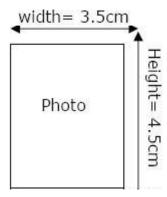
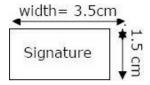
Instructions for filling Online Application Form

Applicants should have the following available with them for applying:

- a. Active Mobile Number
- b. Valid and active Email Address
- c. Scanned copy of Photograph (JPEG/ JPG): Each Applicant should upload his/her recent colour passport size photograph (of size 3.5 cms x 4.5 cms) 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 SC/ST Caste Certificate (PDF), if applicable: Maximum allowed size- 250 KB.
- f. Scanned Copy of Person with Disability Certificate, if applicable: Maximum allowed size-250 KB.
- g. Scanned Copy of Photo Identity Card of which the details have been provided at the time of Registration (PDF): Maximum allowed size- 250 KB.
- h. Credit/ Debit/ Net Banking etc details for Online Payment.

IMPORTANT INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

A. GENERAL INSTRUCTIONS

- Before proceeding to registration and applying for the courses, 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 21 onwards.
- 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. The application shall be treated complete only if all the three mandatory Steps (STEP-1, STEP-2 and STEP-3) are completed successfully. In case fee is applicable and 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.
- 5. If fee is not applicable, candidate must click on Submit Application button (STEP-3) to complete the application otherwise it will be treated as incomplete and will be rejected. Applicant is required to make sure that "Application Status" on application form is "Submitted Successfully" otherwise application will be treated as incomplete and summarily rejected.
- 6. It is the responsibility of all applicants irrespective of fee is applicable or not to ensure that all the details are correct and successfully submitted online 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.
- 7. 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.
- 8. Application fee once paid is non-refundable. Applicants, in their own interest, should check their eligibility for the Course they are applying before remitting the application fee.
- 9. The applicant has to register on the site ONLY ONCE and can apply for the advertised course(s) of his/her Choice.

B. PROCEDURE FOR ONLINE SUBMISSION OF APPLICATION

The Application can be submitted online through the URL https://onlineapply.nielit.in/ Home Page of online application displays all the details related to the Course, Starting and Closing Date of online applications receiving, Helpdesk details etc. Applicants are advised to read the advertisement and Instructions for filling Application 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. <u>User Registration</u>: 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/ SMS.
- 2. <u>User Login</u>: 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. <u>Applicant Dashboard</u>: 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

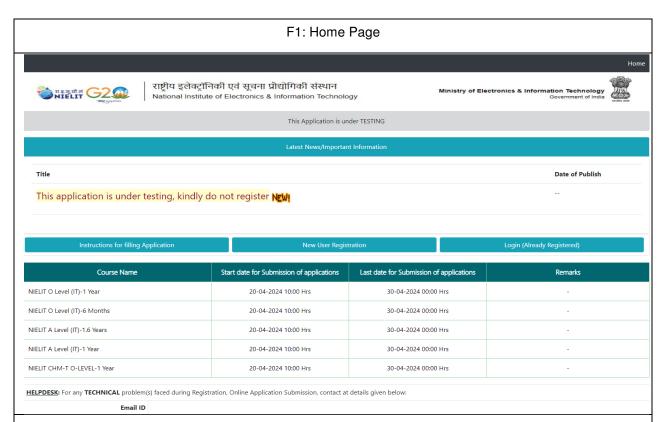
Before applying for any course, applicant is required to complete the Personal Details.

- 4. <u>Personal Details</u>: 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 before 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. <u>Fill Application</u>: To apply for a course, applicant has to click on "Fill Up Application" link. This link will be available once the applicant completes the Personal Details. Applications for the course is submitted in 3 steps:
 - a. STEP-1: Apply For Course (Course, Course Location, Qualification etc.)
 - b. STEP-2: Upload Documents
 - c. STEP-3: Make Payment / Submit Application (if Application fee is not applicable)

Applicant can submit only one application for one course. Application No. is generated on completion of STEP-1 of Online Application so that applicants may complete STEP-2 and STEP-3 later on but not later than closing date for applications receiving. No option to apply for course will be available after the closing date of applications receiving.

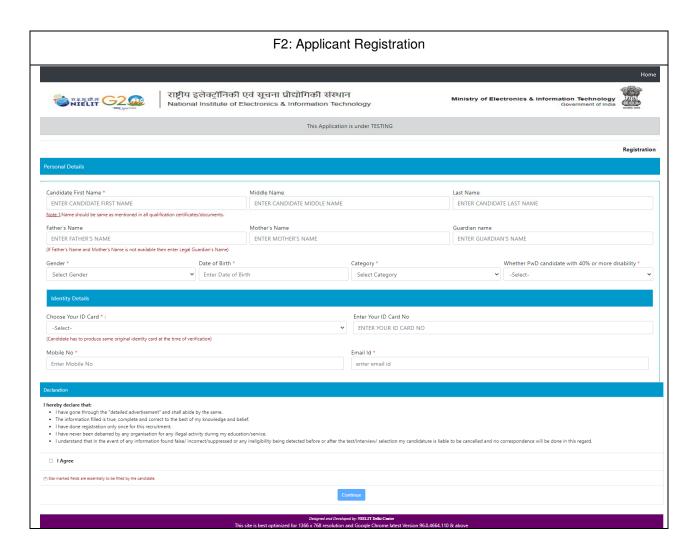
- 6. <u>Edit Application</u>: Provision to edit details of an application except the Course will be available to the applicant as long as status of Application is 'PENDING. No option to edit applications will be available after the closing date of applications receiving.
- 7. <u>View/ Print Application</u>: 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

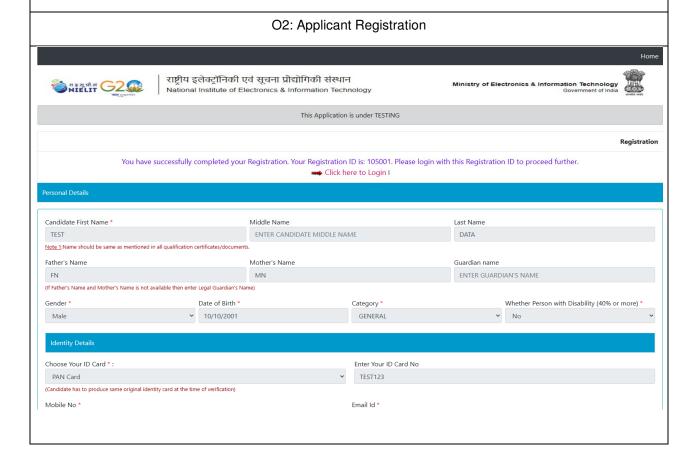


All details related to Advertisement, Starting and Closing Dates of application receiving, Helpdesk details are available in Home Page along with Instructions for Filling Application, User Registration and Registered User's Login.

- 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.



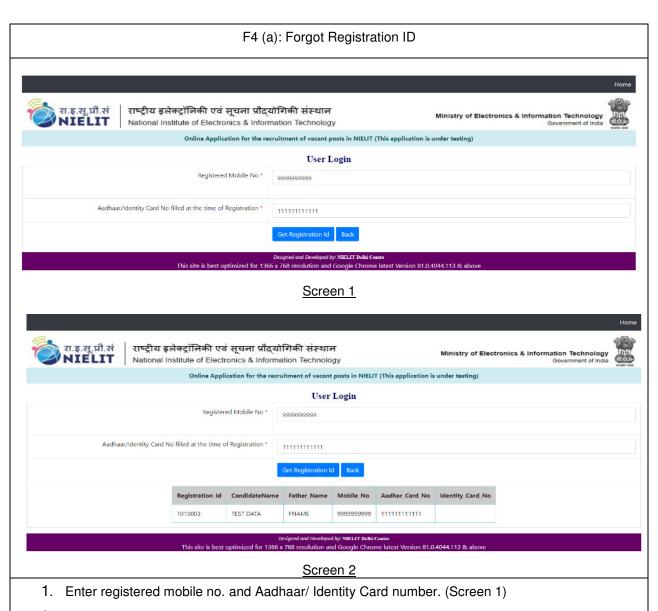
- 1. Enter the following details:
 - a. Candidate First Name, Middle Name (if any), Last Name
 - b. Father's Name and Mother's Name OR Guardian's Name
 - c. Select Gender
 - d. Select Date of Birth
 - e. Select Category
 - f. Select the Type of ID Card available and enter its number
 - g. Mobile Number
 - 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. Page will be displayed in Edit mode.



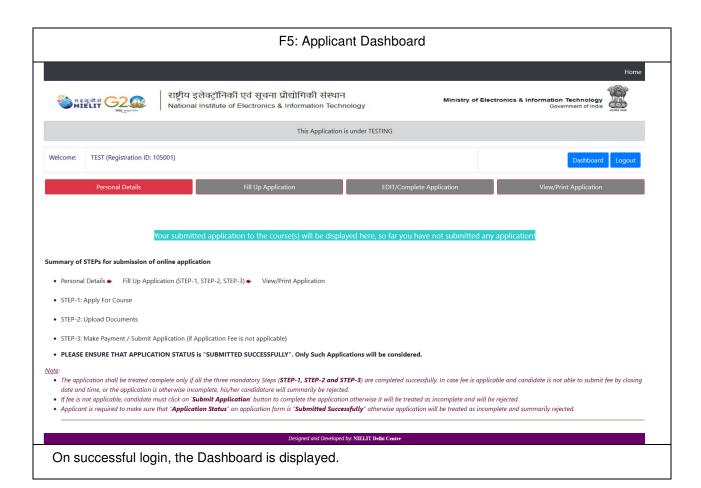
- 1. Note down the Registration ID
- Click on "Click here to Login" OR
 Click on Home Page and Use link "Login (Registered Users Only).
- 3. User Login page as below will be displayed.

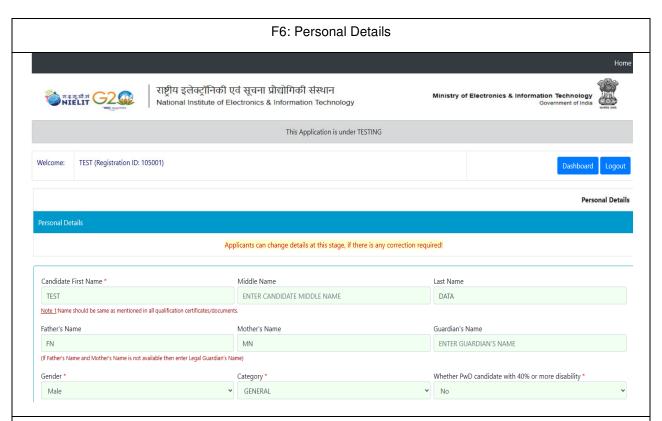
F3: Applicant Login Form Registration is under TESTING User Login Registration id Date of Birth Image BPD///M Enter the text as displayed in the image above * Login Torget Registration id Despired and Developed by NELLIT Debt Cenure This atte is best optimized for 1366 x 768 resolution and Google Chrome latest Version 96.04664.110 & above

- 1. Enter Registration ID
- 2. Enter Date of Birth 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.

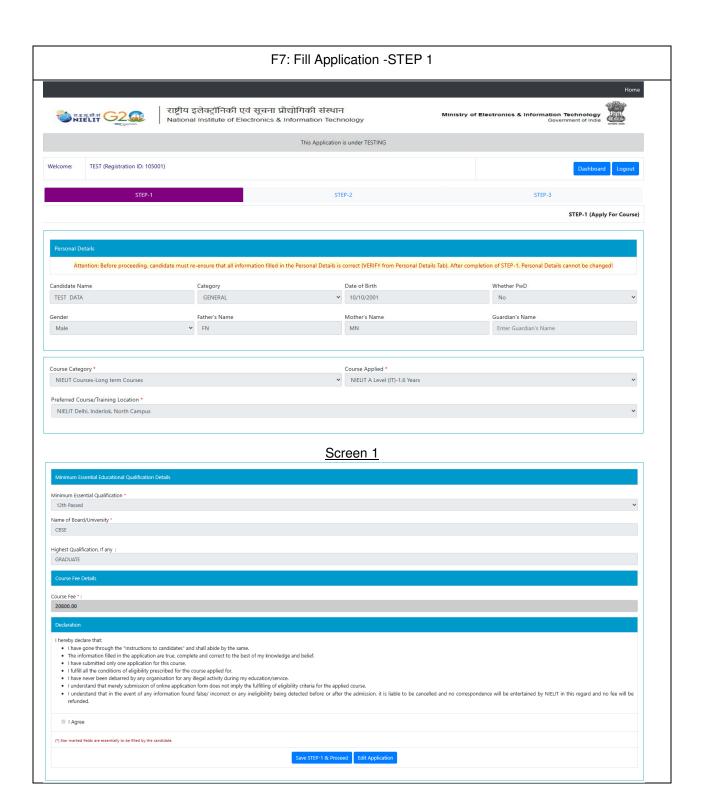


2. If all details are correct, details will be displayed as per Screen 2; else error message is displayed.

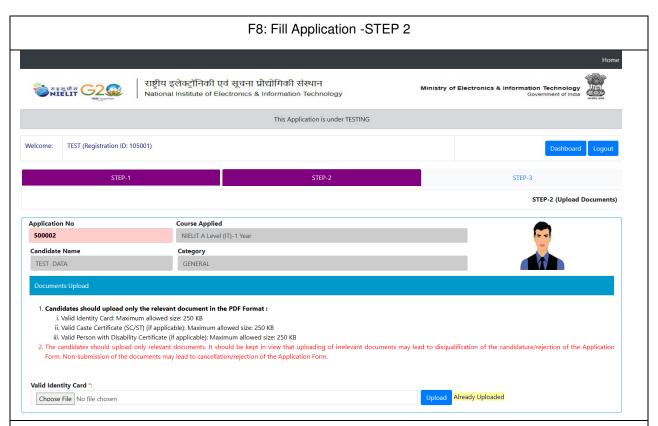




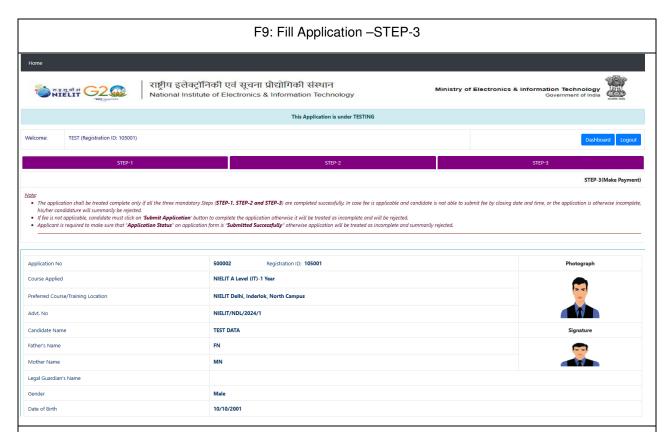
- 1. In case of any corrections in the registered personal details, applicant can modify them until application number is generated. Applicants should ensure that details entered here are correct before applying for a course.
- 2. Enter the following additional details:
 - a. Correspondence and Permanent Addresses
 - b. Nationality
 - c. Alternate Mobile Number (Optional)
 - d. Upload Photograph
 - e. Upload Signature
- 3. Click on "I Agree"
- 4. "Save & Proceed" button will be activated if no error found on page; else error message isdisplayed 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.



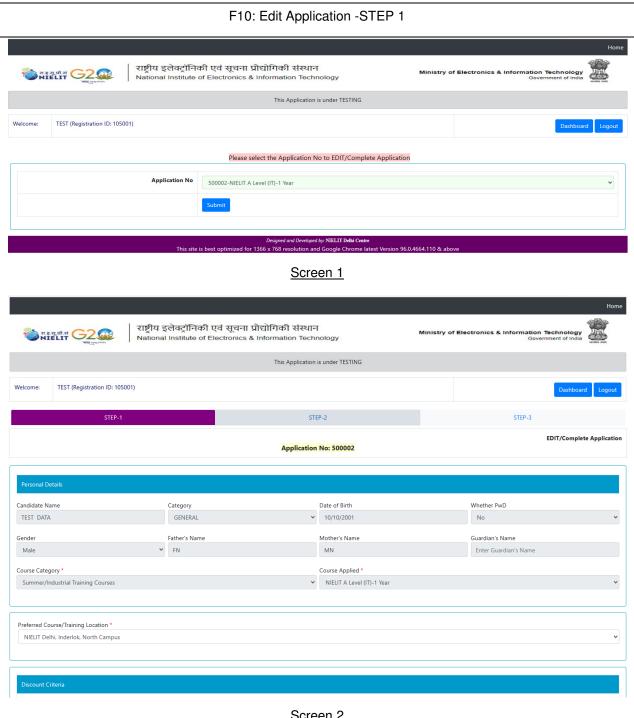
- 1. Select/ Enter details like:
 - a. Course to apply for.
 - Please select the Course Category and Course applied to fill the application
 - In case you have already applied for the course, error message will be displayed.
 - b. Preferred Course/Training Location
 - Select the Preferred Course/Training Location wherein you want to do your course.
 - c. If the applicant belongs to PWD, then
 - Select Type of Disability
 - Enter Percentage of Disability
 - d. Educational Qualification Details
 - Essential Qualification for the course
 - Board/ University Name
 - Highest Qualification (if any- Optional)
 - e. 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.



- 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-2 & Proceed"
- 3. **STEP-3** of filling Application will be displayed.

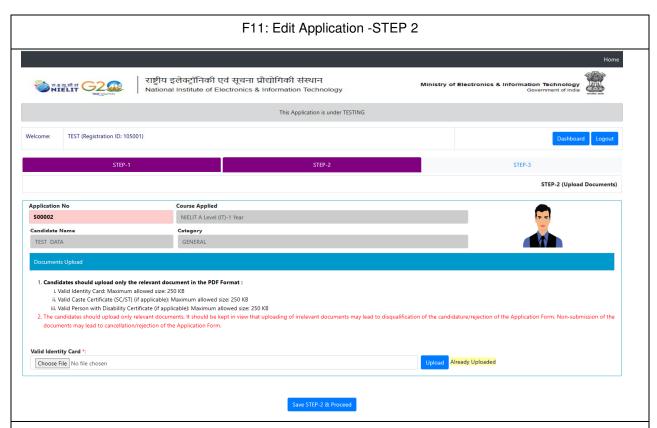


- 1. Verify the details filled.
- If all correct, click on Make Payment button (if fee applicable). Applicant will be taken to Payment site.
- 3. Enter requisite details and make payment.
- 4. On successful transaction, applicant will be provided with a Payment Receipt else Error will be displayed. Also, after successful payment, application status will change to "Submitted Successfully".
- 5. Applicant can verify the application status to be "Submitted Successfully" from View/Print Application.
- 6. In case fee has been deducted but Payment Status is still "**PENDING**", then make payment again. The amount of failed transaction (if any) will be reverted after the reconciliation.
- 7. If fee is not applicable, candidate must click on Submit Application button (STEP-3) to complete the application otherwise it will be treated as incomplete and will be rejected. Applicant is required to make sure that "Application Status" on application form is "Submitted Successfully" otherwise application will be treated as incomplete and summarily rejected
- If any detail of STEP-1 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.

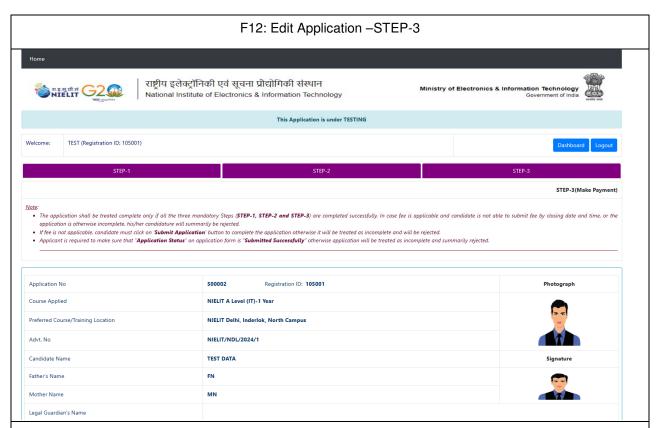


Screen 2

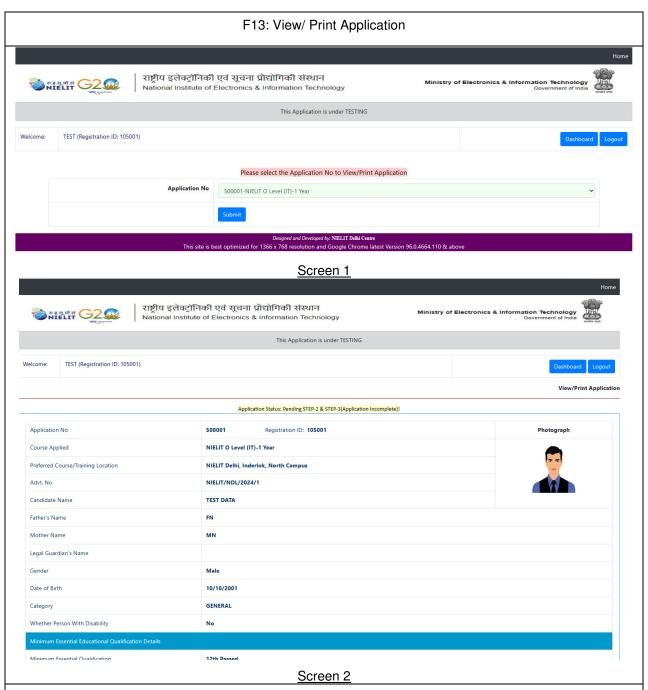
- 1. On Screen 1, select the Application to be modified. Click on Submit.
- 2. Screen 2 will be displayed. Applicant can edit all details except Course category and Course **Applied**
- 3. Once modified, click on "UPDATE STEP-1 & Proceed" button.
- 4. Edit Application STEP-2 will be displayed.



- 1. If any document needs to be rectified, applicant can carry out the modifications here.
- 2. Else, click on "Save STEP-2 & Proceed"
- 3. Edit Application STEP-3 page will be displayed.



- 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.
- Applicant is required to make sure that "Application Status" on application form is "Submitted Successfully" otherwise application will be treated as incomplete and summarily rejected.
- 4. In case fee has been deducted but Payment Status is still "PENDING", then make payment again. The amount of failed transaction (if any) will be reverted after the reconciliation.



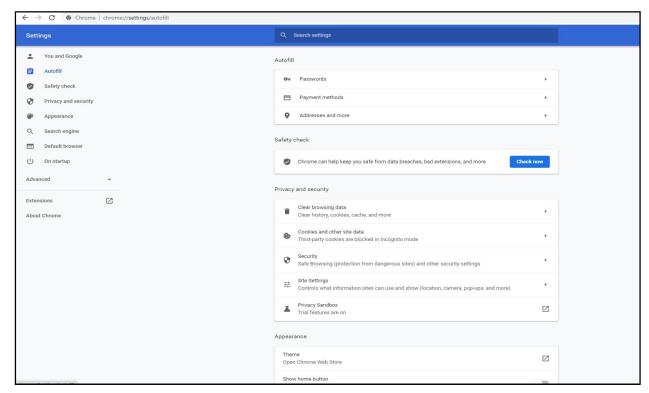
- 1. Select the application number to be viewed
- 2. Screen 2 will display the application details.
- 3. If application has been submitted successfully, click on Download button to downloadthe application.
- 4. Download will be available only if the Application Status is "Submitted Successfully"

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. New tab Chl+1 Ctrl+N New Incognito window Ctrl + Shift + N रा.इ.सू.प्रौ.सं राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान Ministry of Electronics & Informa History NIELIT National Institute of Electronics & Information Technology Downloads Ctrl+J Online Application for the Recruitment to vacant posts in NIELIT (This application is under testing) Bookmarks Zoom Cast... Detailed Advertisement Find... Ctrl+F More tools Cut Copy Edit Settings Instructions for filling Application **New User Registration** Login (Already Re Help Exit Start date for Submission of applications Last date for Submission of applications Rei 07-12-2021 17:30 Hrs ts, mail at "_____" or call at Phone Number: (Call Time: 9.30 am to 1.00 pm & 1.30 pm to 5.30 pm on working days) HELPDESK: For any problem in Online submission and downloading of hall-tickets, mail at "_ This site is best optimized for 1366 x 768 resolution and Google Chrome latest Version 81.0.4044.113 & above

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

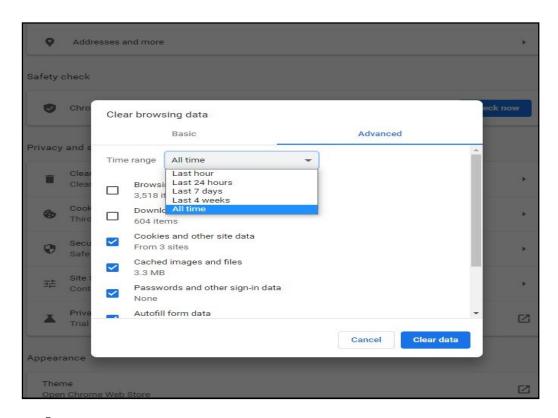


3. Select Clear browsing data.

(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."

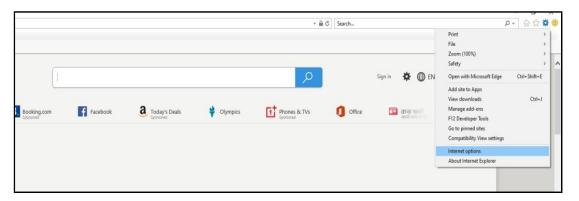
Note: This action may take some time to complete, depending on how often you clear your browsing history

Turning Off Autofill in Chrome

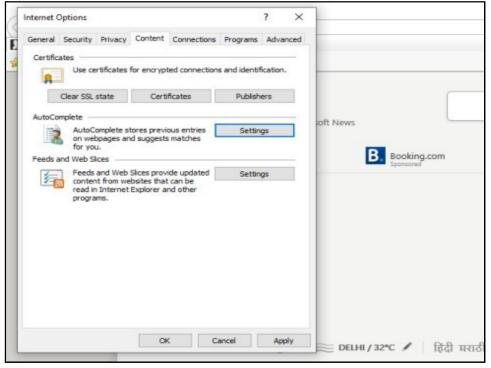
- 1. Click the Chrome menu icon. (Three dots at top right of screen.)
- 2. Click on Settings.
- 3. In the "Autofill" section, expand the area for which you wish to disable Autofill.
- 4. Toggle the setting OFF if it is on. The system will automatically save your settings.

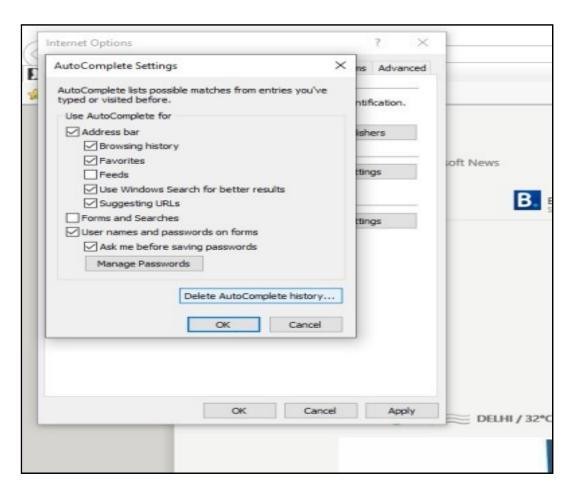
Clearing Autofill Data in Internet Explorer:

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

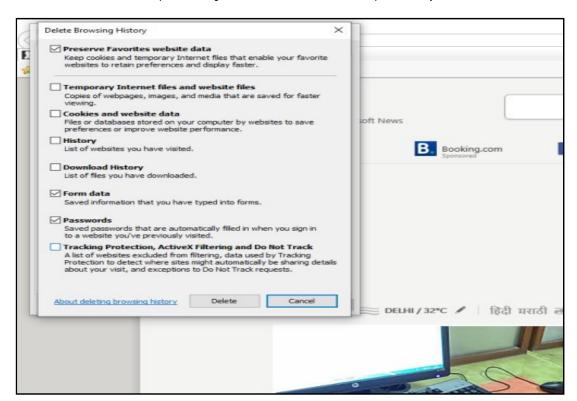


Select the Content tab.





- 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", besure 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 yoursettings.

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.
- Choose AutoFill
- 4. Uncheck "Using info from my Contacts Card/Address Book Card" and "Other Forms"
- 5. Click Done.

Clearing Autofill Data in Safari

۷.	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.

1. Click on the Safari menu. (The word Safari at the top of the screen.)