

# **Government of Haryana**



## **Terms of Reference for Engagement**

**22.03.2025**

**Department of Housing for All**

## Table of Contents

|  |   |
|--|---|
| I. Terms of Reference for Engagement.....  | 3 |
| II. Other Terms and Conditions:.....       | 4 |
| iii. Important Date.....                   | 6 |
| iv. How to Apply.....                      | 6 |
| v. Acceptance of Terms and Conditions..... | 7 |

## I. TERMS OF REFERENCE FOR ENGAGEMENT

- **Position Details:**

The Department of Housing for All, Haryana, invites online applications from eligible candidates for the positions of District Coordinators and Block Coordinators under the Pradhan Mantri Awas Yojana-Gramin on a contractual basis. The engagement will last for one year, with the possibility of extension depending on individual performance and requirements.

- **Remuneration:**

The monthly remuneration for selected District Coordinators and Block Coordinators shall be ₹39,000/- and ₹32,500/- respectively or as amended from time to time.

- **Educational Qualification & Experience:**

| No. | Name of Posts        | Educational Qualifications and Experience   |
|-----|----------------------|---|
| 1   | District Coordinator | Post Graduate Degree in Rural Development/Economics/Social Work with 55% marks, knowledge of computer and one year experience in Govt./Semi-Govt. sector in the relevant field. |
| 2   | Block Coordinator    | <b>Or</b><br>Post Graduate Diploma in Rural Development with 55% marks, knowledge of computer and 2 years' experience in Govt./Semi-Govt. sector in the relevant field.         |

- **Selection Process:-**

- a) Local Choice of Placement: Each applicant must choose a district (as listed on the recruitment portal) to which they wish to apply.
- b) Selection:

For candidate selection, there will be a combined entrance test for District Coordinators and Block Coordinators. Engagement will be based on merit compiled from the Computer Based Test (80 marks in 80 minutes) and a typing test with a duration of 5 minutes for 20 marks. The exam syllabus will include topics from Social Work, Economics, Rural Development, Centrally Sponsored Schemes and Haryana State Government Schemes for Rural Development and Basic Computer Knowledge. Selection will be conducted purely on a merit basis after evaluating the candidate's suitability.

- **Application Process:-**

Interested applicants must submit their applications online at [deployment.setchartron.in](http://deployment.setchartron.in) The deadline for application submission is **April 23, 2025**. Candidates are encouraged to apply early to avoid last-minute delays.

- **Application fee:**

a) The applicant must pay an application fee of **Rs. 100/—plus GST (18%)= Rs. 118/-** when submitting the online application form.

## **II. Other terms and conditions:**

- Applications that are incomplete will be rejected without further consideration.
- The applications link will be disabled after the final date. No requests for an extension will be considered.
- Applications will only be accepted through [deployment.setchartron.in](http://deployment.setchartron.in) No other application methods will be considered.

- Modifications or Additions to the application are not admissible after the online form has been submitted. Hence, candidates should be very careful when filing the application.
- Candidates can apply with a single application. Any multiple applications for different districts will be automatically rejected.
- All educational qualifications must be obtained from a university or institute recognized by the UGC, AICTE or Central and State Governments only.
- The applicant must be under the age of Forty years as of the date of the advertisement.
- Any form of canvassing would result in the candidate's disqualification.
- DHFA reserves the right to restrict the number of candidates for the online written test based on qualifications or other criteria.
- The number of vacancies is purely provisional and may be increased or decreased at the sole discretion of the DHFA.
- DHFA reserves the right not to fill any or all of the advertised positions and to reject any or all applications without providing a reason.
- Candidates will not be provided any travel or daily allowances for appearing in the written test.
- The location, date, and time will be communicated to all candidates through the recruitment portal periodically.
- All further information regarding the engagement will be provided at the [deployment.setchartron.in](http://deployment.setchartron.in)
- The DHFA's decision on all matters will be final. No correspondence or interim inquiries will be entertained from candidates regarding the selection process. Any disputes related to the engagement process will be subject to the jurisdiction of Courts and Tribunals located in Panchkula only.

- Candidates selected for engagement must provide original documents supporting all the details mentioned in their application form concerning their date of birth, educational qualifications, and other claims.
- The joining location for selected candidates will be communicated by the DHFA or any other designated office under its jurisdiction.
- The offer of engagement to any candidate is valid only for one month from the date of communication. Any selected candidate must join within two months of the offer of engagement.

## **Important Date**

Last date for submitting the online application form is **23/04/2025 at 11:59 PM.**

## **How to apply**

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

- Valid mobile number.
- Valid E-Mail Id.
- Recent passport-sized photograph (JPG/JPEG file format, 100KB or smaller).
- Educational Qualification-Scanned copy of Marksheets / Degree(s)
- Curriculum Vitae of the candidate (PDF format, **duly signed**, and less than or equal to 100kb).
- Scanned copy of the acceptance of terms and conditions properly signed by the applicant (according to the attached format),
- Proof of Identity.

## **Acceptance of terms and conditions**

By submitting the online application form in response to advertisement number 2246/11/2/2025/33157/10/6 dated **22.03.2025**, I acknowledge and accept the following:

- 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 District Coordinator/Block Coordinator as stated in the aforementioned advertisement.
- I unconditionally accept these terms and conditions in their entirety.
- I certify that all the information I provide is true and correct to the best of my knowledge and belief. If any information is found to be false or incorrect, the DHFA 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 to the DHFA under the law.

**Date:**

(Signature of the Applicant)

Name of the Applicant:

Address: