

Pt. B.D. Sharma University of Health Science, Rohtak

Advt. No. UHSR/Rectt./07/2018

NOTICE

Online applications are invited for recruitment to various Groups A, B & C posts from the eligible candidates at Pt. B. D. Sharma University of Health Sciences, Rohtak (Haryana). For detailed information/instructions please visit University Website www.uhsr.ac.in.

Closing date for submission of Online Applications: 12.11.2018 by 11:59 PM

The date/schedule of Written Screening Test/interview, wherever applicable, will be displayed on University website. No separate correspondence will be made in this regard.

REGISTRAR



PT. B.D. SHARMA UNIVERSITY OF HEALTH SCIENCES, ROHTAK

Advt. No. UHSR/Rectt./07/2018

Closing Date: 12.11.2018 by 11:59 PM

Online applications from the eligible candidates, as per qualifications and experience mentioned against each post, are invited for the following Non-Teaching posts of Groups- A, B and C. The applications can be submitted through online portal from **18.10.2018 to 12.11.2018 at 11:59P.M.** through the link available on the website www.uhsr.ac.in. **No manual application will be accepted.** Applicants are advised to go through the instructions, including selection criteria, carefully before filling-up the application form. The detailed information/instructions and criteria of selection for various posts may be seen on the university website www.uhsr.ac.in. The date/schedule of Written Screening Test and interview wherever applicable will be displayed on the website www.uhsr.ac.in. No separate correspondence will be made in this regard.

Detail of Group A & B Non-Teaching Posts

Sr. No.	Name of Posts, Pay Scale & Age Limit	Name of Deptt.	No. of posts	Qualification& Experience
1.	Deputy Registrar Rs.15600-39100+7600 GP (Pre-revised) Age 18 to 42	UHS	GC-01	(i) A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scheme. (ii) Five years' administrative experience as Assistant Registrar or in an equivalent post in a Govt. Institute/University recognized by the UGC/medical College recognized by MCI OR Nine years of experience as an Asstt. Prof. in the Grade Pay of Rs. 6000 & above in a college/university with experience in education administration (iii) Comparable experience in research establishment and/or other institution of Higher Education (iv) Computer Knowledge-Minimum 3 months course from a recognized institution.
2.	Controller of Finance Rs.15600-39100+7600 GP (Pre-revised) Age: 18 to 42	UHS	GC-01	i) Chartered Accountant (CA) from a recognised institute/organisation. ii) Ten years' experience of working in Finance and Accounts Department in a public Sector organisation or in any other reputed institution/organisation.
3.	Deputy Medical Superintendent Rs. 15600-39100 + 6000GP + NPA (Pre-revised) Age-25-45	SIMH	GC-01	i) A basic University qualification included in the schedule of the Indian Medical Council Act 1948 (102 of 1956) ii) M.H.A (Master in Hospital Administration) or a post Graduate Degree recognized as equivalent to M.H.A. by the Medical Council of Indian or MS/MD of equivalent. iii) Minimum one year working experience in a reputed Hospital after MS/MD/MHA or equivalent qualification and should have completed five years' service after MBBS. Note: - Preference will be given to the candidates having MHA qualification. If the candidates having MHA qualification are not available then only candidates with MS/MD qualification may be considered.

4.	Psychiatrist Rs. 15600-39100 + 6000/-GP + NPA (Pre-revised) Age-25-40	SIMH	GC -01	i) MBBS from any Institute/University recognized by MCI. ii) Must be registered under the State Council/ MCI. iii) MD/DPM.
5.	Accounts Officer Rs. 9300-34800+ 5400 GP (Pre-revised) Age-18-42	UHS	GC-01	i) CA from a recognised institute/organisation OR SAS with 8 years' experience in the SAS cadre. ii) 5 Years' experience of working in Finance and Accounts Department in a Govt./Public Sector organisation. iii) Computer knowledge. Minimum 3 months course from a recognised institution. Preference will be given to a person who possesses higher qualifications.
6.	Medical Officer Rs.9300-34800+ Rs. 5400 GP (Pre-revised) Age 18 to 42 years	SIMH	SC-01	Essential i) Graduate in Medicine and Surgery of a recognized University or any recognized equivalent degree of any other University or Institution recognized by the Medical Council of India. ii) Must be registered with Haryana or Punjab Medical Council or with any other duly constituted Medical Council of India. iii) Adequate knowledge of Hindi/Sanskrit. Desirable i) Post Graduate qualifications and experience in professional work. ii) Service in rural areas. iii) Should have done House Job for at least six months OR Should have some working experience in some Institute. or from Private Hospital for some period
7.	Estate Officer Rs.9300-34800+5400 GP (Pre-revised) Age 18 to 42	UHS	GC-01	B.E./B.Tech in Civil/Electrical/Engineering from a recognized University/institute of repute with five years of work experience in building construction/maintenance from University/Institute of repute/Govt. Department
8.	Chief Security Officer Rs. 9300-34800+5400 GP (Pre-revised) Age 18 to 42	UHS	GC-01	(i) Commissioned Officer not below the rank of Captain of Indian Armed Forces or its equivalent in other Defence Forces. (ii) Good Physique and Medically Fit.
9.	Section Officer Rs. 9300-34800+4600 GP (Pre-revised) Age 18 to 42	UHS	GC-03	i) Bachelor Degree in Commerce (B.Com.) with 60% marks (1 st Division) from recognised University having 3 years' experience in an organisation of repute OR Master Degree in Commerce (M.Com.) with 55% marks and having 3 years' experience of accounts in an organisation of repute OR Having certificate Integrated Professional Competence Course (IPCC)/Chartered Accountant (Intermediate) from the Institute of Chartered Accountant India with three years' experience in an organisation of repute ii) Knowledge of Hindi/Sanskrit up to Matric.

Detail of Group-C Non-Teaching Posts

Sr. No.	NAME OF POST, PAY SCALE & AGE	NO. OF POSTS	ESSENTIAL EDUCATIONAL QUALIFICATION & EXPERIENCE
1.	Assistant Security Officer Pay Scale: Rs. 9300-4800+4000 GP (Pre-revised) Age 18 to 42 years	Total: 03 GC-03	i) Graduate from a recognized university. ii) Trained in Intelligence and Security work with minimum 5 years' experience as Assistant Security Officer OR Personal Officer in a reputed firm. iii) Knowledge of Hindi/Sanskrit up to Matric Standard. Desirable: Preference will be given to Ex-servicemen or Ex-Police employee or Assistant Security Officer in Public Undertaking.
2.	Data Entry Operator Pay Scale: Rs. 5200-20200 + 2400 GP (Pre-revised) Age 18-42 years.	Total: 12 GC-4, BC-B(ESM)-01, SC-2, BC-A- 01, BC-A(Sports)-01, BC-B: 01, GC (ESM)-02.	i) Graduate with one-year Post-Graduate Diploma in Computer Application from a recognized Institute/University/Govt. of Haryana. ii) Candidates will be required to qualify a speed test at 8000 key depressions per hour. iii) Knowledge of Hindi/Sanskrit upto Matric. Experience: One-year work experience in Data Entry Operator/Word Processing in Public Sector/University/Company (Public Ltd.) Preference will be given to the candidates possessing higher qualifications.
3.	Security Supervisor Pay Scale: Rs. 5200-20200 + 2400 GP (Pre-revised) Age 18-42 years	Total: 03 GC-03	i) Graduate qualification in any discipline. ii) Knowledge of Hindi/Sanskrit up to Matric Standard. iii) Ex-Servicemen not below the rank of Hawaldar in Indian Armed Forces or its equivalent in other Defense Forces. iv) Good Physique and medically fit.
4.	Clerk Rs.5200- 20200 + 1900GP (Pre-revised) Age 18 to 42 years	Total – 116 GC- 42, BC-A- 16, SC- 21, BC-B (ESM)- 4, GC (ESM)- 8, BC-B- 10, GC (Sports)- 01, PH- 04, BC- A (ESM)- 03, SC(ESM)- 04, SC (Sports)- 02, BC-A (Sports)- 01	i) Graduates from a recognized University (For Ex-Serviceman having pensionable service and 1 st class army certificate OR having Graduate Certificate issued by the competent authority of Defense Services). ii) Candidate will have to qualify a written test of language/General Knowledge of graduation standard as may be prescribed by the competent authority. iii) The candidate shall have a valid certificate of having qualified the State Eligibility Test in Computer Appreciation and Applications (SETC) from HARTRON, HKCL, NIET/DOAEC-C or any other agency authorized by the Govt. iv) Knowledge of Hindi/ Sanskrit up to Matric. NOTE: The candidates possessing any of the following qualifications are exempted from qualifying the State Eligibility Test in Computer Appreciation & Application (SETC) Test: i) M.Tech/B.Tech (Computers), MCA, BCA or Diploma in Computers from the recognized institutions e.g. Polytechnics; ii) Basic Computer Literacy Certificate from any recognized center established under the National

			<p>Institute of Electronics & Information Technology (NIELIT) [erstwhile DOEACC Society];</p> <p>iii) Haryana State- Certificate in information Technology [HS-CIT] from the Authorized Learning Centers (ALCs) of the HKCL;</p> <p>iv) Candidates/employees who have already passed the SETC and the same are valid at the time of joining the service.</p> <p>v) Physically disabled candidates.</p>
5.	<p>Steno-Typist</p> <p>Rs.5200-20200 + 1900/- G.P.+ 100SP (Pre-revised)</p> <p>Age 18 to 42 years</p>	<p>Total-40</p> <p>GC- 14, BC-A- 06, SC- 08, BC-B (ESM)- 01, GC (ESM)- 03, BC-B- 03, GC (Sports)- 01, PH- 02, SC (ESM)- 01, BC-A (ESM)- 01</p>	<p>i) Graduate from a recognized University with 80 w.p.m. speed in English Shorthand and ability to transcribe it at the speed of 15 w.p.m., 8 any of the % mistakes are permissible</p> <p>ii) Candidates will be required to qualify a speed test at 9000 key depressions in English or 7500 key depression in Hindi per hour.</p> <p>iii) Knowledge of Hindi/Sanskrit up to Matric Standard.</p> <p>iv) The candidate shall have to qualify the State Eligibility Test in Computer Appreciation and application (SETC) within the probation period of two years extendable by one year otherwise he/she shall not be entitled to earn any increment till he/she qualifies the said test failing which the services of such employee shall be dispensed with.</p>
6.	<p>Pharmacist</p> <p>Rs.9300-34800 + 3600/- G.P. (Pre-revised)</p> <p>Age 18 to 42 years</p>	<p>Total=12</p> <p>GC- 03, SC-03, BC-B-02, BC-A-02, BC-A(ESM)-01, Gen(ESM)-01</p>	<p>Essential</p> <p>i) 10+2 with Science subject</p> <p>ii) B. Pharmacy from an institute approved by Pharmacy Council of India & All India Council for Technical Education</p> <p>iii) Registered as Pharmacist with Haryana State Pharmacy Council.</p> <p>iv) Knowledge of Hindi/Sanskrit upto Matric Standard.</p> <p>v) The preference will be given to higher qualification.</p>

Abbreviations: GC-General Category, SC-Scheduled Castes, BC-Backward Classes, ESM-Ex-Serviceman and DESM - Dependent of Ex-Serviceman, PH-Physically Handicapped.

GENERAL TERMS AND CONDITIONS

1. The services of the persons appointed against the above advertised posts will be governed by Rules & Regulations made under the Pt. B. D. Sharma University of Health Sciences, Rohtak Act, 2008, as amended from time to time.
2. Date of written/screening test/interview schedule (wherever applicable) shall be displayed on the University website www.uhsr.ac.in. Therefore, all updates will be available on the login of the applicant. Notifications/updates will also be uploaded on the university web portal www.uhsr.ac.in. No separate intimations will be sent by post. Hence the applicants are advised to check the website regularly.
3. Documents to be uploaded at the time of submitting online applications in jpeg/jpg/bmp or png format:
Scanned copies of -
 - (i) Passport size photograph < 20 KB, width 160 pixels and height 200 pixels
 - (ii) Signature < 20 KB, width 200 pixels and height 160 pixels.
 - (iii) Scanned copy of Matric certificate showing Date of Birth.
 - (iv) Scanned copy of essential qualifications certificates.
 - (v) Scanned copy of Sport Gradation Certificate in case of Eligible Sports Person. Duly issued by the Competent Authority.
 - (vi) Scanned copy of Haryana Domicile Certificate in case of BCA/BCB/SC/ESM/DESM/DFF/PWD and women issued by Competent Authority.
 - (vii) Orphan Certificate issued by Tehsildar.
 - (viii) Widow Certificate issued by Tehsildar.
 - (ix) Vimukat Jatis and Tapriwas Jatis Certificate issued by Tehsildar.
 - (x) Experience Certificate issued by the concerned Appointing Authority.
 - (xi) Self-declaration/Undertaking in prescribed format for getting marks under socio-economic criteria mentioned in (i) under heading criteria for Selection, Examination & Syllabus.
 - (xii) Any other document, if required, to be uploaded at the time of filling of application form.
4. Documents to be produced at the time of scrutiny: -
 - (i) All original certificates/documents/testimonials of educational qualifications and other documents mentioned in the online applications and one set of self attested copies of all these certificates.
 - (ii) Printed copy of online application form alongwith latest photo, Identity Proof i.e. Identity Card/ Driving License/Passport/Voter Card/PAN Card/ Aadhar Card etc.
 - (iii) Any other Certificate, on the basis of which eligibility claimed.
5. Details of application fee for the various non-teaching posts as given below: -

Class/ Group of Post	General Category		Reserved Category of Haryana Domicile Only		ESM/PH Exempted from Payment of application Fee
	For Male	For Female	For Male	For Female	
Group- A	Rs.1000.00	Rs. 500.00/-	Rs. 250.00	Rs. 125.00	
Group- B	Rs.1000.00	Rs. 500.00/-	Rs. 250.00	Rs. 125.00	
Group- C	Rs. 600.00	Rs. 300.00/-	Rs. 150.00	Rs. 75.00	

Notes:

- i) The fee is to be paid online on the University's online application submission portal.
- ii) The application fee is non-refundable.
- iii) The applicants, who wish to apply for more than one post, will have to apply separately for each post and shall have to deposit additional fee accordingly.

6. Age limit for various posts will be as mentioned against each post in the table above.
Age relaxation of 05 years will be given to the SC/ST/BCA/BCB/Widowed or legally divorced women/Wives of military personnel who are disabled while in military service/Judicially separated women residing separately for more than two years.
Age relaxation of 10 years for persons with disability will be given as per Haryana Govt. policy/instructions issued from time to time and is restricted to Haryana domiciles only.
The upper age limit prescribed for appointment to any service or posts shall be relaxed in favor of ex-serviceman to the extent of his military service added by three years provided –
- (a) He has rendered continuous military service for a period of not less than six months before his release; and
- (b) He was released otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.
7. **Freedom fighters and their children/grand children:** - This reservation will be available only if quota reserved for Ex-Servicemen or Backward Classes remains unfilled to that extent due to non-availability of suitable Ex-serviceman or their dependents or non-availability of suitable applicants from Backward Classes. Overall 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 grandchildren i.e. sons and daughters of sons and daughters (paternal as well as maternal) of the Freedom Fighters.
8. The applicants already in Govt./Semi Govt./Corporation or Autonomous Body Service should bring 'No Objection Certificate' not older than three months from their Head of Institute duly signed with stamp at the time of scrutiny/document verification (as the case may be) failing which the candidature of the applicant will not be considered.
9. Applicant must bring self-attested one set of printed application form submitted online along with all the original documents listed at serial number 4 above, at the time of scrutiny/verification or checking of documents.
10. If the number of applications received are more than 03 times of the posts advertised for Group-A and Group-B, then the applicants may be either asked to appear for the written/screening test or may be screened on the basis of marks of relevant academic qualification in the ratio of 1:3 (for a single post 1:5).

For Group-C posts there will be written examination of 90 marks and 10 marks will be as per the Selection Criteria notified by the State Govt. vide Notification No. G.S.R-25/Const./Art.309/2017 dated 13.12.2017 and adopted by the University vide Executive Council Resolution No. 6 of its 28th meeting held on 27.02.2018 based on that the practice of interview for the Group- C post has been discontinued and there will be the written exam of 90 marks and 10 marks will be of Socio-Economic criteria and experience.

The written exam shall be divided into two portions comprising: -

- a) 75% weightage for General Awareness, Reasoning, Maths, Science, English, Hindi and concerned or relevant subject, as applicable;
- b) 25% weightage for History, Current Affairs, Literature, Geography, Civics, Environment, Culture etc. of Haryana.

To qualify Clause (b) above, the candidates would have to score minimum 50% marks and the proportion of questions shall be decided by the University at its own level. For posts where the

written/screening test is required, the Admit Card may be downloaded by the applicants. The notification and schedule for conducting the written/screening test shall be uploaded on the website and no separate letters will be sent.

11. With regard to the Competent Authority for issuing the certificate in respect of candidates who participate for the selection against Group-C post, the certificate must be issued by the authority as mentioned in the Govt. Notification No. 22/28/2003-3GS-III dated 25.08.2018.
12. For the post of clerk, the State Eligibility Test in Computer Appreciation and Applications conducted by reputed institutions like NIELIT, HKCL, Hartron or any other agency authorized by the State Govt. shall be mandatory vide Chief Secretary to Govt. of Haryana instruction No. 42/164/2008-3GSII dated 22.09.2017. The candidates possessing the following qualifications are exempted from taking the State Eligibility Test in Computer Appreciation and Applications (SETC): -
 - i) M.Tech/ B.Tech (Computers), MCA, BCA or Diploma in Computers from the recognized institutions e.g. Polytechnics;
 - ii) Basic Computer Literacy Certificate from any recognized center established under the National Institute of Electronics & Information Technology (NIELIT) [erstwhile DOEACC Society etc.];
 - iii) Haryana State- Certificate in information Technology [HS-CIT] from the Authorized Learning Centers (ALCs) of the HKCL;
 - iv) Candidates/employees who have already passed the SETC and the same are valid at the time of joining the service.
 - v) Physically disabled candidates.

However, these employees, with the exception of those mentioned under sub-para (v) above, shall be required to clear the 'typing speed' part of the State Eligibility Test in Computer Appreciation and Applications (SETC).

- vi) Persons already having computer qualifications from reputed institutions (BCA/MCA/B.Tech/M.Tech in computers from Universities & Colleges, Diploma in Computers from Govt. Polytechnics, HKCL, Hartron, DOEACC/NIELIT etc.) shall continue to be exempted from SETC.
13. Mere submission of the online application, permission for appearing in written/screening test and call for interview does not mean that the applicant is eligible for appointment to the post applied for. The eligibility shall be verified at the time of verification of original document by the Scrutiny Committee as per the qualification, experience and other terms and conditions given in the advertisement.
14. Details of the Research work/Publications, wherever applicable, (in annotated form) indicating index/non- index status supported by relevant documents must also be furnished at the time of interview (For Group-A & Group-B posts). Any other relevant outstanding National/International achievements in the profession supported by the documents, if any, must also be supplied.
15. Number of posts advertised is liable to increase or decrease, including complete withdrawal without assigning any reason.
16. The SC/BC-A/BC-B/PH candidates are required to submit SC/BC-A/BC-B/PH certificate duly issued by the competent authority at the time of verification of original document. In addition to the above any other Certificate of extra-curricular activities (sports) i.e. Prize or position in an international/national/inter-university/athletic meet and college colour, if any, must also be supplied wherever applicable. The applicant shall be required to produce the Sports gradation certificate issued by the Director Sports Haryana. ESM/DESM are required to produce the fresh Eligibility Certificate duly issued by the respective Zila Sainik Boards at the time of verification of original document. The candidates applying for PH category should submit certificate issued by the Authorized Medical Board.

17. The posts of reserved categories will be filled up as per Haryana Govt. Reservation policy/instructions applicable/issued from time to time.
18. Three percent of the posts shall be reserved for persons with disability (PH category) for which only applicants with Blindness/Hearing Impairment and loco-motor/orthopedic disability (40% and above) are eligible. A person who wants to avail the benefit of reservation would have to submit a Disability Certificate issued by a competent authority on the prescribed format at Annexure D of Govt. of Haryana, General Administration Department (General Services III Branch) vide its notification No. 22/10/2013-1GSIII dated 15.07.2014. Suitability of the persons being considered for reservation under the PH category, various types of disabilities have been identified for different posts as per provisions of the notification. These include: Stenographer/Steno typist-OA/OL/BL/OAL/LV, Clerk-OA/OL/OAL/BL/B/LV/HH,
19. In case any applicant belonging to Scheduled Castes or Backward Classes or any other reserved category applies against General Category post, he/she must fulfil the conditions of eligibility regarding age/application fee, etc. as are meant for General Category candidates (as per Govt. instructions).
20. In case any discrepancy is detected in the documents submitted by the applicant or in the process of selection, at any stage even after the issue of appointment order, the University reserves the right to modify/withdraw/cancel any communication made to the applicants.
21. The decision of the appointing authority in all matters relating to acceptance or rejection of application, eligibility/suitability of the applicants, mode and criteria for selection etc. shall be final and binding on the applicants.
22. All disputes pertaining to the recruitment of various posts shall fall within the jurisdiction of Rohtak only.
23. The prescribed qualification, experience and age limit etc. shall be reckoned as on the closing date of online submission of applications.
24. The degrees/diplomas/certificates of undergraduate/postgraduate not recognized by the MCI/UGC/Govt. Board/ Department of Education, Haryana shall render the applicant ineligible for the said post.
25. The original selection list for the appointment to the candidates will be valid up-to six months for the selected candidates and thereafter, if the vacancy still available due to non-joining any of the selected candidates, the waitlist will be valid for another six months. Hence, after one year the fresh advertisement will be published as per Govt. instructions. Therefore, any grievance(s) in regard to this advertisement either individually/jointly will not be entertained after one year.



REGISTRAR

Selection Criteria for Group A & B Posts of Non -Teaching

ANNEXURE-54/B

CRITERIA FOR VARIOUS NON-TEACHING POSTS OF PT.B.D.SHARMA, PGIMS, ROHTAK/UNIVERSITY OF HEALTH SCIENCES, ROHTAK.

Criteria for the selection to the Non-Teaching posts		Total Marks-100
I.	ACADEMIC QUALIFICATION:-	65 MARKS (65%)
	Basic Qualification including Professional Qualification if any:- Weightage of 50% marks may be given for screening/written test if any in the Basic Qualification including Professional Qualification marks. The distribution of marks will be as follows:- A. Basic Qualification including Professional Qualification (if any) -30 Marks (30%) B. * Screening/Written Test -30 Marks (30%)	60 Marks (60%)
	Higher Qualification (over & above the requisite qualification in the relevant subjects/specialties):-	05 MARKS (5%)
II.	EXTRA CURRICULAR ACTIVITIES:- (Subject to maximum of 05 marks)	05 MARKS (5%)
	Sports (Certificate issued by the Director, Sports of the State stating Grade and period of participation) -02 Marks (Subject to maximum of 02 marks)	
	Grade A-1 & A-2 -02 Marks	
	Grade B-1 & B-2 -01 Mark	
	Grade C-1 & C-2 -1/2 Mark	
	Blood Donation -02 Marks (1/2 Mark for each donation subject to maximum of 2 Marks)	
	NSS/NCC -01 Mark (Letter/Certificate of merit for NSS weightage & Certificate of C/G Part-II/ B Certificate for NCC weightage)	
III.	EXPERIENCE (Subject to maximum of 10 Marks)	10 MARKS (10%)
	(1/2 mark for each completed year of work experience on the said post in Govt. Institution/Public Sector Institution or Hospital/University Hospital/ Hospitals on Govt. panel. Note:- 1 mark for each completed year of work experience on the respective post for the candidates already working in this institution on contract basis may be given as a onetime measure in view of the instructions issued by the Chief Secretary, Haryana bearing No.43/31/06-16SI dated 29.05.2007.]	
IV.	INTERVIEW	20 MARKS (20%)

* Applicable in case Screening/Written test is held for short listing of candidates.

Note: In case of Ex-Serviceman candidate, the minimum pass marks/ qualifying marks may be taken into consideration, while calculating the merit if the marks are not available/shown in the certificate/degree issued by the competent authority of Defence Services.

Ex-Serviceman may be preferred over dependents in the said category.

15/3/11

Selection Criteria for Group 'C' – Non Teaching Posts

HARYANA GOVT. GAZ. (EXTRA.), DEC. 13, 2017 (AGHN. 21, 1939 SAKA)

679

(Authorised English Translation)

HARYANA GOVERNMENT GENERAL ADMINISTRATION DEPARTMENT (GENERAL SERVICES)

Notification

The 13th December, 2017

No. G.S.R.-25/Const./Art. 309/2017.— In exercise of the powers conferred by article 309 of the Constitution of India, the Governor of Haryana hereby makes the following amendment in the Haryana Government, General Administration Department, General Services, notification No. 523-GS-70/2068, dated the 28th January, 1970, namely:-

Amendment

In the Haryana Government, General Administration Department, General Services, notification No. 523-GS-70/2068, dated the 28th January, 1970, in para 6 for clause (d), the following Clause shall be substituted, namely:-

"(d) (i) In case of selection and recommendation of the names of candidates to a department or an office for Group C posts, there shall be written exam only. The practice of interview shall be discontinued.

The scheme of marks in respect of selection to Group C posts shall comprise of total 100 marks, which is detailed below:-

1. Written exam: 90 marks
2. Socio-Economic criteria and experience: 10 marks

The marks for experience and some objective socio-economic criteria are to be allocated as follows:-

(a) If no person from among the applicant's father, mother, spouse, brothers, sisters, sons and daughters is, was or has been a regular employee in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority of Government of Haryana or any other State Government or Government of India.

(5 marks)

(b) Orphan/Widow:-

- a. if the applicant is a Widow ; or
- b. if the applicant is the first or the second child and his father had died before attaining the age of 42 years ; or
- c. if the applicant is the first or the second child and his father had died before the applicant had attained the age of 15 years.

(5 marks)

(c) If the applicant belongs to such a denotified tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic tribe of Haryana which is neither a Scheduled Caste nor a Backward Class.

(5 marks)

(d) Experience: One-half (=0.5) mark for each year or part thereof exceeding six months of experience, out of a maximum of 10 years, on the same or a higher post in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority of Government of Haryana. No marks will be awarded for any period less than six months.

(a maximum of 5 marks)

No applicant shall be given more than 10 marks under any circumstances and for the post of Clerk, the State Eligibility Test in Computer Appreciation and Applications shall be mandatory.

(ii) For the posts of Teacher, Educational Supervisor and Teacher Educator in School Education Department, the Commission shall make selection and recommendation of the names of candidates belonging to Group B and C posts on the basis of written exam only.

The written exam shall be divided into two portions comprising:-

- (a) 75% weightage for General Awareness, Reasoning, Maths, Science, English, Hindi and concerned or relevant subject, as applicable;
- (b) 25% weightage for History, Current Affairs, Literature, Geography, Civics, Environment, Culture etc. of Haryana.

To qualify Clause (b) above, the candidates would have to score minimum 50% marks and the proportion of questions shall be decided by the Commission at its own level.

6(d) (iii) In respect of Group D posts:-

In case of selection and recommendation of the names of candidates to a department or an office for Group D posts, there shall be written exam only. The practice of interview shall be discontinued.

The scheme of marks in respect of selection to Group D posts shall comprise of total 100 marks, as detailed below:-

- 1. Written exam: 90 marks
- 2. Socio-Economic criteria and experience: 10 marks

The marks for experience and some objective socio-economic criteria are to be allocated as follows:

- (a) If no person from among the applicant's father, mother, spouse, brothers, sisters, sons and daughters is, was or has been a regular employee in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority of Government of Haryana or any other State Government or Government of India.

(5 marks)

(b) Orphan/Widow:-

- a. if the applicant is a Widow ; or
- b. if the applicant is the first or the second child and his father had died before attaining the age of 42 years, or
- c. if the applicant is the first or the second child and his father had died before the applicant had attained the age of 15 years.

(5 marks)

- (c) If the applicant belongs to such a denotified tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic tribe of Haryana which is neither a Scheduled Caste nor a Backward Class.

(5 marks)

- (d) Experience: One-half (=0.5) mark for each year or part thereof exceeding six months of experience, out of a maximum of 10 years, on the same or a higher post in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority of Government of Haryana. No marks will be awarded for any period less than six months.

(a maximum of 5 marks)

No applicant shall be given more than 10 marks under any circumstances.

D.S. DHESI,
Chief Secretary to Government, Haryana.

APPLICATION FORM FOR ORPHAN CERTIFICATE

To

The Naib Tehsildar/Tehsildar

.....

Sub:

Issuance of Orphan Certificate

1.	Name of Applicant (In Block Letters)	
2.	Date of Birth (Enclose Proof)	
3.	Present Address, Village	
4.	Post Office	
5.	Police Station	
6.	District	
7.	Caste	
8.	Father's Name	
9.	Date of Father's Death (Enclose Death Certificate)	
10.	Mother's Name	
11.	Date of Mother's Death (Enclose Death Certificate)	
12.	Name of Guardian	
13.	Relationship with Guardian	
14.	Occupation	
15.	Aadhaar No. (If any)/PAN Card (If any)/ Voter ID No. (If any)	

Please issue me an "Orphan Certificate".

Place:

Signature of Applicant

Date:

Signature and Address of Witness :

i)

ii)



VERIFICATION

I.....S/o.....Member Panchayat/Sarpanch/Councilor/MLA/MP of
concerned village/area/constituency Verified personally and statement furnished by the
applicant are correct to the best of my knowledge and brief.

Signature with seal of Member Panchayat/Sarpanch/Councilor/MLA/MP
Of the concerned Village/area/constituency



GOVERNMENT OF HARYANA
ORPHAN CERTIFICATE

No.

Date.....

Certified that the person with the details mentioned below is an orphan:

1.	Name of Applicant (In Block Letters)	
2.	Date of Birth (Enclose Proof)	
3.	Present Address, Village	
4.	Post Office	
5.	Police Station	
6.	District	
7.	Caste	
8.	Father's Name	
9.	Date of Father's Death (Enclose Death Certificate)	
10.	Mother's Name	
11.	Date of Mother's Death (Enclose Death Certificate)	
12.	Name of Guardian	
13.	Relationship with Guardian	
14.	Occupation	
15.	Aadhaar No. (If any)/PAN Card (If any)/ Voter ID No. (If any)	

This certificate is issued based on the detail given in the application, verification report, local enquiry, facts and records produced by the applicant.

Handwritten signature

Signature with seal of Naib Tehsildar/Tehsildar

APPLICATION FORM FOR ORPHAN CERTIFICATE

To

The Naib Tehsildar/Tehsildar

.....

Sub: Issuance of Widow Certificate

I Widow of Sh..... Hereby give my particular as under:

1.	Name of Applicant (In Block Letters)	
2.	Address	
3.	Village	
4.	Tehsil	
5.	District	
6.	Post Office with PIN Code	
7.	Name of Father/Mother	
8.	Name of Husband	
9.	Date of Death of Husband (Death Certificate to be attached)	
10.	Aadhaar No. (If any)/PAN Card (If any)/ Voter ID No. (If any)	

Please issue me an "WIDOW Certificate".

Place:

Signature of Applicant

Date:

VERIFICATION

I.....S/o.....Member Panchayat/Sarpanch/Councilor/MLA/MP of concerned village/area/constituency Verified personally and statement furnished by the applicant are correct to the best of my knowledge and brief.

Signature with seal of Member Panchayat/Sarpanch/Councilor/MLA/MP

Of the concerned Village/area/constituency

GOVERNMENT OF HARYANA
WIDOW CERTIFICATE

No.

Date.....

Certified that the person with the details mentioned below is a Widow:

1.	Name of Applicant (In Block Letters)	
2.	Address	
3.	Village	
4.	Tehsil	
5.	District	
6.	Post Office with PIN Code	
7.	Name of Father/Mother	
8.	Name of Husband	
9.	Date of Death of Husband (Death Certificate to be attached)	
10.	Aadhaar No. (If any)/PAN Card (If any)/ Voter ID No. (If any)	

This certificate is issued based on the detail given in the application, verification report, local enquiry, facts and records produced by the applicant.

Signature with seal of Naib Tehsildar/Tehsildar



EXPERIENCE CERTIFICATE

1. This is to certify that Shri/Smt./Ms./Kumari
Son/Daughter/Wife of Shri.....
resident ofVillage/Town.....
Tehsil.....District..... of
the Haryana State/Union Territory has been serving as (complete
nomenclature of the post⁰ in the office of
(Department/Board/Corporation/Company/Statutory Body/Commission/Authority of Govt. of Haryana
or any State Govt. or Govt. of India).
2. The Period of engagement was from toand the completed
years and months are (years & months)
3. The EPF Account No. (If any) is/was

Place:

Signature with Seal of issuing Authority (Head of Office)

Date:

Full Name

Designation

Address

Telephone No. with Code



UNDERTAKING

I Son/Daughter of
Aged Years, R/o.....
District..... do hereby submit the following information for claiming marks under the socio-economic criteria namely:

- (1) That I am to apply for the post of in Pt. B.D. S. University of Health Sciences, Rohatk against Advt. No. Dated.....
- (2) That my Aadhaar No./PAN Card No/Voter ID No. (If any) is
- (3) That my father, mother, Spouse, brother and son are/were not regular employee in any Department/Board/Corporation/Company/Statutory Body/Commission/Authority of Govt. of Haryana or any State Govt. or Govt. of India.
- (4) That as no person as mentioned above had been in employment, I may be allotted marks under the socio-economic criteria.
- (5) That I fully understand that the marks are given on the basis of information supplied by me and if at any stage it is found that the information has been provided wrongly then not only my service can be terminated on the ground of supply of wrong information even if without these marks also my name would have figured within the select list/ recommendation list. I also understand that criminal action can be taken against me for providing wrong/false information.
- (6) That the deponent shall not take advantage of the certificate(s) issued by the Competent Authority if in the meantime any other eligible person in my family obtains the benefits thereof in the recruitment.

Place:

Deponent

Date:

VERIFICATION

Verified that the contents of all the above paras are true to my knowledge and belief and nothing has been concealed therein.

Place:

Deponent

Date:

