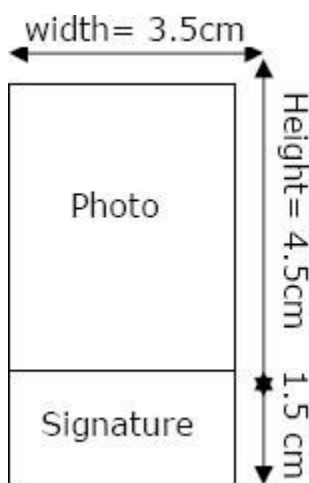


VACANCIES TO BE FILLED UP ON DIRECT RECRUITMENT BASIS in NIELIT

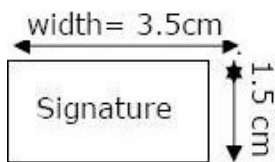
(Advt. No. A-12/4/2023-Administrator)

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 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 same at 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 GoI 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-12/7/2022-Administrator)

Title	Date of Publish
Detailed Advertisement NEW	20-06-2022
Information regarding the recruitment of Staff Car Driver (Ordinary Grade) in MeitY (Advertisement No: NIELIT/NDL/MeitY/2021/1)	--

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

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F2: Applicant Registration

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NIET | National Institute of Electronics & Information Technology

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Government of India

Testing Application Only - DO NOT REGISTER

Registration

Personal Details

Candidate First Name *
ENTER CANDIDATE FIRST NAME
Note: Name should be same as mentioned in all qualification certificates/documents.

Middle Name
ENTER CANDIDATE MIDDLE NAME

Last Name
ENTER CANDIDATE LAST NAME

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

Candidate First Name *

TEST

Middle Name

ENTER CANDIDATE MIDDLE NAME

Last Name

DATA

Note 1: Name should be same as mentioned in all qualification certificates/documents.

Father's Name

FNAME

Mother's Name

MNAME

Guardian name

ENTER GUARDIAN'S NAME

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

Gender *

Male

Date of Birth *

01/01/1990

Category *

GENERAL

Whether PWD *

No

Identity Details

Do You Have Aadhar Card *

Yes

Enter Aadhar Card No *

111111111111

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

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 *	1010003
Aadhaar/Identity Card No filled at the time of Registration *	111111111111
Image	 Refresh
Enter the text as displayed in the image above *	TH4FT1
Login Forgot Registration Id 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 *

9999999999

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

111111111111

[Get Registration Id](#) [Back](#)

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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 *

9999999999

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

111111111111

[Get Registration Id](#) [Back](#)

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

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

Candidate First Name * TEST	Middle Name ENTER CANDIDATE MIDDLE NAME	Last Name DATA
Note: Name should be same as mentioned in all qualification certificates/documents.		
Father's Name FNAME	Mother's Name MNAME	Guardian's Name ENTER GUARDIAN'S NAME
(If Father's Name and Mother's Name is not available then enter Legal Guardian's Name)		
Gender * Male	Category * GENERAL	Whether PWD * No
Date of Birth * 10/10/1982	Mobile No * 9999999999	Email Id * test@test.com
Do You Have Aadhar Card * : Yes		Enter Aadhar Card No * 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-1

STEP-2

STEP-3

STEP-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 -C

City 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

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	
Designation	
From Date	
To Date	
Exp. in Government/Private	-Select-
Enter details of Relevant Experience Area (Max: 200 Characters)	
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)	Choose File No file chosen

[Add Experience](#)

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	View/Download	2328	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

Shilong

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.

[Save STEP-2 & Proceed](#)

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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

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-1

STEP-2

STEP-3

STEP-4

STEP-3 (Upload Documents)

Candidate Details

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

Photograph

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 CGPA/CPA 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	Choose File	No file chosen	Upload	Not Uploaded
Matriculation (Class X) Marksheet *	Choose File	No file chosen	Upload	Not Uploaded
10+2 (Intermediate) Marksheet *	Choose File	No file chosen	Upload	Documents Uploaded Successfully View/Download
Marksheet of Essential Qualification *	Choose File	No file chosen	Upload	Documents Uploaded Successfully View/Download
Degree of Essential Qualification *	Choose File	No file chosen	Upload	Documents Uploaded Successfully View/Download
Certificates of highest educational qualification, if any :	Choose File	No file chosen	Upload	Documents Uploaded Successfully View/Download
Identity Card *	Choose File	No file chosen	Upload	Document Uploaded Successfully 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. 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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Welcome: ARIF (Registration ID: 1089941)

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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		
Educational Qualification Details			
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	View/Download						
Matriculation (Class X) Marksheet	View/Download						
10+2 (Intermediate) Marksheet	View/Download						
MarkSheet of Essential Qualification	View/Download						
Degree of Essential Qualification	View/Download						
Certificates of Highest Qualification	View/Download						
Identity Card	View/Download						
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	View/Download	2328
						Total completed Days	2328 Days
The application shall be treated complete only if all mandatory Steps (STEP-1, STEP-2, STEP-3 & 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.							
Note: Application will be treated as incomplete/rejected unless Application Status is Submitted Successfully							
				Make Payment Edit Application			

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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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 EDIT/Complete Application

Application No

-Select-

Submit

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Screen 1

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

Welcome: TEST (Registration ID: 1089941)

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STEP-1 STEP-2 STEP-3 STEP-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 Pont. 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.

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F12: Edit Application –STEP-2

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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-2 (Experience Details)

Candidate Details

Application No	Post Applied	Photograph
6077201	Scientist -C	
Candidate Name	Category	
TEST DATA	GENERAL	
Date of Birth	Date of Acquiring Essential Qualification	
21/08/1995	02/02/2015	

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	
Designation	
From Date	
To Date	
Exp. in Government/Private	-Select-
Enter details of Relevant Experience Area (Max: 200 Characters)	

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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Document for various GAT and Non GAT posts in NIELIT on Direct Recruitment Basis

Welcome: TEST (Registration ID: 1089641)

[Uploads](#) [Logout](#)

STEP-1

STEP-2

STEP-3

STEP-4

STEP-3 (Upload Documents)

Application No

6077201

Post Applied

Scientist - C

Candidate Name

TEST CARA

Category

GENERAL

Father Name

T NAME

Photograph



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 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 qualification, if any (Maximum allowed size 200 KB)
7. PWD Certificate, if applicable (Maximum allowed size 200 KB)
8. Caste Certificate (SC/ST/OBC), if applicable (Maximum allowed size 200 KB)
9. Person 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 GPCR/ etc., then candidate should upload certificate/proof for the same along with the Marksheet

The candidate 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	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
Certificate of highest educational qualification, 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.

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

Welcome: ARIF (Registration ID: 1089941)

DashboardLogout

STEP-1STEP-2STEP-3STEP-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			

- After checking if details entered are correct, click on Make Payment to pay the Application Fees.
- On successful transaction, receipt will be generated else error will be displayed.
- 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

Application No

6060001-Scientist 'C'

[Submit](#)

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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)

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

[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		

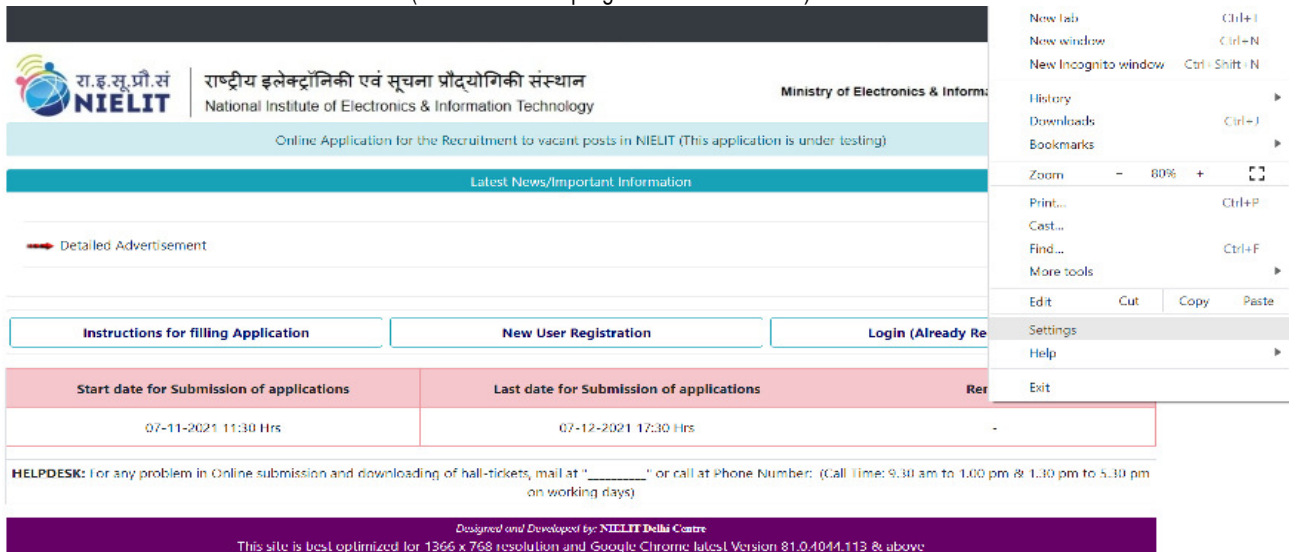
Screen 2

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”**

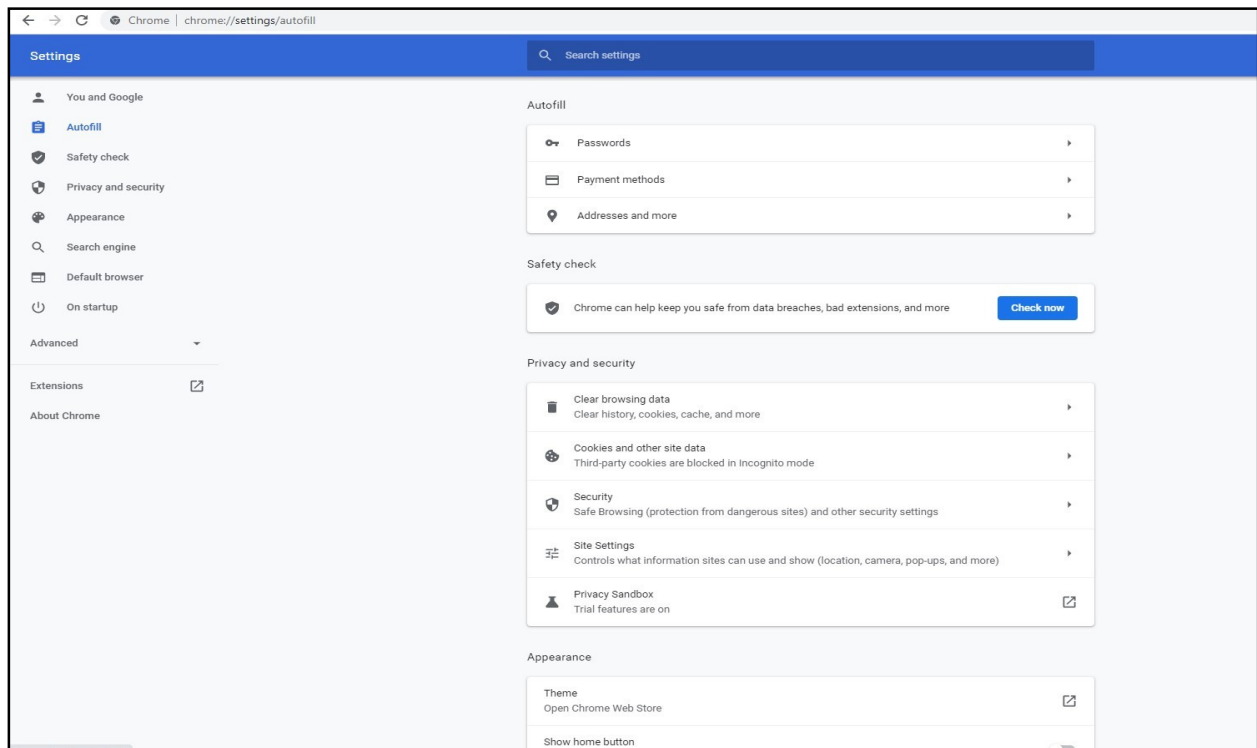
How to Disable or Clear AutoFill/AutoComplete Information

Clearing Autofill Data in Google Chrome:

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

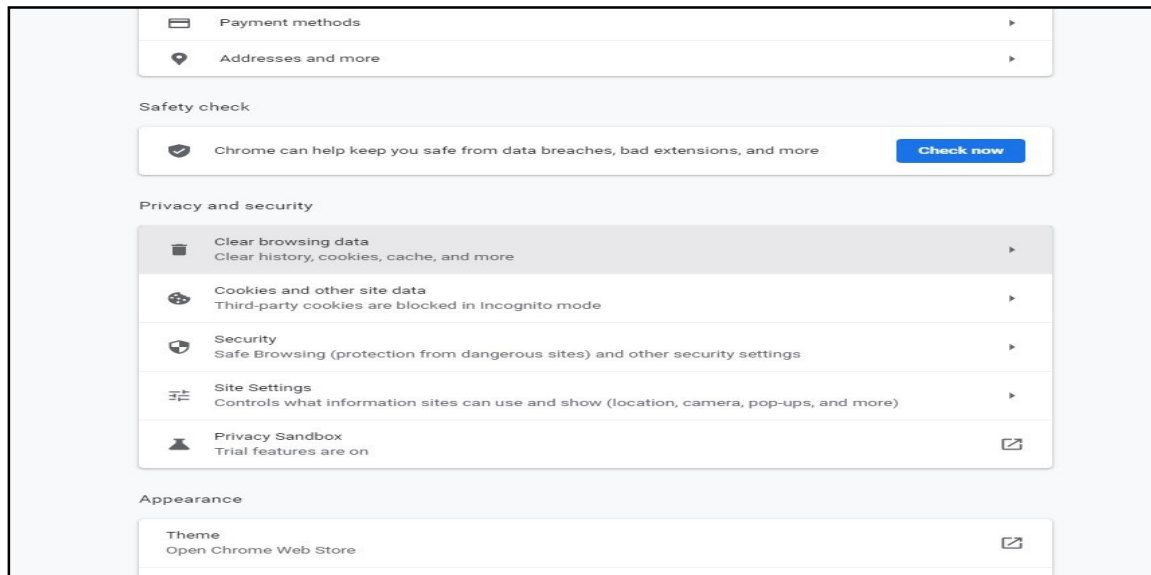


2. Click on/ Select Settings. Screen below will be displayed.

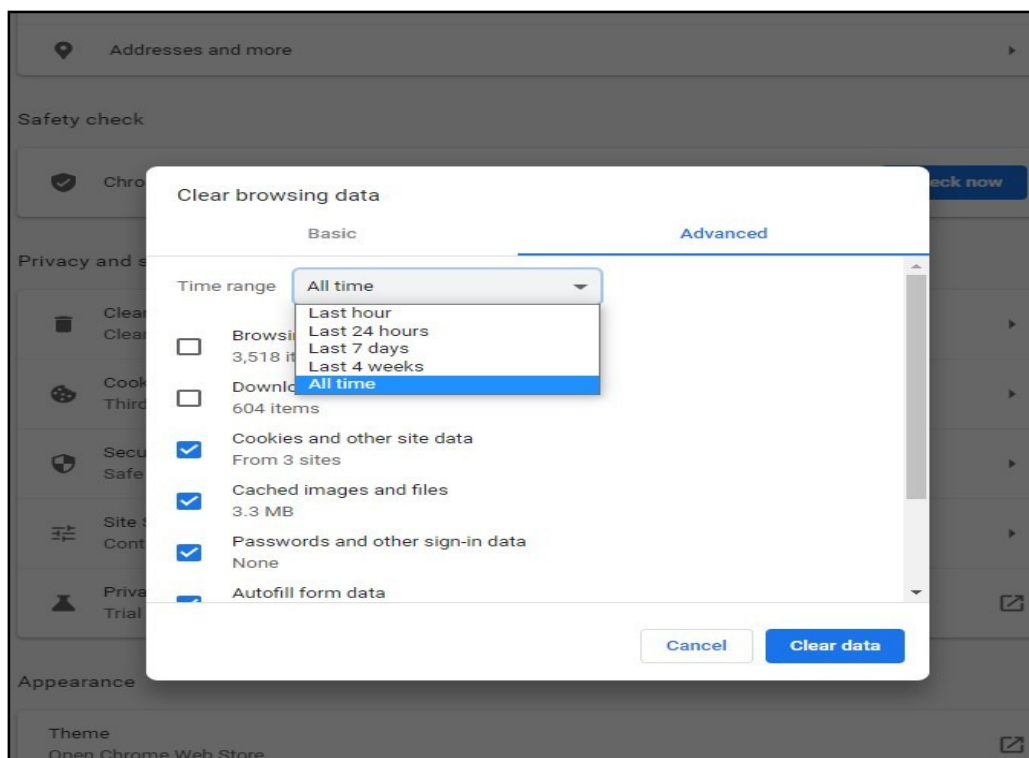


3. Select Clear browsing data.

(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."

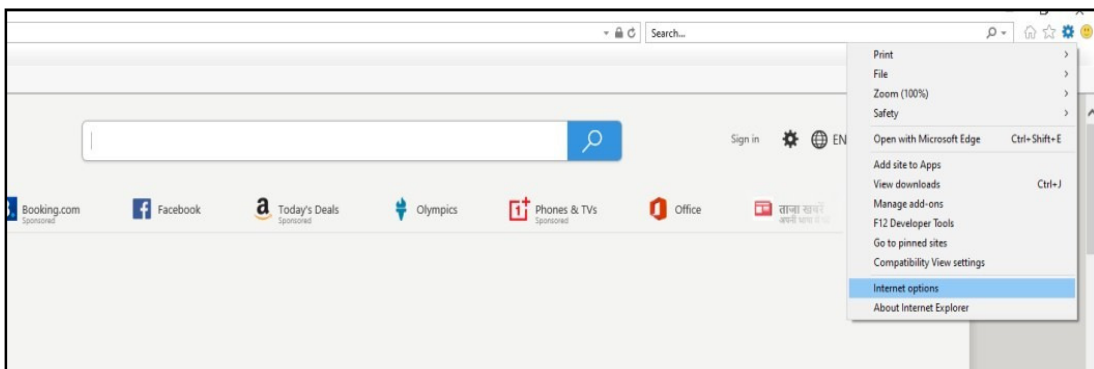
Note: This action may take some time to complete, depending on how often you clear your browsing history

Turning Off Autofill in Chrome

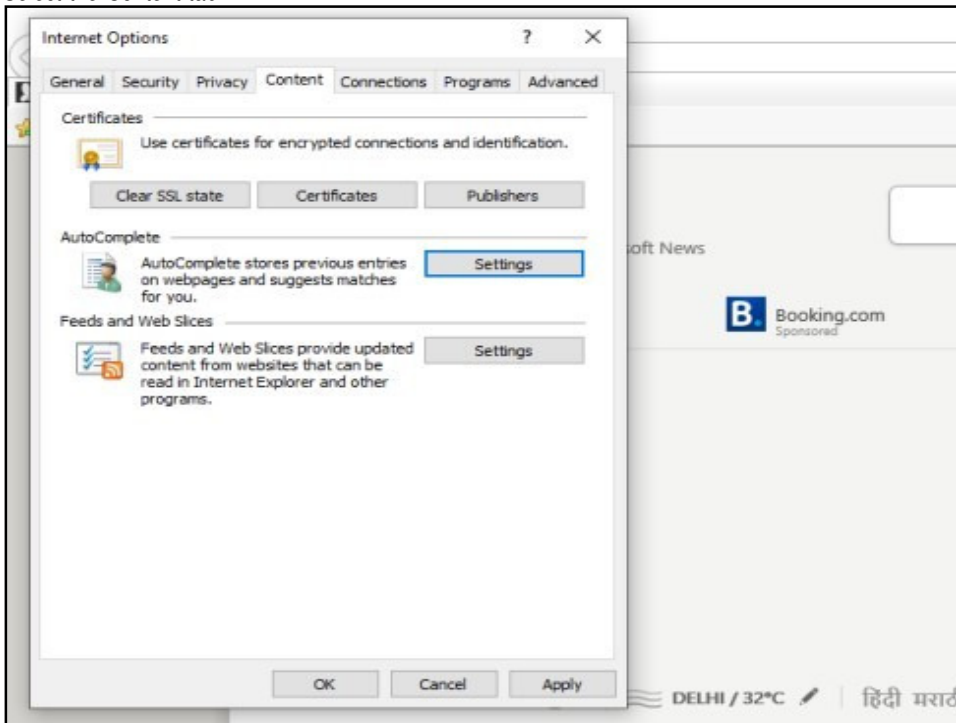
1. Click the Chrome menu icon. (Three dots at top right of screen.)
2. Click on Settings.
3. In the "Autofill" section, expand the area for which you wish to disable Autofill.
4. Toggle the setting OFF if it is on. The system will automatically save your settings.

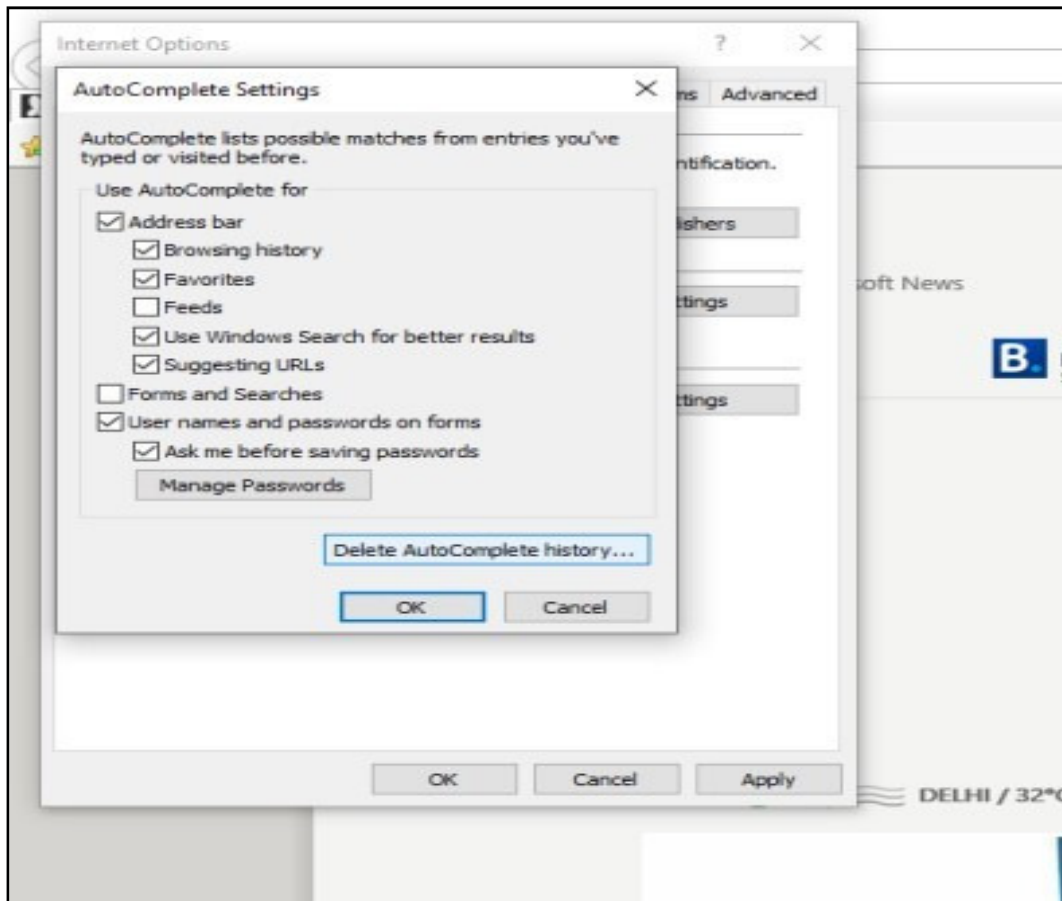
Clearing Autofill Data in Internet Explorer:

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

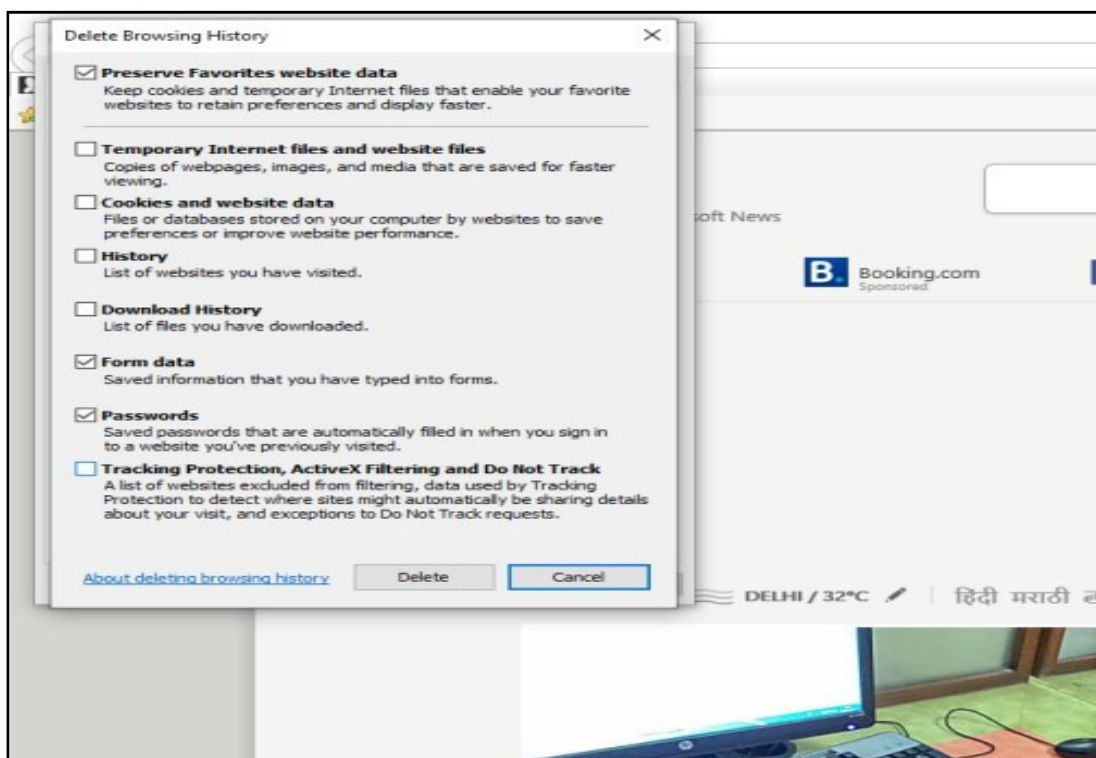


3. Select the Content tab.





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:
 - Passwords
 - 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 *****