HARYANA PUBLIC SERVICE COMMISSION

BAYS NO 1-10, BLOCK-B, SECTOR-4, PANCHKULA

Advertisement No. 1/2024

SELECTION COMMITTEE CONSTITUTED VIDE NOTIFICATION NO. GSR 25/Const./Art.234 and 309/2023 dated 07.11.2023

Through

Haryana Public Service Commission,

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

H.C.S (Judicial Branch) Examination–2023-24

Item(s)	Timeline
Date of publication	01.01.2024
Opening date for submission of online applications	05.01.2024
Closing date for submission of online applications	31.01.2024

(The Commission's official website: **http://hpsc.gov.in**)

IMPORTANT

1. **CANDIDATES TO ENSURE THEIR ELIGIBILITY FOR THE EXAMINATION:** The Candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to the examination. Their admission to all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issue of e-Admit Card to the candidate will not imply that his/her candidature has been finally cleared by the Commission. The Commission takes up verification of eligibility conditions with reference to original documents only after the candidate has qualified for Main Written Examination / Interview / Personality Test.

   Note: The decision of the Commission with regard to the eligibility or otherwise of a candidate, for admission to the Examination, shall be final.

2. **HOW TO APPLY:**

   Candidates are required to apply online on the website **http://hpsc.gov.in**. 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.

3. **LAST DATE FOR RECEIPT OF APPLICATIONS:**

The online Applications can be submitted upto **31.01.2024 till 11:55 PM**. The candidates shall be issued an e-Admit Card well before the commencement of the Examination. The e-Admit Card will be made available on the official website of the Commission for downloading by the candidates. No Admit Card will be sent by post.

4. **FACILITATION COUNTER FOR GUIDANCE OF 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 – **support-hpsc@hry.gov.in** on any working day, between 10.00 hrs and 18.00 hrs.

5. **NAME AND CATEGORY WISE BIFURCATION OF THE POSTS:**

Haryana Public Service Commission invites online application forms for recruitment to 174 posts (129 actual vacancies + 45 anticipated vacancies) of Civil Judge (Junior Division) in the Cadre of Haryana Civil Service (Judicial Branch).

The HCS (Judicial Branch) Examination will be conducted in accordance with the provisions contained in the Punjab Civil Services (Judicial Branch) Rules, 1951 as applicable to the State of Haryana, as amended from time to time and the amendment made vide notification No. GSR 25/Const./Art.234 and 309/2023, dated the 7th November, 2023.

Category wise bifurcation of the vacant posts is as under:-

Categories	No. of Posts
General/ Unreserved	77
Scheduled Castes of Haryana	30
Backward Classes-A of Haryana	11
Backward Classes –B of Haryana	01
Economically Weaker Section of Haryana	10
Total	**129**
Ex-Servicemen(Gen./UR) of Haryana	04
Ex-Servicemen (SC) of Haryana	01
Ex-Servicemen (BC-A) of Haryana	01
Persons with Benchmark Disability	VH-03 HH-03 OH-01 MD-02

Category wise bifurcation of **anticipated posts** is as under:-

Categories	No. of Posts
General/ Unreserved	24
Scheduled Castes of Haryana	09
Backward Classes-A of Haryana	06
Backward Classes-B of Haryana	02
Economically Weaker Section of Haryana	04
Total	**45**
Ex-Servicemen(Gen./UR) of Haryana	01
Persons with Benchmark Disability	OH-01 MD-01

Note 1. The posts reserved for PwBD category will be filled from the candidates having disabilities shown as under:-

Persons with Benchmark Disabilities Horizontally reservation	Categories of Disability
VH -Visually Handicapped	Blindness & Low Vision
HH-Hearing Handicapped	Deaf and Hard of Hearing
OH-Ortho Handicapped	Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims & muscular dystrophy
MD-Multiple Disability	Autism, intellectular disability, specific learning disability, mental illness

Note 2. The number of posts given above against each category are liable to variation to any extent.

Note 3. The decision of the Commission with regard to the eligibility or otherwise of a candidate for admission to the examination shall be final.

Note 4. 2% Reservation for Freedom Fighters (FF) and their children / grand children of Haryana will be available only if quotas reserved for Ex-servicemen or Backward Classes remains unfilled due to non-availability of suitable Ex-servicemen (ESM) or Children of Ex- Servicemen or non-availability of suitable candidates from Backward Classes.

6. The online links for relevant Service Rules & Amendments (upto the date of issuance of this Advertisement) for this recruitment are available on Chief Secretary Office, Haryana website http://csharyana.gov.in/

7. The tentative Schedule for the conduct of Examination for the above posts is as under:-

(i) Preliminary Examination shall be conducted on 03.03.2024, tentatively.

(ii) Main Written Examination- Likely to be conducted in the month of June-July, 2024.

(iii) Viva-Voce- To be announced later.

In case of a change, the schedule will be notified on the website of the High Court i.e. www.highcourtchd.gov.in and Commission's official website in due course of time.

8. Centres of Examination:

The Preliminary Examination and Main Written Examination will be held at centres to be notified in due course. The candidates must note that no request for change of Centre will be entertained.

9. Plan of Examination:

The selection of suitable candidates for appointment in HCS (Jd.Br.) will be made by holding an examination. The examination shall be conducted in three stages (i.e. A, B & C) namely:-

(A) Preliminary Examination (for screening only).

(i) The Preliminary Examination shall be of objective type with multiple-choice questions as distinguished from the Main Written Examination which shall be of subjective/narrative type. The OMR Sheets (Answer Sheets) will be scanned by the Computer. So there is no provision of re-checking/re- evaluation of these OMR Sheets.

(ii) The question paper for Preliminary Examination shall be of two hours duration. It shall consist of 125 questions and each question shall carry 04 marks and for every wrong answer 0.8 mark i.e. 20% or say 1/5th mark shall be deducted.

(iii) Each question shall have five options (A, B, C, D and E). If a candidate is attempting a question, he shall have to darken the appropriate circle A, B, C or D and if not attempting a question then, he shall have to darken 'E' Circle. If none of the five circles is darkened, one-fifth (0.8 mark) mark shall be deducted.

(iv) Any candidate not darkening any of the five circles in more than 10% questions (13 questions) shall be disqualified.

(v) The objective type questions with multiple-choice answers for the Preliminary Examination shall be from the syllabus for the Main Examination. The candidate shall be expected to have a general and basic over view of the main subjects and also the ability to answer questions on current events of national and international importance, Indian legal and constitutional history and governance. The candidate shall also be tested for his analytical skills, reasoning and aptitude. The standard of the questions shall be of Law Graduate level.

(vi) The object of the Preliminary Examination is to short list candidates for the Main Examination. No candidate shall be allowed to appear in the Main Examination unless he/she secures minimum 150 marks (read 100 marks for all reserved category candidates excluding EWS category) in the Preliminary Examination. The marks obtained in the Preliminary Examination shall not be counted towards final result. **Candidates equal to 10 times the number of vacancies advertised, selected in order of their merit in the respective categories shall become eligible to sit in the Main Written Examination**. However, this number shall be subject to variation. If two or more candidates at the last number (the number at the end) get the equal marks, then all of them shall be considered eligible to sit in the Main

Written Examination, warranting the corresponding increase in the stipulated ratio.

Note:

The candidates will have to upload the scanned documents/certificates in support of date of birth, category {viz. SC/ BCA / BCB /EWS/ ESM / DESM / DFF / PwBD} and all educational certificates at the time while applying online for the above posts.

The category / caste certificates for BCA / BCB / EWS / DESM should have been issued during the year 2023-24 as per latest instructions issued by the Haryana Government in this regard. Further, these certificates should be valid for the year 2023-24. The BC-A / BC-B certificates should be issued according to Haryana Govt. Instructions dated 17.11.2021 & 22.03.2022. The EWS certificate must show the annual income of the family less than Rs. 6 Lacs as per Govt. Instructions dated 25.02.2019.

(B) Main Written Examination

The Main Examination shall consist of five written papers. The description of papers and the syllabi shall be as under:-

Paper-I Civil Law-1	Code of Civil Procedure, Punjab Courts Act, Indian Contract Act, Indian Partnership Act, Sale of Goods Act, Specific Relief Act, Indian Evidence Act and Haryana Urban (Control of Rent and Eviction) Act, 1973.	*200 Marks*
Paper-II Civil Law-II	Hindu Law, Mohammadan Law and Customary Law, Law of Registration and Limitation.	*200 Marks*
Paper-III Criminal Law	Indian Penal Code, Code of Criminal Procedure and Indian Evidence Act,	*200 Marks*
Paper-IV English	The English paper will be of 200 marks and consist of the following:- 1. English Essay(1000-1100 words) 2. Precis 3. Words and Phrases (Make sentences of the given words and Phrases) 4. Comprehension 5. Corrections	 *100 Marks* *25 Marks* *25 Marks* *25 Marks* *25 Marks*
Paper-V Language	Hindi(in Devnagri Script) language paper shall comprise the following :- (i) Translation of an English passage into Hindi (ii) Explanation of Hindi passage in prose and poetry in the same language (iii) Composition [essay, idioms and corrections etc.]	 *20* *30* *50* ***Total-100***
	Grand Total	**900 Marks**

Note:-

a. Main Written Examination will be subjective/narrative type. Main Examination will be conducted in English Medium except for language paper.

b. Bare copies of legislative enactments only shall be supplied.

c. Each written paper shall be of three hours duration.

d. The standard of the language paper shall be that of Matriculation Examination of the Board of School Education, Haryana.

(C) Viva-voce

Viva-Voce	To judge the personal qualities of the candidates. The viva-voce shall relate to the matters of general interest and is intended to test the candidates' alertness, intelligence and general outlook. It shall be conducted in English.	*200 Marks*

10. No candidate shall be credited with any marks in any written paper unless he/she obtains at least thirty three percent marks in it.

11. No candidate shall be called for the viva- voce test unless he/she obtains at least fifty percent qualifying marks in the aggregate of all the written papers. However, for the candidate belonging to the Scheduled Caste/Scheduled Tribes, Backward Classes, Persons with Benchmark Disability and Ex-serviceman (but not dependent of ESM and EWS) Categories, the qualifying marks for this purpose shall be forty five percent.

12. Provided that the number of **candidates to be called for viva-voce in order of the marks obtained in the written examination shall not exceed three times the number of vacancies advertised.** However, if the last candidate to be called for interview is bracketed with the candidates exceeding three times by obtaining equal marks, than all of the bracketed candidates shall be called for interview, inspite of the fact that the number of candidates to be called for interview exceeds three times. The appearance in viva-voce test is mandatory.

13. Provided further that only those candidates shall be eligible to be recruited as Civil Judges/Judicial Magistrates who secure 50% or more marks [read 45% for the SC/ST, BCs, PwBD and ESM category candidates (but not dependent of ESM and EWS)] in aggregate of the marks secured in the main written examination and the viva-voce.

14. Candidates shall be selected for appointment strictly in the order in which they have been placed by the Selection Committee provided that in the case of candidates belonging to the Scheduled Castes/Scheduled Tribes, Backward Classes, Persons with Benchmark Disabilities and EWS, Selection Committee shall have a right to select in order of merit a candidate who has merely qualified irrespective of the position obtained by him in the examination.

Provided further that the selection of candidates belonging to the Scheduled Castes/Scheduled Tribes, Backward Classes, Physically Handicapped and EWS in the order of merit, inter-se shall be made against the vacancies reserved for them and in the manner prescribed by Selection Committee.

15. After the examination, each selected candidate shall produce a certificate of medical fitness, for the Government service from such standing Medical Board as may be arranged by the Director General Health Services, Haryana as per rules.

16. Candidature of an applicant is provisional subject to the fulfillment of eligibility criteria of age, educational qualification, nationality etc. as per related Rules and Government instructions.

17. **Eligibility Conditions (Nationality):**

For this Examination, 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 or interview conducted by the Selection Committee or other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

18. **AGE LIMIT:**

The candidate should not be less than 21 years and not more than 42 years of age, on or before **31.01.2024.**

(I) In view of the instructions issued by the State Government, the relaxation in maximum age for various categories is as under:-

Sr. No.	Categories where Relaxation is admissible	No. of years for age relaxation
(i)	Schedules 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 years relaxation in age (+5 years if PwD applicant belongs to S/Caste, S/Tribe, B/Classes, EWS category) **subject to maximum 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 PwD or not, provided the post is identified suitable for persons with disabilities.
(iv)	Wives 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 subject to a maximum of 5 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. **Note:** For appointment of an ex-serviceman to a post of Group A & B, his age will be calculated keeping in view the actual age minus (actual period of military service plus upto three years of break, if any, between military and civil service). If the resultant age does not exceed the maximum age limit, including the number of years of any other relaxation in age admissible to him, prescribed for the post for which he is seeking appointment he shall be deemed to satisfy the condition regarding age limit.

(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:** The experience certificates(s) of equivalent post issued by the Appointing Authority of respective Department /Board / Corporation /Government-aided Institutions only shall be valid. Before grant of benefit of relaxation in age, the experience certificate(s) shall be got verified by the HPSC/HSSC from the concerned Appointing Authority (ties).
Note: The upper age limit of an applicant of any category 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:** The age concession to SC/BC-A/BC-B/ ESM is admissible only where the posts are reserved for these categories.		

19. 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 read with Note (vi) of para 21:-

"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:-

- Pension holders for continuous embodied service
- Persons with disability attributable to military service; and
- Gallantry award winners."

Note 1. ESM candidates of Haryana claiming benefit under this category must have valid Identity Card and Discharge Book 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 upload the same at the time of applying online for the said posts.

Note 2. 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 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.

20. **Certificate by the candidates belonging to Economically Weaker Sections (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) In case the vacancies earmarked for EWS cannot be filled up due to non-availability of a suitable candidate belonging to EWS, such vacancy will be filled from General/Unreserved category.

iii) The EWS certificates should be valid for the year 2023-24 showing annual income of the family less than Rs. 6 Lacs.

21. **EVIDENCE OF AGE:** The Matriculation certificate or equivalent academic certificate thereto is the only acceptable document for evidence of age.

22. **MINIMUM EDUCATIONAL QUALIFICATIONS:**

No person shall be eligible to be appointed a Civil Judge (Junior Division) unless he holds a degree of Bachelor of Laws from a University established by the law and approved/recognized by the Bar Council of India on or before closing date i.e. 31.01.2024.

The expression "Degree of Bachelor of Laws" means a degree entitling a candidate to be enrolled as an Advocate under the Advocates Act, 1961, and the rules made there under.

The candidates should hold the degree of bachelor of Law on or before the closing date for submission of online application form i.e. 31.01.2024.

23. **APPLICATION FEE:**

The category wise application fee payable through Net Banking, Debit Card and Credit Card upto 11:55 PM of the **closing date i.e. 31.01.2024** is as under:-

Sr. No.	Categories of candidates	Fees (Rs.)
1.	(i) **For Male candidates of General category including Dependent Son of Ex-Servicemen of Haryana (DESM).** (ii) **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.	**For Male & Female candidates of SC / BC-A / BC-B / ESM and Economically Weaker Section (EWS) categories of Haryana only**	**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 Preliminary Examination.

Note2. 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.

24. **How to Apply:**

Candidates are required to apply online using the official website of the Commission i.e. **http://hpsc.gov.in**. Detailed instructions for filling up online applications are available on the above mentioned website. The applicants are advised to fill only single application form.

However, if due to any unavoidable situation, if he/she submits another / multiple applications, then he / she must ensure that the application with the Highest Application Number is complete in all respect like applicant's details, photograph, signature, fee etc. In this situation, only the application with **Highest Application Number** will be considered / entertained by the Commission and also that the fee paid against one Application Number shall not be adjusted against any other Application Number.

The Candidates are advised to fill their application forms carefully such as Name, Father's/Mother's name, Date of Birth, Category, Qualification, VID No. of E-Aadhar, Parivar Pehchan Patar No. (PPP), marks obtained, passing year, photo, Signature, Optional Subject, Preference of posts and fee etc. Thereafter, they have to take print out of online application form for checking of particulars filled by them in it.

All the candidates have to submit/upload the scanned copy of duly signed application form after checking of their particulars.

The application form will finally be submitted only after paying the requisite application fee. After final submission of application form, **no change will be allowed** and **no request for change of any particular(s) in the online application form** will be considered / entertained by the Commission at any stage.

The candidates must take printout of their finally submitted online application form and retain a copy of the same for future references.

25. Regarding No Objection Certificate(NOC) by the Employer:

i. The employees of Haryana Government who have not executed any bond with the State Govt., may forward their application without NOC from the Department. However, self-declaration of such Govt. employees is required to be submitted to the effect that employee is not facing any disciplinary proceedings.

In case of employees, who have executed bond with the State Govt. (viz. 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 Govt., Quasi- Govt. 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.

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.

26. Scribe/Compensatory Time for PwBD category candidates of Haryana:

(i) The PwBD candidates in the category of Blindness, Locomotor Disability (both arm affected-BA) and Cerebral Palsy are entitled to facility of a Scribe and/or Compensatory time @ 20 minutes per hour in each examination on production of Disability Certificate by making separate request.

(ii) Other candidates of PwBD category can avail the facility of a Scribe for writing the examination and/or Compensatory Time @ 20 minutes per hour in each examination on production of Disability Certificate and a certificate regarding physical limitation in an examinee to write as per **Annexure 'A'** by making separate request.

(iii) The PwBD candidates who are eligible for availing the facility of Scribe, but choose not to avail the same, are also entitled to Compensatory Time @ 20 minutes per hour in each examination by making separate request.

(iv) The PwBD candidates who want the help of a scribe to write her/his paper and/or Compensatory Time will have to apply to the Commission for a scribe/Compensatory Time separately well in time i.e. at least 10 days prior to the commencement of examination. On receipt of request from the candidates, scribe will be allotted by the Hon'ble High Court from amongst non-law graduate employees of the High Court and he/she will be allowed to meet the Scribe 02 days before the examination. No online request for a scribe will be accepted by the Commission.

(v) Separate requests are required to be submitted by the PwBD candidates for Scribe and/or Compensatory Time for each Examination even for the same recruitment process. For Example, the request along with the documents for Scribe submitted in Preliminary Examination will not be entertained for the Main Examination. A separate request must be made for Mains Examination as well.

(vi) It must be noted that only the Commission is competent to provide the scribe / compensatory time to the candidates as per the above procedures. No scribe/compensatory time in the above cases will be granted by the **Centre Supervisor**.

27. **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. Making statements which are incorrect or false or suppressing material information; or

vii. 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

viii. being in possession of or using unfair means during the examination; or

ix. writing obscene matter or drawing obscene sketches or irrelevant matter in the scripts; or

x. misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like; or

xi. harassing or doing bodily harm to the staff employed by the Selection Committee/Commission for the conduct of their examination; or

xii. being in possession of or using any mobile phone, (even in switched off mode), pager or any electronic equipment or programmable device or any kind of electronic device including storage media like pen drive, any kind of 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

xiii. violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination; or

xiv. 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 Selection Committee/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 Selection Committee/Commission, from any examination or selection held by them;

ii. by the central government from any employment under them; and

c) if he is already in service under Government to disciplinary action under the appropriate rules:

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.

28. 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 – **support-hpsc@hry.gov.in.** 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) The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the Examination shall be final.

iii) Candidates should note that the name in the Admit Card in some cases may be abbreviated due to technical reasons.

iv) Candidates are informed that as the Preliminary Examination is only a screening test, no marks sheets will be supplied to successful or unsuccessful candidates and no correspondence will be entertained by the Commission, in this regard.

v) Candidates must ensure that their Mobile No. & Emails IDs given in their online application are valid and active.

vi) 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 will not be attended.

vii) Candidates should note down their Application Number for future reference. They may be required to indicate the same in connection with their candidature for the HCS (Jd.Br.) Main Examination.

viii) 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.

29. RESERVATION:

i. The benefit of reservation will be given only to those SC/BC-A/BC-B/PwBD/ESM/EWS category candidates who are domicile of Haryana State.

ii. It is clarified that State Government has decided to specify the criteria for exclusion of persons within the Backward Classes as Creamy Layer, regarding reservation in Service and Admission as per notification No.491- SW(1)2021 dated 17.11.2021. Therefore, the candidates belonging to BC- A/BC-B category of Haryana are required to attach latest/updated Certificate as per notification No. 491-SW(1)2021 dated 17-11-2021 & Govt. instructions No. 22/132/2013-1GS-III dated 22.03.2022 (available on the website of C.S. Haryana i.e. http://csharyana.gov.in) issued by the Competent Authority during 2023-24 only.

iii. The women candidates seeking reservation under SC/BC-A/BC-B category are required to submit the Caste Certificate issued by the Competent Authority from **Parental Side (Father's side)** only. Any of the following certificates will not be considered by the Commission:-

a) Issued from **in-laws (Husband Side).**
b) Mentioning **husband's name** only
c) Mentioning **both names** i.e. husband & father's name.

iv. The candidates of reserved categories of Haryana for which no post is available / reserved can apply for the posts of General category, if he / she fulfills all the eligibility conditions as meant for General category candidates, except fees. Such candidates must attach scanned copy of their caste certificate for claiming fees concession.

v. 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.

vi. Reservation for Freedom Fighters (FF) and their children / grand children of Haryana will be available only if quotas reserved for Ex-servicemen or Backward Classes remains unfilled due to non-availability of suitable Ex-servicemen (ESM) or Children of Ex- Servicemen 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 Fighter and their children/grand-children of Haryana will remain limited to 2% only. This benefit will be available to all grand children i.e. sons and daughters of sons and daughters (parental as well as maternal) of the Freedom Fighters. Those candidates shall be required to upload the latest certificate in this regard duly issued by the respective competent authority.

vii. The reservation for Ex-servicemen of Haryana will be given as per instructions issued vide No. 12/15/2019-4GS-II dated 09.03.2022 and further clarified vide letter even No. dated 13.04.2022 by the Chief Secretary to Govt. Haryana.

a. An ex-serviceman who himself/herself or his/her family member has already secured employment in civil service on regular basis in any Department/Board/Corporation/University etc. under the State Government **with availing** the benefit of reservation.

i. he/she himself/herself shall not be entitled to avail the benefit of reservation in civil service for any subsequent appointment in any Department / Board/Corporation/ University etc. under the State Government. However, the benefit of age relaxation for securing another employment in a higher pay scale or post shall remain continue; and

ii. his/her family member shall also not be entitled to avail the benefit of reservation against the posts reserved for ex-servicemen.

b. (i) An ex-serviceman who himself/herself has already secured employment in civil service on regular basis in any Department/ Board/ Corporation/ University etc. under the State Government **without availing** the benefit of reservation in such case he/she himself/herself or one of his/her family members (son, daughter or spouse) will be entitled to avail the benefit of reservation;

(ii)where an ex-serviceman who himself/herself is eligible to avail the benefit of reservation under these instructions but he/she does not want re-employment in civil service in such case one of his/her family members (son, daughter or spouse) will be entitled to avail the benefit of reservation.

c. If an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail the benefit of reservation as ex- serviceman for any one of the subsequent employments. However, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment, should give self-declaration / undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be

admissible only in respect of vacancies which are filled by direct recruitment and wherever reservation is applicable to the ex-servicemen.

d. The family members of martyr military personnel shall be titled to exercise an option either;

   i. to avail the benefit of reservation upto two family members: or

   ii. to avail the benefit of compassionate appointment to one of the family members under the Ex-gratia Policy namely Compassionate Appointment to family member of Martyr Armed Forces Personnel Policy notified by Government from time to time.

e. The priority list for recruiting agency for preparation of **final list** of selection/appointment of ex-servicemen or their family members against the post reserved for ex-servicemen shall be as under:-

   i. disabled ex-servicemen, the post(s) for which they are physically fit;

   ii. failing (i), family member of disabled ex-servicemen:

   iii. failing (ii), other ex-servicemen who are eligible to get the benefit of reservation under these instructions;

   iv. failing (iii), family member of other ex-servicemen who are eligible to get the benefit of reservation under these instructions.

f. Disabled ex-serviceman means a person who has been released from military services due to disability attributable or aggravated due to military service. An ex-serviceman shall not be treated disabled one who has been released from military service not on account of his/her disability but has been released in the normal course after the completion of his/her term or retired from military service voluntarily.

g. Both the reservations are horizontal, therefore, a disabled ex- serviceman who is selected against the post reserved for ex- serviceman will not be counted against the post reserved for PwD.

h. In all circumstances the benefit of reservation against the posts reserved for Ex-servicemen shall be admissible at the time of **final selection list** only and **not at the time of preliminary test, main test or interview**.

i. An ex-serviceman who has been discharged from military service by way of dismissal, misconduct or inefficiency neither he/she himself/herself nor his/her family members shall be entitled to avail the benefit of reservation in civil service.

30. GENERAL INSTRUCTIONS:

i) The use of any mobile phone (even in switched off mode), pager or any kind of electronic device or programmable device or any kind of electronic device including storage media like pen drive, any kind of 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 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 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 examination unless he/she holds a certificate of Admission/Admit Card issued by the Commission.

vi) Success in the examination confers no right to appointment unless Government is satisfied after such enquiry as may be considered necessary, that the candidate is suitable in all respects for appointment.

vii) Due care should be taken by the candidates while filling up the online application form. **Incomplete or defective application form will be summarily rejected.** No representation or correspondence regarding such rejection shall be entertained under any circumstances.

viii) 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 any examination or selection held by them.

ix) The decision of the Commission / Committee 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.

31. 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 marksheets of Educational Qualifications.
4. Scanned copy of SC certificate of Haryana.
5. Scanned copy of BCA & BCB certificate should be issued for the year 2023-24 as per Govt. Instructions dated 17.11.2021.
6. Scanned copy of EWS certificate valid for year 2023-24 as per Govt. Instructions dated 25.02.2019.
7. Scanned copy of DESM certificate for the year 2023-24.

8. Scanned copy of ESM/DFF certificate.
9. Scanned copy of PwBD certificate.(For PwBD)
10. Scanned copy of Aadhar Card.
11. Scanned copy of Parivar Pehchan Patra (If a candidate availing benefits of reservation).
12. Scanned copy of Haryana Domicile 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).

32. Withdrawal of applications:

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

33. Re-evaluation of answer sheets is not allowed. Only re-checking of answer sheets (i.e. no part of the answer sheets has been left unevaluated or there is no totaling error) on a written request from a candidate can be allowed on payment of fee of Rs.200/- per answer sheet (in the shape of Indian Postal Orders payable in favour of Secretary, Haryana Public Service Commission, Bays No. 1-10, Block-B, Sector-4, Panchkula) within thirty days from the date of display of marks on the official website of High Court/Commission. No separate request in this regard by any candidate or any other person on their behalf shall be entertained under the RTI Act for re-checking etc.

34. Disposal of Answer Sheets

All the answer sheets of examination shall be preserved only for six months from the date of declaration of final result or upto the period for which the competent authority, pass specific order in this regard.

35. No travelling expenses or allowances will be paid to any candidate for appearing in written test or viva-voce.

36. SPECIAL INSTRUCTIONS REGARDING SUBMISSION OF APPLICATIONS:

(i) The candidates should read the instructions and procedures carefully before starting filling the Online Application Form and check all the particulars filled up in application form after getting the printout to ensure the correctness of information and upload all documents before finally submitting the application.

(ii) The candidates should fill all details while filling the Online Application Form. Due care should be taken by the candidates while filling up the online application form. Incomplete or defective application form shall be summarily rejected. No representation or correspondence regarding such rejection shall be entertained under any circumstances.

(iii) Candidates are advised to fill their application forms carefully such as Name, Father's/Mother's name, Date of Birth, Category, Qualification, marks obtained, passing year, photo, Signature, details and fee etc. The candidate should mention the Category to which he belongs, in the application form. After final submission of application form, no change will be allowed and no request for change of any particulars in the online application form shall be entertained by the Commission.

(iv) Candidate will be responsible for any mistake in the application form and fees paid by him/her. In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form along with fresh requisite fee before the Closing Date i.e. 31.01.2024. However, the examination fee, deposited once, shall not be refunded or adjusted under any circumstances.

(v) The hard copy of application form along with all uploaded documents must be brought at the time when called upon to do so by the Commission. No document(s) which has/have not been uploaded shall be entertained.

(vi) The candidates are advised to visit the official website of HPSC regularly for updates and important information regarding this Recruitment Process. It shall be the responsibility of the candidates to keep themselves updated about the same. Commission shall not be responsible in any manner, in case, candidate could not appear in the exam/any other stage of recruitment due to non-visiting of the website, where important information regarding different stages would be uploaded.

1/1/2024

Dated: 01.01.2024

Secretary
Haryana Public Service Commission
Panchkula

Annexure-A

CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE

This is to certify that, I have examined Mr/Ms/Mrs. _____ (name of the candidate with disability), a person with _____ (Nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____, a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution

Name & Designation

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual Impairment – Ophthalmologist, Locomotor Disability – Orthopaedic Specialist/PMR)