

Sr. No	Clerk
1	Matric Certificate (Hindi/Sanskrit upto Matric)
2	10+2
3	Graduation with 50 % marks (45% for SC and PWD) from any recognized University and equivalent or Ex-servicemen who are matriculate (including Ex-Servicemen who have obtained Indian Army Special Certificate of Education or the corresponding certificate in the Navy or the Air Force) and have put in not less than 15 years' service in the Armed Forces of the Union are also eligible to apply and will be considered for posts
4	Certificate of SETC (State Eligibility Test in computer Appreciation and Application) from HARTRON or from any other agency authorized by the Govt. or BCA/MCA/B.Tech./M.Tech. in computer from universities and colleges diploma in computers from Govt. Polytechnics/HKCL, HARTRON, DOEACC or NIELIT etc. or Degrees in computers or course in computers from reputed institution like HKCL, HARTRON or NIELIT or any other agency authorized by Govt.
5	Any other degree/diploma
6	Category certificate BC-A, BC-B, SC, ST, PWD, DFF
7	Fresh Eligibility Certificate from concerned Zila Sainik Board and Attested photocopy of Identity card issued by the concerned Zila Sainik Board in case of ESM/DESM
8	Sports gradation certificate duly signed by the District Sports and Youth Affairs Officer (of concerned District) issued to eligible sports persons (ESP) for jobs.
9	NOC or application through proper channel in case of in service candidates
10	Domicile Certificate of the state
11	Admit card & Application form
12	Aadhar Card or any other ID Proof
	<b>If claiming under Socio-Economic Criteria</b>
a	Orphan Certificate (Issued by Naib Tehsildar/Tehsildar)
b	Widow Certificate (Issued by Naib Tehsildar/Tehsildar)
c	Certificate of denotified tribe (Vimuktjatis or Nomadic Tribe of Haryana which is neither a SC nor a BC (As prescribed by the Revenue and Disaster Management Department)
d	Experiene certificate of the applicant (Issued by Appointing Authority Annexure D-1)
e	Self attested statement by applicant of non-employment