

CANDIDATE RELATED:

Q1: Who can apply on HKRNL portal? Is there any age limit for Candidate registration?

A1: Only permanent resident of Haryana having valid Parivar Pehchan Patra are eligible to apply for Job on HKRNL portal. The age requirement for application ranges from a minimum of 18 years to a maximum of 42 years. For more comprehensive information, please refer to the "*Deployment of Contractual Persons Policy, 2022*" available on the HKRNL website

Q2: How to add experience and verify on HKRNL Portal ?

A2: To add experience, go to the HKRNL website and select the "Registration" tab. Input your PPP ID correctly and choose your name from the provided drop-down list. Verify your personal information, fill in the necessary details on the application form and go to step 4 (Experience details) and add Experience type as:

- Select Haryana Government/Board/Corporation in case candidate having prior experience in Haryana Govt. department and enter the detail of department, DDO, Place of job, job activity so that same can be verified by the concerned DDO, *else*
 - Select private/Enterprise in case having experience other than Haryana government department/Board/Corporation.
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Q3: How to apply for new job vacancies through HKRNL?

A3: To apply for a job, navigate to the HKRNL website and click on the "*Job Advertisements*" tab. Choose an available position and click on "*Apply*". Input your PPP ID information and select your name from the drop-down options provided. Verify your personal information, fill out the application form completely, and submit it along with the necessary application fee

Q4: I paid the fee, but the application is still marked as not paid. Why?

A4: Ensure that payment has been successfully processed. Kindly wait for some time for

confirmation of the payment to be reflected on portal, if the issue still persists kindly contact HKRNL to resolve the same.

Q5: How to accept a new Job Offer?

A5: *The process of securing employment occurs in two distinct phases:*

Phase 1: The applicant receives a text message containing a link to acknowledge their selection for a specific job opening. The link is open for 3 days only. Once link opened the applicant must provide their credentials and formally accept the "shortlisting".

Phase 2: Among the pool of shortlisted candidates, only those deemed most meritorious will receive a final Deployment Offer Letter via link. Once link open upon receiving this offer, the candidate must accept it and report to the respective DDO/HOD office within fifteen days.

(Please note that after being shortlisted, there may be a considerable delay before receiving the Deployment Offer Letter due to various internal procedures. During this period, the candidate is expected to exercise patience)

Q6: I am not able to update by basic details (Name, Father Name, DOB, Gender, mobile, family income etc.) on HKRNL portal?

A6: Basic details of the candidates are fetched from Parivar Pehchan Patra Portal (CRID). All basic details need to be got updated on PPP (CRID) thereafter candidate can update by clicking update PPP detail in personal details tab after logging into his/her account.

Candidate ➡ **Login** ➡ **Go to Personal Information Tab** ➡ **Click on Update PPP Details**

Q7: I cannot download my offer letter. What should I do?

A7: This may be due to expired Secure Pin which is provided for certain duration. Candidate may contact HKRNL (hkrn.gov@gmail.com or 0172-4041234) to extend the duration of Secure Pin for download offer letter.

Q8: I deleted the offer letter by mistake. Can I recover it?

A8: If offer letter is deleted by mistake and the validity to download the offer letter is still available then candidate can visit HKRNL (personally) to get the offer letter.

Q9: How can I view Circulars?

A9: You can access the Circulars in circular tab on home screen.

Q10: I cannot log into the portal. What should I do?

A10: Kindly double-check your credentials and your internet connection. If the issue persists, kindly drop a mail along with your details (Registration ID, Family Id, Member ID and error screen shot) at email id hkrn.gov@gmail.com.

Q11: What is portal re-open request? When it is used?

A11: In case if any candidate has completed his registration and finally submitted the detail, after that candidate needs to add more experience or upload qualification/ experience documents then candidate can generate a request to portal reopen, so that additional information can be added/uploaded.

Q12: What is the scoring mechanism in HKRN for various parameters like Experience, Certification and socio economic status?

A12: Registered Candidate can find out his/her own score Table in his/her profile after finally submitting the detail on HKRNL portal. Non- registered candidates can calculate their tentative score, by visiting <https://hkrnl.itiharyana.gov.in/scorecalculator> and providing their family ID and other details as required for score calculation.

Q13: How can I update my score on HKRNL?

A13: Score based on family income, age will be updated only from Parivar Pehchan Patra portal. Once updated on PPP portal it will automatically reflect on HKRNL portal.

FOR DEPLOYED MANPOWER (Joining Process)

Q1: What is the joining process for fresh candidate?

A1: Among the candidates who were shortlisted, only those who are highest in merit would receive the final Deployment Offer Letter via SMS. The candidate must accept the Deployment Offer Letter and join within 15 days and report to respective (Organisation, DDO/HOD office), and take along all required original eligibility documents. The DDO/HOD will verify all eligibility documents and initiate the joining process on the HKRNL Portal through the DDO/HOD Login. The respective officer needs to enter all candidate's details requested on the HKRNL Portal, such as bank details, EPF/ESI details, and other personal information. The DDO/HOD can then download the manpower ID card for the newly joined personnel.

(Note that the Deployment Offer Letter is only valid for 15 days; after this period, the validity expires, and the respective candidate must wait for the next shortlisting and selection process.)

Q2: What is the joining process for ported candidates?

A2: Deployment of existing employees on HKRNL is the responsibility of the respective DDO/HOD. The department must take approval from Chief Minister and Finance department and upload it on HKRNL portal. After due verification, the DDO/HOD can update the employees' PPP ID on the CRID portal and send it to Nigam. After the data is reflected in the HOD login, it is sent to the Finance Department for approval. Once approved by the Finance Department, HKRNL generates a Deployment Offer Letter (DOL) and sends an SMS with a download link to the employee. The employee must accept the DOL and join within 15 days at the (Organisation, DDO/HOD) with original documents. The DDO/HOD shall verify the documents and initiate the joining process on the HKRNL Portal by entering the employee's

details (bank, EPF/ESI, etc.). Once details are entered the DDO/HOD can download the manpower ID

Q3: What can be the reason if the DDO is not giving joining? What should I do?

A3: This may be due to the non-availability of required documents with the candidate for the said post or post is not vacant at that point of time or DDO has not got any instructions from the department due to some administrative reason for joining of the candidate.

Q4: What can be the reason if DDO rejects the joining request?

A4: Rejections by the DDO could be due to incomplete documents or document not available as per the requirement for the said post or the post is not vacant at that time.

Q5: A candidate cannot find their joining location. What should they do?

A5: If address is missing or incomplete, DDO contact number and name is also mentioned in DOL, kindly contact on same to clarify the location.

FOR DEPLOYED MANPOWER (Transfer/Leave/Salary/ID Card)

Q1: How can I apply for a transfer?

A1: Transfer requests can be submitted on the portal under “Apply for Transfer Request” link when the link is open for certain period of time. Transfer is only allowed from one district to another. Within district transfer is not allowed.

Q2: What is the leave policy of HKRNL?

A2: All assigned staff are entitled to leave as outlined in point number 7.3 of the "*Deployment of Contractual Persons Policy, 2022*". For more information, you can download the policy at [https://hkrnl.itiharyana.gov.in/pdf/Amendments In The Deployment Of Contractual Persons Policy 2022.pdf](https://hkrnl.itiharyana.gov.in/pdf/Amendments%20In%20The%20Deployment%20Of%20Contractual%20Persons%20Policy%202022.pdf). Over and above the leaves entitled shall be treated as leave without pay.

Q3: How to get Maternity leave?

A3: All deployed female staff are entitled to maternity leave as provided under point number 7.3 of the "*Deployment of Contractual Persons Policy, 2022*". To apply for maternity leave, you have to submit the necessary documents through the HKRNL Portal. DDO/HOW will approve the same.

Q4: What is the remuneration/wages available to manpower supplied by HKRNL?

A4: HKRNL follows the latest wage rates approved by the Government of Haryana for Nigam employees. The wage structure at HKRNL includes a basic wage plus EPF (Employees' Provident Fund), ESI (Employees' State Insurance), and LWF (Labor Welfare Fund).
(ESI is not applicable for employees with a monthly salary above Rs. 21,000)

FOR DEPLOYED MANPOWER (Redeployment/Termination/Experience/Resign)

Q1: What is the Re-Deployment policy for the manpower of HKRNL?

A1: Re-Deployment is only within Organisation/ Department. Manpower can be redeployed to any other relevant department's location as necessitated by the organization's needs. Department/Organisation will issue advise to HKRNL for doing the needful in HKRNL.

Q2: What is the Termination policy for the manpower of HKRNL?

A2: *HKRNL can dismiss any employee due to misconduct at any point during their employment. The dismissal process, initiated by the relevant DDO/HOD, involves two steps:*

- Employer has to first conduct an initial inquiry then issue a show cause of not satisfied with reply, then organisation can advise HKRN to terminate the employee. If the DDO/HOD rejects the employee's response to the show cause notice, the officer will initiate a termination request on the HKRNL Portal, attaching a departmental letter and the show cause notice with the response.

Upon receiving the request, the HKRNL portal automatically sets a termination date.

Depending on the specifics of the case, HKRNL officials may either cancel the termination request or proceed with the dismissal before the termination date.

Q3: How can I get the experience certificate?

A3: For an experience letter, employee can generate an experience letter from the HKRNL portal. This can be done by accessing the "*Experience Letter*" tab.

Q4: What is the process once an employee resigns?

A4: Employee has to submit notice period for resignation. He/she shall complete their notice

period, submit all necessary documents and receive clearance from their department. Ensure the resignation is properly processed on the portal by the DDO on same date of resignation and submitted to HOD/HKRNL for further approval.