

**ESSENTIAL QUALIFICATIONS FOR THE POST OF DAFTRI (DIRECT)**

- (i) 10+2 with 50% marks from a recognized Board.  
(ii) Hindi/Sanskrit upto Matric standard.

**SELECTION CRITERIA FOR THE POST OF DAFTRI (DIRECT)**

Selection criteria:

A) Written Test/Screening Test	70 marks
B) Academic Qualifications	20 marks
C) Socio-Economic Criteria and Experience	10 marks

Note:- The candidates will be shortlisted on the basis of Written Test/Screening Test in the first stage. The shortlisted candidates shall be restricted to 15 times for the first post and additional five for each additional post advertised in the respective category for their further processing.

A) Written Test/Screening Test	70 marks
The test shall be divided in two portions, comprising of:	
i) 75% General Awareness, Reasoning, Maths, Science, English, Hindi, Computer Awareness etc; and	
ii) 25% History, Current Affairs, Literature, Geography, Civics, Environment, Cultures, etc. of Haryana.	

Note:-

1. Max. Marks : 100
2. Time : 90 minutes
3. There will be ¼ negative marks for each wrong answer
4. Test will be of 100 marks which will be reduced proportionally to 70 for merit purpose.
5. There shall be 100 Multiple Choice Questions (MCQ).

B) Academic Qualification	20 marks
i) Minimum essential qualifications (10+2 with 50% marks)	00 marks
ii) 10+2 with above 50% upto 60% marks	05 marks
iii) 10+2 with above 60% upto 70% marks	10 marks
iv) 10+2 with more than 70% marks	20 marks
C) Socio-Economic criteria and Experience	10 marks

The allocation of marks on objective socio-economic criteria and experience shall be as under:  
(No candidate shall be given more than 10 marks for Socio-Economic Criteria and Experience under any circumstances.)

- (a) If no person from among the applicant's father, mother, spouse, brothers, sons and daughters is, was or has been a regular employee in any Department/Board/ Corporation/Company/ Statutory Body/Authority of Government of Haryana or any other State Government or Government of India.

(5 marks)

- (b) Orphan/Widow:-

- a. If the applicant is a Widow; or
- b. If the applicant is the first or the second child and his father had died before attaining the age of 42 years; or
- c. If the applicant is the first or the second child and his father had died before the applicant had attained the age of 15 years.

(5 marks)

- (c) If the applicant belongs to such a denotified tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic Tribe of Haryana which is neither a Scheduled Caste nor a Backward Class.  
(5 marks)
- (d) Experience: One mark for each completed year of experience as Peon/Daftari in a University or Govt./Semi Govt./Govt. Aided Institution.

(a maximum of 5 marks)