

## **Haryana Parivar Pehchan Authority**

**(Government of Haryana)**

**Head Office: C-16, Sector-06, Panchkula-134109**

**Advertisement No.: 01/19-21 HPPA(HQ)-10**

**Dated: 13.03.2025**

Haryana Parivar Pehchan Authority (HPPA), a body corporate established under the Haryana Parivar Pehchan Act, 2021 invites applications from interested candidates on behalf of Citizen Resources Information Department (CRID) for the position of District Citizen Resources Information Manager (DCRIM) and Field Coordinator-Programmer (FCP). Last date for filing online application form is 30.03.2025.

**For detailed terms of reference for recruitment, please visit:**

<https://hppa.haryana.gov.in/advertisement.aspx>

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**Chief Executive Officer  
Haryana Parivar Pehchan Authority**

**Citizen Resources Information Department  
Government of Haryana**



**Terms of Reference for Recruitment**

***13.03.2025***

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## I. TERMS OF REFERENCE FOR RECRUITMENT

1. **Contract Period:** 3 Years (extendable as per requirement of HPPA/CRID).
2. **Remuneration:** The lump sum monthly remuneration payable is provided in Section IV of this document. An increment may be allowed after completion of each year on the basis of competitiveness/ performance of the resource as per the applicable guidelines issued by HPPA/CRID, from time to time.
3. **Vacancy Position name, Number of posts, Minimum Qualification etc.:**

#	Position Name	Required Qualifications	Minimum Experience*	No. of posts
1	District Citizen Resources Information Manager (DCRIM)	B.E/ B.Tech./ MCA/ MBA	7 years	5
2	Field Coordinator-Programmer (FCP)	B.E /B.Tech/ MSc/ MBA	4 years	2
	<b>Total</b>			<b>7</b>

\* Candidates must possess the required minimum qualifications. Additionally, only experience gained after attaining the required qualification will be considered.

## II. EVALUATION CRITERIA AND SELECTION CRITERIA

- i) All the applications shall be scrutinized according to the requirement provided. HPPA/CRID, on its own or through an external agency shall conduct a common skill assessment test for the aforesaid positions to identify suitable resource for each position.
- ii) Each candidate may apply for both positions, if desired. The selection criteria shall be as follows:-

### a) For District Citizen Resources Information Manager (DCRIM):

- Candidates who clear the minimum threshold in the skill assessment test as decided by HPPA/CRID, shall be called for a personal interview.
- The final merit list for DCRIMs shall be prepared based on the assessment test, followed by a personal interview, with weightage of 75% for the assessment test and 25% for the interview through a committee constituted for this purpose with the approval of Administrative Secretary (CRID).
- The total marks for the interview shall be determined in a manner that ensures the aforementioned weightage remains unchanged.

### b) For Field Coordinator Programmer (FCP):

- The merit list shall be prepared solely based on the marks obtained by the candidates in the skill assessment test.
- If two or more candidates secure equal marks in the skill assessment test, the older candidate (based on Date of Birth) shall be ranked higher and placed above the other in the merit list.

- iii) Separate merit lists shall be prepared for each position to facilitate candidate selection. If a candidate qualifies for both positions, i.e., DCRIM and FCP, his/her name shall be retained in the DCRIM merit list (higher post) and removed from the FCP merit list.
- iv) No request of candidate(s) for selection of post in the aforesaid case shall be entertained.
- v) A waiting list of candidates for each position, valid for one year from the date issuance of engagement letter(s) to the selected candidates, will also be maintained. No. of candidates in the waiting list shall be decided by the Administrative Secretary of the Citizen Resource Information Department.
- vi) If any selected candidate fails to join within the stipulated timeframe or within an extended period allowed for valid reasons, the offer of appointment may, at the sole discretion of the Administrative Secretary of the Citizen Resource Information Department, be extended to the next eligible candidate in the waiting list.
- vii) Additionally, during the one-year validity of the waiting list, if vacancies arise due to the resignation of appointees to the position of DCRIM/FCP under this advertisement, or resignation of the existing DCRIMs/FCPs already employed with HPPA/CRID, candidates in the waiting list, in order of merit, may be offered the respective positions. This will, however, be subject to the prior approval of the Administrative Secretary of the Citizen Resource Information Department, in each case.
- viii) The successful candidates shall be notified individually, or a list of such candidates shall also be displayed on the <https://hppa.haryana.gov.in/advertisement.aspx>.

### III. GENERAL INFORMATION

- 1. Incomplete applications will be summarily rejected.
- 2. Applications link will be disabled after the last date. No request for extension of date shall be entertained.
- 3. Applications shall be accepted only through Online Recruitment portal. No other mode of application will be entertained.
- 4. No modifications or additions to the application form will be allowed after the online form is submitted. Candidates must ensure accuracy while filling out the application.
- 5. In case an applicant has filled two or more application forms, the most recently submitted application form shall be considered.
- 6. Persons already working (Regular/contractual) with Government / Semi Government Organizations / Autonomous Bodies, PSUs etc. are required to submit NOC from the concerned organisation on recruitment portal while filing online application, failing which their application shall not be considered.
- 7. All educational qualifications should have been obtained from a University/Institute recognized by UGC/AICTE/Central Govt. /State Govt. only.
- 8. Canvassing in any manner would entail disqualification of the candidate.
- 9. Number of vacancies are purely provisional which may be increased/decreased at the sole discretion of the HPPA/CRID.
- 10. HPPA/CRID reserves its right not to fill any or all the posts advertised and to reject any or all the applications without assigning any reason.

11. No TA/DA will be provided for attending the assessment test or interview. The location, date and time, mode of skill assessment test and interview will be notified to all candidate through e-mail/recruitment portal. Candidates are also advised to check their respective e-mails/recruitment portal periodically.
12. All further information regarding the recruitment will be provided through the recruitment portal/e-mail only. HPPA/CRID will not be responsible in any manner, if a candidate fails to visit/access the website/e-mail in time. Candidates are requested to regularly visit the recruitment portal i.e. <https://hppa.haryana.gov.in/advertisement.aspx> and check their e-mail for updated information regarding the recruitment.
13. The decision of the HPPA/CRID in all matters will be final. No correspondence /interim inquiries will be entertained from the candidates in connection with the process of selection. Any dispute with regard to the recruitment process will be subject to Courts/Tribunals having jurisdiction over Chandigarh only.
14. Candidates selected for engagement will have to produce original documents in support of all the particulars mentioned in their application form regarding their date of birth, educational qualification, experience and other claims.
15. Selected candidates will be engaged for a contractual tenure of 3 years which may be extended or curtailed as the circumstance so require.
16. Joining location for all the above posts shall be at Chandigarh or anywhere in Haryana as decided by the HPPA/CRID.
17. Candidates may be posted and/or transferred to any location at any time during engagement period at the discretion of HPPA/CRID.
18. Work experience, shall be recognized only if it aligns with the qualifications possessed by the applicant for the position.
19. Decision of HPPA/CRID shall be final in the matter of recognizing work experience.
20. Minimum cut-off to qualify for personal interview shall be finalized by HPPA/CRID.
21. Any corrigendum to the advertisement shall be uploaded exclusively on the recruitment portal
22. All other terms and conditions not specifically mentioned in the advertisement shall be governed in accordance with the relevant applicable regulations/instructions of HPPA/CRID for the respective position.

#### IV. KEY TERMS OF APPOINTMENT

##### a. Validity of offer of Engagement

The offer of engagement to any candidate shall be valid for one month from the date of communication. The selected candidate must confirm acceptance within this period and join within two months from the date of offer communication.

##### b. Remuneration payable

The indicative remuneration for the selected candidates for the position of DCRIM is as follows:

Sr. No.	Position Name	No. of Posts	Remuneration month*
1	District Citizen Resources Information Manager (DCRIM)	5	₹ 39,200/-

2	Field Coordinator-Programmer (FCP)	2	₹ 25,200/-
	<b>Total</b>	<b>7</b>	

*\* Other entitlement and benefits, if any, will be as per the existing instructions on subject matter.*

## V. PROCEDURE TO APPLY FOR A POST ONLINE

### How to apply

Before applying online, a candidate is required to have: -

1. Valid Mobile Number.
2. Valid E-Mail Id.
3. Recent passport size photograph (JPG / JPEG file format less than equal to 100kb).
4. Scanned copies of all mark sheets and degree certificates, including those for Class 10<sup>th</sup> Class 12<sup>th</sup>, Graduation (all semesters/years), and Post-Graduation (if applicable) etc.
5. Curriculum Vitae of the candidate (PDF format (**duly signed**) less than equal to 100kb).
6. NOC form Govt. Organization in case candidate is working with State Government / Semi Government Organizations / Autonomous Bodies, PSUs etc. (applicable for both regular/contractual employee).
7. Proof of Identity- issued by the Government (All Identity proof to have photo)
8. Scanned copy of the acceptance of terms and conditions duly signed by the applicant (as per format attached).

### Important Date

**Last date for filing On-Line Application Form – 30.03.2025 (23:59 hours).**

Candidates are advised to follow <https://hppa.haryana.gov.in/advertisement.aspx> and check their e-mail regularly for updates.

### Acceptance of terms and conditions

By submitting the online application form in response to advertisement number **01/19-21 HPPA(HQ)-10** dated **08.03.2025**, I acknowledge and accept the following:

- a) I, <**Name of Applicant**>, S/o, D/o, W/o <**Insert Name**>, hereby certify that I have thoroughly read and understood all the terms and conditions related to the recruitment of DCRIMs FCPs as stated in the aforesaid advertisement.
- b) I unconditionally accept these terms and conditions in their entirety.
- c) I certify that all information provided by me is true and correct, to the best of my knowledge and belief. If any information is found to be false, incorrect, the CRID/HPPA reserves the right to summarily reject my application or terminate my contract without prior notice or reason, without prejudice to any other rights or remedies available with the CRID/HPPA under the law.

**Date:** XX.XX.2025

(Signature of the applicant)

Name of the applicant:

Address: