



# HARYANA PUBLIC SERVICE COMMISSION

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

Advertisement No. 25/2026

Date of Publication: 19.09.2026

The Commission invites online applications from eligible candidates for the **45 posts of Food Safety Officer (Group-B) in Food & Drugs Administration Department, Haryana.**

For filling the application form, the candidates are required to follow the following four stage process (i) Registration of the candidate, (ii) Filling up particulars in the application form, (iii) Payment of fee and (iv) final submission of the signed application form. The steps to be followed by the candidate are summarized as under: -

1. Candidates will have to compulsorily register online by visiting <https://hpsc.gov.in>, for submitting their online application form. Detailed instructions for filling up online applications are available on the above-mentioned website. No other means / mode of submission of application will be accepted.
2. Candidates can register online by using their Mobile Number.
3. After successful registration, a URN would be created.
4. The candidates can apply against the advertisement, as per their qualifications, by using their login ID.
5. Aadhar Number/Virtual ID (VID) is required for Aadhar authentication during Biometric attendance.
6. After filling up the application form, the candidates would have to submit the same by making payment of requisite fee.
7. **After making payment, the candidate has to take a printout of his/her application form, check the same for any inadvertent error and after due checking, sign the application form and then upload the same.**
8. **In case the signed copy of the duly filled and checked application form is not upload by a candidate his/her application would be considered incomplete, and candidature of such candidate would be automatically rejected.**
9. The candidate should carefully enter his/her particulars and details in the online application form because after submission of the online application form, **no change in any particular/detail would be allowed.**

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

Dated: 18.09.2026

  
Deputy Secretary  
Haryana Public Service Commission  
Panchkula



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Advertisement No. 25/2026

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The Commission invites online applications from eligible candidates for the **45 posts of Food Safety Officer (Group-B) in Food & Drugs Administration Department, Haryana.**

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

| Category                                                                                     | Requisition for 45 Posts of Food Safety Officer (Group-B)                   |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Un-reserved                                                                                  | 22                                                                          |
| DSC                                                                                          | 05                                                                          |
| OSC                                                                                          | 05                                                                          |
| BC-A                                                                                         | 05                                                                          |
| BC-B                                                                                         | 03                                                                          |
| EWS                                                                                          | 05                                                                          |
| <b>Total</b>                                                                                 | <b>45</b>                                                                   |
| ESM (General)                                                                                | 02                                                                          |
| PwD                                                                                          | <b>02 (01 – a-Low Vision (LV);<br/>(01– b-Deaf, Hard of Hearing (D,HH))</b> |
| <b>Note: 01 post of SC is for shortfall of SC category now included in this requisition.</b> |                                                                             |

- Opening date for submission of online applications: **28.09.2026**
- Closing date for the submission of online applications: **19.10.2026 upto 05:00 PM**
- Closing date for deposit of Fee: **19.10.2026 upto 05:00 PM.**

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

Dated: 18.09.2026

  
Deputy Secretary  
Haryana Public Service Commission,  
Panchkula

**PART – A**

**Name of the Post:** 45 posts of Food Safety Officer (Group-B) in Food & Drugs Administration Department, Haryana.

| Item (s)                                                             | Timeline   |
|----------------------------------------------------------------------|------------|
| Date of publication                                                  | 19.09.2026 |
| Opening date for submission of online applications<br>(Opening Date) | 28.09.2026 |
| Closing date for submission of online applications<br>(Closing Date) | 19.10.2026 |

(The Commission's Website: [www.hpssc.gov.in](http://www.hpssc.gov.in))

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

Haryana Public Service Commission invites online application forms for recruitment for the 45 posts of **Food Safety Officer (Group-B) in Food & Drugs Administration Department, Haryana.**

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

| Category                                                                                     | Requisition for 45 Posts of Food Safety Officer<br>(Group-B)              |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Un-reserved                                                                                  | 22                                                                        |
| DSC                                                                                          | 05                                                                        |
| OSC                                                                                          | 05                                                                        |
| BC-A                                                                                         | 05                                                                        |
| BC-B                                                                                         | 03                                                                        |
| EWS                                                                                          | 05                                                                        |
| <b>Total</b>                                                                                 | <b>45</b>                                                                 |
| ESM (General)                                                                                | 02                                                                        |
| PwD                                                                                          | <b>02 (01 – a-Low Vision (LV);<br/>01– b-Deaf, Hard of Hearing (D,HH)</b> |
| <b>Note: 01 post of SC is for shortfall of SC category now included in this requisition.</b> |                                                                           |

- Note:-**
1. No. of posts may increase or decrease as per Government requirements.
  2. As per Government letter No. 14056-58 dated 17.07.2026 only low vision candidates are eligible for one seat reserved horizontally for Visually Impaired candidates.

## 2. ESSENTIAL QUALIFICATIONS:

1. (a) Should possess a Bachelor's degree or Master's degree or Doctorate degree from a recognized university or institution in following disciplines: -

Disciplines to be covered under "Food Technology-

- (i) Food Engineering
- (ii) Food Engineering and Technology
- (iii) Food Processing and Preservation
- (iv) Food Processing Technology
- (v) Food Technology and Management
- (vi) Food Biotechnology
- (vii) Food Plant Operations Management
- (viii) Food Process Engineering and Management
- (ix) Food Processing
- (x) Food Safety and Quality Management
- (xi) Process and Food Engineering.

Or

Dairy Technology or Biotechnology or Oil Technology; or Disciplines deemed to be covered under "Agricultural Science-

- (i) Agriculture
- (ii) Agriculture Engineering
- (iii) Biotechnology
- (iv) Dairy Technology
- (v) Fisheries
- (vi) Food Technology
- (vii) Food Nutrition and Dietetic
- (viii) Horticulture

Or

Veterinary Sciences or Bio-Chemistry or Microbiology or Chemistry or medicine from a recognized University,

Or

Bachelor of Medicines and Bachelor of Surgery or Bachelor of Dental Surgery or Bachelor of Homeopathic Medicine and Surgery or Bachelor of Unani Medicine and Surgery or Bachelor of Siddha Medicine and Surgery or Bachelor of Ayurvedic medicine and Surgery or Bachelor of Sowa Rigpa Medicine and Surgery; or any other equivalent recognized qualification notified by the Food Authority with the prior approval of the Central Government;

- (b) has successfully completed training as specified by the Food Authority in a recognized institute or Institution approved for the purpose; and
2. Hindi or Sanskrit as one of the subjects in Matric or Hindi as one of the subjects in Higher Education.

**Note:-** (1) Training mentioned at serial number 1(b) will given after appointment

and the candidates who shall complete the training successfully shall be notified as Food Safety Officer.

(2) No person who has any financial interest in the manufacture, import or sale of any article of food shall be appointed as Food Safety Officer under Food Safety & Standard Rules, 2011, as amended from time to time.

**Pay Scale:** - 9300-34800+4200 GP, FPL-6 (Cell-1) Rs. 35400/-

**Note:-** The qualifications of each post are as per the relevant Service Rules. The candidates should ensure that they possess the qualifications mentioned in the advertisement. No claim of any candidate regarding equivalent qualifications would be considered unless it is specified in the relevant Service Rules.

**3. CLOSING DATE: -**

- (i) The online Applications can be submitted up to the **Closing Date** i.e. **19.10.2026 till 05:00 PM.**
- (ii) The eligibility of the candidate with regard to age, educational qualifications, experience etc. shall be determined on the **Closing Date** fixed for submission of online application forms.
- (iii) All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement on the **Closing Date**. They are advised to ensure before applying that they possess the essential qualification and experience, if any, required for the post for which they are applying. They should also possess all relevant certificates and documents in support of their claim regarding educational qualification, age, experience, domicile, caste, category etc. on or before the closing date.
- (iv) **No certificate or document issued after the Closing Date will be accepted by the Commission at any stage of the selection process.**
- (v) The improvement in marks done by a candidate after the **Closing Date** shall not be considered for any purpose in this recruitment.

#### 4. APPLICATION FEE:

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

| Sr. No. | Categories of candidates                                                                                                                              | Fee (Rs.) |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1.      | For all Persons of Haryana with Benchmark Disabilities (PwBD) (with at least 40% disability).                                                         | NIL       |
| 2.      | Candidates belonging to OSC, DSC, BC-A (Non-Creamy Layer), BC-B (Non-Creamy Layer), ESM, EWS and women candidates of Haryana.                         | 250/-     |
| 3.      | DESM Candidates of Haryana belonging to their vertical category i.e. OSC, DSC, BC-A (Non-Creamy Layer), BC-B (Non-Creamy Layer), ESM, EWS of Haryana. | 250/-     |
| 4.      | DESM Candidates of Haryana belonging to UR Category.                                                                                                  | 1000/-    |
| 5.      | All remaining candidates                                                                                                                              | 1000/-    |

**Note 1:** Fees once paid will not be refunded.

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

**Note 3:** Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

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

- (i) The candidates will be issued an e-Admit Card, on the basis of information filled by them in their online application form, well before the commencement of the written test/Exam, if any.
- (ii) The e-Admit Card will be made available on the website <https://hpsc.gov.in> for downloading by the candidates. No Admit Card will be sent by post separately.
- (iii) Mere issuance of an e-Admit Card does not entitle the candidate to be

eligible in all respects for the advertised post.

- (iv) The admit cards would be issued on the basis of particulars filled by the candidates in their online application form and the candidature of candidates would be considered in the category mentioned by them in their online application form. No change of category will be allowed at a later stage.

## **6. AGE LIMITS:**

- (i) Candidate should not be less than 18 years and not more than 42 years, on or before the closing date of the advertisement i.e. **19.10.2026**.
- a. However, Relaxation in maximum age as per Government Instructions dated 25.03.2022, for various categories is available as under:

| <b>Sr. No.</b> | <b>Categories where relaxation is admissible</b>                                                                                                              | <b>No. of years for age relaxation</b>                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>(i)</b>     | Schedules Castes of Haryana                                                                                                                                   | 5 years                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>(ii)</b>    | Backward Classes of Haryana                                                                                                                                   | 5 years                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>(iii)</b>   | Disabled persons who are covered under the Rights of Persons with Disabilities Act, 2016.                                                                     | 5 year's relaxation in age (+5 years if PwBD applicant belongs to S/Castes, S/Tribe, B/Classes, EWS category (subject to maximum of 52 years) for Group A & B posts where recruitment is made through open competitive examination.<br><b>Note:-</b> Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved for PwBD or not, provided the post is identified suitable for person with disabilities. |
| <b>(iv)</b>    | Wife of military personnel who are disabled while in military service;                                                                                        | 5 years                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>(v)</b>     | Widowed or legally divorced women;                                                                                                                            | 5 years                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>(vi)</b>    | 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                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>(vii)</b>   | Unmarried women.                                                                                                                                              | 5 years                                                                                                                                                                                                                                                                                                                                                                                                                                        |

| Sr. No. | Categories where relaxation is admissible                                                                                                                                                                                               | No. of years for age relaxation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (viii)  | Ex-serviceman including Short Service Commissioned Officers and Emergency Commissioned Officers.                                                                                                                                        | Relaxation in age to the extent of his military service added by three years provided –<br>(a) he has rendered continuous military service for a period of not less than six months before his release; and<br>(b) he was released otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.                                                                                                                                                                                                                                             |
| (ix)    | Persons who have already worked or presently working on ad hoc/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 <b><u>only on equivalent post</u></b> on adhoc/ contract/ work-charged/ daily wages basis excluding the period of break, if any, including any other age relaxation admissible, if any, subject to maximum age of 52 years and also subject to the condition that if once a person has been appointed on regular basis in any Department / Board / Corporation etc. of Haryana Government with the benefit of relaxation in age he will not be entitled to avail the same again for any subsequent appointment. |

**Note 1:** Relaxation in the maximum age to the candidates belonging to the DSC/ OSC/ BC-A (Non-Creamy Layer) / BC-B (Non-Creamy Layer) / ESM category candidate of Haryana shall be admissible **only where the posts are reserved for this category.**

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

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

**7. EVIDENCE OF AGE/DATE OF BIRTH:**

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

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

In case of any guidance / information/clarification regarding their applications, candidature etc. candidates can contact over Helpline No (Technical) – 1800-1800-431, Helpdesk Email ID (Technical Queries) **SR1-hpsc@hry.gov.in** on any working day, between 10.00 hrs and 16.00 hrs.

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

The Recruitment will be made strictly in accordance with the relevant Service Rules of Food Safety Officer (Group-B) in Food & Drugs Administration Department, Haryana by the Govt. upto the date of issuance of this Advertisement. The relevant Service Rules are available above on the website **[https://fdaharyana.gov.in/PublicNotice/IIW93SQR\\_PublicNotice.pdf](https://fdaharyana.gov.in/PublicNotice/IIW93SQR_PublicNotice.pdf)**

**10. MODE OF EXAMINATION:-**

**1. Generally, the Commission has a three-stage recruitment process i.e. Screening Test followed by Subject Knowledge Test and interview.**

In the event of number of applications being large, Commission may adopt any one of the following modes for shortlisting the candidates for the next stage of the recruitment process: -

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

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

**NOTE:-**

1. (i) In cases where it is decided by the Commission to hold a Screening Test using OMR Sheets, the candidates should ensure that they have mentioned their Name, Roll Number, Booklet Series etc. correctly in the OMR Sheet. In case the candidate fails to darken the appropriate circles corresponding to their Name, Roll Number, Booklet Series etc. their OMR sheet would be automatically rejected as there is no provision for manual checking of OMR Sheets.  
(ii) **No claim for re-checking or manual checking of OMR sheets would be entertained.**  
(iii) **In cases where Subject Knowledge Test is held by the Commission, no request for re-checking or re-evaluation of answer sheets would be considered.**
2. The Commission can decide to hold a Screening Test and then a Subject Knowledge Test & Interview or it may directly hold a Subject Knowledge Test & Interview without holding a Screening Test. Decision of the Commission regarding pattern of exam would be final and the same will be binding upon the candidates.

**11. CORRESPONDENCE WITH THE COMMISSION:**

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

- i) If a candidate is not able to download his/her e-Admit Card or does not receive any other communication regarding his/her candidature for the examination well before the commencement of the examination, he/she should at once contact the Commission. Information in this regard can also be obtained over Helpline No (Technical)-**1800-1800-431**, Helpdesk Email ID (Technical Queries) **SR1-hpsc@hry.gov.in** on any working day, between 10:00 hrs and 16:00 hrs. In case no communication is received in the Commission's Office from the candidate regarding non-receipt of his/her e-Admit Card well before the examination, he/she himself/herself will be solely responsible for non-receipt of his/her e-Admit Card. No candidate will ordinarily be allowed to take the examination unless he/she holds an e-Admit Card for the examination. On

downloading of e-Admit Card, the candidates should check it carefully and discrepancies/errors, if any, should be brought to the notice of the Commission immediately.

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

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

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

**PART-B**  
**GENERAL INSTRUCTIONS**

**12. CANDIDATES TO ENSURE THEIR ELIGIBILITY FOR THE POST: -**

1. Before applying in response to the advertisement, the candidate should read carefully all the terms and conditions of the advertisement including the essential qualifications required for the post for which the candidate wants to apply, age limit, nature of experience required etc.
2. The candidate should start the process of filling in the application form only after ensuring that she/he is eligible in all respects to apply for the post and she/he is in possession of all certificates and other relevant documents as per the terms and conditions of the advertisement.
3. Application forms of the candidates who do not fulfill the essential qualifications, age and experience, if any, requirements would not be accepted by the portal.
4. Admission to the recruitment process will be purely provisional subject to satisfying the prescribed eligibility conditions.
5. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for interview/viva-voce. The candidates are advised to mention all their qualifications in the application form over and above the basic qualifications required for the post for which they are applying.
6. The qualification which is not claimed/mentioned by the candidate in the online application form will not be taken into consideration by the Commission. Hence it is the sole responsibility of the candidate to mention all qualifications correctly and clearly while filling in the online application form. Subsequent claim regarding the same would not be considered.
7. The Experience Certificate in respect of experience gained in Govt. sector should contain the details of post held, pay scale & salary drawn, period of appointment, nature of appointment, duties performed, place of posting etc. The Experience Certificate submitted in respect of the experience gained in private organizations should contain information as per performa at **Annexure-I**.
8. To prove its genuineness, the relevant supporting documents as mentioned in the foot note of **Annexure-I** should be uploaded along with the Experience Certificate by the candidates. The relevance and genuineness of the experience will be decided by the Commission based on the certificates and documents submitted

by the candidate only and, therefore, the candidate should upload all the relevant documents to prove the genuineness of his experience certificate. The Commission reserves its right to ask for additional documents to assess the claim of the candidate regarding his experience.

9. Part-time experience will not be considered. The experience acquired after the minimum essential qualification will only be considered. No experience other than claimed in the online application form will be considered
10. **The eligibility of a candidate with reference to the documents submitted by him / her is assessed only after the candidate has qualified for the interview/viva-voce.**
11. **The candidate shall declare / disclosed all pending First Information Reports (FIRs), Criminal Case, allegations of misconduct, disciplinary proceedings, investigations and civil cases Known to him / her, whether pending before any court of law or any other authority. If any information provided by the candidate in online application form is found to be false or incomplete, his / her candidature is liable to be cancelled without any claim to benefits from the Government.**

**Note:**

1. The Commission reserves its right to check the eligibility of a candidate even before he/she qualifies for interview/viva-voce if deemed fit by it.
2. The decision of the Commission regarding the eligibility of the candidate shall be final.

**13. INSTRUCTIONS REGARDING SUBMISSION OF APPLICATIONS:**

1. The candidate should read all the instructions mentioned in the advertisement carefully before filling in the Online Application Form.
2. **After filling the Online Application Form, the candidate should check all the particulars filled up in the application form to ensure the correctness of information and take a print out of the same. After checking the information filled in the application form, the candidate should sign the printout of his/her application form and upload the same along with all relevant documents to complete the submission of his/her application form.**

3. After successful submission of application, candidate should again take print out of signed application form which has been uploaded by him/her. The hard copy of the application form along with all uploaded documents must be brought at the time when called upon to do so by the Commission.
4. **Application forms submitted without uploading the duly filled and signed copy of the application form or without uploading the relevant certificates/documents with the application form would be treated as incomplete or defective application forms and the same shall be summarily rejected.** No representation or correspondence regarding such rejection shall be entertained under any circumstances.
5. Candidates are advised to fill in their application forms carefully such as Name, Father's/Mother's name, Date of Birth, Category, Qualification, marks obtained, passing year, photo, Signature, details, fee etc.
6. The candidates who wish to avail the benefit of reservation should carefully mention the Category to which they belong, in the application form and they should submit valid caste/category certificate (OSC/DSC/BC-A/BC-B/EWS etc, as applicable) as specified in relevant sub clauses of Clause 16 of the advertisement. The candidature of the candidates would be considered only in the category mentioned by them in the application form.
7. In case it is found during document verification that the caste/category certificate of any reserve category candidate is not in consonance with the relevant sub clauses of Clause 16 of the advertisement, then the candidature of such candidate would be considered in General category provided he/she fulfill all the eligibility conditions of a general category candidate, except fees.
8. **After final submission of the application form, no request for change of category or any other particular mentioned in the application form shall be entertained by the Commission at any stage due to any reason.**
9. In case the candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh online application form along with fresh requisite

fee on or before the Closing Date. No change in particulars mentioned by the candidate in the online application form would be allowed by the Commission after submission of the application form.

10. The applicants are advised to submit only a single application. However, if due to any unavoidable situation, if he/she submits another/multiple applications, then he/she must ensure that application with the highest /latest application number is complete in all respects like applicant's details, examination center, photograph, signature, fee etc. The applicants who submit multiple applications should note that only the application with highest/latest application number shall be entertained by the Commission, and that the fee paid against one Application Number shall not be adjusted against any other Application Number.
11. The candidate will solely be responsible for any mistake in the application form and fees paid by him/her will not be refunded in case the application form of the candidates is rejected.
12. The application of the candidates, who do not fulfill the qualifications/eligibility conditions on the Closing Date, shall not be accepted by the online application system.
13. Only the documents/certificates which have been submitted /uploaded along with the application form would be taken into consideration for assessing the eligibility/candidature of the candidate. **Any document/certificate issued/submitted after the closing date would not be taken into consideration.**

#### **14. DOCUMENTS TO BE UPLOADED WITH APPLICATION FORM:**

The candidates should upload the following documents with application form.

1. Scanned Photo of the Candidate.
2. Scanned Signatures of the Candidate.
3. Scanned copies of degrees and mark sheets of Educational Qualifications.
4. Scanned copy of DSC/OSC certificate of Haryana as per classification of the SC Category given in notification No. 22/163/2024-5HR-II dated 13.11.2024.
5. Scanned copy of BC-A (Non-Creamy Layer) & BC-B (Non-Creamy Layer) certificate issued on or before the closing date in the year 2025-26, as per Govt. instructions dated 22.03.2022 & notifications dated 16.07.2024.

6. Scanned copy of EWS certificate valid for year 2026-2027 as per Govt. instruction dated 25.02.2019.
7. Scanned copy of DESM certificate for the year 2026-27.
8. Scanned copy of ESM/DFF certificate/ NOC in **Annexure 'A'** by in Service Army Personal.
9. Scanned copy of PwBD Certificate. (For PwBD).
10. Scanned copy of Aadhar card/ Driving License / PAN Card / Passport / Voter Card/ Central or State ID.
11. Scanned copy of Haryana Resident/ Domicile Certificate (if a candidate is availing benefits of reservation).
12. Scanned copy of Experience Certificate issued by Competent Authority.
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 as per Government Instruction dated 25.03.2022).
15. Scanned copy of disability certificate in case of Disabled ESM.

#### 15. **NATIONALITY:**

For this recruitment, a candidate must be either: -

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before 1<sup>st</sup> 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.

#### 16. **RESERVATION:**

- (i) The benefit of reservation will be given only to those DSC /OSC /BC-A (Non-Creamy Layer) /BC-B (Non-Creamy Layer) /EWS /PwBD category candidates who are Residents /Domiciles of Haryana State.
- (ii) **BC-A /BC-B Candidates who are domiciles of Haryana State and who fall within the Creamy layer as per Haryana Govt. notification No. 40/13/2024-1SW dated 16.07.2024 are not eligible to claim any benefit of reservation of BC-A /BC-B Category. Such candidates should submit their application form under General category.**

- (iii) All the candidates of Scheduled Caste category are required to submit / upload the latest DSC /OSC category certificate issued as per notification No.22/163/2024-5HR-II dated 13.11.2024.
- (iv) The women candidates, Residents /Domiciles of Haryana State, seeking reservation under DSC /OSC /BC-A (Non-Creamy Layer) /BC-B (Non-Creamy Layer) /PwBD /EWS category are required to submit the Caste Certificate issued by the Competent Authority from **Parental Side (Father's side)** only. It should be noted that Certificate from in-laws (Husband Side) will not be entertained.
- (v) The State Government has specified the criteria for exclusion of persons within the Backward Classes as Creamy Layer, regarding reservation in Service and Admission vide notification No. 40/13/2024-1SW dated 16.07.2024. Therefore, the candidates belonging to BC-A (Non-Creamy Layer) /BC-B (Non-Creamy Layer) category of Haryana are required to attach latest /updated Certificate as per Govt. notification No. 40/13/2024-1SW dated 16.07.2024 (available on the website of C.S. Haryana i.e. <http://csharyana.gov.in>). The certificate should be issued by the Competent Authority during 2026-27 only i.e. from April 2026 to March 2027.
- (vi) It is essential to mention here that it is clearly mentioned at point no. (xiii) (iii) of the Govt. instruction No.22/132/2013-1GS-III dated 22.03.2022, under the heading "Validity of a Caste Certificate" that ***"Certificate which include income and /or assets-based information like creamy layer criteria shall become invalid after the validity period prescribed on the said certificate. Such certificates shall be valid for the current financial year, i.e. till coming 31<sup>st</sup> March (included) from the date it has been issued"***.  
Hence the candidates should ensure that they have submitted their BC-A (Non-Creamy Layer), BC-B (Non-Creamy Layer) & EWS certificates which **have been issued on or before the closing date and are valid for the current financial year i.e. 1<sup>st</sup> April 2026 to 31<sup>st</sup> March, 2027.**
- (vii) Candidates having OBC Certificate are directed to submit their BC-A (Non-Creamy Layer) /BC-B (Non-Creamy Layer) Certificates issued by Competent Authority clearly mentioned their category otherwise OBC Certificates will not be considered.
- (viii) **The candidates of reserved categories of Haryana for which no post is available /reserved, can apply against the posts of General/UR category, if he /she fulfils all the eligibility conditions as meant for General /UR category candidates, except fee. Such candidates must attach scanned copy of their Caste Certificate and Resident of Haryana Certificate for claiming fee concession.**
- (ix) It is clarified that only such SC /BC-A (Non-Creamy Layer) /BC-B (Non-Creamy Layer) candidates who are selected on the same standards as applied to General candidates shall not be adjusted against reserved

vacancies. In other words, when a relax standard is applied in selection of an SC /BC-A (Non-Creamy Layer) /BC-B (Non-Creamy Layer) candidate, e.g. in the age limit, experience, qualification, extended zone of consideration larger than what is provided for general category candidate etc. the SC /BC-A (Non-Creamy Layer) /BC-B (Non-Creamy Layer) candidates are to be counted against reserve vacancies. Such candidates would be deemed as unavailable for consideration against unreserved vacancies.

- (x) The candidates belonging to BC-A & BC-B categories who fall in the Creamy Layer zone as per latest Govt. instruction will be treated as General Category candidate for all purpose and they have to pay full fees as meant for candidates of General category.
- (xi) 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.
- (xii) **It is clarified that the candidature of a candidate will be considered only in the category filled by him /her in the application form. No change of category will be allowed under any circumstances.**
- (xiii) **Economically Weaker Section (EWS) of Haryana: -**
  - (i) The candidates belonging to EWS category of Haryana are required to attach necessary CERTIFICATE as per Haryana Govt. Instructions issued vide No. 22/12/2019-1GS-III dated 25.02.2019 (Available on the website of CS Haryana i.e. <http://csharyana.gov.in/>) issued by the Competent Authority.
  - (ii) The EWS certificate should be valid for the year 2026-27 i.e. from April 2026 to March 2027.

**NOTE:-**

1. BC-A (Non-Creamy Layer)/ BC-B (Non-Creamy Layer) and EWS candidates are required to submit their latest certificate issued by the competent authority for the year 2026-27. Certificates issued during the year 2025-26 will not be accepted.
2. BC-A (Non-Creamy Layer) and BC-B (Non-Creamy Layer) candidates claiming that they do not fall within the Creamy Layer as specified in Government Notification dated 16.07.2024 are informed that BC-A (Non-Creamy Layer)/BC-B (Non-Creamy Layer) certificate is issued on the basis of income of the applicant during the previous financial year and his/her assets during the last 3 financial years. Hence the BC-A/BC-B (Non-Creamy Layer) candidates are directed specifically to submit a certificate based on the income of F.Y 2026-27, i.e. for the period 01.04.2026 to 31.03.2027 & issued after 01.04.2026. Old certificates issued on the basis of income during earlier years would not be valid and would not be considered.

3. Similarly EWS candidates are required to submit EWS Certificate issued on the basis of income of applicant during the F.Y 2026-27, i.e. for the period 01.04.2026 to 31.03.2027 & issued after 01.04.2026 and valid for the year 2026-27. Old certificates issued on the basis of income during earlier years would not be considered.

(xiv) **Ex-Servicemen (ESM)/ Dependents of Ex-Servicemen (DESM): -**

The benefit of reservation is under ESM/DESM category would be given as per Haryana Govt. notification no. 01/10/2021-2HR-III dated 25.05.2026 as under: -

**1. Definition of Ex-serviceman. –**

An Ex-Serviceman means

- (i) Who is domicile of Haryana State:
- (ii) 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 has been –

|     |                                                                                                                                                                            |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) | Either retired or relieved or discharged from such service whether at his own request of being relieved by the employer after earning his or her pension, or               |
| (b) | Relieved from such service on medical grounds attributable to the military service or circumstances beyond his control and awarded medical or other disability pension, or |
| (c) | Released from such services as a result of reduction in establishment; or                                                                                                  |

- (iii) Who has been released from such service after completing the specific period of engagement, 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, namely, Pension holders for continuous embodied service or broken spells of qualifying service; or
- (iv) personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension, or
- (v) Personnel who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987, or
- (vi) Gallantry award winners of the Armed Forces including personnel of Territorial Army; or
- (vii) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension, or

- (viii) Short Service Commissioned Officers released from service after completing initial terms of engagement otherwise than by way of dismissal or discharge on account of misconduct or inefficiency and have been given gratuity shall be eligible to the status of Ex-servicemen.

Note 1. – In case of an ex-serviceman who has been discharged from military service by way of dismissal, misconduct or inefficiency then neither he/she himself/herself nor his/her family member shall be entitled to avail the benefit of reservation in civil service.

Note 2. – A person working in Armed Forces would become eligible for applying civil posts only when he completes the prescribed period of Army Service within a year from the last date for receiving application connection with Special Recruitment / Examination, etc prescribed by the competent authority. The pro-forma of the certificate to be submitted along with the application form has been given at **Annexure-A**. Since the appointment of such a candidate is subject to his submitting documentary evidence that he has been duly released/ retired/discharged from the Armed Forces and qualified as an Ex-Servicemen, such a candidate shall be required to submit along with his application an undertaking duly signed by him in the format as at **Annexure-A**.

## **2. Benefit of reservation once in Civil Service:**

An ex-serviceman who himself/herself has already secured employment in civil service on regular basis in any Department/ Board/ Corporation/ University/ Bank etc. under Haryana Government or the Government of India, in such case, neither he/she himself/herself nor the family member (spouse/son/daughter) shall be entitled to avail the benefit of reservation in civil service for any subsequent appointment in any Department/Board/Corporation/ University/ Co-operative Bank etc. under the State Government. However, the benefit of age relaxation for securing another employment in a higher pay scale or post shall continue;

An ex-serviceman or his/her family member (spouse/son/daughter) who has applied for various vacancies before joining any civil employment under the State Government/Government of India 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 or his/her family member himself/herself (spouse/son/daughter) as soon as joins any civil employment on regular basis 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-serviceman.

**3. Ex-serviceman who does not want to avail the benefit of reservation but wants the benefit for family member:**

Where an ex-serviceman who himself/herself is eligible to avail the benefit of reservation under these instructions but he/she does not want to get the benefit of re-employment in civil service in such case he will submit a Declaration (Specimen is at Annexure-B), to grant the benefit of reservation to one of his/her family members (son daughter or spouse) provided the ex-serviceman himself/herself is not already in service in any Department / Board / Corporation/ Undertaking etc. under Haryana Government or under the Government of India.

**4. Benefit of reservation to the family members of Battle Casualty military personnel:**

To get the benefit of reservation in civil service, the family members of battle casualty military personnel shall have to exercise an option either to avail the benefit of-

|      |                                                                                                                                                                    |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (i)  | reservation upto two family members or                                                                                                                             |
| (ii) | Compassionate appointment to one of the family members under the Ex-gratia Policy namely, Veer Shaheed Samman Yojna 2023 notified by Government from time to time. |

**5. Criteria of priority to grant the benefit of reservation:**

The priority list for recruiting agency for preparation of final list of selection appointment of ex-servicemen or their family members against the posts reserved for ex-servicemen shall be as under-

|       |                                                                                                                                  |
|-------|----------------------------------------------------------------------------------------------------------------------------------|
| (i)   | disabled ex-servicemen, the post(s) for which they are physically fit;                                                           |
| (ii)  | failing (i), other ex-servicemen who are eligible to get the benefit of reservation under these instructions                     |
| (iii) | failing (ii), eligible family member of disabled ex-servicemen and battle casualty military personnel,                           |
| (iv)  | failing (iii), family members of other ex-servicemen who are eligible to get the benefit of reservation under these instructions |

Note 1. – Disabled ex-serviceman means a person who has been released from military service due to disability attributable to military service and who has been issued Battle Casualty Certificate (Non-Fatal) by the military authorities i.e. Govt. of India/Integrated Headquarters of Ministry of Defence (Army/Navy/Air Force) or the concerned Records Office and the ex-serviceman should have been released from military service due to disability attributable or aggravated due to military service. An ex-

serviceman shall not be treated disabled 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/at his own request.

Note 2. – In all circumstances the benefit of reservation against the posts reserved for Ex-servicemen shall be admissible right from the first stage/Preliminary Test onwards Recruiting Agency shall prepare a separate merit list for Ex-servicemen category with relaxation in qualifying marks at each stage of the selection process.

**6. Counting of selection of disabled Ex-servicemen:**

1. The reservation for both, the ex-servicemen and Persons with Benchmark Disabilities are horizontal. Where a disabled ex-serviceman is selected against the post reserved for Ex-serviceman then he will be counted against the posts reserved for Ex-servicemen and also for the respective category of vertical reservation but not against the posts reserved for Persons with Benchmark Disabilities
2. It is also clarified here that the benefit of reservation in direct recruitment shall be admissible to the eligible ex-servicemen or their family members irrespective of the fact they have joined military service before or after the period of emergency or whether they have served during emergency or not.

**Note:- 1. The candidates belonging to ESM/ DESM categories are directed to submit a ESM/ DESM certificate issued by the competent authority / concerned Zila Sanik Board which is valid on the closing date for submission of online application form, as the case may be.**

**2. Both the reservations are horizontal, therefore, a disabled Ex-serviceman who is selected against the post reserved for Ex-servicemen will not be counted against the post reserved for PwBD.**

**(xv) Reservation for Freedom Fighters (FF) and their children / grandchildren (Dependent of Freedom Fighters) (DFF):-**

The benefit of reservation for Freedom Fighters (FF) and their children/ grandchildren (Dependents of Freedom Fighters) (DFF) of Haryana will be available as per Haryana Government Notification No. 22/49/2021-1GS-III dated 27.10.2021 and notification No. 22/49/2021-1GS-III dated 26.04.2022

- (1) The benefit of 2% reservation on Group A, B, C & D posts of direct, recruitment to the children of Freedom Fighters of Haryana State shall be admissible in the following situations: -

(a) posts horizontally reserved for Ex-servicemen of any category, except Scheduled Castes, remain unfilled to this extent due to non-availability of suitable candidates; or

(b) posts vertically reserved for Backward classes remain unfilled to this extent due to non-availability of suitable candidates.

It is notified that the candidature of candidates applying under DFF Category (applicant sub-category) would be considered in their main category i.e Gen/OSC/DSC/BC-A/BC-B/EWS till the final stage of selection. At the final stage if the posts of BC-A/BC-B or ESM Category remain vacant due to non-availability of suitable candidates and the DFF Category candidate are available at the final stage, then their candidature would be considered for selection against 2% posts as explained in Haryana Government Notification No. 22/49/2021-1GS-III dated 26.04.2022

(2) Children of Freedom Fighters includes both children and grandchildren from both maternal and paternal lineage,

(3) The candidates belonging to category "Children of Freedom Fighters" shall be entitled to the benefit of above reservation subject to the following conditions: -

(i) Benefit shall be admissible to one of the children only because the Freedom Fighter himself being old-age is not eligible to get the benefit of reservation, therefore, this benefit to one of his children in lieu thereof has been allowed;

(ii) Benefit shall be admissible irrespective of the fact the Freedom fighter himself is not present alive or not;

(iii) income criteria of the children shall not be taken into account for this purpose;

(iv) where the benefit of reservation has already been availed by one or more children of a Freedom Fighter in the selection list declared by HPSC/HSSC or any other Recruiting Agency for appointment on regular basis before the date of issue of these instructions, none of the children/grandchildren of that freedom fighter shall now be eligible to get the benefit again for any post(s) the result/selection list of which is declared after the date of issue of these instructions.

(4) The provision-

(i) of re-advertisement of the posts twice to de-reserve the posts reserved for Backward Classes; and

(ii) to fill up the posts from the candidates of respective vertical category against the unfilled posts horizontally reserved for Ex-servicemen and vertically reserved for other than scheduled castes category; shall not be applicable.

- (5) Necessary entries regarding de-reservation of post(s) in the roster, point shall be made by the appointing authority concerned keeping in view the recommendations made under these instructions by the Recruiting Agency.

It is also clarified that the benefit of reservation will be admissible @ 2% of total advertised posts subject to the condition that out of these the posts remain vacant due to non-availability of suitable candidates for selection against the posts vertically reserved for Backward Classes or horizontally reserved for Ex-servicemen excluding the posts horizontally reserved for Ex-servicemen of Scheduled Castes category. The overall benefit of reservation for children/grand-children of Freedom Fighters either from the unfilled vacancies of Ex-servicemen or from the Backward Classes will remain limited to 2% only. This benefit will be admissible to one of the children/grandchildren i.e. sons and daughter of sons and daughters (parental as well as maternal) of the freedom fighters.

Note: - The candidates belonging to DFF category are directed to submit a DFF certificate issued by the competent authority / concerned Zila Sanik Board which is valid on the closing date for submission of online application form, as the case may be.

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

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

**18. SCRIBE / EXTRA TIME FOR PwBD CATEGORY CANDIDATES:**

- i) An extra / compensatory time @ 20 minutes per hour will be allowed in each paper to the Persons with Benchmark Disabilities (Blind and Low vision or Locomotor Disability), only on production of a Medical Certificate issued by Medical Board constituted by the Chief Medical Officer of concerned district, and after issuing permission by the Commission in this regard.
- ii) The PwBD (Blindness and Low vision) candidates who want the help of a scribe to write his/her paper will have to submit his/her written request to the Commission for the permission of a scribe separately well in time i.e. at least **05** days prior to the commencement of the Examination.
- iii) The candidate has to make his / her own arrangement of a scribe.
- iv) The scribe should be a studying-student up to 10+2 and his/her photo & other particulars should be duly verified by the Principal of the Institution in which the student is studying. No online request for a scribe will be accepted by the Commission.
- v) The PwBD (Blindness and Low vision) candidates who want only extra time (without the help of a scribe) will have to submit his/her written request to the Commission for permission for extra time well in time.
- vi) The PwBD candidates suffering from (Locomotors Disability) who want extra/ compensatory time will have to apply to the Commission for permission. Such candidates will be allowed extra time @ 20 minutes per hour for Examination, on production of medical certificate issued by a Medical Board, clearly stating therein that the candidate's writing ability is severally affected due to his/ her disability.
- vii) It should be noted that no such permission in the above cases will be granted by the Centre Supervisor.

**19. PENALTY FOR CERTAIN ACTS:**

The candidates are directed not to commit, indulge or attempt to do any of the following acts during the selection process: -

- (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/her 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 prayers, threat, offer, name, roll no, mobile no, address etc the answer booklet
- (x) writing obscene matter or drawing obscene sketches or irrelevant matter in the scripts; or
- (xi) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like; or
- (xii) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examination; or
- (xiii) being in possession of or using any mobile phone, (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or Bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination; or
- (xiv) violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination; or

If any candidate commits or attempts to commit any of the above-mentioned acts or abets in the commission of all or any of the above mentioned acts such candidate would be liable:

- (a) to be disqualified by the Commission from the Examination for which he is a candidate; and/or
- (b) to be debarred either permanently or for a specified period:
  - (i) by the Commission, from any examination or selection held by them.
  - (ii) by the Government from any employment under them; and
- (c) to disciplinary action under the appropriate rules if he is already in service under Government.
- (d) For criminal prosecution under the Haryana Public Examination (Prevention of Unfair Means) Act, 2021 and other relevant Act and Rules.

**20. IMPORTANT INSTRUCTIONS:**

- i) The use of any mobile phone (even in switched-off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or blue tooth devices or any other equipment or related accessories either in working or switched-off mode capable of being used as a communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.
- ii) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the written test/examination as arrangement for safe keeping cannot be assured. Commission will not be responsible for any loss in this regard.
- iii) Candidates are also advised not to bring any valuable/costly items to the venue of the written test/examination as safe-keeping of the same cannot be assured. Commission will not be responsible for any loss in this regard.
- iv) Candidates should ensure that the signatures appended by them at all the places viz. at uploaded application form, attendance list, and in other documents as well as in all the correspondence with the Commission should be identical. If any variation is found in the signatures appended by a candidate, his/her candidature will be liable for cancellation by the Commission.
- v) No candidate shall be admitted to the written test/examination unless he/she holds a valid certificate of Admission/Admit Card issued by the Commission.
- vi) No Individual information at any stage shall be given to candidates and hence all candidates should regularly visit the Website of the Commission & Public Notices in different Newspapers.
- vii) Success in the written test/examination confers no right to appointment unless the Government is satisfied after such enquiry as may be considered necessary, that the candidate is suitable in all respects for appointment.
- viii) Only those documents, which are uploaded by the candidates, shall be considered. If there is any variation in the document uploaded and produced at the time of scrutiny, candidature shall be liable to be cancelled. If any application is found without uploading requisite supporting documents and other relevant information, the candidate himself/herself shall be responsible for that and his/her candidature would be liable to be cancelled due to lack of proper or correct documents/information.

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

**21. WITHDRAWAL OF APPLICATIONS:**

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

**Dated: 18.09.2026**

  
**Deputy Secretary**  
**Haryana Public Service Commission**  
**Panchkula**

## Annexure – I

### Experience Certificate

Letter Head of the Institution/Issuing Authority

Telephone No.....

Name of Organization

Address of the Organization

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

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

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

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

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

Signature

Name of competent authority

Stamp of competent authority

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

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

**Annexure – A**

**FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING FOR CIVIL  
POSTS UNDER EX-SERVICEMEN CATEGORY.**

I, \_\_\_\_\_ S/o \_\_\_\_\_  
resident of \_\_\_\_\_ understand that, if selected on the  
basis of the recruitment/ examination to which this application relates, my appointment will be  
subject to my producing documentary evidence to the satisfaction of the Appointing Authority that  
I have been duly released/retired/discharges from the Armed Forces and that I am entitled to the  
benefits of reservation admissible to ex-servicemen in terms of the Government instructions  
issued vide No. 01/10/2021-2HR-III, dated 25th May, 2026, as amended from time to time.

2. I also understand that I shall not be eligible to be appointed to a vacancy reserved  
for Ex-servicemen in regard to the recruitment covered by this examination, if I have at any time  
prior to such appointment, secured any employment on the civil side (including Public Sector  
Undertaking. Autonomous Bodies/ Statutory Bodies, Nationalized Banks etc) by availing of the  
concession of reservation of vacancies admissible to Ex-servicemen.

Place:

Dated:

Signature of Candidate