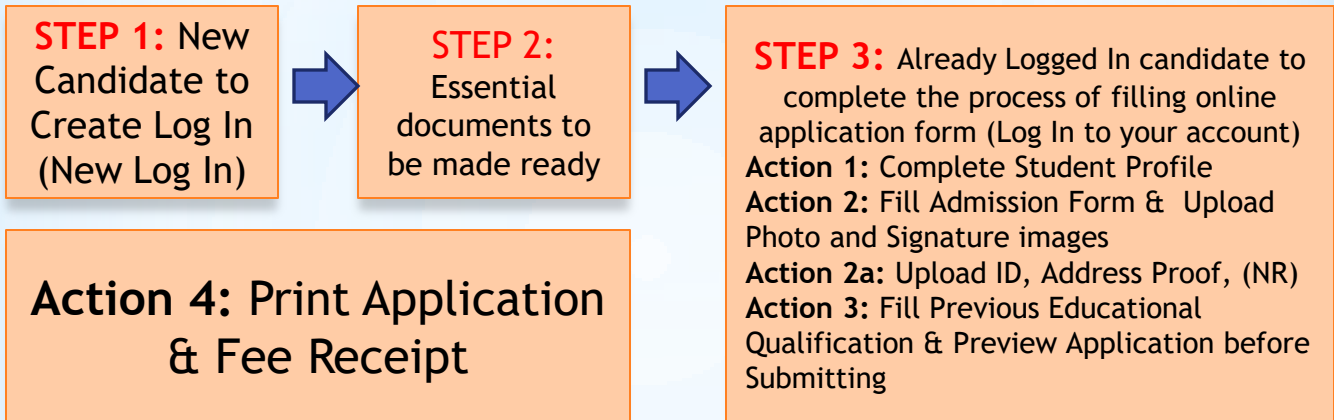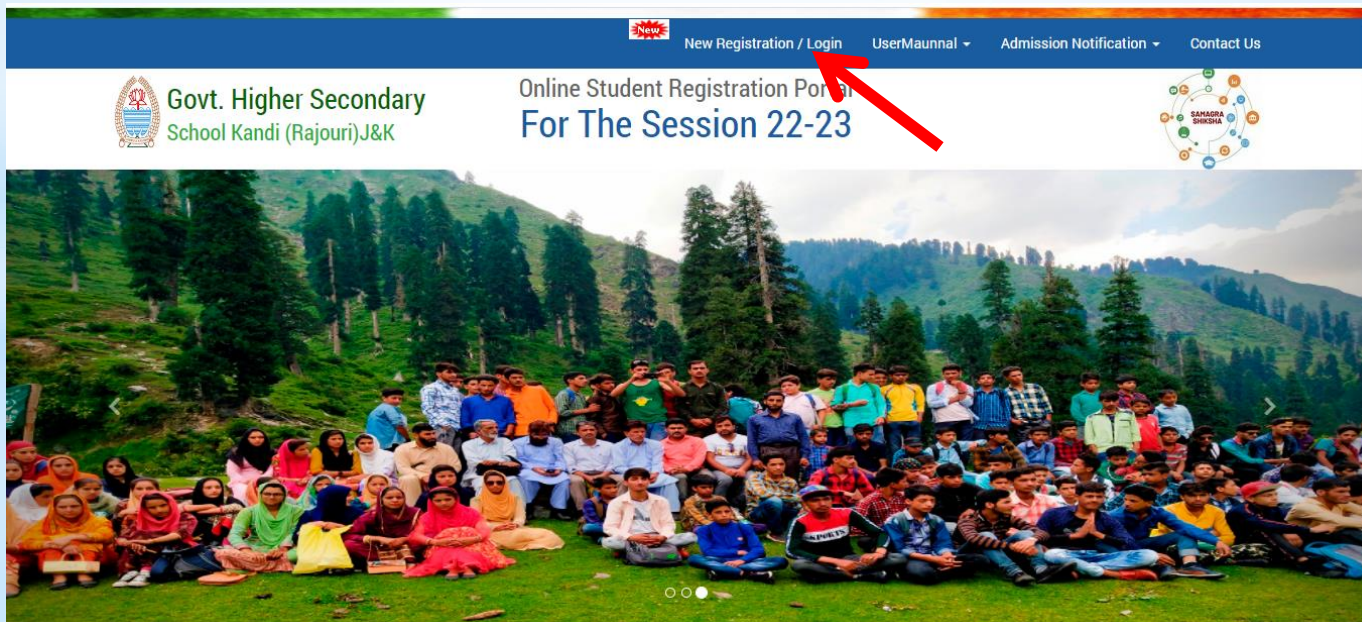# GUIDELINES I STEP BY STEP INSTRUCTIONS TO FILL THE ONLINE ADMISSION FORM 2022

GENERAL INSTRUCTIONS FOR COMMON REGISTRATION PORTAL

1) Candidates are required to apply online through website: https://hsskandi.in/
   OR Follow Direct link https://hsskandi.in/admission

2) Entries in the application form are required to be filled only in English

STEP 1: New Candidate to Create Log In (New Log In)	→	STEP 2: Essential documents to be made ready	→	STEP 3: Already Logged In candidate to complete the process of filling online application form (Log In to your account)

Action 4: Print Application & Fee Receipt

STEP 3: Already Logged In candidate to complete the process of filling online application form (Log In to your account)
Action 1: Complete Student Profile
Action 2: Fill Admission Form & Upload Photo and Signature images
Action 2a: Upload ID, Address Proof, (NR)
Action 3: Fill Previous Educational Qualification & Preview Application before Submitting

STEP 1: New Candidate to Create Log In (New Log In)

Here to Register (New Registration /Login)
▫ Choose The appropriate details form dropdown to apply for admission You must have a valid working mobile number for applying online.
▫ Check The Box "**I agree to the** "**Terms and Conditions**" Press the button "**REGISTER**". After Successful Registration System will show You "Thanks For Registration"

Have An Account

School

GOVERNMENT HIGHER SECONDARY SCHOOL KAN ✓ ⌄

Full Name

SAJID AMIN ✓

Mobile Number

9622169919 ✓

Class

Class 9 ✓ ⌄

Gender

Male ✓ ⌄

Day	Month	Year
01 ✓	01 ✓	2000 ✓

☐ I agree to the **Terms and Conditions**

Register

☐ **Note: Once the information filled here will not be changed**

Online Application Processing System

11th Class

Student Zone - Login: Online admission are open you are requested to read instruction before applying

Have An Account

LOGIN FORM (11th)

Dear SAJID AMIN You Have Secussfully Registered !! ✕

Mobile Number

Enter Your mobile No.

Day	Month	Year
01	07	1986

Login

Don't have an account? Sign up

After Successful Registration Students need to Complete Application to log in to fill the application form. Here to log in you need to fill the following:
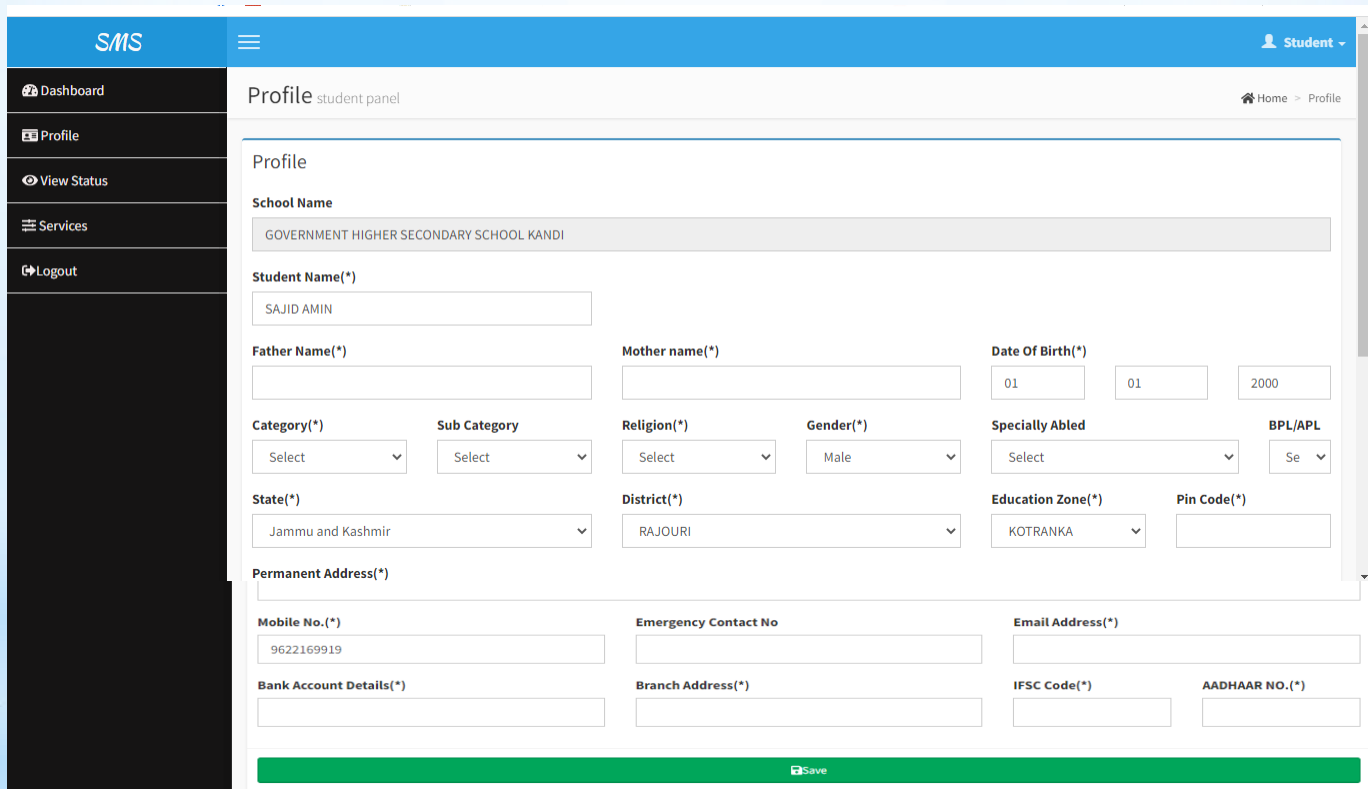1. MOBILE NUMBER 2. DATE OF BIRTH (FILL SAME AT THE TIME OF REGISTRATION)

STEP 2: Essential Documents to be made ready

☐ Before starting to fill up the on-line application, keep ready with you the following details / documents / Information
a) Valid Email ID & mobile number valid for at least next one year.
b) Image of scanned photograph in jpg / jpeg format and size should not exceed 100 KB
c) Image of scanned signature in jpg / jpeg format and size should not exceed 50 KB
d) Personal and Educational qualification details All certificates in respect of qualifications (Previous Year Mark sheets/ DoB Certificate as Proof of Date of Birth Bank Copy and Aadhaar Card should be readily available.)

Note: - While applying for the admission, the candidates should ensure that he / she fulfills all the eligibility criteria given herein and particulars furnished are correct in all respect. In case, it is found at any stage of selection that a candidate does not fulfill the eligibility criteria and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / admission will stand automatically cancelled.

STEP 3: Already Registered candidate log in to complete the process of filling online application form (Log In to your account)

□ **ACTION 1: FILL APPLICATION (CLICK ON THE BUTTON TO FILL APPLICATION FORM)**
□ Fill the details on profile Section.
□ While filling the Profile form online, please save the information by clicking the button **"SAVE".** □ In case you wish to edit any information you can do that by log in again using Your Mobile Number and Date of birth, Click **"Fill Application/Admission form"** and after editing the information, make sure to save the information by clicking the button **"SAVE & NEXT".**

Previous School Name	Board	Board RR No.	Class	Year & Session	MM	MO	%AGE
Previous School Name (*)	Board (*)	Board RR No. (*)	Class (*)	Year (*)	MM (*)	MO (*)	Percentag (*)
Previous School Name (*)	Board (*)	Board RR No. (*)	Class (*)	Year (*)	MM (*)	MO (*)	Percentag (*)
Previous School Name (*)	Board (*)	Board RR No. (*)	Class (*)	Year (*)	MM (*)	MO (*)	Percentag (*)
Previous School Name (*)	Board (*)	Board RR No. (*)	Class (*)	Year (*)	MM (*)	MO (*)	Percentag (*)

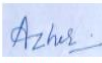**Action 2:** Fill Educational qualification details in respect of Previous qualifications Fields (8th/10th) Mark sheet & Click On **"SAVE&NEXT"**

A) Image of scanned photograph in jpg / jpeg format and size should not exceed 100 KB

B) Image of scanned signature in jpg / jpeg format and size should not exceed 50 KB

Action 3: After Successful Uploading Click On **"SAVE&NEXT"**

Candidate to Choose the Stream (for Below 9th Candidate May Choose **'GENERAL"** However Students Belong To 11th & above May Choose **(ARTS/MEADICAL/NON-MEADICAL/COMMERCE)**

NOTE: Students Opts For Vocational Subjects may Choose Form VOCATIONAL SUBJECTS and Click on **"SAVE & NEXT** for **"PREVIEW"**

ACTION 3: SUBMIT APPLICATION

□ Candidate to Preview Application Form   In case you wish to edit any information pertaining to Personal Details, and Qualification Details; Photographs/signature you can click on GO Back option After read the details make sure to save the information and final Application Submit by clicking the button "ONLINE   PAYMENT / OFFLINE FEE PAYMENT". (NOTE: CANDIDATE MAY CHOOSE OFFLINE PAYMENT OPTION FOR FINAL SUBMISSION) Your Application is submitted AN AUTOGENERATED APPLICATION NUMBER WILL BE ISSUED AND THIS CONFIRMS THE FILLING OF ONLINE APPLICATION FORM.

□ Once the application is submitted at this step, you cannot edit the information after that.

ACTION 4 : PRINT APPLICATION/ FEE RECEPT

□ Take the print out of online application form and Fee Slip submit their hard copies of filled online admission form along with documents.

□ Candidates can take re- print of the Online application form by clicking Already Logged In Candidate Dashboard (VEIW FILLED APPLICATION) option Candidates should keep one set of application for record.

Annexure A – Photo & Signature Upload Specifications

Candidates applying for the exam must take care of Photo details, photo size, etc. while attaching their photograph with Application Form. Listed below are important points related to the same:

1. Upload high-quality photograph. The photograph will appear on your RR Card & 10TH /11TH /12TH Board Examination Form.
2. Colored photo must be taken recently by a professional photographer. Photographs taken from a mobile phone or other self-composed portraits may result in rejection of the application.
3. Date of clicking the photograph should be printed on it at the bottom (Optional).
4. Dimensions: A passport size photograph with 3.5 cm width and 4.5 cm height of the face.
5. Format: JPEG only
6. Standard Print size: 3.5 cm X 4.5 cm (width X height)
7. Background of Photo: White or a light color
8. The face should occupy at least 70% area of the photo with a full-face view looking into the camera directly.
9. Forehead, eyes, nose and chin should be clearly visible. Main features of the face should not be covered by hair of the head, any cloth or any shadow.
10. Photo should be without any cap/ hat.
11. For candidates who wear spectacles, photograph with glare on the glasses will not be accepted. If glare cannot be avoided, don't wear spectacles in the photo shoot.
12. Avoid spectacles with dark and tinted glasses.
13. Poor quality photograph will result in rejection of RR Form & Exam Form

For any Assistance write to Technical Helpdesk E-Mail ghsskandi@gmail.com

STUDENT HELPDESK

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