

## **INSTRUCTIONS FOR THE CANDIDATES FOR THE POST OF ABRCs**

- 1 Certificate of 10<sup>th</sup> Class.
- 2 Certificate of 12<sup>th</sup> Class.
- 3 Mark Sheet of three years/all years or semester of bachelor's Degree.
- 4 Mark Sheet of all years or semester of post Graduation.
- 5 Mark Sheet of all years or semester i.e. B.Ed/ M.Phill/UGC NET(if applicable)
- 6 Experience certificate (in Government Department) (if any) in attached format(Annexure-A).
- 7 Domicile certificate if candidate belongs to Haryana and claiming for reservation.
- 8 Reservation in SC, BC, ESM, Sports Person , EWS and PHC is only for Haryana State. The SC/ BC/EWS/ ESM /PHC candidates are required to submit SC/BC/EWS/ ESM /PHC Certificate duly issued by the competent authority. Likewise the Outstanding Sports Person shall be required to submit the sport gradation certificate as per Government instructions duly issued by the competent authority. DESM shall be required to submit the fresh Eligibility Certificate duly issued by the respective Zila Sainik Board and they will submit the original documents/proof that the ESM did not seek re-employment & further that non of his dependent has already availed this benefit..
- 9 Identity proof i.e Ration card, Voter ID, Pan Card, Birth Certificate, Passport and Adhar Card etc.
- 10 The candidates will bring the Admit card and application form issued by C-DAC Mohali along with photographs duly attested. The candidates may please upload the same on the website of [www.recruitment-portal.in](http://www.recruitment-portal.in)
- 11 Five Passport size photographs of the candidate.
- 12 Candidate fill the proforma for the post of ABRC which is available on website [www.hsspp.in](http://www.hsspp.in) and [www.recruitment-portal.in](http://www.recruitment-portal.in)

**Note:** Candidates are advised to bring all above documents in original along with attested photo copy of each document. These photocopies shall be taken by the HSSPP for record. Further, the candidates will also bring the documents as mentioned in advertisement under special instructions.

Other documents, if required will be asked to submit at the time of joining.

**Dy. Director(Admn.)  
For State Project Director**

**Annexure- A**

1. This is to certify that Shri/Smt./Ms/Kumari.....Son/daughter/ wife of shri.....resident of village / town/.....Tehsil.....District.....of the Haryana State/ other state/union Territory has been serving as .....(completer nomenclature of the post) in the office of.....(Government Department of Haryana state or any State Government or Government of India).
2. The period of engagement was from..... to..... and the completed years and months are.....(Years & months)
3. The EPF account no.(if any) is/was.....

Place:  
Date:

Signature with seal of issuing Authority(Head of Office)  
Full Name:  
Designation:  
Address:  
Telehpone no. with code: