General Instructions to Candidates

- 1. Before filling up the Online Application Form, the applicant must go through the detailed Advertisement available on the Commission's website. Please proceed to fill the online application only if you possess the minimum Essential Qualifications stipulated for the post in the detailed Advertisement. Otherwise, the application shall be out rightly rejected.
- 2. The applicants are advised to fill in their particulars in the Online Application carefully.
- 3. The applicants are advised to fill their correct and active e-mail address and mobile number in the Online Application as all correspondence will be made by the Commission through e-mail and mobile number only.
- 4. Fee once paid shall neither be refunded nor be held in reserve for any other examination/recruitment, under any circumstance.
- 5. The applicant must upload only relevant documents wherever required in the Online Application. The uploading of irrelevant/illegible/fabricated or password-protected documents may lead to rejection of application by the Commission.
- 6. No request regarding any change in the entry i.e. Name, DOB, Educational Qualification, Experience, Category etc. in the Online Application Form will be entertained by the Commission. So, applicants are advised to read the instructions carefully before submitting the Application. Incomplete Application or Application without fee will be rejected straight away and no correspondence will be entertained in this regard by the Commission.
- 7. The applicants are advised to apply online well in time without waiting the last date of submission of Online Applications.
- 8. Applicants must have good internet facility with reasonable speed, and online payment facility i.e. Internet Banking / Debit Card / Credit Card etc.
- 9. Entries in the Application Form are required to be filled only in English language.
- 10. Before starting to fill up the Online Application Form, keep at hand the following details/documents/information with you as per the requirement prescribed in the advertisement: -
 - Personal details (Name, Father's Name, Mother's Name, DOB).
 - Valid and active Email ID.
 - Valid and active Mobile number for receiving SMSs.
 - Educational qualifications details with percentage of the marks obtained.
 - Scanned photo and signature.
 - A facility to take printout of the Application Form and Fee Slip.
 - Online Payment facility (Internet Banking / Debit Card / Credit Card)
- 11. The candidate should fill all details correctly in the Online Application Form and submit it after ensuring that all the particulars/details are correctly reflecting in the Online Application Form.
- 12. After submitting Online Application Form, Application No. and Password will be generated.

- 13. After successful submission of online Application Form, the applicants are advised to pay application fee through net banking/debit card/credit card and thereafter ensure to take out the print of Online Application Form.
- 14. The candidates are advised/directed to retain the printed/hard copies of their Online Application Form with them so that they should not face any problem in sending the hard copy to the Commission as and when required by the Commission at later stages within the specified period. In case the candidate fails to submit the hard copy of the Application Form along with all documents relating to his claim in the Application Form e.g. age, category, domicile, qualification, experience etc. the candidature of such candidate shall not be considered in further selection process and he/she would be liable for being placed as not qualified for interview, and thereby rejected. Haryana Public Service Commission will not be responsible for any delay on the part of postal department or courier agencies. It will be the sole responsibility of the candidate to retain a hard copy of the printed Online Application Form with his/her and produce the same before the Commission as and when sought by it. The Commission will not be responsible for any deficiency in this regard.
- 15. Candidates are advised to fill their details in the Online Application Form carefully. After final submission of Online Application Form by the candidate, no change will be allowed, and candidate will be responsible for any mistake in the data filled in the Online Application Form.
- 16. In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh Online Application Form along with requisite fee before the closing date. Fee paid earlier **shall not** be adjusted against the fresh Online Application Form.
- 17. In the case of submission of multiple Online Application Form by a candidate, the latest Application Form with the latest Application No. only will be considered by the Commission.

HOW TO APPLY

- 1. Candidates are required to apply online through website http://hpsc.gov.in/en-us/ only. No other means/mode of submission will be accepted.
- 2. The entries in registration form cannot be changed once submitted. Hence, ensure that you enter the required information correctly.
- 3. The personal e-mail ID and mobile no. should be kept active during the currency of this recruitment process. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying online. Under no circumstances, he/she should share/mention e-mail ID to/of any other person.
- 4. Candidate will have to upload scanned copy of:
 - a) His/her recent passport size colour photo (maximum of 80-200 KB Size in JPEG/JPG format).
 - b) His/her recent scanned signature (maximum of 50-200 KB Size in JPEG/JPG format).

How to fill Registration Form

- 1. On Registration page, Applicant must fill his/her details carefully.
 - Name of the Applicant: This should be same as per your certificate/marksheet of Matriculation/10th/SSC.
 - **Date of Birth:** Use the calendar icon to select the correct date. This should be same as per your certificate/marksheet of Matriculation/10th/SSC.
 - **Gender:** Enter your gender (Male/Female).
 - **Mobile Number:** Should be valid and unique. You will receive your User ID and Password as an SMS on this number only.
 - Confirm Mobile Number: Same as Mobile Number.
 - **Email Address:** Should be valid and unique. You will receive your User ID and Password on this email address only.
 - Confirm Email Address: Same as Email Address.
 - **Generate OTP:** Email ID and Mobile Number shall be validated through OTP. One Email ID can be used to register only one user.
 - Captcha: The Captcha box is a special set of characters displayed on the screen. You will need to retype the characters in the box provided. This is a safety feature designed to ensure that a human is entering the details and not a computer program. If you have trouble reading the characters, click on 'Get a new image' to refresh the letters.
- 2. Click on the 'Submit' button to complete the registration. By selecting the 'Submit' button, you are committing to be honest and fair in all your actions and with regards to the information provided in the Registration Form.
- 3. Within minutes of successful submission of the Registration Form, you will receive a User ID and Password on the registered email ID to confirm registration. Ensure that you check your mailbox immediately and that it is not considered as spam mail. You will also receive the User ID and Password as an SMS* on the registered mobile number. Using these credentials, you may proceed to complete your application. (*Please note SMS will not be sent to international numbers).

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Haryana Public Service Commission, Panchkula





Haryana Public Service Commission, Panchkula

Registration Form for the posts of Agricultural Development Officer & Sub-Divisional Agricultural Officer in Agriculture and Farmers Welfare Department, Haryana

Personal Details

Name of the Applicant*

Name of the Applicant

(Please enter your name strictly as per your certificate/marksheet of Matriculation/10th/SSC without any salutation(Dr., Mr., Ms., Mrs., Shrt, Prof. etc.)

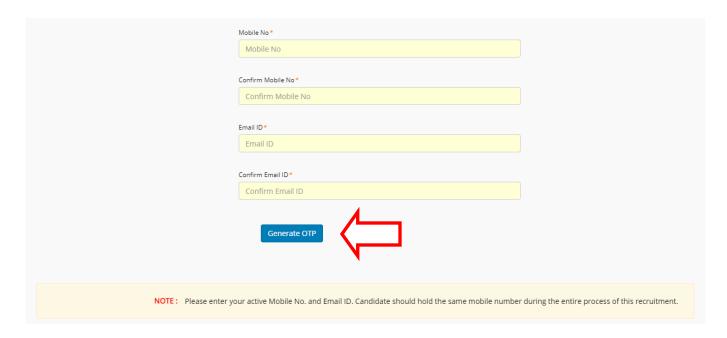
Date of Birth (DD-MM-YYYY)*

dd/mm/yyyy

(Please enter DOB as per your Matriculation/10th certificate/SSC)

Gender *

Mobile No *



Please enter the image text in the textbox provided and click on Submit to get OTP





Declaration By The Candidate

□ I hereby declare that the above information is true to the best of my knowledge. I am aware that HPSC will be sending important information on my registered details. I agree that I have read the advertisement and ensured my eligibility before applying. Also, I agree that I have read and understood all the instructions specified in the advertisement and agree to abide by the same.



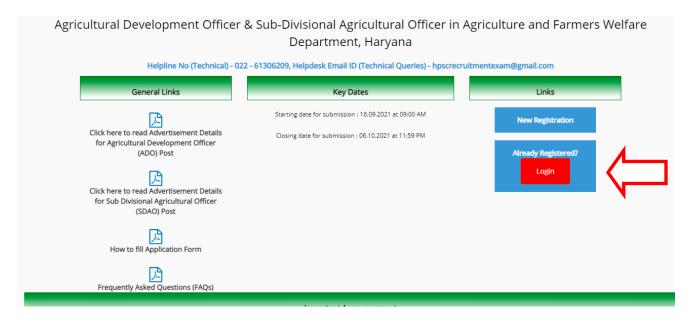
Submit

How to fill Application Form

1. Registered Users need to click on "Already Registered" to access the Application Form with User ID and Password received on his/her email and mobile number.



Haryana Public Service Commission, Panchkula





Haryana Public Service Commission, Panchkula

Agricultural Development Officer & Sub-Divisional Agricultural Officer in Agriculture and Farmers Welfare Department, Haryana

CANDIDATE LOGIN

Login to Fill / Submit/ View Application Form

Application No. /Login ID*

Enter Application No. /Login ID

Password*

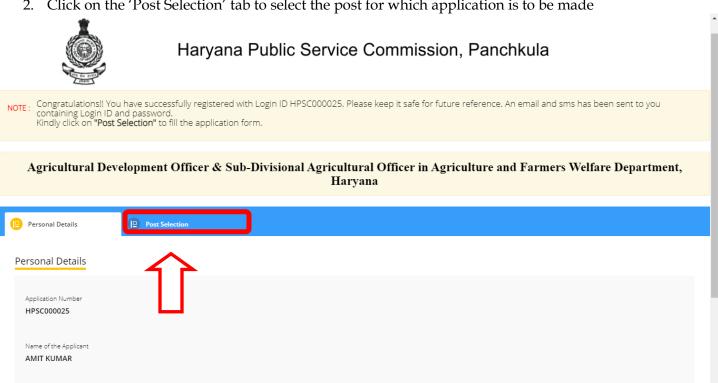
Enter Password

Type 7 Characters as shown in Image (*)

Login Forgot Password? Change Password?

Page 6 of 19

Click on the 'Post Selection' tab to select the post for which application is to be made



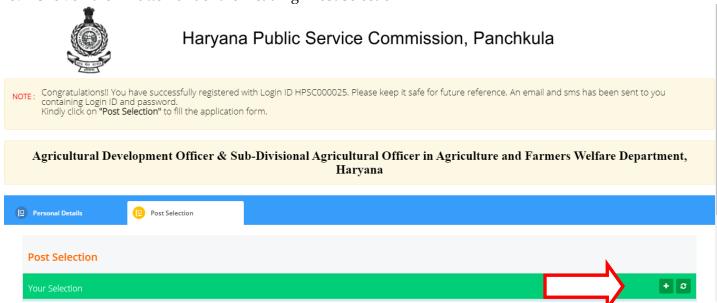
3. Click on the + Button under the Heading "Post Selection"

Age as on 01.01.2021

33Years 0Months 0Days

Date of Birth

01/Jan/1988

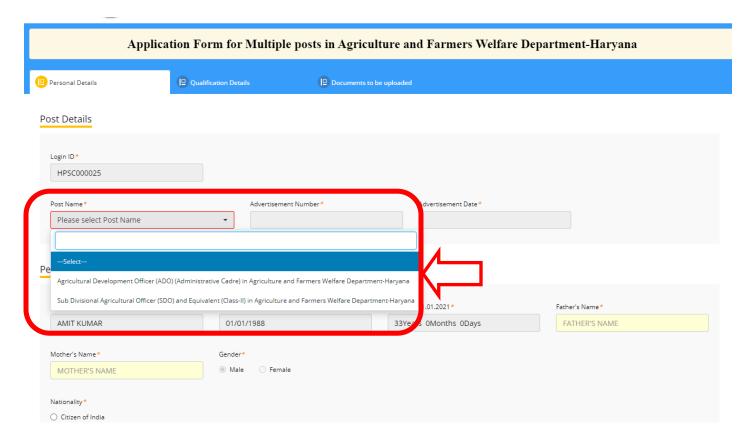


Male

- 4. Select the Post for which application needs to be submitted. The application form can be filed for the following two posts:
 - Agricultural Development Officer (ADO) (Administrative Cadre) in Agriculture and Farmers Welfare Department, Haryana

9711603970

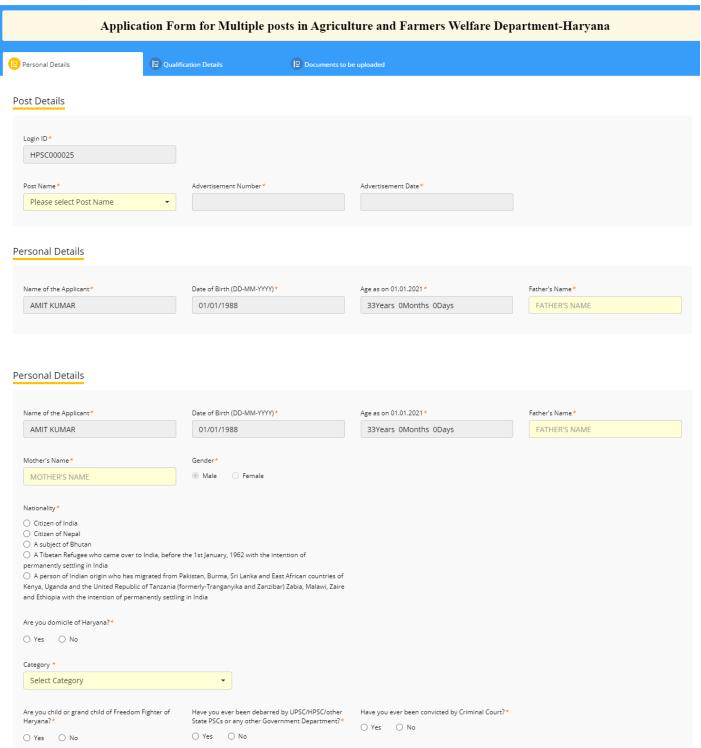
ii. Sub Divisional Agricultural Officer and Equivalent (Class-II) in Agriculture & Farmers Welfare Department, Haryana



- 5. Read the Note on pop-up page of the Form before you begin filling the information. You need to fill the Form section wise. Once the mandatory details in a section are filled, you can move to the next section by clicking on Save and Next. However, you will not be allowed to navigate to next section if mandatory information is not filled or the required documents are not uploaded. To navigate back to the previous section, you can click on the name of the previous section tab.
- 6. Fill in the personal details, communication details and address details.



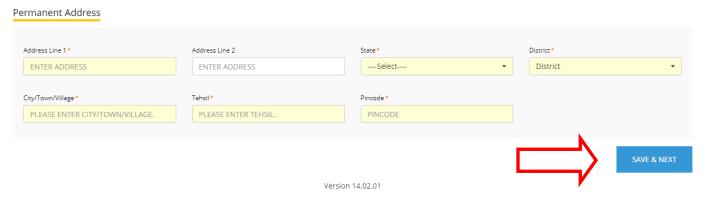
Haryana Public Service Commission, Panchkula



Communication Details Mobile Number* Email ID* 9711603970 1@10.com Correspondence Address Address Line 1* Address Line 2 ENTER ADDRESS ENTER ADDRESS ----Select----District City/Town/Village* Pincode* PLEASE ENTER CITY/TOWN/VILLAGE. PLEASE ENTER TEHSIL. PINCODE Is permanent address same as correspondence address? O YES O NO Permanent Address Address Line 1* Address Line 2 District* State ENTER ADDRESS ENTER ADDRESS ----Select----District

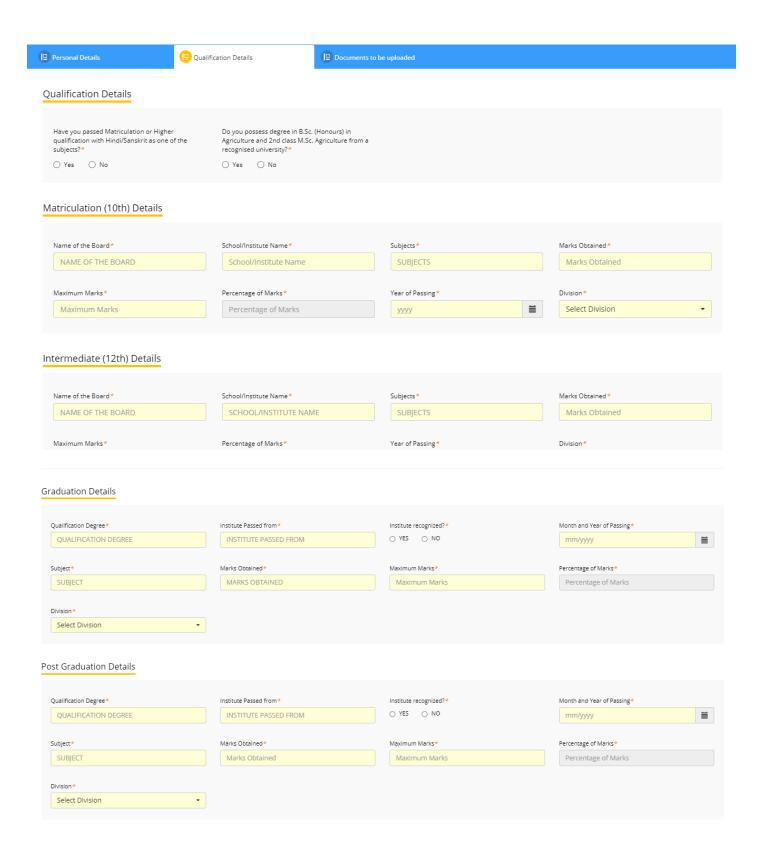
7. After filling in all the relevant details, Click on Save and Next Button.

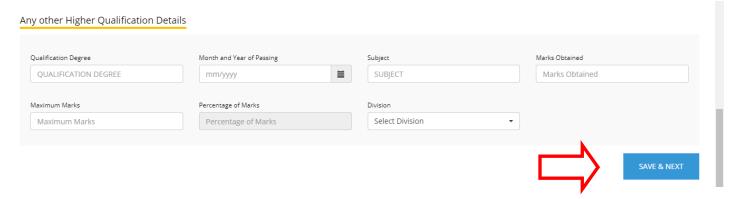
City/Town/Village*



Pincode*

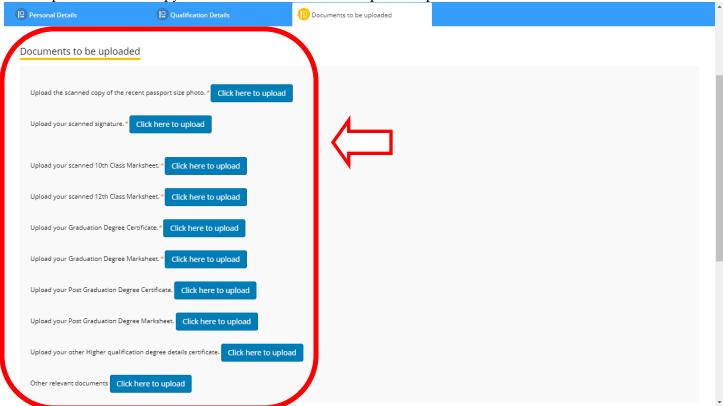
8. Fill in the Qualification Details. After filling all the relevant information, click on Save and Next button.



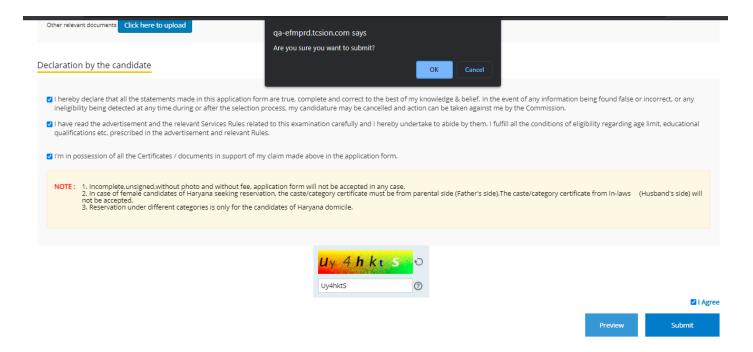


- 9. Scan your signature and photograph and save the same in ".jpg" format.
- 10. Upload your scanned photograph and scanned signature as per specifications. The photograph and signature should not appear blurry after upload.

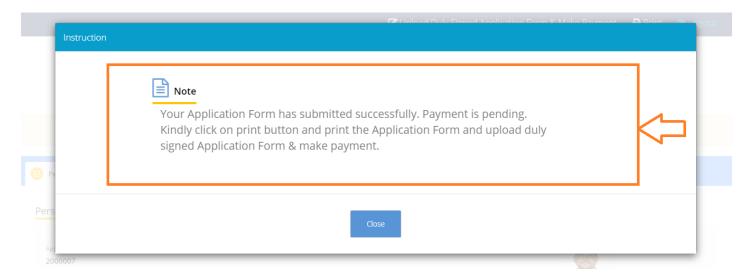
11. Upload scanned copy of all relevant documents as per the specifications.



12. Once all relevant documents are uploaded, select the Declaration, enter CAPTCHA and click on SUBMIT button.



13. Application form will be submitted, and a success message will be shown.



14. Click on Print Button to download and print the filled in application form.

<u>Note:</u> No alternation/change/editing should be made manually in the printed copy of the online application before uploading it. In case of any variation between the online application form and the uploaded printed copy, the online application form shall be considered as final.

15. Take a printout of submitted Application Form and duly sign the same. Also mention the date and place before uploading the Application Form.

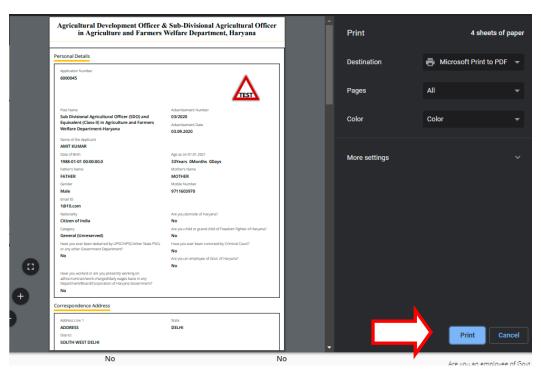


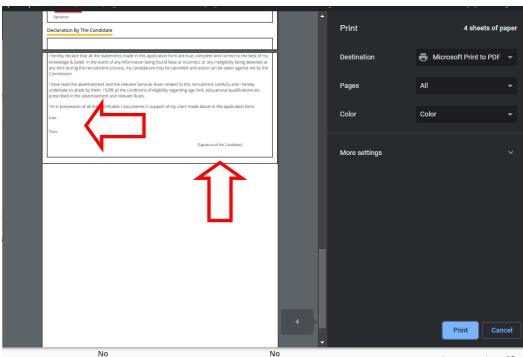
Haryana Public Service Commission, Panchkula

☑ Upload Duly Signed Application Form & Make Payment



Agricultural Development Officer & Sub-Divisional Agricultural Officer in Agriculture and Farmers Welfare Department, Haryana

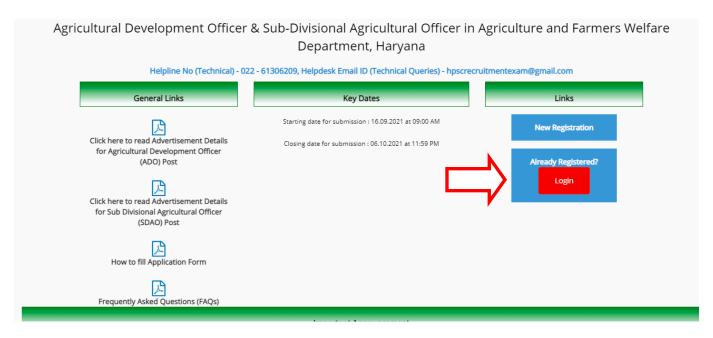




16. Once you have signed and scanned the physical copy of application form, you need to login to the system again.



Haryana Public Service Commission, Panchkula



17. After clicking on login, the following page will be displayed. Click on Post Selection tab:



Haryana Public Service Commission, Panchkula

NOTE: Congratulations!! You have successfully registered with Login ID HPSC000025. Please keep it safe for future reference. An email and sms has been sent to you containing Login ID and password.

Kindly click on "Post Selection" to fill the application form.

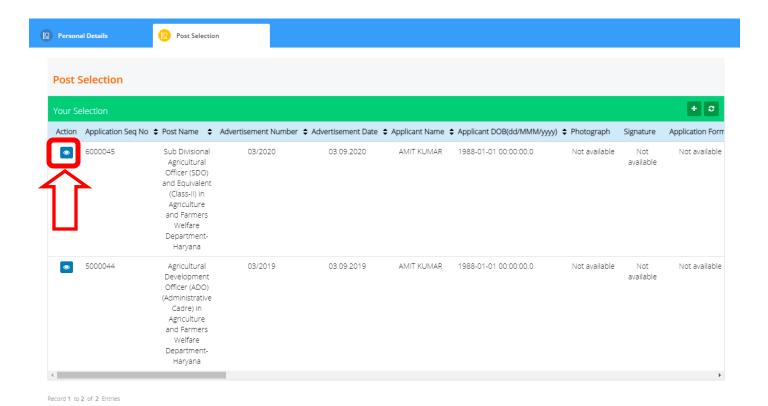
Agricultural Development Officer & Sub-Divisional Agricultural Officer in Agriculture and Farmers Welfare Department, Haryana

Personal Details

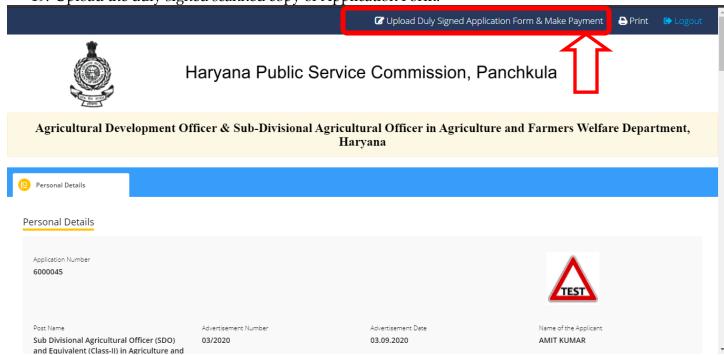
Personal Details

Application Number HPSC000025

18. You will be shown the list of applications you have applied for. Click on the edit button in respect of the post for which you need to upload the signed application form.



19. Upload the duly signed scanned copy of Application Form.



20. You may edit the filled details if required by using the given option. In case any details have been edited, the candidate will take printout of the Application Form again and upload the scanned copy of the signed Application Form again.



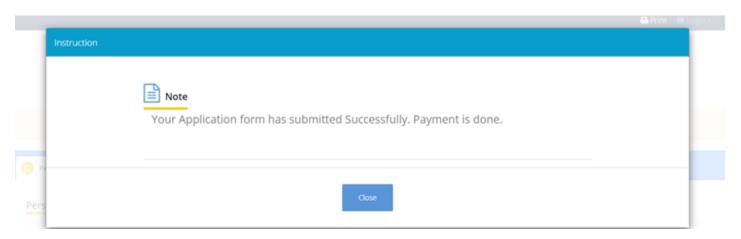
21. Candidates who complete the above steps must make the application fee payment. Special care should be taken while making payment as fee for Application Form is not refundable under any circumstances. Fee will only be accepted only through Net Banking/Credit Card/Debit Card.

22. Click on Make Payment button. qa-efmprd.tcsion.com says ✓ I hereby declare that all the statements made in this applicat & belief. In the event of any information being found false or incorrect, or any ineligibility being detected before or afte may be cancelled and action can be taken against me by Are you sure you want to submit? the Commission. ✓ I have read the advertisement including detailed instruction and I hereby undertake to abide by them. I fulfill all the conditions of eligibility regarding age limit, eductional qualifi tisement and relevant Rules / Instructions 🛂 I am an employee of Haryana Government /Court and I Have served as such for more than four years and have ot avail of three /any chances to take examination after availing age (trike out, if not applicable). I have seen the details in this regards in the concession. I have informed my Head of Office / Department in writing that I am applying for these posts only I'm in possession of all the Certificates / documents in support of my claim made above in the application NOTE: 1. Incomplete, unsigned, without photo and without fee, application form will not be accepted in any case.
2. In case of women candidates of Haryana seeking SC, BC-A, BC-B reservation, the caste certificate must be from parental side (Father's side). The caste certificate from In-laws (Husband's side) will not be accepted.
3. Reservation under different categories is only for the candidates of Haryana domicile. 8 C X k 5 r c8cxk5r 3

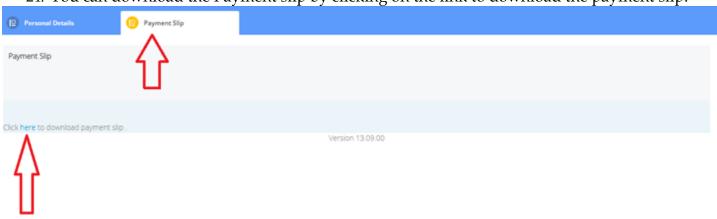
23. Once you have completed the last section and clicked on **Make Payment** button, you will be re-directed to payment gateway (in case Payment is applicable). After successful payment, a payment acknowledgment slip (with unique application number, transaction ID, applicant name, category, exam fee and post applied for) will be generated. It should be downloaded by the candidate for any future communication regarding Application Form.

Make Payment

Please Note: No change can be done after fee submission.



24. You can download the Payment slip by clicking on the link to download the payment slip.



25. Payment Slip will be downloaded on your system.



Haryana Public Service Commission, Panchkula

Personal Details	
Candidate Name:	TEST
Application Number:	1234567
Post Applied Details	
Post Applied :	Sub Divisional Agricultural Officer and Equivalent (Class-II) in Agriculture & Farmers Welfare Department, Haryana
Payment Details	
Amount Paid:	500
Payment Transaction ID:	123456789101112
Order ID:	9876543210000012330
Transaction Status:	Success

Please Note: Until the payment is successfully made, the application of the candidate will not be considered to have been successfully submitted.