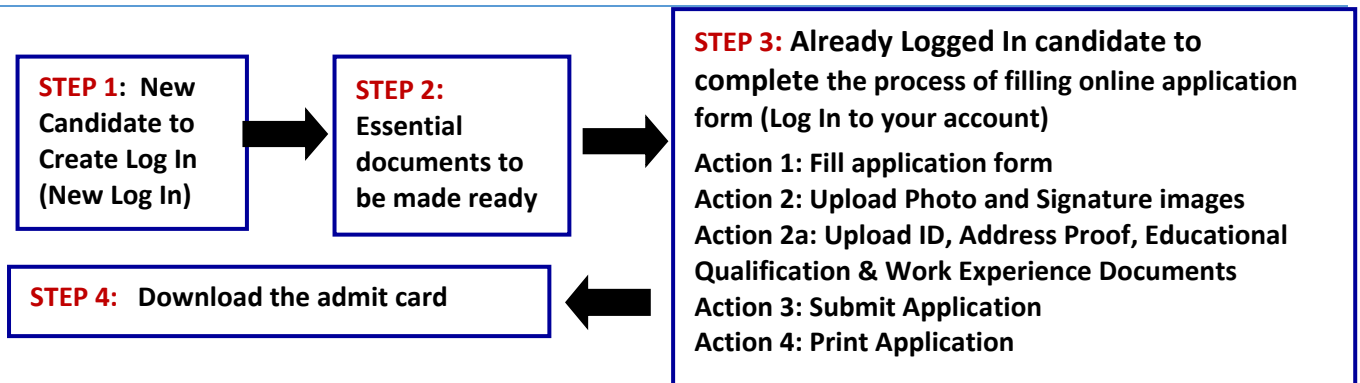


GUIDELINES | HOW TO FILL THE ONLINE APPLICATION FORM

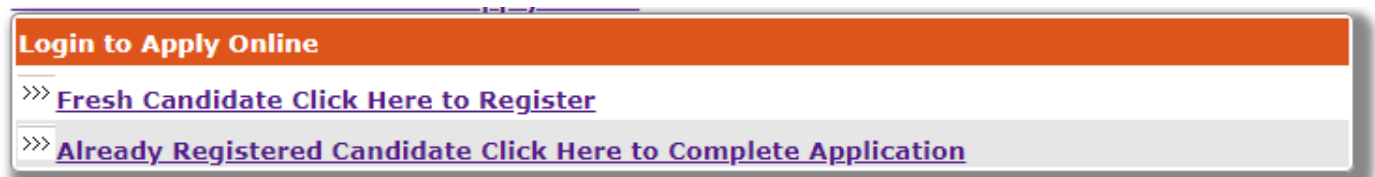
GENERAL INSTRUCTIONS

- 1) Candidates are required to apply online through website: <https://jobapply.in/HSSC2021>
OR Career Section of <https://www.hsscindia.in>
- 2) Entries in the application form are required to be filled only in English.

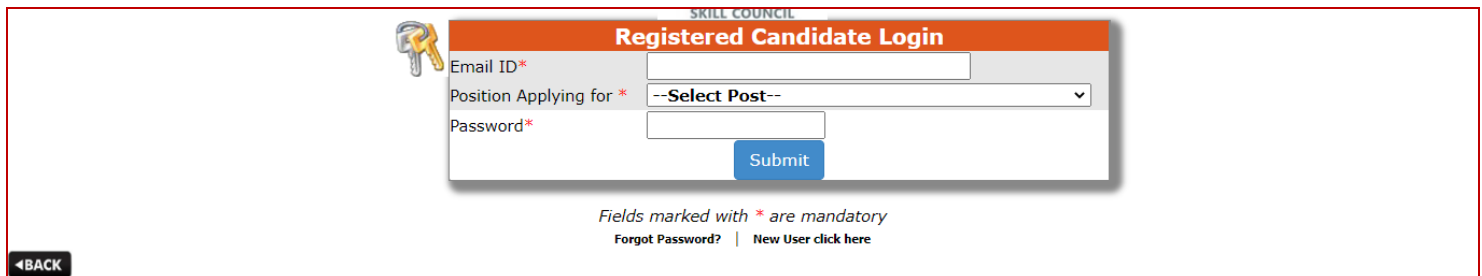
STEP BY STEP PROCESS TO FILL ONLINE APPLICATION FORM



STEP 1: New Candidate to Create Log In (New Log In)



- New Candidate to visit the website: <https://jobapply.in/HSSC2021> and click : [Fresh Candidate Click Here to Register \(New Log In\)](#)
- Fill the details to apply for **ANY ONE POST**. You must have a **valid email ID** for applying online. Remember the password filled here for creating Log In.
- Press the button “Submit”. Email verification Link will be sent on the email id filled by you
- The confirmation for the registration will also be sent on your email entered.
- **Note: Once the information filled here will not be changed.**
- Now click: [Already Registered Candidate \(Click Here\) to Complete Application](#) to log in to fill the application form. Here to log in you need to fill the following:
 1. Email-ID
 2. Post Applied For
 3. Password



SKILL COUNCIL

Registered Candidate Login

Email ID*

Position Applying for *

Password*

Fields marked with * are mandatory

Forgot Password? | New User click here

SKILL COUNCIL

Create Log In to Apply Online

Name of Candidate
(as per matriculation/Xth Class certificate)**

Date of Birth*

Re-Enter Date of Birth*

Position Applying for *

Email-ID*

Re-enter Email-ID**

Password *

• Have you read carefully and understood the instructions?

Note: Data entered by you in this form CAN NOT BE CHANGED

--Select Post--

Manager- Standards & QA

Asst. Manager-Standards & QA

Executive-Standards & QA

Asst. Manager- ToT & ToA

Executive-Affiliation & Training Delivery

Manager-Apprenticeship

Executive-Apprenticeship

Manager-Content Development

Asst. Manager-Content Development

Executive-Content Development

Manager -Business Development (Industry Relation/State Engagement)

Asst. Manager- Business Development (Industry Relation/State Engagement)

Executive- Business Development (Industry Relation/State Engagement)

Manager-Finance

Asst. Manager (HR & Administration)

Executive (IT)

STEP 2: Essential Documents to be made ready

- Before starting to fill up the on-line application, keep ready with you the following details / documents / Information
 - a) Valid Email ID & mobile number valid for at least next one year.
 - b) Image of scanned photograph in jpg / jpeg format and size should not exceed 100 KB
 - c) Image of scanned signature in jpg / jpeg format and size should not exceed 50 KB
 - d) Personal and Educational qualification details All certificates in respect of qualifications (10th Mark sheet/ DoB Certificate as Proof of Date of Birth should be readily available.)

Note: - While applying for the post, the candidates should ensure that he / she fulfils all the eligibility criteria given herein and particulars furnished are correct in all respect. In case, it is found at any stage of selection that a candidate does not fulfill the eligibility criteria and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will stand automatically cancelled. If any of the above shortcoming(s) is / are detected even after the engagement, his / her services are liable to be terminated without any notice.

STEP 3: Already Registered candidate log in to complete the process of filling online application form (Log In to your account)

- Already registered Candidate to visit the **website:** <https://jobapply.in/HSSC2021> and login by clicking [Already registered Candidate \(CLICK HERE\) to Complete Application](#)
- On clicking [Already registered Candidate \(CLICK HERE\) to Complete Application \(Log In to your account\)](#) page will appear which will have buttons indication 4 actions which are to be completed for submission of online application form:

Action	Status
Click on the buttons given below	
Action-1: Fill Application	<input type="checkbox"/> To be Completed
Action-2: Uploading of Photograph/ Signature	<input type="checkbox"/> To be Completed
Action-2A: Uploading of Documents (Qualification/ Experience etc.)	<input type="checkbox"/> To be Completed
Action-3: Submit Application	<input type="checkbox"/> To be Completed
Action-4: Print Application	<input type="checkbox"/> To be Completed

- **ACTION 1: FILL APPLICATION (CLICK ON THE BUTTON TO FILL APPLICATION FORM)**

- ⇒ Fill the details on the online application form. Since your eligibility will be screened based on the information furnished by you, you are required to exercise sufficient care to correctly furnish the details of your Qualification, etc.
- ⇒ While filling the application form online, please save the information by clicking the button “**SAVE**”.
- ⇒ In case you wish to edit any information you can do that by log in again using Email-ID and Date of birth and after editing the information, make sure to save the information by clicking the button “**SAVE**”.

- **ACTION 2 : UPLOADING SCANNED IMAGES**

- ⇒ **Upload Photograph** - Photograph must be a recent passport size colour picture. Make sure that the picture is in colour, taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. **The image should only be in .jpg or .jpeg format. Size of file should be not be more than 100 kb.**
- ⇒ **Upload Signature** - Sign on white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page and ensure that the size of the scanned image is not more than 50 kb. Please note that this signature would appear on the Admit Card, and if it does not match the signature on the answer sheet at the time of the written test and at the time of Interview, the candidature will be cancelled. **The image should only be in .jpg or .jpeg format. Size of file should not be more than 50 kb**

For detailed guidelines pls refer Annexure A on pages 5 & 6.

- **ACTION 2A : UPLOADING ID, ADDRESS & EDUCATIONAL QUALIFICATION & WORK EXPERIENCE DOCUMENTS**

The list of documents Candidate needs to keep ready:

- Valid Photo ID Proof & Address Proof (Voter ID Card / Aadhar Card / Driving License / Passport) - Mandatory
- 10th / Matriculation Certificate – Mandatory
- 12th Marksheet
- Graduation Marksheet

- Graduation Certificate
- Essential Qualification Marksheet - Mandatory
- Essential Qualification Certificate - Mandatory
- Experience Certificate – Mandatory
- Work Experience Current/ Present Employment – Salary Slip or Offer/ Appointment Letter

- **ACTION 3: SUBMIT APPLICATION**

- ⇒ Candidate to read the undertaking and accept the same
- ⇒ In case you wish to edit any information pertaining to Personal Details, and Qualification Details; you can do that by log in again using Email-ID, Post Applied For, Password and after editing the information, make sure to save the information again by clicking the button “SAVE”.

⇒ **ON SUCCESSFUL SUBMISSION OF APPLICATION; AN AUTOGENERATED APPLICATION NUMBER WILL BE ISSUED AND THIS CONFIRMS THE FILLING OF ONLINE APPLICATION FORM.**

⇒ **Once the application is submitted at this step, you cannot edit the information after that.**

- **ACTION 4 : PRINT APPLICATION**

- ⇒ Take the print out of online application form for record
- ⇒ Candidates can take re- print of the Online application form by clicking Already Logged In Candidate (Click Here) to Complete Process
- ⇒ Candidates should keep one set of application for record.

ON CORRECTLY FOLLOWING THE ABOVE STEPS, YOU WOULD HAVE COMPLETED THE APPLICATION PROCESS.

STEP 4: Download (Print) the Admit Card

- **Download Admit Card** – On the due date for Admit Card, re-login to the website: <https://jobapply.in/HSSC2021> A link for downloading Admit Card for written test, containing the details of the centre/venue for the examination, etc., will be available.
- **Print Admit Card** - Take a printout of the admit card. Candidates will not be allowed to enter the Written Test Venue without a valid Admit Card.

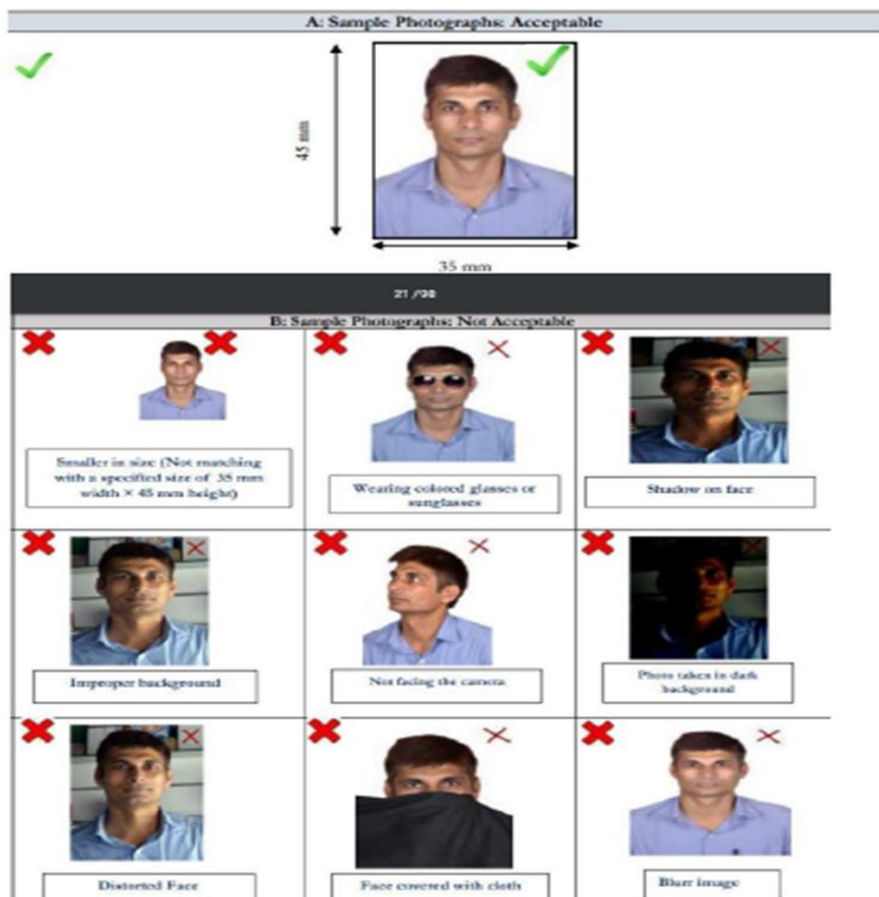
NOTE: The admit card for written test will NOT be sent by post or email. Candidates are advised to regularly check HSSC website for updates. However candidate will be informed through SMS/ E-Mail to download admit card from HSSC website.

The candidates should ensure that they fulfill all the eligibility conditions for appearing in this examination. The candidature of the candidates will be purely provisional at all stages and will be subject to their satisfying the prescribed eligibility conditions. If at any stage of the recruitment process (during & post), it is found that any candidate does not fulfill any of the eligibility conditions, or the information furnished by the candidate is incorrect, his/her candidature shall stand cancelled without any notice or further reference.

Annexure A – Photo & Signature Upload Specifications

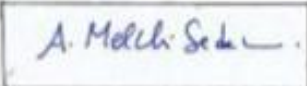

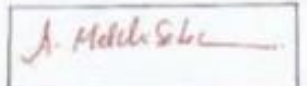
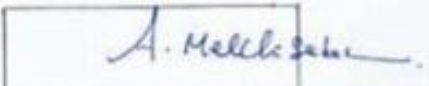
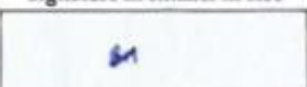


Candidates applying for the exam must take care of Photo details, photo size, etc. while attaching their photograph with [Application Form](#). Listed below are important points related to the same:

1. Upload high-quality photograph. The photograph will appear on your Admit Card.
2. Colored photo must be taken recently by a professional photographer. Photographs taken from a mobile phone or other self-composed portraits may result in rejection of the application.
3. Date of clicking the photograph should be printed on it at the bottom (**Optional**).
4. **Dimensions:** A passport size photograph with **3.5 cm width and 4.5 cm height** of the face.
5. **Format:** JPEG only
6. **Standard Print size:** 3.5 cm X 4.5 cm (width X height)
7. **Background of Photo:** White or a light color
8. The face should occupy at least 70% area of the photo with a full-face view looking into the camera directly.
9. Forehead, eyes, nose and chin should be clearly visible. Main features of the face should not be covered by hair of the head, any cloth or any shadow.
10. Photo should be without any cap/ hat.
11. For candidates who wear spectacles, photograph with glare on the glasses will not be accepted. If glare cannot be avoided, don't wear spectacles in the photo shoot.
12. Avoid spectacles with dark and tinted glasses.
13. Poor quality photograph will result in rejection of application form



Along with the photograph, candidates are also required to attach scanned image of signature. The essential specifications for signature as per requirements are listed below:

1. Take an A4 white paper.
2. Draw a rectangular box with the following dimensions:
 - Breadth = 2 cm
 - Width = 7 cm
3. Sign with black or dark blue ink pen within the box. The height or width of the signature should be atleast 80% of the respective height or width of the rectangular box.
4. Signature by any other person or in any other colour will be rejected.
5. Signature in all **CAPITAL LETTERS** will **NOT** be accepted.
6. **Format:** JPEG only
7. **Maximum Size:** 160 X 560 pixels | **Minimum Size:** 80 X 280 pixels
8. The size of the signature should be between 2KB to 50KB.
9. Get the digital image of your signature along with the box through a professional scanner.
10. Crop the image to the border of the rectangular box and upload it.
11. If the applicant's signature, on the exam day, does not match the signature on **Admit Card**, the applicant will be disqualified.

Acceptable signatures	
✓	
✓	
Unacceptable signatures	
✗	<p>Signature in other than blue or black ink</p> 
✗	<p>Signature outside the rectangular box</p> 
✗	<p>Signature in smaller in size</p> 
✗	<p>Signature in typing</p> 
✗	<p>Signature in dark background</p> 

For any Assistance write to Technical Helpdesk E-Mail hssc@jobapply.in