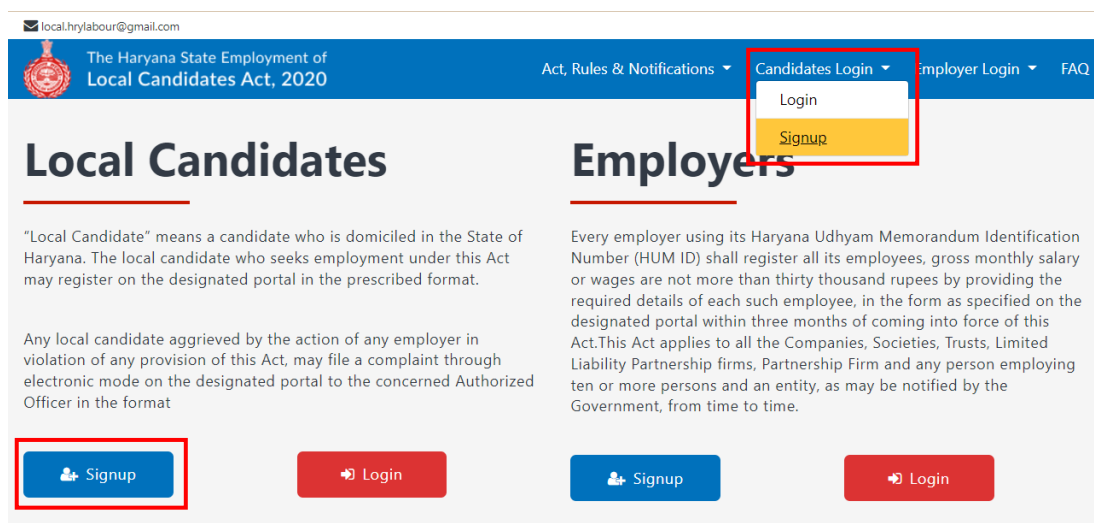


User Manual

This user manual depicts the steps for registration of local candidates of Haryana. “**Local Candidate**” means a candidate who is domiciled in the State of Haryana.

Registration of Local Candidate

A local candidate must have to select “**Signup**” using “**Candidate Login**” as shown below to register himself so that a job seeker can take the benefit of 75% employment of Local candidates of Haryana. He can also sign up using “**Signup**” under Local Candidate section.



Steps for Registration of Local Candidate:

It is a **3 step process** which is described below.

Step 1:

- Enter your PPP- Family ID and click on “**Fetch Family Details**”.
- Select the **member for registration** from the available family member list.
- Click on “**Send OTP**”. An OTP will be sent to the registered mobile number of selected member.
- After entering OTP, click on the “**Verify**” button.

NOTE: In case, you don't have a PPP (Parivar Pehchan Patra) – Family ID, then kindly create your PPP ID through PPP portal.

local.hrylabour@gmail.com

The Haryana State Employment of Local Candidates Act, 2020 Act, Rules & Notifications Candidates Login Employer Login FAQ

Registration for Haryana State Employment of Local Candidates
हरियाणा राज्य के स्थानीय उम्मीदवारों के लिए रोजगार पंजीकरण

Verification before Registration
पंजीकरण से पहले सत्यापन

OTP Sent to your registered mobile No. *****9807. It is Valid for 10 min

Enter Parivar Pahchan Patra No (Family ID) / पीपीसी आईडी दर्ज करें
[320] Fetch Family Details → Enter PPP ID

Select Member for registration / पंजीकरण के लिए सदस्य का चयन करें
[HNEY] Send OTP → Select Family Member

[5873] Verify → Verify OTP

I Forget My Family ID or I Don't have Family ID? _____
Please create Family Id first from meraparivar.haryana.gov.in/ website

Step 2:

- On the basis of PPP Family ID, following details are automatically fetched.
 - Applicant Name
 - PPP – Family ID
 - PPP- Member ID
- Enter your **aadhaar number**.
- Enter **Haryana Resident Number** (Domicile Number).
- Upload **Haryana Resident Certificate**.
- Tick mark the **declaration** section.
- Click on “**Continue**” button to proceed further for the registration.

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The Haryana State Employment of Local Candidates Act, 2020 Act, Rules & Notifications Candidates Login Employer Login FAQ

Registration for Haryana State Employment of Local Candidates
हरियाणा राज्य के स्थानीय उम्मीदवारों के लिए रोजगार पंजीकरण

Verification before Registration
पंजीकरण से पहले सत्यापन

क्षेत्र चिह्नित * अनिवार्य है। (Fields marked * are mandatory)

Name of Applicant आवेदक का नाम [HNEY]	Parivar Pahchan Patra No (Family ID) पीपीसी आईडी (फैमली आईडी) [320]	Parivar Pahchan Patra No (Member ID) पीपीसी आईडी (मेम्बर आईडी) [26]
Aadhaar Number * आधार संख्या [110]	Haryana Resident No. (Domicile number) * हरियाणा निवास नंबर, "डोमिसाइल नंबर" []	Haryana Resident certificate * हरियाणा निवास प्रमाण पत्र Upload File Remove Only .jpg, .pdf, .jpeg and .png format of maximum 200 KB size is allowed.

Details fetched using PPP ID

घोषणा / DECLARATION
 मैं घोषणा करता हूँ कि ऊपर दी गई जानकारी सत्य और सही है।
 I hereby declare that the information given above is true and correct to the best of my knowledge.

Continue

Tick mark the declaration

Step 3:

At this step, a complete registration form needs to be filled by a local candidate.

Precaution taken while filling the form:

- Fields marked with “*” are mandatory.
- Following details are being **fetch**ed using your PPP ID:
 - Name of Applicant
 - Father/ Husband Name
 - Date of Birth
 - Mobile Number
 - Current address

- To add **Education Details**, tick mark the checkbox first and then add all the required fields against the selected education level such as Matric, Secondary and so on.
- To add **Work Experience**, select “Yes” and add the relevant work experience otherwise select “No”.
- Add at least one **job preference**.
- Upload **Applicant photo** and **resume**.
- **Password** should be minimum of 8 characters.
- Tick mark the **declaration** section.

Registration for Haryana State Employment of Local Candidates
हरियाणा राज्य के स्थानीय उम्मीदवारों के लिए रोजगार पंजीकरण

General Application for Registration क्षेत्र चिह्नित * अनिवार्य है। (Fields marked * are mandatory)
पंजीकरण के लिए सामान्य आवेदन

Personal Information/ व्यक्तिगत जानकारी ▼

Name of Applicant / आवेदक का नाम [REDACTED] NEY	Father's / Husband Name / पिता / पति का नाम Father ▼ [REDACTED] SAWH	Age / D.O.B. / आयु / जन्म तिथि 26 ▼ 29-11-1996 📅
Mobile No. / संचालक नंबर [REDACTED] 807	Aadhaar No. / आधार कार्ड संख्या [REDACTED] 110 <small>(Aadhaar Information will be shared with third party)</small>	Email / ईमेल test.dummy07@gmail.com

Communication Details/ संपर्क जानकारी ▼

Permanent Address / स्थाई पता *

AMBALA ▼	Ambala Cantonment ▼	Chandpura (25) ▼
House No. 12345 📍		

Current Address / वर्तमान पता *

AMBALA ▼	Select Tehsil (तहसील) ▼	Select Village/Area (गाँव/क्षेत्र) ▼
[REDACTED]		

Harayna Resident Number (Domicile Number) / हरियाणा निवास नंबर (डोमिसाइल नंबर) [REDACTED] FG	Harayna Resident Certificate / हरियाणा निवास प्रमाण पत्र View Haryana Resident certificate
Parivar Pahchan Patra No (Family ID) / परिवार आईडी [REDACTED] 320	Parivar Pahchan Patra No (Member ID) / सदस्य आईडी [REDACTED] 926

Education Detail/ शिक्षा विवरण * ▼

Level	Exam Passed	Roll No.	Marks Obtained(%)	Board/ University	Passing Year
<input checked="" type="checkbox"/> Under Matric (मैट्रिक से कम)	9th Class ▼ 9th ▼	123456	87	CBSE	2000
<input checked="" type="checkbox"/> Matric (मैट्रिक)	SSC (10th Cl) ▼ Science ▼	24579	79	CBSE	2001
<input checked="" type="checkbox"/> Secondary (माध्यमिक)	HSC (12th Cl) ▼ Science- Nor ▼	45674	80	CBSE	2003
<input type="checkbox"/> I.T.I (आई.टी.आई)	Select Cours ▼ Select Specia ▼				
<input type="checkbox"/> Diploma (डिप्लोमा)	Select Cours ▼ Select Specia ▼				
<input checked="" type="checkbox"/> Graduation (ग्रेजुएशन)	B.Tech. (Bach) ▼ Computer Sc ▼	8874	68	Panjab Uni	2006
<input type="checkbox"/> Post Graduation (पोस्ट ग्रेजुएशन)	Select Cours ▼ Select Specia ▼				
<input type="checkbox"/> Any other Qualification (कोई अन्य (स्नातकी/पेग्रेजुएट)					

Experience Detail/ अनुभव विवरण

Experience / अनुभव (if any)
 Yes No

Job Preferences / नौकरी प्राथमिकता

Preferences (प्राथमिकता) 1	Preferences (प्राथमिकता) 2	Preferences (प्राथमिकता) 3
Computer Programmers.Content devek		

Documents/ दस्तावेज

Applicant photo / आवेदक फोटो

Resume/ any other relevant information / रिज्यूम / कोई अन्य प्रासंगिक जानकारी

Caste/ category Certificate / जाति प्रमाण पत्र

Only .jpg, .pdf, .jpeg and .png format of maximum 200 KB size is allowed.

Password/ पासवर्ड

Choose Password / पासवर्ड चुनें

Password must be more than 8 in length (पासवर्ड की लंबाई 8 से अधिक होनी चाहिए)

Confirm Password / पासवर्ड पुनः

Password must be more than 8 in length (पासवर्ड की लंबाई 8 से अधिक होनी चाहिए)

घोषणा / DECLARATION

I hereby declare that the information given above is true and correct to the best of my knowledge. In case any information is found to be concealed by me, then my registration number may be cancelled and I shall be liable for furnishing the correct information.
मैं घोषणा करता हूँ कि ऊपर दी गई जानकारी सत्य और सही है। यदि मेरे द्वारा कोई जानकारी छुपाई गई पाई जाती है, तो मेरा पंजीकरण नंबर रद्द किया जा सकता है और मैं सही जानकारी प्रस्तुत करने के लिए उत्तरदायी हूँ।

Tick mark the declaration

Login Details:

After completion of all above 3 steps, a candidate is successfully registered. **Username and password** is provided to the user for login as shown below.

local.hrylabour@gmail.com

The Haryana State Employment of Local Candidates Act, 2020

Act, Rules & Notifications Candidates Login Employer Login FAQ

You are successfully registered, Your Username is: **shu55863** and Password is: **123456789**.

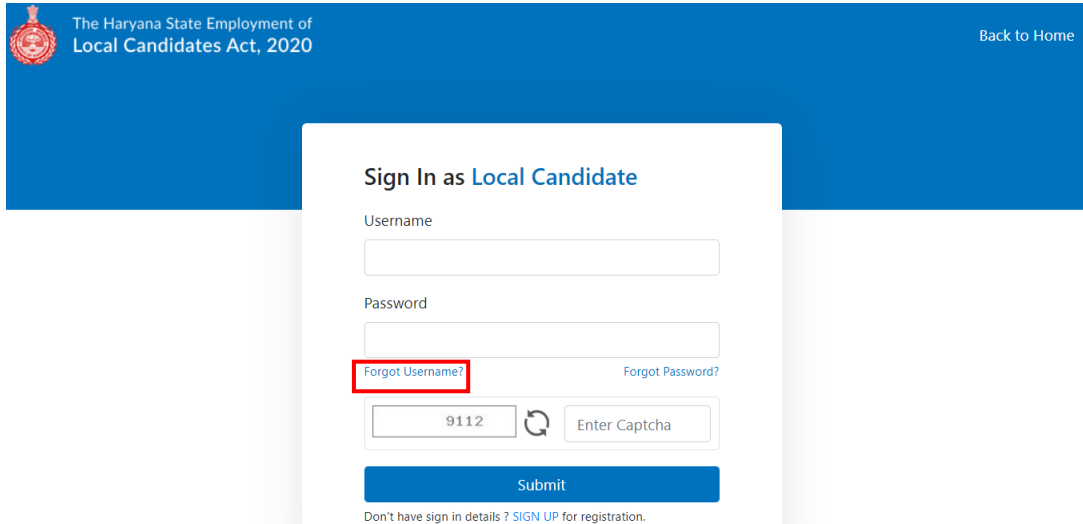
Kindly Save this for the future reference.

आप सफलतापूर्वक पंजीकृत हो गए हैं। आपका उपयोगकर्ता नाम है: **shu55863** और पासवर्ड है: **123456789**.

कृपया इसे भविष्य के संदर्भ के लिए सहेजें।

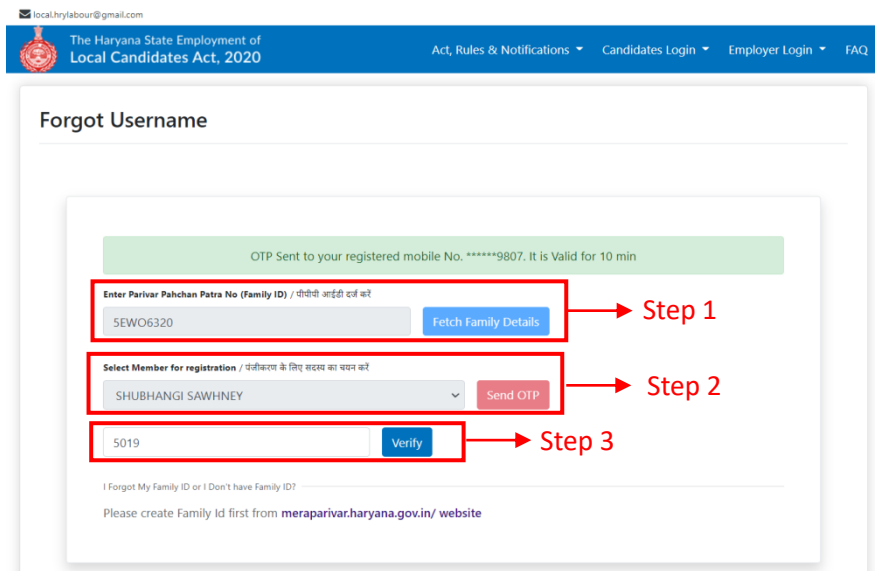
Forget Username

In case, candidate forgets his/her username, then he/she can click on “**Forget Username?**” under “**Candidate Login**” section as shown below.



The screenshot shows the 'Sign In as Local Candidate' form. At the top left, it says 'The Haryana State Employment of Local Candidates Act, 2020' with a logo. At the top right, there is a 'Back to Home' link. The form has fields for 'Username' and 'Password'. Below the password field, there are two links: 'Forgot Username?' (highlighted with a red box) and 'Forgot Password?'. There is a CAPTCHA field with the number '9112' and an 'Enter Captcha' button. A blue 'Submit' button is at the bottom. Below the button, it says 'Don't have sign in details ? SIGN UP for registration.'

- Follow the steps:
 - **Step- 1:** Enter your PPP- Family ID and click on “**Fetch Family Details**”.
 - **Step- 2:** Select the **member** and click on “**Send OTP**” to send OTP on the registered mobile number of selected member.
 - **Step- 3:** After entering OTP, click on the “**Verify**” button.

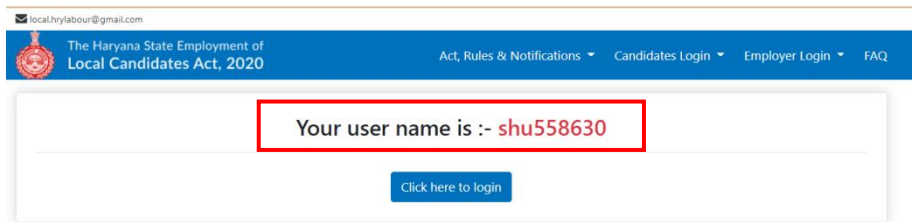


The screenshot shows the 'Forgot Username' process. At the top, it says 'local.hrylabour@gmail.com' and 'The Haryana State Employment of Local Candidates Act, 2020'. There are navigation links: 'Act, Rules & Notifications', 'Candidates Login', 'Employer Login', and 'FAQ'. The main heading is 'Forgot Username'. A green notification box says 'OTP Sent to your registered mobile No. *****9807. It is Valid for 10 min'. Below this, there are three steps:

- Step 1:** Enter Parivar Pahchan Patra No (Family ID) / परिवार पहचान पत्र नंबर दर्ज करें. The input field contains 'SEWO6320' and the button is 'Fetch Family Details'.
- Step 2:** Select Member for registration / पंजीकरण के लिए सदस्य का चयन करें. The dropdown menu shows 'SHUBHANGI SAWHNEY' and the button is 'Send OTP'.
- Step 3:** The input field contains '5019' and the button is 'Verify'.

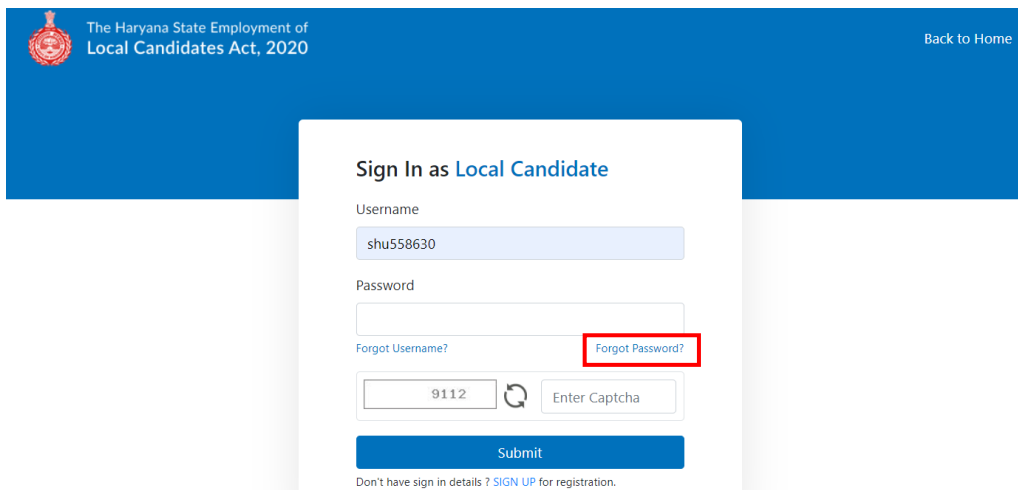
At the bottom, it says 'I Forgot My Family ID or I Don't have Family ID?' and 'Please create Family Id first from meraparivar.haryana.gov.in/ website'.

- At last, the user name will be displayed to you.

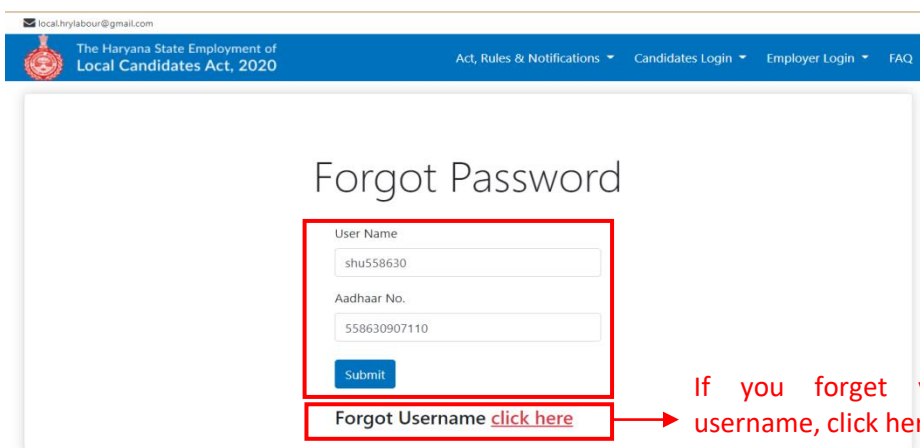


Reset Password

If you forget your login password, then you can reset your password through “**Forget password**” on local candidate login page as shown below.



- **Step 1:** You have to provide your **username** and **aadhaar number**. Then, Click on “**Submit**” button.



NOTE: If you forget your username, click here.

- **Step 2:** An **OTP** is being sent to the registered mobile number of candidate.

The screenshot shows the 'OTP Verification' page. At the top, there is a blue header with the email 'local.hrylabour@gmail.com', the logo of the Haryana State Employment of Local Candidates Act, 2020, and navigation links for 'Act, Rules & Notifications', 'Candidates Login', 'Employer Login', and 'FAQ'. The main content area is white and contains a red-bordered box with the following elements: the title 'OTP Verification', a label 'Enter OTP', a text input field containing '4532', a note 'OTP sent on 86xxxxxx07', and a blue 'Submit' button.

- **Step 3:** After verification, you can reset your password.

The screenshot shows the 'Reset Password' page. It features the same blue header as the previous page. The main content area is white and contains a red-bordered box with the following elements: the title 'Reset Password', a label 'New Password', a password input field with six dots, a label 'Confirm Password', another password input field with six dots, and a blue 'Submit' button.