

SoP Cum User Manual For HKRNL

Topic : Experienced Candidate registration

Version: V-2

HKRN

**Haryana Kaushal
Rozgar Nigam
Government of Haryana**

Revision History

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References

Document Name	Author
Deployment of Contractual Persons Policy, 2022, dated 30 th June 2023	HRD, GoH

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1 Overview

1.1 Standard Operating Procedure (SOP) for candidates with prior experience with the Government of Haryana.

- All Applicants should thoroughly go through the **Deployment of Contractual Persons Policy, 2022** (uploaded on HKRNL's official website <https://hkrnl.itiharyana.gov.in>) before filling application form).
- Open the **“Registration”** tab on HKRNL's official website (<https://hkrnl.itiharyana.gov.in>).

Eligibility: Any person having a valid PPP ID and prior Experience with the Government of Haryana.

1.2 System Consideration

OS Compatibility: Microsoft Windows 7, Mac 10.5.7+ and above

Browsers Supported:

- Internet Explorer 9, 10+, Firefox 3.6+, Google Chrome 12+ on Windows 7 and above,
- Firefox 3.6+, and Safari 4+ on Mac 10.5.7+

2 Candidate Registration and Application Submission Process

2.1 Steps of the Registration Process

1. You must have a valid PPP ID and active mobile no. which is attached to **PPP ID** for registration into the system. If you do not have then kindly visit CRID centers and either create a valid PPP ID or update your mobile number.
2. Click on the **“Registration”** tab (top Left of the page). It will be redirected to the **“Parivar Pehchan Patra Details”**. Enter the Valid **PPP ID** and click **“Display Members”**. One pop-up message will appear to confirm **“Do you have any prior work experience in a Department/ Board/ Corporation/ Statutory Body/ Commission/ Authority of Government of Haryana ?”**, if **“Yes”** then choose your name from the family member list. Generate verification OTP by clicking **“Get Verification OTP”**. The system will send mobile OTP to your respective Mobile Number.
3. Enter the mobile OTP received by you and click **“Verify OTP”**. Once it successfully verifies your PPP ID and Mobile number, the system redirects to the **“Application form”** which has four major sections:
 - Step 1: Personal Details
 - Step-2: Educational Details
 - Step-3: Socio-Economic Details
 - Step-4: Experience Details

After PPP ID verification, the system redirected and open “application form” in a new window will open.

The first step of the application form is about your personal details. Check auto-fetched details from the CRID portal as per PPP ID and click “**Confirm**” if all the displayed details are correct.

Note: "If the displayed personal details are incorrect, the candidate must update his profile on the CRID portal."

2.2 Steps for submitting the Application form (Only candidates who have prior experience in Govt. of Haryana)

2.2.1 Step-1: Personal details

- Review the candidate's displayed personal information and click "**Confirm**" to proceed to the next step.

2.2.2 Step-2: Education details

- Enter the "NSQF skill certificate" details. If you do not have an NSQF Skill certificate, select "NO".
- Fill out your educational information by selecting Primary, Secondary, Higher Secondary, and Higher Education. Save the record and select "**Next**".
- Fill out Education type, Education stream, Result status, Grading system, Marksheet details, Roll No., Details of marks obtained, etc. Upload Marksheet and click "**Save Details**".
- Check entered education records and click "**Next**" to proceed to the next step.

Note: “Enter the details of Highest Qualification Only”

2.2.3 Step-3: Socio-Economics Criteria

- Choose from the "Sports Personal," "Ex-Serviceman," "Economically Weaker Sector," and "Freedom Fighter" and upload supporting documents to avail of benefits.
- Select "**Yes**"/"**No**" in all questions in Socio-Economics Criteria.
- Upload supporting document if choose “Yes”.
- Click “Save” and “Next” to proceed to the next step.

2.2.4 Step-4: Experience Details

- Enter the three preferences for preferred job locations.
- Choose the "Government Department" as previously you worked from the drop-down menu.
- Choose the "DDO" for the location you worked from the drop-down menu.
- Respective DDO name and contact details will auto fetched
- Enter the “**Job Location**” and “**Job activity**” from the drop-down menu.
- Select “Outsourcing agency” among “Government” and “Others”. Enter the name of the organization other than “Government”.

- Enter the duration of your previous employment.
- Enter Details of EPF/UAN and ESI if any.
- Upload the Experience letter and click “Add Experience”.
- You can add multiple experiences.
- Accept the terms and conditions and click “Submit” for the final submission of the application form.
- A unique “Registration number” is generated for future reference.

Note: - The applicant would be only considered for suitable upcoming job vacancies after his experience is verified by the respective DDO.

The respective DDO is responsible for the candidate's experience verification, which must be done by the HKRNL portal.

2.2.5 Important Points:

- After the final submission of application, a confirmation SMS will be sent to the applicant.
- In the event that the experience verification is rejected for whatever reason, an acknowledgment SMS will be sent.
- In the event that the experience verification is approved by the appropriate DDO, an acknowledgment SMS will be sent.

3 Screen Shots for The Reference

3.1 Registration Process

1. Click On the **“Registration”** Tab

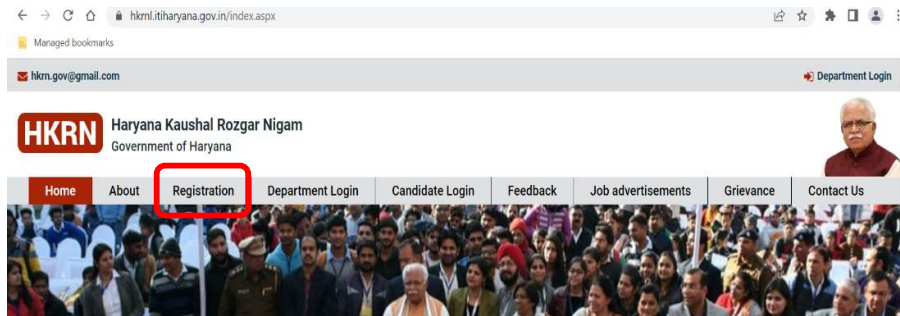


Figure 1: Main Webpage screen

2. Enter PPP ID and Click **“Display Members”**

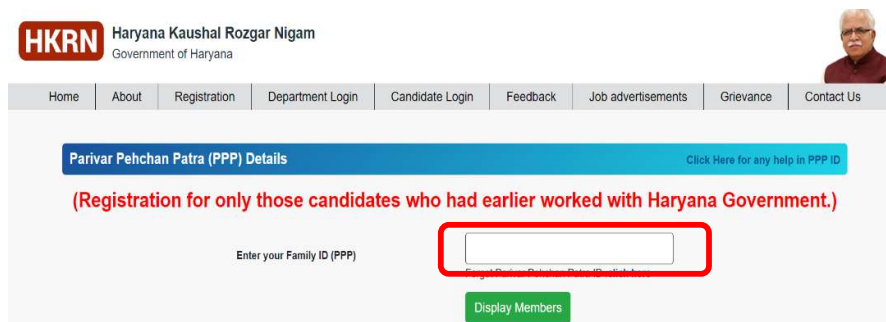


Figure 2: Registration Screen

3. Click **“Yes”** if you are having prior working experience with the Government of Haryana (GoH)

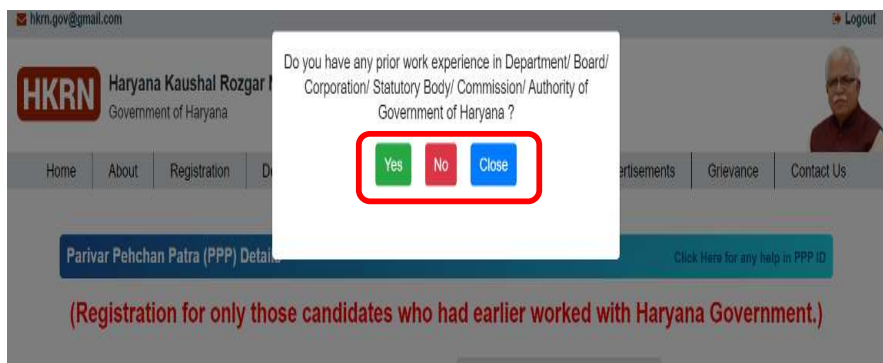


Figure 3: Select correct category

4. Choose your name in the “family member list”

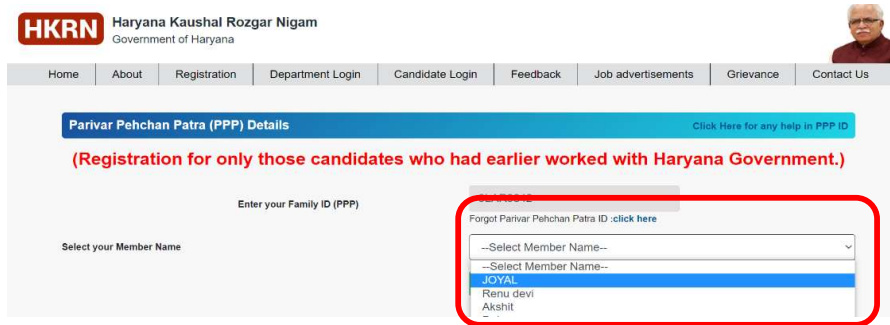


Figure 4: Candidate's Family List

5. Click “Get Verification OTP” to generate OTP to verify PPP ID

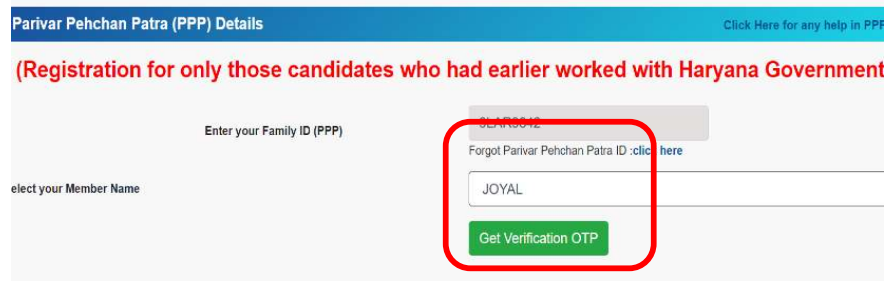


Figure 5: Generate Verification OTP

6. Enter Received OTP and Click “Verify OTP”

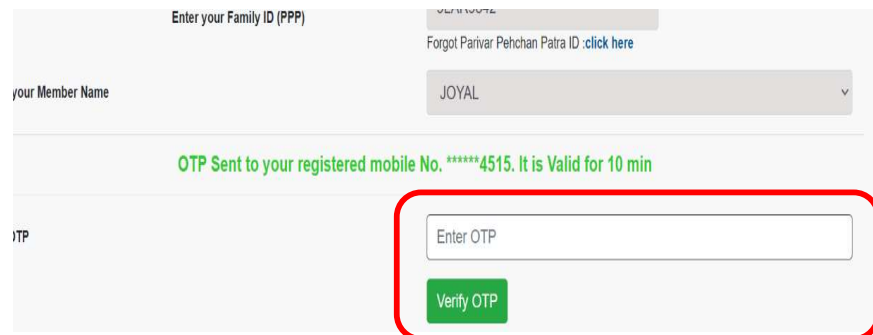


Figure 6: PPP ID verification through OTP

3.2 Application Submission Process

Step-1 Personal Details: Check “Personal Details” Auto-Fetched from CRID portal as per PPP ID details. Click “Confirm” if all details are correct.

Update Parivar Pehchan Patra (PPP) Details

Personal Details

Full Name (English)	Full Name (Hindi)
ANJU	अंजु
Father Name (English)	Father Name (Hindi)
RAM NIWAS	राम
Mother Name (English)	Mother Name (Hindi)
BHATERI	भट्टेरी
Date Of Birth	Age
01/02/1998	25
Gender	Marital Status
Female	Married

Other Details

Benchmark Disability	Caste Category
No	SC
Highest Qualification	Current Engagement
Higher Secondary/Intermediate/Pre-University/Senior Secondary	Student
Total Annual Family Income	Ex-Serviceman
140000	N/A

CONFIRM

Figure 7: Personal Details

Step-2 Education Details: Select options as per your educations qualification and enter correct details.

Candidate Registration Id : 200223089513566

Step 1 Member Details | Step 2 Education Details | Step 3 Socio Economic Criteria | Step 4 Experience Details

NSQF(National Skills Qualifications Framework) Certificate Details

Do you have NSQF Skill Certificate? *

--Select--

Save NSQF

Do you have NSQF?	NSQF Certificate
No Records Found	

Education Details

Select highest qualification only.

Primary Secondary Higher Secondary Higher Education

Figure 8: Education Details

Enter the details of the highest education qualification possessed. **“Save”** the entered details and click **“Next”** to proceed

Figure 9: Education Details

Enter the details of your highest education qualification and upload supporting documents (consolidate Marksheet). Click **“Save Details”** to save the record.

Figure 10: Education Details

Click “Next” to proceed to the next step

Select highest qualification only.

Primary
 Secondary
 Higher Secondary
 Higher Education

Please choose highest qualified class ?

--Select--

School Education Type	Class	School Name	Delete
Primary	Class 6	GASJASJDJWAHG	

Education	Board/ University	Result Type	Date On Marksheet	Roll No.	Marksheet SerialNo	Grading System	Mark Obtained	Total Marks	pct(%)	View	Delete
Class10th	Haryana Board of School Education	Pass	01/07/2001	1WW24E445	122W34RR5	Non CGPA	60	100	60		

Figure 11: Education Details

Step-3 Step: Socio-Economic Criteria: Select a relevant answer (“Yes”/” No”) and upload supporting. Save and Click “Next” to proceed for the r next step.

Step 1
Member Details

Step 2
Education Details

Step 3
Socio Economic Criteria

Step 4
Experience Details

Other Details

Are you an eligible Sports Person?

Upload ESP Certificate (PDF Files upto 300 KB only.)

Are you EWS (Economical Weaker Section)?

Upload EWS Certificate (PDF Files upto 300 KB only.)

Are you an eligible Ex-Service Man Personal?

Upload ESM Certificate (PDF Files upto 300 KB only.)

Socio Economic Criteria

- Any person from among the applicant's father, mother, spouse, brother and son is, was or has been a regular employee in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority of Government of Haryana or any other State Government or Government of India
- Is applicant the first or the second child and his/her father had died before attaining age of 42 years.
- Is applicant the first or the second child and his/her father had died before the applicant had attained the age of 15 years

Figure 12: Socio Economic Criteria

Step-4 Experience Details: Enter “Job Location Preference” from the drop-down list. Select Government Department and respective DDO. Enter the **previous job location** and name of “Job Activity” from drop-down.

Figure 13: Experience Details

Enter Previous experience details along with EPF/UAN and ESI details if you have any. Upload the experience letter of the relevant organization and click “Add experience”. After adding all experiences, accept the terms and conditions to submit the application

Figure 14: Experience Details

I have carefully read and checked all the particulars filled up by me against each column above and thereafter saved the same. I fully understand that if any of these is found false/incorrect then my application form, candidature or appointment shall be liable to be rejected/cancelled.
उपर दिए गए प्रत्येक कॉलम के मेरे द्वारा भरे गए सभी विवरणों को ध्यान से पढ़ा और जांचा है और उसके बाद उन्हें सुरक्षित रखा है। मैं पूरी तरह से समझता हूँ कि यदि इनमें से कोई भी झूठा / गलत पाया जाता है तो मेरा आवेदन पत्र, उम्मीदवारी या नियुक्ति अस्वीकार / रद्द करने के लिए उत्तरदायी होगा।

Figure 15: Experience Details

Final Submission and allotment of registration number

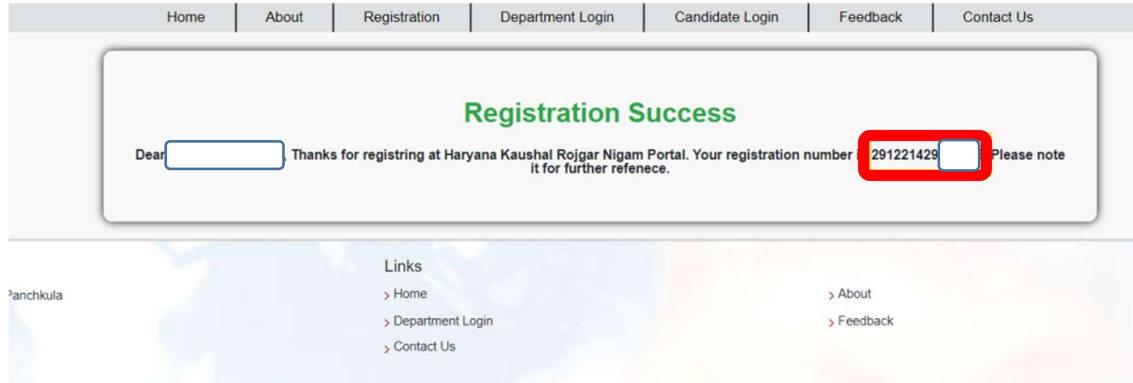


Figure 16: Registration Number