

INSTRUCTIONS FOR FILLING ONLINE APPLICATION

This application is compatible with Internet Explorer 7 or above

1. Candidates are required to visit at <http://www.hp.gov.in/hppsc/> to access the home page of the “ONLINE APPLICATION FILING SYSTEM”.
2. Before filling up the form candidates are advised to read carefully the Notification/Advertisement for the post(s)/Exam(s) and also ensure that he/she is eligible in terms of the conditions/provisions mentioned in the Advertisement/Notification.

Please follow the **STEPS** determined for filing Online Applications.

STEP – I

➤ **NEW USER:**

Register yourself as a New User in Himachal Pradesh Public Service Commission website, Clicking on “**NEW USER SIGNUP HERE**” link on the web page and fill the parameters of Name, User ID, Password, Category, Gender, E-mail ID, Security Question & Answer and Date Of Birth. Then press the button “**Create User**”.

➤ **REGISTERED CANDIDATES:**

The candidates already registered with the commission for any of the Examinations/tests need not to register again. Such candidates should click on “**REGISTERED USER**” link.



[THE CANDIDATES ARE ADVISED TO NOTE DOWN THE USER ID AND PASSWORD AND THIS USER ID AND PASSWORD WILL BE APPLICABLE FOR ALL FUTURE REFERENCES REGARDING THIS EXAMINATION(S)/TEST(S) AND ALSO FOR FUTURE NOTIFICATION(S)/ADVERTISEMENT(S) ISSUED BY THE HPPSC FROM TIME TO TIME. THE INSERTED PROFILE OF THE CANDIDATE WILL BE SAVED AND NO NEED TO RE-ENTER THE SAME TIME AND AGAIN.]

STEP – II

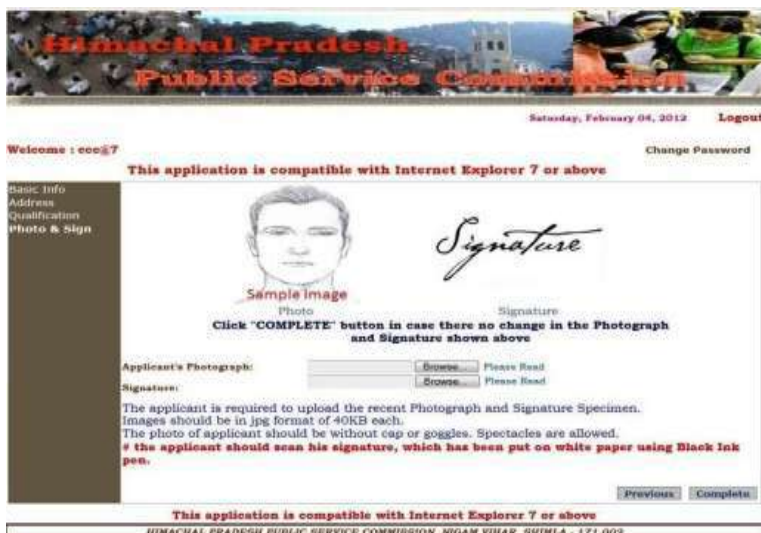
- ❖ For Basic Registration process, you have to click on “**Click to Apply**” option. It will fetch out Candidate’s Basic Registration page in which the candidates have to fill fundamental information, particulars and details asked for. All Fields are mandatory and essential to be filled in by the candidate. Every field has clear written instructions for filling up the particular column which should be carefully read and strictly followed by the candidates while filling up the form. Here the system asks for Candidate’s Personal Information including “Father’s / Mother’s name”, “State”, “Centre”, “Address”, “Contact No”, “Qualification details”, and other relevant information.



The screenshot shows the Himachal Pradesh Public Service Commission website. At the top, there is a banner with the text "Himachal Pradesh Public Service Commission". Below the banner, the date "Saturday, February 04, 2012" and "Logout" are visible. A welcome message "Welcome : ccc@7" and a "Change Password" link are present. A red arrow points to a "Click to Apply" link in the table. Below the table, there is a compatibility notice: "This application is compatible with Internet Explorer 7 or above". At the bottom, the address "HIMACHAL PRADESH PUBLIC SERVICE COMMISSION, NGAM VIHAR, SHIMLA - 171 002" is displayed.

Examination Name	Year	Noti.Date	Reg. Due Date	Eligibility Criteria	Print
Lecturer Electronics & Tele Comm. Engineering	2012	04/02/2012	05/03/2012	Please Read	e-Challan Click to Apply...
Lecturer Instrumentation Engineering	2012	04/02/2012	05/03/2012	Please Read	e-Challan Click to Apply...
Lecturer Electrical Engineering	2012	04/02/2012	05/03/2012	Please Read	e-Challan Click to Apply...
Lecturer Civil Engineering	2012	04/02/2012	05/03/2012	Please Read	e-Challan Click to Apply...
Lecturer Information Technology	2012	04/02/2012	05/03/2012	Please Read	e-Challan Click to Apply...
Lecturer Automobile Engineering	2012	04/02/2012	05/03/2012	Please Read	e-Challan Click to Apply...
Lecturer Mechanical Engineering	2012	04/02/2012	05/03/2012	Please Read	e-Challan Click to Apply...
Veterinary Officer	2012	04/02/2012	05/03/2012	Please Read	e-Challan Click to Apply...
Assistant Engineer (Civil)	2012	04/02/2012	05/03/2012	Please Read	e-Challan Click to Apply...
Agriculture Development Officer	2012	04/02/2012	05/03/2012	Please Read	e-Challan Click to Apply...

- ❖ The candidate is required to upload the images of recent **Photograph** and **Signature Specimen**. Images to be uploaded should be only in ***.jpg** format of size not exceeding **40 KB** each. The photo of candidate should be without cap or goggles. **Spectacles are allowed.**



The screenshot shows the Himachal Pradesh Public Service Commission website. At the top, there is a banner with the text "Himachal Pradesh Public Service Commission". Below the banner, the date "Saturday, February 04, 2012" and "Logout" are visible. A welcome message "Welcome : ccc@7" and a "Change Password" link are present. A compatibility notice "This application is compatible with Internet Explorer 7 or above" is displayed. The main content area shows a form for uploading a photograph and signature. It includes a "Sample Image" placeholder, a "Signature" placeholder, and a "Click 'COMPLETE' button in case there is no change in the Photograph and Signature shown above" instruction. Below the placeholders, there are "Browse" buttons for "Applicant's Photograph" and "Signature", and "Please Read" links. A note states: "The applicant is required to upload the recent Photograph and Signature Specimen. Images should be in jpg format of 40KB each. The photo of applicant should be without cap or goggles. Spectacles are allowed. # the applicant should scan his signature, which has been put on white paper using Black Ink pen." At the bottom, there are "Previous" and "Complete" buttons. At the very bottom, the address "HIMACHAL PRADESH PUBLIC SERVICE COMMISSION, NGAM VIHAR, SHIMLA - 171 002" is displayed.

The candidate should scan his signature, which has been put on white paper using Black Ink pen.

❖ After entering the Candidate's Basic Registration Form there is provision to **"Edit Application Form"** before clicking the **"Continue"** button of application form. After submission, request for change/correction in any particulars in the Application Form shall not be entertained under any circumstances. The H.P. Public Service Commission will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

❖ After clicking on the **"Continue"** button, candidates are advised to go through the contents of the **Declaration** carefully before clicking on **"I accept, Submit My Application"** button at the bottom of the page. **Accepting to agree only will submit the candidate's Online Application.**

The screenshot shows the Himachal Pradesh Public Service Commission website. The top banner reads "Himachal Pradesh Public Service Commission". The date is Saturday, February 04, 2012. The user is logged in as "Welcome 1000@7".

The application form contains the following details:

Applicant Name	TEST APPLICATION	E-Mail ID	tm@hauha.com
Father's Name	HPPSC	Mother's Name	HPPSC
Date of Birth	11/1982	Sex	Male
Phone No.	9123456789	Mobile No.	9123456789
State to which belongs	Himachal Pradesh	Category	Gen. Vaidly Inquire of H.P.
Correspondence Add.	HPPSC HPPSC HPPSC HPPSC HPPSC HP	Permanent Add.	HPPSC HPPSC HPPSC HPPSC HPPSC HP
HP Govt Servant	No	Age Relaxation	No
		Crete	Shikla

EDUCATIONAL QUALIFICATION
 Name: BOARD: HPPSC - SUBJECTS: HPPSC - %AGE: 60 - Years: 2000
 Plus 2/Equivalent: BOARD: HPPSC - SUBJECTS: HPPSC - %AGE: 60 - Years: 2002
 B.Sc. (Agreement): UNIVERSITY: HPPSC - SUBJECTS: HPPSC - %AGE: 60 - Years: 2008

The form includes a "Simple Image" and a "Signature" field. Below the signature, it says "Applicant Photo & Signature". There are "Edit Application" and "Continue" buttons.

A message states: "This application is compatible with Internet Explorer 7 or above".

The bottom section is the **DECLARATION**. It reads: "I hereby declare that I am an Indian National and the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature is liable to be cancelled and if appointed, appointment itself shall be liable to be cancelled. I also solemnly declare that I do not suffer from any of the disqualifications shown in the advertisement for the post and I am eligible in all respects according to eligibility criteria prescribed." There is an "Accept & Submit my application" button.

At the bottom, it says "Visitor Count: 00000000" and "This application is compatible with Internet Explorer 7 or above". Helpline Numbers: 0177-2629738 & Toll Free: 1800-180-8004 (Any working day between - 10.00am to 05.00pm). HIMACHAL PRADESH PUBLIC SERVICE COMMISSION, JAGAN VIHAR, SHIMLA - 177 002

Payment Options:

Candidate can pay **Application Fee** either through **"E-Challan"** or through **"E-Payment"** option.

STEP-III (A)
Procedure through E-Challan :

➤ After successful submission of Application Form **"E-Challan"** will be generated of Punjab National Bank that you have to deposit Examination/Test Fee in any branch of the PNB, from where the candidate will get Candidate's Challan Copy with **"Branch Code/Name, Transaction Number, and Date of deposit"**. The Candidates must ensure before leaving the cash counter of bank, that the **"Branch Code/Name, Transaction Number, and Date of deposit"** is clearly written on the counterfoil of candidate's copy.

The screenshot shows the Himachal Pradesh Public Service Commission website. The top banner reads "Himachal Pradesh Public Service Commission". The date is Saturday, November 23, 2013. The user is logged in as "Welcome | pahar23".

There is a "Latest Notifications" table:

Examination Name	Year	Not. Date	Reg. On Date	Eligibility Criteria	Apply	Pay Online
Lecturer/ Electronics & Comm. Engineering	2013	11/10/2013	25/11/2013	Please Read	Apply	Payment
Test Appl	2013	10/09/2013	25/11/2013	Please Read	E-Challan	Receipt

Below the table is an "APPLICATIONS STATUS" table:

Application No.	Exam / Test	Roll No.	Download	Enter	Appl. Status	Download
172250	Test Appl		Application Form	Fee Details	Done	Apply Card
172251	Initial Officer (General Wing)		Application Form	Fee Details	Done	Apply Card
75877	Bank Notification		Application Form	Fee Details	Done	Apply Card

At the bottom, it says "Visitor Count: 00946192" and "This application is compatible with Internet Explorer 7 or above". Helpline Numbers: 0177-2629738 & Toll Free: 1800-180-8004 (Any working day between - 10.00am to 05.00pm). HIMACHAL PRADESH PUBLIC SERVICE COMMISSION, JAGAN VIHAR, SHIMLA - 177 002

❖ Now the candidates are required to visit again at <http://www.hp.gov.in/hppsc/> to access the home page of the “**ONLINE APPLICATION FILING SYSTEM**”. By entering User ID and Password earlier created by the candidates. Click on “**FEE DETAILS**” and enter the details of “**Branch Code/Name, Transaction Number and Date of deposit**” & then Click on “**Update Fee Details**”. After this, candidate can take print of the **Application Form** for future reference.



STEP-III (B)

Procedure through E-Payment :

➤ After successful submission of Application Form “**E-Payment**” link will be activated. By clicking on **E-Payment** link web page will be redirected to the next page, where Candidate is required to go through the “**Terms & Conditions to apply online**” thoroughly.



➤ After clicking on the check box “**I Agree to the Term and Conditions of Payment**” **candidate** can click on the “**Pay Now**” button to proceed further for online payment of Application Fee.



➤ Candidate can pay requisite amount of application fee through **Debit or Credit** card only. Payment Gateway accepts **Debit and Credit** cards from VISA and MasterCard of any bank. After filling up the **Debit or Credit** card details correctly, candidate is required to click on the “**Pay**” button to complete the payment process. After completing the payment process, candidate can take print of the **Application Form** for future reference.



- # The candidates may however note that Application shall be treated as incomplete and rejected in case not accompanied with **“FEE DETAILS”** and also subject to confirmation by the bank of their payment details.
- # The Candidates applying for the examination/test should ensure that they fulfill all eligibility conditions for admission to examination/test. Their admission at all stages of the examination/test will be purely provisional subject to satisfying the prescribed eligibility conditions.
- # HPPSC takes up verification of eligibility conditions with reference to original documents at subsequent stages of examination/test process.
- # **LAST DATE FOR RECEIPT OF APPLICATIONS**

Online Application process must be completed (including Applying for Examination/Test and Submit Examination/Test Fee) before **last date of form submission** mentioned in the Notification/ Advertisement, after which the web-link will be disabled.
