Instructions for Candidates

i.   The application form must be completed in all respects. The incomplete Form will not be considered. The candidate should fill the Form in own handwriting and if the signature/photograph of the applicant did not match at the time of test then the Form will be rejected straight away.

ii. The candidates should put his/her signature in the black or blue point pen within the box provided in the application form. The candidate's signature establishes his/ her identity. Hence, do not merely write your name in capital letters, which may lead to the rejection of his/her application.

iii. A candidate is allowed to submit only one application form for one category. If a candidate submits more than one application form for same category, the candidature of the applicant will be rejected.

iv. The application form should only be downloaded from website, a demand draft for Rs.354/- in favor of Hartron Informatics Limited payable at Chandigarh has to be enclosed. The date of Demand Draft issuance should be on or after publishing advertisement in newspaper and should not be after the last date of submission. No other document should be attached with the application form. Application fee is non-refundable.

v.   Two photographs attached/ pasted on the form should be recent and on the photograph attached with the application form please mention the name, father's/ husband's name on the back of the photograph & Demand Draft.

vi. Candidates bring original and photocopy of certificates & photo identity proof at the time of computerized test.

vii. The envelope containing the application form must be reached on the address given and schedule mentioned in our Advertisement. Hartron Informatics Limited, will not be responsible in case the application forms are not reached in time.

viii. The application form received without Demand Draft will be rejected.

ix. Form received with District preference other than option given will be rejected.

x.   No acknowledgement card will be sent to the candidate. However, the candidates are requested to check the status of his/ her application on our website.

xi. The test consists of two parts

System Analyst, Programmer, Jr. Programmer, Networking Engineer & Web Designer	
1St Part	There will be 50 multiple choice questions and 25 or more marks required to qualify 1st part. Those who qualify 1st part shall be allowed to appear in second part i.e. Programming/Practical test. Time duration will be of 25 minutes for 1st part.
2nd Part	The test will be of 90 minutes minimum 50% marks are required to qualify second part i.e. Programming/Practical test and subject to available of posts. There will be no re-test for second test.
DTP Operators	
1St Part	There will be 30 multiple choice questions and 10 or more marks required to qualify 1st part. Those who qualify 1st part shall be allowed to appear in second part i.e. Practical test. Time duration will be of 15 minutes for 1st part.
2nd Part	The test will be of 60 minutes minimum 50% marks are required to qualify second part i.e. Practical test and subject to available of posts. There will be no re-test for second test.

Xi   Sample papers are on our website.

Xii Validity of this panel will be one year from the date of declaration of result