

**CET (Common Eligibility Test) – Advt. No. 01/2025**  
**HARYANA STAFF SELECTION COMMISSION**  
**BAYS NO.67-70, SECTOR-2, PANCHKULA – 134151**  
**Website [www.hssc.gov.in](http://www.hssc.gov.in)**

**ADVERTISEMENT FOR CET - C (GROUP-C Posts)**

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## IMPORTANT DATES AT A GLANCE

Date of Publication	1 May,2025
Opening Date for Submission of online application/Registration	2 May 2025
Closing Date for Submission of online Application/Registration	20 May 2025 (11:59 PM)
Closing Date for deposit of fee	23 May2025 (11:59 PM)
Important dates for BCA/BCB/EWS Candidates	<b><u>Certificate issued on or after 01/04/2025 and on or before 20/05/2025</u></b>
DESM Certificate renewed/issued/Dependent of Disabled ESM	<b><u>Issued/Renewed or after 2<sup>nd</sup> May 2024 and on or before 20/05/2025</u></b>
Downloading of Admit Cards from the HSSC website	<b><u>To be issued Separately</u></b>
Date of Examination	<b><u>To be Issued Separately</u></b>

### CHAPTER - 1

#### 1.1. **Introduction &Registration process**

In supersession of CET Notification No. 42/119/2019-5GS-I dated 10<sup>th</sup> September, 2021& 5<sup>th</sup> May, 2022, Government has notified new CET Policy vide Notification No. 42/119/2019-5HR-II dated 31<sup>st</sup> December 2024. The present advertisement aims to inform all applicants who want to register for CET (C) to be conducted as per new CET Policy vide Notification No. 42/119/2019-5HR-II dated 31<sup>st</sup> December 2024. For the detailed process of Recruitment, the candidates may refer to Haryana Government Notification No. 42/119/2019-5HR-II dated 31<sup>st</sup> December, 2024 enclosed at **Appendix A**.

All applicants shall provide all required particulars and documents on a designated portal *i.e. [onetimeregn.haryana.gov.in](http://onetimeregn.haryana.gov.in)*. Candidates who have already appeared/registered in/for the CET 2022 held on 05<sup>th</sup> and 6<sup>th</sup> November 2022 will have to provide the same **CET Registration No.**, used for the CET 2022.

On registration, the applicant shall be allocated a Registration Number which shall be the reference ID for all purposes concerning the examination and recruitment process for all future purposes.

### CHAPTER - 2

#### 2.1. **Minimum Essential Qualifications:**

The minimum educational qualification shall be 10+2/equivalent or Matric with additional qualification, for eligibility to appear in CET.

**Note 1:-** An applicant who does not possess the CET minimum educational qualification before the last date of registration for CET, but is due to appear for the examination to attain the prescribed qualification during the year 2025, shall also be eligible.

**Note 2:-** Equivalency of a qualification to 10+2 will be adjudged as per instructions issued vide notification no. 17/20/2015-3GS-II dated 22/02/2021 of Chief Secretary to Government of Haryana. **Appendix B**.

#### 2.2. **Detailed Syllabus for CET.**

Detailed syllabus for CET - C is placed at **Appendix-C**.

### CHAPTER - 3

#### 3.1. **Criteria for Examination**

The question paper shall be of the level of Senior Secondary Education *i.e.* 10+2 level except for the subjects of Hindi and English, where for the level shall be of Matric Level.

3.2. **Pattern of Examination: -**

- i. Total number of Multiple-Choice Questions (MCQs):100
- ii. Total marks: 100
- iii. Duration of examination-1 Hour 45 Minutes

3.3. **Minimum Qualifying Marks:**

General Category	-	<b>50%</b>
Reserved Category (both vertical and horizontal)	-	<b>40%</b>

All questions shall be compulsory. Question paper shall be Bilingual (English & Hindi). An Offline (OMR based) written examination will be held.

There shall be no negative marking for wrong answer. A candidate has to fill one option compulsorily out of five options given.

**In case a candidate doesn't mark any of the five options for a question then one mark for each un-attempted question shall be deducted.**

Extra five minutes shall be given to mark fifth option, if candidate does not know the answer to one or more questions. Therefore, total time allowed for the paper will be 105 minutes.

3.4. **Centre of Examination:**

Centre once allotted as per admit card will not ordinarily be changed.

**CHAPTER - 4**  
**Age Criteria and Relaxations**

4.1. **Age Limit:**

Candidate should not be less than 18 years as on the closing date and not more than 42 years as on the opening date.

4.2. **Relaxation in Age:**

The Age relaxation shall be as per Haryana Govt. Instructions No. 22/06/2021-1GS-III, Dated 25<sup>th</sup> March, 2022. (Appendix-D)

4.3. **Experience (for Age Relaxation) :**

For the purpose of age relaxation, the experience will be considered only after acquiring the essential qualification and the experience certificate should be issued by competent authority of the concerned Department/Board/Corporation of Haryana Government including Government aided institutions under Haryana Government.

**The designation, date of joining, period of service and date of issuance of the certificate of the concerned post should be clearly mentioned in the experience certificate. The copy of performa is placed at Annexure-I.**

**CHAPTER - 5**  
**Reservation**

5.1 Implementation of reservation policy, maintaining reservation roster and earmarking of vacancies for different categories comes under the domain of the concerned departments. Commission has nothing to do with the number of posts requisitioned under different categories.

5.2. The candidates can fill their particulars till closing date, thereafter, no change of particular at any stage shall be entertained.

5.3. The benefit of reservation will be given only to those Deprived Schedule Caste (DSC) or Other Schedule Cast (OSC), BCA (Non-Creamy Layer), BCB (Non-Creamy Layer), EWS, ESP, PwD and ESM candidates who are bonafide resident of State of Haryana.

The reserved category candidates belonging to other States will be allowed to compete against the posts meant for general category only and will be considered as general category candidates.

5.4. **BCA (Non- Creamy Layer) and BCB (Non-Creamy Layer):-**

The candidates belonging to BCA (Non-Creamy Layer), BCB (Non-Creamy Layer) categories are directed to obtain the fresh/latest BCA or BCB certificate, as the case may be, as per Haryana Government instructions No. 22/132/2013-1GS-III dated 22.03.2022, Government notification No. 40/13/2024-1SW dated 16.07.2024 (**Appendix-E**) and as amended from time to time.

**This certificate should be issued on or after 01.04.2025 & before the closing date.** BCA & BCB candidates of Haryana who falls in the creamy layer as specified by the Government of Haryana are not entitled for the benefit of reservation and they would be considered as General category candidates for all intents and purposes.

**The BC certificate issued for contesting the Panchayati Raj Elections shall not be considered.**

**OBC certificate issued for jobs in Central Govt. will not be considered, irrespective of income mentioned in certificate as state government's backward class certificate is generally not considered valid for central government employment purposes because the central government has its own list of recognized backward classes and a separate process for issuing certificates, ensuring uniformity across the country.**

The valid performa of the BC certificate is annexed as Annexure II.

#### 5.5. **Economically Weaker Section (EWS)**

As per govt. instructions issued vide no. 22/12/2019-1GS-III, dated 25.02.2019 EWS certificate (valid for State of Haryana) (**Appendix-F**) on prescribed performa (Annexure –III) should be valid for the year in which the candidates have applied for the posts. **The EWS certificate shall be issued on or after 01/04/2025 up to the closing date of the submission of online application form. The certificate issued after closing date of application would not be considered.**

**EWS certificate issued for jobs in Central Govt. will not be considered irrespective of income mentioned in certificate as the income limit for issuance of EWS certificate in state government is below six lakh, however, the said limit in central govt. is 8 lakhs.**

#### 5.6. **Deprived Scheduled Castes (DSC) and Other Scheduled Castes (OSC)**

As per govt. instructions issued vide no. 22/163/2024-5HR-III, dated 13.11.2024, for the purpose of reservation in services, the Scheduled Castes in Haryana will be sub-categorized in two categories i.e. Deprived Scheduled Castes (DSC) and Other Scheduled Castes (OSC) and candidate should upload the latest certificate of Deprived Scheduled Castes (DSC) and Other Scheduled Castes (OSC) as per Government instruction No. 22/163/2024-5HR-III dated 13.11.2024. (**Appendix-G**)

#### 5.7. **Ex-serviceman**

Benefit of reservation to Ex-Serviceman & their family members will be as per Government Instructions bearing No. 12/15/2019-4GS-II dated 09.03.2022 and instruction no. 12/15/2019-4GS-II dated 13.04.2022 or as amended from time to time upto the opening date of advertisement. Government Instructions bearing No. 12/15/2019-4GS-II dated 09.03.2022 and Instruction no. 12/15/2019-4GS-II 13.04.2022 are annexed as (**Appendix-H**).

5.8. Any applicant working in the Armed Forces may apply for CET Phase-I on the basis of NOC issued from the competent authority duly mentioning that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of application.

5.9. ESM candidates shall attach:-

**Self attested photocopy of Identity Card** issued by concerned Zila Sainik Board / **Discharge certificate / Discharge Book (Either of three containing below mentioned informations)**

**Showing the date of entry into Armed Forces**

- **Date of Release,**
- **Discharge,**
- **Clause of Discharge,**
- **Cause of Discharge,**

- **Pension Payment Order (PPO) / Letter** issued by Principal Controller of Defense Accounts showing percentage of disability pension/disability element (If applicable).

**5.10 Dependent of Disabled ESM/Dependent of ESM shall attach valid eligibility certificate issued or renewed after 02/05/2024 strictly as per format annexed as Annexure IV.**

5.11 Benefit of reservation to the children/grandchildren of Freedom Fighters will be as per Government Instruction No. 22/49/2021-1GS-III dated 27.10.2021 and Instruction No. 22/49/2021-1GS-III dated 26.04.2022 (**Appendix-I**).

**CHAPTER - 6**  
**Assistance to Persons with Disabilities**

**6.1 Provision of Compensatory Time and assistance of Scribe to Persons with Benchmark Disabilities:-**

Following facilities will be made available to Persons with Benchmark Disabilities (Divyangjan):

- 6.2 In case of persons with benchmark disabilities in the category of blindness, locomotors disability (both arms affected-BA) and cerebral palsy, the scribe will be allowed, if so desired by the candidate.
- 6.3 In case of remaining categories of persons with benchmark disabilities, the scribe will be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his/her behalf, from the Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government Health Care Institution as per performa at (**Annexure-V**). In case of blind candidates there is no need to submit Annexure-I to Centre Superintendent for entry into examination hall).
- 6.4 Candidates will be allowed the scribe only if they apply for availing the scribe facility in online application form and produce the certificate at the time of written examination as well as subsequent stages of examination as per performa at **Annexure-VI**.
- 6.5 The qualification of the scribe should be upto Matriculation for CET C. The candidates with benchmark disabilities opting for scribe shall be required to submit details of the scribe at the time of examination as per performa at **Annexure-VI**. In addition, the scribe has to produce a valid ID proof in original alongwith a copy duly signed by the candidate as well as the scribe at the time of examination as per proforma at **Annexure-VII**.
- 6.6 Scribe should not be a candidate of the same examination. If a candidate is detected assisting a **PwD** candidate as scribe in the examination, then the candidature of both the candidates will be cancelled.
- 6.7 A compensatory time of 20 minutes per hour of examination will be provided to all the PwD candidates referred in Point 6.2 and 6.3 above thereby the total extra time comes to 35 minutes in addition to 105 minutes.
- 6.8 No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
- 6.9 The candidate has to make his/her own arrangement of a scribe.
- 6.10 **List of Benchmark Disabilities (As per RPwD Act. 2016)**

Sr. No.	Type of Disability	Category of disability to be selected in Registration/ Application form
(a)	Blindness and low vision	VH (Visual Impairment)
(b)	Deaf and hard of hearing	HH (Heard of Hearing)

(c)	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.	OH (Ortho)
(d)	Autism, intellectual disability, specific learning disability and mental illness.	MD (Multiple Disability)
(e)	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.	MD (Multiple Disability)

## **CHAPTER - 7** **Application Fee**

### 7.1. Application Fee for CET:-

The category wise application fee payable through online mode only (Net Banking, Debit Card and Credit Card, etc) is as under:-

Sr. No.	Category	Resident of Haryana		Non Residents of Haryana	
		Who provide PP Number/Aadhaar No.	Who do not provide PP Number/Aadhaar No.	Who Provide Aadhaar No.	Who do not provide Aadhaar No.
1	2	3	4	5	6
1	Male applicants of general category	500	1000	500	1000
2	Male applicants who are children of Ex-Servicemen	500	1000	500	1000
3	Female applicants who are of general category or reserved category	250	500	500	1000
4	Ex-Servicemen	250	500	500	1000
5	Disabled persons who covered under the Right of Person with Disabilities Act, 2016	250	500	500	1000
6	Applicants who belong to S/Caste, Backward Class, Economically Weaker Sections	250	500	500	1000

**Note1:-** An applicant who deposited the fee at the time of registration shall be entitled to appear once in the CET - C. However, an applicant who wants to re-appear in CET to improve his/her marks over the marks achieved in CET 2022 held on 5<sup>th</sup> and 6<sup>th</sup> November 2022 shall have to deposit the fee again.

**Note 2:-** Fee once paid shall not be refunded under any circumstances.

**Note 3:-** Commission will not be responsible for unsuccessful payment / transaction status failure / transaction status pending.

## **CHAPTER - 8** **Instructions for Submission of Application Form**

- 8.1. Applications must be submitted in online mode only. No offline application / copy of downloaded form or copy of downloaded application form will be accepted.
- 8.2. Only scanned documents uploaded with application form shall be considered for deciding the eligibility criteria. Document(s) which is/are not uploaded at the time of filling application form shall not be considered at subsequent stage.
- 8.3. **Before submitting online applications, candidate must ensure that he/she is registered on designated portal i.e. [onetimeregn.haryana.gov.in](http://onetimeregn.haryana.gov.in). If an applicant submits multiple registrations and appears in the examination more than once, his/her candidature will be cancelled ab initio for each registration and he/she will be debarred from appearing in the examinations of the Commission. Annexure VII**

- 8.4. Candidates are advised to apply online well in advance on designated portal i.e. *onetimeregn.haryana.gov.in* without waiting for last date of submission of online application form. Before submission of the online application, candidates must check that they have filled correct details in each field of the form. After Submission of online application, no change/correction/modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand etc. shall not be entertained and shall be deemed to be rejected.
- 8.5. **Candidates are advised to fill-up the online application form himself/herself very carefully, to upload the documents (at the designated place on the portal) after scanning the same from original documents while ensuring that whole documents are scanned. If any certificate is printed on both sides, then both sides should be scanned and uploaded.**
- 8.6. Candidate must submit /upload signed copy of application form at the time of final submission of application form. After successful submission of application, candidates are advice to take final printout of application form for record alongwith uploaded document.
- 8.7. The Commission does not accept responsibility of any candidate not having been able to submit application by the last date on account of whatever reason.

### **CHAPTER - 9**

#### **Documents to be uploaded with Application Form (MANDATORY)**

- 9.1. **The detail of the documents, to be uploaded with the application form (category wise) is mentioned as below:-**

Sr. No.	Category	Documents to be uploaded (Mandatory)
1	General	<ol style="list-style-type: none"> <li>1. Scanned Copy of minimum educational Academic Qualifications and Matriculation Certificate.</li> <li>2. Scanned Photograph of the candidate</li> <li>3. Scanned signatures of the Candidate.</li> <li><b>4. Scanned copy of Aadhar Card.</b></li> <li>5. Scanned copy of Parivar Pehchan Patra (PPP), if applicable.</li> </ol>
2	Deprived Scheduled Castes (DSC)/ Other Scheduled Castes (OSC)	<ol style="list-style-type: none"> <li>1. Scanned Copy of minimum educational Academic Qualifications and Matriculation Certificate.</li> <li>2. Scanned Photograph of the candidate</li> <li>3. Scanned signatures of the Candidate.</li> <li><b>4. Scanned copy of Aadhar Card.</b></li> <li>5. Scanned copy of Parivar Pehchan Patra (PPP), if applicable.</li> <li>6. Haryana Bonafide Resident certificate.</li> <li>7. Scanned Copy of Deprived Scheduled Caste (DSC) / Other Scheduled Caste (OSC) certificate of Haryana as per Govt. instruction issued vide no. 22/163/2024-5HR III, dated 13.11.2024.</li> <li>8. Other Reservation Certificates, If applicable</li> </ol>
3	BC-A (Non-Creamy Layer)	<ol style="list-style-type: none"> <li>1. Scanned Copy of minimum educational Academic Qualifications and Matriculation Certificate.</li> <li>2. Scanned Photograph of the candidate</li> <li>3. Scanned signatures of the Candidate.</li> <li><b>4. Scanned copy of Aadhar Card.</b></li> <li>5. Scanned copy of Parivar Pehchan Patra (PPP), if applicable.</li> <li>6. Haryana Bonafide Resident certificate.</li> <li>7. Scanned copy of BC-A (Non-Creamy Layer) certificate issued after <b>31.03.2024</b> as per Haryana Government instructions No. 22/132/2013-1GS-III dated 22.03.2022, Government notification No. 40/13/2024-1SW dated 16.07.2024 and as amended from time to time.</li> <li>8. Other Reservation Certificates, If applicable</li> </ol>
4	BC- B (Non-Creamy Layer)	<ol style="list-style-type: none"> <li>1. Scanned Copy of minimum educational Academic Qualifications and Matriculation Certificate.</li> <li>2. Scanned Photograph of the candidate</li> <li>3. Scanned signatures of the Candidate.</li> <li><b>4. Scanned copy of Aadhar Card.</b></li> </ol>

		<ol style="list-style-type: none"> <li>5. Scanned copy of Parivar Pehchan Patra (PPP), if applicable.</li> <li>6. Haryana Bonafide Resident certificate.</li> <li>7. Scanned copy of BC-B (Non-Creamy Layer) certificate issued after <b>31.03.2024</b> as per Haryana Government instructions No. 22/132/2013-1GS-III dated 22.03.2022, Government notification No. 40/13/2024-1SW dated 16.07.2024 and as amended from time to time.</li> <li>8. Other Reservation Certificates, If applicable</li> </ol>
5.	Economically Weaker Section (EWS)	<ol style="list-style-type: none"> <li>1. Scanned Copy of minimum educational Academic Qualifications and Matriculation Certificate.</li> <li>2. Scanned Photograph of the candidate</li> <li>3. Scanned signatures of the Candidate.</li> <li>4. <b>Scanned copy of Aadhar Card.</b></li> <li>5. Scanned copy of Parivar Pehchan Patra (PPP), if applicable.</li> <li>6. Haryana Bonafide Resident certificate.</li> <li>7. Scanned copy of EWS certificate issued after <b>31.03.2024</b> as per Govt. Instruction dated 25.02.2019.</li> <li>8. Other Reservation Certificates, If applicable</li> </ol>
6.	Eligible Sports Person (ESP)	<ol style="list-style-type: none"> <li>1. Scanned Copy of minimum educational Academic Qualifications and Matriculation Certificate.</li> <li>2. Scanned Photograph of the candidate</li> <li>3. Scanned signatures of the Candidate.</li> <li>4. <b>Scanned copy of Aadhar Card.</b></li> <li>5. Scanned copy of Parivar Pehchan Patra (PPP), if applicable.</li> <li>6. Haryana Bonafide Resident certificate.</li> <li>7. Sports Gradation certificate as per Haryana Sports Department Policy, 2018.</li> <li>8. Other Reservation Certificates, If applicable</li> </ol>
7.	Ex-Serviceman	<ol style="list-style-type: none"> <li>1. Scanned Copy of minimum educational Academic Qualifications and Matriculation Certificate.</li> <li>2. Scanned Photograph of the candidate</li> <li>3. Scanned signatures of the Candidate.</li> <li>4. <b>Scanned copy of Aadhar Card.</b></li> <li>5. Scanned copy of Parivar Pehchan Patra (PPP), if applicable.</li> <li>6. Haryana Bonafide Resident certificate.</li> <li>7. Scanned Identity Card / Discharge certificate/Discharge Book showing the date of entry into military and date of Release, Discharge, Clause of Discharge &amp; Cause of Discharge.</li> <li>8. <u>No objection Certificate issued by the Competent Authority if applicable Commanding Officer</u></li> <li>9. Other Reservation Certificates, If applicable</li> </ol>
8.	Disabled Ex-Serviceman	<ol style="list-style-type: none"> <li>1. Scanned Copy of minimum educational Academic Qualifications and Matriculation Certificate.</li> <li>2. Scanned Photograph of the candidate</li> <li>3. Scanned signatures of the Candidate.</li> <li>4. <b>Scanned copy of Aadhar Card.</b></li> <li>5. Scanned copy of Parivar Pehchan Patra (PPP), if applicable.</li> <li>6. Haryana Bonafide Resident certificate.</li> <li>7. The letter/Pension Payment Order (PPO) issued by PCDA showing percentage of disability pension/disability element.</li> <li>8. Discharge Book/Discharge Certificate” showing cause/reasons, clause of discharge/retirement as invalided out or boarded out or on medical grounds.</li> <li>9. Other Reservation Certificates, If applicable</li> </ol>
9.	Dependent of Disabled Ex-Serviceman	<ol style="list-style-type: none"> <li>1. Scanned Copy of minimum educational Academic Qualifications and Matriculation Certificate.</li> <li>2. Scanned Photograph of the candidate</li> <li>3. Scanned signatures of the Candidate.</li> <li>4. <b>Scanned copy of Aadhar Card.</b></li> <li>5. Scanned copy of Parivar Pehchan Patra (PPP), if applicable.</li> <li>6. Haryana Bonafide Resident certificate.</li> <li>7. The letter/Pension Payment Order (PPO) issued by PCDA showing percentage of disability pension/disability element to the father/mother or spouse of the candidate.</li> <li>8. Discharge Book/Discharge Certificate showing cause/reasons, clause of discharge/retirement as invalided out or on medical grounds to the</li> </ol>

		<p>father/mother or spouse of the candidate.</p> <p>9. The Eligibility Certificate issued/renewed to the candidate by respective District Sainik &amp; Ardh Sainik Welfare Office in Haryana on or after <u>02.05.2024 and on or before 20.05.2025.</u></p> <p>10. Other Reservation Certificates, If applicable</p>
10.	Dependent of Ex-Serviceman	<p>1. Scanned Copy of minimum educational Academic Qualifications and Matriculation Certificate.</p> <p>2. Scanned Photograph of the candidate</p> <p>3. Scanned signatures of the Candidate.</p> <p><b>4. Scanned copy of Aadhar Card.</b></p> <p>5. Scanned copy of Parivar Pehchan Patra (PPP), if applicable.</p> <p>6. Haryana Bonafide Resident certificate.</p> <p>7. Eligibility certificate for family members of ESM/Disabled ESM issued/renewed on or after <u>02.05.2024 and on or before 20.05.2025.</u></p> <p>8. Other Reservation Certificates, If applicable</p>
11.	Dependent of Freedom Fighter (D.F.F)	<p>1. Scanned Copy of minimum educational Academic Qualifications and Matriculation Certificate.</p> <p>2. Scanned Photograph of the candidate</p> <p>3. Scanned signatures of the Candidate.</p> <p><b>4. Scanned copy of Aadhar Card.</b></p> <p>5. Scanned copy of Parivar Pehchan Patra (PPP), if applicable.</p> <p>6. Haryana Bonafide Resident certificate.</p> <p>7. Certificate for children/grandchildren of Freedom Fighter issued by competent authority.</p> <p>8. Other Reservation Certificates, If applicable</p>
12.	Persons with Benchmark Disabilities (PWD)	<p>1. Scanned Copy of minimum educational Academic Qualifications and Matriculation Certificate.</p> <p>2. Scanned Photograph of the candidate</p> <p>3. Scanned signatures of the Candidate.</p> <p><b>4. Scanned copy of Aadhar Card.</b></p> <p>5. Scanned copy of Parivar Pehchan Patra (PPP), if applicable.</p> <p>6. Haryana Bonafide Resident certificate.</p> <p>7. Scanned copy of disability (PWD) certificate issued by the competent authority.</p> <p>8. Other Reservation Certificates, If applicable</p>
13.	Adhoc/contract/work-charged/daily wages basis in any Department/Board/corporation of Haryana Government (For candidates claiming benefit of age relaxation).	<p>1. Scanned Copy of minimum educational Academic Qualifications and Matriculation Certificate.</p> <p>2. Scanned Photograph of the candidate</p> <p>3. Scanned signatures of the Candidate.</p> <p>4. Scanned copy of Aadhar Card.</p> <p>5. Scanned copy of Parivar Pehchan Patra (PPP), if applicable.</p> <p>6. Haryana Bonafide Resident certificate, if applicable.</p> <p>7. Experience certificate/s issued by competent authority as per <b>Annexure-I</b> Scanned copy of proof of having worked on adhoc/contract/work-charged/daily wages basis in any Department/Board/corporation of Haryana Government</p> <p>8. Other Reservation Certificates, if applicable</p>

Note:- The undertaking and certificates attached as Annexures with the advertisement have to be uploaded (if applicable) by the candidates at the time of submission of the application form only.

### **CHAPTER - 10** **General Instruction**

- 10.1 **All rules/instructions prevailing on opening date i.e. ....shall be applicable.**
- 10.2 Any candidate who has claimed reservation in the CET C application form ([onetimeregn.haryana.gov.in](http://onetimeregn.haryana.gov.in)) but his/her data does not match with his/her relevant documents uploaded by him/her with the application form, he/she shall be considered under Parent/General category, provided such a candidate fulfills age/qualification and other criteria required to be fulfilled under his/her Parent/General category.
- 10.3. In case an examination is conducted in more than one shift, the Commission may adopt Normalization method/process as deemed suitable.

- 10.4. OMR sheets will have three folios- Original OMR, Commission copy and Candidate copy. The candidate shall not mark anything on Commission copy. The impression of Original OMR sheet will be automatically marked on all the three folios. Pencil should not be used for darkening the circle. If, more than one circle is found darkened, that answer will not be evaluated. However, if a candidate smudges/scratches/erases any place on the OMR sheet in any manner with Eraser, Nail, Blade, White Fluid/Whitener etc. then in such circumstances OMR Sheet/Answer Sheet and candidature of the candidate shall be cancelled. The candidate himself/herself will be solely responsible for rejection of OMR/answer sheet on these grounds.
- 10.5 Evaluation of OMR answer sheets of the candidate is done through computer software. No manual evaluation is done and there is no process of re-evaluation of OMR sheet.
- 10.6 All candidates are advised to retain copy of advertisement, application form filled by him/her along with uploaded documents, admit card, notices, copy of question paper, OMR sheet (candidate's copy) etc. for his/her record. Such information having already been provided, no Application in this regard shall be entertained.
- 10.7 **Candidates will be considered in Open/General or parent vertical category on the basis of merit in the final result only and not at any preliminary stage provided they have not taken any benefit/relaxation.**
- 10.8 Answer key of the question paper shall be put on the official website of Commission after the examination. Candidate should file objections, if any, within specified period along with prescribed fee of Rs. 250/- per objection (non refundable). Thereafter, no objection shall be entertained and all objections so received shall be forwarded to Chief Examiner / Subject Expert. On the basis of recommendation of Chief Examiner / Subject Expert, the final key shall be prepared and evaluation shall be done on the basis of final answer key so prepared. The decision of the Commission based on the recommendation of Chief Examiner / Subject Expert shall be final and no correspondence in this regard shall be entertained.
- 10.9 If on verification at any stage starting from submission of application form till appointment and any time even after appointment, it is found that any candidate does not fulfill any of the eligibility condition or it is found that the information / document(s) furnished is false / fabricated or incorrect , his/her candidature will be cancelled and he/she will also be liable to be debarred from further examinations and criminal proceedings may also be initiated. This is irrespective of whether the candidate was benefitted by furnishing the false / fabricated or incorrect information in his/her application. If such a candidate is selected, his/her recommendation may be withdrawn.
- 10.10 Candidates, who have obtained degree(s) or diploma(s) or certificate(s) for course(s) from any Board/Institution **declared fake/invalid by the University Grants Commission or not considered valid by Haryana Government** shall not be eligible for being considered for recruitment to the post(s) advertised and no representation in this regard shall be entertained.
- 10.11 All notice pertaining to recruitment shall be displayed on official website of HSSC. Therefore, all applicants are advised to visit the website regularly for information and updation as no individual information shall be given to a candidate separately.

**CHAPTER - 11**  
**Miscellaneous Provisions**

**11.1 Commission's Decision Shall be Final**

The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, short-listing for examination(s), conduct of examination(s), allotment of examination centers and preparation of merit list and its allocation, debarment of candidate for indulging in malpractices will be final and will be binding on the candidates. No enquiry/correspondence will be entertained in this regard.

If a candidate bypass the biometric arrangements and does not provide his/her biometric/facial data or uses any other unfair means during written exam, scrutiny, physical test, joining or at any other stage, his/her candidature will be cancelled on attempt of cheating and impersonation and he/she will be debarred from the future examinations.

Commission can anytime call candidates to capture their biometric data. In case of biometric (thumb or facial) mismatch of the data taken at any stage at the time of examination, at time of scrutiny, before making recommendation, at the time of joining or at any other stage candidature of candidate will be cancelled on the ground of impersonation and he/she will be debarred from the future examinations. Criminal proceedings shall also be initiated against such candidates/impersonators.

**11.2. Action against candidates and/or impersonator found guilty of misconduct.**

If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of examination or thereafter, their candidature for this examination will be cancelled and they (candidate and impersonator) will be debarred from the examinations of the Commission for the period mentioned below:

<b>Sr. No.</b>	<b>Type of Malpractice</b>	<b>Debarment Period</b>
1	Taking away any Examination related material such as Original, Commission OMR sheets, Rough Sheets, Commission Copy of Admit Card etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.	2 Years
2	Leaving the Examination Venue uninformed during the Examination	2 Years
3	Misbehaving, intimidating or threatening in any manner with the examination functionaries i.e. Centre Superintendent, Invigilator, Security Guard or Commission's representatives etc.	3 Years
4	Obstruct the conduct of examination/instigate other candidates not to take the examination.	3 Years
5	Making statements which are incorrect or false, suppressing any material information, submitting fabricated documents, etc.	3 Years
6	Obtaining support/influence for his/her candidature by any irregular or Improper means in connection with his/her candidature.	3 Years
7	Appearing in the same examination more than once in contravention of the rules.	3 Years
8	Damaging examination related infrastructure/equipments.	3 Years
9	Appearing in the Exam with forged Admit Card, identity proof, etc.	5 Years
10	Using unfair means in the examination hall like copying, cheating from any material or from any candidate.	5 Years
11	Assault, use of force, causing bodily harm in any manner to the examination functionaries i.e. Centre Superintendent, Invigilator, Security Guard or Commission's representatives etc.	5 Years
12	Threatening/intimidating examination functionaries with weapons/fire arms.	5 Years
13	Possession of fire arms/weapons during the examination.	5 Years
14	Possession of Mobile Phone in switched-off or turned-on mode, Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.	5 Years

15	Impersonate/Procuring impersonation by any person in written exam, physical tests, scrutiny or at any other stage. Candidate not giving biometric/facial data will amount to impersonation.	5 Years
16	Taking snapshots, making videos of question papers or examination material, etc.	5 Years
17	Sharing examination terminal through remote desktop software's/Apps/ LAN/VAN, etc.	5 Years
18	Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.	5 Years

In addition to above, if any person/organization indulge any unfair means in Public examination, he/she shall be liable to be punished under THE HARYANA PUBLIC EXAMINATION (PREVENTION OF UNFAIR MEANS) ACT, 2021 or any other law applicable at that point of time.

**Note:** Haryana Staff Selection Commission reserves the rights to supervise the complete recruitment process from online application to selection by way of using Biometric process and CCTV Cameras/ Videography etc.

### 11.3. Barred Items

The candidates will be subjected to extensive and compulsory frisking before entering the Examination Centre with the help of highly sensitive metal detectors. The candidates are not allowed to carry the following items inside the Examination Centre under any circumstances.

- Any item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Pen, Scale, Writing Pad, Pen Drives, Eraser, Calculator, Log Table, Electronic Pen/Scanner, etc.
- Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band, etc.
- Other items like Wallet, Goggles, Handbags, Belt, Cap, etc.
- Any Watch/Wristwatch, Bracelet, Camera, etc.
- Any ornaments/metallic items.
- Any food items opened or packed, water bottle, etc.
- Any other item which could be used for unfair means, by hiding communication devices like a microchip, camera, Bluetooth device, etc.

No arrangement will be made at the Centres for keeping any articles/items belonging to the candidates.

The candidates wearing articles or objects of faith (customary/ cultural/ religious) should report at the examination centre atleast two hours before the last reporting time so that there is enough time for proper frisking without any inconvenience to the candidate while maintaining the sanctity of the examination. If upon screening, it is discovered that any candidate is actually carrying a suspected device within such item of faith, he/ she may be asked not to take it into the examination hall.

**\*USE OF MOBILE PHONE AND OTHER ELECTRONIC DEVICES/GADGETS DURING EXAMINATIONS CONDUCTED BY HARYANA STAFF SELECTION COMMISSION IS STRICTLY PROHIBITED.**

Place: Panchkula

Date:

Secretary  
Haryana Staff Selection Commission,  
Panchkula

**ANNEXURE-I****Experience Certificate (For Age relaxation in case of Haryana Govt. employees)**

1. This is to certify that Shri / Smt / Ms / Kumari,.....Son / Daughter / Wife of Shri..... Resident of village / town ..... Tehsil..... District..... of Haryana State / Union Territory has been serving as ..... (Complete nomenclature of the post) in the office of ..... (Department / Board / Corporation / Company / Statutory Body / Commission / Authority / Co-operative Banks etc. under Haryana Government.)
2. The period of engagement is/was from .....to.....and the completed ..... years and ..... months.
3. The EPF Account No. (if any) is/was .....

**Place:**  
**Date:**

**Signature with seal of Issuing Authority (Head of Office)**  
**Full Name** \_\_\_\_\_  
**Designation** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Telephone No. with code** \_\_\_\_\_

**Annexure – II****BCA/BCB Certificate**परिवार पहचान संख्या:  
Parivar Pehchan Numberप्रमाण पत्र संख्या:  
Certificate Number

हरियाणा सरकार  
**Government Of Haryana**  
 पिछड़ा वर्ग प्रमाण पत्र  
**Backward Class Certificate**

यह प्रमाणित किया जाता है कि.....राज्य हरियाणा की.....जाति से संबंध रखता/रखती है। इस जाति का उल्लेख हरियाणा पिछड़े वर्ग (सेवाओं तथा शैक्षणिक संस्थाओं में दाखिले में आरक्षण) अधिनियम, 2016 (2016 का 15) की अनुसूची II में पिछड़ा वर्ग ब्लॉक.....में किया गया है।

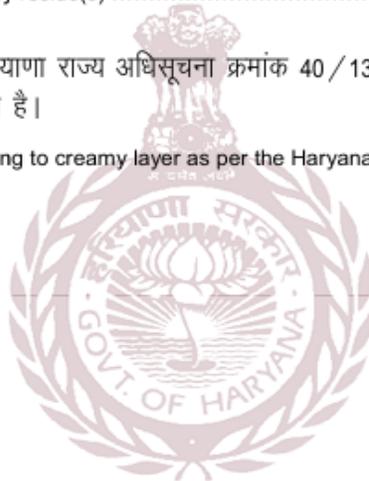
This is to certify that Ms. .... daughter of Mr. .... resident of ..... in the State of Haryana belongs to ..... Caste. This caste is mentioned in the Backward Class Block "B" in Schedule "II" to the Haryana Backward Classes (Reservation in Services and Admission in Educational Institutions) Act, 2016 ( 15 of 2016).

.....और/अथवा उनका परिवार.....जिला.....राज्य हरियाणा में रहता है।

..... and/or her family ordinarily reside(s) .....in District..... of the Haryana State .

यह प्रमाणित किया जाता है कि वह हरियाणा राज्य अधिसूचना क्रमांक 40/13/2024-1 SW दिनांक 16.07.2024 के अनुसार नवोन्नत वर्ग से संबंधित नहीं है।

This is to certify that he/she does not belong to creamy layer as per the Haryana State notification no. 40/13/2024-1SW dated 16.07.2024.



जारीकर्ता (Issued by)

Place :.....  
स्थान.....अतिरिक्त उपायुक्त-सह-  
जिला नागरिक संसाधन सूचना  
अधिकारी

जिला.....

**ANNEXURE-III**

**Government of Haryana**  
**(Name & Address of the authority issuing the certificate)**  
**(ECONOMICALLY WEAKER SECTIONS)**  
**INCOME AND ASSET CERTIFICATE**

Certificate No.....

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

**VALID FOR THE YEAR \_\_\_\_\_**

This is to certify that Shri / Smt. / Kumari.....son /daughter /wife of.....is permanent resident of....., village/Street....., Post Office....., District....., Pin Code.....whose photograph is affixed below and attested below belongs to Economically Weaker Section, since the gross annual income\* of his/her family\*\* is below Rs. 6 lakh (Rupees Six Lakh only) for the financial year 2024-2025.

It is further certified that his/her family does not own or possess any of the following assets\*\*\*:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
- V. Total immovable assets owned are valued at Rs. One Crore or more.

2. Shri/Smt./Kumari.....belongs to the caste which is not recognized as a Scheduled Caste, Backward Classes (Block-A) and Backward Classes (Block-B).

Signature with seal of Office  
Name  
Designation

Recent Passport  
size attested  
photograph of  
the applicant

---

\*Note 1: Income means income from all sources i.e. salary, agriculture, business, profession etc.

\*\*Note 2: The term "Family" for this purpose will include the person, who applies for benefit of reservation, his/her parents, spouse as well as children and siblings below the age of 18 years.

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities are to be clubbed while applying the land or property holding test to determine EWS status.



**Annexure-V****Certificate regarding physical limitation of 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.

Place:

Date:

Signature and seal of the Medical Authority

Name and Seal of Member

Name and Seal of Member

Name and Seal of the Chairperson

Name of Government Hospital/ Health Care Centre with Seal

**Note:** Certificate should be given by specialists of the relevant stream/ disability (e.g. Visual Impairment-Ophthalmologist, Locomotor Disability-Orthopedic specialist/ PMR)

**Annexure – VI****Letter of Undertaking for Using Own Scribe**

I, \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_ (name of the State). My qualification is \_\_\_\_\_. I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/ reader for the undersigned for taking the aforesaid examination. I do hereby undertake that his/ her qualification is \_\_\_\_\_. In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with disability)

Place:

Date:

## Undertaking

I \_\_\_\_\_ S/o/D/o/W/o \_\_\_\_\_ R/o \_\_\_\_\_ declare  
and affirm asunder:-

1. That the deponent has earlier registered/participated in the CET 2022 held on 5 & 6 November, 2022.
2. That the deponent was allotted registration no. \_\_\_\_\_.
3. That the deponent has read the advertisement carefully and thereafter has filled the details of the present application form with correct particulars and no part of it has been concealed.
4. That the deponent has filled the present application form himself/herself.
5. That if any stage, any of the information/particulars informed by the deponent is found to be false, then the deponent's candidature will be cancelled and the criminal proceeding may also be initiated against the deponent.

Deponent

Dated



**Haryana Government Gazette**  
**EXTRAORDINARY**  
 Published by Authority

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No. 213-2024/Ext.] CHANDIGARH, TUESDAY, DECEMBER 31, 2024 (PAUSA 10, 1946 SAKA)

**HARYANA GOVERNMENT**

GENERAL ADMINISTRATION DEPARTMENT  
 (HUMAN RESOURCES-II Branch)

**Notification**

The 31st December, 2024

**No. 42/119/2019-5HR-II.**— Whereas fair and reasonable process of selection to posts subject to the norm of equality of opportunity under Article 16 (1) of the Constitution of India is a constitutional requirement.

Whereas with a view to secure and sustain the confidence of the public in general and to ensure credible and trustworthy recruitments to Government posts, the Government of Haryana proposes to introduce a Common Eligibility Test to simplify and standardize the recruitment process for Government employment to all direct recruitment to Group C posts including the posts of Police service, Prisons and Home Guards etc. but excluding the teaching posts and all direct recruitment to Group D posts other than the posts where minimum educational qualification is below Matriculation in the Haryana Group D Employees (Recruitment and Conditions of Service) Act, 2018 (5 of 2018). This test shall be held as and when decided by the Government from time to time.

In supersession of Haryana Government, General Administration Department (in General Services-I Branch), Notification No. 42/119/2019-5GS-I, dated the 05th May, 2022, the State Government is pleased to declare the following policy for recruitment through the Common Eligibility Test, namely:-

**1. SHORT TITLE AND APPLICABILITY.**

- (i) This policy may be called the Policy for Recruitment to Group C and D posts through Common Eligibility Test, 2024.
- (ii) It shall apply to direct recruitment to Group C posts including the posts of Police service, Prisons and Home Guards etc. excluding (i) the teaching posts (ii) Ex-Agniveer and (iii) Group D posts for which minimum educational qualification is below Matriculation in the Haryana Group D Employees (Recruitment and Conditions of Service) Act, 2018 (5 of 2018), in the departments of State Government or any Board, Corporation, statutory body or any other agency owned and controlled by the State Government other than any University established by or under a State Act.

(4165)

**2. DEFINITIONS.**

- (i) 'Annexure' means the Annexure appended to this policy;
- (ii) 'CET' means the Common Eligibility Test to be held separately for Group C and D posts which shall be a computer-based online/offline/ Optical Mark Reading (OMR) based test to be conducted by the Haryana Staff Selection Commission or any other Agency on its behalf as decided by the Government and it shall be bilingual i.e., conducted in Hindi and English as an when decided by the Government;
- (iii) 'CET marks' means the marks obtained by an applicant in CET;
- (iv) 'Commission' means the Haryana Staff Selection Commission;
- (v) 'Government' means the Government of State of Haryana in the Human Resources Department;
- (vi) 'Group C posts' means all Group C posts including the posts of Police Service, Prisons and Home Guards etc. but excluding the teaching posts, where the minimum educational qualification is 10+2/equivalent or Matric with additional qualification, earmarked for direct recruitment in the departments of State Government, Boards, Corporations, statutory bodies or any other agency owned and controlled by the State Government, to be filled up through the Commission;  
 'Group D posts' means all Group D posts, other than the posts where minimum educational qualification is below Matriculation in the Haryana Group D Employees (Recruitment and Conditions of Service) Act, 2018, as amended from time to time, earmarked for direct recruitment in the departments of State Government, Boards, Corporations, statutory bodies or any other agency owned and controlled by the State Government, to be filled up through the Commission;
- (vii) 'marks of skill and/or written examination for Group C post' means the marks obtained in skill and/or written examination,
- (viii) 'Parivar Pehchan Number' means the family identification number issued under section 5 of the Haryana Parivar Pehchan Act, 2021 (20 of 2021);
- (ix) 'teaching posts' means the posts advertised by the Commission for which qualifying of Haryana Teacher's Eligibility Test (HTET) is one of the essential qualifications.

**3. QUALIFICATIONAL ELIGIBILITY TO APPEAR IN CET.**

- (i) The minimum educational qualification shall be class 10+2/equivalent or Matric with additional qualification, for eligibility to appear in CET for Group C posts. The minimum qualification shall be Matric alongwith Hindi or Sanskrit as one of the subjects in Matric or Hindi as one of the subjects in Higher Standard or as per provision in Haryana Group D Employees (Recruitment and Conditions of Service) Act, 2018 (5 of 2018) for eligibility to appear in CET for Group D posts.
- (ii) No person shall be eligible to appear in CET unless he is,—
  - (a) a citizen of India; or
  - (b) a subject of Nepal; or
  - (c) a subject of Bhutan :

Provided that a person belonging to any of the categories (b) or (c) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

**4. Syllabus for CET.**

- (1) The syllabus for Common Eligibility Test shall be divided into two parts comprising—
  - (a) 75% weightage for General Awareness, Reasoning, quantitative ability, English, Hindi, and for Group C posts, computer knowledge in addition; and
  - (b) 25% weightage for History, Current Affairs, Literature, Geography, Environment, Culture etc. of Haryana.
- (2) The question paper shall be of the level of senior secondary education (i.e.10+2 level/equivalent) for Group C posts and of the level of secondary education (Matric level) in case of Group D posts.

Provided that Hindi and English shall be of Matric Level.

**5. REGISTRATION FOR CET :**

- (i) All applicants shall register on a designated portal i.e. *onetimeregn.haryana.gov.in* by such last date to be published by an advertisement issued by the Commission, providing all particulars relating to the identity of the applicant and uploading all the required documents relating to any claim including claim for reservation, educational qualifications and such other details as the Government or the Commission may seek, from time to time, for the purpose of recruitment.
- (ii) The Parivar Pehchan Number enables the recruiting agency to verify the applicant's claims in respect of residence, educational and other qualifications, caste and experience certificate, family income/assets, status of parents (if any parent is deceased the verification of death certificate is involved), marital status of female applicant, separation certificate of legally separated women, disability certificate, sports gradation certificate, denotified tribe/Vimukt Jati certificate, certificate of ex-serviceman, dependent of ex-servicemen certificate, dependent of freedom fighter, FIR copy etc.
- (iii) The applicant may register using his Parivar Pehchan Number or Aadhaar Number or otherwise on the basis of such documentation as may be specified by Government from time to time.
- (iv) On registration, the applicant shall be allocated a Registration Number which shall be the reference ID for all purposes concerning the examination and recruitment process. An applicant who obtains the Registration Number and intends to offer candidature for direct recruitment for Group C and/or Group D post(s) in subsequent years shall not have to re-register but shall apply online for consideration in subsequent years using the same Registration number and pay the requisite fee.

**6. FEES FOR CET:**

- (1) For CET, the processing fees per test shall be as under:-

Sr. No.	Category	Residents of Haryana		Non-residents of Haryana	
		who provide PP Number/Aadhaar No.	who do not provide PP Number/Aadhaar No.	who provide Aadhaar No.	who do not provide Aadhaar No.
1	2	3	4	5	6
1	Male applicants of general category	50% of Standard Rate	Standard Rate	50% of Standard Rate	Standard Rate
2	Male applicants who are children of Ex-Servicemen	50% of Standard Rate	Standard Rate	50% of Standard Rate	Standard Rate
3	Female applicants who are of general category or reserved category	25% of Standard Rate	50% of Standard Rate	50% of Standard Rate	Standard Rate
4	Ex-servicemen	25% of Standard Rate	50% of Standard Rate	50% of Standard Rate	Standard Rate
5	Disabled persons who covered under the Right of Persons with Disabilities Act, 2016	25% of Standard Rate	50% of Standard Rate	50% of Standard Rate	Standard Rate
6	Applicants who belong to S/Caste, Backward Class, Economically Weaker Sections	25% of Standard Rate	50% of Standard Rate	50% of Standard Rate	Standard Rate

Note 1.— For the above table, the Standard Rate shall be Rs. 1,000/- or as fixed by Government from time to time.

Note 2.— An applicant who deposited the fee at the time of registration shall be entitled to appear once in the CET, for both the posts of Group C and D. However, an applicant who wants to re-appear in CET to improve his marks either for Group C or Group D posts shall have to deposit the fee again.

**7. CET EXAMINATION AND MARKS FOR GROUP C POSTS:**

- (i) An applicant who intends to apply for direct recruitment to any applicable Group C post shall have to appear in CET for Group C posts.
- (ii) The Commission shall issue an advertisement for Group C posts based on requisition received from the Departments of State Government or any Board, Corporation, statutory body or any other agency owned and controlled by the State Government stating its intent to conduct the CET.
- (iii) An applicant who does not possess the CET minimum educational qualification specified for CET before the last date of registration for CET on the designated portal but is due to appear for the examination to attain the appropriate educational qualification during the year in which the CET is conducted, shall also be eligible to appear in the CET:

Provided that the name of such applicant shall not be considered for skill and/or written examination for the advertised posts until he acquires the minimum essential educational qualification and/or experience, if any, specified for that post by the last date for attaining such minimum qualification specified in the advertisement issued by the Commission for the conduct of skill and/or written examination.

- (iv) An applicant who has not attained the minimum age or who has crossed the maximum age limit prescribed by Government for entry into Government service for Group C post as on the last date fixed in the advertisement published by the Commission for registration for CET shall be ineligible to appear in CET. The relaxation in upper age limit to the applicants of Scheduled Castes, Backward Classes and other categories and of experience shall be admissible as per rules or instructions issued by Government from time to time.
- (v) Every applicant, who appears in the CET, shall be given marks based on his performance in the CET. An applicant of general category shall have to obtain minimum 50% marks in CET to be eligible for skill and/or written examination of second stage, however, an applicant of reserved category (both vertical and horizontal) shall receive concession @ 10%, for the purpose of eligibility for CET, i.e. the minimum cut-off for such candidates shall be 40%. An applicant of any category who obtains less than the minimum marks in CET, shall have to re-appear in CET in the next or any subsequent attempts.
- (vi) The CET marks of applicants shall be declared on the website of the Commission.
- (vii) An applicant shall be eligible to reappear in CET whenever conducted on a subsequent date and the CET marks shall be revised if the applicant improves it in the next or any subsequent attempts.
- (viii) There shall be no restriction on the number of attempts to appear in the written examination component of the CET. If an applicant who has already qualified the CET for Group C post will have the option to appear again in CET to improve his CET marks in the next or any subsequent occasion, if he so desires.
- (ix) The CET marks obtained by an applicant shall be valid for a period of three years from the date of declaration of the result of CET. Provided that if an applicant improves his CET marks in the next or any subsequent attempt, then the fresh period of validity of three years will commence from the date of declaration of result of such attempt.
- (x) CET marks shall be declared on the website of the Commission in respect of the applicants who have achieved the specified cut-off as per sub-clause (v) above.

**8. CET EXAMINATION AND MARKS FOR GROUP D POSTS:**

- (i) An applicant who intends to apply for direct recruitment to any applicable Group D post shall have to appear in the CET for Group D posts.
- (ii) The Commission shall issue an advertisement for Group D posts based on requisition received from the Departments of State Government or any Board, Corporation, statutory body or any other agency owned and controlled by the State Government stating its intent to conduct the CET.
- (iii) An applicant who does not possess the CET minimum educational qualification specified for CET but has attained the minimum age before the last date of registration for CET on the designated portal and is due to appear for the examination to attain the appropriate educational qualification during the year in which the CET is conducted, shall also be eligible to appear in the CET:

Provided that such applicant shall not be eligible to apply for selection against the advertised posts like other eligible candidates of similar category having equal to or lesser CET marks until he acquires the minimum essential educational qualification and/or experience, if any, specified for that post by the last date for attaining such minimum qualification specified in the advertisement issued by the Commission.

- (iv) An applicant who has not attained the minimum age or who has crossed the maximum age limit prescribed by Government for entry into Government service for Group C post as on the last date fixed in the advertisement published by the Commission for registration for CET shall be ineligible to appear in CET. The relaxation in upper age limit to the applicants of Scheduled Castes, Backward Classes and other categories and of experience shall be admissible as per rules or instructions issued by Government from time to time.
- (v) Every applicant, who appears in the CET, shall be given marks based on his performance in the CET. An applicant of general category shall have to obtain minimum 50% marks in CET, however, an applicant of reserved category (both vertical and horizontal) shall receive concession @ 10%, for the purpose of eligibility for CET i.e. minimum cut-off for such candidates shall be 40%. An applicant of any category who obtains less than the minimum marks in CET he shall have to re-appear in CET the next or any subsequent attempts.
- (vi) The CET marks of applicants shall be declared on the website of the Commission.
- (vii) An applicant shall be eligible to reappear in CET whenever conducted on a subsequent date and the CET marks shall be revised if the applicant improves it in the next or any subsequent attempts.
- (viii) There shall be no restriction on the number of attempts to appear in the written examination component of the CET. If an applicant who has already qualified the CET for Group D post will have the option to appear again in CET to improve his CET marks in the next or any subsequent occasion, if he so desires:
- (ix) The CET marks obtained by an applicant shall be valid for a period of three years from the date of declaration of the result of CET. Provided that if an applicant improves his CET marks in the next or any subsequent attempt, then the fresh period of validity of three years shall commence from the date of declaration of result of such attempt.
- (x) CET marks shall be declared on the website of the Commission in respect of the applicants who have achieved the specified cut-off as per sub-clause (v) above.

**9. PROCESS FOR RECRUITMENT OF GROUP C POSTS:**

- (i) After publication of CET (Marks) in accordance with sub-clause (xi) of clause 7 above, the posts available for recruitment shall be advertised by the Commission along with the syllabus, procedure/manner of conducting skill and/or written examination of the advertised posts and last date for attaining minimum educational qualifications and/or experience. On the advertisement being issued, the Commission shall invite applications electronically of the eligible candidates based on the merit list of CET (Marks) to know whether the candidate is willing to appear for skill and/or written examination for that post.  
  
(Provided that out of the candidates applying for the post, the maximum number of candidates eligible to appear for the skill and/or written examination shall be ten times the total number of posts advertised by the Commission. The eligible candidates shall apply electronically on the website of the Commission using their Registration Number. The last date for submission of application shall also be mentioned in the advertisement by the Commission).
- (ii) If the CET (Marks) of the last candidate who has applied for the post in terms of sub-clause (i) above is achieved by more than one candidate, then all the candidates at the cut off CET (Marks) who have applied for the post shall be entitled to be considered for appearing in the skill and/or written examination for the post(s) advertised by the Commission.
- (iii) On receipt of requisitions of the posts of different nomenclature but of similar educational qualifications and pay scales, the Commission shall be competent to hold one common skill and/or written examination with the condition that the distribution/allocation shall be on merit-based option given by the successful candidates for the post and/or Department.
- (iv) When the number of candidates applying under sub-clause (i) who are eligible is less than the number limit specified in the above said clause then the Commission may extend the date by publication on the website for enabling further eligible candidates to apply.

- (v) For consideration of a candidate against a post of general category, such candidate has to secure minimum 50% marks in the skill and/or written examination to be considered for selection/recruitment. In case of consideration against the reserved category post (whether vertical or horizontal) the candidate shall receive a concession @ 10% for the purpose of eligibility for the purpose of skill and/or written examination, i.e. the minimum cut off for such candidates shall be 40% because they have been given 10% concession in minimum marks.
- (vi) The Commission shall on the basis of marks obtained in the written/skill examination shortlist the candidates for selection, recommendation or waiting list in the respective categories and publish on the website in accordance with clause 12.
- For calculation of total marks of skill and/or written examination of a candidate, the marks obtained in skill and/or written examination shall be added to the score, if any, (like NCC in case of Police Recruitment etc.) to derive at the total marks of skill and/or written examination of the candidate.
- Save as otherwise provided in any instructions of Government, in case of non-availability of eligible candidate(s) of respective category after the skill and/or written examination for the post which remain unfilled shall be re-advertised as per reservation policy. A clear mention of this condition shall be made in the advertisement issued by the Commission.
- (vii) **The Commission reserves the right to review the formula to decide the maximum number of CET qualified candidates who shall be eligible to appear for the skill and/or written examination, in future whenever it feels the need for the same.**

**10. PROCESS FOR RECRUITMENT OF GROUP D POSTS:**

The Commission shall on the basis of CET mark shortlist the candidates for selection, recommendation or waiting list in the respective categories and publish on the website in accordance with clause 12. The posts available for recruitment shall be advertised by the Commission to invite applications electronically of the eligible candidates based on the merit list of *CET (Marks)* to know whether the candidate is willing to be appointed on that post. The eligible candidates shall apply electronically on the website of the Commission using their Registration Number by such last date as may be indicated in the advertisement. Accordingly, the Commission shall recommend the name to the concerned Appointing Authority for appointment to Group D post.

**11. RECOMMENDATION OF NAME OF CANDIDATE(S) BY THE COMMISSION:**

The name of eligible candidates in order of merit shall be recommended to the concerned Appointing Authority to issue appointment letter and such candidate shall be ineligible to be considered for further selection on the post of same pay level after 90 days from the date of joining on the said post based on the CET marks unless he appears afresh in CET and obtains a new CET marks).

**12. WAITING LIST:**

In this regard the instructions issued by Government from time to time shall be applicable.

**13. MAINTENANCE OF RECORD:**

The record of CET shall be preserved for one year from the date of declaration of result in hard copy. Digital copy of records shall be retained for five years.

**14. JURISDICTION:**

All legal disputes with regard to the CET shall be subject to the jurisdiction of Courts at Panchkula (Haryana) only.

**15. SAVINGS:**

Any action taken consequent to the issue of the earlier notification by Haryana Government, General Administration Department (in General Services-I Branch) vide No. 42/119/2019-5GS-I, dated the 22nd May, 2022, including the registration of the applicants for Common Eligibility Test, shall be deemed to have been taken under this Policy.

**16. POWER TO AMEND:**

The power to interpret, change, amend and removal of doubt of any provision of this notification shall lie with the Human Resources Department.

VIVEK JOSHI,  
Chief Secretary to Government, Haryana.

**Annexure-A****Illustration No. 1: Validity of CET marks in case of improvement by an applicant:**

Mr. A appeared in CET-2022 during the year 2022 and obtained 70% marks, he appeared again in CET-2023 held in the year 2023 to improve his marks because he was not appointed against any post till that date. Now he obtained 85% marks in the CET-2023. The validity of highest marks (85%) of Mr. A will commence from the date of declaration of result of CET-2023 upto next three years or upto the date he further improves his marks in CET, whichever is earlier.

Mr. B appeared in CET-2022 during the year 2022 and obtained 84% marks, he appeared again in CET-2023 held in the year 2023 to improve his marks because was not appointed against any post till that date. Now he obtained 75% marks. The validity of highest marks (84%) of Mr. B will remain intact commence for a period of three years from the date of declaration of result of CET-2022 and during this period the lower marks (75%) obtained in CET-2023 will be ignored.

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11509—C.S.—H.G.P., Pkl.