SPECIAL INSTRUCTIONS:
The prescribed essential qualification does not entitle a candidate to be called for written test. The organisation will shortlist the candidates for a written examination and on the basis of a rationale criteria. The decision of the organisation in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.

HOW TO APPLY:
A candidate whether he/she belongs to general category or reserved categories viz., SC, BC, ESM/DESM can submit only one application for particular category of post. Application form complete in all respect duly filled in by the candidates in their own handwriting in capital letters and signed on every page in the specified space should be sent only through Registered Post or courier to HR Schools, MIHER Skills Academy, MAX House, A-81, Sector 2, Noida, UP. Pin - 201301. Contact No. 8130330318.

All the column of the application form should be filled.

The candidates are advised to attach photo copy only of essential qualification/certificates/diploma/degree with application from along with eligibility certificate in case of ESM and Sports Gradation Certificate in case of Outstanding Sport Person Category and PHC Certificate from the Competent Authority. The candidates, who have obtained degrees or Diplomas Certificates for the various courses from any institution declared fake by the University Grant Commission, shall not be eligible for being considered for recruitment to the posts advertised.

ESM/DESM candidates of Haryana claiming benefit will have to produce the fresh Eligibility Certificate from the concerned Zila Sainik Board at the time of interview. Mere dependant certificate will not be entertained. ESM candidates should also produce at the time of interview attested photo copy of identity card issued by concerned Zila Sainik Board.

GENERAL INSTRUCTIONS:
1. Candidates will submit single application for each post strictly in the prescribed Performa. If candidates apply for more than one post, he/she should submit separate application for each of the post along with fee also indicating the other post for which he/she has applied separately.
2. Application must reach up to 19 July 2016 by 5:00 PM. The application received after the closing date shall not be entertained.
3. Number of post may increase or decrease without any prior notice.
4. Reservation of post will be for Haryana Residence only and as per the reservation policy for the State Government, these being contractual and institutional posts. If suitable candidates from reserved categories are not available then the candidates from other/general categories will be considered and vice versa. The benefit of reservation will be given only to those SC, BC, PHC and ESM and outstanding sports person candidates who are domicile of Haryana State. The SC/BC/PHC candidates are required to submit same SC/BC/PHC certificate duly issued by the competent authority at the time of interview. Likewise the outstanding sports person shall be required to attach the sports graduation certificate with the application form as per Government instructions
duly issued by the competent authority. DESM shall be required to attach the fresh eligibility certificates duly issued by the Zilla Sainik Board with the application form.

5. Matric with Hindi/Sanskrit or 10+2/Graduation/Post Graduation with Hindi as one of the subject are essential for all above mentioned posts.

6. Candidates should be fluent in Hindi and English.

7. Candidates should possess basic knowledge of computers.

8. The candidate should have good communication skills.

9. The requisite qualification and relevant experience etc. for eligibility shall be determined on the closing date of submission of application.

10. All degree/graduation/post-graduation degree should be from a recognized Private/State university/Institution or college recognized / affiliated to recognized Central / State University / Private University. In case of Diploma/PG Diploma it should be from a recognized private/state university/institute or college recognized / affiliated to recognized Central/State University/Private University or a board duly setup by the State/Central Government.

11. Experience will be calculated after fulfilling the requisite essential qualification for any post and should be of full time. Part time experience should not be entertained.

12. Application on prescribed form duly signed (on every page) complete in all respects along with attested copies of testimonial and requisite fee must be sent latest by 19 JULY 2016 up to 5:00 PM. In case the candidates fail to attach self-attested copies of testimonials from which eligibility is to be checked or merit is to be determined, their application shall be rejected without providing any further opportunity.

13. The Organization would not be responsible for any delay, incomplete applications like unsigned/without self-attest and copies of testimonials those received after the last date for any reason will not be entertained and shall be summarily rejected.

14. Concealment of any facts or supply of wrong information will result in cancellation of candidature in addition to legal action.

15. The prescribed essential qualification are minimum and mere processing of the same, does not entitle any candidate to be called for interview. In the event of number of applicants being large, the department may shortlist the candidate by any criteria to be adopted by the Department.

16. The appointments shall be made on contractual basis for the period up to 31.03.2017 or for a shorter duration or any specified duration depending upon the continuation of the programme/course other unforeseen circumstances.

17. Prescribed application Performa is attached herewith.

18. No TA/DA is payable for attending the test to be conducted.

19. For Roll no., interview schedule extra, kindly visit website regularly. No separate correspondence will be made in this regard.

**DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM**

1. One copy of latest stamp size photography duly attested should be pasted on the application form.

2. Attested photocopy of essential qualification and above diploma/degree should be attached with the application form.

3. Attested copy of experience letter.

4. Attested photocopy of fresh eligibility certificate in case of DESM candidates duly issued by the respective Zila Sainik Board.
5. Attested photocopy of sports gradation certificates in case of outstanding sports person, duly issued by the competent authority.
7. Resume
8. Attested copy of permanent address proof.

THE CANDIDATES ARE ADVISED THAT THE PHOTOCOPY OF ALL QUALIFICATIONS SHOULD BE ATTACHED WITH THE APPLICATION FORM

NOTE: An application form will be summarily rejected in the following events:

1. If candidate makes more than one application for a particular category.
2. If the application is not in the prescribed format appended with this advertisement.
3. If the application is unsigned/incomplete.
4. If the application is received after the closing date.
5. If a candidate does not possess requisite academic qualification on the cut-off date.
6. If a candidate is underage/overage on the cut-off date.

APPLICATION FORM SUBMISSION PROCESS

1. Application form (filled and duly signed on every page) along with attested copies of testimonial and fee must be sent latest by 19TH JULY 2016 up to 5:00 PM.
2. Copies of all documents (self-attested) with Bank Draft must be submitted along with application form.
3. Attach photocopy of all qualification documents with application form
4. Send the Application Form by Registered Post or Courier to:-
   HR Schools, MIHER Skills Academy, MAX HOUSE, A – 81, Sector 2, Noida (U.P). Pin code – 201301
   Contact No. – 8130330318

Details of Examination Date and Venue Will be displayed on website soon