



# HARYANA STATE HIGHER EDUCATION COUNCIL

## Recruitment Notice

**Advt. No.:- Adv./HSHEC/2023/02**

**Dated:- 11.11.2023**

Haryana State Higher Education Council a statutory body proposes to fill up various regular positions by way of direct/deputation/transfer basis as the case may be. Further details are available on Council website <https://hshec.org/>.

Applications complete in all respects as per format given on Council website may be emailed at [hshecadvisor@gmail.com](mailto:hshecadvisor@gmail.com) within 15 days from the date of publication of advertisement and hardcopy reach within next three days addressed to the Advisor, Haryana State Higher Education Council, Takniki Shiksha Sadan, Bays no. 7-12 Sector-4 Panchkula.

Haryana State Higher Education Council reserves the right to revise/re-schedule/cancel/suspend/modify/withdraw the recruitment process/positions in part or full without assigning any reason at any point of time.

Advisor  
Haryana State Higher Education Council

Attested  
K. Agnihotri

**K.K. AGNIHOTRI**  
Advisor  
Haryana State Higher Education Council  
Panchkula



# हरियाणा राज्य उच्च शिक्षा परिषद्

## भर्ती सूचना

विज्ञापन क्रमांक: Adv /HSHEC/2023/02

दिनांक: 11.11.2023

हरियाणा राज्य उच्च शिक्षा परिषद् जोकि वैधानिक निकाय है, विभिन्न पदों को सीधी/ प्रतिनियुक्ति/स्थानांतरण आधार पर जैसे भी स्थिति हो को भरने का प्रस्ताव करती है। अतिरिक्त जानकारी परिषद् की वेबसाईट <https://hshec.org> पर उपलब्ध है।

परिषद् की वेबसाईट पर दिए गए प्रारूप के अनुसार सभी प्रकार से पूर्ण आवेदन विज्ञापन के प्रकाशन की तिथि से 15 दिनों के भीतर [hshecadvisor@gmail.com](mailto:hshecadvisor@gmail.com) पर ई-मेल तथा कागज़ी प्रति 3 दिनों के भीतर परामर्शदाता, हरियाणा राज्य उच्च शिक्षा परिषद्, तकनीकी शिक्षा सदन, बेज़ नं. 7-12, सैक्टर 4, पंचकूला को प्राप्त हो जानी चाहिए।

हरियाणा राज्य उच्च शिक्षा परिषद् के पास किसी भी समय बिना कोई कारण बताए भर्ती प्रक्रिया/पदों को आंशिक या पूर्ण रूप से संशोधित करने/पुनः निर्धारित करने/रद्द करने/निलंबित करने/वापिस लेने का अधिकार सुरक्षित है।

परामर्शदाता  
हरियाणा राज्य उच्च शिक्षा परिषद्

Attested

K.K. AGNIHOTRI

Advisor  
Haryana State Higher Education Council  
Panchkula



# HARYANA STATE HIGHER EDUCATION COUNCIL

## Recruitment Notice

Advt. No.:- Adv./HSHEC/2023/02

Dated:- 11.11.2023

Haryana State Higher Education Council a statutory body proposes to fill up various regular positions by way of direct/deputation/transfer basis as the case may be. Further details are available on Council website <https://hshec.org/>.

Applications complete in all respects as per format given on Council website may be emailed at [hshecadvisor@gmail.com](mailto:hshecadvisor@gmail.com) within 15 days from the date of publication of advertisement and hardcopy reach within next three days addressed to the Advisor, Haryana State Higher Education Council, Takniki Shiksha Sadan, Bays no. 7-12 Sector-4 Panchkula.

Haryana State Higher Education Council reserves the right to revise/re-schedule/cancel/suspend/modify/withdraw the recruitment process/positions in part or full without assigning any reason at any point of time.

Advisor, HSHEC

As per above notice published in the newspapers, the details of various regular positions to be filled up by way of direct/deputation/transfer basis as the case may be are as under:-

Sr. no.	Designation of posts	No. of posts	Nature of appointment	Reservation as per Haryana Govt. instructions
1.	SPD	01	By deputation/transfer basis as the case may be	-
2.	Joint Director	01	By deputation/transfer basis as the case may be	-
3.	Senior Project Manager	01	By direct/deputation/transfer basis as the case may be	-
4.	Project Manager	03	By direct/deputation/transfer basis as the case may be	Two for general and one for SC
5.	Private Secretary	01	By direct/deputation/transfer basis as the case may be	-
6.	Stenographer	01	By direct/deputation/transfer basis as the case may be	-
7.	Liasoning and Communication Assistant	01	By direct/deputation/transfer basis as the case may be	-
8.	Data Entry Operator	02	By direct/deputation/transfer basis as the case may be	-
9.	Junior Programmer	01	By direct/deputation/transfer basis as the case may be	-
10.	Group D	02	By transfer/deputation	-

### Eligibility conditions

Details of qualifications, experience, pay scale etc. are as per Haryana State Higher Education Council Service Regulations 2023 uploaded on Council website in August 2023.

*Signature*

### Other instructions

1. Application forms have to be filled up as available on the website of the Council within the prescribed time frame as indicated in the advertisement. After filling forms email to [hshecadvisor@gmail.com](mailto:hshecadvisor@gmail.com) within 15 days from the publication of the notice in the newspapers and send hardcopy with self attested enclosures to the Council within next 3 days to the Council through registered post/courier at the following address:-

Advisor  
Haryana State Higher Education Council  
Takniki Shiksha Sadan  
Bays 7-12, Sector-4  
Panchkula- 134112  
Haryana, India

### Application fees

1. Non-refundable fee for general categories is Rs. 1000 per application in case of Group A and B, Rs. 500 in case of Group C and Rs. 100 in case of Group D
2. No application fee for other categories and women applicants.
3. Payment should be made online only through net banking gateway in the following bank account:-  
Beneficiary name: Haryana State Higher Education Council  
Bank Account No.: 396701001380  
IFSC Code: ICIC0002511  
Branch: ICICI Bank, Sector-2 Panchkula – 134112
4. The selection would be on the recommendations of the duly constituted selection committee.
5. The applicants should possess the prescribed qualifications, experience and eligibility criteria on the closing date of application as prescribed under HSHEC Service Regulations 2023.
6. Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview. The Council may restrict the number of applicants to be called for interview on the recommendations of the shortlisting/screening committee, constituted by the Competent Authority.
7. All appointments shall be made provisionally subject to verification of certificates. HSHEC shall verify the documents and antecedents of the applicant at the time of interview/joining or at any stage during the period of service. In case, it is found at any point of time that any document / information submitted by the applicant is false or the applicant has suppressed any relevant information, the services of the selected applicant shall be terminated forthwith without assigning any reason. The HSHEC may also initiate appropriate action under the provisions of Indian Penal Code, 1860 for production of false information.
8. Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit 'No Objection Certificate' on the prescribed Performa from the employer, at the time of interview.
9. All correspondence from the HSHEC including interview letter, if any, shall be sent only at the e-mail address provided by the applicant in the application form. The applicants are advised to check the website of the HSHEC (<https://hshec.org>) regularly for updates.
10. Any addendum/ duodenum/ corrigendum, if any, shall be posted on HSHEC website <https://hshec.org> only.
11. Canvassing in any form will be treated as a disqualification.

Arvind

12. HSHEC reserves the right to revise/ reschedule/ cancel/ suspend/ withdraw the recruitment process in part or full without assigning any reason. The decision of the HSHEC shall be final and no appeal in this regard shall be entertained.
13. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the HSHEC reserves the right to modify/withdraw/cancel any communication made to the applicant in this regard.
14. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the HSHEC shall be final.
15. No TA/DA shall be paid to applicants for attending interview. However, outstation applicants belonging to SC/ST/PWBD categories called for interview will be paid an amount equivalent to return single second class railway fare towards journey, expenses on production of ticket numbers/proof.
16. In case of any dispute, any suite or legal proceedings against the HSHEC, the territorial jurisdiction shall be the High Court of Punjab & Haryana, Chandigarh.
17. The posts advertised are tentative. The HSHEC reserves the right to increase or decrease the number of posts.
18. Incomplete applications in any respect shall be summarily rejected.

Advisor  
Haryana State Higher Education Council

*K.K. Agnihotri*  
K.K. AGNIHOTRI  
Advisor  
Haryana State Higher Education Council  
Panchkula



**HARYANA STATE HIGHER EDUCATION COUNCIL**  
(Established by Act (Haryana Act No. 4 of 2018) of Haryana Government)  
Bays No. 7-12, Sector 4, Panchkula, Haryana 134112

Applied for :

(For office use only)

Registration Number \_\_\_\_\_

Enclosures Claimed \_\_\_\_\_

(Signature)

Haryana State Higher Education Council  
Website: <https://hshec.org/>  
Advertisement No. Adv/HSHEC/02/2023

Paste your recent  
passport size  
coloured  
photograph here  
and sign across  
the photo so that  
part of signature  
should be on form

Details of fee payment if due as per advertisement on website

Transaction ID (attach receipt)	Date	Amount	Mode of Payment	Name of Bank and Branch		
1. Name (In Capital Letters)	First Name		Middle Name	Surname		
2. Date of Birth	Day	Month	Year	Age as on last date of applications as per advertisement	Years	Months
3. Place of Birth	City/Village		State	Country		
4. Father's Name						
5. Mother's Name						
6. Nationality						
7. Gender						
8. Community/Category (Please strike out whichever options are not applicable)	SC/ST/OBC/Other categories give details _____ S. No. of proof enclosed _____					
9. Marital status						
10. If differently abled, indicate the relevant particulars	No	Percentage of disability	S. No. of proof of enclosure			
a. Blindness or Low vision:						
b. Hearing impairment						
c. Locomotors disability or cerebral palsy (includes all cases of Orthopedically handicapped)						
11. Address for correspondence						
(a) Mailing addresses :						
(b) Permanent address :						
(c) E-mail-						
(d) Mobile/Telephone						

*Handwritten signature*

12. Educational qualification (Attach additional pages, if required)

	Name of Course	Name of the Board/ University	Year passed	Division	CGPA (if grading is applicable)	% of Marks	Subjects studied	S. No. of proof of enclosure
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
10 <sup>th</sup> Class/ equivalent								
10+2/Higher Secondary equivalent								
Bachelor's degree								
Master's degree							Title:	
M.Phil.								
Ph. D.							Title:	
JRF/NET/SLET/SET	Subject				Roll. No.		Year	
Any other exams passed as required under Council Service Regulations 2023								

13. Chronological list of experience as per Council Service Regulations 2023 (starting from current position/ employment) in the enclosed format

Designation	Scale of pay & present Basic & AGP	Name & address of employer	Period of experience			Nature of work/ duties	S. No. of proof of enclosure
			From date	To date	No. of years/ months (As on date of advertisement)		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

\* (Add separate sheet if required, to be annexed at relevant S. No.), the relevance and genuineness of the experience will be decided by the Council based on the certificates and documents submitted by the candidate only.

14. Academic distinctions and Awards		Sr. No. of proof of enclosure
Name of the Academic Course/Body	Academic distinction obtained	

\* (Add separate sheet if required, to be annexed at relevant S. No.)

15. Names and complete postal addresses of 3 referees (The referee should be the last employers of the candidate or any other person having know-how of candidate's experience/knowledge and should not be related to the applicant)

	Referee-1	Referee-2	Referee-3
Name & complete postal address			
Email :			
Phone (Landline) with STD code			
Mobile Ph.:			
Fax:			

*Handwritten signature*

16. List of self attested testimonials attached (original to be produced at the time of interview)

Please tick the enclosure attached

Sr. No.	Check list	S. No. of enclosure	No. of sheets
I.	Matriculation mark sheet/certificate		
II.	Intermediate mark sheet/certificate		
III.	B.A./B.Sc./B.Com (Final) mark sheet/degree		
IV.	M.A./M.Sc./M.Com (Final) mark sheet/degree		
V.	M. Phill Degree		
VI.	Ph.D./D.Phill. Degree		
VII.	D.Litt., D.Sc., L.L.D. degree		
VIII.	NET, UGC-JRF, CSIR-JRF Award Certificate		
IX.	Caste Certificate issued by the Competent Authority (OBC/SC/ST/etc)		
X.	Experience certificates		
XI.	Award(s) & Fellowship(s)		
XII.	Others as per Council Service Regulations, 2023		

Total number of sheets enclosed \_\_\_\_\_ (please give sequential number to each sheet and signature with date).

17. Any other information/qualification relevant to the post applied for:

18. Declaration

I, ..... son/daughter of ..... hereby declare that all the statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect or ineligibility being detected before or after the Selection, my candidature/ appointment may be cancelled by the HSEEC.

I have never been convicted or contemplated for any unlawful activity.

Signature of the Applicant

.....  
\*Name as signed (in BLOCK LETTER)

Date: ..... \*Application not signed by the candidate is liable to be rejected

Note: Scanned application be e-mailed at [hshsecadvisor@gmail.com](mailto:hshsecadvisor@gmail.com) within 15 days from the date of advertisement in the Newspaper. Hardcopy with self-attested enclosures be sent to the HSEEC through registered post/courier so as reach within next three days.

Correspondence address:

Advisor  
Haryana State Higher Education Council,  
Takniki Shiksha Sadan,  
Bays No. 7-12, Sector – 4,  
Panchkula-134112  
Haryana, India

*Signature*



19. Endorsement by the Employer

No Objection Certificate duly signed by competent authority to be produced at the time of interview.

The applicant Dr./Mr./Mrs./Ms. .... who had submitted this application for the post of ..... in the Haryana State Higher Education Council, has been in employment ..... in a temporary/ contract/ permanent capacity with effect from ..... In the Scale of pay of Rs. .... He/she is drawing a basic pay of Rs. ....

Further, it is certified that no disciplinary/vigilance case ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the Haryana State Higher Education Council, and in the event of selection He/she will be relieved to join Haryana State Higher Education Council as per rules.

Signature of the forwarding officer

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

*Administer*

## Experience Certificate

Letter Head of the Institution/Issuing Authority

Telephone No. ....

Name of Organization  
Address of the Organization

This is to certify that Shri/Ms. .... S/o, D/o, W/o Shri..... was/is an employee of this organization/Department and duties performed by him/her during the period(s) are as under:-

Name of post held	From	To	Total period Y – M – D –	Nature of Appointment- Permanent, Regular, Temporary, Part-time, Contract, Guest, Honorary etc.	Department/ Specially/ Field of experience
(1)	(2)	(3)	(4)	(5)	(6)

Pay scale and last salary drawn (Rs.)	Duties performed/ experience gained in brief in each post	Place of posting	Worked at supervisory level/ middle management level/ head of branch
(7)	(8)	(9)	(10)

Bank Account No. in which salary deposited	EPF Id. No.	ESI Employee Code No.	NPS PRAN No.
(1)	(2)	(3)	(4)

2. It is certified that above facts and figures are true and based on service records available in our organization/ Department.

*K. N. S. S.*

Signature

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_



Website: <https://hshec.org/>

Contact No.: 0172-2570743

# हरियाणा राज्य उच्च शिक्षा परिषद

## Haryana State Higher Education Council

### सेवादार पद हेतु आवेदन पत्र

विज्ञापन संख्या:-

फीस रुपये 100/- (यदि देय हो तो जमा कराने का विवरण रसीद की प्रति सहित)

1.	अभ्यर्थी का पूरा नाम (हिन्दी में)				<div style="border: 1px solid black; padding: 5px; text-align: center;">एक रंगीन पासपोर्ट आकार का फोटो यहां चिपकायें और चिपकाने के बाद उस पर अपने हस्ताक्षर करें।</div>
	अंग्रेजी के बड़े अक्षरों में				
2.	पिता/पति का नाम				
3.	जन्म तिथि (प्रमाण-पत्र की स्व: सत्यापित प्रति संलग्न करें)				
4.	आवेदन पत्र के लिए निश्चित अन्तिम तिथि को आयु	वर्ष	माह	दिवस	
5.	लिंग (स्त्री/पुरुष/अन्य)				
6.	श्रेणी (सामान्य/अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़ा वर्ग/आर्थिक रूप से कमजोर वर्ग/ओएच/पूर्व सैनिक इत्यादि) (प्रमाण-पत्र संलग्न करें)				
7.	शैक्षणिक योग्यता: (हिन्दी/संस्कृत एक विषय के रूप में मैट्रिक तक)				
8.	स्थायी निवास का पता				
9.	वर्तमान निवास का पता  मोबाईल संख्या-  ईमेल आईडी-				
10.	आधार संख्या (आधार कार्ड की प्रति संलग्न करें)				
11.	पिछली सेवा का विवरण (यदि कोई हो) नियोक्ता के प्रमाण पत्र सहित				
12.	वर्तमान नियोक्ता का अनापत्ति प्रमाण-पत्र साक्षात्कार के समय				

### स्वघोषणा

मैं, ..... यह घोषणा करता/करती हूँ कि इस आवेदन पत्र में दिये गए सारे विवरण/सूचनायें सत्य एवं सही हैं। यदि किसी भी समय कोई भी विवरण/सूचना असत्य या गलत पायी गई अथवा कोई भी तथ्य मेरे द्वारा छुपाया गया है तो मेरा/मेरी अभ्यर्थन चयन प्रक्रिया से निरस्त कर दिया जाएगा।

स्थान: .....

हस्ताक्षर .....

दिनांक: .....

नाम.....

संलग्नों का विवरण: .....

*Signature*