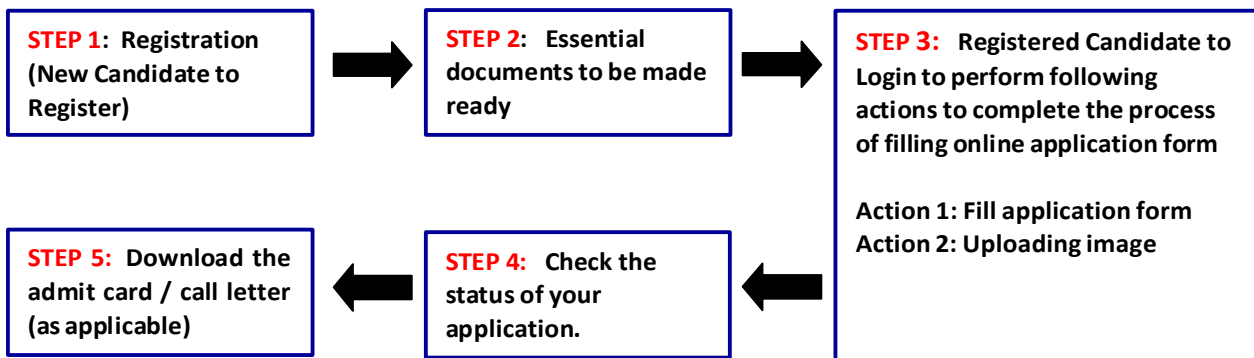


## HOW TO FILL THE ONLINE APPLICATION FORM

### GENERAL INSTRUCTIONS

- 1) Candidates are required to apply online through website: <http://hppcl.gov.in>
- 2) Entries in the application form shall be required to be filled only in English.
- 3) **Result awaited candidates need not to apply.**
- 4) **No hard copy/ printed applications forms are required to be sent to HPPCL at this stage. Therefore, you are requested to fill complete details in the online application form as Incomplete, defectively filled up, and unsigned application forms will be rejected straightway and no subsequent correspondence will be entertained on this issue.**

### STEP BY STEP PROCESS TO FILL ONLINE APPLICATION FORM



#### STEP 1 : Registration (New Candidate to Register)

- New Candidate to visit the website **website** : <http://hppcl.gov.in> and click : [Click here to Register](#)
- Fill the details to register for any post. You must have a valid email ID for applying online.
- Press the button "Submit".
- The confirmation for the registration will also be sent on your email entered.

#### STEP 2: Essential documents to be made ready

- Before starting to fill up the on-line application, keep ready with you the following details / documents / Information
  - a) Valid Email ID (the email should be valid for atleast 1 year)
  - b) Personal details
  - c) Educational qualification details
  - d) Caste / Tribe/ Class certificate (for SC / ST/ OBC candidate)
  - e) Disability Certificate for Persons with Disabilities
  - f) Image of scanned photograph in jpg / jpeg format and size should not exceed 40 KB
  - g) Image of scanned signature in jpg / jpeg format and size should not exceed 40 KB

*Contd.*

**STEP 3 : Registered Candidate to Login to perform following actions to complete the process of filling online application form**

- |         |   |                       |
|---------|---|-----------------------|
| Action1 | ➡ | Fill application form |
| Action2 | ➡ | Uploading image       |

- ➡ Registered Candidate to visit the website : <http://hppcl.gov.in> and click on [To Apply Online](#)
- ➡ On clicking [Login \(To Apply Online\)](#) and after submitting <UserName> and <Password> page will appear for submission of online application form:

- Action1 : Fill Application
- Action 2 : Uploading of Photograph / Signature

➤ **Action 1: Fill Application (Click on the button to fill application form)**

- ➡ On clicking [Action 1: Fill Application](#) page will appear which will have different sections which are to be completed for submission of online application form:
  - Fill Personnel Details
  - Fill Qualification Details
  - Fill Experience Details
  - Fill Additional Information (as applicable)
- ⇒ Fill the details on the online application form. Since your eligibility will be screened based on the information furnished by you, you are required to exercise sufficient care to correctly furnish the details of your Qualification, etc.
- ⇒ **In case you wish to edit any information you can do that by log in again using UserName and Password Click on apply online and after that click on Click to Apply/Edit after editing the information, make sure to save the information by clicking the button "Submit".**

➤ **Action 2 : Uploading images**

- ⇒ **Upload Photograph** - Photograph must be a recent passport size colour picture. Make sure that the picture is in colour, taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. **The image should only be in .jpg or .jpeg format. Size of file should be not be more than 40 kb.**
- ⇒ **Upload Scan of Signature** - Sign on white paper with Black/ Blue pen and scan it. Please scan the signature only and not the entire page and ensure that the size of the scanned image is not more than 40 kb. Please note that this signature would appear on the Admit Card, and if it does not match the signature on the answer sheet at the time of the written test and at the time of Interview, the candidature will be cancelled. **The image should only be in .jpg or .jpeg format. Size of file should not be more than 40 kb.**

*Contd.*

*On correctly following the above steps, you would have completed the application process.*

**NOTE:**

- After successful submission of online application, 'Online Application Form containing your detail' will be generated carrying the unique 'Online Application Registration Number' of the candidate. Please note that online application is not complete unless the 'Online Application Registration Number' for the candidate is generated.
- Candidates must note their 'Online Application Registration Number' which will be required for taking re-print of 'Online Application Form' and 'Admit Card/Call Letter' later from this website link. They should also save/print online 'Online Application Form' containing the 'Online Application Number' as a proof of submission of online application.
- **In case of Apprentices, No hard copy/ printed applications forms are required to be sent. Therefore, you are requested to fill complete details in the online application form as Incomplete, defectively filled up, and unsigned application forms will be rejected straightway and no subsequent correspondence will be entertained on this issue**