

## HOW TO APPLY ONLINE

### INSTRUCTIONS FOR CANDIDATES

#### PART -1:

- **STEP-1:** All Applicants must register themselves in the website [www.hooghly.gov.in](http://www.hooghly.gov.in) by clicking the link **Hooghly Online Recruitment** to apply for any available post from the link "**Part-1 Registration**"
- **STEP-2:** After successful Part-1 registration, an **Acknowledgement Slip of Registration** mentioning 10-digit registration-ID, name, date of birth and post applied for, will be generated.
- **STEP-3:** Candidates shall have to keep this acknowledgement slip for future reference and for completing Part 2 Registration.

#### PART-2:

- **STEP-1:** Candidates Registered for Part-1 Registration process will use their registration ID and Date of Birth to login from the link "**Part-2 Registration**".
- **STEP-2:** They will have to fill up the **Essential Qualification first**, by clicking the **Add (Essential) Qualifications**. Also fill up the Working Experience (if applicable) by clicking on the button "**Add Work Experience**".
- **STEP-3:** They will must Upload their Photograph (maximum size:"30kb", Dimension should be 100(width) X 120(height)) and Signature (maximum size:"20kb", Dimension should be 140(width) X 60(height)) in **jpg** format.
- **STEP-4:** On **final submission** an **Acknowledgement Slip for Form Submission** will be generated and take a print out for future use.

#### Note:

1. The acknowledgement slip generated after **Part – 2 Registration** is not the **ADMIT CARD** for the candidates.
2. Request for change/correction in any particulars in the Online Application Form shall not be entertained under any circumstances.
3. **INDIVIDUAL ADMIT CARD** for the candidates will be issued at a later date as per notification in the website only. ADMIT CARD for the candidates has to be downloaded from the website only.
4. The candidates are supposed to bring their printed ADMIT CARD along with a photo identity proof in the examination hall. **No candidate without the ADMIT CARD and photo-bearing document will be allowed to sit for the examination.**
5. **Multiple applications, submission of insufficient information** will be liable to be rejected.
6. **For complete online application, candidates have to fill up both the Part-1 Registration and Part-2 Registration. Only part-I Registration will not be consider for complete application.**
7. For any type of help mail to: [support\\_hqlyrecruitment@hooghlyonline.in](mailto:support_hqlyrecruitment@hooghlyonline.in)



District Magistrate, Hooghly

Part -1 Registration

Applicant's registration start in the website [www.hooghly.gov.in](http://www.hooghly.gov.in) and applicant start their registration on "PART-1 registration" link.

Acknowledgement Slip of Registration mentioning name, registration ID, date of birth and post applied for will be generated.

Candidates shall have to keep this acknowledgement slip for future reference and for completing Part 2 Registration

Part -2 Registration

Part-2 fills up start, using Registration id, date of birth for login purpose & after login candidate upload his/her picture & signature and other require details.

After all submission completed according to mention order in part -2 candidates again get Acknowledgement Slip for Form Submission where all essential details are mentioned.

Candidates shall have to keep this acknowledgement slip for future reference.