

Haryana Staff Selection Commission
Bays No.67-70, Sector-2, Panchkula-134151
(www.hssc.gov.in)

SCRUTINY & DEPARTMENT PREFERENCE FILLING NOTICE

In continuation to Notice dated 13.05.2022, written exam result notice dated 17.05.2022 and in compliance of Hon'ble High Court orders in CWP No. 15672 of 2021 dated 25.04.2022, it is informed to all concerned candidates of Advt. No. 5/2019, Cat. No.01 for the post of Clerk that scrutiny of said post will be conducted from 21.05.2022 to 06.06.2022 at Sector-5, Parade Ground, Panchkula. As already notified in notice dated 13.05.2022 Scrutiny which was done earlier prior to the final result dated 30.09.2020 of above mentioned posts, thus now becomes null and void. Only documents which will be submitted now will be considered for final selection and no claim with regard to scrutiny of documents submitted earlier whether online or offline will be considered. All shortlisted candidates as per result notice dated 17.05.2022 shall bring and submit all documents again during scrutiny of documents, without which benefit or claim of reservation, educational qualification, socio-economic marks will not be given. If a candidate has submitted documents during filling online application form or scrutiny form but fails to submit or produce the documents during physical verification of documents now, then his claim stands forfeited and no benefit will be given.

2. Accordingly, department allocation to all selected candidates will be done on the basis of their revised merit and preference, so all shortlisted candidates are advised to fill their department preference online using their login ID and password from 21.05.2022 to 27.05.2022 failing which departments will be allocated in accordance with merit as per criteria decided by Commission. Candidates already selected/presently working and candidates who have already filled department preference earlier shall also fill again as department allocation will be done again on the basis of revised result and thus revised merit for all selected candidates.

Roll No. wise schedule

<u>Date</u>	<u>Roll No. From</u>	<u>Roll No. To</u>
21-May-22	9990000016	9990144663
22-May-22	9990144745	9990285314
23-May-22	9990285360	9990362280
24-May-22	9990362304	9990426424
25-May-22	9990426565	9990490849
26-May-22	9990490878	9990559004
27-May-22	9990559034	9990629562
28-May-22	9990629594	9990714859
29-May-22	9990714873	9990805830
30-May-22	9990805851	9990898030
31-May-22	9990898076	9991061394
01-June-22	9991061457	9991223748
02-June-22	9991223782	9991291085
03-June-22	9991291182	9991352796
04-June-22	9991352827	9991415982
05-June-22	9991416013	9991483500
06-June-22	9991483580	9991510321

Important Note:

- 1) Candidates shall download their admit card from 19.05.2012 using Login ID & password and shall appear before the Committee at time and date as mentioned in admit card.
- 2) All Photostat copy of documents to be submitted during physical scrutiny of documents shall be clear and legible. Issuing date, issuing authority and complete header/footer should be clearly visible. Documents without issuing date and issuing authority will be out rightly rejected and candidate will himself/herself be responsible for this lapse.

- 3) Only those documents will be considered valid which are issued before cut off date i.e. 13.08.2019 for above mentioned post, so candidates must bring documents issued before cut off date for the said post.
- 4) Status of scrutiny conducted during physical verification is only provisional and is subject to change. When candidates are asked to come for scrutiny, it is expected of them to present all documents in support of their claim in application form, their documents are checked with original and collected and only provisional comments are entered by checking Committee which is further subject to final scrutiny report by Commission.
- 5) In case of any fake documents submitted by candidate, candidature of candidate will be cancelled, candidate will be debarred and criminal proceedings will be initiated against him/her. So, candidates shall submit/produce only those documents which are correct & authentic.
- 6) Thumb and facial biometric will also be carried out during scrutiny of documents of all candidates and in case of any mismatch their candidature will be cancelled and candidates will be debarred from future recruitments.
- 7) **Since the recruitment is to be completed in restricted time frame as per court order, so no chance to any absentee candidates will be given for scrutiny of documents. Candidates shall be present on the date and time mentioned in the admit card. Candidate's documents will not be verified if he/she does not appear on the scheduled date, slot and time. Even if he appears on any other date when scrutiny of other candidates is scheduled, he will not be given any opportunity and no representation in this regard will be entertained by commission and no separate information will be sent to any candidate.**
- 8) A candidate has to submit all his documents at one time and no opportunity to change or add any document will be given after his scheduled date and time under any circumstance.
- 9) Since biometric will also be carried out to check impersonation, so candidates once entered in the premises will not be allowed to exit for any reason till his process of scrutiny is complete. So candidates must bring all documents alongwith him as he/she will not be allowed to leave the premises once entered for any reason such as taking print out and photostat.
- 10) Responsibility of submission of documents lies with candidate and under no circumstances request for change of slot, time or date will be entertained.
- 11) Format of Socio-Economic criteria documents as already attached as annexures with advertisement is also enclosed herewith. All candidates must submit the documents for socio-economic benefit in the required format as annexed.
- 12) 'No-job in family' undertaking should be in attached format and shall be attested by Class-I officers. Candidate shall submit his original attested undertaking to the Scrutiny Committee. For taking the benefit of fatherless, certificate of only fatherless will be allowed. If a candidate has got 'orphan certificate', then it must have the details 'whether candidate is first or second child' and 'age of father when died' failing which benefit of fatherless will not be given. Death certificate will not be accepted.
- 13) Electronic gadget such as mobile, camera etc are strictly prohibited. Only documents, pen, ID proof, recent passport-size photograph will be allowed in the premises. No tape, fevicol, stapler etc will be allowed.
- 14) Documents shall be arranged in following sequence
 - i) Scrutiny Form
 - ii) Online application form
 - iii) Matriculation certificate
 - iv) 12th Certificate
 - v) Graduation or any higher qualification
 - vi) Domicile
 - vii) Caste certificate

- viii) DESM eligibility certificate/battle casualty certificate/ESM NOC and discharge book
- ix) Socio economic
- a) undertaking of No Job
 - b) fatherless/widow
 - c) De-notified or Nomadic Tribe
 - d) Experience
- x) Aadhaar or any ID proof
- xi) Any other document
- 15) All pages shall be self-attested and numbered.
- 16) In case original documents are submitted in any department then candidates shall bring it in writing from the department with the list of documents available with the Department and produce photostat copy of documents attached by concerned Department officer.
- 17) No representation/request for change in reservation category will be entertained. Candidates who fail to submit reservation category documents in support of his claim mentioned in application form, his/her candidature in the respective category will be rejected. In case of variation in documents submitted and category claimed, candidate in respective category will be rejected.
- 18) EWS certificate issued as per instructions of Govt. of Haryana and which are valid for jobs in Haryana Govt. will only be considered. Certificate valid for job in Central Govt. will not be considered.
- 19) Candidates shall bring the filled scrutiny form during scrutiny of documents which is enclosed herewith. It should be filled by candidate in his/her own handwriting.
- 20) Claim under socio-economic criteria, if any, shall be admissible to those candidates only who have claimed and uploaded the relevant documents at the time filing online applications.

Place: Panchkula.
Dated: 17th May, 2022

Sd/-
Secretary,
Haryana Staff Selection Commission,
Panchkula.

Annexure-A-II

**GOVERNMENT OF HARYANA
Certificate for an applicant whose father has died**

No. _____ Date _____

Certified that the person with the details mentioned below is an applicant whose father has died-:

1	Name of applicant(IN BLOCK LETTERS)	
2	Date of Birth(enclose proof)	
3	Age of applicant at the time of father death	
4	Applicant is first or second child	
5	Present Address, Village	
6	Post Office	
7	Police Station	
8	District	
9	Caste	
10	Father's Name	
11	Date of birth of father	
12	Age of father at the time of his death	
13	Date of father's Death (enclose death certificate)	
14	Mother's Name	
15	Occupation	
16	Aadhar No/PAN Card No/Voter Id No (if any)	

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

Signature with seal of the Naib Tehsildar/Tehsildar

**GOVERNMENT OF HARYANA
WIDOW Certificate**

No _____ Date _____

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

1.	Name (IN BLOCK LETTERS)		
2.	Address		
3.	Village		
4.	Tehsil		
5.	District		
6.	Post office with PIN Code		
7.	Name of Father/Mother		
8.	Name of Husband		
9.	Date of Death of Husband		
10.	Aadhaar No./PAN Card No./Voter ID No. (if any)		

This certificate is issued based on the details given in the application, Verification Report, local enquiry, facts and records produced.

Signature with seal of the Naib Tehsildar/Tehsildar

Experience Certificate

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 of Government of Haryana or any State Government or Government of
India.)
2. The period of engagement was from.....
to and the completed years and
months are (years & 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

Date:
Time:

Committee: _____

HARYANA STAFF SELECTION COMMISSION
BAYS NO. 67-70, SECTOR-2, PANCHKULA - 134151
Website www.hssc.gov.in

Advt. No. 05/2019

Date of publication: : 20.06.2019
Opening date for submission of online applications: : 24.06.2019
Closing for submission of online applications: : 08.07.2019
Closing date for deposit of fee: : 11.07.2019
Corrigendum dated : 02.08.2019
Last date for submission of application form : 13.08.2019
Last date for deposit of fees : 16.08.2019

Scrutiny format for the post of Clerk Advt. No. 05/2019, Cat. No.01

- 1) **Roll No.** _____
- 2) **Name of candidate** _____
- 3) **Father's Name** _____
- 4) **Reservation claimed category (As per online application form)** _____ **(upload document)**

Sr. No.	Qualification	Yes/ No	Documents/certificate uploaded		
			Date of issuing	Issuing authority	Document Serial No.
1.	Matriculation from a recognized board				
2.	Hindi/Sanskrit up to Matriculation, as one of the subject.				
3. a)	Age- 17-42 Years				
b)	If age relaxation claimed (Relaxation in upper age limit is to be given as per Haryana Govt. instructions.).				
4.	Domicile of Haryana				
5.	If ESP , whether Sports Gradation Certificate as per notification no. 4/40/2017-4SYA dated 25.05.2018 issued by Sports & Youth Affairs Department Haryana.				
6.	10+2/10+2 Division/Graduation or its equivalent from a recognized Board/University.	First	12 th		
	10+2 Marks			Obt.= Max.=	____% _____ Division
	Graduation				
	Grad. Marks			Obt.= Max.=	____% _____ Division
7.	Higher Qualification				

(Signature of candidate with date)

(Signature of HSSC official)
With full Name & Designation

8.	Socio-economic criteria & Experience	Yes/No	Date of issuing	Issuing authority	Document Serial No.
	a) Is applicant or any person from among the applicant's family viz father, mother, spouse, brother and Son is, was or has been a regular employee in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority of Government of Haryana or any other State Government or Government of India.(Undertaking attested by class 1 officer)				
	b) If the applicant is, (i) A Widow; or (ii) The first or the second child and his father had died before attaining the age of 42 years; or (iii) The first or the second child and his father had died before the applicant had attained the age of 15 years. (Certificate issued by Tehsildar)	(mention category, if applicable)			
	c) If the applicant belongs to such a denotified tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic tribe of Haryana which is neither a Scheduled Caste nor a Backward Class. (Certificate issued by Tehsildar)	(mention category, if applicable)			
	d) Experience: One-half (=0.5) mark for each year or part thereof exceeding six month of experience, out of a maximum of 16 years, on the same or a higher post in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority of Government of Haryana . No marks will be awarded for any period less than six months. (Experience certificate should be signed by competent issuing authority with number and seal of office).	(mention total period, if applicable) Work experience start date			

Declaration only by the candidate:

I hereby declare that all statement made in the above format regarding educational qualification and experience etc. to which I have submitted the above documents/certificates are true/correct and complete to the best of my knowledge, belief, record and nothing has been concealed therein. In the event of any information being found detected/false/incorrect/incomplete and ineligible before or after the selection/appointment then my candidature may be cancelled and any legal action as per law can be initiated/taken against me. I have ensured that documents submitted belong to me and have been submitted after scanning from original. If any discrepancy found at any later stage, I may be declared ineligible and my Candidature may be cancelled.

Total No. of documents submitted 01 to _____

Total pages attached (Pages shall be numbered except scrutiny Performa) 01 to _____

**(Signature of HSSC official)
With full name and designation**

(Signature of Candidate with date)

No-Job in Family Undertaking
(to be attested by Class-I officer)

I.....,Son/Daughter.....of.....ag
ed.....,years, R/o District....., do hereby submit
the following information for claiming marks under the Socio-economic criteria
namely:-

(1) That I am to apply for the post of Clerk in HSSC against Category No. 01
Advt.No.5/2019.

(2) That my Aadhaar No./PANCard No./Voter ID No.is.....,

(3) That neither the applicant nor any person among the applicant's family
viz. father, mother, spouse, brothers and sons is, was or has been a regular
employee in any Department / Board / Corporation/ Company/ Statutory
Body/ Commission / Authority of Government of Haryana or any other State
Government or Government of India till **03.09.2020(final result declaration
date) for the post of Clerk against Advt. No. 5/2019, Cat. No. 01.**

(4) That the status of employment of the women's candidates family shall be
considered with regard to her family of birth not of in-laws except spouse.

(5) That any person among in candidate's family in Government Job having
separate family ID/ Ration Card will not be entitled to be awarded marks
under Socio-Economic Criteria having no Government Job.

(6) That as no person as mentioned above had been in employment, I may be
allotted marks under the socio-economic criteria. That I have not been
selected on any post earlier by taking the benefit of socio-economic marks
except the above mentioned post.

**(7) That I fully understand that the marks are given on the basis of
information supplied by me and if at any stage it is found that the
information has been provided wrongly then not only my service can be
terminated on the ground of supply of wrong information even if
without these marks also my name would have figured within the select
list / recommendation list. I also understand that criminal action can
be taken against me for providing wrong / false information and I can
be debarred from all future recruitments of Govt. of Haryana.**

(8) That the deponent shall not take advantage of this benefit if in meantime
any other eligible person in my family obtains the benefits thereof in the
recruitment.

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

Place:-

DEPONENT

Date:-

Attested by Class-I, Officer (with name/stamp and mobile No.)