

**No. 42/03/2025-5HR-II**  
**HARYANA GOVERNMENT**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**(Human Resources-II Branch)**

Dated Chandigarh, the 5<sup>th</sup> June 2025

To

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

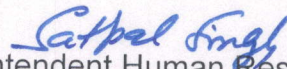
**Subject: - The Haryana Staff Selection Commission (Process of Recruitment of Group C and D posts) Rules, 2025.**

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Sir/Madam,

I am directed to invite your attention to the subject noted above and to say that the Government has notified the Haryana Staff Selection Commission (Process of Recruitment of Group C and D posts) Rules, 2025. The copy of notification No. G.S.R. 10/Const./Art./309/2025 dated 27.05.2025 is enclosed herewith for information and necessary action.

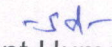
Yours faithfully,

  
Superintendent Human Resources-II  
For Chief Secretary to Government Haryana

Endst. No. 42/03/2025-5HR-II

Dated, Chandigarh the, 5<sup>th</sup> June 2025

A copy alongwith Gazette (Extraordinary) notification No G.S.R. 10/Const./Art./309/2025 dated 27.05.2025 is forwarded to the Secretary, Haryana Staff Selection Commission, Panchkula for information and necessary action.

  
Superintendent Human Resources-II  
For Chief Secretary to Government Haryana





# Haryana Government Gazette

## EXTRAORDINARY

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**PART—III****HARYANA GOVERNMENT****GENERAL ADMINISTRATION DEPARTMENT  
(HUMAN RESOURCES-II BRANCH)****Notification**

The 27th May, 2025

**No. G.S.R. 10/Const./Art. 309/2025.**— In exercise of the powers conferred under article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules to regulate the recruitment on Group C and D posts by direct recruitment through Haryana Staff Selection Commission, namely:-

1. (1) These rules may be called the Haryana Staff Selection Commission (Process of Recruitment of Group C and D posts) Rules, 2025. Short title and commencement
- (2) It shall come into force with effect from the date of its publication in the Official Gazette.
2. In these rules, unless the context otherwise require as,- Definitions
  - (a) 'CET' means the Common Eligibility Test to be held separately for Group C and D posts as and when decided by the Government which shall be computer-based online/offline/Optical Mark Reading (OMR) based test to be conducted by the Haryana Staff Selection Commission or any other agency on its behalf as decided by the Government and it shall be bilingual i.e. conducted in Hindi and English;
  - (b) 'Commission' means the Haryana Staff Selection Commission;
  - (c) 'Government' means the Government of Haryana in the General Administration Department;
  - (d) 'Organization' means the Boards/Corporations/Statutory Bodies or any other agency owned and controlled by the State Government other than any University established by or under a State Act;
  - (e) 'Post of police service' means Group-C posts of Home Department for which Physical Measurement Test/Physical Standard Test is one of the essential qualifications;
  - (f) 'teaching posts' means the posts advertised by the Commission for which qualifying of Haryana Teachers Eligibility Test (HTET) is one of the essential qualifications, however, marks of HTET shall not be relevant for preparation of merit list of written examination;
3. All Head of the Departments and Organizations under the control of Haryana Government shall submit their requisitions for vacant Group-C posts to the Haryana Staff Selection Commission in the specified format with the eligibility criteria as provided in the relevant service rules of the posts. However, the requisition of Group-D posts of Departments shall be sent to Directorate of Human Resources Department while Boards/Corporations etc. shall send their requisition to Haryana Staff Selection Commission separately. Requisitions by Departments/ Organizations
4. (I) **Advertisement.**- On receipt of requisitions, the posts available for recruitment shall be advertised by the Commission along with syllabus, procedure/ manner of conducting skill and/or written examination for the advertised posts and last date for attaining minimum educational qualifications and/or experience, claiming of any reservation or relaxation. Issuance of advertisement
- (II) **Inviting of applications.**- (i) On an advertisement being issued, the Commission shall invite the applications electronically from the eligible candidates those who had secured fifty percent marks in CET in case of unreserved category and forty percent in case of reserved category based on the merit list of CET marks.

(ii) Eligible applicant shall be required to submit an Online Detailed Application Form (DAF) alongwith scanned documents/certificates in support of eligibility and category viz. Deprived Scheduled Castes/Other Scheduled Castes/Backward Classes-A/Backward Classes-B/ Economically Weaker Section/ Eligible Sports Persons with Benchmark Disabilities/Ex-servicemen and Educational Qualification, within such period as specified by the Commission. Any delay in submission of the Detailed Application Form or documents in support beyond the specified date shall lead to cancellation of candidature for the Skill and/or written examination. The candidates shall be required to submit all the documents in support of the claim for any vertical or horizontal reservation benefits, educational qualifications and other eligibility conditions alongwith Detailed Application Form for Skill and/or Written Examination afresh, irrespective of the fact that any of such document(s) was/were submitted with application for CET examination.

(III) **Eligibility conditions.-** (i) The CET marks obtained by an applicant in the first or any subsequent attempt are valid for a period of three years from the date of declaration of result of CET of the respective attempt. If during the validity period, an applicant attains the upper age limit, including the relaxation in age admissible if any, specified for the advertised post, he shall not be entitled to appear in written and/or skill examination.

(ii) In respect of reservation, the validity of certificate for reservation benefits (if applicable) shall be considered on the closing date of submission of application form for the advertised posts and the Commission shall mention the same in the advertisement.

(IV) **Conditions to get the benefit of reservation.-** A candidate of reserved category shall be considered to grant the benefit of reservation only in case he is domicile of the State of Haryana and submit the valid certificate of reservation afresh in accordance with the instructions issued by State Government from time to time before/upto the closing date of application for skill and/or written examination as specified by the Commission.

Process of  
recruitment

**5. 1. For Group-C posts other than the posts of police service and teaching posts.-**

(A) In case of Group-C posts covered under CET other than the posts of police service and teaching posts, out of candidates applying for the post, the maximum number of candidates eligible to appear for the skill and/or written examination shall be 10 (Ten) times of total number of posts advertised by the Commission.

**(B) Group C Posts of police service.-**

The Commission shall invite adequate number of candidates on the basis of merit obtained by them in Common Eligibility Test (CET), for Physical Measurement Test and then for Physical Screening Test both of which shall be of qualifying nature only. The Commission may do so in such number of batches, as it deems necessary, so as to shortlist qualified candidates for written test.

**2.** If the CET marks of the last candidate who has applied for the post in terms of the advertisement is achieved by more than one candidate, then all such candidates at the cut off CET marks who have applied for the posts shall be entitled to be considered for appearing in the skill and/or written examination for the post(s) advertised by the Commission. On receipt of requisitions of the posts of different nomenclature but of similar educational qualifications and pay scales, the Commission shall be competent to hold one common skill and/or written examination with the condition that the distribution/allocation shall be on merit- based option given by the successful candidates for the post.

3. In case the number of candidates applying for the posts who are eligible is less than the number limit specified above, the Commission may extend the date by publication of notice on the website for enabling further eligible candidates to apply.
  4. For consideration of a candidate against a post of general category, such candidate has to secure minimum fifty percent marks in the skill and/or written examination to be considered for selection/recruitment. In case of consideration against the reserved category post (whether vertical or horizontal) the candidate shall receive a concession of ten percent for the purpose of eligibility, i.e. the minimum cut off for such candidates shall be forty percent.
  5. The Commission shall on the basis of marks obtained in the written/skill examination shortlist the candidates for selection, recommendation and waiting list in the respective categories and publish the list of such candidates on the website.
  6. For calculation of total marks of skill and/or written examination of a candidate, the marks obtained in skill and/or written examination shall be added to the score, if any, (like NCC in case of post of police service) to arrive at the total marks of skill and/or written examination of the candidate.
  7. Save as otherwise provided in any instructions the Commission shall clearly mention in its advertisement that in case of non-availability of eligible candidate(s) of respective category after the skill and/or written examination for the post which remain unfilled, the same shall be re-advertised as per reservation policy.
- 6.** In case of Teaching posts (Group-C), the Commission shall conduct written examination for all eligible candidates fulfilling the requisite conditions to appear in the exam as prescribed in the service rules/instructions of indenting department. The Commission shall prepare the list of eligible as well as in-eligible candidates before appearing for the skill and /or written examination and shall publish the same on its website so that any in-eligble candidate may submit his/her objections to the same within the time specified by the Commission. The Commission shall, in a time bound manner consider the objections and resolve the same, if the grievance of the candidates is found genuine. For Teaching Posts (Group-C )
- 7.** In case of Group-D posts excluding the posts where minimum educational qualification is below matriculation in the Haryana Group-D employees (Recruitment and Conditions of Service) Act, 2018, the Commission shall on the basis of CET marks shortlist the candidates for selection, recommendation or waiting list in the respective categories and publish the list of such candidates on the website. The posts available for recruitment shall be advertised by the Commission to invite the application/willingness electronically of the candidates based on the merit list of CET marks to know whether the candidate is willing to be appointed on the post. The eligible candidates shall apply electronically on the website of the Commission using their Registration Number by such last date, as may be indicated in the advertisement. Accordingly, the Commission shall recommend the name to the concerned department for appointment to Group-D posts. For Group-D posts
- Note:- For Group-D posts only willingness/consent of the eligible candidates shall be obtained by the Commission before declaration of final result.**
- 8.** The Commission shall maintain complete secrecy while setting and printing of question papers. The Commission shall ensure that there shall be no breach of any process, as specified by the Commission for the conduct of examination. Setting and printing of question paper
- 9.** Benefit of reservation to the persons of reserved categories shall be as per the Haryana Government instructions applicable as on the closing date of submission of application form for the advertised posts. Reservation.
- 10.** The age limit and benefit of age relaxation shall be admissible as per rules or instructions issued by Government from time to time. Relaxation in Age.

Provision of compensatory time and assistance of scribe to persons with benchmark disabilities.

**11.** Subject to the prevailing instructions of the Central/State Government in this regard, the Commission shall prescribe the benchmark disabilities as well as detailed instructions regarding the benefits available for candidates with benchmark disabilities in the advertisement itself.

Post preferences.

**12.** The Commission may conduct the common skill and/or written examination for the posts having similar educational qualifications and pay scales, though their nomenclature may be different. The Commission may obtain option/preferences of Department as well as posts, as applicable from the eligible candidates at the time of inviting application itself or at any later stage if deemed fit. The final allocation of departments/posts in such cases shall be on the basis of merit-cum-preference or otherwise, as applicable.

Scrutiny of documents.

**13.** (I) Only those documents which have been uploaded by the candidate while filling up the application form shall be considered by the Commission for the purpose of scrutiny, if any. In case of any variation in the document uploaded and produced at any subsequent stage, the candidature of such candidate shall be cancelled/rejected. If any application is found to have been uploaded without the requisite supporting documents and other relevant information, the candidate himself/herself shall be responsible for the same and his/her candidature shall be liable to be cancelled/rejected.

However, Commission reserves the right to allow any later date as cut off date for submission of relevant documents and to ask for any additional documents at later stage, if deems necessary in the interest of the candidate.

(II) The genuineness of documents uploaded by the selected and recommended candidates with their application forms shall be done by the indenting department at the time of giving appointment as per service rules/Instructions.

Publication of answer key.

**14.** The Commission shall publish the answer key of every examination conducted by it, on its website before declaring the final result and shall invite objections on the answer key from all interested candidates within a further period as specified by the Commission. The Commission shall consider all such objections and if any objection(s) is found genuine, the answer key shall be revised accordingly. To decide the correctness of any question or answer thereof, the Commission shall constitute a Committee of experts drawn from the institutions like State Universities etc. whose credentials shall be beyond any doubt regarding evaluation of answer sheets and whose detail shall remain confidential. The answer sheets shall be evaluated as per the report of the experts Committee so constituted.

Redressal of grievances.

**15.** The Commission shall redress any grievance except on the policy matter of any candidate which may arise during the recruitment process. The final decision of the Commission on the said grievance shall be communicated to the aggrieved candidate.

Declaration of result.

**16.** The Commission shall declare the result of each skill and or written examination with the following details, namely:-

**Declaration of Result of Marks obtained by each candidate who appeared in Skill and/or Written Examination:**

1	Advt. No. :	
2	Registration No./Roll No.:	
3	Name of Post and Category Number:	
4	Date of skill and or written examination:	
5	Result/Marks obtained:	

**Final Result with post allocation:**

1	Advt. No.	
2	Name of Post, Category Number and Name of Department/Board/ Corporation	
3	Registration no./Roll No	
4	Date of skill and or written examination	
5	Final result	

The Commission either suo moto after giving reason in writing or on the basis of any Court orders/Complaints/any representation etc., if it is satisfied that there is need to revise the result, shall be competent to revise the result declared for the posts advertised by the Commission.

- 17.** The names of eligible candidates in order of merit shall be recommended to the concerned department to issue appointment letter and such candidate shall be ineligible to be considered for further selection on the post of same pay level after ninety days from the date of joining on the said post based on the CET marks unless he appears afresh in CET and obtains a new CET marks. Selection/  
recommendation of  
name of candidate (s)  
by the Commission.
- 18.** With regard to waiting list the instructions issued by the office of Chief Secretary *vide* No. 42/06/2019-2GS-I dated 25/06/2019 as amended from time to time shall be applicable. Waiting list.
- 19.** The record of skill and/or written examination shall be preserved for one year from the declaration of result in hard copy and the digital copy of record shall be retained for five years. Maintenance of  
record.
- 20.** (i) If any candidate is found to indulge at any stage in any of the malpractices during the conduct of examination or thereafter, his/her candidature shall be cancelled and he/she (candidate and impersonator) shall be debarred from the examination of the Commission. Action against  
candidates guilty of  
impersonation and  
misconduct.
- The relevant details shall be specified by the Commission in the advertisement itself. In addition to above, if any person/organization indulges in any unfair means in public examination, he/she shall be liable for action under “the HARYANA PUBLIC EXAMINATION (PREVENTION OF UNFAIR MEANS) ACT, 2021” (25 of 2021) or any other law as applicable at that point of time.
- (ii) The Commission shall be competent to call candidates anytime to capture their biometric data. In case of mismatch in biometric data taken at the time of examination and at any other stage, the candidature of candidate shall be cancelled on grounds of impersonation and he/she shall be debarred from the future examinations.
- 21.** The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, short-listing for examination(s), conduct of examination(s), allotment of examination centers and preparation of merit list and allocation, preparation and issuance of waiting list, issuance of debarment for indulging in malpractices etc. shall be final and binding on the candidates and no enquiry/correspondence shall be entertained in this regard. Commission’s  
decision to be final.
- 22.** The General Administration Department shall be competent to issue instructions to any Department or an authority to assist or to aid the Commission for proper conduct of any examination. Power to issue  
instructions.
- 23.** The power to interpret, change, amend, relax and removal of doubt of any provision of these rules shall lie with the Government. Power to amend/  
interpret/relaxation.

ANURAG RASTOGI,  
Chief Secretary to Government Haryana.