## HOW TO APPLY ONLINE

## INSTRUCTIONS FOR CANDIDATES

PART -1:

- STEP-I: All Applicants must register themselves through the link provided in the website <u>https://hoogly.nic.in</u> to apply for the mentioned post from the link "Part-I Registration"
- STEP-2: After successful Part-I 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-I: Candidates Registered for Part-I 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 have to Upload their
  - Photograph (maximum size:"30kb", Dimension should be IOO(width) X 120(height))
  - Signature (maximum size:"20kb", Dimension should be 140(width) X 60(height)) in jpg format.
  - Domicile Certificate scan copy (maximum size:"200kb") 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-I Registration and Part-2 Registration. Only Part-I Registration will not be considered for complete application.

For any type of help mailto: hooghlysw2020@gmail.com

