



INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

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"** tab on the left menu of the website home page and follow the instructions as given in the page.
2. Or the Candidates can directly go to the URL: <http://www.forp.hp.gov.in> to access the home page of the **"FOREST ONLINE RECRUITMENT PORTAL (FORP)"**.
3. Before filling up the form online candidates are advised to read carefully the Notification/ Advertisement for the post(s) and also ensure that he/ she is eligible in terms of the criteria mentioned in the Advertisement/ Notification.

Please follow the Steps given below for Filling up the Application Online:

STEP-I: For applying online, you need to register on FORP URL by clicking on the link **"USER REGISTRATION"**.

STEP-II: After registration, click on the link **"EXISTING USER LOGIN"** to login into the FORP application. Enter the username and password, generated during registration, and CAPTCHA code in the next text box and click on the LOGIN button to enter the user dashboard.

(NOTE: Please note that password is case sensitive)

STEP-III: In the user dashboard, click on the link **"CLICK TO APPLY"** to open the Online Application Proforma for filling online.

STEP-IV: In the next page i.e. Online Application Form, the system will ask for the candidates basic information in which the candidates have to fill up the 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", "Aadhaar No. (optional)", "Date of Birth", "Gender", "Father's / Mother's name", "E-Mail ID (Optional)", "Contact No", "Category/ Sub-Category", "Employment Exchange name/Reg. No.", "State", "Address Details", followed by Name of Post and Select the Circle for which the candidate is filling application, and other relevant information. Click on **"SAVE AND MOVE TO NEXT TAB"** button at the bottom of the page to proceed further.

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



STEP–VI: In the next page upload the scanned photograph and signature of the candidates (in black ink)

- 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 for photograph** and **20 KB for Signature**. The photo of the candidate should be without cap or goggles. Spectacles are allowed.

(NOTE: 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. Candidates agreeing to the terms and conditions specified in the Advertisement will only submit the Application Online. For any queries/clarification, candidates may please contact the Circle where the applicant intends to apply for the post.

- ❖ **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 criterion.**
- ❖ **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 before last date of form submission mentioned in the Notification/ Advertisement, after which the web link will be disabled and the department will not entertain any requests from the candidates.**
