

Guidelines/Instructions

IMPORTANT DATES FOR ON LINE APPLICATION SUBMISSION

ON-LINE APPLICATION SYSTEM TO START	01-11-2017
LAST DATE FOR ONLINE APPLICATION	10-11-2017
CORRECTION IN PARTICULARS	11-11-2017 & 12-11-2017

1. APPLICATION PROCEDURE (ONLINE)

BEFORE APPLYING ON-LINE, CANDIDATES MUST CAREFULLY GO THROUGH THESE INSTRUCTIONS

- i) Carefully go through the INFORMATION BULLETIN - "Guidelines/Instructions -Scheme of examination" available on the website of the Board (www.htetonline.com).
- ii) Submitting AADHAR Card Number is mandatory while applying for On-Line Application.
- iii) Proceed for remittance of examination fee through Gateway Payment as per instructions given on the aforesaid website of the Board.
- iv) Access/Login the website of the Board (www.htetonline.com) and follow the instructions as mentioned in the column "How to Apply - On-line Application Form". It is also essential that the candidates should mention their name, father's name, mother's name and date of birth as mentioned on their certificate of Secondary examination. Mentioning Roll No. of Secondary Examination, Year of qualifying Secondary examination and Name of the Board are also essential.
- v) **Candidates must keep one copy of Computer Generated Application Form (Confirmation Page) with them, which have to be provided by the candidate at Examination Center before Exam. There is no requirement to send any hard copy of any document including Computer Generated Application Form (Confirmation Page) to the Board.**
- vi) Online submission of multiple applications for a particular Level to the Board will be out rightly rejected. **Candidature of such candidates shall be liable to be cancelled and the candidate may be debarred for future examination (s) without making any correspondence in this regard.**
- vii) Candidates shall be allowed to make online corrections in their particulars and subjects (Except Level & Cast Category/Physically Challenged Option) from **11-11-2017 and 12-11-2017** and afterwards no request will be entertained.

2. IMPORTANT FOR DIFERENTLY ABLED INCLUDING BLIND CANDIDATES

In accordance with the Government of India, Ministry of Social Justice and Empowerment Department of Disability guidelines vide OM F. No. 16-110/2003-DD.III dated 26.02.2013 and subsequent Govt. of Haryana Memo No. 5203-18/HE-3/CPD/SJE/2013 dated 5-4-13, the following instructions are applicable regarding differently abled candidates during the conduct of HTET Examination:

1. The differently abled candidates , including blind Candidates, who are unable to write with their own hands, may be given compensatory time of 50 minutes in each paper of HTET December, 2017 Examination for differently abled candidates who are making use of scribe/amanuensis. All the candidates with disability, including blind Candidates, who are unable to write with their own hands, not availing the facility of scribe may also be allowed compensatory time of 50 minutes.
2. The facility of scribe/amanuensis may be allowed to any person who has disability of 40% in visual impaired category or more or unable to write with their own hands, if so desired by the person.
3. The candidate may be permitted for opting of his own scribe/amanuensis or may be provided by the Centre Superintendent on his/her request. Such candidates are advised to request the centre superintendent for amanuensis minimum two days before the examination in between 01:00 PM to 4:00 PM.
4. There will be no criteria for educational qualification, age etc. for the scribe / amanuensis.
5. Proper seating arrangement preferably at ground floor, should be made prior to the commencement of Examination to avoid confusion.
6. The time of giving the question paper, should be marked accurately and timely supply of question paper meant for visually impaired candidates, should be ensured.
7. There should also be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency.
8. Alternate questions shall be provided in lieu of vision based questions for blind candidates.

3. IMPORTANT POINTS TO REMEMBER:

- Do not resort to guessing or cheating/copying.
- Admit cards having Roll No., scanned photograph of the candidate and the name of examination centre will have to be downloaded by the candidates from the website of the Board (www.htetonline.com).
- The examination centre will not be changed under any circumstances. If any candidate unlawfully appears from a centre other than the one allotted, his/her candidature will be rejected out rightly and result will be quashed without making correspondence with him/her in this regard whatsoever.
- Fee once remitted shall not be refunded under any circumstances.

- Candidature may be cancelled if more than one application is submitted for the same level.
- In case any candidate is found to have furnished false/wrong information with regard to qualification, category, home district, etc. or is found to have withheld/concealed information in his/her application form, his/her candidature for admission will be cancelled and legal proceedings may also be initiated against him/her.

4. PHOTOGRAPH AND THUMB IMPRESSION

- The latest photograph (colored) uploaded while submitting On-line application should include date of photography written on the slate or any other strip as shown below.



- Candidates shall affix their thumb impression on OMR Answer Sheet at Examination Centre
- The thumb impression to be affixed by the candidate must be clear. The thumb impressions should be properly inked i.e. they should not be either over inked or dried in nature.
- Please note that scanned photograph and signatures as printed on the admit card/Attendance Sheet will also be printed on the certificate.

5. GENERAL INFORMATION

- If a candidate is found to have applied from different districts, his/her application form will be out rightly rejected and he/she will not be allowed to appear in the test.
- In case a candidate is found to have concealed any material facts /given wrong information, his/her application form will be rejected.
- The candidates shall have to abide by the rules and regulations of the Board regarding this test.
- There is no provision for Re-evaluation /Re-checking of the answer-sheets. Therefore, no request in this regard shall be entertained.

6. AWARD OF CERTIFICATE

Those candidates who are declared qualified shall be awarded a Certificate by the Board of School Education Haryana, Bhiwani. Separate Certificate shall be awarded to such candidate who appear and qualify for more than one level. However, the statement of marks of all the candidates appearing in “HTET” shall be made available on the website of the Board.

IMPORTANT NOTE:

- (i) It is made clear that if a candidate has been allowed to appear in the Haryana Teachers Eligibility Test (HTET), it does not imply that the candidate's eligibility has been verified. Appearing in the test and qualifying the same does not vest any right with the candidate for appointment. The eligibility shall be, finally, verified by the appointing authorities.
- (ii) Also note that appearing and passing of HTET will not automatically make qualified persons eligible for recruitment.
- (iii) Even after appearing in the examination if at any stage it comes to the notice of the Board that the candidate was not eligible to appear in the HTET examination OR the candidate has used any sort of unfairmeans in the examination, the candidature and result of such candidate will be cancelled/quashed by the Secretary of the Board. Apart from cancellation of candidature and quashing of result, such candidates may be disqualified for future examination as per "Unfairmeans Regulations" of the Board. Legal proceedings may also be initiated against such candidate depending upon the gravity of offence.

7. INSTRUCTION REGARDING TEST

- The candidates should be present at the Examination centre, as allotted in the admission card, at least **two hours** before the commencement of examination. No candidate would be allowed to enter the examination centre thereafter. The schedule regarding entry in Examination Center, Biometric Attendance and verification will be as follows:

Sr. No.	Date of Test	Category	Timing for Biometric Attendance and Verification	Exam Timing
1.	23-12-2017 Saturday	Level-III	01:00 PM to 02:00 PM	03.00 PM to 05.30 PM
2.	24-12-2017 Sunday	Level-II	08:00 AM to 09:00 AM	10.00 AM to 12.30 PM
3.	24-12-2017 Sunday	Level-I	01:00 PM to 02:00 PM	3.00 PM to 05.30 PM

- The candidates should not bring any other paper except valid Admit Card and Confirmation Page.
- **Thumb Impression will be marked on Computer Generated Application Form (Confirmation Page) by the candidate in presence of Invigilator/Supervisor of concerned Examination Centre and have to be provided to concerned Centre Superintendent. If the same will not provided by the candidate, he/she would not be allowed to appear in Examination.**

- **The candidate must paste same photo and also put same signature which were uploaded while Application on the Computer Generated Application Form (Confirmation Page) & Admit card.**
- Candidates found using or attempting to use any unfair means shall stand disqualified, besides other punitive measures.
- No candidate shall be permitted to leave the examination centre earlier than the time fixed for the examination.
- Use of calculating devices is not allowed.
- Candidates must put their signatures twice on the attendance sheet in the presence of the Invigilator in the Examination Hall.

8. INSTRUCTIONS REGARDING TEST BOOKLET

- Every Test Booklet has a serial number mentioned on the front page which the candidate must carefully write at the appropriate place on the Answer Sheet.
- The candidate must put his/her signature on the front page of the Test Booklet at the appropriate place.
- In case the candidate finds any defect in the Test Booklet, he/she should request the invigilator to change the same before writing any particulars.
- Answer Sheet must be returned to the invigilator before leaving the examination hall.

9. INSTRUCTIONS REGARDING ANSWER SHEET (OMR SHEET)

- The candidate must read the instructions given on the Answer Sheet carefully. A sample of the answer sheet is annexed (Annexure - II).
- Use only **Black/Blue ball point pen** strictly as per directions mentioned on the Answer Sheet.
- In case the candidate finds any defect in the answer sheet, he/she should request the Invigilator to change the same.
- Do not fold the Answer Sheet or make any stray marks or do any rough work on it.
- The candidate should fill in his/her Roll No. and Test Booklet No. printed on the front page of the Test Booklet in the proper blocks and darken the ovals (circles) with black/blue ball point pen only on the Answer Sheet.
- The candidate must put his/her signature with **Black/Blue ball pen** and append his/her thumb impression (as per instructions) at the appropriate place on the Answer Sheet.
- Calculator/Mobile Phones and any other electronic items will not be allowed inside the Examination Centre. Even possession and not necessarily use shall be treated as use of unfair means and action shall be taken as per “Unfair means Regulations” of the Board. Criminal Proceedings may also be initiated.
- means and action shall be taken as per “Unfair means Regulations” of the Board. Criminal Proceedings may also be initiated.

- Answers to the questions are to be given by darkening the relevant oval (circle) completely with **black/blue ball point pen only**.

10. INTERPRETATION

In any question of interpretation on any provision of these Guidelines/Instructions or any other point specifically not covered by these Guidelines/Instructions, the Chairperson will be competent to take a final decision.

11. JURISDICTION

All legal disputes with regard to the “Haryana Teacher Eligibility Test (December, 2017) at the level of Sessions Court shall be subject to the jurisdiction of Courts at Bhiwani (Haryana) only.

NOTE

- Candidates are advised to study the “Scheme of Examination” containing guidelines/instructions (Information Bulletin uploaded on the website of the Board – (www.htetonline.com) carefully before submission of online Application. Detailed scheme of examination may also be downloaded by the candidates from the website.
- The Information Bulletin - “Scheme of Examination – Guidelines/Instructions” is subject to alteration/modification without prior notice. Candidates are advised to keep a watch on website of the Board (www.htetonline.com) to know the changes, etc. if any.
- Candidates can contact for any information at the following address & phone Number:

Board of School Education, Haryana, Bhiwani – 127021
Telephone No. 01664-244171 to 244176, 01664-254646, 01664-241611 (FAX)