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User Manual

**Haryana Staff Selection Commission
One Time Registration Portal**



Software and Solution Branch

DEPARTMENT OF INFORMATION TECHNOLOGY, ELECTRONICS AND COMMUNICATIONS

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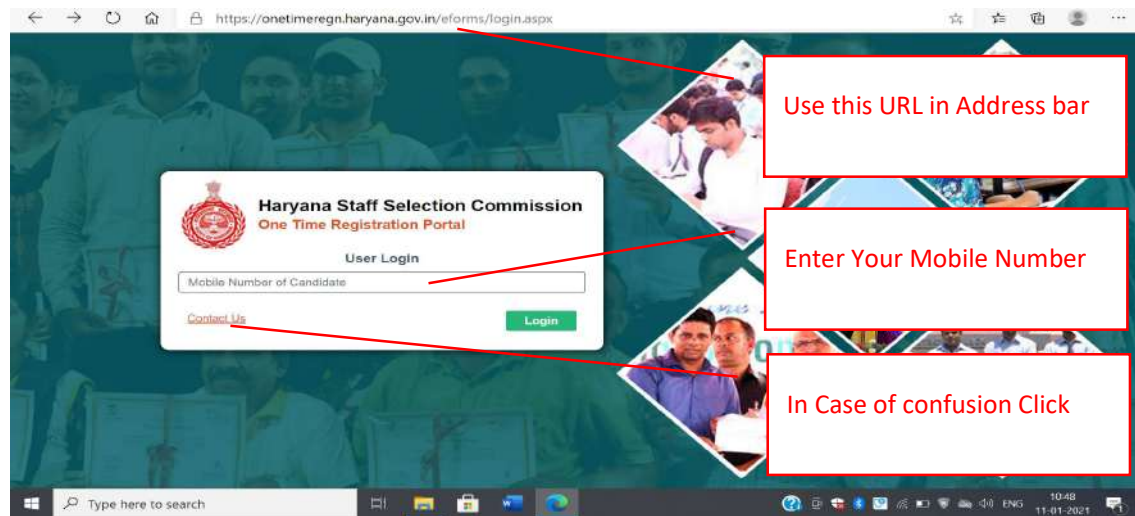
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1. Log In: User Mobile Number

Step 1: Browse: <https://ontimeregn.haryana.gov.in/eforms/login.aspx>

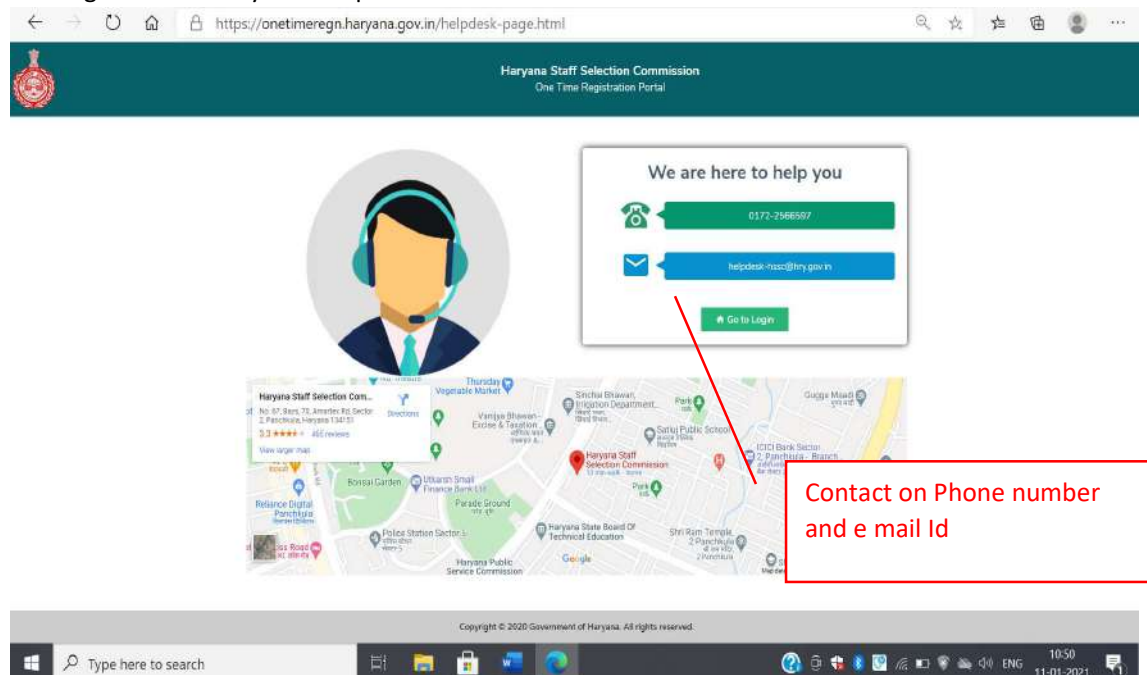
Step 2: User can only log In with his or her Mobile Number (need not necessarily be linked with Aadhar)

Step 3: In case of any confusion or needing more clarity, user can click on Contact Us



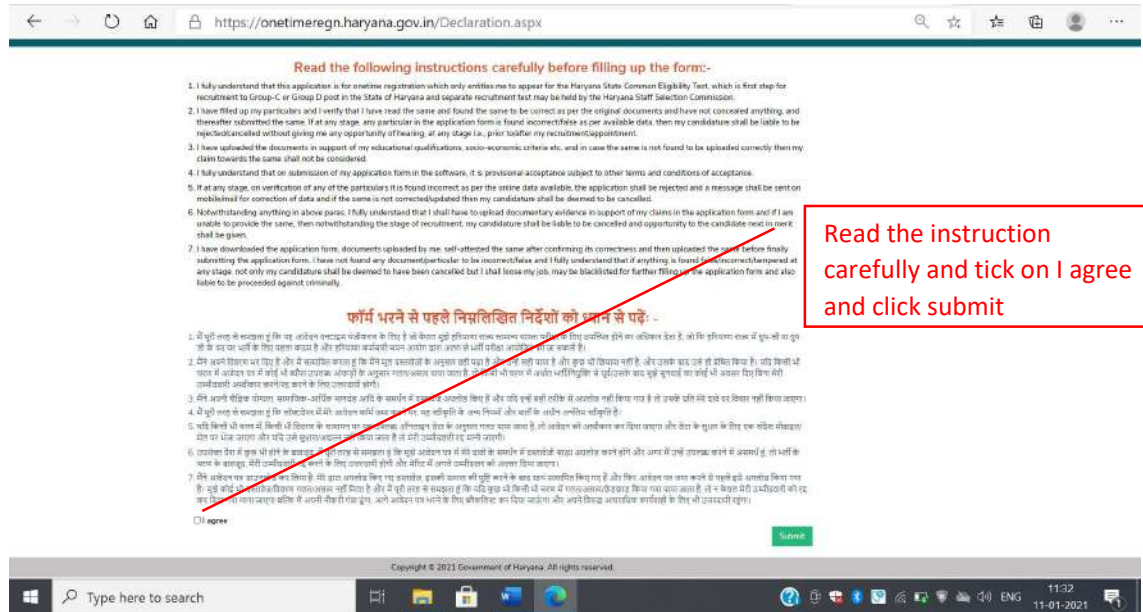
2. Using Contact Us

Step 1: use the available Toll-Free Number and e Mail Id for Query, lodging complaint, Suggestion or tracking the status of your complaint.



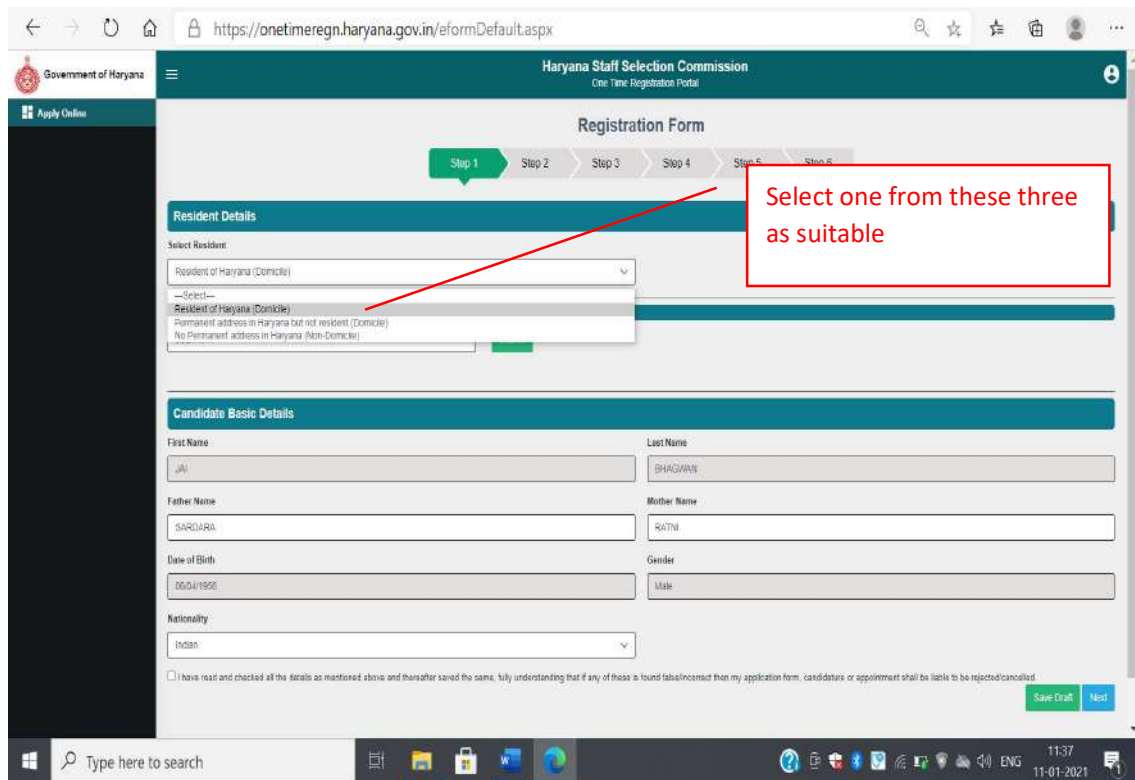
3. Instructions for Filling Up the Form

Step 1: Before filling up the form, candidate should go through the instructions carefully as the form may not be accepted in certain conditions and must click on, I agree, to proceed.



4. Filling Registration Form (Step 1) Resident details

Step 1. Please select any one from the drop-down list, the above 2 is for person having Haryana domicile and the 3rd one for non-domicile.



5. Filling Parivar Pahchan Patra Registration ID

Step 1: Please enter your PPP ID for data Sync and Pre population of the data fields.

Step 2: Check the data carefully filled in the non – editable Gray fields.

1. Please enter your PPP registration ID, It is mandatory, If not registered click on the PPP registration link.

2. After entering the PPP registration Id details will automatically get filled in the gray fields and you have to only fill white fields.

6. Candidates basic details from PPP database

Step 1: Please check for the veracity of data fetched from PPP database in case of any correction needed, it can only be updated in the PPP database, link for which is available on this page.

Check for the correctness of data then click on save draft. Clicking on the save draft will ensure data is saved even if you log out, after logging in again, the page will open with pre populated fields.

7. Filling Registration Form (Step 2) candidate other details and Benchmark disability

Step 1: Please fill in the white fields, Sub Caste Category and Visible identity mark on the body.

Step 2: Please upload the PDF file of disability certificate.

The screenshot shows the 'Registration Form' at Step 2. The 'Candidate Other Details' section includes fields for Marital Status (MARRIED), Caste Category (GEN), Sub Caste Category, and Visible Identity Mark on Body. The 'Benchmark Disability' section includes fields for 'Is Candidate Disabled?' (NO), Sub Category (NO RECORD FOUND), Certificate Number, Date of Issue, and an 'Upload Disability Certificate' field. Red callout boxes with arrows point to the 'Sub Caste Category' and 'Visible Identity Mark on Body' fields with the text 'Fill in the unfilled fields', and to the 'Upload Disability Certificate' field with the text 'upload the copy of documents as indicated.'

8. Filling candidate's data regarding Eligible sports person, FIR details, Disqualification details, Age Relaxation options.

Step 1: If awarded a sports eligibility certificate by Government of Haryana, please upload a PDF

Step 2: If any FIR lodged, please upload.

Step 3: If applied for Government of Haryana Job and was disqualified, mention the reasons.

Step 4: If Job category has option of age relaxation, please select from the drop down

The screenshot shows the 'Registration Form' with several sections: 'Eligible Sports Person (ESP)' with fields for Certificate Number and Date of Issue; 'FIR Details' with fields for 'If any FIR is lodged/pending against the candidate?' (NO), FIR Number, FIR Lodge District, FIR Lodge Year, FIR Lodge State, and Police Station; 'Disqualification Details' with a field for 'Have you ever been disqualified in any government recruitment?' (NO); and 'Age Relaxation' with a field for 'Age' (45) and an 'Unreserved Job Category' dropdown. Red callout boxes with arrows point to the 'Certificate Number' field ('Please fill in the white field and upload sports eligibility certificate'), the 'If any FIR is lodged/pending against the candidate?' field ('Please fill in the white field and upload FIR copy'), the 'Disqualification Details' field ('Please fill in the white field and mention the reason of disqualification'), and the 'Age' field ('Please check the age and select the age relaxation category if applicable').

9. Filling Registration Form (Step 3) candidate's Communication and Education details

Step 1: Verify the correspondence and permanent address fetched from PPP database and provide the email Id.

Step 2: Mention the details of education and upload the relevant certificates.

The screenshot shows the 'Registration Form' at Step 3. The 'Communication Details' section includes fields for 'Address as per PPP', 'Other Communication Details', and 'Email ID'. A red box highlights the 'Email ID' field with the text 'Check the address and provide your e mail Id'. The 'Education Details' section includes a table for 'Add Education Details' with columns for 'Education', 'Award University', 'Date Of Matriculation', 'Matriculation Semester', and 'Roll No.'. A red box highlights the 'Add Education Details' section with the text 'Add your education details and upload relevant certificates'. The form also includes a 'Verify Code' field and a 'Save' button.

10. Filling Registration Form (Step 4) candidate's Photograph and Signature

Step 1: Upload the candidates Photograph

Step 2: Upload the photo of candidate's signature

The screenshot shows the 'Registration Form' at Step 4. The 'Upload Photo & Signature' section includes fields for 'Select Photo Type', 'Upload Certificate', 'Upload Latest Passport Size Photograph', and 'Upload Signature Photograph'. A red box highlights the 'Upload Certificate' field with the text 'Select the Photograph and then upload the copy of it.' Another red box highlights the 'Upload Signature Photograph' field with the text 'Select the Photo of your signature and then upload the photo of it. Details will show in the table below'. The form also includes a 'Save' button.

11. Filling Registration Form (Step 5) candidate's Socio- Economic details (Family Government Job details, Widow certificate, Fathers death certificate, ST certificate, Age relaxation)

Step 1: Check if the data regarding Government Job details of family is correct.

Step 2: Check if the data regarding widow status is correct and upload a certificate if yes.

Step 3: Check if the deceased status of father is correct and upload a certificate if yes.

Step 4: Check if candidate belongs to de-notified or nomadic tribe, upload a certificate if yes.

The screenshot shows the 'Registration Form' at Step 5, titled 'Socio Economic criteria'. The form includes the following sections and fields:

- 1. Any person among the applicant's father, mother, spouse, brothers, sisters, sons and daughters is, was or has been a regular employee in any department/Board/Corporation/Company/Statutory Body/Commission/Authority of Government of Haryana or any other State Government or Government of India.**
 - Dropdown menu: No
 - State of Employment: -Select State-
 - Employment Status: -Select-
 - Employee Code: [Empty]
 - Date of joining: DDMMYYYY
 - Retirement Date: DDMMYYYY
 - Pensioner/CPF id: [Empty]
 - Organisation Type: -Select-
 - Organisation Name: [Empty]
 - Designation Name: [Empty]
- 2. Is applicant a widow?**
 - Dropdown menu: No
 - Certificate Number: [Empty]
 - Issuing Authority: [Empty]
 - Issuing Date: DDMMYYYY
 - Upload Widow Certificate (Only .pdf Files of maximum size 300KB are allowed): Choose File (No file chosen)
- 3. Is father of candidate is deceased?**
 - Dropdown menu: No
 - Death Certificate Number: [Empty]
 - Issuing Authority: [Empty]
 - Issuing Date: DDMMYYYY
 - Upload Death Certificate (Only .pdf Files of maximum size 300KB are allowed): Choose File (No file chosen)
- 4. If the applicant belongs to such a denotified tribe (Musahil Jatis and Tapphwas Jatis) or Nomadic tribe of Haryana which is neither a Scheduled Caste nor a Backward Class**
 - Dropdown menu: No

A red box highlights the 'No' dropdown for question 2, with a red arrow pointing to it. The text inside the box reads: "Fill in the unfilled fields which are white and upload the copy of documents as indicated, Check and verify the prefilled PPP data."

12. Filling Registration Form (Step 5) candidate's Work Experience

Step 1: Click on add experience and upload experience certificates

Step 2: Fill place of application and verify by ticking the field

The screenshot shows the 'Work Experience' section of the registration form. It contains several sub-sections for different types of work experience, each with a 'Certificate Number' field, a 'Hearing Authority' dropdown, and an 'Upload Certificate' button. A red box highlights the 'Add Experience' button and the 'Place Of Application' field. A red arrow points from the text box to the 'Add Experience' button.

Fill in the unfilled fields which are white and upload the copy of documents as indicated, Check and verify the prefilled PPP data and then click on save draft, you will get a preview of all the data filled and fetched from PPP, verify it if any issue get it corrected from PPP then take a printout of the form.

13. Filling Registration Form (Step 6) Uploading the PDF of signed hard copy of the application form

Step 1: Preview the whole application form, check the veracity of data if satisfied take a printout of the form and sign on the hard copy and then upload it.

The screenshot shows the 'Upload Print & Signed Copy Of Application' section of the registration form. It features a 'Upload Application Form' button and a 'Choose File' button. A red arrow points from the text box to the 'Choose File' button.

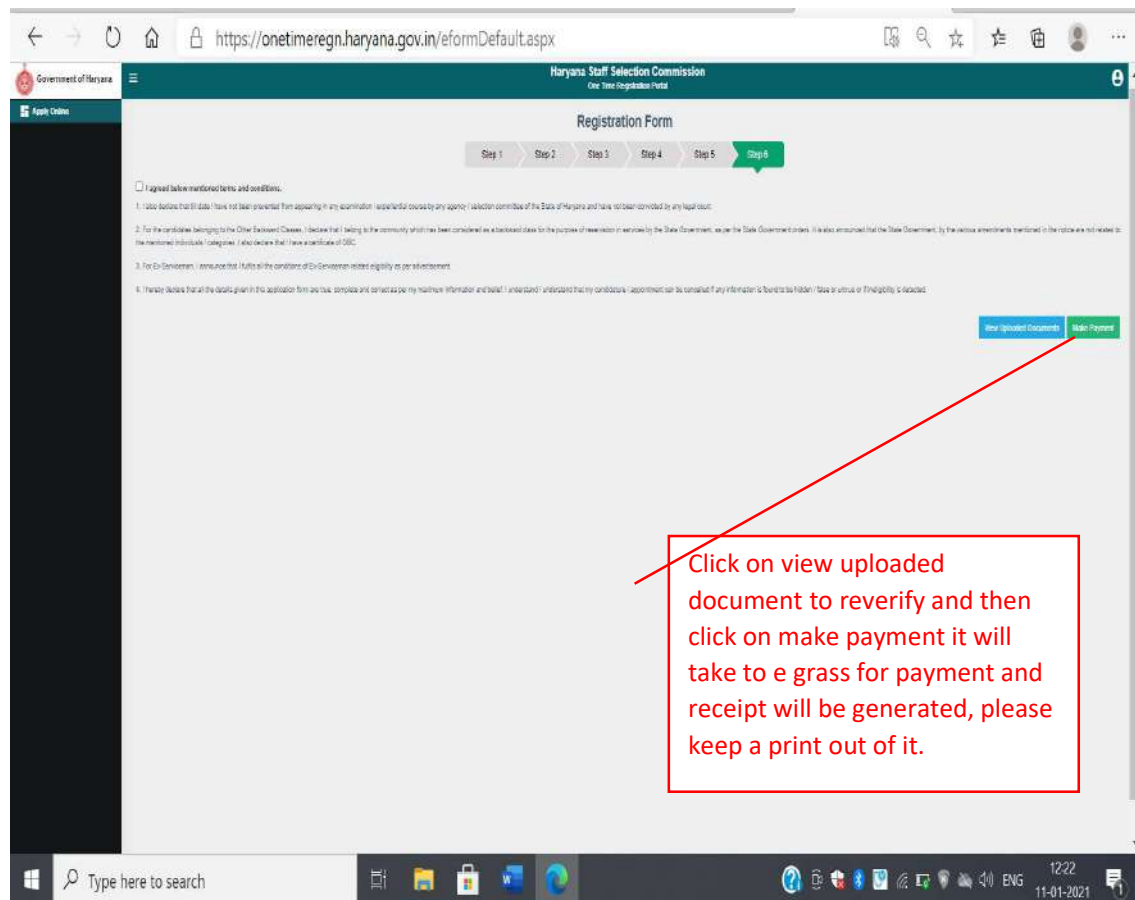
Please sign the hardcopy of the form and upload it in PDF format and click on add document

14. Filling Registration Form (Step 6) Making Payment

Step 1: Review the uploaded signed application form and click on make payment.

Step 2: Clicking on make payment will connect with the e Grass software of Government of Haryana

Step 3: Once payment is done complete, print out of the receipt can be taken, further it will also be shared over e mail and SMS.



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