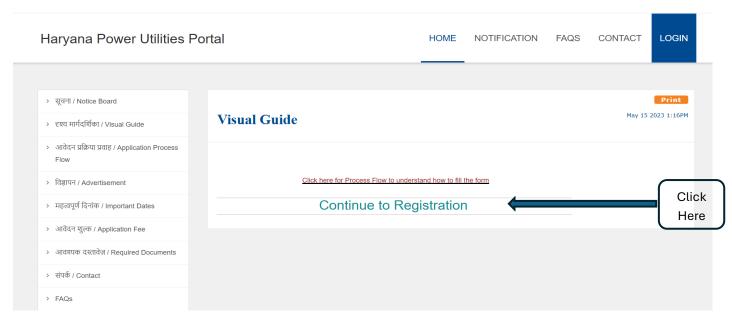
### **Help Manual**

Candidate can follow this step-by-step help manual to fill in the form-

1. Click on the Registration -



2.



### 3. Tick the disclaimer box to proceed

- > स्चना / Notice Board
- > दृश्य मार्गदर्शिका / Visual Guide
- > आवेदन प्रक्रिया प्रवाह / Application Process Flow
- > विज्ञापन / Advertisement
- > महत्वपूर्ण दिनांक / Important Dates
- > आवेदन शल्क / Application Fee
- > आवश्यक दस्तावेज़ / Required Documents
- > संपर्क / Contact
- > FAQs

### आवेदन भरने से पहले , सभी निर्देशों को ध्यान पूर्वक पढें

Read Instructions carefully before filling application form.

- 1. All the candidates who are applying are advised to go through the website regularly to keep them aware of the latest position.
- 2. No individual intimation regarding any notice / information shall be given and all the notices shall be placed on the website or in the newspaper, and as such no claim in this regard for giving individual intimation by the Haryana Power Utilities (HPUs) shall be entertained at any stage by the HPUs.
- 3. The applicant should ensure that he specifies about any criminal case pending against him on the date of filing of application and if any criminal case is filed after the submission of application, then he should disclose these facts at the time of scrutiny of documents. Such candidate may be refused appointment in view of the pending criminal case.
- 4. The candidates are advised to upload the latest photograph which bears the name & date and should avoid uploading the old photograph on the application forms as it is ultimately used for recognition purposes, and if the candidate does not match with the photograph uploaded by him, his candidature may be cancelled.
- 5. Candidates are advised to fill up the forms on their own rather than relying upon the data entry operator of the cyber café and if they are unable to do so, then they must ensure that the form is filled by the cyber café person before the candidate and also before uploading the form for submission, the candidate is advised to take the final printout and check all the particulars and only then upload the forms.
- 6. The particulars, photograph and signatures given by the candidate at different stages of recruitment process are to be matched. Thus, candidates should ensure that they at all stages of recruitment provide correct data and if at any stage there is mismatch, no appointment shall be given treating the case as that of impersonation.
- 7. The Candidate should ensure that he fills up the application form correctly and if he is getting the application form filled through cyber café then he should ensure that the person entering the data has correctly inserted the description against all the columns thoroughly and he must take out the printed copy of the form. He should go check the form which has been filled up. If he finds the particulars correct then, he should give undertaking in the enclosed Performa under his signature certifying that he has gone through/ checked the form and found the particulars given therein as correct and hence he has uploaded the form on the website of the HPUs. If an application is not properly filled up by the candidate himself or by the cyber café personal who is submitting the form on behalf of the candidate and no application shall be of the responsibility of the candidate and No application of correction of 10. Take print out of the Login Id and Password screen for future reference of your application status and for Reprinting of your online filled application form.
- 11. After successful filling up of complete application candidates should take two printout of application form and Fee Payment Challan/ Receipt. Go through the particulars filled up by him and thereafter upload the undertaking in prescribed Performa certifying that he has gone through all the particulars, and found correct and there is no mistake in the particulars being uploaded and I fully understand that no application for correction of data shall be entertained.
- 12. HPUs may use the candidate's information for communication (SMS and Email) purpose.
- 13. Your application shall be considered for further recruitment process only if undertaking has been submitted and after requisite fees has been paid. Applications for which fees is not paid shall not be considered for further process. Undertaking should be uploaded with same registration number and login.
- 14. If any ambiguity is found in Hindi Font of online application forms, the English Version will prevail.

#### Declaration:

I do hereby declare that all the statements made in the application form are true, complete and correct to the best of my knowledge and belief, I understand that in the event of my particulars or information given in the application is found to be False/Incorrect/Suppressed, my candidature is liable to be rejected or cancelled. In the event of any false statement or discrepancy in the particular being detected after my appointment, my services are liable to be terminated without serving any notice to me.

I have read and understood the instructions mentioned above I have also gone through the particulars as mentioned in the form filled up by me/on my behalf and found the same correct and in accordance with documents/my certificate issued by Board/College/University and all the particulars are correct as per record. I fully understand that no application for correction of particulars shall be entertained by the HPUs in this regard. I give my acceptance for uploading the form after giving through the particulars and I agree to abide by the same.

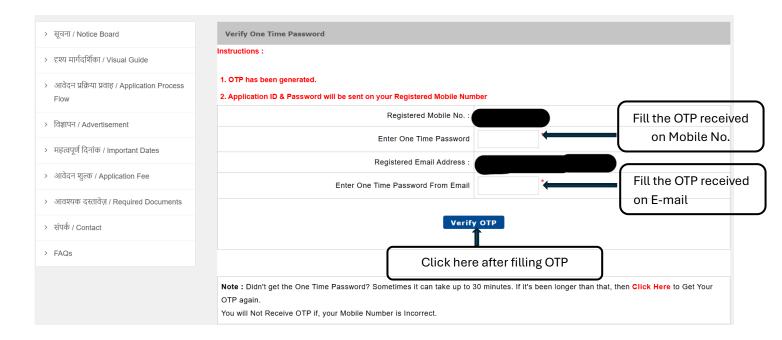
Proceed >>

Click on the Declaration Box to proceed

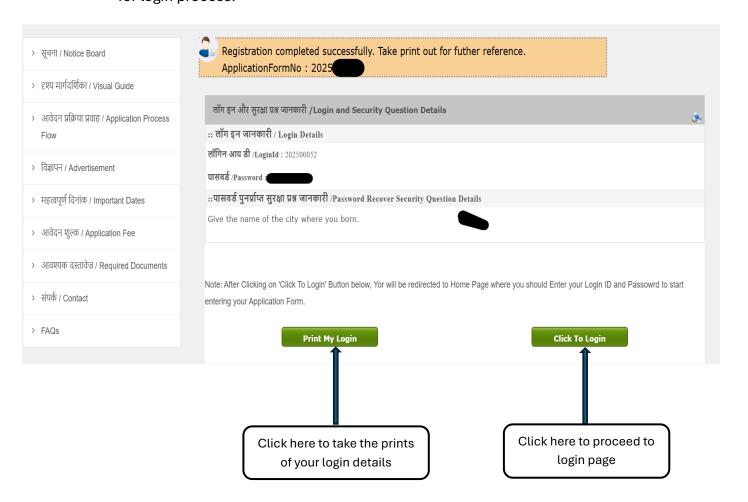
# 4. Fill all the required fields to proceed further-

सूचना / Notice Board	ऑनलाइन पंजीकरण/ Online Registration	
दृश्य मार्गदर्शिका / Visual Guide	महत्वपूर्ण लेख /Important Note: 1. [*] किये हुये क्षेत्र अनिवार्य है	
आवेदन प्रक्रिया प्रवाह / Application Process Flow	The fields marked with (*) are mandatory. 2. सुरक्षा प्रश्न का चयन करें और अपनी पसंद के अनुसार सुरक्षा प्रश्न का उत्तर दे और उसे याद रखे ।	
विज्ञापन / Advertisement	Select the Security Question and Enter the Answer of the Security Question as per your choice correctly.  3. अगर आप पासवर्ड भूल जाए तो सुरक्षा प्रश्न द्वारा आप पासवर्ड रिसेट कर सकते है।  This will help you to reset your Password in case you forget.	
महत्वपूर्ण दिनांक / Important Dates	4. कृपया सर्वश्रेष्ठ दृश्य के लिए मोज़िला फ़ायरफ़ॉक्स या गूगल क्रोम ब्राउज़र का उपयोग करें। Please use Mozilla Firefox or Google Chrome browser for best view.	
आवेदन शुल्क / Application Fee		
आवश्यक दस्तावेज़ / Required Documents	:: व्यक्तिगत विवरण/ Personal Details ::	
संपर्क / Contact	* शीर्षक/ Title	-Select- ▼
FAQs	* पूरा नाम/ Full Name	अवेदक अपना नाम मेट्रिक परीक्षा के प्रमाणपत्र में जैसा हो वैसा ही भरे
		Name should be entered as per Matriculation Certificate.
	•लिंग/ Gender	Male Female Other
	* मोबाईल नं./ Mobile No.	+91/0 आवेदक अपना मोबाइल नंबर सही भरें क्योंकि आवेदन संबधी सभी जानकारी पजीकृत मोबाइल नंबर
		since all communication related to application shall be sent on this mobile numb only.
	*ईमेल/ Email	
	: लॉगिन -पासवर्ड विवरण/ Login-Password Details ::	
	Note: - पासवर्ड कम से कम 8 अक्षरों का होना चाहिये और अक्षरांकीय होना चाहिये// Password must be atleast Eight characters and should be Alphanumeric.	
	<sup>*</sup> पासवर्ड/ Password :	
	* पासवर्ड की पुष्टि कीजिये/ Confirm Password :	
	::पासवर्ड पुनर्प्राप्त करनेके लिए सुरक्षा प्रश्न/ Password Recover	r Security Question
	* सुरक्षा प्रश्न १/ Select Security Question 1:	Select Question
	जवाब दे/ Enter Answer	•
	उपर दिया हुआ जवाब दोबारा दे/ Re-Enter Answer	*
		रजिस्टर करे/ Register
	Note: आवेदकों से अनुरोध हैं कि ऑनलाइन आवेदन केवल अंग्रेजी में भरे Candidates are requested to please fill all the informati प्रदान की गई एसएमएस सुविधा आवेदको के लिए अतिरिक्त सुविध The SMS facility provided shall be additional facility fo	ion in onlin application form in English Only. धा होगी और प गएमएस की डिलीवरी / रसीद आश्वासित नहीं है
	After filli	ing all the required fields
		click on Register

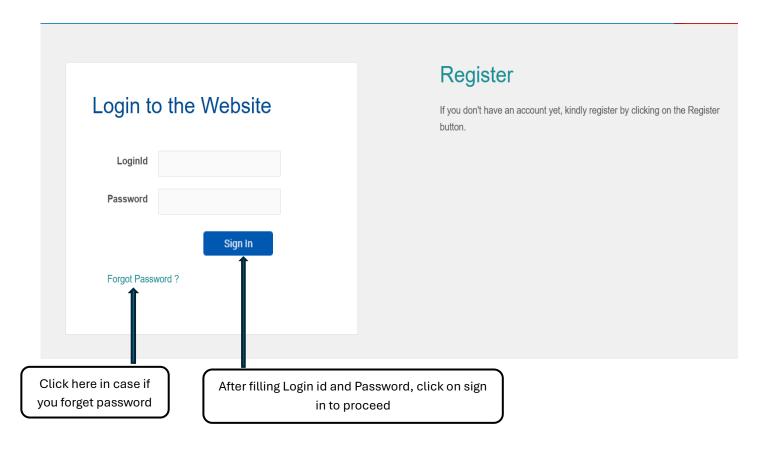
### 5. Verification



# Login id Generation-After verification of OTP, Login Details generates, and you can print these details for login process.

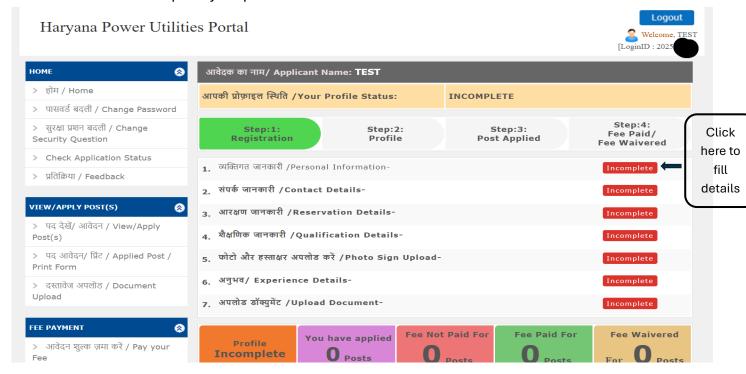


### 7. Login page-



### 8. Profile page-

After login, a page opens where Click one by one on each section marked in RED and complete your profile.



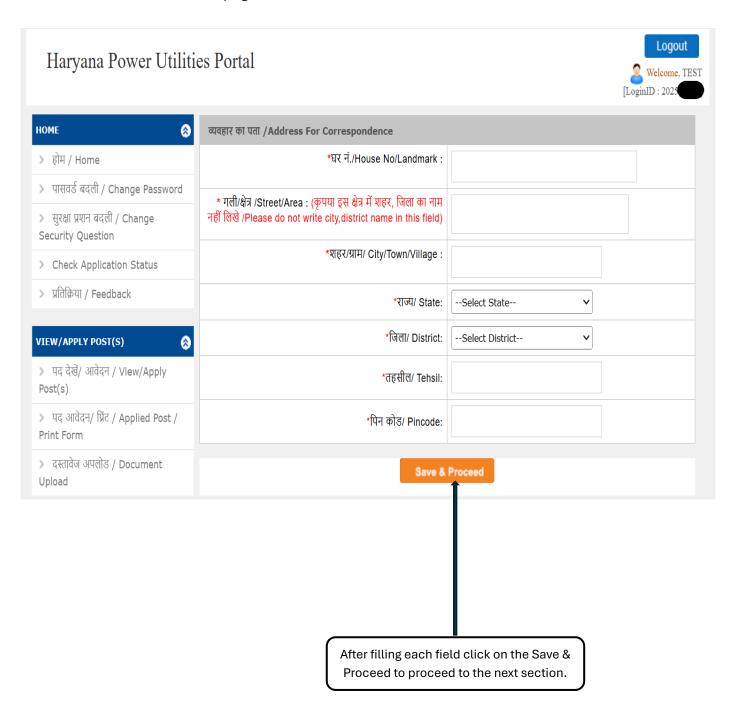
Note: A candidate cannot proceed to the next section until the previous section is completed. For example, you must fill out the *Personal Information* section before you can move to any other section.

### 9. Personal Information Page-

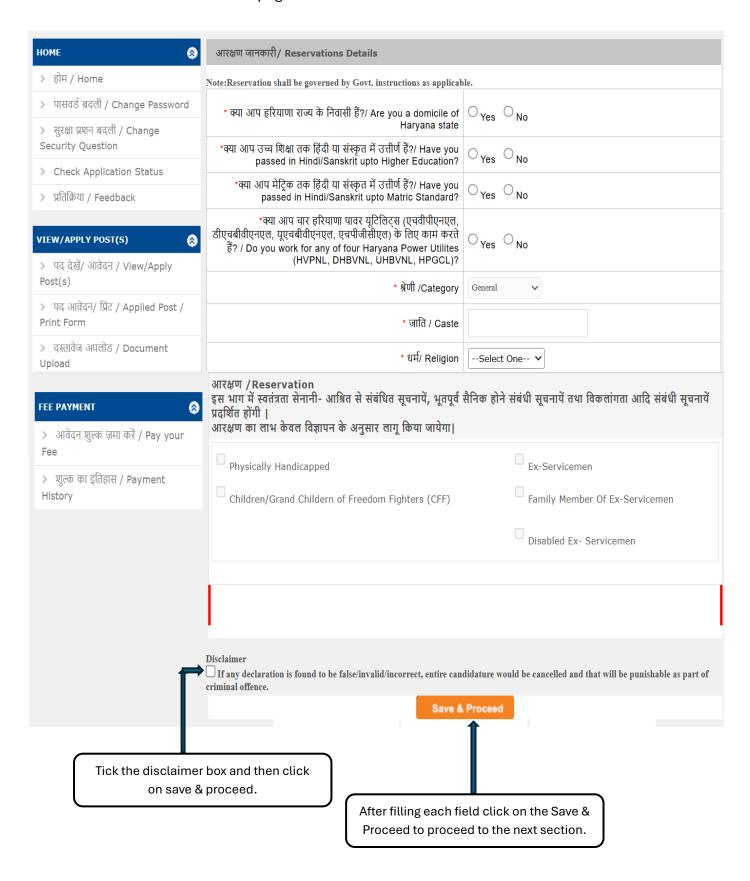
### Logout Haryana Power Utilities Portal Welcome, TEST [LoginID: 20250 HOME व्यक्तिगत जानकारी /Personal Information ⊗ > होम / Home \* शीर्षक /Title > पासवर्ड बदली / Change Password **TEST** \* आवेदक का पूरा नाम/ Applicant's Name > सुरक्षा प्रशन बदली / Change आवेदक अपना नाम मेट्रिक परीक्षा के प्रमाणपत्र मे जैसा हो वैसा ही भरे/Name should be entered as per Matriculation Certificate. Security Question > Check Application Status \* लिंग/Gender Male Female Other > प्रतिक्रिया / Feedback \* पिता का नाम/ Father's Name VIEW/APPLY POST(S) \* माता का नाम/ Mother's Name > पद देखें/ आवेदन / View/Apply Post(s) \* जन्म तिथि/ Date of Birth (DD/MM/YYYY) as per matriculation certificate > पद आवेदन/ प्रिंट / Applied Post / Print Form \* वैवाहिक स्थिती /Marital Status > दस्तावेज अपलोड / Document \* राष्ट्रीयता /Nationality Olher Upload \* क्षेत्र/ Area O Urban O Rural FEE PAYMENT **③** \* Aadhar No. / Enrollment No. ं आधार नंबर/ Aadhar No. Enrollment No. > आवेदन शुल्क ज़मा करें / Pay your Fee \* Is there any FIR lodged or pending against O Yes No the applicant? संपर्क जानकारी /Contact Details फोन नम्बर / Phone No. with STD Code/Alternate Number \* मोबाइल नम्बर /Mobile No. ईमेल /Email (If Applicable) Save & Proceed

After filling each field click on the Save & Proceed to proceed to the next section.

### 10. Contact details page-



### 11. Reservation details page-



### 12. Qualification details page-

Click on Add to fill the details of the respective qualification

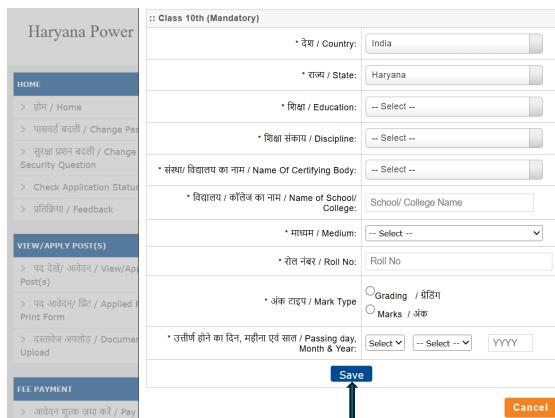
## Haryana Power Utilities Portal

Post(s)





Save & Proceed

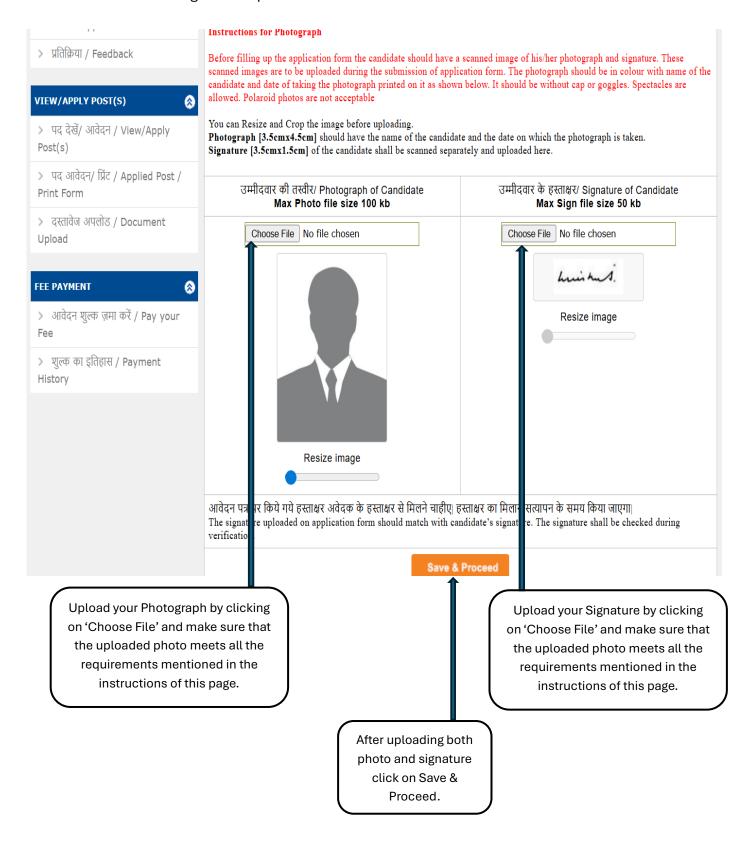


Date Of Passing Class

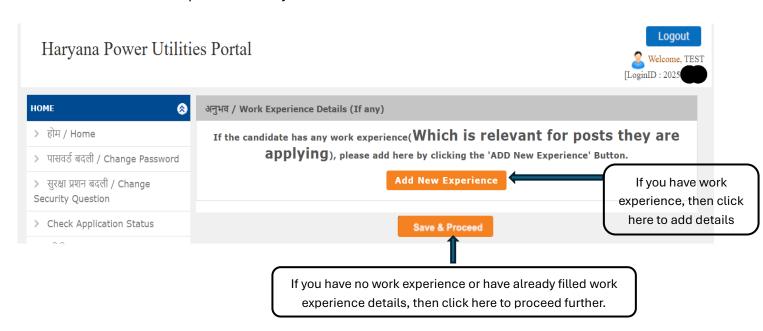
On criteria including ee from a university ate Government.

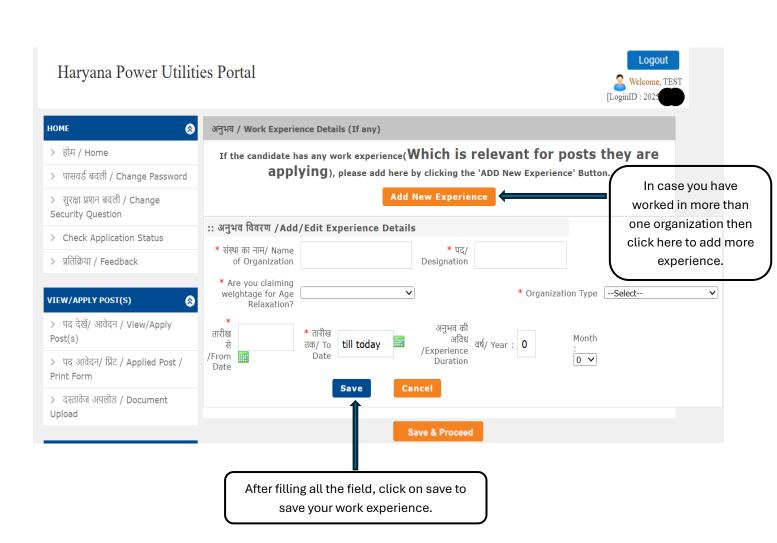
After filling all the fields click on save to save the qualification and move to next qualification to fill.

### 13. Photo & Signature Upload section-

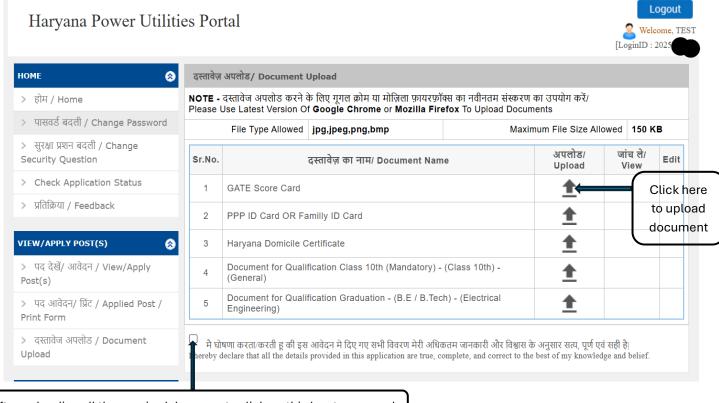


### 14. Experience details page-Fill work experience if any.



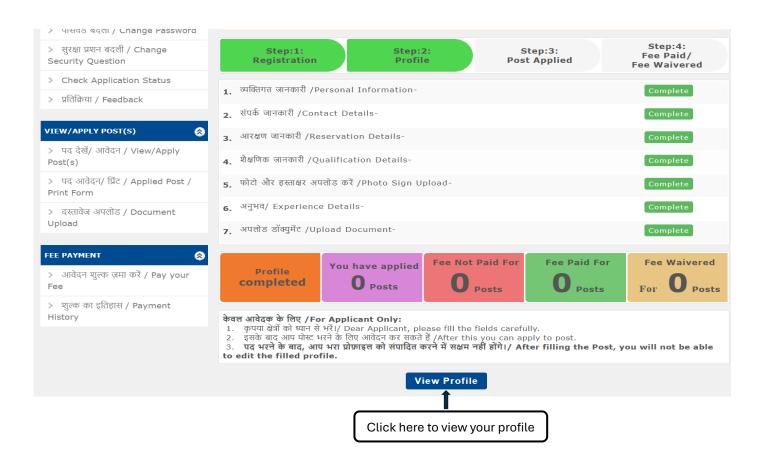


### 15. Document Upload Section page-



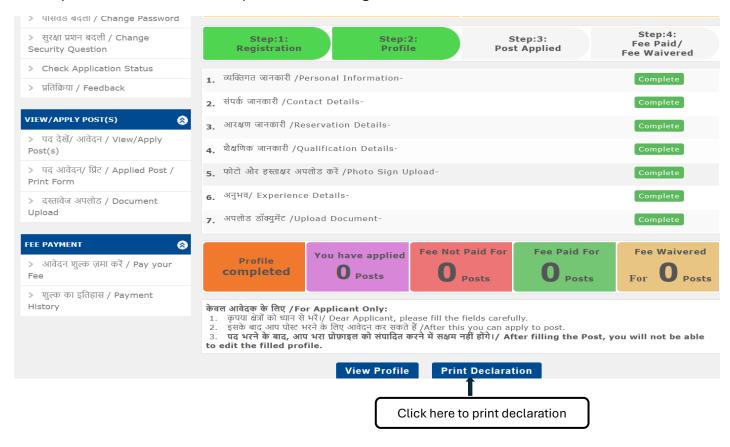
After uploading all the required documents click on this box to proceed

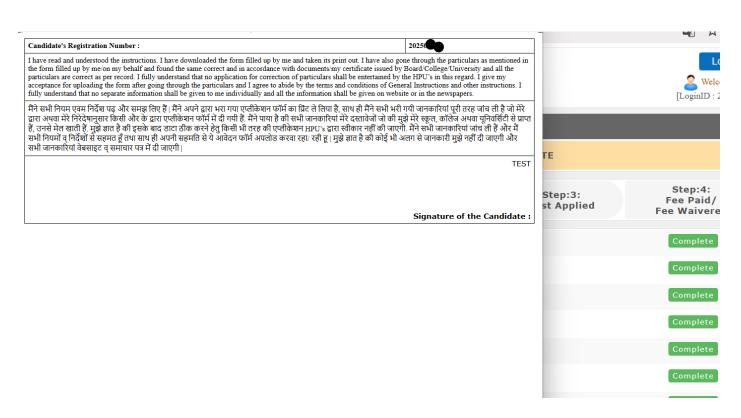
### 16. View Profile-



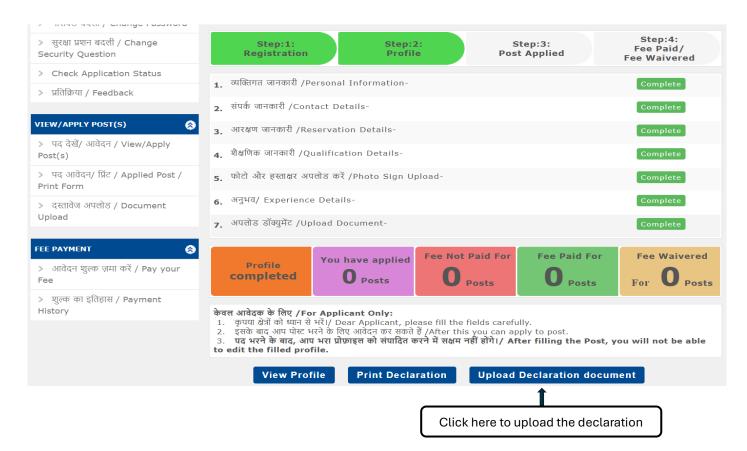
#### 17. Print Declaration

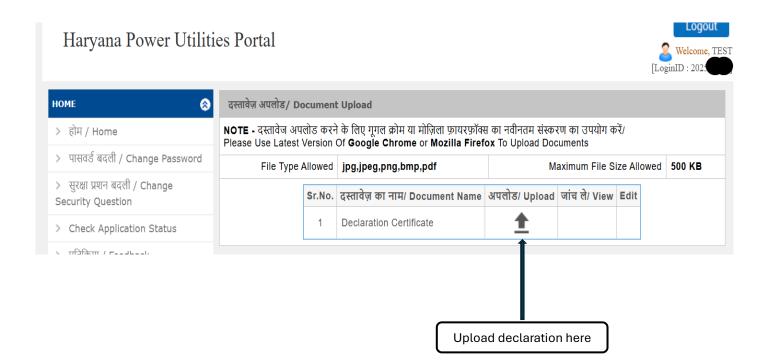
After Viewing Profile an option for print declaration will open where you have to print the declaration and upload it after filling.



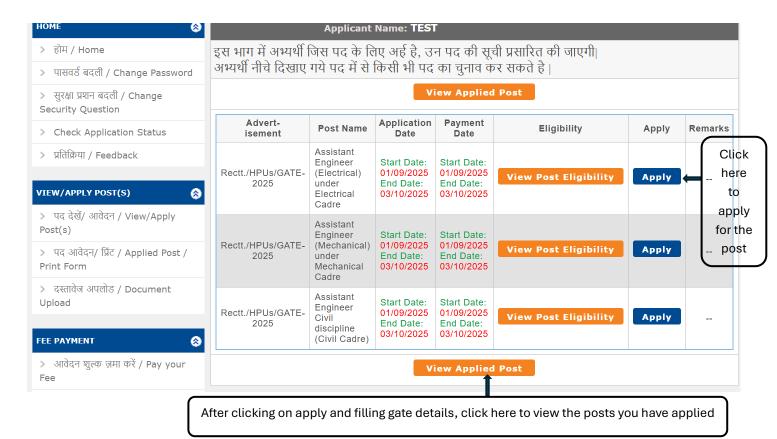


### 18. Upload Declaration-

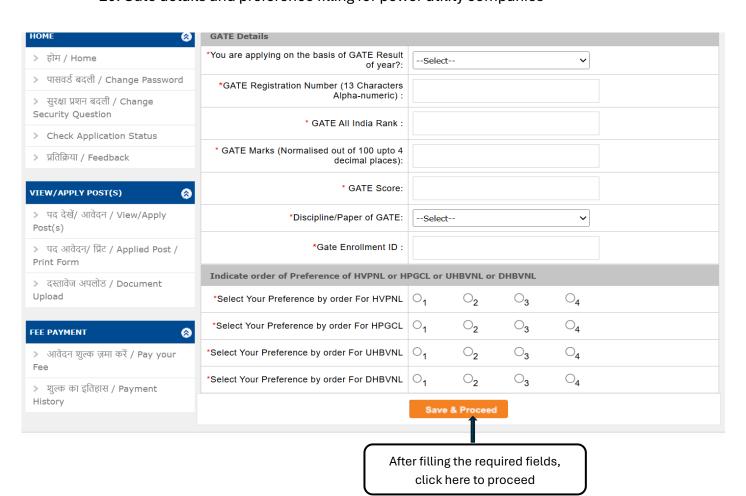




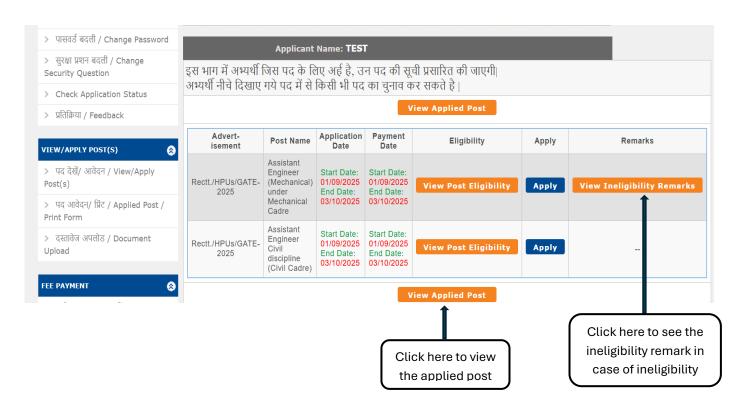
### 19. Apply Post-

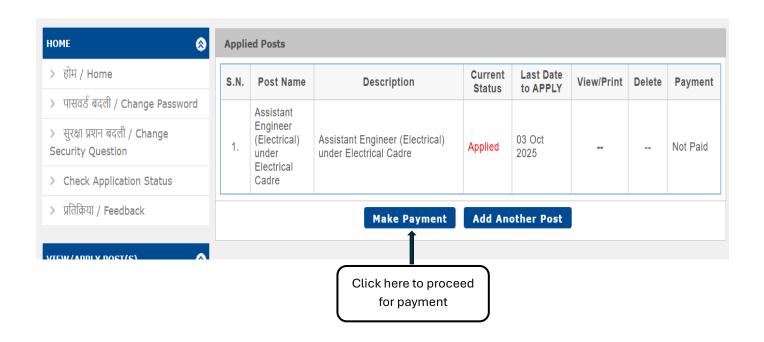


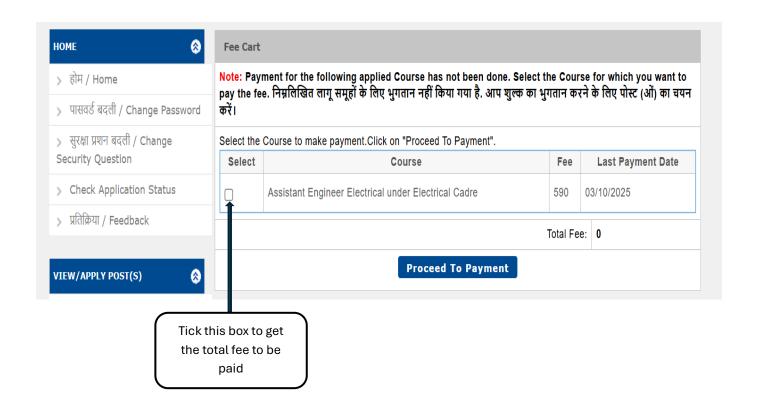
### 20. Gate details and preference filling for power utility companies-

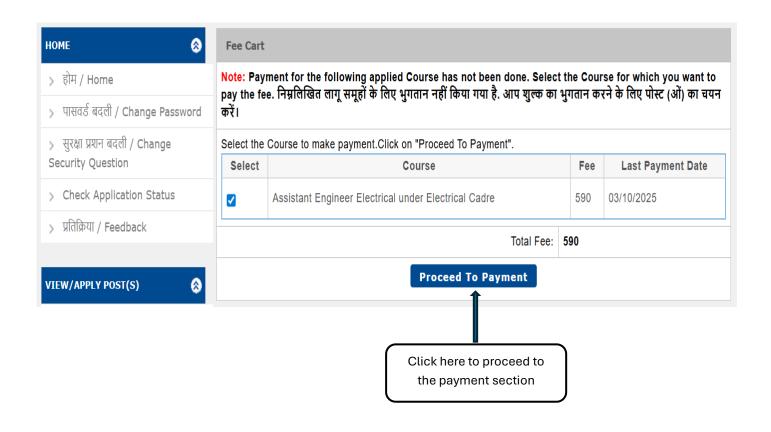


### 21. View applied post-

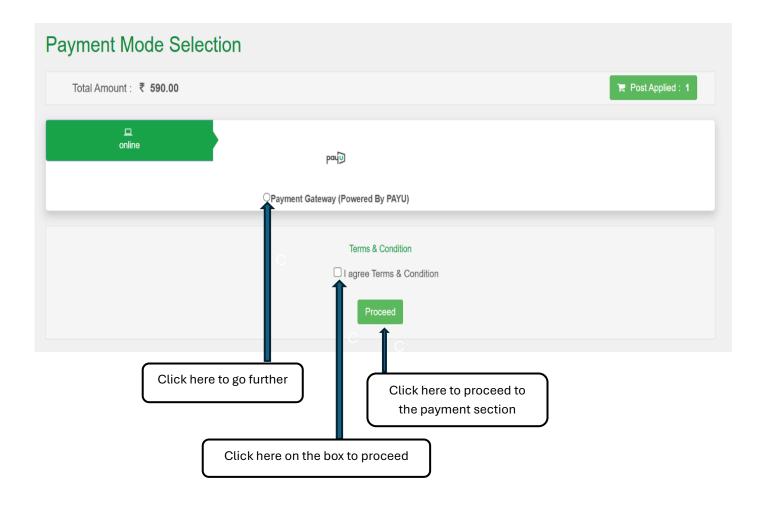


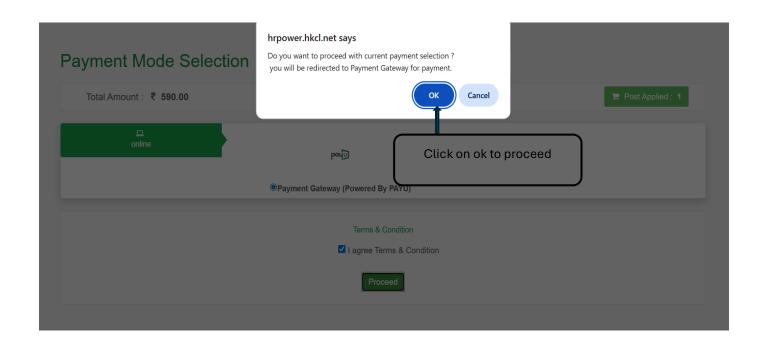


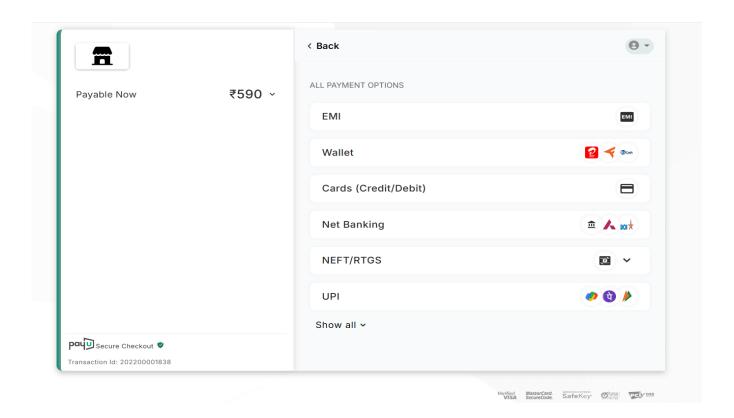




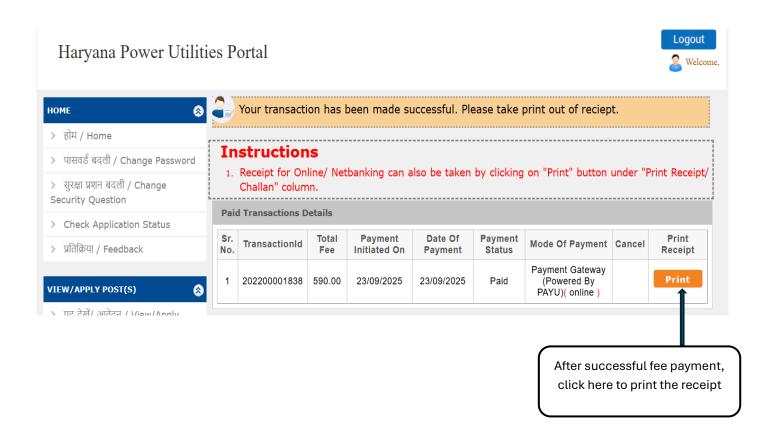
### 22. Payment Section-





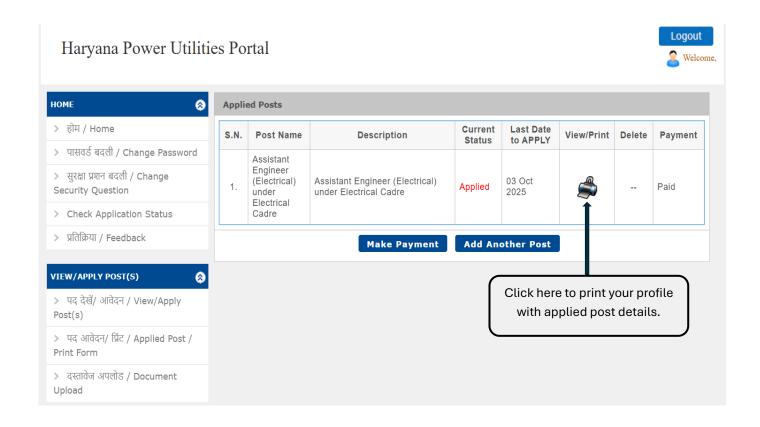


Choose any mode of payment and complete the payment.



### 23. Final Print-

After Payment, click on applied post/print form.



Please take a print of your profile with applied post details. View print button only appears if the payment status is paid.