

**Haryana School Shiksha Pariyojna Parishad, Haryana
Shiksha Sadan, Sector - 5, Panchkula -134105**

ADVT. NO. : SSA/Admn/July 2014/10385

DATE OF PUBLICATION: 25/07/2014

Opening date for submission of online application: 28 / 07 /2014 10.00 A.M

Closing date for submission of online applications: 01/09/2014 till 5:00 P.M.

Closing date for deposit of fee: 03/09/2014 till 4:00 P.M.

Online applications are invited for filling up of the under mentioned categories of posts purely on contractual basis/deputation basis initially for a period of one year and further extendable on yearly basis, subject to satisfactory performance. The online application can be filled from 10: 00 A.M on 28 /07 /2014 up to 5:00 P.M on 01/09/2014, thereafter, website link will be disabled. The candidates are strongly advised to apply online well in time without waiting for the last date for submission of online application. The printed copy of the online form with necessary certificates will be required to be brought by the candidate at the time of the interview. No offline application form or copy of downloaded application form will be accepted by the office. Qualifications/ eligibility conditions, age and certificates will be determined with regard to last date fixed to submit online applications. The details of posts are as under: -

Sr. No.	Name of Post	No. of post (Category wise)	Qualification & Experience for engagement on contract basis/deputation basis	Scale of pay/pay band and grade pay
1	Sub Divisional Engineer, under SSA	3 (SC-2, BC-1)	(i) Degree in Civil Engineering with at least 55% marks from a recognized University/ Institution approved by AICTE (ii) Minimum two years experience in an organization of repute. (iii) Matric with Hindi/Sanskrit or 10+2/BA/MA with Hindi as one of the subject	PB-II (9300-34800+GP-5400) Consolidate Remuneration - Rs. 20280/- P.M

2	Sub Divisional Engineer under RMSA	2 (SC-1, Gen-1)	(i) Degree in Civil Engineering with 55% marks from a recognized University /Institution approved by AICTE with minimum two years experience of building works (ii) Matric with Hindi/Sanskrit or 10+2/BA/MA with Hindi as one of the subject	PB-II (9300-34800+GP-5400) Consolidate Remuneration - Rs. 20280/- P.M.
3	Assistant Architect (Under SSA)	1 (Gen.)	(i) Degree in Architecture with 55% marks from a recognized University/institution approved by Architecture Council of India (ii) Minimum 2 years experience in an organization of repute (iii) Matric with Hindi/Sanskrit or 10+2/BA/MA with Hindi as one of the subject iv) The candidate should have valid registration at least two years old with Architecture council of India	PB-II (9300-34800+GP-5400) Consolidate Remuneration Rs. 20280/- P.M.
4.	Computer Programmer (Under SSA)	4 (SC-2, SC(ESM)-1, BC(A)- 1, BC-A(ESM)-1	(i) B.E.in Computer Science with 60% marks with 2 years experience as a Programmer Or MCA with 60% marks with 2 years experience as a Programmer Or M.Sc in Computer Science with 60% marks with 3 years experience as a Programmer (ii) Matric with Hindi/ Sanskrit or 10+2/BA/MA with Hindi as one of the subject	PB-II(9300-34800+GP 4600) Consolidate Remuneration - Rs. 18460/- P.M.

5	Junior Engineer (Under SSA)	14 Gen(EBP)-3, SBC-2, SC(ESM)-2, SC(Sports)-1, BC-A(ESM)-2, BC-A (Sports)-1, BC-B(ESM)-3	(i) Diploma in Civil Engineering with 1st division from a recognized Institution (ii) Matric with Hindi/Sanskrit or 10+2/BA/MA with Hindi as one of the subject Desirable: 2 years work experience as Junior Engineer in any reputed organization	PB-II(9300-34800)+ GP 3600 Consolidate Remuneration - Rs. 13830/- P.M.
6	Junior Engineer under RMSA	12 Gen(EBP)-4, SC-2, SBC-2, BC-A(ESM)-1, BC-A(Sport Person)-1, SC(ESM)-1, SC(Sports Person)-1	(i) Diploma in Civil Engineering with 2 years experience of building works as Junior Engineer. (ii) Matric with Hindi/Sanskrit or 10+2/BA/MA with Hindi as one of the subject	PB-II(9300-34800)+ GP 3600 Consolidate Remuneration - Rs. 13830/- P.M.
7.	Junior Programmer (Under SSA)	2 (General-02)	i) Master in Computer Application/ M.Sc in Computer Science with 60% marks ii) 2 years experience as a Junior Programmer. iii) Matric with Hindi/ Sanskrit or 10+2/BA/MA with Hindi as one of the subject	PB-II(9300-34800+GP 3600) Consolidate Remuneration - Rs. 13830/- P.M.
8	Deputy Superintendent (Under SSA)	5(SC-03, SC(ESM)-1, SC(Sports Person)-1	i) Graduation with 55% marks ii) 5 years experience as Assistant in reputed organization. iii) Matric with Hindi/ Sanskrit or 10+2/BA/MA with Hindi as one of the subject	PB-II(9300-34800+GP 3600) Consolidate Remuneration - Rs. 13830/- P.M.
9.	Assistant (Under SSA)	8(SC-2, SC(sports person)-1, SC(ESM)-1, BC(A)-1, BC-	i) Graduate with atleast 55% marks ii) 5 years experience as Clerk in an organization of repute. iii) Matric with Hindi/ Sanskrit or 10+2/BA/MA with Hindi as one	PB-II(9300-34800+GP 3200) Consolidate Remuneration

		A)Sports Person)-1,BC-A(ESM)-1 BC-B(ESM)-1,	of the subject	- Rs. 12500/- P.M.
10	District Gender Coordinator (Under SSA)	10(Gen-3, Gen(EBP)-1, Gen(ESM)-1 SC-2, BC(A)-1, BC(B)-1,SBC-1)	i) Post Graduate with consistently good academic record with B.Ed/M.Ed. ii) Ten years experience of teaching atleast upto 10+2 classes in recognized school/college and preferably with experience in Educational administration as Head of recognized college/senior secondary school/High School or equivalent. iii) Matric with Hindi/Sanskrit or 10+2 /BA/MA with Hindi as one of the subject. Desirable: Doctorate Degree in Education.	PB-I (5200-20200+GP 2800) Consolidate Remuneration - Rs. 11170/- P.M.
11	Stenographer (Under SSA)	04(Gen- 2, Gen(EBP)-1, SC-1	(i) Graduation with 50% marks. (ii) Speed in shorthand/ type both English and Hindi @ 100/20 and 80/15 words per minute respectively. (iii) Matric with Hindi/ Sanskrit or 10+2/BA/MA with Hindi as one of the subject (iv) Knowledge of Computer - Microsoft Office including Excel, Access & Power Point. (v) 2 years experience as Stenographer.	PB-I (5200-20200+GP 2800) Consolidate Remuneration - Rs. 11170/- P.M.
12	Procurement Assistant cum Store Keeper (Under SSA)	1(Gen-1)	(i) Graduate with 60% marks (ii) Diploma in Management (iii) Matric with Hindi/ Sanskrit or 10+2/BA/MA with Hindi as one of the subject (iv) Experience of Two years in concerned field	PB-I (5200-20200+GP 2400) Consolidate Remuneration - Rs. 9840/- P.M.

13	DEO cum Clerk (Under SSA)	32(SC-18, BC(A)-9, BC(B)-03, SC(Sports Person)-1, BC(Sports Person)-1	i) Graduate with 55% marks or Postgraduate ii) One year diploma in computer application from an institute of repute iii) Matric with Hindi/ Sanskrit or 10+2/BA/MA with Hindi as one of the subject iv) Three years exp. in any reputed institute	PB-I (5200-20200+GP 2000) Consolidate Remuneration - Rs. 7960/- P.M.
14	Clerk Cum DEO (Under SSA)	13(SC(ESM)-1, SC(Sports Person)-1 BC-A(Sports Person)-1, BC-A(ESM)-1, BC(B)-1, BC-B(ESM)-1, Gen(EBP)-3, Gen(ESM)-2, SBC-2	i) Graduation with 55% marks having knowledge of computer, Microsoft office including Excel, access and power point ii) Matric with Hindi/ Sanskrit or 10+2/BA/MA with Hindi as one of the subject iii) English and Hindi Typing at a speed 30 w.p.m and 25 w.p.m. respectively	PB-I (5200-20200+GP 1900) Consolidate Remuneration - Rs. 7580/- P.M.
15	Receptionist	1 (Gen)	i) Graduate with 1 st division having good fluency in English and Hindi and knowledge of handling EPABX system. ii) Matric with Hindi/Sanskrit or 10+2/BA/MA with Hindi as one of the subject.	PB-I (5200-20200 + GP 1900) Consolidate Remuneration - Rs. 7580/- P.M.

Age: The age limit for the above posts are between 18-40 years as on the last date for submission of application.

Relaxation in Age:

In the case of candidates belonging to the Scheduled Caste, Scheduled Tribes and Backward Classes, Ex-Servicemen, Physically-Challenged and Widows/Divorcee etc. the upper age limit shall be such as may be fixed by the Government of Haryana from time to time.

Qualification and experience shall be relaxable as per Govt. instruction for the candidates belonging to Scheduled Caste, Scheduled Tribes and Backward Classed, Ex-servicemen, Physically-challenged and Widows/Divorcee etc.

Application Fee: Application fees (non-refundable) amounting to Rs.500/- + Rs. 20 (Bank charges) for General & other category candidates and Rs.250/- + Rs. 20 (Bank charges) for SC/Female/PHC candidates of Haryana state will be payable through challan, generated after online filling of application. Candidates belonging to reserved categories (SC/PHC candidates of Haryana state) must ensure that they have valid caste certificate issued by the competent authority. In case, at the time of verification of documents, it is found that certificates are not valid, their candidature will be rejected. Such candidates will not be considered under the general category as they have not paid fees applicable for candidates of general category.

Special Instructions:

1. The final selection shall be made on the basis of selection criteria given below:-

Selection Criteria

Sr. No.	Name of Post	Qualification	Max. Weightages	Marks Calculation of Score
1	Sub Divisional Engineer (Civil), under SSA	Degree in civil Engineering	40	<u>Marks obtained x 40</u> Total marks
		M.Tech in Civil Engineering	10	<u>Marks obtainedx10</u> Total marks
		Written Test	50	<u>Marks obtainedx 50</u> Total Marks
		Total	100	
2	Assistant Architect	Degree in Architecture	40	<u>Marks obtained x 40</u> Total marks
		M.Tech in Architectre	10	<u>Marks obtainedx10</u> Total marks
		Written Test	50	<u>Marks obtainedx 50</u> Total Marks
		Total	100	
3	Computer Programmer	B.Tech./ MCA/M.Sc	50	<u>Marks obtained X 50</u> Total Marks
		Written Test	50	<u>Marks obtained X 50</u> Total Marks
		Total Marks	100	
4	Junior Engineer (Under SSA)	Diploma in Civil Engg.	40	<u>Marks obtained x 40</u> Total marks
		B.E in civil Engineering	10	<u>Marks obtainedx10</u> Total marks
		Written Test	50	<u>Marks obtainedx 50</u> Total Marks

		Total	100	
5	Junior Programmer	M.Sc Computer/MCA Computer Science	50	<u>Marks obtained X 50</u> Total Marks
		Written Test	50	<u>Marks obtained X 50</u> Total Marks
		Total Marks	100	
6	Deputy Supdt.	Graduation	35	<u>Marks obtained X 35</u> Total Marks
		Post Graduation	15	<u>Marks obtained X 15</u> Total Marks
		Written Test	50	<u>Marks obtained X 50</u> Total Marks
		Total Marks	100	
7	Assistant	Graduation	35	<u>Marks obtained X 35</u> Total Marks
		Post Graduation	15	<u>Marks obtained X 15</u> Total Marks
		Written Test	50	<u>Marks obtained X 50</u> Total Marks
		Total Marks	100	
8	District Gender Coordinator	Post Graduation	25	<u>Marks obtained X 25</u> Total Marks
		B.Ed/ M.Ed	15	<u>Marks obtained X 15</u> Total Marks
		Doctorate Degree in Education	10	<u>Marks obtained X 10</u> Total Marks
		Written Test	50	<u>Marks obtained X 50</u> Total Marks
		Total	100	
9	Stenographer	Graduation	35	<u>Marks obtained X 35</u> Total Marks
		Typing Test	15	<u>Marks obtained X 15</u> Total Marks
		Written test	50	<u>Marks obtained X 50</u> Total Marks
		Total Marks	100	
10	Procurement Asstt cum Store keeper	Graduation	25	<u>Marks obtained X 25</u> Total Marks
		Diploma in Management	25	<u>Marks obtained X 25</u> Total Marks
		Written Test	50	<u>Marks obtained X 50</u> Total Marks
		Total Marks	100	

11	DEO cum Clerk	Graduation	25	<u>Marks obtained X 25</u> Total Marks
		One Year Diploma in Computer application from and Institute of repute	15	<u>Marks obtained X 15</u> Total Marks
		Post Graduation	10	<u>Marks obtained X 10</u> Total Marks
		Written Test	50	<u>Marks obtained X 50</u> Total Marks
		Total Marks	100	
12	Clerk cum DEO	Graduation	30	<u>Marks obtained X 30</u> Total Marks
		Post Graduation	10	<u>Marks obtained X 10</u> Total Marks
		Typing Test	10	<u>Marks obtained X 10</u> Total Marks
		Written Test	50	<u>Marks obtained X 50</u> Total Marks
		Total Marks	100	
13	Receptionist	Graduation	40	<u>Marks obtained X 40</u> Total Marks
		Post Graduation	10	<u>Marks obtained X 10</u> Total Marks
		Written Test	50	<u>Marks obtained X 50</u> Total Marks
		Total Marks	100	

Note:-

1. The Question paper will be of objective type(100 marks) having 100 questions with multiple choices on OMR sheet with one correct answer of each question of appropriate standards. The duration of the paper will be of 60 minutes. There will be 1/3rd negative marking. Each right answer will carry one mark.
2. The written examination will be conducted out of those candidates only whose application fee has been received.
3. Consistent good academic record means that out of the lower qualifications i.e. Graduation/10+2/ matric etc. than the requisite minimum qualification, one must secure at least 55% marks in one lower examination and 50% in the two lower examinations. If there are only two lower examinations, then one must secure at least 55% marks in one lower exam on and 50% in another. Further, if there is only one lower examination, then one must secure at least 55% marks in

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the said examination.


- 4 The candidate will have to verify himself/herself that he/she fulfills all the eligibility conditions for this post. Appearing in the examination and qualifying the test does not entitle him/her for appointment to the post. The selection will be subject to his/her found eligible for the post. Verification of original documents would be done at the time of counselling. The purpose would be to verify different records regarding identification, age , qualifying examination, state of eligibility, Category etc, of the candidates. If on verification at any time before or after the written examination or Document Verification or appointment, it is found that they do not fulfill any of the eligibility condition or it is found that the information furnished is false or incorrect their candidature will be cancelled. and will be liable for criminal action as deemed feet.
- 5 A candidate shall only be considered for selection, if he scores a minimum of 50% marks for GEN/BC/Others Categories and a minimum of 45% for SC/PH in aggregate, in accordance with criteria prescribed for said posts.
- 6 Professional Training Diploma or Certificate awarded by any State, Board or University other than Haryana Education Department will be recognized only if this Degree or Diploma or Certificate has been recognized by the Haryana Government.
- 7 Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date for submission of advertisement. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfil any of the eligibility condition or it is found that the information furnished is false or incorrect their candidature/appointment will be cancelled.
8. Reservation in SC, BC, ESM, Sports Person and PHC is only for Haryana State. The SC/ BC/PHC candidates are required to submit SC/BC/PHC Certificate duly issued by the competent authority at the time of interview. Likewise the Outstanding Sports Person shall be required to submit the sport gradation certificate at the time of interview/document verification as per Government instructions duly issued by the competent authority. DESM(Dependant of Ex-

Service Man) shall be required to submit the fresh Eligibility Certificate duly issued by the respective Zila Sainik Board at the time of document verification.

- 9 33% posts in each category i.e General/Open Competition (OC), Scheduled Caste (SC), Backward Class (BC) and Physically Challenged (PHC) etc. shall be reserved for women. This reservation shall be horizontal.
- 10 Physically Handicapped Candidates means Physically Challenged/ Persons with Disabilities as per Haryana Govt. Instructions.
- 11 Detailed instructions for filling the online application form are available on the website <http://www.recuritement-portal.in>
- 12 In case of any guidance/information/clarification regarding the online filling of the form the candidate can call at CDAC Mohali helpline Nos. 0172-6619054-55 on all working days from 9:00 a.m. to 6:00 p.m.
- 13 The Parishad reserves the right to increase or decrease the number of vacancies at any point of time.
- 14 Candidate having been called for counselling will not confer any right to appointment.
- 15 Candidate must bring a admit card/registration slip on the day of written examination at the venue of the examination centre. The candidates without admit card/registration slip will not be allowed to appear in the written examination.
- 17 Candidate will be responsible for any mistakes made by him/her in the on line application form, SSA/RMSA & CDAC Mohali shall not be responsible or liable in any way.
18. The merit list will be prepared on the basis of the written test and will be available on website www.hsspp.in

Complete information is also available at Parishad websites www.hsspp.in

Place: Panchkula
Date:


State Project Director,
Haryana School Shiksha Pariyojna Parishad,
Shiksha Sadan, Sector-5, Panchkula.

