

HARYANA PUBLIC SERVICE COMMISSION
BAYS NO 1-10, BLOCK-B, SECTOR 4, PANCHKULA

Advertisement No. 03/2025

Date of Publication: 14/05/2025

The Commission invites online applications from eligible candidates for the posts of **District Marketing Enforcement Officer, (Group-B)** in Haryana State Agricultural Marketing Board, Panchkula.

Category wise break-up of the posts is as under:

Sr. No.	Name of the Post	General / Unreserved	Deprived Scheduled Caste of Hry.	Total Number of Posts
(i)	District Marketing Enforcement Officer	03	01	04

- a) Opening date for submission of online applications: **21.05.2025**
- b) Closing date for the submission of online applications: **10.06.2025 upto 05:00 PM**
- c) Closing date for deposit of Fee: **10.06.2025 upto 05:00 PM.**

For more information, log on to <http://hpsc.gov.in>

Date: 13.05.2025


Deputy Secretary
Haryana Public Service Commission,
Panchkula

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13/05/2025

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The Commission invites online applications from eligible candidates for the posts of **District Marketing Enforcement Officer, (Group-B) in Haryana State Agricultural Marketing Board, Panchkula.**

GUIDELINES / STEPS TO BE FOLLOWED BY THE CANDIDATES FOR SUBMISSION OF ONLINE APPLICATION FORMS ARE AS UNDER:-

A. REGISTRATION: -

1. Candidates will have to compulsorily register online by visiting <http://hpsc.gov.in>, for submitting their online application form. Detailed instructions for filling up online applications are available on the above mentioned website. No other means / mode of submission of application will be accepted.
2. Candidates can register online by using their Mobile No., Aadhar No. or PPP No. In case the data in Aadhar Card or PPP is not updated, the candidate should apply through Mobile No.
3. After registration, a login ID would be created.

B. APPLICATION:-

4. The candidates can apply against the advertisement, as per their qualifications, by using their login ID.
5. In case the candidates are applying using their PPP No. or Aadhar No., their data would be automatically fetched from the relevant site and the same cannot be edited/changed by the candidate. Hence the candidates should ensure that the data of their Aadhar Card or PPP is updated.
6. Parivar Pehchan Patra (PPP)/Aadhar No./Virtual ID (VID) is required for Aadhar authentication during Biometric attendance.

C. PAYMENT OF FEE: -

7. After filling in the application form, the candidates would have to submit the same by making payment of requisite fee.
8. After making payment, the candidates must take a printout of their application form and upload the same after duly checking & signing it.

D. FINAL SUBMISSION

9. Candidate shall upload the duly filled and signed copy of their application form to complete the application process.
10. In case a candidate does not upload a signed copy of downloaded application form, his/her application would be considered incomplete, and candidature of such candidates would be automatically rejected.
11. The candidates should carefully enter their particulars and details in the online application forms because after submission of the online application form, no change in any particular/detail would be allowed.

For more information, log on to <http://hpsc.gov.in>

Dated: 13.05.2025


**Deputy Secretary
Haryana Public Service Commission
Panchkula**

13/05/2025

Advertisement No. 03/2025

**HARYANA PUBLIC SERVICE COMMISSION
BAYS NO 1-10, BLOCK-B, SECTOR - 4, PANCHKULA**

Name of the Post: District Marketing Enforcement Officer, (Group-B) in Haryana State Agricultural Marketing Board, Panchkula.

Item (s)	Timeline
Date of publication	14.05.2025
Opening date for submission of online applications (Opening Date)	21.05.2025
Closing date for submission of online applications (Closing Date)	10.06.2025

(The Commission's Website: www.hpssc.gov.in)

IMPORTANT:-

The candidates are directed to read all the terms and conditions mentioned in the advertisement carefully before submitting their application. The documents submitted by the candidates would be checked only when they qualify for the interview stage. If at that stage any document submitted by the candidate is found to be not as per terms and conditions of advertisement, their candidature would be rejected. No document would be accepted after the closing date.



1. **NAME OF POST AND CATEGORY WISE BIFURCATION OF THE POSTS:**

Haryana Public Service Commission invites online application forms for recruitment for the posts of **District Marketing Enforcement Officer, (Group-B)** in Haryana State Agricultural Marketing Board, Panchkula.

Category wise break-up of the posts is as under: -

Sr. No.	Name of the Post	General / Unreserved	Deprived Scheduled Caste of Haryana	Total Number of Posts
(i)	District Marketing Enforcement Officer	03	01	04

2. **ESSENTIAL QUALIFICATIONS:**

(i) **District Marketing Enforcement Officer (Group-B)**

- (i) Graduate with 1st Division in any stream from a recognized University;
- (ii) Master of Business Administration in Marketing or Finance;
- (iii) Working knowledge of Computer.
- (iv) Hindi or Sanskrit upto Matric Standard or 10+2/B.A/M.A. with Hindi as one of the subjects.

Pay Scale: - FPL – 09 (Rs. 9300-34800+5400 GP).

NOTE:-

1. Experience will be counted after possessing minimum essential qualifications.
2. The qualifications of the post of District Marketing Enforcement Officer are as per the relevant Service Rules. The candidates should ensure that they possess the qualifications mentioned in the advertisement. No claim of any candidate regarding equivalent qualifications would be considered.

3. **CLOSING DATE FOR RECEIPT OF APPLICATIONS:-**

- (i) The online Applications can be submitted up to the **Closing Date** i.e. **10.06.2025 till 05:00 PM.**
- (ii) The eligibility of the candidate with regard to age, educational qualifications, experience etc. shall be determined on the **Closing Date** fixed for submission of online application forms.

- (iii) All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement on the **Closing Date**. They are advised to ensure before applying that they possess the essential qualifications required for the post for which they are applying and they also possess all relevant certificates and documents in support of their claim regarding age, experience, category etc. before the closing date.
- (iv) The certificates/ documents in support of educational qualifications, experience, age, domicile, caste, category etc. should be possessed by the candidates on or before the **Closing Date**. **No certificate or document issued after the Closing Date will be accepted by the Commission at any stage of the selection process.**
- (v) The improvement in marks done by a candidate after the **Closing Date** shall not be considered for any purpose in this recruitment.

4. APPLICATION FEE:

The category wise application fee payable through Net Banking, Debit Card and Credit Card upto **05:00 PM** of the **Closing Date** is as under: -

Sr. No.	Categories of candidates	Fee (Rs.)
1.	(i) For Male candidates of General category including Dependent Son of Ex-Serviceman of Haryana. (ii) For Male candidates of Backward Classes belonging to Creamy Layer. (iii) For Male candidates of General and all reserved categories of other States.	1000/-
2.	(i) For all Female candidates of General category including Female Dependent of ESM of Haryana only. (ii) For Female candidates of General and all reserved categories of other States.	250/-
3.	(i) For Male & Female candidates of DSC/OSC/BC-A (Non-Creamy Layer) / BC-B (Non-Creamy Layer) / ESM categories of Haryana only. (ii) Economically Weaker Sections (EWS) of Haryana.	250/-
4.	For all Persons with Disabilities category candidates (with at least 40% disability) of Haryana only.	NIL

Note1: Fee will not be refunded to those candidates who did not appear in the Recruitment test.

Note 2: Applications without the prescribed fee (unless remission of fee is claimed) shall be summarily rejected.

Note3: Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

5. **ISSUANCE OF E-ADMIT CARDS: -**

- (i) The candidates will be issued an e-Admit Card, on the basis of information filled by them in their online application form, well before the commencement of the written test, if any.
- (ii) The e-Admit Card will be made available on the website <http://hpsc.gov.in/en-us/> for downloading by the candidates. No Admit Card will be sent by post.
- (iii) Mere issuance of an e-Admit Card does not mean that the candidate has been found eligible in all respects.

6. **CANDIDATES TO ENSURE THEIR ELIGIBILITY FOR THE POST:**

1. Before applying in response to the advertisement, the candidate should read carefully all the terms and conditions of the advertisement including the essential qualifications required for the post for which the candidate wants to apply, age limit, nature of experience required etc. The candidate should start the process of filling in the application form only after ensuring that she/he is eligible in all respects to apply for the post and she/he is in possession of all certificates and other relevant documents as per the terms and conditions of the advertisement. Application forms of the candidates who do not fulfil the essential qualifications, age or experience requirements would not be accepted by the portal.
2. Admission to the recruitment process will be purely provisional subject to satisfying the prescribed eligibility conditions.
3. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for interview. **The candidates are advised to mention all their qualification and experiences in the application form over and above the minimum qualifications and experiences required for the post for which they are applying.**

4. The qualification which is not claimed/mentioned by the candidate in the online application form will not be taken into consideration by the Commission. Hence it is the responsibility of the candidate to mention all qualifications while filling in the online application form. Subsequent claim regarding the same would not be considered.
5. The Experience Certificate in respect of experience gained in Govt. sector should contain the details of post held, pay scale & salary drawn, period of appointment, nature of appointment, duties performed, place of posting etc. The Experience Certificate submitted in respect of the experience gained in private organizations should contain information as per performa at **Annexure-I**.
6. To prove the genuineness of the Experience Certificate, the relevant supporting documents as mentioned in the foot note of **Annexure-I** should be uploaded along with the Experience Certificate by the candidates. The relevance and genuineness of the experience will be decided by the Commission based on the certificates and documents submitted by the candidate only and, therefore, the candidate should upload all the relevant documents to prove the genuineness of his experience certificate. The Commission reserves its right to ask for additional documents to assess the claim of the candidate regarding his experience.
7. Part-time experience will not be considered. The experience acquired after the minimum essential qualification will only be considered. No experience other than claimed in the online application form will be considered.
8. The eligibility of a candidate with reference to the documents submitted by him/her is assessed only after the candidate has qualified for the interview.

Note:

1. The Commission reserves its right to check the eligibility of a candidate even before the candidates has qualified for interview in case of complaints and in cases where the number of candidates is less.
2. The decision of the Commission regarding the eligibility of the candidate shall be final.

7. INSTRUCTIONS REGARDING SUBMISSION OF APPLICATIONS:

1. The candidates should read all the instructions mentioned in the advertisement carefully before filling in the Online Application Form. The candidate should check all the particulars filled up in the application form after getting the printout to ensure the correctness of information. After checking the information filled in the application form, the candidate should sign the printout of his/her application form and upload the same along with all relevant documents to complete the submission of his/her application form.
2. After successful submission of application, candidates should take print out of application form. The hard copy of the application form along with all uploaded documents must be brought at the time when called upon to do so by the Commission.
3. Application forms submitted without uploading the duly filled and signed copy of the application form or without uploading the relevant certificates/documents would be treated as incomplete or defective application forms and the same shall be summarily rejected. No representation or correspondence regarding such rejection shall be entertained under any circumstances.
4. Candidates are advised to fill in their application forms carefully such as Name, Father's/Mother's name, Date of Birth, Category, Aadhar Card, Parivar Pehchan Patra (PPP), Qualification, marks obtained, passing year, photo, Signature, details & fee etc. The candidate should mention the Category to which he/she belongs, in the application form.
5. **After final submission of the application form, no change will be allowed and no request for change of any particular/s in the online application form shall be entertained by the Commission.**
6. The candidate will be responsible for any mistake in the application form and fees paid by him/her will not be refunded in case the application form of the candidates is rejected.

7. In case the candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form along with fresh requisite fee before the **Closing Date**. No change in particulars mentioned by the candidate in the online application form would be allowed by the Commission after submission of the application form.
8. The applicants are advised to submit only a single application. However, if due to any unavoidable situation, if he/she submits another/multiple applications, then he/she must ensure that application with the Highest Application Number is complete in all respects like applicant's details, examination center, photograph, signature, fee etc. The applicants who submit multiple applications should note that only the application with Highest/Latest Application Number shall be entertained by the Commission, and that the fee paid against one Application Number shall not be adjusted against any other Application Number.
9. The application of the candidates, who do not fulfill the qualifications/eligibility conditions on the **Closing Date**, shall not be accepted by the online application system.

8. DOCUMENTS TO BE UPLOADED WITH APPLICATION FORM:

1. Scanned Photo duly signed by the Candidate.
2. Scanned Signatures of the Candidate.
3. Scanned copies of degrees and mark sheets of Educational Qualifications.
4. Scanned copy of OSC/DSC certificate of Haryana.
5. Scanned copy of BC-A & BC-B certificate should be issued in the **year 2025-26** as per Govt. instructions dated 22.03.2022 & notifications dated 16.07.2024, i.e Certificate should have been issued between 01.04.2025 but before the closing date.
6. Scanned copy of EWS certificate valid for **year 2025-2026** as per Govt. instruction dated 25.02.2019.
7. Scanned copy of DESM certificate for the **year 2025-26**.
8. Scanned copy of ESM/DFP certificate.
9. Scanned copy of PwBD Certificate. (For PwBD).
10. Scanned copy of Aadhar card.

11. Scanned copy of Haryana Resident Certificate (if a candidate is availing benefit of reservation).
12. Scanned copy of Experience Certificate.
13. Scanned copy of NOC from Department (For Haryana Govt. Employees who have signed Bond)
14. Scanned copy of proof of having worked on adhoc/contract/work-charged/ daily wages basis in any Department / Board / Corporation of Haryana Government (For candidates claiming benefit of age relaxation).
15. Scanned copy of Certificate / Diploma / Degree for proof of working knowledge of Computer.

9. **FACILITATION COUNTER FOR GUIDANCE OF THE CANDIDATES:**

In case of any guidance/ information/ clarification regarding their applications, candidature etc. candidates can contact over **Helpline No (Technical)– 1800-1800-431**, Helpdesk Email ID (Technical Queries) **Sr1-hpsc@hry.gov.in** on any working day, between 10.00 hrs and 16.00 hrs.

10. **SERVICE RULES OF THE POST/S:**

The Recruitment will be made strictly in accordance with the relevant Service Rules Haryana State Agricultural Marketing Board, Panchkula Rules, 2008 (amended 2009) as amended from time to time and as per existing Govt. instructions issued by the Govt. upto the date of issuance of this Advertisement. The relevant Service Rules are available on the website of <http://hsamb.org.in/>

11. **NATIONALITY:**

For this recruitment, a candidate must be either:-

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
- (e) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary, may be admitted to the examination but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him/her by the Government of India.

12. AGE LIMITS:

Candidate should not be less than 18 years and not more than 42 years, on or before the **closing date i.e. 10.06.2025**.

(I) Relaxation in maximum age for various categories is available as under: -

Sr. No.	Categories where relaxation is admissible to the applicants domiciled in Haryana State only.	No. of years for age relaxation
(i)	Scheduled Castes of Haryana	5 years
(ii)	Backward Classes of Haryana	5 years
(iii)	Disabled persons who are covered under the Rights of Persons with Disabilities Act, 2016.	5 year's relaxation in age (+5 years if PwD applicant belongs to S/Castes, S/Tribe, B/Classes, EWS category (subject to maximum of 52 years) for Group A & B posts where recruitment is made through open competitive examination. Note:- Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved for PwBD or not, provided the post is identified suitable for person with disabilities.
(iv)	Wife of military personnel who are disabled while in military service;	5 years
(v)	Widowed or legally divorced women;	5 years
(vi)	Judicially separated women residing separately for more than two years from the date as prescribed for the purpose of age for applicants of other categories.	5 years

(vii)	Unmarried women.	5 years
(viii)	Ex-serviceman including Short Service Commissioned Officers and Emergency Commissioned Officers.	Relaxation in age to the extent of his military service added by three years provided – (a) he has rendered continuous military service for a period of not less than six months before his release; and (b) he was released otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.
(ix)	Persons who have already worked or presently working on adhoc/ contract/ work-charged / daily wages basis in any Department / Board / Corporation of Haryana Government including Government-aided Institutions under Haryana Government.	Relaxation in age equal to the number of completed years only on equivalent post on adhoc/ contract/ work-charged/ daily wages basis excluding the period of break, if any, including any other age relaxation admissible, if any, subject to maximum age of 52 years and also subject to the condition that if once a person has been appointed on regular basis in any Department / Board / Corporation etc. of Haryana Government with the benefit of relaxation in age he will not be entitled to avail the same again for any subsequent appointment.

Note 1: Relaxation in the maximum age to the candidates belonging to the OSC/DSC/BCA/BCB/EWS/PwBD category candidate of Haryana shall be admissible only where the posts are reserved for this category.

Note 2: The upper age limit for an applicant of any category (except Ex-servicemen) shall not exceed 52 years who is entitled to avail the benefit of relaxation in age of one or more of the categories mentioned above.

Note 3: For the candidates at Sr. No. (ix) above, for getting age relaxation, the experience certificate(s) of equivalent post issued by the Appointing Authority of Respective Department / Board / Corporation / Govt. Aided Institution only shall be valid.

13. EVIDENCE OF AGE:

The Matriculation certificate or equivalent academic certificate thereto is the only acceptable document for evidence of age.

14. RESERVATION:

- (i) The benefit of reservation will be given only to those OSC/DSC/BCA/BCB/EWS/PwBD category candidates who are Residents (domiciles) of Haryana State.
- (ii) **BC-A (NCL), BC-B (NCL) and EWS candidates are required to submit their latest certificate issued by the competent authority for the year 2025-26. The certificate should be issued between 01.04.2025 and the closing date only.**
- (iii) The candidates belonging to Other Scheduled Castes or Deprived Scheduled Castes category of Haryana are required to attach necessary Certificate as per Haryana Govt. Instructions issued vide No. 22/163/2024-5HR-III dated 13.11.2024 (Available on the website of CS Haryana i.e. <http://csharyana.gov.in/>) issued by the Competent Authority.
- (iv) The women candidates seeking reservation under OSC/DSC/BCA/BCB/PwBD/ EWS category are required to submit the Caste Certificate issued by the Competent Authority from **Parental Side (Father's side)** only. It should be noted that Certificate from in-laws side (Husband Side) will not be entertained.
- (v) The State Government has specified the criteria for exclusion of persons within the Backward Classes as Creamy Layer, regarding reservation in Service and Admission vide notification No. 40/13/2024-1SW dated 16.07.2024. Therefore, the candidates belonging to BC-A/BC-B category of Haryana are required to attach latest/updated Certificate as per Govt. notification No. 40/13/2024-1SW dated 16.07.2024 (available on the

website of C.S. Haryana i.e. <http://csharyana.gov.in>). The certificate should be issued by the Competent Authority during 2025-26 only i.e. the certificate should be issued between 01.04.2025 but before the closing date for submission of online application form.

- (vi) All OSC/DSC/BC-A (NCL), BC-B (NCL), EWS/PwBD candidates are directed to submit their relevant category certificate to claim the benefit of reservation. The claim of reservation would not be considered on the basis of Parivar Pehchan Patra submitted by a candidate.
- (vii) Candidates who have OBC Certificate are directed to submit their BC-A/ BC-B Certificates issued by Competent Authority clearly mentioned their category. OBC Certificates will not be considered.
- (viii) 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 fulfils all the eligibility conditions as meant for General category candidates, except fee. Such candidates must attach scanned copy of their caste certificate for claiming fee concession.
- (ix) The male candidates belonging to BC-A & BC-B categories who fall in the Creamy Layer zone as per latest Govt. instruction will be treated as General Category candidate for all purpose and they have to pay full fees as meant for Male candidates of General category.
- (x) The reserved category candidates belonging to other States will compete against the posts meant for General/Unreserved Category and will be considered as General/Unreserved category candidates.
- (xi) It is clarified that the candidature of candidate will be considered only in the category filled by him/her in the application form. No change of category will be allowed under any circumstances.
- (xii) In case the candidature of any candidate in BC-A/BC-B Non-Creamy Layer Category is rejected due to invalid Category Certificate/Non-Submission of Certificate/ Submission of Certificate issued after closing date or such similar grounds, his/her candidature would not be considered in General category.
- (xiii) In case no post is advertised for OSC/DSC/BC-A (NCL) / BC-B (NCL) / EWS category, the candidates of these categories would be considered

in General category. Such candidates have to submit their relevant category certificate for availing the benefit of fee relaxation.

(xiv) **Economically Weaker Section (EWS) of Haryana: -**

- (i) The candidates belonging to EWS category of Haryana are required to attach necessary CERTIFICATE as per Haryana Govt. Instructions issued vide No. 22/12/2019-1GS-III dated 25.02.2019 (Available on the website of CS Haryana i.e. <http://csharyana.gov.in/>) issued by the Competent Authority.
- (ii) The EWS certificate should be valid for the year 2025-26 i.e. from April 2025 to March 2026.

15. **REGARDING NO OBJECTION CERTIFICATE BY THE EMPLOYER:**

- (i) The employees of Haryana Government who have not executed any bond with the State Government, may forward their application without NOC from the Department. However, self-declaration of such Government employees is required to be submitted to the effect that employee is not facing any disciplinary proceedings. In the case of employees who have executed bond with the State Government (e.g. Doctors), the NOC of Head of the Department (HOD) shall, however, be required. If the candidate resigns after sending the application, then such candidate will be interviewed only if he/ she produces a letter from the HOD to the effect that he / she has resigned from the post and his / her resignation has been accepted. The NOC or the letter, as the case may be, shall be submitted on or before the date of his/her interview failing which he/she will not be interviewed.
- (ii) The candidate who joins service under any Government, Quasi-Government Organization, Public Sector Undertaking after the submission of application and has executed a bond, will have to produce No Objection Certificate from the employer, on or before the date of his / her interview failing which he or she will not be interviewed.
- (iii) Persons in private employment are not required to submit their application forms through their employer or to produce the employer's NOC / permission at the time of interview.

16. SCRIBE / EXTRA TIME FOR PWBD CATEGORY CANDIDATES:

- i) An extra / compensatory time @ 20 minutes per hour will be allowed in each paper to the Persons with Benchmark Disabilities (Blind and Low vision or Locomotor Disability), only on production of a Medical Certificate issued by Medical Board constituted by the Chief Medical Officer of concerned district, and after issuing permission by the Commission in this regard.
- ii) The PwBD (Blindness and Low vision) candidates who want the help of a scribe to write his/her paper will have to apply to the Commission for the permission of a scribe separately well in time i.e. at least 10 days prior to the commencement of the Examination.
- iii) The candidate has to make his / her own arrangement of a scribe.
- iv) The scribe should be a studying-student up to 10+2 and his/her photo & other particulars should be duly verified by the Principal of the Institution in which the student is studying. No online request for a scribe will be accepted by the Commission.
- v) The PwBD (Blindness and Low vision) candidates who want only extra time (without the help of a scribe) will have to apply to the Commission for permission for extra time well in time.
- vi) The PwBD candidates suffering from (Locomotors Disability) who want extra/ compensatory time will have to apply to the Commission for permission. Such candidates will be allowed extra time @ 20 minutes per hour for Examination, on production of medical certificate issued by a Medical Board, clearly stating therein that the candidate's writing ability is severally affected due to his / her disability.
- vii) It should be noted that no such permission in the above cases will be granted by the Centre Supervisor.

17. MODE OF EXAMINATION:-

- (i) In the event of number of applications being large, Commission will adopt shortlisting criteria to restrict the number of candidates to be called for interview to a reasonable number by any or more of the following methods: -

- (a) On the basis of percentage of marks of the candidates in the minimum educational qualification prescribed in the advertisement.
- (b) On the basis of percentage of marks of the candidates in different educational qualifications, with weightage as decided by the Commission.
- (c) On the basis of desirable qualifications or any one or all of the desirable qualifications if more than one desirable qualification is prescribed.
- (d) On the basis of higher educational qualifications than the minimum/essential qualification prescribed in the advertisement.
- (e) On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.
- (f) By counting experience before or after the acquisition of minimum/essential qualifications
- (g) By holding a Screening test and/or Subject Knowledge Test.

The candidate should, therefore, mention all his/her qualifications and experience in the relevant field over and above the minimum qualifications.

NOTE:-

- (i) In cases where it is decided by the Commission to hold a Screening Test using OMR Sheets. The candidates should ensure that while filling in the OMR Sheet they mention their Name, Roll Number, Booklet Series etc correctly in the OMR Sheet. In case the candidate fails to darken the appropriate circles corresponding to their Roll Number, Booklet Series etc their OMR sheet would be automatically rejected. There is no provision for manual checking of OMR Sheets.
- (ii) No claim for re-checking or manual checking of OMR sheets would be entertained.
- (iii) In cases where Subject Knowledge Test is held by the Commission, no request for re-checking or re-evaluation of answer sheets would be considered.
- (iv) The Commission can decide to hold a Screening Test and then a Subject Knowledge Test or it may directly hold a Subject Knowledge Test. Decision of the Commission regarding pattern of exam would be final and the same will be binding on the candidates.

18. **PENALTY FOR CERTAIN ACTS:**

The provisions of Haryana Public Examination (Prevention of Unfair Means) Act, 2021 would be applicable to this selection process.

A candidate who is or has been declared by the Commission to be guilty of:

- (i) Obtaining support for his candidature by the following means, namely:
 - (a) offering illegal gratification to; or
 - (b) applying pressure on; or
 - (c) blackmailing, or threatening to blackmail any person connected with the conduct of the examination; or
- (ii) impersonation; or
- (iii) procuring impersonation by any person; or
- (iv) submitting fabricated documents or documents which have been tampered with; or
- (v) Uploading irrelevant photos in the application form in place of actual photo/signature.
- (vi) Disclosing his/her identity by mentioning his/her Roll No on the answer sheet at any place other than the space provided specifically for this purpose OR leaving any sort of mark on the answer sheet/sheets/booklet.
- (vii) Making statements which are incorrect or false or suppressing material information; or
- (viii) Resorting to the following means in connection with his candidature for the examination, namely:
 - (a) obtaining copy of question paper through improper means.
 - (b) finding out the particulars of the persons connected with secret work relating to the examination.
 - (c) influencing the examiners; or
- (ix) being in possession of or using unfair means during the examination; or
- (x) writing obscene matter or drawing obscene sketches or irrelevant matter in the scripts; or
- (xi) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like; or
- (xii) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examination; or

- (xiii) being in possession of or using any mobile phone, (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or Bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination; or
- (xiv) violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination; or
- (xv) attempting to commit or, as the case may be, abetting the commission of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself liable to criminal prosecution, be liable:
 - (a) to be disqualified by the Commission from the Examination for which he is a candidate; and/or
 - (b) to be debarred either permanently or for a specified period:
 - (i) by the Commission, from any examination or selection held by them.
 - (ii) by the Government from any employment under them; and
 - (c) to disciplinary action under the appropriate rules if he is already in service under Government:

Provided that no penalty under this rule shall be imposed except after:

- (i) giving the candidate an opportunity of making such representation in writing as he may wish to make in that behalf; and
- (ii) taking the representation, if any, submitted by the candidate within the period allowed to him into consideration.

19. **CORRESPONDENCE WITH THE COMMISSION:**

The Commission will not enter into any correspondence with the candidates about their candidature except in the following cases: -

- i) If a candidate is not able to download his/her e-Admit Card or does not receive any other communication regarding his/her candidature for the examination well before the commencement of the examination, he/she should at once contact the Commission. Information in this regard can also be obtained over Helpline No (Technical) - **1800-1800-431**, Helpdesk Email ID (Technical Queries) **Sr1-hpsc@hry.gov.in** on any working day, between 10:00 hrs and 16:00 hrs.

In case no communication is received in the Commission's Office from the

candidate regarding non-receipt of his/her e-Admit Card well before the examination, he/she himself/herself will be solely responsible for non-receipt of his/her e- Admit Card. No candidate will ordinarily be allowed to take the examination unless he/she holds an e-Admit Card for the examination. On downloading of e-Admit Card, the candidates should check it carefully and discrepancies/errors, if any, should be brought to the notice of the Commission immediately.

- ii) Candidates should note that the name in the Admit Card in some cases may be abbreviated due to technical reasons.
- iii) Candidates must ensure that their Mobile No. & Emails IDs given in their online application are valid and active.
- iv) **All communications to the Commission should invariably contain the following particulars: -**
 1. Name and year of the examination.
 2. Application Number
 3. Roll Number (if received)
 4. Name of candidate (in full and in block letters)
 5. Complete postal address as given in the application.

Communication not containing the above particulars may not be attended to.

- v) Candidates should note down their Application Number for future reference. They may be required to indicate the same in connection with their candidature in future.
- vi) Candidates will be informed of the final result in due course through HPSC website/ Newspaper and the interim enquires about the result are, therefore, unnecessary and will not be attended to. The Commission do not enter into correspondence with the candidates about reasons for their non-selection for interview/ appointment.
- vii) All correspondence with the Commission should be addressed to the Secretary, Haryana Public Service Commission, Bays No. 1-10, Block- B, Sector-4, Panchkula, Haryana-134112.

20. GENERAL INSTRUCTIONS:

- i) The use of any mobile phone (even in switched-off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or blue tooth devices or any other equipment or related accessories either in working or switched-off mode capable of being used as a communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.
- ii) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the written test/examination as arrangement for safe keeping cannot be assured. Commission will not be responsible for any loss in this regard.
- iii) Candidates are also advised not to bring any valuable/costly items to the venue of the written test/examination as safe-keeping of the same cannot be assured. Commission will not be responsible for any loss in this regard.
- iv) Candidates should ensure that the signatures appended by them at all the places viz. at uploaded application form, attendance list, and in other documents as well as in all the correspondence with the Commission should be identical. If any variation is found in the signatures appended by a candidate, his / her candidature will be liable for cancellation by the Commission.
- v) No candidate shall be admitted to the written test/examination unless he/she holds a certificate of Admission/Admit Card issued by the Commission.
- vi) No Individual information at any stage shall be given to candidates and hence all candidates should regularly visit the Website of the Commission & Public Notices in different Newspapers.
- vii) Success in the written test/examination confers no right to appointment unless the Government is satisfied after such enquiry as may be considered necessary, that the candidate is suitable in all respects for appointment.
- viii) Only those documents, which are uploaded by the candidates, shall be considered. If there is any variation in the document uploaded and produced at

the time of scrutiny, candidature shall be liable to be cancelled. If any application is found without uploading requisite supporting documents and other relevant information, the candidate himself/herself shall be responsible for that and his/her candidature would be liable to be cancelled due to lack of proper or correct documents/information.

- ix) Candidates who have obtained degree or diploma or certificates for various courses from any Board/Institution declared fake by the University Grant Commission or not recognized by Haryana Government shall not be eligible for being considered for recruitment to the posts advertised and no representation in this regard shall be entertained.
- x) Candidates must ensure that information provided by them is true. If at any subsequent stage or at the time of interviews any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected and they may also be debarred either permanently or for a specified period by the Commission from appearing in any examination or selection held by the Commission.
- xi) The decision of the Commission in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.

21. WITHDRAWAL OF APPLICATIONS:

No request for withdrawal of candidature received from a candidate after he/she has submitted his/her application will be entertained under any circumstances.

Date: 13.05.2025


Deputy Secretary
Haryana Public Service Commission
Panchkula

13/05/2025

Annexure – I

Experience Certificate

Letter Head of the Institution/Issuing Authority

Telephone No.....

Name of Organization

Address of the Organization

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

Name of post held	From	To	Total period Y - M - D -	Nature of Appointment- Permanent, Regular, Temporary, Part- Time, Contract, Guest, Honorary etc.	Department/ Specially/ Field of experience
(1)	(2)	(3)	(4)	(5)	(6)

Pay scale and last salary drawn (Rs.)	Duties performed/experience gained in brief in each post	Place of posting	Worked at supervisory level/middle management level/ head of branch.
(7)	(8)	(9)	(10)

Bank Account No. in which salary deposited.	EPF Id No.	ESI Employee Code No.	NPS PRAN No.
(11)	(12)	(13)	(14)

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

Signature
Name of competent authority
Stamp of competent authority

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

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