

## IMPORTANT INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

### **A. GENERAL INSTRUCTIONS**

1. Only online application submitted before the closing date (28.08.2017 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, if applicable 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, if applicable 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://apply-delhi.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, if applicable**

#### **Note:**

1. An **Application Number** is generated on completion of Step 1 so that applicants may complete Steps 2 and Step 3(if fee is applicable) 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, Status of Payment (whether Success or Pending) and Application Status.

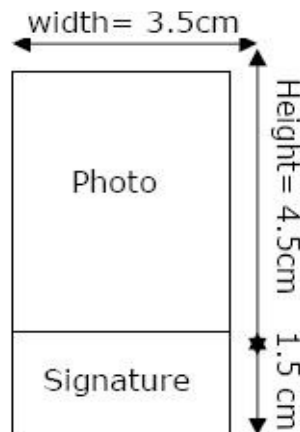
#### **(ii) PROCESS FOR SUBMISSION OF APPLICATION FORM**

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 can not make any further modifications in the application details. If any details are incorrect, the applicant can click on “**Edit Application**” button to change the entered information.
5. On clicking the “**Save Step1 & Proceed**” button, an Unique Application Number will be generated and further 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 or will also be emailed. In case applicant forgot the application number, he/she can also retrieve application number from the “**View/Print Application**” menu option given at top of Home Page.
- b. Applicant can also fill up the STEP 2 and STEP 3(if applicable) of the application later on but before the closing date.
- c. Each candidate shall affix his/her recent colour passport size photograph (of size 3.5 cms x 4.5 cms) on a White Paper and then append his/her signatures with Black Pen in another box of 3.5 cms x 1.5cms below the photograph on the same Paper. Scan the above photo and signature in a single file in JPG format of size not more than 50 KB and upload the same at appropriate space provided in the on-line Application Form. Sample image is given below.



- 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, if any
  - vi. Certificate of Experience in relevant field, if applicable
  - vii. NOC, if applicable

6. Applicant can also complete STEP 2 and STEP 3(if applicable) 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 STEP-2 & Proceed** button for making the payment of application fee (if applicable) or for final submission of application form(where fee is not applicable)
  - d. Applicant can make changes to the details entered in the STEP 2 before making the Payment of application fee (if applicable) or before final submission of application form (where fee is not applicable).
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, in such scenario the applicants are advised to make the payment from the option “**Upload Images/Make Payments**” on the main page once again to complete the STEP 3 of submission of Application Form. Applicants who are required to pay fee should ensure that his/her payment is **not** shown as ‘**PENDING**’ in the Payment Status displayed after clicking **View/Print Application** menu option available on the home page.
9. Application will be treated as incomplete/rejected unless accompanied by Payment of Application Fee, if applicable. In case, fee is not applicable, candidate must click on '**Submit Application**' button at STEP-2 to complete the application otherwise it will be treated as incomplete/rejected.
10. 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 Applicant 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.