# USER MANUAL FOR CANDIDATE

## Introduction

The HPU Online Recruitment System enables candidates to register, log in, complete their application, upload required documents, provide educational and professional details, and submit the application online for recruitment advertisements published by Himachal Pradesh University.

## - Accessing the Recruitment Portal

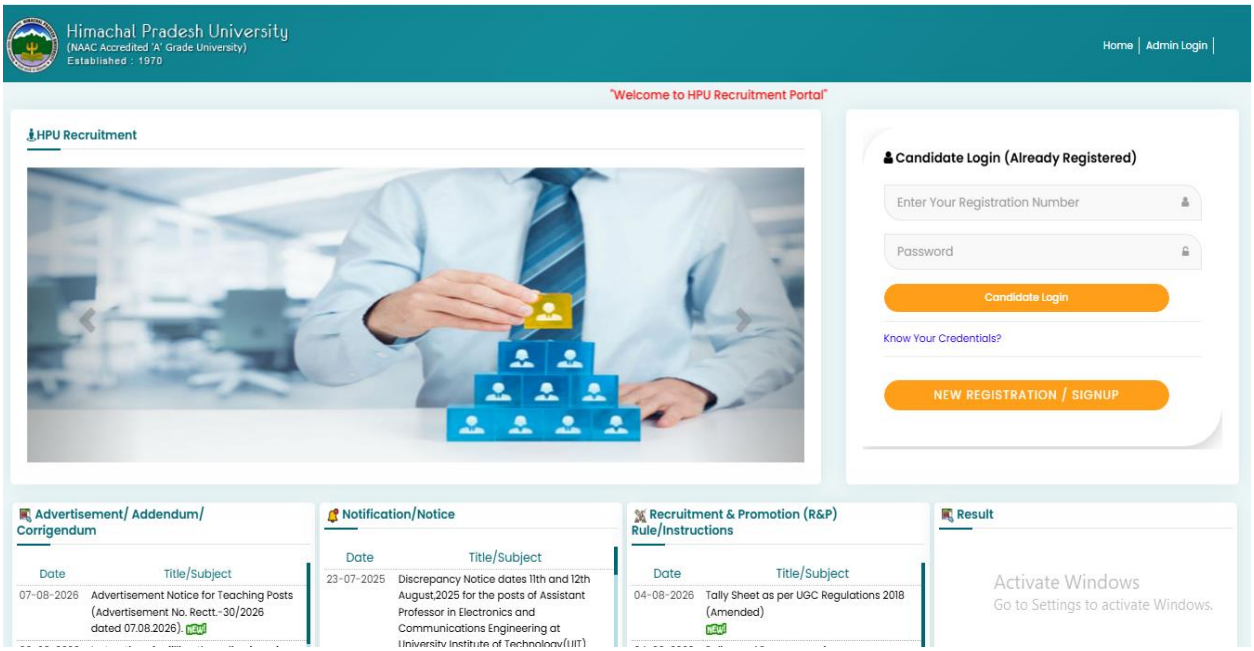
Steps:-

1. Enter the Registration Number.
2. Enter the Password.
3. Click **Candidate Login**.
4. Upon successful authentication, the system redirects to the applicant dashboard or application form.

## - New Registration

Steps:-

1. Click **NEW REGISTRATION / SIGNUP**.
2. Complete the registration form.
3. Create login credentials.
4. Submit the registration.
5. Note the Registration Number and Password generated for future use.



Step 1: Login

Log in using your Registration Number and Password.

Step 2: Select Job Type

Choose the required category: Teaching, Non-Teaching, Panchayat Secretary

Step 3: Select Advertisement

Choose the recruitment advertisement against which you want to apply.

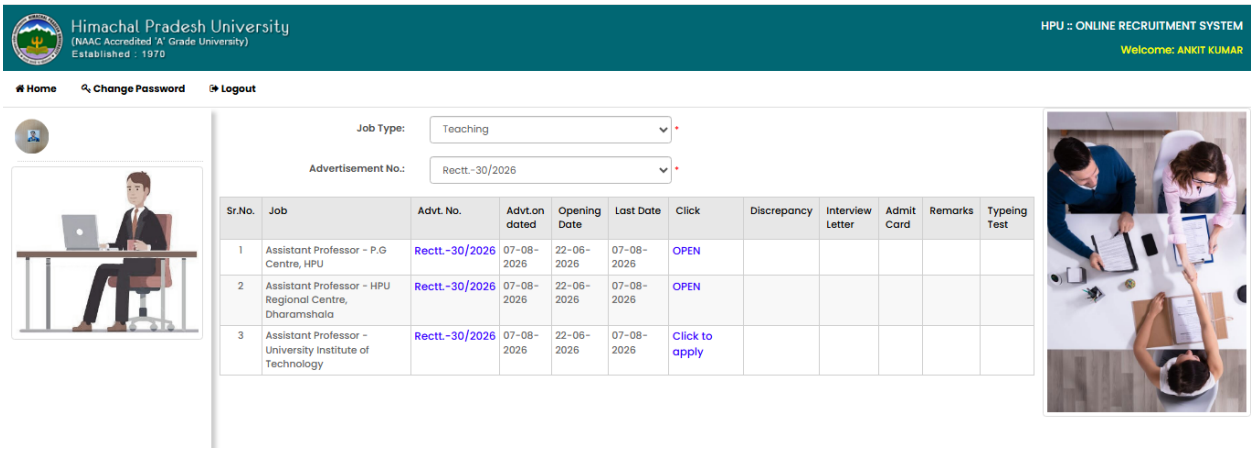
Step 4: Open Application Form

The system redirects to the application form corresponding to the selected recruitment notification.

Step 5: Complete Application

Fill all required sections:

1. Personal Information
2. Photo & Signature Upload
3. Educational Qualifications
4. Research Degrees
5. JRF/NET/SLET/SET/GATE
6. Professional Training
7. Research Publications
8. Teaching Experience
9. Administrative Experience
10. Research Experience
11. Awards
12. Orientation Programme/FDP
13. Research Guidance
14. Membership Details
15. Seminars/Conference Details
16. Referee Information
17. Any Other Information
18. Application Summary
19. Declaration
20. Payment




## - Personal Information

**Steps for Registration → 1. Personal Information**

- Advertisement and Post Details

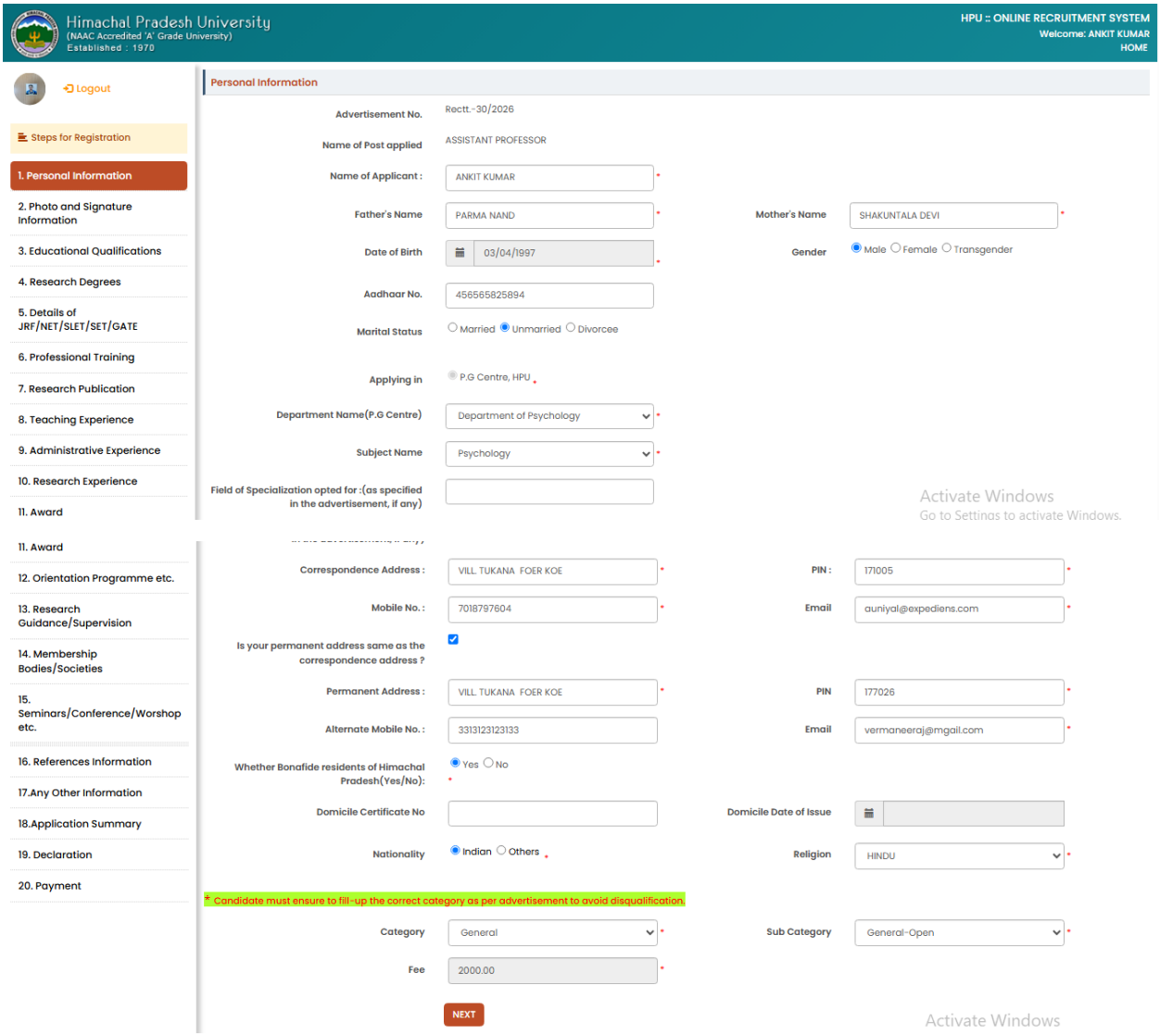
The page displays:

| Field | Description |
|---|---|
| **Advertisement No.** | Displays the advertisement/reference number against which the candidate is applying. |
| **Name of Post applied** | Displays the post selected by the candidate. |

These details help the candidate verify that the application is being submitted against the correct advertisement and post.

| Field | Description |
|---|---|
| Name of Applicant* | Enter the candidate's full name. |
| Father's Name* | Enter the father's name. |
| Mother's Name* | Enter the mother's name. |
| Date of Birth* | Enter/select the date of birth using the date picker. |
| Gender | Select Male, Female, or Transgender. |
| Aadhaar No. | Enter the Aadhaar number, where applicable. |
| Marital Status | Select Married, Unmarried, or Divorcee. |

Fields marked with (*) are mandatory.




- Photo and Signature Information

The candidate needs to upload a passport-size photograph.

Procedure

1. Click **Choose File** under the photograph section.
2. Select the photograph from the computer.
3. Verify that the selected photograph is displayed.
4. Ensure that the photograph meets the specified size and format requirements.

Photograph Requirements

As displayed on the screen:

- File size should **not be less than 100 KB**.
- File size should **not be more than 200 KB**.
    - Supported formats include: .jpg, .jpeg, .pjpeg ,.bmp , .gif , .png
- Photograph should be a **close-up**.
- Photograph should **not be side-facing**.
- Photograph should **not be with sunglasses/cap**.

The candidate should follow the instructions displayed on the application page.

Signature:-

The candidate must upload a scanned signature.

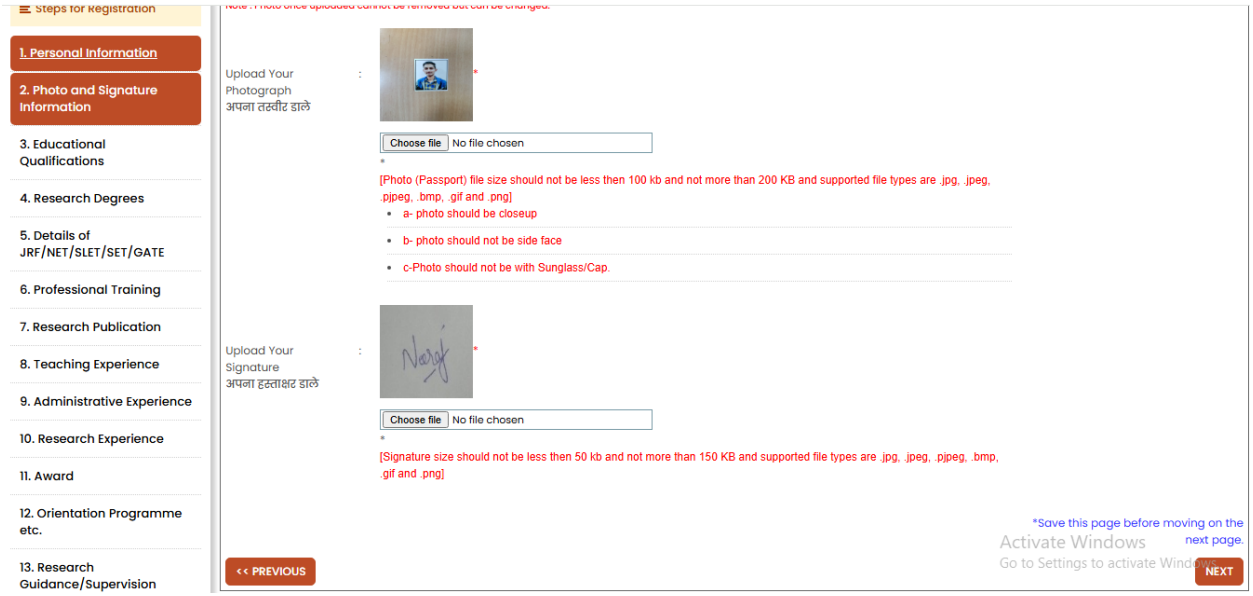
Procedure

1. Click **Choose File** under the signature section.
2. Select the signature image.
3. Verify that the correct signature is selected.
4. Ensure that the file satisfies the specified requirements.

Signature Requirements

As displayed on the screen:

- File size should **not be less than 50 KB**.
- File size should **not be more than 150 KB**.
    - Supported formats include: .jpg ,.jpeg ,.pjpeg ,.bmp ,.gif ,.png



## - Educational Qualification Fields

Step 1: Enter Board / University

Enter the name of the Board or University from which the qualification was obtained.

**Examples:** CBSE, ICSE, Himachal Pradesh Board of School Education, Himachal Pradesh University, Punjab University, AKTU

Step 2: Enter Main Subject

Provide the primary subject or stream studied.

**Examples:** Science, Commerce, Arts, Computer Science, Information Technology, Mathematics

Step 3: Enter Year of Passing

Enter the year of successful completion of the examination.

**Examples:** 2018, 2020, 2024

Step 4: Enter Marks/CGPA Obtained

Enter the marks or CGPA secured in the examination.

**Examples:** 82.00, 8.5 CGPA, 72.50

Step 5: Enter Maximum Marks

Enter the total maximum marks against which marks were awarded.

**Examples:** 100, 500, 1000

Step 6: Enter Percentage of Marks

Enter the percentage calculated according to the Board/University rules.

**Example:** 82%, 75.4%, 68%

Step 7: Enter Roll Number

Provide the examination roll number exactly as mentioned on the marksheet.

Step 8: Enter Class/Division/Grade

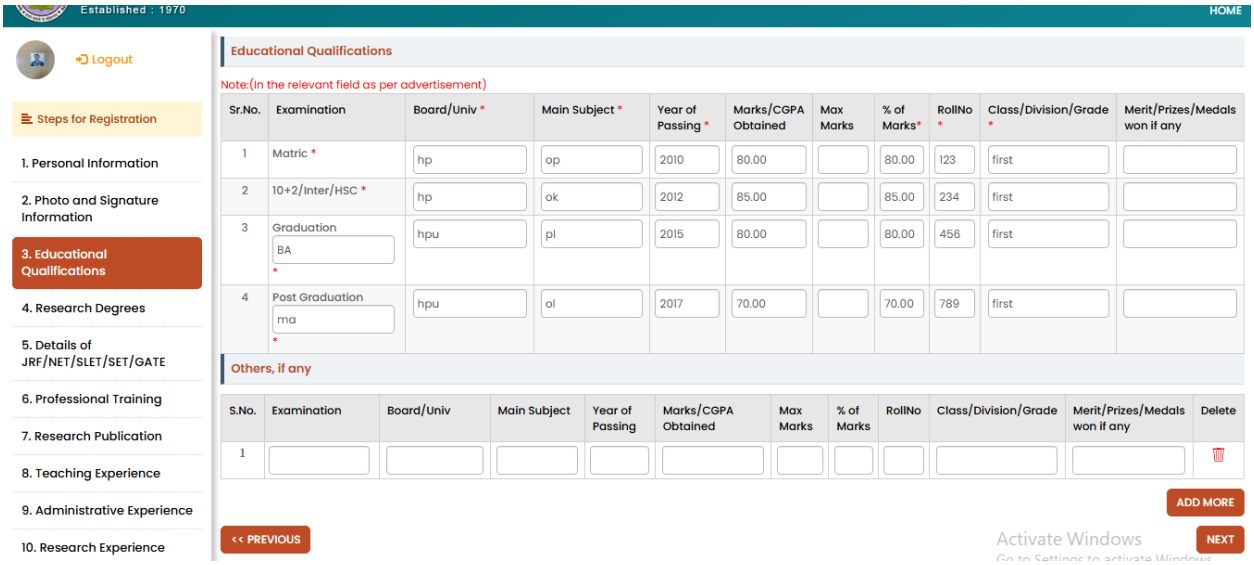
Enter the final result classification.

**Examples:** First Division, Second Division, Distinction, Grade A, Grade O

Step 9: Enter Merit/Prizes/Medals

If applicable, enter details of awards or distinctions.

**Examples:** University Gold Medal, Merit Scholarship Holder, State Merit Certificate, Department Topper




## - Research Degrees

Step 1: Enter Dissertation / Thesis Title

1. In the **Title of Dissertation / Thesis** field, enter the complete title of the research work.
2. Use the exact title as mentioned in the university records.

Step 2: Enter Subject

1. Enter the subject or discipline related to the degree.
2. Examples:
    - Computer Science
    - Information Technology
    - Physics
    - Chemistry
    - Mathematics

Step 3: Enter Marks / Grade

1. Enter the percentage of marks obtained or grade awarded.
2. Ensure that the information matches official university records.

Step 4: Select Registration Date

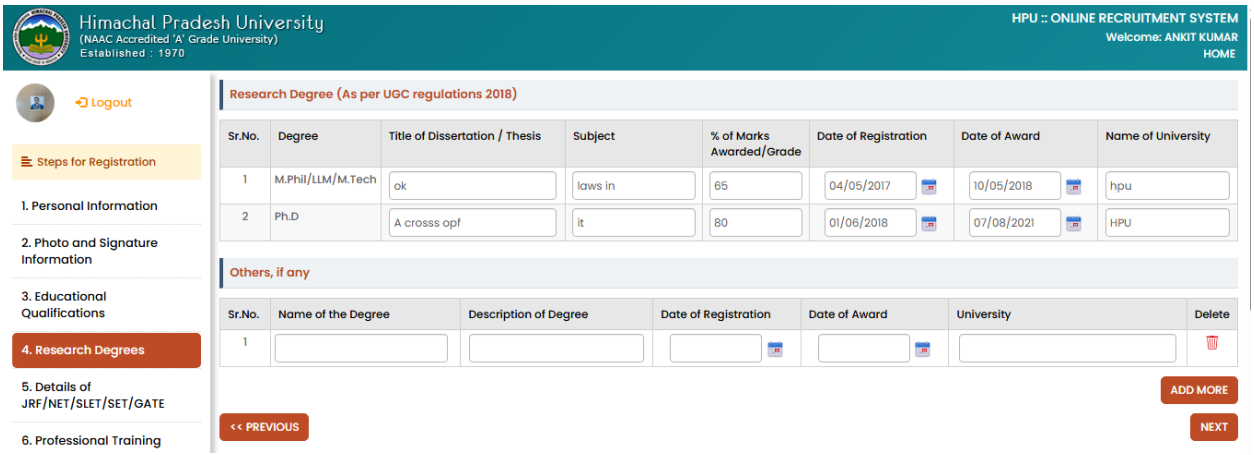
1. Click the calendar icon beside **Date of Registration**.
2. Select the date when registration for the degree programme commenced.

Step 5: Select Award Date

1. Click the calendar icon beside **Date of Award**.
2. Select the date when the degree was officially awarded.

Step 6: Enter University Name

1. Enter the name of the University that awarded the degree.
2. Use the official university name exactly as printed on the degree certificate.




## - Details of JRF/NET/SLET/SET/GATE (As per UGC regulations 2018)

Step 1: Select Examination Type

1. Click the **Details of JRF/NET/SLET/SET/GATE** dropdown.
2. Select the appropriate qualification.
    - Examples: NET with JRF, NET, SET, SLET

Step 2: Select State

1. Choose the applicable state from the **State** dropdown list.

2. This field is particularly relevant for SET/SLET qualifications conducted by state agencies.

Step 3: Enter Qualifying Year

1. Enter the year in which the examination was successfully qualified.

Example: 2019, 2020, 2024

Step 4: Enter Subject

1. In the **Subject** field, enter the subject or discipline of qualification.

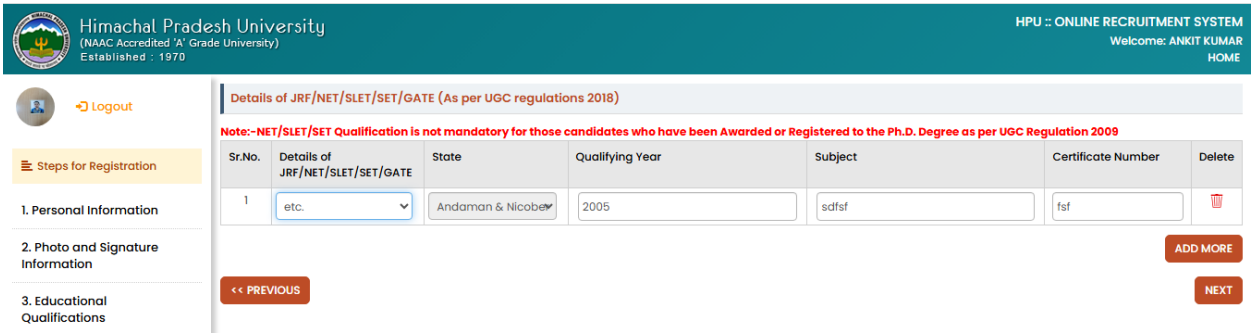
Examples: Computer Science, Information Technology, Physics, Chemistry, Commerce, English

Step 5: Enter Certificate Number

1. Enter the certificate number exactly as mentioned on the official certificate.
2. Verify the details carefully before submission.

Step 6: Add Additional Qualifications

1. Click **ADD MORE**.
2. A new row will be created.
3. Enter additional qualification details if applicable.




## - Professional Training Fields

Step 1: Enter Facilitator Organization

1. In the **Facilitator Organizations** field, enter the name of the institution or organization that conducted the training.
2. Examples:
    - National Institute of Technology
    - IIT Delhi

- UGC Human Resource Development Centre
- Microsoft
- NPTEL
- AICTE

Step 2: Select Training Duration

1. Click the calendar icon beside the **From** field.
2. Select the training start date.
3. Click the calendar icon beside the **To** field.
4. Select the training completion date.

Step 3: Enter Type of Training

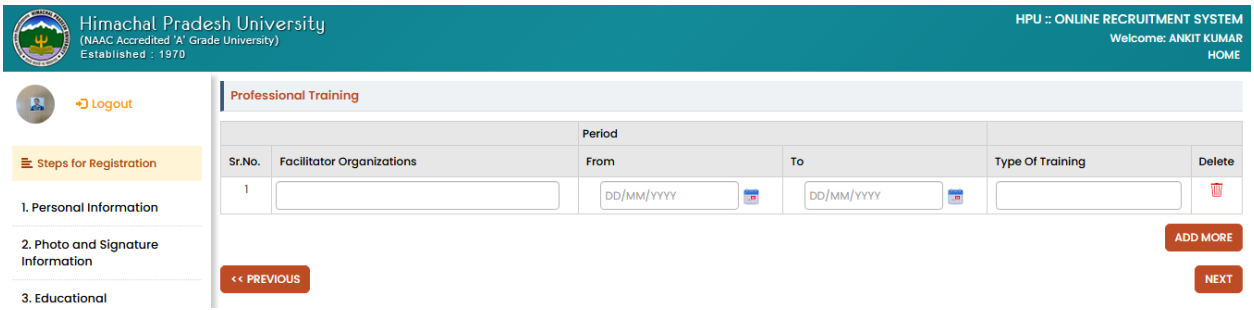
1. In the **Type of Training** field, specify the training category.
2. Examples:
   - Faculty Development Programme
   - Industrial Training
   - Research Training
   - Skill Development Programme
   - Technical Training
   - Certification Course
   - Leadership Training
   - Teaching Methodology Training

Step 4: Add Additional Records

1. Click **ADD MORE**.
2. A new row will be added.
3. Enter details for additional training programmes attended.

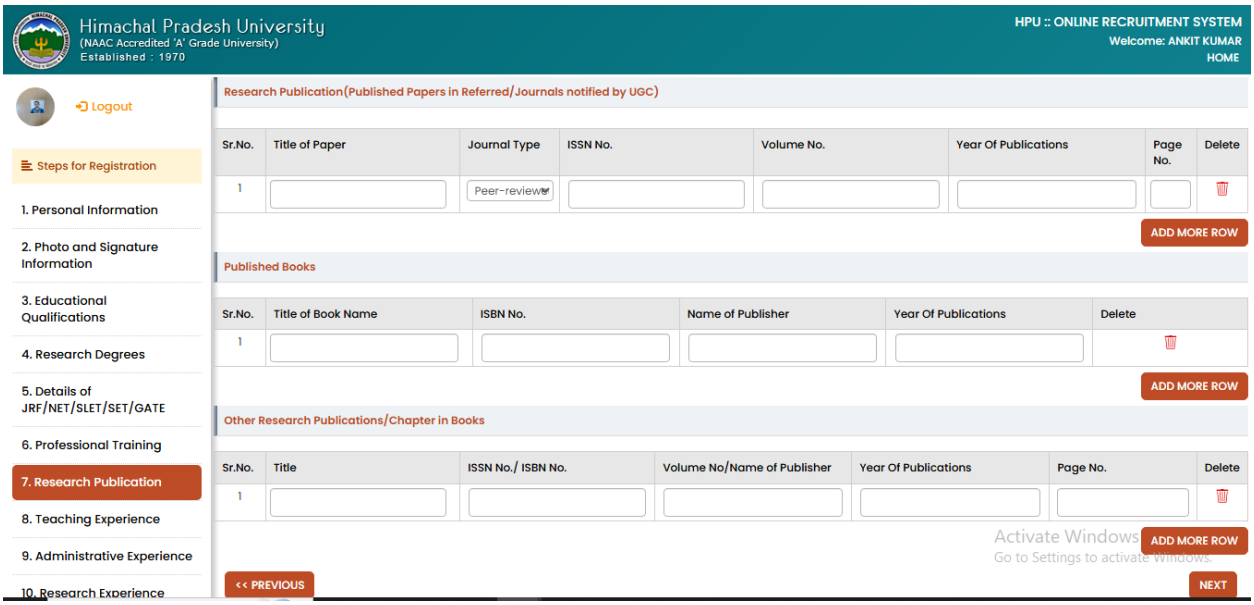
Step 5: Remove Incorrect Entries

1. Click the **Delete** icon corresponding to the record.
2. The selected training entry will be removed from the table.



- ## Research Publication

1. Enter the Title of Paper.
2. Select the Journal Type (e.g., Peer-reviewed).
3. Enter the ISSN Number.
4. Enter the Volume Number.
5. Enter the Year of Publication.
6. Enter the relevant Page Number(s).
7. Click ADD MORE ROW to enter additional journal publications.




- ## Teaching/Post-Doctoral Experience Details

Step 1: Enter Employer/Institution Name

1. Enter the official name of the institution or employer.
2. Example:
    - Himachal Pradesh University
    - Government College Shimla
    - IIT Delhi

Step 2: Enter Institution Address

1. Provide the address or location of the employer/institution.

Step 3: Select Teaching Experience Category

1. Choose the appropriate category from the **Teaching Experience** dropdown.
2. Examples may include:

- UG (Undergraduate)
- PG (Postgraduate)
- Research/Post Doctoral
- Other available categories

Step 4: Select Nature of Appointment

1. Select the type of appointment.
2. Examples:
    - Regular
    - Contract
    - Guest Faculty
    - Temporary
    - Adhoc

Step 5: Select Employment Duration

1. Click the calendar icon beside **Date of Joining** and select the joining date.
2. Click the calendar icon beside **Date of Leaving** and select the relieving/end date.

Step 6: Enter Designation

1. Enter the position held.
2. Examples:
    - Assistant Professor
    - Associate Professor
    - Professor
    - Lecturer
    - Post Doctoral Fellow

Step 7: Enter Salary Information

1. Enter **Basic Pay (p.m.)**.
2. Enter **Grade Pay/Level**.
3. Enter the applicable **Pay-scale**.

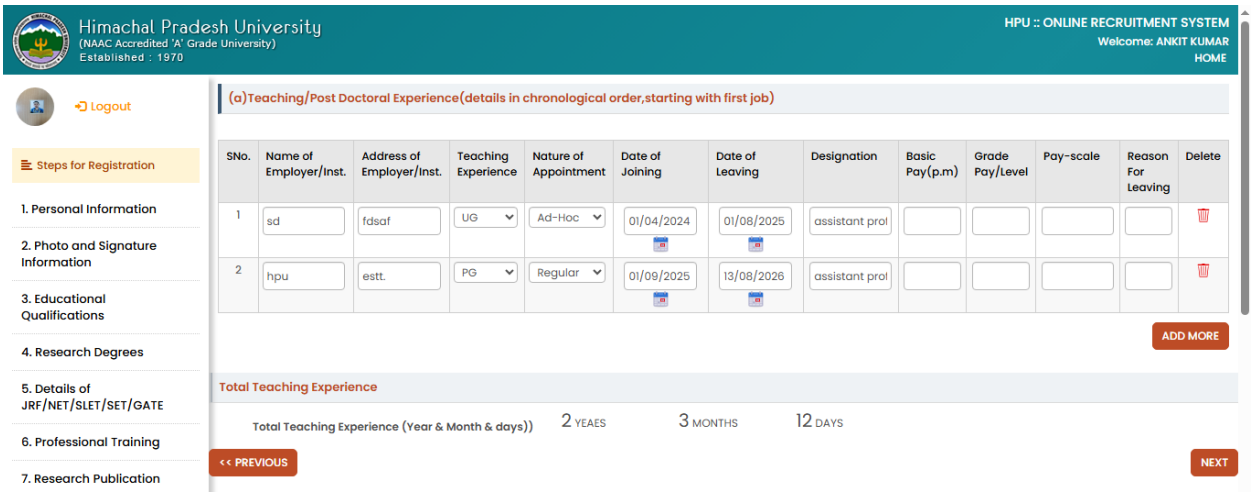
Step 8: Enter Reason for Leaving

1. Mention the reason for leaving the institution.
2. Examples:
    - Joined another institution
    - Contract completed
    - Promotion

- Resignation

Step 9: Add Additional Experience

1. Click **ADD MORE** to enter another teaching experience record.
2. Repeat the process for each appointment held.




## - Administrative Experience

**Step 1**: Enter Institution Name

1. In the Name of the Institution field, enter the full name of the organization or institution.

2. Use the official institution name.

**Step 2**: Enter Post Held

1. In the Post Held field, enter the administrative designation held.

2. Examples: Dean, Head of Department, Registrar, Principal, Coordinator, Director

**Step 3**: Enter Pay Scale

1. Enter the applicable pay scale for the position.

**Step 4:** Select Duration

1. Click the calendar icon beside the From field.

2. Select the start date of service.

3. Click the calendar icon beside the To field.

4. Select the end date of service.

**Step 5**: Enter Basic Pay

1. Enter the basic salary/pay received for the position.

Step 6: Select Nature of Appointment

1. Choose the appropriate appointment type from the dropdown list.

2. Examples: Regular, Contract, Temporary, Adhoc, Deputation

Step 7: Enter Reason for Leaving

1. If applicable, provide the reason for leaving the position.

2. Examples: Completion of Contract, Promotion, Resignation, Retirement, Transfer

Step 8: Add Additional Experience

1. Click ADD MORE.

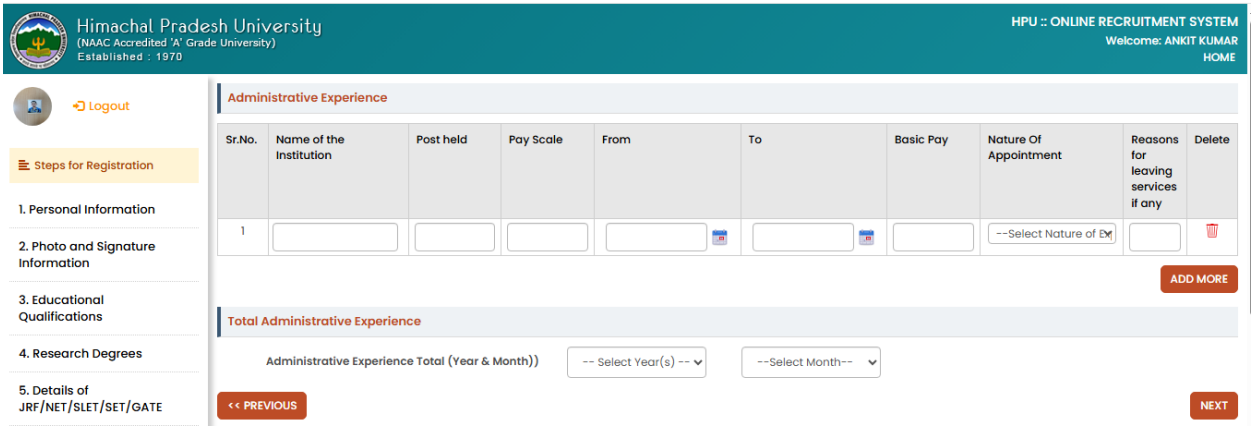
2. Enter details for each additional administrative position separately.

Administrative Experience Total (Year & Month)

Applicants must select:

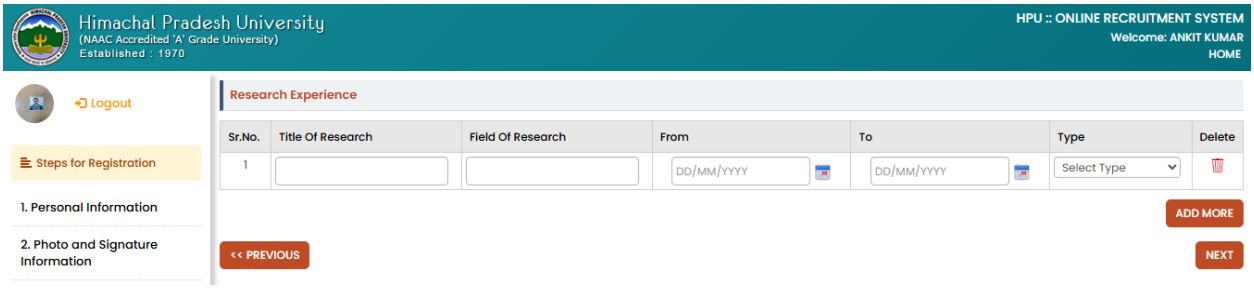
• Total number of Years

• Total number of Months




- ## Research Experience

8. Navigate to Research Experience from the left-side menu.
9. Enter the Title of Research.
10. Enter the Field of Research.
11. Click the calendar icon next to From and select the start date.
12. Click the calendar icon next to To and select the end date.
13. Select the appropriate Type from the dropdown list.
14. To add another research experience record, click ADD MORE.
15. Repeat the above steps for each additional research experience entry.




- ## Award

Step 1: Select Awarding Agency

1. Click the Awarding Agency dropdown.
2. Select the appropriate awarding authority/category from the available options.

Step 2: Enter Award Name

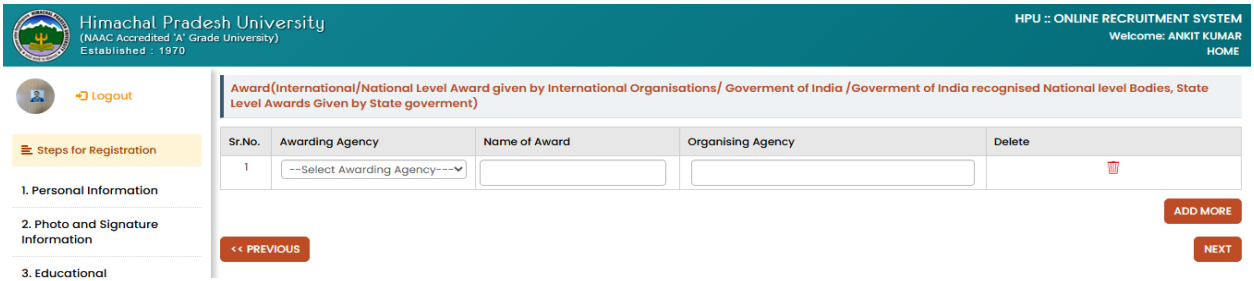
1. In the Name of Award field, type the name of the award received.
2. Ensure the award name matches the supporting documents/certificates.

Step 3: Enter Organising Agency

1. In the Organising Agency field, enter the name of the awarding organization, institution, government body, or agency.

Step 4: Add Additional Awards

1. Click ADD MORE to create a new row.
2. Enter details for each additional award received.




- ## Orientation Programme

Step 1: Enter Programme Name

1. In the Name field, enter the title of the programme attended.
2. Examples:
    - Orientation Programme

- Refresher Course in Physics
- Research Methodology Workshop
- Faculty Development Programme (FDP)

Step 2: Enter Organising Agency

1. In the Organising Agency field, enter the name of the university, institution, college, or organization that conducted the programme.

Step 3: Select Duration

1. Click the calendar icon beside the From field.
2. Select the start date.
3. Click the calendar icon beside the To field.
4. Select the end date.

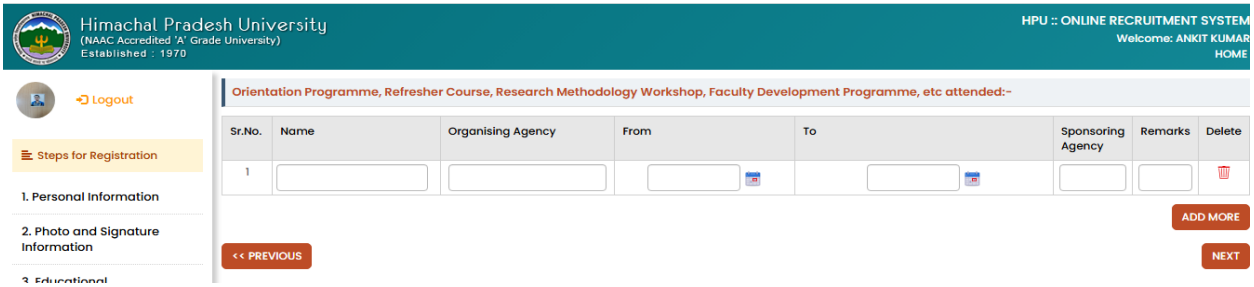
Step 4: Enter Sponsoring Agency

1. In the Sponsoring Agency field, enter the name of the organization that sponsored the programme, if applicable.
2. Step 5: Add Remarks

1. Enter any relevant information in the Remarks field.
    - Examples: Successfully Completed, Grade A, Online Mode, Certificate Awarded

Step 6: Add Additional Records

1. Click ADD MORE to insert another row.
2. Repeat the process for each programme attended.




## - Research Guidance/Supervision (Completed)

Step 1: Select Degree Name

1. Click the Degree Name dropdown.

2. Select the appropriate degree level.
    - Example: Ph.D.

Step 2: Select Supervision Type

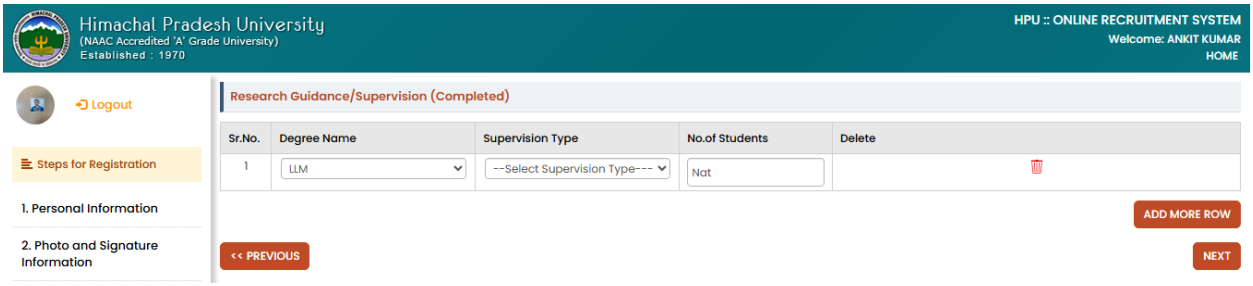
1. Click the Supervision Type dropdown.
2. Choose the applicable supervision role.
    - Supervisor
    - Co-Supervisor
    - Other available options

Step 3: Enter Number of Students

1. In the No. of Students field, enter the total number of students who have successfully completed the selected degree under your supervision.

Step 4: Add Additional Records

1. If supervision details exist for multiple degree levels or supervision types, click ADD MORE ROW.
2. Enter the additional information in the new row.

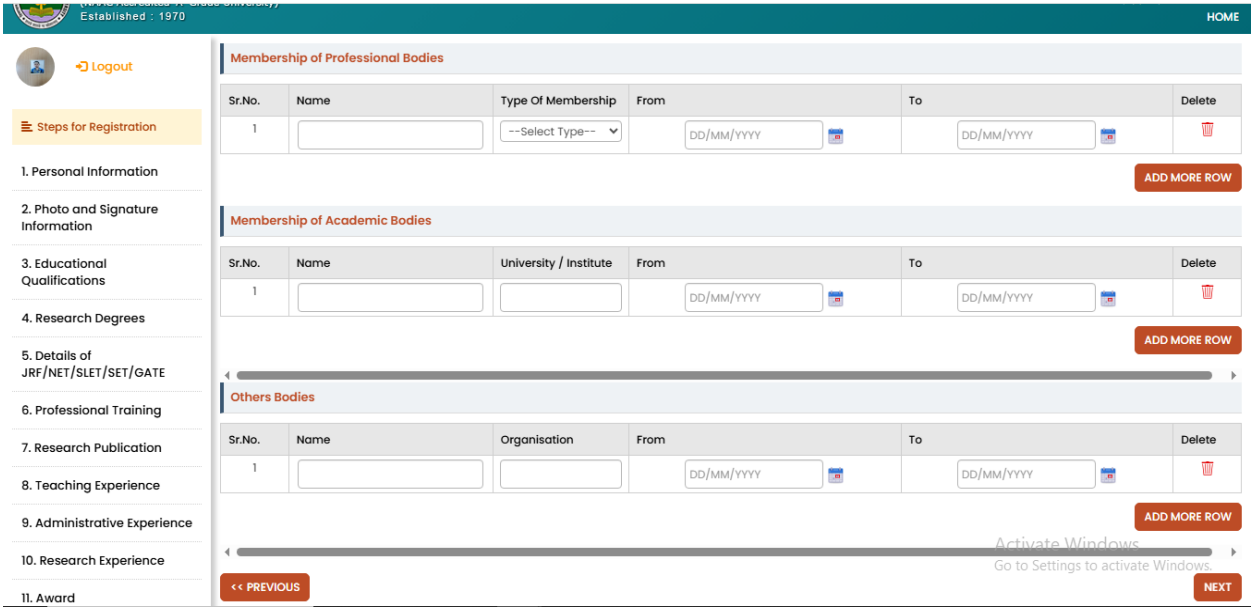



- Membership of Professional Bodies
    1. Enter the Name of the professional body.
    2. Select the Type of Membership from the dropdown menu.
    3. Choose the From date using the calendar icon.
    4. Choose the To date using the calendar icon.
    5. Click ADD MORE ROW to add another membership record if required.

- Membership of Academic Bodies
    1. Enter the Name of the academic body.
    2. Enter the University / Institute associated with the body.
    3. Select the From date.
    4. Select the To date.
    5. Use ADD MORE ROW for additional entries.

- Other Bodies

1. Enter the Name of the body.
2. Enter the Organisation name.
3. Select the From date.
4. Select the To date.
5. Click ADD MORE ROW if multiple memberships need to be entered.




- Seminars/Conference/Workshop/Symposiums

Step 1: Select Activity Category

Click the Select dropdown.

Choose the appropriate category as available in the list. (Organised or participated)

Step 2: Select Type

Click the Type dropdown.

Choose the applicable type of participation or activity.

Step 3: Enter National-Level Details

In the National field, enter the count or relevant information corresponding to national-level events.

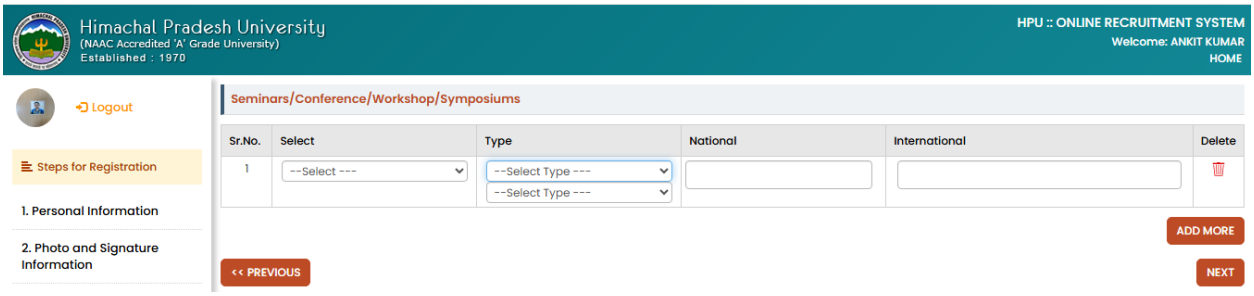
Step 4: Enter International-Level Details

In the International field, enter the count or relevant information corresponding to international-level events.

Step 5: Add Additional Records

Click ADD MORE.

Enter additional seminar, conference, workshop, or symposium information as required.




- References information

Step 1: Enter Referee Name

In the Name field, enter the full name of the referee.

Preferably provide referees who are familiar with your academic, research, or professional work.

Step 2: Enter Address

In the Address field, enter the complete correspondence address of the referee.

Include organization/institution details where applicable.

Step 3: Enter Phone Number

In the Phone Number field, enter the referee's contact number.

Ensure the number is active and correctly entered.

Step 4: Enter Email Address

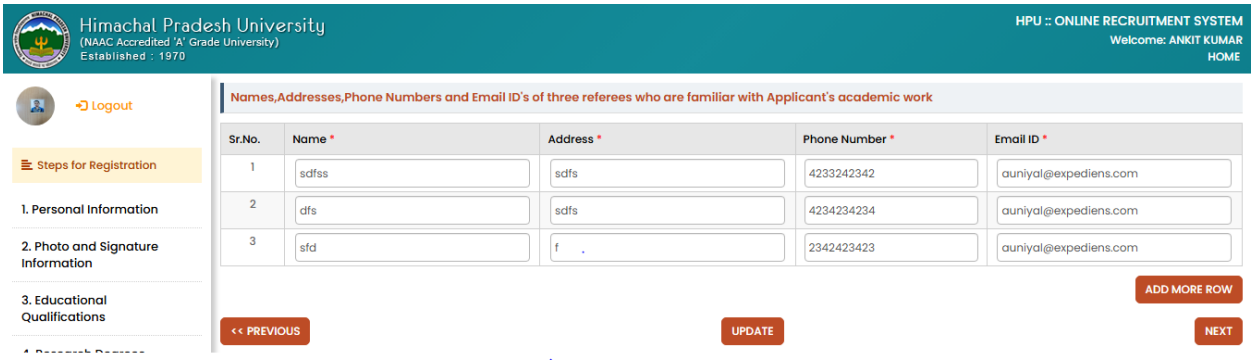
In the Email ID field, enter the referee's valid email address.

Verify spelling and domain details before saving.

Step 5: Add Additional Referees

Click ADD MORE ROW to create additional referee entries if required.

The application generally requires details of three referees.




- Any other Information

Step 1: Enter Information Title

In the Information field, enter a brief title or heading.

Examples: Special Achievement, Additional Qualification, Administrative Responsibility, Research Contribution, Academic Recognition

Step 2: Enter Description

In the Description field, provide complete details related to the information entered.

Include relevant dates, achievements, responsibilities, recognitions, or any other details that may strengthen the application.

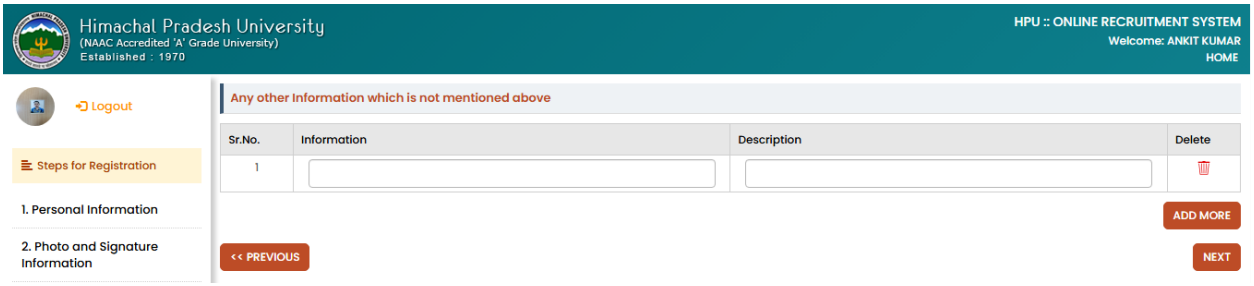
Step 3: Add Additional Records

Click ADD MORE to create another row.

Enter additional information in separate rows as required.

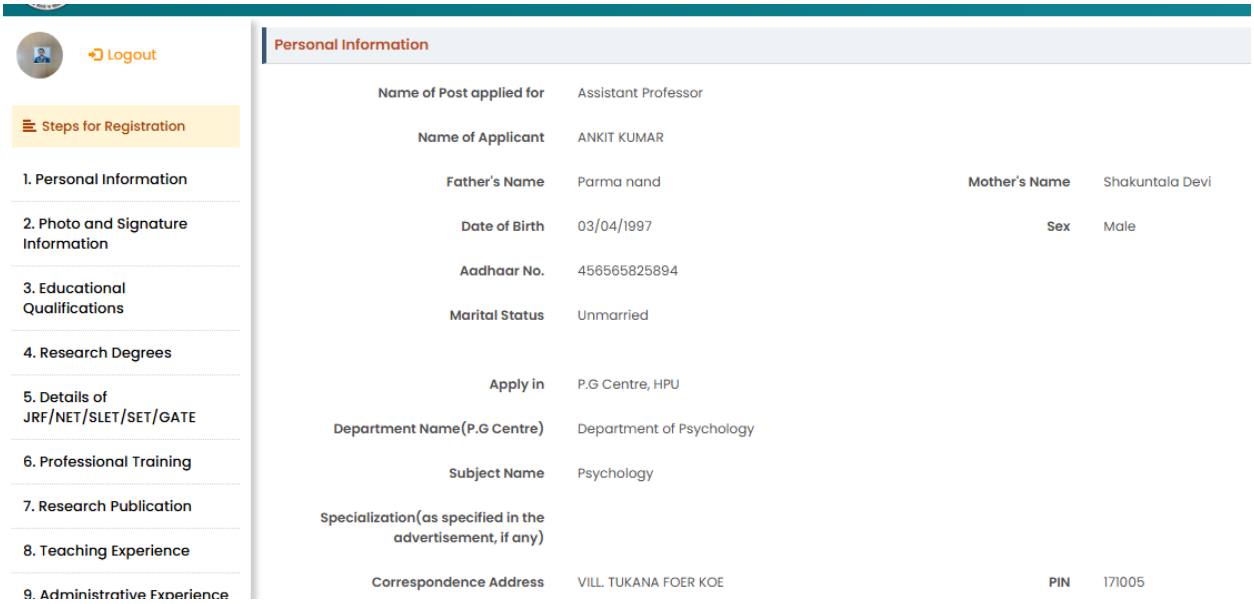
Step 4: Remove Unwanted Entries

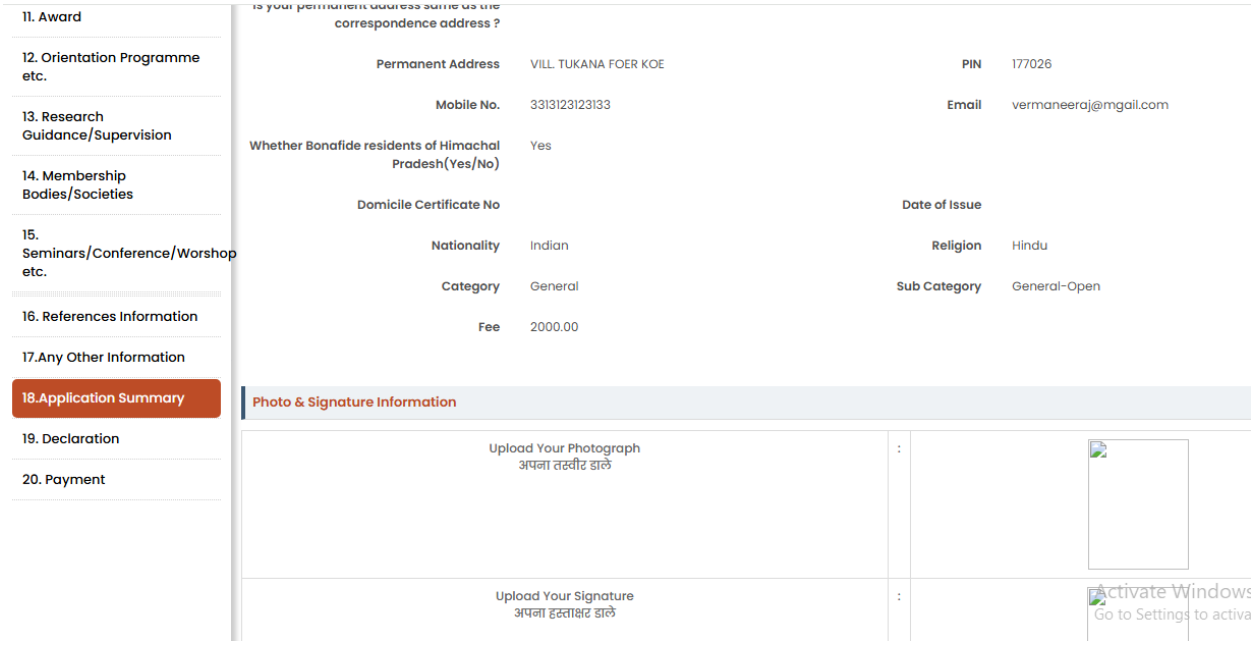
Click the Delete icon to remove any incorrect or unnecessary record.




- Application Summary

The Application Summary page provides a consolidated view of all information entered by the applicant throughout the recruitment application process. This page enables applicants to review and verify their details before final submission.



## Educational Qualifications

| Sr.No. | Examination | Univ/Board | Main Subject | Year of Passing | Marks/CGPA Obtained | Max Marks | % of Marks | RollNo | Class/Division/Grade | Merit/Prizes/Medals won if any |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Matric | hp | op | 2010 | 80.00 | | 80.00 | 123 | first | |
| 2 | 10+2/Inter/HSC | hp | ok | 2012 | 85.00 | | 85.00 | 234 | first | |
| 3 | Graduation BA | hpu | pl | 2015 | 80.00 | | 80.00 | 456 | first | |
| 4 | Post Graduation ma | hpu | ol | 2017 | 70.00 | | 70.00 | 789 | first | |

## Others, if any

| S.No. | Exam Passed | Univ/Board | Main Subject | Year of Passing | Marks/CGPA Obtained | Max Marks | % of Marks | RollNo | Class/Division/Grade | Merit/Prizes/Medals won if any |
|---|---|---|---|---|---|---|---|---|---|---|

## Research Degree/s

| Sr.No. | Degree | Title of Dissertation / Thesis | Subject | % of Marks/Awarded/CGPA/Grade | Date of Registration | Date of Award | University |
|---|---|---|---|---|---|---|---|
| 1 | M.Phil/LLM/M.Tech | ok | laws in | 65 | 04/05/2017 | 10/05/2018 | hpu |
| 2 | Ph.D | A crosss opf | it | 80 | 01/06/2018 | 07/08/2021 | HPU |

Activate Windows

## Others, if any

| Sr.No. | Name of the Degree | Title | Name of Supervisor | Date of Registration | Date of Award | University |
|---|---|---|---|---|---|---|

## Details of JRF/NET/SLET/SET/GATE

| Sr.No. | Details of JRF/NET/SLET/SET/GATE | State | Qualifying Year | Subject | Certificate Number |
|---|---|---|---|---|---|
| 1 | ETC | Andaman & Nicober | 2005 | sdfsf | fsf |

## Professional Training

| Sr.No. | Organisation | From | To | Details Of Training |
|---|---|---|---|---|

## Research Publication(Published Papers in Referred/Journals notified by UGC)

| Sr.No. | Title of Paper | Journal | ISSN No. | Volume No. | Year Of Publications |
|---|---|---|---|---|---|

## Published Books

| Sr.No. | Title of Book Name | ISBN No. | Name of Publisher | Year Of Publications | Page No. |
|---|---|---|---|---|---|

## others

| Sr.No. | Title of Others | ISSN/ISBN No. | Volume No/Name of Publisher | Year Of Publications | Page No. |
|---|---|---|---|---|---|

## Teaching/Post Doctoral Experience(details in chronological order,starting with first job)

| Sr.No. | Name Employer/Inst. | Address of Employer/Inst. | Teaching Experience | Nature of Appointment | Date of Joining | Date of Leaving | Designation | Basic Pay(p.m) | Grade Pay | Pay-scale | Reason For Leaving |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | sd | fdsaf | UG | Ad-Hoc | 01/04/2024 | 01/08/2025 | assistant professor | | | | |
| 2 | hpu | estt. | PG | Regular | 01/09/2025 | 13/08/2026 | assistant professor | | | | |

## Total Teaching Experience

Total Teaching Experience (Year & Month)) 2 Years 3 Months

## Administrative Experience

Administrative Experience Total (Year & Month)) Year(s) Month(s)

| Sr.No. | Name of the Institution | Post held | Pay Scale | From | To | Present Basic Pay | Nature of Appointment | Reasons for leaving services if any |
|---|---|---|---|---|---|---|---|---|

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## Research Experience

| Sr.No. | Title Of Research | Field Of Research | From | To | Type |
|---|---|---|---|---|---|

## Award(International/National Level Award given by International Organisations/ Goverment of India /Goverment of India recognised National level Bodies, State Level Awards Given by State goverment)

| Sr.No. | Awarding Agency | Name of Award | Organisations Agency |
|---|---|---|---|

## Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, etc attended:-

| Sr.No. | Name | Organising Agency | From | To | Sponsoring Agency | Remarks |
|---|---|---|---|---|---|---|

## Research Guidance/Supervision

| Sr.No. | Degree Name | Supervision Type | No.of Students |
|---|---|---|---|

## Membership of Professional Bodies

| Sr.No. | Name | Type Of Membership | From | To |
|---|---|---|---|---|

## Membership of Academic Bodies

| Sr.No. | Name | University / Institute | From | To |
|---|---|---|---|---|

## Others Bodies

| Sr.No. | Name | Organisation | From | To |
|---|---|---|---|---|

## Seminars/Conference/Workshop/Symposiums/Training Programmes, etc

| Sr.No. | Select | Type | National | International |
|---|---|---|---|---|

## Names,Addresses,Phone Numbers and Email ID's of three referees who are familiar with Applicant's academic work

| Sr.No. | Name | Address | Phone Number | Email ID |
|---|---|---|---|---|
| 1 | sdfss | sdfs | 4233242342 | auniyal@expediens.com |
| 2 | dfs | sdfs | 4234234234 | auniyal@expediens.com |
| 3 | sfd | f | 2342423423 | auniyal@expediens.com |


## Seminars/Conference/Workshop/Symposiums/Training Programmes, etc

| Sr.No. | Select | Type | National | International |
|---|---|---|---|---|

## Names,Addresses,Phone Numbers and Email ID's of three referees who are familiar with Applicant's academic work

| Sr.No. | Name | Address | Phone Number | Email ID |
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| 2 | dfs | sdfs | 4234234234 | auniyal@expediens.com |
| 3 | sfd | f | 2342423423 | auniyal@expediens.com |


## Any other Information which is not mentioned above

| Sr.No. | Information | Description |
|---|---|---|


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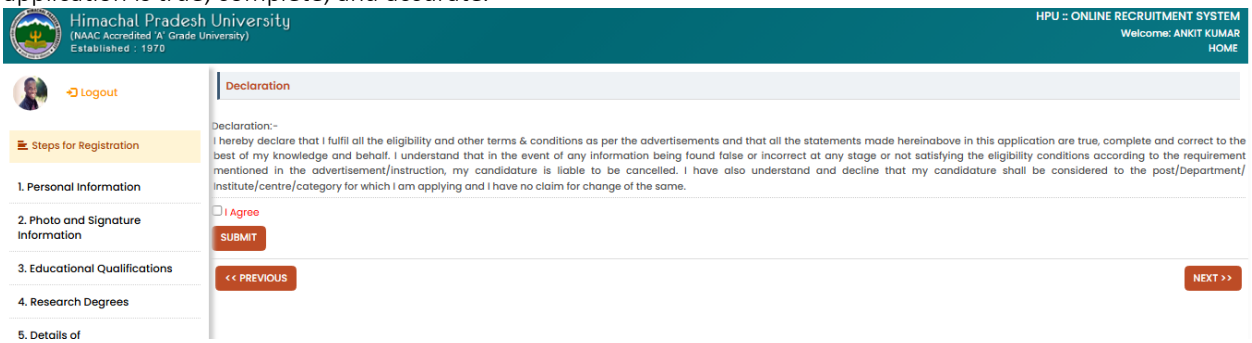
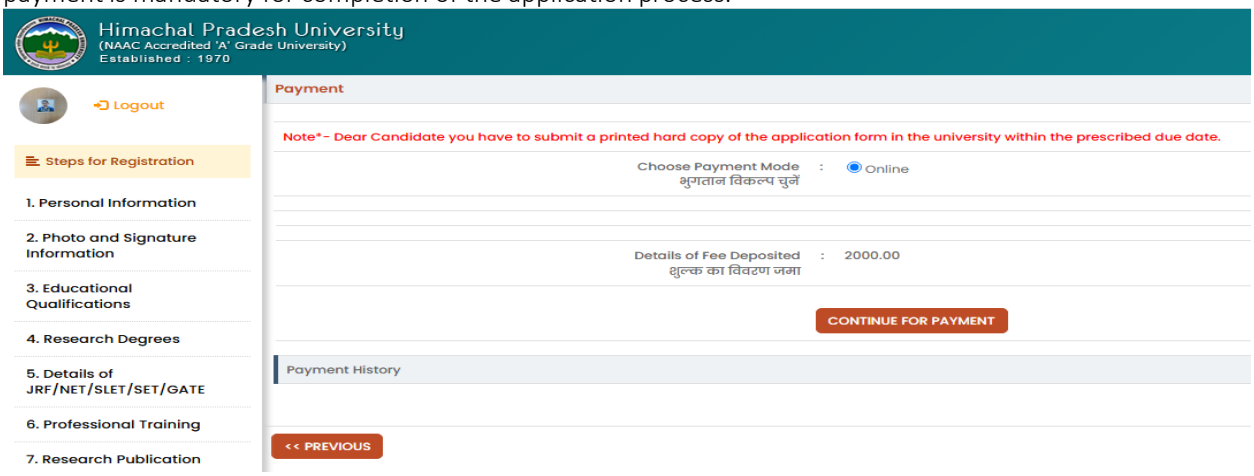
- ## Declaration

The Declaration page is the final step of the HPU Online Recruitment Application process. On this page, applicants are required to read and accept the declaration confirming that all information provided in the application is true, complete, and accurate.




- ## Payment

The Payment page is used to pay the prescribed application fee for the recruitment application. Successful payment is mandatory for completion of the application process.