



THE HIMACHAL PRADESH TAKNIKI SHIKSHA BOARD

Near Govt. ITI, Dharamshala, Dari PO, Jhikli Barol,
Himachal Pradesh 176057

Helpdesk :	<p><u>DTE Land Line No. 01907-267426</u> <u>HPTSB Land line No. 01892-225755</u> <u>Toll Free Helpline No. 18001808025</u> E-mail : trainingbranch204@gmail.com, techedu-hp@nic.in, hptsbadmission2021@gmail.com</p>
Websites:	<p>https://www.hpotechboard.com/</p>

IMPORTANT INSTRUCTIONS FOR ONLINE REGISTRATION ACADEMIC SESSION 2022-2023

1. It is must for all the candidates to register for participating in the Online counseling for session 2022-23.
2. Candidate is required to fill up all the required (***/Mandatory**) fields as per the instructions on the registration page.
3. Candidate is required to enter his/her correct and accurate data of educational qualifications and personal details.
4. Before applying online, the applicant must have :
 - a. A scanned copy of a self signed passport size **photograph (Size 10KB - 200KB)** in .jpg/ jpeg, or .png format.
 - b. Scanned **signature (Size 3KB - 30KB)** in .jpg/ jpeg, or .png format.
 - c. **The applicant must have a valid email id and a valid mobile number for Online Registration for Admission** as all the communication will be sent on the registered Mobile No. & Email –id.
5. Follow the following steps for Online Registration :-
 - Step-I** Candidates must fill all the required information on the Online Registration form. Thereafter, Applicant will be allotted online Registration Number and the same will be **acknowledged/ informed through email and SMS on registered Mobile Number** . Applicants are advised to note their registration number immediately after generation by the system, keep it with him/her confidentially and should not share the same with anybody. Board shall not be liable for any breach done by anyone using the registration number and password shared by the applicant. Applicant may apply for more than one stream if eligible, through separate registration for respective stream along with prescribed registration fee.
 - Step-II** **Login using the Registration Number and Password** for online submission of Application Form

Step-III After completing (Step-I) & (Step-II) completely, the applicant shall have to pay the Registration Fee (Non-refundable) through online mode using Credit/Debit Card/Net Banking of any bank.

In case the Applicant fails to deposit the fee, his/her application shall stand automatically cancelled/ rejected and shall not be considered for further processing. *** (If the payment of a candidate fails and amount is deducted from his/her account, please click on the tab **Verify- Payment Status** on the application form)***

Applicant can take print out of the application form on successful payment of Registration Fees. Applicant need not send any application /documents by post. Only On-line registered application forms will be entertained and application sent by post / in person will not be entertained.

6. In case the applicant fails to complete any of the above mentioned steps in the stipulated time (as per counseling schedule), then his/her application shall stand automatically cancelled/ rejected and shall not be considered for further processing.
7. Applicants are advised to visit Board's websites regularly <https://www.hpotechboard.com/> for latest updates.
8. For any clarifications regarding the online counseling, the applicant can call at help-line numbers **01892-225755, 1800-1808-025** or email to trainingbranch204@gmail.com, techedu-hp@nic.in, hptsbadmission2021@gmail.com on all working days from **9:00 am to 5.00 pm**.
9. The applicant will be responsible for any mistakes made by him/her in the on line application form, Board shall not be responsible or liable in any way.