Heavy Water Board

hwb.mahaonline.gov.in

Online Application System
User Manual
<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>User - Checklist</td>
</tr>
<tr>
<td>2</td>
<td>Application Process Flow</td>
</tr>
<tr>
<td>3</td>
<td>Steps : Application Process</td>
</tr>
<tr>
<td>4</td>
<td>Step 1: New User Registration / Create User Account (1\textsuperscript{st} time user)</td>
</tr>
<tr>
<td>5</td>
<td>Step 2: Profile Creation (One time activity)</td>
</tr>
<tr>
<td>6</td>
<td>Step 3: How to Apply...? - Application Submission</td>
</tr>
<tr>
<td>7</td>
<td>Step 4: Payment of Application Fees</td>
</tr>
<tr>
<td>8</td>
<td>Use of My Account menu</td>
</tr>
<tr>
<td>9</td>
<td>Cancel Application</td>
</tr>
</tbody>
</table>
Checklist

User – Checklist

Below is the list of document that candidate should keep ready while using Heavy Water Board - Online Application System first time.

A) Mobile No:
   - Valid mobile no is required for registration of user in the system.

B) Email ID:
   - Valid Email ID is required for registration of user in the system.

C) Documents: (Photograph & Signature)
   - Scanned copy of photograph in JPEG/JPG format Max size 50kb (Dimensions: breadth 3.5 cms * height 4.5 cms)
   - Scanned copy of signature in JPEG/JPG format Max size 50kb (Dimensions: breadth 3.5 cms * height 1.5 cms)
Application Process Flow

1. Create an Account
2. Account Created
   - Yes: Login using Id & Password
   - No: One time Profile Creation
3. Application for Exam
   - Yes: Payment
     - Payment Options
     - Bank Payment
     - Online Payment
   - No: Applicable for Exam?
     - Yes: Fill & Submit Application form
     - No: Application for Exam
Steps : Application Process

1. New User Registration / Create User Account (1\textsuperscript{st} time user)

2. Profile Creation (One time activity)

3. How to apply...? - Application Submission

4. Payment of Application Fees
1 New User Registration / Create User Account (1\textsuperscript{st} time user)

- Open Internet Browser (Google Chrome / Mozilla Firefox / Internet Explorer version 9 or higher)
- Go to address bar and type the URL: \texttt{hwb.mahaonline.gov.in} and press Enter to open HWB Online Application System.
Click on **New User Registration** button as highlighted below.
Fill all mandatory information (marked with *) and click on Create User button as highlighted below.
After clicking on **Create User** button, if all input is proper then system will show below message. Then click on **OK**

Candidate should note **User name** and **Password** using which user is created in the HWB application.
2 Profile Creation (One time activity)

Login into system with Registered User Name and Password. Home page will get open as shown below. It will display **Steps of Application Submission** as well as **Latest News** related to HWB advertisements & Examinations.
Profile Creation (One time activity) cont...

- Click on **Profile Creation** button as highlighted below to fill candidate's information.

---

### Steps of Application Submission

#### Application Submission Process

- There are FOUR stages of application submission:
  1. Entering your Profile Information
  2. Application Submission
  3. Fees Payment
  4. Centre Selection (only in case of Competitive Examinations)

#### Detail Steps

- If you are new user, create user name and password for log in into MPSC website.
- After log in into MPSC website, enter your complete profile. Keep ready Scanned copy of your photograph of size (breadth 3.5 cms* height 4.5 cms) and your scanned signature of size (breadth 3.5 cms* height 1.5 cms) with you before start entering profile information. Images must be in jpg format and size of image must not exceed 50 kb.
- Then click on “Click here to apply” link available in front of advertisement.
- Data available in your profile will be automatically displayed in your application form. Fill remaining information in application and submit.
- After submitting application, Click on “My Account” link, Click on Type of recruitment link at the left side on page (Direct recruitment/Competitive/Departmental/Limited Departmental). Select the
Profile Creation (One time activity) cont...

Profile is divided in 6 Steps as highlighted below. Fill data and click on SAVE button to save filled data and to go to Next Profile Step. Initially Profile Status will be InComplete

Step 1 – Personal Information: This step captures candidate's personal information like Full name, Date of Birth, Nationality etc.
Click on **SAVE** button to save filled data in personal detail as shown below.

Click on **OK** button to proceed further & to go to next step.
2 Profile Creation (One time activity) cont...

- **Step 2 – Address Information**: Click on Step 2. This step captures candidate's address information like Current Address details as well as Permanent Address details.

Click on **SAVE** button after filling all details.

![Address Information Form](image)
Step 3 – Other Information: Click on Step 3. This step captures candidate's information like Ex-Serviceman, DAE employee etc.

Click on SAVE button after filling all details.
Step 4 – Qualification Information: Click on Step 4. This step captures candidate's Qualification details. Candidate should enter all qualifications achieved in details like (SSC, HSC, Graduation, Post graduation etc).

Click on ADD button after filling all details to add details. Multiple entries can be done.
2 Profile Creation (One time activity) cont...

- After click on **ADD** button, data will get added in table as shown below. This data can be edited by click on **EDIT** button and can be deleted by click on **DELETE** button.

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Qualification Type</th>
<th>Name of Degree</th>
<th>Subject</th>
<th>State</th>
<th>Board/University</th>
<th>Result</th>
<th>Result Date</th>
<th>Attempts</th>
<th>Percentage</th>
<th>Course Duration (In Months)</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SSC</td>
<td>SSC</td>
<td>MAHARASHTRA</td>
<td>State Board</td>
<td>Passed</td>
<td>02/03/2010</td>
<td>1</td>
<td>65</td>
<td>12</td>
<td>First Class</td>
<td></td>
</tr>
</tbody>
</table>

- Click on **SAVE** button after adding all details to save all filled details.
Step 5 – Experience Information: Click on Step 5. This step captures candidate's Experience details. Candidate should enter all Professional Experience in details.

Click on **ADD** button after filling all details to add details. Multiple entries can be done.
After click on **ADD** button, data will get added in table as shown below. This data can be edited by click on **EDIT** button and can be deleted by click on **DELETE** button.

Click on **SAVE** button after adding all details.
Profile Creation (One time activity) cont...

Step 6 – Upload Photo/Signature: Click on Step 6. This step captures candidate's Photo and Signature.

Click on Choose File button to select image to upload.
Profile Creation (One time activity) cont...

- It will open a window to select scanned photo/signature as shown below.

   ![Selecting image file](image.png)
2 Profile Creation (One time activity) cont...

- After selecting both images (Photograph/Signature), it will display both images.

  Click on **SAVE** button to save selected Photograph and Signature.

"Click on Save button to save the information before going to next Step"
2 Profile Creation (One time activity) cont...

- After filling entire profile information and click on **SAVE** button the status of profile will change to **Complete**.

- Now candidate can apply to any examination in this system.
Go to hwb.mahaonline.gov.in and enter your login credentials (User Name and Password), click on Login button as highlighted below.
After Successful login, Home page will be displayed as below,

Click on **Online Application** button to View all available HWB Advertisements to apply.

**Steps of Application Submission**

**Application Submission Process**

There are FOUR stages of application submission.
1. Profile Creation/Updation
2. Application Submission
3. Fees Payment through MY ACCOUNT section
4. Centre Selection through MY ACCOUNT section (only in case of Competitive Examinations)

**Detail Steps**

- If you are new user, create user name and password for log in into website.
- After log in into website enter your complete profile. Keep ready Scanned copy of your photograph of size (breadth 3.5 cms* height 4.5 cms) and your scanned signature of size (breadth 3.5 cms* height 1.5 cms) with you before start entering profile information. Images must be in jpg format and size of image must not exceed 50 kb.
- Then click on “Click here to apply” link available in front of advertisement.
- Data available in your profile will be automatically displayed in your application form. Fill remaining information in application and submit.
How to Apply – Application Submission cont...

All available exams will be displayed as below.

To apply for any advertisement, click on “Click Here to Apply”

<table>
<thead>
<tr>
<th>Advertisement No.</th>
<th>Name Of Post</th>
<th>Apply Start Date</th>
<th>Date Of Closing</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>HWB/02/2014/13</td>
<td>STENOGRAPHER GRADE – II / III</td>
<td>12-09-2014</td>
<td>20-09-2014</td>
<td>Click Here to apply</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>pdf not available</td>
</tr>
<tr>
<td>HWB/02/2014/12</td>
<td>WORK ASSISTANT/A</td>
<td>12-09-2014</td>
<td>20-09-2014</td>
<td>Click Here to apply</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>pdf not available</td>
</tr>
<tr>
<td>HWB/02/2014/11</td>
<td>TECHNICIAN - C / D (MECHANIC CUM DOZER OPERATOR)</td>
<td>11-09-2014</td>
<td>20-09-2014</td>
<td>Click Here to apply</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>pdf not available</td>
</tr>
<tr>
<td>HWB/02/2014/10</td>
<td>TECHNICIAN - C / D (CRANE OPERATOR)</td>
<td>12-09-2014</td>
<td>20-09-2014</td>
<td>Click Here to apply</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>pdf not available</td>
</tr>
<tr>
<td>HWB/02/2014/09</td>
<td>CATEGORY – II TRAINEE (Process/ Plant Operator)</td>
<td>12-09-2014</td>
<td>20-09-2014</td>
<td>Click Here to apply</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>pdf not available</td>
</tr>
<tr>
<td>HWB/02/2014/08</td>
<td>CATEGORY – II TRAINEE (Instrument – Mechanic)</td>
<td>12-09-2014</td>
<td>20-09-2014</td>
<td>Click Here to apply</td>
</tr>
</tbody>
</table>
On click of “Click Here to Apply”, if all criteria of advertisement are matching with candidate's profile filled in system then the application form will be open as below.

Application form will fetch candidate's all required information from candidate's profile.
How to Apply – Application Submission cont...

- Check all information displayed in application form. Fill all questions asked (if any), select Post preference (if any).

After checking all information from application form, click on Submit button to submit the form.

- After application submission, candidate has to pay application fees in My Account.
On click of **Submit** button and Successful application submission, it will display message with Transaction Id as highlighted below.

Click on **OK** to proceed Further.
Application submission process gets completed after successful fees payment
Payment of Application Fees

After successful Application submission, candidate should go to My Account as shown below.

Click on My Account button.
My Account: This page will display candidate's all information of profile as well as all Applications submitted by candidate.

Click on Examination Type of Advertisement for which candidate want to pay the fees.

Examination Type are highlighted below.
On selection of Examination Type and Exam name, all applied advertisement list will be displayed as below. If candidate is eligible for relaxation in Fees Status will be shown as Exempted. If candidate is not eligible for relaxation in Fees Status will be shown as Unpaid and link for payment will be displayed as shown below.

To pay the fees, click on **Pay Now** button.
On click of **Pay Now**, it will ask to select Mode of Payment,

Candidate can pay fees using three options:

- **Online Payment**
- **Bank Challan**
Payment of Application Fees cont...

**Online Payment**: If the candidate selects the Online Payment mode, the system will redirect the candidate to the Payment Gateway to proceed with the Online Payment Process.

Candidate can pay the fees using Debit Card, Credit Card, or Online Banking.
4 Payment of Application Fees cont...

**Online Payment**: If candidate selects Online Payment mode then system will redirect candidate to Payment Gateway to proceed the Online Payment Process.

Candidate can Pay the fees using Debit Card, Credit Card, Online Banking.

### Net Banking
- Rs 5 for transaction amount up to Rs. 500
- Rs 10 for transaction amount greater than Rs. 500
  - Pay Gov India, NDML for Govt. of India
- Rs 5 for per transaction payment
  - ICICI Net Banking
- Rs 2.5 for per transaction payment
  - Yes Bank Net Banking
- Rs 4.5 for per transaction payment
  - Times of Money (All Banks)

### Credit/Debit Cards
- Debit Card Payment - 0.75% of transaction amount for amount up to Rs. 2000; 1% of transaction amount for transaction amount above Rs 2000
- Credit Card Payment - 1.00% of the payment amount subject to minimum
Bank Challan (SBI): If candidate selects Payment mode as Bank Challan then system will display Bank Challan as shown below.

---

NOTE
1) Application No. (for HWB Office Purpose) 14999999936171700000253
2) Candidate to ensure the Registration ID/Ref No. and Date of Birth is correctly entered by Bank.
3) Candidate can pay Application Fees by Challan in any SBI Branch during working hours of Bank after 2hrs of Submission of Online Form.
4) Candidate who submits Application on Last Date can Pay Application Fees on Next working day of Bank.
Payment of Application Fees cont...

- After successful payment, Payment status of Examination will get change to **Paid**.

**In case of SBI Bank Challan, 48 hrs time is required to get status updated as **Paid**.**

**Status Paid indicates the Completion of Application Submission process except Competitive Examination.**
Centre Selection (Only in case of Competitive Examination)

After successful Application submission and Fees payment, candidate should go to My Account for Centre Selection and to complete the Application Submission process.

Click on My Account button.
Complete Application Submission Process
Completion of all below steps successfully completes the Application Submission Process.

1. New User Registration / Create User Account (1st time user)
2. Profile Creation (One time activity)
3. How to apply...? - Application Submission
4. Payment of Application Fees
Use of My Account

- In My Account, candidate can **View / Edit / Print** his/her own profile.

- My Account options:
  - View Application, Hall Ticket, Result, Interview, Receipt of Payment, Cancel Application, Recommendation Letter.

**Image Description:**
- The image shows a screenshot of the Heavy Water Board's website.
- The screenshot displays the My Account section with options for View, Hall Ticket, Result, Interview, Feedback, Receipt, Cancel Application, Recommendation Letter, and Back.
- There are fields for Please Select Year and Select Post Name.
- A table is shown with columns for Application ID, Examination Name, Status, and Remark.
Cancel Application

- Login into system with **Registered User Name and Password**. Go to "My Account" link.
- Select the **Year and Post name**.
- Select Examination and click on Cancel Application.
- For cancelling application Candidate has to specify valid reason.
Rules to Cancel Application

- Candidate can cancel His/Her application after successful submission of Application (including fees).

- Application can be cancelled on Internet at this website till last date of Application submission.

- No refund in Application cancellation.
Thank You...!!!
&
Wish you best of luck for your exam...!!!