ii) The experience certificate should be as per specimen given below:-**

**(Specimen of experience)**

Letter Head of the Institution

(.....)  
(Name, Telephone no. & Address of the Institution/Organization/Department)

Reg. No. \_\_\_\_\_

TO WHOM IT MAY CONCERN

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

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

It is certified that Sh./Ms. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_ resident of \_\_\_\_\_ has/had been working in handling Personnel & General Administration in Corporate environment as regular/Permanent/Temporary/Contract \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ on the post of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. Thus total experience gained by the said employee works out .....years .....months.....days. He/she is/ was drawing the salary of Rs. \_\_\_\_\_ per month. His/her employee code is/was \_\_\_\_\_ and employee PF No. is/was \_\_\_\_\_.

It is further certified that above facts and figures are true and based on service record available in Corporate environment.

Date: \_\_\_\_\_ Name & Signature of the Issuing Authority with seal.

- (iii) **No Experience will be considered other than claimed in the application form**  
(iv) **The post shall be governed by Haryana State Industrial & Infrastructure Development Corporation Employees Service by laws is available at [http://hsiidc.org.in/RTI\\_ch\\_v](http://hsiidc.org.in/RTI_ch_v)**

3. **Scale of Pay: Pay Band-2 Rs. 9300-34800 + 5400 G.P.**

4. **Age:** 18 to 42 years in case of general category (the upper age limit is relaxable as per prevailing Govt. Instruction). The cutoff date for age eligibility would be the last date fixed for submission of application i.e. **20.08.2018**.

- (iii) Since the post is meant for general category, therefore, relaxation in upper age is admissible to all the physically handicapped candidates of Haryana upto the age of 47 years i.e. 5 years age relaxations over and above the general upper age limit of 42 years.

**Note: (a) Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

(i) Un-married female candidates of Haryana State only.

(ii) Women whose husbands have been ordered by civil/criminal courts to pay maintenance to them; women whose husbands have remarried; widows; women who are legally separated from their husbands or have been divorced; women living separately from their husbands for more than two years because of desertion wives of serving disabled military personnel and widows of those who were killed in action. Women living separately from their husbands due to desertion will be required to submit with their application an affidavit to the effect that she has been deserted by her husband, and has been living separately from him for more than two years and this affidavit should be countersigned by two responsible persons such as members of the Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

5. **Application Fees:** - The category wise application fee structure payable through Net Banking, Debit Card and Credit Card upto 24:00 hours midnight of closing date i.e. **20.08.2018** is as under:-

Sr. No.	Categories of candidates	Fees
1	(xi) For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana. (xii) For Male candidates of General and all reserved categories of other States.	<b>Rs. 500/-</b>
2	For all Female candidates of General and reserved categories of Haryana and other states including female dependent of ESM of Haryana only.	<b>Rs. 125/-</b>
3	For Male candidates of SC / BC/ ESM categories of Haryana only.	<b>Rs. 125/-</b>
4	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	<b>NIL</b>

- Note-(i)** Applications fees should be paid only through online mode via Net Banking or Credit/Debit card.
- (ii)** No request for remittance of fees or withdrawl of candidature from a candidate after he/she has submitted his/her online application will be entertained under any circumstances.
- (iii)** Candidates are advised to read the above instructions carefully before applying the online application form.
6. The candidates serving under Union/State Government will not be entitled to any benefit of their past service except in the case of their initial appointment under the Haryana Govt. by the direct recruitment.
7. **Duties:-** Will look after the work of creation of posts, Recruitment & Orientation Programs of newly recruited employees prepare and maintain the Roster Register, Posting and transfers, furnishing information to Govt. Department/other organizations and Bonus, Performance Awards cases.  
Will look after Compulsory Retirement Scheme, ACR matters, confirmation cases, completion of service books of all employees, Loan & Advances and its related matters, Training/Seminars/Workshops, cases relating to pay scales, special pay and special allowance, annual Grade Increment of etc.
8. **Place of Posting:-** All over Haryana and any other place in india where HSIIDC/State Government may so desire in Public interest.
9. **Concession, such as rent free quarters, light, water etc.:-** As per rules of HSIIDC from time to time.
10. This post is Permanent. The posts have been sanctioned by the State Govt./HBPE under restructuring plan during March 2007. The person appointed will be on probation for one year. The appointment can be terminated, if the work and conduct of the appointee is not found satisfactory.
11. Haryana Government New Pension Scheme will be applicable.

12. The eligibility of candidates with regard to qualifications etc. is to be determined on **20.08.2018** (Closing Date).
13. The selected candidate must be prepared to join duty immediately after selection.
14. The candidates of reserved categories who are applying for the above post of general category should fulfill all the eligibility conditions i.e. age, qualification, experience etc. as meant for general category candidates except fees.

**Note: The prescribed essential qualifications are minimum and mere possession of the same does not entitle the candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by holding a screening test or any method devised by the Commission.**

**General Instructions to Candidates :-**

Read the Instructions carefully before you start filling the online Application form.

- (I) The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.
- (II) After submitting online application form, Registration No. and Password will be generated and the candidates should take print out of the Registration No. and Password for their record.
- (III) After successful submission of online Application Form, the candidates are advised to pay application fees through net banking, debit card and credit card upto 24:00 hours midnight of closing date i.e. **20.08.2018** and thereafter to take out the print of online Application Form.
- (IV) ***Submission of printed copy of the application form:-*** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.
- (V) Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be

allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.

***In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.*** Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he appeared in the Recruitment/ Screening Test and/or appeared in the interview.

(VI) Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled.

(VII) **Nationality** :- In order to be eligible for applying for the post, a candidate should be:-

- a) a citizen of India, or
- b) a citizen of Nepal, or
- c) a subject of Bhutan, or
- d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

(VIII) **Regarding No Objection Certificate:-**

- (i) The persons already in Government Service and persons employed in Public Sector Undertaking including Quasi Government Organizations whether in permanent, Quasi permanent or temporary capacity, should also apply online and obtain the print out of their application form and send the same to the Commission through their employers which should reach the Commission's office within a fortnight after the closing date. In case where the application is not received through proper channel or if the application is received direct, the candidate will be interviewed only if he produces the permission of his employer at the time of interview.
- (ii) **(As per Haryana Govt. instructions No. 12/01/2018-2GSI dated 08.03.2018)**

In case of recruitment relating to state of Haryana employees who have not executed any bond with the state Govt. may be allowed to forward their application to state recruitment besides without need of NOC from the Department. However a self declaration of Govt. employees is required to submit the effect that employees not facing any disciplinary proceeding. In case of employees who have executed bond with state Govt. (viz. doctors) the NOC of HOD shall, however be still required.

- (iii) If the employer's permission is not furnished due to the fact that the candidate has resigned after sending the application, that candidate will be interviewed only if he produces a letter from the employer to the effect that he has resigned from the post and his resignation has been accepted.
- (iv) The candidate who joins service under Government, Quasi Government Organization, Public Sector undertakings after the submission of application will have to produce "NO OBJECTION CERTIFICATE" from the employer on or before the date of his interview failing which he will not be interviewed.

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

(IX) **Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty

of :

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (iv) to be disqualified from the examination/interview for which he/she is a candidate.
  - (v) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union



Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.

(vi) for termination of service, if he/she already in Govt. Service.

**Dated: 20.07.2018**

**Deputy Secretary  
Haryana Public Service Commission  
Panchkula**

# Haryana Public Service Commission,

Bays No. 1-10, Block-B, Sector-4, Panchkula

Advt. No. 1(7)

Date of Publication: 21.07.2018

Closing Date : 20.08.2018

The Commission invites online applications for recruitment to 04 posts of **Management Trainee (Finance) (Gen-03 & SC-01)** in Haryana State Industrial and Infrastructure Development Corporation Ltd. (Industries & Commerce Department, Haryana).

1. (a) Closing date for the submission of online application is **20.08.2018 upto 05:00 PM** (closing date).
- (b) Application fees can be submitted through online mode only, using Net Banking or Debit Card/Credit Card upto 24:00 hrs. (midnight) of closing date i.e. **20.08.2018**.

**Note: Candidates are advised not to send the hard copy of the application form. If any candidates send the hard copy of the application form the same will not be entertained.**

2. **Essential Qualifications: -**

- i. MBA (Fin.)/ equivalent i.e. MFC/CA/ICWA Preference will be given to candidates possessing B.E/B.Tech qualifications.
- ii. Should be proficient in computer.
- iii. Hindi/Sanskrit upto Matric Standard or Higher Education.

**Note: The post shall be governed by Haryana State Industrial & Infrastructure Development Corporation Employees Service bye laws is available at [http://hsiidc.org.in/RTI\\_ch\\_v](http://hsiidc.org.in/RTI_ch_v)**

3. **Scale of Pay:** Stipend of Rs. 10,000/- per month during 1<sup>st</sup> Year of training and Rs. 12,000/- per month during 2<sup>nd</sup> year of training. After satisfactory completion of two years training he shall be brought on regular pay scale of Rs. 9300-34800+5400/- G.P.
4. **Age:** 18 to 42 years in case of general category (the upper age limit is relaxable as per prevailing Govt. Instruction). The cutoff date for age eligibility would be the last date fixed for submission of application i.e. **20.08.2018**.
  - (i) 5 years relaxation in upper age limit shall be admissible to the candidates belonging to Scheduled caste of Haryana state only.

- (ii) Relaxation in upper age limit admissible to the physically handicapped candidates of Haryana is 5 years (10 years for SC PH of Haryana).

**Note: (a) Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

- (i) Un-married female candidates of Haryana State only.
- (ii) Women whose husbands have been ordered by civil/criminal courts to pay maintenance to them; women whose husbands have remarried; widows; women who are legally separated from their husbands or have been divorced; women living separately from their husbands for more than two years because of desertion wives of serving disabled military personnel and widows of those who were killed in action. Women living separately from their husbands due to desertion will be required to submit with their application an affidavit to the effect that she has been deserted by her husband, and has been living separately from him for more than two years and this affidavit should be countersigned by two responsible persons such as members of the Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

**5. Application Fees:** - The category wise application fee structure payable through Net Banking, Debit Card and Credit Card upto 24:00 hours midnight of closing date i.e. **20.08.2018** is as under:-

<b>Sr. No.</b>	<b>Categories of candidates</b>	<b>Fees</b>
1	(xiii) For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana. (xiv) For Male candidates of General and all reserved categories of other States.	<b>Rs. 500/-</b>
2	For all Female candidates of General and reserved categories of Haryana and other states including female dependent of ESM of Haryana only.	<b>Rs. 125/-</b>
3	For Male candidates of SC / BC/ ESM categories of Haryana only.	<b>Rs. 125/-</b>
4	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	<b>NIL</b>

**Note-(i)** Applications fees should be paid only through online mode via Net Banking or Credit/Debit card.

**(ii)** No request for remittance of fees or withdrawal of candidature from a candidate after he/she has submitted his/her online application will be entertained under any circumstances.

**(iii)** Candidates are advised to read the above instructions carefully before applying the online application form.

6. The candidates serving under Union/State Government will not be entitled to any benefit of their past service except in the case of their initial appointment under the Haryana Govt. by the direct recruitment.

7. **Duties:-** Will look after the appraisal of cases allocated. Will also look after the Disbursement/monitor and follow up of cases in respect of Branches allocated by HoD.
8. **Place of Posting:-** All over Haryana and any other place India where HSIIDC/State Government may so desire in Public interest.
9. **Concession, such as rent free quarters, light, water etc.:-** As per rules of HSIIDC from time to time.
10. This post is Permanent. The posts have been sanctioned by the State Govt./HBPE under restructuring plan during March 2007. The person appointed will be probation for one year. The appointment can be terminated, if the work and conduct of the appointee is not found satisfactory.
11. Haryana Government New Pension Scheme will be applicable.
12. The eligibility of candidates with regard to qualifications etc. is to be determined on **20.08.2018** (Closing Date).
13. The selected candidate must be prepared to join duty immediately after selection.
14. The candidates of reserved categories who are applying for the posts of general category should fulfill all the eligibility conditions i.e. age, qualification, experience etc. as meant for general category candidates except fees.

**Note :** The prescribed essential qualifications are minimum and mere possession of the same does not entitle the candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by holding a screening test or any method devised by the Commission.

**General Instructions to Candidates :-**

Read the Instructions carefully before you start filling the online Application form.

- (I) The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.
- (II) After submitting online application form, Registration No. and Password will be generated and the candidates should take print out of the Registration No. and Password for their record.
- (III) After successful submission of online Application Form, the candidates are advised to pay application fees through net banking, debit card and credit card upto 24:00 hours midnight of closing date i.e. **20.08.2018** and thereafter to take out the print of online Application Form.

(IV) **Submission of printed copy of the application form:-** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.

(V) Candidates are advised to **fill their details in the online application form carefully** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.

***In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.*** Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he/she appeared in the Recruitment/ Screening Test and/or appeared in the interview.

(VI) (a) The benefit of reservation will be given only to those candidates who are domicile of Haryana State.

(b) The candidates seeking reservation under a particular category e.g. SC candidates are required to submit the requisite Certificate issued by the Competent Authority from **Parental Side only**. In case of women candidates, Certificate from in-laws (Husband's side) will not be entertained.

**Note-(i)** The candidates of reserved categories of Haryana for which no post is available/reserved, can apply for the posts of general category, if he/she fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.

(iv) The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.

(VII) Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled.

(VIII) **Nationality** :- In order to be eligible for applying for the post, a candidate should be:-

- a) a citizen of India, or
- b) a citizen of Nepal, or
- c) a subject of Bhutan, or
- d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

(XII) **Regarding No Objection Certificate** :-

- (i) The persons already in Government Service and persons employed in Public Sector Undertaking including Quasi Government Organizations whether in permanent, Quasi permanent or temporary capacity, should also apply online and obtain the print out of their application form and send the same to the Commission through their employers which should reach the Commission's office within a fortnight after the closing date. In case where the application is not received through proper channel or if the application is received direct, the candidate will be interviewed only if he produces the permission of his employer at the time of interview.
- (ii) **(As per Haryana Govt. instructions No. 12/01/2018-2GSI dated 08.03.2018)**  
In case of recruitment relating to state of Haryana employees who have not executed any bond with the state Govt. may be allowed to forward their application to state recruitment besides without need of NOC from the Department. However a self declaration of Govt. employees is required to submit the effect that employees not facing any disciplinary proceeding. In case of employees who have executed bond with state Govt. (viz. doctors) the NOC of HOD shall, however be still required.
- (iii) If the employer's permission is not furnished due to the fact that the candidate has resigned after sending the application, that candidate will be interviewed only if he produces a letter from the employer to the effect that he has resigned from the post and his resignation has been accepted.
- (iv) The candidate who joins service under Government, Quasi Government Organization, Public Sector undertakings after the submission of application will have to produce "NO OBJECTION CERTIFICATE" from the employer on or before the date of his interview failing which he will not be interviewed.

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

(XI) **Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty

of :

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
  - (iii) for termination of service, if he/she already in Govt. Service.

**Dated: 20.07.2018**

**Deputy Secretary  
Haryana Public Service Commission  
Panchkula**

**Haryana Public Service Commission,**  
**Bays No. 1-10, Block-B, Sector-4, Panchkula**

**Advt. No. 1(8)**

**Date of Publication: 21.07.2018**

**Closing Date : 20.08.2018**

The Commission invites online applications for recruitment to 07 posts of **Manager (Utility) (Gen-06 & SC-01)** in Haryana State Industrial and Infrastructure Development Corporation Ltd. (Industries & Commerce Department, Haryana).

1. (a) Closing date for the submission of online application is **20.08.2018 upto 05:00 PM** (closing date).
- (b) Application fees can be submitted through online mode only, using Net Banking or Debit Card/Credit Card upto 24:00 hrs. (midnight) of closing date i.e. **20.08.2018**.

**Note: Candidates are advised not to send the hard copy of the application form. If any candidates send the hard copy of the application form the same will not be entertained.**

2. **Essential Qualifications: -**

- i. 1<sup>st</sup> Class B.E./B.Tech in Civil/Mechanical/Electrical in Engineering with minimum 2 years relevant post qualification experience.
- ii. Should be proficient in computer.
- iii. Hindi/Sanskrit upto Matric Standard or Higher Education.

**Note: (i) Part time experience will not be considered.**

**(ii) The experience certificate should be as per specimen given below:-**

**(Specimen of experience)**

Letter Head of the Institution

(.....)  
(Name, Telephone no. & Address of the Institution/Organization/Department)

Reg. No. \_\_\_\_\_

TO WHOM IT MAY CONCERN

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

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



It is certified that Sh./Ms. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_ resident of \_\_\_\_\_ has/had been working as regular/Permanent/Temporary/Contract \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ on the post of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. Thus total experience gained by the said employee works out .....years .....months.....days. He/she is/ was drawing the salary of Rs. \_\_\_\_\_ per month.

It is further certified that above facts and figures are true and based on service record available in our \_\_\_\_\_.

Date: \_\_\_\_\_ Name & Signature of the Issuing Authority with seal.

- (iii) **No Experience will be considered other than claimed in the application form.**  
(iv) **The post shall be governed by Haryana State Industrial & Infrastructure Development Corporation Employees Service bye laws is available at [http://hsiidc.org.in/RTI\\_ch\\_v](http://hsiidc.org.in/RTI_ch_v).**

3. **Scale of Pay: Pay Band-2 Rs. 15600-39100 + 5400 G.P**

4. **Age:** 18 to 42 years in case of general category. The cutoff date for age eligibility would be the last date fixed for submission of application i.e. **20.08.2018**.

- (i) 5 years relaxation in upper age limit shall be admissible to the candidates belonging to Scheduled caste of Haryana state only.  
(ii) Relaxation in upper age is admissible to the physically handicapped candidates of Haryana is 5 years (10 years for SC PH of Haryana).

**Note: (a) Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

- (i) Un-married female candidates of Haryana State only.  
(ii) Women whose husbands have been ordered by civil/criminal courts to pay maintenance to them; women whose husbands have remarried; widows; women who are legally separated from their husbands or have been divorced; women living separately from their husbands for more than two years because of desertion wives of serving disabled military personnel and widows of those who were killed in action. Women living separately from their husbands due to desertion will be required to submit with their application an affidavit to the effect that she has been deserted by her husband, and has been living separately from him for more than two years and this affidavit should be countersigned by two responsible persons such as members of the Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

5. **Application Fees:** - The category wise application fee structure payable through Net Banking, Debit Card and Credit Card upto 24:00 hours midnight of closing date i.e. **20.08.2018** is as under:-

Sr. No.	Categories of candidates	Fees
1	(xv) For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana. (xvi) For Male candidates of General and all reserved categories of other States.	<b>Rs. 500/-</b>
2	For all Female candidates of General and reserved categories of Haryana and other states including female dependent of ESM of Haryana only.	<b>Rs. 125/-</b>
3	For Male candidates of SC / BC/ ESM categories of Haryana only.	<b>Rs. 125/-</b>
4	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	<b>NIL</b>

- Note-(i)** Applications fees should be paid only through online mode via Net Banking or Credit/Debit card.
- (ii)** No request for remittance of fees or withdrawal of candidature from a candidate after he/she has submitted his/her online application will be entertained under any circumstances.
- (iii)** Candidates are advised to read the above instructions carefully before applying the online application form.
6. The candidates serving under Union/State Government will not be entitled to any benefit of their past service except in the case of their initial appointment under the Haryana Govt. by the direct recruitment.
7. **Duties:-** Will assist DGM(IA)/ Senior manager (IA) in preparation of the schemes/ estimates/DNITs/Tender Documents, will ensure checking of bills, stores, maintaining proper stock register etc. will assist in operation & Maintenance works of all the Utilities in the area.
8. **Place of Posting:-** All over Haryana and any other place India where HSIIDC/State Government may so desire in Public interest.
9. **Concession, such as rent free quarters, light, water etc.:-** As per rules of HSIIDC from time to time.
10. This post is Permanent. The posts have been sanctioned by the State Govt./HBPE under restructuring plan during March 2007. The person appointed will be on probation for one year. The appointment can be terminated, if the work and conduct of the appointee is not found satisfactory.
11. Haryana Government New Pension Scheme will be applicable.
12. The eligibility of candidates with regard to qualifications etc. is to be determined on **20.08.2018** (Closing Date).
13. The selected candidate must be prepared to join duty immediately after selection.

14. The candidates of reserved categories who are applying for the above post of general category should fulfill all the eligibility conditions i.e. age, qualification, experience etc. as meant for general category candidates except fees.

**Note :** The prescribed essential qualifications are minimum and mere possession of the same does not entitle the candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by holding a screening test or any method devised by the Commission.

**General Instructions to Candidates :-**

Read the Instructions carefully before you start filling the online Application form.

- (I) The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.
- (II) After submitting online application form, Registration No. and Password will be generated and the candidates should take print out of the Registration No. and Password for their record.
- (III) After successful submission of online Application Form, the candidates are advised to pay application fees through net banking, debit card and credit card upto 24:00 hours midnight of closing date i.e. **20.08.2018** and thereafter to take out the print of online Application Form.
- (IV) ***Submission of printed copy of the application form:-*** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.
- (V) Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.

***In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.*** Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh

online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he/she appeared in the Recruitment/ Screening Test and/or appeared in the interview.

(VI) (a) The benefit of reservation will be given only to those candidates who are domicile of Haryana State.

(b) The candidates seeking reservation under a particular category e.g. **SC** candidates are required to submit the requisite Certificate issued by the Competent Authority from **Parental Side only**. In case of women candidates, Certificate from in-laws (Husband's side) will not be entertained.

**Note-(i)** The candidates of reserved categories of Haryana for which no post is available/reserved, can apply for the posts of general category, if he/she fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.

(v) The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.

(VII) Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled.

(VIII) **Nationality** :- In order to be eligible for applying for the post, a candidate should be:-

a) a citizen of India, or

b) a citizen of Nepal, or

c) a subject of Bhutan, or

d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

(XIII) **Regarding No Objection Certificate :-**

- (i) The persons already in Government Service and persons employed in Public Sector Undertaking including Quasi Government Organizations whether in permanent, Quasi permanent or temporary capacity, should also apply online and obtain the print out of their application form and send the same to the Commission through their employers which should reach the Commission's office within a fortnight after the closing date. In case where the application is not received through proper channel or if the application is received direct, the candidate will be interviewed only if he produces the permission of his employer at the time of interview.
- (ii) **(As per Haryana Govt. instructions No. 12/01/2018-2GSI dated 08.03.2018)**  
In case of recruitment relating to state of Haryana employees who have not executed any bond with the state Govt. may be allowed to forward their application to state recruitment besides without need of NOC from the Department. However a self declaration of Govt. employees is required to submit the effect that employees not facing any disciplinary proceeding. In case of employees who have executed bond with state Govt. (viz. doctors) the NOC of HOD shall, however be still required.
- (iii) If the employer's permission is not furnished due to the fact that the candidate has resigned after sending the application, that candidate will be interviewed only if he produces a letter from the employer to the effect that he has resigned from the post and his resignation has been accepted.
- (iv) The candidate who joins service under Government, Quasi Government Organization, Public Sector undertakings after the submission of application will have to produce "NO OBJECTION CERTIFICATE" from the employer on or before the date of his interview failing which he will not be interviewed.

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

(X) **Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty

of :

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- a. resorting to any irregular or improper means in connection with his/her candidature for selection; or

- b. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
- (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
  - (iii) for termination of service, if he/she already in Govt. Service.

**Dated: 20.07.2018**

**Deputy Secretary  
Haryana Public Service Commission  
Panchkula**

# Haryana Public Service Commission,

Bays No. 1-10, Block-B, Sector-4, Panchkula

Advt. No. 1(9)

Date of Publication: 21.07.2018

Closing Date : 20.08.2018

The Commission invites online applications for recruitment to 04 posts of **Junior System Analyst/Programmer (Gen-03 & SC-01)** in Haryana State Industrial and Infrastructure Development Corporation Ltd. (Industries & Commerce Department, Haryana).

1. (a) Closing date for the submission of online application is **20.08.2018 upto 05:00 PM** (closing date).
- (b) Application fees can be submitted through online mode only, using Net Banking or Debit Card/Credit Card upto 24:00 hrs. (midnight) of closing date i.e. **20.08.2018**.

**Note: Candidates are advised not to send the hard copy of the application form. If any candidates send the hard copy of the application form the same will not be entertained.**

2. **Essential Qualifications: -**

- i. 1<sup>st</sup> Class B.E./B.Tech in information Technology/Computer Science/MCA from a recognized university/institute, with minimum 2 years relevant post qualification experience in a Public Sector Undertaking/Financial Institution/Bank.
- ii. Should be proficient in computer.
- iii. Hindi/Sanskrit upto Matric Standard or Higher Education.

**Note: (i) Part time experience will not be considered**

**(ii) The experience certificate should be as per specimen given below:-**

**(Specimen of experience)**

Letter Head of the Institution

(.....)  
(Name, Telephone no. & Address of the Institution/Organization/Department)

Reg. No. \_\_\_\_\_

TO WHOM IT MAY CONCERN

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

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

It is certified that Sh./Ms. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_ resident of \_\_\_\_\_ has/had been working in our Public Sector Undertaking/Financial Institution/Bank as regular/Permanent/Temporary/Contract from \_\_\_\_\_ to \_\_\_\_\_ on the post of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. Thus total experience gained by the said employee works out .....years .....months.....days. He/she is/ was drawing the salary of Rs. \_\_\_\_\_ per month.

It is further certified that above facts and figures are true and based on service record available in our Public Sector Undertaking/Financial Institution/Bank.

Date: \_\_\_\_\_ Name & Signature of the Issuing Authority with seal.

- (iii) **No Experience will be considered other than claimed in the application form.**  
(iv) **The post shall be governed by Haryana State Industrial & Infrastructure Development Corporation Employees Service bye laws is available at [http://hsiidc.org.in/RTI\\_ch\\_v](http://hsiidc.org.in/RTI_ch_v)**

3. **Scale of Pay: Pay Band-2 Rs. 9300-34800 + 5400 G.P**

4. **Age:** 18 to 42 years in case of general category (the upper age limit is relaxable as per prevailing Govt. Instruction). The cutoff date for age eligibility would be the last date fixed for submission of application i.e. **20.08.2018**.

- (i) 5 years relaxation in upper age limit shall be admissible to the candidates belonging to Scheduled caste of Haryana state only.  
(ii) Relaxation in upper age is admissible to all the physically handicapped candidates of Haryana 5 years relaxations for general PH candidates (10 years for the SC PH of Haryana).

**Note: (a) Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

- (i) Un-married female candidates of Haryana State only.  
(ii) Women whose husbands have been ordered by civil/criminal courts to pay maintenance to them; women whose husbands have remarried; widows; women who are legally separated from their husbands or have been divorced; women living separately from their husbands for more than two years because of desertion wives of serving disabled military personnel and widows of those who were killed in action. Women living separately from their husbands due to desertion will be required to submit with their application an affidavit to the effect that she has been deserted by her husband, and has been living separately from him for more than two years and this affidavit should be countersigned by two responsible persons such as members of the Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.



5. **Application Fees:** - The category wise application fee structure payable through Net Banking, Debit Card and Credit Card upto 24:00 hours midnight of closing date i.e. **20.08.2018** is as under:-

Sr. No.	Categories of candidates	Fees
1	(xvii) For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana. (xviii) For Male candidates of General and all reserved categories of other States.	<b>Rs. 500/-</b>
2	For all Female candidates of General and reserved categories of Haryana and other states including female dependent of ESM of Haryana only.	<b>Rs. 125/-</b>
3	For Male candidates of SC / BC/ ESM categories of Haryana only.	<b>Rs. 125/-</b>
4	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	<b>NIL</b>

**Note-(i)** Applications fees should be paid only through online mode via Net Banking or Credit/Debit card.

**(ii)** No request for remittance of fees or withdrawal of candidature from a candidate after he/she has submitted his/her online application will be entertained under any circumstances.

**(iii)** Candidates are advised to read the above instructions carefully before applying the online application form.

6. The candidates serving under Union/State Government will not be entitled to any benefit of their past service except in the case of their initial appointment under the Haryana Govt. by the direct recruitment.
7. **Duties:-** Will process and maintain in-house developed software for generation of pay bill, conveyance, loans to staff and support Senior System Analyst in all works assigned to him. The incumbent will provide the IT support for development and maintenance of various modules related to the work of Corporation. Shall look after the work of digitization.
8. **Place of Posting:-** All over Haryana and any other place India where HSIIDC/State Government may so desire in Public interest.
9. **Concession, such as rent free quarters, light, water etc.:-** As per rules of HSIIDC from time to time.
10. This post is Permanent. The posts have been sanctioned by the State Govt./HBPE under restructuring plan during March 2007. The person appointed will be on probation for one year. The appointment can be terminated, if the work and conduct of the appointee is not found satisfactory.
11. Haryana Government New Pension Scheme will be applicable.
12. The eligibility of candidates with regard to qualifications etc. is to be determined on **20.08.2018** (Closing Date).

13. The selected candidate must be prepared to join duty immediately after selection.
14. The candidates of reserved categories who are applying for the above post of general category should fulfill all the eligibility conditions i.e. age, qualification, experience etc. as meant for general category candidates except fees.

**Note :** The prescribed essential qualifications are minimum and mere possession of the same does not entitle the candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by holding a screening test or any method devised by the Commission.

**General Instructions to Candidates :-**

Read the Instructions carefully before you start filling the online Application form.

- (I) The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.
- (II) After submitting online application form, Registration No. and Password will be generated and the candidates should take print out of the Registration No. and Password for their record.
- (III) After successful submission of online Application Form, the candidates are advised to pay application fees through net banking, debit card and credit card upto 24:00 hours midnight of closing date i.e. **20.08.2018** and thereafter to take out the print of online Application Form.
- (IV) ***Submission of printed copy of the application form:-*** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.
- (V) Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.

***In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.*** Fees paid

earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he/she appeared in the Recruitment/ Screening Test and/or appeared in the interview.

(VI) (a) The benefit of reservation will be given only to those candidates who are domicile of Haryana State.

(b) The candidates seeking reservation under a particular category e.g. SC candidates are required to submit the requisite Certificate issued by the Competent Authority from **Parental Side only**. In case of women candidates, Certificate from in-laws (Husband's side) will not be entertained.

**Note-(i)** The candidates of reserved categories of Haryana for which no post is available/reserved, can apply for the posts of general category, if he/she fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.

(vi) The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.

(VII) Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled.

(VIII) **Nationality** :- In order to be eligible for applying for the post, a candidate should be:-

a) a citizen of India, or

b) a citizen of Nepal, or

c) a subject of Bhutan, or

d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

**(XIV) Regarding No Objection Certificate :-**

- (i) The persons already in Government Service and persons employed in Public Sector Undertaking including Quasi Government Organizations whether in permanent, Quasi permanent or temporary capacity, should also apply online and obtain the print out of their application form and send the same to the Commission through their employers which should reach the Commission's office within a fortnight after the closing date. In case where the application is not received through proper channel or if the application is received direct, the candidate will be interviewed only if he produces the permission of his employer at the time of interview.
- (ii) **(As per Haryana Govt. instructions No. 12/01/2018-2GSI dated 08.03.2018)**  
In case of recruitment relating to state of Haryana employees who have not executed any bond with the state Govt. may be allowed to forward their application to state recruitment besides without need of NOC from the Department. However a self declaration of Govt. employees is required to submit the effect that employees not facing any disciplinary proceeding. In case of employees who have executed bond with state Govt. (viz. doctors) the NOC of HOD shall, however be still required.
- (iii) If the employer's permission is not furnished due to the fact that the candidate has resigned after sending the application, that candidate will be interviewed only if he produces a letter from the employer to the effect that he has resigned from the post and his resignation has been accepted.
- (iv) The candidate who joins service under Government, Quasi Government Organization, Public Sector undertakings after the submission of application will have to produce "NO OBJECTION CERTIFICATE" from the employer on or before the date of his interview failing which he will not be interviewed.

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

**(X) Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty

of :

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or

- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
  - (iii) for termination of service, if he/she already in Govt. Service.

**Dated: 20.07.2018**

**Deputy Secretary  
Haryana Public Service Commission  
Panchkula**

# Haryana Public Service Commission,

Bays No. 1-10, Block-B, Sector-4, Panchkula

Advt. No. 1(10)

Date of Publication: 21.07.2018

Closing Date : 20.08.2018

The Commission invites online applications for recruitment to 07 posts of **Senior Manager (Estate) Gen-02, SC-01, BCA-01, BCB-02 and ESM (Gen.)-01** in Haryana State Industrial and Infrastructure Development Corporation Ltd. (Industries & Commerce Department, Haryana)

1. (a) Closing date for the submission of online application is **20.08.2018 upto 05:00 PM.**

(closing date).

(b) Application fees can be submitted through online mode only, using Net Banking or Debit Card/Credit Card **upto 24:00 hrs.** (midnight) of closing date i.e. **20.08.2018.**

**Note: Candidates are advised not to send the hard copy of the application form. If any candidates send the hard copy of the application form the same will not be entertained.**

2. **Essential Qualifications: -**

(i) 1<sup>st</sup> Class B.E./B.Tech or MBA or both having minimum 6 years relevant post qualification experience in a public Undertaking or an organization of repute, out of which atleast 3 years experience should be in an executive position. LL.B will be an added advantage.

(ii) Should be proficient in computer.

(iii) Hindi/Sanskrit upto Matric Standard or Higher Education.

**Note: (i) Part time experience will not be considered.**

**(ii) The experience certificate should be as per specimen given below:-**

**(Specimen of experience)**

Letter Head of the Institution

(.....)  
(Name, Telephone no. & Address of the Institution/Organization/Department)

Reg. No. \_\_\_\_\_

TO WHOM IT MAY CONCERN

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

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

It is certified that Sh./Ms. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_ resident of \_\_\_\_\_ has/had been working in our Public Sector Undertaking or an organization of repute as regular/Permanent/Temporary/Contract \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ on the post of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. Thus total experience gained by the said employee works out .....years .....months.....days. He/she is/ was drawing the salary of Rs. \_\_\_\_\_ per month.

It is further certified that above facts and figures are true and based on service record available in our Public Sector Undertaking or an organization of repute.

Date:

Name & Signature of the Issuing Authority with seal.

**(iii) No Experience will be considered other than claimed in the application form.**

**(iv) The post shall be governed by Haryana State Industrial & Infrastructure Development Corporation Employees Service bye laws is available at [http://hsiidc.org.in/RTI\\_ch\\_v](http://hsiidc.org.in/RTI_ch_v).**

3. **Scale of Pay:** PB-2, Rs. 15600-39100 + 6000 G.P

4. **Age:** 18 to 42 years in case of general category. The cutoff date for age eligibility would be the last date fixed for submission of application i.e. **20.08.2018**.

(iii) 5 years relaxation in upper age limit shall be admissible to the candidates belonging to Scheduled caste of Haryana state only.

(ii) Relaxation in upper age is admissible to all the physically handicapped candidates of Haryana 5 years relaxations for general PH candidates (10 years for the SC/BC-A & BC-B PH of Haryana).

**(a) Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

(i) Un-married female candidates of Haryana State only.

(ii) Women whose husbands have been ordered by civil/criminal courts to pay maintenance to them; women whose husbands have remarried; widows; women who are legally separated from their husbands or have been divorced; women living separately from their husbands for more than two years because of desertion wives of serving disabled military personnel and widows of those who were killed in action. Women living separately from their husbands due to desertion will be required to submit with their application an affidavit to the effect that she has been deserted by her husband, and has been living separately from him for more than two years and this affidavit should be countersigned by two responsible persons such as members of the Legislature, Local

Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

**(b) Upper age relaxation in case of Ex-Servicemen/NCC Cadet Instructor:-**

(i) Upper age limit is also relaxable for an ex-military person whether he joined military service before or after the declaration of emergency to the extent of his military service added by three years provided he had rendered continuous military service for a period of not less than six months before his release and further provided that he had been released otherwise than by way of dismissal or discharge on account of misconduct or inefficiency. A disabled military person is entitled to exclude from his age the period from the date he was disabled upto the date of his application for appointment to any service or post under the Govt. or till the end of emergency i.e.10-01-1968, which ever shorter.

(ii) The persons recruited from 01-01-1963 onwards as whole time Cadet Instructors in the N.C.C. and who are released after the expiry of their initial/extended tenure will also be entitled for relaxation in age limit for purpose of employment under the State Government. The period of service rendered by them in N.C.C. may be deducted from their actual age and if the resultant age does not exceed the prescribed upper age limit of a particular post by more than three years, they may be deemed to be satisfying the conditions for appointment to that post in respect of the maximum age. Such of the whole time Cadet Instructors in N.C.C. who are released from the N.C.C. before expiry of their initial / extended tenure would also be given these concessions subject to the conditions that they have served in the N.C.C. for the period of not less than six months prior to their release from the N.C.C.

**5. Application Fees:** - The category wise application fee structure payable through Net Banking, Debit Card and Credit Card upto 24:00 hours midnight of closing date i.e. **20.08.2018** is as under:-

<b>Sr. No.</b>	<b>Categories of candidates</b>	<b>Fees</b>
1	(xix) For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana. (xx) For Male candidates of General and all reserved categories of other States.	<b>Rs. 500/-</b>
2	For all Female candidates of General and reserved categories of Haryana and other states including female dependent of ESM of Haryana only.	<b>Rs. 125/-</b>
3	For Male candidates of SC / BC/ EBP (GC) / ESM categories of Haryana only.	<b>Rs. 125/-</b>
4	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	<b>NIL</b>

**Note-(i)** Applications fees should be paid only through online mode via Net Banking or Credit/Debit card.



- (ii) No request for remittance of fees or withdrawal of candidature from a candidate after he/she has submitted his/her online application will be entertained under any circumstances.
  - (iii) Candidates are advised to read the above instructions carefully before applying the online application form.
  - (iv) If suitable ESM category candidates are not available only then dependent sons/daughters of ESM will be considered against the posts reserved for ESM
  - (v) 2% reservation will be available to Freedom fighter/ their Children/Grand Children in case of non-availability of suitable Ex-Servicemen/Dependents of ESM/Backward Class.
6. The candidates serving under Union/State Government will not be entitled to any benefit of their past service except in the case of their initial appointment under the Haryana Govt. by the direct recruitment.
  7. **Duties:-** He will be Supervisory Officer-II in respect of the Estate in Wing-I and all the files/cases relating to these Estates will be routed through him. He would be responsible for all Estate work pertaining to the estates, assigned to him/her from time to time by the incharge of Estate Wing-I and /or HOD (Estate).
  8. **Place of Posting:-** All over Haryana and any other place in India where HSIIDC/State Government may so desire in Public interest.
  9. **Concession, such as rent free quarters, light, water etc.:-** As per rules of HSIIDC from time to time.
  10. This post is Permanent. The posts have been sanctioned by the State Govt./HBPE under restructuring plan during March 2007. The person appointed will be on probation for one year. The appointment can be terminated, if the work and conduct of the appointee is not found satisfactory.
  11. New Defined Contribution Pension Scheme will be made applicable.
  12. The eligibility of candidates with regard to qualifications etc. is to be determined on **20.08.2018** (Closing Date).
  13. The selected candidate must be prepared to join duty as soon as possible since the works suffering due to non-availability of required staff.
  14. The candidates of reserved categories who are applying for the above post of general category should fulfill all the eligibility conditions i.e. age, qualification, experience etc. as meant for general category candidates except fees.

**Note :** The prescribed essential qualifications are minimum and mere possession of the same does not entitle the candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by holding a screening test or any method devised by the Commission.

The following instructions be kept in view and needs to be incorporated at appropriate place while issuing advertisement.

**General Instructions to Candidates :-**

Read the Instructions carefully before you start filling the online Application form.

- (I) The candidate should fill all details correctly in the Online Application Form and submitted after being satisfied that all the particulars/details have been rightly reflected in the online application form.
- (II) After submitting online application form, Registration No. and Password will be generated and the candidates should take print out of the Registration No. and Password for their record.
- (III) After successful submission of online Application Form, the candidates are advised to pay application fees through net banking, debit card and credit card upto 24:00 hours midnight of closing date i.e. **20.08.2018** and thereafter to take out the print of online Application Form.
- (IV) ***Submission of printed copy of the application form:-*** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.
- (V) Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.

***In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.*** Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he/she appeared in the Recruitment/ Screening Test and/or appeared in the interview.

6. (a) The benefit of reservation will be given only to those candidates who are domicile of Haryana State.
- (b) The candidates seeking reservation under a particular category e.g. **SC/BC-A/BC-B and ESM** candidates are required to submit the requisite Certificate issued by the

Competent Authority from **Parental Side only**. In case of women candidates, Certificate from in-laws (Husband's side) will not be entertained.

**Note-(i)** The candidates of reserved categories of Haryana for which no post is available/reserved, can apply for the posts of general category, if he/she fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.

(vii) The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.

7. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled.

8. **Nationality** :- In order to be eligible for applying for the post, a candidate should be:-

- a) a citizen of India, or
- b) a citizen of Nepal, or
- c) a subject of Bhutan, or
- d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

9. **Eligibility to be determined on** :- The eligibility of candidates with regard to qualifications, experience, and other condition if any, will be determined as on the closing date of submission of online application forms. It is further clarified that:-

- (i) if experience certificate is issued after closing date but the same pertains to the period prior to the closing date as per eligibility condition then the same will also be admissible.
- (ii) it should have been acquired after acquisition of minimum essential qualification.
- (iii) the certificate should be issued by the employer as per the specimen attached with the advertisement.

- (iv) experience certificates must contain the details of salary, period, name of the post, nature of duties and number, date and signature of competent Authority with seal, otherwise such experience certificate will not be considered

**10. Regarding No Objection Certificate :-**

- (i) The persons already in Government Service and persons employed in Public Sector Undertaking including Quasi Government Organizations whether in permanent, Quasi permanent or temporary capacity, should also apply online and obtain the print out of their application form and send the same to the Commission through their employers which should reach the Commission's office within a fortnight after the closing date. In case where the application is not received through proper channel or if the application is received direct, the candidate will be interviewed only if he produces the permission of his employer at the time of interview.
- (ii) **(As per Haryana Govt. instructions No. 12/01/2018-2GSI dated 08.03.2018)**  
In case of recruitment relating to state of Haryana employees who have not executed any bond with the state Govt. may be allowed to forward their application to state recruitment besides without need of NOC from the Department. However a self declaration of Govt. employees is required to submit the effect that employees not facing any disciplinary proceeding. In case of employees who have executed bond with state Govt. (viz. doctors) the NOC of HOD shall, however be still required.
- (iii) If the employer's permission is not furnished due to the fact that the candidate has resigned after sending the application, that candidate will be interviewed only if he produces a letter from the employer to the effect that he has resigned from the post and his resignation has been accepted.
- (iv) The candidate who joins service under Government, Quasi Government Organization, Public Sector undertakings after the submission of application will have to produce "NO OBJECTION CERTIFICATE" from the employer on or before the date of his interview failing which he will not be interviewed.

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

**11. Definition of Ex-Servicemen(ESM):-**

"An' ex-serviceman' means a person, who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy and Air Force of the Indian Union and

- (i) who retired from such service after earning his/her pension; or
- (ii) who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- (iii) who has been released otherwise than on his own request from such service as a result of reduction in establishment; or

- (iv) who has been released from such service after completing the specific period of engagements, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity'; and includes personnel of the Territorial Army of the following categories. namely :-
- I) Pension holders for continuous embodied service
  - II) Persons with disability attributable to military service; and
  - III) Gallantry award winners."

**Note:-** ESM candidates of Haryana claiming benefit under this category must have valid Identity Card and Discharge Book/ Certificate showing the date of entry into military and date of release, on the last date of submission of online application form and will have to produce the same as and when required by the Haryana Public Service Commission.

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

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

**Note:-1** Disabled ex-servicemen will mean ex-servicemen who while serving in the Armed Forces of the Union, were disabled in operations against enemy or in disturbed areas or in peace time but disability attributable to military service.

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

12. **Instructions related to DESM of Haryana :-**

The DESM (Dependent of Ex-Serviceman) candidate will be considered in the first instance in his own category i.e. General/SC/BCA/BCB etc. as the case may be. However in case of non availability of suitable Ex-serviceman, the dependent of Ex-serviceman who fulfill all the conditions of eligibility e.g. age, qualification etc, prescribed for the post in question will be considered on merit against the posts reserved for the ex-serviceman and this entitlement would be available to one dependent only provided that the Ex-serviceman himself had not availed the benefit of re-employment in any Govt. service, Public Sector undertaking including para-military forces.

DESM candidates of Haryana claiming benefit must have valid eligibility certificate on the last date of submission of online application form and he will have to produce a valid Eligibility Certificate duly renewed from time to time by the concerned Zila Sainik Board at the time of interview. DESM certificate should be issued in the prescribed format otherwise it will not be entertained.

None of the person below shall fall within the definition of word **Dependent of Ex-Servicemen;**

- i) a person may be working on an ad-hoc basis against the post advertised or some where also;
- ii) a person may be unemployed at the time of making the application but he may have other sources of income viz; from agriculture, trade, property, bank balance etc.

- iii) an unemployed person who is a member of the joint family may also constitute to the pool of the family income by lending help;
- iv) a person who has already done his graduation or is doing post graduation and is getting merit scholarship for the studies.
- v) a person who is member of the joint Hindu Family and remains dependent upon the Karta till there is partition in the Joint Hindu Family and is obliged to pass on all his income to the karta and draw a money for his subsistence from the pool of the joint Hindu Family with the consent of the Karta.
- vi) a candidate who is a member of the Joint Hindu Family is employed on an adhoc basis but he is otherwise dependent of his father.

**Note:- As per Haryana Govt. letter No. 12/8/03-4GSII dated 01.12.2003, the income limit is Rs. 6000/- per month.**

13. **Reservation for Freedom Fighters & their children / grand children of Haryana:-**

The reservation will be available only if quota reserved for Ex-servicemen or Backward Classes remains unfilled to that extend due to non-availability of suitable Ex-servicemen or their dependents or non-availability of suitable candidates from Backward Classes. Over all reservation either from the unfilled vacancies of Ex-servicemen or from the Backward Classes for Freedom Fighters / their children / grand children will remain **limited to 2% only**. This benefit will be available to all grand children i.e. sons and daughter of sons and daughters (parental as well as maternal) of the Freedom Fighters.

14. **Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty of :

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union

Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.

(iii) for termination of service, if he/she already in Govt. Service.

**Dated: 20.07.2018**

**Deputy Secretary  
Haryana Public Service Commission  
Panchkula**

# Haryana Public Service Commission,

Bays No. 1-10, Block-B, Sector-4, Panchkula

Advt. No. 1(11)

Date of Publication: 21.07.2018

Closing Date : 20.08.2018

The Commission invites online applications for recruitment to 01 post **Senior Manager (Finance) (BCA-01)** in Haryana State Industrial and Infrastructure Development Corporation Ltd. (Industries & Commerce Department, Haryana).

1. (a) Closing date for the submission of online application is **20.08.2018 upto 05:00 PM** (closing date).
- (b) Application fees can be submitted through online mode only, using Net Banking or Debit Card/Credit Card upto 24:00 hrs. (midnight) of closing date i.e. **20.08.2018**.

**Note: Candidates are advised not to send the hard copy of the application form. If any candidates send the hard copy of the application form the same will not be entertained.**

2. **Essential Qualifications: -**

- i. MBA (Fin.)/ equivalent e.g. MFC/CA/ICWA having atleast 06 years relevant post qualification experience in Banking/Financial Institutions, out of which atleast 03 years should be in an executive position.
- ii. Should be proficient in computer.
- iii. Hindi/Sanskrit upto Matric Standard or Higher Education.

- Note: (i) Part time experience will not be considered.**  
**(ii) The experience certificate should be as per specimen given below:-**

**(Specimen of experience)**

Letter Head of the Institution

(.....)  
(Name, Telephone no. & Address of the Institution/Organization/Department)

Reg. No. \_\_\_\_\_

TO WHOM IT MAY CONCERN

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

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



It is certified that Sh./Ms. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_ resident of \_\_\_\_\_ has/had been working in our Banking/Financial Institutions in the Account Stream as regular/Permanent/Temporary/Contract from \_\_\_\_\_ to \_\_\_\_\_ on the post of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ on executive position. Thus total experience gained by the said employee works out .....years .....months.....days. He/she is/ was drawing the salary of Rs. \_\_\_\_\_ per month.

It is further certified that above facts and figures are true and based on service record available in our Banking/Financial Institutions.

Date: \_\_\_\_\_ Name & Signature of the Issuing Authority with seal.

- (iii) **No Experience will be considered other than claimed in the application form.**  
 (iv) **The post shall be governed by Haryana State Industrial & Infrastructure Development Corporation Employees Service bye laws is available at [http://hsiidc.org.in/RTI\\_ch v](http://hsiidc.org.in/RTI_ch_v).**

3. **Scale of Pay: Pay Band-2** Rs. 15600-39100 + 6000 G.P  
 4. **Age:** 18 to 42 years in case of general category. The cutoff date for age eligibility would be the last date fixed for submission of application i.e. **20.08.2018**.
- (iv) 5 years relaxation in upper age limit shall be admissible to the candidates belonging to BC-A category of Haryana state only.  
 (v) Relaxation in upper age limit is admissible to the physically handicapped candidates belonging to BC-A category of Haryana upto the age of 52 years.
5. **Application Fees:** - The category wise application fee structure payable through Net Banking, Debit Card and Credit Card upto 24:00 hours midnight of closing date i.e. **20.08.2018** is as under:-

Sr. No.	Categories of candidates	Fees
1	(xxi) For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana. (xxii) For Male candidates of General and all reserved categories of other States.	<b>Rs. 500/-</b>
2	For all Female candidates of General and reserved categories of Haryana and other states including female dependent of ESM of Haryana only.	<b>Rs. 125/-</b>
3	For Male candidates of SC / BC/ ESM categories of Haryana only.	<b>Rs. 125/-</b>
4	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	<b>NIL</b>

- Note-(i)** Applications fees should be paid only through online mode via Net Banking or Credit/Debit card.
- (ii)** No request for remittance of fees or withdrawal of candidature from a candidate after he/she has submitted his/her online application will be entertained under any circumstances.
- (iii)** Candidates are advised to read the above instructions carefully before applying the online application form.
6. The candidates serving under Union/State Government will not be entitled to any benefit of their past service except in the case of their initial appointment under the Haryana Govt. by the direct recruitment.
7. **Duties:-** Will look after the appraisal of cases allocated. Will also look after the Disbursement/monitor and follow up of cases in respect of Branches allocated by HoD.
8. **Place of Posting:-** All over Haryana and any other place India where HSIIDC/State Government may so desire in Public interest.
9. **Concession, such as rent free quarters, light, water etc.:-** As per rules of HSIIDC from time to time.
10. This post is Permanent. The posts have been sanctioned by the State Govt./HBPE under restructuring plan during March 2007. The persons appointed will be probation for one year. The appointment can be terminated, if the work and conduct of the appointee is not found satisfactory.
11. Haryana Government New Pension Scheme will be applicable.
12. The eligibility of candidates with regard to qualifications etc. is to be determined on **20.08.2018** (Closing Date).
13. The selected candidate must be prepared to join duty immediately after selection.

**Note :** The prescribed essential qualifications are minimum and mere possession of the same does not entitle the candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by holding a screening test or any method devised by the Commission.

**General Instructions to Candidates :-**

Read the Instructions carefully before you start filling the online Application form.

- (I) The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.

- (II) After submitting online application form, Registration No. and Password will be generated and the candidates should take print out of the Registration No. and Password for their record.
- (III) After successful submission of online Application Form, the candidates are advised to pay application fees through net banking, debit card and credit card upto 24:00 hours midnight of closing date i.e. **20.08.2018** and thereafter to take out the print of online Application Form.
- (IV) **Submission of printed copy of the application form:-** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.
- (V) Candidates are advised to **fill their details in the online application form carefully** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.

***In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.*** Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he/she appeared in the Recruitment/ Screening Test and/or appeared in the interview.

- (VI) (a) The benefit of reservation will be given only to those candidates who are domicile of Haryana State.
- (b) The candidates seeking reservation under a particular category e.g. **BC-A** candidates are required to submit the requisite Certificate issued by the Competent Authority from **Parental Side only**. In case of women candidates, Certificate from in-laws (Husband's side) will not be entertained.
- (VII) Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled.
- (VIII) **Nationality** :- In order to be eligible for applying for the post, a candidate should be:-

- a) a citizen of India, or
- b) a citizen of Nepal, or
- c) a subject of Bhutan, or
- d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

**(XV) Regarding No Objection Certificate:-**

- (i) The persons already in Government Service and persons employed in Public Sector Undertaking including Quasi Government Organizations whether in permanent, Quasi permanent or temporary capacity, should also apply online and obtain the print out of their application form and send the same to the Commission through their employers which should reach the Commission's office within a fortnight after the closing date. In case where the application is not received through proper channel or if the application is received direct, the candidate will be interviewed only if he produces the permission of his employer at the time of interview.
- (ii) **(As per Haryana Govt. instructions No. 12/01/2018-2GSI dated 08.03.2018)**  
In case of recruitment relating to state of Haryana employees who have not executed any bond with the state Govt. may be allowed to forward their application to state recruitment besides without need of NOC from the Department. However a self declaration of Govt. employees is required to submit the effect that employees not facing any disciplinary proceeding. In case of employees who have executed bond with state Govt. (viz. doctors) the NOC of HOD shall, however be still required.
- (iii) If the employer's permission is not furnished due to the fact that the candidate has resigned after sending the application, that candidate will be interviewed only if he produces a letter from the employer to the effect that he has resigned from the post and his resignation has been accepted.
- (iv) The candidate who joins service under Government, Quasi Government Organization, Public Sector undertakings after the submission of application will have to produce "NO OBJECTION CERTIFICATE" from the employer on or before the date of his interview failing which he will not be interviewed.

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

(X) **Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty

of :

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
  - (iii) for termination of service, if he/she already in Govt. Service.

**Dated: 20.07.2018**

**Deputy Secretary  
Haryana Public Service Commission  
Panchkula**

# Haryana Public Service Commission,

Bays No. 1-10, Block-B, Sector-4, Panchkula

Advt. No. 1(12)

Date of Publication: 21.07.2018

Closing Date : 20.08.2018

The Commission invites online applications for recruitment to 01 post (Unreserved) of **Assistant General Manager (IA)** in Haryana State Industrial and Infrastructure Development Corporation Ltd. (Industries & Commerce Department, Haryana).

1. (a) Closing date for the submission of online application is **20.08.2018 upto 05:00 PM** (closing date).  
(b) Application fees can be submitted through online mode only, using Net Banking or Debit Card/Credit Card upto 24:00 hrs. (midnight) of closing date i.e. **20.08.2018**.

**Note: Candidates are advised not to send the hard copy of the application form. If any candidates send the hard copy of the application form the same will not be entertained.**

2. **Essential Qualifications: -**

- i. Ist Class B.E./B.Tech in Civil Engineering preferably MBA as additional qualification with minimum 10 years relevant post qualification experience in development/creation and maintenance of Industrial Infrastructure. Out of which atleast 5 Years should be in an executive position.
- ii. Should be proficient in computer.
- iii. Hindi/Sanskrit upto Matric Standard or Higher Education.

**Note: (i) Part time experience will not be considered**

**(ii) The experience certificate should be as per specimen given below:-**

**(Specimen of experience)**

Letter Head of the Institution

(.....)  
(Name, Telephone no. & Address of the Institution/Organization/Department)

Reg. No. \_\_\_\_\_

TO WHOM IT MAY CONCERN

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

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

It is certified that Sh./Ms. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_ resident of \_\_\_\_\_ has/had been working in development/creation and maintenance of Industrial Infrastructure as regular/Permanent/Temporary/Contract from \_\_\_\_\_ to \_\_\_\_\_ on the post of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ on executive position. Thus total experience gained by the said employee works out .....years .....months.....days. He/she is/ was drawing the salary of Rs. \_\_\_\_\_ per month. His/her employee code is/was \_\_\_\_\_ and employee PF No. is/was \_\_\_\_\_.

It is further certified that above facts and figures are true and based on service record available in our development/creation and maintenance Industrial Infrastructure.

Date:

Name & Signature of the Issuing Authority with seal.

- (iii) **No Experience will be considered other than claimed in the application form.**  
(iv) **The post shall be governed by Haryana State Industrial & Infrastructure Development Corporation Employees Service bye laws is available at [http://hsiidc.org.in/RTI\\_ch v](http://hsiidc.org.in/RTI_ch_v).**

3. **Scale of Pay: Pay Band-2** Rs. 15600-39100 + 7600 G.P.

4. **Age:** 18 to 42 years in case of general category (the upper age limit is relaxable as per prevailing Govt. Instruction). The cutoff date for age eligibility would be the last date fixed for submission of application i.e. **20.08.2018**.

- (i) Since the post is meant for general category, therefore, relaxation in upper age is admissible to all the physically handicapped candidates of Haryana upto the age of 47 years i.e. 5 years age relaxations over and above the general upper age limit of 42 years.

**Note: (a) Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

(i) Un-married female candidates of Haryana State only.

(ii) Women whose husbands have been ordered by civil/criminal courts to pay maintenance to them; women whose husbands have remarried; widows; women who are legally separated from their husbands or have been divorced; women living separately from their husbands for more than two years because of desertion wives of serving disabled military personnel and widows of those who were killed in action. Women living separately from their husbands due to desertion will be required to submit with their application an affidavit to the effect that she has been deserted by her husband, and has been living separately from him for more than two years and this affidavit should be

countersigned by two responsible persons such as members of the Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

5. **Application Fees:** - The category wise application fee structure payable through Net Banking, Debit Card and Credit Card upto 24:00 hours midnight of closing date i.e. **20.08.2018** is as under:-

<b>Sr. No.</b>	<b>Categories of candidates</b>	<b>Fees</b>
1	(xxiii) For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana. (xxiv) For Male candidates of General and all reserved categories of other States.	<b>Rs. 500/-</b>
2	For all Female candidates of General and reserved categories of Haryana and other states including female dependent of ESM of Haryana only.	<b>Rs. 125/-</b>
3	For Male candidates of SC/BC/ESM categories of Haryana only.	<b>Rs. 125/-</b>
4	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	<b>NIL</b>

**Note-(i)** Applications fees should be paid only through online mode via Net Banking or Credit/Debit card.

**(ii)** No request for remittance of fees or withdrawal of candidature from a candidate after he/she has submitted his/her online application will be entertained under any circumstances.

**(iii)** Candidates are advised to read the above instructions carefully before applying the online application form.

6. The candidates serving under Union/State Government will not be entitled to any benefit of their past service except in the case of their initial appointment under the Haryana Govt. by the direct recruitment.
7. **Duties:-** Will be the overall Incharge of the industrial Estate, accord approvals of Estimates, DNITs, Tenders, Deviations of Infrastructure Developments and maintenance works as per his delegation of powers, coordination with local administration, coordination with head office for the requisite compliances, approvals, which are beyond his delegations.
8. **Place of Posting:-** All over Haryana and any other place in india where HSIIDC/State Government may so desire in Public interest.
9. **Concession, such as rent free quarters, light, water etc.:-** As per rules of HSIIDC from time to time.
10. This post is Permanent. The posts have been sanctioned by the State Govt./HBPE under restructuring plan during March 2007. The person appointed will be on probation for one year. The appointment can be terminated, if the work and conduct of the appointee is not found satisfactory.
11. Haryana Government New Pension Scheme will be applicable.



12. The eligibility of candidates with regard to qualifications etc. is to be determined on **20.08.2018** (Closing Date).
13. The selected candidate must be prepared to join duty immediately after selection.
14. The candidates of reserved categories who are applying for the above post of general category should fulfill all the eligibility conditions i.e. age, qualification, experience etc. as meant for general category candidates except fees.

**Note :** The prescribed essential qualifications are minimum and mere possession of the same does not entitle the candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by holding a screening test or any method devised by the Commission.

**General Instructions to Candidates :-**

Read the Instructions carefully before you start filling the online Application form.

- (I) The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.
- (II) After submitting online application form, Registration No. and Password will be generated and the candidates should take print out of the Registration No. and Password for their record.
- (III) After successful submission of online Application Form, the candidates are advised to pay application fees through net banking, debit card and credit card upto 24:00 hours midnight of closing date i.e. **20.08.2018** and thereafter to take out the print of online Application Form.
- (IV) ***Submission of printed copy of the application form:-*** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.
- (V) Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.

***In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.*** Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he/she appeared in the Recruitment/ Screening Test and/or appeared in the interview.

(VI) Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled.

(VII) **Nationality** :- In order to be eligible for applying for the post, a candidate should be:-

- a) a citizen of India, or
- b) a citizen of Nepal, or
- c) a subject of Bhutan, or
- d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

**(XVI) Regarding No Objection Certificate :-**

(i) The persons already in Government Service and persons employed in Public Sector Undertaking including Quasi Government Organizations whether in permanent, Quasi permanent or temporary capacity, should also apply online and obtain the print out of their application form and send the same to the Commission through their employers which should reach the Commission's office within a fortnight after the closing date. In case where the application is not received through proper channel or if the application is received direct, the candidate will be interviewed only if he produces the permission of his employer at the time of interview.

(ii) **(As per Haryana Govt. instructions No. 12/01/2018-2GSI dated 08.03.2018)**

In case of recruitment relating to state of Haryana employees who have not executed any bond with the state Govt. may be allowed to forward their application to state recruitment besides without need of NOC from the Department. However a self declaration of Govt. employees is required to submit the effect that employees not

facing any disciplinary proceeding. In case of employees who have executed bond with state Govt. (viz. doctors) the NOC of HOD shall, however be still required.

- (iii) If the employer's permission is not furnished due to the fact that the candidate has resigned after sending the application, that candidate will be interviewed only if he produces a letter from the employer to the effect that he has resigned from the post and his resignation has been accepted.
- (iv) The candidate who joins service under Government, Quasi Government Organization, Public Sector undertakings after the submission of application will have to produce "NO OBJECTION CERTIFICATE" from the employer on or before the date of his interview failing which he will not be interviewed.

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

(IX) **Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty

of :

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
  - (iii) for termination of service, if he/she already in Govt. Service.

**Dated: 20.07.2018**

**Deputy Secretary  
Haryana Public Service Commission  
Panchkula**

# Haryana Public Service Commission,

Bays No. 1-10, Block-B, Sector-4, Panchkula

Advt. No. 1(13)

Date of Publication: 21.07.2018

Closing Date : 20.08.2018

The Commission invites online applications for recruitment to 03 posts of **Manager (Estate) (Gen-02 & SC-01)** in Haryana State Industrial and Infrastructure Development Corporation Ltd. (Industries & Commerce Department, Haryana).

1. (a) Closing date for the submission of online application is **20.08.2018 upto 05:00 PM** (closing date).
- (b) Application fees can be submitted through online mode only, using Net Banking or Debit Card/Credit Card upto 24:00 hrs. (midnight) of closing date i.e. **20.08.2018**.

**Note: Candidates are advised not to send the hard copy of the application form. If any candidates send the hard copy of the application form the same will not be entertained.**

2. **Essential Qualifications: -**

- i. Ist Class B.E./B.Tech or MBA or both having minimum 2 years relevant post qualification experience in a public undertaking or an organization of repute, LL.B will be an added advantage.
- ii. Should be proficient in computer.
- iii. Hindi/Sanskrit upto Matric Standard or Higher Education.

**Note: (i) Part time experience will not be considered**

**(ii) The experience certificate should be as per specimen given below:-**

**(Specimen of experience)**

Letter Head of the Institution

(.....)

(Name, Telephone no. & Address of the Institution/Organization/Department)

Reg. No. \_\_\_\_\_

TO WHOM IT MAY CONCERN

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

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

It is certified that Sh./Ms. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_ resident of \_\_\_\_\_ has/had been working in our Public Sector Undertaking or an organization or reputed as regular/Permanent/Temporary/Contract \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ on the post of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. Thus total experience gained by the said employee works out .....years .....months.....days. He/she is/ was drawing the salary of Rs. \_\_\_\_\_ per month.

It is further certified that above facts and figures are true and based on service record available in our Public Sector Undertaking or an organization or reputed.

Date: \_\_\_\_\_ Name & Signature of the Issuing Authority with seal.

- (iii) **No Experience will be considered other than claimed in the application form.**  
(iv) **The post shall be governed by Haryana State Industrial & Infrastructure Development Corporation Employees Service bye laws is available at [http://hsiidc.org.in/RTI\\_ch\\_v](http://hsiidc.org.in/RTI_ch_v)**

3. **Scale of Pay:** Rs. 9300-34800+5400/- G.P.

4. **Age:** 18 to 42 years in case of general category (the upper age limit is relaxable as per prevailing Govt. Instruction). The cutoff date for age eligibility would be the last date fixed for submission of application i.e. **20.08.2018**.

- (i) 5 years relaxation in upper age limit shall be admissible to the candidates belonging to Scheduled caste of Haryana state only.  
(ii) Relaxation in upper age limit admissible to the physically handicapped candidates of Haryana is 5 years (10 years for the SC PH of Haryana).

**Note: (a) Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

- (i) Un-married female candidates of Haryana State only.  
(ii) Women whose husbands have been ordered by civil/criminal courts to pay maintenance to them; women whose husbands have remarried; widows; women who are legally separated from their husbands or have been divorced; women living separately from their husbands for more than two years because of desertion wives of serving disabled military personnel and widows of those who were killed in action. Women living separately from their husbands due to desertion will be required to submit with their application an affidavit to the effect that she has been deserted by her husband, and has been living separately from him for more than two years and this affidavit should be countersigned by two responsible persons such as members of the Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

5. **Application Fees:** - The category wise application fee structure payable through Net Banking, Debit Card and Credit Card upto 24:00 hours midnight of closing date i.e. **20.08.2018** is as under:-

Sr. No.	Categories of candidates	Fees
1	(xxv) For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana. (xxvi) For Male candidates of General and all reserved categories of other States.	<b>Rs. 500/-</b>
2	For all Female candidates of General and reserved categories of Haryana and other states including female dependent of ESM of Haryana only.	<b>Rs. 125/-</b>
3	For Male candidates of SC / BC/ ESM categories of Haryana only.	<b>Rs. 125/-</b>
4	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	<b>NIL</b>

- Note-(i)** Applications fees should be paid only through online mode via Net Banking or Credit/Debit card.
- (ii)** No request for remittance of fees or withdrawal of candidature from a candidate after he/she has submitted his/her online application will be entertained under any circumstances.
- (iii)** Candidates are advised to read the above instructions carefully before applying the online application form.
6. The candidates serving under Union/State Government will not be entitled to any benefit of their past service except in the case of their initial appointment under the Haryana Govt. by the direct recruitment.
7. **Duties:-** The Manager will prepare all estate cases and put the files/PUCs to their Supervisory officer i.e. Senior Manager or Asstt. General Manager as the case may be. He will be responsible for preparation of the cases and will ensure submission of the files to his Supervisory Officer in time.
8. **Place of Posting:-** All over Haryana and any other place India where HSIIDC/State Government may so desire in Public interest.
9. **Concession, such as rent free quarters, light, water etc.:-** As per rules of HSIIDC from time to time.
10. This post is Permanent. The posts have been sanctioned by the State Govt./HBPE under restructuring plan during March 2007. The person appointed will be probation for one year. The appointment can be terminated, if the work and conduct of the appointee is not found satisfactory.
11. Haryana Government New Pension Scheme will be applicable.
12. The eligibility of candidates with regard to qualifications etc. is to be determined on **20.08.2018** (Closing Date).
13. The selected candidate must be prepared to join duty immediately after selection.

14. The candidates of reserved categories who are applying for the post of general category should fulfill all the eligibility conditions i.e. age, qualification, experience etc. as meant for general category candidates except fees.

**Note :** The prescribed essential qualifications are minimum and mere possession of the same does not entitle the candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by holding a screening test or any method devised by the Commission.

**General Instructions to Candidates :-**

Read the Instructions carefully before you start filling the online Application form.

- (I) The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.
- (II) After submitting online application form, Registration No. and Password will be generated and the candidates should take print out of the Registration No. and Password for their record.
- (III) After successful submission of online Application Form, the candidates are advised to pay application fees through net banking, debit card and credit card upto 24:00 hours midnight of closing date i.e. **20.08.2018** and thereafter to take out the print of online Application Form.
- (IV) ***Submission of printed copy of the application form:-*** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.
- (V) Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.

***In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.*** Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh



online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he/she appeared in the Recruitment/ Screening Test and/or appeared in the interview.

(VI) (a) The benefit of reservation will be given only to those candidates who are domicile of Haryana State.

(b) The candidates seeking reservation under a particular category e.g. **SC** candidates are required to submit the requisite Certificate issued by the Competent Authority from **Parental Side only**. In case of women candidates, Certificate from in-laws (Husband's side) will not be entertained.

**Note-(i)** The candidates of reserved categories of Haryana for which no post is available/reserved, can apply for the posts of general category, if he/she fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.

(viii) The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.

(VII) Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled.

(VIII) **Nationality** :- In order to be eligible for applying for the post, a candidate should be:-

a) a citizen of India, or

b) a citizen of Nepal, or

c) a subject of Bhutan, or

d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

**(XVII) Regarding No Objection Certificate :-**

- (i) The persons already in Government Service and persons employed in Public Sector Undertaking including Quasi Government Organizations whether in permanent, Quasi permanent or temporary capacity, should also apply online and obtain the print out of their application form and send the same to the Commission through their employers which should reach the Commission's office within a fortnight after the closing date. In case where the application is not received through proper channel or if the application is received direct, the candidate will be interviewed only if he produces the permission of his employer at the time of interview.
- (ii) **(As per Haryana Govt. instructions No. 12/01/2018-2GSI dated 08.03.2018)**  
 In case of recruitment relating to state of Haryana employees who have not executed any bond with the state Govt. may be allowed to forward their application to state recruitment besides without need of NOC from the Department. However a self declaration of Govt. employees is required to submit the effect that employees not facing any disciplinary proceeding. In case of employees who have executed bond with state Govt. (viz. doctors) the NOC of HOD shall, however be still required.
- (iii) If the employer's permission is not furnished due to the fact that the candidate has resigned after sending the application, that candidate will be interviewed only if he produces a letter from the employer to the effect that he has resigned from the post and his resignation has been accepted.
- (iv) The candidate who joins service under Government, Quasi Government Organization, Public Sector undertakings after the submission of application will have to produce "NO OBJECTION CERTIFICATE" from the employer on or before the date of his interview failing which he will not be interviewed.

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

(X) **Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty

of :

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or

- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
- (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
  - (iii) for termination of service, if he/she already in Govt. Service.

**Dated: 20.07.2018**

**Deputy Secretary  
Haryana Public Service Commission  
Panchkula**

**Haryana Public Service Commission,**  
**Bays No. 1-10, Block-B, Sector-4, Panchkula**

Advt. No. 1(14)

Date of Publication: 21.07.2018

Closing Date : 20.08.2018

The Commission invites online applications for recruitment to 01 post of **Assistant General Manager (Finance) (SC-01)** in Haryana State Industrial and Infrastructure Development Corporation Ltd. (Industries & Commerce Department, Haryana).

1. (a) Closing date for the submission of online application is **20.08.2018 upto 05:00 PM** (closing date).
- (b) Application fees can be submitted through online mode only, using Net Banking or Debit Card/Credit Card upto 24:00 hrs. (midnight) of closing date i.e. **20.08.2018**.

**Note: Candidates are advised not to send the hard copy of the application form. If any candidates send the hard copy of the application form the same will not be entertained.**

2. **Essential Qualifications: -**

- i. MBA (Fin.)/ equivalent i.e. MFC/CA/ICWA having atleast 10 years relevant post qualification experience in Banking/Financial Institutions, out of which atleast 5 years should be in an executive position.
- ii. Should be proficient in computer.
- iii. Hindi/Sanskrit upto Matric Standard or Higher Education.

**Note: (i) Part time experience will not be considered**

**(ii) The experience certificate should be as per specimen given below:-**

**(Specimen of experience)**

Letter Head of the Institution

(.....)  
(Name, Telephone no. & Address of the Institution/Organization/Department)

Reg. No. \_\_\_\_\_

TO WHOM IT MAY CONCERN

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

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

It is certified that Sh./Ms. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_ resident of \_\_\_\_\_ has/had been working in our Financial Institution/Banks in the Account Stream as regular/Permanent/Temporary/Contract from \_\_\_\_\_ to \_\_\_\_\_ on the post of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ on executive position. Thus total experience gained by the said employee works out .....years .....months.....days. He/she is/ was drawing the salary of Rs. \_\_\_\_\_ per month.

It is further certified that above facts and figures are true and based on service record available in our Financial Institution/Banks.

Date: \_\_\_\_\_ Name & Signature of the Issuing Authority with seal.

- (iii) **No Experience will be considered other than claimed in the application form**  
 (iv) **The post shall be governed by Haryana State Industrial & Infrastructure Development Corporation Employees Service bye laws is available at [http://hsiidc.org.in/RTI\\_ch\\_v](http://hsiidc.org.in/RTI_ch_v)**

3. **Scale of Pay: Pay Band-2** Rs. 15600-39100 + 7600 G.P  
 4. **Age:** 18 to 42 years in case of general category (the upper age limit is relaxable as per prevailing Govt. Instruction). The cutoff date for age eligibility would be the last date fixed for submission of application i.e. **20.08.2018**.  
 (i) 5 years relaxation in upper age limit shall be admissible to the candidates belonging to Scheduled caste of Haryana state only.  
 (ii) Relaxation in upper age limit admissible to physically handicapped candidates belonging to SC category of Haryana is 10 years.  
 5. **Application Fees:** - The category wise application fee structure payable through Net Banking, Debit Card and Credit Card upto 24:00 hours midnight of closing date i.e. **20.08.2018** is as under:-

Sr. No.	Categories of candidates	Fees
1	(xxvii) For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana. (xxviii) For Male candidates of General and all reserved categories of other States.	<b>Rs. 500/-</b>
2	For all Female candidates of General and reserved categories of Haryana and other states including female dependent of ESM of Haryana only.	<b>Rs. 125/-</b>
3	For Male candidates of SC / BC/ ESM categories of Haryana only.	<b>Rs. 125/-</b>
4	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	<b>NIL</b>

- Note-(i)** Applications fees should be paid only through online mode via Net Banking or Credit/Debit card.
- (ii)** No request for remittance of fees or withdrawal of candidature from a candidate after he/she has submitted his/her online application will be entertained under any circumstances.
- (iii)** Candidates are advised to read the above instructions carefully before applying the online application form.
6. The candidates serving under Union/State Government will not be entitled to any benefit of their past service except in the case of their initial appointment under the Haryana Govt. by the direct recruitment.
  7. **Duties:-** Appraisal/disbursement/monitoring of the cases of loan to be sanctioned. Formulation of various policies like OTS/TUFS etc. to sell off taken over properties/units as a member of Assets State Committee.
  8. **Place of Posting:-** All over Haryana and any other place India where HSIIDC/State Government may so desire in Public interest.
  9. **Concession, such as rent free quarters, light, water etc.:-** As per rules of HSIIDC from time to time.
  10. This post is Permanent. The posts have been sanctioned by the State Govt./HBPE under restructuring plan during March 2007. The persons appointed will be probation for one year. The appointment can be terminated, if the work and conduct of the appointee is not found satisfactory.
  11. Haryana Government New Pension Scheme will be applicable.
  12. The eligibility of candidates with regard to qualifications etc. is to be determined on **20.08.2018** (Closing Date).
  13. The selected candidate must be prepared to join duty immediately after selection.

**Note :** The prescribed essential qualifications are minimum and mere possession of the same does not entitle the candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by holding a screening test or any method devised by the Commission.

**General Instructions to Candidates :-**

Read the Instructions carefully before you start filling the online Application form.

- (I) The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.

- (II) After submitting online application form, Registration No. and Password will be generated and the candidates should take print out of the Registration No. and Password for their record.
- (III) After successful submission of online Application Form, the candidates are advised to pay application fees through net banking, debit card and credit card upto 24:00 hours midnight of closing date i.e. **20.08.2018** and thereafter to take out the print of online Application Form.
- (IV) **Submission of printed copy of the application form:-** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.
- (V) Candidates are advised to **fill their details in the online application form carefully** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.

***In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.*** Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he/she appeared in the Recruitment/ Screening Test and/or appeared in the interview.

- (VI) (a) The benefit of reservation will be given only to those candidates who are domicile of Haryana State.
- (b) The candidates seeking reservation under a particular category e.g. **SC** candidates are required to submit the requisite Certificate issued by the Competent Authority from **Parental Side only**. In case of women candidates, Certificate from in-laws (Husband's side) will not be entertained.

**Note-(i)** The candidates of reserved categories of Haryana for which no post is available/reserved, can apply for the posts of general category, if he/she fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.

- (ix) The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.
- (VII) Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled.
- (VIII) **Nationality** :- In order to be eligible for applying for the post, a candidate should be:-
- a) a citizen of India, or
  - b) a citizen of Nepal, or
  - c) a subject of Bhutan, or
  - d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

**(XVIII) Regarding No Objection Certificate :-**

- (i) The persons already in Government Service and persons employed in Public Sector Undertaking including Quasi Government Organizations whether in permanent, Quasi permanent or temporary capacity, should also apply online and obtain the print out of their application form and send the same to the Commission through their employers which should reach the Commission's office within a fortnight after the closing date. In case where the application is not received through proper channel or if the application is received direct, the candidate will be interviewed only if he produces the permission of his employer at the time of interview.
- (ii) **(As per Haryana Govt. instructions No. 12/01/2018-2GSI dated 08.03.2018)**  
In case of recruitment relating to state of Haryana employees who have not executed any bond with the state Govt. may be allowed to forward their application to state recruitment besides without need of NOC from the Department. However a self declaration of Govt. employees is required to submit the effect that employees not facing any disciplinary proceeding. In case of employees who have executed bond with state Govt. (viz. doctors) the NOC of HOD shall, however be still required.



- (iii) If the employer's permission is not furnished due to the fact that the candidate has resigned after sending the application, that candidate will be interviewed only if he produces a letter from the employer to the effect that he has resigned from the post and his resignation has been accepted.
- (iv) The candidate who joins service under Government, Quasi Government Organization, Public Sector undertakings after the submission of application will have to produce "NO OBJECTION CERTIFICATE" from the employer on or before the date of his interview failing which he will not be interviewed.

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

(X) **Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty

of :

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
  - (iii) for termination of service, if he/she already in Govt. Service.

**Dated: 20.07.2018**

**Deputy Secretary  
Haryana Public Service Commission  
Panchkula**

# Haryana Public Service Commission,

Bays No. 1-10, Block-B, Sector-4, Panchkula

Advt. No. 1(15)

Date of Publication: 21.07.2018

Closing Date : 20.08.2018

The Commission invites online applications for recruitment to **01 post (Unreserved) of Deputy Director (Group-B), in Social Justice & Empowerment Department, Haryana.**

1. (a) Closing date for the submission of online application is **20.08.2018 upto 05:00 PM.**
- (b) Application fees can be submitted through online mode only, using Net Banking or Debit Card/Credit Card upto 24:00 hrs. (midnight) of closing date i.e. **20.08.2018.**

**Note:** Candidates are advised not to send the hard copy of the application form. If any candidate sends the hard copy of the application form the same will not be entertained.

## 2. Essential Qualifications:-

- (i) Master's degree in Social Work or its equivalent from recognized University.
- (ii) Hindi upto Matric Standard or Higher Education.
- (iii) Five years experience in administrative capacity in Social Work in Government or Voluntary Organizations.

**Note: (i) Equivalent qualification Means MA in Clinical Psychology/Rehabilitation Psychology and MA Sociology only if he/she has relevant experience in Disability/De-addiction/Elderly care sector (GERIATRIC CARE).**

- (ii) **The experience in each case will be counted after attaining of the basic qualification.**
- (iii) **Part time experience will not be considered.**
- (iv) **The experience certificate should be as per specimen given below:-**

(Specimen of experience)

Letter Head of the Institution

(.....)

(Name, Telephone no. & Address of the Institution/Organization/Department)

Reg. No. \_\_\_\_\_

TO WHOM IT MAY CONCERN

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

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

It is certified that Sh./Ms. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_ resident of \_\_\_\_\_ has/had been working in our organization/institution/department as regular/Permanent/Temporary/Contract from \_\_\_\_\_ to \_\_\_\_\_ on the post of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. Thus total experience gained by the said employee works out .....years .....months.....days. He/she is/ was drawing the salary of Rs. \_\_\_\_\_ per month.

It is further certified that above facts and figures are true and based on service record available in our institution/organization/department.

Date: \_\_\_\_\_ Name & Signature of the Issuing Authority with seal.

- (v) **No Experience will be considered other than that claimed in the application form**
- (vi) **The post shall be governed by Haryana Social Welfare Department Service Rules 2000 as notified vide no. G.S.R. 50 Const.Art.309/2000 dated 14.07.2000 and available at [http://socialjusticehry.gov.in/Website/srg\\_B.pdf](http://socialjusticehry.gov.in/Website/srg_B.pdf).**

3. **Scale of Pay: P.B.** Rs. 9300-34800 + 5400 Grade Pay

4. **Age:** A Candidate should not be below 21 years and not more than 42 years age as on the last date of receipt of online application to the Commission i.e.**20.08.2018**.

- (i) Since the post is meant for general category, therefore, relaxation in upper age is admissible to all the physically handicapped candidates of Haryana upto the age of 47 years i.e. 5 years age relaxations over and above the general upper age limit of 42 years.

**Note: (a) Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

- (i) Un-married female candidates of Haryana State only.
- (ii) Women whose husbands have been ordered by civil/criminal courts to pay maintenance to them; women whose husbands have remarried; widows; women who are legally separated from their husbands or have been divorced; women living separately from their husbands for more than two years because of desertion wives of serving disabled military personnel and widows of those who were killed in action. Women living separately from their husbands due to desertion will be required to submit with their application an affidavit to the effect that she has been deserted by her husband, and has been living separately from him for more than two years and this affidavit should be countersigned by two responsible persons such as members of the Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

5. **Application Fees:** - The category wise application fee structure payable through Net Banking, Debit Card and Credit Card upto 24:00 hours midnight of closing date i.e. **20.08.2018** is as under:-

Sr. No.	Categories of candidates	Fees
1	(xxix) For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana. (xxx) For Male candidates of General and all reserved categories of other States.	<b>Rs. 500/-</b>
2	For all Female candidates of General and reserved categories of Haryana and other states including female dependent of ESM of Haryana only.	<b>Rs. 125/-</b>
3	For Male candidates of SC / BC/ EBP (GC) / ESM categories of Haryana only.	<b>Rs. 125/-</b>
4	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	<b>NIL</b>

- Note:** (i) Applications fees should be paid only through online mode via Net Banking or Credit/Debit card.
- (ii) No request for remittance of fees or withdrawal of candidature from a candidate after he/she has submitted his/her online application will be entertained under any circumstances.
- (iii) Candidates are advised to read the above instructions carefully before applying the online application form..
6. The candidates serving under Union/State Government will not be entitled to any benefit of their past service except in the case of their initial appointment under the Haryana Govt. by the direct recruitment.
7. **Duties:-** To make/implement the various Welfare Schemes and Supervision thereof.
8. **Place of Posting:-** Chandigarh.
9. No concession such as rent free quarter, light and water etc will be admissible.
10. This post is temporary but likely to be continued. The person appointed will be on probation for two years extended upto three years. The appointment can be terminated, if the work and conduct of the incumbent during the period of probation is in the opinion of appointing authority not satisfactory.
11. Haryana Government New Pension Scheme 2006 will be applicable.
12. The eligibility of candidates with regard to qualifications, experience and age etc. is to be determined on **20.08.2018** (Closing Date).
13. The selected candidate would have to join the duty immediately after selection.

**General Instructions to Candidates :-**

Read the Instructions carefully before you start filling the online Application form.

- (I) The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.
- (II) After submitting online application form, Registration No. and Password will be generated and the candidates should take print out of the Registration No. and Password for their record.
- (III) After successful submission of online Application Form, the candidates are advised to pay application fees through net banking, debit card and credit card upto 24:00 hours midnight of closing date i.e. **20.08.2018** and thereafter to take out the print of online Application Form.
- (IV) ***Submission of printed copy of the application form*** :- The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.
- (V) Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.
- In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.*** Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he/she appeared in the Recruitment/ Screening Test and/or appeared in the interview.
- (VI) The prescribed essential qualifications are minimum and mere possession of the same does not entitle the candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience which may be higher than the minimum prescribed qualification and experience in the advertisement or by holding a screening test or any method as devised by the Commission.

(VII) **Note:** (i) The candidates of reserved categories of Haryana for which no post is available/reserved, can apply for the posts of general category, if he/she fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.

(x) The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.

(VIII) Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled/liable for cancelation.

(IX) **NATIONALITY** :- In order to be eligible for applying for the post, a candidate should be:-

- a) a citizen of India, or
- b) a citizen of Nepal, or
- c) a subject of Bhutan, or
- d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

(X) **Eligibility to be determined on** :- The eligibility of candidates with regard to qualifications, experience, and other condition if any, will be determined as on the closing date of submission of online application forms. It is further clarified that:-

- (i) if experience certificate is issued after closing date but the same pertains to the period prior to the closing date as per eligibility condition then the same will also be admissible.
- (ii) it should have been acquired after acquisition of minimum essential qualification.
- (iii) the certificate should be issued by the employer as per the specimen attached with the advertisement.
- (iv) experience certificates must contain the details of salary, period, name of the post, nature of duties and number, date and signature of competent Authority with seal, otherwise such experience certificate will not be considered.

**(XI) Regarding No Objection Certificate :-**

- (i) The persons already in Government Service and persons employed in Public Sector Undertaking including Quasi Government Organizations whether in permanent, Quasi permanent or temporary capacity, should also apply online and obtain the print out of their application form and send the same to the Commission through their employers which should reach the Commission's office within a fortnight after the closing date. In case where the application is not received through proper channel or if the application is received direct, the candidate will be interviewed only if he produces the permission of his employer at the time of interview.
- (ii) **(As per Haryana Govt. instructions No. 12/01/2018-2GSI dated 08.03.2018)**  
In case of recruitment relating to state of Haryana employees who have not executed any bond with the state Govt. may be allowed to forward their application to state recruitment besides without need of NOC from the Department. However a self declaration of Govt. employees is required to submit the effect that employees not facing any disciplinary proceeding. In case of employees who have executed bond with state Govt. (viz. doctors) the NOC of HOD shall, however be still required.
- (iii) If the employer's permission is not furnished due to the fact that the candidate has resigned after sending the application, that candidate will be interviewed only if he produces a letter from the employer to the effect that he has resigned from the post and his resignation has been accepted.
- (iv) The candidate who joins service under Government, Quasi Government Organization, Public Sector undertakings after the submission of application will have to produce "NO OBJECTION CERTIFICATE" from the employer on or before the date of his interview failing which he will not be interviewed.

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

**(XII) Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty of :

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or

- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
  - iii) for termination of service, if he/she already in Govt. Service.

**Dated: 20.07.2018**

**Deputy Secretary  
Haryana Public Service Commission  
Panchkula**



# Haryana Public Service Commission,

Bays No. 1-10, Block-B, Sector-4, Panchkula

Advt. No. 1(16)

Date of Publication: 21.07.2018

Closing Date : 20.08.2018

The Commission invites online applications for recruitment to 03 temporary posts of Deputy Director of Horticulture (Class-I) (unreserved) in Horticulture Department, Haryana.

1. (a) Closing date for the submission of online application is **20.08.2018 upto 05:00 PM** (closing date).
- (b) Application fees can be submitted through online mode only, using Net Banking or Debit Card/Credit Card upto 24:00 hrs. (midnight) of closing date i.e. **20.08.2018**.

**Candidates are advised not to send the hard copy of the application form. If any candidate sends the hard copy of the application form the same will not be entertained.**

## 2. Essential Qualifications

- (i) 2<sup>nd</sup> Class M.Sc in Horticulture from a recognized University or Institution.
- (ii) Five Years practical experience in Horticulture Research or extension or both, after acquiring the minimum basic qualification.
- (i) Hindi/Sanskrit upto Matric Standrad or Higher Eduation.

- Note:(i) Part time experience will not be considered.**  
**(ii) The experience certificate should be as per specimen given below:-**

### (Specimen of experience)

Letter Head of the Institution

(.....)  
(Name, Telephone no. & Address of the Institution/Organization/Department)

GST. No.

Reg. No. \_\_\_\_\_

TO WHOM IT MAY CONCERN

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

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

It is certified that Sh./Ms. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_ resident of \_\_\_\_\_ has/had been working in Horticulture research or extension or both as regular/Permanent/Temporary/Contract from \_\_\_\_\_ to \_\_\_\_\_ on the post of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ Thus total experience gained by the said employee works out .....years .....months.....days. He/she is/ was drawing the salary of Rs. \_\_\_\_\_ per month. His/her employee code is/was \_\_\_\_\_ and employee PF No. is/was \_\_\_\_\_.

It is further certified that above facts and figures are true and based on service record available in rural development.

Date: \_\_\_\_\_ Name & Signature of the Issuing Authority with seal.

**Note: No Experience will be considered other than that claimed by the applicant in the application form**

**(iii) The posts shall be governed by Haryana Horticulture and Marketing Department (Class-I) Service Rules 1998 as notified vide no. G.S.R.10/Const./Art-309/98 dated 09.10.1998 which are available at [www.hortharyana.gov.in](http://www.hortharyana.gov.in).**

3. **Scale of Pay:** Rs. 15600-39100 +5400 (GP)

4. **Age:** A Candidate should not be less than 21 years and more than 42 years age on or before the 1<sup>st</sup> day of month next proceeding the last date of submission of application to the Commission i.e. **20.08.2018**.

Since the posts are meant for general category, therefore, relaxation in upper age limit is admissible to all the physically handicapped candidates of Haryana upto the age of 47 years i.e. 5 years age relaxations over and above the general upper age limit of 42 years.

**(a) Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

- (i) Un-married female candidates of Haryana State only.
- (ii) Women whose husbands have been ordered by civil/criminal courts to pay maintenance to them; women whose husbands have remarried; widows; women who are legally separated from their husbands or have been divorced; women living separately from their husbands for more than two years because of desertion wives of serving disabled military personnel and widows of those who were killed in action. Women living separately from their husbands due to desertion will be required to submit with their application an affidavit to the effect that she has been deserted by her husband, and has been living separately from him for more than two years and this affidavit should be countersigned by two responsible persons such as members of the Legislature, Local Bodies including Panchayats and the Bar Association. However,

where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

(iii) Official of Haryana Govt. in Horticulture Department is relaxable up to 45 years.

5. (a) **Application Fees:** - The category wise application fee structure payable through Net Banking, Debit Card and Credit Card upto 24:00 hours midnight of closing date i.e. **20.08.2018** is as under:-

Sr. No.	Categories of candidates	Fees
1	(xxxix) For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana. (xxxix) For Male candidates of General and all reserved categories of other States.	<b>Rs. 500/-</b>
2	For all Female candidates of General and reserved categories of Haryana and other states including female dependent of ESM of Haryana only.	<b>Rs. 125/-</b>
3	For Male candidates of SC / BC/ EBP(GC) / ESM categories of Haryana only.	<b>Rs. 125/-</b>
4	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	<b>NIL</b>

**Note-(i)** Applications fees should be paid only through Net Banking or Credit/Debit card.

**(ii)** No request for remittance of fees or withdrawal of candidature from a candidate after he/she has submitted his/her online application will be entertained under any circumstances.

**(iii)** Candidates are advised to read the above instructions carefully before applying the online application form.

6. The candidates serving under Union/State Government will not be entitled to any benefit of their past service except in the case of their initial appointment under the Haryana Govt. by the direct recruitment.

7. **Duties:-** To supervise the Horticulture, Vegetable and Floriculture Extension and Development Programmers, Projects and Nurseries.

8. **Place of Posting:** - Directorate of Horticulture, Haryana, Panchkula or anywhere in the State.

9. No concession such as rent free quarter, light and water etc will be admissible.

10. The persons appointed will be on probation for a period of two years. The appointment can be terminated, if the work and conduct of the incumbent during the period of probation is in the opinion of appointing authority not satisfactory.

11. Haryana Government New Pension Scheme will be applicable.

12. The selected candidate would have to join the duty immediately after his selection.

13. The candidates of reserved categories who are applying for the above post of general category should fulfill all the eligibility conditions i.e. age, qualification, experience etc. as meant for general category candidates except fees.

**General Instructions to Candidates :-**

The candidates are advised to read the “instructions” carefully before applying online. Incomplete and without prescribed fee online application forms will be rejected straight way and no correspondence will be entertained in this regard by the Commission.

**The candidates are advised to apply online well in time without waiting for last date of submission of online application..**

- (I) The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.
- (II) After submitting online application form, Registration No. and Password will be generated and the candidates should take print out of the Registration No. and Password for their record.
- (III) After successful submission of online Application Form, the candidates are advised to pay application fees through net banking, debit card and credit card upto 24:00 hours midnight of closing date i.e. **20.08.2018** and thereafter take out the print of online Application Form.
- (IV) ***Submission of printed copy of the application form :-*** The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.
- (V) Candidates are advised to ***fill their details in the online application form carefully*** e-g Name, Father’s Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.

***In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.*** Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after

submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he/she appeared in the Recruitment/ Screening Test and/or appeared in the interview.

(VI) The prescribed essential qualifications are minimum and mere possession of the same does not entitle the candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience which may be higher than the minimum prescribed qualification and experience in the advertisement or by holding a screening test or any method as devised by the Commission.

(VII) (a) The candidates of reserved categories of Haryana for which no post is available/reserved, can apply for the posts of general category, if he/she fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.

(b) The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.

(VIII) Candidates applying for a post must ensure that they fulfill all the eligibility conditions. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled/liable for cancellation.

(IX) **NATIONALITY** :- In order to be eligible for applying for the post, a candidate should be:-

- a) a citizen of India, or
- b) a citizen of Nepal, or
- c) a subject of Bhutan, or
- d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

(XII) **Eligibility to be determined on** :- The eligibility of candidates with regard to qualifications, experience, and other condition if any, will be determined as on the

closing date (i.e. **20.08.2018**) of submission of online application forms. It is further clarified that:-

- (i) if experience certificate is issued after closing date but the same pertains to the period prior to the closing date as per eligibility condition then the same will also be admissible.
- (iv) it should have been acquired after acquisition of minimum essential qualification.
- (v) the certificate should be issued by the employer as per the specimen attached with the advertisement.
- (iv) experience certificates must contain the details of salary, period, name of the post, nature of duties and number, date and signature of competent Authority with seal, otherwise such experience certificate will not be considered.

**(XIII) Regarding No Objection Certificate :-**

- (i) The persons already in Government Service and persons employed in Public Sector Undertaking including Quasi Government Organizations whether in permanent, Quasi permanent or temporary capacity, should also apply online and obtain the print out of their application form and send the same to the Commission through their employers which should reach the Commission's office within a fortnight after the closing date. In case where the application is not received through proper channel or if the application is received direct, the candidate will be interviewed only if he produces the permission of his employer at the time of interview.
- (ii) **(As per Haryana Govt. instructions No. 12/01/2018-2GSI dated 08.03.2018)**  
In case of recruitment relating to state of Haryana employees who have not executed any bond with the state Govt. may be allowed to forward their application to state recruitment besides without need of NOC from the Department. However a self declaration of Govt. employees is required to submit the effect that employees not facing any disciplinary proceeding. In case of employees who have executed bond with state Govt. (viz. doctors) the NOC of HOD shall, however be still required.
- (iii) If the employer's permission is not furnished due to the fact that the candidate has resigned after sending the application, that candidate will be interviewed only if he produces a letter from the employer to the effect that he has resigned from the post and his resignation has been accepted.
- (iv) The candidate who joins service under Government, Quasi Government Organization, Public Sector undertakings after the submission of application will have to produce "NO OBJECTION CERTIFICATE" from the employer on or before the date of his interview failing which he will not be interviewed.

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

**(XII) Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty) of :

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
  - (i) to be disqualified from the examination/interview for which he/she is a candidate.
  - (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
  - (iii) for termination of service, if he/she already in Govt. Service.

**Dated: 20.07.2018**

**Deputy Secretary  
Haryana Public Service Commission  
Panchkula**

# Haryana Public Service Commission,

Bays No. 1-10, Block-B, Sector-4, Panchkula

Advt. No. 1(17)

Date of Publication: 21.07.2018

Closing Date : 20.08.2018

The Commission invites online applications for recruitment to 01 permanent post of Lecturer Rural Development (Class-II) (unreserved) in Panchayats Department, Haryana.

1. (a) Closing date for the submission of online application is **20.08.2018 upto 05:00 PM** (closing date).
- (b) Application fees can be submitted through online mode only, using Net Banking or Debit Card/Credit Card upto 24:00 hrs. (midnight) of closing date i.e. **20.08.2018**.

**Candidates are advised not to send the hard copy of the application form. If any candidate sends the hard copy of the application form the same will not be entertained.**

## 2. Essential Qualifications

### **Lecturer Rural Development:** -

- (ii) Post Graduate in Economics or Rural Development from recognized University with atleast 55% marks.
- (iii) Two years experience in teaching or research in rural development.
- (iv) Hindi/Sanskrit upto Matric standard or higher education.

- Note: (i) Part time experience will not be considered.**  
**(ii) The experience certificate should be as per specimen given below:-**

### **(Specimen of experience)**

Letter Head of the Institution

(.....)  
(Name, Telephone no. & Address of the Institution/Organization/Department)

GST. No.

Reg. No. \_\_\_\_\_

### **TO WHOM IT MAY CONCERN**

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

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

It is certified that Sh./Ms. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_ resident of \_\_\_\_\_ has/had been working in teaching or research in rural development as regular/Permanent/Temporary/Contract from \_\_\_\_\_ to \_\_\_\_\_ on the post of \_\_\_\_\_



from \_\_\_\_\_ to \_\_\_\_\_. Thus total experience gained by the said employee works out .....years .....months.....days. He/she is/ was drawing the salary of Rs. \_\_\_\_\_ per month. His/her employee code is/was \_\_\_\_\_ and employee PF No. is/was \_\_\_\_\_.

It is further certified that above facts and figures are true and based on service record available in rural development.

Date: \_\_\_\_\_ Name & Signature of the Issuing Authority with seal.

**(iii) No Experience will be considered other than claimed in the application form**  
**(iv) The post shall be governed by Haryana Development and Panchayat Department (Group-B) Service Rules 2016 as notified vide no. GSR24 /Const./Art-309 dated 16.09.2016 and available at [www.harpanchayats.gov.in](http://www.harpanchayats.gov.in).**

3. **Scale of Pay:** Rs. 9300-34800 +4600 G.P

4. **Age:** A Candidate is less than 21 years and more than 42 years age as on the last date of submission of applications to the Commission i.e. **20.08.2018**.

Since the post is meant for general category, therefore, relaxation in upper age is admissible to all the physically handicapped candidates of Haryana upto the age of 47 years i.e. 5 years age relaxations over and above the general upper age limit of 42 years.

**(a) Upper age limit is relaxable upto the age of forty five years for the candidates belonging to the following categories:-**

- (i) Un-married female candidates of Haryana State only.
- (ii) Women whose husbands have been ordered by civil/criminal courts to pay maintenance to them; women whose husbands have remarried; widows; women who are legally separated from their husbands or have been divorced; women living separately from their husbands for more than two years because of desertion wives of serving disabled military personnel and widows of those who were killed in action. Women living separately from their husbands due to desertion will be required to submit with their application an affidavit to the effect that she has been deserted by her husband, and has been living separately from him for more than two years and this affidavit should be countersigned by two responsible persons such as members of the Legislature, Local Bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

5. **Application Fees:** - The category wise application fee structure payable through Net Banking, Debit Card and Credit Card upto 24:00 hours midnight of closing date i.e. **20.08.2018** is as under:-

Sr. No.	Categories of candidates	Fees
1	(xxxiii) For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana. (xxxiv) For Male candidates of General and all reserved	<b>Rs. 500/-</b>

	categories of other States.	
2	For all Female candidates of General and reserved categories of Haryana and other states including female dependent of ESM of Haryana only.	<b>Rs. 125/-</b>
3	For Male candidates of SC / BC/ ESM categories of Haryana only.	<b>Rs. 125/-</b>
4	For all Physically Handicapped candidates (with at least 40% disability) categories of Haryana only.	<b>NIL</b>

**Note-(i)** Applications fees should be paid only through online mode via Net Banking or Credit/Debit card.

**(ii)** No request for remittance of fees or withdrawal of candidature from a candidate after he/she has submitted his/her online application will be entertained under any circumstances.

**(iii)** Candidates are advised to read the above instructions carefully before applying the online application form.

6. The candidates serving under Union/State Government will not be entitled to any benefit of their past service except in the case of their initial appointment under the Haryana Govt. by the direct recruitment.

7. **Duties:-** To conduct the Training, teaching & Research.

8. **Place of Posting:** - RIPR & CD, Bhiwani.

9. No concession such as rent free quarter, light and water etc will be admissible.

10. The person appointed will be probation for two years. The appointment can be terminated, if the work and conduct of the incumbent during the period of probation is in the opinion of appointing authority not satisfactory.

11. Haryana Government New Pension Scheme 2006 will be applicable.

12. The eligibility of candidates with regard to age qualifications and exp. etc. will be determined as on the last date of submission of application to the Commission i.e. **20.08.2018**.

13. The selected candidate would have to join the duty immediately after his selection.

**General Instructions to Candidates :-**

The candidates are advised to read the “instructions” carefully before applying online. Incomplete and without prescribed fee online application forms will be rejected straight way and no correspondence will be entertained in this regard by the Commission.

**The candidates are strictly advised to apply online well in time without waiting for last date of submission of online application..**

(I) The candidate should fill all details correctly in the Online Application Form and submit it after having been satisfied that all the particulars/details have rightly been reflected in the online application form.

- (II) After submitting online application form, Registration No. and Password will be generated and the candidates should take print out of the Registration No. and Password for their record.
- (III) After successful submission of online Application Form, the candidates are advised to pay application fees through net banking, debit card and credit card upto 24:00 hours midnight of closing date i.e. **20.08.2018** and thereafter to take out the print of online Application Form.
- (IV) **Submission of printed copy of the application form** :- The candidates are advised/directed to retain the printed/hard copies of their online application form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stage within the specified period. In case the candidate fails to submit the hard copy of the application form alongwith all documents relating to his claim in the application form, i.e. Age, Category, Qualifications, Domicile, Experience, etc., the candidature of such candidate shall not be considered in the further selection process and he/she would be liable for being placed as not qualified for interview and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of Postal Department or Courier Agencies.
- (V) Candidates are advised to **fill their details in the online application form carefully** e-g Name, Father's Name, Date of Birth and Category, Qualification, Photo & Signature, fee etc. After final submission of online application form by the candidate, no change will be allowed and candidate will be responsible for any mistake in the data filled in the online application form and fees paid by him/her.
- In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form alongwith requisite fee before closing date.*** Fees paid earlier shall not be adjusted against the fresh online application form. The candidates must mention the detail of erroneous application forms in the appropriate column of the fresh online application form. Further after submission of online application form, no amendment/change shall be entertained. Candidates will be considered against the registration number for which he/she appeared in the Recruitment/ Screening Test and/or appeared in the interview.
- (VI) The prescribed essential qualifications are minimum and mere possession of the same does not entitle the candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it is not convenient or possible for the Commission to interview all the candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience which may be higher than the minimum prescribed qualification and experience in the advertisement or by holding a screening test or any method as devised by the Commission.
- (VII) (a) The candidates of reserved categories of Haryana for which no post is available/reserved, can apply for the posts of general category, if he/she fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession.

(c) The reserved category candidates belonging to other States will compete against the posts meant for general category and will be considered as general category candidates as there is no reservation available for them.

(VIII) Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or its found that the information furnished is false or incorrect their candidature will be cancelled/liable for cancellation.

(IX) **NATIONALITY** :- In order to be eligible for applying for the post, a candidate should be:-

- a) a citizen of India, or
- b) a citizen of Nepal, or
- c) a subject of Bhutan, or
- d) A person of Indian origin who has migrated from Pakistan, Burma, Srilanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he/she belongs to category (d) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

(X) **Eligibility to be determined on** :- The eligibility of candidates with regard to qualifications, experience, and other condition if any, will be determined as on the closing date of submission of online application forms. It is further clarified that:-

(i) if experience certificate is issued after closing date but the same pertains to the period prior to the closing date as per eligibility condition then the same will also be admissible.

(ii) it should have been acquired after acquisition of minimum essential qualification.

(iii) the certificate should be issued by the employer as per the specimen attached with the advertisement.

(iv) experience certificates must contained the details of salary, period, name of the post, nature of duties and number, date and signature of competent Authority with seal, otherwise such experience certificate will not be considered.

(XI) **Regarding No Objection Certificate** :-

(i) The persons already in Government Service and persons employed in Public Sector Undertaking including Quasi Government Organizations whether in permanent, Quasi permanent or temporary capacity, should also apply online and

obtain the print out of their application form and send the same to the Commission through their employers which should reach the Commission's office within a fortnight after the closing date. In case where the application is not received through proper channel or if the application is received direct, the candidate will be interviewed only if he produces the permission of his employer at the time of interview.

(ii) **(As per Haryana Govt. instructions No. 12/01/2018-2GSI dated 08.03.2018)**

In case of recruitment relating to state of Haryana employees who have not executed any bond with the state Govt. may be allowed to forward their application to state recruitment besides without need of NOC from the Department. However a self declaration of Govt. employees is required to submit the effect that employees not facing any disciplinary proceeding. In case of employees who have executed bond with state Govt. (viz. doctors) the NOC of HOD shall, however be still required.

(iii) If the employer's permission is not furnished due to the fact that the candidate has resigned after sending the application, that candidate will be interviewed only if he produces a letter from the employer to the effect that he has resigned from the post and his resignation has been accepted.

(iv) The candidate who joins service under Government, Quasi Government Organization, Public Sector undertakings after the submission of application will have to produce "NO OBJECTION CERTIFICATE" from the employer on or before the date of his interview failing which he will not be interviewed.

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

(XII) **Action Against Candidate Found Guilty Of Misconduct :-**

Candidates are warned that they should not furnish any particulars/certificates that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been found guilty of :

- a. using unfair means during the examination; or
- b. impersonating or procuring impersonation by any person; or
- c. misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or misbehavior with the Members of Selection Committee in Interview; or
- d. resorting to any irregular or improper means in connection with his/her candidature for selection; or
- e. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-

- (i) to be disqualified from the examination/interview for which he/she is a candidate.
- (ii) to be debarred either permanently or for a specified period, from admission to any examination/appearance in any interview held by the Haryana Public Service Commission and/or other State Public Service Commission/ Union Public Service Commission for the Selection and/or for any employment under the any of other State Govt./ Union Territory.
- (iii) for termination of service, if he/she already in Govt. Service.

**Dated: 20.07.2018**

**Deputy Secretary  
Haryana Public Service Commission  
Panchkula**