

C. To Fill the Online Application Form

8. Login into candidate dashboard with your registered credentials.
9. Click on Apply Online.
10. Select the Discipline to apply from Drop Down List (The Drop Down List will show you the Disciplines Available within the Date Range for which Advertisement has been published).
11. Select the Name of the Post you are eligible as per advertisement from Drop Down List. On selection No of Posts, Grade, Scale of Pay, Maximum Age and Minimum Experience Required is displayed against the selected posts respectively. If Applying for E-1 post i.e. Assistant Manager "If Fresher" checkbox is displayed click on it, if applicable.
12. Fields Name, Date of Birth and E Mail Id are non editable and Auto filled from your registration Data.
13. Age as on 1-July -2014 is a non-editable calculated field where Age is displayed.
14. Provide the Father's Name in the desired format
15. Click Upload Photo (Colour Photograph, 3.5 X 4.5 cms , Size less than 300 KB , in gif, jpeg, jpg, png format) pop up appears , Browse for photo and click upload.
16. Nationality **Indian** only
17. Select Domicile State from Drop Down List
18. Select Gender (Male or Female)
19. Select Marital Status from Married / Single / Divorced / Widow / Widower
20. In case of SC/ST/OBC (Non Creamy Layer) Candidate, define the following:
 - a) Sub-Caste
 - b) Certificate No.
 - c) Certificate Issue Date
 - d) Issuing Authority Details, Name of the Post & Place
21. In case of PWD (40% or more disability) Candidate, enter the following details.
 - a) % of Disability
 - b) Certificate No.
 - c) Certificate Issue Date
 - d) Issuing Authority Details, Name of the Post & Place
22. In case of Ex-Servicemen provide Ex-Servicemen No.
23. In case of Internal Candidate enter the following details.
 - a) Employee Code
 - b) Grade
 - c) Present Place of Posting
 - d) Present Designation

- e) Date of Entry in present grade
24. In case Employed in Govt / Semi Govt. / PSU provide Whether also applying through Proper Channel also ? (YES or NO)
 25. Fill in Address Field.
 26. Provide Details of Nearest Railway Station, Nearest Post Office, Nearest Police Station, Pin Code, STD Code & Telephone No. and Mobile No.
 27. Provide Details of Educational Qualification (10th / Matric / Higher Secondary, 12th / +2 / Sr. Secondary, BA / BSC / B. Com. / etc, B. Tech. / B. E. / etc, PG Degree / Diploma, ICWA / CA. Fill in additional details under Remarks 1.
 28. Under Experience start fill up details with current employment in 1st row. In each row details required organization name, Select Govt. Other from Drop Down List, specify Position Held, Define the period for which position held, Total Experience in Years , Specify Scale of Pay(IDA/CDA) in case employed in Govt. Organisation, for Private and Other category CTC /year (in lakhs) is mandatory and reason for leaving. Provide Additional information under Remarks 2 .
 29. Provide Details of Experience in immediate next below grade
 30. In Experience Details box fill up Experience Preferred in the respective field / Discipline Details against Para [5(b)] of Detailed Advertisement)
 31. In Remarks 1 box fill up experience preferred against Para [5(c)] of Detailed Advertisement
 32. In Remarks 2 box indicate organizational structure, role and responsibilities required under Para 6
 33. Remarks 3 box fill up Desired Qualification against Para [4(d)] of Detailed Advertisement)
 34. Specify Awards & Scholarship (Best 3 , Recent First)
 35. Specify Publication & Paper Presentation (if any, Recent First)
 36. In case of Member of Professional Body, specify.
 37. Provide Application Fee Details (If applicable).
 38. Provide the Joining time required in case of selection in months.
 39. Specify whether willing to join early from Yes or No
 40. To Upload Scanned Signature click on browse and select the signature file (signature should be in black ink only, size less than 50 KB in jpeg, gif, png format and click upload. At the time of scanning signature, only scan the signature portion not the full page where you have signed for scanning.
 41. In case you are not sure about some data click on SAVE FORM. In such case, filled form status is shown as Draft in Candidate's Dashboard.

42. Once you are sure all the data furnished is OK Press on Submit Button. Please note once the online application has been submitted it cannot be edited further. Hence, it is in your own inset to ensure that all entries are correctly filled & satisfy yourself before clicking the SUBMIT Button
43. After Submission of Application
- You will get a system generated Acknowledgement Slip with a unique Acknowledgement number which may be saved and printed.
 - You may also download and print copy of your online application submitted.
 - Attach your Demand Draft with a copy of the Acknowledgement Slip and send it by Registered / speed Post to the designated address given in the advertisement.
 - Keep a photo copy of Demand Draft, Acknowledgement Slip and Online Application for your records and reference. You will be required to bring copies of the same if called for interview along with other testimonials.
44. Editing of Online Application After Submission
- Please note the once the online application has been submitted it cannot be edited further. Hence, it is in your own inset to ensure that all entries are correctly filled & satisfy yourself before clicking the SUBMIT Button
45. Candidates for the posts from E-1 to E-4 Grades shall be allowed to appear at the Written Test based on receipt of the Acknowledgement Slip along with Demand Draft. No scrutiny of their candidature vis-à-vis the eligibility criteria shall be done before the Written Test. Candidates are, therefore, advised to satisfy themselves fully before applying that they meet all the prescribed eligibility criteria for the concerned post and correct data entered in the form.

For any technical query, please mail to hclrecruitmenttech@gmail.com. No HR related query like experience, qualification, eligibility will be answered through this mail-id.