

HSSC CET-'C'-01/2025 –HSSC CET-C-01/2025

Online Application Form:

Do's and Don'ts

The Haryana Staff Selection Commission (HSSC) conducts the Common Eligibility Test (CET) for recruitment to various Group C posts across Haryana Government departments. To ensure successful registration, candidates must follow proper procedures while filling out the application form. Here is a comprehensive list of Do's and Don'ts to help you avoid mistakes during the HSSC CET-C-01/2025 online application process.

Do's (Things You Should Do)

- 1. Read the official advertisement/notification carefully:**
Go through the detailed advertisement/notification to understand eligibility criteria, important dates, and application instructions.
- 2. Have all documents ready:**
Have scanned copies of your Aadhaar card, educational certificates, category certificates, photo, signature and other relevant documents before starting.
- 3. Enter your name as per matriculation document:**
Your name should match exactly with your matriculation certificate.
- 4. Fill out personal and academic details accurately:**
Cross-verify date of birth, gender, father's/mother's name, and marks or percentages before submission.
- 5. Upload a recent and clear photograph and signature:**
Upload a recent, clear photograph and a properly cropped signature. Ensure the photo is current and not blurry.
- 6. Use the official HSSC online portal only:**
Submit your application exclusively through the official HSSC portal at <http://onetimereg.n.haryana.gov.in> to avoid fraud or invalid submissions.
- 7. Use a desktop or laptop with updated browser:**
Use Chrome or Firefox for the best compatibility.

8. Use 'Save and Next' to avoid losing data:

Save your progress after completing each section to avoid data loss due to power or internet failure.

9. Enter your valid and active mobile number & email ID:

All OTPs will be sent to your provided Mobile number and Email ID.

10. Double-check category and reservation details:

Make sure to choose the correct reservation category according to your valid supporting documents.

11. Ensure documents are in allowed formats:

Upload documents in JPG/JPEG/PDF format and ensure size is within the limits mentioned in the Instructions.

12. Keep your Aadhaar card ready:

Entering Aadhaar card number and uploading Aadhaar copy is mandatory to fill the registration form.

13. Provide correct correspondence and permanent addresses:

Check House No./Street Name/ Village/ City, State, District, Post Office, Pin code before final submission.

14. Keep a soft and hard copy of your final acknowledgement:

Download and print your filled acknowledgement for future reference.

15. Contact the Customer Support if you face issues:

Reach out to the Customer care in case of technical or login problems.

Don'ts (Things You Should Avoid)

1. **Don't use someone else's mobile number or email ID:**
It can cause OTP delivery failures and communication issues.
2. **Don't provide incorrect Aadhaar details:**
Mismatched or wrong Aadhaar information can lead to disqualification.
3. **Don't use nicknames or short forms of your name:**
Always use your full name exactly as mentioned in your matriculation certificate.
4. **Don't upload old, unclear, or black-and-white photos:**
Only a recent, clear, color passport-size photo is acceptable.
5. **Don't upload selfies or casual pictures:**
Formal, front-facing passport photographs are mandatory.
6. **Don't upload expired, incorrect, or blank certificates:**
Only valid and legible documents are acceptable.
7. **Don't refresh or click 'Back' during the payment process:**
Doing so may interrupt the transaction or cause failure.
8. **Don't enter estimated or incorrect academic marks:**
Use your original mark sheets or certificates to enter accurate scores.
9. **Don't mix up document uploads:**
Upload each document in the correct designated field (e.g., photo, signature, certificates).
10. **Don't submit more than one application:**
Multiple registrations can lead to automatic rejection.
11. **Don't let someone else fill out your application:**
Ensure that you personally fill in the form to avoid errors or misuse.
12. **Don't ignore the preview page before submission:**
Carefully verify every detail before final submission to catch any mistakes.
13. **Don't wait until the last date to apply:**
High server traffic may cause slowdowns or failed submissions.

14. Don't upload files in unsupported formats:

Stick to the allowed formats (JPG, JPEG, PDF) and file size limits.

15. Don't forget to click 'Save and Next' while filling the form:

It ensures that your data is not lost due to power or network failure.

16. Don't share your OTP or login credentials:

Keep them confidential to protect your application data.

17. Don't skip reading the official notification thoroughly:

Important instructions and eligibility criteria are often overlooked.

18. Don't use outdated browsers or mobile phones to apply:

Always use updated versions of Chrome or Firefox on a desktop/laptop.