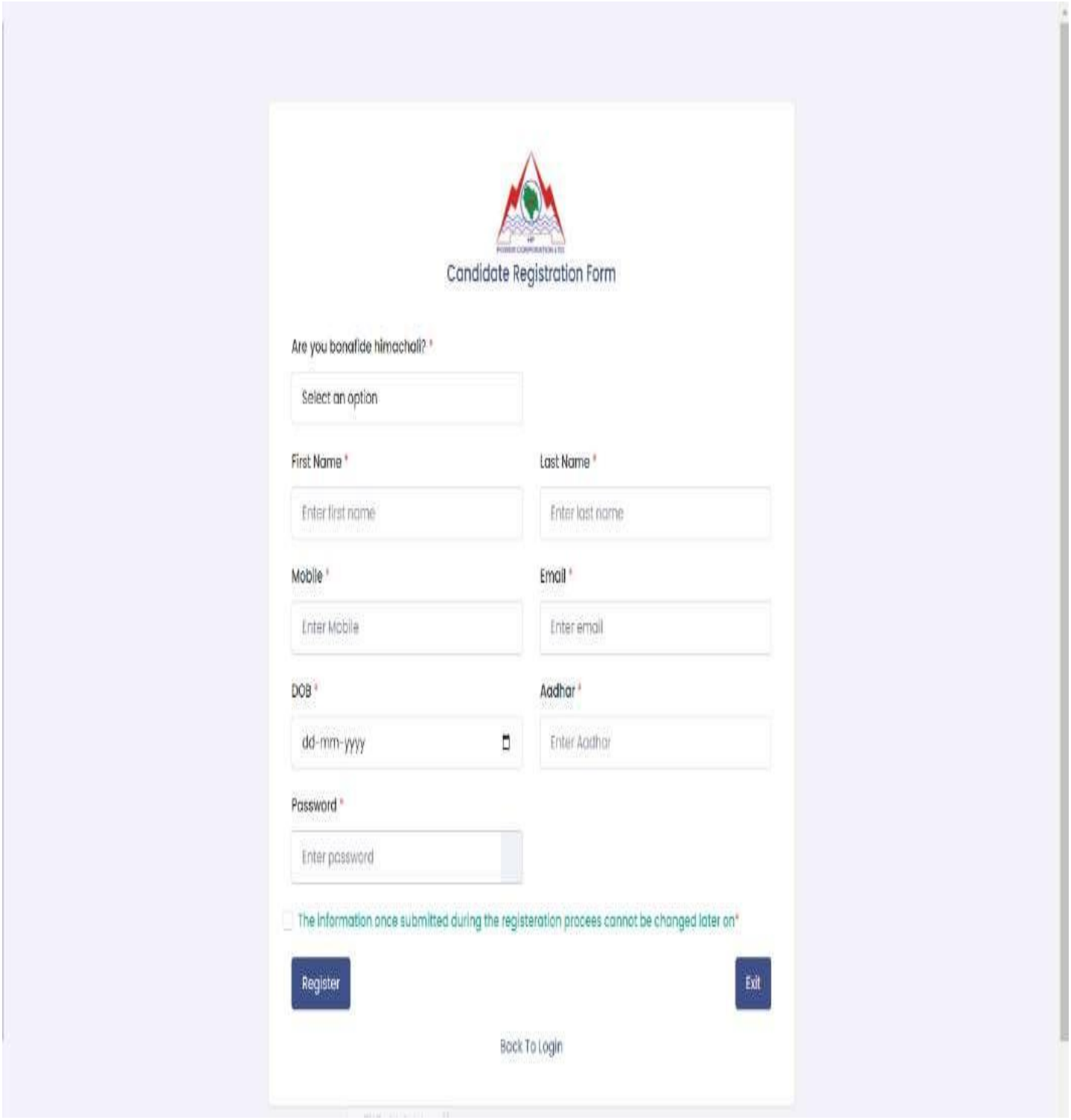
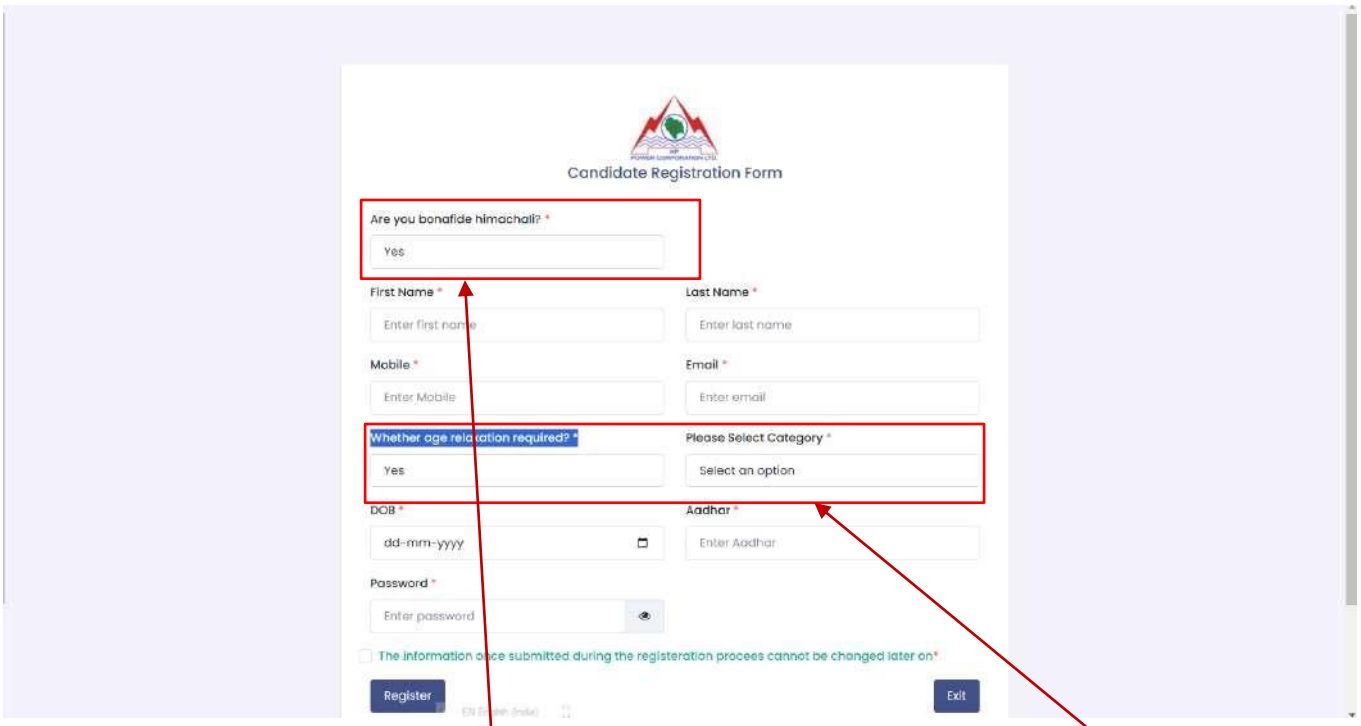
Registration Process

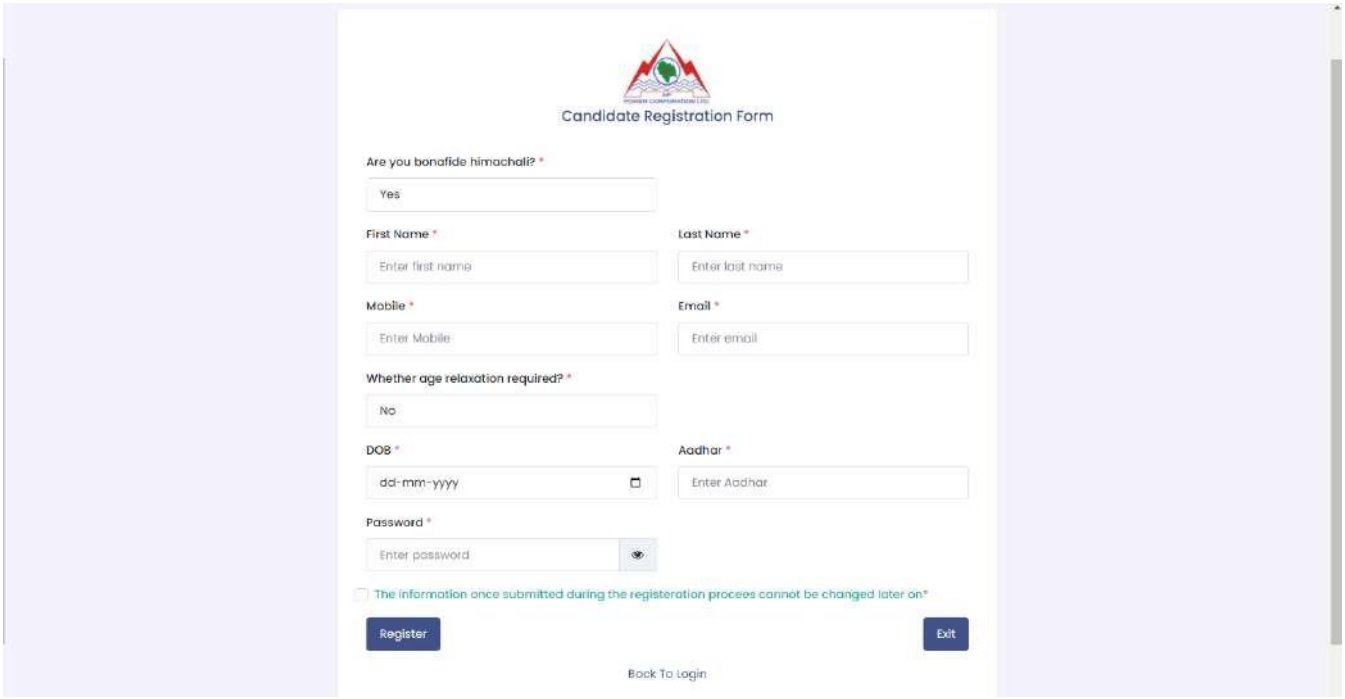
Before applying to the post, candidate has to ensure that, he gets himself registered on the HPPCL Recruitment Portal. The desirous and eligible candidates may visit the official website of HPPCL(http://www.hppcl.in/career) and click on the Tab **"Register"**. Once you go to registration page, you will be directed to the Candidate Registration Form which will look as under.



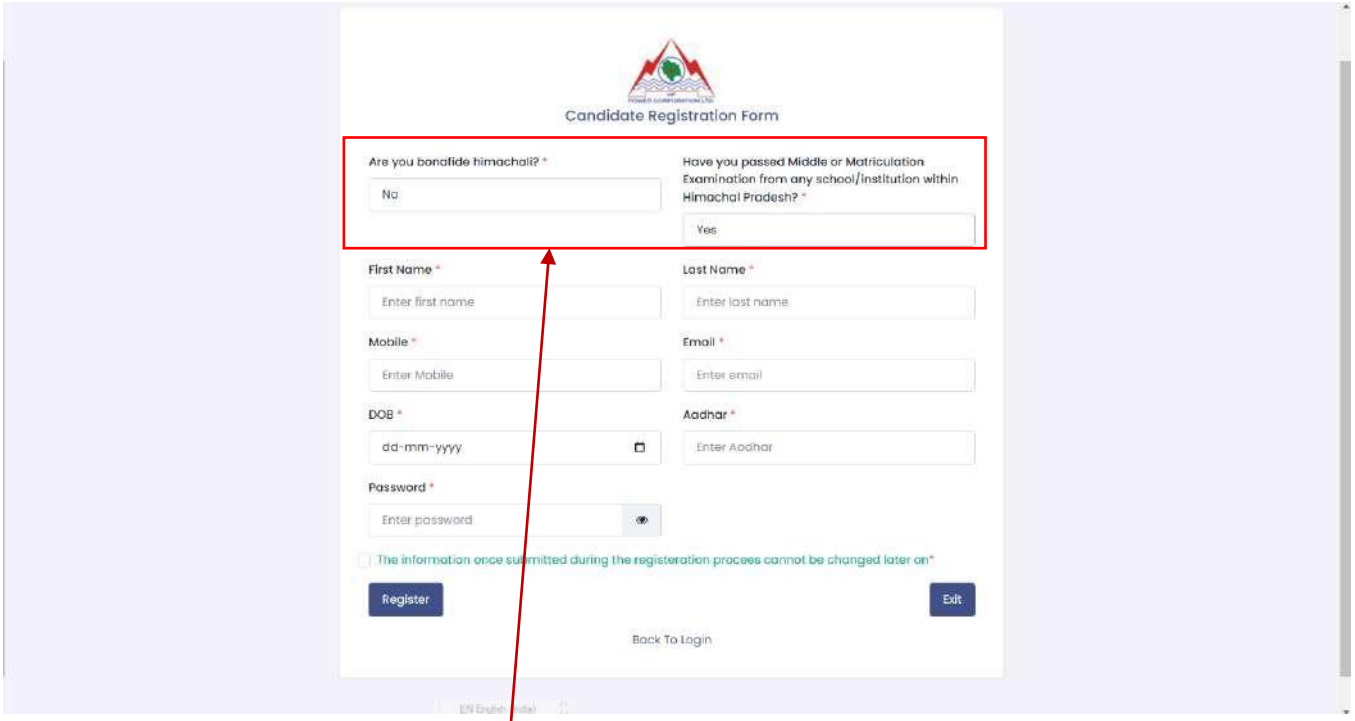
- During the Registration Process, all the fields are required to be entered mandatorily. Please ensure that **no fields are left blank** in the candidate registration form. It may also be ensured by the candidate that the information once submitted by the candidate during the registration process cannot be changed later on, hence, all the information may be entered **carefully**. Steps mentioned below need to be followed by the candidate.



- If you select field, **"Are you Bonafide Himachali?"** as **"Yes"** then field **"Whether age relaxation required?"** will get enabled and if you want to avail age relaxation you should select the field **"Whether age relaxation required?"** as **"Yes"** then You have to select the category based upon which Age relaxation will be admissible as mentioned in the Advertisement.



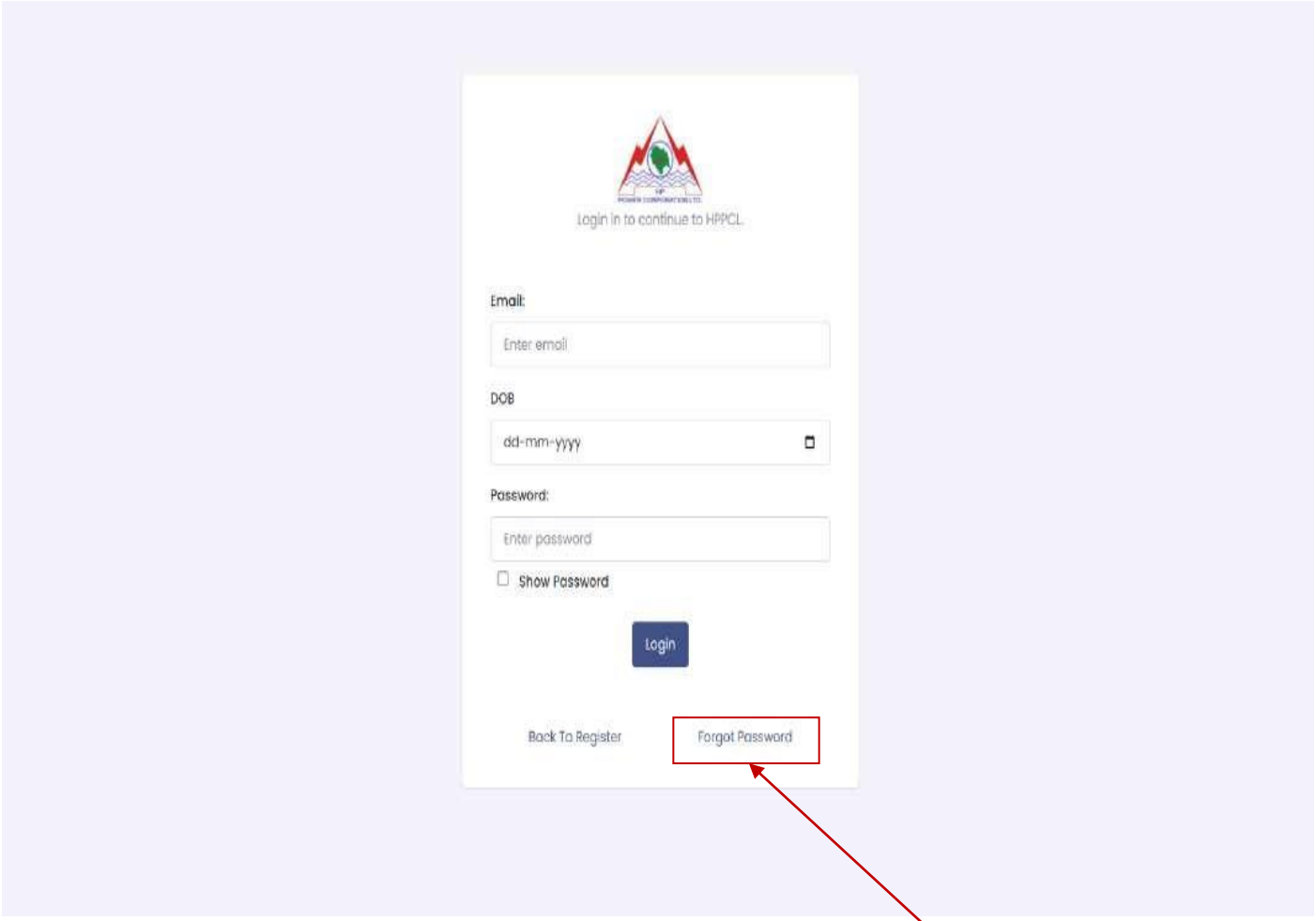
- If you select field **"Are you Bonafide himachali?"** as **"Yes"** and **"Whether age relaxation required?"** field response is **"No"** then field **"Select category Option"** will not get enabled and you will not get any age relaxation.



If you select field, **"Are you Bonafide himachali?"** as **"No"** then field **"Have you passed Middle or Matriculation Examination from any school/ institution within Himachal Pradesh?"** will get enabled and you have to select option **"Yes"** or **"No".** If **"Yes"** option is selected you can proceed further. However, if you have selected option as **"No",** you will not be able to apply for the post, you may go through the detailed Advertisement.

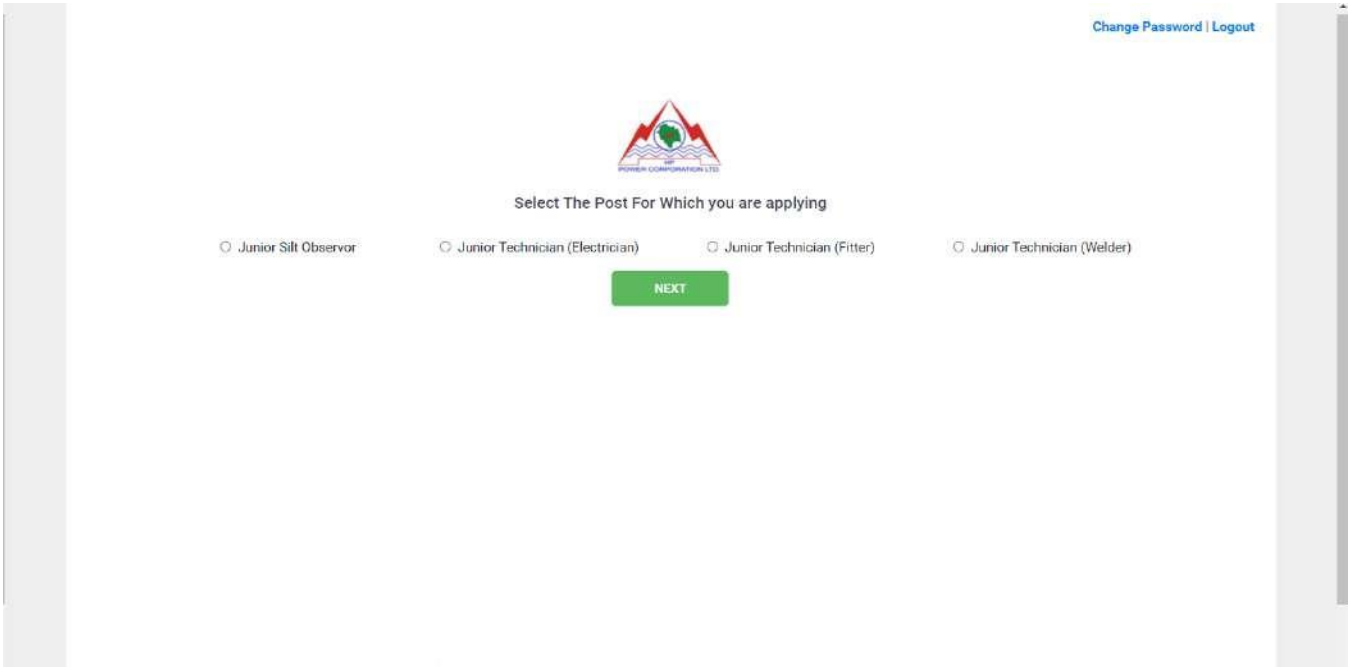
- Mobile number be active and should be of 10 digits.
- Aadhar should be 12 digits.
- A candidate can apply with one active email address only. It may be ensured by the candidate that the E-mail Id submitted is correct and active, as Registration Number and any other details will be sent on the registered e-mail Id of the candidate.
- As on 01-01-2024, Minimum Age of the candidate should be 18 Years and Maximum Age should be 30 Years.
- Password should have minimum 8 characters and should be a combination of 1 Capital letter, 1 Small letter, 1 Number and 1 Symbol.

Login Process



- To login please enter the email-id as submitted by the candidate during the registration process alongwith the date of birth and password.
- In case the candidate is not able to enter the correct password , he may go to **forgot password** option and a new password will be generated and shall be sent on the Registered Email ID of the candidate.

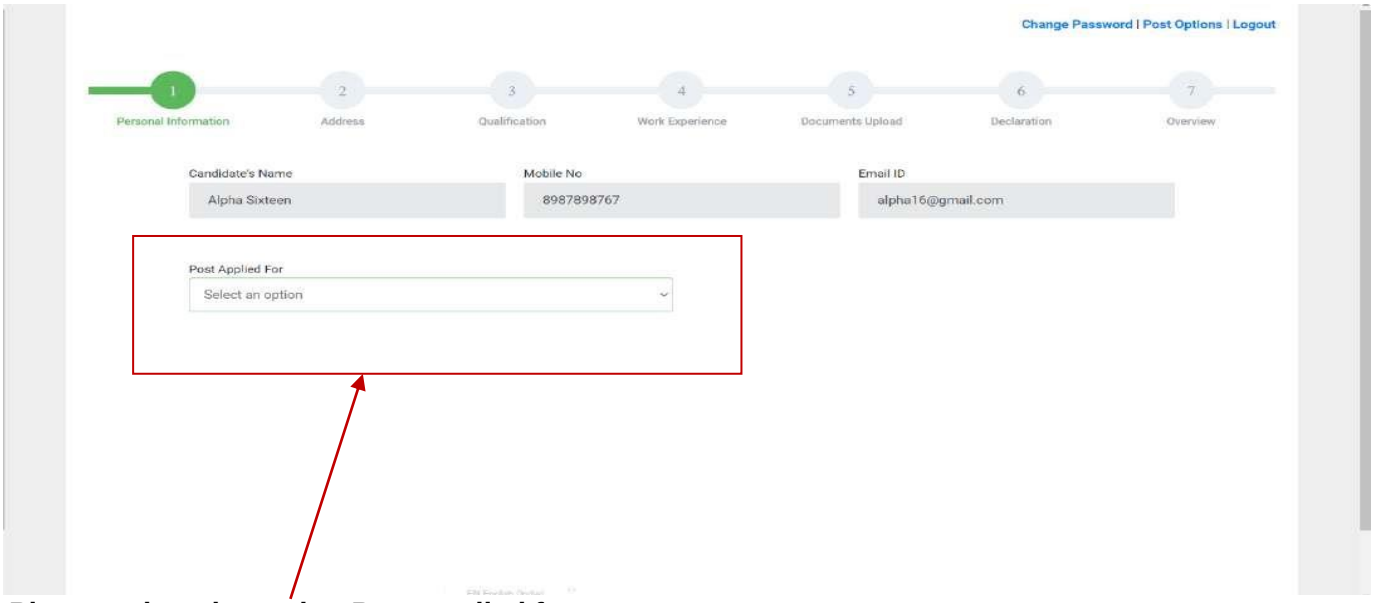
After you login you will be directed to Post option page as follows–



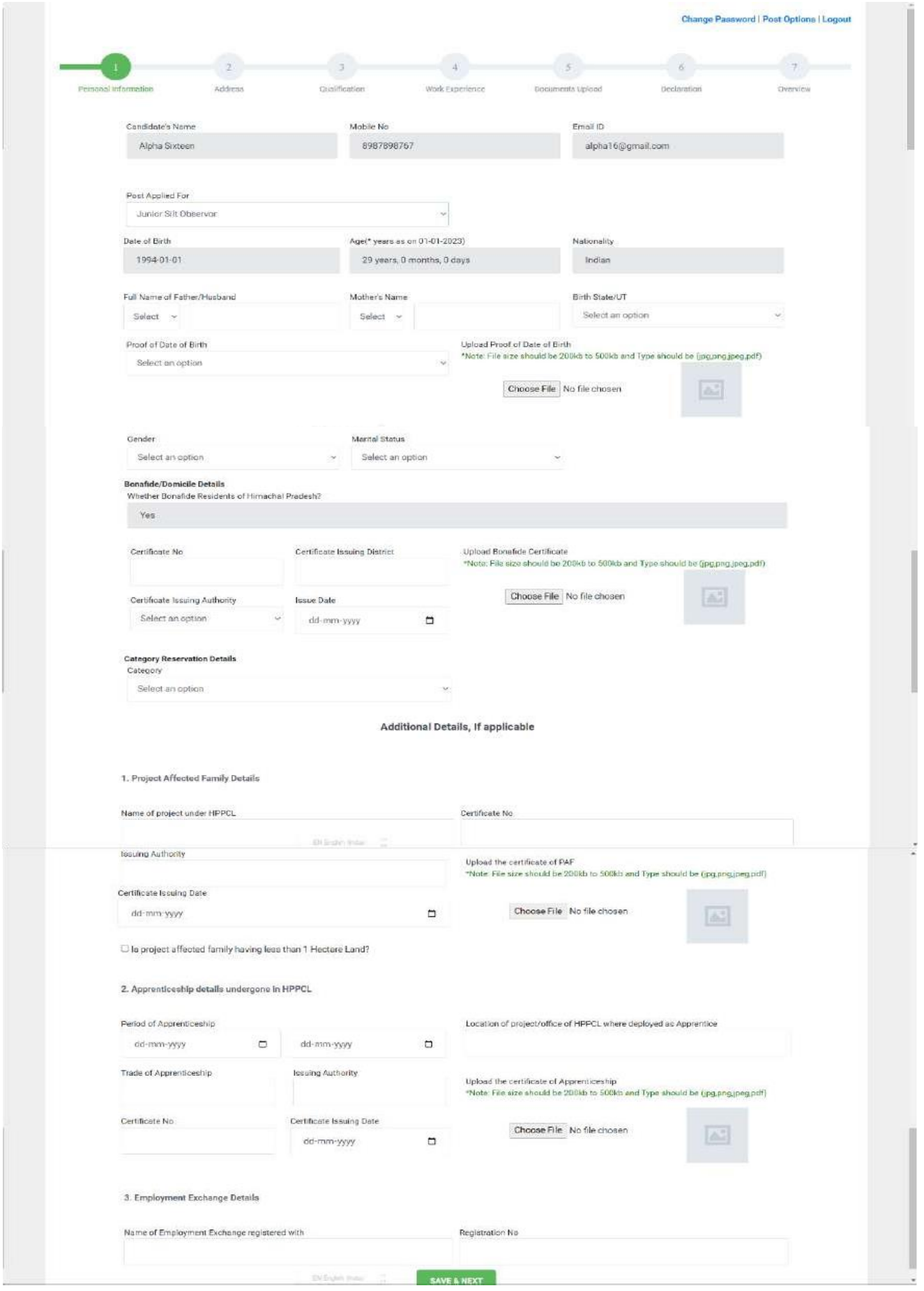
You can apply for the post for which you fulfill the eligibility and prescribed qualification as per the detailed Advertisement. To apply any of the post, you need to just select the post and click on next button.

STEP-1 PERSONAL INFORMATION PAGE

Once you select the post and click on the next button, then **Personal information page** will open which will look as under. In this case suppose we have selected the post of Junior Silt Observer.



Please select the option Post applied for.
Once you select, all other fields will be displayed as given in the next screen.



Change Password | Post Options | Logout

1 Personal Information — 2 Address — 3 Qualification — 4 Work Experience — 5 Documents Upload — 6 Declaration — 7 Overview

Candidate's Name: Alpha Sixteen
Mobile No: 8987898767
Email ID: alpha16@gmail.com

Post Applied For: Junior Silt Observor

Date of Birth: 1994-01-01
Age(* years as on 01-01-2023): 29 years, 0 months, 0 days
Nationality: Indian

Full Name of Father/Husband: Select
Mother's Name: Select
Birth State/UT: Select an option

Proof of Date of Birth: Select an option
Upload Proof of Date of Birth
*Note: File size should be 200kb to 500kb and Type should be (jpg,png,jpeg,pdf)
Choose File No file chosen

Gender: Select an option
Marital Status: Select an option

Bonafide/Domicile Details
Whether Bonafide Residents of Himachal Pradesh?
Yes

Certificate No
Certificate Issuing District
Upload Bonafide Certificate
*Note: File size should be 200kb to 500kb and Type should be (jpg,png,jpeg,pdf)
Choose File No file chosen

Certificate Issuing Authority: Select an option
Issue Date: dd-mm-yyyy

Category Reservation Details
Category: Select an option

Additional Details, If applicable

1. Project Affected Family Details

Name of project under HPPCL
Certificate No
Issuing Authority
Upload the certificate of PAF
*Note: File size should be 200kb to 500kb and Type should be (jpg,png,jpeg,pdf)
Certificate Issuing Date: dd-mm-yyyy
Choose File No file chosen

☐ Is project affected family having less than 1 Hectare Land?

2. Apprenticeship details undergone in HPPCL

Period of Apprenticeship: dd-mm-yyyy — dd-mm-yyyy
Location of project/office of HPPCL where deployed as Apprentice
Trade of Apprenticeship
Issuing Authority
Upload the certificate of Apprenticeship
*Note: File size should be 200kb to 500kb and Type should be (jpg,png,jpeg,pdf)
Certificate No
Certificate Issuing Date: dd-mm-yyyy
Choose File No file chosen

3. Employment Exchange Details

Name of Employment Exchange registered with
Registration No

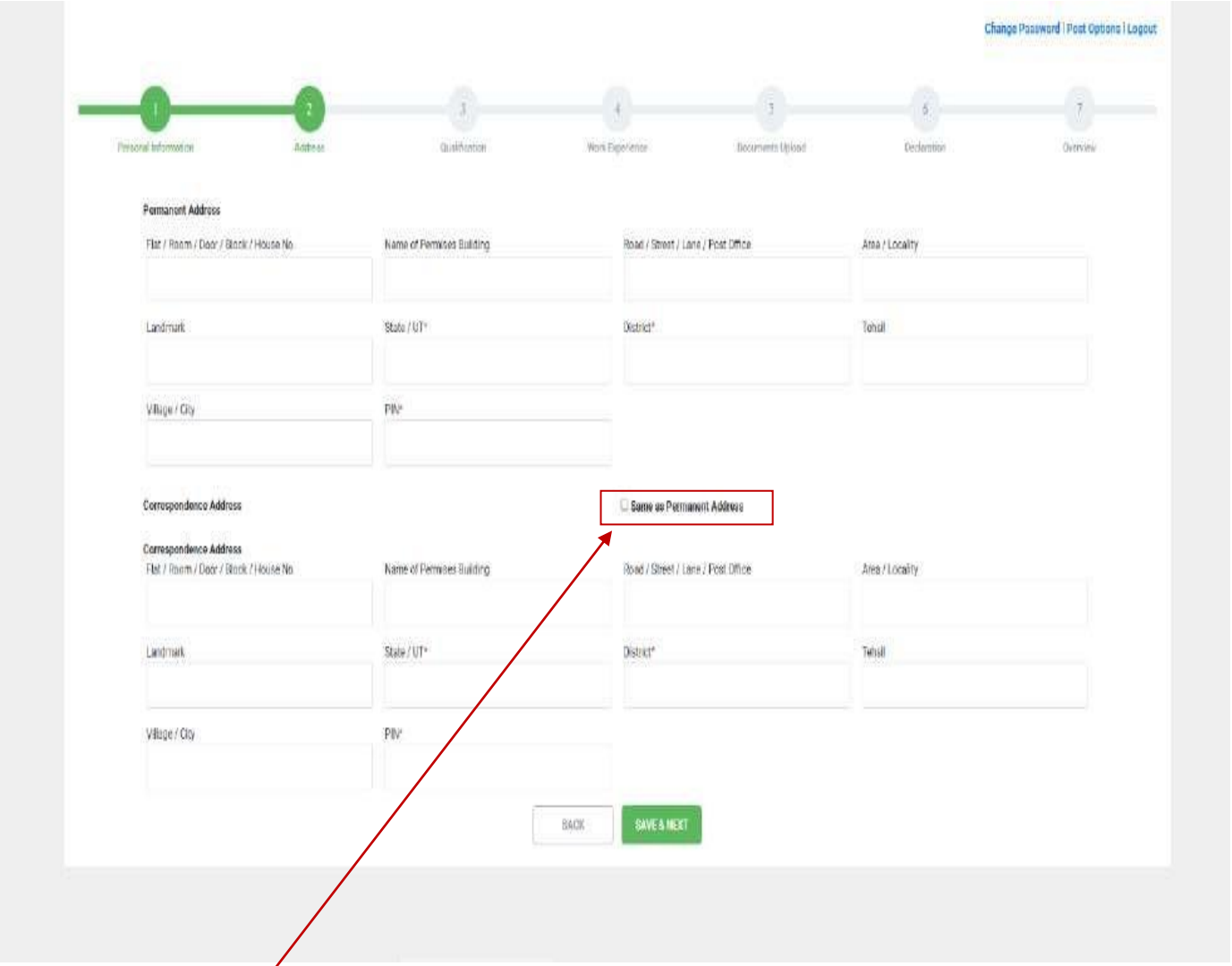
SAVE & NEXT

- Fields as applicable to the candidate should be filled up and mandatory fields denoted with (*) should not be left blank. Wherever, certificates are required to be uploaded the same may be done by the candidate in the requisite size and format i.e. **200Kb-500Kb in jpg, png, jpeg & pdf format**
- The application of the candidate will be submitted only after uploading of requisite documents as per advertisement. The candidates must ensure and check that **the preview of all the requisite uploaded documents are legible, readable and true and should not be non-readable/ poor quality of scanning.**
- Candidate in the Personal Information cannot edit Candidate name, Mobile number, Email Id, Date of Birth, Age, Nationality, Bonafide details, Have you passed Middle or Matriculation Examination detail, as these fields will be fetched from the Information submitted by the candidate during the Candidate Registration Form.
- The candidate has to enter the detail of the certificates and upload the certificate of Proof of Date of Birth, Bonafide certificate, Category Certificate.
- In case a certificate is of permanent nature for e.g. SC/ST then you may enter validity date as 31/12/9999.
- The candidate has to select the reserved category from the options to which he/she belongs. Candidates must note that the **benefit of reservation for various post(s) will be admissible only to the candidates, who are Bonafide residents of Himachal Pradesh in respect of categories, viz. Scheduled Caste (S.C.), Scheduled Tribe(S.T.), Other Backward Classes (O.B.C.), Economically Weaker Section(E.W.S.), Ex. Servicemen, Ward of Ex. Servicemen, Ward of Freedom Fighter (W.F.F.) and Persons with benchmark Disabilities (Loco motor Disabled / Visually Impaired / Hearing Impaired) etc., if there is a post reserved for these categories. The reserved category candidates belonging to other States will be treated as General Category Candidates and the benefit of reservation and fee concession will not be admissible to such candidates.**
- **If the candidate is not a bonafide of Himachal Pradesh then the category opted shall be automatically treated as General/Unreserved category**

- If a candidate has selected category as EWS then the candidate have to submit EWS certificate consisting of Income &Asset Certificate alongwith the Non-SC/ST/OBC certificate and upload the same on the portal. Further, If a candidate is BPL then he has to fill up the detail of BPL certificate and also provide the Non-SC/ST/OBC certificate and upload the same on the portal.

- The Additional Details are to be filled by the candidate if applicable. Here candidate has to fill up the Project Family details if belonging to Project affect family, Apprenticeship Training Detail if applicable and have to upload the certificate of proof of the same.

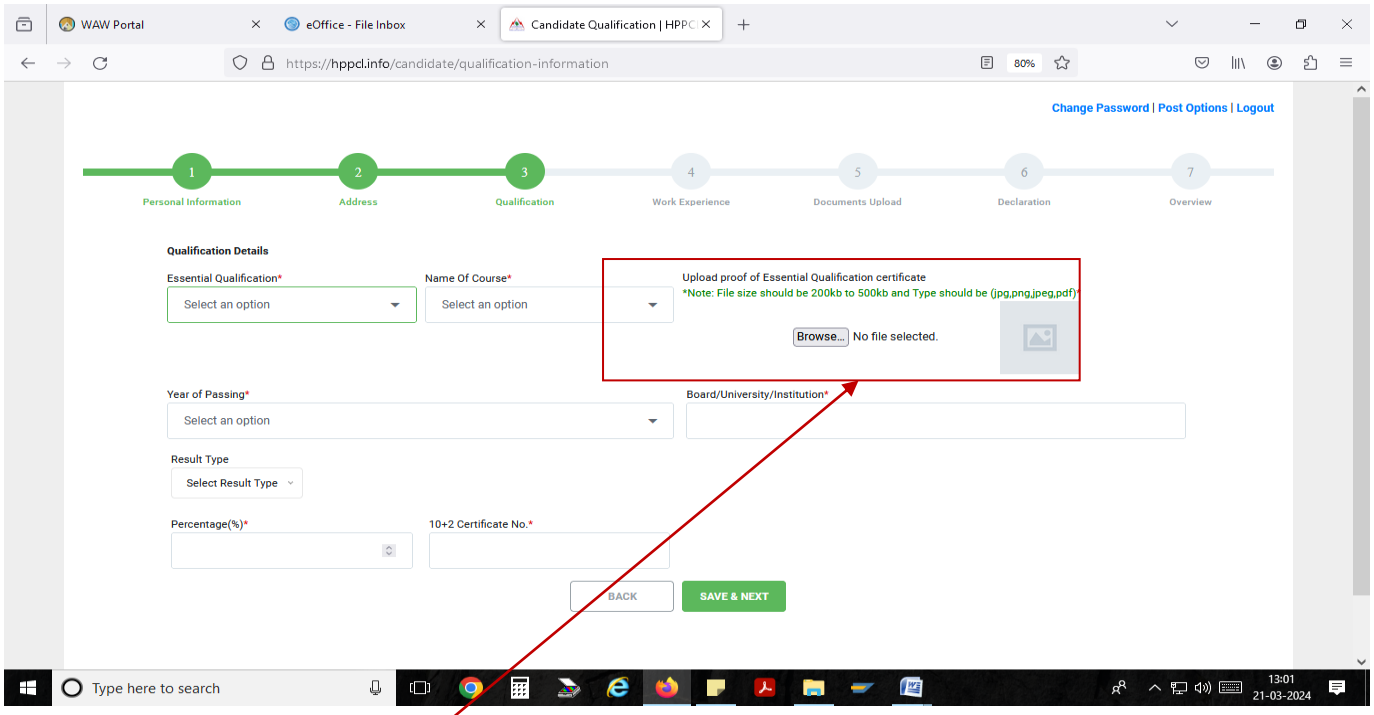
- Once we fill all details and click Save and Next then if any error exists while filling up then candidate will be redirected to same page with errors otherwise it will redirect to **Candidate Address Page** as under:



If candidate has Permanent & Correspondance address as same then he should tick the check box " **Same as Permanent Address".**

Once candidates fill all address detail and click on save & next then if any error exists while filling from then candidate will redirect to same page with errors otherwise it will redirect to **Candidate Qualification information page**.

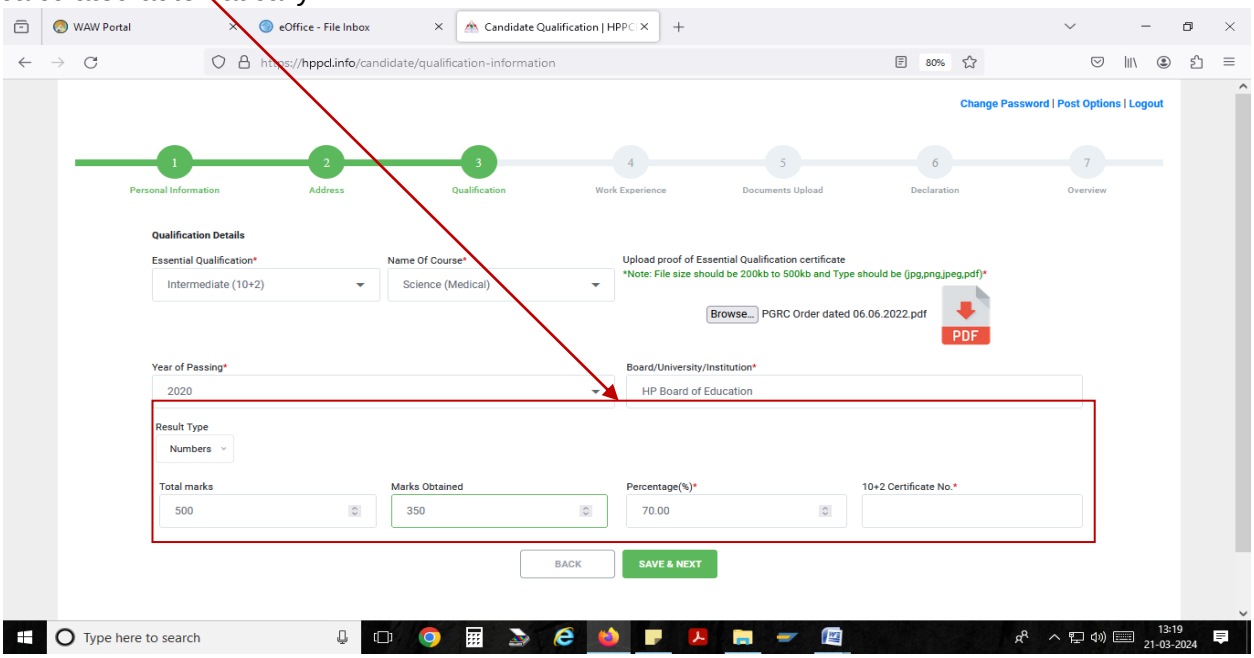
A) Qualification Detail page appearing for the post of Jr. Silt Observer is given as under:



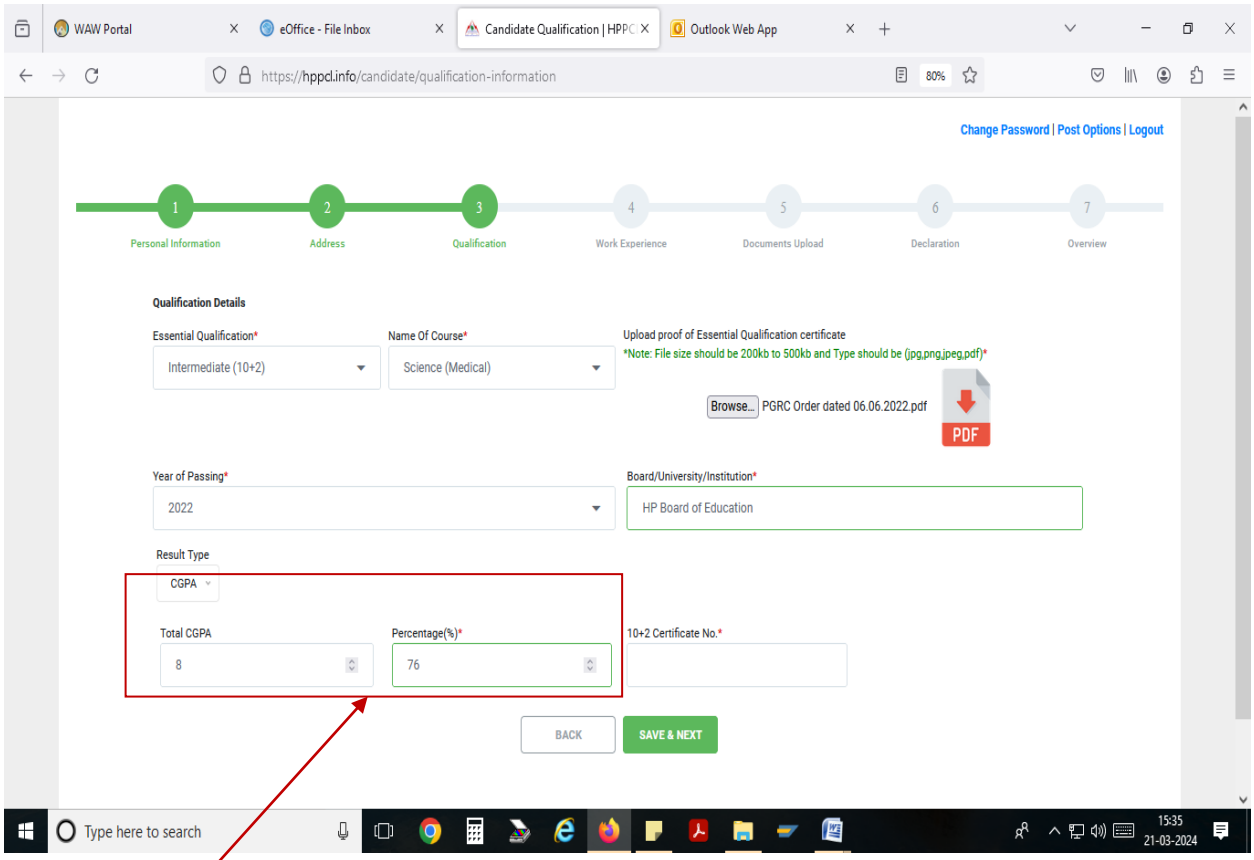
- The Candidate has to select the Essential Qualification, Name of Course, Year of Passing and provide Board/University Institution Name, Matric (for Jr. Technican post) & 10+2 certificate Number(required for Jr. Silt observer post).

- Have to **upload** the Essential Qualification Certificate in the prescribed format and size.

- In **Result Type** you have to select Numbers or CGPA. If the candidate select the result type as Numbers then the field of Total Marks, Marks obtained has to be entered. The percentage will be calculated automatically.

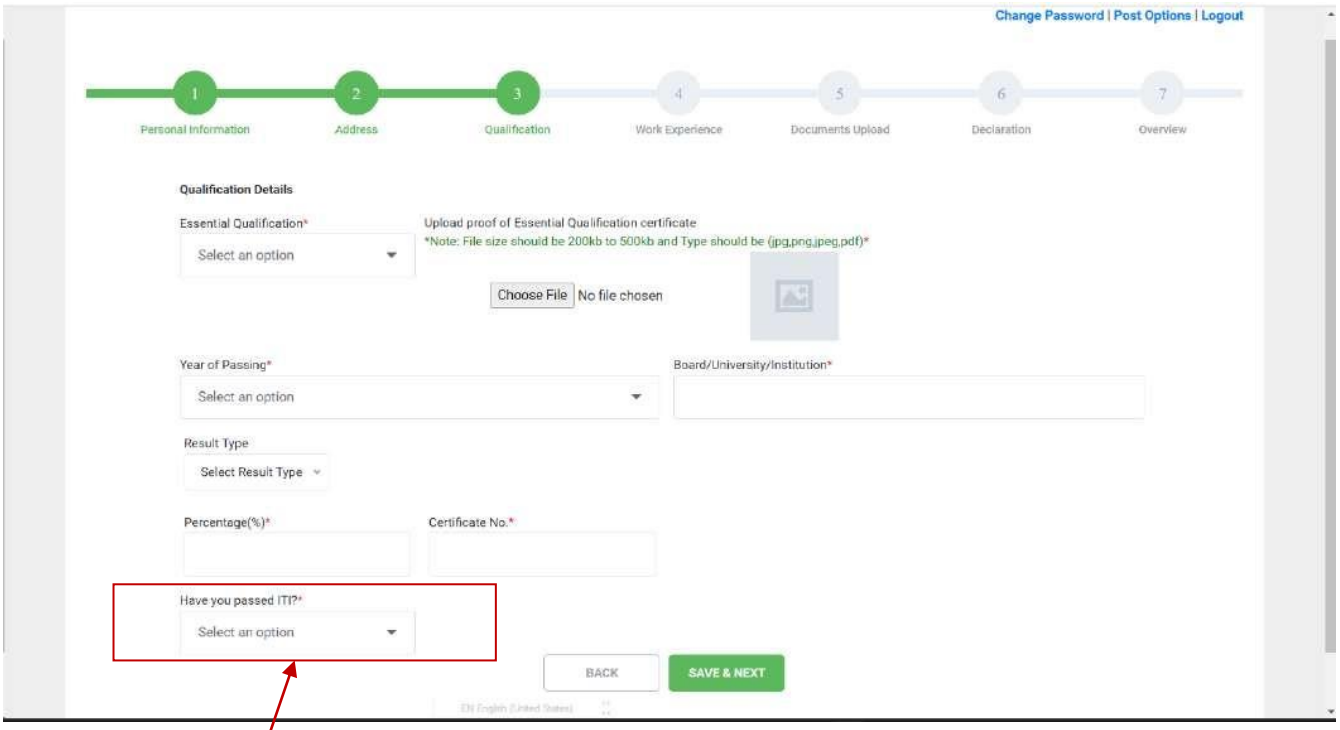


B) If the candidate select the result type as CGPA then the following fields have to be filled up:

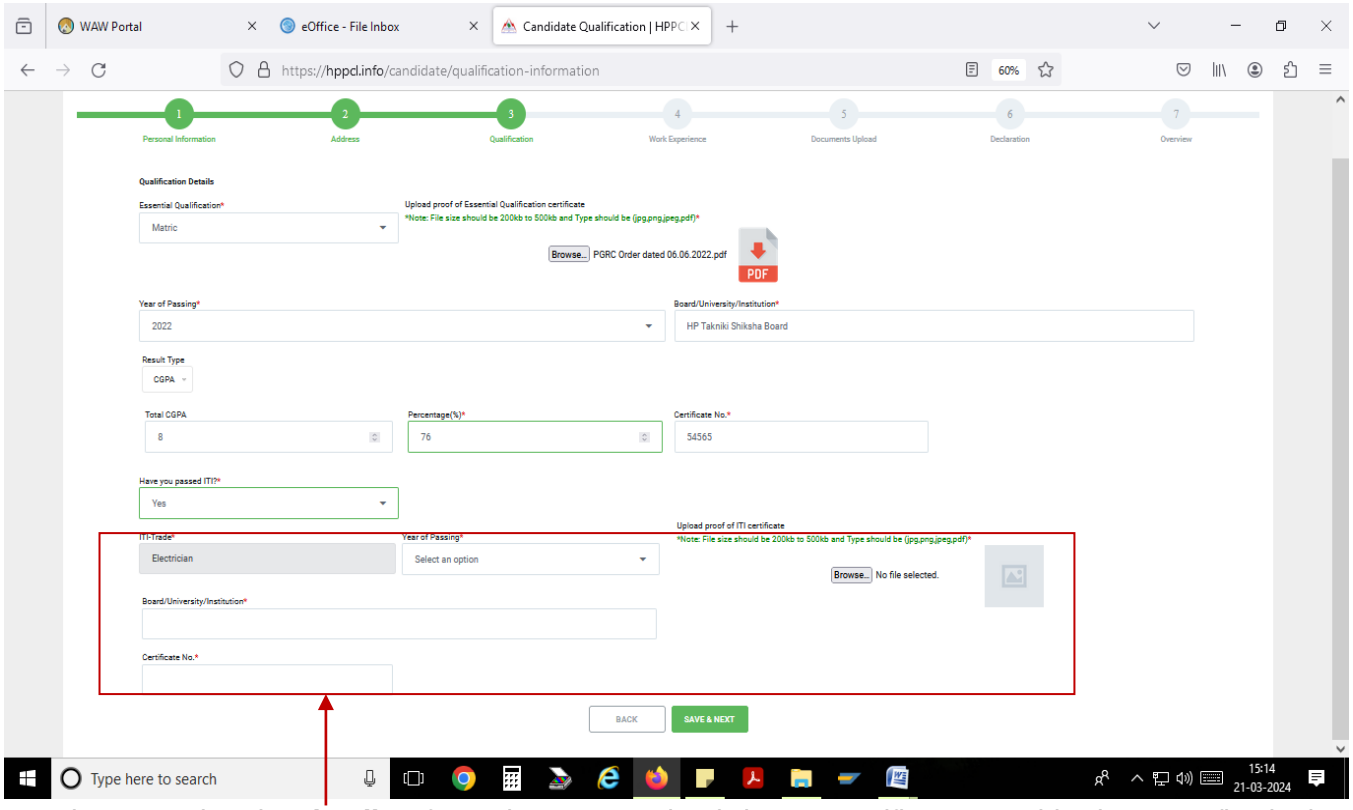


- Candidate has to enter the CGPA number in the Total CGPA and candidate has to convert CGPA into percentage as per the conversion formula of the University/Board/Institution concerned and enter the **percentage** manually. The percentage field is mandatory and cannot be left blank

- Qualification Detail page appearing for the post of Jr. Technician will be as under:

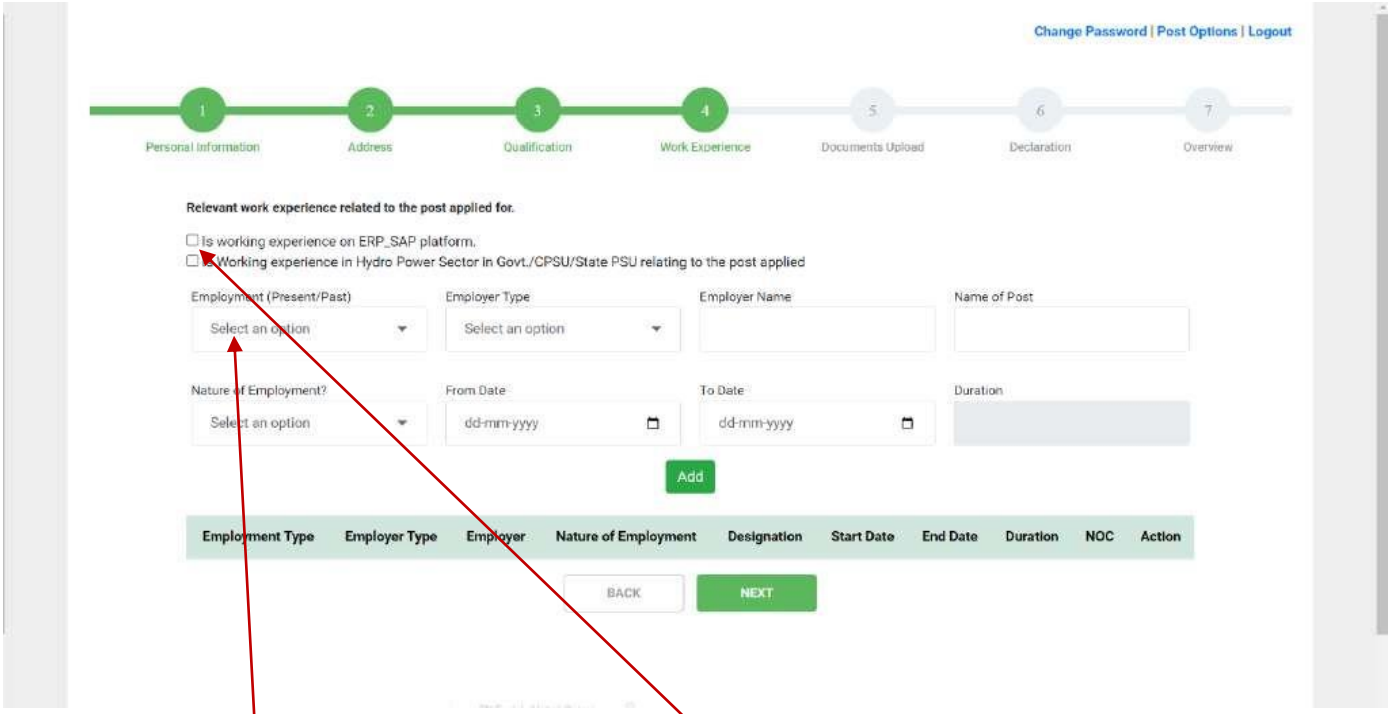


- In case candidate is applying for the post of Jr.Technician(Electrician/Fitter/Welder) then additional field of **"<u>Have you passed ITI</u>?"** will appear. In case you have selected option as **"Yes" then following screen will appear**



- You have to give the **<u>details</u>** of passing year, upload the ITI certificate, provide the name/institution from which ITI in the concerned trade have been passed alongwith its certificate Number.

- Once you have successfully completed the Qualification after clicking on save & next button you will be redirected to **work experience page** which will look as under.

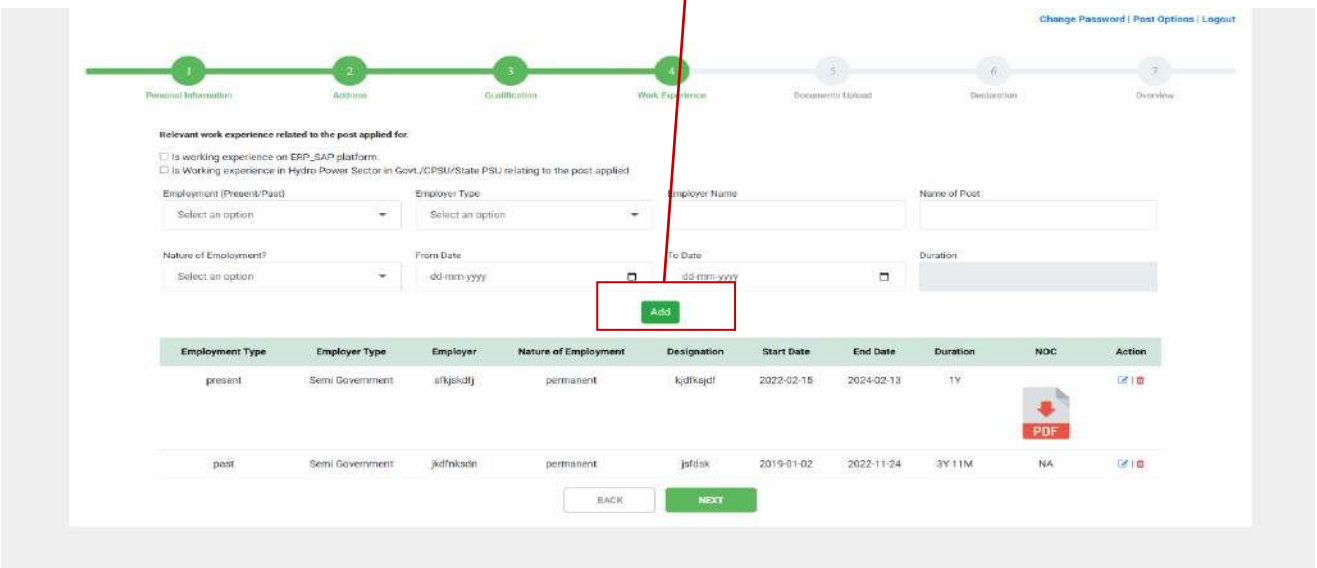


- In case the candidate possesses the relevant experience of the post applied for then he may fill up the required details otherwise he can proceed further by clicking on the “Next” button.

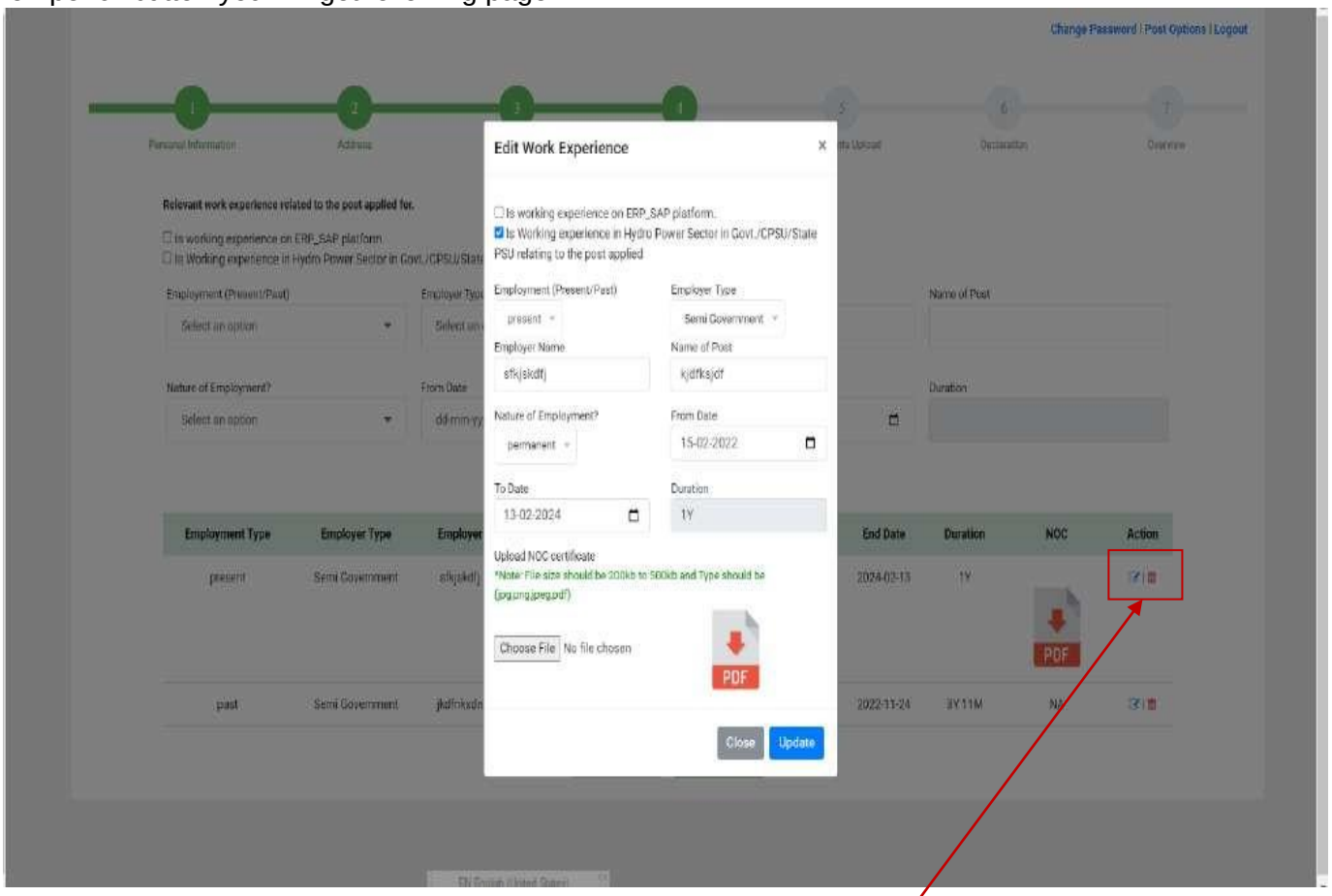
- If a candidate possess the relevant work experience on **ERP/SAP platform** **or Hydro Power Sector** in Govt./CPSU/State PSU related to the post applied, then he may select anyone or both and fill up the details of the Employment below. If do not possess then the field can be left blank.

- The **candidate can select Employment** as Present or Past. If the candidate is presently in employment and selects Employment as Present then he/she have to produce the NOC from the current employer and upload the same. However, if Employment is selected as Past then no NOC is required.

- If a candidate has relevant experience in more than one organization, then the candidate can add up the employment details by clicking on the **“ADD”** button. The duration shall be calculated automatically.

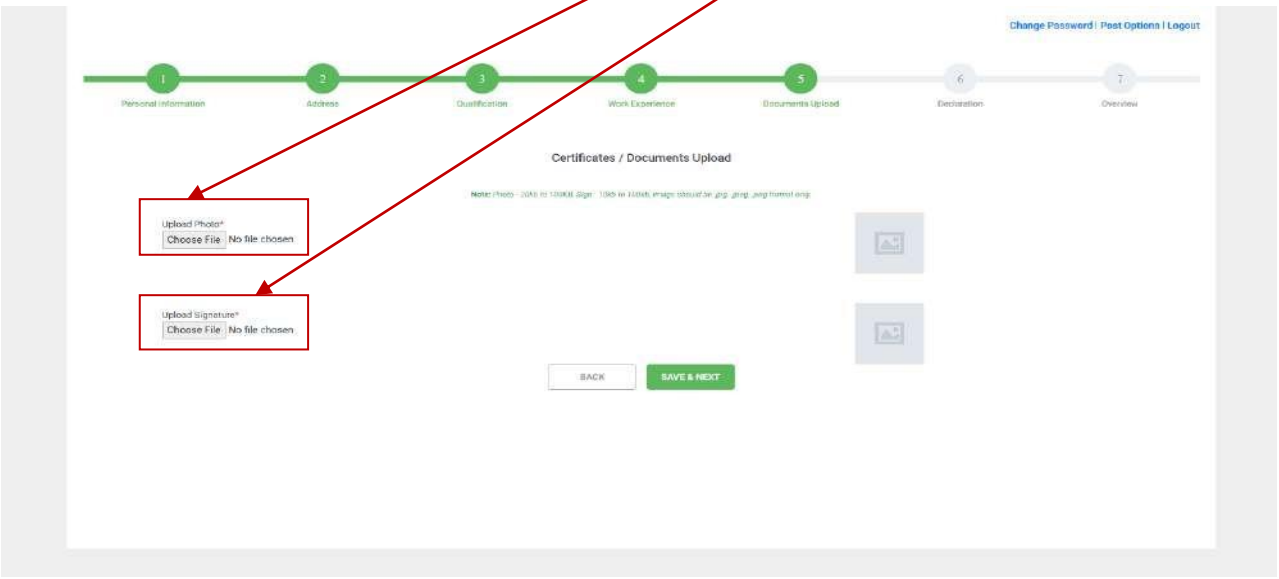


- If you want to edit any work experience than you can edit by clicking on pencil button. Once you click on pencil button you will get following page.



- You can also delete any work experience by clicking on the **Delete icon**.

Once the work experience details have been filled up and the candidate has clicked on save & next button, he/she will be directed to Photo and Signature upload page. The **size of scanned photograph** should be between **20 Kb-100 Kb in jpg,jpeg & png format,** size of **scanned signature** should be **10Kb-100Kb in jpg,jpeg & png format**

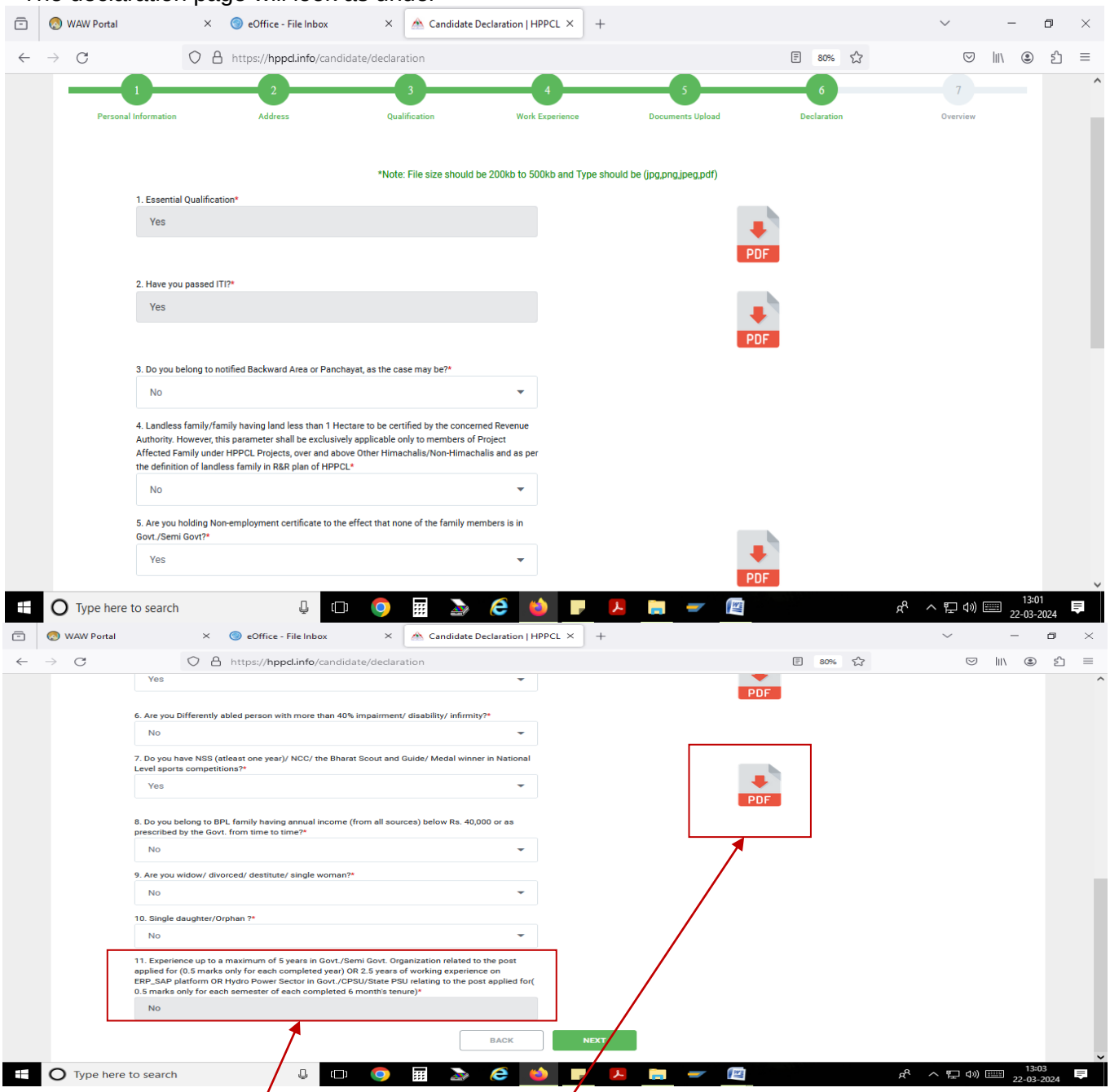


- Candidate will upload image and signature and click on save & next button and will be directed on **declaration page.**

Himachal Pradesh Power Corporation Limited
(A State Govt. Undertaking)

Declaration Page

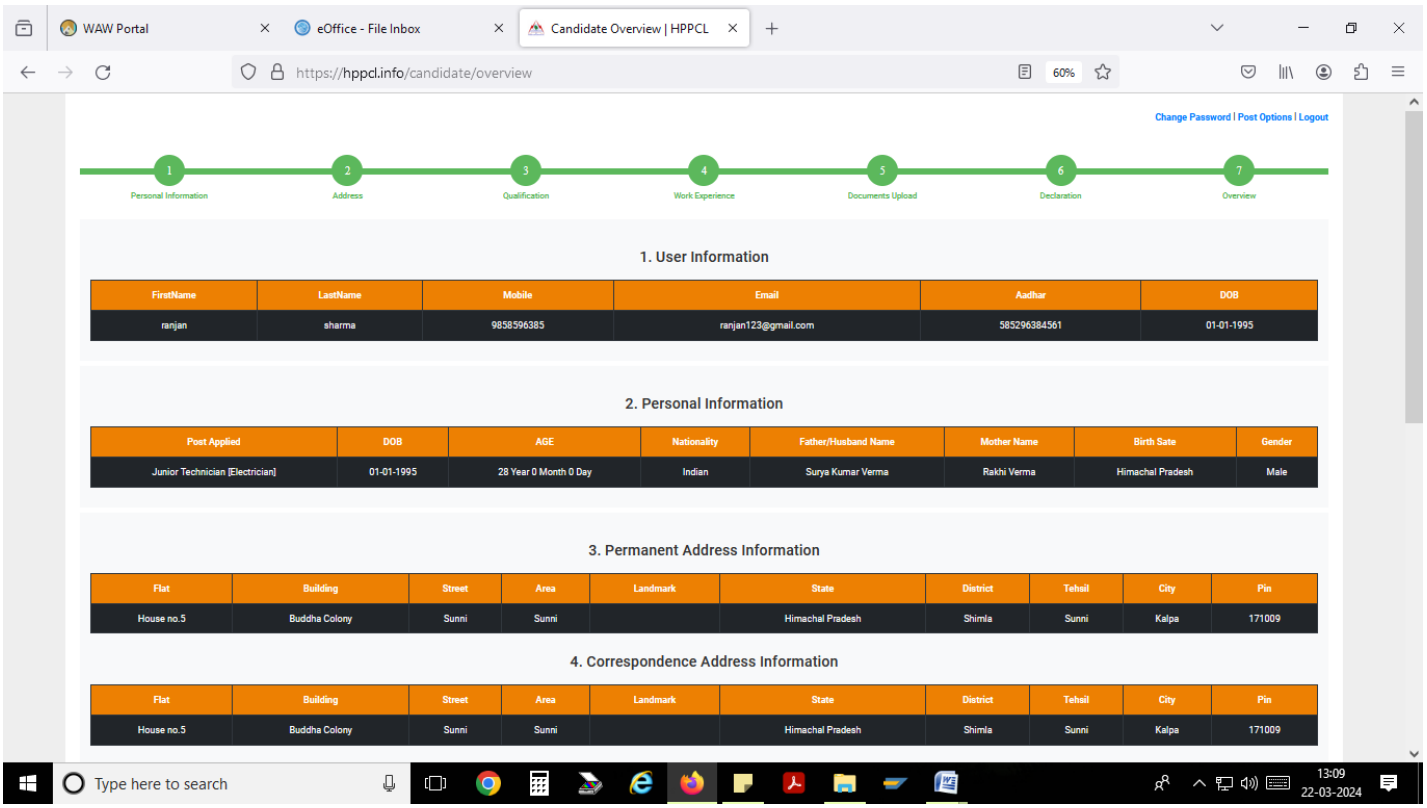
- The declaration page will look as under

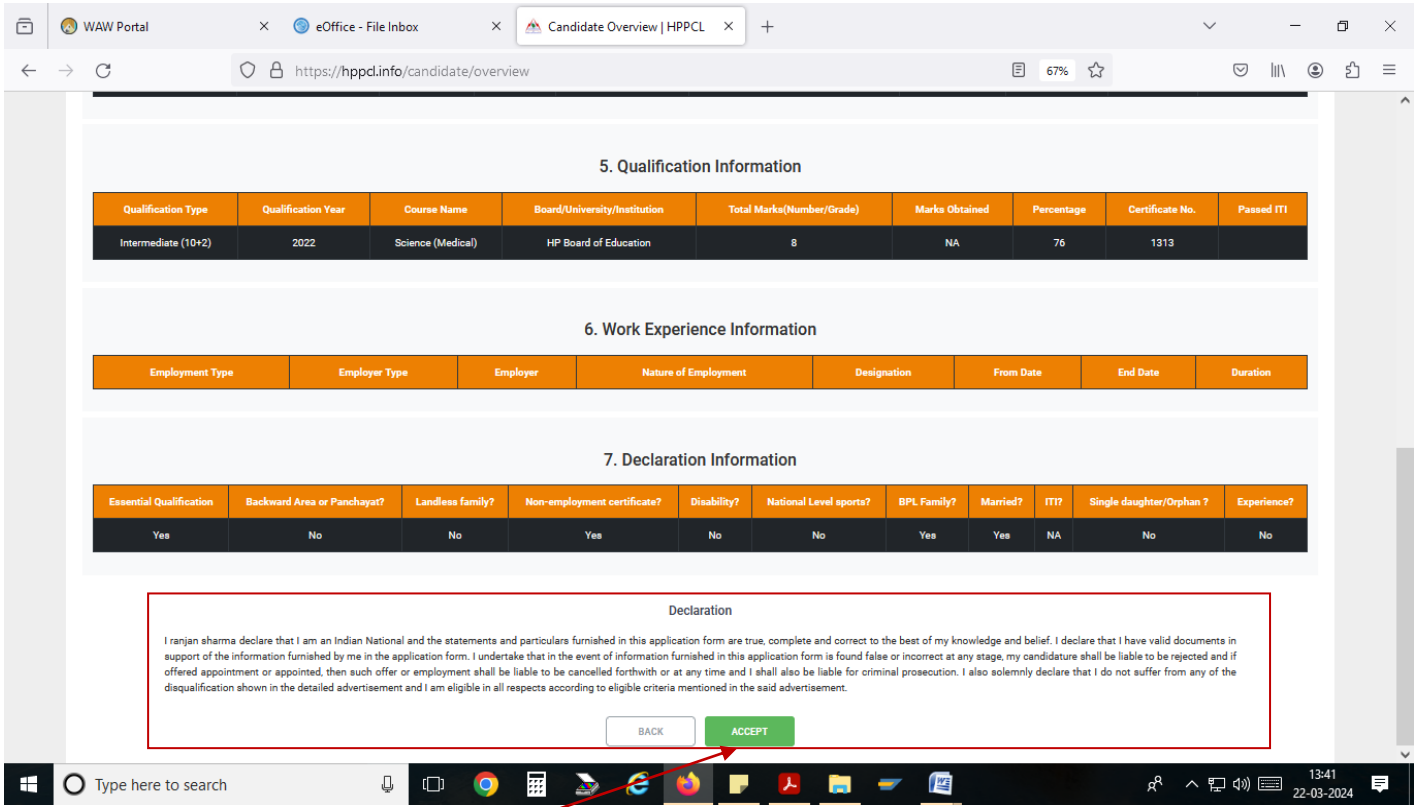


- The Essential Qualification Certificate(S.No.1), ITI certificate((S.No.2) (Only applicable for the post of Jr. Technician(Elect./fitter/Welder)) will be fetched from the Qualification information page as submitted by the candidate, the candidate can review the same.
- The **experience certificate** will be required to be uploaded, if candidate has provided work experience detail in the work experience section. The marks of work experience will be calculated automatically as per the information furnished by the candidate in the work experience page and as per the calculation methodology given in the advertisement. In case no experience detail has been provided the Response will be shown as **"NO".**
- Other valid documents/certificates issued by the Competent Authority as required for evaluation of 15 marks are required to be **uploaded** by the candidate having **200Kb-500Kb size & jpg, png, jpeg & pdf format**
- The candidate is mandatorily required to submit response from S.No. 1 t o 10/11, as these cannot be left blank. If the response is Yes then the candidate is required to upload the requisite certificate.
- The candidates must ensure and check that **the preview of all the requisite uploaded documents are legible, readable and true and should not be non-readable/ poor quality of scanning.**

After uploading all certificate and click on save & next button you will be redirected to **Over view page.** Here, you can check your details that you have entered in the all the previous sections at a glance.

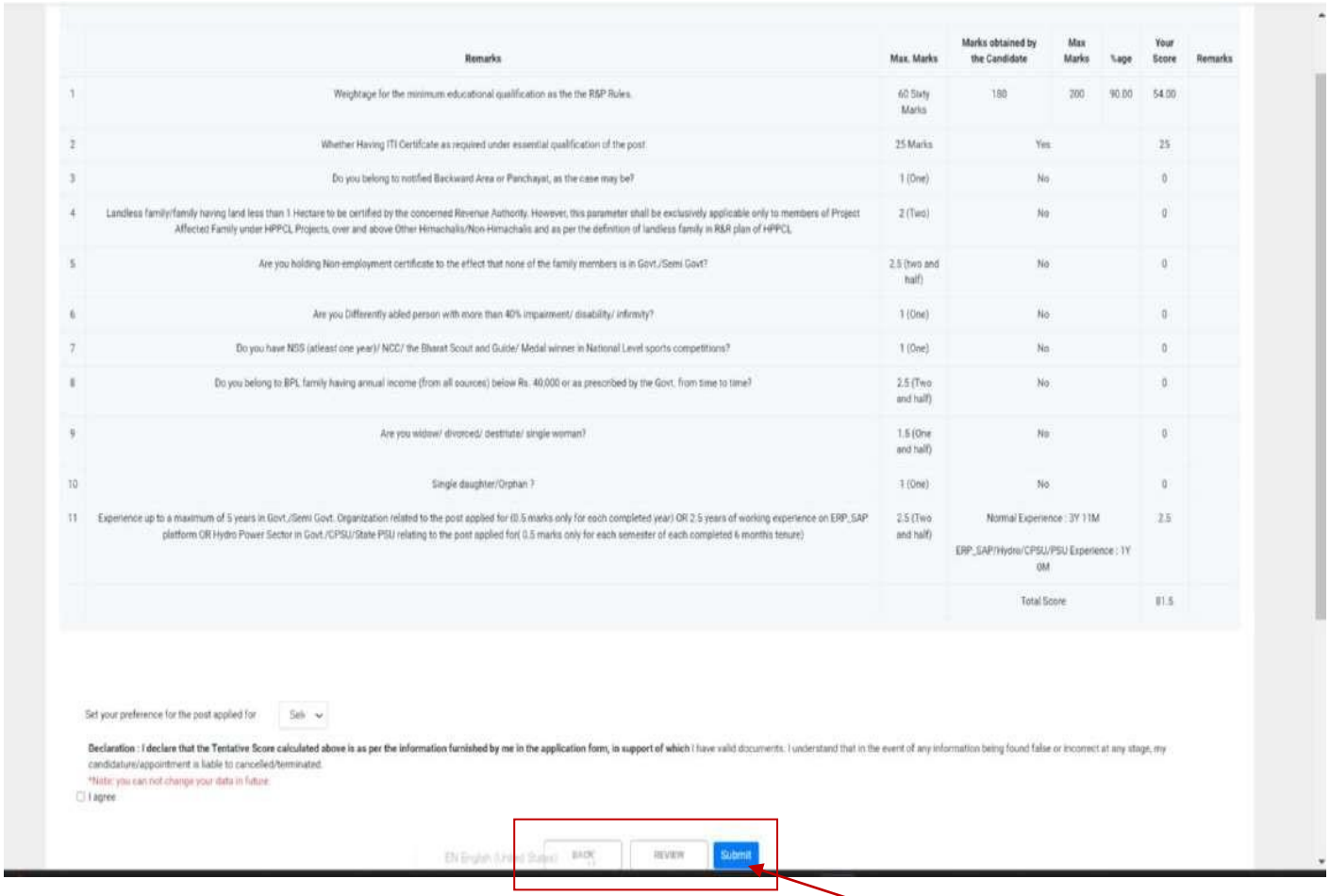
- Candidate must ensure that the information is correct and is as per the information entered by the candidate.





- After going through the overview, at the bottom of the page the candidate has to submit the declaration by clicking on the **ACCEPT** button then only he/she can proceed further.

- After Clicking on Accept button candidate will be redirected to **Thank you page** and on this page he/she have to verify the score generated by the portal based upon the information and certificates furnished by the candidate in all the previous sections and the Mode of selection given the advertisement.



	Remarks	Max. Marks	Marks obtained by the Candidate	Max Marks	%age	Your Score	Remarks
1	Weightage for the minimum educational qualification as the the R&P Rules.	60 Sixty Marks	180	200	90.00	54.00	
2	Whether Having ITI Certificate as required under essential qualification of the post	25 Marks	Yes			25	
3	Do you belong to notified Backward Area or Panchayat, as the case may be?	1 (One)	No			0	
4	Landless family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority. However, this parameter shall be exclusively applicable only to members of Project Affected Family under HPPCL Projects, over and above Other Himachalis/Non-Himachalis and as per the definition of landless family in R&R plan of HPPCL	2 (Two)	No			0	
5	Are you holding Non-employment certificate to the effect that none of the family members is in Govt./Semi Govt?	2.5 (two and half)	No			0	
6	Are you Differently abled person with more than 40% impairment/ disability/ infirmity?	1 (One)	No			0	
7	Do you have NSS (atleast one year)/ NCC/ the Bharat Scout and Guide/ Medal winner in National Level sports competitions?	1 (One)	No			0	
8	Do you belong to BPL family having annual income (from all sources) below Rs. 40,000 or as prescribed by the Govt. from time to time?	2.5 (Two and half)	No			0	
9	Are you widow/ divorced/ destitute/ single woman?	1.5 (One and half)	No			0	
10	Single daughter/Orphan ?	1 (One)	No			0	
11	Experience up to a maximum of 5 years in Govt./Semi Govt. Organization related to the post applied for (0.5 marks only for each completed year) OR 2.5 years of working experience on ERP_SAP platform OR Hydro Power Sector in Govt./CPSU/State PSU relating to the post applied for(0.5 marks only for each semester of each completed 6 months tenure)	2.5 (Two and half)	Normal Experience : 3Y 11M ERP_SAP/Hydro/CPSU/PSU Experience : 1Y 0M			2.5	
			Total Score			81.5	

Set your preference for the post applied for Sel

Declaration : I declare that the Tentative Score calculated above is as per the information furnished by me in the application form, in support of which I have valid documents. I understand that in the event of any information being found false or incorrect at any stage, my candidature/appointment is liable to cancelled/terminated.

*Note: you can not change your data in future.

☐ I agree

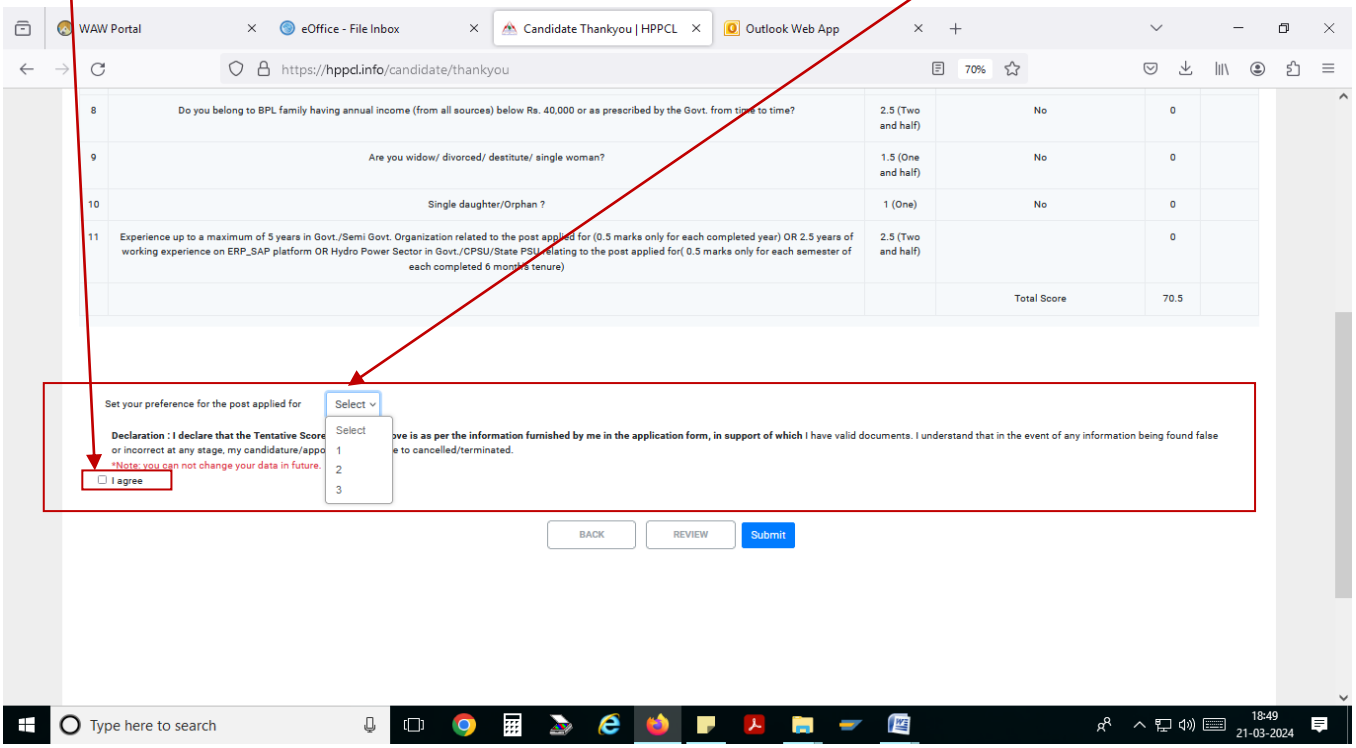
BACK REVIEW Submit

- Candidates are advised to check the scores thoroughly before clicking on the **SUBMIT** Button. Candidate to ensure that the tentative score calculated is as per the information furnished by the candidate in support of which he/she will produce the valid documents/certificates at the time of document verification/evaluation of 15 marks.

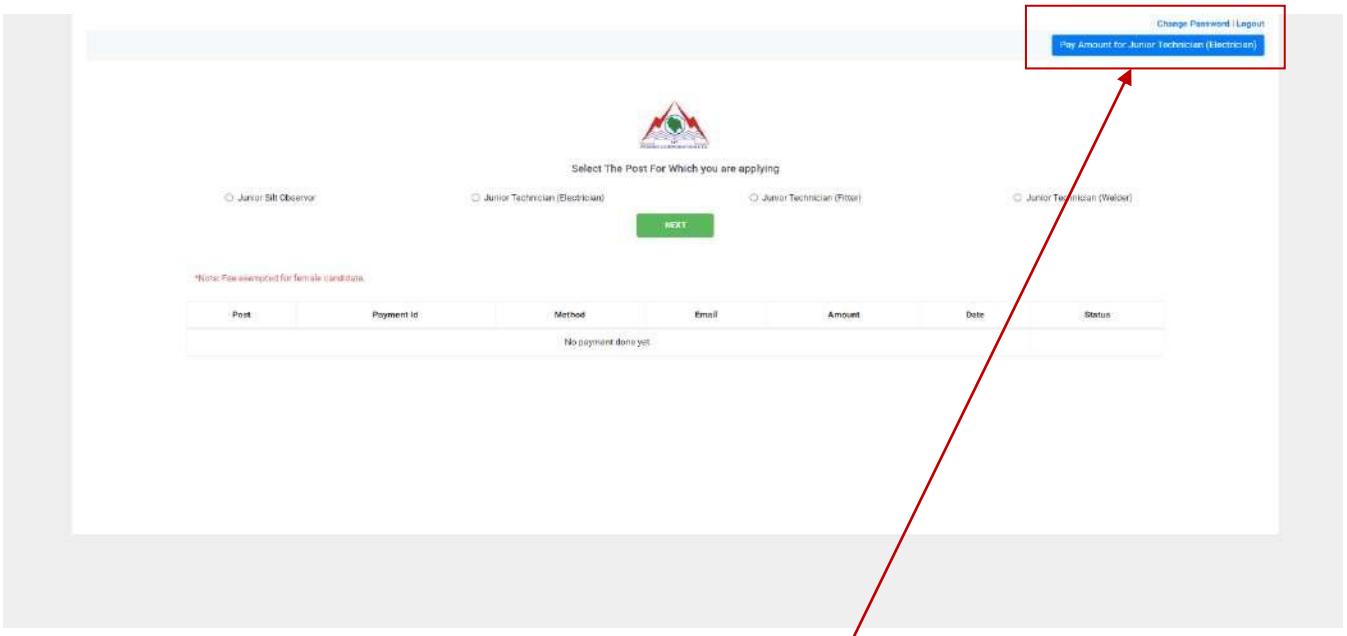
- Before clicking on the **SUBMIT** Button candidate can review his application and can make changes.

- However, Once the candidate has submitted the Application by clicking on the **SUBMIT** Button, the **candidate will not be able to make changes thereafter and the information furnished in the application will be treated as final which cannot be changed later at any stage.**

- If a candidate is applying for the post of Junior Silt Observer than candidate have to click only on **I agree check box** and if you apply for Junior Technician than you also need to **set preference** for the post applied if you are applying for more than one Trade as 1, 2 or 3 in order of preference for the post of Jr.Technician (Electrician), Jr.Technician (Fitter), Jr. Technician(Welder). Please see the screen below for setting of preference in respect of Jr. Technician (Electrician/Fitter/Welder).

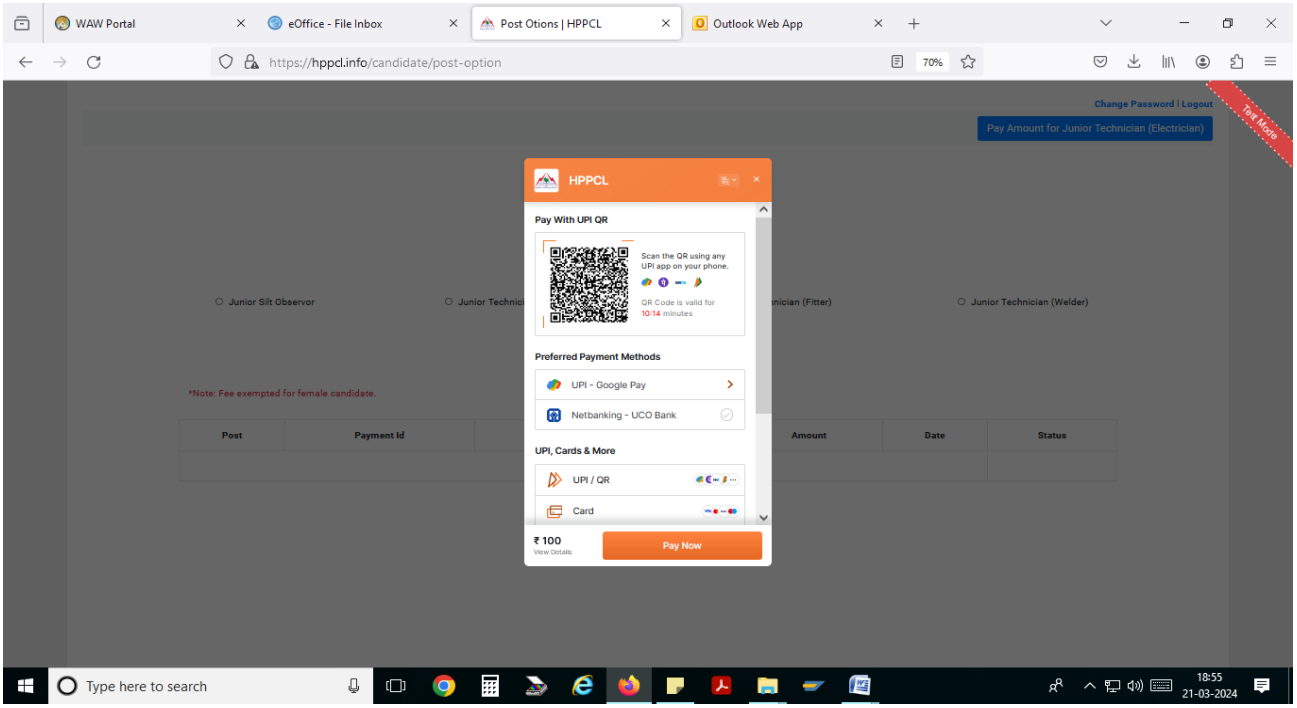


- Once you click on submit button you will redirect to Post Option page and, on that page, you should pay fee for post and then you will be able to download application form. Fee is exempted for female candidates. Fee once paid will not be re-funded.

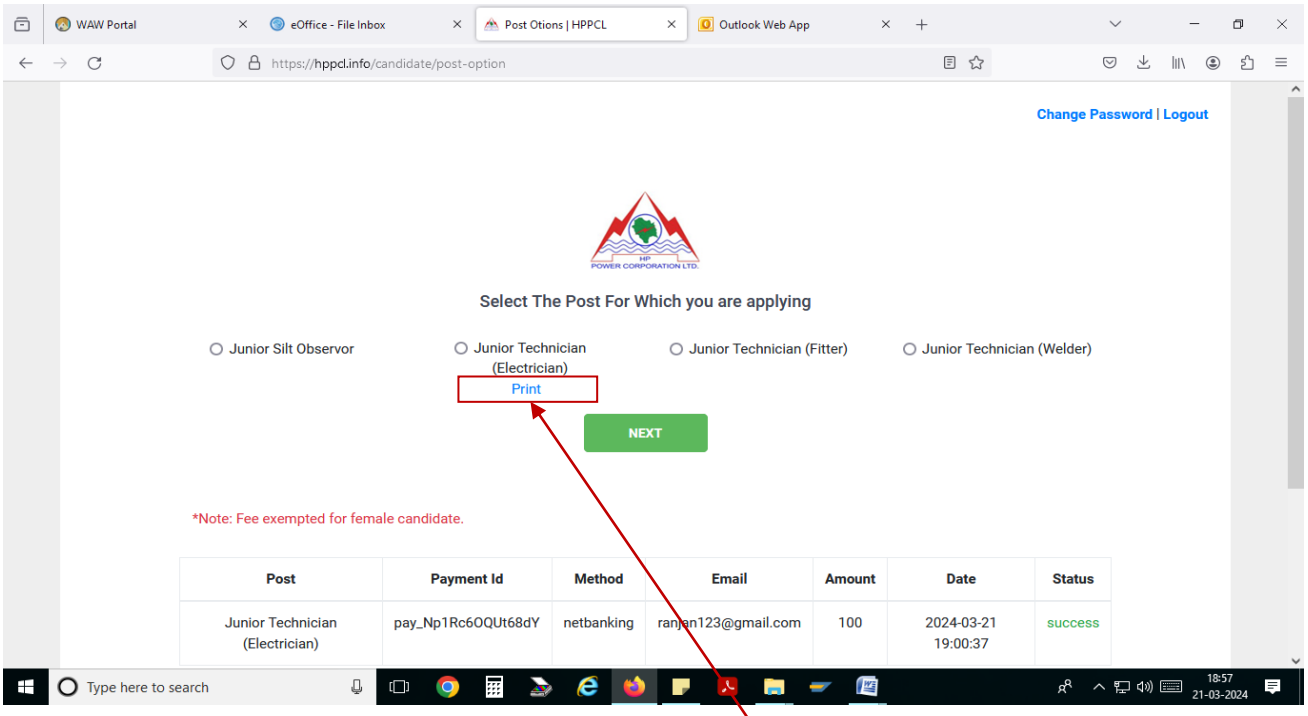


- For payment the candidate has to select the payment amount **TAB** on Top Right Hand side of the screen.

- Once you select the payment gateway will open as under



- Once the payment is made successfully following screen will appear



The candidate can download the form by clicking on the **PRINT** text appearing adjacent to the post applied. The downloaded form should be kept for future reference.