Important Points before filling up the Online Application on HCL's website

A. General

1. **The fields marked with (*) are mandatory. These must be filled**

2. **For any technical query only, please mail to hclrecruitmenttech@gmail.com.**

3. **To be Uploaded (Keep it ready before on-line form fill-up)**

   a) **Scanned recent color passport size photograph [3.5 X 4.5 cm], Size less than 50 KB in either gif, jpeg, jpg, png format.**

   b) **Scanned signature, size less than 50 KB (with Black ink only and scan the signature portion only, not full page) in either gif, jpeg, jpg, png format.**

   c) **Affidavit to be uploaded as per Para (A) (3) of the advertisement.**

B. How to Register and Login

1. For New User   :-   Click New User through https://hindustancopper.com/itiapplication/login

2. For New Registration   :-   Fill mentioned details.
   Password will be mailed to the registered mail id, login to your mail, there will be password. Please keep record of this safely.

3. On logging in first time, you will be asked to change your password.

4. On clicking submit, your password will get changed and candidate dashboard will appear.

5. For Already Registered user:-   Enter Your Email-id and your given Password to Login

6. Forgot Password , To get the password auto generated, Please provide your following credentials as given at the time of registration
   a) Date of Birth
   b) EMail-Id

   The auto generated password will be mailed to the E-mail-id provided at the time of registration.

C. To Fill the Online Application Form (Do not press back button or use any special character when filling the form)

7. Login into candidate dashboard with your registered credentials.

8. Click on Apply Online.

9. Select Category (General or EWS or SC or ST or OBC (Non Creamy Layer))
   In case of EWS/SC/ST/OBC (Non Creamy Layer) Candidate, define the following:
   a) Sub-Caste
   b) Certificate No.

c) Certificate Issue Date
d) Issuing Authority Details, Name of the Post & Place

10. Provide Details of Educational Qualification by choosing the Applicable Qualifying (i.e. 10th/ITI) from the List of Values.

11. The chosen options get listed under Exam Passed Field. Fill in the other fields like Board University, Affiliation, Date of Passing, Duration of Course (in Year), Selection of CGPA **/** %, Total marks, Marks obtained.

12. To upload affidavit, click on choose file & select the affidavit.

13. To Upload Color Photo click on choose file and select the Photo (colour photograph, size less than 50 KB in jpeg, gif, png format and click upload.

14. To Upload signature click on choose file and select the signature file (signature should be in black ink only, size less than 50 KB in jpeg, gif, png format and click upload. At the time of scanning signature, only scan the signature portion not the full page where you have signed for scanning.

15. In case you are not sure about some data click on SAVE FORM. In such case, filled form status is shown as Draft in Candidate's Dashboard.

16. Once you are sure all the data furnished is OK Press on Submit Button. Please note once the online application has been submitted it cannot be edited further. Hence, it is in your own interest to ensure that all entries are correctly filled & satisfy yourself before clicking the SUBMIT Button. Candidate can download Application Form and Acknowledgment Slip from the dashboard

For any technical query, please mail to hclrecruitmenttech@gmail.com. No HR related query like experience, qualification, eligibility will be answered through this mail-id.