Important Instructions

Please read complete instruction carefully before applying online for various post.

- **For the post of Secretary and Assistant Secretary**

1. Candidates can apply 'ONLINE' w.e.f. **01-12-2020 to 07-12-2020** till midnight 12:00.
2. The above mention fee should be deposited through online mode by using any type of Debit/Creditcard or online banking mode latest by: -07-12-2020 till midnight 12:00.
3. The candidates who have applied vide advt. dated 29-06-2017 and paid application fee for the post of Secretaries and Assistant Secretaries must have to apply again online on revised application form to our website without paying any fee.
4. The candidates who have applied vide corrigendum dated 21-02-2020 and paid application fee for the post of Secretaries and Assistant Secretaries need not to apply again online. As the online application portal is open again to provide opportunity to candidate whose form and fee is not submitted online during the corrigendum dated 21-02-2020.The eligibility criteria will be remain same as per corrigendum date 21-02-2020 which is available at web site.
5. The post pertains to Districts red cross branch, Faridabad, Sirsa and Sonipat have been filled up bypromotion as per the quota fixed ,which was advertised vide advt. dated 29-06-2017.The candidates who have applied for these districts may have to apply for other districts without paying any fee, if not, then they may apply for withdrawal of the fee at the Head office of Indian Red Cross Society ,Haryana State Branch , Chandigarh.

- **For the post of Accountant**

1. Candidates can apply 'ONLINE' w.e.f. **23-11-2020 to 08-12-2020** till midnight 12:00.
2. The above mention fee should be deposited through online mode by using any type of Debit/Credit card or online banking mode latest by 08-12-2020 till midnight 12:00.

General Instructions

1. After applying online your registration no. and password will be generated. You can login to Onlineportal using your registration no. and password for completion of your Online application form and online payment.You should keep registration no. and password with you for further processing of online form like taking print out of confirmation page and downloading of admit card for examination etc.

2. Instructions for Online Fee payment and Fee Confirmation:

   Special Note. Please use latest version of Google Chrome, Mozilla Firefox 17.0+ and Window 7 andabove operating systems to fill the online

   Application form and fee payment. Also use the Broadband or 4G internet connection to avoid fee payment failure:

   2.1 The fee payment is only through online mode and you can pay fee using any type of debit/credit card and online banking mode.

   2.2 While paying online fee, you will be redirected to online payment Gateway of Bank. Before proceeding next, please ensure all your details and check fee amount and other details.

3. You can have three kind of status of online fee payment, which are: -

   3.1 If your fee payment is successful, you can take printout of confirmation page of your Onlineapplication immediately after successful receipt of fee payment.

   3.2 If your fee payment is failure, you will have to pay fee again and again till successful confirmation of fee receipt.

   3.3 If your fee is deducted from your account but fee successful receipt is not generated, please wait for 72 hours and check account for refund of deducted amount after 72 hours, kindly check if you fee status is 'Successful'. If yes, then you can take printout of your filled application form. If your fee status is 'Failed', then you are supposed to pay fee again till successful confirmation of fee receipt.

4. After successful payment of fee, candidates are advised to retain printed/Hard copy of their online confirmation page for further processing, as and when it is sought from the candidates in future.

5. Application fee of Rs. 1000/- (Rupees one thousand only) will be accepted Debit/Credit card and NetBanking through online only. Application received through any other mode will not be accepted and will be rejected Straightway.