Frequently Asked Questions

Q1. Which preferred browser can be used to apply?

Ans. Application can be used in all browsers. For best support, Google Chrome can be used.

Q2. Can I register with the same Email and phone number again?

Ans. No, the person cannot register again with the same email and phone number once registered.

Q3. How can I login into the portal after registration?

Ans. You can login with the Email / Mobile number / Candidate User ID and Password set updated during the registration in the portal. Candidate User ID would have been shared on your registered email after completion of registration in the portal.

Q4. How do I proceed further for filling up the application form after instruction page?

Ans. You need to click on the check box at the bottom of the instructions page to proceed further for filling up the application form.

Q5. Do I need to submit application form at once?

Ans. No, you can save the data tab wise and later re-login to submit the form. You will not be able to make any changes in the application once submitted.

Q6. Which documents are needed to be uploaded while filling up the application form?

Ans. Candidates needs to upload document against below categories:

1. Qualification Document (Marksheet and Degree)
2. Experience Document (For Current Employment – Appointment Letter)
3. Documents as per applicable category
    a. OBC NCL Certificate
    b. SC/ST – Caste Certificate (as applicable).
    c. PwBD certificate (as applicable).
    d. Ex-Servicemen Certificate.
4. Recent passport size photo.
5. Signature.

All the above documents can be uploaded in the size of min 20KB – max 300KB in .jpg, .jpeg, .png, .pdf format only.

Q7. How will I know which PwBD reservations/categories are applicable for my post?

Ans. Please refer detailed advertisement on careers page on HPLNG website for position wise applicable reservations/categories.

Q8. What are the steps for submission of Application form?

Ans.
Step 01: Read the Instructions carefully before going ahead with filling up your application form

Step 02: Select Position

Step 03: Select the appropriate options in the eligibility criteria

Step 04: Enter your Personal details

Step 05: Enter your Educational and occupational qualification details

Step 06: Upload relevant documents against the required fields

Step 07: Review the entered details before pressing the "Submit" of your application form

Step 08: Download your "application form" from the Dashboard

Q9. When and from where I can download my Application form?

Ans. The filled-in application can be downloaded from the dashboard in the registration portal by using download button which is available next to Application Status.

Q10. I belong to OBCNC category. I do not possess the certificate of current year. Can I claim the benefit of OBC Category/ will my candidature be accepted as OBCNC Category candidate?

Ans. The OBCNC certificate must be valid as on the date of eligibility mentioned in advertisement. You must obtain the fresh certificate and produce upon advice from us.

Q11. My name on Degree Certificate is mentioned as Sharma R K while in my Class X pass certificate the same has been mentioned as Robin Kumar Sharma. Please advise how should I fill in my name while applying?

Ans. In case there is a mismatch in names (including the way it is written), in HPLNG application form with that of any document like Class X/XII/ graduation mark-sheet/ Work Experience certificates, the onus will be on the candidate to establish that both the persons are same. If HPLNG is not satisfied with the explanation/ proof provided, the candidature will be rejected.

Q12. I have a B.E. / B. Tech degree in a branch which has not been specified in the detailed advertisement. However, course curriculum is similar to Engg. Disciplines notified. Can I apply with my Engineering Discipline?

Ans. No. Candidates having engineering degree in a branch other than specified in the detailed advertisement are not eligible to apply.

Q13. I have completed my B.E. / B.Tech Engineering degree after diploma in engineering. Am I eligible to apply?

Ans. Yes, as long as the engineering degree is as stipulated in the advertisement. You should have minimum 60% marks (For SC, ST & PwBD - minimum 50%) in qualifying graduate (B.E. / B. Tech.) Degree.

You can mention your Diploma details in the additional row provided for educational qualifications or against Higher Secondary Exam as applicable to your candidature.

Q14. **Where the university does not give percentage and only gives Grades/CGPA/OGPA, how to fill-in the % of marks in the online application?**

Ans. The Grades/CGPA/OGPA should be converted into % as per conversion formula applied by the Institute/ University. A Percentage Conversion letter is to be obtained from the University and the same to be uploaded on the application portal along with degree/ marksheet. If university/ institute has no conversion formula, a letter is to be obtained from the University confirming the same. In such case the percentage can be arrived at by multiplying CGPA with 10.

Q15. **Currently working with a PSU. In case of my selection in HPLNG, will my salary be protected?**

Ans. For the current recruitment drive, no salary protection will be extended to candidates joining from other (PSUs/SPSUs/Central/State Govt.).

Q16. **How will my degree percentage be calculated?**

Ans.
- If Percentage or CGPA is not mentioned on mark-sheet/degree certificate then- Candidate to produce documentary evidence from university/college stating the percentage & numbers with which the candidate has passed.
- If candidate is unable to produce- The percentage of marks will be arrived at by dividing the total marks obtained by the candidate in all the subjects in all the semester(s)/year(s) by maximum marks of all the subjects of all the semesters *100.

Q17 **My age / work experience (if applicable) is falling short by few days. Can I apply?**

Ans. No, you are not eligible. Eligibility for the posts would be reckoned as of date of eligibility mentioned in advertisement.