

No. 66/17/2024-3HR-II
HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
(HUMAN RESOURCES-II BRANCH)

Dated Chandigarh, the 08th August, 2024.

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments in the State of Haryana
3. All the Divisional Commissioners in the State of Haryana
4. All the Deputy Commissioners in the State of Haryana.
5. All the Managing Directors/Chief Administrators/Chief Executive Officers of all Boards/Corporations in the State of Haryana.

Subject: Regarding sending requisition for Group 'A' & 'B' posts to HPSC through online portal.

Sir/Madam,

I am directed to invite your attention on the subject stated above and to inform that presently requisitions for Group-A & B posts are being sent in prescribed format by various Departments/Boards/Corporations etc. in Haryana Public Service Commission through offline mode.

2. During the scrutiny of requisition HPSC notices some discrepancies and the requisitions are referred back to the concerned department to remove these discrepancies. This takes a lot of time, which results in delays in the recruitment process.
3. In order to speed up the recruitment process, HPSC has developed an online requisition portal, <https://rps.hpsc.gov.in> which has sufficient safeguards/ checks to avoid mistakes in the requisitions.
4. The matter has been considered by the Government, and it has been decided that in the future only online requisitions will be considered. Offline requisitions will not be entertained by HPSC.
5. Therefore, all Administrative Secretaries are requested to direct the respective Appointing Authorities of Group-A and B posts to upload and submit their requisitions for such posts on the portal <https://rps.hpsc.gov.in> for recruitment through the Haryana Public Service Commission. A user manual containing a step-by-step process for submitting the requisition online is attached herewith for the guidance of the Departments.
6. In case any problems are faced by the Departments, they may contact Sh. Ajay Khera (M. No. 9416684196) and Sh. Mukesh Kumar, DITECH (M. No. 9632576644) for assistance.
7. This issues with the approval of the Competent Authority.


Superintendent, Human Resources-II,
for Chief Secretary to Government Haryana.
2/8

Endst. No. 66/17/2024-3HR-II

Dated Chandigarh, the 08th August, 2024.

A copy is forwarded to the Secretary, Haryana Public Service Commission in reference to letter No. Misc.8/2005/2495, dated 20.05.2024 for information and necessary action.


Superintendent Human Resources-II,
for Chief Secretary to Government Haryana.

HPSC REQUISITION PORTAL

A Step-By-Step Guide for Department to Fill Requisition Form

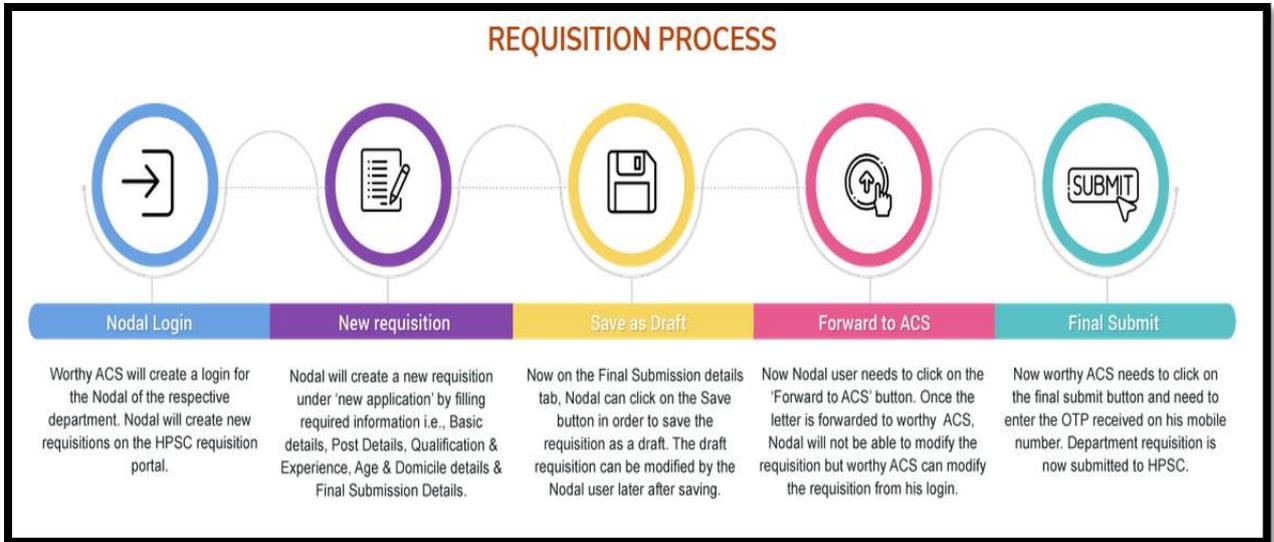
Developed by: Department of IT, Electronics and Communication, Haryana

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ACS Module

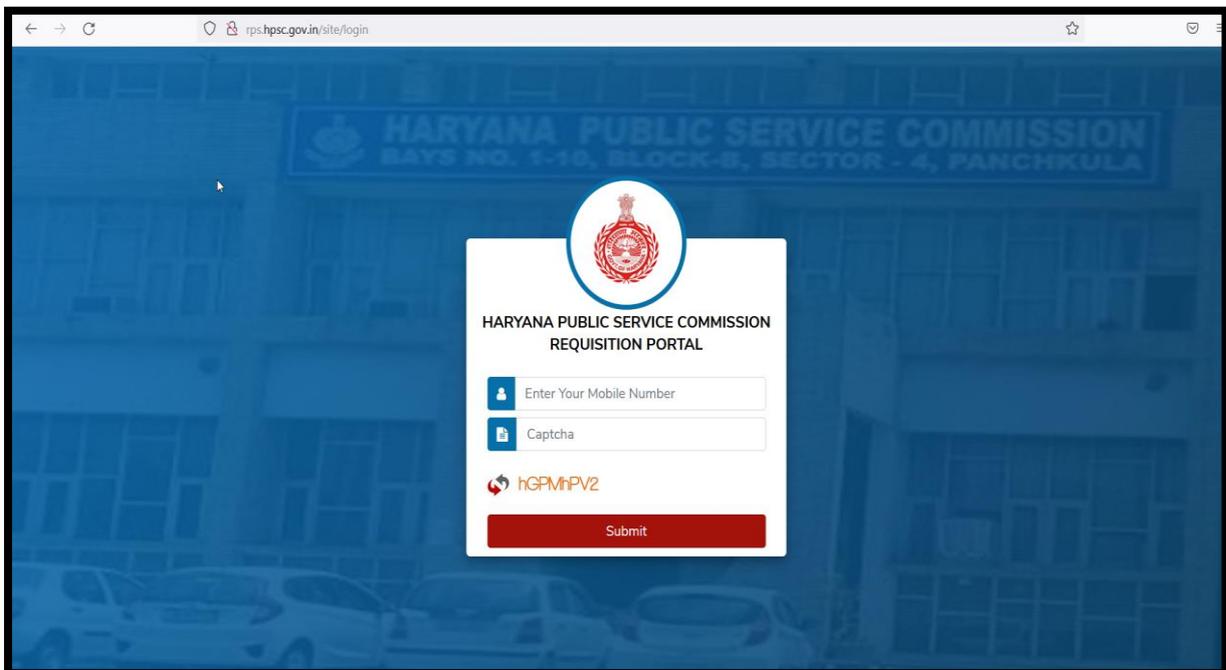
ACS Module

Process for New requisition

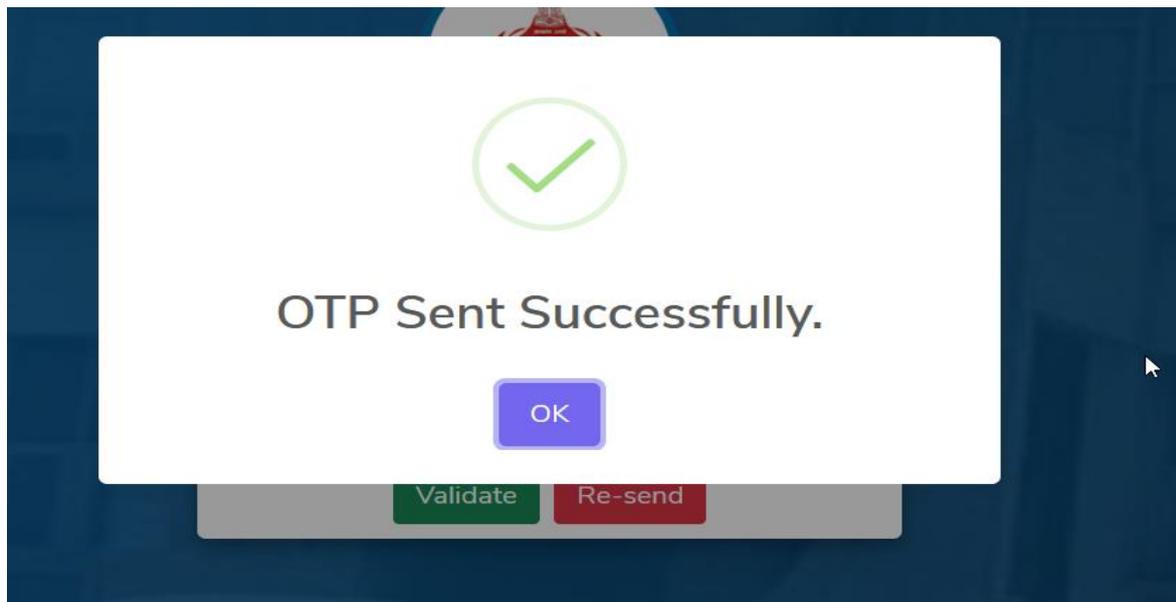


Login

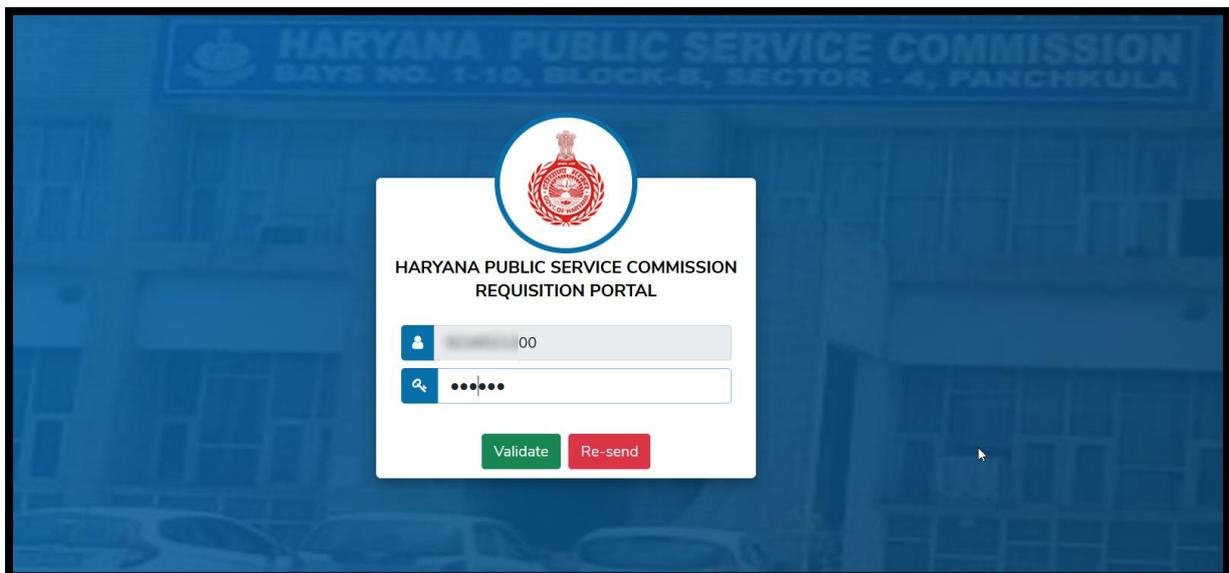
Open the link: <http://rps.hpsc.gov.in/>. Now ACS needs to enter his/her registered mobile number and captcha as shown on below screen.



Then OTP will receive on clicking submit button with success message as “OTP sent Successfully”.
Now Press Ok.

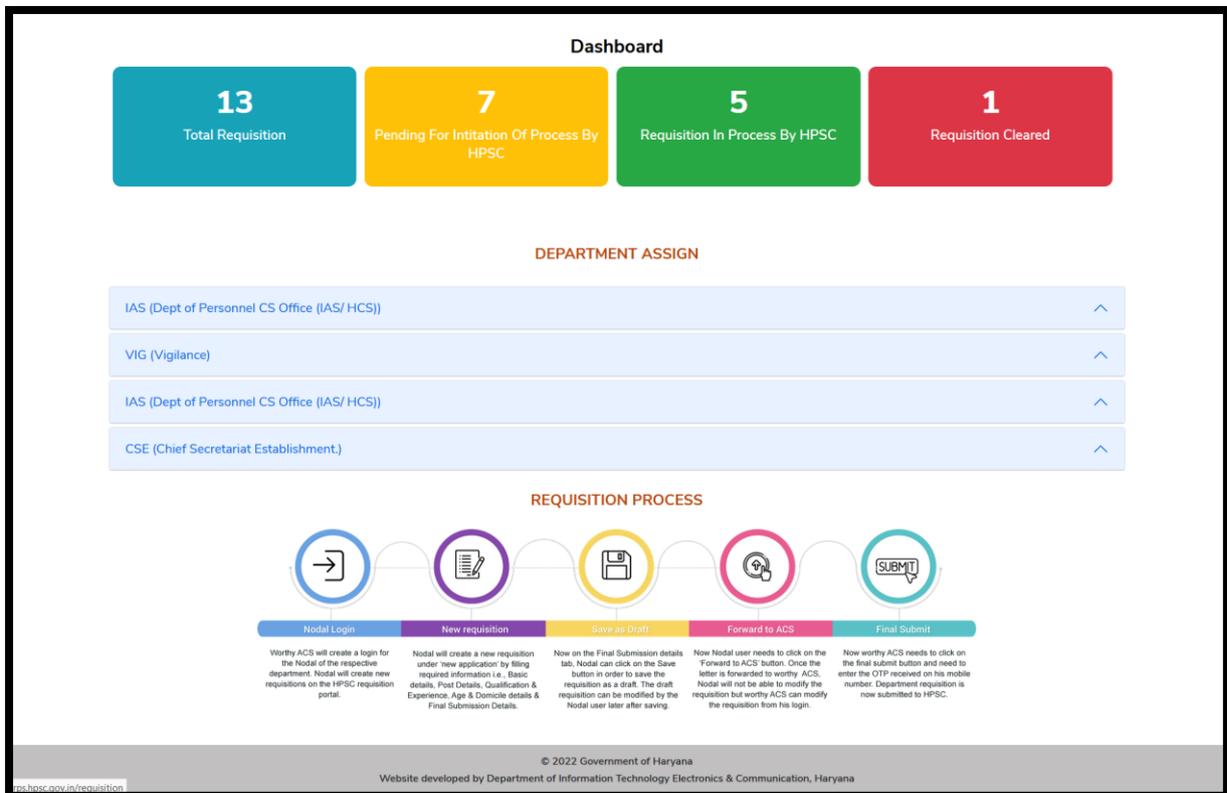


Now enter the OTP received on below screen and press validate to login.



Dashboard

On login, Departmental Dashboard will appear on ACS screen. Here ACS can view the number Total Requisition/Pending Requisition/In Process Requisition/Cleared Requisition for departments assigned.



Total Requisition: Number of requisition submitted by department (irrespective of whether its pending/In process/cleared.

Pending Requisition: Number of requisition's which are not processed by HPSC.

In Process Requisition: Number of requisition's which are currently in process by HPSC.

Requisition Cleared: Number of requisition cleared/accepted for Advertisement.

Add/Update Department Nodal:

ACS can add new nodal or update existing nodal details.

The screenshot shows the 'Manage Department Nodal' interface. At the top, there is a navigation bar with links: Dashboard, Manage Department Nodal, Application Status, Process Department Application, Sanctioned Post, Change Password, and Logout. Below the navigation bar, there is a breadcrumb trail: Manage Nodal Users. A red callout box points to the 'Manage Department Nodal' link in the navigation bar with the text: 'Go to this link for adding/updating Department Nodal'. Another red callout box points to the 'Add New User' button with the text: 'Click here to add new department nodal.'. Below the button, there is a table with columns: Sr No, Payee Code, Nodal Name, Nodal Department Name, Nodal Designation, Nodal Mobile, Nodal Email, Active, Created At, and Action. The table contains four rows of data. A red callout box points to the 'Update' button in the 'Action' column of the second row with the text: 'Click here to update department nodal.'.

Sr No	Payee Code	Nodal Name	Nodal Department Name	Nodal Designation	Nodal Mobile	Nodal Email	Active	Created At	Action
1	OH0LM3	DJ Yadav Singh	Chief Secretariat Establishment.	Secretary To Minister	4444444444	test44@email.com	Active	22nd of Nov, 2022	Update
2	OH0LM6	Sham Lal	Chief Secretariat Establishment.	Secretary To Minister	2222222222	test22@email.com	Active	22nd of Nov, 2022	Update
3	OH0LM5	Ganesh Dass Arora	Chief Secretariat Establishment.	Secretary To Minister				16th of Nov, 2022	Update
4	OH0LM4	Ram	Chief Secretariat Establishment.	Secretary To Minister	8989898989	gda@gmail.com	Active	31st of Oct, 2022	Update

Add New Department Nodal:

Go to Manage Department Nodal -> Add New User: Enter Payee code of Group A officer only.

The screenshot shows the 'Add Nodal Officer Payee Code' form. At the top, there is a navigation bar with links: Dashboard, Manage Department Nodal, Application Status, Process Department Application, Sanctioned Post, Change Password, and Logout. Below the navigation bar, there is a breadcrumb trail: Add Nodal Officer Payee Code. The form has a single input field for 'Payee Code'. Below the input field, there is a red error message: 'Payee Code cannot be blank.'. At the bottom of the form, there are two buttons: 'Submit' and 'Back'.

*Note: Only **Group A** officer payee code with same department name will be accepted by the portal for creating department nodal. This portal is integrated with HRMS application for fetching details against payee code.*

Provide required details i.e., Active Mobile no. & e-mail id and then click on Submit to create new department Nodal. Name, Department & Designation details all are fetch from HRMS application.

Dashboard Manage Department Nodal Application Status Process Department Application Sanctioned Post Change Password Logout

(9216521200 | Sanjeev Kaushal | Administrative Secretary)

Add Nodal Officer Payee Code

Nodal Officer HRMS Payee Code: LM3

Name * Designation * Department *

Department Code * Mobile No / Username * Email Id *

Submit Back

Update Mobile no. and E-mail Id

Nodal created successfully.

Dashboard Manage Department Nodal Application Status Process Department Application Sanctioned Post Change Password Logout

(9216521200 | Sanjeev Kaushal | Administrative Secretary)

Nodal created successfully

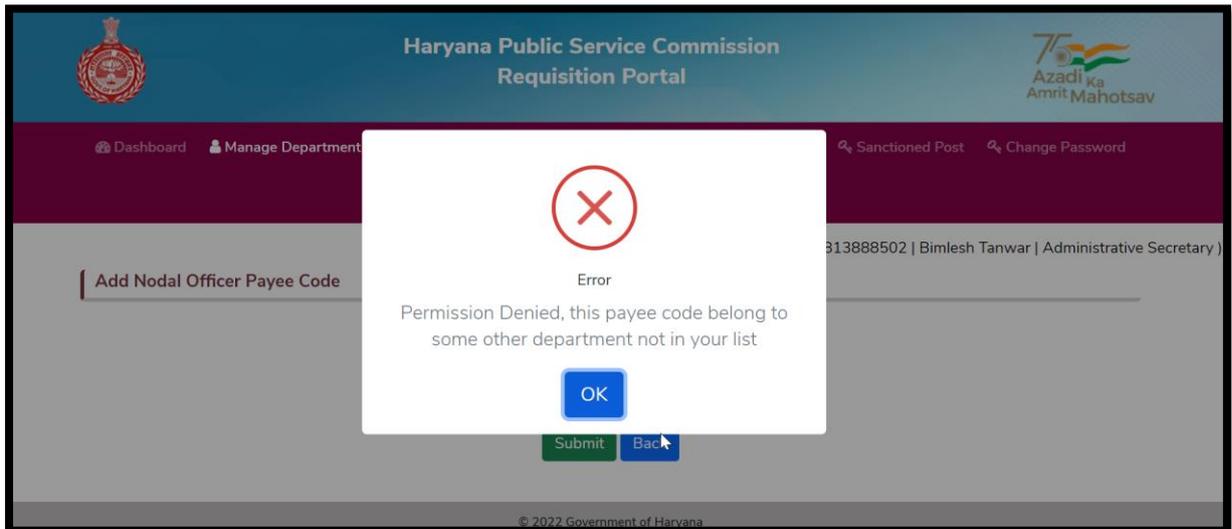
Manage Nodal Users

Add New User

Show 10 entries Search:

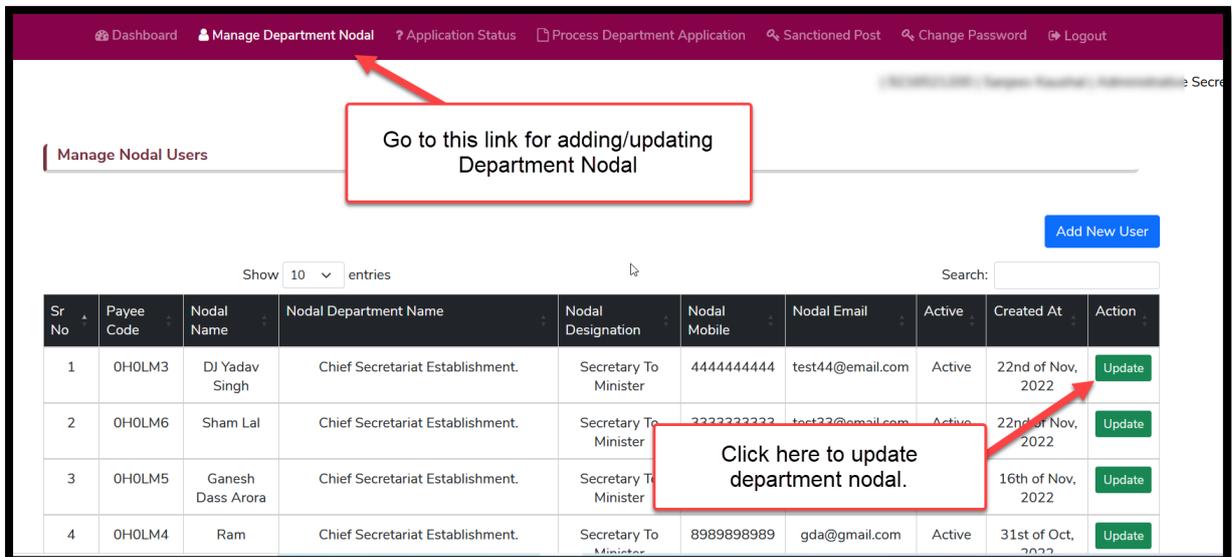
Sr No	Payee Code	Nodal Name	Nodal Department Name	Nodal Designation	Nodal Mobile	Nodal Email	Active	Created At	Action
1	0H0LM3	D	Chief Secretariat Establishment.	Secretary To	9877777777	abc@gmail.com	Active	23rd of Dec, 2022	Update
2	0H0LM9	DJ Yadav Singh	Chief Secretariat Establishment.	Secretary To Minister	4444444444	test44@email.com	Active	22nd of Nov, 2022	Update

In case Department nodal of Group A is mapped to some other department in HRMS, then following error screen will appear.



Update Existing Department Nodal:

Go to Manage Department Nodal and then click on update against the user.



You can update mobile number/email id of Nodal officer.

Dashboard Manage Department Nodal Application Status Process Department Application Sanctioned Post Change Password Logout

(9216521200 | Sanjeev Kaushal | Administrative Secretary)

Update Nodal Officer Profile

Nodal Officer HRMS Payee Code: 0H0LM9

Name * Mobile No / Username * Email Id *

4444444444 test44@email.com

Update Back

Submit New Requisition Application to HPSC

Go to "Process Department Application", Under this ACS can view all the requisitions that are submitted by Departmental Nodal to its respective ACS for the purpose of submission of requisition to HPSC.

Dashboard Manage Department Nodal Application Status Process Department Application Sanctioned Post Change Password Logout

(9216521200 | Sanjeev Kaushal | Administrative Secretary)

Process Department Application:

Here, ACS can view all the departmental Application "Forwarded to ACS"

Show 10 entries Search:

Department Name	Post Name	Group	Total Post	Pay Scale	Forwarded By	Forwarded Date	View
Chief Secretariat Establishment.	Deputy Director	A	33	15600-39100+6000GP	Ganesh Dass Arora, Secretary To Minister (7894561230)	22-12-2022	View
Chief Secretariat Establishment.	Deputy Director	A	10	15600-39100+6000GP	Sham Lal, Secretary To Minister (3333333333)	22-12-2022	View

** On click of "View" button, ACS can view the complete detail of forwarded requisition. If everything is fine as per ACS then click on "Final Submit" in order to submit it to HPSC for the purpose of advertised the requisition.

Dashboard Manage Department Nodal Application Status **Process Department Application** Sanctioned Post Change Password Logout

Basic Details Post Details Qualification & Experience Age & Nationality **Final Submission**

Final Submission:-

19. Any other requirement or conditions not covered above (Optional)

20. Whether all the required formalities prior to sending this requisition have been completed? Yes No

21. Nodal Officer Name

Nodal Officer Designation

Nodal Officer Contact No.

Any other Relevant Document (Optional) No file chosen 

(i) Allow only .pdf. (ii) File size should be less than 5 MB

Name of the Department Requisitioning	Chief Secretariat Establishment.	Recruitment to the post of	
Group & Service to which the post belongs	A	Pay scale of the post	15600-39100+6000GP
Number of posts to be filled	33		

Please confirm All Basic, Post, Post, Qualification & Experience and Age details mentioned above are correct.

ACS can view/edit the details under Basic Details, Post details, Qualification & Experience, Age & Nationality and then click on "Final Submit" if all details are OK.

Check Requisition Application Status to HPSC:

Under “Application Status” ACS can view the status of Application. Similar Status can be view at the level of department nodal.

Dashboard Manage Department Nodal **Application Status** Process Department Application Sanctioned Post Change Password

Logout

(9216521200 | Sanjeev Kaushal | Administrative Secretary)

Manage Applications

Show 10 entries

Sr No.	Requisition Id	Post Name	Group Name	Payscale	Total Post	Status	Submitted Date	Action
1	118276	Joint Director	A	15600-39100+7600GP	10	Forwarded 22nd of Dec, 2022	21st of Dec, 2022	View
2	894451	Joint Director	A	15600-39100+7600GP	10	Pending	22nd of Nov, 2022	View
3	423815	Joint Director	A	15600-39100+7600GP	10	Pending	22nd of Nov, 2022	View

Departmental Sanctioned Post

Under “Sanctioned Post” ACS can view or add sanctioned post of assigned department.

Dashboard Manage Department Nodal Application Status Process Department Application **Sanctioned Post** Change Password

Logout

(9216521200 | Sanjeev Kaushal | Administrative Secretary)

Department Sanctioned Posts

[Add new](#)

Select Department

-- Select Department --

-- Select Department --

Chief Secretariat Establishment

Dept of Personnel CS Office (IAS/ HCS)

Vigilance

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Website developed by Department of Information Technology Electronics & Communication, Haryana

Dashboard Manage Department Nodal Application Status Process Department Application Sanctioned Post Change Password Logout

(9216521200 | Sanjeev Kaushal | Administrative Secretary)

Department Sanctioned Posts

[Add new](#)

Select Department

Chief Secretariat Establishment.

[Submit](#) [Reset](#)

Show 10 entries Search:

Department Code	Department Name	Post Name	Total Post	Payscale	Status	Action
CSE	Chief Secretariat Establishment.	Deputy Director	1	15600-39100+6000GP	Active	Update
CSE	Chief Secretariat Establishment.	Joint Director	1	15600-39100+7600GP	Active	Update
CSE	Chief Secretariat Establishment.	Registrar	2	51550-1230-58930-1380-63070+0GP	Active	Update

Showing 1 to 3 of 3 entries [Previous](#) [1](#) [Next](#)

Add New Post: User need to click on 'Add' in order to Add New Post, then need to update the information in the form and then needs to submit. New Post will be added to the department selected.

Dashboard Manage Department Nodal Application Status Process Department Application Sanctioned Post Change Password Logout

(9216521200 | Sanjeev Kaushal | Administrative Secretary)

Create Department Sanctioned Post

Select Department *

Chief Secretariat Establishment.

Select Group * Post Code *

Select Group Name

Post Name * Post Rule Code *

Post Rule Name * Payscale Code *

Payscale Name * Total Post *

Service Rule English * Service Rule Hindi *

Choose File No file chosen Choose File No file chosen

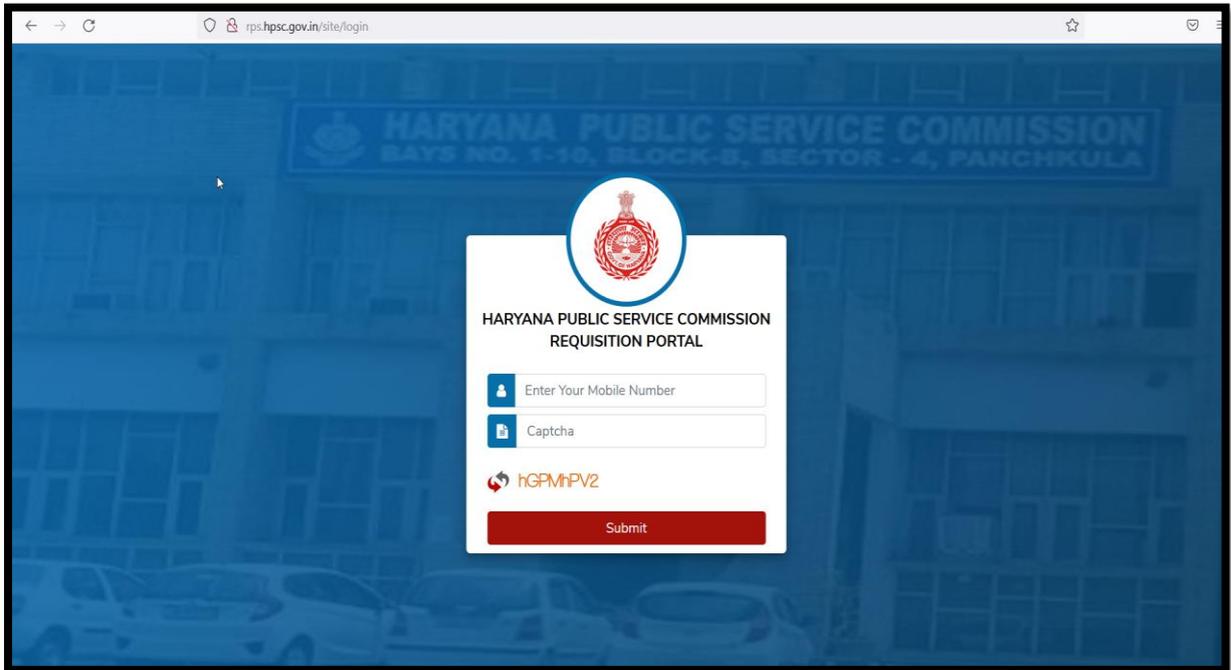
[Submit](#) [Back](#)

Departmental Nodal Module

Departmental Nodal Module

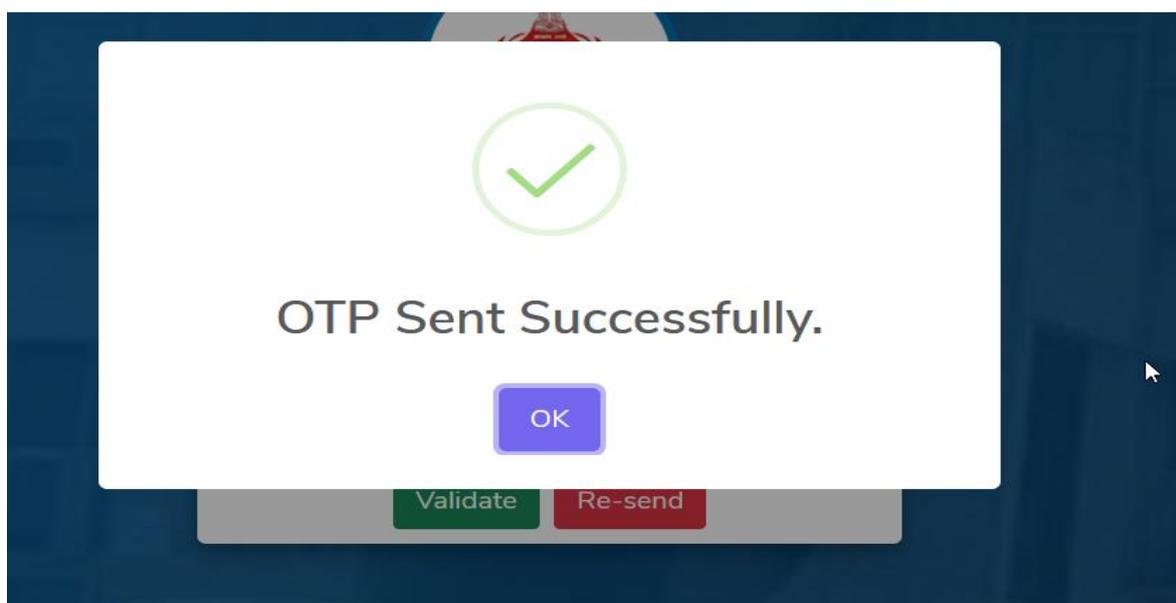
Login

Open the link: <http://rps.hpsc.gov.in/>. Now Departmental Nodal needs to enter his/her registered mobile number and captcha as shown on below screen.

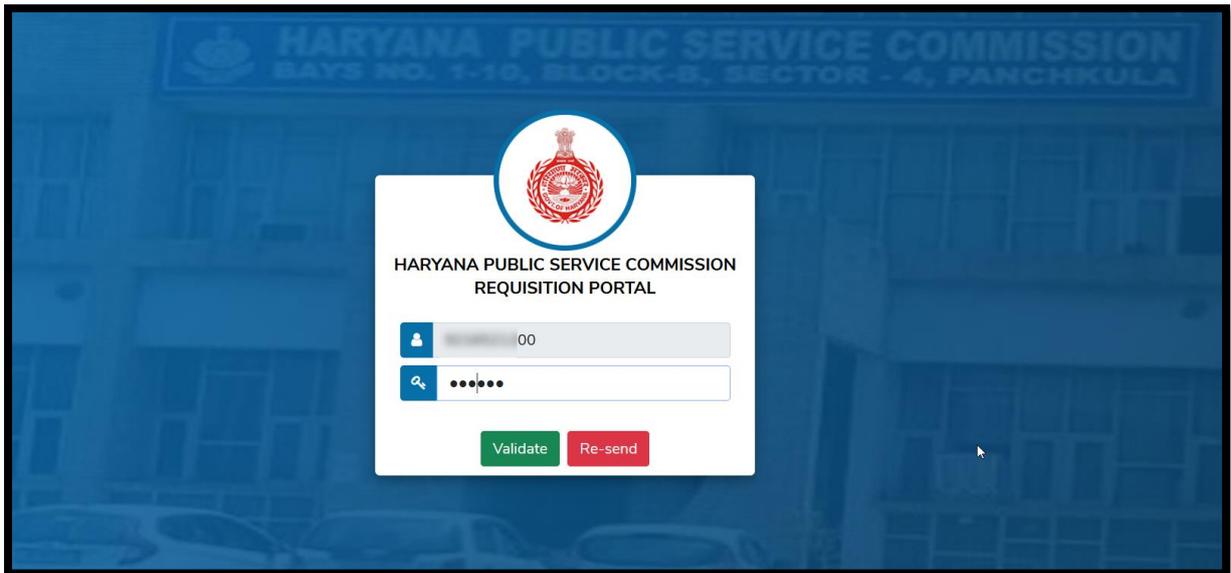


The screenshot shows a web browser window with the URL rps.hpsc.gov.in/site/login. The page features a blue background with a faint image of a building. At the top, it reads "HARYANA PUBLIC SERVICE COMMISSION" and "BAYS NO. 1-10, BLOCK-B, SECTOR - 4, PANCHKULA". In the center, there is a white login form with the Haryana Public Service Commission logo at the top. Below the logo, the text "HARYANA PUBLIC SERVICE COMMISSION REQUISITION PORTAL" is displayed. The form contains two input fields: "Enter Your Mobile Number" and "Captcha". Below these fields is a red "Submit" button. The hGPMrPV2 logo is also visible on the form.

Then OTP will receive on clicking submit button with success message as "OTP sent Successfully". Now Press Ok.

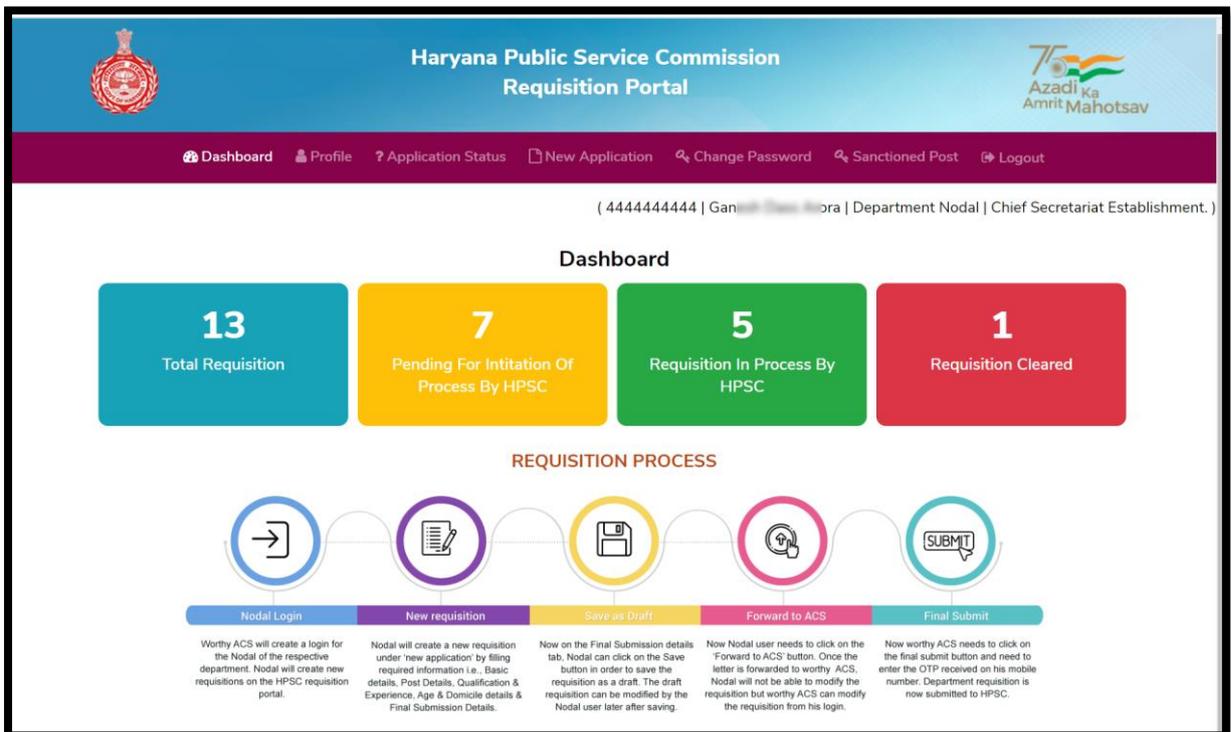


Now enter the OTP received on below screen and press validate to login.



Dashboard:

On login, Departmental Dashboard will appear on Departmental Nodal screen. Here ACS can view the number Total Requisition/Pending Requisition/In Process Requisition/Cleared Requisition for the department.



Nodal Profile

User can check profile details in this section.

Dashboard Profile Application Status New Application Change Password Sanctioned Post Logout

(4444444444 | Ganesh Dass Arora | Department Nodal | Chief Secretariat Establishment.)

Update Nodal Officer Profile

Nodal Officer HRMS Payee Code: 0H0LM9

Name * DJ Yadav Singh Mobile No / Username * 4444444444 Email Id * test44@email.com

Update

Update History

Show 10 entries Search:

Sr No.	Payee Code	Nodal Department	Nodal Name	Nodal Designation	Nodal Mobile	Nodal Email	Updated At
No data available in table							

Showing 0 to 0 of 0 entries Previous Next

New Application

Departmental Nodal will fill new requisition form on behalf of Department and need to forward the same to its ACS for submission to HPSC. To fill new application, User needs to click on 'New Application'.

Dashboard Profile Application Status New Application Change Password Sanctioned Post Logout

(4444444444 | Ganesh Dass Arora | Department Nodal | Chief Secretariat Establishment.)

Basic Details

1. Name of the Department Requisitioning Chief Secretariat Establishment.

2. Recruitment to the post of Select (In case no post found, please create sanctioned ... Note: In case of any discrepancy please update sanctioned post section

3. Group & Service to which the post belongs

4. Pay scale of the post

5. Number of posts to be filled

6. Category wise number of vacancies for which this requisition is being sent:

Vertical Reservation					
SC	BC-A	BC-B	EWS	General	Total
					0

Horizontal Reservation					
ESM (SC)	ESM (BC-A)	ESM (BC-B)		ESM (General)	Total
					0

SC : Scheduled Caste, BC-A : Backward Class- A, BC-B : Backward Class- B, EWS : Economically Weaker Section.

If any posts is reserved for candidates of PwBD category from the above posts? Yes No

7. If the post/s to be filled is/are temporary, how long the temporary post/s is /are expected to last? Yes No

Next Step

The entries under Sanctioned post will reflect here.

After Completing each section i.e., Basic Detail, Post Details, Qualification & Experience, Age & Nationality & Final Submission.

Final Submission Saved as Draft Successfully.

(444444444 | Ganesh Dass Arora | Department Nodal | Chief Secretariat Establishment.)

Basic Details | Post Details | Qualification & Experience | Age & Nationality | **Final Submission**

Final Submission:-

19. Any other requirement or conditions not covered above (Optional)

20. Whether all the required formalities prior to sending this requisition have been completed? Yes No

21. Nodal Officer Name: DJ Yadav Singh

Nodal Officer Designation: Secretary To Minister

Nodal Officer Contact No.: 444444444

Any other Relevant Document (Optional): Choose File No file chosen
(i) Allow only .pdf. (ii) File size should be less than 5 MB

Name of the Department Requisitioning	Chief Secretariat Establishment.	Recruitment to the post of	Joint Director
Group & Service to which the post belongs	A	Pay scale of the post	15600-39100+7600GP
Number of posts to be filled	10		

You can view the filled form & Changes are allowed after generating preview

You can also 'forward to ACS', once form forwarded changes are not allowed

Note :- Once requisition is forwarded to ACS, the same can not be updated. Only ACS can update the requisition.

Previous Step | Preview | Save as Draft | Forward To ACS

After Updating the form, you need to save the changes by clicking Save as Draft

14:41 25-01-2023

Application Status

Under section 'Application Status', User can view the application status.

Dashboard Profile ? Application Status New Application Change Password Sanctioned Post Logout

(444444444 | Ganesh Dass Arora | Department Nodal | Chief Secretariat Establishment.)

Manage Applications

Show 10 entries Search:

Sr No.	Requisition Id	Post Name	Group Name	Payscale	Total Post	Status	Submitted Date	Action
1	118276	Joint Director	A	15600-39100+7600GP	10	Forwarded 22nd of Dec, 2022	21st of Dec, 2022	View
2	894451	Joint Director	A	15600-39100+7600GP	10	Pending	22nd of Nov, 2022	View
3	423815	Joint Director	A	15600-	10	Pending	22nd of Nov	View

Sanctioned Post

Under section 'Sanctioned Post', user can view/update or add the department sanctioned post.

Haryana Public Service Commission Requisition Portal

75 Azadi Ka Amrit Mahotsav

Dashboard Profile ? Application Status New Application Change Password Sanctioned Post Logout

(444444444 | Ganesh Dass Arora | Department Nodal | Chief Secretariat Establishment.)

Department Sanctioned Posts

To add new Post click here

Show 10 entries Search:

Department Code	Department Name	Post Name	Total Post	Payscale	Status	Action
CSE	Chief Secretariat Establishment.	Deputy Director	1	15600-39100+6000GP	Active	Update
CSE	Chief Secretariat Establishment.	Joint Director	1	15600-39100+7600GP	Active	Update
CSE	Chief Secretariat Establishment.	Registrar	2	51550-1230-58930-1380-63070+0GP	Active	Update

Showing 1 to 3 of 3 entries Previous 1 Next

Add New Post: User need to click on 'Add' in order to Add New Post, then need to update the information in the form and then needs to submit. New Post will be added to the department selected.

The screenshot shows a web application interface with a dark purple header. The header contains navigation links: Dashboard, Manage Department Nodal, Application Status, Process Department Application, Sanctioned Post, and Change Password. A Logout link is also present. The user's profile information is displayed as (9216521200 | Sanjeev Kaushal | Administrative Secretary).

The main content area is titled "Create Department Sanctioned Post". It contains a form with the following fields:

- Select Department ***: A dropdown menu with "Chief Secretariat Establishment." selected.
- Select Group ***: A dropdown menu with "Select Group Name" selected.
- Post Code ***: An empty text input field.
- Post Name ***: An empty text input field.
- Post Rule Code ***: An empty text input field.
- Post Rule Name ***: An empty text input field.
- Payscale Code ***: An empty text input field.
- Payscale Name ***: An empty text input field.
- Total Post ***: An empty text input field.
- Service Rule English ***: A file upload field with a "Choose File" button and "No file chosen" text.
- Service Rule Hindi ***: A file upload field with a "Choose File" button and "No file chosen" text.

At the bottom of the form, there are two buttons: "Submit" (green) and "Back" (blue).