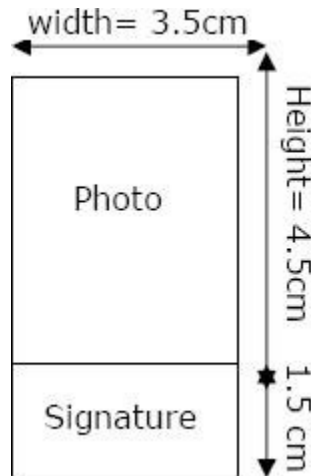


VACANCIES TO BE FILLED UP ON DIRECT RECRUITMENT BASIS in NIELIT

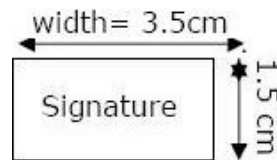
(Advt. No. A-12/7/2022-Administrator)

**Applicants should have the following available with them for applying:**

- a. Active Mobile Number
- b. Valid and active Email Address (e.g [abc@gmail.com](mailto:abc@gmail.com) etc)
- c. Scanned copy of Photograph (JPEG/ JPG) along with Signature: Each Applicant should 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 to upload the sameat appropriate space provided in the on-line Application Form. Sample image is given below.



- d. Scanned copy of Signature (JPEG/ JPG): Each Applicant shall affix his/her signature (of size 3.5 cms x 1.5 cms) on a White Paper with Black Pen. Scan the above signature in a 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.



- e. Scanned copy of Date of Birth Certificate (issued by Municipality, etc. or Matriculation/High School/SSC Certificate): Maximum Size: 250 KB.
- f. Scanned copy of Matriculation (Class X) Marksheet: Maximum Size: 250 KB.
- g. Scanned copy of 10+2 (Intermediate) Marksheet: Max. Size 250 KB.
- h. Scanned copy of Caste Category Certificate, if applicable: Max. Size 250 KB.
- i. Scanned copy of Degree of Essential Qualification: Max. Size 250 KB
- j. Scanned copy of Marksheet of Essential qualification, which makes him/her eligible for applying for the post: Max. Size 1MB
- k. Scanned copy of Certificates of highest educational qualification, if any.: Max. Size 250 KB
- l. Scanned copy of Person with Disability Certificate, if applicable: Max. Size 250 KB.
- m. Scanned copy of EWS Certificate, if applicable: Max. Size 250 KB
- n. Certificate of Experience in relevant field, which makes him/her eligible for applying for the post along with NOC, if applicable: Max. Size 500 KB
- o. Scanned copy of Photo Identity Card of which the details have been provided at the time of Registration: Max. Size: 250 KB
- p. Credit/ Debit/ Net Banking etc details for Online Payment.

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

#### **A. GENERAL INSTRUCTIONS**

1. **Before proceeding to registration and applying for the posts, you must ensure that the Autofill/ Autocomplete data of your browser is cleared. The instructions regarding how to clear/delete the Autofill/ Autocomplete data is provided at Page 26 onwards.**
2. Applicants are responsible for the details filled by them in the Application Form. No requests for changes/ modifications will be entertained. The applicant must ensure that the details filled by them are true and correct.
3. Only ONLINE APPLICATION submitted before the closing date will be accepted. Application form sent in any other mode will be rejected.
4. Incomplete applications and applications submitted without application fees will be summarily rejected. Application will be treated as incomplete/rejected unless accompanied by Payment of Application Fee.
5. It is the responsibility of the applicant to ensure that all the details are correct and successfully submitted online along with the payment of requisite Application Fees before the closing date. Applicant must ensure that the Application Status is "**Submitted Successfully**". NIELIT will not be responsible for any of the unforeseen circumstances.

6. 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.
7. Application fee once paid is non-refundable. Applicants, in their own interest, should check their eligibility for the post they are applying before remitting the application fee.
8. The applicant has to register on the site ONLY ONCE and can apply for the advertised post(s) of his/her Choice. Failure to do so may lead to rejection/cancellation of the Application(s).
9. Relaxation of age based on Category as per Gol Rules will be available to applicants only if vacancy exists in the Category for the Post.

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

The Application can be submitted online through the URL <https://register-delhi.nielit.gov.in/> Home Page of online application displays all the details related to the Recruitment like Detailed Advertisement, Starting and Closing Date of online applications receiving, Helpdesk details etc. Applicants are advised to read the detailed advertisement/ instructions and steps carefully before registering themselves and filling the application(s).

The Online Submission of Application consists of the following Steps:

User Registration → Login → Personal Details → Fill Online Application → View/Print Application

1. **User Registration:** Applicants need to register themselves by clicking on “**New User Registration**” link. They have to fill all mandatory fields for registration regarding personal details along with email ID and mobile number. The mobile number and email ID are being validated with OTP during registration. After successful registration, a Registration Id will be generated. It is to be noted that only one Registration Id can be created using an E-mail ID and Mobile No. Applicants are advised to note down the Registration Id, since this Registration Id is required to be entered each time when you Login to the system for filling the Online Application. Information regarding the generated Registration Id will also be sent to the applicant via email. **If the applicant is applying for more than one post, it is mandatory to apply/ submit their applications using the same Registration ID failing which applications may be rejected.**  
**NOTE: If any applicant is found to have registered and applied more than once, their candidature may be cancelled/ rejected/ Allocation of different Exam venues/Clash in**

**exam timings for different posts.**

2. **User Login:** Once the applicant receives the Registration ID, one should proceed to Login by clicking on “Click Here to Login” link on the page displayed after the successful registration. The Login option is also available on Home Page under link “**Login (Registered Users Only)**”. In case applicant forgot the Registration Id, he/she can also retrieve Registration Id from the “**Forgot Registration Id**” button given at User Login Page
3. **Applicant Dashboard:** On successful login, the applicant Dashboard will be displayed. Steps for submitting Online Application is summarized on the Dashboard. All applications submitted (if any) by the applicant with its current status are also displayed here. Dashboard contains links for the following activities:
  - a. Personal Details
  - b. Fill Up Application
  - c. Edit/Complete Application
  - d. View/ Print Application

Before applying for any post, applicant is required to complete the Personal Details.

4. **Personal Details:** The first step to fill application is to complete the Personal Details by providing additional personal details required to be filled in this stage. Once the Personal Details are completed, the tab color will be changed to green to provide the status to applicant. The Personal Details can be modified by the applicant until they complete **STEP-1** of Fill Up Application. **Once the application number is generated, no changes are allowed in the Personal Details and the color will change to gray. The applicant must ensure that the personal details filled by them are correct before filling application.**
5. **Fill Application:** To apply for a post, applicant has to click on “**Fill Up Application**” link. This link will be available once the applicant completes the Personal Details. Applications for the Post is submitted in 4 steps:
  - a. STEP-1: Apply For Post (Post, Qualification, Exam City etc )
  - b. STEP-2: Experience Details & Preferred Place of Postings (NIELIT Centres)
  - c. STEP-3: Upload Documents
  - d. STEP-4: Make Payment

Application Number is generated on completion of STEP-1 of Online Application so that applicants may complete STEP-2, STEP-3 and STEP-4 later on but not later than closing date for


applications receiving. No option to apply for posts will be available after the closing date of applications receiving. Once the applicant has applied for all the available posts, the color of the tab will change to Gray. Applicant can submit only one application for one post.

6. **Edit Application:** Provision to edit details of an application (STEP-1 onwards) except the Post will be available to the applicant as long as status of Application is '**PENDING**'. No option to edit applications will be available after the closing date of applications receiving.
7. **View/ Print Application:** Applicants can view details of submitted Applications displaying the filled in details, Status of Payment (whether **SUCCESS** or **PENDING**) and Application Status. Only completed applications (Application Status is "**Submitted Successfully**") will be available for download.

**The steps for registration and submitting application are explained in detail from the next page onwards**

## F1: Home Page


[Home](#)



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**Vacancies to be filled up on Direct Recruitment Basis in NIELIT**

**Latest News/Important Information (Advt. No. A-12/1/2022-Administrator)**

Title	Date of Publish
<a href="#">Detailed Advertisement <b>NEW</b></a>	20-06-2022
<a href="#">Information regarding the recruitment of Staff Car Driver (Ordinary Grade) in MeitY (Advertisement No: NIELIT/NDL/MeitY/2021/1)</a>	--

[Instructions for filling Application](#)

[New User Registration](#)

[Login \(Already Registered\)](#)

Start date for Submission of applications	Last date for Submission of applications	Remarks
20-06-2022 11:30 Hrs	19-07-2022 17:30 Hrs	

**HELP-DESK:** For any **TECHNICAL** problem(s) faced during Registration, Online Application Submission, contact at details given below:

Email ID | [recruit-nielit@nielit.gov.in](mailto:recruit-nielit@nielit.gov.in)

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All details related to Advertisement, Starting and Closing Dates of application receiving, Helpdesk details are available in Home Page along with Instructions for Filling Application, User Registration and Registered User's Login.

1. To Register, click on **New User Registration**. Registration page will be displayed
2. To Login, click on **Login (Registered Users Only)**. User Login page will be displayed.

## F2: Applicant Registration

Home

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Testing Application Only - DO NOT REGISTER

Registration

**Personal Details**

Candidate First Name \*  
ENTER CANDIDATE FIRST NAME

Middle Name  
ENTER CANDIDATE MIDDLE NAME

Last Name  
ENTER CANDIDATE LAST NAME

Note: Name should be same as mentioned in all qualification certificates/documents.

Father's Name  
ENTER FATHER'S NAME

Mother's Name  
ENTER MOTHER'S NAME

Guardian name  
ENTER GUARDIAN'S NAME

(If Father's Name and Mother's Name is not available then enter Legal Guardian's Name)

Gender \*  
Select Gender

Date of Birth \*  
Enter Date of Birth

Category \*  
Select Category

**Identity Details**

Do You Have Aadhar Card \*  
--Select--

(Candidate has to produce same original aadhaar/identity card at the time of test/interview)

Mobile No \*  
Enter Mobile No

Email Id \*  
enter email id

**Declaration**

I hereby declare that:

- I have gone through the "detailed advertisement" and shall abide by the same.
- The information filled is true, complete and correct to the best of my knowledge and belief.
- I have done registration only once for this recruitment.
- I have never been debarred by any organisation for any illegal activity during my education/service.
- I understand that in the event of any information found false/incorrect/suppressed or any ineligibility being detected before or after the test/interview/selection my candidature is liable to be cancelled and no correspondence will be done in this regard.

I Agree

(\*) Star marked fields are essentially to be filled by the candidate.


Continue

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1. Enter the following details:
  - a. Candidate First Name, Middle Name (if any), Last Name
  - b. Father's Name and Mother's Name OR Guardian's Name
  - c. Select Gender
  - d. Select Date of Birth
  - e. Select Category
  - f. If Aadhaar Card is available, Select Yes and enter Aadhaar Card number; Else Select the Type of ID Card available and enter its number
  - g. Mobile Number
  - h. Email ID
2. Click on "I Agree".
3. OTP will be send to entered Mobile Number and Email ID.
4. Enter the OTP received. Click on Continue.
5. Once validated, enter the CAPTCHA as displayed.
6. Click on Save Registration Details. Successful registration page as below will be displayed.
7. To correct details, click on Edit Registration Details. Registration page will be displayed in Edit mode.

## O2: Applicant Registration


[Home](#)



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Online Application for the recruitment of vacant posts in NIELIT (This application is under testing)

**Registration**

You have successfully completed your Registration. Your Registration ID is: 1010003. Please login with this Registration ID to proceed further.

➡ Click here to Login

**Personal Details**

<b>Candidate First Name *</b> <input type="text" value="TEST"/>	<b>Middle Name</b> <input type="text" value="ENTER CANDIDATE MIDDLE NAME"/>	<b>Last Name</b> <input type="text" value="DATA"/>
<small>Note 1: Name should be same as mentioned in all qualification certificates/documents.</small>		
<b>Father's Name</b> <input type="text" value="FNAME"/>	<b>Mother's Name</b> <input type="text" value="MNAME"/>	<b>Guardian name</b> <input type="text" value="ENTER GUARDIAN'S NAME"/>
<small>(If Father's Name and Mother's Name is not available then enter Legal Guardian's Name)</small>		
<b>Gender *</b> <input type="text" value="Male"/>	<b>Date of Birth *</b> <input type="text" value="01/01/1990"/>	<b>Category *</b> <input type="text" value="GENERAL"/>
		<b>Whether PWD *</b> <input type="text" value="No"/>

**Identity Details**

<b>Do You Have Aadhar Card *</b> <input type="text" value="Yes"/>	<b>Enter Aadhar Card No *</b> <input type="text" value="111111111111"/>
<small>(Candidate has to produce same original aadhaar/identity card at the time of test/interview)</small>	

1. Note down the Registration ID and the ID Card Number.
2. Click on **“Click here to Login”** to proceed.

OR


Click on Home Page and Use link “Login (Registered Users Only).”

3. User Login page as below will be displayed.



## F3: Applicant Login

Home


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Online Application for the recruitment of vacant posts in NIELIT (This application is under testing)

### User Login


Registration Id *	<input type="text" value="1010003"/>
Aadhaar/Identity Card No filled at the time of Registration *	<input type="text" value="111111111111"/>
Image	 Refresh
Enter the text as displayed in the image above *	<input type="text" value="TH4FT1"/>
<input type="button" value="Login"/> <input type="button" value="Forgot Registration Id"/> <input type="button" value="New User Registration"/>	

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1. Enter Registration ID
2. Enter Aadhaar / Identity Number used while registering.
3. Enter CAPTCHA
4. Click on Login.
5. OTP will be sent to registered mobile and email
6. Enter OTP and click on **Proceed to Login** button
7. Applicant Dashboard as on **Page 11** below will be displayed on successful login.
8. In case applicant has forgotten details, they may click on **“Forgot Registration Id”**.
9. In case the applicant has not yet registered, click on **“New User Registration”**.Registration page will be displayed.

## F4: Forgot Registration ID


[Home](#)



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Online Application for the recruitment of vacant posts in NIELIT (This application is under testing)

**User Login**


Registered Mobile No \*

Aadhaar/Identity Card No filled at the time of Registration \*

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### Screen 1


[Home](#)



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Online Application for the recruitment of vacant posts in NIELIT (This application is under testing)

**User Login**

Registered Mobile No \*

Aadhaar/Identity Card No filled at the time of Registration \*

Registration Id	CandidateName	Father Name	Mobile No	Aadhar Card No	Identity Card No
1010003	TEST DATA	FNAME	9999999999	111111111111	


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### Screen 2

1. Enter registered mobile no. and Aadhaar/ Identity Card number. (Screen 1)
2. If all details are correct, Details will be displayed as per Screen 2; else error message is displayed.

## F5: Applicant Dashboard


[Home](#)



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Recruitment for various S&T and Non S&T posts in NIELIT on Direct Recruitment Basis

Welcome: ARIF (Registration ID: 1089941)

[Dashboard](#) [Logout](#)

Personal Details

Fill Up Application

EDIT/Complete Application

View/Print Application

Your submitted application to the post(s) will be displayed here, so far you have not submitted any application!

**Summary of STEPs for submission of online application**


*First of all complete Personal Details then by clicking on Fill Up Application button to fill the application form i.e. STEP-1, STEP-2, STEP-3 & STEP-4. Applicant has option to complete STEP-2 onwards later on once his/her STEP-1 of application is complete.*

- Personal Details ➡ Fill Up Application (STEP-1, STEP-2, STEP-3 & STEP-4) ➡ View/Print Application
- STEP-1: Apply For POST
- STEP-2: Experience Details
- STEP-3: Upload Documents
- STEP-4: Make Payment
- **PLEASE ENSURE THAT APPLICATION STATUS is "SUBMITTED SUCCESSFULLY". Only Such Applications will be considered.**

On successful login, the Dashboard is displayed.

## F6: Personal Details


[Home](#)



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Online Application for the recruitment of vacant posts in NIELIT (This application is under testing)

Welcome: TEST (Registration ID: 1010003)

[Dashboard](#) [Logout](#)

[Personal Details](#)

**Personal Details**

Applicants can change details at this stage, if there is any correction required!


<input type="text" value="TEST"/>	<input type="text" value="ENTER CANDIDATE MIDDLE NAME"/>	<input type="text" value="DATA"/>
<small>Note: Name should be same as mentioned in all qualification certificates/documents.</small>		
<input type="text" value="FNAME"/>	<input type="text" value="MNAME"/>	<input type="text" value="ENTER GUARDIAN'S NAME"/>
<small>(If Father's Name and Mother's Name is not available then enter Legal Guardian's Name)</small>		
<input type="text" value="Male"/>	<input type="text" value="GENERAL"/>	<input type="text" value="No"/>
<input type="text" value="10/10/1982"/>	<input type="text" value="9999999999"/>	<input type="text" value="test@test.com"/>
<input type="text" value="Yes"/>	<input type="text" value="111111111111"/>	

[People](#)

1. Before applying for the post, applicant has to complete Personal Details by clicking on **Personal Details**. In case of any corrections in the already registered personal details, applicant can modify them until Application Number is generated. **Applicants should ensure that details entered here are correct before applying for a post.**
2. Enter the following additional details:
  - a. Class X Roll No
  - b. Select whether Central Govt. Employee with 3 Yrs regular & continuous Service
  - c. Select whether Ex-Serviceman & Whether J&K Domicile
  - d. Correspondence and Permanent Addresses
  - e. Nationality
  - f. Alternate Mobile Number (Optional)
  - g. Whether there is any criminal case pending against you?
  - h. Upload Photograph
  - i. Upload Signature
3. Click on **"I Agree"**
4. **"Save & Proceed"** button will be activated if no error found on page; else error message is displayed on top of the page.
5. Click on **Save & Proceed**. Dashboard will be displayed. Personal Details tab will appear in **Green color** to show its completed status. **Fill Application option will be available now.**

## F7: Fill Application –STEP-1


[Home](#)



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Recruitment for various S&T and Non S&T posts in NIELIT on Direct Recruitment Basis

Welcome: ARIF (Registration ID: 1089941)[Dashboard](#) [Logout](#)

STEP-1STEP-2STEP-3STEP-4

STEP-1 (Apply For Post)

**Post Details**

Attention: Before proceeding, candidate must re-ensure that all information filled in the Personal Details is correct (VERIFY from Personal Details Tab). After completion of STEP-1, Personal Details cannot be changed!

Candidate Name TEST DATA	Category GENERAL	Date of Birth 21/08/1995	Whether PWD No
Gender Male	Father's Name F NAME	Mother's Name M NAME	Guardian's Name Enter Guardian's Name
J&K Domicile(1/01/80-31/12/89) No	Whether Ex-Servicemen Yes	Length of Service (Years) 2	

Whether a department candidate who is regularly appointed Government servant with 3 years continuous service (Refer Pont. 6 of detailed advt.)  
No

Post Applied \*  
Scientist -CCity of Written Examination \*  
Delhi

### Screen 1

**Essential Educational Qualification Details:**

Essential Qualification (from a Recognized University/Institution) \*  
Regular BE/B.Tech in Computer Engg. With First Class from a recognized University/Institution or Equivalent with minimum 4 years Post qualification experience required in the relevant field

**Selected Essential Qualification by You:** Regular BE/B.Tech in Computer Engg. With First Class from a recognized University/Institution or Equivalent with minimum 4 years Post qualification experience required in the relevant field

Date of Acquiring Qualification * 02/02/2015	Name of University * DU
---	----------------------------

Division \*  
First Class

Highest Qualification, If any :  
M.TECH

**Experience & Application Fee Details**

Relevant Experience (in Months) *: 48	Application Fee * : 400
--	----------------------------

Minimum required experience in relevant field after essential qualification is 4 Years

**Declaration**

I hereby declare that:

- I have gone through the "detailed advertisement" and shall abide by the same.
- The information filled in the application are true, complete and correct to the best of my knowledge and belief.
- I have submitted only one application for this post.
- I fulfill all the conditions of eligibility prescribed for the post applied for.
- I have never been debarred by any organisation for any illegal activity during my education/service.
- I understand that merely submission of online application form does not imply the fulfilling of eligibility criteria for the applied post.
- I understand that in the event of any information found false/ incorrect/suppressed or any ineligibility being detected before or after the test/interview/ selection my candidature is liable to be cancelled and no correspondence will be done in this regard.

I Agree

(\*) Star marked fields are essentially to be filled by the candidate.

Save STEP-1 & Proceed Edit Application

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1. Select/ Enter details like:

a. Post to apply for.

- In case you are above the eligible age as on closing date, error message will be displayed and no further action will be allowed.
- In case you have already applied for the post, error message will be displayed. Else, select post for which you wish to apply.

- In case vacancies are available in your category, application form will be displayed for filling

b. City of Written Examination

- If you have already applied for one of the posts, the City of written examination already applied for will be automatically displayed. Else, select City where to give exam/interview. Choice will only be taken if more than one option is available.

c. If the applicant belongs to PWD, then

- Select Type of Disability
- Enter Percentage of Disability

d. Educational Qualification Details

- Essential Qualification for the Post
- Date of Acquiring Qualification
- Board/ University Name
- Percentage
- Division (First / Second etc)
- Highest Qualification (if any- Optional)
- Desirable Experience (if any-Optional)

e. Relevant Experience (in Months): Months should be calculated from after passing essential qualification to cut-off date.

f. Fee payable is automatically displayed as per selected details.

2. Click on "I Agree" after reading declaration

3. Click on **Save STEP-1 & Proceed**.

4. STEP-2 of filling Application will be displayed.

## F8: Fill Application –STEP-2

[Home](#)

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Recruitment for various S&T and Non S&T posts in NIELIT on Direct Recruitment Basis

Ministry of Electronics & Information Technology  
Government of India

Welcome: ARIF (Registration ID: 1089941)

[Dashboard](#)
[Logout](#)

STEP-1

STEP-2

STEP-3

STEP-4

STEP-2 (Experience Details)

Candidate Details

**Application No**  
6077201

**Candidate Name**  
TEST DATA

**Date of Birth**  
21/08/1995

**Post Applied**  
Scientist -C

**Category**  
GENERAL

**Date of Acquiring Essential Qualification**  
02/02/2015

Photograph

Experience Details (In relevant field and in chronological order only)

- Period of experience should be filled **VERY CAREFULLY** with exact date, later on documents will be required for the mentioned period. Correction/modification in any particulars/information will **NOT** be allowed after successful submission of the Application Form.
- Enter your Experience details then press '**Add Experience**' button to save the record. In case any correction in the already entered experience then **Delete** the record(s) and re-enter in the chronological order

Organisation Name	<input style="width: 95%;" type="text"/>
Designation	<input style="width: 95%;" type="text"/>
From Date	<input style="width: 95%;" type="text"/>
To Date	<input style="width: 95%;" type="text"/>
Exp. in Government/Private	<input style="width: 95%;" type="text" value="-Select-"/>
Enter details of Relevant Experience Area (Max: 200 Characters)	<input style="width: 95%;" type="text"/>
Upload Experience Certificate/Details in relevant field, which makes him/her eligible for applying for the post along with NOC, if applicable (Format: PDF & Max Size: 500KB)	<input type="button" value="Choose File"/> No file chosen

Organisation Name	Designation	From	To	Experience of	Experience Area	Uploaded File	Total Days	
NIELIT	STO	03/02/2015	18/06/2021	Government Sector	Software Development	<a href="#">View/Download</a>	2328	<input style="background-color: #00a0e3; color: white; padding: 2px 5px;" type="button" value="Delete"/>
							Total completed Days	2328 Days

Preferred Choice of Posting (NIELIT Centres): Please select only those Choice of Postings (NIELIT Centres) where you are eligible to apply

Preferred Choice of Posting (NIELIT Centres) \* :

Vacancies Available at NIELIT Centres

Shillong

Preferred Choice of Posting(NIELIT Centres)

Chennai

**Your Selected Preferences for Posting (NIELIT Centres) :**

**1-Chennai**

- Please select only those Choice of Postings (NIELIT Centres) where you are eligible to apply.
- In case the candidate has not opted for certain NIELIT Centres, he/she will not be considered for selection in the centres he/she has not opted in the choice of posting preference.

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1. Enter Experience Details in chronological order (**oldest to latest**)
  - a. Organization Name
  - b. Designation
  - c. From Date
  - d. To Date
  - e. Experience of (Govt. /Private)
  - f. Experience field/area
  - g. Upload Experience Letter/ Details
  - h. Click on "**Add Experience**" Button
2. Continue Step at Point 1 above until all required experience details are added. To remove any erroneous entry, click on the "**Delete**" button beside the entry and re-enter the correct details as per Step at point 1.
3. After Adding enter **Preferred Choice of Posting (NIELIT Centres)**: Please select only that Choice of Postings (NIELIT Centres) wherein you are eligible to apply.
4. Click on "**Save STEP-2 & Proceed**"
5. STEP-3 of filling Application will be displayed.



## F9: Fill Application –STEP-3

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Recruitment for various S&T and Non S&T posts in NIELIT on Direct Recruitment Basis

Welcome: ARIF (Registration ID: 1089941)

[Dashboard](#) [Logout](#)

STEP-1

STEP-2

STEP-3

STEP-4

STEP-3 (Upload Documents)

Candidate Details

<b>Application No</b> 6077201	<b>Post Applied</b> Scientist -C	
<b>Candidate Name</b> TEST DATA	<b>Category</b> GENERAL	
<b>Father Name</b> F NAME		

Upload Documents

- Candidates should upload only relevant self attested document in PDF Format :
  1. Date of Birth Certificate (issued by Municipality, etc. or Matriculation/High School/SSC Certificate); Maximum allowed size: 250 KB
  2. Matriculation (Class X) Marksheet; Max. Size 250 KB
  3. 10+2 (Intermediate) Marksheet; (Maximum allowed size: 250 KB)
  4. Marksheet of Essential Qualification; (Maximum allowed size: 1000 KB)
  5. Degree of Essential Qualification; (Maximum allowed size: 250 KB)
  6. Certificates of highest educational qualification, if any; (Maximum allowed size: 250 KB)
  7. EWS Certificate, if applicable; (Maximum allowed size: 250 KB)
  8. Casts Certificate (SC/ST/OBC), if applicable; (Maximum allowed size: 250 KB)
  9. Person with Disability Certificate, if applicable; (Maximum allowed size: 250 KB)
  10. Identity Card; (Maximum allowed size: 250 KB)
- If the marks obtained are given as OGRA/CI etc. then candidate should upload conversion formula for the same along with the Marksheet
- The candidates should upload only relevant documents; it should be kept in view that uploading of irrelevant documents may lead to disqualification of the candidature/rejection of the Application Form. Non-submission of the documents may lead to cancellation/rejection of the Application Form.

Class X Certificate	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	Not Uploaded
Matriculation (Class X) Marksheet *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	Not Uploaded
10+2 (Intermediate) Marksheet *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	Documents Uploaded Successfully View/Download
Marksheet of Essential Qualification *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	Documents Uploaded Successfully View/Download
Degree of Essential Qualification *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	Documents Uploaded Successfully View/Download
Certificates of highest educational qualification, if any :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	Documents Uploaded Successfully View/Download
Identity Card *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	Document Uploaded Successfully View/Download

Before pressing Save & Proceed Button, ensure that you have uploaded all the documents correctly.

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1. List of documents that are required to be submitted with application, as applicable to the applicant, is displayed. Select the correct file (in PDF Format and not exceeding specified size for the document) and click on Upload. Repeat this upload process for all documents.
2. Click on **“Save STEP-3 & Proceed”**
3. STEP-4 of filling Application will be displayed.

## F10: Fill Application –STEP-4

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STEP-1

STEP-2

STEP-3

STEP-4

STEP-4 (Make Payment)

Application No	6077201	Registration ID: 1089941	Photograph
Post Applied	Scientist -C		
Preferred Place of Posting (if selected)	1-Chennai		
City of Written Examination	Delhi		
Advt. No	A-12/7/2022-Administrator		
Candidate Name	TEST DATA		Signature
Father's Name	F NAME		
Mother Name	M NAME		
Legal Guardian's Name			
Gender	Male		
Date of Birth	21/08/1995		
Category	GENERAL		
J&K domicile (1/01/80 to 31/12/89)	No		
Whether a department candidate who is regularly appointed Government servant with 3 years continuous service (Refer Pont. 6 of detailed advt.)	No		
Whether Ex-Servicemen	Yes      Length of Service: 2 Years		
Whether Person With Disability	No		
<b>Educational Qualification Details</b>			
Educational Qualification	Regular BE/B.Tech in Computer Engg. With First Class from a recognized University/Institution or Equivalent with minimum 4 years Post qualification experience required in the relevant field		
Date of Acquiring Qualification	02/02/2015		
Division of Essential Qualification	First Division		
Name of University	DU		
Highest Qualification	M.TECH		
Desirable Qualification			
10th Class Roll No	TEST123		

Contact Details							
Correspondence Address	NIELIT DELHI CENTRE, CITY-NEW DELHI, DISTRICT-NORTH DELHI, STATE-DELHI, PIN-110052						
Permanent Address	NIELIT DELHI CENTRE, CITY-NEW DELHI, DISTRICT-NORTH DELHI, STATE-DELHI, PIN-110052						
Primary Mobile No	9811283305						
Email Address	arif.sabirkhan@gmail.com						
Whether Aadhar Card	Yes Aadhaar No: 111111111111						
Application Status							
Fee Payble	400.00						
Payment Status	PENDING						
Application Status	Pending (Application Incomplete)!						
Uploaded Documents							
Date of Birth Certificate	<a href="#">View/Download</a>						
Matriculation (Class X) Marksheet	<a href="#">View/Download</a>						
10+2 (Intermediate) Marksheet	<a href="#">View/Download</a>						
MarkSheet of Essential Qualification	<a href="#">View/Download</a>						
Degree of Essential Qualification	<a href="#">View/Download</a>						
Certificates of Highest Qualification	<a href="#">View/Download</a>						
Identity Card	<a href="#">View/Download</a>						
Experience Details							
Organisation Name	Designation	From	To	Experience of	Experience Field	Uploaded File	Total Exp(Days)
NIELIT	STO	03/02/2015	18/06/2021	Government Sector	Software Development	<a href="#">View/Download</a>	2328
						Total completed Days	2328 Days
<p>The application shall be treated complete only if all mandatory Steps (STEP-1, STEP-2, STEP-3 &amp; STEP-4) are completed successfully. If candidate is not able to submit fee by closing date and time, or the application is otherwise incomplete, his/her candidature will summarily be rejected. Please press button 'Make Payment' to pay fee.</p>							
<p><b>Note:</b> Application will be treated as incomplete/rejected unless Application Status is Submitted Successfully</p>							
				<a href="#">Make Payment</a>	<a href="#">Edit Application</a>		

1. Verify the details filled.
2. If all correct, click on Make Payment button. Applicant will be taken to Payment site.
3. Enter requisite details and make payment.
4. On successful transaction, applicant will be provided with a Payment Receipt else Error will be displayed.
5. Applicant can verify the application status to be "**Submitted Successfully**" from View/ Print Application.
6. In case fee has been deducted but application status is still "Pending for Payment", make the payment again. The deducted fee will be reverted to your account within 10 - 15 working days.
7. If any detail is incorrect, click on "Edit application" or Click on "**Dashboard**" at top right corner. Click on Edit/Complete Application. Edit Application STEP-1 page as below will be displayed.

## F11: Edit Application –STEP-1


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Welcome: TEST (Registration ID: 1070001)

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Please select the Application No to EDIT/Complete Application

<b>Application No</b>	<input type="text" value="-Select-"/>
	<a href="#">Submit</a>

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### Screen 1


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Welcome: TEST (Registration ID: 1089941)

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STEP-1STEP-2STEP-3STEP-4

Application No: 6077201 EDIT/Complete Application

**Post Details**

Candidate Name TEST DATA	Category GENERAL	Date of Birth 21/08/1995	Whether PWD No
Gender Male	Father's Name F NAME	Mother's Name M NAME	Guardian's Name Enter Guardian's Name
J&K Domicile(1/01/80-31/12/89) No	Whether Ex-Servicemen Yes	Length of Service (Years) 2	
Whether a department candidate who is regularly appointed Government servant with 3 years continuous service (Refer Part. 6 of detailed advt.) No			
Post Applied * Scientist -C	City of Written Examination * Delhi		

**Essential Educational Qualification Details :**

Essential Qualification (from a Recognized University/Institution) \*  
Regular BE/B.Tech in Computer Engg. With First Class from a recognized University/Institution or Equivalent with minimum 4 years Post qualification experience required in the relevant field

Date of Acquiring Qualification * 02/02/2015	Name of University * DU
---	----------------------------


Division \*

### Screen 2

1. On Screen 1, select the Application to be modified. Click on Submit.
2. Screen 2 will be displayed. Applicant can edit all details except Post Applied
3. Once modified, click on Save Step-1 & Proceed button.
4. Edit Application **STEP- 2** will be displayed.

## F12: Edit Application –STEP-2


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Welcome: ARIF (Registration ID: 1089941)

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STEP-1STEP-2STEP-3STEP-4

STEP-2 (Experience Details)

Candidate Details


<b>Application No</b> 6077201	<b>Post Applied</b> Scientist -C	<b>Photograph</b> 
<b>Candidate Name</b> TEST DATA	<b>Category</b> GENERAL	
<b>Date of Birth</b> 21/08/1995	<b>Date of Acquiring Essential Qualification</b> 02/02/2015	
<b>Experience Details: (In relevant field and in chronological order only)</b> <ul style="list-style-type: none"><li>Period of experience should be filled <b>VERY CAREFULLY</b> with exact date, later on documents will be required for the mentioned period. Correction/modification in any particulars/information will <b>NOT</b> be allowed after successful submission of the Application Form.</li><li>Enter your Experience details then press '<b>Add Experience</b>' button to save the record. In case any correction in the already entered experience then <b>Delete</b> the record(s) and re-enter in the chronological order</li></ul>		

Organisation Name	<input type="text"/>
Designation	<input type="text"/>
From Date	<input type="text"/>
To Date	<input type="text"/>
Exp. in Government/Private	<input type="text" value="-Select-"/>
Enter details of Relevant Experience Area (Max: 200 Characters)	<input type="text"/>

1. If any correction is needed at STEP-2, the same may be done.
2. Else, click on **Save STEP-2 & Proceed**.
3. Edit Application **STEP-3** page will be displayed.

## F13: Edit Application –STEP-3


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STEP-1

STEP-2


STEP-3

STEP-4

STEP-3 (Upload Documents)

---

Candidate Details

<b>Application No</b> 6077201	<b>Post Applied</b> Scientist - C	Photograph 
<b>Candidate Name</b> TEST TEST	<b>Category</b> GENERAL	
<b>Father Name</b>		
<b>F Name</b>		

Upload Documents

**Candidates should upload only relevant self attested document in PDF Format:**

- 1. Date of Birth Certificate (Issued by Municipality, etc. or Matriculation/High School/DC Certificate) Maximum allowed size: 200 KB
- 2. Matriculation (Class X) Marksheet Max. Size 200 KB
- 3. No. of Intermediate Marksheet (Maximum allowed size: 200 KB)
- 4. Marksheet of Essential Qualification (Maximum allowed size: 1000 KB)
- 5. Degree of Essential Qualification (Maximum allowed size: 200 KB)
- 6. Certificate of Highest educational qualifications, if any (Maximum allowed size: 200 KB)
- 7. SSC Certificate, if applicable (Maximum allowed size: 200 KB)
- 8. State Certificate (SC/ST/BC), if applicable (Maximum allowed size: 200 KB)
- 9. Pass with Disability Certificate, if applicable (Maximum allowed size: 200 KB)
- 10. Identity Card (Maximum allowed size: 200 KB)

\* If the marks obtained are given as COMPA in any of the above certificates, then candidate should upload conversion form for the same along with the Marksheet

\* The candidate should absolutely upload documents. If candidate fails to upload any of the documents or uploads documents not as per the qualification of the candidate/respective of the Application Form, then submission of the documents may lead to cancellation/respective of the Application Form.

Class X Certificate	Choose File No file chosen	Upload	Already Uploaded	View/Download
Matriculation (Class X) Marksheet *	Choose File No file chosen	Upload	Already Uploaded	View/Download
10+2 (Intermediate) Marksheet *	Choose File No file chosen	Upload	Already Uploaded	View/Download
Marksheet of Essential Qualification *	Choose File No file chosen	Upload	Already Uploaded	View/Download
Degree of Essential Qualification *	Choose File No file chosen	Upload	Already Uploaded	View/Download
Certificates of highest educational qualifications, if any	Choose File No file chosen	Upload	Already Uploaded	View/Download
Identity Card *	Choose File No file chosen	Upload	Already Uploaded	View/Download

Before pressing Save & Proceed Button, ensure that you have uploaded all the documents correctly.


[Save STEP-3 & Proceed](#)


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1. If any correction in the uploaded document is needed at STEP-3, the same may be re-uploaded.
2. Else, click on **Save STEP-3 & Proceed**.  
Edit Application **STEP-4** page will be displayed.

## F14: Edit Application –STEP-4

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**STEP-1** **STEP-2** **STEP-3** **STEP-4**

STEP-4 (Make Payment)


Application No	6077201	Registration ID: 1089941	Photograph
Post Applied	Scientist -C		
Preferred Place of Posting (if selected)	1-Chennai		
City of Written Examination	Delhi		
Advt. No	A-12/7/2022-Administrator		
Candidate Name	TEST DATA		Signature
Father's Name	F NAME		
Mother Name	M NAME		
Legal Guardian's Name			

1. After checking if details entered are correct, click on Make Payment to pay the Application Fees.
2. On successful transaction, receipt will be generated else error will be displayed.
3. In case fee has been deducted but application status is still "Pending for Payment", make the payment again. The deducted fee will be reverted to your account within 10 - 15 working days.



## F15: View/ Print Application


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Online Application for the Recruitment to vacant posts in NIELIT (This application is under testing)

Welcome: TEST (Registration ID: 1070001)

[Dashboard](#) [Logout](#)


Please select the Application No to View/Print Application

<b>Application No</b>	6060001-Scientist 'C' <span style="float: right;">▼</span>
	<a href="#">Submit</a>

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### Screen 1


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Online Application for the Recruitment to vacant posts in NIELIT (This application is under testing)

Welcome: TEST (Registration ID: 1070001)

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[View/Print Application](#)

Application Status: Pending for Payment(Application Incomplete)


Application No	6060001	Registration ID: 1070001	
Post Applied	Scientist 'C'		
City of Written Examination	DELHI		
Advt. No	NIELIT/NDL/MeitY/2021/2		
Candidate Name	TEST DATA		
Father's Name	FNAME		
Mother Name	MNAME		
Legal Guardian's Name			
Gender	Male		

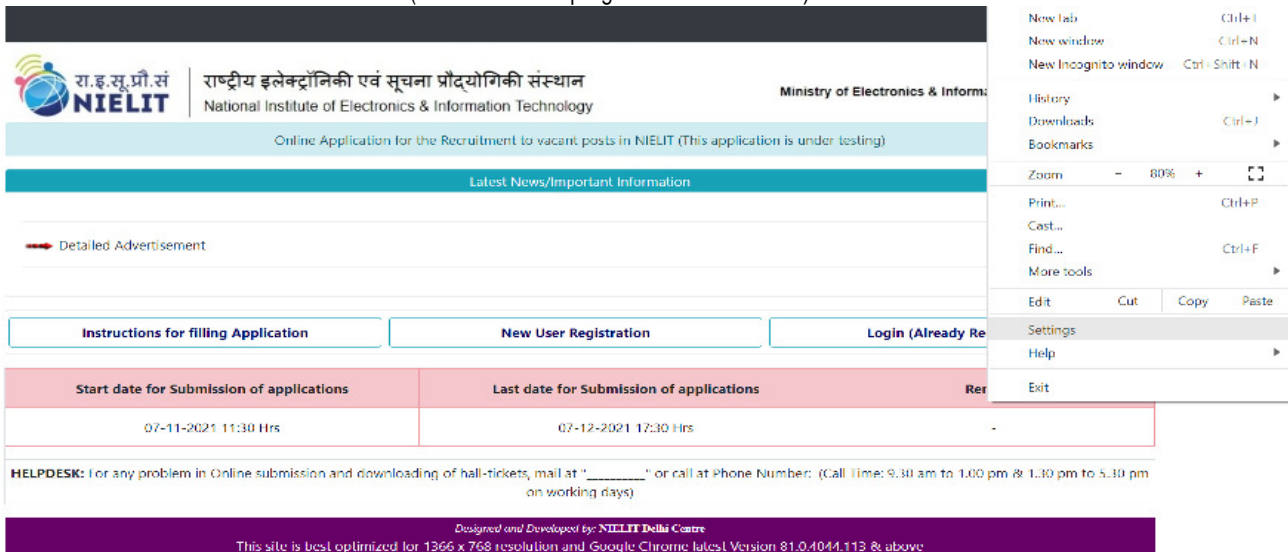
### Screen 2

1. Select the application number to be viewed
2. Screen 2 will display the application details.
3. If application has been submitted successfully, click on Download button to download the application
4. Download will be available only if the Application Status is **“Submitted Successfully”**

## How to Disable or Clear AutoFill/AutoComplete Information

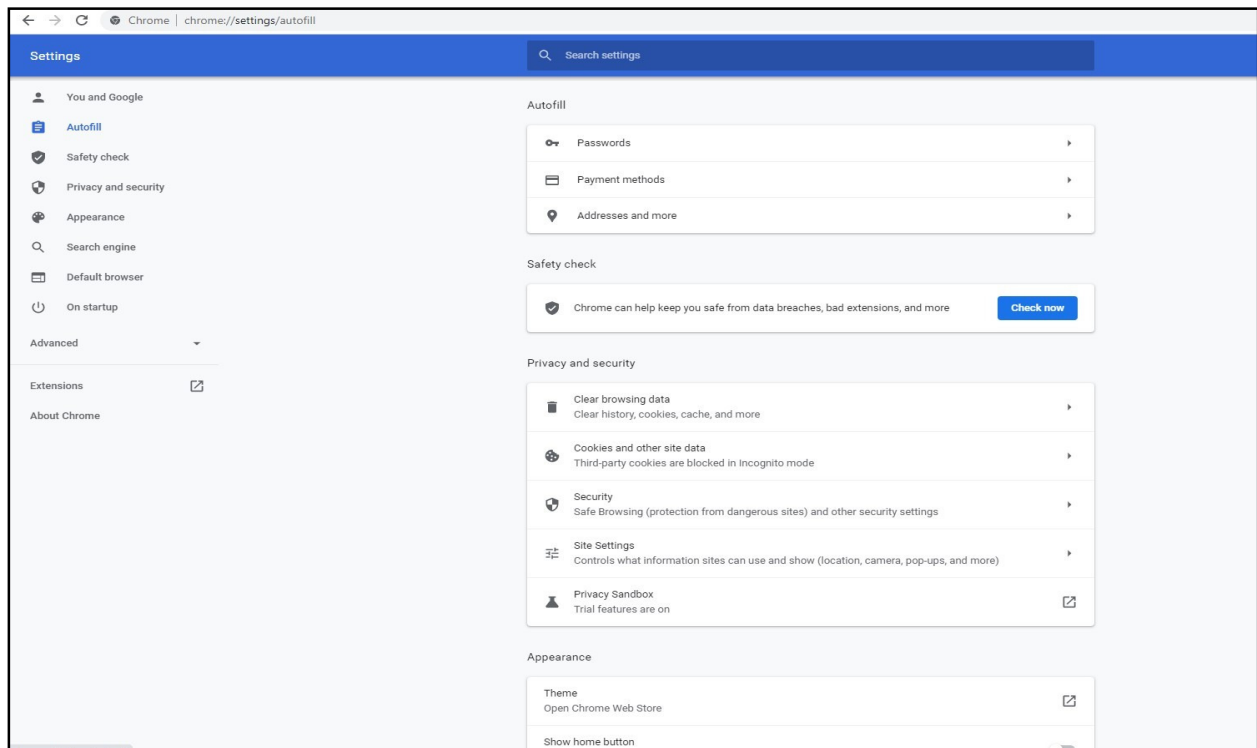
### Clearing Autofill Data in Google Chrome:

1. Click the Chrome menu icon. (Three dots at top right of screen. )



The screenshot shows a web browser window displaying a recruitment application page for NIELIT. The page header includes the NIELIT logo and name in Hindi and English, along with the Ministry of Electronics & Information Technology. The main content area contains a table with application submission dates and a helpdesk section. The Chrome menu is open on the right side of the browser, showing options like New tab, New window, History, Downloads, Bookmarks, Zoom, Print, Cast, Find, More tools, Edit, Cut, Copy, Paste, Settings, Help, and Exit. The 'Settings' option is highlighted.

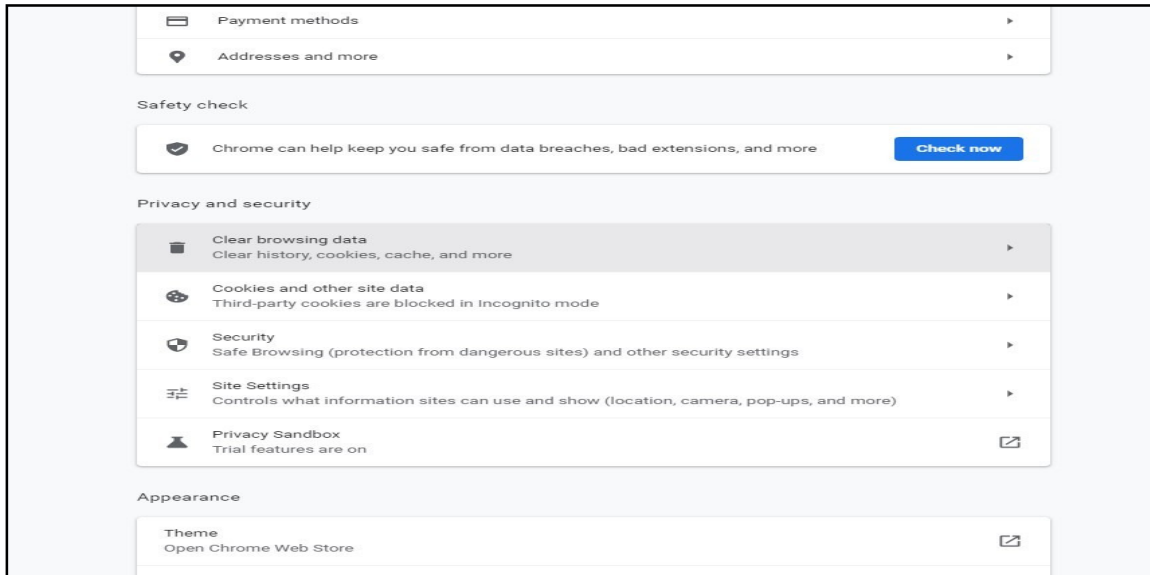
2. Click on/ Select Settings. Screen below will be displayed.



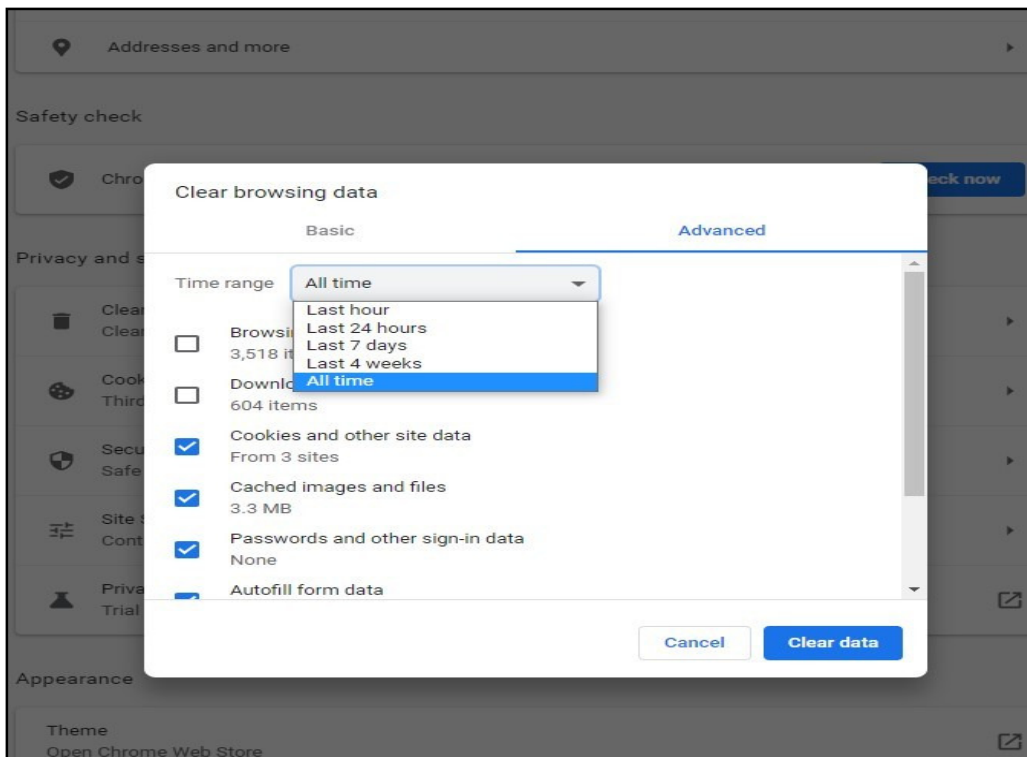
The screenshot shows the Chrome Settings page, specifically the Autofill section. The left sidebar contains various settings categories like You and Google, Autofill, Safety check, Privacy and security, Appearance, Search engine, Default browser, On startup, Advanced, Extensions, and About Chrome. The main content area is titled 'Autofill' and includes sections for Passwords, Payment methods, and Addresses and more. Below this is the 'Safety check' section, which shows a checkmark and a 'Check now' button. The 'Privacy and security' section includes options for Clear browsing data, Cookies and other site data, Security, Site Settings, and Privacy Sandbox. The 'Appearance' section includes options for Theme and Show home button.

3. Select Clear browsing data.

(Alternatively, you can press CTRL+SHIFT+DEL on your keyboard to bypass steps 1-3.)



4. If it is not already selected, click on the "Advanced" tab.



5. At the top, choose "All Time" option to clear all saved data.

6. Make sure that the "Autofill Form Data" option is checked.

7. Click "Clear Data."

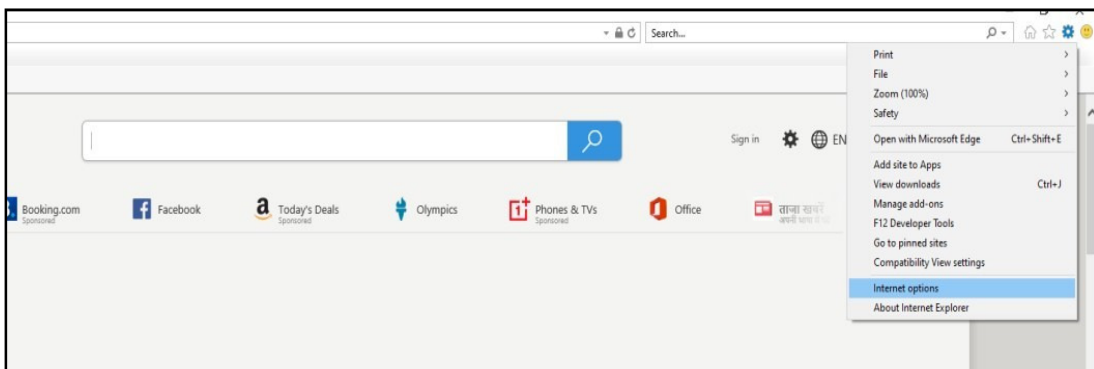
**Note:** This action may take some time to complete, depending on how often you clear your browsing history

## Turning Off Autofill in Chrome

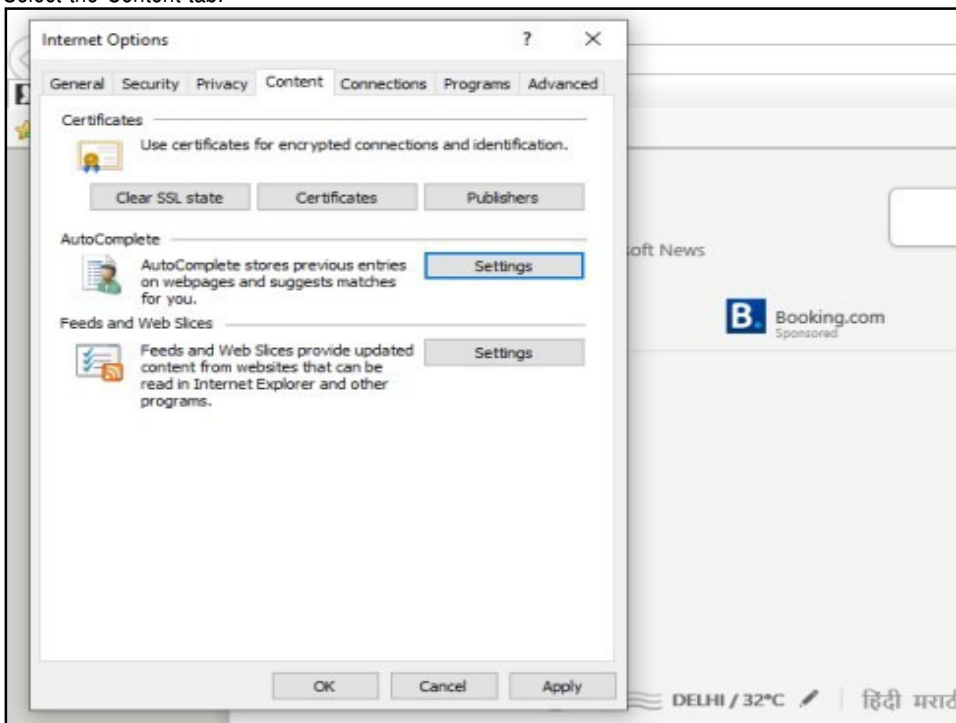
1. Click the Chrome menu icon. (Three dots at top right of screen.)
2. Click on Settings.
3. In the "Autofill" section, expand the area for which you wish to disable Autofill.
4. Toggle the setting OFF if it is on. The system will automatically save your settings.

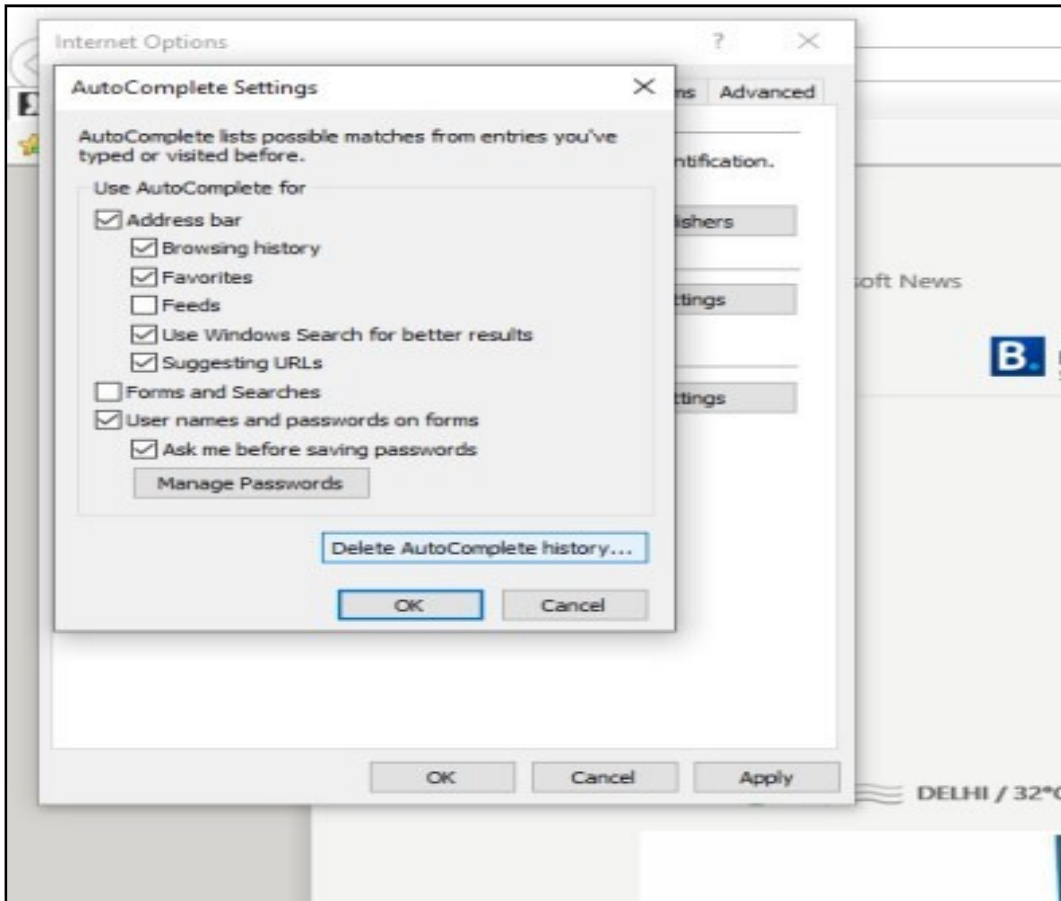
## Clearing Autofill Data in Internet Explorer:

1. Click on the Tools menu icon. (Gear at top right of screen.)
2. Click on Internet Options.

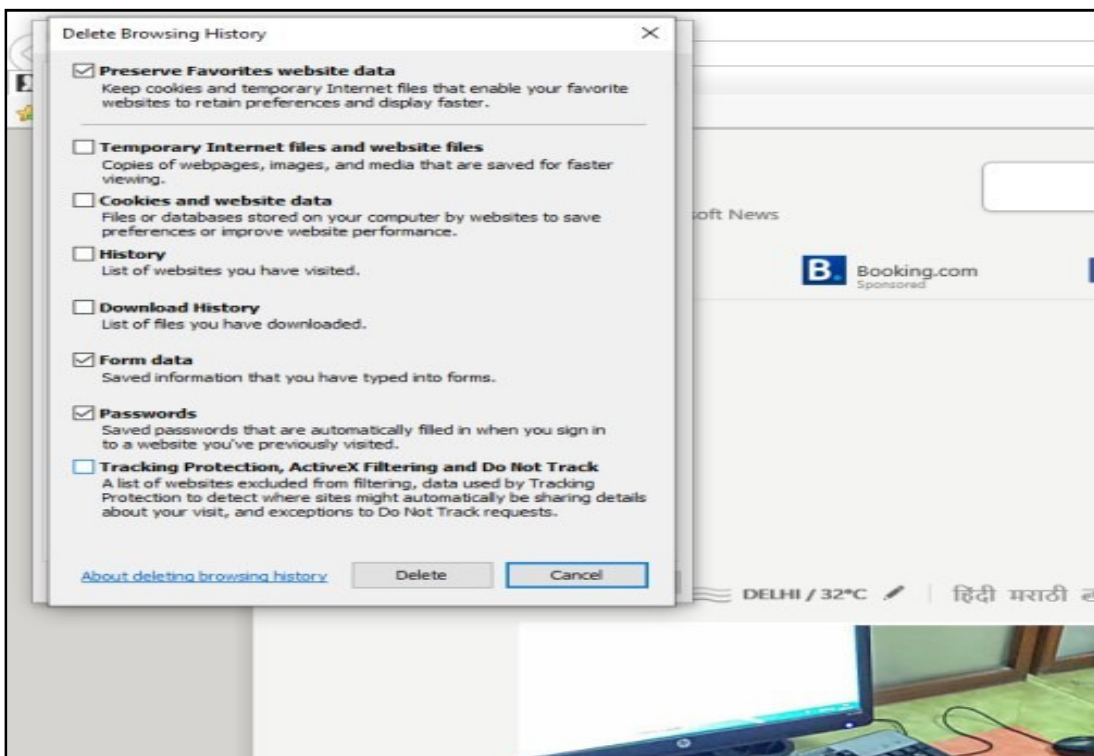


3. Select the Content tab.





4. In the AutoComplete section click on Settings.
5. At the bottom of the AutoComplete Settings window, click Delete AutoComplete History.



6. Check Form Data and Passwords.
7. Click Delete.
8. Click OK in the AutoComplete Settings Window.
9. Click OK in the Internet Options Window.

**Note:** This action may take some time to complete, depending on how often you clear your browsing history.

### **Internet Explorer Instructions**

*In Internet Explorer, you will want to not only turn off autofill data, but also clear it. Instructions are listed below.*

#### **Turning off Autofill in Internet Explorer**

1. Click on the Tools menu icon. (Gear at top right of screen.)
2. Click on Internet Options.
3. Select the Content tab.
4. In the AutoComplete section click on Settings.
5. Uncheck Forms and User Names and Passwords on Forms.
6. Click OK in the AutoComplete Settings Window.
7. Click OK in the Internet Options Window.

#### **Clearing Autofill Data in Microsoft Edge Chromium:**

##### **Turning off Autofill in Edge Chromium**

1. Click on the "Settings and More" icon. (Three dots at top right of screen.)
2. Click on Settings
3. In the "Your Profile" section, click on each of the following and be sure the option is toggled off:
  - o Passwords
  - o Payment info

##### **Clearing Autofill Data in Edge Chromium**

1. Click on the "Settings and More" icon. (Three dots at top right of screen.)
2. Click on Settings
3. Click on "Privacy, search and services."
4. In the "Clear Browsing Data" section, click "Choose What to Clear."
5. For the "Time Range", choose ALL TIME.

6. Be sure "Autofill Form Data (Includes Forms and Cards)" is checked. If you wish to clear "Passwords", be sure to check that option as well.
7. Click "Clear Now."

**Note:** This action may take some time to complete, depending on how often you clear your browsing history.

### **Clearing Autofill Data in Firefox:**

*In Firefox, you will want to not only turn off autofill data, but also clear it. Instructions are listed below.*

#### **Turning off Autofill in Firefox**

1. Click on the Firefox menu icon. (Three lines at top right of screen.)
2. Click on Preferences.
3. Choose "Privacy & Security."
4. In the "Forms & Autofill" section uncheck "Autofill Addresses." The system will automatically save your settings.

#### **Clearing Autofill Data in Firefox**

1. Click on the Firefox menu icon. (Three lines at top right of screen.)
2. Click on Preferences.
3. Choose "Privacy & Security."
4. In the "History" section, click on the "Clear History" button.  
*(Alternatively, you can press CTRL+SHIFT+DEL on your keyboard to bypass steps 1-3.)*
5. In the "Time Range to Clear" dropdown menu, choose "Everything."
6. Make sure "Form & Search History" is checked.
7. Click Clear Now.

**Note:** This action may take some time to complete, depending on how often you clear your browsing history.

### **Clearing Autofill Data in Safari:**

#### **Turning off Autofill in Safari**

1. Click on the Safari menu. (The word Safari at the top of the screen.)
2. Click on Preferences.
3. Choose AutoFill
4. Uncheck "Using info from my Contacts Card/Address Book Card" and "Other Forms"
5. Click Done.

#### **Clearing Autofill Data in Safari**

1. Click on the Safari menu. (The word Safari at the top of the screen.)
2. Click on Preferences.
3. Choose AutoFill
4. Next to "User Names and Passwords" click Edit.
5. Click Remove All or find any information stored for iClassPro.com and remove it specifically.
6. Click Done.

\*\*\*\*\* END OF INSTRUCTIONS \*\*\*\*\*