

# STEP WISE INSTRUCTIONS FOR FILING ONLINE APPLICATION

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.**

3. **This application is compatible with Internet Explorer 7 or above,**

## **STEP - I**

4.
  - **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 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**

5. 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’, ‘District’, ‘Centre’, ‘Address’, ‘Contact No’, Qualification details, and other relevant information.



6. 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 candidate should scan his signature, which has been put on white paper using **Black Ink pen**.
7. After entering the Candidate's Basic Registration Form there is provision to **"Edit Application Form"** before final submission 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.

### **STEP - III**

8. Candidates are advised to go through the contents of the **Declaration** carefully before clicking on **"I accept, Submit Application Form"** button at the bottom of the page. **Accepting to agree only will submit the candidate's Online Application and "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 Challan Copy with transaction number, date and Branch Code/Name. The Candidates must ensure before leaving the cash counter of bank, that the Transaction Number, Date and Branch Name/Code is clearly written on the counterfoil of candidate's copy.



### **STEP - IV**

9. 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 Transaction Number, Date of Deposit and Branch Code/Name & then submit Application. PDF format of Application Form will appear on the screen. Candidates can take print of this page by clicking on the **"PRINT"** option available.



- # 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.
- # Candidates applying online need NOT send hard copy of the Online Application filled by them online or any other document/certificate/testimonial to the Himachal Pradesh Public Service Commission. However they are advised to take printout of the Online Application and retain it for further communication with the HPPSC.
- # 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.

#### 10. 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.

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