

HARYANA PUBLIC SERVICE COMMISSION, PANCHKULA**H.C.S. (EX. BR.) & OTHER ALLIED SERVICES PRELIMINARY EXAM – 2017**

Advt. No. 3.../2018-19

Date of publication : 2nd Aug. 2018

Closing date for the submission of online applications:

4th Sept. 2018**INSTRUCTIONS FOR CANDIDATES****1. GUIDELINES FOR FILLING UP THE ONLINE APPLICATION FORM:**

The online applications can be filled upto **05.00 PM on 04/09/2018** after which the link will be disabled. The candidates are strictly advised to apply online well in time without waiting for last date. No offline application form will be accepted by the office.

Candidates are not required to send hard copy of their online application form or any other document to the Commission. If any candidate will send hard copy of his / her online application form, the same will not be entertained by the Commission. However, they can retain the hard copy of their online application form for their record.

No request regarding any change in any entry in the online application form will be entertained by the Commission. So the candidates are advised to read the instructions carefully before applying online. Incomplete application form and application form without prescribed fee will be rejected straight way and no correspondence will be entertained in this regard by the Commission.

The Bifurcation of posts is as under:-

Sr. No	Name of the post & Pay Scale	Gen	SC of Hr.	BC-A of Hr.	BC-B of Hr.	Total	ESM of Hr.	PH (Persons with Disabilities)	ESP
1.	HCS (Ex. Br.) Time Scale of ₹ 56100 (FPL-10)- 39100 + GP 5400/-	28	09	08	03	48	Gen-01 BCA-01	VH-01 OH-01 HH-01	02
2.	D.S.P. Level 9 of HCS Revised Pay Scale 2016 & PB -2, ₹ 9300-34800 + 5400/- G.P. (Pre-revised Pay Scale)	05	01	01	-	07	-	-	-
3.	E.T.O. Level-9 in Pay Matrix (Pre-revised Pay Band 9300- 34800+5400 G.P.)	07	03	01	-	11	Gen-01	Locomotors Disability or Cerebral Palsy – 01	-
4.	D.F.S.C. HCS (Revised Pay) Rules, 2016 level 9(1) i.e. Rs. 53,100/-	01	-	-	-	01	-	-	-
5.	'A' Class Tehsildar In the level 09 of HCS (Pay) Rules, 2016.	11	04	02	1	18	-	Locomotors Disability or Cerebral Palsy – 01	01
6.	A.R.C.S. ₹ 9300-34800 + 4600/- G.P. (unrevised)	05	01	01	-	07	Gen - 1	-	-
7.	A.E.T.O. Level-7 in Pay Matrix (Pre-revised Pay Band 9300- 34800+4600 G.P.)	26	10	05	03	44	Gen-01 SC-01	Locomotors Disability or Cerebral Palsy – 01	-

8.	B.D.P.O. ₹ 9300-34800 + 4600/- Pay (Old) FPL-7 (New Scale)	12	03	03	01	19	-	-	01
9.	Traffic Manager ₹ 9300-34800 + G.P. 4600/- (Old) ₹ 44900/- Pay Scale (New)	02	-	-	-	02	-	-	-
10.	D.F.S.O. HCS (Revised Pay) Rules, 2016 level 7(1) i.e. Rs. 44,900/-	03	01	-	-	04	Gen-01	-	-
11.	A.E.O. HCS Revised Pay Rules 2016 level 7 schedule-1 of Pay matrix	04	01	-	-	05	-	-	01
	TOTAL	104	33	21	08	166	07	06	05

Note 1 :- The candidates belonging to the category of PH (PwD i.e. Person with Disabilities) will enclose necessary certificates with their Main Examination application form from a Competent Authority in support of their claim of Disability. All such certificates should clearly mention the type of disabilities as defined in the Govt. letter dated 25.04.2018.

Note 2 :- The candidates claiming benefit / reservation under ESM / ESP i.e. Eligible Sports Person / PH (PwD i.e. Person with Disabilities) category of Haryana are directed to also fill their respective category i.e. General / SC / BC-'A' / BC-'B' to which they belong.

2. ESSENTIAL QUALIFICATIONS:

Candidates must possess the Bachelor Degree in Arts/Science/Commerce or an equivalent degree from a recognized University as on ...24.09.2018..... (Closing date).

Note:- Candidates are directed to ensure that they are in possession of all the certificates / documents, in support of their claim, which have been issued on or before the closing date. The certificates issued after the closing date will not be accepted by the Commission

3. AGE LIMITS:

The candidate (except for the post of DSP) should not be less than **21 years** and not more than **42 years** of age on or before **01.01.2018**. The age for the post of DSP given in the column (VI) below.

(I) Upper age limit is relaxable for five years for the candidates belonging to the following categories:-

Scheduled Castes, Backward Classes – A & Backward Classes - B, of Haryana only.

(II) Upper age limit is relaxable upto 45 years for the candidates belonging to the following categories:-

- Un-married female candidates of Haryana State only.
- A Government servant, who is holding an appointment either in a substantive or officiating (excluding ad-hoc) capacity under the Haryana Government or the High Court or any Court subordinate thereto, shall be eligible to appear in the examination if he / she possesses a degree of Bachelor of Arts, Bachelor of Science or Bachelor of Commerce or an equivalent degree of a recognised

University, and has not attained the age of forty-five years and also has not less than four years service whether in a substantive or officiating (excluding ad-hoc) capacity under the Haryana Government or the High Court or any Court subordinate thereto, on or before the 1st day of January, next preceding the last date for the submission of application subject to a limit of three chances. Any candidate, who is eligible as mentioned above and wishes to appear in the examination shall submit his / her application in the prescribed form through the Head of his office to the Haryana Public Service Commission and shall also have to submit the relevant certificate with the application form.

- (c) 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 remarried, she would not be eligible for the above concession in the matter of age.

(III) Age relaxation for PH (PwD i.e. Persons with Disabilities) candidates of Haryana:-

Upper age limit is relaxable for PH (PwD i.e. Persons with Disabilities) category candidates of Haryana by 10 years (15 years for SCs / BCs of PH (PwD i.e. Persons with Disabilities) of Haryana).

(IV) Further the upper age relaxation is as under:-

- (a) 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 or till the end of emergency i.e. 10-01-1968.

Definition of Ex-Servicemen (ESM):-

(as per instructions No. 36034/5/85-Estt. (SCT) dated 14.04.1987, No. 12/99/8-2GSII dated 08.11.1988 and No. 12/18/2006-4GSII dated 08.01.2008)

“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 have 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 day 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:-
(as per instructions No. 945-GS-II-72/6451 dated 06.03.1972)**

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

Note: 1 Disabled ex-serviceman will mean ex-servicemen who while 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.

2 The Dependents will include besides wife/widow, dependent sons / daughters.

- (b) It is made clear that the **dependent of ESM candidates** will be considered as **General / SC / BC-A / BC-B Category** (their own category) candidates for all intents and purposes. However, in case of non-availability of suitable Ex-servicemen of Haryana, their dependent sons and daughters of the same category (the definition of words “Dependent of Ex-serviceman” is defined vide Haryana Govt. letter No. 12/37/39-GSII dated 21.11.1980 which is given in the instructions for candidates) who fulfill all the conditions of qualifications, age etc. prescribed for the posts in question will also be considered on merit against the reserved posts for ESM and **this entitlement would be available to one dependent child only.**

Definition of DESM of Haryana:-

- (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 be 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 a ad-hoc 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 for the DESM is Rs. 6000/- per month.

- (V) 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.

(VI) Age and Physical Standard for the Posts of DSP:

As per Haryana Police Service Rules – 2002, the candidate should not be less than **21 years** not more than **27 years** of age on or before 01.01.2018. However, the relaxation in upper age limit for SC/ BC-A/ BC-B of Haryana will be upto 5 years and for ESM of Haryana the age relaxation will be available as given in Column IV(a) above.

As per Haryana Police Service Rules – 2002, the Physical Standard For Deputy Superintendent of Police is:-

Sr. No.	Category	Height	Chest	Chest with expansion
1.	MALE	5'7'' (170.18 cm)	33'' (83.82 cm)	34 ½'' (87.63 cm)
2.	FEMALE	5'2'' (157.50 cm)	-N / A-	-N / A-

(VII) Definition of ESP (Eligible Sports Person) of Haryana as per Government Instructions No. 04/40/2017-4SYA Dated:- 25.05.2018

The definition of the eligibility for sportspersons for Group A & B posts as per the above notification is as under:-

Eligibility:

- The sportsperson plays for Haryana State at the national level; or
- The sportsperson is Haryana domicile and does not represent State/UT other than Haryana at national level.

Sports Disciplines covered:

- Only those Sports/Games which are included in the Haryana Sports Policy, as amended from time to time.
- For international/Asian/Commonwealth tournaments, the individual/team should be sent/sponsored by Ministry of Sports & Youth Affairs or Sports Authority of India or National Level Sports Federation affiliated to Indian Olympic Association.

Category of Tournaments:

The tournament are categorized in decreasing order of level of competitive difficulty as per the following Table:-

Table – I

Category	Tournament	Organizing Authority
1.	Olympics	International Olympic Committee (IOC)
	Paralympics	International Paralympics Committee (IPC)
2.	4-year World Championship (restricted to Sports disciplines played in Olympics/Paralympics)	International Federation of concerned game, recognized by IOC/IPC.

3.	Asian Games	Olympic Council of Asia
	Para Asian Games	Asian Paralympic Committee
	Youth Olympics	IOC
4.	Commonwealth Games	Commonwealth Games Federation
	Commonwealth Games (Para Athletes)	
	Youth Asian Games	
5.	Other World/ International Championships	International Federation of the concerned game, recognized by the International Olympic Committee
	Youth Commonwealth Games	Commonwealth Games Federation
	Deaflympics	International Committee of Sports for the Deaf (only those recognised by IOC)
	Special Olympics	Only those recognised by IOC
	IPC World Cup/Championship (Held annually or biennially)	IPC
	IBSA World Championship	International Blind Sports Federation
6.	World University Games	International University Sports Federation
7.	Other Asian / Commonwealth Championship	Asian Federation of the concerned game, affiliated to the Olympic Council of Asia/International Federation/Commonwealth Games Federation
8.	SAF Games	South Asian Games Federation
9.	International / Domestic Cricket Test / One day	ICCF/BCCI
	Blind Cricket World Cup (held in four years)	World Blind Cricket Council

Sports Gradation Certificate:-

A sportsperson is eligible for the following Sports Gradation Certificate Type as per following table, subject to the conditions in Rules 6.1 & 6.2. The best sports achievement claimed will be considered for issuing the Sports Gradation Certificate.

Group A	Participation in a tournament of Category 2 or above;
	or Medal winner in a tournament of Category 7 or above. (restricted to Sports discipline played in Olympics/Paralympics)
Group B	Participation in a tournament of Category 7 or above;
	or Medal winner in a tournament of Category 9 or above.

Rule 6.1 - In case of a team game, the sportsperson should have been an active player, that is, he should have played in not less than 25% of the games played by the team in the tournament. A player kept as reserved shall not be considered as active player in that game. The sportsperson must show proof of having played atleast one game (i.e. not kept as reserve) in the tournament.

Rule 6.2 - The tournaments unless specifically indicated connotes senior level tournaments. The corresponding junior level tournament would be placed one category lower.

Illustration: The ISSF World Cup (Shooting) is at Category No. 5, hence the ISSF Junior World Cup is to be ranked one category lower at Category No. 6.

Entitlement to any benefit under Sports quota:

An applicant is not entitled to any benefit, including appointment, under the Sports quota, unless supported by Sports Gradation Certificate of appropriate Grade in the format at Schedule-1 (the performa / format is given below)

Schedule-1

Certificate No. _____

SPORTS GRADATION CERTIFICATE

1. Name of Sportsperson: _____	<div style="border: 1px solid black; padding: 5px; text-align: center;">Self -attested Photo</div>
2. Aadhaar No.: _____	
3. Mobile No.: _____	
4. Name of District to which sportsperson belongs: _____	
5. Domicile State: _____	
6. Plays for (Name of State/Organization): _____	
7. Name of Sports Discipline: _____	
8. Best Sports Achievement:	
i. Name of Tournament: _____	
ii. Month & Year: _____	
iii. Venue of Tournament: _____	
iv. Organizing Authority: _____	
v. Tournament Type: Senior <input type="checkbox"/> _____	
Junior <input type="checkbox"/> _____	
vi. Medal won (if any): Gold <input type="checkbox"/> _____	
Silver <input type="checkbox"/> _____	
Bronze <input type="checkbox"/> _____	
vii. Participation Level: 25% or more <input type="checkbox"/> _____	
Less than 25% <input type="checkbox"/> _____	
(in case of team game only)	

Dated: _____

(Signature of Sportsperson)

.....**For Official use**
only.....

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

Granted Grade _____ Sports Certificate.

Dated: _____

District Sports & Youth
Affairs Officer, _____

Director, Sports[#]

DEPARTMENT OF SPORTS & YOUTH AFFAIRS, HARYANA

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

4. **RESERVATION:**

- (a) The benefit of reservation will be given only to those SC/BC-A/BC-B/Physically Handicapped (PwD i.e. Persons with Disabilities)/ESM/ESP i.e. Eligible Sports Person candidates **who are domicile of Haryana State**. The Eligible Sports persons shall be required to produce the Sports Gradation Certificate as per Govt. instructions duly issued by the Competent Authority.
- (b) The candidates seeking reservation under a particular category e.g. SC/BC-A/BC-B etc. 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 Side) will not be entertained.**
- (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 fulfil all the eligibility conditions i.e. age, qualification etc. as meant for General category candidates except fees and also attach scanned copy of his / her caste certificate 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 and fees concession available for them.**

(c) **Reservation for Freedom Fighters & their children / grand children of Haryana as per Haryana Government No. 22/20/83-3GSIII Dated 26.07.1984 :-**

The reservation will be available only if quotas reserved for Ex-servicemen or Backward Classes remains unfilled to that extent 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.

(d) **Adjustment of PH (PwD i.e. Persons with Disabilities) category candidates selected on their own merit as per Sr. No. 13 (F) of Haryana Government Instruction No. 22/10/13-1GSIII Dated 15.07.2014 :-**

PH (PwD i.e. Persons with Disabilities) selected on their own merit without relaxed standards alongwith other candidates; will not be adjusted against the reserved share of vacancies. The reserved vacancies will be filled up separately from amongst the eligible candidates with disabilities which will thus comprise physically handicapped candidates who are lower in merit than the last candidate in merit list but otherwise found suitable for appointment, if necessary, by relaxed standards. It will apply in case of direct recruitment only, wherever reservation for PH (PwD i.e. Persons with Disabilities) is admissible.

5. **APPLICATION FEES:** The category wise application fee structure payable through Net Banking, Debit Card and Credit Card upto 24:00 Midnight of closing date i.e. _____ which 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.	₹ 1000/-
	(ii) For Male candidates of General and all reserved categories of other States.	
2.	(i) For all Female candidates of General category including Female Dependent of ESM of Haryana only.	₹ 250/-

	(ii) For Female candidates of General and all reserved categories of other States.	
3.	For Male & Female candidates of SC / BC-A / BC-B / ESM categories of Haryana only.	₹ 250/-
4.	For all Persons with Disabilities category candidates (with at least 40% disability) of Haryana only.	NIL

Note:- The fees will not be refunded to those candidates who will not appear in the Preliminary Examination and also who are not shortlisted for further selection process.

6. Scheme of Examination:

- | | | | |
|-------|--|---|-----------|
| (i) | Preliminary Examination (for screening only) | - | 200 Marks |
| (ii) | Main Written Examination | - | 600 Marks |
| (iii) | Personality Test | - | 75 Marks |

The candidates applying online application form for the Preliminary Examination should **ensure that they fulfill all the eligibility conditions** for admission to the examination. Their admission at all the stages of examination for which they are admitted by the Commission viz. Preliminary Examination, Main (Written) Examination and Personality Test (Viva-voce) will be purely provisional subject to their satisfying the prescribed eligibility conditions. If at any time before or after the Preliminary Examination, Main (Written) Examination and Personality Test (Viva-voce), it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission. If any of their claims is found to be incorrect, they will render themselves liable to action by the Commission.

Notes:

- (1) The Preliminary Examination is only for short listing of category wise candidates on the basis of marks obtained by them in both the subjects (General Studies & CSAT).
- (2) The question paper will be got printed bilingual i.e. Hindi (being regional language) & English except language papers.
- (3) The marks obtained in Preliminary Examination will not be counted towards final selection.
- (4) All the candidates who apply for Preliminary Examination will be admitted provisionally for Preliminary Examination subject to fulfilment of all eligibility conditions. At this stage, no scrutiny of their online application forms will be carried out by the Commission.
- (5) Candidates **twelve (12) times** the number of advertised posts including bracketed candidates, if any, in their respective categories in order of merit will be admitted to the Main Examination.
- (6) Candidates who qualify for the Main Examination **will have to apply again for which they will be informed separately along with instructions for Main Written Examination.**
- (7) Candidates **thrice (3 times)** the number of advertised posts including bracketed candidates, if any, in their respective categories in order of merit of Main Examination will be called for Personality Test (Viva-voce).

7. Any attempt on the part of a candidate to obtain support for his / her candidature by any means may disqualify him / her for admission to the Examination.

8. NOC of the employer (for those candidates who are employed) is not required at the time of applying for Preliminary Examination. Candidates are directed to intimate their employer only at this stage. NOC of the employer is needed at the time of applying for Main Examination, if applicable (for further clarifications kindly see point no. 10 in the Brochure).
9. The candidates should note that their admission to the examination will be purely provisional based on the information given by them in the online application form. This will be subject to determination of all the eligibility conditions by the HPSC. The mere fact that a certificate of admission to the Examination has been issued to a candidate, will not imply that his candidature has been finally cleared by the Commission or that entries made by the candidate in his online application form for the Preliminary Examination have been accepted by the Commission as true and correct. **Candidates must note that the Commission will determine the eligibility conditions of a candidate with reference to documents, only after the candidate has qualified for the Main Examination.**
10. There is no provision of re-checking / revaluation of Answer Sheets of Preliminary Examination as the Answer Sheets (OMR Sheets) will be scanned by the Computer.
11. Candidates should ensure that the signatures appended by them at all the places viz. uploaded at online application form, Attendance List etc. and in all the correspondence with the Commission should be identical and there should be no variation of any kind. If any variation is found in the signatures appended by him / her at different places, his / her candidature will be liable for cancellation by the Commission.
12. **Correspondence with the Commission:** All communications in this regard should be addressed to the "Secretary, Haryana Public Service Commission, Bays No. 1-10, Block - B, Sector - 4, Panchkula (Phone No. 0172-2560755)".
- The candidate should note down their online registration number of the Preliminary Examination for future reference. They will be required to indicate the same in connection with their candidature for the Main Examination.
13. Candidates are not allowed to carry **Mobile Phone/ Blue Tooth/ Pen Scanner or any other Electronic/ Communication Device** with them in the premises of the Examination Centers. Any violation of these instructions by the candidate will invoke strict disciplinary action.
14. Admission certificate will be developed from the application form applied online by the candidate for the Preliminary Examination. **Admission Certificate / Admit Cards shall be downloaded from the website www.hpsconline.in within time and they shall bring to the Examination Hall alongwith original Photo ID Proof i.e. Aadhar Card, Voter Card & Driving License.**

Notes:

- (1) Reserved category candidates of states other than Haryana will compete against the posts meant for General category candidates and will be considered as General category candidates. Hence, they must darken the circle meant for General category candidates on the Answer Sheet.
- (2) The online links for relevant Service Rules & Amendments (upto the issuance of this Advertisement) for this recruitment are available on Chief Secretary Office, Haryana website i.e. <http://csharyana.gov.in/>

Dated: ...01.08.2019


Secretary
Haryana Public Service Commission
Panchkula