



**CHAPTER 9**  
**Documents to be uploaded with Application Form (MANDATORY)**

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

Sr. No.	Category	Documents to be uploaded (Mandatory)
1	General	1. Scanned Copy of minimum educational academic qualifications and Matriculation Certificate. 2. Scanned Photograph of the candidate 3. Scanned signatures of the Candidate. 4. Scanned copy of Aadhar Card. 5. Scanned copy of Parivar Pehchan Patra (PPP),if applicable. 6. Undertaking as per Annexure VII.
2	Deprived Scheduled Castes (DSC)/ Other Scheduled Castes (OSC)	1. Scanned Copy of minimum educational academic qualifications and Matriculation Certificate. 2. Scanned Photograph of the candidate 3. Scanned signatures of the Candidate. 4. Scanned copy of Aadhar Card. 5. Scanned copy of Parivar Pehchan Patra (PPP), if applicable. 6. Haryana Bonafide Resident certificate. 7. Scanned Copy of SC (DSC or OSC) certificate of Haryana as per Govt. instruction issued vide no. 22/163/2024-5HRIII, dated 13.11.2024. 8. Any Other Reservation Certificates, If applicable. 9. Undertaking as per Annexure VII
3	BC-A (Non-Creamy Layer)	1. Scanned Copy of minimum educational academic qualifications and Matriculation Certificate. 2. Scanned Photograph of the candidate 3. Scanned signatures of the Candidate. 4. Scanned copy of Aadhar Card. 5. Scanned copy of Parivar Pehchan Patra (PPP), if applicable. 6. Haryana Bonafide Resident certificate. 7. Scanned copy of BC-A (Non-Creamy Layer) certificate issued on or after 01.04.2025 as per Haryana Government instructions No. 22/132/2013-1GS-III dated 22.03.2022, Government notification No. 40/13/2024-1SW dated 16.07.2024 8. Any Other Reservation Certificates, If applicable. 9. Undertaking as per Annexure VII

4	BC- B (Non-Creamy Layer)	<ol style="list-style-type: none"> <li>1. Scanned Copy of minimum educational academic qualifications and Matriculation Certificate.</li> <li>2. Scanned Photograph of the candidate</li> <li>3. Scanned signatures of the Candidate.</li> <li>4. Scanned copy of Aadhar Card.</li> <li>5. Scanned copy of Parivar Pehchan Patra (PPP), if applicable.</li> <li>6. Haryana Bonafide Resident certificate.</li> <li>7. Scanned copy of BC-B (Non-Creamy Layer) certificate issued on or after 01.04.2025 as per Haryana Government instructions No. 22/132/2013-1GS-III dated 22.03.2022, Government notification No. 40/13/2024-1SW dated 16.07.2024 .</li> <li>8. Other Reservation Certificates, If applicable.</li> <li>9. Undertaking as per Annexure VII</li> </ol>
5.	Economically Weaker Section (EWS)	<ol style="list-style-type: none"> <li>1. Scanned Copy of minimum educational academic qualifications and Matriculation Certificate.</li> <li>2. Scanned Photograph of the candidate</li> <li>3. Scanned signatures of the Candidate.</li> <li>4. Scanned copy of Aadhar Card.</li> <li>5. Scanned copy of Parivar Pehchan Patra (PPP), if applicable.</li> <li>6. Haryana Bonafide Resident certificate.</li> <li>7. Scanned copy of EWS certificate issued on or after 01.04.2025 as per Govt. Instruction dated 25.02.2019.</li> <li>8. Other Reservation Certificates, If applicable.</li> <li>9. Undertaking as per Annexure VII</li> </ol>
6.	Eligible Sports Person (ESP)	<ol style="list-style-type: none"> <li>1. Scanned Copy of minimum educational academic qualifications and Matriculation Certificate.</li> <li>2. Scanned Photograph of the candidate</li> <li>3. Scanned signatures of the Candidate.</li> <li>4. Scanned copy of Aadhar Card.</li> <li>5. Scanned copy of Parivar Pehchan Patra (PPP), if applicable.</li> <li>6. Haryana Bonafide Resident certificate.</li> <li>7. Sports Gradation certificate as per Haryana Sports Department Policy, 2018.</li> <li>8. Other Reservation Certificates, If applicable.</li> <li>9. Undertaking as per Annexure VII</li> </ol>
7.	Ex-Serviceman	<ol style="list-style-type: none"> <li>1. Scanned Copy of minimum educational academic qualifications and Matriculation Certificate.</li> <li>2. Scanned Photograph of the candidate</li> <li>3. Scanned signatures of the Candidate.</li> <li>4. Scanned copy of Aadhar Card.</li> <li>5. Scanned copy of Parivar Pehchan Patra (PPP), if applicable.</li> <li>6. Haryana Bonafide Resident certificate.</li> <li>7. Discharge certificate/Discharge Book showing the date of entry into military and date of Release, Discharge, Clause of Discharge &amp; Cause of Discharge.</li> <li>8. No objection Certificate issued by Competent Authority (if not discharged)</li> <li>9. Other Reservation Certificates, If applicable.</li> <li>10. Undertaking as per Annexure VII</li> </ol>
8.	Disabled Ex-Serviceman	<ol style="list-style-type: none"> <li>1. Scanned Copy of minimum educational academic qualifications and Matriculation Certificate.</li> <li>2. Scanned Photograph of the candidate</li> <li>3. Scanned signatures of the Candidate.</li> <li>4. Scanned copy of Aadhar Card.</li> <li>5. Scanned copy of Parivar Pehchan Patra (PPP), if applicable.</li> <li>6. Haryana Bonafide Resident certificate.</li> <li>7. Valid document(s) issued by the competent authority which individually or jointly show the date of entry into Armed Forces and date of Release, Discharge, Clause of Discharge, Cause of Discharge, percentage of disability pension/disability element.</li> <li>8. Any Other Reservation Certificates, If applicable.</li> <li>9. Undertaking as per Annexure VII</li> </ol>
9.	Family Member of Disabled Ex-Serviceman	<ol style="list-style-type: none"> <li>1. Scanned Copy of minimum educational academic qualifications and Matriculation Certificate.</li> <li>2. Scanned Photograph of the candidate</li> <li>3. Scanned signatures of the Candidate.</li> <li>4. Scanned copy of Aadhar Card.</li> <li>5. Scanned copy of Parivar Pehchan Patra (PPP), if applicable.</li> </ol>

		6. Haryana Bonafide Resident certificate. 7. Valid document(s) issued by the competent authority which individually or jointly show the date of entry into Armed Forces and date of Release, Discharge, Clause of Discharge, Cause of Discharge, percentage of disability pension/disability element to the father/mother or spouse of the candidate. 8. The Eligibility Certificate issued/renewed to the candidate by respective District Sainik & Ardh Sainik Welfare Office in Haryana on or after 13.06.2024 and on or before the closing date. 9. Any Other Reservation Certificates, If applicable. 10. Undertaking as per Annexure VII.
10.	Family Member of Ex-Serviceman	1. Scanned Copy of minimum educational academic qualifications and Matriculation Certificate. 2. Scanned Photograph of the candidate 3. Scanned signatures of the Candidate. 4. Scanned copy of Aadhar Card. 5. Scanned copy of Parivar Pehchan Patra (PPP), if applicable. 6. Haryana Bonafide Resident certificate. 7. Eligibility certificate for family members of ESM issued/renewed on or after 13.06.2024 and on or before the closing date. 8. Any Other Reservation Certificates, If applicable. 9. Undertaking as per Annexure VII.
11.	Dependent of Freedom Fighter (D.F.F)	1. Scanned Copy of minimum educational academic qualifications and Matriculation Certificate. 2. Scanned Photograph of the candidate 3. Scanned signatures of the Candidate. 4. Scanned copy of Aadhar Card. 5. Scanned copy of Parivar Pehchan Patra (PPP), if applicable. 6. Haryana Bonafide Resident certificate. 7. Certificate for children/grandchildren of Freedom Fighter issued by competent authority. 8. Any Other Reservation Certificates, If applicable. 9. Undertaking as per Annexure VII.
12.	Persons with Benchmark Disabilities (PWD)	1. Scanned Copy of minimum educational academic qualifications and Matriculation Certificate. 2. Scanned Photograph of the candidate 3. Scanned signatures of the Candidate. 4. Scanned copy of Aadhar Card. 5. Scanned copy of Parivar Pehchan Patra (PPP), if applicable. 6. Haryana Bonafide Resident certificate. 7. Scanned copy of person with disability (PWD) certificate. 8. Any Other Reservation Certificates, If applicable. 9. Undertaking as per Annexure VII.
13.	Adhoc/contract/work-charged/daily wages basis in any Department/Board/corporation of Haryana Government (For candidates claiming benefit of age relaxation).	1. Scanned Copy of minimum educational academic qualifications and Matriculation Certificate. 2. Scanned Photograph of the candidate 3. Scanned signatures of the Candidate. 4. Scanned copy of Aadhar Card. 5. Scanned copy of Parivar Pehchan Patra (PPP), if applicable. 6. Haryana Bonafide Resident certificate. 7. Scanned copy of proof of having worked on adhoc/contract/work-charged/daily wages basis in any Department/Board/corporation of Haryana Government 8. Any Other Reservation Certificates, If applicable. 9. Undertaking as per Annexure VII.

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

## CHAPTER 10

### General Instruction

10.1. All rules/instructions prevailing on opening date shall be applicable.

10.2. Any candidate who claimed reservation in the CET application form (on One Time Registration Portal viz. OTR) but his/her data does not match with the relevant documents attached by him/her, shall be considered under General category, provided such a candidate fulfills age/qualification and other criteria required to be fulfilled by a general category candidate.

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