IMPORTANT INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

1. Only online application submitted before the closing date will be accepted. Application form sent in any other form will be rejected.

2. The Applications complete in all respects will be accepted and Application submitted without photograph/signature or 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.

PROCEDURE FOR ONLINE SUBMISSION OF APPLICATION

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

A. 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
   STEP-3: Payment of application fee online

Note:

1. Although for the benefit of applicants an **Application Number** is generated on completion of STEP-1 so that he/she may complete STEP-2 and STEP-3 later on but not later than closing date by specifying this number and Date of Birth. Read instructions given below for availing this facility.

2. Applicants can also view and print details of submitted Application form along with Photograph/ Signature and Status of Payment (whether SUCCESS or PENDING).

B. 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 "**Submit Application**" button. Once the applicant clicks on "**Submit Application**", 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 "**Submit Application**" 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 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.

6. Applicant can also complete STEP-2 and STEP-3 of submission of Application Form later on by clicking on "**Complete STEP-2 and STEP-3: (If STEP-1 of Registration has already been completed and Application No. 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 **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 by 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. Applicants are required to make sure that payment is not shown as '**PENDING**' in the Payment Status displayed after clicking **View/Print Application** menu option available on the home page.

9. Applicants can view the Application details entered along with status of application by clicking on the View/Print Application menu option available on the home page by providing Application number and Date of Birth. Applicant should ensure that the **Application Status** on Application form is "**Submitted Successfully**" otherwise application will be treated as incomplete and rejected. Applicant can print application form by clicking on Print button