

## **WARNING**

Furnishing of false information or suppression of any material fact(s) in the Online Recruitment Application form(s) would entail disqualification of the candidate. If a candidate is found to furnish false information or suppression of any material fact(s) in his/her application form. He/she shall be disqualified from appearing in future for recruitment to any post, to be advertised by the Himachal Pradesh State Legal Services Authority, Shimla.

### **Important Instructions regarding filling up of online applications:**

1. Candidates are required to apply online **ONLY** through Himachal Pradesh State Legal Services Authority official website i.e. <http://hpslsa.nic.in>. **No other means/modes of application are acceptable.**
2. Applicants are first required to visit the aforementioned Himachal Pradesh State Legal Services Authority website and get themselves registered clicking on New User? Register Here link.
3. Candidates must have a valid Email ID and Mobile Number before registering and creating login credentials.
4. After creating login credential, candidates need to login with these credentials and are required to fill their complete information by clicking on **Profile Update Link**. This is onetime profile creation which candidate requires to fill and the same will be useful for all subsequent vacancies advertisements notices of Himachal Pradesh State Legal Services Authority. Candidate can update this information any number of times.
5. Candidate should carefully fill all the information asked in Profile and then SAVE it.

6. The candidate is required to upload at the appropriate web links provided for that purpose:
  - i) Matriculation or Date of Birth Certificate, in support of his date of birth/proof of age;
7. The candidate is also required to upload his/her recent photograph image and signature.
  - Size of the photograph (passport size) should not exceed 50 KB. (Ht. X Wd. = 4.5 X 3.5 cm)
  - Size of the signature (Max size 50 KB) (Ht. X Wd. = 4.5 X 3.5 cm).
8. After login with credentials, candidate can view the currently active recruitment advertisements of Himachal Pradesh State Legal Services Authority under Online Application Link. Click Here to apply link is available next to active advertisements after login.
9. Candidate need to click on Click Here apply link, to apply for the advertisement.
10. On clicking the Click Here apply link, software system checks candidate's eligibility vis-a-vis eligibility criterion prescribed for the advertisement. If candidate does not fulfill the requisite eligibility criteria, a message of ineligibility will automatically be displayed by system.
11. Only the application of candidate, who fulfills all the requisite eligibility criteria will be accepted by system.
12. Candidates will not be allowed in any case to edit their application after its final submission.

### **Fees Structure & Mode of Payment:**

13. The examination fees prescribed for the candidates applying against different categories of posts e.g. Class-III as mentioned/specified in the Advertisement Notice, are detailed as under :-

i)	In case of General or un-reserved category	=	₹ 340/-	plus GST as applicable
ii)	For all other reserved categories	=	₹ 190/-	plus GST as applicable

- Online Payment - Candidate can pay using Net banking, Debit Card and Credit Card or through UPI in Online Payment.
- Pay at CSC Connect - Pay at CSC Connect option is for CSC operators. CSC operator can pay fees using his wallet for online applications submitted by him/her on behalf of candidates at CSC. While using this option, additional charges over and above the prescribed fees shall also be taken for end to end application submission process. Fees needs to be paid before last date of online application submission. Fees once paid shall not be refunded in any case.
- Payment will not be accepted and will not be considered valid after cut-off date mentioned in advertisement notification. The candidature of such candidates shall be liable to be rejected straightway without entertaining any correspondence in this behalf.

### **GENERAL INSTRUCTIONS:**

- ❖ Before filling up the online application form, the candidates are advised to read carefully the Notification/Advertisement for the post(s)/Exam(s) and also ensure that he/she is eligible as per the criterion as prescribed in the Advertisement Notice.
- ❖ The application received through any other mode (offline etc.) will not be accepted and summarily rejected.
- ❖ Online Application process must be completed (including Applying for Examination/Test and Submit Examination/Test Fee) before last date fixed for submission of online form as mentioned in the Notification/ Advertisement, after which the web-link will automatically be disabled and no subsequent correspondence will be entertained in that respect.
- ❖ After submission, request for change/correction in any particulars in the Application Form shall not be entertained under any circumstances. The Himachal Pradesh State Legal Services Authority will not be responsible for any consequences arising out of furnishing any incorrect and incomplete details in the application or omission.
- ❖ The candidates applying for the examination/test should ensure that they fulfill all eligibility criterion as prescribed 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.
- ❖ The Himachal Pradesh State Legal Services Authority takes up

verification of eligibility conditions with reference to original documents at subsequent stages of examination/test process.

- ❖ The select list of the candidates will be drawn in the order of their merit.
- ❖ The benefit of reservation for various post(s) will be admissible only to the candidates, who are Bonafide residents of Himachal Pradesh.
- ❖ The information with respect to the examination schedule such as roll number, date, timing and venue etc. ***ONLY will be conveyed through emails and SMS alerts on registered/valid email and mobile numbers of the eligible candidates. No separate call letters will be issued through post/offline mode.*** Therefore, the candidates are advised to fill-up their correct email IDs and mobile number(s) while applying online. This apart, the eligible candidate shall bring along the ***Hall Ticket/Admit Card***, to be downloaded by him from his individual Profile
- ❖ ***No TA/DA*** shall be admissible to the candidates called for Screening/Written Test(s)/Interview or Viva-Voce Test against any of the advertised post(s).

### **Rules & Regulation, Syllabus :-**

The Rule & Regulation and the syllabus for the advertised posts are available at our website. The candidates must go through the same carefully before applying for any of such advertised post(s) failing which or any application found non-complying with any of such rules, regulations, authorities and reservation, shall be liable to be rejected and no correspondence shall be entertained in this regard.

\*\*\*\*\*