



INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

This application is best viewed with Internet Explorer 7 or above

1. Candidates are required to visit the official website of HP Forest Department at <http://www.hpforest.nic.in>. After this click on the “**RECRUITMENT**” option at left menu of the website and follow the instructions as given in the page.
2. Candidate can directly go to the url: <http://www.forp.hp.gov.in> to access the home page of the “FOREST ONLINE RECRUITMENT PORTAL”.
3. Before filling up the form candidates are advised to read carefully the Notification/Advertisement for the post(s)/Exam(s) and also ensure that he/she is eligible in terms of the conditions/provisions mentioned in the Advertisement/Notification.

Please follow the STEPS determined for filing Online Application(s).

STEP-I: For applying online, you have to click on “**CLICK TO APPLY**” (Circle-Wise) option at the home page of the HP Forest Official Website/ Online recruitment Portal. Please make sure that you are applying only for one circle which is your home or nearest circle.

STEP-II: In the next page i.e. Online Application Form, it will ask for the candidates basic information in which the candidates have to fill fundamental information, particulars and details asked for. All Fields are mandatory and essential to be filled in by the candidate. Every field has clear written instructions for filling up the particular column which should be carefully read and strictly followed by the candidates while filling up the form. Here the system asks for Candidate`s Personal Information including “Candidate Full Name”, “Date of Birth”, “Gender”, “Father`s / Mother`s name”, “E-Mail ID (Optional)”, “Contact No”, “Category/ Sub-Category”, “Employment Exchange name / Reg. No. (Optional)”, “State”, “Address Details”, followed by Name of Post and Select the Circle for which candidate are filling application, and other relevant information. Click on “**SAVE AND MOVE TO NEXT TAB**” button at the bottom of the page.

STEP-III: In the next page fill the Educational Qualification details as per the advertisement and click on the “**SAVE AND MOVE TO NEXT TAB**”

STEP-IV: In the next page upload the scanned photograph and signature of the candidates

- The candidate is required to upload the images of recent Photograph and Signature Specimen. Images to be uploaded should be only in ***.jpg/ .jpeg** format of size not



exceeding **40 KB** each. The photo of candidate should be without cap or goggles. Spectacles are allowed.

The candidate should scan his signature, which has been put on white paper using Black Ink pen.

STEP-V: After entering the Candidate`s Basic Information, Education Details and scanned images uploaded, click on Final Submit button to submit your application. The H.P. Forest Department will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form. Accepting to agree only will submit the candidate`s Online Application.

- ❖ **The Candidates applying for the examination/test should ensure that they fulfill all eligibility conditions for admission to examination/test. Their admission at all stages of the examination/test will be purely provisional subject to satisfying the prescribed eligibility conditions.**
- ❖ **HP Forest Department takes up verification of eligibility conditions with reference to original documents at subsequent stages of examination/test process.**
- ❖ **LAST DATE FOR RECEIPT OF APPLICATIONS**
 - **Online Application process must be completed (including Applying for Examination/Test and Submit Examination) before last date of form submission mentioned in the Notification/ Advertisement, after which the web link will be disabled.**
