

HARYANA SCHOOL TEACHERS SELECTION BOARD (HSTSB)

SPECIAL INSTRUCTIONS

1. Haryana School Teachers Selection Board (HSTSB) has been constituted vide Haryana Government School Education Department Notification 8/1-2011 Co. (1) dated 18-02-2012. The HSTSB will be directly recruiting Teachers, Teacher Educators and Education Supervisors for School Education Department. The Board office is in Hartron Bhawan, Bays No. 73-76, Sector-2, Panchkula, Haryana.
2. The prescribed essential qualification does not entitle a candidate to be called for interview. The Haryana School Teachers Selection Board (HSTSB) may short list the candidates for interview by holding a written examination or on the basis of academic criteria or percentage cut off to be adopted by the Board. The decision of the Board in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode of, and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
3. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility conditions or it is found that the information furnished is false or incorrect their candidature will be cancelled.
4. Read the advertisement carefully especially with regard to Educational qualifications, Haryana Teachers Eligibility Test (HTET)/School Teachers Eligibility Test (STET), Hindi/Sanskrit up to Matric, or 10+2/B.A./M.A. with Hindi as one of the subjects. Separate cadre for District Mewat. One time upper age relaxation for teachers, consistent good academic record where required, pay scale, service in rural areas and reservation of posts must be clearly understood. These are based on the Service Rules of Education Department of the Government of Haryana.

ELIGIBILITY AND QUALIFICATIONS:-

5. **BASIC:-**

Eligibility and qualifications will be given in the Advertisement.

6. **RESERVATION**

CERTIFICATE REQUIRED

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| ➤ Reservation for SC/BC/PHC/ESM/DESM/DFE/OSP is only for domicile of Haryana and as per Haryana Government instructions. | |
| ➤ 33% posts for women of Haryana-horizontal reservation Haryana domicile. | |
| ➤ SC/BC/PHC | By competent authority. |
| ➤ ESM | ID card issued by ZSB & Service Book. |
| ➤ DESM eligible if no ESM available | Fresh eligibility certificate from ZSB. |
| ➤ DFE eligible if no ESM or DESM | Haryana Govt. Letter No. 22/20/83- 3GS111 dated 26-07-1984 as amended from time to time. |
| ➤ Outstanding Sports Person (OSP) Sports | Sports gradation certificate of Director of Haryana. |
| ➤ Upper age relaxation other than one time specified. | Certificate from competent authority as specified. |
| ➤ Disabled ESM/Dependent of killed/Disabled in action, authority vide Haryana Govt. Letter No. 945-GS-11 72/6451 dated 06-03-1972 as per following priority :- | |

- a) Disabled ESM with disability 20% to 50%.
- b) Up to two dependents of service personnel killed/disabled beyond 50%.
- c) Other ESM.

Note 1:- Disabled ESM will mean ESM who while serving in the Armed Forces of the Union were disabled in operations against the enemy or in disturbed areas.

Note 2:- Dependents will include besides wife/widow, dependent sons/daughters.

- None of the persons below shall fall within the definition of word DESM in terms of Haryana Govt. Letter No. 12/37/79-GS11 dated 21-11-1980:-
 - a) A person may be working on an adhoc basis against the post advertised or somewhere else.
 - b) A person may be unemployed at the time of making the application but he may have other source of income viz. from agriculture, trade, property and bank balance etc.
 - c) A person who is a member of the joint Hindu family and remains dependent upon the Karta till there is partition in the family or he ceases to be a member of the joint Hindu family and is obliged to pass on all his income to the Karta and he draws money for. His subsistence from the pool of the joint Hindu family with the consent of the Karta.
 - d) A candidate who is a member of the joint Hindu family is employed on adhoc basis but he is otherwise dependent on his father.
- DESM candidates who fulfill all conditions of qualifications, age etc. prescribed for posts will be considered on merit for the posts reserved for ESM to the extent of non-availability of suitable ESM candidates.
- DFF candidates who fulfill all conditions of qualifications, age etc. prescribed for posts will be considered on merit for the posts reserved for ESM to the extent of non-availability of suitable DESM candidates.

7. **AGE:** - The age is 18 years to 40 years on the last date of submission of application.

- In case of SC/BC/PHC candidates of Haryana State, the upper age limit is relaxable as per Haryana Govt. instructions.
- The upper age limit in respect of widow, legally separated woman, divorcee, deserted woman and unmarried woman of Haryana will be upto 45 years as per Government instructions.
- For ESM candidates relaxation up to continuous Military service added by three years.
- For teachers working in privately managed Govt. Aided Schools, recognized schools and Government Schools one time upper age limit to the extent of service rendered by them as a teacher subject to a maximum of 5 years.

8. **EXPERIENCE:-**

Experience wherever applicable will be considered, only after acquiring the essential qualification and up to the last date of submission of application, along with salary.

9. **FEE:-**

- a) **Group-B Post** For General Category = Rs. 500/- For Reserved Category of Haryana (SC/BC/ESM/PHC) = Rs. 125/-
- b) **Group-C Post** For General Category = Rs. 150/- For Reserved Category of Haryana (SC/BC/PHC) = Rs. 35/-
- c) Fee should be deposited in any branch of State Bank of India under code/account number 32307173537 for reserved category of Haryana State and 32306718279 for General Category.

10. **Other parameters are as under:-**

- a) No concession of fee is admissible to SC/BC/PHC applicants of other States.
- b) The ESM candidates are exempted from payment of Fee for Group-C posts only, but their dependents are required to pay the fee as for General, SC or BC candidates as case may be.

- c) Fee sent in the form of **Bank Draft or Money Order or Cash will not be accepted.**
- d) Fee once deposited with the application form is neither transferable nor refundable/adjustable.
- e) Fee deposited before the publication of this advertisement and after the closing date for deposit of fee will not be accepted.

HOW TO APPLY :-

11. Online :-

A candidate whether he belongs to General or reserved category viz. SC, BC, ESM/DESM, DFF, PHC or OSP can submit only one on line application for a particular category of post advertised. The special instructions for online applications as given on website www.recruitment.cdacmohali.in must be carefully read to help in understanding and filling in the application form. **No offline form will be accepted.** All the relevant columns of the application form should be filled in.

12. Printed Copy :-

Printed copy of the application form with original certificates and photocopy will be brought by the candidate at the time of interview/verification alongwith Photo, Identity Proof i.e. Identity Card/Driving License/Passport/Voter Card/Pan Card etc.

13. Examinations :-

Candidate are required to give details of all examinations passed from matriculation or its equivalent onwards and mention total and percentage of marks obtained and maximum marks in each examination. For the Haryana HTET/STET examination passed, additional details of month and year of examination and the Roll Number be also given.

14. Action against candidates found guilty of misconduct :-

Candidates are warned that they should not furnish any particulars that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been) found guilty of : (i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall or (iv) resorting to any irregular or improper means in connection with his/her candidature for selection or (v) obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable :-

- (a) to be disqualified from the examination for which he/she is a candidate.
- (b) to be debarred either permanently or for a specified period, from any examination or recruitment conducted by HSTSB
- (c) for termination of service, if he/she already in Govt. Service.

15. Fake Institutions :-

Candidates, who have obtained degrees or diplomas or certificates for various courses from any institution declared fake by the University Grants Commission or not recognized by Department of Education, Haryana shall not be eligible for being considered for recruitment to the posts advertised.

16. Serving Government Employees :-

Serving Government Employees should send separately one copy of their downloaded application form directly to their Head of Department to get the necessary No Objection Certificate, which will have to be produced by the candidate at the time of interview.

17. DOCUMENTS :-

The following **original documents** along with their **self attested photocopy for record** will be brought at the time of interview/verification:-

- Print out of the application form sent online alongwith photograph.
- Fee receipt deposited with State Bank of India as specified in advertisement.
- Education qualifications & HTET/STET certificates and mark sheets.
- One time exemption certificate HTET/STET & upper age relaxation certificate from DEO/DEEO and counter signed by Director School/Elementary Education of concerned State, if applicable.
- Eligibility certificate in case of DESM issued by Zila Sainik Board.
- Sports Gradation Certificate issued by competent authority for outstanding sports person.
- SC/BC/PHC certificate issued by competent authority.
- 33% reservation for women of Haryana State – Domicile certificate.

18. LIKELY CAUSES OF REJECTION OF APPLICATION :-

The following are likely causes of rejection:-

- More than one application for a particular category.
- Application is incomplete and not online format given in the Advertisement.
- Full fee if not deposited in the manner prescribed.
- Experience certificate, where applicable, is without detail of salary per month received.
- Online application after closing date.
- No qualification of Hindi/Sanskrit as prescribed in advertisement.
- Applicant does not possess the requisite, academic qualification on cutoff date.
- Applicant does not indicate visible identification mark in appropriate column of application form.
- Candidate is underage/overage on the cutoff date/closing date.
- Variation in data of online application form and originals when brought for interview.
- Lack of consistent good academic record.
- OFF LINE form sent by post.
- Lack of essential qualification as prescribed in advertisement.