

**Haryana Parivar Pehchan Authority
(Government of Haryana)**

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

Advertisement No.: 01/19-21 HPPA(HQ)-11

Dated: 28.08.2025

Haryana Parivar Pehchan Authority (HPPA), a body corporate established under the Haryana Parivar Pehchan Act, 2021 invites applications from interested candidates on behalf of Haryana Parivar Pehchan Authority for the Technical Positions. Last date for filing online application form is **12.09.2025**.

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**

Government of Haryana



Terms of Reference for Recruitment

28.08.2025



Haryana Parivar Pehchan Authority(HPPA)

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I. TERMS AND REFERENCE FOR RECRUITMENT

1. **Contract Period:** 3 Years (extendable as per requirement of HPPA)
2. **Remuneration:** The lump sum monthly remuneration payable is provided in Section III of this document. An increment shall be allowed after completion of each year on the basis of competitiveness/ performance of the resource as per the applicable Haryana Parivar Pehchan Authority Regulation.
3. Vacancy Position name, Skill Set, Qualification and experience:-

Sr. No.	Position Name	Number of positions	Requirements
1.	Mobile Application Developer	1	Skill Set: Program mobile applications in Android/iOS/Flutter/JAVA etc. Minimum Qualification: 4-year bachelor's degree (Full-time) in IT/CSE/Electronics & Communication / Computer Applications or equivalent with 60% marks or MCA (Full-time) OR M.E./M.Tech (Full-time) in IT/CSE/Electronics & Communication/Computer Applications with 60 % marks from any university/Professional Institution recognized by Government.
2.	Tech. Document writer	1	Skill Set: Strong writing skills, experience in writing technical documents, API documentations, System Guides etc. Knowledge and experience in translating complex information into clear concise content. Minimum Qualification: 4-year bachelor's degree (Full-time) in IT/CSE/Electronics & Communication / Computer Applications or equivalent with 60% marks or MCA (Full-time) OR M.E./M.Tech (Full-time) in IT/CSE/Electronics & Communication/Computer Applications with 60 % marks from any university/Professional Institution recognized by Government.
3.	UI/UX Developer	1	Skill Set: Design Architecture, Wireframing, Prototyping, User flow, Visual Design (Figma, Sketch, Photoshop, and Illustrator), User Interaction Design, Interaction & Mobile design Minimum Qualification: 4-year bachelor's degree (Full-time) in IT/CSE/Electronics &

			<p>Communication / Computer Applications or equivalent with 60% marks OR MCA (Full-time) OR M.E./M.Tech (Full-time) in IT/CSE/Electronics & Communication/Computer Applications with 60 % marks from any university/Professional Institution recognized by Government(Full-time) OR M.E./M.Tech (Full-time) in IT/CSE/Electronics & Communication/Computer Applications with 60 % marks from any university/Professional Institution recognized by Government</p>
4	Business Analyst	1	<p>Skill Set:</p> <p>Business Domain Knowledge, Requirements Elicitation and Analysis, Communication, Problem-Solving, Process Modeling and Analysis such as BPMN (Business Process Model and improvement,Data Analysis,Notation), Analyze business processes for optimization and Documentation, Agile Methodology, Technical Understanding, User Experience (UX)Design, Data Modeling, Quality Assurance, Change Management, Risk Management identify potential risks and issues related lo requirements and propose risk mitigation strategies), Collaboration & Presentation Skills.</p> <p>Minimum Qualification:</p> <ul style="list-style-type: none"> • 4 year bachelor's degree (Full-Time) in IT/CSE/ELECTRONICS & communication/computer applications or equivalent with 60% marks or MCA (full time) OR M.E./M.TECH (Full time) in IT/CSE & Electronics & Communication/Computer Applications with 60% marks from any university/professional institution recognized by Government. • MBA or Master's in public policy (Full Time) from any university/Professional Institution recognized Government with 60% marks. <p>Any industry recognised certification in process management shall be preferred.</p> <p>Total Experience: 3 years</p>

II. GENERAL INFORMATION

1. Incomplete applications shall be summarily rejected.
2. Applications shall be accepted online only through HPPA's Online Recruitment Portal. No application shall be accepted in hard copy or by post.
3. Applicants should be very careful while filling the application form.
4. Application once submitted shall not be modified/edited under any circumstances.
5. Hence, candidates should apply for the post for which they are eligible and suitable in terms of qualification and experience.
6. Persons already working in Government/Semi Government organizations/PSUs etc. are required to submit NOC from their department while filling the online application, failing which their application shall not be considered.
7. The educational qualifications and other eligibility criteria of the candidates shall be determined as on the last date of submission of online application.
8. All educational qualifications should have been obtained from a University/Institute recognized by UGC/AICTE/Central Govt./State Govt. only.
9. Canvassing in any manner would entail disqualification of the candidate.
10. HPPA reserves its right to restrict the number of candidates for skill assessment test & Personal Interaction to a reasonable limit, on the basis of qualification and/or experience higher than those prescribed in this advertisement.
11. Number of vacancies are purely provisional which may be increased/decreased at the sole discretion of the HPPA.
12. HPPA reserves its right not to fill any or all the posts advertised and to reject any or all the applications without assigning any reason.
13. Skill assessment test, if any, will be conducted through online/offline mode. Mode of skill assessment test will be conveyed to all eligible candidates separately by HPPA or its authorised agency.
14. The following Travelling allowance/Daily Allowance will be paid for appearing in the skill assessment test (offline mode only)
 - a) Train fare of AC III Tier/AC Chair car (Shatabdi Express) for to and from journey performed by them between the normal place of residence and the place of test subject to production of tickets/documentary evidence for performing journey plus Rs. 250/- as daily allowance
 - b) AC Bus/Volvo bus fare for to and from journey performed by them between the normal place of residence and the place of test subject to production of tickets/documentary evidence for performing journey plus Rs. 250/- as daily allowance.
 - c) Candidates not covering in (a) & (b) above, will be paid lump sum payment of Rs. 500/-
15. The location, date and time, mode of skill assessment test and interview will be notified to all candidate through e-mail. Candidates are also advised to check their respective e-mails periodically.
16. All further information regarding the recruitment will be provided only through the HPPA's recruitment portal/e-mail only. HPPA 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 HPPA's recruitment portal i.e. <https://hppa.haryana.gov.in/advertisement.aspx> and check their e-mail for updated information regarding the recruitment.
17. The decision of the HPPA 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.

18. 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, reservation category, educational qualification, experience and other claims.
19. Selected candidates will be engaged for a contractual tenure of 3 years which may be extended or curtailed as the circumstances so require.
20. Joining location for all the above posts shall be at Gurugram/Chandigarh/Panchkula or anywhere in Haryana as decided by the Authority.
21. Candidates may be posted and/or transferred to any department at any time during service career at the discretion of HPPA.
22. Work Experience, wherever required shall be recognized only after acquiring the same in the areas of relevance for the post applied.
23. Decision of HPPA shall be final in matters relating to work experience.
24. Screening of candidates shall be based on skill assessment test. Minimum cut-off to qualify for personal interview shall be finalized by HPPA.
25. All other terms and conditions not specifically mentioned in the advertisement shall be governed in accordance with the relevant applicable regulations of Authority for the respective position.

III. KEY TERMS OF APPOINTMENT

a. Validity of offer of Engagement

The offer of engagement shall remain valid for one month from the date of communication. A selected candidate must accept the offer within this period and join within two months from the date of the offer.

b. Age Limit and Tenure of engagement

The tenure of engagement on a contractual basis shall be for an initial period of three years, which may be further extended based on performance and in accordance with the applicable Regulation(s) of the Haryana Parivar Pehchan Authority.

c. Remuneration payable

The indicative remuneration to be paid to different categories of staff shall be as follows. However, the actual remuneration shall be fixed based on the skill set possessed by the individual

Sr. No.	Position Name	No. of Posts	Remuneration / month*
1	Mobile Application Developer	1	Rs. 40,000/-
2	Tec. Document Writer	1	Rs. 30,000/-
3	UI/UX Developer	1	Rs. 34,000/-
4	Business Analyst	1	Rs. 63,000/-

d. Eligibility for leave

Persons engaged on a contractual basis shall, in addition to public holidays, be entitled to 12 days of casual leave and 10 days of medical leave during a calendar year. In case the engagement commences in the middle of a calendar year, the entitlement of casual leave and medical leave shall be calculated on a pro-rata basis.

e. Travelling Allowance

Travelling Allowance/ Daily Allowance payable to the selected candidates shall be as such as notified by the Authority from time to time.

IV. 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. Vitae of the candidate (PDF format (duly signed) less than equal to 100kb).
5. NOC form Govt. Organization in case working with State Government with Government / Semi Government Organizations / Autonomous Bodies, PSUs etc. (applicable for both regular/contractual employee).

Candidate Selection Procedure

1. **Long Listing of Eligible Candidates** – Long listing of candidates based on the information submitted by the candidates on the portal.
2. **Skill Assessment Test** – The eligible candidates shall be notified for a skill assessment test. Medium of skill assessment test shall be English only. Skill assessment test will be conducted through online/offline mode. Mode of skill assessment test will be conveyed to all eligible candidates separately by HPPA or its authorised agency.
3. **Personal Interview** – The candidates who are shortlisted through the skill assessment test shall be called for a personal interview with a panel which shall be constituted by HPPA for this purpose.
4. 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>

Important Date

Last date for filing On-Line Application Form – 12.09.2025 (23:59 hours).

1. 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)-11** dated **28.09.2025**, 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 Technical Positions 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 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 HPPA under the law.

Date: XX.XX.2025

(Signature of the applicant)

Name of the applicant:

Address: