INSTRUCTIONS FOR FILLING UP ONLINE APPLICATION FORM

STEP-1 REGISTER	→	STEP-2 APPLY	→	STEP-3 PAY	→	STEP-4 SUBMIT	→	STEP-5 PRINT

1. Before applying online, the candidates are advised to go through the detailed advertisement carefully and ensure that they fulfil all the eligibility criteria.
2. **Candidates who have applied earlier to the respective posts in response to this office Advertisement No.01/2019 dated 04.01.2019 and 05/2019 dated 20.08.2019, need not to apply again.**
3. The candidates who wish to apply for more than one post, should apply separately for each post and will have to pay the requisite examination fees for each post in the prescribed manner.
4. **The candidate shall be eligible for appointment, if he/she has passed Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh. <u>Provided, this condition shall not apply to Bonafide Himachali's</u>.**
5. The candidate should enter his/her particulars i.e. Name, Father's Name & Date of Birth, strictly as per his/her Matriculation Certificate.
6. The candidate must provide valid e-mail and mobile number at the time of registration.
7. Intimation in connection with written objective type examination/further recruitment process will be sent to the candidates on their registered e-mail as well as registered mobile number only. No separate intimation in this regard will be sent by post.
8. **It is suggested that the candidates should keep their e-mail logged in at the time of registration.**
9. Before applying online, the candidates should keep the following documents/certificates ready with them:
   i) All educational qualification certificates.
   ii) Scanned image of the latest passport size photograph (Size maximum of 100 KB with Resolution minimum of 200 x 250 Pixels) and scanned signature (Size maximum of 50 KB with Resolution minimum of 250 x 60 Pixels), both in **.jpg/.jpeg/.png** format only.
   iii) Employment Registration Card.
10. Please fill up the entire Mandatory (*) fields in the application form.

<u>STEPS TO FILL UP ONLINE APPLICATION FORM</u>:

STEP-1:   The candidate needs to get himself/herself registered first by clicking on "**New User Registration**" and filling up all his/her requisite details. The candidate should note his/her User ID/E-Mail and Password carefully as the same will be applicable for logging into his/her account as well as for all future references.

STEP-2:   In order to verify his/her account, a link will be sent on the candidate's email which he/she has to click for his/her successful registration.

| STEP-3: | After completing the registration, the candidate will have to sign-in into the application by using the user name/e-mail and password created by him/her at the time of registration. |
| STEP-4: | The candidates will see the following 08 sections in the application form: |

Personal Detail	Academic Qualification	Experience	Other Details	Declarations	Uploads	Preview	Payment

STEP-5:	After filling up all his/her particulars in the each section, the candidate will have to press "Save" and then "Next Section".
STEP-6:	In "uploads" section, the candidate will have to upload his scanned photograph and scanned signatures of prescribed size.
STEP-7:	Candidate should time and again save the application by clicking on the "**Save**" button. Candidate can preview their application by clicking "**Preview**" button and may edit any changes after Application Form Preview.
STEP-8:	Click on "**Payment**" button to pay the application fees where applicable and on successful payment of fee, the application form will automatically be submitted.
	Upon successful payment of the Application Fee, the candidate will receive an e-mail from the payment gateway containing transaction id. The candidates must keep that received transaction ID handy with them for transaction related issues/quarries, if any.
STEP-9:	The candidate can take print of his/her Application Form after clicking on "**Print Application Form**"

FOR ANY ASSISTANCE, PLEASE CONTACT OUR SERVICE PROVIDERS ON 08480613091 or 07325965862 between <u>10:00 AM to 05:00 PM from Monday to Saturday</u>.

<u>Recruitment Section, Dr. YSP UHF, Nauni (Solan)</u>   - 01792-252444 (on working days between 10:00 AM to 05:00 PM)

Queries related to online applications, can be mailed by the candidates on e-mail ID ysp.support@fdstech.solutions