

## **IMPORTANT INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM**

### **A. GENERAL INSTRUCTIONS**

1. Only online application submitted before the closing date (24.10.2016 05:30 PM) will be accepted. Application form sent in any other mode will be rejected.
2. Incomplete application and Applications submitted without **photograph along with signature**/relevant documents/application fees will be summarily rejected.
3. It is the responsibility of the applicant to ensure that all the details are successfully submitted online along with the payment of requisite Application Fees before the closing date. NIELIT will not be responsible for any of the unforeseen circumstances.
4. The fee will be collected through online payment mode via application software only. Any processing charges towards the same plus service tax, if any, will have to be borne by the Applicant. Fee through any other mode like Demand draft, Pay Order, Cheque or Challan will not be accepted.
5. Application fee once paid is non-refundable. Applicants, in their own interest, should check their eligibility for specific post before remitting the application fee.

### **B. PROCEDURE FOR ONLINE SUBMISSION OF APPLICATION**

The Application can be submitted online through the URL <http://recruitment.nielit.gov.in/> Applicants are advised to read the instructions and steps carefully before submitting application form.

#### **(i) STEPS FOR SUBMITTING THE APPLICATION FORM**

The complete Application can be submitted in following 3 steps:

- STEP 1: Submission of Applicant's Details**
- STEP 2: Uploading of scanned Photograph along with signature and relevant documents**
- STEP 3: Payment of application fee online**

#### **Note:**

1. An **Application Number** is generated on completion of Step 1 so that applicants may complete Steps 2 and 3 later on but not later than closing date by using this number and Date of Birth. Read instructions given below for availing this facility.
2. Applicant can also view and print details of submitted Application form along with Photograph/ Signature and Status of Payment (whether Successful or Pending).

#### **(ii) PROCESS FOR SUBMISSION OF APPLICATION FORM**

1. Applicant has to read through the instructions and check the "**I Agree**" check box provided at the bottom of the form after declaration if applicant is sure that he /she meets the prescribed eligibility details for the posts for which he/she wants to apply.
2. Applicant can then start the process for submission of Application form by clicking "Proceed to Apply Online" button. Applicant is required to provide all the mandatory information [Marked with \* (asterisk) sign] in the application form.

3. After specifying all the mandatory information as required in STEP 1 of submission of Application Form, Applicants will have to check the “I Agree” check box to agree to the specified declarations and also to the fact that the information furnished by him/her is correct to the best their knowledge and in case any of the furnished information is found wrong later on his/her candidature is liable to be cancelled.
4. The Applicant will then have to click the “Continue” button to Preview the details entered by him/her. If all details are correct, the applicant can proceed to STEP 2 of applying by clicking the “**Save Step1 & Proceed**” button. Once the applicant clicks on “Save Step1 & Proceed”, he/ she cannot make any further modifications in the application details. If any details are incorrect, the applicant can go back to STEP 1 by clicking the “**Edit Application**” button to change the entered information.
5. On clicking the “**Save Step1 & Proceed**” button, an Unique Application Number will be generated after registering the Applicant for this recruitment and he/she will be allowed to upload his/her scanned Photograph along with Signature and relevant documents to complete STEP 2 of submission of Application Form.

**Note:**

- a. Applicants are advised to note down the generated Application Number. However, information regarding the generated Application Number will also be sent to the Applicant via SMS and/or will also be emailed.
- b. Applicant can also fill up the STEP 2 and STEP 3 of the application later on but before the closing date.
- c. Applicants are advised to upload a recently taken scanned photograph (PP SIZE) along with signature in JPG/JPEG format. The digital size of file must be less than 50 KB.
- d. Candidates should upload only the relevant document in the following sequence in a single file in PDF Format (not exceeding the size of 2 MB)
  - i. Caste Certificate (SC/ST/OBC), if applicable
  - ii. Category Certificate (PWD or any other), if applicable.
  - iii. Certificate of Date of Birth (issued by Municipality, etc. or Matriculation/High School/SSC Certificate)
  - iv. Certificate of Educational qualification, which makes him/her eligible for applying for the post
  - v. Certificates of higher educational qualification
  - vi. Certificate of Experience in relevant field, which makes him/her eligible for applying for the post.
6. Applicant can also complete STEP 2 and STEP 3 of submission of Application Form later on by clicking on “**Upload Images/Make Payments (If Step-1 of Registration has already been completed and Application Number received)**” on the Main Page.
  - a. Applicant has to provide the correct details of Application Number, Date of Birth and Post applied before clicking on the Submit button.
  - b. After clicking the Submit button the applicant will be taken to the **STEP 2** of submission of Application Form.
  - c. After completion of STEP 2 the applicant will click the **Save Step2 & Proceed for Payment** button for making the payment.
  - d. Applicant can make changes to the details entered in the STEP 2 before making the Payment.
7. In case payment of Application Fees is successfully made by the Applicant, a message of Successful Transaction is shown followed by the display of Payment Details from where the

Applicants can note down/print the transaction details of the payment made for future reference.

8. In case a message of **Transaction Unsuccessful/Transaction declined/Transaction Failed** is shown to the Applicant it means that the requisite application fee has not been received from him/her. Applicants are advised to click **Upload Images/Make Payments** on the main page once again to complete the STEP 3 of submission of Application Form. Applicant is required to make sure that his payment is not shown as '**PENDING**' in the Payment Status displayed after clicking **View/Print Application** menu option available on the home page.
9. Applicant can view the main Application details entered earlier by clicking the **View/Print Application** menu option available on the home page by providing Application number and Date of Birth. Applicant can print these details by clicking on **Print** button.