INSTRUCTIONS TO CANDIDATES FOR FILLING ONLINE APPLICATION

1. Please read the instructions and procedures carefully before you start filling the online Application Form.

2. Candidates can apply online by logging onto either of the following websites:
   - ✓ www.hvpn.gov.in
   - ✓ www.uhbvn.com
   - ✓ www.dhbvn.org.in
   - ✓ www.hpgcl.gov.in.

3. The application works best on Internet Explorer Version 9 or above, Mozilla Firefox Version 3.6 or above, Google Chrome Version 20 or above, Apple Safari Version 5 or above, Opera Version 15 or above.

4. Ensure that JavaScript is enabled in the browser.

5. Please fill the Application Form serially.

6. In case of Date field, Like Service From, Service to, Discharge Date or Date of Passing etc. if Calender is not visible to you, fill the date in MM/DD/YYYY format only. No other format is Acceptable by the Application.

7. Do not use special characters like ',$,<,>,., etc.

8. Enable pop-ups.

9. In case a candidate submits more than 01 application for same post, the application against which Bank Challan is deposited shall only be considered. Further, if a candidate deposits Bank Challan for 02 applications for the same post, the application with the latest registration no. shall only be considered.

10. Print out of application should be taken only in Portrait.

11. **You are required to ensure your eligibility w.r.t. our detailed advertisement before applying. Mere submission of application (online / hardcopy) will not guarantee the candidature for further selection process.**

12. Candidates are advised to apply well in time to avoid technical problems.

13. Candidates are advised to keep their **photograph (50kb)** & **signature (30kb)** ready for submission of online application.

14. The online application can be filled from 30th January 2016 to 20th February 2016.

15. Online application is spread over different sections designed to capture information related to Personal Details, PwD Details, Mailing Address, Contact Details, Experience Details, Qualification Details etc. of candidates. All details should be filled for registration.

16. Section wise instructions for filling the online application are as under :

Head	Description
Post Details	
Name of Post	Choose from Drop Down Menu
Are you Domicile of Haryana	Choose Yes / No
Head	Description
Personal Details	
Name	Write your Full Name

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Father's/Husband's Name	Write name of Father / Husband
Mother's Name	Write name of Mother
Date of Birth	Choose Date of Birth from calendar. Calendar will appear when you put the curser on the box.
Gender	Choose from Drop Down Menu
Marital Status	Choose from Drop Down Menu
Are you an Ex-Service Man of Haryana	Choose from Drop Down Menu
Service From Date	Choose Beginning date of military service from calendar
Service To Date	Choose End date of military service from calendar
Date of Discharge	Choose Date of Discharge from calendar
Category	Choose from Drop Down Menu
Religion	Choose from Drop Down Menu
Are you Outstanding Person of Haryana	Choose from Drop Down Menu
Are you Dependent of Ex-Servicemen of Haryana	Choose from Drop Down Menu
Relationship With Ex-Service Man	Write your relationship with Ex-Service Man
Are you Freedom Fighter / Child / Grand Child of Freedom Fighter of Haryana	Choose from Drop Down Menu
Relationship With Freedom Fighter	Write your relationship with Freedom Fighter

PwD Details	
Are you PwD of Haryana	Choose from Drop Down Menu
Percentage of Disability	Write Percentage of Disability. It should not be less than 40%.
PwD Category	Choose from Drop Down Menu
PwD Sub Category	Choose from Drop Down Menu
PwD Certificate Date	The certificate should have been issued earlier than the cut-off date i.e. 19-08-2015.

Internal Candidate Details [Only for candidates employed in HPUs]	
Are you Internal Candidate of either of HPGCL/HVPNL/UHBVNL/DHBVNL	Choose from Drop Down Menu
Company	Choose from Drop Down Menu
Employee Id	Mention your Company Employee ID
Designation	Mention your designation
Place of posting	Write your place of posting
Service From Date	Choose the date of joining service from Calendar
Service Upto Date	Choose the date from Calendar

Mailing Address	
Current Address	Write your present communication address
Permanent Address	Write your permanent address

Contact Details	
Contact Details	Enter your mobile no., landline no. and E-mail ID

Experience Details	
Are you employed	Choose from Drop Down Menu

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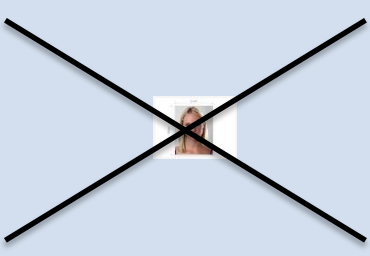
Organization	Write name of organization
Organization Type	Choose from Drop Down Menu
Department	Write name of department
Position Held	Write Position/Designation held
From	Choose date from Calendar
To	Choose date from Calendar

Other Details	
Have you passed Hindi/Sanskrit up to Matriculation	Choose from Drop Down Menu. Only candidates who have passed Hindi/Sanskrit in Matric are eligible to apply.
Nationality	Choose from Drop Down Menu
Venue for Written Test	Choose from Drop Down Menu
Employment Exchange	Mention ID, if applicable

Qualification Details	
Qualification	Choose from Drop Down Menu
Percentage of Marks	Write percentage of marks in decimal points
Discipline	Choose from Drop Down Menu
CGPA	Write CGPA
Duration – From	Choose from calendar
Duration – To	Choose from calendar
Date of Declaration of Result	Choose from calendar
Mode of Course	Choose from Drop Down Menu
University	Write name of University
Institution	Write name of Institution

Enter the Text	
Enter the Text in the Image	Write the Text in the image. If the image in unclear then click on "Regenerate Text". Click on Continue to move to next page.
Select Order of Preference	
Please select a Company	Select the companies in the order of preference
Uploads	
Upload your Photo	✓ Upload your recent colour photograph of up to 50kb size ✓ There should be no white space around the photo. ✓ Photograph should not be very small / dull. ✓ File type : *.jpg ✓ Caps, hats and dark glasses are unacceptable. Religious headgear is allowed but it must not cover face.

Incorrect	**Correct**
	

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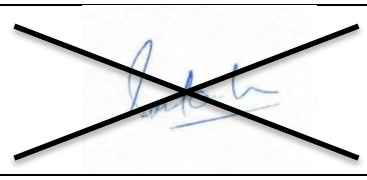
Upload your Signature	✓ Upload your signature of up to 30kb size ✓ Applicant has to sign on white paper with Black Ink pen. ✓ The signature must be signed only by the applicant and not by any other person. **Incorrect**  **Correct**
Preview Data	
Click on **Preview data** for checking your entries. In case of any changes, click on **Edit Application** else click on **Submit Application.**	

After applying online, your registration no. and password will be generated.

Take print out of the registartion no. and password screen for future reference and for reprinting of your online application form, challan form, admit card for written test etc.

After submission of application, download Challan (if applicable) and submit fees in any SBI branch after 02 bank working days.

Internal candidates need to submit hard copy of online application to their respective Power Utility by 27.02.2016.