

Important Instructions to the candidates before applying online

Website for applying online www.hprbonline.com or www.hprbonline.in

1. Apply now link will be deactivated after 5 PM on 18/09/2014.
2. Last date for generating E-Challan is 5 PM on 18/09/2014.
3. Last date of Depositing fee is 20/09/2014
4. Females are not eligible to apply against Adv. No. 02/2014
5. Candidate should check whether they fulfill eligibility criteria before filling online application form.
6. Fee applicable for General and General DESM Candidates is Rs. 100/-
7. No Fee is applicable to ESM, BCA, BCB, SC, SBC and EBPB Candidates.
8. Candidates of Haryana Domicile are only eligible to apply against reserved category.
9. Those candidates, who have passed HINDI at Matric or Higher Level are only eligible to apply.
10. **Candidates should print E-CHALLAN from site and deposit fee after 48 hours of generation of E-CHALLAN in any branch of State Bank of Patiala on or before 20/09/2014.**
11. Online system is tested with Google Chrome, Firefox and Internet Explorer.
12. In case candidates still face difficulty in submitting applications or generating E-CHALLANs or depositing fee in State Bank of Patiala, then they may mail their registration no., if generated, along problem to Support Team at : <mailto:hprb@hprbonline.in>.

Instructions for Uploading Photo and Signature

1.1 PHOTOGRAPH

Note: Photographs or Signature not clearly visible or taken through mobile will not be accepted

1. One (1) recent colour passport size photograph with light background is required.
2. *Black & White / Polaroid photographs are NOT acceptable.*
3. Photograph MUST be taken on or after **01-08-2014**.
4. Candidate must have in softcopy/digital of passport size photograph and save it as "**Candidate Photograph.jpg**" provided by photographer. Keep size of photograph minimum, as the maximum size limit is **40 KB**.

1.2 SIGNATURE

1. Candidate put his/her **signature in an area of 2" x 1"** on paper with a black ball point pen.
2. Scan that paper jpeg format.
3. Cut Signature area of 2" x 1" and save it as "**Candidate Signature.jpg**". Keep size of Signature minimum, as the maximum size limit is **30 KB**.

1.3 UPLOADING PHOTOGRAPH & SIGNATURE

1. **Candidates must upload photograph and signature to correct specified fields. Do not make any mistake in uploading signature and Photograph.**
2. **DO NOT UPLOAD** signature in A4 size format / complete paper as this later on result in difficulty in getting their admit cards.
3. To upload "**Candidate Photograph.jpg**"
 - a. Click "Browse" Button right to the photograph field.
 - b. Select the Scanned "**Candidate Photograph.jpg**" file from saved location and click "Open" Button.
4. To upload "**Candidate Signature.jpg**"
 - a. Click "Browse" Button right to the signature field.
 - b. Select the Scanned "**Candidate Signature.jpg**" file from saved location and click "Open" Button.
5. Photo and Signature will appear on the online form, in case photo and signature are not at proper place or are not of the candidate, then upload the correct photo and signature of the candidate.

Instructions for Generating E-Challan

After successful submission of application, if fee is applicable, candidates should click on Print e-Challan Button and take the print of E-Challan. Candidates should go to any Branch of State Bank of Patiala after 48 hours of Generation of E-Challan and deposit fee during the validity of E-Challan. Candidates should keep Office Copy and Candidate Copy with himself as proof of fee deposit. If fee is not deposited in State Bank of Patiala during the validity period of E-Challan, then form will be rejected.

Note:

1. Application form will be rejected, if Fee is applicable and Fee is not deposited in State Bank of Patiala through E-Challan, generated after submitting form.
2. In the event of rejection of the application form, there would be no intimation and no correspondence / request for re-consideration, will be entertained

INSTRUCTIONS TO CANDIDATES FOR FILLING ONLINE APPLICATIONS

1. Download Advertisement and read for eligibilities and other information carefully.
2. In case candidate is eligible, he/she should scan passport size photograph and specimen signature in JPG Format. Photograph file size should not exceed 40 KB and signature's file size should not exceed 30 KB and candidate face and signature should be clearly visible.
3. Candidate should keep with him his/her certificates, so that he/she can fill the required information in the online form.
4. Candidate should note down whether he/she is applying at www.hprbonline.com or www.hprbonline.in
5. Candidate should also note down against which advertisement and post he/she is applying.
6. Information on the online application form marked in red * (star) needed to be essentially to be filled.
7. To view the application form before submitting, candidate should click on Preview Application Form Button, which is shown below:

A blue rectangular button with rounded corners and a slight gradient, containing the text "Preview Application Form" in white.

8. In case candidate wants to make some corrections in the form, he/she should close preview and can make corrections in the online form.
9. If candidate is sure, he/she has filled the form correctly then candidate should click on Submit Application form bottom shown below to submit his/her form.

A blue rectangular button with rounded corners and a slight gradient, containing the text "Submit Application Form" in white.

10. After successful submission of form, the system will auto generate an email to the candidates confirming the receipt of his/her form.
11. In case fee is not applicable, then the candidate should take print the form and will not be shown Print E-CHALLAN Button shown at point no. 12, in such case the candidate should take two print outs of the form and will be required to submit one form as and when directed by Haryana Police Recruitment Board.

A blue rectangular button with rounded corners and a slight gradient, containing the text "Print Application Form" in white.

12. In case fee is applicable, the candidates should click on Print E-CHALLAN Button shown below and then Print his/her Application form. Candidate can deposit Fee in any branch State Bank of Patiala after 48 hours of the printing of the E-CHALLAN but during the validity of E-CHALLAN. Upon First time printing of E-CHALLAN candidate will receive an email with his/her registration details.



NOTE :

1. Candidates should not post/ submit their application form/E-CHALLAN or any other document to Haryana Police Recruitment Board unless they receive communication for submitting their Copy of Application form, E-CHALLAN or other documents.
2. E-CHALLAN fee can be deposited in any branch of State Bank of Patiala.